AYLBURTON COMMUNITY PLAN
June 2009

PROPRIETARY INFORMATION

Issue 1

REVISION HISTORY

Issue	Date	Status	Comment
A	Feb 2009	For ACPSC & Parish Council Comment	Revised
B	3rd April 2009	For presentation at Public Meeting 3rd April 2009	Minor Revisions
1	June 2009	Formal Issue	Minor Revisions

REVIEW
(For the last issue shown on Revision History)

Signature	Print Name	Position	Date
	M.G.Bloomfield	**ACPSC Secretary**	
	S.C.Rutherford	**ACPSC Chair**	
	M.J.Prakel	**PC Chair**	

AMENDMENTS

To assist in identifying the amendments in each revised FORMAL issue of this document, a vertical line is displayed in the right hand margin opposite new or revised text. Vertical lines marking previous amendments are deleted at each revised issue of the document.

ABBREVIATIONS LIST

ACPSC	Aylburton Community & Parish Plan Steering Group
ACRE	Action with Communities in Rural England
ALARP	As Low As Reasonably Practicable
DECC	HM Government Department of Energy and Climate Change.
FoDDC	Forest of Dean District Council
GCC	Gloucestershire County Council
GRCC	Gloucestershire Rural Community Council
LSP	Local Strategic Partnership
MAIDeN	Multi-Agency Database for Neighbourhoods
MHMC	Memorial Hall Management Committee
MoD	Ministry of Defence
PC	Parish council
PCSO	Police Community Support Officers
SCOSLA	Standing Conference on Severnside Local Authorities
SSG	(Nuclear Power) Station Stakeholder Group
SWERDA	SW of England Regional Development Agency

EXECUTIVE SUMMARY

This report presents the Aylburton Community Plan, as developed after extensive formal consultation with the residents of Aylburton in Gloucestershire. The Action Plan has been prepared by volunteers and adopted by the Parish Council, who will;

- undertake to implement those items under its direct control,
- assist the identified Action Champions and
- lobby for those proposals outside its direct control.

CONTENTS

1.0   INTRODUCTION

The Aylburton Community Plan or Parish Plan has been prepared by the Aylburton Community Plan Steering Committee (ACPSC) for the Parish Council.

The Parish Council has endorsed its findings and proposals1, and will undertake to implement those items under its direct control, assist the identified Action Champions and lobby for those proposals outside its direct control.

2.0   METHODOLOGY

2.1   Community Plan Background

Communities everywhere are constantly changing. The Government wants local communities to take more control of their own lives, to say what they want doing (or not doing) in their own neighbourhoods and to engage with other organisations to get it done. We cannot prevent change but we can try to influence it. Parish or Community Plans help our community to make change happen in a way that we want.

The Parish Plan lays out a shared vision for our community over the next 10+ years and it contains a detailed action plan for achieving this vision. In participating in this process Aylburton has defined the issues to be tackled. The process that has been followed for this plan has been largely defined by ACRE2 (Action for Communities in Rural England), the umbrella organisation for Rural Community Councils of which the Gloucestershire Rural Community Council (GRCC) is a part, and has evolved over several years picking up on the good points of previous plans.

2.2   Aylburton Community and Parish Plan Steering Committee (ACPSC)

The following agreed to serve on the committee:

Maurice Bloomfield (Secretary and link to PC);
Huw Dyer;
Les Hale (Treasurer);
Brian Reeves;
S.C.Rutherford (Chairman);
Mark Sargent;
Mark Westwood.

Other volunteers, who regrettably were unable to fulfil the entire commitment, but nonetheless were able to give valuable contribution, were: David Fuller; Russell George; Richard Kelmsley; Clive Landen; Simon Wakeham.

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1 Meeting Minutes
2 ACRE, Parish and Community Planning Toolkit,
http://www.acre.org.uk/communityengagement_parishplans_toolkit.html

There was in addition a small army of volunteers who undertook to distribute and collect back the questionnaires to every single household in the designated area to whom the Committee are very grateful.

The committee met on the first Friday of every month and the signed minutes of the meetings are filed on record.

2.3   Quality Assurance and Records

ACPSC's work has been carried out in line with normal Quality Assurance standards; ACPSC has a written Terms of Reference and small budget delegated from the Parish Council and a grant from the Forest of Dean District Council. All ACPSC decisions have been minuted, expenditure duly authorised and data recorded in suitable formats. All documentation has been checked and agreed by ACPSC prior to issue. Informal files and the associated electronic storage are available for audit. Mrs C. Wear of the University of Gloucestershire has conducted a Case Study of the ACPSC[3] process on behalf of the Local Strategic Partnership.

This report has been project checked for clarity and presentation and has been subjected to internal peer review by the ACPSC, GRCC, LSP and the Parish Council.

2.4   Aylburton Community Plan Development Process

Parish Council agreed to support a Community Plan and with help from both GRCC and the LSP called a public meeting on 4th April 2009. This meeting in the village hall was very well attended (87 people signed the register, but many more attended. Total population of the parish is an estimated 780 persons). At this session, the attendees were asked to write down issues that were regarded as Strengths, Weaknesses, Opportunities and Threats to the parish. In addition many views on how people felt about the parish and their vision for it were gathered. Volunteers to form a Steering Group for the rest of the process were identified. Drawing on advice from various parties, the ACPSC developed a list of activities and programme events. A further public consultation opportunity presented itself in the form of the annual village carnival on 12th July 2009. This was, in essence, a mini version of the village hall event, so gave an additional opportunity to garner views and issues.

Members of the ACPSC, with input from GRCC, devised a questionnaire using the issues raised at the open public sessions as the basis for the questions. A copy of the questionnaire was hand delivered by volunteers to every household within the parish. In addition, copies were also delivered to households just outside the official boundary but most of whose owners consider themselves to be Aylburtonians, viz: on the NW edge of the parish; the properties on the Alvington side of Ferneyley Brook (which forms the boundary), the properties along side of Colliers Brook and between them and the true boundary; properties between Colliers Brook and The Warren on

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3 Mrs Celia Wear, Dissertation: "How Community Engagement influences Local Strategic Partnerships highlighting the contribution of Parish Plans" – EL333 Dissertation, April 7th 2009, University of Gloucester.

the north side of the Bream Road. On the Lydney side of the parish, this includes the householders on the main Lydney Park Estate many of whom also regard themselves as Aylburtonians.

333 questionnaires were delivered and the 170 replies (51%) were either collected by volunteers or deposited in the boxes provided at the two pubs and the school. The responses were then analysed independently by GRCC, and written comments considered by ACPSC members. The resulting issues were graded according to strength of response and from the more important issues an Action Plan was developed. A correlation between the issues raised at the public meeting, the questionnaire responses and the actions can be obtained by the public on request.

The responses were checked against the estimates of numbers in each age range for the parish as provided by MAIDeN and found to form a reasonable cross section of the demographics of the parish (see Figure 1), with the possible exception of the 12 – 18 year old group. NB: MAIDeN statistics are estimated using the 2001 Population Census as the basis and updated using statistics from the Regional Health Authority. A separate questionnaire for "Young Persons" was not undertaken on the basis that there being so few of them the results could very easily be heavily skewed.
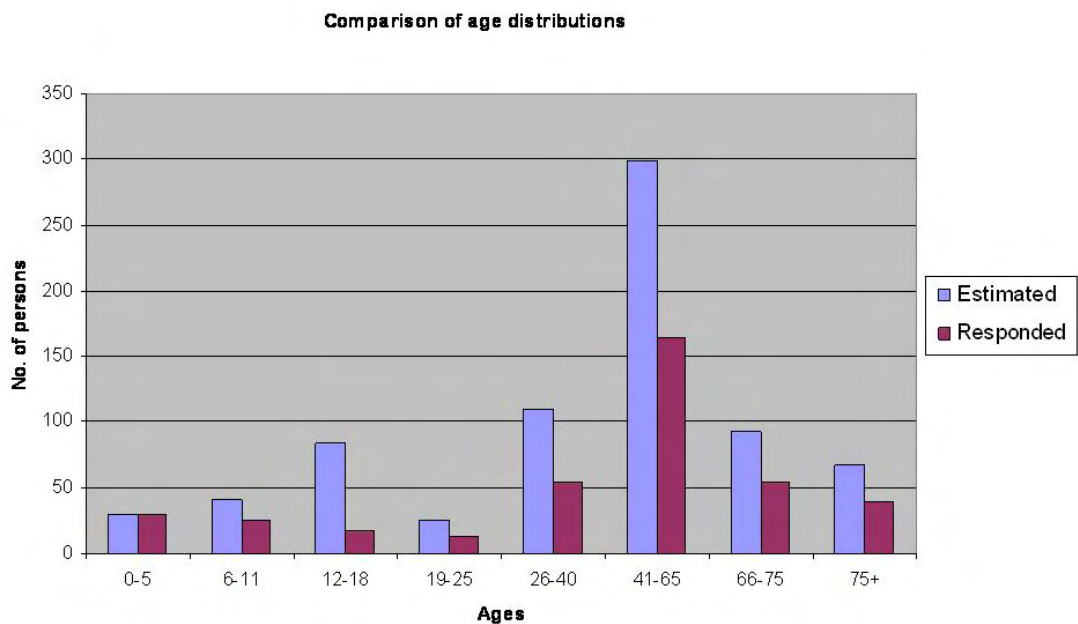

Figure 1 - Aylburton Age and Questionnaire Response Histogram

2.5   Benefits of Community Plan Development Process

Community Plans help considerably by providing a vision for the parish that result in a series of actions that Local Authorities can follow in order to achieve that vision. By obtaining detailed information of what people regard as important issues for their community, the Parish Council can be guided in their decision making to provide a community that everybody in it wants. In addition, as Fig 2 shows, Community Plans are fed into the plans of other authorities that together make up the Local Strategic Partnership, giving a very much "bottom up" approach to planning at the higher authorities.
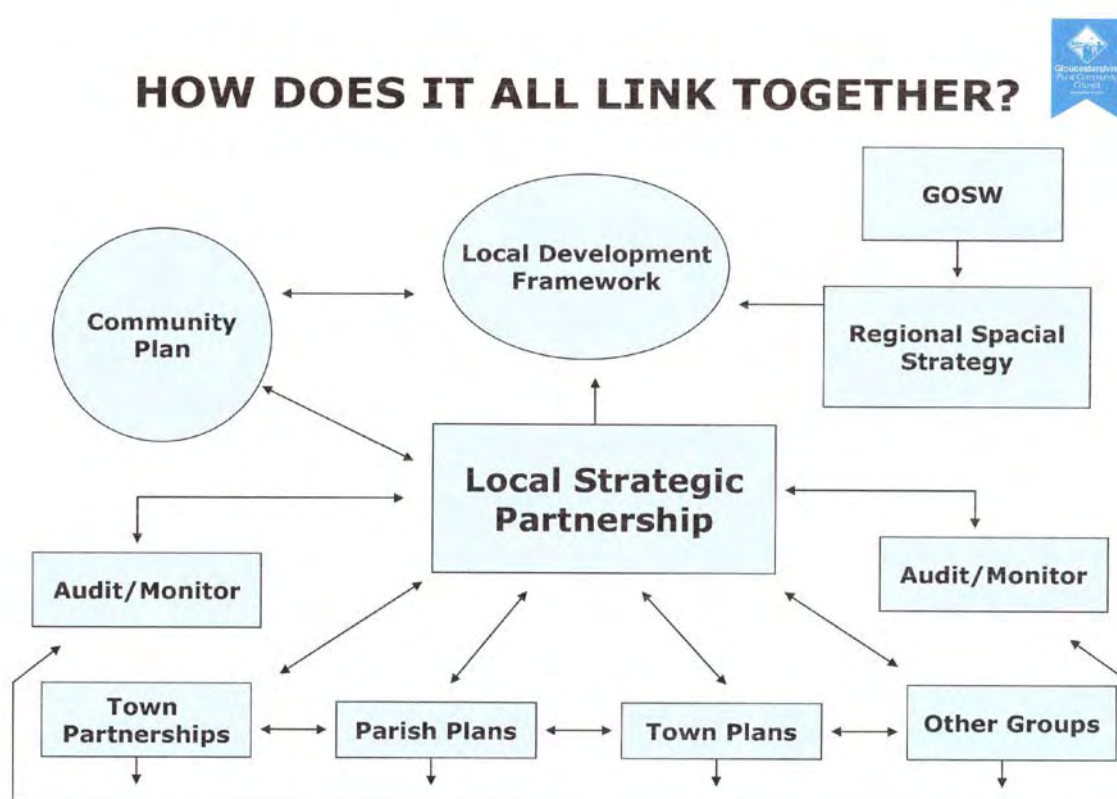
Figure 2 - Community Plans in the Local & National Government Context

2.6   Unplanned Benefits of Community Plan Development Process

Whilst there are a number of formally declared benefits to Community Plan Development, as shown above, the ACPSC has observed a number of local benefits;

- Increased awareness of Parish Council activities and limits
- Increased awareness of other Local Government functions
- Increased Local Government awareness of Aylburton residents
- Participation in Aylburton Carnival

- Increased awareness of local Aylburton organisations and their requirements
- Social networking and cohesion (including different age groups, and across Aylburton geographical divides)
- Branding i.e. the development of the "Ducktown Planner" Logo
- Charity contribution to Memorial Hall from marketing "Ducktown Plan" Polo Shirts

Figure 3 - Ducktown Plan Logo

(The Ducktown Logo derives from the former, allegedly pejorative, nickname for Aylburton. Ducktown refers to the ducks swimming on the streams, now culverted, which ran along Aylburton's roads. The Duck is shown in front of a drawing of the Aylburton Cross).

3.0   HISTORY OF AYLBURTON

During the Roman period most of the slopes of the parish were originally covered in woodland and the bank of the River Severn was more than 1km closer to the main road, with around half of the current "levels" being reclaimed before about 450 AD. The area would have been dominated by the Roman villa and temple in the grounds behind what is now the Lydney Park House. At this time the Forest (of Dean) was just inside the territory known as Britannia Secunda (*Secondary Britain)*, which covered Wales and whose eastern border was the River Severn. Thereafter, the Forest varied between Welsh and English possession at least until King Offa (8th C) built his famous dyke; at that point all of Gloucestershire came within England.

The land on which Aylburton (originally Æþelbeorhtes-tun or *Ethelbert's farmstead*) stands became part of a single manor of Lydney under the Earl of Hereford, William FitzOsbern (the builder of Chepstow Castle and founder of Lire Abbey in Normandy) in 1066, who then gifted it to Lire Abbey. Llanthony Priory became lord of both Aylburton and Alvington (but not Lydney) manors in 1277. They took iron and coal from the land above the current village and carried it down Darken Lane and Stockwell Lane to Aylburton Warth, where it was put onto ships. This carried on a tradition probably started by the Romans.

By 1219 Aylburton had its own chapel situated on Chapel Hill attributed to St. John (it became St. Mary's sometime before 1750). In the same year, Lire Abbey granted Lydney church to the dean and chapter of Hereford. Following the dissolution of the monasteries under Henry VIII, William Wyntour purchased the manor from the Crown in 1599. It remained in Wyntour hands (apart from a period covering the "Commonwealth") until purchased by the Bathurst family in 1723.

The Prior's Mesne estate (including outlying lands at Newlands and St. Briavels) was based at Prior's Lodge (also known as Prior's Mesne Lodge or Bream Lodge.) It was cleared of trees by Llanthony Priory in 1306 and largely converted to agricultural land, and they allowed their tenants rights of common there. Prior's Pool was a fishpond dating from this time. The market cross was built in the 14th C. Llanthony Priory had a fulling mill on Ferneyley Brook in 1535 (later called Tucker's Mill or Wood Mill, later to be used as a grist mill until around 1900).

By 1600, Aylburton manor had a mill at Millend (now Milling Green) on Park Brook. Housing was built around this time at Stockwell Lane and Millend. By 1608 there were 14 tradesmen in Aylburton, including a nailer, a parchment-maker, and a tucker (as in Tucker's Mill.) Aylburton Pill (Warth) was still used for shipping in 1608. There was much fishing in the Severn, with the Wyntour estate being granted the right to catch royal fish in 1640. By the mid 17th C, a new park had been formed to the SE

of the original one, and was used mainly for raising deer. Parts of a small medieval hall are still visible at No. 32 High Street4.

The building which now houses the Cross Inn was built in the 17th C, although there are wall elements from the 11th C. Old Court House was also a smallholding of similar age. Cross Farm incorporated part of an early house too. The short row of cottages at the bottom of Church Road are also probably 17th C. A hamlet called Overstreet once existed on the main road, roughly where Taurus Crafts now is. Sir Charles Wyntour built his new manor house there in 1692, the hamlet becoming tenancies and outbuildings thereof. The poor and needy were not forgotten, in 1680, Christopher Willoughby set up a trust so that £16 could be distributed annually among the poor of Aylburton, a practice which continues to this day..

By 1710, the north western part of the Parish boundary had been resolved into its current form. The boundary had followed what was called the Forest Ditch (probably Collier's brook), but can now be seen to follow the huge walls just to the south of Aylburton Lodge, built to finalise the, often bitter, boundary dispute that had existed between Aylburton and Alvington since Llanthony Priory lost ownership.

In 1717 there was an anvil works at the mill in Millend, but this had been replaced by a grist mill by 1759. Lodge Farm was established before 1717 by the Lydney estate. Prior's (Mesne) Lodge was built around the same time. In 1718, Wyntour's manor included (in Aylburton) 16 leasehold farms, ranging in size from 7-64 acres, which were almost entirely based on a number of smallholdings on the high street between Stockwell Lane and Millend, but then lands were sold off by the Wyntours to pay mounting debts left from repurchasing the estate, including the bulk of their tenant land in Aylburton, which was sold to John Lawes. He didn't last long as the Bathurst family bought the estate in 1723. They moved the road slightly to the SE away from the then site of the main house.

In 1778, the lessee of the ironworks was given the right to work quarries at Aylburton Common. In 1784, Aylburton ratepayers resisted attempts by Lydney church to levy church rates on them, and this was the beginning of their becoming their own parish.

 "The Hare and Hounds" inn opened in 1796 at the NE end of the village. Rockwood (at Heavens Gate) was built ca.1815 during the Regency period. By 1818 many of the smallholdings had merged into larger farms. These included: Home Farm (later Park Farm), Cross Farm (at Aylburton Cross), Redhill Farm. The New Grounds was still separate then, but was later added to Dairy Farm (on Church Road, Lydney). At the same time a few houses had been built on the Common (now Upper Common.) In 1818 the A48 was again moved to its present route S of Park Farm, which was built around the same time.

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4 David Verey and Alan Brooks. Pevsner Architectural Series. The Buildings of England. Gloucestershire 2. The Vale and the Forest of Dean. Yale University Press (New Haven CT and London) for the Buildings Book Trust 2002. pp 161-162

In the 1830s, the coney (rabbit) warren on Prior's Mesne estate was sold and houses (including the Warren) were built there. At about this time four almshouses were built alongside the Cross Inn. These were later regarded as church property, the occupants being chosen by the vestry. There was a church Sunday school in Aylburton chapel from 1847.

The railway line (owned by the South Wales Railway until 1863 and then GWR) was built in 1851. By 1851 there were 60 tradesmen in Aylburton (not including tinplate and iron-workers of whom there were many) including two solicitors and a doctor. Most employment was by now tinplate and iron-workers, as well as some miners and quarrymen.

In 1856, the medieval chapel was taken down and reconstructed on its present site, the cost being borne by Charles Bathurst. At this time, several windows were replaced, and the present graveyard created. Aylburton Lodge (then Devonshire Villa, on the Alvington/Bream Road) was built in 1858, demolishing a house built there in 1843.

An act of parliament in 1864 forced the enclosure of the common lands of Aylburton Common, Stockwell Green, the Bitterns, Lydney Mead, Aylburton Mead, Rodmore Mead, and Aylburton Warth (then Cow Pastures.) 278 acres were awarded to Rev. W.H. Bathurst, and 45 acres of Prior's Mesne common land went to James Croome. A few more houses were built on Upper Common after the enclosure in 1864, and the New Road was created sometime thereafter. Other houses were built at the same time on Lower Common, including the Traveller's Rest (or Besom, opened by 1880, closed late 1980s.) In 1866, there was a weir for fishing, with 650 putchers, at Aylburton Warth.

Aylburton C. of E. School opened in 1870 in a schoolhouse built opposite Aylburton chapel, mainly at the expense of Rev. W.H. Bathurst. In 1885, it was a mixed school with on average 96 pupils (it had a capacity of 160.) "The George" and "The Cross" were both open as pubs by 1870. The Cottage Hospital was opened in Aylburton in 1882 by Mary Bathurst.

In 1877, the current Lydney Park manor was built. The original was then demolished in 1883. During the 19th C, most farmland was consolidated into two or three large farms, the population becoming largely tradesmen and tinplate workers. At this time, the row of cottages from opposite Church Road to the Park Brook was built. Between 1890 and 1910, pairs of stone cottages were built further along the road by the Park estate.

In 1894 the parish council of Aylburton was created, the Playing Field coming into use in 1898. By 1903, the assistant curate of Lydney church was based at Aylburton at the request of the villagers and Charles Bathurst. Sandford Terrace was built in 1907 and a year later the Cottage Hospital was moved to the present site of Lydney Hospital. By 1910, Aylburton School had a separate infants department. Parts of Aylburton were supplied with water from 1912 from a spring above the village, and this supply remains working today for approximately 80 houses. In 1910, Wesleyan Methodists held open-air meetings at the Cross. A temporary building was later used, until 1915 when the Methodist chapel was built. In 1919 the "Butchers Arms" pub

behind the Methodist Chapel was closed and used as a caretaker's cottage. The Village Hall was built in 1920-1 as a memorial to the fallen of World War I. Electricity was supplied to Lydney from 1925.

In 1936-8, Lydney Rural District built council houses on Stockwell Lane and in 1944, the almshouses were sold and demolished. In 1949, Aylburton School became state-controlled and in 1950-1, Lydney Rural District Council built Milling Crescent. Mains water did not reach Aylburton until the 1950s. A reservoir was built near Lodge Farm, but was replaced by the one on Chapel Hill in 1956. "The Hare and Hounds" inn was demolished in the mid 20th C. The coal tips and their railways were finally closed in 1960. In 1974, Lydney Rural District became part of the new Forest of Dean District.

The derogatory nickname "Ducktown" is thought to be applied to Aylburton by outside elements (Lydney Football Team?) due to the former streams which ran alongside High Street (before culverts were built) leading to there being a highly visible duck population[5].

4.0   AYLBURTON GEOGRAPHY AND ENVIRONMENT[6]

4.1   Introduction

Aylburton lies astride the A48 approximately 1.5 Kilometres south west of Lydney. To the east of the village the land slopes gently down to the Severn Estuary, whilst to the west the land rises steeply from the village edge up to the Severn Escarpment.

Aylburton Village is generally linear with mainly older terraced properties facing directly onto the A48. Much of the village falls within a designated Conservation Area, including the houses either side of the A48, St Mary's Church and the school. Within this area, there are 7 listed buildings and one ancient monument - the 14th C Village Cross.

The older buildings are generally constructed of stone or finished with render, with a mixture of slate or clay tiled roofs. Development in the post war period has taken place largely to the west of the A48, including a Local Authority estate off Church Road in the 1950's, a private estate adjoining Chapel Hill in the 1970's, and a further smaller development off the High Street in more recent years.

There are a limited range of local services including two surviving public houses, a Primary School, Village Hall and allotments. There is a large recreation ground, which is located on the wrong side of the busy A48 road for the majority of the population. Local employment is provided by an industrial business in the village centre, and a large estate with several farms adjoining the village. There is a small industrial estate based around the redevelopment of a farm yard and its buildings off Stockwell Lane. Lydney is also close by, offering a range of employment and services.

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5 Swinging into the 90s. Mrs.Wolridge. Aylburton. c.1990.
6 Adapted from Forest of Dean District Local Plan Review: Adopted, November 2005.

Aylburton and the surrounding area suffer from two types of flooding: fluvial, from the Park Brook and tidal from the Severn Estuary.

The population of the Parish has remained virtually static over the last ten years. The estimated village population is about 780 persons with a housing stock of 325 dwellings.
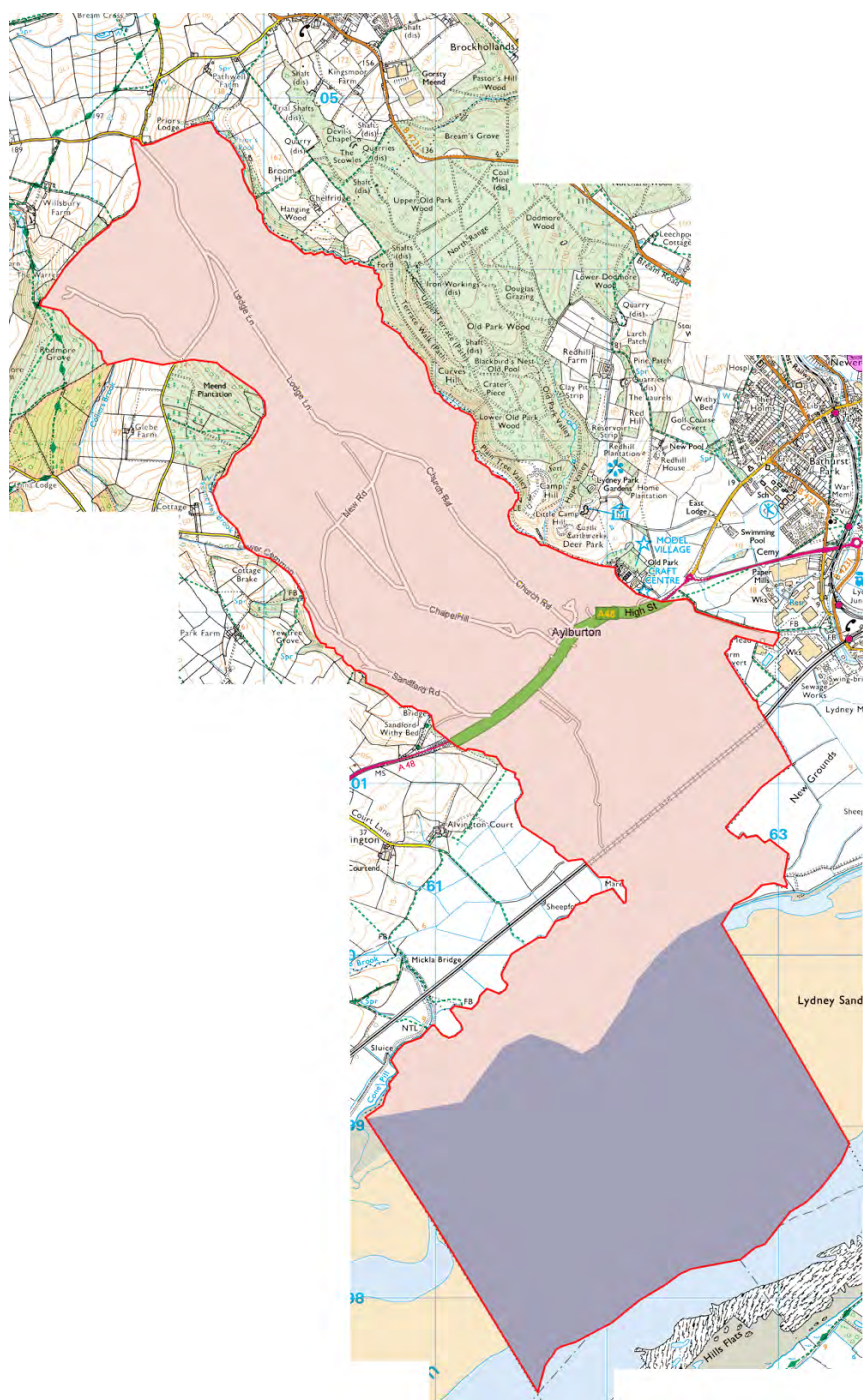
Figure 4 - Aylburton Parish Boundary (nominal limits of this survey)

4.2   Local Development Strategy

Aylburton is an attractive village surrounded by an open agricultural landscape and extensive areas of woodland. The plan is to safeguard the attractive landscape around Aylburton by means of restricting development in the open countryside beyond the settlement boundary. There is some opportunity for further residential development in the form of small groups of dwellings within the defined settlement boundary, although these opportunities are fairly limited.

A large part of the village is a Conservation Area, reflecting the quality of the built environment. New development will be expected to complement these attributes, particularly within the Conservation Area. Archaeological assessments are required to accompany development proposals. A recent survey at a property in the High St has revealed c 13th C pottery etc, below potential footings level[7].

Where appropriate proposals come forward for the refurbishment or re-location of existing employment sites, these will be supported under the employment policies of the Plan. Any redevelopment proposals should provide for the enhancement of the Conservation Area.
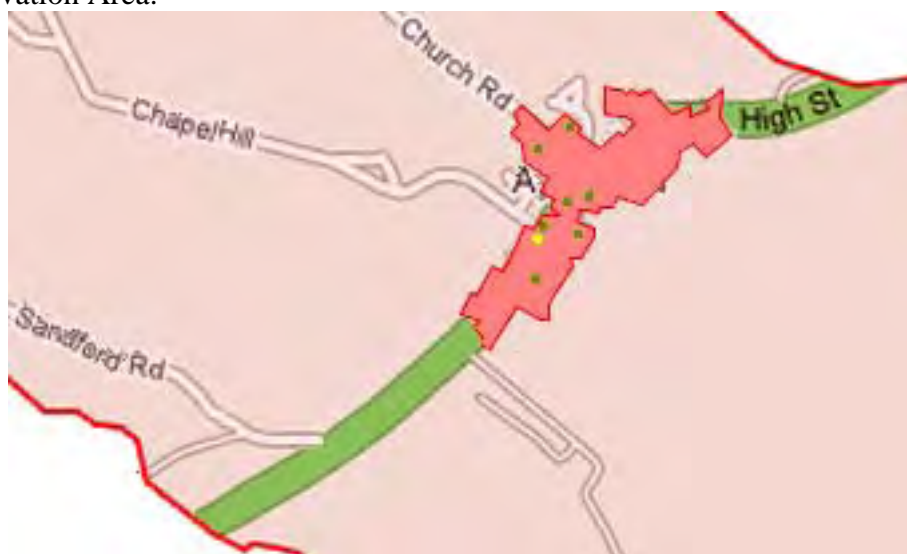
Figure 5 - Aylburton Conservation Area

The churchyard is identified as an important open area to be protected within the defined settlement boundary; in addition the two recreational areas (allotments and playing fields) will be protected as important open areas.

The A48 has a considerable effect on the quality of the environment due to the large volume of through traffic in the village, and particularly the effect of heavy lorries. In June 2008, the 44km stretch of the A48 between Chepstow and Gloucester was named as the most dangerous road in the South West of England.[8] This single carriageway stretch had 45 fatal and serious injury car accident collisions between 2004 and 2006, and was rated as medium risk in the EuroRAP report published by the Road Safety Foundation. No by-pass is programmed although the DfT continue to protect a line for the by-pass through the Memorial Playing Field. Throughout Aylburton vehicle access to the A48 is a potential constraint upon development owing to the need to ensure highway safety.

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7 FoDDC Planning Documents (36 High Street)
http://planning.fdean.gov.uk/WAM/doc/Report-127888.pdf
8 www.eurorap.org/library/pdfs/20080627_GB_High_RISK_Regional.pdf
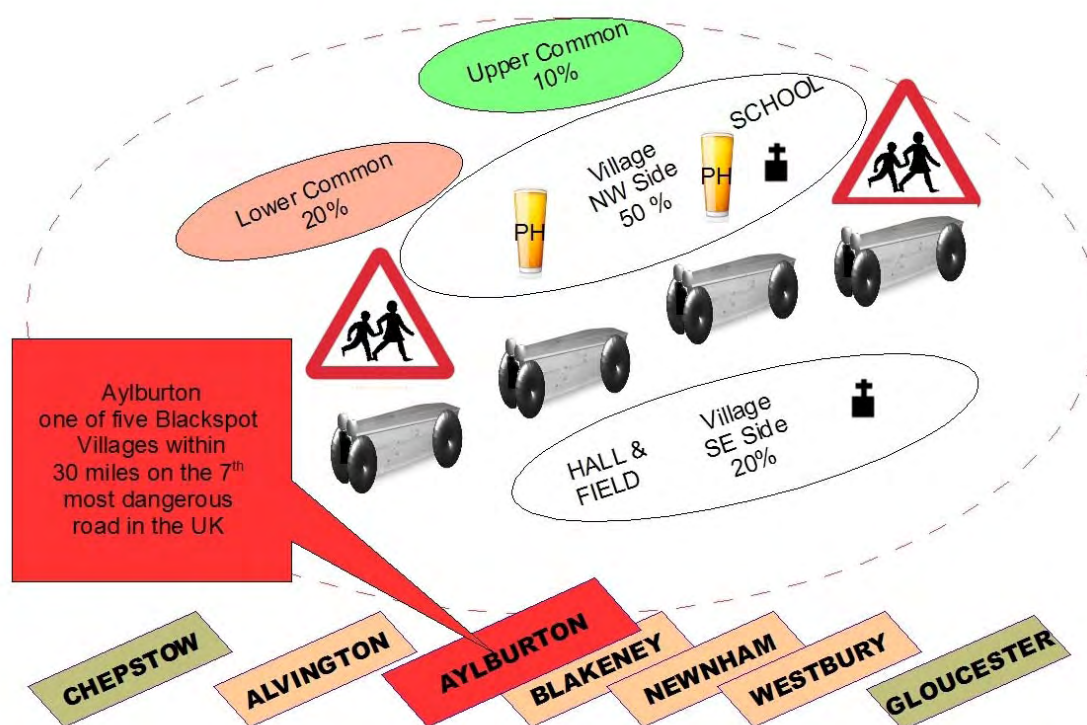
Figure 6 - A48 Accident Blackspots include Aylburton

4.3   Aylburton Parish Landscape

The Forest of Dean is well known for its beauty and amenity value, perhaps less so for its diversity of landscape9 10. Aylburton Parish is characterised by two very different landscape character areas, either side of the A48.

4.3.1   Wooded Scarp and Lower Scarp Slopes

4.3.1.1. Key Characteristics

- Steep, exposed and elevated scarp slope cloaked in semi-natural broad leaved woodland and coniferous plantations.
- Generally poor soils and steep sloping relief of the scarp slopes well suited to pasture.
- Distinct sense of elevation and dramatic panoramic views over the Severn Vale to the Cotswold Escarpment.
- Gentler landform on lower slopes below the spring line.
- Distinctive settlement patterns.
- Roads and tracks, surrounded by dense vegetation, run parallel to streams and link the plateau and the lowlands across the scarp slope.

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9 Extracts adapted from Landscape Character Assessment for the Forest of Dean, FODDC, 2002 used with permission of FODDC
10 www.naturalengland.org.uk

4.3.1.2. Character Area - Lydney Park

The designed parkland at Lydney Park is a significant landscape feature that exerts a strong influence on the local landscape character. The park contains secluded wooded valleys with lakes, parkland, veteran parkland trees, a profusion of rhododendrons, azaleas, magnolias, acers and numerous fine hardwood tree specimens within woodlands. Many parkland species have colonised the local woodlands and are visible in the landscape some distance from the core of the gardens. The park occupies the dramatically undulating landscapes to the east of the Aylburton scarp where streams draining the adjacent uplands have created a series of ridges and valleys. A number of these streams have been dammed to create a series of pools and lakes. These are largely inaccessible and surrounded by dense woodlands.

The area is of considerable archaeological importance reflecting past land use and settlement history and has been the subject of some detailed archaeological research. Evidence of iron mining and iron working dates back as far as the Bronze Age.

4.3.2   Drained Riverine Farmland and Grazed Salt Marsh

4.3.2.1. Key Characteristics

- Low lying, windswept and generally treeless flat landscape of productive improved cattle pastures.
- Distinctive pattern of hedgerows dividing the landscape up into large geometric fields.
- Inundation grasslands and drainage ditches sometimes lined with pollarded willows.
- Remote and largely inaccessible landscape.
- Generally unsettled landscape.
- Potentially rich archaeological resource.
- 'Pills' and wharves at the outer edge of the drained farmland.
- Riverside extent of the grazing land often marked by a sea wall.

4.3.2.2. Character Area - Aylburton Newgrounds

The Aylburton Newgrounds character area is an extensive area of drained farmland. Hawthorn hedges and post and wire fences divide up the landscape into a patchwork of large pasture and arable fields. Extensive views towards the Forest of Dean are possible, however tall hedges and hedgerow oaks can often interrupt views. Some small mixed copses are also evident. These are coverts and are all located close to Park Farm indicating they were planted to provide cover for game. Willow pollards located along a number of the ditches draining the landscape contribute to the sense of this being a landscape well endowed with trees.

The pastures are often rushy, indicating that they are currently under stocked. This, coupled with poorly maintained hedges and areas of disturbed ground gives the landscape an abandoned character. A number of small sheep folds are located at intervals in the landscape to offer shelter to stock in the otherwise open landscape.

The New Grounds are typically unlit 'dark' landscapes; there is no settlement within this area.

Flood defence work to upgrade the defences over the seven kilometres from Cone Pill to Lydney has been completed to protect the Gloucester to Chepstow railway line, industrial units and the flood plain area.
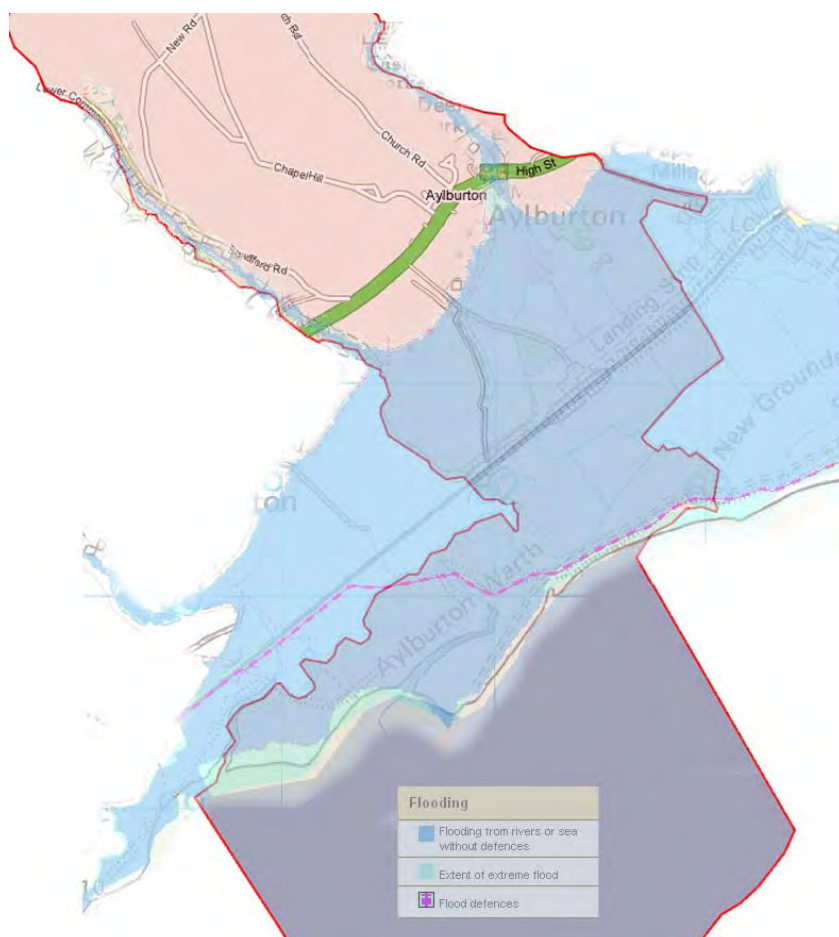
Figure 7 - Aylburton Flooding Risk

4.4   Aylburton Parish Biodiversity [11]

The Parish includes part of the Severn Estuary, categorised as a Site of Special Scientific Interest (SSSI), a Ramsar Site (Ramsar Convention on Wetlands; established at Ramsar, Iran in 1971) and a Special Area of Conservation (SAC).

The Countryside Agency has announced that at some point in the future it will consider again the designation of parts of the Forest of Dean as an AONB; the Parish Council will need to consider this carefully if it is likely to impact on the Parish.

English Nature launched the Natural Areas concept in 1993 as a framework for setting nature conservation objectives. Natural Areas are parts of England with similar wildlife and natural features. They reflect geology, land-use and land use history and provide a basis on which to evaluate the wildlife and geological resource.

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11 Largely taken from sources available at www.gloucestershirebap.org.uk

Aylburton parish includes two different natural areas: the Severn and Avon Vales Natural Area and the Dean Plateau and Wye Valley Natural Area, roughly corresponding to the landscape areas. These areas cover the two Strategic Nature Areas (Priority Habitats) in the parish:12 Lowland Wet Grassland and Woodland Mosaic/ Wood-Pasture, Parkland and Veteran Trees. Lydney Park is probably the single most important ancient wood/pasture outside of the Forest of Dean.
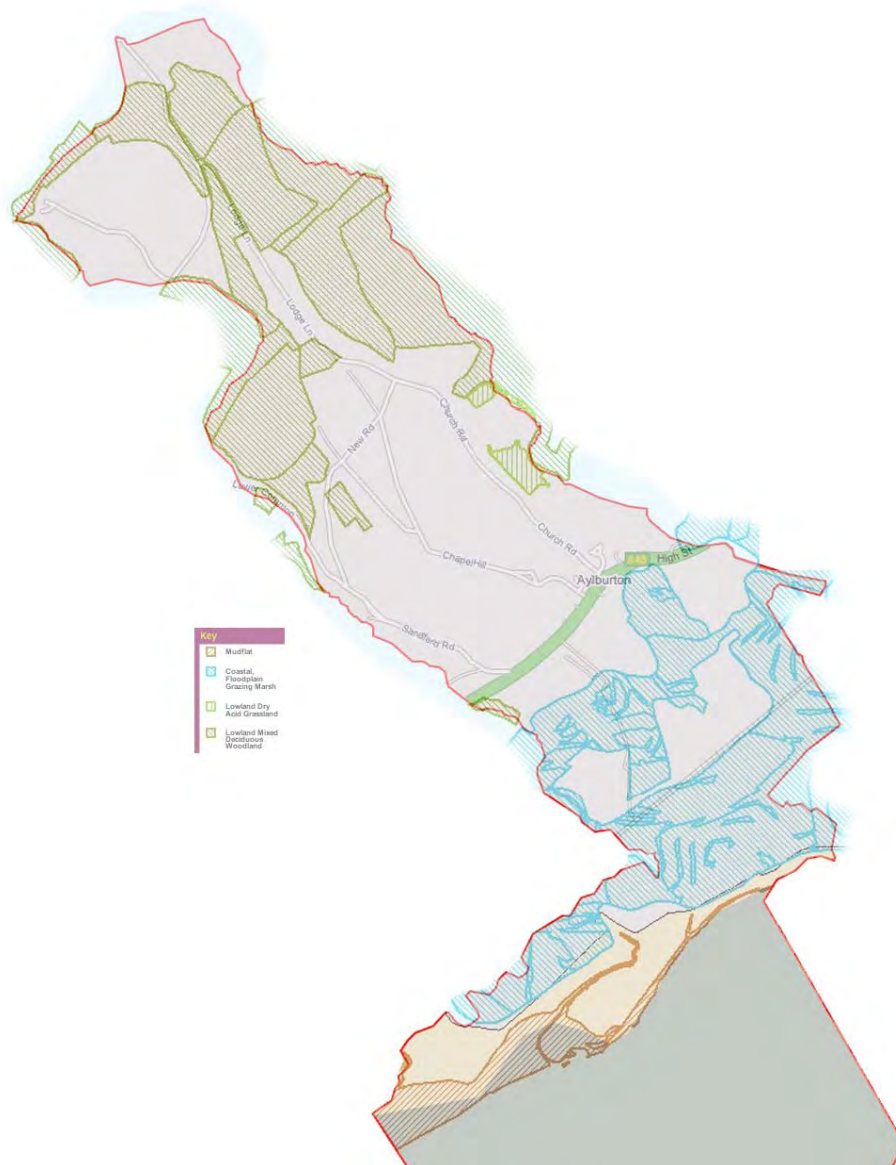
Figure 8 - Aylburton Natural Areas

4.4.1   Agri-Environment Schemes [13]

4.4.1.1. *Countryside Stewardship Scheme*

The Countryside Stewardship Scheme (CSS), now superseded by Environmental Stewardship, was introduced in 1991 as the Government's main scheme for the wider

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12 www.mistletoe.org.uk/glosbapweb/Gloucestershire_Biodiversity_News_July08.pdf
13 www.natureonthemap.org.uk

countryside outside the Environmentally Sensitive Areas, aiming to improve the natural beauty and diversity of the countryside, enhance, restore and re-create targeted landscapes and wildlife habitats, protect historical features, and improve opportunities for public access. 628.79 ha of Aylburton Civil Parish entered into the CSS from 1999.

Grants were also available towards capital works such as hedge laying and planting, and repairing dry-stone walls.

Local farmers and land managers have entered into a 10 year environmental land management agreement, which may include managing grass fields without fertilisers or weedkillers to encourage more wildflowers, re-planting hedgerows, restoring a traditional farm building, and providing feeding areas for farmland birds.

4.4.1.2. Environmental Stewardship

Environmental Stewardship is the newest agri-environment scheme in England which was launched in March 2005.

The scheme aims to:
- conserve wildlife (biodiversity);
- maintain and enhance landscape quality and character;
- protect the historic environment;
- promote public access and understanding of the countryside; and
- protect natural resources.

Lydney Park Farms Partnership (438.56 ha) is under Entry Level Stewardship (ELS) which addresses some of the environmental issues affecting the wider countryside by encouraging farmers to deliver simple yet effective environmental management.

4.4.1.3. English Woodland Grant Scheme

The English Woodland Grant Scheme (EWGS) opened in 2005 and is managed by the Forestry Commission. This scheme benefits British woodlands and forests by defining the landscape, providing work and business opportunities for local people – particularly in rural areas – and providing valuable habitats for wildlife. Many are spaces enabling people to walk, cycle and relax – often improving the quality of urban life. Lydney Park Estate joined EWGS in March 2008, 368.24ha.[14]

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14 Taken from http://www.natureonthemap.org.uk/map.aspx?m=aes .
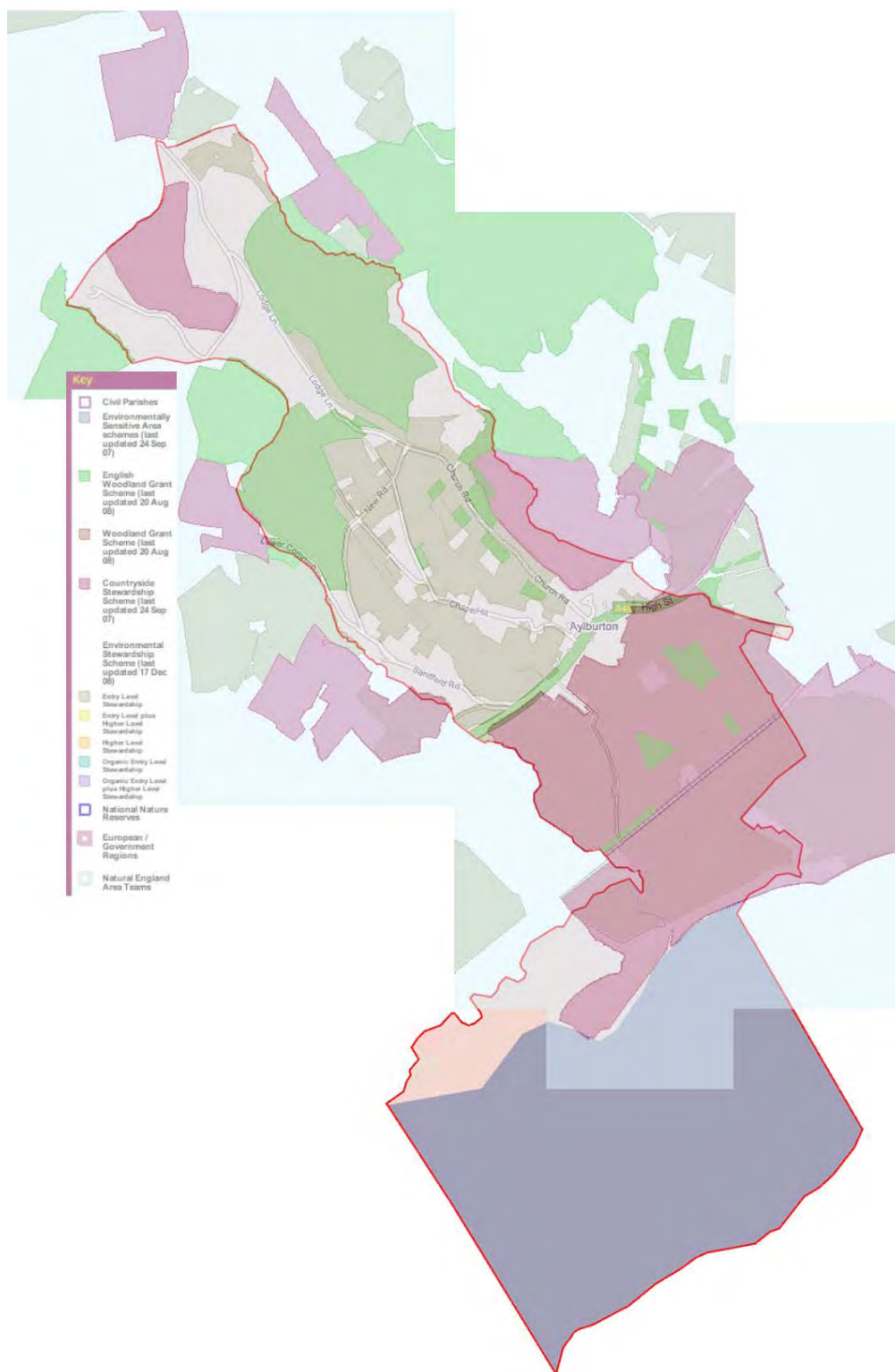
Figure 9 - Aylburton Environmental Stewardship

5.0   QUESTIONNAIRE RESULTS - HIGH LEVEL DISCUSSION

Of the 333 questionnaires delivered, 170 were returned, a return rate of just over 51%. This meets the minimum standard required of 50%. Comparison of the age ranges within households responding and the same as estimated by the MAIDen project shows that we have obtained responses from a good cross-section of the population. The exception to this lies with the 12-18 year old range, which seems to be underrepresented. We would need to undertake a more detailed survey of ages to make sure that the estimates were a reasonable reflection of reality.

There were no great surprises in the responses; top of the bill goes to Aylburton's friendliness, 97% of responders said it was friendly and the same number are determined to stay; the issue of the A48 (covering speeding traffic, weight/volume of traffic, high number of HGV's etc.) proved to have the highest support as being the major issue against life in the parish. 92% of the responses agreed, (70% agreeing strongly) that road safety is a major concern; 87% agreed (65% strongly) that there are too many large vehicles and that 82% agreed (60% strongly) that more should be done to reduce the speed of traffic. A striking 81% thought that the tolls on the Severn Bridge were a major cause of the high number of lorries using the A48.

83% agreed that the road surface was in poor condition, but the GCC Highways Dept. have since rectified that situation. There was a more even spread of opinion regarding the same factors on the side roads, but nevertheless road safety is still a major issue. There was strong support for some form of pedestrian crossing, (46% for pedestrian controlled traffic lights, 34% for a zebra crossing) with either flashing speed awareness signs (54%) or a 20mph speed limit (46%) as the favoured means of calming traffic. As would be expected, 80% of the responders supported a by-pass with only 13% against.

Parking, particularly at the Village hall (60% said more should be provided) and at the school (43%) seems to be a cause for concern, both of which may well be restricting the use of those facilities. The parish does seem to be very car centric with only 9% not having ownership of a car. Consequently use of local transport is very low; 33% rarely and 53% never using a bus and 40% rarely and 33% never using a train. 65% of respondees cited "use own car" as the main reason for not using a bus, whilst 40% said the same for the lack of use of the train. For both services inconvenient times (19%/14% bus/rail) and an infrequent service (26%/19% bus/rail) were given as the next most important reason for using the service. However, rail use also had the added disadvantage of it being difficult to get to the railway station (24%) and an awkward change at Severn Tunnel Junction (21%) seems to prevent a number of people using the train to get to Bristol. 70% would use the train to Bristol if this aspect were improved. Only 4% of responders rated public transport in Aylburton as being good.

3.5 times the number of children attend "other" nursery school/play groups as use Nutkins, but few (7%) would use a playgroup in Aylburton if provided (11%

wouldn't). Again just over half the primary school age children attend a school outside Aylburton (Aylburton 8%, Woolaston 3% and "other" 6%). At secondary school age the situation is not too dissimilar (Whitecross 4%, Wyedean 4% and "other" 6%). Conversely, 61% of the responders regard the school as an important element of the parish.

The playing field, memorial hall, school, pubs, carnival and the public rights of way are all important features of the village with usage being in excess of 50% in each case. Not surprisingly in a village with no shop at all, a Post Office (70%), coffee shop (33%), bakery (54%) and convenience store (75%) figure high in the list of required additional features, with mains gas (51%) and improved broadband (42%) being equally important.

Interestingly in this day and age, there seems to be little enthusiasm for the use of allotments (only 3% already use them and only another 13% would if they were improved). There is also little enthusiasm for doing much in the way of sport, but use of the public rights of way is high (67%) with another 9% promising to use them if they are improved. It would seem that few think the footpaths are in good condition (39% say yes, 35% say no); the 86% who support access to the "Tack" are reflecting a more generally held view.

Sadly, there seems little support for activities for young persons. However, when asked in the context of perceptions of crime and safety, lack of facilities for young people is regarded as a problem by 57% (20% who agree strongly and a further 29% with no opinion). As this is contrary to statements made at the public meeting, it is probably wise for the PC to conduct a further investigation into this aspect of parish life.

Crime figures suggest that the population of Aylburton should have little to fear from crime and safety and this is borne out by this survey. The most noticeable issues are perceived problems with theft from outbuildings (38%) agree/agree strongly, fly tipping (26%/14% agree/agree strongly) and lack of visible police presence (48%/20% agree/agree strongly).

Nuclear power generation appears to hold relatively few fears for the population of Aylburton (65% say they have no safety concerns, 35% do), but they would prefer not to see further development (37% yes, 53% no). On the other hand it would seem that a greater awareness of the facts is required in the case of a Severn Barrage with 42% being undecided. Support is much more positive for wind turbines at 61%.

Dog mess (68%) and litter (39%) are the main concerns for the observed environment and 71% would like more to be done in the way of raising re-cycling rates. Flooding is of great concern to some (only 12% have experienced flooding) but this rises dramatically when looked at in the context of the lower lying areas.

Few people feel that they or a family member is in need of affordable housing (4%), but many would support limited development of more housing especially of the affordable kind (51%). Of rather more concern is the threat of Lydney expanding to

the extent that Aylburton is swallowed up by it, 58% have expressed concern about this.

Lastly, but just as significantly, the population feel that the PC do not communicate enough with 78% preferring a newsletter, 34% by notice boards and 40% by website.

6.0   PROPOSED ACTION PLAN

Drawing upon the information gathered throughout the process the Action Plan is presented in **Error! Reference source not found.**, with the supporting cross-referenced correlation presented in **Error! Reference source not found.**.

7.0   REVIEW

The Action Plan should be subject to regular monitoring and Annual Review. It should be updated to reflect any changes required.

8.0   THANKS AND ACKNOWLEDGEMENTS

The PC would like to thank ACPSC and its members and volunteers who have worked so hard to develop this plan, on time and under budget.

We would also like to thank Mrs. Kate Baugh of GRCC and Mrs. Lena Maller of the Local Services Partnership, and Mrs. Celia Wear as our very own Boswell.

The ACPSC have tolerated a dictatorial management style with unfailing good humour.

We would also like to thank the residents of Aylburton for their support and co-operation.

Table 1 - Aylburton Action Plan

Roads and Transport

Issue	No:	Action	Lead	Partners	Resource	Time Scale	Measure	Ref	Priority
Lack of pedestrian crossing of A48	RT1	1. Form volunteer group. 2. Explore methods to get pedestrians across A48 safely	Parish Council	Sub team with volunteers & GCC Highways	Competition, academic institution	12 Months	Publish options explored and funding needs	See Table 2	High
Speed of Traffic	RT2	1. Form sub team to perform a covert speed census and explore options	Parish Council	Volunteers & other PC's on A48. PCSOs	Websites, visit similar problem areas	12 Months	Options ranked and supported by results from other locations		High
Poor road and pavement surface	RT3	1. Work with GCC Highways to monitor and improve surfaces	Parish Council	GCC Highways	Site visits, reports to GCC	On-going	Hot spot and ageing analysis published regularly		On-going
Improve road drainage	RT4	1. Continue to work with GCC to improve surface drainage	GCC	Parish Council	GCC Highways	12 months	No road floods or run off flooding		High
Excessive volume of traffic	RT5	1. Investigate how other villages deal with this problem. 2. Lobby GCC, MP's etc. regarding problem	Parish Council	Volunteers and sub team	Use planned private travel to collect examples /photographs	12 Months	Villages with similar problems identified and solutions evaluated		High
Excessive number of	RT6	1. Perform census to get facts.	Parish Council	Volunteers Highways	Recognized traffic census	6 Months	Facts published Parish Council		High

Issue 1

Issue	No:	Action	Lead	Partners	Resource	Time Scale	Measure	Ref	Priority
HGV's		2. Investigate reports/initiatives by GCC. 3. Report to community		LSP	procedures. Lobby groups		lobby for solution		
Overall A48 Road Safety & Traffic improvements	RT7	1. Build links with other A48 Parish Councils/user/resident groups. 2. Get GCC to keep Aylburton PC informed of initiatives/strategies affecting the A48.	Parish Council	Volunteers LSP	Networking	12 months	Demonstrable links to other initiatives and groups		High
Lack of parking in village	RT8	1. Audit current parking provision. 2. Identify potential parking options and feasibility	Parish Council	Volunteers Lydney Park	Use existing links	12 months	Car parking provision feasibility		High
Lack of cycle lane Alvington-Lydney	RT9	1. Explore Cycle Lane Provision	Parish Council	Volunteers LSP, GCC SUSTRANS Lydney Park	Build new links	12 months	Cycle lane provision feasibility		Low
FoDDC Parking Charges	RT10	1. Express parish view to FoDDC.	Parish Council	Volunteers	Write letter to local bodies and MP, publish responses	6 months	Parish Council notify FoDDC in writing that residents are against Parking Charges		Medium

Issue 1

Issue	No:	Action	Lead	Partners	Resource	Time Scale	Measure	Ref	Priority
Poor Train Services	RT11	1. Explore potential for increased/better train Services to Bristol, South Wales and Gloucester. 2. Request maintenance of free parking at Lydney	Parish Council	Volunteers	Write letter to Train Operating Companies local bodies and MP, publish responses	6 months	Improvements to timetable and connections		Low
Need for by-pass	RT12	1. Investigate existing reports on subject. 2. Discuss feasibility with GCC. 3. Publish results.	Parish Council	Volunteers, GCC, other Parish Councils	Communicate policy	12 months	Successful communications and responses		Medium
Support Upstream Severn Crossing	RT13	1. Make contact with organisations involved. 2. Ensure parish views communicated. 3. Keep parish informed of progress.	Parish Council	Volunteers	Communicate policy	12 months	Successful communications and responses		Low

Environment

Issue	No:	Action	Lead	Partners	Resource	Measure	Ref:	Priority
Nuclear Power Stations	EN1	1. Keep community informed of information from Power Stations and results of Stakeholder meetings. 2. Meet with SSG to discuss Parish Plan 3. Request feedback from SSG rep.	SSG FoDDC	Parish Council SSG FoDDC	Meetings Parish newsletter	Regular briefings	See Table 2	Low
Severn Barrage	EN2	1. Keep community informed of developments/updates. 2. Consultation with community for views on barrage. 3. Publish findings.	Parish Council	FoDDC DECC SWERDA SCOSLA	TBD	Updates supplied		Low
"Green" Energy	EN3	Encourage better understanding of generation from wind turbines by: 1. Newsletter updates 2. Contacting organisations who advise on green issues	Parish Council	FoDDC GRCC	Meetings Newsletter	Information supplied		Medium
Dog Fouling	EN4	1.Dog mess bins to be emptied regularly by wardens 2. Identify dog fouling hotspots 3. Erect signs encouraging people to clean up after their dog 4. Development campaign to raise awareness of fouling	FoDDC Parish Council	Villagers	Time	Reduced dog fouling		High

Issue 1

Issue	No:	Action	Lead	Partners	Resource	Measure	Ref:	Priority
Fly tipping	EN5	1. Inform street wardens of local hot spots 2. Erect no fly tipping signs	Parish Council FoDDC	Villagers Street Wardens	Signage	Reduced fly tipping		High
Encourage Recycling	EN6	1.Identify when an all plastic collection service will be available and publicise. 2. Develop Action Plan to encourage awareness of recycling and investigate the development of the communal re-cycling area within the Parish 3. Publicise all recycling services & locations	FoDDC	PC Recycling companies		Improved recycling rates in Parish		Medium

Amenities and Leisure.

Issue	No:	Action	Lead	Partners	Resource	Measure	Ref:	Priority
School is essential to parish	AL1	1. Work closely with Head of school to ensure all needs are met and long term future assured.	PC	FoDDC Headteacher & Governors LPE	Meetings	Both kept open	See Table 2	Medium
Memorial Hall and Field essential to parish	AL2	1. Work closely with Hall Committee to ensure hall and field remain open and usage/funding increases.	Parish Council	FoDDC LPE Memorial Hall committee	TBD	Both kept open		Medium
Pubs essential to parish	AL3	1. Work closely with landlords to ensure both pubs remain open	Parish Council	FoDDC Landlords	TBD	Pubs kept open		Medium
Public Rights of Way valued by community	AL4	Ensure PRoW are kept open and are well waymarked	Parish Council	Villagers LPE GCC	Time	High PRoW usage		Medium
Community aspires to Shop/store/bakery/coffee shop/PO/cash point	AL5	1. Support initiatives to develop any of these aspirations	Parish Council	GCC FoDDC LPE	TBD	Facility opens		Medium

Issue	No:	Action	Lead	Partners	Resource	Measure	Ref:	Priority
Improved or sustained services for mains gas/broadband speed/village water supply	AL6	1.Communicate aspirations to relevant authorities	Parish Council	FoDDC GCC Transco BT Village Water Committee Severn Trent	Letters	Facilities improve/open		Low
Access to Tack land	AL7	1. Lobby to express support for access	Parish Council	GCC FoDDC LPE English nature	Letters	Tack is opened up to walkers		Low
Improved public access to Millennium Wood	AL8	1. Work with LPE to improve access and seating	Parish Council	LPE	Meetings	Millennium Wood is better utilised		Medium

Housing

Issue	No:	Action	Lead Organisation	Partners	Resources	Measure	Ref:	Priority
Appropriate housing to meet parish needs	HSG1	1. Investigate housing needs 2. Investigate commercial development needs 3. Produce and implement an	Parish Council	FoDDC GRCC LPE	Consultation Time	Design Statement and Plan		Medium

Issue 1

Issue	No:	Action	Lead Organisation	Partners	Resources	Measure	Ref:	Priority
		Aylburton Village Design Statement and Parish Landscape Statement						

Crime and Safety

Issue	No:	Action	Lead responsibility	Partners	Resources	Measure	Ref:	Priority
Lack of Police visibility	CS1	1. Lobby Forest Division regarding a more visible presence	Parish council	Police (Forest division)	Letter	Improved perception of safety		Medium
Theft from outbuildings	CS2	1. Inform public of crime prevention measures with a mail drop	Police (Forest Division)	Parish Council	Mail drop	Reduced crime rate		Medium

Communications

Issue	No:	Action	Lead responsibility	Partners	Resources	Measure	Ref:	Priority
Lack of parish news dissemination	CM1	1. Establish a parish newsletter 2. Erect more/better notice	Parish Council	Local community groups	Money	Better communications		High

Issue	No:	Action	Lead responsibility	Partners	Resources	Measure	Ref:	Priority
		boards. 3. Establish a website						

Table 2 - Action Plan Issue Correlation

Public Evening Issues (4/04/08)	"Post-its"	Questionnaire	Importance*	Actions
Strengths & Weaknesses				
Vol/wt traffic	30	Q2.1/2	9	RT5/6/7
Speed of traffic	26	Q 2.1/2	8	RT2
Good community spirit	19	Q3.9 & Q10.5	9.5	Vision
Good pubs	19	Q3.6; 4.3 & 10.1	7.5	AL3
Lack of shops	17	Q3.7 & 4.2	7.5	AL5
Good playing fields	15	Q3.6 & 10.1	6	
No pedestrian crossing	15	Q2.3/7	7	RT1
Good school	13	Q3.3/5 & 10.1	7	AL1
Lack of or improper parking	11	Q2.10/11	6	RT8/10
Friendly people	10	Q3.9 & Q10.5	9.5	Vision
Countryside	9	Q3.6/13/14; 4.1; 8.8 & 10.1	4.5	
Good churches	8	Q3.6	5	
Good open spaces	8	Q10.1	4.5	
Flooding from road drains	6	Q2.1/2; 7.5/12/13	7.5	RT4 &EN16
Road damage due to heavy traffic	6	Q2.1/2 & 7.5	7	RT3
Lack of community transport	6	Q2.13/14/15/16/17/18	6.5	RT11
Good fruit and veg show	5	Q4.1 & 10.1	4	
Good memorial hall	5	Q3.6; 4.1; 7.5 & 10.1	5.2	AL2
Dog fouling	5	Q7.6/8	5	EN4
Litter	5	Q7.6/7	4	
Pheasant shoots	5	No question		
No traffic calming	4	Q2.3/4/5	5	
Upper Common pond and field	4	Q4.1 & 10.1	4	
Good children's/sports facilities	4	Q3.6; 4.1/2 & 7.5;	3.5	
Good flower tubs	4	Q4.1 & 7.5	2	
Geo/socio split into 3 areas	4	No question		Vision
Tourism	4	No question		
Need for cycle path	4	Q2.1; 2.2/22	4	RT9
Community activities	3	Q4.1/2	4.5	
Tranquillity	3	Q2.1/2	?	
Wildlife	3	No question		
No newsletter	3	Q10.3	8	CM1
Improved recycling	3	Q7.9/10	7	EN6

Public Evening Issues (4/04/08)	"Post-its"	Questionnaire	Importance*	Actions
Good footpaths	2	Q3.6/12/13/14; 4.1 & 7.5	6	AL4/7
Good character of Buildings	2	Q10.1	3	
Memorial Garden	2	No question		
Taurus Crafts	2	Q4.1 & 9.6	5.5	
Unique character	2	No question		Vision
Sense of Safety	2	Q6.1 & 6.2	2	
WI	2	No question		
Football club	2	Q4.1/2	1	
Untidy verges	2	Q7.5	5	
No opportunities for teenagers	2	Q4.1/2	1.5	
Toddler Group	1	Q3.1/2	1	
Karate club	1	Q4.1	0.5	
Sports teams	1	Q4.1/2	0.6	
Local tradespeople	1	Q9.1	?	
Local hospital	1	Q5.4	?	
Good local health care	1	Q5.3/4	1	
Good population mix	1	Q1.2/3	Not really	Vision
Parish history	1	Q4.2	2	
Carols round the Cross	1	Q4.1 & 10.1	4	
Children's crossing warden	1	No question		
Influence of LPE	1	Q3.15/16	4	AL8
A48 as Severn Bridge alternative	1	Q2.1/2/19	8	RT7
Lack of 2 bed houses	1	No specific question		HSG1
Lack of affordable houses	1	Q8.1/2/3	1	HSG1
Lack of public toilets	1	No question		
Poor cleanliness of bus shelters	1	Q2.14	0.4	
No village centre	1	No question		
No by-pass	1	Q2.6	8	RT12
Lack of police presence	1	Q6.1/2	5	CS1
Lack of community events	1	No question		
Flyposting	1	Q6.1	2	
Flytipping	1	Q6.1	3	EN5
No scout hut	1	Q3.7 & 4.2	1	
No picnic areas	1	No question		
No library	1	Q4.2	4	

Public Evening Issues (4/04/08)	"Post-its"	Questionnaire	Importance*	Actions
No bookstore	1	No question		
More notice boards needed	1	Q10.3	3.5	CM1
No play equip't on Upper Common	1	Q4.1	1	
Lack of allotments	1	Q4.1	2	
Poor waymarking of footpaths	1	Q3.12 & 7.5	3.5	AL4
State of old Sandford Road	1	Not specific		
Old vehicles dumped in gardens	1	No question		
Theft from outbuildings	1	Q6.1	3	CS2
No Post Office	?	Q4.2	7	AL5
No cash point	0	Q4.2	4	AL5
Millennium Wood	1	Q4.1/2 & 10.1	2.5	AL8
Opportunities & Threats				
(Excluding issues already raised)				
Barrage	1	Q7.3	3.5	EN2
Pedestrian precinct	1	No question		
Internet café	1	Q3.7	0.7	AL5
Business opportunities	1	Q9	3	
Cottage industries	1	Q9	3	
Sustainable development of LPE	1	Q9	5	
Extended use of school buildings	1	Q3.5	5.5	
Sports facilities	1	Q4.2	1.5	
Tennis court	1	Q4.2	1.5	
Good bakery and Coffee shop	1	Q3.7	5	AL5
Mains gas	1	Q3.7	5	AL6
Cable TV	1	Q3.7	1.5	
Increased housing	1	Q8	5.5	HSG1
Link to Sharpness	1	Q2.20 & 3.7	5.1	RT13
Reduced Severn Bridge tolls	1	Q2.19	8	RT7
Speed bumps outside school	1	Q2.5	5	
Maintain small & friendly community	1	Q10.5/6	?	Vision
Walking groups	1	No question		
Increased use of trains	1	Q2.14/18	3	RT11
Local jobs	1	Q9.5/6/7	2	
Involvement of all ages in planning	1	No question		

Public Evening Issues (4/04/08)	"Post-its"	Questionnaire	Importance*	Actions
Bartering system	1	Q4.2	2	
Cricket club	1	Q4.2	1	
Support for elderly/single persons	1	Q3.11	1	
Scout group	1	Q3.7 & 4.2	0.7	
Pig club	1	Q4.2	0.5	
Keep Lydney Hospital open	1	Q5.4	?	
Community health facilities	1	Q5.4	2	
School performances in Hall	1	No question		
Parish magazine/website	1	Q10.3	8	CM1
Music club	1	No question		
Book club	1	No question		
Film club	1	Q4.2	3	
Caravan rallies at Taurus Craft	1	No question		
Grow own produce	1	No question		
Tree planting	1	No question		
Safer & wheelchair friendly footpaths	1	No question		
No replacement reactor	1	Q7.1/2	6	EN1
Badly used SatNavs	1	Q2.1/2	3	
Unsightly wind turbines	1	Q7.4	2	EN3
Supermarkets	1	No question		
Aging population	1	Q1.3	5	Vision
Loss of private water supply	1	No question		AL6
Increased broadband speed	0	Q3.7	4	AL6

* on a scale of 1 - 10, based on the questionnaire responses and combined "by eye"

    10 questions without basis

 26 issues without a specific question

        EN15 has no basis

AYLBURTON COMMUNITY PLAN STEERING COMMITTEE (ACPSC)
CONSTITUTION AND TERMS OF REFERENCE

Name

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

Purpose

The purpose of the Committee shall be to work in partnership with the Parish Council to carry out the following tasks:-

1. Investigate and identify support for the Community Plan
2. Identify sources of funding
3. Take responsibility for planning, budgeting and monitoring expenditure on the plan and report back to the Parish Council on these matters
4. Liaise with 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, the production and distribution of the final report
8. Identify priorities and timescale for local action in the action plan including lead organisations and potential sources of project funding
9. To report back to the Parish Council on progress, issues arising and outcomes from the exercise

Membership

- The committee will include up to 15 members.
- No more than three of these members will be members of the Parish Council.
- The committee may co-opt additional members at its discretion, so long as the total number of co-opted members does not exceed the number of elected members.
- 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.

Officers

The committee has elected:

Chairman   S.C.Rutherford
Vice Chairman   Mark Westwood
Secretary   Maurice Bloomfield
Treasurer   Les Hale

Publicity Officer
Volunteer Co-ordinator
Drafted 25th April 2008, Agreed at Committee 2nd May 2008

SAMPLE TERMS OF REFERENCE FOR WORKING GROUPS

AYLBURTON COMMUNITY PLAN STEERING C0MMITTEE:
TERMS OF REFERENCE FOR WORKING GROUPS
The purpose of each working group is to assist the Aylburton Community Plan Steering Committee (ACPSC) to prepare an action plan for the community. Each working group will tackle a specific issue, or set of issues, or the needs and opportunities facing a specific group of people within the community.

1. Each working group should clearly set out its purpose e.g. "to help young people (under 18 years) in the community identify their needs, ideas and concerns and to develop an action plan to meet these needs."
2. Outline how it will gather information and carry out consultations.
3. Set out the timescale and estimated costs of gathering information and carrying out consultations.
4. Produce a short action plan setting out:
    a. What is proposed?
    b. Why the action is needed
    c. Who will be responsible for taking the action?
    d. When will the action be taken forward?
    e. How the action will be implemented and how much it will cost?
5. The working group must be able to demonstrate that projects it has identified have the support of the local community and show that they have, where relevant, discussed projects with other organisations that will be able to assist in carrying out the action.
6. Each working group will appoint at least one, but preferably two members, to attend the regular ACPSC meetings (those persons may already be members of the ACPSC).
7. Each working group will be responsible for organising its own meetings and must provide a summary progress report to the ACPSC meetings.
8. Financial expenditure in excess of £50 must be approved by the ACPSC.
9. Receipted expenses for reimbursement should be passed to the steering group treasurer on a monthly basis with reasons for the expenditure clearly given.

Table 3 - Aylburton Community Plan Activity Breakdown & Outline Timetable

Timescale	Objective	Method	Who should be involved	Outcome	Date complete
Step 1	**Getting started**				
January 08	Discussion at Parish Council meeting to go ahead with Community Plan	Discussion	Parish Council	Go Ahead for Community Plan	Jan 08
March-April 08	Inform the community about developing a Community Plan. Publicise the idea of a Community Plan.	Poster & Meeting	Local community	Public Interest – Attendance at Meeting	4th April 08
March-April 08	Make contact with your Rural Community Council and Local Authorities	GRCC, LCP		DC, GRCC, LCP Attendance at Meeting	4th April 08
March-April 08	Make contact with your local District Councillor	Attending ACPSC	District Councillor	Attending ACPSC	10th April 08
March-April 08	Organise a public meeting to establish interest support	Use information from GRCC Display information including past information Use comment boards or boxes to encourage local people to write down their views on main local issues Hold a public meeting and use activities such a SWOT analysis, visioning, etc.	Parish Council GRCC/LCP for Information & Facilitation Local community	Public Interest – Attendance at Meeting, *7 plus villagers. Many ideas & common themes established. Set up Steering Group Encourage further action to address issues Feed back to the community, parish council and agencies	4th April 08
Step 2	**Establishing the steering group ACPSC**				
April 08	Form an inclusive Steering Group	Discussion	Steering Group & PCC		10th April 08
April 08	Finalise Steering Group	Discussion	Steering Group & PCC	Steering Group Finalised	2nd May 2008
April 08	Finalise Steering Group ToR's	Discussion	Steering Group	Steering Group ToR's agreed	2nd May 2008
May 08	Identify Stakeholder Groups	Discussion	Steering Group	Input to consultation	July 2008
May 08	Start to gather information for community profile	Discussion	Steering Group	Input to consultation	Dec 2008
May 08	Finalise Community Boundary	Parish or slightly wider	Steering Group	Limit of consultation	Jun 2008
Step 3	**Developing a project plan**				
May 08	Draw up a project plan	Discussion of Draft	Steering Group to	Project Plan drafted and agreed,	May 2008

Timescale	Objective	Method	Who should be involved	Outcome	Date complete
			develop and organise plan	timescales/programme finalised	
May-June 08	Set Up Web Site			www.aylburton.com	tbc
May-June 08	Consider setting up specific issue task groups	Discussion	Steering Group	Working sub-Groups	None
May-June 08	Talk to other agencies	Discussion, Letters	Steering Group	Input to consultation	Dec 2008
May 08	Apply for funding and other support	Forms	Steering Group Treasurer & PCC	££	May 2008
May-June 08	Link in with Local Authority programmes	Discussion, Letters	Steering Group, PCC, GRCC, LSP	Input to consultation	Dec 2008
Step 4	**Community consultation**				
March-July 08	Prepare the consultation process	Chose tools for community consultation	Steering Group, PCC, GRCC, LSP		July 2008
May 08	Investigate a vision for the community among steering group members	Outline issues, themes for questionnaire	Steering Group, PCC, GRCC, LSP	Input to consultation	Dec 2008
March-July 08	Discussions about how to gain a wider community vision & involvement		Steering Group, PCC, GRCC, LSP	Input to consultation	Aug 2008
March-July 08	Conduct a community-wide consultation process using a number of techniques Organise road shows and thematic events with Stakeholder/Interest Groups	Involve different parts of the community including young people, the elderly, commuters and those less active in the community	Whole community GRCC	Vision for the future, community involvement & participation	Aug 2008
March-July 08	Involve service providers, such as the Local Authorities, Primary Care Trust in the consultation process			Input to consultation	Aug 2008
12th July 2008	Aylburton Carnival				12 July 2008
July-Aug 08	Design Questionnaire	Use the issues collected through the meeting display work and consultations to form a questionnaire that will go to every household	Steering Group GRCC	Questionnaire	September 08
July-Aug 08	Send the draft questionnaire for comments to your RCC, Local Authority and other agencies	Send a draft questionnaire to local groups, organisations and authorities so that interested parties may contribute	Steering Group Local groups, organisations & authorities GRCC	This process will be used to inform officers at the District & County Council and encourage them to add their support.	September 08
September 08	Send the questionnaire out to every household in the parish and work to ensure as great a response as possible		Volunteers to distribute & Collect questionnaires		October 2008

Timescale	Objective	Method	Who should be involved	Outcome	Date complete
September 08	Collect completed Questionnaire	Use publicity, personal contact with each household etc.	Volunteers to distribute & Collect questionnaires		November 2008
October 08	Analyse data	Input and analyse data collected by questionnaire. Include an amount in the budget to pay someone locally or an organisation like GRCC to input and do the initial analysis on the data (N.B. GRCC can provide free analysis until Mar '08)	Steering group Organisation to analyse data e.g. GRCC, local college students, Freelance organisation (obtain estimate for work)	Results drawn up into issue areas so that specialists and officers can be shown relevant data information and be asked to contribute	November 2008
November 08	Organise feedback event			Event to feed back to the community, parish council and agencies

Encourage further action to address issues | None |
| **Step 5** | **Prioritising and planning action** | | | | |
| November 08 – January 09 | Prioritisation | Use issues collected through data analysis
Work in theme groups to feed back information and prioritise actions | Steering Group GRCC Outside organisations Volunteers Local and District Council | Possible solutions for the actions Actions prioritised Increased community involvement via Timescale Objective Method theme groups | February 2009 |
| November 08 – January 09 | Analyse information and summarise Review as to whether your consultation has been inclusive

Feedback to community and involve community and agencies in planning and prioritising projects and action plan to meet needs | Meet with Council Officers and specialists to look at the issues resulting from the questionnaire Discuss draft sections of the plan. e.g. crime issues (involve the Police, Community Safety Officer, Parish Council);Transport issues (involve the Rural Transport Partnership Officer, local bus operators, Public Transport Unit at the County Council); Funding1 potential funding (involve GRCC, LSP) | | Input to Plan and consultation | March 2009 |
| | | | | | |
| **Step 6** | **Drafting the Plan** | | | | |

Timescale	Objective	Method	Who should be involved	Outcome	Date complete
November 08 – January 09	Draft the plan & liaise with the people &groups who may help you implement projects	Discuss draft sections of the plan. e.g. crime issues (involve the Police, Community Safety Officer, Parish council); Transport issues (involve the Rural Transport Partnership Officer, local bus operators, Public Transport Unit at the County Council); Funding potential funding (involve GRCC, LSP)		The plan will highlight projects to be developed and illustrate which local groups will take responsibility for implementing them	February 2009
November 08 – January 09	Consult on Parish or Community Plan with local community and outside agencies	Ask individuals and groups to comment on the draft report to ensure it will be accepted within the community.			February 2009
Step 7	**Finalising the Plan**				
Jan-Feb 09	Finalise Community Plan				February 2009
March 09	Print and distribute Draft	4th March 2009 PCC meeting			March 2009
3rd April 09	Celebrate and TAKE ACTION Event to launch Final Draft Plan		Whole Community and Stakeholders	Event to feed back to the community, parish council and agencies	
Step 8	**Implementing the Plan**				
March-June09	PCC Adopt Plan	Implement, meet with your local authorities and other agencies who can help deliver the actions Feed into Sustainable Community Strategy and Local Development Framework	Steering Group PCC	Encourage further action to address issues Timetable for updating the action plan	
Step 9	**Monitor and review**				
June 09 onwards	Evaluate, monitor and update your plan	The parish will need to consider doing more detailed community consultation work in a few years time to update the action plan.	Steering Group GRCC	Decide Review Period	
	The Parish Council or steering committee will need to ensure plan is monitored and progress evaluated.		Steering committee		

Table 4 – Aylburton Community Plan Activity Breakdown and Initial Programme

2008 Activity	Before	Apr 1	2	3	4	May 1	2	3	4	Jun 1	2	3	4	July 1	2	3	4	Aug 1	2	3	4	Sep 1	2	3	4	Oct 1	2	3	4	Nov 1	2	3	4	Dec 1	2	3	4
Discussion at Parish Council meeting to go ahead with Community Plan	X																																				
Inform the community about developing a Community Plan. Publicise the idea of a Community Plan.	X																																				
Make contact with your Rural Community Council and Local Authorities	X																																				
Make contact with your local District Councillor	X																																				
Organise a public meeting to establish interest support		X																																			
Form an inclusive Steering Group			X	X																																	
Finalise Steering Group				X	X	X																															
Finalise Steering Group ToR's				X	X	X																															
Identify Stakeholder Groups						X	X	X	X	*	*	*	*	*	*	*	*																				
Start to gather information for community profile						X	X	X	X	*	*	*	*																								
Finalise Community Boundary						X	X	X	X																												
Draw up a project plan						X	X	X	X	(X)	(X)	(X)	(X)																								
Web Site						(X)	(X)	(X)	(X)	(X)	(X)	(X)	(X)																								
Consider setting up specific issue task						X	X	X	X	X	X	X	X																								

2008 Activity	Before	Apr 1	2	3	4	May 1	2	3	4	Jun 1	2	3	4	July 1	2	3	4	Aug 1	2	3	4	Sep 1	2	3	4	Oct 1	2	3	4	Nov 1	2	3	4	Dec 1	2	3	4
groups Talk to other agencies						X	X	X	X	X	X	X	X	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Apply for funding and other support						X	X	X	X																												
Link in with Local Authority programmes						X	X	X	X	X	X	X	X																								
Prepare the consultation process	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																					
Investigate a vision for the community among steering group members						X	X	X	X	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Discussions about how to gain a wider community vision & involvement	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	*	*	*	*																	
Conduct a community-wide consultation process using a number of techniques	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																					
Organise road shows and thematic events with Stakeholder/Interest Groups																																					
Involve service providers, such as the Local Authorities, Primary Care Trust in the consultation process	X	X	X	X	X	X	X	X	X	*	*	*	*	*	*	*	*																				
Aylburton Carnival																		X																			
Design Questionnaire																	X	X	X	X		X	X	X		*	*	*	*								
Send the draft questionnaire for comments																			X	X		X	X	X		*	*	*	*								

2008

Activity	Before	Apr 1	Apr 2	Apr 3	Apr 4	May 1	May 2	May 3	May 4	Jun 1	Jun 2	Jun 3	Jun 4	July 1	July 2	July 3	July 4	Aug 1	Aug 2	Aug 3	Aug 4	Sep 1	Sep 2	Sep 3	Sep 4	Oct 1	Oct 2	Oct 3	Oct 4	Nov 1	Nov 2	Nov 3	Nov 4	Dec 1	Dec 2	Dec 3	Dec 4
to your RCC, Local Authority and other agencies																																					
Send the questionnaire out to every household in the parish and work to ensure as great a response as possible																						(X)	(X)	(X)	(X)						*	*	*	*			
Collect completed Questionnaire																										(X)											
Analyse data																											X	X	X	X							
Organise feedback event																																X					
Prioritisation																												X	X	X	X	X	X	X	X	X	X
Analyse information and summarise																												X	X	X	X	X	X	X	X	X	X
Review as to whether your consultation has been inclusive																																					
Feedback to community and involve community and agencies in planning and prioritising projects and action plan to meet needs																																					
Drafting the Plan																												X	X	X	X	X	X	X	X	X	X

2009

Activity	Jan 1	2	3	4	Feb 1	2	3	4	Mar 1	2	3	4	Apr 1	2	3	4	May 1	2	3	4	Jun 1	2	3	4	July 1	2	3	4
Prioritisation	X	X	X	X	*	*	*	*																				
Analyse information and summarise																												
Review as to whether your consultation has been inclusive																												
Feedback to community and involve community	X	X	X	X	*	*	*	*	*	*	*	*																
and agencies in planning and prioritising projects																												
and action plan to meet needs																												
Drafting the Plan	X	X	X	X																								
Draft the plan & liaise with the people &groups who may help you implement projects	X	X	X	X	*	*	*	*																				
Consult on Parish or Community Plan with local community and outside agencies	X	X	X	X	*	*	*																					
Finalise Parish or Community Plan																												
Print and distribute									X	X	X	X																
Celebrate and TAKE ACTION																												
Event to launch Final Plan													X															
PCC Adopt Plan									X	X	X	X	X	X	X	X	X	X	X	X								
Monitor and review																	X	X	X	X	X							
Evaluate, monitor and update your plan																	X	X	X	X	X							

{Final Plan Issue 1 published June 2009}

Originally Planned Programme Task	X
Actual Programme Task	*
Cancelled, Displaced or Shortened Task	(X)

Issue	Progress 2009	Progress 2010	Progress 2011	Progress 2012	Parish Council	GCC Highways	GCC	LPE	Volunteers	Sub Team	LSP	Lydney Park	SUSTRANS	FoDDC	SSG	GRCC	Villagers	Street Wardens	Recycling companies	Head teacher	Governors	Hall Committee	Pub Landlords	GCC	LPE	Transco	BT	Village water	Tevern Trent	English Nature	Police	Local community groups	Other PC's	DECC	SWERDA	SCOSLA
Pedestrian crossing					L	S			S	S																										
Speed of traffic					L				S																				S		S					
Poor road and pavement surface					L	S																														
Road drainage					S																															
Excessive volume of traffic					L				S	S																										
Number of HGV's					L	S			S																											
A48 safety and traffic improvements					L				S		S																									
lack of parking					L				S	S																										
No cycle lane					L	S			S		S	S	S																							
FODDC parking charges					L				S																											
Poor train services					L				S																											
Need for bypass					L	S			S																										S	
Upstream severn crossing					L				S					L	L/S																					
Nuclear Power stations					S									L	L																					
Severn barage					L									S																				S	S	S
green energy					L									S		S																				
Dog fouling					L									S			S																			
Fly tipping					L										S	S																				
eEncourage recycling					S									L					S																	
School is essential					L					S				S						S	S															
Memorial hall and field					L									S								S														
Pub essential					L									S									S													
Public rights of way					L		S	S									S																			
Shop/store/bakery/PO					L		S	S						S																						
Improved and sustained services					L		S							S												S	S	S	S							
Access to tack land					L		S	S						S																	S					
Millenium Wood access					L			S																												
Housing to meet needs					L			S						S		S																				
Police visibility					L																										S					
Theft from outbuildings					S																										L					
Parish news					L																											S				
L=Lead S=Support																																				
Progress column to be used for self assessment of progress made --red/yellow/green.																																				

Table 5 - Responsibility Matrix