



287/289 Kenilworth Road, Balsall Common CV7 7EL

Telephone: 01676 535679 (Answering Machine)

Email: balsallparishcouncil@gmail.com

Web: www.balsallparishcouncil.org

Neighbourhood Development Plan Committee Meeting

Approved Minutes of the Neighbourhood Development Plan Committee Meeting held on Thursday 28 September 2017 at 7pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Will Heard, Councillor Mark Tattum, Councillor Helen Dean, Councillor Christina O'Sullivan and two members of the public including Councillor Sheila Cooper.

Councillor Mark Tattum nominated Councillor Helen Dean as interim Chair to conduct the meeting until a Chair was appointed.

1. **Apologies:** There were no apologies
2. **Declaration of Interests:** There were no declarations of interest.
3. **Election of Chair**
Councillor Helen Dean was appointed as Chair of the Neighbourhood Development Committee.
4. **Terms of Reference**
Councillor Helen Dean summarised the membership, purpose and key functions of the NDP Committee as contained in the Terms of Reference.
Resolved to agree the Terms of Reference
5. **Proposal** to accept the decision of full Council for consultation input from Willow Park and Village Centre Working Groups to report directly to the NDP Committee.
Resolved to accept the decision of full council for consultation input from Willow Park and Village Centre Working Groups to report directly to the NDP Committee.
6. **Proposal** to establish a Local Plan Working Party to undertake consultation with SMBC on the emerging Draft Local Plan and its subsequent submission to Examination in Public.
Resolved to establish a Local Plan Working Party to undertake consultation with SMBC on the emerging Draft Local Plan and its subsequent submission to Examination in Public.

Resolved to appoint Councillors Dean, O’Sullivan, Heard and Tattum to the Local Plan Working Party.

7. **Proposal** to establish a Questionnaire Working Party to implement a household survey, business and village centre questionnaire and co-ordinate the contribution of the Willow Park, Village Centre and Local Plan consultations to the Neighbourhood Plan process.
Resolved to establish a Questionnaire Working Party to implement a household survey, business and village centre questionnaire and co-ordinate the contribution of the Willow Park, Village Centre and Local Plan consultations to the Neighbourhood Plan process.

Resolved to appoint Councillors Dean, O’Sullivan, Heard and Tattum to the Questionnaire Working Party.

8. **Proposal** to establish a Focus Interviews Working Party to undertake consultation utilising Focus Interviews with Social Groups, Statutory Bodies and Businesses.
Resolved to establish a Focus Interviews Working Party to undertake consultation utilising Focus Interviews with Social Groups, Statutory Bodies and Businesses.

Resolved to appoint Councillors Dean, O’Sullivan, Heard and Tattum to the Focus Interviews Working Party.

9. **Acceptance** of a quotation of £6,226 from the Performance, Consultation & Insight Unit, Stratford-on-Avon District Council to undertake a Neighbourhood Plan survey through a household questionnaire and to produce reports of findings.
Resolved to accept the quotation of 6,226 from the Performance, Consultation & Insight Unit, Stratford-on-Avon District Council to undertake a Neighbourhood Plan survey through a household questionnaire and to produce reports of findings.

10. **Proposal** to purchase a visualiser and projector for use in meetings and for consultation exercises.
Resolved to purchase a visualiser and projector for use in meetings and for consultation exercises.

11. **NDP Community Involvement and Engagement Plan**
Councillor Helen Dean presented a document summarising the NDP process and structure, timescale for delivery of the Plan 2017-2019 and Community Engagement & Involvement Plan as developed so far. An overview of the document was presented to the Parish Council meeting of 20th September 2017.

12. **Date and Venue of Meetings:**
Thursday 25 January 2018, at 7.00pm in the Jubilee Centre, 227 Station Road, Balsall Common, CV7 7FE
Thursday 26 April 2018 at 7.00pm in the Jubilee Centre, 227 Station Road, Balsall Common, CV7 7FE
Thursday 26 July 2018 at 7.00pm in the Jubilee Centre, 227 Station Road, Balsall Common, CV7 7FE

SIGNED Helen Dean (Chair)

DATE