



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 25 January 2018 at 7pm in the Westlake Room, The Village Hall, Station Road, Balsall Common CV7 7FF

Minutes

Present: Councillor Helen Dean, Councillor Will Heard, Councillor Mark Tattum and no members of the public. Councillor David Bell joined the meeting during item 12.1.

1. **Apologies**
Apologies were received and accepted from Councillor Lee Quinney and Councillor Christina O'Sullivan
2. **Declaration of Interests**
There were no declarations of interest
3. **Proposal** to co-opt Councillor Lee Quinney to the Neighbourhood Development Plan Committee.
Resolved to co-opt Councillor Lee Quinney to the Neighbourhood Development Plan Committee.
4. To approve the Minutes of the Neighbourhood Development Plan Committee Meeting held on 28 September 2017 as a true record.
The Minutes of the Neighbourhood Development Plan Committee Meeting held on 28 September 2017 were agreed as a true record.
5. To receive an update on the progress of resolutions of the last meeting.
Item 6 28.09.18 re Solihull Local Plan. **Proposal that Lee Quinney joins the Local Plan Working Party which was agreed.**
Update on 9 28.09.18 - request for revised invoice from Stratford upon Avon to include the business questionnaire, codification of household comments and the January newsletter.
6. **Proposal** to agree Terms of Reference for Willow Park Working Group.

The Willow Park Working Group Terms of Reference was amended to read at 1.2 'at least' and to delete 'shall be'.

Resolved to agree the Willow Park Working Group Terms of Reference as amended.

Proposed the Councillor Will Heard is nominated as Chair of the Willow Park Working Group

Resolved to agree the nomination of Councillor Will Heard to the Chair of Willow Park Working Group.

7. **Proposal** to agree Terms of Reference for Balsall Common Centre (formerly Village Centre) Working Group.

The Balsall Common Centre Working Group Terms of Reference was amended to read at 1.2 'of up to' and to delete 'shall consist of'.

Resolved to agree the Balsall Common Centre Working Group Terms of Reference as amended.

Proposed the Councillor Will Heard is nominated as Chair of the Balsall Common Centre Working Group

Resolved to agree the nomination of Councillor Will Heard to the Chair of Balsall Common Centre Working Group.

8. NDP Community Involvement and Engagement Plan.

The update presented by Councillor Helen (Appendix A) was noted and endorsed.

9. **Proposal** to consider a Balsall Parish Council Youth Engagement Strategy.

Resolved to utilise the Youth Engagement Strategy in NDP engagement and recommend to full Council that the strategy is adopted as a Balsall Parish Council Strategy.

Proposed to add Councillor Lee Quinney to the Focus Interview Working Group

Resolved to add Councillor Lee Quinney to the Focus Interview Working Group with specific responsibility for youth engagement.

10. **Proposal** to direct the production of draft policies by Avon Planning Services utilising the findings reports from the household questionnaire and core data.

Resolved to direct the production of draft policies by Avon Planning Services utilising the findings reports from the household questionnaire and core data.

11. **Proposal** to set up a Brownfield Land Register Working Group to provide feedback on the sites that SMBC propose to include on Part 1 of the Register and supply this to the Clerk to complete the online survey.

Resolved to set up a Brownfield Land Register Working Group with Councillors Mark Tattum, Christina O'Sullivan, Helen Dean and Will Heard to provide feedback on the sites that SMBC propose to include on Part 1 of the Register and supply this to the Clerk to complete the online survey.

12. **Correspondence**

(12.1) Letter from Berkswell Parish Council regarding Balsall Parish Council input to the Berkswell Parish NDP Issues and Responses questionnaire.

Response to Berkswell Parish Council to include reference to the use of primary data and to explain the next stage of the Balsall Parish Council NDP CIEP and the engagement of

Berkswell Parish Council in a consultation Focus Interview with sufficient time provided for Balsall Common centre.

- 13. Date and venue of next meeting:
Thursday 26 April 2018 at 7.00pm in the Jubilee Centre, 227 Station Road, Balsall Common, CV7 7FE**

SIGNED Helen Dean (Chair)

DATE

Update on Community Engagement and Involvement Plan

Following the last Balsall Parish NDP Committee Meeting (September 2017) Stage 1 of the Community Engagement and Involvement Plan was successfully completed in alignment with its projected deadline.

During October 2017 the NDP Awareness Campaign focused upon securing a high rate of participation in the Household Questionnaire which was distributed by Stratford-on-Avon District Council in November 2017. The Awareness Campaign comprised of:

- A video posted on social media which accumulated 19.7k views
- A series of social media posts
- A series of posters and banners displayed within the parish and Balsall Common areas
- Developing strong links with schools and childcare providers to help promote the completion and submission of the Household Questionnaires
- A walk-about in the Village Centre on three consecutive Saturdays to raise awareness with customers and business proprietors

During November 2017 Stratford-on-Avon District Council distributed with a Freepost envelope a copy of the Household Questionnaire to households within the Balsall Parish and Balsall Common areas. Following a final 'yellow sticker' campaign in the remaining few days prior to the 30th November 2017 deadline Balsall Parish Council received requests from a small number of householders regarding the questionnaire. Each request was managed efficiently by the Clerk and forwarded to Stratford-on-Avon District Council who dealt effectively with any issues.

1277 Household Questionnaires were submitted to Stratford-on-Avon District Council. At the start of the process the NDP group were advised that 850 returned questionnaires would be considered a "Good" level of response. The final response rate surpassed this target by 427 responses.

947 responses - Balsall Parish (non-rural)
21 responses - Balsall Parish (rural)
309 responses - Balsall Common area (non-voting area)

The effectiveness of the Awareness Campaign in achieving such a high rate of engagement has resulted in Stratford-on-Avon promoting the work of the Balsall Parish NDP Committee as an exemplary approach to other Parishes/Neighbourhood Areas embarking upon their surveys/questionnaires.

Currently, Stratford-on-Avon District Council are compiling a final report which will analyse the comments contained within the individual questionnaire responses. Whilst this work is being undertaken the Committee has composed a newsletter which has informed them upon how they can continue to be engaged and involved with the NDP process during Stage 2 of the Community Engagement and Involvement Plan.

Stage 2 of the Community Engagement and Involvement Plan commenced in January 2018. A Business Survey has been distributed by Stratford-on-Avon District Council to business proprietors within the Balsall Parish and Balsall Common area. Information to raise the awareness of this survey

was included in the January newsletter. A post has since been added to the PC Facebook site and has been kindly shared by Balsall Buzz. The evidence gathered from their responses will be used to generate economic planning policies within the NDP. The deadline for the submission of the Business Survey by FREEPOST is Friday 16th February 2018.

Currently planning is underway for a public consultation event to be held in April 2018 (date and venue to be confirmed) which will provide the community with an opportunity to gain a further insight into the process and progress to date of the Balsall NDP. Prior to this event a series of focus group interviews will be held during February and March with a wide variety of local organisations and statutory groups in order to explore the themes highlighted in the responses to the Household Questionnaires and Business Surveys. Further information gathered from these interviews will then contribute to shaping the planning policies which will be published within the initial draft of the Balsall NDP.

Throughout Stage 2 of the Community Engagement and Involvement Plan the community can continue to contribute their written comments to the committee through the NDP email balsallndp@gmail.com