

**Village Centre Working Group meeting- Monday 6th January 2020 – 10 to 11.30 am
Bercul Room, St John Baptist Church, Berkswell**

Agenda

Purpose

The purpose of the meeting is to finalise the residents' and organisations' infrastructure priorities survey

1. Apologies
2. Approval of minutes of 9th December 2019
3. Approve the online residents' survey
4. Approve survey letter to community organisations
5. Process to submit report on priorities to parish councils and meeting target date of submission of priorities to Borough Councillors
 - 5.1. Agree close date for survey submissions
6. Agree residents' survey deployment
 - 6.1. Agree a covering email – ASB to distribute via both residents' associations & schools
 - 6.2. Agree wording for proposed leaflet to rural Balsall parish
 - 6.2.1. Marion to distribute?
 - 6.3. Methodology for limited paper versions
 - 6.3.1. Which residential homes?
 - 6.3.2. Display/presentation to accompany forms at library
 - 6.3.3. By whom?
7. Agree community organisations' survey deployment
 - 7.1. Email version distribution - ASB
 - 7.2. Snail mail version – Who?
 - 7.3. Who will take replies and analyse organisations' responses?
8. Other actions on survey
9. Date of next meeting



Andrew Burrow – Working Group Chairman

Note this joint working group is not a formal committee of the two councils but has been established to help the councils with infrastructure issues arising from the proposed significant expansion of Balsall Common proposed within the draft Solihull Plan. Members of the public are permitted to attend for the meeting and at the Chairman's discretion voice opinions on items on the agenda