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Neighbourhood Development Plan Committee Meeting

Unapproved Minutes of the Neighbourhood Development Plan Committee Meeting held on Thursday 26 April 2018 at 7pm in the Jubilee Centre, 227 Station Road, Balsall Common CV7 7FE

Minutes

Present: Councillor Helen Dean, Councillor Will Heard, Councillor Mark Tattum and Councillor Christina O’Sullivan and 7 members of the public.

1. Apologies

Apologies were received and accepted from Councillor Lee Quinney

2. Declaration of Interests

There were no declarations of interest

- 3.** To approve the Minutes of the Neighbourhood Development Plan Committee Meeting held on 25 January 2018 as a true record.

Resolved to approve the Minutes of the Neighbourhood Development Plan Committee Meeting held on 25 January 2018 as a true record.

- 4.** To receive an update on the progress of resolutions of the last meeting.

There were no items requiring update.

- 5.** NDP Community Involvement and Engagement Plan.

The update on progress to date was amended at para. 3, second sentence, to include ‘Balsall Common’ and noted.

- 6.** Proposal to review the NDP timetable in the light of advice from Avon Planning Services.

Resolved to amend the NDP timetable to make provision for presenting a draft Plan under Regulation 14 for consultation in October 2018.

- 7.** Proposal to consider the revisions to National Planning Policy Framework and respond to the consultation as resolved by full Council on 21 March 2018.

Resolved that the Clerk be delegated to respond following a meeting of the Local Plan Working Group.

8. Correspondence

(8.1) Letter from Berkswell Parish Council regarding Balsall Parish Council input to the Berkswell Parish NDP plan informal consultation.

It was agreed that a formal response to the Berkswell Parish NDP would be made at the point of formal consultation of the draft Plan.

9. Date and venue of next meeting:

Thursday 26 July 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