

Berkswell Parish Council

To all NDP Steering Committee members

Sir/Madam

You are hereby summoned to attend a meeting of the Berkswell NDP Steering Committee on 20th September 2017 at 1.30 PM, in the Jubilee Centre, Library Car Park, Station Road, Balsall Common.

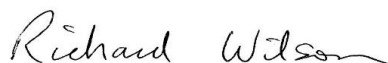
Richard Wilson
Clerk to Berkswell Parish Council

14th September 2017

Agenda

1. **Evacuation procedures**
2. **Open Forum for public input**
Parishioners of Berkswell, and others at the discretion of the Chairman, are invited to address the Steering Committee on any relevant matter for a maximum of three minutes. The Chairman at his discretion will permit public input on specific agenda items during the course of the meeting to maximise public involvement and contribution
3. **Attendance**
4. **Apologies for Absence**
5. **Declarations of Interest**
6. **Confirmation of minutes of 24th July 2017**
7. **Matters arising not covered by agenda**
 - 7.1. Update on grant
 - 7.2. Update on extracting Berkswell Parish responses from joint Site Exhibition questionnaire
8. **Motion to approve the final version of Issues and Options Document including Vision and objectives and consultation questions**
9. **Motion to approve the final version of the business survey**
10. **Agree that business questionnaire will be distributed as far as is reasonably practical by volunteers by e-mail and by hand to the list of businesses in the attachment listing.**
11. **Agree to consultation drop in sessions for residents and other interested parties to be held on 30th September 2017 10 am to 4 pm (Jubilee Centre, Balsall Common) and 7th October 2017 9.30 am to noon (Jordan Room, St John the Baptist Church, Berkswell)**
12. **Agree that interested parties can also submit their responses via the NDP page of the Berkswell PC web site and following the instructions/directions there.**
13. **Agree that the consultation period will run from 30th September to 28th October.**
14. **Agree the attached communication and information programme for consultation proposed by a Working Group**
15. **Discuss and agree other arrangements for the consultation on the Issues and Options stage of the NDP**
16. **Note the receipt of Planning Policy Assessment & Review of Evidence Base document and note that its contents have informed the Options and Issues document.**
17. **Note the resignation of Malcolm Hickin from committee due to family circumstances and agree a vote of thanks**
18. **Date of next meeting – proposed 17th October at 1.30 pm venue TBA**

Signed:



Richard Wilson
Clerk to Berkswell Parish Council

Public and Press are welcome to attend

Berkswell Parish Council

NDP Working Group 12th September 2017

Communication Plan for Options and Issues Consultation

Overall Plan principles

1. General consultation for residents and others focused on 2 drop in events. Balsall Common and Berkswell village. This covers issues, options and questions in Issues and Options Document
2. Special business consultation. Proactive using local knowledge of businesses where reasonable practical to e-mail or hand deliver survey. Paper or online version
3. Publicise drop in events with leaflet drop to all houses by hand, posters and banners
4. Web site to have consultation section where site visitors can do survey online
5. Start 30th September end 4 weeks later on 28th October.
6. Publish notice of consultation in Solihull Times

Tasks agreed	By whom
Minor changes to Business questionnaire final agreement at NDP Mtg 20 th Sept	ASB
Minor changes to residents questionnaire to make them operate more effectively outside Issues and Options Document final agreement at NDP Mtg 20 th Sept	ASB
Re-do general questionnaire to improve visual presentation. Blue boxes, improved front page, layout of YES/NO answer boxes	ASB
Print 400 copies of general questionnaire	ASB
Wording agreed on letter/e-mail to accompany the business questionnaire. Final check by working group and clerk before issue to Jim Ellis for on line survey	ASB/Clerk
Run test of online business survey mechanics using JE, RD, KT and ASB as dummy business respondents	ASB/Jim Ellis
Run business online consultation to addresses shown on approved business listing	ASB/ Jim Ellis
Print 100 copies of the hard copy business survey for hand delivery and to be available for drop in events. Give some (20?) to Jane Edwards for hand delivery	ASB
Delivery of hard copy survey to businesses (farms) without an e mail address. This includes <ul style="list-style-type: none"> • Organising stamped addressed return envelopes (costs to be reimbursed by PC) • Return address -Berkswell Parish Council PO Box 6379, Coventry CV6 9LP • Practical delivery by end 1st week in October 	Jane E
Draft an e-mail to Nick Parry asking him to forward survey to Estate tenants	ASB
Ask Jim Ellis if he can do an online version of the general questionnaire	ASB
Organise printing of 1500 A5 leaflets and 40 A4 posters to publicise event	ASB

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Tasks agreed	By whom
Organise the printing of 4 X 5ft banners publicising the BC event. Wording "Berkswell Parish Plan Event, Saturday 30 th September, Jubilee Centre"	ASB
Organise and Print a posters for inside lobby of Jubilee Centre & Jordan Room saying " Berkswell Parish Plan event – here today"	ASB
Organise leaflet distribution around the Parish by 23 rd September Possible helpers Wendy Gault, John Cairns, David Varley also ask Malcolm Hickin for help even if only distribution routes in country areas (ASB to provide contact details)	Richard D
Ask Balsall PC for the use of the jointly owned NDP display boards and get them	Richard D
Have a clipboard with pen where we can note questions/thoughts that we cannot answer at drop in sessions so we do not loose them	ASB
Exhibits for the drop in sessions display boards <ul style="list-style-type: none"> • Greenbelt erosion map from Issues and Options (I&O) • Vision and objectives • Definition summary of "affordable housing" • Riddings Hill Estate Ordinance Survey photo • Big chart on CIL • Flow chart of NDP from I&O • Map of Berkswell Conservation area • Map of Parish if we can get a clear one • Chart of what an NDP is for derived from leaflet • Development proposed sites from Solihull draft plan • Photos from I&O showing greenness of Balsall Common Note the exhibition boards will be around the wall with tables and chairs in the centre to allow people to sit down in fill in questionnaire	ASB
Badges for NDP members to make them visible to help	ASB
Advert in Solihull Times to announce consultation	ASB/RW

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Tasks agreed	By whom
<p>Web site to be updated to announce consultation and have links to</p> <p>Purpose of NDP summarised from leaflet</p> <p>Issues and Options Document</p> <p>Online Business Survey</p> <p>Online general survey</p> <p>Hard copy version of general survey</p> <p>Hard copy version of business survey</p> <p>Dates of Consultation period</p>	ASB/RW
Use Communicator and Society newsletter to advertise drop in events using leaflet format.	ASB
Follow up communication via Communicator and Society newsletter after events drawing attention to web site consultation opportunity.	ASB
Ask Richard Lloyd to photograph drop in events	ASB
<p>A4 posters distribution</p> <ul style="list-style-type: none"> • BCVRA notice board • 3 PC notice boards • Kelsey Lane bus stop • Old Waste lane phone box • Village shop in Berkswell • Costa coffee • Deli • Ask other shops in BC centre • Other places that look appropriate 	Keith Tindall
<p>Erect/install banners at the following locations:-</p> <p>Station roundabout, central BC roundabout, Jubilee Garden, Waste Lane at entry to Balsall Common (by Balsall Common sign)</p>	Keith Tindall

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Tasks agreed	By whom
<p data-bbox="129 259 1222 297">Copies of Issues and options (printed) distribute to</p> <ul data-bbox="188 331 703 775" style="list-style-type: none"><li data-bbox="188 331 363 369">• Library x 2<li data-bbox="188 369 424 407">• Costa coffee x2<li data-bbox="188 407 328 445">• Deli x 2<li data-bbox="188 445 544 483">• Berkswell village shop x 2<li data-bbox="188 483 703 521">• Brickmakers pub (in small lounge area)<li data-bbox="188 521 341 560">• Bear Inn<li data-bbox="188 560 331 598">• Railway<li data-bbox="188 598 320 636">• Legion<li data-bbox="188 636 459 674">• Surgery X 2 copies<li data-bbox="188 674 443 712">• Fisheries cafe X 2<li data-bbox="188 712 379 750">• Elsewhere?<li data-bbox="188 750 635 788">• Multiple copies at drop in events	Jane E