

Berkswell Parish Neighbourhood Development Plan (NDP)

Minutes of the meeting held on 20th September 2017 at the Jubilee Centre, Balsall Common at 1.30PM.

1) Evacuation procedures – Fire exits were advised

2) Open Forum

A member of the public questioned why the Draft Objectives did not have more focus on encouraging local business. It was advised that these were draft and could be amended in the light of residents' feedback.

3) Attendance

Andrew Burrow (AB) Chairman

Kay Howles (KH)

Jane Edwards (JE)

Richard Drake (RD) Secretary

4) Apologies for absence

Louise Kirkup (LK) Consultant from Kirkwells was not required to attend this meeting.

Apologies had been received from Keith Tindall, Vince Ritters and Geoff Wheeler.

5) Declaration of interest

AB advised that he owned a property on Old Waste Lane which included a field that could be removed from the greenbelt in the current SMBC Draft Local Plan. He will not take part in any discussions where he could compromise our discussions.

6) Confirmation of minutes of 24th July 2017

The minutes were approved and signed. Draft minutes are on the Berkswell PC website.

The signed copy will be held by the Berkswell Parish Clerk.

7) Matters arising not covered by Agenda:

7.1 – Update on grant – Now approved and received.

7.2 – Surveys from site exhibition – RD has reviewed the Berkswell Parish responses. Reworking the analysis shows slightly changed scoring but identical ranking of priorities by residents.

8) Motion to approve the final version of Issues and Options Document including Vision and Objectives and consultation questions incorporating minor changes shown in green and red in the attachment:

Agreed.

9) Motion to approve the final version of the business survey (attached)

Agreed

10) Agree that the business questionnaire will be distributed as far as is reasonably practical by volunteers by e-mail and by hand to the agreed list of businesses:

Agreed

Approved:

11) Agree to consultation drop in sessions for residents and other interested parties to be held on 30th September 2017 10AM-4PM (Jubilee Centre, Balsall Common) and 7th October 2017 9.30AM-Noon (Jordan Room, St John the Baptist Church, Berkswell Village):

Agreed

12) Agree that interested parties can also submit their responses via the NDP page of the Berkswell PC website and following the instructions/directions there:

Agreed

13) Agree that the consultation period will run from 30th September 2017 to 28th October 2017:

Agreed

14) Agree the communication and information programme proposed by the Working Group (attached):

Agreed

15) Discuss other options for the residents consultations:

Displays will be A2/3/4 depending on style/format. Locations for posters and display panels were discussed and agreed. Room layouts to include spaces to complete consultation forms. It was agreed to purchase Velcro and rope for mounting of displays and the banners following a suggestion from a resident. Various roles were agreed and the help of several residents accepted both from the meeting and e mail volunteers. ASB to seek more volunteers for the drop in events from the Berkswell Society and PC.

16) Planning Policy Assessment & Review of Evidence Base document:

The receipt of this document was noted and it was confirmed it had informed the Options and Issues document.

17) Malcolm Hickin

Malcolm Hickin's resignation due to family circumstances was noted. He was thanked for his contribution to date and for his ongoing ex-officio support.

18) Dates of next meeting:

Steering Group: Wednesday 17th October 1.30PM Venue TBC

Approved:

Berkswell Parish Neighbourhood Development Plan

Issues and Options Public Consultation



This survey form has been prepared to accompany the Issues and Options document for Berkswell Neighbourhood Development Plan (NDP), which is published for public consultation until the 28th October 2017. <http://www.berkswell.org/council/neighbourhood-development-plan>

We need your views about the sorts of planning issues our NDP should address, and possible options for planning policies.

Please read the Issues and Options document or the display boards at the drop-in sessions and then provide your responses in the boxes below. Once completed please return your form (or any other written comments) to one of the following:

- The box at one of the open events on 30th Sept or 7th Oct; or
- post to: Parish Clerk, Berkswell Parish Council PO Box 6379 Coventry CV6 9LP; or
- email it to: clerk@berkswellparishcouncil.org.uk.

Thank you very much for your time and interest.

If a resident please insert your post code. If an organisation please insert its name	
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Question 1 – Vision and Objectives		
A. Do you agree with the Draft Vision and Objectives as shown on the display boards or in the Issues and Options document? Please ✓	YES	
	NO	
B. Please provide any comments suggesting how they could be improved		

Approved:

Question 2 - Housing on Allocated Sites in draft Solihull Local Plan			
A. Do you think the NDP should include criteria based policies to guide new housing development such as the examples in the questions below? Please <input checked="" type="checkbox"/>	YES		
	NO		
B. Do you agree that planning policies should be developed for the criteria listed below? Please <input checked="" type="checkbox"/> all of those that you would support			
Access to the development			
Layout			
Density and form, height, size etc			
Use of materials typically used locally			
The protection of trees and other important features on the site			
Identifying any significant views into or out of the sites			
Ensuring good access linking to local footpath and cycle networks, public transport, and local facilities			
Parking places per home			
Ease of ongoing maintenance of public spaces to keep future costs down			
Secure by design to minimise crime and anti social behaviour			
Designated storage for refuse and recycling bins			
Permeable driveways to reduce water run off			
Houses with gardens should come with water butts			
Homes should have energy generation fitted as standard			
Recycling of water for non drinking use			
Other insert here			
C. What sort of house types and sizes do you think are needed in the parish? Please <input checked="" type="checkbox"/> all of those that you would support			
1 bedroom		2 bedroom	3 bedroom
4 bedroom		5 bedroom	bungalows
flats		houses	Sheltered homes

Approved:

Other - please specify

Question 3 – Local Affordable Housing Needs – outside Balsall Common

(See display boards or Options and Issues Document for definition of affordable housing)

A. Do you or your family have a need for a particular size or type of affordable accommodation in Berkswell village or other rural settlement outside of Balsall Common? If so, please say why it needs to be in the village, and let us know what type / size of house you are looking for? Please all of those that apply

1 bedroom		2 bedroom		3 bedroom	
4 bedroom		Shared ownership		Social affordable rent	
Disabled adapted		Other			

Why do you need to be in Berkswell village or a rural settlement in the parish?

B. Overall, do you think the NDP should: (Please to indicate your choice below)

- Include a planning policy, or identify a site allocation, to provide for local affordable housing needs in Berkswell village?
- Leave this to Solihull MBC to provide for any affordable and local needs housing on the proposed Solihull Local Plan sites?
- **No opinion**

Question 4 – Protecting Local Landscape Character

The NDP could include a policy setting out guidance to protect local landscape character. Such a policy could add local detail to the guidelines as set out in the Landscape Character Assessment for Solihull, for instance:

- How housing location, design and layout should respect local character as set out in the Solihull Borough Landscape Character Assessment.
- How designs should respond positively to the distinctive local and historic character of individual settlements and farmsteads in the parish. The use of traditional materials used locally is encouraged such as red brick and render for elevations and tiled roofs. Scale, massing, density and layout should respect the surrounding built form and provide a soft edge to the built up and rural parts of the parish.
- How development should retain existing landscape features such as hedgerows, hedgerow trees, and mature trees, and any features of historic interest such as ridge and furrow.
- How the natural environment should be integrated into schemes through the provision of gardens and quality open space. Such quality open space should be placed between existing homes and new development in Balsall Common to retain the green and semi rural feel of

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Balsall Common.

- Where possible landscaping schemes should retain, enhance and link into existing green infrastructure and wildlife networks such as watercourses, woodland and wildlife sites.

Should the NDP include such a policy? Please

YES

NO

Question 5 – Berkswell Conservation Area

A. Do you agree that the current system for managing development in the Conservation Area is sufficient and a set of design guidelines will not be of assistance? Please

YES

NO

No opinion

B. If you consider that new design guidance statement should be created, what do you think it should say in relation to the built heritage of the Conservation Area to supplement the current position?

Question 6 – Conversion of Former Agricultural Buildings

A policy in this area could say something like:-

- Where planning permission is required, the re-use or conversion of former agricultural buildings for small scale business uses or residential uses will be supported where proposals are sensitive to the existing character and form of the rural landscape.
- Where appropriate materials such as red brick, wooden cladding, roof tiles and glass should be used and designs should aim to retain the scale and form of the original building(s) as well as any traditional detailing. Where ever technically possible a pitched tiled roof should be included in the design, even if these replace a flat or shallow roof.
- Existing access arrangements should be used. Access should be suitable and adequate for proposed increases in traffic associated with new uses bearing in mind the local road network. Landscaping should be provided to screen parking areas.

Should the NDP include a policy setting out guidance to help ensure the character of former agricultural buildings is protected in conversion schemes? Please

No

YES

NO

Question 7 – Improving Accessibility

Approved:

A. Should the NDP include a policy encouraging new developments to provide good accessibility to walking, cycling and mobility scooter networks and to reduce reliance on cars? Please <input checked="" type="checkbox"/>	YES	
	NO	
B. Should the NDP seek to improve car parking at Berkswell Station?	YES	
	NO	

Question 8 – Improving Local Infrastructure

A. Should the parish council devote part of its share of the Community Infrastructure Levy towards a cycle/pedestrian connection between Berkswell village and Balsall Common? Please <input checked="" type="checkbox"/>	YES	
	NO	
B. Should the parish council seek to improve parking at the station through allocating land for parking?	YES	
	NO	
C. Should the NDP include a section identifying where investment is needed in local infrastructure? (excluding schools, utilities, highways etc)	YES	
	NO	

If so, what sorts of improvements in local infrastructure are needed?

Question 9 – Supporting Investment in Local Businesses

A. Should the NDP include a policy supporting appropriate investment in local economic development? Please <input checked="" type="checkbox"/>	YES	
	NO	
B. Do you work from home?	YES	
	NO	
C. Should the NDP include policies to encourage the inclusion of combined live/work units within new development?	YES	
	NO	
D. Do you have any concerns about local business growth that you would like the NDP to consider?	YES	
	NO	

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If so what are they?

There is a more comprehensive business survey. If you would like to complete it please ask a NDP Committee representative or visit the Neighbourhood Development Plan page on the council's web site

Question 10 – Supporting Investment in Balsall Common Shopping Centre

A. Should the Berkswell Parish NDP have policies to focus retail development on the current Balsall Common centre? Please ✓	YES	
	NO	
B. Should the Berkswell Parish NDP have policies to encourage retail development within the new housing developments?	YES	
	NO	
C. The part of the Balsall Common shopping centre that falls within Berkswell Parish currently represents 6 of the 32 units. Do you agree that Balsall PC should lead on the policies to support the Balsall Common centre?	YES	
	NO	

What are the issues, **if any**, that you see as barriers to the on-going success of the Balsall Common shopping centre?

Approved:

Please use the space below to provide any further thoughts or comments about the Berkswell NDP.

Approved:

Business Name	Postal Address	E mail address	Phone number	Contact person
Berkswell Charities		alan.daintith@sky.com		Alan Daintith
Adlington Ltd	Pheasant Oak Farm Hob Lane CV7 7GX	sales@adlingtonltd.com	01676 532777	Rod Adlington
South View Farm	Hob lane		01676 533368	NW Hicks
Nailcote Farm	Nailcote Lane, Berkswell, Coventry CV7 7DE		024 7646 4479	Mr J Cooper
Ram Hall	Baulk Lane Berkswell CV7 7BD	fletcherse63@gmail.com	01676 532 203	Stephen Fletcher
Hubbard and Son	Little Beanit Farm, Waste Lane, CV7 7GH	"Julie Hubbard" <julie@jhubbardandson.co.uk>	01676 535 269	Julie Hubbard
Mercote Mill Farm	Kenilworth Road, Hampton in Arden, Solihull B92 0LU			Lyn Williams
Victoria Farm Dairies	Benton Green La, Coventry CV7 7AX		01676 533326	
Touchstar	Pheasant Oak Barn, Hob Lane, Balsall Common CV7 7GX	onboard@touchstar.co.uk	01926 831 173	
Carpetpac Ltd	Leam House		01676 532939	

Approved:

	Windmill Lane, CV7 7GY			
Stevens Roofing	Leaded Lights Old Waste Lane CV7 7RY	graig@cstevenroofing.co.uk	01676 535 290	
Lavender Hall Autos	Lavender Hall Farm Lavender Hall Lane CV7 7BN	lavenderhallautos@gmail.com	01676 533 013	
Kinorigo Ltd	204 Duggins Lane Berkswell CV4 9GP	Gavin.Worsley@kinorigo.com	024 7642 2580	Gavin Worsley
Bank Kitchens	The Croft Spencers Lane Berkswell CV7 7BY	design@bankinteriors.co.uk	01676 530 329	
Quality Maths Tutoring	Benton Green Lane CV7 7DB	info@qmti.co.uk	07801 979 195	Graham Taylor
Lavender Hall Fishery	Lavender Hall Lane Berkswell CV7 7BN	lavendertackle@gmail.com	01676 530 0299	
Berkswell Pottery	The Forge, Spencer's Lane, Berkswell CV7 7BB		07568 509 542	Karla Morris
Pettifor & Sons Ltd	Berkswell Road, Meriden, Nr Coventry, CV7 7LB (they also operate	info@pettifortransport.co.uk	01676 522403	Martin Pettifor

Approved:

	from Home Farm)			
Tradeaway Autos	549 Station Road Balsall Common	sales@tradewayautos.co.uk	01676 493032	
The Bear Inn	Spencer's Lane, Berkswell, CV7 7BB	6111@greeneking.co.uk	01676 533 202	
The Railway Inn	547 Station Road Balsall Common	Railway547@hotmail.co.uk	01676 533 284	
The Brickmakers Arms	307 Station Road Balsall Common CV7 7EG	info@thebrickmakersberkswell.com	01676 533 890	
Carstins/Unity Automotive	324 Station Road Balsall Common CV7 7EF	Vicky@unityautomotive.co.uk	01676 591 078	
British Legion	316 Station Road, CV7 7EF	Egan524@hotmail.com	01676 533 462	
Nailcote Hall	Nailcote Lane, Berkswell CV7 7DE	info@nailcote.co.uk	02476 466 174	
Old Lodge farm Antiques	Kenilworth Road Balsall Common CV7 7EY	Silvercloud929@aol.co.uk	01676 535 282	
Cygnets Properties Ltd	Various farms etc	clive@cygnetspropertieslimited.co.uk		Clive Briscoe

Approved:

Aston Martin	Kenilworth Rd – Bradnocks Marsh	lesstimson@astonmartinbirmingham.co.uk	01675 419500	
CB Car Body Repairs	Bradnocks Marsh	cbcarbodyrepairs@outlook.com	01675 443709	
Arden Wood Shavings	Bradnocks Marsh	sales@ardenwoodshavings.co.uk		
Bradnocks Marsh Business Centre	Kenilworth Rd Bradnocks Marsh	info@globalelectricalappliances.co.uk		
Lincoln Farm cafe	Kenilworth Rd	irwarwickshireinternaional@yahoo.co.uk		
Berkswell Stores	Village	stellbell@sky.com		
Wyevale Garden Centre	Bradnocks Marsh	thegardenclub@wyevalegardencentres.couk		
Simply Hosiery	4 Meeting House Lane	Katrina@simplyhosiery.com	01676 535 432	Katrina Shiers
MacNamara King Solicitors	2 Meeting House Lane	Siobhan@macnamaraking.com	01676 533755	
My Clear Thoughts	2 Meeting House Lane	jabe@myclearthoughts.com		
Lloyds Pharmacy	Hall meadow Rod	LP0640@lloydpharmacy.co.uk		
Balsall Common Surgery	Hallmeadow Road	joanne.hope@nhs.net		Joanne Hope
Vanity Furr	4 Meeting House Lane	vanityfurr@gmail.com	07515 703 290	
The Farm Shop	Larges Farm, Back lane, Berkswell	Richard@berkswelltraditionalmeats.co.uk	01676 522 409	Philip Tuckey
The White House Cattery & Kennels	Back lane, Berkswell		01676 522 468	
Deckpave,	The Yard Back lane		02476 463695	
Mr MG Woodfield	The Yard, Back Lane,		02476 469660	

Approved:

	Berkswell			
Evesons Fuels	Eveson House, Birmingham Road, Kenilworth CV8 1PT	sales@evesons.co.uk	01676 531100	
Cemex Quarry and Landfill	Cornets End lane Berkswell CV7 7LH		0845 155 1835	
Cemex Ready Mixed Concrete	Cornets End lane Berkswell CV7 7LH		01675 443600	
Tarmac Quarry	Cornets End lane Berkswell CV7 7LG		0116 264 8540 Or 0845 601 1011	
Tarmac Concrete	Cornets End lane Berkswell CV7 7LH		01922 632 592	
In the dog House	Cornets End lane Berkswell CV7 7LH	inthedoghouse@gmail.com	01675 544 3399	
Breedon Concrete	Cornets End Lane Berkswell CV7 7LG	enquiries.southern@breedongroup.com	01675 422 492	
Wall Brothers Turf	Kenilworth Road	admin@wallbrosturf.co.uk	01675 442 880	
Berkswell School	Church Lane, Berkswell, Coventry CV7 7BJ	s71tdrew@berkswell.solihull.sch.uk	01676 532141	Tracy Drew
Quest Trade Services	Back lane, Berkswell	Quest.tradeservices@gmail.com		
Berkswell Estate	Home farm, Meriden Road	nick@nielsenparry.co.uk	0845 519 6973	Nick Parry

Approved:

	Berkswell			
Nick Parry has offered to forward our questionnaire to all the businesses at Home Farm. Some of them are listed below				
Health Management Ltd	2 Home Farm Courtyard		0845 504 0230	
Parkes Machine Tools Ltd		info@parkesmachinetools.co.uk	01676 530 053	
St James Place	Home Farm Stables	Jainine.edwards@sjpp.co.uk	01676 530606	Susie Lowell
EC Snaith & Son Ltd	The Old Dairy Home Farm	orders@ecsnaith.com	01676 525 844	
Design Dreams Ltd	Hill Top Barn no 7, Home Farm	info@theweddingofmydreams.co.uk	0844 6931449	
Wolf Steel UK Ltd	Old Grain Store Home farm	info@napoleongrills.co.uk	01676 522788	
Creative Concepts	Unit 1&2 Home Farm	ccexd@aol.com		

Approved:

About you and your business

Please tell us the post code of your organisation/business

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1. What is your role in the organisation? (please as appropriate)

Sole owner		Manager	
Partner/Director		Office Manager	
MD/Chief Executive		Other	

2. What is the main focus of your business/organisation (please all that apply)

Agriculture		Hair or beauty	
Arts/Entertainment/recreation		Hotel or B&B	
Building & allied trades		IT & similar business services	
Catering		Leisure & tourism	
Cafe/restaurant		Manufacturing	
Charity or social enterprise		Medical & health related services	
Child care		Professional Services	
Commercial landlord		Pub (with or without food)	
Education		Retail	
Distribution & storage/wholesale		Retirement/care home	
Estate Agent		Scientific & technical services	
Finance & Insurance		Transport	
Garden centre		Vehicle sales	
Horticulture		Vehicle service & repair	
Other – please specify			

3. Is your business carried out from a..... (please as appropriate)

Shop unit		Industrial/commercial unit	
Your home		Farm or horticultural holding	
Offices		Temporary building	
		Yard	
Other – please specify			

4. How long has your business operated in Berkswell Parish? (please as appropriate)

Less than 1 year		6 to 10 years	
1 to 2 years		11 to 20 years	
3 to 5 years		More than 20 years	

Approved:

5. Why does your business operate in Berkswell Parish? (please <input checked="" type="checkbox"/> all that apply)			
Proximity to your/the owners home		Local parking	
Proximity to current clients		Low crime	
Proximity to potential clients		The good local environment	
Lack of local competition		Proximity of motorways	
Affluence of the area		Proximity of other good roads	
Suitable premises		Railway links	
Good employees/potential employees		Birmingham airport	
Local amenities		My farm is here	
Other – please specify			

About your employees

6. How many people work at your organisation in Berkswell Parish? (please <input checked="" type="checkbox"/> as appropriate)			
1-3		31-50	
4-9		51-100	
10-20		More than 100	
21-30			

7. How do they travel to work? Please give a rough percentage for each type of travel			
Car	%	Foot	%
Motorbike	%	Train	%
Cycle	%	Bus	%
Other – please specify			

8. Do you have sufficient parking for your employees and visitors on your premises? (please <input checked="" type="checkbox"/> as appropriate)	Yes	No

9. If no, then where do your employees and visitors park? (please <input checked="" type="checkbox"/> all that apply)			
Library Car park in Balsall Common		Public car park in Berkswell village	
On street car parking in Balsall Common centre		Other public car park	
Other on street parking			
Other – please specify			

Approved:

Planning for the future

10. Are your current premises suitable for your current needs (please <input checked="" type="checkbox"/> as appropriate)	Yes	No

11. Are your current premises suitable for your likely needs in 5 years time? (please <input checked="" type="checkbox"/> as appropriate)	Yes	No

12. If the answer either question 10 or 11 above was “No”, in what way are/will your premises not be suitable

13. Is your ability to recruit employees affected by the housing type/mix in this area e.g. house size/price, rental versus buy. If so please tell us why

14. Should the Neighbourhood Plan consider allocating land within Berkswell Parish and if so, for what purpose? (please all that apply)

Childcare facilities		Shops/retail	
Factory/manufacturing units		Restaurants/eating places	
Small workshops/light industrial		Tourism e.g. hotels, conference centres	
Start up units		Warehouse/storage	
Offices		Retirement/care homes	
Parking			
Other – please specify			

Approved:

15. Would you be in favour of the Neighbourhood Plan making provision for the creation of a business centre providing low cost, flexible workspaces, meeting rooms and managed services? (please <input checked="" type="checkbox"/> as appropriate)			
Strongly in favour		Against	
In favour		Strongly against	
No opinion			

16. Should the Neighbourhood Plan seek to define planning policies that promote and encourage working from home? (please <input checked="" type="checkbox"/> as appropriate)	Yes	No	No o p i n i o n

17. If your answer either question 16 above was "Yes", in what planning policies might help?

16. If you are a home worker, are there improvements that would make working in Berkswell Parish more supportive working from home? (please <input checked="" type="checkbox"/> all that apply)			
Access to shared office space on an occasional or regular basis		A venue with Wi-Fi for meetings	
An informal home workers' network		Improved internet connection	
A home workers meeting place		Low cost conference facilities	
Other – please specify			

17. Please rate the infrastructure that you use for your business (please <input checked="" type="checkbox"/> all that apply)			
	Good	Acceptable	Poor
Access to a bank			
Broadband			
Electricity			
Gas			
Mobile signal strength at your business location			

Approved:

Sewerage/drainage			
Water supply			
Rail			
Bus			
Parking			
Cycle lanes			
Pavements			
Roads			
Policing/public safety			

18. How would you rate Berkswell Parish as a business location? (please as appropriate)

Very good		Poor	
Good		Very poor	
Average		No opinion	

19. Are you thinking of moving your business/organisation away from Berkswell? If so please say why

20. What priorities should the Neighbourhood Plan have related to development planning which would enhance your business or business in general?

Approved:



Thank you for completing this survey. Please return it in the envelope provided.

THIS IS A CONFIDENTIAL SURVEY AND YOUR ANSWERS WILL NOT BE PUBLISHED

Approved:

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
Organise the printing of 4 X 5ft banners publicising the BC event. Wording "Berkswell Parish Plan Event, Saturday 30 th September, Jubilee Centre"	ASB

Approved:

Tasks agreed	By whom
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 23rd 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 lose 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 <p>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</p>	ASB
Badges for NDP members to make them visible to help	ASB
Advert in Solihull Times to announce consultation	ASB/RW
Web site to be updated to announce consultation and have links to Purpose of NDP summarised from leaflet Issues and Options Document Online Business Survey Online general survey Hard copy version of general survey Hard copy version of business survey Dates of Consultation period	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

Approved:

Tasks agreed	By whom
A4 posters distribution <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 Tin d al l
Erect/install banners at the following locations:- Station roundabout, central BC roundabout, Jubilee Garden, Waste Lane at entry to Balsall Common (by Balsall Common sign)	Keith Tin d al l
Copies of Issues and options (printed) distribute to <ul style="list-style-type: none"> • Library x 2 • Costa coffee x2 • Deli x 2 • Berkswell village shop x 2 • Brickmakers pub (in small lounge area) • Bear Inn • Railway • Legion • Surgery X 2 copies • Fisheries cafe X 2 • Elsewhere? • Multiple copies at drop in events 	Jane E

NDP Working Group 12th September 2017

Communication Plan for Options and Issues Consultation

Overall Plan principles

7. 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
8. Special business consultation. Proactive using local knowledge of businesses where reasonable practical to e-mail or hand deliver survey. Paper or online version
9. Publicise drop in events with leaflet drop to all houses by hand, posters and banners
10. Web site to have consultation section where site visitors can do survey online
11. Start 30th September end 4 weeks later on 28th October.
12. 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

Approved:

Tasks agreed	By whom
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 El li s
Run business online consultation to addresses shown on approved business listing	ASB/ Jim El li s
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
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 23rd 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 lose them	ASB

Approved:

Tasks agreed	By whom
<p>Exhibits for the drop in sessions display boards</p> <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 <p>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</p>	ASB
Badges for NDP members to make them visible to help	ASB
Advert in Solihull Times to announce consultation	ASB/RW
<p>Web site to be updated to announce consultation and have links to 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 T i n d a l l
<p>Erect/install banners at the following locations:- Station roundabout, central BC roundabout, Jubilee Garden, Waste Lane at entry to Balsall Common (by Balsall Common sign)</p>	Keith T i n d a l l

Approved:

Tasks agreed	By whom
Copies of Issues and options (printed) distribute to <ul style="list-style-type: none"> • Library x 2 • Costa coffee x2 • Deli x 2 • Berkswell village shop x 2 • Brickmakers pub (in small lounge area) • Bear Inn • Railway • Legion • Surgery X 2 copies • Fisheries cafe X 2 • Elsewhere? • Multiple copies at drop in events 	Jane E

Approved: