

Berkswell Parish Neighbourhood Development Plan (NDP)

Minutes of the meeting held on 8th March 2018 in The Jubilee, Station Road, Balsall Common at 1.30PM

1) Evacuation procedures

Evacuation procedures were explained.

2) Open Forum

No members of the public in attendance.

3) Attendance

Andrew Burrow (AB) Chairman
Vince Ritter (VR) Vice Chairman
Jane Edwards (JE)
Geoff Wheeler (GW)
Keith Tindall (KT)
Richard Drake (RD) Secretary

4) Apologies for absence

Kay Howles & Lorraine Horlor. Our consultant Louise Kirkup was not required to attend.

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 any decisions and would not vote on policies B1 and B3
GW advised that he owns a property on Meeting House Lane (backing on to proposed developments on Barratts Farm). He will not take part in any discussions where he could compromise our decisions and would not vote on policies B1 and B3.

6) Confirmation of minutes of 21st February 2018

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 the Agenda:

There were no matters arising.

8) Receive and discuss the amended version 3 of the draft plan including comments from the SMBC Conservation Officer

8.1 - The committee accepted the proposed changes suggested by the SMBC Conservation Officer. AB recorded other minor changes to forward to LK.

8.2 - The committee agreed to enter the minutes of the meeting with SMBC Highways Department into the evidence base.

8.3 – A range of minor amendments were agreed of a typographical, layout and detail nature

9) Approval of the draft plan for submission to the Parish Council for approval.

The committee approved that the draft plan be submitted to the Parish Council, subject to some minor amendments that do not change the meaning of the draft plan. AB and GW did not participate in the vote on policies B1 and B3

Approved:

10) Consideration of the communication and consultation process to be adopted

10.1 - The committee agreed the draft wording of the proposed:

- Covering letter;
- Explanatory leaflet; and
- Questionnaire.

10.2 – Agreed this should be circulated to both Berkswell and Balsall Parishes (with a pre-paid envelope to each address).

10.3 – Agreed to offering on-line completion instead mail return as an option.

10.4 – Quotes to be obtained for “envelope stuffing” (to include an approach to the Scouts for assistance). In addition, obtain quotations for printing and analysis.

10.5 – 3 Draft NDP consultation events were agreed. 2 in Balsall Common (11th & 14th April - 1 on a midweek evening) and 1 in Berkswell Village (7th April).

10.6- Consultation forms for the Berkswell Traffic proposals to also be available for completion at the events.

10.7 – It was agreed that local publicity material would be prepared and erected. All possible online distribution channels would be approached to help with publicity. Hard copies of the Draft NDP would be available in The Balsall Common Library, The Berkswell Shop and at the consultation events.

10.8 – It was agreed that a minimum of 5 people should be available at each consultation event to both set-up and answer questions. Committee member availability was advised as:

AB, VR, KT, JE & RD – All 3

GW – 11th April, other TBA

KH – TBA

In addition, AB will invite all Berkswell Parish Councillors to attend.

11) Next steps

- a) LK will finalise the Draft NDP.
- b) The Draft NDP will be presented for adoption at the Parish Council Meeting on 15th March.
- c) The consultation process will be submitted to the Parish Council on 15th March for agreement and budget approval.

Date of next meeting:

No further meeting date was proposed at this time. Next meeting to be arranged for after the receipt of the consultation results.

Approved: