

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 08 FEBRUARY 2016 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Humphreys (in the Chair)
Councillors Mrs Evans, Mosson, Mrs Shingler and Mrs Stokes

In attendance

Ms J Minor, Administrative Assistant
V Chamberlin, Burntwood Action Group

The Chairman informed Members that he had asked the Town Clerk to investigate the terms of reference with regard to the Neighbourhood Plan Committee. The Town Clerk had asked Ms Vanessa Morgan, LDC Neighbourhood Plans Support Assistant the following:

"It is my understanding that where a parish council exists it should take the lead in the NP but that members of the public can be invited to join the Committee/Working Groups as appropriate".

Ms Morgan had responded as follows:

"I would say that your opinion is right. I have checked the regulations and national guidance to be sure. The National Planning Practice Guidance (NPPG) states:

"What is the role of a parish or town council in neighbourhood planning?

In a designated neighbourhood area which contains all or part of the administrative area of a town or parish council, the town or parish council is responsible for neighbourhood planning.

Where a parish or town council chooses to produce a neighbourhood plan or Order it should work with other members of the community who are interested in, or affected by, the neighbourhood planning proposals to allow them to play an active role in preparing a neighbourhood plan or Order.

The relationship between any group and the formal functions of the town or parish council should be transparent to the wider public. For example it should be clear whether a steering group or other body is a formal sub-committee of the parish or town council. The terms of reference for a steering group or other body should be published and the minutes of meetings made available to the public."

With reference to the above, the Chairman asked Mr Chamberlin, Burntwood Action Group to join the Committee and sit at the table.

It was **AGREED** that a press release be issued asking for members of the public and the business community to join the Committee and that this be advertised in the local press and on social media with an aim of attracting 10 people.

It was **AGREED** that Mr S Norman be invited to sit on the Committee as a member of the public.

It was **AGREED** that Ms Vanessa Morgan, LDC Neighbourhood Plans Support Assistant be asked to provide terms of reference/size of committees of other local authorities who are undertaking the Neighbourhood Plan.

24. APOLOGIES FOR ABSENCE

Councillors Constable and Mrs Fisher.

25. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

26. MINUTES

Concerns were expressed by Members as to political balance and Members were informed that the Neighbourhood Plan Committee should be seen as non-political.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 25 January 2016 (Minute Nos. 18-23) be received and approved.

27. BURNTWOOD NEIGHBOURHOOD PLAN

Members had prior to the meeting given due consideration to the Working Draft Plan correcting any factual local issues. However, Members felt that there was no mechanism on how the Plan was to operate and that the Plan was not fit for consumption. It was **AGREED** that once the amendments had been made to the Working Draft Plan that this document be forwarded to Kirkwells Planning Consultancy.

28. PUBLIC CONSULTATION EVENT

Members felt that due to time constraints that the public consultation event on Saturday 27 February 2016 should be moved to Saturday 12 March 2016 and that these would be held at the Old Mining College Centre and Burntwood Library commencing 10 a.m. until 3.00 p.m. and that the consultation events should consist of a map of the Town to be displayed on a table; a 'post-it' board should be provided for people to leave their comments; photographs of prime locations (e.g. Leisure Centre, Chasewater, Sankeys Corner, Greenwood House, Health Centre); postcard handout and copies of the Neighbourhood Plan. Members were informed that a banner measuring 6' x 3' would cost in the region of £30 and it was **AGREED** that the banners needed to be in place two weeks prior to the public consultation event. It was **AGREED** that Mr Wellock of Kirkwells Planning Consultancy would be asked to attend and that an email be forwarded to all Councillors asking for volunteers.

29. DATE OF NEXT MEETING

The next meeting of the Committee to be scheduled for approximately two weeks after the consultation event on Saturday 12 March 2016.

(The Meeting closed at 8.45 p.m.)

Signed

Date