



BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

Unit 1, Lambourne House,
Bridge Cross Road, Burntwood,
Staffordshire WS7 2BX
Telephone: 01543 677166
Email: info@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: MD/jm

16 July 2014

To: All Members of the Burntwood Neighbourhood Plan Committee
(Councillors Drinkwater, Mrs Evans, Mrs Fisher, Isaacs and Norman)

Copy: Ms J Minor

Dear Councillor

BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE

You are invited to attend a meeting of the Burntwood Neighbourhood Plan Committee in the **71 Room, Burntwood Memorial Institute, Rugeley Road, Burntwood on Wednesday 23 July 2014 at 6.00 pm (immediately prior to the Planning Committee Meeting)** to consider the following business.

Yours sincerely

M Danby

Mary Danby (Mrs)
Town Clerk

PLEASE NOTE THE VENUE

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a Meeting of the Burntwood Neighbourhood Plan Committee held on 23 June 2014 (Minute Nos. 1 - 9) **(ENCLOSURE NO. 1)**.

4. PROGRESS REPORT

The first milestone for the Committee is to engage a consultant(s) to assist Members in the progress which will lead eventually to the compilation and submission of the Burntwood Neighbourhood Plan.

An application has been made to Locality for assistance from a planning consultant to assist Members in the Neighbourhood Plan process – the decision on the application is due by 22 July. Quotations were sought from planning consultants as a second option should the application to Locality prove unsuccessful – the quotations are to be considered by the Committee at this meeting

5. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

6. PLANNING CONSULTANTS

5.1 Locality

To receive a verbal update on an application made via Locality for assistance from a Planning Consultant to work with the Committee throughout the whole process leading to the compilation of the final draft of the Burntwood Neighbourhood Plan (notification of decision due by 22 July 2014).

- 5.2 To receive quotations from planning consultants to work with the Committee throughout the whole process leading to the compilation of the final draft of the Burntwood Neighbourhood Plan **(ENCLOSURE NOS. 2A, 2B AND 2C)**.

7. DATE OF NEXT MEETING

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE
HELD AT TOWN COUNCIL'S OFFICES, UNIT 1 LAMBOURNE HOUSE, BRIDGE CROSS
ROAD, BURNTWOOD ON MONDAY 23 JUNE 2014 COMMENCING AT 7.00 P.M.**

PRESENT

Councillors Drinkwater, Mrs Evans, Mrs Fisher, Isaacs and Norman

In attendance

Mrs M Danby, Town Clerk
Ms J Minor, Administrative Assistant

1. ELECTION OF COMMITTEE CHAIRMAN

RESOLVED That Councillor Norman be elected Chairman of the Burntwood Neighbourhood Plan Committee.

2. APOLOGIES FOR ABSENCE

None, all Members present at the meeting.

3. DECLARATIONS OF INTEREST

None declared.

4. LOCAL PLANNING POLICY

Councillor Norman said that the plan would have to comply with the District Council's plans and policies and that the Councils had to work together on this. Councillor Isaacs suggested that liaison with officers from Lichfield District Council (LDC) would be on an 'as we go along basis' and how they would assist (time, capacity) needed to be obtained. Councillor Drinkwater felt that LDC had a duty to support the Town Council and that demands needed to be placed on LDC officers.

Members felt that the Burntwood Neighbourhood Plan's aim was to cover the whole of the District of Burntwood but would focus on the Town Centre area. Councillor Norman suggested that Chasewater on the periphery ought to be included as access for Burntwood's residents was difficult with the only car park closed because neither Staffordshire County Council (SCC) or LDC wanted to maintain it.

Councillor Norman referred to the recent publicity for the Designer Outlet being promoted by Cannock Chase District Council and which was a clear threat to the viability of Burntwood's own long ambition for a Town Centre retail development. Councillor Drinkwater agreed and said that he had spoken to Mr Sean Coghlan of LDC and felt that LDC should be making strong objections now, however, Mr Coghlan stated that LDC cannot object until they are properly consulted on the new retail development proposed by Cannock Chase District Council.

RESOLVED Members agreed that the whole of the Parish be included in the Plan and that LDC be asked on how they can assist the Town Council in preparing the Burntwood Neighbourhood Plan.

5. THEMES

Members all agreed that the Town Centre was the main theme and that sustainability of the town was part of that. Councillor Mrs Evans stated that leisure facilities for young people was important as was better transport links. Councillor Drinkwater stated that he felt that the Larks Rise Estate was a good example of design, mixed/affordable development. Members felt that an improved/greener environment and good transport links were important.

Councillor Isaacs suggested that a work plan linked to a timescale of nine months was needed. Members felt that nine months was a big ask, however, Councillor Isaacs reiterated that the Town Council needed a timescale sooner rather than later.

Councillor Drinkwater said that a unique way of getting the plan across was needed in order that the community did not feel that it had heard it all before.

6. CO-OPTION

Members felt that, as elected Members, they represented the community as a whole but wished to ensure all groups such as the young, the elderly, environmental and history groups were able to have an input into the proposed Plan which would go out to consultation. It was agreed that the Council could co-opt representatives from these groups and organisations as well as meeting with focus groups at various stages of the discussions of the Neighbourhood Plan.

It would be important to be able to show that the Plan was evidence-based and represented all communities in the Town.

7. GRANT AID/BUDGET

The Town Clerk informed Members that a budget of £25,000 had been set aside for the Neighbourhood Plan. The Town Clerk explained that an application for funding Locality (My Community Rights) would need to be made by 01 July 2014 and that a maximum of £7,000 was available per neighbourhood planning group. However, the Town Clerk explained that any funding received would need to be spent by December 2014 and that a definitive reason/plan for the grant needed to be known. The Town Clerk explained what the funding could be spent on.

Councillor Isaacs asked why the Town Council could not use the Burntwood Strategy as a base for the application for funding and stated that the presentation by Kirkwells back in July 2013 had been helpful at the time. **(See Post Meeting Note at the end of the Minutes.)**

RESOLVED THAT

- 1) The Town Clerk, in consultation with the Chairman, submits an application for funding.

- 2) The Town Clerk obtains professional fee quotations from two outside experts i.e. Kirkwells.
- 3) The Town Clerk and the Chairman of the Committee seek information from other Parish Councils going through the Neighbourhood Plan process to learn what support and funding they have received.

8. PUBLIC MEETING/CONSULTATION

To be considered at a future meeting.

9. DATE OF NEXT MEETING

Wednesday 23 July 2014 commencing at 6.00 p.m. (immediately prior to the Planning Committee Meeting) at Burntwood Library.

(The Meeting closed at 7.35 p.m.)

Signed

Date

POST MEETING NOTE

- A) After further investigation, the Town clerk can confirm that grant aid can be applied for at any time but any funding awarded must be spent by 31 December 2014. The application form requires specific information to be provided, i.e. dates, activity(ies) to be undertaken, budget breakdown, costs. Locality suggests that applications are submitted one month before the project commences (i.e. when the funding commitment commences). This item is therefore referred back to the Committee for further consideration at its next meeting.
- B) The 01 July date referred to in Minute No. 7 refers to the opening date when expressions of interest for direct support can be made. The direct support element of the programme enables the Committee to receive advice tailored to the individual needs of its area to help the Committee to complete the various stages of the neighbourhood plan.

The support is provided by Locality and Planning Aid England. Planning advice will be given by qualified planners, although their work may be supplemented by community engagement specialists. Due to the success of the programme, Locality cannot work with everyone at once, so the number of applicants accepted onto the direct support programme each month is limited. Applications for direct support will be taken forward to Locality's diagnostic stage and, if successful, a support package will be drawn up and taken to DCLG for approval.

An expression of interest for direct support was submitted on 24 June – if we have been successful we will receive a link to a more comprehensive online form which we will have ten days to complete electronically and submit; once submitted this will then be put through the diagnostic stage referred to in the previous paragraph. Should the initial application be unsuccessful we can resubmit our expression of interest during July 2014.