



BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

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Our Ref: MD

19 January 2016

**To: All Members of the Burntwood Neighbourhood Plan Committee**  
(Councillors Constable, Mrs Evans, Mrs Fisher,, Humphreys (Committee Chairman),  
Mosson, Mrs Shingler and Mrs Stokes)

**Copy:** Ms J Minor  
S Lightfoot, BTS Implementation Officer  
Michael Wellock, Kirkwells Planning Consultancy  
Ms V Morgan, LDC Neighbourhood Plans Support Assistant

Dear Councillor

#### **BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE**

You are invited to attend a meeting of the Burntwood Neighbourhood Plan Committee in the **Community Room, The Old Mining College Centre, Queen Street, Burntwood WS7 4QH** on **Monday 25 January 2016 at 7.00 p.m.** to consider the following business.

Yours sincerely

*M Danby*

**Mary Danby (Mrs)**  
Town Clerk

#### **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 receive and approve the Minutes of a Meeting of the Neighbourhood Plan Committee held on 28 October 2015 (Minute Nos. 13 - 17 (**ENCLOSURE NO. 1**)).

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD AT  
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON WEDNESDAY 28 OCTOBER 2015 COMMENCING AT 7.04 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby Town Clerk  
Ms J Minor, Administrative Assistant  
M Wellock, Kirkwells Planning Consultancy  
Councillor Mrs Woodward  
S Norman

**13. APOLOGIES FOR ABSENCE**

Councillors Mosson and Mrs Pullen.

(Concerns were expressed by all Members present that a full complement of Committee Members was needed at each meeting, as this is an important issue. The Chairman apologised for not having a full Committee but assured Members present that he was looking into the matter and that he was of the understanding that the Committee membership would be changing shortly).

**14. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**15. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 27 August 2015 (Minute Nos. 7-12) be received and approved.

**16. BURNTWOOD NEIGHBOURHOOD PLAN**

The Chairman stated that he felt that extremely comprehensive documents had been produced by Kirkwells Planning Consultancy and that the different colours used (e.g. red, green) had been quite helpful in distinguishing what was needed of the Committee.

The following points/questions were raised by Members:

- The Chairman asked what is the next step. Mr Wellock explained that he felt that the next steps were to identify the source and to give the Neighbourhood Plan a structure. The Draft Neighbourhood Development Plan, Page 11, 4.0 - Key Planning Issues had been provided by the Town Council. The Chairman asked if Members present were happy with page 11. No objections were raised as this was previously discussed and agreed.
- Mr Wellock asked if the Committee were happy to include the Local Plan Strategy Vision for Burntwood or whether Members wanted to compile something else (the Draft Neighbourhood Development Plan, Page 12, 5.0 Draft Vision and Objectives). It was **AGREED** by all Members present that Lichfield District Council's Local Plan Strategy would be used as a base as this already gave a very broad vision.
- Members felt that the Town Council's Town Strategy could also provide information for the draft Neighbourhood Plan.
- It was noted by Members that Chasewood Country Park needed to be amended to read Chasewater Country Park (the Draft Neighbourhood Development Plan, Page 10, 3.8).
- It was felt by Members that Boney Hay should be included in the 'name settlement' and it was **AGREED** by all Members present that the name Burntwood Town to include Burntwood, Chasetown, Chase Terrace and Boney Hay should be considered (the Draft Neighbourhood Development Plan, Page 17, 6.2 - Strengthening the Local Identity).
- The Town Clerk informed Members that a new Neighbourhood Plans Support Assistant, Vanessa Morgan, had been appointed by Lichfield District Council and it was **AGREED** that Ms Morgan should be invited to a future meeting of the Committee.
- The Town Clerk informed Members that an application had been submitted to Locality for a Neighbourhood Planning grant in the sum of £7,460 and that this had been formally accepted by the Town Council. The Town Clerk explained how the money was broken down (£1,840 for Consultants to set-up, policy assessment and evidence base review) and £5,620 for consultants to prepare the plan), however, the Town Clerk stated that the funds needed to be spent by the end of March 2016.
- The Town Clerk asked Mr Wellock if the Neighbourhood Planning grant was in addition to or instead of Lichfield District Council funds. Mr Wellock said that he felt that they were separate to Locality funds. The Town Clerk said that she would liaise with the LDC Neighbour Plans Support Assistant in this matter.

## **17. NEXT STEPS**

Mr Wellock suggested that a way forward could be for the Committee to look at the questions in red in the draft Plan with a view to filling in the spaces. Mr Wellock suggested that Members may wish to identify the following:

- Public open spaces/green spaces within the Town boundary (the Draft Neighbourhood Development Plan, Pages 29 and 30) and try and fill in the table
- Community facilities which the Town Council would like to protect through the Neighbourhood Plan
- What makes the original villages distinctive from one another

Mr Wellock explained that local knowledge is what local planning is all about and that the suggestions would enable a further draft of the Draft Neighbourhood Development Plan to be prepared for the next meeting of the Committee.

It was noted by Members that Borough Council needed to be amended to read District Council (the Draft Neighbourhood Development Plan, Page 34, 7.0 - Next Steps).

Mr Wellock also suggested that the Town Council should consider informal consultations e.g. via its website, local media, etc. The Town Clerk said that there is a poll function on the BTC website could be set-up and the information could also be included in the Town Council's newsletter. The Chairman asked if a press release could be issued to the free newspapers. It was also suggested that a 'grass roots survey' by way of market search (clip board) could be undertaken. Mr Wellock said that it was vital that the Town Council keep a good record of all consultations as this information would be needed at a later stage.

**RESOLVED THAT:**

- a) Following a meeting between the Chairman and the Town Clerk (Monday 02 November 2015) an email be forwarded to all Members of the Committee for approval setting out the information to be obtained as per Mr Wellock's suggestions, (i.e. public open spaces/green spaces, community facilities and what makes the original villages distinctive). Once approved an email be circulated to all Town Councillors with a two/three week timescale for comments to come back on the above issues.
- b) The public be invited to comment via the Town Council's website and social media accounts, i.e. Facebook and Twitter.
- c) A press release be produced.
- d) A grass roots survey be undertaken.

(The Meeting closed at 7.43 p.m.)

Signed .....

Date .....