

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 21 AUGUST 2014 COMMENCING AT 6.02 P.M.**

PRESENT

Councillor Norman in the Chair
Councillors Drinkwater, Mrs Evans and Mrs Fisher

In attendance

S Lightfoot, Interim Town Clerk
Ms J Minor, Administrative Assistant

17. APOLOGIES FOR ABSENCE

Councillor Isaacs.

18. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

19. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 23 July 2014 (Minute Nod. 10 - 16) be approved as a correct record.

20. PROGRESS REPORT

Mr Lightfoot informed Members that the application made to Locality for free assistance from a planning consultant to assist members in the Neighbourhood Plan process had been successful and that Locality had appointed Mr Robert Keith. Mr Lightfoot confirmed that he had met with Mr Keith from Planning Aid, part of the RTPI, assigned to help guide the Town Council on the development of the Neighbourhood Plan.

Mr Lightfoot described the nature of Burntwood to Mr Keith and gave some background on the structure of the process from the Town Council's point of view. He also explained the **WS7 Our Place** initiative to members and how that process would assist in some of the baseline consultation locally.

Mr Lightfoot confirmed that Mr Keith had recommended a training session which would take 3 hours which had helped groups better understand the process. The training session would include:

- An introduction to neighbourhood planning. It will cover:
 1. A quick review of statutory process including meeting the basic conditions
 2. Key stages in plan preparation

- the inclusive community engagement requirements
- importance of building an evidence base
- identifying key issues and options
- determine vision and objectives
- how to draft policies and proposals
- considering site assessment and allocations (ensure any site is suitable, available and viable)
- achieving sustainable development

3. Questions and discussion (i.e. are you fit for neighbourhood planning?)

In terms of other information, Mr Keith had recommended:

- The Planning Aid website on neighbourhood planning <http://tiny.cc/0k86kx>
- The Town Council might find it useful to sign up to the Up Front e-bulletin
- The Town Council might also want to look at the Forum pages: <http://tiny.cc/gm86kx>
- The Town Council can sign up to the DCLG newsletter on neighbourhood planning: <http://tiny.cc/eo86kx>
- The Locality 'Neighbourhood Planning Roadmap' can be downloaded on: <http://tiny.cc/eo86kx>

RESOLVED That the Interim Town Clerk makes arrangements for the half day training session with Mr Keith to take place in October 2014.

21. DATE OF NEXT MEETING

AGREED That a date to be agreed following consultation with members and Mr Keith.

(The Meeting closed at 6.30 p.m.)

Signed

Date