

Our Ref: MD

16 June 2014

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

**Copy:** Ms J Minor

Dear Committee Member

You are invited to attend a meeting of the Burntwood Neighbourhood Plan Committee to be held at **the Town Council's offices on Monday 23 June 2014 commencing at 7.00pm.**

Members attention is drawn to the following website: [www.mycommunityrights.org.uk](http://www.mycommunityrights.org.uk) where information on neighbourhood planning can be accessed.

Yours sincerely

**Mary Danby (Mrs)**  
**Town Clerk**

#### **AGENDA**

**1. ELECTION OF COMMITTEE CHAIRMAN**

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

**4. LOCAL PLANNING POLICY**

To consider how the Committee will work with Lichfield District Council (LDC) to ensure that the Neighbourhood Plan will conform with LDC policy.

**5. THEMES**

To consider the issues to be addressed by the Neighbourhood Plan.

**6. CO-OPTION**

To consider whether Working Groups should be appointed and/or members of the public/local organisations should be co-opted onto the Committee.

**7. GRANT AID/BUDGET**

7.1 To consider making an application for funding Locality (My Community Rights) (maximum £7,000 available per neighbourhood planning group – 01 July 2014 deadline for applications.

7.2 To consider the cost likely to be incurred in delivering the Neighbourhood Plan.

**8. PUBLIC MEETING/CONSULTATION**

To consider the consultative methods to be used during the Neighbourhood Plan process.

**9. DATE OF NEXT MEETING**