

Our Ref: MD

04 November 2014

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

Copy: Ms J Minor

Dear Councillor

BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE

You are invited to attend a meeting of the Burntwood Neighbourhood Plan Committee at the **Town Council's Office, Unit 1 Lambourne House, Bridge Cross Road, Burntwood** on **Monday 10 November 2014 at 7.00 p.m.** to consider the following business.

Yours sincerely

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 approve as a correct record the Minutes of a Meeting of the Burntwood Neighbourhood Plan Committee held on 21 August 2014 (**ENCLOSURE NO. 1**).

4. PROGRESS REPORT

Members attended a Training Session on 01 October 2014 presented by Robert Keith, Planning Aid. The session gave an introduction to neighbourhood planning and covered:

1. A quick review of statutory process including meeting the basic conditions
2. Key stages in plan preparation, i.e.
 - 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

5. DISCUSSION OF RESOURCES NEEDED TO PROGRESS THE PLAN

6. COMMUNITY ENGAGEMENT EVENT

To consider planning the first consultation event inviting all local groups and organisations who serve or are based in Burntwood to explain why the Town Council wishes to produce a Neighbourhood Plan, to explain the process and invite organisations to participate and indeed help in the Community Engagement.

7. NEXT STEPS