

Burntwood
TOWN COUNCIL

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

19 October 2015

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

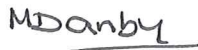
Copy: Ms J Minor
S Lightfoot, BTS Implementation Officer
Michael Wellock, Kirkwells Planning Consultancy

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 **Thursday 28 October 2015 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 receive and approve the Minutes of a Meeting of the Neighbourhood Plan Committee held on 27 August 2015 (Minute Nos. 7 - 12 (**ENCLOSURE NO. 1**)).

4. BURNTWOOD NEIGHBOURHOOD PLAN

- a) Kirkwells Planning Consultancy have completed the Planning Policy Background and Evidence Base Review (**ENCLOSURE NO. 2 - Members only. Due to the size of the document it has not been copied for general distribution however it is available to members of the public and Press for perusal during normal office hours.**)
- b) Kirkwells have also completed the Working Draft Plan for Members consideration (**ENCLOSURE NO. 3 - Members only. Due to the size of the document it has not been copied for general distribution however it is available to members of the public and Press for perusal during normal office hours.**)
- c) An application has been submitted to Locality for a Neighbourhood Planning grant in the sum of £7,460. The outcome of that application is unknown at the time of compiling the agenda but an update will be given to the meeting.

5. NEXT STEPS

Discussion on the way forward, including with consultation with, and encouraging participation by, the public and local organisations and businesses.

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD AT
BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 27 AUGUST 2015 COMMENCING AT 7.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby Town Clerk
Ms J Minor, Administrative Assistant
S Lightfoot, BTS Implementation Officer
M Wellock, Kirkwells Planning Consultancy
Ms L Kirkup, Kirkwells Planning Consultancy

7. APOLOGIES FOR ABSENCE

Councillor Mrs Pullen.

8. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

9. MINUTES

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 25 June 2015 (Minute Nos. 1 - 6) be received and noted.

10. KIRKWELLS PLANNING CONSULTANCY

The Chairman welcomed Michael Wellock and Louise Kirkup, Kirkwells Planning Consultancy to the meeting.

Mr Wellock explained that just over two years ago they had undertaken a session with the Town Council. Since that time Kirkwells Planning Consultancy had worked with over 60 authorities to produce Neighbourhood Plans and Mr Wellock said that they could now bring a lot more experience, skills and knowledge to the table.

Mr Wellock said that they would act as a technical advisor to the Town Council and he explained that they would need a clear direction on what the Town Council was looking to achieve so that they could get things moving and draft the Plan. Mr Wellock further explained that the Plan must sit alongside the District Council's policies and the Lichfield District Local Plan, it must contain the correct technical language and have an evidence base.

The following points/questions were raised by Councillors:

- Members said that it was very important to get the process right from the very beginning. Members asked what the time frame was to achieve the draft Plan. Mr Wellock said it depends how fast the Town Council wanted to go. If urgent, a 'skeleton' Plan could be achieved within 5/6 weeks, if was not urgent and to enable more research 5/8 weeks. Members confirmed that there was not an urgent rush. Mr Wellock reiterated that they are technical advisors and that the Town Council should tell them what they wanted - they do not lead.
- Members asked if there were any draft ideas currently on the table. The Town Clerk explained that the starting point had originally been the creation of a town centre and the Neighbourhood Plan Order had been set as being the boundary of the whole Town to enable all residents to have a say and also on any other ideas which might arise through the consultation process.
- The Implementation Officer stated that two consultation events had taken place: one for the stakeholder groups and one for the general public, however, they were not very well attended. He said that BTC had used the press and social media for coverage.
- Ms Kirkup asked what ideas had come from the consultation events. The Implementation Officer said that the town centre, green belt and a better place to live were the main issues which had come from the consultations. Members said that it was a very new concept for the public to understand.
- Members asked if the Burntwood Business Community (the BBC) had been invited to the consultation events. The Town Clerk confirmed that they had. Ms Kirkup explained that it was easier to engage people when you have something for them to look at.
- Members asked if a bar chart showing dates, what BTC wanted to achieve, progress etc was available. Mr Wellock said that a project plan based on knowledge could be achieved within a few days or so but they would need key issues i.e. feedback from the consultations to enable them to produce this.
- Mr Wellock circulated all Members present a list of Planning Issues and The Way Forward which had been previously raised and asked if the Planning Issues were still relevant. Mr Wellock explained that LDC were looking at site allocations at the moment for the Lichfield District Local Plan - did BTC wish to look at site allocations? Members mentioned that negotiations were taking place with LDC to take over the parks and open spaces. The Town Clerk explained that the Planning Issues were still relevant, however, parks and open spaces could be added.
- Mr Wellock explained that the BTC Plan could add a level of detail which LDC cannot give, i.e. local knowledge and the local take on things.
- Councillors mentioned that parking and access to Chasewater was vital and this would be a great opportunity for tourism.
- Ms Kirkup said that they had undertaken a similar feasibility study for Whitnash Town Council.

- Mr Wellock suggested an exchange of emails between himself and the Town Clerk identifying key points, future meeting dates etc.
- Members suggested that the Planning Issues be emailed to all Members as those Members not on the Committee may have other ideas.
- Members asked how all householders could be engaged. The Implementation Officer said that an idea put forward was to consult the community via a 'Have Your Say' post card format and an online version.

The Chairman thanked Mr Wellock and Ms Kirkup for their attendance.

11. THE WAY FORWARD

RESOLVED That an email be forwarded to all Members asking them to consider and amend or add to the following Planning Issues:

- a) The principal planning issue for Burntwood is the need to define a town centre area which provides for the needs of its existing 30,000 population and also future residents. Town centre development should provide for a range of retail and community facilities set within an attractive environment.
- b) There is a need to consider design issues in relation to new housing, and to promote high quality design which reflects local distinctiveness and context.
- c) The identity of the "old" villages should be reinforced through improvements to signage and environmental enhancements etc. Navigating around Burntwood can be confusing and improvements in signage would assist with this.
- d) Housing types and densities should be considered to ensure new development meets local needs, including affordable housing. Adequate car parking should be provided as part of schemes.
- e) There is a need to improve traffic management, connectivity and linkages and to improve pathways which link different parts of the town (*statement needs strengthening to reinforce the need*).
- f) Green space should be protected. These include smaller, informal open spaces, particularly around terraces.
- g) There are concerns about infrastructure and phasing. Ideally new retailing, community and leisure facilities should be provided ahead of proposed new housing development.
- h) Parks and open spaces (currently under negotiation for transfer from LDC to BTC).
- i) Access to Chasewater from Burntwood and parking to enable such access
- j) Adequate medical facilities

12. DATE OF NEXT MEETING

Wednesday 28 October 2015 commencing 7.00 p.m.

(The Meeting closed at 7.55 p.m.)

Signed

Date