



BONEY HAY  
BURNTWOOD  
CHASE TERRACE  
CHASETOWN

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Our Ref: MD

16 June 2015

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

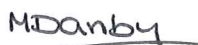
**Copy:** Ms J Minor  
S Lightfoot, BTS Implementation Officer

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 Thursday 25 June 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 note the Minutes of a Meeting of the Neighbourhood Plan Committee held on 10 November 2014 (**ENCLOSURE NO. 1**).

**4. PROGRESS REPORT**

To receive a verbal progress report from Mr Lightfoot, BTS Implementation Officer.

**5. DISCUSSION OF RESOURCES NEEDED TO PROGRESS THE PLAN**

**6. NEXT STEPS**

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD  
ON MONDAY 10 NOVEMBER COMMENCING AT 7.15 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby Town Clerk

**22. APOLOGIES FOR ABSENCE**

None, all Members present.

**23. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**24. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 21 August 2014 (Minute Nos. 17 - 21) be approved as a correct record.

**25. PROGRESS REPORT**

Members had 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

The Town Clerk was requested to email the PowerPoint presentation from the Training Session to Committee Members for their information/retention.

**RESOLVED** That the information be received and noted.

**26. DISCUSSION OF RESOURCES NEEDED TO PROGRESS THE PLAN**

The Town Clerk confirmed that £25,000 funding was held in Earmarked Reserves to enable the Neighbourhood Plan to be progressed.

**27. COMMUNITY ENGAGEMENT EVENT**

Members considered planning the first consultation event. It was **AGREED** that:

- Councillor Norman would take the lead on the event and that he would advise and consult with the Committee via email.
- Local organisations, including the Burntwood Action Group and Grant Aid applicants, to be invited to send up to two representatives each to the event and asked for their help with the NP and if they can participate in the process.
- Lichfield District Council (LDC) Planning Officers to be requested to attend the event to explain the scope of the Neighbourhood Plan (NP), i.e. what it can do and what it cannot do (i.e. it cannot rewrite the Local Plan).
- Attention could be drawn to the two proposed development sites in town, i.e. LCP's blue hoarded site and the land off Church Street, Chasetown and the former Oak public house at Sankey's Corner.
- A facilitator be engaged to help run the event (enquiries to be made of LDC for contact details).
- The event be held on Saturday 13 December 2014 from 10am – 1pm at Chase Terrace Technology College (venue to be confirmed).

**28. NEXT STEPS**

- Report back to the Committee on the initial event (meeting date to be confirmed).
- Plan major community engagement event for late January 2015 (date/venue, etc to be confirmed).
- LDC Officers to be requested to extract data/information from the Local Plan which is of use to the NP.

(The Meeting closed at 7.40 p.m.)

Signed .....

Date .....