

Our Ref: SL/jm

13<sup>th</sup> August 2014

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

**Copy:** Ms J Minor

Dear Councillor

**BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE**

You are invited to attend a meeting of the Burntwood Neighbourhood Plan Committee in the **BURNTWOOD LIBRARY, SANKEYS CORNER, Burntwood** on **Thursday 21 August 2014 at 6.00 pm (immediately prior to the Planning Committee Meeting)** to consider the following business.

Yours sincerely

**Steve Lightfoot**  
Interim Town Clerk

**PLEASE NOTE THE VENUE**

**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 23 July 2014

**4. PROGRESS REPORT**

To receive a verbal report regarding the success of the application to Locality for support from Planning Aid (RTPI) advisors to progress the Neighbourhood Plan and to consider the next steps.

**5. DATE OF NEXT MEETING**

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE  
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD  
ON WEDNESDAY 23 JULY 2014 COMMENCING AT 6.00 P.M.**

**PRESENT**

Councillor Norman in the Chair  
Councillors Drinkwater, Mrs Evans and Isaacs (from 6.15 p.m.)

**In attendance**

Ms J Minor, Administrative Assistant  
S Lightfoot, Implementation Officer

**10. APOLOGIES FOR ABSENCE**

Councillor Mrs Fisher.

**11. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**12. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 23 June 2014 (Minute Nod. 1 - 9) be approved as a correct record subject to the following amendment:

**Local Planning Policy (Minute No. 4 - 23 June 2014 refers)**

Councillor Drinkwater "felt" that LDC had a duty to support the Town Council etc be amended to read Councillor Drinkwater "said" that LDC had a duty to support the Town Council etc.

**13. PROGRESS REPORT**

Members were informed that the first milestone for the Committee was to engage a consultant(s) to assist Members in the progress which would lead eventually to the compilation and submission of the Burntwood Neighbourhood Plan.

Members were informed that an application had been made to Locality for free assistance from a planning consultant to assist Members in the Neighbourhood Plan process – the decision on the application was due by 22 July. Quotations had been sought from planning consultants as a second option should the application to Locality prove unsuccessful.

Councillor Norman informed Members that he had requested a 'Progress Report' be included on each Agenda so that Members can be kept fully up to date with regard to the progress made by himself as Chairman of the Committee as well as the Town Clerk.

**14. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** That under the Public Bodies (Admissions to Meeting) Act 1960 (Section 2) (and as expanded by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

## **15. PLANNING CONSULTANTS**

Members received a written report from the Town Clerk which confirmed that the Town Council's initial expression of interest for direct support had been submitted to Locality and the Town Council had been invited to submit a comprehensive application for diagnostic review by a Planning Consultant working alongside Locality.

The report stated that a telephone meeting had taken place between the Town Clerk and the Planning Consultant on Friday 18 July and it was pleasing to note that the Planning Consultant had made a recommendation to Locality that the Town Council be offered a package of free training, advice and support which will see the Town Council having the draft Local Plan ready by 31 March 2015.

The report explained that the current funding available to Locality only permits them to offer a support package to completion of the draft Local Plan stage. The programme has been so successful, however, that Locality are hopeful that additional funding would be made available to them in 2015/16 to enable them to offer a support package to groups to assist them in taking their draft Local Plans through to the referendum stage, i.e. completion.

The report confirmed that if the Town Council are successful in their application, Locality would appoint a Planning Consultant located as near as possible geographically to Burntwood to work with the Committee. However, it should be noted that the Locality package will not see the Project Plan, consultation events, draft Local Plan, etc being organised/written for the Committee but advice and support would be available at every step to ensure that the Committee is able to complete the necessary work. The Planning Consultant would also review all documentation prior to publication/implementation.

The report explained that Locality representatives meet with DCLG officers every two weeks and the recommendations for the Town Council's package will be considered w/e Friday 01 August 2014. The Town Council will be notified of the decision within days of that meeting.

Members agreed with the recommendations contained in the report, given that time is of the essence and the support package via Locality is not guaranteed, that the Committee choose its preferred Planning Consultant from the three quotations so that should the application to Locality prove unsuccessful no time would be lost in engaging a Planning Consultant to work with the Committee.

Members spent some time considering the bids from three consultants to assist with the Burntwood Neighbourhood Plan.

Members thought it was difficult to make easy like - for - like comparisons as all three placed different emphasis on different aspects of their proposed methods of working.

However, Members decided not to accept the lowest quotation but agreed to Kirkwells' submission as this was, in the Members' view, the most detailed, was more tailored to

Burntwood's particular circumstances and were impressed by their training presentation last year.

**RESOLVED** That, should the application to Locality prove unsuccessful, Kirkwells be engaged as the Town Council's preferred Planning Consultant for a fee of £14,360 plus VAT.

**16. DATE OF NEXT MEETING**

**AGREED** That if any information had been received and needed to be reported and actioned then **Thursday 21 August 2014 commencing at 6.00 p.m. (immediately prior to the Planning Committee Meeting) at Burntwood Library** be the next meeting of the Committee.

(The Meeting closed at 6.30 p.m.)

Signed .....

Date .....