

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE
HELD AT TOWN COUNCIL'S OFFICE, UNIT 1, LAMBOURNE HOUSE,
BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 25 JUNE 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

1. APOLOGIES FOR ABSENCE

Councillor Mrs Pullen.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 10 November 2014 (Minute Nos. 22 - 28) be received and noted.

4. PROGRESS REPORT

Mr Lightfoot gave a PowerPoint presentation to all Members present which described what a Neighbourhood Plan was. Mr Lightfoot confirmed that two consultation exercises had taken place: one in December 2014 which was by invitation only to community groups and the second one in February 2015 which was open to everyone.

Mr Lightfoot stated that the Town Council had the lead role and Lichfield District Council (LDC) had a supporting role.

Mr Lightfoot explained that there was three stages to the Neighbourhood Plan:

Stage 1 - getting established. Mr Lightfoot confirmed that the Burntwood Neighbourhood Plan's aim was to cover the whole of the district of Burntwood.

Stage 2 - preparing the plan and developing community partnerships. Mr Lightfoot said that it was up to the Committee to decide how the community could get involved. An idea put forward was to consult the community via a 'Have Your Say' post card format and an online version. The Town Clerk said that the Planning Consultant, if appointed, would offer support at the events and find different methods of engaging the community.

Stage 3 - bring the Plan into force/referendum. It was expected that LDC would offer support, advice and guidance.

RESOLVED That the information be received and noted.

5. 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 and that £7,000 was available on application to LDC. The Town Clerk said that the Planning Consultant, if appointed, may be able to apply for this on the Town Council's behalf, alternatively they would assist the Town Council in making the application itself.

6. NEXT STEPS

Members were informed that two Options were available to them:

Option 1 was to bring a planning consultant in, and they would take the Town Council right to up referendum.

Option 2 was to undertake the work in-house with support and advice off LDC. Councillor Humphreys stated that he felt that the Town Council needed to go with a Planning Consultancy who knew what they were doing.

It was **AGREED THAT:**

- a) The PowerPoint presentation be uploaded to the Town Council's website with hard copies available and that a Press Release be issued highlighting the fact that the presentation is on the website.
- b) The Town Clerk would obtain refreshed quotations from the three planning consultants who previously quoted. (Councillor Humphreys asked that when the quotations were obtained that these be forwarded to all Members of the Committee for information.)
- c) Kirkwells (Planning Consultancy) be asked to meet with the Committee.
- d) A **RECOMMENDATION** be submitted to the Full Council that a Planning Consultant be engaged to take the Neighbourhood Plan forward (preferred consultancy and fee to be confirmed once the Committee has had an opportunity to consider the refreshed quotations referred to in 6(b) above).

(The Meeting closed at 7.20 p.m.)

Signed

Date