

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN
ON TUESDAY 05 SEPTEMBER 2017 COMMENCING AT 7.00PM**

PRESENT

Councillor Mosson (in the Chair)
Councillors Mrs Banevicius, Birch, Mrs Conolly, Mrs Fisher and Humphreys

In attendance

Mrs M Danby, Chief Executive Officer (CEO)
Ms J Minor, Senior Administration Officer (SAO)
M Wellock, Kirkwells Consultancy
P Button, Burntwood Action Group
Mrs S Fletcher
I Holdsworth
K Stanley
Mrs J Taylor

The Chairman welcomed Councillor Birch who had been recently elected to the Town Council and informed Members that Councillor Mrs Fisher had replaced Councillor Constable as a Committee Member.

5. APOLOGIES FOR ABSENCE

Councillor Mrs Bacon
S Norman
V Chamberlain, Burntwood Action Group

6. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

7. MINUTES

Mr Button representing Burntwood Action Group (BAG) referred Members to Minute 4 (page 3, second paragraph) and informed Members that the Chicken Joes site had now been leased to a manufacturing freezer centre so the alternative access to the residential development was now off the table but BAG were exploring alternative options.

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 06 June 2017 (Minute Nos. 1-4) be received and approved.

8. SITE ASSESSMENTS

Councillor Mosson made reference to the site assessments that would be required for the Mount Road site and in and around Sankey's Corner and the need to avoid any potential cost to the Town Council.

Mr Wellock stated that the Town Council needed to look towards Locality and proceeded to explain to Members where the Town Council is at the moment and briefly went through the key tasks which he felt were needed to get the Burntwood Neighbourhood Plan back on track. Mr Wellock explained that in March/April 2017 the Town Council were in the plan preparation

stage and had reached the first formal consultation stage in June 2017. However, the Town Council had now taken a step back and were now back in the plan preparation stage.

Mr Wellock stated that if the Town Council employed someone specific to undertake the site assessments this could cost in the region of £30,000 to £50,000. Mr Wellock said that a brief was needed for the site assessments and suggested Locality for free technical support. Mr Wellock said that grants were available from Locality for technical support at no cost to the Town Council. Mr Wellock said that he would assist with the application process for this. Mr Wellock suggested a simple clear brief was needed and said that he would draft this for Committee approval. Councillor Mosson asked Mr Wellock for a timescale for the brief to which he responded that he would at look at this and would report back.

Mr Wellock informed Members that the site assessments feed into any draft Neighbourhood Plan and that the Strategic Environment Assessment (SEA) undertaken by Lichfield District Council (LDC) would need to be repeated, however Mr Wellock could not confirm whether or not this would lead to a full SEA being required. Mr Wellock suggested that the public consultations (originally held at the OMCC and Library) needed to be repeated as there had been a dramatic change from the original Neighbourhood Plan due to the incorporation of the BAG Vision.

Mr Button said that he knew that the Mount Road and Sankey's Corner sites were not deliverable at the moment but if this action would move the sites forward and make them deliverable then he would support what Mr Wellock was saying. Mr Button make reference to Lichfield City Council's (LCC) Neighbourhood Plan and said that there appeared to be no in-depth site assessments. Mr Button suggested to the Committee that Mr Wellock and Mr Caron, who is an experienced developer, work together.

Mr Wellock said that the brief needed to focus on the correct piece of work that was required for the Neighbourhood Plan and should not go into details that the Town Council did not want. The brief is there to keep the site assessments tightly focused. Mr Wellock pointed out that the examiner will look for site assessments and corners could not be cut. Mr Stanley stated that a tight brief was always a good idea and felt that Members would be devastated if it was thrown out at the last minute.

Councillor Mrs Fisher agreed that further public consultations were needed and said that she felt that the public (following the recent Green Belt issues) would be very interested to learn/know where the Green Belt comes into the Neighbourhood Plan.

Councillor Mrs Banevicius asked Mr Wellock how far had the Town Council gone back in the process. Mr Wellock stated that it would take six to nine months to get back to where the Town Council were (i.e. the first formal consultation stage). Mr Wellock suggested that the Town Council needed to get the site assessments done, the Plan re-drafted and the public consultations by the end of the year.

Councillor Mosson said that he felt that time was irrelevant as he was of the opinion that the Town Council now had an opportunity for a Neighbourhood Plan that the public would get behind.

The CEO confirmed that there was around £23,000 in the Neighbourhood Plan Earmarked Reserve.

Councillor Mosson asked Mr Wellock if summer 2018 was realistic for submission to LDC. Mr Wellock said that it was key was to get to the first formal consultation completed in early 2018 and it may be ready for submission to LDC in April/May 2018 at which point LDC take over the process – this should see the second consultation completed, the Plan put to the external Examiner, referendum being held and the Plan "made" during 2018.

**9. BURNTWOOD ACTION GROUP MERGED DOCUMENT
KIRKWELLS ASSESSMENT OF THE MERGED PLAN**

Councillor Mosson asked Mr Button to briefly run through the BAG's merged document. Mr Button explained that they had tried to keep in the same headings and that the original Neighbourhood Plan was the backbone to the document. Mr Button said that they had blended the two Plans together (but there were some topics the Town Council had previously included and some included by BAG). Mr Button said that the basic infrastructure needed to be right then the Plan could move forward. Mr Button stated that LCC had the infrastructure in place. Mr Button confirmed that very little had been lost from the original Plan and he believed that what is in there is now a combination of the consultations, letters, feedback etc. Mr Button confirmed that the photographs and maps had been taken out however these could be included in an addendum which runs parallel (cross reference) to the Plan.

Mr Wellock said a note of caution was needed with the LCC document and said that he felt that the LCC Neighbourhood Plan document was glossy and not very useful to them. Mr Wellock said that the Town Council wanted the Neighbourhood Plan to act as a planning policy document for the next 12 years.

Mr Stanley made reference to Page 13 and asked what some of the words meant (technical rigger) and that the Neighbourhood Plan needed to be water tight.

Mr Wellock stated that key things needed to be in the Plan (statements rather than policies) and that he had concerns relating to brownfield sites (the current statements were contrary to the National Planning Policy Framework (NPPF)).

Councillor Birch made reference to Page 28 (9.0 Housing) and asked if this focused on the housing forecast/need now or in the future (there was not much mention of accommodation for the elderly). Mr Button advised Members that the smaller properties on the new estate had been sold off plan. Councillor Mosson said that LDC's robust Local Plan was governed by LDC housing need. Mr Stanley said that the Neighbourhood Plan needed to be a stronger defence for the future.

Councillor Mosson thanked Burntwood Action Group for their work undertaken so far.

10. DATE OF CONSULTATION EVENTS

It was suggested that the two public consultation events would take place from 10am - 2 pm on the same date in early November at the OMCC and the Library. It was agreed that the consultation events would be advertised via the local media, the Town Council's website and social media accounts and that two banners would be ordered.

11. DATE OF NEXT MEETING

It was suggested that the next meeting of the Burntwood Neighbourhood Plan Committee would be held late November following the consultation events.

(The Meeting closed at 7.50pm)

Signed

Date