

**MINUTES OF A MEETING OF THE NEIGHBOURHOOD PLAN COMMITTEE HELD AT THE OLD  
MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD  
ON MONDAY 25 JANUARY 2016 COMMENCING AT 7.00 P.M.**

**PRESENT**

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

**In attendance**

Mrs M Danby Town Clerk  
Ms J Minor, Administrative Assistant  
M Wellock, Kirkwells Planning Consultancy  
Ms V Morgan, LDC Neighbourhood Plans Support Assistant  
Councillor Mrs Woodward  
1 member of the public

**18. APOLOGIES FOR ABSENCE**

Councillor Constable.

(Members were pleased to see that the Committee had increased in numbers, however, concern was expressed as to political balance and it was confirmed that due consideration would be given to this matter).

**19. DECLARATIONS OF INTERESTS AND DISPENSATIONS**

None declared.

**20. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 28 October 2015 (Minute Nos. 13-17) be received and approved.

**21. BURNTWOOD NEIGHBOURHOOD PLAN**

Members raised concerns as to the number of mistakes in the revised Working Draft Plan that needed to be corrected, for example Chasetown was one word and not two, and that some of the information was now out of date, namely Cherry Close Youth Centre had closed. It was noted that a number of things had not been corrected which had been discussed at the last meeting.

Mr Wellock stated that this document was the second discussion draft and that he would take responsibility for the typographical errors, however, with regard to factual local issues Mr Wellock suggested that the Working Draft Plan was read through and any mistakes/additional information should be relayed to him through the Town Clerk.

Members felt that it was not the Committee's role to look at the typographical errors.

Mr Wellock made the following suggestions:

- (1) Correct any factual local issues,

- (2) Section 6.0 Neighbourhood Plan Policies (Pages 27-71) needed a response to the key questions (in red) as this was the heart of the document.

The Chairman recommended that the Working Draft Plan should be gone through with a fine toothcomb between now and 27 February 2016 (proposed date for the consultation event) with the sole purpose of ensuring that the content is accurate.

It was **AGREED** that the next meeting of the Committee should take place on Monday 08 February 2016 in order that the Working Draft Plan can be amended and forwarded to Kirkwells Planning Consultancy by 12 February 2016. Mr Wellock assured the Committee that he would be able to get the Plan back to the Town Clerk by 16 February 2016.

## **22. PUBLIC CONSULTATION EVENT**

Mr Wellock mentioned the Big Yellow Bus (community association vehicle in Bradford) which had been used for consultation events. He was requested to look into this to confirm if the vehicle was available and obtain costings. Members felt that the vehicle would take the consultation event to the public.

Mr Wellock said that he thought the consultation event should consist of headlines (cherry picking from the draft Plan - keep it brief), exhibition boards (not too wordy), photographs and some colour and suggested that the Town Council ties it in with something, i.e. free childrens activities, free food to attract the public.

It was suggested that a map showing the neighbourhood plan area could be included on one of the exhibition boards.

Mr Wellock suggested that the consultation event could be split over several sites. Members suggested Morrisons, Burntwood Leisure Centre and St Matthews Sports and Social Club as suitable venues.

Members were informed that the previous consultation had been advertised mainly on social media, i.e. Facebook and Twitter. Members suggested that the publicity should be in the form of banners, press releases, flyers, posters, Town Council's website, the Burntwood Town website, Facebook, Twitter and a QR code. Suitable wording for the banners could be 'Burntwood Town Council Neighbourhood Plan Consultation Event - Have your Say'. Members suggested that a postcard handout to include the Vision (page 25) and a total of 3 Objectives (pages 25-26) should be produced.

Mr Wellock suggested that a map of the Town should be displayed on a table and that a 'post-it' board should be provided for people to leave their comments.

## **23. DATE OF NEXT MEETING**

Monday 08 February 2016 commencing 7.00 p.m. at the Old Mining College Centre, Queen Street, Burntwood.

(The Meeting closed at 7.55 p.m.)

Signed .....

Date .....