

Our Ref: MD

02 November 2011

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner** on **Thursday 10 November 2011 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

AGENDA

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Town Council has powers or duties which affect the area (see notes at the end of the Agenda).

PRAYERS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To receive declarations of any personal or prejudicial interest under consideration on the Agenda in accordance with the Parish Town Councils (Model Code of Conduct) Order 2007.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Town Council held on 15 September 2011 (Minute Nos. 58 - 72) (**WHITE ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 12 September 2011 (Minute Nos. 6 – 9) be received and where necessary approved and adopted (**BLUE ENCLOSURE**).

6. PLANNING APPLICATIONS COMMITTEE

Chairman of the Planning Applications Committee to move that the proceedings of the meetings held on 15 September 2011 (Minute Nos. 26 - 32); 05 October 2011 (Minute Nos. 33 – 37) and 27 October 2011 (Minute Nos. 38 - 45) be received and where necessary approved and adopted (**CREAM ENCLOSURE**).

7. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meetings held on 28 September 2011 (Minute Nos. 10 – 15) and 27 October 2011 (Minute Nos. 16 - 19) be received and where necessary approved and adopted (**SALMON ENCLOSURE**).

8. BURNTWOOD IN BLOOM WORKING GROUP

Chairman of the Burntwood in Bloom Working Group to move that the proceedings of the meeting held on 17 October 2011 (Note Nos. 1 - 3) be received and where necessary approved and adopted (**GREEN ENCLOSURE**).

9. GRANT AID COMMITTEE

Chairman of the Grant Aid Committee to move that the proceedings of the meeting held on 27 October 2011 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**YELLOW ENCLOSURE**).

10. BEST VALUE COMMITTEE

Chairman of the Best Value Committee to move that the proceedings of the meeting held on 01 November 2011 (Minute Nos. 5 - 9) be received and where necessary approved and adopted (**LILAC ENCLOSURE**).

11. MEMBERS QUESTIONS under Standing Order 9

12. JACKS WOOD, CHASETOWN – S.106 PROJECT

An LDC Officer has submitted a proposed scheme (the sketch will be on display at the meeting) to see the entrance to Jack's Wood improved using s.106 monies (£10,000). He has suggested that local school children be invited to design the background for the information board and the nature trail items.

If the Council is able to give approval at the meeting the LDC Officer is confident that the scheme could be completed by the end of January 2012. He has offered to liaise with the adjacent residents on behalf of the Town Council to explain the scheme to them and to make them aware of the clearance works.

Once the scheme has been approved the LDC Officer will arrange for all the relevant s.106 documentation to be supplied to the Town Clerk for completion, LDC will then transfer the funds to the Town Council, the Town Council will then appoint the contractor – the LDC Officer will guide the Town Council through the whole process.

Does the Town Council wish to approve the proposed scheme?

13. BURNTWOOD TOWN STRATEGY WORKING GROUPS

To consider and discuss the recommendations from the Best Value Committee (Minute No. 8 – see Agenda Item 10 above).

14. PHOTO ID CARDS FOR MEMBERS AND OFFICERS

It has been suggested that as Councillors and Officers should be provided with photo ID cards to be worn at those times when they come into contact with members of the public, especially as such contact will be increased given the progress with Burntwood Town Strategy.

Three quotations have been obtained for credit card-sized photo ID cards digitally printed in full colour supplied with magnetic fitting:

Company A

£4.30 plus VAT per ID Card

Company B

£5.15 plus VAT per ID Card

Company C

£6.90 plus VAT per ID Card

RECOMMENDATIONS That:

- Company A's quotation be accepted at a total cost of £115.60 plus P&P and VAT (this allows for 26 No. to be supplied with magnetic fitting and 1 No. to be supplied with a pin).
- The purchase be made from the Town Council's Contingency Fund.
- All Councillors and Officers be supplied with a Photo ID Card which should be worn at all times when they are in contact with members of the public and/or on Town Council business in the course of their duties.

15. SCHEDULE OF PAYMENTS MADE BETWEEN 10 SEPTEMBER AND 31 OCTOBER 2011 INCLUSIVE (GOLD ENCLOSURE)

16. 2011/12 BUDGET: ACTUAL TO END OCTOBER 2011 (GREY ENCLOSURE)

17. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended 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.

18. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the confidential proceedings of the meeting held on 12 September 2011 (Minute Nos. 10 – 11) be received and where necessary approved and adopted (**PINK ENCLOSURE**).

19. BURNTWOOD COMMUNITY DEVELOPMENT WORKER (PINK ENCLOSURE)

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood Town Council have an opportunity to speak at each full Town Council meeting:

- 1. The Public Forum session will usually be the first item on the Agenda.*
- 2. The Public Forum will last up to 15 minutes and members of the public can ask the Council a question (or make a statement).*
- 3. Your statement or question must relate to a matter of special relevance to Burntwood or within the responsibility of the Town Council **with the exception of planning matters** which should be put to a meeting of the Planning Applications Committee.*
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstance you should write to the Council.*
- 5. You will be allowed to speak for up to 3 minutes and you can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6. After each speaker the Leader of the Council (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*

If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council offices.

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 15 SEPTEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Inspector Jed White, Staffordshire Police

1 Member of the Press

PUBLIC FORUM

No members of the public were present, no questions or comments were therefore put to Members.

INSPECTOR JED WHITE, STAFFORDSHIRE POLICE

Inspector White had asked for an opportunity to formally introduce himself to the Council. He reminded Members that the Response Units had merged in 2010 and they currently worked out of Lichfield. The number of PC's and PCSO's in Burntwood had not altered and there are no anticipated reductions in numbers. The service provided since the merger had not changed.

Inspector White quoted figures which demonstrated that Anti-Social Behaviour had reduced on the 2010 figures (-38.2% for Burntwood, -35% for Chasetown). Crime figures had also seen a reduction on the previous year, violence and other crime areas were reducing as well.

He said that there are plans to move the Response team from Lichfield to Chasetown Police Station. The Lichfield station building will be passed over as part of the Town Centre redevelopment in due course.

Inspector White responded to Members comments and queries following which the Chairman thanked him for making the time to attend the meeting.

PRAYERS

Prayers were said by Councillor Walker MBE.

58. APOLOGIES FOR ABSENCE

Councillor Taylor.

59. DECLARATIONS OF INTEREST

Councillor Walker MBE declared a personal interest in Minute No. 67 (he is President of The Royal British Legion (Burntwood & District Branch)).

Councillor Drinkwater declared a personal interest in Minute No. 68 (he is an Associate Member of the Rotary Club of Burntwood & District).

Councillor Humphreys declared a personal interest in Minute No.68 (he is a Member of the Rotary Club of Burntwood & District).

60. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 28 July 2011 (Minute Nos. 44 - 57) be approved and noted.

61. CHAIRMAN'S ANNOUNCEMENTS

- Councillor Drinkwater commented on the recent Burntwood in Bloom Presentation Evening. He gave his thanks to all those people who had participated in this year's Competition and those who had made all the arrangements. He announced that Judy and Brian Littler (Cannock Road, Burntwood) had had their garden accepted into the National Garden Scheme and they would be opening their garden on 13 May and 8 July 2012 from 1-5pm – proceeds will go to the Air Ambulance and Cancer Research charities. Councillor Drinkwater also reported that Burntwood News, one of the entrants, had offered to sell the Burntwood in Bloom 2012 calendar on behalf of the Town Council (the calendar would also be available for sale at the Town Council's offices).
- Councillor Drinkwater announced that there would be a Chairman's Coffee Morning on 16 November from 10 am – 12 noon at Burntwood Library supported by the Burntwood Breast Cancer Support Group.
- There was a proliferation of illegal posters around the town and Councillor Drinkwater asked Members to be vigilant in noting where they were. He urged Members to contact the appropriate District Council Officer to request that the posters be removed.
- The Chairman said that 2012 presents the Town Council with an opportunity to provide an event to celebrate both HM The Queen's Diamond Jubilee and the London Olympics. Members were asked to submit any ideas to the Town Clerk on the type of event that might be provided.
- Councillor Drinkwater announced that Councillor and Mrs Heath would be celebrating their Diamond Wedding Anniversary on 24 September and he gave congratulations to them on behalf of the Town Council and staff.

62. PLANNING APPLICATIONS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Planning Applications Committee held on 18 August 2011 (Minute Nos. 21 – 25) be received and where necessary approved and adopted.

63. BURNTWOOD WAKES INDEPENDENT REVIEW COMMITTEE

RESOLVED THAT:

- a) The Minutes of the Meeting of the Burntwood Wakes Independent Review Committee held on 18 August 2011 (Minute Nos. 1 – 6) be received and where necessary approved and adopted.
- b) The Committee name be amended with immediate effect to read: Burntwood Wakes Review Committee.

64. BURNTWOOD TOWN STRATEGY: WORKING GROUPS

Members were advised that the first tranche of seven Action Areas had been allocated to individual Lead Members and they would eventually form Working Groups of interested people to take these forward. Each Working Group would report into the Best Value Committee from which any recommendations/proposals would then be put formally to the Town Council for consideration/decision.

Publicity would be generated to inform the public on the Working Groups remit and how they could participate.

Several of the Working Group Lead Members expressed their concern at the potential workload that the Groups might generate and sought assurance that they would be supported and guided in their roles.

RESOLVED That the Best Value Committee formulate guidance to be given to the Working Group Lead Members, including detail of the level of support they could expect from Officers.

65. MEMBERS QUESTIONS

None raised.

66. STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION (SPCA) ANNUAL GENERAL MEETING AND CONFERENCE: 05 NOVEMBER 2011

a) SPCA EXECUTIVE COMMITTEE

The Council had been requested to consider whether it wished to nominate a Councillor for election to the SPCA Executive Committee.

b) ANNUAL GENERAL MEETING – MOTIONS FOR DEBATE

The Town Council had been given an opportunity to submit a Motion for debate for the forthcoming AGM.

RESOLVED THAT:

- i) Councillor Taylor be nominated for election to the SPCA Executive Committee.
- ii) The Town Council did not wish to submit a Motion for debate at the SPCA AGM.

67. ROYAL BRITISH LEGION (RBL) (BURNTWOOD & DISTRICT BRANCH)

The RBL Burntwood & District Branch had requested that the Town Council consider purchasing the 11/11/11/11 and Armed Forces Day flags to be flown at the appropriate time.

The Town Clerk had sourced the following prices for the flags (both toggled and ready to fly):

11/11/11/11 flag	£60.00
Armed Forces Day flag	£39.50

Members were reminded that there was no budget provision within the current financial year for the purchases and if agreed the funding would be from the Council's Contingency fund.

RESOLVED That the above two flags be purchased using funding from the Contingency fund, as set out above.

68. CHRISTMAS TREES/LIGHTS 2011

RESOLVED THAT:

- a) That the local Churches be approached to see if they wish to arrange for Christmas trees/lights to be displayed this year which the Town Council will fund to a maximum of £200 per church, subject to a notice saying "Sponsored by Burntwood Town Council" being placed by the tree.
- b) That the "Tree of Light" for the Rotary Club of Burntwood be sponsored subject to a prominent notice saying "Sponsored by Burntwood Town Council" being placed on Swan Island.
- c) That Christmas trees and lighting be erected at High Street (Chasetown), outside Burntwood Library and at the junction of Bells Lane/Longfellow Road and that additional temporary security fencing be provided at each location.

69. REPLACEMENT NETWORK SERVER; SUPPORT AND REMOTE BACK-UP

69.1 Replacement Network Server

Members were advised that the Council's Network Server had been purchased five years ago and had been problematic for several months, culminating with the Server shutting itself down on a daily basis, running slowly and being extremely noisy due to the fan running almost constantly.

Advice had been sought in how best to deal with the above problems, such advice being that the server was past its best and needed to be replaced.

Three companies had been invited to quote for a replacement network server, including the appropriate software, installation and configuration. All three companies had visited the Council's office to assess the current set-up and discuss our needs for the future. The quotations received were as follows:

Company A:	£1,709.28
Company B:	£4,515.00
Company C:	£3,160.00

The Town Clerk had consulted with the Leader of the Council in the above matter and given the need to place an order as soon as possible it was agreed to accept Company C's quotation as it was seen to be a better option to serve the Council's needs for the next five years.

The purchase of a replacement Network Server had been anticipated in the 2010/11 financial year but the need did not arise during that time. The Council agreed that the funding (£4,500) be retained as an Earmarked Reserve in the 2011/12 budget and this covered the above expenditure.

Members were requested to retrospectively approve the purchase of the replacement Network Server at a cost of £3,160.00 plus VAT.

RESOLVED That the purchase, installation and configuration of the replacement Server at a cost of £3,160.00 plus VAT be retrospectively approved.

69.2 Support and Remote Back-Up

It was proposed to source off-site remote back-up rather than purchase a quantity of external hard drives for back-up purposes. The proposal would negate the need for a member of staff to ensure that the external drives were utilised correctly and taken away from the office on a daily basis, it also removed the potential for human error. Quotations had been sourced for (a) Support of the Council's Server and PC Network and (b) Remote data back-up

The following quotations (all plus VAT) had been received:

Company A

Support only	£125 per month	£1,500 per annum
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Company B

Support and remote back-up	£265 per month	£3,180 per annum
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Company C

Support and remote back-up	£116.50 per month	£1,398 per annum
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Members were advised that the support and remote back-up package could be funded from the Reserve remaining after purchase of the replacement server:

Opening Reserve	£4,500
LESS Replacement Server	(£3,160)
Remaining Reserve	£1,340

Funding had already included in the Council's budget for PC network support (£750 for 2011/12). A new budget line would be required for 2012/13 and beyond to fund the remote back-up element.

RESOLVED That the Town Council engage Company C to provide support for the Server and PC Network and remote data back-up at a cost of £116.50 plus VAT per month (£1,398 plus VAT per annum).

70. 2010/11 EXTERNAL AUDIT

The Town Clerk was pleased to report that the External Auditor (the Audit Commission) had completed his audit of the Council's 2010/11 Annual Return. The Annual Return had been signed off on the basis that the information contained in the Annual Return was in accordance with proper practices and no matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not been met. No other matters had been identified which would require drawing to the attention of the Council.

The Completion of Audit and Right to Inspect the Annual Return form had been published and displayed at the Town Council's office on 31 August 2011 and would remain on display until 16 September 2011.

RESOLVED That the information be received and noted.

71. SCHEDULE OF PAYMENTS MADE BETWEEN 24 JULY AND 09 SEPTEMBER 2011 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £79,363.41 made during the period 24 July – 09 September 2011 be received and noted.

72. 2011/12 BUDGET: ACTUAL TO END AUGUST 2011

RESOLVED That the report be received and noted.

(The Meeting closed at 8.23 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 12 SEPTEMBER 2011 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Isaacs (in the Chair)
Councillors Drinkwater and Mrs Fisher

In attendance

Mrs M Danby, Town Clerk

6. APOLOGIES FOR ABSENCE

None – all Members present.

7. DECLARATIONS OF INTEREST

None declared.

8. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 12 July (Minute Nos. 1 – 4) be approved as a correct record.

9. EXCLUSION OF THE PRESS AND PUBLIC

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended 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.

10. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 12 July 2011 (Minute No. 5) be approved as a correct record.

11. STAFFING MATTERS

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 10 a.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 15 SEPTEMBER 2011 COMMENCING AT 8.30 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Drinkwater, Mrs Fisher, Heath, Humphreys, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward.

In attendance

Mrs M Danby, Town Clerk

26. APOLOGIES FOR ABSENCE

Councillor Taylor

27. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

28. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 18 August 2011 (Minute Nos. 21 - 25) be approved and adopted.

29. PLANNING APPLICATIONS

RESOLVED That the following comments be passed to the Local Planning Authority:

(a)	11/00592/FUL		J E Dillon Properties LLP 1 Newlands Court Attwood Road Burntwood	Installation of 54 photo voltaic panels (solar panels) on roof
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No objections.

(b)	11/00797/FUL	Boney Hay	Mr D Price 5 Wordsworth Road Burntwood	New porch conservatory to front of property
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No objections.

(c)	11/00798/FULM	Chasetown	South Staffordshire Primary Care Trust Land adjacent to Burntwood Leisure Centre High Street Burntwood	Erection of a new Primary Health Care Centre with ancillary pharmacy, access road, landscaping and vehicle parking
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Support. This is one of the buildings that will enhance the town and the well being of its population.

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| (e) | 11/00892/LBC | Highfield | Mr P Osborn
Edial Hall
Lichfield Road
Burntwood | Works to listed building to enable the repair of roof and part replacement of roof |
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No objections.

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| (f) | 11/00893/COU | Chasetown | Daytona Motor Spares
14 Queen Street
Burntwood | Change of use to car washing facility |
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Members observed that access/egress to the site and general traffic controls in the area are not good. The Local Planning Authority should be mindful of the impact that the proposed development will have on residents and the street scene.

(COUNCILLOR WILLIS-CROFT DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

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| (g) | 11/00921/FUL | Chasetown | South Staffordshire Primary Care Trust
Land adjacent to
Burntwood Leisure Centre
High Street
Burntwood | Variation of condition no. 1 of application 08/00884/FUL in relation to the retention of a two storey modular building for NHS walk in health clinic |
|-----|--------------|-----------|--|--|

No objections.

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| (h) | 11/00926/FUL | Chase Terrace | Brickdust
2 Thorpe Street
Burntwood | Erection of a detached 3 bedroom dwelling and construction of access |
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Members were concerned that the amenity of neighbours will be detrimentally affected by the proposed development and the Planning Committee formally requests that this application be referred to the LDC Planning Committee for consideration and decision.

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| (i) | 11/00927/FUL | Highfield | Mr D Wall
22 Boulton Close
Burntwood | Two storey side extension to form play room and bedrooms |
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No objection provided the proposed development meets the Local Planning Authority's criteria.

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| (j) | 11/00939/FUL | Highfield | Mr S Farr
12 Stour Close
Burntwood | First floor side extension to form bedroom and bathroom and new pitched roofs to existing flat roof extensions |
|-----|--------------|-----------|--|--|

No objection provided the proposed development meets the Local Planning Authority's

criteria.

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|-----|--------------|-----------|--|--|
| (k) | 11/00951/FUL | Chasetown | Mr M Joiner
Chasetown Football Club
Church Street
Chasetown | Variation of condition
no. 2 of application
08/01151/FULM to
allow amendment to
design of grandstand |
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No objections.

(COUNCILLOR WALKER MBE DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

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| (l) | 11/00954/TCN | Boney Hay | Everything Everywhere
Telecommunication Mast
Spinney Lane
Burntwood | Telecommunication
Determination:
Installation of 10m
MK2 telegraph pole
and associated
equipment cabin |
|-----|--------------|-----------|--|---|

Strong Objections on the following grounds:

- The proposed location is on the doorstep of residential properties – the location is totally inappropriate.
- Detrimental visual impact on the street scene.
- Health concerns.
- There are other potential sites which would not impact on residents, one of these being the Bleak House Farm site, and the developers are urged to liaise with the County Council and British Coal to identify an appropriate site.

(COUNCILLOR MRS EVANS DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON. COUNCILLOR BRADBURY DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

**30. TOWN AND COUNTRY PLANNING ACT, 1990 (as amended)
LAND AT: 15 HUNSLET ROAD, BURNTWOOD WS7 9LA
PROPOSED DEVELOPMENT: RETENTION OF SWIMMING POOL, DECKING AND FENCING
INSPECTORATE APPEAL REF. NO: APP/K3415/D/11/215821
APPEAL STARTING DATE: 10 AUGUST 2011**

RESOLVED That the information be received and noted.

31. PLANNING ENFORCEMENT PRESENTATION (Planning Minute no. 20.3 refers)

The LDC Planning Enforcement Officer had provided Members with a copy of the District Council's Planning Enforcement Policy. She had suggested that they might find it more beneficial and meaningful for Members to peruse the Policy and then send any questions they might have to her for answer.

Members believed that it would be beneficial for a presentation to be made in addition to the having the Policy to read so that they might better understand how implementation of the Policy works. Members will give examples of where the Town Council has raised

planning enforcement issues in advance of the presentation so that information might be given on what action can or cannot be taken in those instances.

RESOLVED That the Planning Enforcement Officer be requested to attend a future meeting to give a presentation, as outlined above.

32. ENFORCEMENT ISSUES

32.1 Illegal Advertising Banner

Members reported that an illegal advertising banner had appeared on a private wall in Morley Road.

AGREED That the appropriate LDC Officer be requested to take action to see the advertising banner removed.

32.2 Highway Issues

Members reported highway issues with regard to:

- **Cross Street/Redwood Drive** – the parking of a flat bed lorry and two transit vans, etc was causing highway safety problems.
- **Tesco Metro, Cannock Road** – the practice of vehicles being parked in front of the store was causing potential highway safety problems to pedestrians and other road users when reversing off the area.
- **Rugeley Road, Chase Terrace – dropped kerb, Robinson’s Butchers** – the practice of vehicles parking on this area was causing potential highway safety problems.

AGREED That the above highway issues be referred to the Lichfield District Parking Board.

(The Meeting closed at 9.05 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 05 OCTOBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Campbell, Constable, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE and Mrs Woodward.

In attendance

Ms J Minor, Administrative Assistant

33. APOLOGIES FOR ABSENCE

Councillors Drinkwater, Mrs Evans, Mrs Fisher, Heath and Humphreys.

34. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

35. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 15 September 2011 (Minute Nos. 26 - 32) be approved and adopted.

36. PLANNING APPLICATIONS

RESOLVED That the following comments be passed to the Local Planning Authority:

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|-----|--------------|---------|--|----------------------|
| (a) | 11/00958/FUL | Central | Mr D Woodfield
21 Ashmead Road
Burntwood | Conservatory to rear |
|-----|--------------|---------|--|----------------------|

No objection.

(COUNCILLOR MRS RIGBY DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

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|-----|--------------|------------|---|--|
| (b) | 11/00969/FUL | All Saints | Mr R Heckles
26 Nailers Drive
Burntwood | Single storey front and rear extension to form kitchen, lounge and cloaks and erection of a single detached garage to rear |
|-----|--------------|------------|---|--|

No objection provided the proposed development conforms with the Local Planning Authority's criteria on space about dwellings and overlooking neighbouring properties.

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| (c) | 11/00980/COU | Boney Hay | Mr Chatterton
Coney Lodge Farm | Change of use of barn to a 3 bedroom |
|-----|--------------|-----------|-----------------------------------|--------------------------------------|

Rugeley Road
Chase Terrace

dwelling

OBJECTION: The Local Planning Authority to be informed that the Town Council objects to any barn in Green Belt land being used for domestic use and that the Town Council felt that insufficient information had been provided on this occasion.

Members reported that this application had already been Approved under Officers' discretion and asked that the Town Clerk ascertain the status of the application.

Post Meeting Note (07/10/2011): LDC Officers confirmed that this application had yet to be determined.

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|-----|--------------|--|--|---|
| (d) | 11/00981/COU | | LCP Properties Limited
Unit 7a, Zone 2
Ring Road
Burntwood Business Park
Burntwood | Change of use from B2
to B1, B2 and B8 |
|-----|--------------|--|--|---|

No objection.

- | | | | | |
|-----|--------------|--|---|--|
| (e) | 11/00983/FUL | | Unitech Engineering
Limited
Unitech House
Prospect Road
Burntwood | Retention of perimeter
palisade fencing and
entrance gates |
|-----|--------------|--|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (f) | 11/00986/FUL | Chase Terrace | Mr S Steadman
65A Rugeley Road
Chase Terrace | Single storey rear
extension to form
kitchen, breakfast area
and conservatory |
|-----|--------------|---------------|--|--|

No objection provided the proposed development conforms with the Local Planning Authority's criteria on overlooking neighbouring properties as this is a large rear extension.

(COUNCILLOR MRS BANEVICIUS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

- | | | | | |
|-----|--------------|-----------|--|---|
| (g) | 11/00998/FUL | Highfield | Mr J Farmer
St Matthews Cricket and
Football Club
The Ridings Sports
Ground
Nightingale Walk
Burntwood | Installation of a single
artificial cricket wicket
onto an existing grass
cricket square |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (h) | 11/01004/OUT | Chasetown | Mr R Broadfield
104 Oakdene Road
Burntwood | Erection of a detached
dwelling (extension of
time for application
08/01050/OUT) |
|-----|--------------|-----------|--|---|

No objection.

(COUNCILLORS WALKER MBE AND MRS WOODWARD DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND THEY TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

- (i) 11/01020/FUL Central Mr G Faulkner 86 Rochester Avenue Burntwood Single storey front extension to form bedroom and kitchen

No objection.

- (j) 11/01031/FUL Summerfield Mrs T Murcott 205 Queen Street Burntwood Canopy to front

No objection.

(COUNCILLOR MRS BANEVICIUS DECLARED A PERSONAL INTEREST IN THIS APPLICATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

37. ENFORCEMENT ISSUES

37.1 Illegal Advertising Banner (Minute No. 32.1 refers)

Members were informed that LDC Enforcement Officers had written to all Estate Agents in the area advising of the legislation regarding advertising banners; they were also informed that the illegal advertising banner that had appeared on a private wall in Morley Road had been removed.

RESOLVED That the information be received and noted.

37.2 78 Princess Street (Minute No. 25.2 refers)

Members reported that although the Planning Application (No. 11/00614/FUL) had been withdrawn, a new application (11/01053/COU – change of use to offices and the erection of a two storey rear extension) had been submitted with the application making no reference to the chalet in the back garden which has a major impact on neighbouring residents and parking.

AGREED That the Enforcement Officer be requested to investigate this issue again.

37.3 193 Chase Road (Minute No. 20.1 refers)

It was noted that whilst the shutters had been moved into inside the premises the air conditioning unit was still in situ without planning permission.

AGREED That the outstanding action for the air conditioning unit to be removed be further reported to the Planning Enforcement Officer so that immediate action can be taken.

(The Meeting closed at 7.20 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE HELD AT
BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 27 OCTOBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

Councillors Mrs Banevicius, Bradbury, Brown, Campbell, Humphreys, Isaacs, James, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft and Mrs Woodward.

In attendance

Mrs M Danby, Town Clerk

38. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell, Constable, Drinkwater, Mrs Fisher, Heath and Mrs Rigby.

39. GENERAL DECLARATIONS OF INTEREST

All District Councillors present wished it to be recorded that their views were a preliminary view and one they may change when they hear all the evidence at the District Council's Planning Committee.

40. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 05 October 2011 (Minute Nos. 33 - 37) be approved and adopted.

41. PLANNING APPLICATIONS

RESOLVED That the following comments be passed to the Local Planning Authority:

- | | | | | |
|-----|--------------|-----------|---|---|
| (a) | 11/01029/FUL | Chasetown | Morecare Nursing Home Ltd
Old Vicarage Court
Nursing Home
160 High Street
Chasetown | Single storey extension of nursing home to create 4 no. en-suite bedrooms |
|-----|--------------|-----------|---|---|

No objections.

(COUNCILLOR MRS BANEVICIUS DECLARED A PERSONAL INTEREST IN THE APPLICATION.)

- | | | | | |
|-----|--------------|-----------|--|---|
| (b) | 11/01047/FUL | Highfield | Firstpost Homes Limited
123 Rugeley Road
Burntwood | Erection of a 4 bedroom detached dwelling and double garage
(resubmission of application 08/00104/FUL) |
|-----|--------------|-----------|--|---|

No objections subject to the Local Planning Authority satisfying itself with regard to highway safety (i.e. visibility splay and access/egress).

- | | | | | |
|-----|--------------|---------------|--|--|
| (c) | 11/01053/COU | Chase Terrace | Access Bookings Limited
78 Princess Street
Burntwood | Change of use to offices
and the erection of a two
storey rear extension |
|-----|--------------|---------------|--|--|

Strong objections on the following grounds:

- Loss of amenity.
- Traffic and highway safety.
- Loss of residential accommodation in a residential area.
- The applicant's website states that its registered office is in Lichfield, not Burntwood.
- The applicant's website states that its business hours are 365 days, 24/7 not 8 a.m. - 8 p.m. as stated in the planning application.

Members also asked that:

- The Highways Authority be challenged on the safety of road users/pedestrians at the exit from the site.
- More investigation be undertaken on the impact of on-street parking on the area.

If the Local Planning Authority is minded to approve the application Members ask that the following conditions be set:

- That the gate remains open at all times.
- That the hours of business be restricted to 9 a.m. - 5 p.m. Monday - Friday.
- That the chalet type building on the site be removed before planning permission for the current application is confirmed.

(COUNCILLORS MRS EVANS, WALKER MBE AND MRS WOODWARD DECLARED A PERSONAL INTEREST IN THE APPLICATION.)

- | | | | | |
|-----|--------------|-----------|--|----------------------|
| (d) | 11/01058/FUL | Chasetown | Mr P Hampton
4 The Orchard
Chase Vale
Burntwood | Conservatory to rear |
|-----|--------------|-----------|--|----------------------|

No objections.

- | | | | | |
|-----|--------------|------------|--|--|
| (e) | 11/01061/FUL | All Saints | Mr J Green
77 Cannock Road
Burntwood | Two storey side extension
to form garage and
bedroom with en-suite |
|-----|--------------|------------|--|--|

No objections.

(COUNCILLOR TAYLOR DECLARED A PERSONAL INTEREST IN THE APPLICATION.)

**42. TOWN AND COUNTRY PLANNING ACT 1990
 APPEALS BY: MR A HULME
 FOR: CHANGE OF USE OF LAND FROM AGRICULTURAL TO EQUINE USE
 (RETROSPECTIVE)
 AT: LAND AT MEG LANE, BURNTWOOD
 PLANNING REFERENCE:
 10/00316/ENFCU AND 11/00496/COU
 INSPECTORATE APPEAL REF. NOS. APP/K3415/A/2159504/NWF AND
 APP/K3415/C/11/2159505**

RESOLVED That the information be received and noted.

**43. TOWN AND COUNTRY PLANNING ACT 1990
APPEAL BY: MR& MRS M JARRETT
FOR: ERECTION OF CONSERVATORY (RETROSPECTIVE)
AT: 4 CHURCH WALK, CHASETOWN, BURNTWOOD
PLANNING REFERENCE: 11/00791/FUL
INSPECTORATE APPEAL REF. NO. APP/K3415/D/11/2162142**

RESOLVED That the information be received and noted.

44. PLANNING ENFORCEMENT: PRESENTATION (Minute Nos. 20.3 and 31 refer)

Members were advised that the LDC Principal Planning Officer (Enforcement) had agreed to make a presentation to the Committee on 02 February 2012.

RESOLVED That the information be received and noted.

45. ENFORCEMENT ISSUES

RESOLVED That the following issues be relayed to the LDC Principal Planning Officer (Enforcement) or other Agencies as appropriate:

45.1 193 Chase Road, Burntwood (Minute No. 37.3 refers)

Members expressed concern that lintels had been exposed following the removal of the security shutters, one lintel appears to be timber and may become a problem in the future due to rotting, etc. Is the manner in which the property has been left legal and safe?

45.2 78 Princess Street, Chase Terrace (Minute Nos. 25.2 and 37.3 refer)

Members noted that the chalet type building was still on site and asked that it be removed as soon as possible.

45.3 Tesco Express, Cannock Road, Chase Terrace (Minute No. 32.2 refers)

The practice of vehicles being parked in front of the store was continuing and was causing potential highway safety problems to pedestrians and other road users when reversing off the area.

45.4 Illegal Banners

Illegal banners were reported at the following locations and urgent action was sought to see those banners removed:

- Morley Road, Burntwood ("The Village Ironing Company" – nailed to a private wall)
- Jct Springhill Road/Cannock Road, Burntwood ("Subway" – tied to railings)
- High Street, Chasetown ("Dominos Pizza" – tied to railing)
- Milestone Way, Chasetown
 - Abacus Nursery and others (tied to railings)
 - Morrisons and Tesco Express – signage on entrance to the respective supermarkets is very unsightly.

45.5 Morrison/Tesco Express Supermarkets, Chasetown

It had been noted that the "keep left" directional road markings on exiting the Morrisons/Tesco supermarkets was incorrect.

(The Meeting closed at 7.37 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 28 SEPTEMBER 2011 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor in the Chair
Councillors Mrs Banevicius, Mrs Evans and Mrs Stokes

In attendance

Mrs Mary Danby, Town Clerk

10. APOLOGIES

Councillors Campbell, Constable and Mosson.

11. DECLARATIONS OF INTEREST

None declared.

12. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 14 July 2011 (Minute Nos. 6 - 9) be received and approved as a correct record.

13. BURNTWOOD WAKES REVIEW COMMITTEE RECOMMENDATIONS

Members were requested to consider the following recommendations put forward by the Burntwood Wakes Review Committee (approved by the Town Council at its meeting on 15 September 2011):

- a) Consider whether entrants in the Burntwood in Bloom Competition might be invited to take a stall at the Family Fun Day in future years.

AGREED That past winners be invited to display a floral container (or something similar) to promote the gardens and the Burntwood in Bloom Competition.

- b) Consideration be given as to how a physical count of people (and where they reside) attending the various elements of the Festival might be achieved.

AGREED That, whilst it is difficult to undertake a physical count of people attending the various elements of the Festival due to the open nature of the site, it would be useful for a volunteer(s) to position themselves at one or two entrances to the site and count (using a clicker) to give an indication of numbers attending the various elements.

- c) Consideration be given to inviting an external club of organisation to organise and administer a cycle race and/or a 5k road race, etc as an additional activity/attraction for future Festivals.

AGREED To liaise with local contacts with a view to their organising a 5K road race in 2012 on the Saturday to finish at the Family Fun Day.

- d) Consideration be given to having the questionnaire available on the shuttle buses together with a response box to encourage more people to make comments and suggestions.

AGREED The appropriate arrangements will be made for this to take place for the 2012 Festival.

- e) Consider all the suggestions and commented submitted on the questionnaire (**WHITE ENCLOSURE**).

COMMENT Members considered the questionnaire responses when looking at what might be provided for the 2012 Festival.

- f) The Town Council will take the total control of all elements of the Festival, i.e. contracting direct with suppliers for the stage, sound system, etc for the 2012 Festival and beyond and hire those facilities to a commercial promoter should one come forward to provide an event on the Sunday.

NOTED

- g) The Town Council will not require stall holders, etc to hold Public Liability insurance for future Festivals but they should be requested to sign a statement as a condition of booking saying that they are aware that it is in their interests to carry such insurance and acknowledging receipt of that information.

NOTED

- h) Discussions/negotiations should be held as soon as the Burntwood Wakes Committee is aware of the type of activities and attractions it wished to book for the 2012 Family Fun Day.

AGREED

- i) The "Wakes Unsigned" event on the Friday evening should not be provided in 2012 and future years and thought should be given to an alternative form of entertainment that might be offered in its place.

AGREED

- j) The Town Council should continue to offer the Burntwood Wakes Festival to include entertainment (type to be confirmed) on the Friday evening, the Family Fun Day and, provided adequate funding is identified, a Festival Proms Concert on the Saturday evening.

NOTED

- k) The barriers installed in front of the Sponsors Hospitality marquee be replaced with a simple staked rope/tape system in 2012 and future years.

NOTED

- l) All guests in the Sponsors Hospitality marquee should be required to buy Hospitality Tickets at the 2012 Festival (and beyond).

NOTED

- m) The 2012 Burntwood Wakes Festival will take place at Burntwood Rugby Club from Friday 20 – Saturday 21 July (plus Sunday 22 July should an external promoter wish to run an event on that date).

NOTED

- n) The 2013 Burntwood Wakes Festival will take place at Burntwood Rugby Club from Friday 19 – Saturday 20 July (plus Sunday 21 July should an external promoter wish to run an event on that date).

NOTED

- o) An initial budget of £40,000 (plus any sponsorship that can be attracted) should be allocated for the 2012 Festival with a proviso that this might be increased to £45,000 subject to a report to the January 2012 Town Council meeting once more details on the 2012 proposed arrangements are known.

NOTED

- p) An Options Appraisal be undertaken to identify alternative potential venues within Burntwood which might be available to host the Festival at some point in the future.

NOTED

- q) A request from Neon Sound Studios for permission to use of the marquees on the top field on Thursday 19 July 2012 for an adult version of "Burntwood's Got Talent" be approved in principle, subject to details regarding hire of the marquee, provision of sound, lighting, etc being negotiated and agreed.

Members were advised that Neon Sound Studios had withdrawn their request for this specific use of the marquee as it was not large enough for the proposed event, however they had now requested permission to hold an acoustic evening in the marquee instead.

AGREED That this proposed event would be seen as an extension to the Wakes Festival, which is something that the Town Council does not want to happen. Members therefore agreed not to enter into an arrangement with Neon to see such use of the marquee.

- r) Officer salary costs associated with the Burntwood Wakes Festival to be provided in future (i.e. from 01 April 2012) as these form part of the overall costs of the Festival.

NOTED

14. BURNTWOOD WAKES FESTIVAL: 20 – 21 JULY 2012

RESOLVED That the following activities, attractions, etc be provided for the 2012 Festival and bookings made where appropriate:

FRIDAY 20 JULY 2012 (EVENING)

TRIBUTE BAND NIGHT

- Budget for the event not to exceed that previously allocated for the "Wakes Unsigned"
- Free entry to the event to be maintained

SATURDAY 21 JULY 2012

FAMILY FUN DAY

Enquiries to be made with a view to booking the following attractions, activities in addition to the "normal" stalls, marquees (including arts and crafts workshops), etc:

- MAD Mountain Bikes (Team MAD provide "the best quality and most exciting mountain bike tricks, stunts and skills")
- Gamegoer Gundog and Falconry Display ("Full Monty" option, to include dogs, birds of prey and ferrets)
- National Festival Circus together with a wandering juggler and a wandering magician
- Inflatables, to include Bouncy Castle, Double Bungee and Space Hopper Grand Prix (if available)
- Live music gazebo
- Dance and sports demonstrations
- Craft demonstration pitches

SATURDAY 21 JULY 2012

BURNTWOOD WAKES FESTIVAL PROMS

- Enquiries to be made with a view to booking the Staffordshire Festival Orchestra (with an emphasis on a youth section, if possible) together with one or two singers and compere.
- Local singer to be booked to provide entertainment during the interval.
- Firework display to be booked (subject to budget availability).

SUNDAY 22 JULY 2012

This date was available should a commercial promoter come forward to provide an event (entirely independently of the Town Council and at their own commercial liability and responsibility as has been the case in previous years).

15. FUTURE MEETING DATES

RESOLVED That Members note that meetings of the Burntwood Wakes Committee were scheduled to take place on the following dates:

2011

Thursday 27 October
Wednesday 07 December

2012

Thursday 26 January
Thursday 01 March
Thursday 12 April

(The Meeting closed at 7.10 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 27 OCTOBER 2011 COMMENCING AT 6.00 P.M.**

Present

Councillor Taylor in the Chair
Councillors Mrs Banevicius, Campbell, Mrs Evans, Mosson and Mrs Stokes

In attendance

Mrs Mary Danby, Town Clerk
Brian Cooper, Senior Administrative Assistant

14. APOLOGIES

Councillor Constable.

15. DECLARATIONS OF INTEREST

None declared.

16. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 28 September 2011 (Minute Nos. 10 - 15) be received and approved as a correct record.

19. BURNTWOOD WAKES FESTIVAL: 20 – 21 JULY 2012

19.1 VENUE

Members were advised that Councillor Taylor and Mr Cooper had attended a meeting with representatives of Burntwood Rugby Club when they were informed that the Club had been successful in securing a grant award from the English RFU which would see the pitches on the top field refurbished and upgraded during the period May-August 2012. This has resulted in the whole of the 2012 Festival having to be contained on the bottom field.

Mr Cooper confirmed that the venue was workable and that it was large enough to house all the activities, attractions that had been on site for the 2011 Festival with the exception of the Fun Fair. There would therefore be no Fun Fair at the 2012 Festival.

Mr Cooper said that the venue would be more controllable and Councillor Taylor said that it should be easier to count the number of visitors to the Festival.

Mr Cooper said that there will be a need to litter pick the site early on the Saturday morning and after the Family Fun Day; it would also be necessary for the Portaloos to be restocked, cleaned, etc at the same time. He said that good traffic management will be necessary and radios will be used for this purpose. A temporary road (c10m) will be installed at the base of the metalled surface down to the field to protect the ground. Mr Cooper said that the orchestra will need to rehearse at another venue during the

afternoon. He also said that the site survey map will be updated to incorporate a grid which will help in setting-up the various elements that make up the Festival.

Members asked that a formal agreement be signed between the Rugby Club and the Council to protect both parties.

Members asked that consideration be given to a raffle being held to raise monies for the Chairman's Charities, such raffle to be run on both the Friday and Saturday evenings.

Mr Cooper said that quotations were being sought for the stage, sound and lighting system and these would be confirmed at the next meeting of the Committee.

RESOLVED That:

- a) The Rugby Club be requested to provide an Agreement for consideration and signature by the Town Clerk on behalf of the Council.
- b) Members be requested to volunteer to man the entrance to the site to sell raffle tickets.

**19.2 FRIDAY 20 JULY 2012 (EVENING)
TRIBUTE BAND NIGHT**

The Town Clerk confirmed that "Swede Dreamz", an Abba tribute band, had been booked and the contract had been signed. Confirmation was still awaited from the Beatles tribute band. A local act would be invited to perform during the interval and to act as compere for the evening.

RESOLVED That the information be received and noted.

**19.3 SATURDAY 21 JULY 2012
FAMILY FUN DAY**

The Town Clerk confirmed that bookings had been made and contracts had been signed for:

- National Festival Circus (plus wandering juggler and wandering magician)
- MAD BMX Stunt Team
- Gamegoer Gundog and Falconry Display ("Full Monty" option, to include dogs, birds of prey and ferrets)

Approaches had been made for:

- Children's Craft Workshop
- Inflatable attractions (double bungee space hopper grand prix and 18 x 18 ft bouncy castle)
- 5k Road Race

RESOLVED That the information be received and noted.

**19.4 SATURDAY 21 JULY 2012
BURNTWOOD WAKES FESTIVAL PROMS**

The Town Clerk advised Members that the Staffordshire Festival Orchestra was available and had being booked. Their Deputy Director had been requested to act as compere for the evening. A local singer, Dean Swift, had been booked to provide entertainment during the interval.

Two companies had been requested to provide quotations to provide a Fireworks Finale.

RESOLVED That the information be received and noted.

19.5 BURNTWOOD WAKES WEBSITE

The Town Clerk had approached the current holder of the www.burntwoodwakes.co.uk domain name with a view to it being transferred to the Council. They had set a price of £500 for the Council to purchase the domain name; the Council would also have to identify a company to host the website at a further annual cost. The Town Clerk felt that the cost was excessive and had consequently sought two quotations for an entirely new website:

Company A

3 Year Licence for a new website as sub-domain of the Council's existing website	£300 + VAT
Annual hosting fee	£400 + VAT
No charge for application support	
No charge for the web site	

Company B

New website designed and hosted for one year	£350 + VAT
Annual domain renewal and hosting fee thereafter	£100 + VAT

The Town Clerk confirmed that both companies use Content Management System for maintaining and updating the websites, as is the case with the Council's website.

RESOLVED That:

- a) The Council decline to buy the existing Burntwood Wakes domain.
- b) The Council accept the quotation from Company B to provide a new website designed to the Council's requirements and hosted for one year at a cost of £350 + VAT, and domain renewal and hosting thereafter at a cost of £100 + VAT.

(The Meeting closed at 6.50 p.m.)

Signed

Date

**NOTES OF A MEETING OF THE BURNTWOOD IN BLOOM WORKING GROUP
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 17 OCTOBER 2011 COMMENCING AT 10.00 A.M.**

PRESENT

Councillors Bradbury and Brown

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES

Councillor Mrs Tranter

2. DECLARATIONS OF INTEREST

None were declared.

3. BURNTWOOD IN BLOOM 2011: REVIEW AND RECOMMENDATIONS

The Working Group was pleased with the number of entries given that the weather had proved to be problematic for gardeners however they said that they would like to see more residents and schools participating and hoped that more businesses could be encouraged to enter in future years.

The Working Group agreed that the following recommendations be put to the Town Council with regard to the 2012 competition:

- Consideration be given to how the competition is publicised – it may be more beneficial to distribute entry forms via one of the “free” publications put through doors rather than having one full page advertisement in a local newspaper.
- Consideration be given to having publicity banners announcing that the competition is open for entries, such banners to be displayed at the Town Council’s office and on the Sankeys Corner railings (subject to the relevant permission being sought).
- Consideration be given to the Town Council working with the County and District Councils to see Burntwood entered into the formal Regional In Bloom competition at the earliest opportunity.
- Judging of the 2012 competition to be brought forward to week commencing 02 July.
- All Town Councillors to be requested to be proactive in encouraging more residents and businesses to enter the competition.
- Consideration to be given to producing an official BiB calendar for 2013 using photographs from the 2012 entries, such calendar to be formally launched at the Presentation Evening in September 2012.
- A budget of £3,000 be retained for the 2012 competition.

(The Meeting closed at 10.30 a.m.)

**MINUTES OF A MEETING OF THE GRANT AID COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 21 OCTOBER 2011 COMMENCING AT 7.40 P.M.**

PRESENT

Councillor Mrs Woodward in the Chair

Councillors Mrs Banevicius, Bradbury, Brown, Campbell, Mrs Evans, Humphreys, Isaacs, James, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter, Walker MBE, Willis-Croft

In attendance:

Mrs M Danby, Town Clerk

1. APOLOGIES FOR ABSENCE

Councillors Mrs Brettell, Constable, Drinkwater, Mrs Fisher, Heath and Mrs Rigby.

2. DECLARATIONS OF INTEREST

Councillor Mrs Banevicius declared a personal interest in Application No. 12 (Burntwood Live at Home Scheme).

Councillor Bradbury declared a prejudicial in Application No. 8 (Burntwood Chase Heritage Group/Sankeys Corner Arts Miner Project) and a personal interest in Application No. 12 (Burntwood Live at Home Scheme).

Councillor Campbell declared a personal interest with regard to Application No. 24 (Fusion Credit Union).

Councillor Mrs Evans declared a personal interest with regard to Application No. 10 (Burntwood Gardening Guild) and a prejudicial interest in Application No. 19 (Chase Terrace Methodist Church).

Councillor Taylor declared a personal interest in Application No. 7 (Active 60s Group) and a personal interest in Application No. 12 (Burntwood Live at Home Scheme).

Councillor Walker MBE declared a personal interest with regard to Application No. 12 (Burntwood Live at Home Scheme), a personal interest in Application No. 18 (Chase Terrace Bowling Club), a prejudicial interest in Application No. 19 (Chase Terrace Methodist Church) and a personal interest in Application No. 24 (Fusion Credit Union).

Councillor Willis-Croft declared a personal interest with regard to Application No. 32 (The Fulfen Association).

Councillor Mrs Woodward declared a personal interest with regard to Application No. 10 (Burntwood Gardening Guild) and a prejudicial interest in Application No. 19 (Chase Terrace Methodist Church).

3. STATUTORY PROVISIONS AND POLICY CRITERIA

RESOLVED That the Statutory Provisions and Policy Criteria and the Guidance Notes and Conditions of Funding be received and noted.

4. BUDGET PROVISION

RESOLVED That the reminder of the grant aid budget of £8,000 for the 2011/12 financial year be received and noted.

5. 2011/12 GRANT AID APPLICATIONS

The Grants Sub-Committee had met on Wednesday 12 October 2011 to consider 34 applications for Grant Aid. The Sub-Committee considered all applications in detail and their recommendations are set out in Appendix 1 to those Minutes.

The Grant Aid Committee was requested to formally receive and consider the Minutes of the Meeting of the Grant Aid Sub-Committee held on 12 October 2011 (Minute Nos. 1 – 3 and Appendix 1).

RESOLVED That:

- a) The Minutes of the Grant Aid Sub-Committee meeting held on 07 October 2010 (Minute Nos. 1-3 and Appendix 1) be received.
- b) That the following clause be added to the Scheme Guidance Notes and Conditions of Funding:

"Applications will only be considered from organisations where Burntwood residents comprise at least 50% of their membership and/or participants."
- c) Under powers given by the Local Government Act 1972, s.137 Grant Aid be awarded as set out in the **APPENDIX 1**.
- d) The Grants Sub-Committee be thanked for their hard work in assessing the grant aid applications and making the recommendations to the Grant Aid Committee for consideration.

(The Meeting closed at 8.05 p.m.)

Signed

Date

SUMMARY OF 2011/12 GRANT AID APPLICATIONS

ORGANISATION	NO.	2011/12 REQUEST £	RECOMMENDED GRANT £	PURPOSE OF GRANT
1 st Burntwood Girls' Brigade	1	350	250	Purchase digital camera and laptop.
1 st Burntwood Scout Group	2	580.80	350	Towards the cost of skimming and carpeting the Meeting Room floor at their HQ.
2 nd Burntwood Boys' Brigade	3	270	270	Training of members to undertake supervisory and assessor accreditation courses.
2 nd Chase Terrace Guide Unit	4	300	200	Towards the cost of going to Go Ape! At Cannock Chase as part of the Challenge Badge.
2 nd Chasewater Rainbow Unit	5	300	200	Towards cost of outdoor activities as part of the LEGS11 badge and table linen for overnights.
1444 Brownhills Squadron	6	130	130	Purchase a "Resusci Anne" training dummy to continue 1 st aid training.
Active 60s Group	7	300	150	Towards the cost of trips out.
Burntwood Chase Heritage Group	8	200	200	Towards the purchase of glass (Perspex) topped display tables for viewing and security of items.
Burntwood Family History Group	9	200	100	Towards the cost of continuing the "War Memorial Project".
Burntwood Gardening Guild	10	100	100	Assistance with increasing cost of speakers fees and the purchase of a "flip chart".
Burntwood Gateway Club	11	200	200	To provide day trip on the Walsall Enterprise Narrowboat.

ORGANISATION	NO.	2011/12 REQUEST £	RECOMMENDE D GRANT £	PURPOSE OF GRANT
Burntwood Live at Home Scheme	12	920	500	To assist with room hire costs for the weekly arts and crafts session.
Burntwood Memorial Community Association	13	1,000	500 ¹	Towards the cost of installing a Fire Alarm in the Hall.
Burntwood St Matthews Cricket Club	14	350	350	Replacement of the homemade scoreboard.
Burntwood Singers	15	150	50	Towards the purchase of sheet music.
Burntwood Swimming Club	16	500	350	Assistance with hire of Burntwood Swimming Pool and replacement of some of their smaller equipment items.
Burntwood Town Football Club	17	500	250	To fund coaching and equipment for coaching.
Chase Terrace Bowling Club	18	400	300	To assist in meeting the Green hire costs for 2011.
Chase Terrace Methodist Church	19	500	300	Assistance to meet part of the cost of improvement meeting space and storage at the Church.
Chasetown Darby and Joan Club	20	300	200	To subsidise mini bus costs to enable disabled members to weekly meetings.
Chasetown Womens Institute	21	500	150	Towards the long-term project to increase membership (speakers' fees, room hire, publicity, stationery).
Chasewater District Guides	22	1000	550 ²	Assistance with the cost of setting-up a new senior section, to aid two Brownie units for LEGS11 activities and coach hire for organised events.
Embroidery for Burntwood Community	23	150	150	Towards the cost of fabrics and threads for the Heritage Panel for Burntwood Memorial Institute.

ORGANISATION	NO.	2011/12 REQUEST £	RECOMMENDE D GRANT £	PURPOSE OF GRANT
Fusion Credit Union	24	300	300 ³	Assistance with the cost of undertaking a publicity campaign to improve levels of membership in Burntwood and money boxes to encourage grandparents and grandchildren to work together.
Hammerwich Cricket Club	25	300	150	Assistance with the purchase of a clock for league games.
Hammerwich Parent and Toddler Group	26	300	200	Towards the purchase of outdoor play equipment and craft materials.
Meiji Judokwai	27	7,000	300	Assistance sought with replacing judo mats (£6,880) and starter packs to encourage new members (£480).
Pathway Project	28	500	500 ⁴	Towards the cost of refitting a bathroom within the Burntwood Refuge.
St Matthews Football Club	29	350	200 ⁵	Towards the cost of insurance, new kits, etc and upkeep of the Club's ground.
SSAFA Forces Help	30	150	150	To assist caseworkers for reimbursement of their expenses – the caseworkers are volunteers and they do not receive payment of any kind.
Step Forward Stroke Support Group	31	990	150 ⁶	26 speech therapy sessions (650), 1 waterproof banner (£45) and Selection of educational equipment (£295)
The Fulfen Association	32	500	0 ⁷	Assistance with installing a Bike Rack at the school.
The National Association of Widows	33	321.96	100	Assistance with room hire for their monthly meetings.
The Redwood Friendship Club	34	200	150	Towards the cost of taking members out for meals.

Foot notes:

- ¹ Application No. 13
The Association is encouraged to consider charging a Membership Fee to offset the costs of running and upgrading the Hall.
- ² Application No. 22
Grant aid is subject to receipt (before the cheque is released) of a project plan showing how the money will be spent.
- ³ Application No. 24
The Town Council is recommended to seek an Outside Body appointment to the Fusion Credit Union's Board.
- ⁴ Application No. 28
Grant aid awarded subject to confirmation of the status of the Burntwood Refuge.
- ⁵ Application No.29
Grant aid awarded towards the cost of new equipment and nets.
- ⁶ Application No. 31
Grant aid awarded towards the purchase of the educational equipment.
- ⁷ Application No. 32
Application does not meet the Scheme criteria (specifically Para. 11 of the Guidance Notes).

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON TUESDAY 01 NOVEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Constable (in the Chair)
Councillors Drinkwater, Mrs Fisher, Humphreys, Isaacs and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk
One member of the public

5. APOLOGIES FOR ABSENCE

None – all Members present.

6. DECLARATIONS OF INTEREST

None.

7. MINUTES

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 08 June 2011 (Minute Nos. 1 - 4) be approved as a correct record.

8. BURNTWOOD TOWN STRATEGY (BTS)

The Committee was requested to agree guidance to advise the Lead Councillors for the BTS Working Groups in how they might form their respective Working Groups and indicative timescales that they are asked to work to and report back to the Best Value Committee.

It was agreed that there was potentially a lot of work involved in taking each Action Area forward and that guidance should be provided to the Working Group Lead Members.

Members asked that this item be put for discussion at the November Town Council meeting to enable the following **RECOMMENDATIONS** to be considered and taken forward:

- Elected Members to be asked to volunteer to work with the Lead Members of the current seven Action Area Working Groups to assist them in working with the community and voluntary groups in taking those Areas forward.
- Working Groups need to be established under each Lead Member.
- Lead Members to liaise with Burntwood-based voluntary groups to ascertain what expertise they may have which would assist the Working Groups.
- A template crib sheet be produced suitable for all the Action Areas to give basic guidance in starting work, e.g. What are we doing? Why are we doing it? Who can we approach and how? Etc. The crib sheet should also set out a timeline, i.e. where do we want to be by, say, Easter and the summer?

- Lead Members need to share contacts.
- Simple positive steps need to be taken; there is no necessity to over-complicate the work.
- The Working Groups need to be remain focussed and not go off on a tangent.
- Lead Members and their shadow elected Member(s) should attend a meeting with the Chairman of the Council, the Leader of the Majority Group and the Leader of the Minority Group – such meeting to be held in early December 2011.
- The Leader of the Majority Group and the Leader of the Minority Group to be aware of developments with regard to the District Council’s Local Development Framework as these will impact on the Burntwood Town Strategy - they should liaise with the individual Lead Members and the Chairman of the Council as these occur.

9. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

9.1 Control of Substances Hazardous to Health Regulations 1988 (COSHH)

RESOLVED That no amendments were required to the document.

9.2 Health and Safety Regulations

RESOLVED That:

- a) Minor amendments be made to reflect staff responsibilities and elected Members responsibilities (specifically Paragraphs 3.0 (i) and 5.0 (c)).
- b) All elected Members and staff be required to sign a statement stating that they have received and read the revised Health and Safety Policy when it has been published following incorporation of the amendments as set out in 9.2 (a) above

(The Meeting closed at 7.55 p.m.)

Signed.....

Dated.....