

Our Ref: MD

08 September 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 15 September 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.

### **INSPECTOR JED WHITE, STAFFORDSHIRE POLICE**

Inspector White has asked for an opportunity to introduce himself to Members.

### **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 28 July 2011 (Minute Nos. 44 - 55) and the Notes of the Informal Meeting of the Town Council held on 22 August 2011 (**WHITE ENCLOSURES**).

#### **4. CHAIRMAN'S ANNOUNCEMENTS**

#### **5. PLANNING APPLICATIONS COMMITTEE**

Chairman of the Planning Applications Committee to move that the proceedings of the meeting held on 18 August 2011 (Minute Nos. 21 - 25) be received and where necessary approved and adopted (**CREAM ENCLOSURE**).

#### **6. BURNTWOOD WAKES INDEPENDENT REVIEW COMMITTEE**

Chairman of the Burntwood Wakes Independent Review Committee to move that the proceedings of the meeting held on 18 August 2011 (Minute Nos. 1 - 6) be received and where necessary approved and adopted (**SALMON ENCLOSURE**).

#### **7. BURNTWOOD TOWN STRATEGY: WORKING GROUPS**

To receive a verbal update.

#### **8. MEMBERS QUESTIONS** under Standing Order 9

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

##### **a) SPCA EXECUTIVE COMMITTEE**

Councillor Walker MBE currently represents Lichfield District on the SPCA Executive Committee and his term of Office will end on 05 November 2011.

The Council has been requested to consider whether it wishes to nominate Councillor Walker MBE or another elected Member for the SPAC Executive Committee.

##### **b) ANNUAL GENERAL MEETING – MOTIONS FOR DEBATE**

The Council has an opportunity to put a Motion forward for debate at the SPCA's AGM (please note that the Council must have a representative at the meeting to put the Motion).

Does the Council wish to submit a Motion for debate? (If in the affirmative, Members are requested to nominate the person who will attend the meeting to put that Motion.)

#### **10. ROYAL BRITISH LEGION: BURNTWOOD & DISTRICT BRANCH**

The Royal British Legion (Burntwood & District Branch) have requested that the Council consider purchasing the 11/11/11/11 flag to be flown during the 2011 Remembrance period and the Armed Forces Day flag to be flown annually at the appropriate time.

The following prices have been obtained for the above flags:

<b>11/11/11/11 flag</b>	<b>£60.00 (toggled and ready to fly)</b>
<b>Armed Forces Day flag</b>	<b>£39.50 (toggled and ready to fly)</b>

The above proposed purchases do not form part of the 2011/12 budget and if the request is agreed they would be funded from the Council's Contingency fund.

## 11. CHRISTMAS TREES/LIGHTS 2011 (BLUE ENCLOSURE)

## 12. REPLACEMENT NETWORK SERVER

The Council's Network Server was purchased five years ago and has 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 was 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 were invited to quote for a replacement network server, including the appropriate software, installation and configuration. All three companies 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

No.	Item	Price
1	Dell Poweredge T110 Server. Intel Xeon X33240 2.53Ghz CPU, 8GB DDR3 RAM, 2 x 250GB SATA H/DD, RAID 1 (Mirrored), DVDRW, Windows Small Business Server Standard 2011 5 CALs, Dell 3 Year Onsite Next Business Day Warranty.	£1,359.28
2	Engineer onsite to migrate data and user profiles off existing server to new server, Setup new server and reconnect existing network. £350.00 per day engineer is onsite job to roughly take between 1-2 days.	£ 350.00
<b>Estimated Total price (excluding VAT):</b>		<b>£1,709.28</b>

### Company B

No.	Item	Price
1	HP Proliant ML-330G6 Server, Quad-Core Xeon E5504 2.13GHz Processor , 12GB Memory, CD-RW/DVD ROM Drive, 2 x 250GB SATA Drives @ RAID 1 Disc Mirroring, Microsoft Small Business Server 2011 OEM with 5 client licences	£1,794.00
2	Server pre-configuration	£ 150.00
4	500GB External Buffalo Hard Drives (Qty. 3)	£ 150.00
5	<b>Additional Security Software/Services</b> NOD32 Smart Security 6-User Licence 2-Year Cover	£ 266.00
6	<b>Replacement Router</b> Draytek 2820 ADSL Router	£ 140.00
7	<b>Replacement Switch/UPS</b> Hewlett Packard 1910G 16-port Gigabit Switch	£ 215.00
8	<b>Server/Network Installation and Configuration</b> Installation will include: <ul style="list-style-type: none"><li>▪ Pre installation consultancy</li><li>▪ Server installation and associated hardware configuration</li><li>▪ Data transfer</li><li>▪ AV Installation</li><li>▪ Back-up configuration/reporting &amp; Training</li><li>▪ Approximate time to complete (3-days) - fixed cost</li></ul>	£1,800.00
<b>Total project value (excluding VAT)</b>		<b>£4,515.00</b>

**Company C**

No.	Item	Price
1	Intel S3420 Server board, Intel Xeon 3430 Quad Core Processor, Intel SC5650UP Chassis, MS Mouse and Keyboard Business Hardware Pack, RAID 1 – 2 x Western Digital Raptor 450GB SATA, 16GB RAM, OEM MS SBS 2011 Standard – 5 CALs, LG 22x DVD Rewriter Black SATA  36 months onsite Parts and Labour Warranty Lifetime Telephone Support (Hardware)	£1,895.00
2	Installation and Configuration	£1,265.00
<b>Total (excluding VAT)</b>		<b>£3,160.00</b>

The Town Clerk 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.

It is 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 are utilised correctly and taken away from the office on a daily basis, it also removes the potential for human error. A local company has been invited to assess the Council's needs and to provide a quotation for providing a remote back-up facility.

The purchase of a replacement Network Server was 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 covers the above expenditure.

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

**13. 2010/11 EXTERNAL AUDIT**

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

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

**14. SCHEDULE OF PAYMENTS MADE BETWEEN 24 JULY AND 09 SEPTEMBER 2011 INCLUSIVE (YELLOW ENCLOSURE)****15. 2011/12 BUDGET: ACTUAL TO END AUGUST 2011 (GREEN ENCLOSURE)****16. 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.

## **17. CONFIDENTIAL MINUTES: TOWN COUNCIL**

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 28 July 2011 (Minute Nos. 56 - 57) (**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.*
- 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 28 JULY 2011 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Campbell (in the Chair)

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

**In attendance**

Mrs M Danby, Town Clerk

Councillor Wilcox, Leader of Lichfield District Council

1 Member of the Press

**PUBLIC FORUM**

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

Councillor Campbell took the opportunity to advise Members that the Town Clerk would prepare an information leaflet for the public advising them how they might participate in meetings; this leaflet would also be of benefit to Members. He also advised that the Town Clerk was considering the inclusion of a statement giving this information to be inserted at the end of Agendas for Town Council and Planning Applications Committee meetings.

**PRAYERS**

Prayers were said by Councillor Walker MBE.

**44. APOLOGIES FOR ABSENCE**

Councillors Brown, Drinkwater and Mrs Tranter.

**45. DECLARATIONS OF INTEREST**

None declared.

**46. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 30 June 2011 (Minute Nos. 28-43) be approved and noted.

**47. CHAIRMAN'S ANNOUNCEMENTS**

Councillor Campbell said that had the Chairman, Councillor Drinkwater been at the meeting he felt sure that he would have given his thanks to everyone involved, especially the Town Clerk and her staff, in making the recent Burntwood Wakes Festival such a success.

**48. PLANNING APPLICATIONS COMMITTEE**

**RESOLVED** That the Minutes of Meetings of the Planning Applications Committee held on 30 June 2011 (Minute Nos. 11 – 15) and 20 July 2011 (Minute Nos. 16 – 20) be received and where necessary approved and adopted.

#### **49. PERSONNEL COMMITTEE**

**RESOLVED** That the Minutes of the Meeting of the Personnel Committee held on 12 July 2011 (Minute Nos. 1 – 4) be received and where necessary approved and adopted.

#### **50. BURNTWOOD WAKES COMMITTEE**

**50.1 RESOLVED** That the Minutes of the Meeting of the Burntwood Wakes Committee held on 14 July 2011 (Minute Nos. 6 – 9) be received and where necessary approved and adopted.

**50.2** The Committee Chairman, Councillor Taylor gave a brief report on the recent Burntwood Wakes Festival. He gave thanks to the Town Clerk and Brian Cooper for all their hard work, both in the lead up to the Festival and over the weekend.

The Wakes Unsigned event had been well organised and he thanked Neon Sound Studios for their hard work. The event had seen c1,000 people attend during the course of the evening. One young person had to be ejected during the evening but this incident had been well handled by the security staff and the Police.

The Family Fun Day had been attended by some 5,000 – 7,000 people and saw a wide variety of attractions and activities provided for all ages. The evening Festival Proms concert had been attended by some 3,000 people and the firework finale was brilliant. He said that the Festival had been a great occasion accompanied by great weather.

Members concurred with Councillor Taylor in that the Festival had been well organised by the Town Clerk and her staff, had been well attended and the questionnaire responses had been very positive, the firework finale had been excellent and aptly concluded the Festival and they were looking forward to the 2012 Festival.

Councillor Isaacs said that the Festival had lifted the Town Council's profile locally and further afield and had been well reported in the local media. He thanked the Town Clerk and her staff for all their hard work and the Town Clerk's family for their involvement and commitment in working as volunteers all day on the Saturday.

Councillor Wilcox said that there was a need to ensure that the annual Festival continues and flourishes in the future.

#### **51. MEMBERS QUESTIONS**

None raised.

#### **52. BURNTWOOD IN BLOOM COMPETITION 2011**

Councillor Bradbury spoke on behalf of the Burntwood in Bloom Working Group. He advised Members that judging had taken place over three days (18-20 July) and that the Working Group had been accompanied by the Town Clerk. The Town Clerk had taken photographs of all the entries over the three days. He said that entries were slightly down on 2010 and some people said that this had been due to the weather. The Working Group had been disappointed that more schools and businesses had not entered this year. Councillor Bradbury said that they had met lots of lovely people and seen many lovely gardens and he was already looking forward to next year's competition.

The Town Clerk advised Members that the Burntwood in Bloom Presentation Evening would take place on Thursday 08 September 2011 at Burntwood Library. Invitations would be sent to all entrants and Members in the near future.

The Town Clerk confirmed that a selection of photographs taken during judging would be incorporated into a 2012 Calendar which would be launched at the Presentation Evening.

**RESOLVED** That the report be received and noted.

**53. SCHEDULE OF PAYMENTS MADE BETWEEN 23 JUNE AND 23 JULY 2011 INCLUSIVE**

**RESOLVED** That the Schedule of Payments totalling £23,174.03 made during the period 23 June – 23 July 2011 be received and noted.

**54. 2011/12 BUDGET: ACTUAL TO END JUNE 2011**

**RESOLVED** That the report be received and noted.

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

**RESOLVED** That under the Public Bodies (Admission to Meetings) 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.

***(SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION)***

**56. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE**

Resolved as set out in the Confidential Minutes.

**57. BURNTWOOD COMMUNITY DEVELOPMENT WORKER**

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 7.45 p.m.)

Signed .....

Date .....

**NOTES OF AN INFORMAL MEETING OF BURNTWOOD TOWN COUNCIL  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON MONDAY 22 AUGUST 2011 COMMENICNG AT 7.00 P.M.**

**PRESENT**

Councillor Drinkwater (in the Chair)

Councillors Mrs Brettell, Brown, Constable, Mrs Evans, Mrs Fisher, Heath, Humphreys, Isaacs, James, Norman, Mrs Stokes, Taylor, Willis-Croft and Mrs Woodward

**In attendance**

J Barlow, Assistant Director of Primary Care, South Staffs NHS PCT  
Mrs M Danby, Town Clerk

Councillor Drinkwater welcomed Mr Barlow and invited him to address Members.

**PROPOSED NEW HEALTH DEVELOPMENT IN BURNTWOOD**

Mr Barlow gave a brief overview on the 2009 public consultation and that the PCT had recently lodged a Planning Application for a permanent health facility on the Burntwood Leisure Centre campus.

The new facility will accommodate five GP Practices and the Burntwood Health and Well Being Centre and community nursing services. There is a 13 week consultation period for the planning application and it was hoped that the application would be determined at the November 2011 District Council Planning Committee meeting. Provided permission is granted a Tender Specification will need to be produced. They are looking to go to the PCT Trust Board in December 2011 for permission to go out to tender for a developer. The tender process will take 7-9 months to complete and to possibly appointing the developer around August 2012.

Government permission (Strategic Health Authority) has to be sought on the business case and this is being worked on now. All the contracts and leases will have to be completed and signed which will take another 3 months which will see the development commence in autumn 2012. The development will take up to 12 months to complete which should see the Centre opening in autumn 2013.

The PCT are negotiating with a major pharmacy to take space in the Centre.

Mr Barlow then responded to Members questions and queries:

**Q** Will there be a public exhibition on the proposal?

**A** There is to be ongoing dialogue with the Burntwood community.

Sport England is a statutory consultee and they feel that there will not be a loss of facilities locally due to the proposed development. LDC has identified a site on Church Street, Chasetown for recreational use and this dealt with Sport England's concerns.

**Q** Will the Salters Meadow site be retained as it is a long walk to the new Leisure Centre site?

**A** No. The current facility is overcrowded and not fit for purpose. All the five GP practices moving into the new Centre will see the existing practices closed.

**Q** Concern express on people having difficulty in accessing the new Centre.

**A** Schemes exist to transport people for medical appointments via the CVS and the Burntwood Live at Home Scheme and the PCT's understanding is that these will be in place in the future.

**Q** Design: The top floor was originally intended to be open to the public but this appears not to be the case now. Is there enough room for all the providers in the proposed building with suitable storage, etc?

- A** The schedule of accommodation has been agreed by all providers and they are comfortable with what is being provided in the new Centre. The Centre includes space for more services, additional GPs and nursing staff. There is sufficient storage space provided on the top floor. Community nursing team will also “hot desk” as they do not all need to be accommodated at the same time.
- Q** What is the status of the existing GP premises? We need to ensure that the medical facilities in the town are future proofed. Disappointed to hear that Salters Meadow will be closed – could be possibly used for other community uses.
- A** There is nothing to stop anyone from purchasing the Salters Meadow premises so that it could be used for other purposes. The new Centre will be the largest facility of its type in South Staffordshire.
- Q** The County Council recently undertook a Community Transport Strategy consultation which the Town Council had been unaware of and people could have made comments on the need for services to be provided to access the new Centre. Community Transport will be crucial to people accessing the Centre.
- A** Mr Barlow was also unaware of the consultation having taken place.
- Q** Will the new Centre be overloaded from the GP practices?
- A** The GP practices have catchment areas which will be in place for a long while yet. They are taking their existing patient lists with them to the new Centre.
- Q** How green will be new Centre be, i.e. rainwater harvesting, photo voltaic panels, ground heat source pump, etc? Will consulting rooms be sound proofed?
- A** The new Centre will have to meet all of these requirements.
- Q** Is it possible for some information on the demographic of people who would be adversely affected by the new Centre (particularly Boney Hay) to be provided?
- A** A scatter map giving this information will be provided to all Boney Hay Ward Members.
- Q** Is it possible for the site of the temporary Health & Well Being Centre to be used for a 5-a-side pitch?
- A** This is not possible as it will be used for additional parking spaces.
- Q** The accesses to the site are not currently disabled friendly – will this be looked at?
- A** The land is owned by the District Council and it is that Authority’s responsibility to look into this.
- Q** Concern express that there will not be adequate parking, especially at Leisure Centre peak times.
- A** The Planning Application includes traffic assessment (graphs, etc) showing parking peaks and these demonstrate that there should never be an occasion when all the parking spaces are occupied.

## **GREENWOOD HOUSE**

Mr Barlow explained the situation with regard to Greenwood House which has resulted in only the two GP practices being interested in relocating to these premises. The PCT agreed in October 2010 not to proceed with Greenwood House and that the Burntwood Health Centre would be extended. The County Council had now said that they would now take the lead in seeing Greenwood House being utilised for the GP practices. The PCT remain committed to making essential repairs to the Burntwood Health Centre, i.e. replacement boiler.

The PCT had welcomed the County Council’s decision to lead the development subject of Heads of Terms being agreed. The two GP practice remain committed to entering the site. Draft Heads of Terms had been issued – the pace/timescale will be led by the County Council (Phil Brenner is leading the project for SCC).

- Q** Extra care housing on part of the Greenwood House site would be welcome.
- Q** Concern expressed that refurbishment works to the existing Burntwood Health Centre will stop the Greenwood House project going ahead.
- A** Short-term works only are being undertaken until Greenwood House work takes place. The long-term refurbishment works will not proceed – essential repairs only are being done (boiler, drains, etc) which means that the Centre will continue until Greenwood House is open.

### **BURNTWOOD HEALTH AND WELL BEING CENTRE**

Mr Barlow said that the Centre had a 5 year contract running from 31 March 2009. The current patient list size was c2100. It is open 8am – 8pm, 365 days a year. Now sees “unregistered” patients and not operating as a “walk in” facility. At the end of the contract the “unregistered” patients’ part will be decided by the Clinical Commissioning Group, the “registered” patients’ part will remain with the PCT.

In closing the meeting Councillor Drinkwater thanked Mr Barlow for attending the meeting.

(The Meeting closed at 8.50 p.m.)

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE  
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 18 AUGUST 2011 COMMENCING AT 7.00 P.M.**

**PRESENT**

Councillor Mrs Evans (in the Chair)

Councillors Mrs Banevicius, Bradbury, Brown, Drinkwater, Mrs Fisher, Humphreys, Isaacs, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

**In attendance**

Mrs M Danby, Town Clerk

**21. APOLOGIES FOR ABSENCE**

Councillors Mrs Brettell, Campbell, Constable, Heath, James, Walker MBE and Willis-Croft.

**22. 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.

**23. MINUTES**

**RESOLVED** That the Minutes of the Planning Applications Committee Meeting held on 20 July 2011 (Minute Nos. 16 - 20) be approved and adopted.

**24. PLANNING APPLICATIONS**

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

- |     |                  |           |  |  |
|-----|------------------|-----------|--|--|
| (a) | L.11/08/897<br>W | Chasetown | Severn Trent Water Ltd<br>Land to the south of<br>Milestone Way, north of<br>Chase Vale, Chasetown | The proposal consists of: <ul style="list-style-type: none"><li>▪ A new lay-by off Milestone Way</li><li>▪ A new kiosk measuring 3.5 metres long x 0.75 metres deep x 2.4 metres high</li><li>▪ A valve chamber</li><li>▪ Inlet Manhole</li><li>▪ Bauer Coupling</li><li>▪ Swanneck Ventilator</li><li>▪ Detention Tank</li><li>▪ Existing Drawpit to be incorporated into realigned pedestrian footpath</li></ul> |
|-----|------------------|-----------|--|--|

(Only the kiosk, bauer coupling and swanneck ventilator will be above ground.)

Comment: The lay by should not become an extra parking space as this would cause traffic problems.

- (b) 11/00832/FUL Highfield Firstpost Homes Limited Land at Rake Hill Burntwood Erection of 2 no. five bedroom dwellings with detached garages and associated works

Recommend refusal for the reasons previously stated by the Local Planning Authority (Application No. 10/00670/FUL refers) and the views outlined by the Planning Inspectorate in the Appeal dismissal with regard to that application (APP/K3415/A/10/2140296 refers).

## **25. ENFORCEMENT ISSUES**

### **25.1 Acorn Garage, Queen Street, Chasetown** (Minute 20.2 refers)

Members reported that the District Council had contacted the landowner and the site had been tidied up.

**AGREED** That the information be received and noted.

### **25.2 78 Princess Street, Chase Terrace**

Members reported that although the Planning Application (No. 11/00614/FUL) had been withdrawn, enforcement action was required with regard to people leaving the property at 3 am/4 am and disturbing neighbours.

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

### **25.3 Parking Issues**

Members reported on continuing parking issues in Princess Street, Park Road and Chase Terrace Park.

**AGREED** That the appropriate District Council Officer be requested to call a meeting of the Parking Board to discuss these issues.

### **25.4 Domino's Pizzas, High Street, Chasetown**

Members reported:

- a) Deliveries to the premises were happening early in the morning creating a noise nuisance to residents in the vicinity and the HGV vehicle blocked the road resulting in access/egress issues for road users.
- b) The HGV vehicle causing havoc on leaving the premises and they have difficulty in turning right on leaving the High Street onto Bridge Cross Road, sometimes mounting the kerb causing potential danger to pedestrians.

**AGREED** That the above issues be reported to the District Council and Staffordshire Highways.

### **25.5 Loose Dogs, Chase Terrace Park**

Members reported loose dogs in the Chase Terrace Park were a problem for users of the park.

**AGREED** action should be taken by the District Council's Dog Wardens.

**25.6 23 Emmanuel Road, Burntwood**

Members reported that the front garden of this property was very unsightly and unkempt and was making the whole area appear run-down.

**AGREED** That the District Council be requested to take appropriate action to see the garden tidied up.

**25.7 75 New Road, Burntwood**

Members reported that a rear extension currently at first floor level was being built without Planning Permission.

**AGREED** That this matter be referred to the Enforcement Officer.

(The Meeting closed at 7.18 pm)

Signed .....

Date .....

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES INDEPENDENT REVIEW  
COMMITTEE HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER  
ON THURSDAY 18 AUGUST 2011 COMMENCING AT 7.30 P.M.**

**PRESENT**

Councillors Mrs Fisher, Isaacs, Norman, Mrs Rigby and Mrs Woodward

**In attendance**

Councillors Mrs Banevicius, Bradbury, Mrs Evans and Taylor  
Mrs M Danby, Town Clerk

**1. APOLOGIES FOR ABSENCE**

Councillor Walker MBE

**2. ELECTION OF COMMITTEE CHAIRMAN**

**RESOLVED** That Councillor Norman be elected Chairman of the Burntwood Wakes Independent Review Committee for the remainder of the 2011/12 Municipal year.

**3. DECLARATIONS OF INTEREST**

None declared.

**4. COMMITTEE REMIT**

**RESOLVED** That the Committee's remit as set by the Town Council be received and noted.

**5. BURNTWOOD WAKES FESTIVAL 2011**

**5.1 QUESTIONNAIRE**

Members received a spreadsheet detailing responses and suggestions put by 138 people at the Family Fun Day.

**RECOMMENDATIONS That the Burntwood Wakes Committee:**

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

## **5.2 Comments from a Church Street, Chasetown Resident**

Members considered comments made by a Church Street, Chasetown resident. It was agreed that where relevant these should be referred to the Police for comment.

## **5.3 Town Clerk's Report**

Members received the Town Clerk's report on the Festival. The report included a table setting out issues that had arisen this year, how these had been resolved and recommendations to alleviate/eliminate these issues arising in the future.

### **RECOMMENDATIONS That:**

- a) The Town Council is strongly recommended to 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.
- b) The Town Council do 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.
- c) 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.

## **6. 2012 and beyond**

### **RECOMMENDATIONS That:**

- a) 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.
- b) The Town Council continues 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.
- c) The barriers installed in front of the Sponsors Hospitality marquee be replaced with a simple staked rope/tape system in 2012 and future years.
- d) All guests in the Sponsors Hospitality marquee should be required to buy Hospitality Tickets at the 2012 Festival.
- e) 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).
- f) 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).
- g) 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.

- h) 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.
- i) 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 re hire of the marquee, provision of sound, lighting, etc being negotiated and agreed.
- j) 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.

(The Meeting closed at 8.45 p.m.)

## **CHRISTMAS TREES/LIGHTS 2011**

As Members will be aware, a sum of £4,000 has been allocated within the 2011/12 budget for the Christmas Trees/Lights scheme.

In 2010/11 six local churches (Beacon Community Church, Chase Terrace Methodist Church, Chasetown Methodist Church, Emmanuel New Life Centre, St Anne's Church and St John's Community Church) accepted the Town Council's offer of financial assistance to provide Christmas trees and lighting. The cost of the Christmas trees and lights amounted to £872.68.

The Town Council also paid for the purchase and erection of the Christmas tree for the Rotary Club of Burntwood's "Tree of Light" on Swan Island. The tree was erected by Lichfield District Council.

The Town Council purchased three Christmas trees which were erected by Lichfield District Council in High Street (Chasetown), outside Burntwood Library and at the junction of Bells Lane/Longfellow Road. Additional security fencing was erected at these sites to alleviate vandalism.

The cost of purchase, erection and removal of the trees at High Street (Chasetown), outside Burntwood Library, at the junction of Bells Lane/Longfellow Road and on Swan Island was £1,550.

The cost of installation and removal of the lights at High Street (Chasetown), outside Burntwood Library and at the junction of Bells Lane/Longfellow Road (including the replacement of broken bulbs) by the Town Council's contractor amounted to £1,199. Electricity was charged at £526.56.

The Town Council has been contacted by the Rotary Club of Burntwood requesting continued sponsorship for the "Tree of Light" this year.

### **Recommendations:**

1. 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.
2. 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.
3. 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.