

Our Ref: MD

18 January 2012

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 26 January 2012 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).

OLYMPIC TORCH RELAY

Paul Watson (General Manager/Sports Development Manager, Burntwood Leisure Centre) and Neil Turner (LDC Director of Leisure, Parks and Play) have requested an opportunity to address the Town Council on events celebrating the Olympic Torch relay passing through Lichfield City on Saturday 30 June 2012 and to explore how Burntwood might get involved in some way.

The District Council has set up a Steering Group made up of an array of officers with various skills ranging from Insurance through to Health and Safety, etc. Neil Turner is the Project Director and Paul Watson has been appointed as the Project Manager and will be responsible for overseeing a plethora of staged activities that will take place in the city after the torch has passed. The festivities include events such as:

- The National Memorial Arboretum is making plans for its own event.
- Prior to the arrival of the Torch in the City, the Lichfield On-Line Austin Seven Club will drive a convoy of Austin Sevens, dating from 1922, through the City and into Beacon Park.
- Fradley and Streethay will be hosting a Family Fun Day on the recreational ground in Streethay.
- There will be a variety of culture and arts activities taking place in Market Square.
- There will be debates taking place at Speakers Corner.
- The National Town Crier Competition will also be taking place at Speakers Corner.

- There will be floating Art Displays on Minster Pool, one in the day which will be created by the students of South Staffordshire College, and one early evening that will be illuminated by candles.
- Fuse will facilitate a Circus Skills Workshop along Minster Pool.
- There will be an Aquathlon taking place in Stowe Pool and Stowe Fields.
- There will be a junior sailing regatta taking place on Stowe Pool and a climbing wall will be available on Stowe Fields for anyone who wants to try their hand at climbing.
- There will be junior athletics followed by the Cathedral Dash at noon, and afterwards the School's Speakers Day will take place in the Cathedral.
- Beacon Park will host Cars in the Park, Community Games and an Art display of flags from all nationalities in the Museum Gardens.
- Wigginton and Hopwas will be hosting a Family Fun Day in Hopwas.

Messrs Turner and Watson are very keen to ensure that the whole of the District gets involved with the festivities in one way or another, especially Schools, Colleges, Cubs, Scouts etc, and have begun meeting with Parish Councils that form the torch route such as Fradley and Streethay, to engage and inform them of the planned proposals.

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 10 November 2011 (Minute Nos. 73 - 89) (**WHITE ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. PLANNING APPLICATIONS COMMITTEE

Chairman of the Planning Applications Committee to move that the proceedings of the meetings held on 10 November 2011 (Minute Nos. 46 - 50); 30 November 2011 (Minute No. 51), 22 December 2011 (Minute Nos. 52 – 57) and 12 January 2012 (Minute Nos. 58 - 63) be received and where necessary approved and adopted (**CREAM ENCLOSURE**).

6. JACKS WOOD, CHASETOWN – S.106 PROJECT (Minute No. 84 refers)

To receive the Notes of a Meeting held on 02 December 2011 between Members and LDC's Leisure Projects Officer with regard to a proposed project to improve the entrance to Jacks Wood using S.106 funds (**BLUE ENCLOSURE**).

7. BURIAL GROUNDS SUB-COMMITTEE

Chairman of the Burial Grounds Sub-Committee to move that the proceedings of the meetings held on 05 January 2012 (Minute Nos. 10 - 18) be received and where necessary approved and adopted (**GREEN ENCLOSURE**).

8. BEST VALUE COMMITTEE

Chairman of the Best Value Committee to move that the proceedings of the meeting held on 05 January 2012 (Note Nos. 10 - 15) be received and where necessary approved and adopted (**SALMON ENCLOSURE**).

9. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 16 January 2012 (Minute Nos. 12 - 16) be received and where necessary approved and adopted (**GREY ENCLOSURE**).

10. BURNTWOOD TOWN STRATEGY WORKING GROUPS

To receive the Notes of the Meeting held on 12 January 2012 (**LILAC ENCLOSURE**)

11. MEMBERS QUESTIONS under Standing Order 9

12. LOCALISM ACT 2011

The Localism Bill received Royal Assent on 15 November 2011 and is now known as the Localism Act 2011. The National Association of Local Councils (NALC) produced a short Briefing Paper (**GOLD ENCLOSURE**) and the Department for Communities and Local Government (DCLG) published "A Plain English Guide to the Localism Act" (**WHITE ENCLOSURE**).

The Act increases the powers of local councils and local groups. A key power is the "general power of competence" which will apply to "eligible" town and parish councils and give them power to do anything which is not specifically prohibited by law (local councils currently can only lawfully undertake activities for which they have specific legal powers granted to them). The definition of what will constitute an "eligible council" is likely to be defined by a Statutory Instrument some time during 2012.

Members are requested to receive and note the report.

13. JOINT LOCAL GOVERNMENT ASSOCIATION (LGA) AND NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC) SUMMIT: STRICTLY LOCALISM

BIRMINGHAM – 22 MARCH 2012

The joint LGA and NALC Summit will explore the new challenges and opportunities arising from the Localism Act, Open Public Services White Paper and other national regulation such as the National Planning Policy Framework and new powers enabling local councils to deliver more for their communities.

The Summit will enable councillors from all tiers of local government the opportunity to meet and discuss how recent changes will affect their relationship and working practices. Delegates will hear from a range of speakers who are demonstrating innovative ways of working, including the flagship neighbourhood budgets pilots.

The event will run from 9.45 am – 4.00 pm. The fee is £40 per delegate (plus VAT) plus travel expenses.

Does the Town Council wish to send a representative to the above event?

14. CONSULTATION REGARDING PROPOSED RENAMING OF A STREET UNDER PUBLIC HEALTH ACT 1925 AT POOL ROAD, BROWNHILLS (CHASEWATER) (CREAM ENCLOSURE)

15. HM QUEEN ELIZABETH DIAMOND JUBILEE 2012

Members are requested to consider whether arrangements should be put into place for an event to celebrate HM Queen Elizabeth's Diamond Jubilee and, if in the affirmative, whether a small Committee should be formed to report back to the March 2012 Town Council meeting on proposals that could be progressed.

16. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION

The Town Council was awarded Quality Town Council status in June 2008 – such status being valid for four years at which time an application for re-accreditation must be submitted together with the appropriate evidence.

The re-accreditation criterion which must be met has been expanded and the Town Council must now provide proof that it has adopted and implemented the following documents:

16.1 Local Code of Conduct

The Town Council is requested to confirm its adoption of the Local Code of Conduct including para. 12(2) as part of the evidence requirement for Quality Council status re-accreditation.

The Town Council adopted the Local Code of Conduct on 17 May 2007 and at that time agreed not to adopt para. 12(2), the text of which reads:

"(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise."

The Best Value Committee **RECOMMENDED** at a recent meeting (see Best Value Committee Minute No. 15.1) that the Town Council adopt para. 12(2) subject to an explanatory paragraph being inserted in the document.

The revised Local Code of Conduct is attached (**BLUE ENCLOSURE**) and the Town Council is requested to formally adopt the document with effect from the date of the meeting.

16.2 Training and Development Policy

The Best Value Committee has **RECOMMENDED** (see Best Value Committee Minute No. 15.2) that the Town Council adopt and implement the Training and Development Policy (**GREEN ENCLOSURE**).

16.3 Community Engagement Strategy

The Best Value Committee has **RECOMMENDED** (see Best Value Committee Minute 15.3) that the Town Council adopt and implement the Community Engagement Strategy (**SALMON ENCLOSURE**).

17. SCHEDULE OF PAYMENTS MADE BETWEEN 01 DECEMBER 2011 AND 16 JANUARY 2012 INCLUSIVE (GREY ENCLOSURE)

18. PROPOSED 2012/13 BUDGET, INCLUDING 2011/12 YEAR END FORECAST (LILAC ENCLOSURE – TO FOLLOW)

Members are **RECOMMENDED** to:

- Receive and approve the proposed 2012/13 Budget.
- Receive and note the reports on (i) Comments on differences from the original 2011/12 Budget and (ii) Comments on the proposed 2012/13 Budget.

19. 2012/13 PRECEPT ON LICHFIELD DISTRICT COUNCIL

Members are **RECOMMENDED** to resolve:

That Burntwood Town Council serve a 2012/13 Precept Demand upon Lichfield District Council in the amount of £256,142.

20. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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

20. CONFIDENTIAL MINUTES: TOWN COUNCIL

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 10 November 2011 (Minute Nos. 90 - 91) (**PINK ENCLOSURE**).

21. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the confidential proceedings of the meeting held on 16 January 2012 (Minute Nos. 17 - 18) be received and where necessary approved and adopted (**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 10 NOVEMBER 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, Isaacs, James, Mosson, Norman, Mrs Rigby, Mrs Stokes, Taylor, Mrs Tranter (from 7.30 pm), Walker MBE, Willis-Croft and Mrs Woodward

In attendance

Mrs M Danby, Town Clerk

Mrs A Houlston, Administrative Assistant

PUBLIC FORUM

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

PRAYERS

Prayers were said by Councillor Walker MBE.

73. APOLOGIES FOR ABSENCE

Councillor Humphreys.

74. DECLARATIONS OF INTEREST

None declared.

75. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 15 September 2011 (Minute Nos. 58 - 72) be approved and noted.

76. CHAIRMAN'S ANNOUNCEMENTS

- Councillor Drinkwater said that the Royal British Legion 90th Anniversary event at Chase Terrace Technology College had been a very successful morning with eight local schools represented. It was hoped that this would become a regular event in the town's diary.
- Councillor Drinkwater asked the Council to stand for a two minutes silence in recognition of Remembrance Day.
- Councillor Drinkwater reminded the Council that wreaths would be laid by nominated elected Members at the three Remembrance Parades and Services in the town on Sunday 13 November and he gave details of those events.
- Councillor Drinkwater reminded the Council that the Chairman's Coffee Morning (in partnership with the Burntwood Breast Support Group) and he thanked those who had made donations for the event.

- Councillor Drinkwater read a card from Councillor Heath thanking the Council for the flowers that had been sent to mark Councillor and Mrs Heath's Diamond Wedding Anniversary.

77. PERSONNEL COMMITTEE

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 6 – 9) be received and where necessary approved and adopted.

78. PLANNING APPLICATIONS COMMITTEE

RESOLVED That the Minutes of the Meetings of the Planning Applications Committee 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.

7. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meetings of the Burntwood Wakes Committee 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.

AGREED That the Chairman of the Burntwood Wakes Committee would arrange to meet with the young people who were previously involved and interested in the "Wakes Unsigned" to explain why this element of the Festival would not be happening.

8. BURNTWOOD IN BLOOM WORKING GROUP

RESOLVED That the Notes of the Meeting of the Burntwood in Bloom Working Group held on 17 October 2011 (Note Nos. 1 – 3) be received and where necessary approved and adopted.

AGREED That permission be sought to display advertising banners at Swan Island, Morley Road, Sankeys Corner and Chasetown High Street for the 2012 competition.

9. GRANT AID COMMITTEE

RESOLVED That the Minutes of the Meeting of the Grant Aid Committee held on 27 October 2011 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

10. BEST VALUE COMMITTEE

RESOLVED That the Minutes of the Meeting of the Best Value Committee held on 01 November 2011 (Minute Nos. 5 – 9) be received and where necessary approved and adopted.

11. MEMBERS QUESTIONS

None raised.

12. JACKS WOOD, CHASETOWN – S.106 PROJECT

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

If the Council was able to give approval at the meeting the LDC Officer was confident that the scheme could be completed by the end of January 2012. He had 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 had been approved the LDC Officer would arrange for all the relevant s.106 documentation to be supplied to the Town Clerk for completion, LDC would then transfer the funds to the Town Council, the Town Council would then appoint the contractor – the LDC Officer would guide the Town Council through the whole process.

RESOLVED That delegated authority to given to the Chasetown Ward Councillors, the Chairman of the Council and the Leader of the Majority Group to liaise with the LDC Officer and to take the proposal forward.

13. BURNTWOOD TOWN STRATEGY WORKING GROUPS

Members were requested to consider Recommendations put by the Best Value Committee at its meeting on 01 November 2011 with a view to enabling the first tranche of Working Groups to start work on their respective Action Areas.

RESOLVED THAT:

- 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, Lichfield District Council for the Voluntary Sector and SESCAB to ascertain what expertise they may have which would assist the Working Groups.
- Other groups in the community to be approached, i.e. schools, students and youth groups.
- Town Council representatives on Outside Bodies should take the Burntwood Town Strategy to their respective organisations for consideration and encourage them to either join an appropriate Working Group(s) or submit feedback to the Group(s)
- The Town Clerk to be the central conduit for the receipt and dissemination of information and contact details.
- 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.

86. PHOTO ID CARDS FOR MEMBERS AND OFFICERS

It had been suggested that 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 had been obtained for credit card-sized photo ID cards digitally printed in full colour supplied with magnetic fitting.

RESOLVED 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) and that the purchase be funded from the Council's Contingency Fund.

87. SCHEDULE OF PAYMENTS MADE BETWEEN 10 SEPTEMBER AND 31 OCTOBER 2011 INCLUSIVE

RESOLVED That the Schedule of Payments totalling £35,779.55 made during the period 10 September and 31 October 2011 be received and noted.

88. 2011/12 BUDGET: ACTUAL TO END AUGUST 2011

RESOLVED That the report be received and noted.

89. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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.

(SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION)

90. CONFIDENTIAL MINUTES: PERSONNEL COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 10 -11) be received and where necessary approved and adopted.

91. BURNTWOOD COMMUNITY DEVELOPMENT WORKER

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 7.55 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE HELD AT
BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 10 NOVEMBER 2011 COMMENCING AT 8.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk

46. APOLOGIES FOR ABSENCE

Councillor Humphreys.

47. 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.

48. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 27 October 2011 (Minute Nos. 38 - 45) be approved and adopted.

49. TOWN AND COUNTRY PLANNING ACT, 1990

**LAND AT: BURNTWOOD SEWAGE TREATMENT PLANT, PETERS LANE,
WOODHOUSES, BURNTWOOD
PROPOSED DEVELOPMENT: ERECTION OF A SINGLE WIND TURBINE PLUS
UNDERGROUND CABLING, ACCESS TRACK, CONTROL BUILDING, TEMPORARY
SITE COMPOUND AND ANCILLARY DEVELOPMENT
INSPECTORATE APPEAL REF. NO: APP/K3415/A/11/2162338/NWF
APPEAL STARTING DATE: 21 OCTOBER 2011
APPELLANTS NAME: SEVERN TRENT LTD**

Members were advised that the Local Planning Authority had advised that the above appeal had been lodged against refusal of planning permission. The appeal was to be decided on the basis of an informal hearing, the date of which had yet to be arranged.

(Councillor Campbell declared a personal interest in this matter.)

RESOLVED That the information be received and noted.

50. ENFORCEMENT ISSUES

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

50.1 78 Princess Street, Chase Terrace (Minute Nos. 25.2, 37.3 and 45.2 refer)

Members noted that the chalet-type building had been sold and was due to be removed from the site. Members also stated that they were aware that the business was apparently relocating to Lichfield and they sought clarification of the timescale being worked to by the business to vacate the site.

50.2 Tesco Express, Cannock Road, Chase Terrace

Members reported that there was a lot of unsightly rubbish in the Tesco Express car park and asked that the store be requested to ensure it was removed and the site kept tidy.

50.3 Illegal Banners

Members sought clarification on how long temporary advertising banners could be in situ before being taken down.

(The Meeting closed at 8.25 p.m.)

Signed

Date

PLANNING APPLICATIONS COMMITTEE

30 NOVEMBER 2011

The following comments on Planning Applications were forwarded to Lichfield District Council.

51. PLANNING APPLICATIONS

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

- (a) 11/01145/COU Chase Terrace Advance Housing Change of use of existing
60 Ironstone Road detached garage to office
Burntwood

No comment.

- (b) 11/01146/FUL Chase Terrace Mrs D Middleton Revised landscaping
4 Two Oaks Avenue scheme and new boundary
Burntwood fence

OBJECTION: The application site appears to 'land lock' a piece of land (Nos. 6 and 8 Two Oaks Avenue); out of keeping with other properties in the streetscene and the Town Council asks that the Local Planning Authority determine who owns the strip of land.

- (c) 11/01157/OUT Chasetown Lichfield District Council Erection of 2 no. detached
Land at Baker Street single storey dwellings
Burntwood (outline)

OBJECTION: Loss of green space in Baker Street; loss of amenity i.e. car park; lack of amenity i.e. parking generally in Baker Street; loss of visual amenity for residents of opposite properties.

- (d) 11/01207/CLE Highfield Mr J Nolan Certificate of Lawfulness
15 Hunslet Road (Existing): Refurbishment
Burntwood of decking

OBJECTION: On the grounds that it appears that this application has already been refused planning permission for the swimming pool, decking and fencing (application no. 11/00578/FUL) and there appears to be no difference with the decking.

- (e) 11/01209/FUL Highfield Mr S Darby Conservatory to rear
15 Trevithick Close
Burntwood

No objection.

- (f) 11/01210/FUL Chasetown Mr and Mrs R Hawksley Erection of a single
Land rear detached dwelling
20 Bridge Cross Road
Burntwood

OBJECTION: Concern expressed about access/egress as the application site is situated on the corner of a very busy roundabout.

- (g) 11/01217/FUL Summerfield Mrs M Hatton Conservatory to rear
35 Hawthorne Crescent
Burntwood

No objection.

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|-----|--------------|-----------|--|--|
| (h) | 11/01234/FUL | Chasetown | Ms D Sagar
8 Belvedere Close
Burntwood | Removal of existing
conservatory and erection
of single storey rear
extension |
|-----|--------------|-----------|--|--|

No objection provided the proposed development conforms with the Local Planning Authority's criteria on overlooking neighbouring properties and to ensure that neighbours amenities are not adversely affected, particularly No. 10 Belvedere Close.

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|-----|--------------|-----------|--|---|
| (i) | 11/01237/FUL | Highfield | Mr R Holdsworth
5 Mease Avenue
Burntwood | Single storey side extension
to providing sitting room
and bathroom |
|-----|--------------|-----------|--|---|

No objection provided the proposed development conforms with the Local Planning Authority's criteria on overlooking neighbouring properties and to ensure that neighbours amenities are not adversely affected.

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|-----|--------------|-----------|---|--|
| (j) | 11/01247/OUT | Chasetown | Mr N Williams
Mr R Jennings
Land adj 30 New Street
Chasetown | Erection of 2 no. semi
detached dormer
bungalows (outline) |
|-----|--------------|-----------|---|--|

OBJECTION on the following grounds:

- Lack of parking amenity - at present further development would further reduce the amenity.
- There is also the question of access to No. 28 New Road over the proposed building site.
- The proposed site is very close to a sharp blind bend on a road that is used as a rat-run.

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 22 DECEMBER 2011 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

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

In attendance

Ms J Minor, Administrative Assistant

One member of the public

52. APOLOGIES FOR ABSENCE

Councillors Mosson and Mrs Rigby

53. 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.

54. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 10 November 2011 (Minute Nos. 46 - 50) be approved and adopted and that the observations submitted due to cancellation of the 30 November 2011 meeting (Minute No. 51) be confirmed.

55. PLANNING APPLICATIONS

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

(a)	11/01223/FUL	Highfield	Mr and Mrs R Edgar 8 Dove Close Burntwood	Porch canopy to front and single storey rear extension and re-roofing of existing conservatory to form garden room
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No comment.

(b)	11/01229/OUT	Summerfield	Mr R Darby Land adjacent 236 Chase Road Burntwood	Erection of 3 no. dwellings and associated works (outline: layout and access)
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STRONG OBJECTION on the following grounds:

- Over-intensive use of the site.
- Loss of amenity to residents of nos. 236 and 238 Chase Road.
- Highway issues, including concerns on access and egress.

- Provision has not been made for vehicles to pass on the access road to the proposed properties.
- Bin stores are not shown on the plan.

(c) 11/01257/FUL Highfield Mr D Wall
22 Boulton Close
Burntwood Two storey side extension to
form play room and bedrooms

No objections.

(d) 11/01178/COU Chasetown Miss S Davis
60 High Street
Chasetown Addition of hairdressing salon
to the rear of the existing
premises

No objections.

(e) 11/01179/ADV Highfield Ms J Mugford
Woodland Trust
Pipe Hall Farm
St Matthews Road
Burntwood Installation of freestanding
non illuminated sign

No comment.

(f) 11/01285/COU Summerfield Mr P Fisher
Land adjacent
18 Summerfield Road
Burntwood Change of use of land to
parking area and domestic
garden

No objection in principle to the parking area on the site however if the Local Planning Authority are mindful to grant planning permission then the Town Council seek the following condition:

- That the land be left as an ornamental area/garden with no sheds or buildings.

Concern was expressed however with regard to visibility issues from the garages; access and egress.

MEMBERS REQUESTED THAT THIS APPLICATION BE DETERMINED BY COMMITTEE AND NOT BY A DELEGATED OFFICER.

(g) 11/00477/FUL Highfield J M Homes Limited
(Amended) Land adjacent
15 Rake Hill
Burntwood Erection of 4 no. dwellings
together with associated
access, car parking and
landscaping

STRONG OBJECTIONS. The proposal is completely out of character with the immediate properties on Rake Hill; will create a significant traffic hazard; large number of properties for the site.

Members agreed that they wished to see the site identified in the LDF as public open space as set out in the previous LDF and Members further agreed that this comment also be forwarded to the appropriate officer.

56. TOWN AND COUNTRY PLANNING ACT 1990

- 56.1 Appeals by Mr A Hulme
Change of Use of Land from Agricultural to Equine Use
Land at Meg Lane, Burntwood
Planning References: 10/00316/ENFCU AND 11/00496/COU
Inspectorate Appeal Ref. Nos. APP/K3415/A/11/2159504/NWF
and APP/K3415/C/11/2159506**

RESOLVED That the information be received and noted.

- 56.2 Appeal by Mr & Mrs M Jarrett
4 Church Walk, Chasetown, Burntwood
Erection of Conservatory to Rear (Retrospective)
Inspectorate Appeal Ref. No. APP/K3415/D/11/2162142**

RESOLVED That the information be received and noted.

- 56.3 Appeal by Mr R Darby
Land Adj to 236 Chase Road, Burntwood
Erection of 2 No. Dwellings and Associated Works (Outline: Layout and Access)
Inspectorate Appeal Ref. No. APP/K3415/A/11/2165199/NWF**

RESOLVED That the information be received and noted.

57. ENFORCEMENT ISSUES

- 57.1 78 Princess Street, Chase Terrace (Minute Nos. 25.2, 37.3, 45.2 and 50.1 refer)**

Strong concerns were expressed by Members that the premises were still operating as a business and Members sought further clarification on what action was currently being undertaken by the Enforcement Officer.

- 57.2 A1 Taxis, Rugeley Road, Chase Terrace**

Members reported that nine taxis were in situ at the above premises and they sought clarification from the Enforcement Officer on what conditions were attached to the planning consent regarding the number of taxis allowed at the site at any one time.

- 57.3 Illegal Banners (Minute Nos. 45.4 and 50.3 refer)**

Members sought further clarification on how long advertising banners could be in situ and how much discretion is given before being taken down as the Ironing Board Company in Morley Road; various organisations on the 'blue LCP fencing' in Milestone Way and the Rotary Club which is a charitable organisation still had banners in situ.

- 57.4 Sutton Observer**

Members reported that a large number of Sutton Observer newspapers had been dumped in bins in the Tesco car park. Members sought clarification on the identity of the local distributor was.

(The Meeting closed at 7.32 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 12 JANUARY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk

Two members of the public

PUBLIC PARTICIPATION (STANDING ORDER 1(E))

Mrs Shingler, a resident of Oak Lane spoke on her objection to Planning Application No. 11/01349/FUL on grounds of highway safety, environmental impact on a residential area and the proposed excessive hours of opening.

58. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius and Heath

59. 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.

60. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 22 December 2011 (Minute Nos. 52 - 57) be approved and adopted.

61. PLANNING APPLICATIONS

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

(a)	11/01012/FUL	Boney Hay	Mr and Mrs Mullard 183 Rugeley Road Chase Terrace	Single storey rear extension, porch and new fenestration
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No objections.

(b)	11/01302/FUL	Boney Hay	Mr D Hirst 2 Wordsworth Road Burntwood	Single storey side and rear extensions to form dining room, living room and bedrooms
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No objections subject to the Local Planning Authority satisfying itself that the proposed development does not impinge on neighbours properties and that massing does not result in a terracing effect.

- (c) 11/01306/FUL Highfield Mr P Barnard
Castle Farm
Meg Lane
Burntwood Demolition of existing stores
and gym area and erection of
a two storey extension forming
living room, study, wc,
bedroom with en-suite and
guest bedroom

No objections.

- (d) 11/01318/FUL Highfield Mr A Kirby
74 Woodhouses Road
Burntwood Replacement of existing house
with a 3 bedroom detached
dwelling (amendment to
scheme approved under
planning permission
09/00185/FUL)

No objections.

- (e) 11/01348/FUL Boney Hay Mr S Hayer
43A Bells Lane
Burntwood Internal alterations to existing
shop including new shop front,
installation of roller shutters
and creation of new entrance
for self contained flat

Objections on the following grounds:

- Excessive opening hours for a quiet residential area - residents have a right to expect a degree of peace and quiet. If the Local Planning Authority are minded to approve the application conditions are sought to see the opening hours reduced to 8 am - 8 pm Monday - Friday and 10 a.m. - 5 p.m. Saturday.
- Roller shutters would be hideous in a residential area.
- Highway safety issues:
 - i. Delivery vehicles would cause problems for other road users on the narrow Bells Lane.
 - ii. The Oak Lane/Bells Lane junction is already acknowledged by Staffordshire Highways to be a dangerous junction and increased traffic movement/parking will only add to this hazard.
 - iii. Insufficient off-road parking is identified in the application and there are access/egress issues in customers using the proposed parking area safely.

- (f) 11/01349/COU Boney Hay Mr S Hayer
43A Bells Lane
Burntwood Change of use and subdivision
of existing shop to A5 use
(take away) including new
shop fronts, installation of
roller shutters, extraction
system and creation of new
entrance for self contained flat

Objections on the following grounds:

- Excessive opening hours for a quiet residential area - residents have a right to expect a degree of peace and quiet. If the Local Planning Authority are minded to approve the application conditions are sought to see the opening hours reduced to 8 am - 8 pm Monday - Friday and 10 a.m. - 5 p.m. Saturday.

- Roller shutters would be hideous in a residential area.
- Highway safety issues:
 - i. Delivery vehicles would cause problems for other road users on the narrow Bells Lane.
 - ii. The Oak Lane/Bells Lane junction is already acknowledged by Staffordshire Highways to be a dangerous junction and increased traffic movement/parking will only add to this hazard.
 - iii. Insufficient off-road parking is identified in the application and there are access/egress issues in customers using the proposed parking area safely.
- Noise and odour emissions from the takeaway would be unacceptable in a residential area.
- If the Local Planning Authority is minded to approve the application conditions are sought to ensure that a delivery service cannot operate from the takeaway.
- Potential litter and anti social behaviour would be unacceptable in a quiet residential area.

(g) 11/01361/FUL Highfield Mr D Mason Conservatory to rear
1 Squires Gate
Burntwood

No objections.

62. TOWN AND COUNTRY PLANNING ACT 1990 (AS AMENDED)

62.1 Appeal by Firstpost Homes Limited Proposed Development: Erection of 2 Five Bedroom Dwellings and Detached Garages and Associated Works Land at Rake Hill, Burntwood Planning Reference: 11/00832/FUL Inspectorate Appeal Ref. No. APP/K3415/A/11/2166004/NWF

Lichfield District Council had advised that an Inspector had been appointed by the Secretary of State under paragraph 1(i) of Schedule 6 of the Town and Country Planning Act 1990 to determine the above appeal.

The appeal will be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

RESOLVED That the information be received and noted.

63. ENFORCEMENT ISSUES

63.1 Spencer Drive, Chase Terrace - Double Yellow Lines

Members reported that there was concern that the yellow lines in Spencer Drive extended for 10m, not the 20m originally sought by the Town Council. The amendment had been acceded to by Staffordshire Highways following an objection lodged by an affected party.

Members also noted that taxis could be seen parking on the double yellow lines and queried how this would be policed and the restrictions enforced.

RESOLVED That Staffordshire Highways be requested to re-examine the parking issues in Spencer Drive with a view to extending the double yellow lines to 20m in length, as originally requested; and that the Lichfield District Parking Board be requested that the issue of enforcing the parking restrictions be investigated.

63.2 Scholars Gate, Burntwood

Members reported a long-standing problem with tree roots lifting the pathway and tree roots threatening properties. The LDC Arboricultural Officer had originally agreed that the tree should be removed but some residents had objected and the tree remained in situ. Other residents are again expressing their concerns and requesting that the tree be removed.

RESOLVED That the LDC Arboricultural Officer be requested to re-investigate with a view to resolving this issue.

(The Meeting closed at 7.50 p.m.)

Signed

Date

**NOTES OF A MEETING HELD ON FRIDAY 02 DECEMBER 2011
AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
COMMENCING AT 5.00 PM**

Present:

Councillors Isaacs (Chair), Drinkwater, Willis-Croft, Taylor, Campbell (Secretary)
Mr Spencer Duval (LDC)

**USE OF SECTION 106 MONIES FOR ENVIRONMENTAL IMPROVEMENTS AT JACK'S WOOD,
CHASETOWN**

Councillor Drinkwater welcomed Spencer Duval to the meeting which had been convened following a review of best use of Section 106 monies designated for environmental improvements at Jack's Wood, Chasetown.

Mr Duval circulated a sketch drawing of proposed improvements to the entrance to Jack's Wood. A variety of options were discussed, all of which focussed upon how best to utilise the available "one-off" Section 106 monies available from Lichfield District Council.

The proposal outlined by Mr Duval and involving signage to the entrance, hard standing to a contoured footpath, low level shrub planting and repair to fencing (subject to verification of ownership) was endorsed.

Members present emphasised the importance of consultation with occupants of properties adjoining the entrance, the opportunities that might be realised for establishing a "Friends of Jack's Wood" organisation involving staff and children at the nearby Chasetown Community School and the importance of achieving the right balance in the choice of materials for improvements between low level maintenance, long life and environmental friendliness.

IT WAS AGREED that Spencer Duval proceed with obtaining quotations for the proposed work and that he obtain a final confirmation of the available budget. The schedule of proposed work would be completed and made available to the Clerk to the Town Council so that local Councillors were able to confirm agreement and commence consultations with occupants of properties adjacent to the entrance.

Spencer Duval kindly confirmed that he would be able to project manage the work once BTC agreed the final plans.

A further meeting would be convened to review progress early in the New Year.

**MINUTES OF A MEETING OF THE BURIAL GROUNDS SUB-COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 05 JANUARY 2012 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Isaacs (in the Chair)
Councillors Mrs Brettell, Mrs Rigby and Walker MBE

In attendance:

Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

10. APOLOGIES

Councillor Bradbury

11. DECLARATIONS OF INTEREST

None declared.

12. MINUTES

AGREED That the Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 1 - 5) be approved.

13. BURNTWOOD CEMETERY/COULTER LANE BURIAL GROUND

AGREED That:

- The Senior Administrative Assistant's report be received and noted.
- The Senior Administrative Assistant was requested to provide a report to the next Sub-Committee meeting on a plan to see the trees in the Cemetery, particularly the largest one, managed in the long term.
- The grave digging duties be split between the two contractors, as suggested by the Administrative Assistant.
- The timetable to be adhered to by memorial masons in applying for and fixing of memorials be agreed as follows:

The Council is to be given five clear working days from the receipt by post of an application, to approve it and then reply to the mason. Only after this approval has been issued can the mason apply to install the memorial giving the required three clear working days notice. The agreed date and time of installation will be notified in writing to the mason.

- Letters be sent to Deed holders to remind them to abide by the Rules and Regulations with regard to the installation of additional plant pots, solar lights and wind chimes which are not permitted.
- Two further quotations be sought for works on the cladding of the main pillar of the new boundary fence on Coulter Lane, such works to include removal of the old cladding,

raking out the perished mortar and replacement of the mortar and cladding. The quotations are to be put to the next meeting of the Sub-Committee for consideration.

- Further advice to be sought from Staffordshire Ecological Services on the badger which is still in residence at the Coulter Lane site, such report to be put to the next meeting of the Sub-Committee.
- The adjacent resident's wall will not be painted green as requested by the adjacent resident as the Town Council had already more than fulfilled its obligations with regard to reinstating the boundary between the Coulter Lane Burial Ground and the property in Coulter Lane.
- Plinth Markers be investigated for use in Burntwood Cemetery and a formal proposal be put to the next meeting of the Sub-Committee to see these installed in the future.
- Temporary grave markers be investigated with a view to a standard specification being agreed and included in the revised Burntwood Cemetery Rules and Regulations – report to be submitted to the next meeting of the Sub-Committee.

14. BURNTWOOD CEMETERY: RULES AND REGULATIONS – PROPOSED REVISION

The Senior Administrative Assistant presented Members with copies of the existing Rules and Regulations and the Proposed Revision. He asked that Members take these documents away for perusal and that they submit any comments/revisions to him by 06 February 2012 to enable the final draft to be compiled for consideration at the next meeting of the Sub-Committee.

15. BURNTWOOD CEMETERY: DRAFT FEES AND CHARGES FOR THE 2012/13 FINANCIAL YEAR

Members **AGREED** that the following recommendation be put to the Town Council for approval at its January 2012 meeting:

RECOMMENDATION That the fees and charges for Burntwood Cemetery remain unchanged for the 2012/13 and 2013/14 financial years and that this matter be reviewed in two years time.

16. BURNTWOOD CEMETERY: MEMORIAL AREA (PROPOSED)

AGREED That the Senior Administrative Assistant investigate the possibility of including a memorial area where the scattering of ashes might be permitted and plaques installed by those whose loved ones are not buried in the cemetery and compiling draft Rules and Regulations for this area (such Rules and Regulations to be independent of the rest of the cemetery).

17. EXCLUSION OF THE PRESS AND PUBLIC

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

18. MINUTES

AGREED That the Confidential Minutes of a Meeting of the Burial Grounds Sub-Committee held on 22 June 2011 (Minute Nos. 6 - 9) be approved.

(The Meeting closed at 7.55 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BEST VALUE COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 05 JANUARY 2012 COMMENCING AT 8.00 P.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

10. APOLOGIES FOR ABSENCE

None – all Members present.

11. DECLARATIONS OF INTEREST

None.

12. MINUTES

RESOLVED That the Minutes of a Meeting of the Best Value Committee held on 01 November 2011 (Minute Nos. 5 - 9) be approved as a correct record.

13. BURNTWOOD TOWN STRATEGY (BTS)

Members were informed that a joint meeting of the seven BTS Working Groups had been scheduled to take place on 12 January 2012 and that a crib sheet template had been drafted for distribution at the meeting.

Letters were to be sent to all Grant Aid recipient organisations inviting their members to get involved with one or more of the Working Groups.

RESOLVED That the information be received and noted.

14. SCHEDULED REVIEW OF SELECTED BURNTWOOD TOWN COUNCIL POLICES

14.1 The following policies were reviewed and it was **RESOLVED** that no amendments or revisions were necessary at this time:

CCTV Code of Practice
Confidential Reporting Policy
Data Protection Policy
Data Protection Policy Guidelines
Display Screen Equipment (DSE) Health and Safety for Users
Information Technology Policy
Members and Officers Subsistence/Mileage Policy
Standing Orders

14.2 The following policies were reviewed and it was **RESOLVED** that minor amendments and revisions be incorporated in the interests of clarity:

CCTV Policy
Complaints Procedure
Member/Officer Relations Protocol

15. QUALITY TOWN COUNCIL STATUS – RE-ACCREDITATION

The Town Council was awarded Quality Town Council status in June 2008 – such status being valid for four years at which time an application for re-accreditation must be submitted together with the appropriate evidence.

The re-accreditation criterion which must be met has been expanded and the Town Council must now provide proof that it has adopted and implemented the following documents.

16.4 Local Code of Conduct

The Town Council is requested to confirm its adoption of the Local Code of Conduct including para. 12(2) as part of the evidence requirement for Quality Council status re-accreditation.

The Town Council adopted the Local Code of Conduct on 17 May 2007 and at that time agreed not to adopt para. 12(2), the text of which reads:

“(2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.”

RECOMMENDED That the Town Council adopt para. 12(2) subject to an explanatory paragraph being inserted in the document.

16.5 Training and Development Policy

RECOMMENDED That the Town Council adopt and implement the Training and Development Policy.

16.6 Community Engagement Strategy

RECOMMENDED That the Town Council adopt and implement the Community Engagement.

(The Meeting closed at 9.20 p.m.)

Signed.....

Dated.....

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 16 JANUARY 2012 COMMENCING AT 9.30 A.M.**

PRESENT

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

In attendance

Mrs M Danby, Town Clerk

12. APOLOGIES FOR ABSENCE

None – all Members present.

13. DECLARATIONS OF INTEREST

None declared.

14. MINUTES

RESOLVED That the Minutes of a Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 6 - 9) be approved as a correct record.

15. ANNUAL LEAVE POLICY (DRAFT)

Members were requested to consider an Annual Leave Policy (draft) with a view to recommending that the Town Council implement the Policy in the future. Members asked that the draft Policy be revised to set out the process for booking Annual Leave and explaining the process for claiming Sick Leave whilst on Annual Leave.

RESOLVED That the draft Annual Leave Policy be revised as set out above and presented to the next meeting of the Personnel Committee for consideration.

16. EXCLUSION OF THE PRESS AND PUBLIC

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

RESOLVED That the Confidential Minutes of a Meeting of the Personnel Committee held on 12 September 2011 (Minute Nos. 10 – 11) be approved as a correct record.

18. STAFFING MATTERS

Resolved as set out in the Confidential Minutes.

(The Meeting closed at 10.45 a.m.)

Signed

Date

**NOTES OF A MEETING OF THE COMBINED BURNTWOOD TOWN STRATEGY
WORKING GROUPS HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON 12 JANUARY 2012 COMMENCING AT 7.55 PM**

PRESENT

Councillor Isaacs (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk

1. APOLOGIES

Councillors Mrs Banevicius, Drinkwater and Heath.

2. The Town Clerk distributed a crib sheet template which had been drafted to assist the Working Group Lead Members in progressing their individual work areas.

Councillor Isaacs reported that the Town Clerk had included a small fund within the draft 2012/13 budget which would enable light refreshments to be offered at two or three networking events with a view to widening the contact base of each of the Working Groups.

Councillor Norman (Lead member, Community Champions and Volunteering Initiative) said that he was arranging a meeting with a view to getting the Lichfield District CVS involved and he would also be approaching those organisations who had been involved in the Burntwood Arts Space consultation conducted by LDC.

Councillor Campbell (Lead Member, Business and Employers) said that he would expect to hold a meeting in the near.

Lead Members were encouraged to liaise with the Burntwood Community Development Worker to "tap in" to his experience and the contacts that he has across the wider community.

The Town Clerk said that it would be possible to upload individual questionnaires for each of the Working Groups on the Council's website – users could then download the appropriate questionnaire and return it to the Council via mail or email.

AGREED THAT:

- Each Working Group would arrange to meet at least once in the next month.
- Each Working Group would explore the possibility of setting-up an online survey via Survey Monkey (free service for a limited number of questions).
- Lead Members would be responsible for organising how they want to run their Working Groups, whether this will be by meeting and/or email.

(The meeting closed at 8.15 pm)

BURNTWOOD TOWN COUNCIL

Local Authorities (Model Code of Conduct) Order 2007 No.1159

The Revised Model Code of Conduct for Members of Parish and Town Councils was adopted by the Council on ?? (DRAFT)

Part 1

General provisions

Introduction and interpretation

1.

- (1) This Code applies to **you** as a Member of an authority.
- (2) You should read this Code together with the general principles prescribed by the Secretary of State (see Annexure to this Code).
- (3) It is your responsibility to comply with the provisions of this Code.
- (4) In this Code:
 - "meeting" means any meeting of:
 - (a) the authority;
 - (b) any of the authority's committees or sub-committees, joint committees or joint sub-committees;
 - "Member" includes a co-opted Member and an appointed Member.
- (5) References to an authority's monitoring officer and an authority's standards committee shall be read, respectively, as references to the monitoring officer and the standards committee of the district council or unitary county council which has functions in relation to the parish council for which it is responsible under section 55(12) of the Local Government Act 2000.

Scope

2.

- (1) Subject to sub-paragraphs (2) to (5), you must comply with this Code whenever you:
 - (a) conduct the business of your authority (which, in this Code, includes the business of the office to which you are elected or appointed); or
 - (b) act, claim to act or give the impression you are acting as a representative of your authority, and references to your official capacity are construed accordingly.
- (2) Subject to sub-paragraphs (3) and (4), this Code does not have effect in relation to your conduct other than where it is in your official capacity.
- (3) In addition to having effect in relation to conduct in your official capacity, paragraphs 3(2)(c), 5 and 6(a) also have effect, at any other time, where that conduct constitutes a criminal offence for which you have been convicted.

- (4) Conduct to which this Code applies (whether that is conduct in your official capacity or conduct mentioned in sub-paragraph (3)) includes a criminal offence for which you are convicted (including an offence you committed before the date you took office, but for which you are convicted after that date).
- (5) Where you act as a representative of your authority:
 - (a) on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or
 - (b) on any other body, you must, when acting for that other body, comply with your authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3.

- (1) You must treat others with respect.
- (2) You must not:
 - (a) do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006⁽¹⁾);
 - (b) bully any person;
 - (c) intimidate or attempt to intimidate any person who is or is likely to be:
 - (i) a complainant,
 - (ii) a witness, or
 - (iii) involved in the administration of any investigation or proceedings,in relation to an allegation that a Member (including yourself) has failed to comply with his or her authority's code of conduct; or
 - (d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.

4. You must not:

- (a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the consent of a person authorised to give it;
 - (ii) you are required by law to do so;
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:

(1) 2006 c.3.

- (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority; or
 - (b) prevent another person from gaining access to information to which that person is entitled by law.
- 5.** You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.
- 6.** You:
- (a) must not use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and
 - (b) must, when using or authorising the use by others of the resources of your authority:
 - (i) act in accordance with your authority's reasonable requirements; and
 - (ii) ensure that such resources are not used improperly for political purposes (including party political purposes).
 - (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
- 7.** Paragraph 7 does not apply to your authority.

Part 2

Interests

Personal interests

- 8.**
- (1) You have a personal interest in any business of your authority where either:
 - (a) it relates to or is likely to affect:
 - (i) any body of which you are a Member or in a position of general control or management and to which you are appointed or nominated by your authority;
 - (ii) any body:
 - (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union),
 - of which you are a Member or in a position of general control or management;
 - (iii) any employment or business carried on by you;
 - (iv) any person or body who employs or has appointed you;

- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
 - (vi) any person or body who has a place of business or land in your authority's area, and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower);
 - (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
 - (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
 - (ix) any land in your authority's area in which you have a beneficial interest;
 - (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
 - (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer; or
- (b) a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of:
- (i) (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.
- (2) In sub-paragraph (1)(b), a relevant person is:
- (a) a Member of your family or any person with whom you have a close association; or
 - (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
 - (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
 - (d) any body of a type described in sub-paragraph (1)(a)(i) or (ii).

Disclosure of personal interests

9.

- (1) Subject to sub-paragraphs (2) to (7), where you have a personal interest in any business of your authority and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority which relates to or is likely to affect a person described in paragraph 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.

- (3) Where you have a personal interest in any business of the authority of the type mentioned in paragraph 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- (4) Sub-paragraph (1) only applies where you are aware or ought reasonably to be aware of the existence of the personal interest.
- (5) Where you have a personal interest but, by virtue of paragraph 14, sensitive information relating to it is not registered in your authority's register of Members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

Prejudicial interest generally

10.

- (1) Subject to sub-paragraph (2), where you have a personal interest in any business of your authority you also have a prejudicial interest in that business where the interest is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.
- (2) You do not have a prejudicial interest in any business of the authority where that business:
 - (a) does not affect your financial position or the financial position of a person or body described in paragraph 8;
 - (b) does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 8; or
 - (c) relates to the functions of your authority in respect of:
 - (i) this sub-paragraph does not apply to your authority;
 - (ii) this sub-paragraph does not apply to your authority;
 - (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;
 - (iv) an allowance, payment or indemnity given to Members;
 - (v) any ceremonial honour given to Members; and
 - (vi) setting council tax or a precept under the Local Government Finance Act 1992.

- 11.** Paragraph 11 does not apply to your authority.

Effect of prejudicial interests on participation

12.

- (1) Subject to sub-paragraph (2), where you have a prejudicial interest in any business of your authority:
 - (a) you must withdraw from the room or chamber where a meeting considering the business is being held:

- (i) in a case where sub-paragraph (2) applies, immediately after making representations, answering questions or giving evidence;
- (ii) in any other case, whenever it becomes apparent that the business is being considered at that meeting;

unless you have obtained a dispensation from your authority's standards committee; and

- (b) you must not seek improperly to influence a decision about that business.
- (2) Where you have a prejudicial interest in any business of your authority, you may attend a meeting (including a meeting of the overview and scrutiny committee of your authority or of a sub-committee of such a committee) but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. (**See also explanatory paragraph on page 7.*)

Part 3

Registration of Members' Interests

Registration of Members' interests

13.

- (1) Subject to paragraph 14, you must, within 28 days of:
 - (a) this Code being adopted by or applied to your authority; or
 - (b) your election or appointment to office (where that is later),register in your authority's register of Members' interests (maintained under section 81(1) of the Local Government Act 2000) details of your personal interests where they fall within a category mentioned in paragraph 8(1)(a), by providing written notification to your authority's monitoring officer.
- (2) Subject to paragraph 14, you must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to your authority's monitoring officer.

Sensitive information

14.

- (1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to that interest under paragraph 13.
- (2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under paragraph (1) is no longer sensitive information, notify your authority's monitoring officer asking that the information be included in your authority's register of Members' interests.
- (3) In this Code, "sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

***12(2) Explanatory Note**

Paragraph 12(2) means that a Member who has a prejudicial interest may attend a meeting of the authority to make representations, answer questions or give evidence relating to the business in question, provided the public are also allowed to attend the meeting for the same purpose. Once the Member has made representations, answered questions or given evidence, he or she must withdraw from the room where the meeting is being held (unless the Member has a dispensation from the Standards Committee). (Paul Clayden, Clerks & Councils Direct – Councils Suppliers Guide & Yearbook 2012)

Annexure - The Ten General Principles

The general principles governing your conduct under the *Relevant Authorities (General Principles) Order 2001* are set out below:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

- 8.** Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

- 9.** Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

- 10.** Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.



BURNTWOOD TOWN COUNCIL

TRAINING AND DEVELOPMENT POLICY (DRAFT)

ADOPTED ??

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1. INTRODUCTION

1.1 This document forms the Council's Training and Development Policy. It sets out:

- The Council's commitment to training
- The identification of training needs
- Corporate training
- Financial assistance
- Study leave
- Short courses/workshops
- Evaluation of training
- Links with other policies
- Reporting on progress

1.2 The objectives of the strategy are to:

- Encourage Members and staff to undertake appropriate training.
- Allocate training in a fair manner.
- Ensure that all training is evaluated to assess its value.

2. COMMITMENT TO TRAINING

2.1 Burntwood Town Council is committed to the ongoing training and development of all Councillors and employees to enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the town.

2.2 According to the Chartered Institute of Personnel and Development (2007), training can be defined as:

"A planned process to develop the abilities of the individual and to satisfy current and future needs of the organisation."

2.3 Burntwood Town Council recognises that its most important resource is its Members and officers and it is committed to encouraging both Members and officers to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.

2.4 The Council expects the Town Clerk to undertake a programme of continuing professional development (CPD) in line with the requirements of his/her requisite professional body.

2.5 Providing training yields a number of benefits:

- Improves the quality of the services and facilities that Burntwood Town Council provides.
- Enables the organisation to achieve its corporate aims and objectives.
- Improves the skill base of the employees, producing confident, highly qualified staff working as part of an effective and efficient team.
- Demonstrates that the employees are valued.

2.6 Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.

2.7 The process of development is as follows:

- Training needs should be identified by considering the overall objectives of the organisation, as well as individual requirements.
- Planning and organising training to meet those specific needs.
- Designing and delivering the training.
- Evaluating the effectiveness of training.

3. THE IDENTIFICATION OF TRAINING NEEDS

3.1 Employees will be asked to identify their development needs with advice from the Town Clerk during their annual appraisal or regular meetings. There are a number of additional ways that the training needs of both Members and staff may be recognised annually:

- Questionnaires
- During interview
- Following confirmation of appointment
- Formal and informal discussion
- Training Needs Development Plan

3.2 Other circumstances may present the need for training:

- Legislative requirements, i.e. First Aid, Fire Safety, Manual Handling
- Changes in legislation
- Changes in systems
- New or revised qualification become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff
- Devolved services/delivery of new services

3.3 Employees who wish to be nominated for a training course should discuss this in the first instance during their appraisal where it will be determined whether the training is relevant to the authority's needs and/or service delivery.

4. CORPORATE TRAINING

4.1 Corporate training is necessary to ensure that employees are aware of their legal responsibilities or corporate standards, e.g. Health and Safety, Risk Management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

5. FINANCIAL ASSISTANCE

5.1 It is important to note that all Council sponsored training must be appropriate to the needs of the Council, be relevant to the individual's role and is subject to the availability of financial resources.

Each request will be considered on an individual basis and the benefits to the individual and the organisation will be identified.

In order to best ensure cost effectiveness, Members and employees will be required to attend the nearest college/venue offering the required course, unless an alternative is authorised by the Council in the interest of operational effectiveness or Best Value.

5.2 Other considerations include the following:

- Implication of employee release for training course(s) on the operational capability of the Council.
- The most economic and effective means of training.
- Provision and availability of training budget.

5.3 For approved courses Members and employees can expect the following to be sponsored:

- The course fee
- Examination fees
- Associated membership fees
- One payment to re-take a failed examination

5.4 Members and officers attending assisted courses are required to inform the Town Clerk immediately of any absences, giving reasons.

5.5 Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.

5.6 Burntwood Town Council operates a Return of Service agreement. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave BTC employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training.

6. STUDY LEAVE

6.1 Employees who are given approval to undertake external qualifications are granted the following:

- Study time to attend day-release courses.
- Time to sit examinations.
- Study time of one day per examination (to be discussed and agreed by the Town Clerk in advance).
- Provision of study time must be agreed with the Town Clerk prior to the course being undertaken.

7. SHORT COURSES/WORKSHOPS/RESIDENTIAL WEEKENDS

7.1 Where attendance is required at a short course, a full day of paid leave will be granted.

7.2 Members and staff attending approved short courses/workshops/residential weekends can expect the following to be paid:

- The course fee (usually invoiced following the event).
- Travelling expenses in accordance with the Council's current policy.
- Subsistence in accordance with the Council's current policy.

8. EVALUATION OF TRAINING

- 8.1 Records of all training undertaken by employees will be kept in the personnel files of each member of staff.
- 8.2 As part of Burntwood Town Council's continuing commitment to training and development, employees are asked to provide feedback on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.

9. LINKING WITH OTHER COUNCIL POLICIES

- 9.1 How will this document link to the Council's other policies?
- Equality of opportunity in all aspects of Member and officer development.
 - A 'Statement of Intent' on training for both Members and staff is a requirement for the Re-accreditation of Quality Council status.
 - Risk Management Policy – a commitment to Training and Development greatly assists in achieving good governance and an effective system of Risk Management.
 - Health and Safety Policy – ongoing training and development is key to ensuring a positive approach to Health and Safety is embedded throughout the authority.
 - Undertaking training is a clear indication of Continuing Professional Development.

10. REPORTING ON PROGRESS

The Town Clerk will report annually to the Personnel Committee and the Best Value Committee detailing attendance at training over the year, as well as the inclusion of the Member and staff evaluation of courses attended.

11. CONCLUSION

The adoption of a training policy should achieve many benefits for the Council. It will assist in demonstrating that the Council is committed to continuing profession development and enhancing the skills of both elected Members and staff.

12. FREEDOM OF INFORMATION

- 12.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.burntwood-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council's office.



BURNTWOOD TOWN COUNCIL

COMMUNITY ENGAGEMENT STRATEGY (DRAFT)

ADOPTED ??

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1. INTRODUCTION

1.1 This document forms the Council's Community Engagement Strategy. It sets out:

- The role of community engagement and its importance.
- How Burntwood Town Council engages the wider community and identifies the needs and aspirations of the community.
- How the Council can improve community engagement.

1.3 The objectives of the strategy are to:

- Encourage effective local community engagement.
- Ensure that embedded throughout the Council there is a clear understanding of the need to engage with communities about decisions which affect them.
- Enable the aspirations/comments/suggestions, etc obtained from community engagement to have an impact on decision making and the way in which services are being delivered.
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to hard to reach groups).

1. THE COUNCIL'S COMMITMENT TO COMMUNITY ENGAGEMENT

2.8 Burntwood Town Council is committed to provide a democratic representational voice for the people of Burntwood, central to this ethos is engagement with the local community in a proactive and meaningful way.

13. COMMUNITY ENGAGEMENT – AN OVERVIEW

13.1 Community engagement is concerned with giving local people a voice and involving them in decision which affect them and their community. This may include individuals, voluntary and community organisation as well as other public sector bodies.

It provides an opportunity for local people to talk to the Council about their aspirations and/or needs in the community and neighbourhood. It allows the Council to consult with and inform people about what services it provides, how its priorities and policies are determined and how well it is performing.

13.2 Consultation forms an integral part of community engagement and can be defined as:

"The act of consulting of a conference for discussion or the seeking of advice." (Collins, 1995)

Without consultation, addressing a particular need is a hit and miss affair as there is no way of establishing what is required to address the problem.

There are a wide range of consultation methods such as surveys, neighbourhood meetings, questionnaires, public enquiries and planning for real exercises.

13.3 The term 'stakeholder' makes reference to a wide range of people and groups (these might include residents, visitors, businesses, government, voluntary organisations, public service organisation, etc) all of which have an interest in the Council's services and projects.

'Hard-to-reach' groups refers to those who experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, or those with physical disability, mental health or learning difficulties, language, financial

constraints, cultural difference or social expectations. Sometimes organisations do not put enough effort into seeking their views, but it is important to note that sometimes they have excluded themselves through personal choice.

13.4 The key aspects of community engagement include:

- Development of a network of relationships between the Council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding to a range of people to identify aspirations, needs and problems of local people and groups.

14. BURNTWOOD TOWN COUNCIL AND COMMUNITY ENGAGEMENT

14.1 The Council currently facilitates community engagement in the following ways:

- Allocation of a "Public Forum" at the beginning of each Town Council meeting. This provides an opportunity for local residents to make representations to the Council or ask questions relating to items on the agenda.
- Allocation of a "Public Forum" at the beginning of each Planning Applications Committee meeting. This provides an opportunity for local residents to make representations or ask questions relating to items on the agenda.
- The Annual Town Meeting where residents may give their views on matters affecting the community.
- Publishing contact details of all elected Members and officers on the website.
- Production of regular newsletters highlighting local events (where notified) and latest developments within the Council (available on the website or copies available on request).
- Ensuring that the agendas and minutes of Council and Committee meetings are available on the website or copies available on request.
- Uploading the Annual Report and Statement of Accounts onto the website.
- Questionnaires used at the Burntwood Wakes Festival to seek public opinion and suggestions.
- Regular Councillor Surgeries are held where members of public can speak with elected Members on any matter affecting them and/or their community.
- Council press releases are featured in the local media to keep the general public informed of community events, Town Council projects and other items as necessary.
- The Council will work with Local Authorities (County, District) Staffordshire Police and Health Authorities to ensure an improvement in the quality and delivery of services.
- The Council will continue to support and engage with local organisations to assist them in meeting their own aims and objectives.
- The Council launched the Burntwood Town Strategy in May 2011, the Strategy identified 12 Action Areas which have been split into tranches; the first tranche has seen Lead elected Members appointed to Working Groups comprised of elected Members and

members of the community who will be encouraged to become actively involved in progressing each Action Area.

- The Council has a conveniently located office which is open from 09.30 until 15.00 Monday to Friday (closed Bank Holidays).

Unlike other tiers of local government, Town Councillors invariably live within the town they serve and have close ties to their constituents and local voluntary and community organisations on a day-to-day basis, making them uniquely placed in terms of informed representation.

15. COMMUNICATION

15.1 Burntwood Town Council is committed to improving community engagement by:

- Continuing all the above activities and services into the future and improving relationships with community groups including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Ensuring that any information published is clear, concise and widely available.
- Identifying and embracing opportunities to work with other local community groups as and when the need arises.
- Participating in local networks to share knowledge and experience of community engagement activities in other areas.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups in order to encourage new relationships/partnerships to be formed and raise community spirit.
- Ensuring that appropriate evaluation is carried out following consultation exercises to ensure that lessons learned are carried forward and an assessment of how effective/useful the consultation was.

16. LINKING WITH OTHER COUNCIL POLICIES

How will this document link to the Council's other policies?

6.1 This strategy is cross-cutting, affecting many, if not all, of the Council's policies and strategies, including:

- Equality and diversity is integral to good governance, leadership and appreciation of the diversity in our community.
- A Community Engagement Strategy is a requirement for the Re-accreditation of Quality Council status.

17. REVIEW

7.1 This strategy will be reviewed regularly (not less than bi-annually) and amended as necessary based on good practice or evidence taken forward.

18. CONCLUSION

The adoption of a Community Engagement Strategy will assist in improving communication between the Council and the wider community. This will enable the Council to better understand the needs and aspirations of local residents/groups and in turn facilitate appropriate projects to meet those needs and create an enhanced community spirit.

19. FREEDOM OF INFORMATION

- 19.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Council's website www.burntwood-tc.gov.uk and copies of this document will be available for inspection on deposit in the Council's office.

ACTION PLAN

Chairman and Vice-Chairman	Encourage Chairman and Vice-Chairman to fulfil their Civic role and encourage community organisations to invite the Chairman to events.	Staff, Chairman and Vice-Chairman	Ongoing
Minutes	Ensure copies of Minutes are available in both hard copy and electronically for residents and community groups.	Staff	Ongoing
Annual Report	Ensure copies of the Annual Report are available in both hard copy and electronically for residents and community groups.	Staff	Ongoing
Office Opening Hours	Publicise office opening hours in the Newsletter and on the website and the notice board.	Staff	Ongoing
Annual Town Meeting	Publicise the Annual Town Meeting widely and ask for questions and resolutions to be submitted in advance wherever possible.	Staff and Members	Annually (in readiness for the meeting)
Public Forum	Encourage residents to raise any matters of interest or concern via the Public Forum at meetings of the Town Council or the Planning Applications Committee as appropriate.	Staff and Members	Monthly
Notice Board	Regularly update with Council and community activities.	Staff	Ongoing
Website	Maintain and regularly update website with information on Council services and activities.	Staff	Ongoing
Newsletter	Produce and distribute four editions of the Newsletter.	Staff	Ongoing
Town Strategy	Encourage residents and businesses to be actively involved in working with the Strategy Working Groups	Staff and Members	Ongoing
Businesses	Engage with businesses and business organisations.	Staff and Members	Ongoing
Local Democracy	Encourage residents to both vote at and stand for the Town Council in local council elections.	Staff and Members	Ongoing but high priority in the six months leading to the local council elections.
Local Media	Liaise regularly with the local media sending details of Council meetings and Council activities.	Staff	Ongoing

VARIANCES TO ORIGINAL 2011/12 BUDGET

Explanatory Notes:

- Burntwood Cemetery (Cost Centre 401) is self-financing and does not form part of the "general" budget and is therefore not included in the recommended Precept.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
102	Premises: Lambourne House	
102/4020	Office: Rent	The projected outturn reflects the increase following the commencement of the renewed lease on the premises.
102/4022	NNDR	The actual NNDR bill for 2011/12 was £205 more than the original budget figure.
107	Supplies & Services	
107/4120	Postage	The projected figure of £1,013 has been included as it is unlikely that the Franking Machine will need to topped-up prior to Year End.
107/4130	Computers: Peripherals	A replacement UPS (Uninterrupted Power Supply) was required as the original equipment was not large enough to power the Server.
107/4131	Computers: Hardware	The Server was replaced during the year using Reserve funds set aside for this purpose.
107/4132	Computers: Software Licences	The increase reflects the necessary software for the new Server.
107/4133	Computers: Support	The Council encountered significant problems with the original Server which resulted in a significant support service being required, subsequently the Council agreed to enter into an agreement for remote support for the whole PC Network, including Server.
107/4136	Network: Remote Back-Up	The Council agreed to enter into an agreement for the PC Network to be backed-up remotely.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
107/4165	Advertising	The Council agreed to take a sponsor's board at Chasetown FC's ground (£200) and advertised for the new part-time Admin Assistant position (£397).
107/4180	Professional Fees	This relates to legal advice sought in a planning matter.
202	Bus Shelters	
202/4255	Provision of new bus shelter(s)	The Council will not be installing a new bus shelter during this financial year, the unused money will be returned to General Reserves.
203	Christmas Trees and Lights	
203/4261	Churches	A total of six churches have applied to the Council for contributory funding this financial year two of which have yet to subject their claim – these have been included in the projected outturn figure.
205	Traffic Islands	
205/4306	NNDR: Traffic islands	The actual NNDR bill for 2011/12 was £1,049 more than the original budget – we have been advised that the original figure had been based on a partial year.
209	Coulter Lane Remb. Garden	
209/4501	Grounds Maintenance	This is a new line in the accounts as the Council agreed the expenditure after the budget had been set.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
211	Town Strategy	
211/4750	Town Strategy	The figure includes the final payment to the consultant (the money had been accrued as the invoice was not received prior to the 2010/11 Year End) and printing of the Summary BTS document.
301	Civic Expenses	
301/4369	Fundraising - Distribution	The £2,214 is the amount distributed by the previous Chairman and should ideally have been accrued for within the previous year's accounts – this will be the case for the current and future years.

2012/13 BUDGET – CHANGES TO 2011/12 FORECAST

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
101	Employee Expenses	The £2,000 increase is to fund cover for the two office-based part-time Admin Assistants during periods of annual leave and sickness. This figure does not allow for the post to be filled in the coming financial year.
102	Premises: Lambourne House	
102/4033	Office: General Maintenance	An additional £1,500 has been included to enable the office to be redecorated, as required within the terms of the premises Lease.
102/4037	Meeting Room: Rental Charges	The increased figure reflects the use of external meeting rooms for the majority of the Council's meetings and that additional events will be held related to the Town Strategy Working Groups.
107	Supplies & Services	
107/4131	Computers: Hardware	This allows for the replacement of 3 PCs and 1 new PC plus installation and configuration. (The 3 PCs should have been replaced this financial year but the need for a new Server took precedence.)
107/4164	Office Equipment	This allows for the purchase of 2 replacement network-enabled printers and a digital projector.
107/	Furniture	Purchase of an under-desk pedestal and an operator's chair.
203	Christmas Lights	
203/4260	General Expenses	An additional £1,000 has been included to enable two sets of Christmas tree lights to be replaced.
203/4261	Churches	This allows for up to six local churches to claim up to a maximum of £200 each towards their Christmas trees/lights.

COST CENTRE/ NOMINAL CODE	DESCRIPTION	COMMENTARY
208	Burntwood in Bloom	
208/	Regional in Bloom Competition	This is the cost of entering the 2012 competition.
211	Town Strategy	
211/4750	Town Strategy	This sum will provide light refreshments for 1 or 2 Receptions/Networking events to promote the Town Strategy and encourage people to sign up to the various Working Groups.
310	Election Expenses	
310/4701	Parish Elections	The Council is RECOMMENDED to resolve to Earmark £6,000 from the General Reserves annually to save for the cost of the next Parish elections.