



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

Tel: 01543 677166/671228
Email: info@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: MD

20 July 2017

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood Ws7 4QH on Wednesday 26 July 2017 commencing at 7.00 pm** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Chief Executive Officer

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 (please also refer to the guidance notes at the end of the Agenda).

PRAYERS

AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTERESTS AND DISPENSATIONS**
- 3. MINUTES**

To approve as a correct record the Minutes of the Meetings of the Town Council held on 10 May 2017 (Minute Nos. 133 – 135) and 18 May 2017 (Minute Nos. 1 - 30) (**ENCLOSURE NOS. 1A AND 1B**).

4. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC (Minute No. 7 refers) (ENCLOSURE NO. 2)

5. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES (Minute No. 8 refers) (ENCLOSURE NO. 3)

6. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

7. PLANNING COMMITTEE MINUTES

Chairman of the Planning Committee to move that the proceedings of the meetings held on 11 May 2016 (Minute Nos. 87 - 91), 07 June 2017 (1 - 4) and 29 June 2017 (5 - 9) be received and where necessary approved and adopted. (**ENCLOSURE NOS. 4A, 4B AND 4C**).

8. EVENTS COMMITTEE MINUTES

Chairman of the Events Committee to move that the proceedings of the meetings held on 22 May 2017 (Minute Nos. 1 - 8) and 19 June 2017 (9 - 15) be received and where necessary approved and adopted (**ENCLOSURE NOS. 5A AND 5B**).

9. BURNTWOOD IN BLOOM COMMITTEE MINUTES

Chairman of the Burntwood in Bloom Committee to move that the proceedings of the meeting held on 05 June 2017 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

10. NEIGHBOURHOOD PLAN COMMITTEE MINUTES

Chairman of the Neighbourhood Plan Committee to move that the proceedings of the meeting held on 06 June 2017 (Minute Nos. 1 - 4) be received and where necessary approved and adopted (**ENCLOSURE NO. 7**).

11. PERSONNEL COMMITTEE MINUTES

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 12 June 2017 (Minute Nos. 1 - 9) be received and where necessary approved and adopted (**ENCLOSURE NO. 8A**).

Attention is drawn to the draft Employee Handbook (Minute No. 4) (**ENCLOSURE NO. 8B**) which is submitted for ratification and implementation by the Town Council.

12. BURIAL GROUNDS COMMITTEE MINUTES

Chairman of the Burial Grounds Committee to move that the proceedings of the meeting held on 15 June 2017 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**ENCLOSURE NO. 9**).

13. POLICY & RESOURCES COMMITTEE MINUTES

Chairman of the Policy & Resources Committee to move that the proceedings of the meeting held on 06 July 2017 (Minute Nos. 1 - 22) be received and where necessary approved and adopted (**ENCLOSURE NO. 10**).

14. MEMBERS QUESTIONS under Standing Order 9

15. BURNTWOOD TOWN DEAL

To receive a verbal update by the Leader of the Council.

16. DEMENTIA FRIENDLY COMMUNITIES / DEMENTIA ACTION ALLIANCE – PARISH COUNCILS (ENCLOSURE NO. 11)

17. WE LOVE BURNTWOOD FUND

The We Love Burntwood Fund will formally launch later this year and the Town Council is requested to nominate three elected Members and the CEO as Donor Advisors.

18. 2017/18 BUDGET AS AT 30 JUNE 2017 (ENCLOSURE NO. 12)

19. SCHEDULE OF PAYMENTS MADE BETWEEN 15 MAY – 14 JULY 2017

To approve the Schedule of Payments made since the previous Town Council Meeting (**ENCLOSURE NO. 13**).

20. ANNUAL INVESTMENT STRATEGY 2017/18 (DRAFT) (ENCLOSURE NO. 14)

PUBLIC FORUM SESSION AT TOWN COUNCIL MEETINGS

Residents of Burntwood 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 Committee.***
- 4. Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances 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.***
- 7. 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's offices.***

MINUTES OF A MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD ON
WEDNESDAY 10 MAY 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor Mrs Stokes (in the Chair)
Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Mrs Fisher, Humphreys, Mosson, Mrs Shingier, Stokes

In attendance

Mrs M Danby, Chief Executive Officer
Mrs J Bennett-Smith, Administrative Assistant
14 members of the public

PUBLIC FORUM

Mr Chamberlain, representing the Burntwood Action Group (BAG) thanked Burntwood Town Council's Members and Officers for all the help the Group has been given in the last few weeks for their campaign – the help was much appreciated.

PRAYERS

Councillor Mrs Stokes asked that Members take a moment for quiet reflection.

PRESENTATION BY THE BURNTWOOD ACTION GROUP

Members of the Burntwood Action Group (BAG) gave a presentation which gave details of BAG's submission to Lichfield District Council on the Local Plan Allocations consultation and how they had arrived at their conclusions and why they were asserting that the proposal to take Sites B14 (Land South of Highfields Road) and B15 (Land East of Coulter Lane) out of the Green Belt were unsustainable. BAG had also formulated a "Vision for a Better not Bigger Burntwood" and a precis of this was given to Members.

Councillor Drinkwater said that there does not seem to be any synergy within Officers at the District Council; he also mentioned a recent newspaper article which referred to research undertaken by the Campaign to Protect Rural England (CPRE) which held that council's are ignoring powers they have to limit building on the green belt.

133. APOLOGIES FOR ABSENCE

Councillors Miss Fisher, Pullen, Mrs Rigby, Mrs Tranter and Mrs Woodward.

134. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

**135. LICHFIELD DISTRICT COUNCIL:
LOCAL PLAN ALLOCATIONS CONSULTATION**

Members were requested to consider the Local Plan Allocations document and to agree their response to the District Council which had to be submitted by 5pm on Friday 12 May 2017.

Councillor Mrs Fisher:

This meeting has been arranged so that we can consider Lichfield District Council's Local Plan Allocations document, comment, then submit a cross party response back to LDC.

The consultation document affects Burntwood greatly with the potential loss of two sites in the area which are situated in the green belt.

Lichfield District Council has to spread its housing allocation across the District as a whole so Burntwood must, in time, take its share.

We are not against housing in Burntwood but we want to see the right types of housing built in appropriate areas – not on the green belt.

My colleagues and residents alike are genuinely concerned about what will happen to our town if we allow any more large scale development to take place before infrastructure is improved.

Burntwood Action Group mounted an ambitious campaign to fight these proposals earlier in the year and a similar group has now formed in Hammerwich.

During the last few months I have received well over 200 emails from residents of both Burntwood and Hammerwich and they all echo the same concerns.

Residents value our green surroundings, we must do what we can to protect these areas where we can all pursue a healthy lifestyle.

These areas under threat are often areas of high environmental significance and are homes to many important birds and any development would surely increase air, light and noise pollution.

The Highfields Road site if built on, would leave virtually no distinct division between Staffordshire and the West Midlands at this point.

Burntwood is without question lacking the infrastructure and facilities to support the families living here now and this lack of infrastructure is accepted by Lichfield District Council.

We have 350 new houses currently under construction and permission granted for another 150 and 80 coming forward on a small piece of the Mount Road site. And in my opinion facilities haven't changed much since the St. Matthews estate was built.

Some of us live close to shops but others in the town aren't as lucky to have shops within easy walking distance. Residents on the St Matthews estate and obviously the proposed Coulter Lane site will need to jump in their cars to go out for the basics, clogging up the roads and struggling to park.

I believe local schools are already full so if we are to welcome more families to Burntwood we need extensions to our existing schools or a new one.

And anyone who tries to get around the town at 8.30am and 3.30pm during term time knows about the congestion that we already suffer and things will only get worse.

Residents who emailed me also highlighted sewerage and drainage issues, the general state of our roads, whether it be pot holes or floods! Also a lack of public transport and we've all observed speeding motorists. All these things should be seriously looked at before we are asked to take more housing.

It is well documented that Burntwood needs two new health centres, our GP surgeries are over stretched and residents struggle both to get an appointment within a decent amount of time and to park. The County Council is committed to deliver the GP practise and pharmacy at Greenwood House but the other one seems a long way off.

Traffic problems is another huge issue for residents, more houses will surely lead to a considerable increase in the number of road journeys. Farewell Lane and Woodhouses Lane are carrying a greater amount of traffic as a result of the St Matthews development already.

If the Highfield Road site went ahead then potentially an extra 500 vehicles would regularly use Chasetown High Street or use the already congested Newtown Bridge traffic lights or will choose to use the A5190 rather than tackle the A5 to go to Lichfield.

I'd like to address the Mount Road site. As you will see from your agenda I asked Lichfield District Council about what had been done to bring this brownfield site forward. According to LDC the site is in approximately 17 ownerships and although contact was made with those landowners only 8 responded and of those 8 only two suggested they would potentially be interested in redeveloping the site for residential use.

The question we have to ask ourselves at this point is has enough been done by the District Council? In my opinion, it hasn't. The easy option is to go straight for the attractive land out of the green belt that we all know developers favour. We have other brownfield sites around the town and we should use these previously developed sites as surely this has the advantage of removing those unsightly areas and we can put the housing we need onto them.

We must remember it was Lichfield District Council's local plan strategy in 2012 that stated all of Burntwood's housing needs to 2019 should be on brownfield sites.

Finally, can I turn to Burntwood Action Group's vision and plans for a Better not Bigger Burntwood?

I applaud the 'can do' attitude shown by the Group who have decided to work towards an alternative to what we are faced with currently.

We have seen their presentation tonight and I don't intend to go over it.

I am happy to support the Group's vision and plans and I will be interested in other Members comments.

This has been well received by the leadership at LDC and by Michael Fabricant. The Leader and Deputy Leader of LDC who came to the recent public meeting have committed to working with BAG and others through the Town Deal group to take things forward.

I am aware that LCP have emailed the Burntwood Action Group supporting the Vision document.

I would however like to quote from the document which says "This is a golden opportunity to redress the decades of imbalance and allow Burntwood finally to have a plan in place which solves some of its problems and provides an appealing, sustainable future for the town and its inhabitants."

Councillor Mosson:

As Chairman of the Burntwood Neighbourhood Plan Committee which is a committee formed of local Councillors and members of the public I would like to submit a response to Lichfield District Council's Local Plan Allocations Document, this is not a response on behalf of the Committee merely I as the Chairman, however I am sure many of the committee members would in no doubt share my concerns which I summarise below.

I have severe concerns relating to the potential loss of B15 Land off Coulter Lane within Burntwood and ask that this particular piece of land be left as it is and remain as Green belt land.

Burntwood is a town surrounded by countryside creating a natural and beautiful boundary separating us from Lichfield, Brownhills, Cannock and Rugeley, making it an attractive and peaceful place to live and work.

The plan to potentially allow the development of 80 homes on the above site will have a significant impact on the area and its people for the following reasons.

The area in and around Coulter Lane is mainly residential, with no shops, schools or employment areas, therefore by adding 80 new homes will inevitably lead to a considerable increase in traffic and road journeys in this area as people go about their everyday lives.

This current network of roads (single carriageways) north and west were never intended as through routes their original intention was to provide a link to remote settlements, since the development of the St Matthew's site both Farewell Lane and Woodhouses Lane are used as through routes leading to increased traffic and congestion in other parts of the town.

Nether Lane and Hobstone Hill which are close to Coulter lane are part of the National Cycle Network (route 54) Abnalls Lane which is closed to through traffic at Spade Green is often abused by motorists and is also part of this network.

There are no bus routes servicing the area in question and although routes can be changed, navigating buses into these areas will be difficult and slow due to the level of traffic which is currently high and will be higher still with an additional 80 homes.

Although Staffordshire County Council remain committed to redeveloping the Greenwood House facility into a new GP/Health Facility, our existing healthcare provision within Burntwood is sub-standard and increasing the number of houses

within the area is putting more pressure on existing facilities. Not to mention local Schools who are also under pressure to provide places for new Children arriving in our town.

We don't need to be reminded that we already have 350 new homes under construction near Milestone Way with a further 150 with planning permission to be built nearby and a further development of 80 homes on a small part of the Mount Road site.

I do believe that more should be done to investigate further development of brownfield sites such as Mount Road, access is far better at this location and housing development with a focus on affordable housing would be far more welcomed by local residents, rather than having the current eye sore of commercial buildings either occupied or unoccupied and some of which are in a poor state of repair. The danger is that these sites may never be developed if we allow development within our precious Greenbelt. Can LDC hand on heart say enough has been done to investigate this particular site further?

Having seen Burntwood Action Group's response to this particular development and their proposed alternative vision for Burntwood, I would strongly suggest LDC take on board and listen to their concerns, issues and vision for the greater good of our community.

Hundreds of local residents are also in support of BAG and vehemently against the possibility of developing Coulter Lane.

Burntwood Action Group are a group of local residents. Many of whom have resided in Burntwood for many years and truly care about the area where they live. Many have had to endure and experience the result of a lack of infrastructure and vision of developments allowed in the 1960's and do not want to simply stand by and allow the same mistakes to be made again.

I have been advised that Burntwood Action Group and Hammerwich Action Group will be sending 4263 individual letters of objection from residents directly to Lichfield District Council opposing any plans for any potential development on Green belt land off Coulter Lane in Burntwood and Highfields Road in Hammerwich, this clearly shows the level of objection from residents of both parishes.

Can I also stress that in Lichfield District Council's local plan strategy published in 2012 it states that all of Burntwood's housing needs up to 2019 should be on brown field sites, we are seeing that happen, however our brown field sites need to be exhausted before any ideas are formed about our Greenbelt.

Councillor Pullen had submitted the following comments:

As set out in the National Planning Policy Framework (NPPF) (paragraph 80), the Green Belt exists partially in order "to assist in urban regeneration, by encouraging the recycling of derelict and other urban land". We submit that there is substantial need for urban regeneration within the area administered by Burntwood Town Council. The area has a disproportionately high level of deprivation when compared to Lichfield District as a whole.

The NPPF goes on to state that the green belt boundary must only be altered in exceptional circumstances (para 83). These exceptional circumstances, in the view of Burntwood Town Council have not been demonstrated, particularly where it is clear that suitable brownfield and derelict land is currently available for development within the town's boundaries.

Core Policy 1 of the Lichfield District Council Spatial Strategy states that "the important role of the green belt will be recognised and protected". Whilst Burntwood Town Council recognises that it is the role of the greenbelt being protected rather than the greenbelt itself, it is difficult to see how the decision to build upon the greenbelt whilst ignoring potential infill sites, which are largely derelict/brownfield, is taking this Core Policy seriously.

Burntwood Town Council submits that the Local Land Allocations, as currently constituted, is not in keeping with the Core Policies of Lichfield District Council, nor the National Planning Policy Framework, and expresses its deep concern at the current plans to alter the green belt boundary.

Councillor Mrs Evans congratulated BAG on their excellent submission and said that it was worthy of further consideration by the District Council. She said that everyone around the table wanted to protect the Green Belt; she added that the Town Council's Labour Group would be making its own submission to the District Council on the consultation.

Councillor Mrs Evans said that Burntwood had taken the bulk of housing development in the past but the infrastructure has not been delivered to support that development as promised. Burntwood needs more school places, the town's primary schools and high schools are over-stretched. Adequate health provision is desperately needed and two health centres were promised. The Burntwood Health Centre is experiencing problems and they are having to cope with locum GPs because they cannot attract permanent GPs to work in the temporary building. Burntwood needs better shopping facilities. The town does not have the transport links that were promised and these are desperately needed.

The town does not need or want development on Green Belt which would have a dribbling effect towards the West Midlands conurbation.

In the 1980's the Highfields Road site was subject to three planning applications which were refused, one of which went to Appeal which was lost. We must continue to fight and get things right now for the future.

Councillor Mrs Constable said that the sewers were inadequate in the 1990's and no real work has been done on them since then.

Michael Fabricant MP is very supportive of the BAG Vision and has said he will do everything he can to support this. The Town Council needs to support the BAG Vision.

We do not want to join with Birmingham and must fight this.

NHS England are to release the money for Greenwood House to become a Health Centre. The other Health Centre site on the Leisure Centre complex was lost by the PCT because it prevaricated too long.

Councillor Ennis said that Chasetown has taken much the development for the town and this is causing parking problems. District Council Officers, when asked where people are to park when no provision is made within developments, merely say that people will have to park on the road – this is not acceptable. The infrastructure and road systems in Burntwood needs to be looked at in depth; he also noted that when road repairs are undertaken these should be done properly so that they do not need to be redone in a short space of time.

IT WAS AGREED that the Town Council's submission would be drafted by the CEO from Members comments made at the meeting and that Councillors Mrs Evans and Mrs Fisher would approve the submission to be sent to the District Council within the stated deadline.

(The meeting closed at 8.12pm)

Signed

Date

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEY'S CORNER, BURNTWOOD
ON THURSDAY 18 MAY 2017 COMMENCING AT 7.22PM**

PRESENT

Councillor Miss Fisher (in the Chair)

Councillors Bamborough, Mrs Banevicius, Ms Brettell, Mrs Conolly, Mrs Constable, Constable, Drinkwater, Ennis, Mrs Evans, Mrs Fisher, Humphreys, Mosson, Pullen, Mrs Rigby, Mrs Shingler, Stokes, Mrs Stokes, Mrs Tranter and Mrs Woodward

In attendance

Mrs M Danby, Chief Executive Officer

Ms J Minor, Senior Administration Officer

N Caine, Direct Services Manager

16 members of the public

PUBLIC FORUM

Mr Westwood made reference to Agenda Item 5 (Chasetown Ward: Co-option to fill vacancy for one member) and said that he felt it was distasteful that members of the public are not allowed to ask questions of the candidates before the Members vote.

Mr Chamberlain made reference to Agenda Item 5 (Chasetown Ward: Co-option to fill vacancy for one member) and said that he was under the impression that a cross-party agreement had been agreed and that the agreement had been withdrawn at the last minute. Mr Chamberlain said that this sends out the wrong message to the residents of Burntwood and he hoped that at the ballot the original agreement would be upheld.

PRAYERS

Prayers were led by Reverend Wallace, St John's Community Church.

1. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Mrs Pamela Stokes be elected Chairman of the Town Council for the ensuing year.

Councillor Mrs Pamela Stokes made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for her election. Councillor Mrs Stokes thanked Councillor Miss Fisher for the sterling job she had undertaken as Chairman.

2. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Richard Bamborough be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Bamborough made and signed the Declaration of Acceptance of Office and thanked the Town Council for his appointment and said that he would undertake the role to the best of his ability.

3. APOLOGIES FOR ABSENCE

None, all Members were present.

4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Drinkwater declared a personal interest in Agenda Item 11 - Burial Grounds Committee: Minutes.

5. CHASETOWN WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Councillor Drinkwater stated that the Labour Group were disappointed that the cross-party agreement had been withdrawn and that a by-election could have been arranged.

Mrs Norma Bacon gave a presentation on why she would like to be co-opted.

Robert Birch gave a presentation on why he would like to be co-opted.

THE CHAIRMAN SUSPENDED STANDING ORDER 1(r) TO ENABLE THE MEMBERS TO VOTE FOR THEIR PREFERRED CANDIDATE VIA A BALLOT PAPER.

The Chief Executive Officer announced the result of the ballot:

Bacon, Mrs Norma – 14
Birch, Robert – 6

The Chairman welcomed Mrs Bacon to the Town Council and thanked Mr Birch for his application and presentation.

Mrs Bacon signed the Declaration of Acceptance of Office after which she took her place at the table.

6. TOWN COUNCIL: MINUTES

A Member made reference to the Renaming of the Community Room to "The Ron Bradbury" Room and stated that the "History Group" should be replaced with the "Burntwood Heritage Group" and that "and he" should be inserted before the word "preserved".

A Member made reference to Minute No. 123 and stated that the signage referred to had appeared at Chasewater without proper consultation relating to proposed parking charges.

A Member made reference to Minute No. 115 and said that the responses to questions raised by Mr Westwood were not attached as an Appendix to the Minutes. The Chief Executive Officer apologised for the omission and confirmed that these would be attached to the Minutes and the revised document would be uploaded to the website.

A Member made reference to Minute No. 118 and asked if Councillor Bamborough had liaised with Councillor Drinkwater regarding the response to the Cannock Chase Local Plan (Part 2) and Cannock Town Centre - Area Action Plan. Members were informed that the Town Council had used the response prepared by Councillor Drinkwater.

A Member made reference to Minute No. 127 and asked if this was usual practice to include when a Councillor leaves a meeting in the Minutes. The Chief Executive Officer confirmed that this was usual and statements had appeared in previous Town Council and Committee Minutes.

RESOLVED That the Minutes of the Meeting of the Town Council held on 16 March 2017 (Minute Nos. 113-132) be received and where necessary approved and adopted.

7. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF COMMITTEES, ETC

RESOLVED It was agreed that due to the co-option process more time was required to nominate the Committee Chairmen, Vice-Chairmen and Members.

8. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED It was agreed that due to the co-option process more time was required to nominate representatives to serve on Outside Bodies.

9. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that her chosen charities for the forthcoming year would be:

- Burntwood Breast Care
- Burntwood In-Sight Group
- St Giles Hospice

The Chairman confirmed that two fundraising events (clairvoyant) had been arranged for 16 July and 26 August and that tickets would be available either from herself, via the Burntwood Town Council office or online.

10. NOTICE OF CASUAL VACANCY

Members formally noted that the Chief Executive Officer had declared a casual vacancy on the Town Council on Wednesday 10 May 2017 following the resignation of Mrs Natasha Pullen (Boney Hay and Central Ward) with effect from 08 May 2017.

11. BURIAL GROUNDS COMMITTEE: MINUTES

A Member asked if the current cremated remains plot owners (four casket size) had been written to and whether some kind of reimbursement offered. A Member made reference to Minute No. 29 (Request for two casket size cremated remains plots). The wording "little that could be done" which appeared in the minutes and related to the four casket size cremated remains plots, regarding the Town Council being in control of the operation of the burial ground. Members were informed that this had not taken place and this matter would be referred back to Committee for consideration.

RESOLVED That the Minutes of the Meeting of the Burial Grounds Committee held on 13 March 2017 (Minute Nos. 26-34) be received and where necessary approved and adopted.

12. PLANNING COMMITTEE: MINUTES

RESOLVED That the Minutes of the Meetings of the Planning Committee held on 09 March 2017 (Minute Nos. 74-77), 30 March 2017 (Minute Nos. 78-81) and 20 April 2017 (Minute Nos. 82-86) be received and where necessary approved and adopted.

13. BURNTWOOD IN BLOOM COMMITTEE: MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 13 March 2017 (Minute Nos. 14-17) be received and where necessary approved and adopted.

14. EVENTS COMMITTEE: MINUTES

A Member made reference to Minute No. 62 (Wakes Festival 2017 update) and asked for clarification regarding who Jason Jones was. Members were informed that Mr Jones was born in Burntwood and had lived in the town and that he had appeared on the recent "The Voice" TV series.

RESOLVED That the Minutes of the Meetings of the Events Committee held on 27 March 2017 (Minute Nos. 52-64) and 24 April 2017 (Minute Nos. 64-74) be received and where necessary approved and adopted.

15. NEIGHBOURHOOD PLAN COMMITTEE: MINUTES

A Member made reference to Minute No. 27 (Presentation by Burntwood Action Group) and stated that BAG had suggested the *reallocation*, not *relocation*, of the Mount Road industrial site.

A Member made reference to Minute No. 27 (Presentation by Burntwood Action Group) and felt that there was still a need for a Neighbourhood Plan, saying that the BAG Vision for Burntwood could not replace the Neighbourhood Plan, though they could run concurrently but one could not replace the other.

RESOLVED That the Minutes of the Meeting of the Neighbourhood Plan Committee held on 18 April 2017 (Minute Nos. 24-27) be received and where necessary approved and adopted.

16. BURNTWOOD TOWN DEAL

Members were informed that the last meeting of the Burntwood Town Deal had taken place on 07 April. Members discussed the LCP application (which had received approval by the District Council's Planning Committee) and LCP had said that the anticipated opening date was September 2018; LCP had also confirmed that B&M and Iceland were still on board. Members were informed that the Burntwood Town Deal was having a positive impact as funding from councils had come from the Burntwood Town Deal had helped to make the LCP proposal a reality.

Members were also informed that Greenwood House had been agreed as a national scheme and that Burntwood Action Group had been invited to join the Group to enable the Burntwood Town Deal to see how the Group's Vision for Burntwood might be developed.

17. TOWN COUNCIL BANKING ARRANGEMENTS

Members were informed that Councillor Mosson wished to step down as an authorised signatory on the Town Council's Unity Trust Current Account.

RESOLVED That the signatories to the to the Town Council's bank accounts with immediate effect would be:

Barclays: Current Account and Active Saver Account

Councillors Mrs Evans, Mrs Tranter and the Chief Executive Officer

CCLA: Public Sector Deposit Fund and Local Authorities Property Fund

Councillors Mrs Evans, Mrs Fisher, Humphreys and Mrs Stokes

Unity Trust: Current Account

Councillors Mrs Evans, Mrs Fisher, Humphreys, Mrs Rigby, Mrs Stokes and Mrs Tranter

18. SCHEDULE OF PAYMENTS MADE BETWEEN 01 MARCH AND 15 MAY 2017

A Member made reference to Nominal Code 4043/104 (Corona Energy) and the Chief Executive Officer informed Members that this was for a monthly account for the Old Mining College Centre's gas supply. Councillor Pullen stated that this would be referred to the Policy & Resources Committee.

RESOLVED That the Schedule of Payments totalling £70,054.25 made between 01 March and 15 May 2017 inclusive be received and noted.

19. INTERNAL AUDITOR'S REPORT FOR THE YEAR ENDED 31 MARCH 2017

A Member made reference to paragraph 3.12 (VAT on Lettings) and the Chief Executive Officer confirmed that the stall pitches for Town Council events were now exempt from VAT, however hire of the IT Suite at the OMCC would now be subject to VAT.

A Member made reference to 5 (Recommendation) and the Chief Executive Officer confirmed that with immediate effect the Town Council could not have confidential minutes. Going forward this meant that the Town Council could keep confidential notes and that a precis of the matter(s) under discussion and the full resolution(s) must appear in the Minutes.

Councillor Mrs Woodward felt that she needed to abstain from the vote.

RESOLVED That the Internal Auditor's report for the year ended 31 March 2016 be received and noted.

20. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2017

20.1 Income and Expenditure Account for the Year Ended 31 March 2017

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2017 be approved.

20.2 Balance Sheet as at 31 March 2017

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED That the Balance Sheet for the year ended 31 March 2017 be approved and that the Chairman and Responsible Financial Officer be authorised to sign the document.

20.3 Balances and Reserves as at 31 March 2017

A Member felt that the Town Council was holding quite extensive balances. The Chief Executive Officer explained that the Town Council had previously agreed the Earmarked Reserves but these could be changed at any time by formal Resolution agreed by the Full Council.

Councillor Mrs Evans felt that the Labour Group needed to abstain from the vote.

RESOLVED That the Balances and Reserves as at 31 March 2017 be approved.

20.4 Annual Return: Section 1 - Annual Governance Statement for the Year Ended 31 March 2017

The Chief Executive Officer stated that the Town Council needed to agree all the statements or agree a response for the External Auditor for any "No" responses. Councillor Mrs Woodward said that she felt that there was a great deal of difference to answering Yes or No. The Chief Executive Officer, in response to a question from the Chairman of the Policy & Resources Committee, stated that the Town Council could agree the statements by a majority vote.

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED THAT:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
7. We took appropriate action on all matters raised in reports from internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.
9. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
10. The Annual Return: Section 1 – Annual Governance Statement for the year ended 31 March 2017 be approved and the Chairman be authorised to sign the document.

20.5 Annual Return: Section 2 - Accounting Statements for the Year Ended 31 March 2017

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED That the Annual Return: Section 2 – Accounting Statements for the year ended 31 March 2017 be approved and that the Chairman be authorised to sign the document.

21. 2016/17 BUDGET OUT-TURN AS AT 31 MARCH 2017

A Member made reference to Nominal Code 1070/104 (OMCC: Unit Rents) and asked if all the rents were let. The Chief Executive Officer confirmed that seven of the ten ground floor units are occupied; the Town Council occupies two units and one unit was currently unoccupied; The Suite on the first floor was also let.

Members were urged to use the OMCC more frequently for its meetings. The Chief Executive Officer informed Members that this was the only meeting which was taking place at the Library in 2017/18, all other meetings are scheduled to be held at the OMCC.

A Member made reference to Nominal Code 4100/107 (Photocopier: Copy Charges) and the Chief Executive Officer informed Members that this was a quarterly charge. However, a Member felt that an option should be given to all Councillors whether a hard copy is needed or whether they would prefer the papers via the email thus saving on copier and postage charges. Councillor Pullen confirmed that this suggestion would be considered by the Policy & Resources Committee.

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED That the 2016/17 Budget out-turn as at 31 March 2017 be received and noted.

22. REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT 2016/17

Councillor Mrs Evans felt that the Labour Group needed to needed to abstain from the vote.

RESOLVED That the Review of Effectiveness of Internal Audit 2016/17 be received and adopted.

23. STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

Councillor Mrs Woodward felt that she needed to abstain from the vote.

RESOLVED That the Statement of Internal Control and Annual Review of Effectiveness of Internal Control be received and adopted.

24. RE-APPOINTMENT OF INTERNAL AUDITOR

RESOLVED THAT:

- a) It be noted that under the terms of the current agreement Toplis Associates Limited be re-appointed as Internal Auditor for the 2017/18 financial year.
- b) The 2017/18 Internal Audit Programme be approved and implemented.

25. RISK ASSESSMENT: 2016/17

Councillor Mrs Evans felt that the Labour Group needed to abstain from the vote.

RESOLVED THAT:

- a) The LCRS Overall Summary be received and approved by all Members present.
- b) The LCRS Action Plan be received and approved by all Members present.

26. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) 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.

(Councillor Drinkwater left the meeting at 8.30 pm)

27. TOWN COUNCIL: CONFIDENTIAL MINUTES

Councillor Mrs Woodward pointed out that she was listed as being present at the meeting but she pointed out that she had already left the meeting when the confidential minutes were discussed.

RESOLVED That the Confidential Minutes of the Town Council held on 18 March 2017 (Minute No. 129-132) be received and where necessary approved and adopted.

(The CEO, SAO and DSM left the meeting during discussion of the following item)

28. STAFFING MATTER (TOWN COUNCIL MINUTE NO. 132(A) REFERS)

Members considered a request from a member of staff for TOIL to be granted in recognition of time spent in completing training courses outside of normal office hours.

RESOLVED That the request for TOIL be refused.

A separate issue was raised regarding TOIL and it was **AGREED** that the Leader, Deputy Leader and the Leader of the Labour Group would further investigate this matter.

(The CEO, SAO and DSM re-joined the meeting)

29. EVENTS COMMITTEE: CONFIDENTIAL MINUTES:

RESOLVED That the Confidential Minutes of the Town Council held on 24 April 2017 (Minute Nos. 73-74) be received and where necessary approved and adopted.

30. OLD MINING COLLEGE CENTRE/BURNTWOOD TOWN STRATEGY

Members received a precis compiled by the Chief Executive Officer detailing potential projects/actions to:

- a) Promote increased usage of the Old Mining College Centre as a community hub
and
- b) To deliver projects/actions associated with those Town Strategy Action Areas which the Town Council are capable of delivering

Members felt that they could not consider the document in its present form and that a draft strategy was required before such consideration could be given. The Chief Executive Officer explained that she had subsequently been requested to compile a draft Business Plan for the Old Mining College Centre complete with timescales and costings for consideration by the Policy & Resources Committee.

RESOLVED That the draft Business Plan for the Old Mining College Centre be considered by the Policy & Resources Committee and recommendations on that Plan be made by the Committee to the Full Council.

(The Meeting closed at 8.50 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL APPOINTMENTS TO COUNCIL AND COMMITTEES 2017/18		
	CONSERVATIVE GROUP	LABOUR GROUP
Chairman of the Council	Pam Stokes	
Vice-Chairman of the Council	Richard Bamborough	
Leader of the Council	Norma Bacon	
Deputy Leader	Heather Tranter	
BURIAL GROUNDS COMMITTEE = 7 MEMBERS		
Chairman	Ken Humphreys	
Vice-Chairman	Brenda Brettell	
Other Members	Margaret Conolly Beth Fisher Pam Stokes	Di Evans Vacancy x 1
BURNTWOOD IN BLOOM COMMITTEE = 4 MEMBERS + 3 EXTERNAL + CEO		
BTC Members	Norma Bacon Brenda Brettell Heather Tranter	Di Evans
External Members	Vacancy (Business Community Representative) Gary Chamberlain, LDC DSO Representative Peter Johnson, Burntwood Gardening Guild Representative	
DEFIBRILLATORS TASK & FINISH GROUP = 3 MEMBERS		
Chairman		Darren Ennis
Other Members	Jackie Shingler Pam Stokes	
EVENTS COMMITTEE = 7 MEMBERS		
Chairman	Heather Tranter	
Vice-Chairman	Keith Stokes	
Other Members	Richard Bamborough Margaret Conolly Pam Stokes	Eric Drinkwater Darren Ennis
NEIGHBOURHOOD PLAN COMMITTEE = 7 Members		
Chairman	Richard Mosson	
Vice-Chairman	Doug Constable	
Other Members	Norma Bacon Margaret Conolly Ken Humphreys	Sharon Banevicius Di Evans

	CONSERVATIVE GROUP	LABOUR GROUP
PERSONNEL COMMITTEE = 5 MEMBERS		
Chairman	Brenda Constable	
Other Members	Norma Bacon Ken Humphreys Jackie Shingler	Sharon Banevicius
PLANNING COMMITTEE = 10 MEMBERS		
Chairman Vice-Chairman	Richard Bamborough Doug Constable	
Other Members	Brenda Brettell Brenda Constable Beth Fisher Helen Fisher Richard Mosson	Eric Drinkwater Darren Ennis Vacancy x 1
POLICY AND RESOURCES COMMITTEE = 7 MEMBERS		
Chairman Vice-Chairman	Doug Pullen Heather Tranter	
Other Members	Norma Bacon Helen Fisher Richard Mosson	Di Evans Sue Woodward
STAFF APPEALS COMMITTEE = 3 MEMBERS		
Chairman	Doug Constable	
Other Members	To be appointed when necessary x 2	
STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS		
Chairman	To be appointed when necessary x 2	
Other Members		

**BURNTWOOD TOWN COUNCIL
REPRESENTATION ON OUTSIDE BODIES 2017/18**

	Organisation	Representative(s)
(1)	1 ST BURNTWOOD SCOUT GROUP	Cllr Beth Fisher
(2)	WE LOVE BURNTWOOD FUND (BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION)	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Brenda Brettell
(4)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr Doug Constable
(5)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Vacancy
(6)	LICHFIELD DISTRICT PARISH FORUM	Cllr Brenda Brettell Cllr Margaret Conolly
(7)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr Pam Stokes
(8)	SOUTH EAST STAFFORDSHIRE CITIZENS' ADVICE BUREAU	Cllr Brenda Constable

MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,
BURNTWOOD ON THURSDAY 11 MAY 2017 COMMENCING AT 7.00 PM

PRESENT

Councillor Bamborough (in the Chair)
Councillors Ms Brettell, Drinkwater, Ennis, Miss Fisher and Mrs Fisher

In attendance

Ms J Minor, Senior Administration Officer

87. APOLOGIES FOR ABSENCE

Councillors Constable, Mrs Constable and Mosson.

88. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Drinkwater declared a disclosable non pecuniary interest in Agenda Item 4 (planning application 17/00280/FULM – Land opposite to 138-188 Chorley Road) as the main objector of 82 Chorley Road is a member of the Labour Party.

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.

89. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 20 April 2017 (Minute Nos. 82-86) be approved as a correct record.

90. PLANNING APPLICATIONS

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

(a)	17/00280/FULM	Boney Hay and Central	Mr A Bennett Land opposite to 138-188 Chorley Road Burntwood	Erection of agricultural building and continued use of part of land for dog agility training
-----	---------------	--------------------------	---	---

OBJECTION on the following grounds:

- In view of the main objector's comments (82 Chorley Road) the building does not appear to meet the requirement in Appendix E permitted development rights for agriculture and forestry E3 "must not be within 25 metres of the metalled part of a trunk or classified road".

- The application fails to demonstrate the agricultural justification for the building. In addition, by reason of siting, materials and visibility, the building would cause harm to the openness of the Green Belt and the visual amenity of the Cannock Chase AONB.
- The application documents do not recognise the existence of Public Footpath No. 18 Burntwood and Public Bridleway No. 10 Longdon which cross the land affected by the proposed development.

(b) 17/00521/FUL Gorstey Ley Mr R Holdsworth
5 Mease Avenue
Burntwood Single storey side
extension to form
sitting room and toilet

No objection.

(c) 17/00514/FUL Chasetown Mrs L Dadswell
Post Office
57 High Street
Chasetown Installation of Bank of
Ireland ATM
(Automated Telling
Machine)

No objection.

(d) 17/00408/FUL Boney Hay and Central Mr A Barrett
1 Morley Road
Burntwood Retention of brick and
wrought iron boundary
wall to front of property

No objection as long as the proposal conforms to the Local Planning Authority's strict guidance on this type of structure i.e. height.

(e) 17/00466/FUL Boney Hay and Central Mr Higo
6 Galway Road
Burntwood Replacement of flat
roof to front with
pitched roof and
internal alterations

No objection.

(f) 17/00480/FUL Hunslet Mr C Tweedle
3 Boulton Close
Burntwood Conversion of
conservatory to dining
room and single storey
front extension to form
porch and garage with
pitched roof

No objection.

(g) 17/00489/FUL Chase Terrace Mr R Parton
The Brambles
19 Ironstone Road
Burntwood Removal of timber
garage and erection of
a detached double
garage at rear

Should the Local Planning Authority be minded to grant permission, then the garage should be occupied in a manner which is wholly incidental to the residential use of the dwelling known as 19 Ironstone Road and should not be used, sold or let as a separate dwelling unit.

(h)	17/00469/FUL	Chase Terrace	Mr J Newman 52 Kingsdown Road Burntwood	Two storey side extension to form utility, store room, bathroom and study
-----	--------------	---------------	---	---

No objection.

(i)	17/00526/FUL		Tek Holdings Limited Unit 29, Zone 1 Cobbett Road Burntwood Business Park Burntwood	Retrospective planning application to allow the sub-division of an existing commercial unit into 4 no. units
-----	--------------	--	---	--

No objection.

91. CONSULTATION REGARDING PROPOSED STREET NAMES UNDER STAFFORDSHIRE ACT 1983 SECTION 4 PART II AND PUBLIC HEALTH ACT 1925 SECTION 17 - SITE LOCATION: FORMER WILLIAM COLLIS, TRICORNE HOUSE, 97-101 HIGH STREET, CHASETOWN

RESOLVED That the following be forwarded to Lichfield District Council as a suitable road name for the development:

- William Close

(The Meeting closed at 7.18 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,
BURNTWOOD ON WEDNESDAY 07 JUNE 2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Ms Brettell, Mrs Constable, Drinkwater, Ennis and Mrs Fisher

In attendance

Ms J Minor, Senior Administration Officer
Four members of the public

Public Forum

Mrs Mould made reference to planning application 17/00557/FUL (Land adjacent 58 Leam Drive) and raised concerns that the bungalow would be erected on a blind bend and that there was a crossing nearby which would be rendered unsafe.

1. APOLOGIES FOR ABSENCE

Councillors Constable, Miss Fisher and Mosson.

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Fisher declared a disclosable non pecuniary interest as she is the Cabinet Support Member for Highways and Transport at Staffordshire County Council.

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.

3. MINUTES

Councillor Drinkwater made reference to Minute No. 90 (a) (Land opposite to 138-188 Chorley Road) and queried whether this was in fact a planning application as he had been informed by LDC Planners that it was not.

RESOLVED That the Minutes of the Planning Committee Meeting held on 11 May 2017 (Minute Nos. 87-91) be approved as a correct record.

4. PLANNING APPLICATIONS

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

- (a) 17/00557/FUL Gorstey Ley Mr and Mrs J A Dark
Land adjacent
58 Leam Drive
Burntwood
Erection of 1 no.
detached bungalow
(resubmission of
16/01311/FUL)

Concerns were raised by Members as to access/egress issues, poor visibility and the crossing nearby would be rendered unsafe. Members asked that Staffordshire County Council, as Highway Authority, be asked to revisit the site at a busier time (e.g. school time). These comments were reiterated at the meeting by members of the public.

- (b) 17/00588/FUL Boney Hay and Central Mrs S Yates
8 Tennyson Avenue
Burntwood
Single storey extensions
to front including
garage conversion to
extend existing
bedroom and form 2
no. new bedrooms

No objection.

- (c) 17/00590/FUL Highfield Mr and Mrs Drew
The Farm House
1 Darwin Park
Abnalls Lane
Burntwood
Single storey extension
to side to form
bedroom and en-suite

No objection.

- (d) 17/00591/FUL Boney Hay and Central Mr A Lampitt
16 Victory Avenue
Burntwood
Single storey extension
to front and side to
form porch, utility and
dining area and extend
kitchen

No objection.

- (e) 17/00596/FUL Summerfield and All Saints Mr P Bartram
21 Mossbank Avenue
Burntwood
Proposed first floor
extension over existing
garage forming new
bedroom, bathroom
and en-suite to master
bedroom

No objection.

- (f) 17/00597/FUL Gorstey Ley Mr and Mrs M Sherwood
21 Farewell Lane
Burntwood
Two storey extension to
side and rear to form
kitchen at ground floor
level and 2 no.
bedrooms and en-suite
at first floor level,
ground floor extension
to front to form porch,
single storey extension
to side to extend
garage with loft
conversion above to

form games room

No objection.

- | | | | | |
|-----|--------------|---------------|---|---|
| (g) | 17/00620/FUL | Chase Terrace | Ms J Kerry
2 Railway Lane
Burntwood | Erection of two storey 1 no. bedroom dwelling |
|-----|--------------|---------------|---|---|

OBJECTION on the following grounds:

- The proposal by virtue of its design, scale and massing would result in an over intensive/cramped, poorly designed and incongruous form of development that fails to respect the character of the surrounding area.
- The proposal is to be erected right on the corner of Railway Lane which would cause access/egress issues.

- | | | | | |
|-----|--------------|----------------------------|---|--|
| (h) | 17/00679/FUL | Summerfield and All Saints | Mrs G Austin
46 Nailers Drive
Burntwood | Single storey rear extension to form utility, wc, breakfast area and dining room |
|-----|--------------|----------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|---------------|---|--|
| (i) | 17/00668/FUL | Chase Terrace | Mr P Tooth
14 Duke Road
Burntwood | First floor side extension to form bathroom and bedrooms with en-suite |
|-----|--------------|---------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|--|
| (j) | 17/00673/FUL | Chasetown | Mr D Hollingsworth
8 Birch Avenue
Burntwood | Two storey side extension to form kitchen, entrance hall, study, two bedrooms and en-suite (amendment to application 16/01170/FUL) extension |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (k) | 17/00720/FUL | Chasetown | Mr L Warke
Land adjacent
101 Baker Street
Burntwood | Erection of 1 no. two storey three bedroom dwelling |
|-----|--------------|-----------|--|---|

No objection.

(The Meeting closed at 7.22 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN,
BURNTWOOD ON THURSDAY 29 JUNE 2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Bamborough (in the Chair)
Councillors Ms Brettell, Drinkwater, Ennis and Miss Fisher (from 7.06 pm)

In attendance

Ms J Minor, Senior Administration Officer
Two members of the public

Public Forum

Mr Chamberlain, representing Burntwood Action Group, made reference to planning application 17/00581/OUTM (Former Bridge Cross Garages, Cannock Road, Chase Terrace) and read out the following statement:

"You will all recall, that the "Burntwood Vision Plan" has been adopted by both Burntwood Town Council and the Leader and Deputy Leader of Lichfield District Council.

Unfortunately the above application does not conform to the "Burntwood Vision Plan".

For example:

The applicant must allow for and connect to the proposed walkway to and from the new Town Centre and Chasewater, including an allowance for cycle paths and cycle racks.

The frontage must be orientated to support the development of a "New Town Centre" as detailed in the Burntwood Vision Plan.

Support an initiative to enable new businesses to benefit from the development i.e. a pop up shop.

Make allowance for art/planting to enhance the development including external street furniture and benches to meet the Town Council's requirement and standards.

The developer would be required to work with groups and other developers to realise the "Burntwood Vision Plan" and the Burntwood Neighbourhood Plan.

Burntwood Action Group are extremely concerned, that whilst we wish to encourage such developments, no additional housing should be agreed until such time as Lichfield District Council have confirmed all additional housing in Burntwood, will be on brownfield sites and not Green Belt sites as proposed in the LDC Land Allocations consultation document.

We therefore strongly recommend that the BTC Planning Committee object to this application on the basis that it does not conform to the Burntwood Vision Plan. However, a resubmission of the application that conforms and on the proviso that it does not increase Burntwood's overall housing allocation should receive favourable consideration."

5. APOLOGIES FOR ABSENCE

Councillors Mrs Constable and Constable.

6. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

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.

7. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 07 June 2017 (Minute Nos. 1-4) be approved as a correct record.

8. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|---------------|--|--|
| (a) | 17/00691/FUL | Chase Terrace | Mr A Roberts
9 Princess Street
Burntwood | Demolition of single storey rear extension and erection of a single and two storey rear extension to form kitchen, breakfast area, shower room, utility, bathroom and bedrooms and rendering of property |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------------------|---|--|
| (b) | 17/00617/FUL | Boney Hay and Central | Mr I Morgan
70 Rugeley Road
Chase Terrace | Installation of decking in rear garden |
|-----|--------------|-----------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (c) | 17/00738/FUL | Chasetown | Mrs P Dhillon
Land Rear Post Office
57 High Street
Chasetown | Erection of a three bedroom detached dwelling |
|-----|--------------|-----------|---|---|

Concerns were raised by Members as to adequate parking provision and that the Local Planning Authority should be mindful of the loss of amenity to neighbouring property.

- | | | | | |
|-----|--------------|-----------------------|---|--|
| (d) | 17/00782/FUL | Boney Hay and Central | Mr J Joslin
Tree Tops
27 Spinney Close
Burntwood | First floor side extension over garage to form bedroom with en-suite |
|-----|--------------|-----------------------|---|--|

No objection.

(COUNCILLOR MISS FISHER DECLARED A PREJUDICIAL INTEREST IN THIS APPLICATION AND LEFT THE ROOM DURING DISCUSSION THEREOF).

- | | | | | |
|-----|---------------|-----------|--|---|
| (e) | 17/00581/OUTM | Chasetown | Mr G Lally
Former Bridge Cross Garages
Cannock Road
Chase Terrace | Erection of three storey mixed use development complex comprising of A1, A3, A5 and D1 Use Classes and 14 no. two bedroom apartments (outline: access and layout) |
|-----|---------------|-----------|--|---|

OBJECTION as the proposed development in its current form does not conform to the proposals set out in the Burntwood Vision Plan as accepted by the Leader and Deputy Leader of Lichfield District Council.

For example:

- The applicant must allow for and connect to the proposed walkway to and from the new Town Centre and Chasewater, including an allowance for cycle paths and cycle racks.
 - The frontage must be orientated to support the development of a "New Town Centre" as detailed in the Burntwood Vision Plan.
 - Support an initiative to enable new businesses to benefit from the development i.e. a pop up shop.
 - Make allowance for art/planting to enhance the development including external street furniture and benches to meet the Town Council's requirement and standards.
 - The developer would be required to work with groups and other developers to realise the "Burntwood Vision Plan" and the Burntwood Neighbourhood Plan.
- | | | | | |
|-----|--------------|--------------------------|--|--|
| (f) | 17/00828/FUL | Boney Hay
and Central | Mr M Gilbert
8 Highfield Close
Burntwood | Conversion of car port to games room, entrance hall and utility and new pitched roof to rear |
|-----|--------------|--------------------------|--|--|

The Local Planning Authority should be mindful that adequate sound proofing is provided to avoid the loss of amenity to neighbouring property.

- | | | | | |
|-----|--------------|--------------------------|---|---|
| (g) | 17/00808/FUL | Boney Hay
and Central | Mr and Mrs Angell-Parsons
84 Rugeley Road
Chase Terrace | Partial demolition of rear single storey extension and erection of a single and two storey rear extension to form kitchen, bathroom, utility, entrance hall and bedroom with en-suite |
|-----|--------------|--------------------------|---|---|

No objection.

(h) 17/00796/FUL Chase Terrace Mrs C Price
32 Ironstone Road
Burntwood Two storey rear extension to form kitchen, dining room, utility, bedrooms with en-suite and conversion of study to form garage

No objection.

(i) 17/00809/FUL Chase Terrace Mr D Evans
8 Leander Close
Burntwood Demolition of garage and erection of a two storey side and single storey rear extension to form kitchen, utility, wc, study, entrance hall and bedroom with en-suite

No objection.

(j) 17/00786/FUL Highfield Mr O'Reilly
Edial House
415 Lichfield Road
Burntwood Refurbishment, extension and conversion of garages and existing cottage to form lounge, utility, kitchen/dining room, wc, two bedrooms with en-suite and associated works

No objection.

(k) 17/00729/FUL Chasetown Mr and Mrs Swanwick
63 Oakdene Road
Burntwood Single and two storey rear extension to form kitchen, shower room and bedroom

No objection.

**9. STAFFORDSHIRE COUNTY COUNCIL CONSULTATION
UPDATED PLANNING APPLICATION VALIDATION REQUIREMENTS**

RESOLVED That the information be received and noted.

(The Meeting closed at 7.29 pm)

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 22 MAY 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Mrs Conolly, Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
One member of the public

1. APOLOGIES FOR ABSENCE

Councillor Mrs Woodward.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

3. MINUTES: EVENTS COMMITTEE

RESOLVED That the Minutes of the Meeting of the Events Committee held on 24 April 2017 (Minute Nos. 65-74) be received and where necessary approved and adopted.

4. PLAY IN THE PARKS UPDATE

Councillor Mrs Tranter gave a brief update on how Play in the Parks was progressing and informed Members that the Town Council had been successful in their funding applications to Bromford (£300) and the Small Project Fund (Lichfield District Safer Community Partnership (£300)).

Members agreed that the front of the Play in the Parks flyer was acceptable however Members felt that on the reverse (advertising the Wakes Festival) needed to promote more of the Wakes and needed to reflect the advertisement which would appear in the TownTrader.

5. WAKES FESTIVAL 2017 UPDATE

Councillor Mrs Stokes gave a brief update on how the Wakes Festival was progressing and informed Members that she had spoken to Mr Donnelly who was dealing with the Classic Car Show part of the Wakes Festival. Mr Donnelly had informed Councillor Mrs Stokes that no entries had been received to date however the Classic Car Show was being advertised in the Classic Car Magazine and on their own website. Councillor Mrs Stokes informed

Members that the Lichfield Cars in the Park had been oversubscribed and it was **AGREED** that an email would be sent to Lichfield Rotary (St Chads).

Members felt that the programme for the Wakes Festival could not be finalised as there may not be a classic car show but a classic car display as Mr Donnelly had indicated that he could bring along a couple of classic cars. It was **AGREED** that Councillor Mrs Stokes would speak to Mr Donnelly to ascertain the best way forward (i.e. £5 entry fee with no competition or trophies etc).

As there may not be a classic car show and in light of the timescale for the TownTrader advert Members **AGREED** that the advert should include the wording "including Classic Car Display" and not Classic Car Show.

Councillor Mrs Stokes informed Members that there would be 14/15 attending from the Staffordshire Corps of Drums and that Mr Hoddinott, Manager, Burntwood Leisure Centre had agreed that the Town Council could use 2 changing rooms (1 male and 1 female) and the seating in the café area. Councillor Stokes informed Members that the cost of tea, coffee or hot chocolate from the vending machine was 60p, however, water was more costly. It was **AGREED** that each member of the Staffordshire Corps of Drums would be supplied with 2 drinks each (i.e. £1.20) and refreshments (i.e. biscuits and an assortment of cakes). Councillor Stokes informed Members that he would approach Aldi for a donation of water.

The Direct Services Manager asked for clarification regarding gazebos etc and it was **AGREED** that 4 gazebos would be needed, 3 tables, 2 chairs, mega phone, radios, buckets, sponges and 1 bin.

Councillor Mrs Tranter informed Members that the Town Council was still awaiting the outcome of their funding application to LDC/We Love Lichfield.

As there may not be a classic car show it was **AGREED** by Members that the residents letter (to include a programme if possible) to be hand delivered by Councillor Ennis (Cherry Close, right side of Poplar Avenue and right side of Baker Street) would say "classic car display".

6. CHRISTMAS FESTIVAL 2017 UPDATE

Councillor Stokes gave a brief update on how the Christmas Festival was progressing and Councillor Mrs Tranter informed Members that the Town Council had been successful in their funding applications to Bromford (£300).

Councillor Mrs Tranter informed Members that Mr D Bennett had indicated to her that he wished to sponsor the Christmas Festival but had not indicated by how much.

7. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED That under the Public Bodies (Admissions to Meeting) 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.

8. CONFIDENTIAL MINUTES: EVENTS COMMITTEE

RESOLVED That the Confidential Minutes of the Meeting of the Events Committee held on 24 April 2017 (Minute Nos. 73-74) be received and where necessary approved and adopted.

(The Meeting closed at 6.50 pm)

Signed

Date

**MINUTES OF A MEETING OF THE EVENTS COMMITTEE HELD AT
THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD
ON MONDAY 19 JUNE 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Tranter (in the Chair)
Councillors Bamborough, Drinkwater, Ennis, Stokes and Mrs Stokes

In attendance

Ms J Minor, Senior Administration Officer
N Caine, Direct Services Manager
One member of the public

9. APOLOGIES FOR ABSENCE

Councillor Mrs Conolly.

10. DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Mrs Tranter declared a disclosable non pecuniary interest as one of the volunteers who is involved in the Play in the Parks and Christmas Festival is known to her.

11. MINUTES: EVENTS COMMITTEE

Councillor Ennis made reference to Minute No. 5 - Wakes Festival 2017 Update and informed Members that the residents' letters which included a programme had been delivered (Cherry Close, right side of Poplar Avenue and right side of Baker Street).

RESOLVED That the Minutes of the Meeting of the Events Committee held on 22 May 2017 (Minute Nos. 1-8) be received and where necessary approved and adopted.

12. PLAY IN THE PARKS UPDATE

Councillor Mrs Tranter gave a brief update on how Play in the Parks was progressing and informed Members that Green Doorsteps would be attending some of the events (02 August, 07 August, 09 August and 14 August) at no cost to the Town Council. Members were informed that the flyers had been printed (which included the Wakes Festival on the reverse) and these would be distributed to all primary schools shortly. Members were informed that Lichfield District Council's Sports Development would be attending some of the events (31 July, 14 August and 21 August).

Members were informed that the Town Council had been successful in their funding application to the People Power Fund (Matthew Ellis, Staffordshire's Police and Crime Commissioner) in the sum of £2,000.

13. WAKES FESTIVAL 2017 UPDATE

Councillor Mrs Stokes informed Members that Councillor Stokes together with Councillor Ennis were in the process of fine tuning the map and that Whittington Barracks were very slow in their communication, however, if they did turn up on the day they would be made most welcome and space would be made available.

Councillor Mrs Tranter informed Members that LDC's DSO would be cutting the grass before the event.

Members were informed that the Town Council had been successful in their funding application to LDC/We Love Lichfield in the sum of £1,000 and that the Grangemoor Care Homes Limited had donated £300.

Councillor Mrs Stokes made reference to Minute No. 20 - Wakes Festival Sub Committee held on 12 October 2016 (tables and chairs for the Town Council gazebo) were it was agreed that the Town Council would have a stall at the Wakes Festival. It was **AGREED** that a further email be sent to all Members asking for volunteers to man the stall on a rota basis (for half an hour).

Councillor Mrs Stokes informed Members that the Event Commentator (PA) would be situated in the same gazebo as the Town Council stall.

The SAO informed Members that there are two business stalls, twenty two charity stalls, seven food stalls, thirteen craft stalls, three information stalls and the community safety information stalls (six gazebos) on board. It was **AGREED** that no further stalls be taken.

14. CHRISTMAS FESTIVAL 2017 UPDATE

Councillor Mrs Tranter informed Members that she had attended the AGM of the BBC and that the BBC had again agreed to sponsor the Festive Land Train in the sum of £575.

Councillor Mrs Tranter informed Members that she had approached County Councillor Mrs Fisher who had agreed to donate £500 (Members Staffordshire Local Community Fund). It was **AGREED** that County Councillor Mrs Woodward would be approached to ascertain if she was able to donate on this occasion.

Councillor Stokes informed Members that Rawlins Tyres (Burntwood) had agreed to give some sponsorship (no allocated amount known as yet).

Councillor Mrs Tranter made reference to the Mini Zoo and it was **AGREED** that the Mini Zoo would be booked and situated, if agreed by Pastor Lewis, in Emmanuel Church.

Councillor Stokes informed Members that he would be meeting with Chase Plant Hire in the not too distant future and confirmed that there would be no problem in obtaining the necessary equipment (e.g. generator(s), barriers etc) for the Wakes Festival and the Christmas Festival.

Councillor Mrs Stokes made reference to the Christmas Events to be held on 28 November (Boney Hay) and 30 November (High Street, Chasetown) and asked if leaflets could be distributed around the local vicinity informing members of the public of the events in due course.

15. STORAGE SHELVING AND BOXES

The DSM informed Members that as the two events (namely Play in the Parks and Wakes Festival) are growing in popularity, there was now a requirement to store apparatus and banners, along with ancillary equipment, in a more regimented manner. Members were informed that the storage of the equipment was in the OMCC basement and outside shed. These facilities are now becoming congested and require better facilities i.e. shelving and plastic storage boxes.

Councillor Ennis raised concerns as to why the shelving should come out of the Events Committee budget and not out of the Town Council reserves. Councillor Ennis stated that the Town Council has a capital budget for "repairs" to the OMCC and the shed(s) could be classed as an asset to the building.

The DSM informed Members that crocodile lid storage boxes would be needed to transport the items from A to B.

RESOLVED THAT

- a) a long term overview of the storage facilities at the OMCC should be referred to the next meeting of the Policy and Resources Committee (06 July 2017).
- b) six 40 litre crocodile lid storage boxes (£6.70 plus VAT each) and three customised boxes be purchased.

(The Meeting closed at 6.45 pm)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD IN BLOOM COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 05 JUNE 2017 COMMENCING AT 10.30 A.M.**

PRESENT

Councillors Mrs Bacon, Ms Brettell, Mrs Evans and Mrs Tranter (in the Chair)
P Johnson, Burntwood Gardening Guild representative

In attendance

Mrs M Danby, Chief Executive Officer/BiB Co-ordinator

1. APOLOGIES FOR ABSENCE

Councillor Mrs Evans and Mr Chamberlain.

2. MINUTES

AGREED That the Minutes of a meeting of the Burntwood in Bloom Committee held on 13 March 2017 (Minute Nos. 14 - 17) be approved as a correct record.

3. BURNTWOOD IN BLOOM 2017 COMPETITION

The CEO reported that:

- a) As at 05 June 2017 a total of 11 entries had been received. The entries are well down on previous years and a Press Release had been issued in an attempt to encourage more people to enter the competition.
- b) 6 No. hanging baskets had been supplied to businesses around Swan island and a further 7 No. baskets had been supplied to businesses on High Street, Chasetown. The baskets had been filled by COGS and then installed by LDC's DSO, the costs were:

Filling 13 No. baskets	£437.50
Collection/installation/taking down baskets	£122.76 plus VAT

It was noted that the total cost was £560.26 for the 2017 summer season. It was **AGREED** that consideration be given as to whether (a) BTC staff could collect and install the baskets in future years and (b) whether, if they were given more notice, COGS would be able to install the baskets in future years.

- c) Staffordshire Highways had reported that they were happy to see planters installed beneath the 4 No. "Welcome to Burntwood" signs and they had confirmed that no further permits or licences were required. It was noted, with thanks, that GE Collis & Sons Ltd had supplied the timber planters free of charge. The cost for summer and winter bedding was £15 plus VAT per planter per season, making a total cost of £120 plus VAT. The planters would be watered three times a week by BTC staff.

- d) An automatic self-watering kit had been purchased at a total cost of £115.92 plus the installation of a piping to "feed" the self-watering kit at a cost of £177.65.

4. BIB JUDGING PANEL

4.1 Schools, etc

03 July 2017 at 10am: Councillors Mrs Bacon, Ms Brettell and Mrs Tranter and Mr Johnson

4.2 General Competition

10 and 12 July 2017 at 10am: Councillors Mrs Bacon, Ms Brettell, Mrs Evans and Mrs Tranter (it was agreed that the Panel would meet on 03 July at 12 noon to agree the judging route).

5. NEXT MEETING

Monday 23 October 2017, commencing at 10.30 am at the Old Mining College.

(The Meeting closed at 11.13 a.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD NEIGHBOURHOOD PLAN COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
TUESDAY 06 JUNE 2017 COMMENCING AT 7.00 PM**

PRESENT

Councillor Mosson (in the Chair)
Councillors Mrs Bacon, Mrs Banevicius, Mrs Conolly, Mrs Evans and Humphreys

In attendance

Mrs M Danby, Chief Executive Officer (CEO)
Ms J Minor, Senior Administration Officer
M Wellock, Kirkwells Consultancy
V Chamberlain, Burntwood Action Group
P Button, Burntwood Action Group
Pastor Lewis
S Norman
K Stanley
Mrs J Taylor
Mrs S Fletcher

Councillor Mosson welcomed Councillor Mrs Bacon to her first meeting of the Burntwood Neighbourhood Plan Committee and informed Members present that Councillor Mrs Bacon had been co-opted onto the Town Council on 18 May 2017. Councillor Mrs Bacon replaces Councillor Mrs Stokes as a Member of the Committee.

1. APOLOGIES FOR ABSENCE

Councillor Constable.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Neighbourhood Plan Committee held on 18 April 2017 (Minute Nos. 24-27) be received and approved.

4. PRESENTATION BY BURNTWOOD ACTION GROUP

The Chairman informed Members that the Town Council as a whole had given the Burntwood Action Group's Vision their support at a meeting held on 10 May 2017.

Mr Chamberlain, who was representing Burntwood Action Group (BAG), stated that BAG had submitted their comments to LDC relating to the Land Allocations Policy consultation on 12 May 2017 (which included the Vision – this was more detailed than the presentation given to the Town Council on 10 May 2017). Mr Chamberlain confirmed that BAG members had met with Councillor Wilcox (Leader of LDC) and Councillor Pritchard (Deputy Leader

of LDC) and confirmed that BAG were very well received and that Councillors Wilcox and Pritchard were 100% behind the Vision and had reconfirmed their support.

Mr Chamberlain acknowledged that BAG were still continuing to undertake background work on the Vision e.g. talking to various organisations, landowners, lobbying SCC as everyone needed to be onside.

Mr Button, who was also representing Burntwood Action Group, stated that BAG had a clear alternative vision for Burntwood. Mr Button stated that Burntwood had a similar population to Lichfield however Burntwood had very limited infrastructure and very limited access (one route into Lichfield) compared to Lichfield. Mr Button felt that LDC's current Local Plan offered no concrete solutions to Burntwood's lack of infrastructure.

Mr Button said that BAG had never said no to housing, however, it must be on sustainable brownfield sites.

Mr Chamberlain confirmed that Burntwood had already exceeded its housing allocation whereas Lichfield City had not, even though developers had planning permission they were not bringing them to fruition.

Mr Button stated that because Burntwood had never had a coherent Town Plan housing had been built adjacent to and surrounding old industrial and commercial units (i.e. Sankey's Corner and Mount Road/Prospect Road/New Road). Mr Button confirmed that the Mount Road/Prospect Road/New Road was highlighted in the Local Plan Strategy 2012 for redevelopment to accommodate a large proportion of Burntwood's allocation of new homes. Due to its multiple ownership and diverse business usage, much of this brownfield land left out of the current land allocations in favour of the easier option of developing on the Green Belt. Mr Button felt that by building on the Green Belt LDC were not addressing the problems – they were adding to the infrastructure and access problems.

Mr Button informed Members that things are starting to happen on the former Olaf Johnson site however these were "industrial shed" type shopping units which would attract/house large-scale retailers. The planned new retail outlets face away from Sankey's Corner and some of the new houses (old garage site area) would form a barrier between the new shops and Sankey's Corner and this would not attract visitors to the existing shopping area (loss of footfall).

Mr Button stated that "boutique" style units (small units with affordable rents/rates) would be of benefit and confirmed that BAG had spoken to the Prince's Trust who were active in Staffordshire. The Trust works with young people aged 18 to 30 to turn their ideas into a business reality through the Enterprise Programme (from training and mentoring support to funding and resources) and they would direct people to the units (workshop type units – sell from the front of the shop concept).

Mr Button stated that Sankey's Corner needed to be looked at. The retail offerings continue to deteriorate with the pub site standing empty for many years and the HSB bank had recently closed. The charity shops, amusement arcade and tattoo parlour do little to provide an essential or stimulating shopping experience and it is no surprise that footfall shows a regular downward trend. What was needed was individual/private owned coffee shops, alfresco dining/restaurants, link to Chasewater, farmers market, etc.

Mr Button stated that the Salters Meadow Health Centre adjacent to Sankey's Corner is overburdened and unable to accept more patients, had lost access to nearby parking and is in a deteriorating condition. The Salters Meadow Health Centre could be relocated to the blue hoarding site together with housing which would release the existing health centre site for housing.

Mr Chamberlain stated that he felt that the best forum for moving forward would be the Town Deal and for the Vision to be included in the Burntwood Neighbourhood Plan.

Mr Button stated that LDC Planners had identified a noise and odour problem on the Mount Road industrial site and they had suggested putting up a barrier, however BAG were of the opinion that this would not solve the problem: the noise comes from the crane used at Aldridge Fabrications (LDC owned land) and the odours come from Manor Vinegar, though it was noted that in recent years the vinegar factory had alleviated most of the odours. Mr Button suggested that an alternative access to the residential development could be via the Chicken Joes site which has been derelict for some years. The Vision involves relocating all industry over a number of phases to the west of Burntwood which has good access to main roads from Miners Way and utilising the released land for housing. Mr Button stated that there were 30 landowners and they were in the process of obtaining all the contact details.

Mr Button stated that the town also needed a pedestrian and cycle path link from the new Town Centre to Chasewater similar to the one in Lichfield (Waitrose).

The Chairman thanked Mr Button for the presentation which he said was very thorough and highlighted opportunities available for Burntwood. The Chairman asked for Mr Wellock's initial thoughts and how the BAG Vision would potentially fit into the Neighbourhood Plan. Mr Wellock said that he would not comment on the detail at this stage and stated that the Committee needed to decide what they wanted to do with the material bearing in mind the National Planning Policy and the Local Plan. Mr Wellock said that if the Vision was incorporated into the Neighbourhood Plan this would result in a substantial revision to the current Plan and would involve site appraisals and the SEA and HRA Screening report may need to be repeated. The Vision is written in narrative form and would need to be rewritten in planning language for incorporation into the Neighbourhood Plan.

Mr Button pointed out that the Mount Road site was already in the Local Plan however LDC Planners had walked away and the Vision takes it to the next level which could be incorporated in the Burntwood Neighbourhood Plan.

Mr Norman pointed out that the Burntwood Neighbourhood Plan needed to fit into the Local Plan and could not go against it. Investors needed to put their money into the Vision so that it could be fulfilled.

Mr Button stated that Councillor Pritchard had said that there was criteria to be met i.e. willing landowners, someone to take it forward and bring it to fruition. Mr Button confirmed that BAG had obtained 6000 letters of support before the end of the Land Allocations consultation period.

Mr Stanley stated that in principle he liked the Vision however it needed someone to take it forward (drive, energy, time to make it happen).

Mr Button confirmed that two development companies owned Sankey's Corner.

Mr Chamberlain stated that he felt that the Vision would fall flat on its face if it is not accepted into the Burntwood Neighbourhood Plan (someone had to have a vision and someone had to have a plan).

Pastor Lewis stated that he liked the Vision and explained that Emmanuel Church currently offers a lunch club, food bank, keep fit for the over 60's, etc and stated that he is very passionate about Burntwood and is pro-active in the community. Pastor Lewis made reference to his vision of a purpose built community/conference centre and stated that

plans had been drawn up by an architect ready for submission to LDC Planners. The plans were circulated to all Members at the meeting.

Councillor Mrs Bacon said that since returning to live in Burntwood she was flabbergasted at how many houses there were and no infrastructure improvements had been made and she felt that Burntwood had been left behind and that we needed to work as a team.

Mr Chamberlain stated that Councillor Wilcox and Councillor Pritchard had stated that Burntwood Town Council had not pushed hard enough for the infrastructure, etc – it had concentrated on the need for an improved retail offering for the town.

The Chairman felt that this was an ambitious Vision however it did have public backing and now was the time to push it forward. The CEO felt that as much as possible of the Vision should be included but the Neighbourhood Plan needed to get the balance right so that it (a) did not go against the Local Plan and (b) did not fail at the independent Examination stage and this was where Mr Wellock's advice was crucial.

Mr Stanley said that he was happy to go back before going forward.

The Chairman confirmed that there was a considerable amount of money in Earmarked Reserves to carry out a site appraisal(s). The CEO confirmed that quotations would need to be obtained before a preferred independent consultant could be engaged.

Councillor Humphreys asked about timescales and the Chairman confirmed that there was no time constraints.

The Chairman proposed blending the Vision into the Plan and a formal vote was taken.

FOR	AGAINST	ABSTENTION
11 (including 5 elected Members)	0	1 (elected Member)

RESOLVED THAT:

- a) The Neighbourhood Plan be delayed to enable Kirkwells to blend the Vision into the Burntwood Neighbourhood Plan.
- b) Quotations from independent consultants be sourced for site appraisal to be undertaken for the identified sites, i.e. Mount Road industrial estate, Sankey's Corner and Salters Meadow Health Centre.

(The Meeting closed at 8.32 pm)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE
ON MONDAY 06 MARCH 2017 COMMENCING AT 6.00 PM**

PRESENT

Councillor Mrs Constable (in the Chair)
Councillors Mrs Bacon, Mrs Banevicius (from 6.27pm), Humphreys and Mrs Shingler

In attendance

Mrs M Danby, Chief Executive Officer

1. APOLOGIES FOR ABSENCE

None, all Members present.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

3. MINUTES

RESOLVED That the Minutes of a Meeting of a meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 24 – 31) be approved as a correct record.

4. DRAFT EMPLOYEE HANDBOOK

BTC staff had reviewed the existing HR policies against the draft Employee Handbook, as requested at the previous meeting (Minute No. 27 2016/17 refers).

Members considered the various differences between the existing policies and the draft Employee Handbook and **agreed** that minor amendments be made to the Handbook reference numbers 2.11.2, 4.41, 5.3, 5.4, 5.5, 6.3.2 and 6.3.3. It was also **agreed** that the existing BTC Occupational Sick Pay replace the Handbook section 4.46 in its entirety.

AGREED That the CEO incorporate the above amendments into the draft Employee Handbook and that revised draft (with tracked changes) be circulated to all Personnel Committee members with a view to the agreed final draft being submitted to the Full Council for ratification and implementation.

5. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by the Local Government Act 1972, Section 100), 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.

6. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of a Meeting of a meeting of the Personnel Committee held on 06 March 2017 (Minute Nos. 28 – 31) be approved as a correct record.

7. STAFF TOIL RECORD TO 02 JUNE 2017

RESOLVED That the Staff TOIL record to 02 June 2017 be received and noted.

8. STAFF ISSUE

Members received the CEO's confidential report regarding an issue between two members of staff.

RESOLVED That approval was given for the CEO to arrange mediation (to be funded by the Town Council) by an external provider in an attempt to resolve the situation. Consideration was given to four quotations that had been sourced and Members agreed on their preferred provider at a cost not exceeding £125 per hour plus VAT (it was noted that it was difficult to gauge the amount of time required to complete the exercise and that this was likely to be up to a maximum of 14 hours).

THE CEO LEFT THE MEETING AT 6.52PM

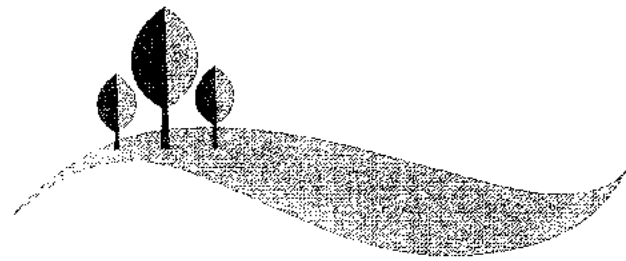
9. TOIL ISSUE

RESOLVED That the Personnel Committee noted the decision taken by the Full Council in this matter (Personnel Committee Minute No. 29 2016/17 and Full Council Minute No. 29 2017/18 refer)

(The Meeting closed at 7.05 p.m.)

Signed

Date



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

Employee Handbook

Welcome and Introduction

Welcome to Burntwood Town Council. Our strength as an organisation is due to the skills and abilities of colleagues like you. We expect our employees to act with integrity at all times so as to ensure a properly functioning workplace and to maintain our excellent reputation in Burntwood.

We look forward to a long and successful working relationship with you and sincerely hope that your time with us is enjoyable and rewarding.

This handbook

This handbook is designed to explain the way in which we work and to set out the key procedures, rules and policies designed to ensure an efficient workplace and a safe and supportive environment for all employees. The contents of this handbook do not form part of the terms of your contract of employment unless otherwise stated. The Council may need to alter or amend any policy or procedure contained in this handbook to ensure that it remains relevant and consistent with the needs of the business. Any such change will be notified to all employees and an up-to-date copy of this handbook can be obtained from the Chief Executive Officer.

We do expect you to comply with the requirements set out in this handbook and failure to do so may lead to disciplinary action; in appropriate cases, up to and including dismissal.

CONTENTS

Section 1: KEY PRINCIPLES

- 1.1 Health and safety
- 1.2 Equality
- 1.3 Dignity at work
- 1.4 Ethical conduct
- 1.5 Whistleblowing
- 1.6 Good faith and loyalty

Section 2: HOW WE DO THINGS

- 2.1 Proof of identity
- 2.2 Personnel records
- 2.3 Dress code
- 2.4 Timekeeping
- 2.5 Severe weather and traffic disruption
- 2.6 Rest breaks
- 2.7 Smoking
- 2.8 Computer use
- 2.9 Driving
- 2.10 Alcohol and drugs
- 2.11 Time off in lieu policy

Section 3: CODE OF CONDUCT

- 3.1 Misconduct
- 3.2 Gross misconduct
- 3.3 Allegations of misconduct and gross misconduct

Section 4: ABSENCE

- 4.1 Unauthorised absence
- 4.2 Medical appointments
- 4.3 Ante-natal care
- 4.4 Sickness absence
- 4.5 Time off
- 4.6 Compassionate leave and domestic emergencies
- 4.7 Annual leave
- 4.8 Reserve forces

Section 5: FLEXIBLE WORKING AND FAMILY-RELATED LEAVE

- 5.1 Flexible working
- 5.2 Maternity leave
- 5.3 Adoption leave
- 5.4 Paternity leave
- 5.5 Parental leave
- 5.6 Shared parental leave
- 5.7 Keeping in touch days

5.8 During maternity and parental leave

Section 6: HOW WE RESOLVE ISSUES

- 6.1 Performance improvement procedure
- 6.2 Sickness absence procedure
- 6.3 Bullying and harassment procedure
- 6.4 Disciplinary procedure
- 6.5 Grievance procedure

SECTION 1 – KEY PRINCIPLES

This section sets out some of the key commitments made by the Council to its employees – and the key commitments expected from employees in return.

1.1 Health and safety

The primary duty owed to you by the Council is to ensure that you are safe while you are at work. Similarly all employees are obliged to carry out their duties in a safe and responsible manner that does not risk harm to either themselves, their colleagues or any other person.

A detailed health and safety policy/handbook identifying the roles and responsibilities of key staff members for ensuring that the Council meets its commitment to health and safety is available from the Chief Executive Officer. In addition a poster setting out important information on health and safety is displayed in the Photocopier Room.

Detailed risk assessments have been carried out on all aspects of the Council's activities and steps have been taken to ensure that all work can be done safely. Any employee who is concerned that any aspect of the Council's activities poses a risk to health and safety should report this to their Line Manager immediately. Genuine concerns about health and safety will always be treated with the utmost seriousness and be thoroughly investigated.

Employees are required to comply with all instructions rules and procedures concerning matters of health and safety. Failure to do so may amount to gross misconduct. In particular, where employees are required to wear personal protective equipment such as hard hats, protective footwear or high visibility clothing then failure to do so will be treated as gross misconduct which will usually result in dismissal.

1.2 Equality

The Council strives to be an equal opportunities employer. This means that decisions concerning recruitment, promotion, dismissal or any other aspect of employment will be based on the needs of the business and not any assumptions based on sex, race, age, disability, gender reassignment, sexual orientation, married or civil partnership status, pregnancy or maternity, religion or belief. This is an important commitment which all employees are expected to share.

Employees are encouraged to raise with management any discriminatory behaviour, assumptions or attitudes they encounter at work and are entitled to do so free from any reprisal providing they are acting in good faith or in the reasonable belief that they are acting in the public interest.

1.3 Dignity at work

All employees are entitled to a working environment free from bullying and harassment. The Council takes all allegations of such conduct extremely seriously and will not tolerate harassment or bullying behaviour. Complaints will be dealt with under the Bullying and Harassment Policy set out in Section 6.3.

All employees are required to behave towards each other with respect. In particular, offensive behaviour which relates to sex, race, age, disability, sexual orientation, religion or belief, pregnancy or gender reassignment will be treated as gross misconduct and will usually lead to dismissal.

1.4 Ethical conduct

The Council aims for the highest possible standards of ethical conduct in all of its activities and expects the conduct of individual employees to reflect this. Dishonesty of any kind will be treated as a serious matter, which may amount to gross misconduct and therefore to dismissal without notice.

1.4.1 Gifts and hospitality

All gifts and hospitality given or received, of whatever value, must be entered in the Register kept by the Chief Executive Officer.

No personal gifts of a value in excess of £10 should be accepted from members of the public, without express permission from the Chief Executive Officer.

You may also be instructed to return any gifts which the Chief Executive Officer considers to be inappropriate. Failing to obey such an instruction will be treated as misconduct.

Allowing gifts or hospitality to influence any purchasing or other decisions that you may make on behalf of the Council or to otherwise influence the way in which you perform your duties is an act of gross misconduct which will usually result in dismissal.

It is also an act of gross misconduct to seek to influence any other person to behave in an improper way or to confer an advantage on you or the Council through the giving of any gift or hospitality.

1.5 Whistleblowing

The Council encourages employees to raise any concerns that they may have about any wrongdoing at any level within the organisation. Wrongdoing in this context means any breach of a legal obligation, risk to health and safety or damage to the environment.

Any initial concern should be raised with the Chief Executive Officer or your manager. However, if this is not appropriate then you should contact the Chairman of the Council and/or the Leader of the Council who will ensure that your concern is properly addressed.

Employees who raise a concern under this policy are entitled not to be subjected to any detriment as a result. Even if your concern proves to be unfounded you will be protected against any reprisals from your manager, colleagues or any other employee of the

organisation. Making a deliberately false allegation, however, against the Council, a fellow employee or any other person will be treated as an act of gross misconduct which will usually result in dismissal.

If you are the subject of an allegation of wrongdoing then you will be informed of the allegation and given every opportunity to explain the situation and put your side of the story. Disciplinary action will only be taken following a full investigation in accordance with the disciplinary procedure.

1.6 Good faith and loyalty

The employment relationship is one built on trust and we all have a mutual interest in making the relationship a success. The Council has a duty to provide reasonable support to employees and employees have a duty of good faith towards the Council.

In practice this means not doing anything that undermines the Council's position by acting against its interests or undermining the Council's standing with the people of Burntwood, other authorities and fellow employees.

SECTION 2 – HOW WE DO THINGS

This section deals with some important administrative requirements to do with your employment and sets out the standards the Council expects of employees in various situations.

2.1 Proof of identity

The Council is legally obliged to ensure that all employees are permitted to work in the UK. It is a condition of your employment that you comply with all reasonable requests to provide details of your identity, right to work in the UK and place of residence. This will include allowing the Council to take copies of your passport or other appropriate documents and to check their authenticity. Copies of any such documents will be kept in your personnel file indefinitely.

The Council may dismiss any employee who cannot demonstrate that they are legally entitled to work in the United Kingdom.

2.2 Personnel records

In order to administer your employment efficiently, the Council will need to maintain a personnel file which contains personal information about your address, date of birth, employment history including periods of sickness absence, disciplinary or grievance issues and any other details which concern your interaction with the Council. You will be asked to give us the name and contact details of someone we should contact in the event of accident or unforeseen event and these will also be kept in your personnel records. You must inform the Council of any changes to this information. Your personnel record may be stored electronically and will be treated as confidential information. It will not be disclosed to any third party without your consent unless the disclosure is needed to protect the legitimate interests of the Council or to comply with a legal obligation.

The Council is registered with the Information Commissioner and details of its registration can be provided to you on request. The Data Protection Officer is the Chief Executive Officer. Should you wish to check or examine the information which the Council is holding about you, you may submit a request for access to the Chief Executive Officer who will arrange for you to view the contents of your file. An administrative fee of £10 may be charged. Please note that some details may have to be withheld to protect the privacy of others or to safeguard commercially sensitive information.

2.3 Dress code

All employees should dress in a manner appropriate to the work that they do. Key factors include whether or not the employee meets clients /customers/members of the public and whether the requirements of health and safety require particular clothing. This is largely a matter of common sense.

If the Chief Executive Officer or your Line Manager feels that you are dressing in an inappropriate way they may ask you to dress differently the next time you come into work. A persistent refusal to comply with a reasonable standard set by a manager will amount to misconduct.

Where an employee dresses in a completely inappropriate way, for example by wearing clothing with offensive images or slogans, then they may be sent home to change. Any time taken to go home and change will be unpaid.

2.4 Timekeeping

Good timekeeping is essential in any team. A late arrival at work can put unfair pressure on colleagues and affect the smooth running of the organisation. The Council therefore requires all employees to take responsibility for attending work promptly in accordance with their contract of employment or work roster. You should arrive in time to begin working at your appointed start time.

Where you depend on public transport to come to work you should allow adequate time, including likely delays, for your journey so that you can arrive on time. Similarly, employees who drive to work should make themselves familiar with the level of traffic to be expected and make adequate allowance for rush hour congestion.

Where it is clear that you are going to be late for work you must contact the Chief Executive Officer or your Line Manager as soon as possible to explain the situation and give an estimate of your arrival time. You must make every effort to talk to the Chief Executive Officer or your Line Manager directly rather than leave a message with colleagues or send an email or text message.

If personal or domestic circumstances make it difficult for you to attend work on time then you should discuss this with the Chief Executive Officer or your Line Manager. In some cases, the Council may be able to accommodate a reasonable need for flexibility, but this will be subject to the needs of the organisation and the need to avoid placing an unfair burden on your colleagues (see Section 5).

The Council may ask you to record your arrival and departure times and may keep such records of your working time as it thinks appropriate.

Persistent lateness without proper excuse will be treated as misconduct under the disciplinary procedure.

2.5 Severe weather and traffic disruption

The Council's primary duty is to provide a safe place of work. If severe weather means that this cannot be achieved and the workplace needs to close then all employees will be sent home or told not to come in. In these circumstances employees will be paid in full for any working time that they have lost.

If the workplace remains open, it is the responsibility of employees to attend work if they possibly can. While the Council understands that this is not always possible, additional paid leave will **not** be provided for employees who are unable, for whatever reason, to travel into work.

Where it is clear that you are not going to be able to get to work you must contact the Chief Executive Officer or your Line Manager as soon as possible to explain the situation. You must make every effort to talk to the Chief Executive Officer or your Line Manager directly rather than leave a message with colleagues or send an email or text message.

If you are unable to attend work due to severe weather or other travel difficulties then you will be required to take time from your annual leave allowance to cover any absence, or to take unpaid time off by agreement with the Chief Executive Officer or your Line Manager. There may be circumstances in which employees are able to work at home, but this will be entirely at the discretion of the Council.

2.6 Rest breaks

The Council encourages all employees to take full advantage of scheduled rest breaks. These are provided not only for comfort, but also to protect the health of employees and prevent excessive fatigue from causing accidents.

A rest break should be taken away from your workstation wherever possible. If you leave the premises you should bear in mind the time that it will take you to return from the break so that you can ensure that you begin work again on time.

Different areas of the organisation may have different arrangements for ad hoc breaks such as to make a cup of tea or coffee. These arrangements are in place to ensure the smooth running of the organisation and to prevent putting unfair pressure on colleagues. You are required to comply with any requirements relating to such breaks as may be in place from time to time.

2.7 Smoking

The Council operates a smoke-free workplace. Smoking (which includes the use of e-cigarettes and personal vaporisers) is only permitted in clearly designated outside areas. Smoking in any undesignated place is an act of gross misconduct that will usually result in dismissal.

Smoking is only permitted during designated break times. Smoking at any other time is an act of gross misconduct that will usually result in dismissal.

2.8 Computer use

It is very important that the Council is able to keep its data secure. To assist with this, all employees are required to comply with instructions that may be issued from time-to time regarding the use of Council-owned computers or systems.

Council portable IT devices must be kept secure and password protected at all times.

Your computer password is an important piece of confidential information and you should treat it that way. Do not share it with anyone other than the Chief Executive Officer and the Senior Administration Officer, and make sure that it is not written down anywhere where an unauthorised person can find it.

Unauthorised access to any of the Council's systems will amount to gross misconduct.

2.8.1 Email

All email correspondence should be dealt with in the same professional and diligent manner as any other form of correspondence.

If you have a Council email account you should be mindful of the fact that any email that you send will be identifiable as coming from the Council. You should therefore take care not to send anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual or racist nature, junk mail, chain letters, cartoons or jokes from your Council email address.

Using a Council email address to send inappropriate material, including content of a sexual or racist nature, is strictly prohibited and may amount to gross misconduct. Should you receive any offensive or inappropriate content via email you should inform the Council's outsourced IT support company of this as soon as possible so that they can ensure that it is removed from the system.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'confidential' and not copied in to those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

Your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.

2.8.2 Internet use

Employees with access to the internet on Council-owned devices should use that access responsibly. From time to time the Council may block access to sites which it considers inappropriate but whether or not a specific site has been blocked, employees must not use the internet to view or download offensive or sexually explicit material. Any attempt to do so may, depending on the circumstances, amount to gross misconduct leading to dismissal.

Employees must not download any software, plug-ins or extensions on to Council-owned devices unless this is first cleared by the Chief Executive Officer. Nor must employees use Council-owned devices to download music, video or any other entertainment content.

Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off without the express authorisation of the Chief Executive Officer.

2.8.3 Social media

An employee's behaviour on any social networking or other internet site must be consistent with the behaviour required of employees generally. Where it is possible for users of a social media site to ascertain who you work for, then you should take particular care not to behave in a way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, colleagues or the town will be treated as misconduct. Because social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.