

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE  
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, CHASETOWN, BURNTWOOD ON  
THURSDAY 27 JUNE 2019 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Birch [in the Chair]

Councillors Brown, Denton, D Ennis, Flanagan [from 6.29 pm], Gittings, Loughbrough Heron, Taylor and Willis-Croft

**In attendance**

G Hunt, Town Clerk

Ms J Minor, Senior Administration Officer

Councillor Norman

Councillor Evans

Councillor Westwood

**PUBLIC FORUM**

No issues were raised by members of the public.

**1. APOLOGIES FOR ABSENCE**

Councillor Place.

**2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS**

Councillor Willis-Croft declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Taylor declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Ennis declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Denton declared a non-prejudicial interest in planning application 19/00718/FUH - 90 Springhill Road as the applicant is known to him.

Councillor Loughbrough Heron declared a non-prejudicial interest in planning application 19/00599/FUH - 10 Victory Avenue as the applicant is known to him.

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. NEW TERMS OF REFERENCE

Councillor Birch made reference to the new terms of reference and suggested that number 3 [Responsibilities] should be amended only to read "To liaise, where appropriate, with any potential developer, agency or interest group" and that the rest of the sentence should be deleted.

**RESOLVED** That the Terms of Reference as amended be approved and adopted.

### 4. PLANNING APPLICATIONS

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

- (a) 19/00689/FUL Chasetown Mrs I Walker Single storey classroom extension  
St Joseph and St Theresa Roman Catholic Primary School  
High Street  
Chasetown

No objection.

- (b) 19/00676/FUL Chasetown London and Cambridge Properties Limited Erection of a drive-thru restaurant [use classes A3/A5] including  
Land off A3/A5] including  
Milestone Way formation of an access  
[Part of blue hoarded site] off Robins Road, car  
Burntwood parking, landscaping  
and associated works

No objection in principle however the Town Council would like to see what other statutory consultees have said implemented [i.e. a condition requiring a scheme of odour control, including details of system maintenance, a condition requiring a robust vehicle barrier is used to secure the site outside of hours of use, CCTV system with number plate recognition, external furniture should be of robust vandal and graffiti resistant design and should be fixed into the ground in order to prevent its theft and reduce the possibility of it being used for climbing or as a tool to create damage, lighting columns are preferred for all open areas].

However concerns were expressed by Members that Staffordshire County Council, as Highway Authority, were yet to respond to the application. As long as the Highway Authority does not have any objections the Town Council will therefore have no objection in principle.

It was suggested by Members that an email be sent to County Councillor Fisher, Cabinet Member for Highways and Transport, Staffordshire County Council.

- (c) 19/00661/FUL Chasetown Mr and Mrs Darby Erection of six dwellings and associated works  
Land rear  
161-167 High Street  
Chasetown

No objection in principle however concerns were raised regarding refuse/recycling/garden waste bins as the District Council does not normally take vehicles into private roads and

courtyards and this development could potentially resulted in 6 to 12 bins [on collection days these receptacles have to be left on the front boundary of the property adjacent to the adopted highway]. That consideration be given to a bin store being located nearer to the entrance.

The Parish Council hope that the six dwellings proposed [if granted] count towards the housing allocation for Burntwood.

The Town Clerk suggested that an email be sent to Lichfield District Council as Local Planning Authority to ascertain what the windfall allocation for Burntwood is.

(d)	19/00599/FUH	Boney Hay and Central	Mr P Bailey 10 Victory Avenue Burntwood	Two storey extension to side, single storey extension to rear and new porch to front
-----	--------------	-----------------------	---	--

No objection.

(e)	19/00707/FUH	Summerfield and All Saints	Ms L Parkes 70 Norton Lane Burntwood	Single storey extension to rear to form dining room and bathroom
-----	--------------	----------------------------	--	--

No objection.

(f)	19/00718/FUH	Summerfield and All Saints	Mr R Stretton 90 Springhill Road Burntwood	First floor ear extension
-----	--------------	----------------------------	--	---------------------------

No objection.

(g)	19/00728/FUH	Boney Hay and Central	Mr R Welch 76 Chorley Road Burntwood	Single storey extension to rear
-----	--------------	-----------------------	--	---------------------------------

No objection.

(h)	19/00644/FUL	Highfield	Mr and Mrs Timmins Cresswell Green Cottage Coulter Lane Burntwood	Installation of a dropped kerb
-----	--------------	-----------	--	--------------------------------

No objection in principle as long as Staffordshire County Council, as Highway Authority, are satisfied with access, egress, visibility etc.

(i)	19/00756/FUH	Chase Terrace	Mr M and Mrs J Hayward 1 Fair Lady Drive Burntwood	Erection of outbuilding to form detached garage
-----	--------------	---------------	--	---

OBJECTION the 10 metre long pre-fabricated garage almost directly onto the footway will have, it is considered, a negative visual impact on the streetscene. The area around this property enjoys, by and large, wide verges and a well treed open aspect.

- |     |              |                               |  |  |
|-----|--------------|-------------------------------|--|--|
| (j) | 19/00706/COU | Summerfield<br>and All Saints | Mrs L Lawrence<br>19 Chase Road<br>Burntwood | Change of use from<br>domestic property [C3]<br>to childrens nursery<br>[D1] |
|-----|--------------|-------------------------------|--|--|

No objection in principle however the Local Planning Authority must ensure that adequate parking provision is provided for staff as well as visitors.

- |     |              |                               |  |   |
|-----|--------------|-------------------------------|--|---|
| (k) | 19/00809/FUH | Summerfield<br>and All Saints | Mr S Curley<br>90 Bridge Cross Road<br>Burntwood | Two storey extension<br>to side and single<br>storey extension to<br>rear, including<br>rendering of front<br>elevation |
|-----|--------------|-------------------------------|--|---|

No objection.

- |     |              |           |  |  |
|-----|--------------|-----------|--|--|
| (l) | 19/00852/FUH | Highfield | Mr and Mrs A Whitehouse<br>3 Reid Close<br>Burntwood | Single storey extension<br>to front and side to link<br>property with detached<br>garage |
|-----|--------------|-----------|--|--|

No objection.

## 5. OUTSTANDING HIGHWAYS ISSUES

Councillor Birch explained to Members that the purpose of the Planning and Development Committee was not just to consider and make recommendations in respect of planning applications but to look at the wider aspect relating to highway issues.

The Town Clerk explained that the purpose of the report was to outline a process which would enable the Town Council to identify and prioritise for action any outstanding highway defects and issues.

The Town Clerk highlighted that one of the main sources of community complaints that councillors have to respond to are problems relating to the public highway. These complaints can range from broken paving slabs and pot holes in the carriageway through to wider concerns about road design.

The Town Clerk explained that Staffordshire County Council, in its capacity as the Highway Authority is responsible for managing the public highway. It has in recent years introduced a new system of reporting defects which automatically trigger a site inspection and prioritisation for repair. Due to the significant number of outstanding repairs there is sometimes a long delay before the work is carried out.

The Town Clerk pointed out that where the land is not part of the public highway and is in private ownership it is often very difficult to get repairs done.

The Town Clerk explained that the Town Council does not have any direct responsibility or power to deal with highway issues, however, it is well placed to identify problems at the local level. The Town Council could also facilitate joint action working through both the County

Council and private landowners, arguably offering the only real way to resolve long standing issues on private land.

The Town Clerk explained that to enable the Town Council to better respond to community concerns about outstanding highways issues it will be necessary for all relevant defects to be identified. To do this it is proposed that town councillors be asked to list all of the defects that they are aware of in their respective wards. Councillors will need to provide the location of the defect [ward maps will be provided], a description of the damage and a photograph. This information will then be used to prioritise repairs. It is proposed that the Town Council uses the same prioritisation system as the County Council. There are several benefits to doing this:

- It avoids the process being stalled whilst the Town Council and County Council agree any amendments to the existing definitions. The system currently used by the County Council is a sensible one based on level of risk and impact on traffic/pedestrian movement. The main issues relating to defect that are the County Council's responsibility are the speed of repair and sometimes quality of repair. Although Community sensitivity does not appear to be a key consideration in determining priorities.
- It will ensure a town wide approach to addressing highway issues which will support more effective forward planning. As a transparent process it will also help to underpin an approach of dealing with issues objectively and according to need.
- It will enable the Town Council to focus on the key priorities particularly where the problem is long standing and those which are not a County Council responsibility.

Such an approach will also help to reassure the community that the Town Council is listening to their concerns and is working, with other partners where appropriate, to resolve highway issues and improve the town. It will allow the Town Council to put forward a community perspective which will complement the work of Staffordshire County Council.

The Town Clerk explained that once councillors have provided the information for their respective wards the Town Clerk will prepare a report for the Planning and Development Committee which will identify the repairs needed, acknowledge any planned works and suggest priorities. These priorities will be for the Town Council and will be additional to any existing prioritisation that have been determined by the County Council. For example, the County Council may have identified a number of Category 1 schemes [highest priority] for Burntwood and the additional information provided by the Town Council could help determine a work programme to deliver these repairs. It will be an opportunity to augment judgements about risk and traffic movements with awareness of community sensitivity. This would be particularly helpful where the risk and traffic movement implications of all schemes are similar.

In addition, the planned work will allow the Town Council to identify problems that are not the responsibility of the County Council and where appropriate, prioritise them for its own action.

The Town Clerk explained that as highway issues are a constant concern for the community it is recommended that this work is started now. Should the Planning and Development Committee approve the working methodology outlined above the following timetable is proposed:

- 28 June – A briefing note and ward maps sent out to all councillors asking them to identify defects in their respective areas.
- 02 August – Councillors return their surveys to the Town Clerk.
- 28 August – Town Clerks report available for Pre-Agenda meeting for the Planning and Development Committee.
- 04 September – Report sent out to members of the Planning and Development Committee.
- 11 September – Planning and Development Committee

The Town Clerk explained that at present the Town Council does not have a sufficient understanding of the scale or nature of highways defects in the town. Consequently, it is not in the position to identify prioritises for action over and above the work undertaken by Staffordshire County Council in its capacity as Highway Authority. In particular highways defects on private land are often very difficult to address. The approach being suggested in this report will better inform the Town Council about these issues and enable it to ensure that community sensitivity is taken into account when devising work programmes and develop an alternative approach where land ownership is a potential barrier to improvement.

It was agreed that the Town Clerk would provide a briefing note to all councillors.

**RESOLVED** That the Planning and Development Committee recommend that the working methodology outlined above and the timescale be received and adopted.

## **6. NEIGHBOURHOOD PLAN TASK AND FINISH GROUP**

Councillor Birch welcomed Councillor Norman as Chairman of the Neighbourhood Plan Task and Finish Group to the meeting.

Councillor Norman gave a brief background into the Neighbourhood Plan.

**RESOLVED** That the recommendations made in the Neighbourhood Plan Task and Finish Group Minutes dated 21 June 2019 [Minute Nos. 1-4] be received and adopted.

## **7. INDUCTION**

The Town Clerk explained that the induction was an early opportunity to set out issues so that councillors can effectively carry out their duties on behalf of Burntwood Council.

However, the intention is over the coming weeks the information he was going to provide during the meeting would be put on a councillor dedicated web page. This would be done as part of a proposed modernisation of the Council's IT systems.

The Town Clerk explained the new committee structure and stated that 10 Members were on each committee [Policy and Resources, Planning and Development and Community and Partnerships] and that each committee reports into Full Council. A new Scrutiny Committee was to be set up and that no member of the committee would sit on any other committee. Finally, the Town Clerk explained the Team Structure and briefly the roles of each staff member. The Town Clerk asked in the first instance that all emails should be forwarded to himself so that he could direct the work accordingly.

The Town Clerk explained the role of a Councillor and confirmed that Councillors cannot make individual decisions, it is a collective responsibility [worked through the Committees].

The Town Clerk advised Councillors not to make any commitments when dealing with members of the public but to undertake to take their concerns to the Council.

The Town Clerk explained that the aim was to ensure that councillors would be, wherever possible, fully briefed to enable them to take information back into their respective communities. The Town Clerk explained the three-tier authority system and stated that an outline of the role of each authority would be uploaded to the website.

The Town Clerk confirmed that the Town Council had a Code of Conduct, a copy of which would be circulated with the minutes. However, it would need to be reviewed in the light of the new GDPR's.

The Town Clerk explained the risks that need to be recognised when using social media. There needed to be a clear division between what councillors were doing on behalf of the Town Council and their own business and political activities. He particularly stressed the potential risk of engaging in political debate and comment.

The Town Clerk explained a "Protective Marking Policy" which the Town Council currently does not have and suggested to Councillors in the short term to use "Burntwood Town Council Strictly Confidential" on any emails relating to sensitive or confidential matters.

The Town Clerk explained that the Town Council was working towards becoming a paperless authority.

The Town Clerk explained that the Town Council would be looking at the training needs of both councillors and staff. But these will become clearer once the Town Council has developed it's strategies. The Town Clerk confirmed that performance management was not in place for the team or Councillors.

The Town Clerk suggested an open day/open evening prior to the next elections for potential candidates.

[The Meeting closed at 7.11 pm]

Signed .....

Date .....