

Our Ref: MD

22 June 2011

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, Burntwood Library, Sankeys Corner** on **Thursday 30 June 2011 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

Prior to the commencement of the meeting, Councillor Doug Constable (former Chairman of the Town Council, 2010/11) will present fundraising cheques to his two nominated charities: Macmillan Cancer Support and Midlands Air Ambulance.

AGENDA

PUBLIC FORUM

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

MORPH4US: PROJECT 4

To receive a brief presentation by members of the Morph4us Project explaining their ideas for artwork to be installed on two of the Town Council's bus shelters (one located at High Street, Chase Terrace (adjacent to St John's Community Church) and the other at Chase Road, Burntwood (lay-by close to 194 Chase Road).

PRAYERS

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MINUTES

To approve as a correct record the Minutes of the Annual Meeting of the Town Council held on 19 May 2011 (Minute Nos. 1 – 25) (**WHITE ENCLOSURE**).

4. CHAIRMAN'S ANNOUNCEMENTS

5. PLANNING APPLICATIONS COMMITTEE

Chairman of the Planning Applications Committee to move that the proceedings of meetings held on 19 May 2011 (Minute Nos. 1 – 5) and 08 June 2011 (Minute Nos. 6 – 10) be received and where necessary approved and adopted (**CREAM ENCLOSURES**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 26 May 2011 (Minute Nos. 1 - 5) be received and where necessary approved and adopted (**LILAC ENCLOSURE**).

7. BEST VALUE COMMITTEE

Chairman of the Best Value Committee to move that the proceedings of the meeting held on 08 June 2011 be received and where necessary approved and adopted (**SALMON ENCLOSURE – to follow**).

8. BURIAL GROUNDS SUB-COMMITTEE

Chairman of the Burial Grounds Sub-Committee to move that the proceedings of the meeting held on 22 June 2011 be received and where necessary approved and adopted (**GREEN ENCLOSURE – to follow**).

9. MEMBERS QUESTIONS under Standing Order.

10. THE LOCAL GOVERNMENT BOUNDARY COMMISSION FOR ENGLAND: ELECTORAL REVIEW OF STAFFORDSHIRE: DRAFT RECOMMENDATIONS (BLUE ENCLOSURE – (The map referred to with regard to the Town Council Ward boundaries will be displayed at the meeting))

11. MORPH4US: PROJECT 4

To formally consider the request from the Morph4us Project for permission to install artwork on the bus shelters located at High Street, Chase Terrace (adjacent to St John's

Community Church) and at Chase Road, Burntwood (lay-by close to 194 Chase Road). (Presentation given earlier on the evening refers.)

12. CHASETOWN FOOTBALL CLUB

The Town Council has previously sponsored Chasetown Football Club by having a perimeter advertising board at the Scholars Ground for several years. The Club have invited the Town Council to continue its sponsorship by renewing its advertising board for the 2011/12 season at a cost of £200 plus VAT.

Does the Town Council wish to renew the perimeter advertising board as set out above?

13. BUS SHELTERS: RECOMMENDED NEW LOCATIONS

The previous Town Council had appointed a Bus Shelters Working Group which made the following report to the 16 March 2011 meeting of the Town Council:

"Members will recall that a survey had been undertaken during summer 2010 to identify potential sites where new bus shelters might be provided in the town.

The Bus Shelters Working Group had been established comprised of one Member from each Ward with a remit to prioritise potential bus shelter sites within each Ward.

It should be noted that potential sites are limited by the County Council's requirement that bus shelters should not be located outside residential properties or detrimentally affect businesses.

The Working Group's recommended sites are:

Ward	Potential Site
Central	Bridge Cross Road (outside the Chase Terrace Technology College)
Chase Terrace	Cannock Road, close to junction with Cobbett Road Cannock Road, close to junction with School Road
Chasetown	Milestone Way, close to junction with High Street Queen Street (opposite the Old Mining College Centre)
Summerfield	Chase Road (adjacent to Smalley Court)

No suitable locations have been identified where new shelters might be installed in the following Wards:

- All Saints
- Boney Hay
- Highfield

RECOMMENDATIONS

- That the Town Council receive and note the Working Group's recommended sites where new bus shelters might be installed (subject to formal assessment/approval by Staffordshire County Council).

- That, following the May 2011 Parish Elections, the Council take a whole town view and prioritise the recommended sites and agree an installation programme.”

The Town Council resolved (Minute No. 146, 16 March 2011) “That:

- a) The Council receive and note the Working Group’s recommended sites where new bus shelters might be installed (subject to formal assessment/approval by Staffordshire County Council.
- b) Following the May 2011 Parish Elections, the Council was recommended to take a whole town view and prioritise the recommended sites and agree an installation programme.
- c) Following the May 2011 Parish Elections, the Council was recommended to implement a rolling programme for Town Council owned bus shelters to be refurbished/ replaced as appropriate.”

Members are recommended to:

1. Prioritise the four new locations where bus shelters were considered to be beneficial, as recommended in (a) above.
2. Implement a rolling programme of refurbishment/replacement as appropriate for Town Council-owned bus shelters, as recommended in (b) above.

14. SCHEDULE OF PAYMENTS MADE BETWEEN 13 MAY AND 22 JUNE 2011 INCLUSIVE (YELLOW ENCLOSURE)

15. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

16. CONFIDENTIAL MINUTES: TOWN COUNCIL

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 19 May 2011 (Minute Nos. 26 - 27) (**PINK ENCLOSURE**).

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 19 MAY 2011 COMMENCING AT 7.35 P.M.**

PRESENT

Councillor Constable (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk
Five members of the public

PUBLIC FORUM

No questions or comments were put by members of the public.

PRAYERS

Prayers were said by Councillor Walker MBE.

1. APOLOGIES FOR ABSENCE

None, all Members present at the meeting.

2. DECLARATIONS OF INTEREST

None declared.

3. ELECTION OF CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Eric Nathaniel Drinkwater be elected Chairman of the Town Council for the ensuing year.

Councillor Drinkwater then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his election.

4. ELECTION OF VICE-CHAIRMAN OF THE TOWN COUNCIL

RESOLVED That Councillor Roderick Erskine Campbell be appointed Vice-Chairman of the Town Council for the ensuing year.

Councillor Campbell then made and signed the Statutory Declaration of Acceptance of Office and thanked the Town Council for his appointment.

5. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held on 16 March 2011 (Minute Nos. 138 - 158) be approved and noted.

6. APPOINTMENT OF CHAIRMEN, VICE-CHAIRMEN AND MEMBERS OF SUB-COMMITTEES AND WORKING GROUPS

RESOLVED That the Chairmen, Vice-Chairmen and Members of Committees, Sub-Committees and Working Groups be as indicated at **Appendix A**.

7. APPOINTMENT OF REPRESENTATIVES TO SERVE ON OUTSIDE BODIES

RESOLVED That the appointment of representatives to serve on Outside Bodies be as indicated as **Appendix B**.

8. CHAIRMAN'S ANNOUNCEMENTS

Councillor Drinkwater said that the Civic Service would probably be held at St John's Community Church, possibly in April 2012. The venue for the Annual Carol Service would be announced in due course.

Councillor Drinkwater announced that his charities would be Mind and Staffordshire Council for Voluntary Youth Services (SCVYS).

9. PLANNING APPLICATIONS COMMITTEE

RESOLVED That the Minutes of Meetings of the Planning Applications Committee held on 16 March 2011 (Minute Nos. 76 - 81), 07 April 2011 (Minute Nos. 82 - 88) and 28 April 2011 (Minute Nos. 89 - 94) be received and where necessary approved and adopted.

10. BURNTWOOD WAKES COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 11 April 2011 (Minute Nos. 28 - 31) be received and where necessary approved and adopted.

11. MEMBERS QUESTIONS

None raised.

12. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): COMMUNITIES IN ACTION – CONFERENCE AND EXHIBITION

RESOLVED That the Chairman and the Town Clerk be authorised to attend the NALC Conference and Exhibition on one of three available dates (June, July or September 2011) at a cost of £97.50 plus VAT per delegate plus accommodation, travel and subsistence costs.

**13. SOCIETY OF LOCAL COUNCIL CLERKS (SLCC):
NATIONAL CONFERENCE AND EXHIBITION**

RESOLVED That the Town Clerk be authorised to attend the SLCC National Conference and Exhibition in Reading from 14-16 October 2011 at a cost of £345 plus VAT plus travel and subsistence costs.

14. 2011/12 MEETING SCHEDULE

RESOLVED That the 2011/12 Meeting Schedule be approved.

15. MEMBERS AND OFFICERS SUBSISTENCE/MILEAGE POLICY 2011/12

RESOLVED That the Members and Officers Subsistence/Mileage Policy 2011/12 be approved.

16. STATEMENT OF ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

16.1 Income and Expenditure Account for the year ended 31 March 2011

RESOLVED That the Income and Expenditure Account for the year ended 31 March 2011 be approved.

16.2 Balance Sheet as at 31 March 2011

RESOLVED That the Balance Sheet as at 31 March 2011 be approved.

16.3 Balances and Reserves as at 31 March 2011 and Forecast for 2011/12

RESOLVED That the Balances and Reserves as at 31 March 2011 and Forecast for 2011/12 be approved.

16.4 Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2011

RESOLVED That the Annual Return: Section 1 - Accounting Statements for the year ended 31 March 2011 be approved.

16.5 Annual Return: Section 2 – Annual Governance Statement for the year ended 31 March 2011

16.5.1 RESOLVED That the Town Council has approved the accounting statements which were prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.

16.5.2 RESOLVED That the Town Council had maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

16.5.3 RESOLVED That the Town Council had taken all reasonable steps to assure itself that there were no matters or actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.

16.5.4 RESOLVED That the Town Council had provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

16.5.5 RESOLVED That the Town Council had carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover when required.

16.5.6 RESOLVED That the Town Council had maintained throughout the year an adequate and effective system of internal audit of the council accounting records and control systems and carried out a review of its effectiveness.

16.5.7 RESOLVED That the Town Council had taken appropriate action on all matters raised in reports from internal and external audit.

16.5.8 RESOLVED That the Town Council had considered whether litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the accounting statements.

16.5.9 RESOLVED That in the Town Council's capacity as the sole managing trustee of the William Cadman Charity the council has discharged its responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

17. WILLIAM CADMAN CHARITY: ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011

RESOLVED That the William Cadman Charity Accounts for the year ended 31 March 2011 be received and approved.

18. BURNTWOOD TOWN COUNCIL: FINANCIAL REGULATIONS

RESOLVED That the Financial Regulations (Para. 5.3) be amended with immediate effect to include the Town Clerk as a signatory to enable the Council's bank accounts to be administered more closely on a day-to-day basis and to act as an emergency cheque signatory should insufficient Councillors be immediately available.

19. INTERNAL AUDITOR'S REPORT: 2010/11 FINANCIAL YEAR

RESOLVED That:

- a) The Internal Auditor's Report be received and noted.
- b) It is noted that the insurance cover for the Civic Regalia had been increased in line with the value stated in the Asset Register prior to the Internal Auditor's report being received.
- c) The Council will ensure that it reviews the adequacy of insurance cover for its assets on an annual basis in advance of the insurance policy renewal date as recommended by the Internal Auditor.

20. INTERNAL AUDIT: 2011/12 AUDIT PROGRAMME

RESOLVED That the Internal Auditor's proposed Programme of Work for the 2011/12 financial year be approved.

21. SCHEDULE OF PAYMENTS MADE BETWEEN 28 MARCH AND 12 MAY 2011

RESOLVED That the Schedule of Payments totalling £41,702.86 made during the period 28 March - 12 May 2011 be received and noted.

**22. STAFFORDSHIRE COUNTY COUNCIL (SCC):
LOCAL EDUCATION AUTHORITY GOVERNOR VACANCIES**

The Town Council had been invited to submit nominations to fill Local Education Authority Governor vacancies at Chase Terrace Primary School and Springhill Primary School.

RESOLVED That the following nominations be submitted to SCC:

- a) Chase Terrace Primary School: Councillor Mrs Woodward
- b) Springhill Primary School: Ms Anita Baxter

23. NEW COUNCILLOR TRAINING

Members were made aware of four "Welcome New Councillor" training courses which were to be run during June 2011 by the Staffordshire Parish Councils' Association.

RESOLVED That the information be received and noted.

24. TOWN COUNCILLOR'S REQUEST FOR PAYMENT OF TRAVEL EXPENSES TO ATTEND MEETINGS

This item was deferred to a future meeting.

25. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

SUMMARY OF BUSINESS CONDUCTED IN THE CONFIDENTIAL SESSION

**26. BURNTWOOD TOWN COUNCIL OFFICES, UNIT 1, LAMBOURNE HOUSE:
LEASE RENEWAL**

Members received details of the annual rent sought by the landlord for a five year lease renewal on the Council's offices.

27. BURNTWOOD TOWN COUNCIL: INSURANCE RENEWAL

Members received details of quotations to provide insurance cover for the Council's needs for the year commencing 09 June 2011.

(The Meeting closed at 8.25 p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL
APPOINTMENTS TO COUNCIL/COMMITTEES
2011/12

	LABOUR GROUP	CONSERVATIVE GROUP
Chairman of the Council	Cllr E Drinkwater	
Vice-Chairman of the Council	Cllr R Campbell	
PLANNING APPLICATIONS COMMITTEE = 22 MEMBERS		
Chairman, Planning Committee	Cllr Mrs D Evans	
Vice-Chairman, Planning Committee	Cllr K Willis-Croft	
BEST VALUE COMMITTEE = 6 MEMBERS		
Chairman, Best Value		Cllr D Constable
Vice-Chairman, Best Value	Cllr D Isaacs	
Other Members	Cllr E Drinkwater Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr K Humphreys
GRANT AID COMMITTEE = 22 MEMBERS		
Chairman, Grant Aid Committee	Cllr Mrs S Woodward	
Vice-Chairman, Grant Aid Committee	Cllr Mrs D Evans	

	LABOUR GROUP	CONSERVATIVE GROUP
GRANT AID SUB-COMMITTEE = 6 MEMBERS		
Chairman, Grant Aid Sub-Committee	Cllr Mrs S Woodward	
Other Members	Cllr E Drinkwater Cllr J James Cllr S Taylor	Cllr Mrs P Stokes Cllr Mrs H Tranter
BURIAL GROUNDS SUB-COMMITTEE = 5 MEMBERS		
Chairman, Burial Grounds Sub-Committee	Cllr D Isaacs	
Other Members	Cllr R Bradbury Cllr J Walker MBE	Cllr Mrs B Brettell Cllr Mrs B Rigby
BURNTWOOD WAKES COMMITTEE = 7 MEMBERS		
Chairman, Burntwood Wakes Committee	Cllr S Taylor	
Other Members	Cllr Mrs S Banevicius Cllr R Campbell Cllr Mrs D Evans	Cllr D Constable Cllr R Mosson Cllr Mrs P Stokes
PERSONNEL COMMITTEE = 3 MEMBERS		
Chairman, Personnel Committee (Chairman of the Council)	Cllr E Drinkwater	
Other Members (Majority Group Leader and Minority Group Leader)	Cllr D Isaacs	Cllr Mrs H Fisher

	LABOUR GROUP	CONSERVATIVE GROUP
STAFF DISCIPLINARY AND GRIEVANCE COMMITTEE = 3 MEMBERS		
Staff Disciplinary and Grievance Committee	Cllr Mrs D Evans Cllr Mrs S Woodward.	Cllr Mrs B Rigby
STAFF APPEALS COMMITTEE = 3 MEMBERS		
Staff Appeals Committee	Cllr R Campbell Cllr S Norman	Cllr R Mosson
BURNTWOOD IN BLOOM WORKING GROUP = 3 MEMBERS		
Burntwood in Bloom Working Group	Cllr R Bradbury Cllr B Brown	Cllr Mrs H Tranter
BURNTWOOD WAKES INDEPENDENT REVIEW COMMITTEE = 6 MEMBERS		
Burntwood Wakes Independent Review Committee	Cllr D Isaacs Cllr S Norman Cllr J Walker MBE Cllr Mrs S Woodward	Cllr Mrs H Fisher Cllr Mrs B Rigby

**BURNTWOOD TOWN COUNCIL
REPRESENTATION ON OUTSIDE BODIES 2011/12**

	Organisation	Representative(s)
(1)	1ST BURNTWOOD SCOUT GROUP	Cllr E Drinkwater
(2)	BALL & BIRCH REYNARDSON EDUCATIONAL FOUNDATION	Chairman of the Council Vice-Chairman of the Council
(3)	BURNTWOOD COMMUNITY DEVELOPMENT WORKER STEERING GROUP	Cllr Mrs S Woodward Town Clerk
(4)	BURNTWOOD'S GOT TALENT	Cllr S Taylor
(5)	BURNTWOOD LIVE AT HOME SCHEME	Cllr Mrs S Banevicius Cllr S Taylor
(6)	BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION	Cllr J Walker MBE
(7)	BURNTWOOD POLICE COMMUNITY CONSULTATION COMMITTEE	Cllr D Isaacs Cllr S Norman
(8)	BURNTWOOD RFC SPORTS ASSOCIATION COMMITTEE	Cllr E Drinkwater
(9)	CADMAN CHARITY	Cllr D Isaacs Cllr J James Cllr S Taylor
(10)	CAMPAIGN TO PROTECT RURAL ENGLAND	Cllr R Heath
(11)	CHASETOWN CHAMBER OF TRADE AND COMMERCE	Cllr R Campbell
(12)	FORWARD ACTION BURNTWOOD: COMMUNITY GROUP	Cllr B Brown
(13)	LICHFIELD AND DISTRICT COUNCIL OF VOLUNTARY SERVICE	Cllr J James
(14)	LICHFIELD DISTRICT COMMUNITY TRANSPORT ADVISORY GROUP	Cllr R Bradbury Cllr Mrs S Banevicius
(15)	LICHFIELD DISTRICT CRIME PREVENTION PANEL	Cllr Mrs S Banevicius

	Organisation	2011/12 Representative(s)
(16)	LICHFIELD DISTRICT PARISH FORUM	Cllr B Brown Cllr K Willis-Croft
(17)	RELATE	Cllr R Bradbury
(18)	SAMUEL JOHNSON HOSPITAL LEAGUE OF FRIENDS	Cllr R Heath
(19)	SOUTH EAST STAFFORDSHIRE CITIZENS ADVICE BUREAU	Cllr Mrs D Evans
(20)	STAFFORDSHIRE PARISH COUNCILS' ASSOCIATION – EXECUTIVE COMMITTEE	Cllr J Walker MBE
(21)	SUSTAINABLE STAFFORDSHIRE	Cllr R Heath
(22)	WALK AND TALK PROJECT STEERING GROUP	Cllr B Brown
(23)	YOUTH CENTRE MANAGEMENT COMMITTEE	Cllr E Drinkwater

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 19 MAY 2011 COMMENCING AT 8.25 P.M.**

PRESENT

Councillor Mrs Evans (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk
Five members of the public

1. APOLOGIES FOR ABSENCE

None, all Members present.

2. GENERAL DECLARATIONS OF INTEREST

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

3. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 28 April 2011 (Minute Nos. 89 - 94) be approved and adopted.

4. PLANNING APPLICATIONS

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

(a)	11/00451/FUL	Central	Mr J Heming 56 Ashmead Road Burntwood	Single storey front extension with pitched roof to form porch and kitchen
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No objections.

(COUNCILLOR ISAACS DECLARED A PERSONAL INTEREST, LEFT THE ROOM WHILST THIS MATTER WAS UNDER CONSIDERATION AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON. COUNCILLOR MRS TRANTER DECLARED A PERSONAL INTEREST AND TOOK NO PART IN THE DISCUSSION OR DECISION THEREON.)

(b) 11/00469/FUL Highfield Mr and Mrs J Cooper Single storey rear extension to form sun room
9 Squires Gate
Burntwood

No objections.

(c) 11/00470/FUL Chase Terrace HSBC Bank Plc Installation of edge protection to first floor flat roof
Unit 24
Burntwood Town Shopping Centre
Cannock Road
Chase Terrace

Comment: Discreet protection to be installed; not to be too overbearing on the streetscene.

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

5. PLANNING ENFORCEMENT ISSUES

5.1 193 Chase Road, Burntwood

A Member requested that LDC's Planning Enforcement Officer be asked to provide an update on issues previously raised with regard to the above premises.

5.2 29 Meadow View, Burntwood

A Member reported that a garage at the above property was unsightly, was not large enough to accommodate a vehicle and it was being used as a work area. Members agreed that the Local Planning Authority be requested to confirm that the garage was in keeping with the Planning Approval.

5.3 Former Butchers, junction Hill Street/High Street, Chasetown (also reported at the Annual Town Meeting on 19 May 2011)

Members agreed that the freestanding plate glass window and door at the above site be reported to the LDC Building Control Officers as being a potential danger to the public.

5.4 Drinking in Public Places

A Member reported that drinking in public places was still happening. Members agreed that the problem be reported to the LDC Regulatory and Licensing Officers for action as appropriate.

(The Meeting closed at 8.36 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING APPLICATIONS COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON WEDNESDAY 08 JUNE 2011 COMMENCING AT 7.05 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)
Councillors Mrs Brettell, Campbell, Mrs Fisher, Heath, Isaacs, Mosson, Norman, Mrs Stokes, Taylor, Mrs Tranter, Mrs Woodward and Walker MBE

In attendance

Mrs M Danby, Town Clerk

6. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Bradbury, Brown, Constable, Drinkwater, Mrs Evans, Humphreys, James and Mrs Rigby.

7. GENERAL DECLARATIONS OF INTEREST

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

8. MINUTES

RESOLVED That the Minutes of the Planning Applications Committee Meeting held on 19 May 2011 (Minute Nos. 1 - 5) be approved and adopted.

9. PLANNING APPLICATIONS

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

(a)	11/00441/FUL	All Saints	Mr D Baker 36 Rugeley Road Burntwood	Two storey side and rear extension to form utility, kitchen, dining room, bathroom and bedroom with en-suite
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No comment.

(b)	11/00474/FUL	Chase Terrace	Mr A Gladwish 42 Cross Street Burntwood	Single storey rear extension to form conservatory and new pitched roof over existing extension
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No objections.

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|-----|--------------|-----------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| (c) | 11/00477/FUL | Highfield | JM Homes Limited
Land adjacent
15 Rake Hill
Burntwood | Erection of 7 no.
dwellings together with
associated access, car
parking and landscaping |
|-----|--------------|-----------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------|

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

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|-----|--------------|-----------|---------------------------------------------|------------------------------------------------------------|
| (d) | 11/00496/COU | Highfield | Mr A Hulme
Land at Meg Lane
Burntwood | Change of use of land
from agriculture to
equine use |
|-----|--------------|-----------|---------------------------------------------|------------------------------------------------------------|

Objection. Adverse impact on residents' privacy resulting from noise, smells and overlooking; loss of amenity; access and egress issues. If permitted conditions are sought which would limit the hours of use, future use of the site and see the lane only used for business traffic.

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|-----|--------------|-----------|----------------------------------------------|----------------------------------------------------------------------------|
| (e) | 11/00497/COU | Boney Hay | Bromford Living
1 Albion Way
Burntwood | Temporary change of
use from residential use
to office (first floor) |
|-----|--------------|-----------|----------------------------------------------|----------------------------------------------------------------------------|

Objection. Misuse of residential accommodation; noise nuisance for neighbours. Applicant to be requested to consider using vacant office premises in the town, leaving the property available for letting.

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|-----|--------------|-----------|----------------------------------------------|------------------------------------------------------------------------------|
| (f) | 11/00507/REM | Highfield | Mr P Allen
1 Sanderling Rise
Burntwood | Erection of a 4 bedroom
detached dwelling and a
detached single garage |
|-----|--------------|-----------|----------------------------------------------|------------------------------------------------------------------------------|

Comment: The proposed development should be sympathetic to the local area.

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|-----|--------------|-------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (g) | 11/00523/FUL | Summerfield | Mr P McCormick
38 and 40 Springhill Road
Burntwood | Conversion of 2 semi-
detached dwellings into
4 self contained flats,
front two storey
extensions and widening
of access. Conservatory
to rear of No. 40 |
|-----|--------------|-------------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Comment: Concern expressed with regard to access/egress due to the sloping nature of the site; loss of amenities to other residents, over intensive development of the site.

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|-----|--------------|---------|------------------------------------------------|-------------------------------------------------|
| (h) | 11/00542/FUL | Central | Mr D Keat
38 Deerfold Crescent
Burntwood | Proposed dormer
window to front
elevation |
|-----|--------------|---------|------------------------------------------------|-------------------------------------------------|

No objections.

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|-----|--------------|-------------|----------------------------------------|-------------------------------------------------------------------------------------------------|
| (i) | 11/00583/FUL | Summerfield | Mizkan UK Ltd
New Road
Burntwood | Variation of Condition
No. 2 of application
10/00993/FUL relating
to approved drawings |
|-----|--------------|-------------|----------------------------------------|-------------------------------------------------------------------------------------------------|

No objections.

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|-----|--------------|-----------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|
| (j) | 11/00598/FUL | Chasetown | Electrotest Services Ltd
Unit 6, Energy House
Burntwood Business Park
Zone 1
Attwood Road
Burntwood | Erection of portacabin to
be used for offices and
storage |
|-----|--------------|-----------|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|

Comment: The proposed portacabin should not be visible from the Burntwood Bypass; if permitted the Local Planning Authority is requested to consider granting approval for a limited period, say five years.

10. ENFORCEMENT ISSUES

10.1 193 Chase Road, Burntwood (Minute No. 5.1 refers)

Members were advised by the Planning Enforcement Officer that the applicant’s appeal against refusal of planning permission had been dismissed on 22 March 2011. The Local Planning Authority had written to the applicant on 31 March 2011 advising that an Enforcement Notice would be served if the shutter and housing and the air conditioning unit were not removed. As no action has been taken to date an Enforcement Notice is now being drafted.

10.2 29 Meadow View, Burntwood

The Planning Enforcement Officer advised that she had visited the site and that it appeared to have a normal garage door. The height has been reduced but not enough so that a vehicle cannot enter and as such it still falls within Class E of the Town and Country (General Permitted Development) Order 1995 which covers ancillary buildings, including garages.

10.3 Land at Meg Lane, Burntwood (Planning Application No.11/00496/COU)

Members asked that the LDC Planning Enforcement Officer be requested to give an update following her site visit with regard to the above Planning Application.

(The Meeting closed at 7.45 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON THURSDAY 26 MAY 2011 COMMENCING AT 6.00 P.M.**

Present

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

In attendance

Councillor Drinkwater
Mrs Mary Danby, Town Clerk
Brian Cooper, Admin Assistant

Councillor Taylor welcomed everyone to the meeting and said that he wished to thank the previous Committee for the work that it had put into the arrangements for the 2011 Burntwood Wakes Festival. He also wished to thank the Town Clerk and her team for all that they do, and will continue to do, to make the Festival as successful as possible.

1. APOLOGIES

None, all Members present.

2. DECLARATIONS OF INTEREST

None declared.

3. MINUTES

RESOLVED That the Minutes of the meeting of the Burntwood Wakes Committee held on 11 April 2011 (Minute Nos. 28 - 31) be received and approved as a correct record.

4. GHANA/STAFFORDSHIRE EXCHANGE PROGRAMME

Councillor Drinkwater explained his involvement with the Ghana/Staffordshire Exchange Programme, that a party of young 12 Ghanaians and three adult chaperones will be visiting the County as part of the Exchange Programme and that their visit will coincide with the Burntwood Wakes. He said that they always travel with drums and colourful costumes and he requested that the Committee consider:

- That the Ghanaian young people be invited to attend the Saturday Family Fun Day and that they be given the opportunity to perform one or two sets during the afternoon.
- That Chase Terrace Technology College (Stuart Wilson) be given permission to bring a gazebo to the Family Fun Day to display items on a Ghanaian theme.
- That the Ghanaian party (15 in total) plus their Burntwood counterparts be invited to attend the Hospitality for the Burntwood Wakes Festival Proms concert.

RESOLVED That:

- a) The Ghanaian young people be invited to perform one or two sets during the Family Fun Day (actual number of performances dependent on programme timings).

- b) Chase Terrace Technology College be invited to set up a gazebo to display items on a Ghanaian theme.

RECOMMENDATION TO THE TOWN COUNCIL That the Chairman of Council be permitted to invite the Ghanaian party and their Burntwood counterparts (maximum 28 people) to participate in the Hospitality for the Burntwood Wakes Festival Proms concert and that the cost of their food and refreshments in the marquee be paid from the Civic Allowance.

5. BURNTWOOD WAKES FESTIVAL 2011

5.1 "Wakes Unsigned": Friday 22 July 2011

Members were advised of the arrangements for the "Wakes Unsigned" (which will run from 6pm – 10pm and is organised by Neon Sound Studios on behalf of the Town Council).

AGREED That the information be received and noted.

5.2 Family Fun Day: Saturday 23 July 2011

Members were advised that the Family Fun Day will run from 12 noon – 4.30pm. They were also provided with an indication of what was being provided for attendees by the Town Council and the budget for the whole Festival.

The Town Clerk informed Members that it had not been possible to source an alternative group to provide a team games attraction, but the addition of the ATC Marching Band and the Ghanaian young people would now mean that there should not be a gap in attractions on the day.

AGREED That the information be received and noted.

5.3 Burntwood Wakes Festival Proms: Saturday 23 July 2011

Members received details of the concert programme (which is a mix of Classic FM favourites and familiar TV and Film music) to be performed by the Staffordshire Festival Orchestra and timings for the evening.

Timings:

7.15pm	Dandy will entertain the audience and introduce the Orchestra
7.30pm	Orchestra's first set
8.30pm	Dandy will entertain the audience during the interval
8.50pm	Orchestra's 2 nd set
9.45/9.50pm	15 min. Firework Display will commence

AGREED That the above information be received and noted.

(The Meeting closed at 6.50 p.m.)

Signed

Date