

Our Ref: MD

28 August 2013

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Town Council to be held in the **Meeting Room, rear of Burntwood Library, Sankeys Corner on Thursday 05 September 2013 commencing at 7.00 p.m.** at which the business set out below will be transacted.

Yours sincerely

Mary Danby (Mrs)
Town Clerk

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

PRESENTATION BY RICHARD RAYSON, COMMUNITY INFRASTRUCTURE LIAISON MANAGER, PLACE - COMMUNITY INFRASTRUCTURE (COMMUNITIES), STAFFORDSHIRE COUNTY COUNCIL

AGENDA

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

To approve as a correct record the Minutes of the Meeting of the Town Council held on 11 July 2013 (Minute Nos. 25 - 40) (**ENCLOSURE NO. 1**).

4. CHAIRMAN'S ANNOUNCEMENTS - FOR INFORMATION ONLY

5. PLANNING COMMITTEE

Chairman of the Planning Committee to move that the proceedings of the meetings held on 11 July 2013 (Minute Nos. 18 - 22), 01 August 2013 (Minute Nos. 23 - 27) and 22 August 2013 (Minute Nos. 28 - 32) be received and where necessary approved and adopted (**ENCLOSURE NOS. 2A, 2B AND 2C**).

6. BURNTWOOD WAKES COMMITTEE

Chairman of the Burntwood Wakes Committee to move that the proceedings of the meeting held on 10 July 2013 (Minute Nos. 5 - 8) be received and where necessary approved and adopted (**ENCLOSURE NO. 3**).

7. PERSONNEL COMMITTEE

Chairman of the Personnel Committee to move that the proceedings of the meeting held on 20 August 2013 (Minute Nos. 8 - 13) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

8. BURNTWOOD WAKES REVIEW COMMITTEE

Chairman of the Burntwood Wakes Review Committee to move that the proceedings of the meeting held on 28 August 2013 (Minute Nos. 1 - 6) be received and where necessary approved and adopted (**ENCLOSURE NO. 5**).

9. POLICY AND RESOURCES COMMITTEE

Chairman of the Policy and Resources Committee to move that the proceedings of the meetings held on 29 August 2013 (Minute Nos. 16 - 26) be received and where necessary approved and adopted (**ENCLOSURE NO. 6**).

10. MEMBERS QUESTIONS under Standing Order 9

11. STAFFORDSHIRE REGIMENT MASCOT – FREEDOM OF THE TOWN PROPOSAL (ENCLOSURE NO. 7)

12. NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC): LARGER COUNCILS CONFERENCE 2013

NALC is holding a one-day Larger Councils' Conference with the aim of showing how local (parish and town) councils can deliver more for less for their communities in a challenging financial environment:

Date: Wednesday 27 November 2013
Venue: Royal National Hotel, London

Programme highlights:

- Ministerial Speech on the Growth and infrastructure Act
- Structured Panel session on Council Tax Localisation
- Chief Executive of NALC and
- Four interactive workshops

Cost:

£190 + VAT = £228 per delegate PLUS Travel expenses and subsistence

Does the Council wish to nominate a Member to attend the above Conference?

13. TREASURE! THE DISCOVERY OF THE STAFFORDSHIRE HOARD – TOURING EXHIBITION (for information only)

Staffordshire County Council's Archives and Heritage Service has advised the following with regard to the Staffordshire Hoard touring exhibition:

"After the launch at Staffordshire Place (it stays there until 29 August), the first three host venues will all be local to the Hoard find site:

31 August – 15 September	Hammerwich Community Hall
17 September – 30 September	Chase Terrace Technology College (open to students and their families only)
2 October – 27 October	Chasewater Innovation Centre

It will then tour the rest of Staffordshire over the next three years, and to venues outside the county (including Repton, Walsall, Wolverhampton, Sandwell, Shropshire, Warwickshire). The exhibition, which will consist of replicas and interactive elements, is designed to fit into smaller sized community venues, museums, libraries and churches – the kind of venues which are unable to borrow items from the Hoard itself. It will tell the story of the discovery of the Hoard, whilst acting as a 'signpost' to venues where visitors can see the real thing: Potteries Museum & Art Gallery, Birmingham Museum & Art Gallery, Lichfield Cathedral and Tamworth Castle Museum.

The main focus for promotion will be through the Staffordshire Hoard website www.staffordshirehoard.org.uk. The County Council's communications team will be sending out a press release to coincide with the launch and we will also be using the County Council and Archives & Heritage social media as a promotional tool. Posters are being produced for the Hammerwich Community Hall leg of the tour which will be put up in an around Hammerwich, Burntwood and Brownhills, and each venue will be provided with a template to produce their own posters and press releases."

14. BURNTWOOD TOWN STRATEGY WORKING GROUPS – UPDATE

Action Area 2

Communications and the image of Burntwood as a place

- The new logo was launched on 01 August and is now being used in all Town Council correspondence, publicity, etc

- Communication has been made with Staffordshire Police regarding the Council's request that the Police area names be changed to, for instance, Burntwood East and Burntwood West.
- Other lines of enquiry emanating from the Working Group are currently being pursued, including the possibility of a Farmers' Market and/or Continental Market being held in the vicinity of Sankeys Corner.

Action Area 3

Public transport access and traffic management

Discussions are currently being held with regard to the possibility of a Burntwood Dial a Ride service being trialled subject to Town Council approving the necessary funding – it is hoped that a report will be made for consideration by the Policy & Resources Committee at its October 2013 meeting.

Action Area 5

Business and employers

A database is currently being compiled of service providers that are key to aspects of business development such as Banks, Building Societies, Accountants, Business Advisers, Home workers etc. Once the database has been complete a communication could then be framed to named Directors of the businesses setting out the Council's objectives and inviting contributions designed to stimulate and support new and existing businesses. Action plans can then be drafted in consultation with a group of interested parties.

15. NEIGHBOURHOOD PLAN

Following the Neighbourhood Planning training session on 13 July 2013 Members are requested to give direction in how it wishes to proceed in this matter.

16. DIGITAL MAPPING SOFTWARE (Minute No. 29 refers) (ENCLOSURE NO. 8)

17. SCHEDULE OF PAYMENTS MADE BETWEEN 06 JULY AND 30 AUGUST 2013 INCLUSIVE (ENCLOSURE NO. 9)

18. 2013/14 BUDGET AS AT 22 AUGUST 2013 (ENCLOSURE NOS. 10A and 10B)

19. EXCLUSION OF THE PRESS AND PUBLIC

The Chairman will move:

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.

20. COMMUNITY FACILITY (ENCLOSURE NO. 11 – PINK)

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 THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 11 JULY 2013 COMMENCING AT 7.04 P.M.**

PRESENT

Councillor Bradbury (in the Chair)

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

In attendance

Mrs M Danby, Town Clerk

Ms J Minor, Administrative Assistant

County Councillor M Tittley

One member of the public

PUBLIC FORUM

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

PRAYERS

Prayers were led by Councillor Walker MBE.

25. APOLOGIES FOR ABSENCE

None, all Members were present.

26. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Mrs Woodward declared a personal interest in Minute No. 14 (Chase Arts for Public Spaces (CHAPS)) as she is a member.

Councillor Mrs Woodward declared a personal interest in Minute No. 16 (Schedule of Payments made between 30 April and 05 July 2013 inclusive) as she is employed by the Newlife Foundation for Disabled Children.

27. MINUTES

RESOLVED That the Minutes of the Meeting of the Annual Town Council held on 09 May 2013 (Minute Nos. 1 - 24) be received and approved as a correct record.

28. CHAIRMAN'S ANNOUNCEMENTS

Councillor Bradbury said it had been a busy and enjoyable time since the last meeting. He thanked those who had already donated raffle prizes and encouraged others to donate raffle prizes and said that hoped to see Members attendance at the Wakes Hospitality.

Members paid tribute to the hard work of the Burntwood Chase Heritage Group in fundraising for the SCAMP statue which was now established on Sankeys Corner and much admired as a fitting tribute to the town's mining heritage.

29. PLANNING COMMITTEE

Members were informed that a decision needed to be made on the Digital Mapping Software and that the Town Clerk would report her findings to the September meeting of the Town Council.

RESOLVED THAT:

- (1)** The current equipment in the office be utilised to project plans at Planning Committee meetings and appropriate training be provided as appropriate.
- (2)** The Minutes of Meetings of the Planning Committee held on 09 May 2013 (Minute Nos. 1 - 5), 30 May 2013 (Minute Nos. 6 - 10) and 19 June 2013 (Minute nos. 11 - 17) be received and where necessary approved and adopted.

30. BURNTWOOD IN BLOOM COMMITTEE

RESOLVED That the Minutes of the Meeting of the Burntwood in Bloom Committee held on 06 March 2013 (Note Nos. 1 - 3) be received and where necessary approved and adopted.

31. BURNTWOOD WAKES COMMITTEE

Members thanked the Chairman of the Wakes Committee for his continuous promotion of the Wakes Festival and encouraging sponsorship from local businesses.

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 23 May 2013 (Minute Nos. 1 - 4) be received and where necessary approved and adopted.

32. POLICY AND RESOURCES COMMITTEE

Special attention was drawn to Minute No. 9 (Town Council Investments) and Minute No. 11 (Burntwood Town Strategy Working Groups).

RESOLVED That the Minutes of the Meetings of the Policy and Resources Committee held on 23 May 2013 (Minute Nos. 1 - 5) and 10 July 2013 (Minute Nos. 6 – 16) be received and where necessary approved and adopted.

33. PERSONNEL COMMITTEE

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 03 June 2013 (Minute Nos. 1 - 7) be received and where necessary approved and adopted.

34. BURIAL GROUNDS COMMITTEE

RESOLVED THAT:

- (1) No more than two 6 inch cubic memorial flower fixed vases with a plaque be permitted (BGC Minute No 4(d) refers).
- (2) The Minutes of the Meeting of the Burial Grounds Committee held on 27 June 2013 (Minute Nos. 1 - 5) be received and where necessary approved and adopted.

35. MEMBERS QUESTIONS

None raised.

**36. STAFFORDSHIRE COUNTY COUNCIL:
CHASEWATER - NEW INITIATIVES**

Members were informed that Staffordshire County Council was conducting a strategic review of Chasewater which was due to be concluded at the end of July 2013. Members had met with the Cabinet Member for Economy and Infrastructure and his lead officers and they were keen to engage with the Town Council on any new initiatives they would like to see introduced at Chasewater.

RESOLVED That Members forward any suggestions for submission to the County Council to the Town Clerk before the end of July 2013.

**37. LICHFIELD DISTRICT COUNCIL:
NAMING OF A ROAD - BURNTWOOD BYPASS**

Members suggested the names "Burntwood Way" and "Burntwood Avenue". Following a show of hands (18 to 3) it was

RESOLVED That the name "Burntwood Way" be submitted to District Council for both the yellow and purple routes (as shown on the map).

38. CHASE ARTS FOR PUBLIC SPACES (CHAPS)

RESOLVED That the information be received and noted.

39. 2013/14 BUDGET AS AT 30 JUNE 2013

RESOLVED That the information be received and noted.

**40. SCHEDULE OF PAYMENTS MADE BETWEEN 30 APRIL AND 05 JULY 2013
INCLUSIVE**

RESOLVED That the Schedule of Payments totalling £41,917.59 made between 30 April and 05 July 2013 inclusive be received and noted.

(The Meeting closed at 7.55 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 11 JULY 2013 COMMENCING AT 8.00 P.M.**

PRESENT

Councillor Drinkwater (in the Chair)

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

In attendance

Ms J Minor, Administrative Assistant

One member of the public

18. APOLOGIES FOR ABSENCE

None as all Members were present.

19. 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.

20. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 19 June 2013 (Minute Nos. 11 - 17) be approved as a correct record.

21. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|------------------|---|--|
| (a) | 13/00531/FUL | Chase
Terrace | Mr K Maughan
67 Princess Street
Burntwood | New pitched roof to
garage and porch and
extension to driveway |
|-----|--------------|------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|------------|--|--|
| (b) | 13/00554/FUL | All Saints | Mr H Freeman
The Centurion
110 Chase Road
Burntwood | Variation of condition
no. 2 of application
10/00467/FUL relating
to changes to dwelling
(plot 3) during
construction process |
|-----|--------------|------------|--|--|

No objection.

- | | | | | |
|---------------|--------------|---------------|---|--|
| (c) | 13/00577/FUL | All Saints | Burntwood Memorial Institute
Rugeley Road
Burntwood | Erection of a war memorial |
| No objection. | | | | |
| (d) | 13/00604/FUL | Chase Terrace | Mr J Parangi
2 Kingsdown Road
Burntwood | Single storey rear and two storey side and front extension to form garden room, utility, garage, porch and bedroom with en-suite |
| No objection. | | | | |
| (e) | 13/00611/FUL | Chase Terrace | Mr R Mapp
17 Cross Street
Burntwood | Single storey rear extension to form dining room, kitchen and porch |

No objection.

(COUNCILLOR MRS WOODWARD DECLARED AN INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HER AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- | | | | | |
|---------------|--------------|-----------|--|---|
| (f) | 13/00600/FUL | Chasetown | LCP Estates Limited
Unit 28A, Zone 2
Ring Road
Burntwood Business Park
Burntwood | Installation of new doors, windows, roller shutters and new ramped access |
| No objection. | | | | |
| (g) | 13/00662/FUL | Chasetown | LCP Estates Limited
Unit 28B, Zone 3
Ring Road
Burntwood Business Park
Burntwood | Installation of new doors, windows, roller shutters and new ramped access |
| No objection. | | | | |
| (h) | 13/00663/FUL | Chasetown | LCP Estates Limited
Unit 28C, Zone 3
Ring Road
Burntwood Business Park
Burntwood | Installation of new doors, windows, roller shutters and new ramped access |

No objection.

22. ENFORCEMENT ISSUES

22.1 Overgrown Hedges

Members were informed that members of the public had approached Councillor Drinkwater regarding overgrown hedges in Cannock Road, Chase Terrace, Chapel Street

and Princess Street. Members were informed that it was LDC's responsibility to write to the owners and if no response/action was taken then LDC would cut the hedge and charge the owners.

RESOLVED That the information be received and noted.

22.2 Chasetown Methodist Church/Collis's Wood Yard (Minute Nos. 96.2 and 15.1 refers)

Members were informed that posters advertising Collis's Wood Yard and Chasetown Methodist Church were still being displayed on the corner of Lawnswood Avenue/Queen Street causing an eye sore on the streetscene.

Members felt that getting the balance right (keeping local businesses viable) was key and that a directional arrow for the businesses may be a way forward.

RESOLVED That this matter again be reported to the Enforcement Officer at LDC.

(The Meeting closed at 8.09 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 01 AUGUST 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)

Councillors Mrs Banevicius, Bradbury, Mrs Brettell, Brown, Mrs Evans, Heath, Humphreys, James, Mosson, Norman, Taylor, Walker MBE and Mrs Woodward

In attendance

Ms J Minor, Administrative Assistant

One member of the public

23. APOLOGIES FOR ABSENCE

Councillors Campbell, Mrs Fisher, Mrs Rigby, Mrs Stokes and Mrs Tranter.

24. 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.

25. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 11 July 2013 (Minute Nos. 18 - 22) be approved as a correct record.

26. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|------------|--|---|
| (a) | 13/00659/FUL | All Saints | Mrs Gill
Burntwood Post Office
1 Cannock Road
Burntwood | Installation of external
security shutters |
|-----|--------------|------------|--|---|

That the Local Planning Authority be asked to satisfy itself that the application complies with the District Council's guidelines on the installation of roller shutters and that in the Town Council's view internal shutters would give a better overall appearance in this prime location.

- | | | | | |
|-----|--------------|------------------|---|---|
| (b) | 13/00664/FUL | Chase
Terrace | Mr and Mrs Adkins
Land at Chawner Close
Burntwood | Erection of a 3
bedroom bungalow
with integral garage |
|-----|--------------|------------------|---|---|

Comment: The Local Planning Authority to ensure that the proposal is not over intensive use of the site, is in keeping with the streetscene, that there is adequate access/egress

and parking, and access to the adjacent bungalow and the right of way are not affected.

- | | | | | |
|---------------|--------------|-----------|---|---|
| (c) | 13/00668/FUL | Central | Mr Hughes
12 Eastwood Avenue
Burntwood | Single storey front extension to form kitchen |
| No objection. | | | | |
| (d) | 13/00669/FUL | Boney Hay | T, M and B Freeman
Boney Hay Concrete Works
Chorley Road
Burntwood | Demolition of 2 no. existing industrial buildings and erection of 7 no. dwelling houses with associated works |

STRONG OBJECTION on the following grounds:

- The proposal involves inappropriate development within the Green Belt contrary to Local and National policy.
- The proposed development would have a detrimental visual impact on the openness of the location.
- Close proximity to a school.
- Access/egress issues (the proposal is situated on a steep road).

- | | | | | |
|---------------|--------------|---------------|---|---|
| (e) | 13/00670/FUL | Highfield | Mr Hipkiss
14 Cheshire Close
Burntwood | Single storey extension to form orangery |
| No objection. | | | | |
| (f) | 13/00688/FUL | Summer field | Mr and Mrs Blackband
148 Queen Street
Burntwood | Conversion of existing integral single garage to form a dining area, utility and wc |
| No objection. | | | | |
| (g) | 13/00699/COU | Chase Terrace | Mr Boot
Land adj 21 Railway Lane
Burntwood | Change of use of open space to domestic garden |

STRONG OBJECTION on the following grounds:

- Loss of amenity.
- Impact on the streetscene.
- Potential harm to the environment and protected species (trees).
- Precedent for future development.

- | | | | | |
|-----|--------------|-----------|---|---|
| (h) | 13/00701/COU | Chasetown | Fineline Windows and Conservatories
Unit 4, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Change of use from B8 to include B1 and B2 for manufacture of doors and windows |
|-----|--------------|-----------|---|---|

No objection.

(i)	13/00703/FUL	Highfield	Mr D Geobey 69 Rugeley Road Burntwood	Erection of new canopy to side elevation
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No objection.

(j)	13/00709/FUL	All Saints	Metal Products Business Park Land rear 66 Boney Hay Road Burntwood	Erection of a 3 bedroom detached bungalow and associated works
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Concerns were expressed by Members regarding the size of the footprint of the proposal and that this is another example of backland development (land to the rear of another residential development).

(k)	13/00714/FUL	Highfield	Mr Fish 44 Hunslet Road Burntwood	Single and first floor side extensions to form lounge, study and bedroom with en-suite
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Concerns were expressed by Members regarding the size of the proposal and that the Local Planning Authority to ensure that no light or privacy is lost to neighbouring property.

(l)	13/00772/FUL	Chasetown	Mr Loynes 12 Union Street Burntwood	Two storey side extension to form music room, sitting room and bedroom with en-suite and new pitched roof to porch
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Comment: The Local Planning Authority to ensure that adequate sound proofing is provided for the music room. Members felt that this proposal was 'heading towards a bed sit'.

(m)	13/00414/FULM (Amendment)	All Saints	Partner Construction and Burntwood Hay Limited Former The Greyhound Boney Hay Road Burntwood	Change of layout to improve parking and amenity
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No objection.

27. ENFORCEMENT ISSUES

None were raised.

(The Meeting closed at 7.25 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER
ON THURSDAY 22 AUGUST 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Willis-Croft (in the Chair)
Councillors Bradbury, Brown, Campbell, Mrs Evans, Humphreys, Isaacs, Norman, Mrs Rigby and Walker MBE

In attendance

Ms J Minor, Administrative Assistant
Two members of the public

28. APOLOGIES FOR ABSENCE

Councillors Mrs Banevicius, Mrs Brettell, Constable, Drinkwater, Mrs Fisher, Heath, James, Mosson, Mrs Stokes, Taylor, Mrs Tranter and Mrs Woodward.

29. 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.

30. MINUTES

RESOLVED That the Minutes of the Planning Committee Meeting held on 01 August 2013 (Minute Nos. 23 - 27) be approved as a correct record.

31. PLANNING APPLICATIONS

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

(a)	13/00654/FUL	Summer field	Mr S Papadopoulos Spar Shop 153-155 Cannock Road Burntwood	Reduction of existing retail unit footprint to create a separate A5 hot food unit and create new shop entrances
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Concerns were expressed by Members that should the Local Planning Authority be mindful to grant permission then the Town Council requests that the following strict conditions be implemented:

- Car parking spaces must not be reduced in number.
- Loading/unloading of heavy goods vehicles to be strictly regulated.
- Currently the car park is used as a 'rat run to jump the traffic lights', therefore, one way in, clearly marked entrance and one way out, clearly marked exit (Springhill Road)

should be provided.

- Traffic calming measures - the owner to provide speed humps on the access/egress.
- Bollards should be provided either side of the access/egress to ensure no parking on the footpath.
- Adequate/well positioned litter bins should be provided outside the premises and ensure that they get emptied on a regular basis.
- LDC to provide litter bins in close proximity to ensure all rubbish resulting from the hot food unit can be disposed of properly.

- (b) 13/00691/FUL Central Mr N Poynton Installation of dropped
26 Rugeley Road
Chase Terrace kerb

Concerns were expressed by Members as a primary school and fire station are in close proximity and that a single dropped kerb would be preferred.

(COUNCILLOR BRADBURY DECLARED AN INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- (c) 13/00696/COU Highfield Green Lane Care Farm CIC Change of use to Care
Green Lane Farm Farm Project (fishing
Green Lane based activities)
Burntwood including renovation of
footpaths and summer
house, installation of
fishing platforms,
portable toilets and
other associated works

No objection.

(COUNCILLOR BRADBURY DECLARED AN INTEREST IN THIS APPLICATION AS THE APPLICANT IS KNOWN TO HIM AND TOOK NO PART IN THE PROCEEDINGS THEREON).

- (d) 13/00736/ADV All Saints Swan Island Takeaway Installation of an
Olympus Fish Bar internally illuminated
6 Cannock Road fascia sign
Burntwood

Comment: That the Local Planning Authority to ensure that the internally illuminated fascia sign complies with the District Council's strict advertising criteria.

- (e) 13/00774/FUL Highfield Mr M Finney Single and two storey
8 Upfields side and rear extension
Coulter Lane to form utility, lounge,
Burntwood study, garage and
bedroom with en-suite

Comment: That the Local Planning Authority to ensure that the proposal complies with the District Council's strict Green Belt criteria.

- (f) 13/00793/ABN Boney Hay Mr A Chatterton Agricultural
Coney Lodge Farm Determination :
Rugeley Road Erection of a straw, hay
Chase Terrace and machinery store

OBJECTION on the following grounds:

- The proposal would result in the removal of a significant number of trees.
- The proposed development would have a detrimental visual impact on the streetscene.
- The Town Council is not convinced the proposal is for agricultural use as the present use is for grazing and stabling of horses.

Members felt that the plan provided was inadequate and made the determination of the application very difficult.

(g)	13/00794/FUL	Central	Mr C Stretton 84 Rochester Avenue Burntwood	Two storey side extension to form dining room, kitchen and two bedrooms
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No objection.

(h)	13/00826/FUL	Highfield	Mr A Jeffries 21 Highfield Road Burntwood	First floor and two storey side extension to form kitchen, wc and bedroom with en-suite and new pitched roof to front
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No objection.

32. ENFORCEMENT ISSUES

32.1 40 Springhill Road, Burntwood

Members were informed of the state of the property and garden and that the property had not been lived in for some 30 years (photographs were passed around the meeting).

RESOLVED That this matter be reported to the Environmental Health Officer at LDC.

32.2 Parking of White Van, Rugeley Road, Chase Terrace

Members were informed that this matter had already been reported to the Police.

RESOLVED That the information be received and noted.

32.3 Bushwhacker Weekend - Coney Lodge Farm, Rugeley Road, Chase Terrace

Members were informed that signs displaying a gorilla's face relating to a Bushwhacker Weekend which recently took place are still in situ.

RESOLVED That the situation be monitored by Councillor Brown.

(The Meeting closed at 7.32 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES COMMITTEE
HELD AT BURNTWOOD LIBRARY, SANKEYS CORNER, BURNTWOOD
ON WEDNESDAY 10 JULY 2013 COMMENCING AT 6.15 P.M.**

PRESENT

Councillor Taylor (in the Chair)

Councillors Mrs Banevicius, Campbell, Constable, Mrs Evans, Mosson (from 6.38 p.m.) and Mrs Stokes

In attendance

Mrs M Danby, Town Clerk

B Cooper, Senior Administrative Assistant

5. APOLOGIES

None - all Members present.

6. DECLARATIONS OF INTEREST AND DISPENSATIONS

Mrs Danby declared a personal interest in Minute No. 8.

7. MINUTES

RESOLVED That the Minutes of the Meeting of the Burntwood Wakes Committee held on 23 May 2013 (Minute Nos. 1 - 4) be approved as a correct record.

8. BURNTWOOD WAKES FESTIVAL 2013 - UPDATE

Members were advised that:

- Over 40 sponsors had been secured, many of which would be represented in the marquee (either in person or by information on tables).
- Some of the 2012 Festival sponsors had not come back this year.
- Two local caterers were providing refreshments free of charge in the Green Room for artistes and crew on the Friday evening and Sunday afternoon.
- Jacob Wellfair had agreed to perform the two live music sets on the Saturday afternoon for a fee of £125 (Mrs Danby declared a personal interest as Mr Wellfair is her nephew).
- Storage of items after the Festival has been offered by the Burntwood Rugby Club (currently stored in an employee's personal garage) - offer accepted subject to suitable cover being provided by the Town Council's insurers.
- A total of £2,155 had been obtained from County Councillors.

Councillor Taylor thanked the Town Clerk and Mr Cooper for their hard work in getting everything organised for this year's Festival.

(The Meeting closed at 6.54 p.m.)

Signed

Date

**MINUTES OF A MEETING OF THE PERSONNEL COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON MONDAY 03 JUNE 2013 COMMENCING AT 9.30 A.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Mrs Evans, Mrs Fisher and Isaacs

In attendance

Mrs M Danby, Town Clerk

8. APOLOGIES

Councillors Bradbury and Constable.

9. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

10. MINUTES

RESOLVED That the Minutes of the Meeting of the Personnel Committee held on 03 June 2013 (Minute Nos. 1 - 7) be approved as a correct record.

11. AMENDMENT TO THE COMMITTEE'S MEETING SCHEDULE

Members were requested to note that the 02 September 2013 meeting had been rescheduled to Thursday 17 October 2013.

RESOLVED That the amendment be noted and agreed.

12. EXCLUSION OF THE PRESS AND PUBLIC

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

13. STAFFING MATTERS

13.1 **RESOLVED** That the report regarding the recent Supervision Meetings be received and that the request from a member of staff for her role to be enhanced be declined as there is not requirement for such a role within the Council for the foreseeable future.

13.2 **RESOLVED** That a quotation be sought from a suitably qualified consultant to undertake an independent Staff Review, such Review to be completed by end September 2013 or as soon as possible thereafter.

- 13.3 **RESOLVED** That the report regarding training undertaken by staff to date during 2013/14 be received and noted.
- 13.4 **RESOLVED** That:
- a) Agendas and Minutes training not be offered to BTC02 and BTC03 at present.
 - b) BTC02, BTC03 and BTC05 be requested to undertake an Intermediate Apprenticeship in Customer Service commencing in September 2013 (this is a Level 2 course which is free of charge to the employer).
 - c) BTC03 be permitted to undertake the RBS one-day course in Cemeteries and Memorial Management if this is felt necessary given the release of updated software (Cost: £170 plus mileage).
- 13.5 **RESOLVED** That the 1% pay settlement agreed by the National Joint Council for Local Government Services (NJC) (backdated to 01 April 2013) be approved and implemented for all staff.
- 13.6 **RESOLVED** That the Town Clerk be permitted to attend the following Conferences/Training sessions:
- a) Local Government Pension Scheme: Employer's training for the new 2014 Scheme (02 September 2013) (free of charge)
 - b) SLCC Shropshire Branch Training Day (11 October 2013) (£20 delegate fee plus mileage)
 - c) SLCC National Conference (18/19 October 2013) (£95 per day plus mileage and subsistence)
- 13.7 **RESOLVED** That a request for a grading review by BTC01 be deferred for consideration at the next Annual Appraisal.
- 13.8 **RESOLVED** That the Annual Appraisal for BTC01 be conducted on 23 September 2013 by the Personnel Committee Chairman and the Leaders of the Majority and Minority Groups.

(The Meeting closed at 10.30 a.m.)

Signature

Date

**MINUTES OF A MEETING OF THE BURNTWOOD WAKES REVIEW COMMITTEE
HELD AT BURNTWOOD TOWN COUNCIL'S OFFICES
ON WEDNESDAY 28 AUGUST 2013 COMMENCING AT 6.00 P.M.**

PRESENT

Councillors Mrs Fisher, Norman, Mrs Rigby (left the meeting at 7.05 p.m.), Walker MBE and Mrs Woodward

In attendance

Councillors Mrs Evans and Taylor
Mrs M Danby, Town Clerk
B Cooper, Senior Administrative Assistant

1. APOLOGIES FOR ABSENCE

None received.

2. ELECTION OF COMMITTEE CHAIRMAN

RESOLVED That Councillor Norman be elected Chairman of the Burntwood Wakes Review Committee for the remainder of the 2013/14 Municipal year.

3. DECLARATIONS OF INTEREST

None declared.

4. COMMITTEE REMIT

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

5. BURNTWOOD WAKES FESTIVAL 2013

Members received the Town Clerk's report on the 2013 Festival.

It was noted that many of the suppliers/artists had held their 2012 prices for the 2013 Festival or they had agreed a special rate for the 2013 Festival.

It was noted that each of the four elements making up the Festival had been well received though there were issues which should be resolved/investigated prior to any bookings been made for future Festivals. The issues were:

- The possibility of installing lighting the large trade marquee
- Investigate the benefits, if any, of using a digital sound system instead of an analogue system

- Rehearsal arrangements for the orchestra need to involve the Council is as low an outlay as possible
- Thought be given to not hiring a Hospitality marquee but making use of the trade marquee and opening invitations to Festival sponsors as well as Civic dignitaries and Councillors for a much simpler option of, say a fish and chip supper and seating to watch the concert.
- Simple barrier roping to be used in front of the marquee on the Saturday evening
- Better communication to be put into place with regard to external arrangements being made for any element of the Festival
- More publicity to be secured for future events to include taking an advertisement with a local free newspaper and use of social media
- Approaches for sponsorship from local businesses to be made initially from the Council's office and followed up by visits by Members to answer any queries the businesses may have and to encourage them to commit to sponsorship.

The report concluded by asking Members to consider what type of Festival might be offered in 2014 and beyond.

Given the economic pressures and the fact that the expenditure for the 2013 Festival was less than it would have been if performers/suppliers had not held or reduced their prices, Members were advised that the current level of BTC funding was not considered to be sufficient for 2014. If the Council wished to continue with offering a three-day Festival it was estimated that a budget of £50,000 would be required to provide the quality and quantity of entertainment expected by the public together with provision of adequate security for the whole of the Festival and an improved sound system for the stage.

AGREED That the information be noted.

6. 2014 and beyond

Members discussed the sustainability of the Council providing £40,000 per annum for a three day Festival, especially given the need to move projects forward under the Burntwood Town Strategy and the growing interest and popularity of the Burntwood in Bloom competition in conjunction with the town's entry into the Heart of England in Bloom competition.

It was noted that Staffordshire County Council would be taking over the Chasewater Country Park in April 2014 and it had been indicated that they wanted the Country Park to play a part in the Burntwood Wakes Festival.

It was also suggested that LDC should be approached to ascertain the availability of the Burntwood Leisure Centre campus to host the 2014 Festival.

After much discussion, the Members felt that the time had come to revert to the original traditional family fun day only and the remainder of the Festival budget to be used to provide floral displays in the town during the summer months and an

additional event during the year. It was suggested that townspeople should be consulted on this proposal before any arrangements are made and that questionnaires could be put into shops and Members could consult with their neighbours.

Members were of the opinion that the Festival did not meet the town's aspirations as set out in the Burntwood Town Strategy, though value for money was difficult to assess.

RECOMMENDATIONS That:

- a) The Town Council revert back to the original Burntwood Wakes format and offer only a traditional family fun day to be held on the afternoon of Saturday 18 July 2014.
- b) That the Town Council use the residual funds resulting from (a) above to provide floral displays in the town during the summer months and to provide another event during the year.
- c) A questionnaire be drafted to be put into local shops and publicised by Members seeking townspeople's views on (a) and (b) above.
- d) Staffordshire County Council be approached to ascertain how the Chasewater Country Park might be involved in the 2014 Burntwood Wakes.
- e) Lichfield District Council be approached to ascertain the availability of the Burntwood Leisure Centre campus to host the 2014 Burntwood Wakes family fun day.
- f) A maximum budget of £40,000 (plus any sponsorship that can be attracted) should be allocated for the 2014 Burntwood Wakes should the Town Council opt to retain this as a three day Festival, with the hope that this will be significantly reduced should (a) and (b) above be approved.

Members asked that their thanks be recorded for the hard work put into organising the 2013 Festival by the Burntwood Wakes Committee and the staff.

(The Meeting closed at 7.50 p.m.)

**MINUTES OF A MEETING OF THE POLICY & RESOURCES COMMITTEE
HELD AT LAMBOURNE HOUSE, BRIDGE CROSS ROAD, BURNTWOOD
ON THURSDAY 29 AUGUST 2013 COMMENCING AT 7.00 P.M.**

PRESENT

Councillor Campbell (in the Chair)
Councillors Mrs Brettell, Mrs Evans, Isaacs, James, Mrs Rigby and Taylor

In attendance

Mrs M Danby, Town Clerk

17. APOLOGIES FOR ABSENCE

None, all members present.

18. DECLARATIONS OF INTERESTS AND DISPENSATIONS

None declared.

19. MINUTES

RESOLVED That the Minutes of a Meeting of the Policy & Resources Committee held on 10 July 2013 (Minute Nos. 6 - 16) be approved as a correct record subject to the following amendments:

Minute No. 11.2, 1st paragraph, 5th line to be amended from:
"... "Welcome" signage at all entry points into Burntwood, ..."

to:

"... "Welcome" signage on all arterial roads into Burntwood, ..."

Minute No. 14, 2nd paragraph, 2nd line to be amended from:
"... served by someone on a short-term ..."

to:

"... served by individuals on fixed term ..."

20. FRANKING MACHINE (Minute No. 13 refers)

Members received the Town Clerk's report.

RESOLVED That:

- a) The report be received and noted.
- b) This matter be deferred pending receipt of information detailing the cost of:

- (i) A replacement machine on a five year rental agreement;
- (ii) A replacement machine on a five year rental agreement with the option to purchase at the end of term;
- (iii) The outright purchase of a replacement machine

21. CHASE TERRACE PARK: PROVISION OF A CHILDREN'S SWING

County Councillor Mrs Woodward had approached the Town Council asking it to consider part-funding the provision of a double children's swing in Chase Terrace Park. The swing would be installed onto the grass area adjacent to the existing play equipment and the appropriate level of safer surfacing would also need to be installed.

A ball park estimate of £3,000 for the supply and installation of the swing and safer surfacing had been provided by Lichfield District Council (LDC).

Councillor Mrs Woodward was prepared to consider using some her LMIS funding towards the cost. It is understood that LDC would not be able to assist financially though it may be able to install the equipment at no cost.

RECOMMENDATIONS That:

- a) That the Town Council could look to committing pump priming money towards the cost of the providing and installing the children's swing with the remainder being provided via Lichfield District Council (LDC) and County Councillor Mrs Woodward through her LMIS funding.
- b) That the Leader and Deputy Leader of the Town Council and the Town Clerk be delegated to agree the Town Council's proportion of the above proposal once the committed contribution levels from LDC and County Councillor Mrs Woodward had been confirmed.

22. FINANCIAL ARRANGEMENTS: HOLIDAYS/SICKNESS/EMERGENCIES – FOR INFORMATION ONLY

Members were informed of the arrangements which are in place for either the Leader or Deputy Leader of the Town Council to enable them to make contact with the Council's bank at any time when the Town Clerk is not in the office for an extended period.

RESOLVED That the information be received and noted.

23. PROPOSAL FOR LONGER OFFICE OPENING HOURS (Personnel Committee Minute No. 41.2 2012/13 refers)

Members were advised that the Personnel Committee had recently considered whether the Town Council's office should open for longer hours and staff had been consulted at that time to gauge whether they would be willing/able to take on more hours should the need be confirmed.

The Personnel Committee had agreed that a log be kept for three months of all visitors to the office and telephone calls and the reason for those visits/calls and to judge whether the number of people contacting the office outside the current opening hours (9.30 am – 3pm, Monday - Friday) made a viable case for longer opening hours to be agreed. The data was captured by all office-based Administrative Assistants and the Town Clerk and covered the period 23 April – 23 July 2013 inclusive.

The data shows that:

374 telephone calls were received during office hours
72 telephone calls were received outside office hours

228 visitors attended during office hours
4 visitors attended outside office hours

RESOLVED That this item be deferred to the next meeting to enable the Town Clerk to:

- a) Consult with other local councils to ascertain the times which their offices are open to the public
- b) Analyse the data captured from the log of visitors/telephone calls and the reasons why those people were contacting the Town Council.

24. 2012/13 INTERNAL AUDIT REPORT

Members received the Internal Auditor's report for the 2012/13 financial year. They were pleased to note that the Internal Auditor was happy with the manner in which the Town Council conducts its financial affairs, noting that "Record keeping is to a very high standard and is to be commended.". The Internal Auditor had made four recommendations for Members consideration:

- a) "The Council should continue to refresh the earmarked Election reserve from the 2013/14 – 2014/15 Precept receipts"

RESOLVED That this recommendation will be implemented for 2014/15 – funding has been included in the 2013/14 for this purpose.

- b) "It has been the Council's practice to maintain two registers of assets, one covering land, bus shelters and civic regalia (current value £31,252) and one covering all other property such as computers, office furnishings and equipment (current value c£43,000). Only the former schedule has been recorded in box 9 ("Total fixed assets") of the Annual Return in the past and there seems no good reason why the two schedules should not be combined and reported. I shall continue to monitor the combined lists in any circumstance."

RESOLVED That this recommendation be agreed and that it will be implemented for the 2013/14 financial year onwards.

- c) "In my interim audit I raised a query regarding the employment status of the person responsible for Cemetery Security as his remuneration is at a level which HMR&C now require proper PAYE reporting (even if tax or national Insurance is now due). The Clerk has agreed to review this matter."

The Town Clerk reported that this matter is being followed up and a resolution will be sought as soon as possible.

RESOLVED That this matter should be resolved by the end of October 2013 at the latest.

- d) "Earmarked reserved properly agreed by the Council should be reflected by corresponding entries in the books of account and properly shown on the end year balance sheet."

RESOLVED That this recommendation be agreed and that it will be implemented for the 2013/14 financial year onwards.

25. 2013/14 BUDGET AS AT 22 AUGUST 2013

RESOLVED That the report be received and noted.

26. BURNTWOOD TOWN STRATEGY ACTION AREA 5: BUSINESS AND EMPLOYERS SUPPORT WORKING GROUP

Members considered the following bid submitted by the above Working Group:

"Introduction

In March 2011 BTC published the Burntwood Town Strategy. A separate committee was established to implement Action Area 5. The committee met and considered the options available with the known resources. A decision was taken to see the LDC High Street Innovation Programme as the main initiative to support, in the first instance, the objectives outlined in the strategy.

It has taken over a year to see the High Street Innovation Programme starting to implement the first objectives and bring together some traders from the existing High Street shops. This work has clarified what is realistic to expect from the High Street traders initiative and so allow a BTC initiative to work alongside the High St traders group.

BTC has set aside monies for this financial year to implement the whole of the Town Strategy and the following proposal is made for consideration by the Policy and Resources Committee in the first instance.

BTC Strategy Statement

The following four initial actions were agreed:

- Work with local businesses and economic development agents to encourage local expansions, business in-movement and start-up, and thus increased local job opportunities.
- Support the growth and development of locally-based community and social enterprises.
- Work towards linking the town more closely to the estate business community for mutual benefits.
- Encourage the development of a local Chamber of Business and Trade for the area. If appropriate a sub-group of the existing Lichfield and Tamworth Chamber of Commerce and Industry, by identifying key initiators amongst the business community.

Proposal

Existing staff of the Burntwood Town Council are currently preparing a data base of owners of local businesses in Burntwood. This data base will include owners who work from home, those operating from business estates in Burntwood and those operating from retail outlets.

Once completed this data base can be used to set out the business and employers support plan proposed by BTC.

BTC will need extra resources in order to engage with businesses and it is proposed that a sum of £3,000 is allocated to fund an honorarium. BTC would advertise and recruit a suitably qualified and experienced person with proven business and organisational development skills. The work would be time limited over an agreed period of say five months and depending upon outcomes a further period of work could be planned with funding from a combination of sources that might include BTC.

Specific objectives would include the development of a local Chamber of Trade and Commerce.

The appointment would be accountable to the BTC Town Clerk with a steering group based on the existing Business Development Sub-Group.

If this initial proposal found favour then detailed work would be undertaken to define objectives in more detail.”

RECOMMENDATION That the Town Council agree to the allocation of £3,000 to fund an honorarium and that the Working Group be authorised to progress the proposal as set out above.

(The Meeting closed at 8.15p.m.)

Signed

Date

BURNTWOOD TOWN COUNCIL

05 SEPTEMBER 2013

AGENDA ITEM NO. 11

STAFFORDSHIRE REGIMENT MASCOT – FREEDOM OF THE TOWN PROPOSAL

Tamworth Borough Council has recently unanimously agreed to admit the position of Watchman, his handler and their successor to hold Freedom of the Borough of Tamworth. This is part of a county-wide drive by veterans to protect our Staffordshire mascot for future generations. A copy of the correspondence from Tamworth Borough Council is attached for Members information and consideration.

The Town Council has also been approached by The Staffordshire Regiment Lichfield Branch requesting that the Council consider awarding the Freedom of the Town of Burntwood to Watchman, his handler and their successor and also the Lichfield Branch. There are currently five Burntwood members of the Branch, and we have been advised of the names of 11 Members who have unfortunately passed away. The Branch Secretary will be present at the meeting and will speak to this item during the Public Forum.

It has been suggested that should the Town Council agree to award the Freedom of the Town as set out above the Lichfield Branch Secretary could arrange for a Parade with the Corp of Drums to mark the formal occasion.

Does the Town Council wish to award the Freedom of the Town of Burntwood to Watchman, his handler and their successor and The Staffordshire Regiment Lichfield Branch?

BURNTWOOD TOWN COUNCIL

05 SEPTEMBER 2013

AGENDA ITEM NO. 16 DIGITAL MAPPING SOFTWARE (Minute No. 29 refers)

The Town Clerk was requested to ascertain other local (parish and town) councils' experience of using the quoting company's digital mapping software for planning purposes, as demonstrated at the 19 June 2013 Planning Committee.

Contact was made with local council users of the company's software and via Clerks' Forums. Responses were received from 16 councils, only one of which currently uses the software for planning purposes and one other which is planning to do so in the future. All the other respondents use the software for a variety of reasons, these include:

- Recording/managing trees
- Recording benches and other street furniture
- Recording bus shelters
- Plotting market stalls
- Plotting dog bins
- Street lights
- Cemetery
- Assets management
- Producing maps
- Marking land ownership
- Play area refurbishments
- Traffic calming
- Carnival site and route planning
- Allotment sites (i.e. mapping individual plots)
- Bus routes
- Road closures
- Submitting planning applications for Council projects
- Event management
- Neighbourhood Plan

Many respondents felt that it would be too time consuming to use the software for Planning Committee purposes, both in preparation for and during meetings.

The common theme regarding ease of use is that whilst it is user friendly it does require the user to use it frequently otherwise there is a danger that the user forgets all the many applications meaning they have to refer to the training manual and/or the Help Line. One commented that they have to relearn how to do things all the time as they spend so little time on the system at any one time. Several respondents find the software difficult to use.

Based on the above, does the Town Council wish to purchase the digital mapping software at a cost of £1,300 (one-off cost, though it is possible to spread the cost over five years @ £260 per annum) (£200 per annum maintenance/support thereafter)?