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Our Ref: GH/JM

26 May 2021

To: All Members of the Planning Advisory Group

Councillors Westwood [Chairman], Bullock [Vice-Chairman], Flanagan, Greensill, Norman and R Place

S Oldacre, J Poppleton, S Edwards, T Goodman [Substitute], K Whitehead and S Williams

Dear Member

PLANNING ADVISORY GROUP

The Planning Advisory Group will meet via a Virtual Meeting on **Thursday 03 June 2021 at 6:00 pm** to consider the following business. Councillors and members of the public can join the meeting by using Zoom [Meeting ID: 824 6506 8363, Passcode 120592]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

To receive declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of the Meeting of the Planning Advisory Group held on 16 March 2021 [Minute No. 1-6] **[ENCLOSURE NO. 1]**.

4. COMMUNITY INFRASTRUCTURE LEVY

The Planning Advisory Group's views are invited on the content of the report.
[ENCLOSURE NO. 2 AND APPENDIX 1]

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting. You will have up to 3 minutes and can raise more than one issue. However, the Chairman has the option to extend the time allowed to you if they think it is appropriate.

So that the Members of the meeting can be properly briefed in order to enable them to provide a considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chairman of the meeting has the right to reject any representations that he/she considers not to be appropriate for the meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chairman know beforehand.

**MINUTES OF A VIRTUAL MEETING OF THE PLANNING ADVISORY GROUP
HELD ON TUESDAY 16 MARCH 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Westwood [in the Chair]
Councillors Bullock, Flanagan, and Norman
Mrs Oldacre, Mrs Poppleton, Mrs Edwards, Mr Whitehead and Mrs Williams

In attendance

G Hunt, Town Clerk
Ms J Minor, Deputy Town Clerk
Councillors Birch, D Ennis, Willis-Croft, and Woodward
Three members of the public

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

Councillor R Place.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

The Town Clerk explained that to ensure that the Group was seen by the public to be open and transparent members of the group needed to declare an interest where they had a financial or a personal connection to the issue.

No declarations of interest were declared.

3. MINUTES

The Chairman explained that the Minutes were for accuracy purposes only.

It was proposed by Councillor Flanagan and seconded by Councillor Norman and following a unanimous show of hands, it was

RESOLVED That the Minutes of the Planning Advisory Group held on 10 February 2020 [Minute Nos. 1-8] be approved as a correct record.

4. INTRODUCTION AND TERMS OF REFERENCE

Councillor Westwood as Chair introduced himself, the Town Clerk and Deputy Clerk to the Group and continued with a roll call. Mr Whitehead introduced himself and confirmed that

he represented Burntwood Rotary; Councillor Flanagan stated that he was a Town Councillor and represented the Chase Terrace Ward; Mrs Oldacre confirmed that she worked for MHA Communities [formerly Burntwood Live at Home]; Mrs Poppleton reported that she was the Director of Careers at Chase Terrace Academy; Mrs Edwards confirmed that she was a member of and represented Burntwood Action Group; Mrs Williams stated that she was the lead for Burntwood Library; Councillor Bullock stated that he was a Town Councillor and represented the Chasetown Ward and Councillor Norman reported that he was a Town Councillor and represented the Chase Terrace Ward.

The Town Clerk stated that the Group was not a decision-making body and urged members not to take the discussions outside of the meeting [social media].

Mr Whitehead referred to Page 1 of the Minutes and in particular Minute No. 4 relating to training needs. The Town Clerk stated that at this moment in time training would be provided on-line however workshop training, around planning, may be appropriate in the future.

Councillor Norman stated that the Group does not have the powers to change policies.

5. COMMUNITY INFRASTRUCTURE LEVY [CIL]

The Town Clerk gave a briefing into the Community Infrastructure Levy [CIL] and explained that local planning authorities levy a charge on new development to contribute to infrastructure in the area. Lichfield District Council is required to provide a list of infrastructure projects that would be eligible for funding under the CIL. This list is known as the Regulation 123 List. In January of this year this list was replaced by an Infrastructure Funding Statement. At present the percentage rate of the levy that is passed onto Burntwood Town Council is 15%. Once the Neighbourhood Plan for Burntwood is approved the rate will increase to 25%. Currently there was nearly £30,000 sitting in the Town Council reserves.

Councillor Westwood stated that the next steps he envisioned with the PAG Group was how to maximise the community input in such a way that is not too bureaucratic. Councillor Norman stated that we needed a good cross section of the public's views, ideas which were good for the Town [considering carbon footprint].

Mrs Edwards felt that it was important that groups have a voice and encourage groups to put forward ideas which are important to them [bring into one pot]. This Group will give an opportunity for groups to feed into.

Councillor Westwood felt that this was an opportunity to shape projects from the ground upwards.

Mrs Poppleton confirmed that she worked with the youth [ranging from 12-19 years] and could set up a steering group to obtain cross representation. Prior to Covid-19 the Town Clerk confirmed that the Town Council was going to engage with the schools. He felt that if a youth joined the Group appropriate support and training should be provided.

Councillor Flanagan stated that his primary concerns was that everyone within the Burntwood community should be encouraged to participate and this should be publicised on social media.

Councillor Westwood suggested setting up an open survey on social media.

Councillor Flanagan explained that it must be made clear that the pot/fund is limited and that, for example, providing a cinema clearly was not within the remit.

Councillor Norman stated that it needed to be made clear what is available and not to get peoples hopes up but not deter people to put their views forward. He felt that hard to reach groups for example the elderly needed help to get their views across. Mrs Oldacre confirmed that MHA Communities still produce a newsletter which the Group could feed into.

The Town Clerk acknowledged the importance of being realistic in respect of both expectations and resources. He also felt that a survey was a good idea, however, in the foreseeable future officers would be raising awareness/promoting the Burntwood Neighbourhood Plan [a provisional date for the referendum had been set for 6 May] which would be the priority for the Town Council. The Group needed to focus on key issues and the best way to deal with them.

Councillor Norman mentioned match funding which may give the Group opportunities and Councillor Bullock felt that we needed to move forward with achievable ideas [streamline] and encourage the community to engage however he was mindful that there was only three years left to spend the 2018-19 CIL money received [CIL funding must be spent within 5 years of being allocated].

The Town Clerk referred to timescales and the processes involved. Ideas would be considered by the Planning and Development Committee and may need to go to Full Council. Clear guidelines would be given.

Councillor Westwood summed up and confirmed that representatives will be consulting with their groups and bringing back a mosaic of ideas which will enable a project's list to be developed. Members of the Group are encouraged to stimulate discussion in the community to identify the infrastructure improvements that are needed.

Mrs Edwards referred to timescales for reporting back ideas. The Town Clerk said that frequency of meetings needed to be discussed and suggested monthly meetings. This was agreed and that the next meeting would perhaps be held in April. Mrs Poppleton stated that due to Easter school holidays it would be difficult to achieve the timescales.

6. NEIGHBOURHOOD PLAN UPDATE

The Town Clerk gave a briefing into the Burntwood Neighbourhood Plan and explained that it had not been possible to hold the referendum because of the Covid-19 pandemic restrictions. However, a provisional date for the referendum had now been set for 06 May. The Town Council would be undertaking a publicity campaign to raise awareness of the Plan and to remind residents on what is in the Plan and the benefits. To gain approval the Plan is required to obtain 50% plus 1 of those turning out to vote in the referendum to vote 'yes'. By law it is permissible for the Town Council to promote the referendum but not to recommend any course of action. The Town Clerk explained that the Plan does not stop when it is approved, it will still be monitored/reviewed and there will be a role for this Group in that process [local circumstances/ local ambition].

Councillor Norman stated that the Plan will need to be updated in the future and that he will be promoting it and referred to the plus 1.

Councillor Norman stated that the Group would not just be discussing CIL, and the Neighbourhood Plan and the Town Clerk referred to discussion on emerging planning and environmental issues [long term issues around sustainability].

[The Meeting closed at 6.57 pm]

Signed

Date

Burntwood Town Council

Planning Advisory Group

Thursday 3rd June 2021

Community Infrastructure Levy (CIL)

1.0 Purpose of the Report

1.1 To respond to the proposals for CIL funding suggested by members of the Planning Advisory Group

2.0 Background

2.1 At its inaugural meeting on 16th March the Planning Advisory Group agreed to identify potential schemes for CIL funding. In response to this decision 23 proposals were submitted for consideration. These proposals are listed in Appendix 1.

3.0 Proposals for CIL funding

3.1 The proposals submitted form a mixed bag of ideas ranging from projects that are ready to go to those that unfortunately are unlikely to be eligible for CIL funding. The proposals can be divided into the priority groups listed below. The justifications for the categorisation of the proposals are included in Appendix 1:

1. Proposals that are unlikely to be eligible for funding (5,6,14 and 23)
2. Proposals that require repeat funding (10,11, 17 and 19))
3. Proposals that can be achieved through other means (1,2,3,4,16,18 and 21))
4. Proposals that are too general and require extra work (9,12,13, 15 and 22)
5. Proposals that could be considered in a first round of funding (7,8 and 20)

3.2 The CIL funding currently available is limited, and further funding is dependent on new house building which may or may not happen. It is therefore important that proposals are prioritized in terms of eligibility, likelihood of delivery and cost in relation to the funding available. In this context it is suggested that schemes in categories 1 and 2 will not be progressed at this stage. Schemes in category 3 are monitored and a six-monthly progress report provided to the Group. Further talks will be held with relevant organisation to support the development of category 4 schemes. The three schemes in category 5 will be developed and submitted to the Planning and Development Group for consideration.

4.0 Funding considerations

4.1 Currently there is £49,190.51 in the Town Council's CIL account available to spend. Following the community's approval of the Neighbourhood Plan the Town Council will now receive 25% rather than 15% of any future CIL funding generated in the town.

4.2 In addition to the community funding held by the Town Council there is a district wide pot of funding in excess of £300,000, that is held by Lichfield District Council, for infrastructure projects. Some of the schemes listed in Appendix 1 could also be eligible for this funding when sufficiently developed such as the regeneration of Burntwood Town Centre and new cycleway links.

5.0 Legal context

5.1 The Planning Act 2008 introduced powers for local planning authorities to levy a charge on new development to contribute to infrastructure in the area. The local planning authority is also responsible for approving an appropriate schedule of charges. This was put in place by Lichfield District Council (LDC) following public consultation. The CIL has been applied in Lichfield district since April 2016. The District Council is also required to provide a list of infrastructure projects that would be eligible for funding under the CIL. This list is known as the Section 123 List. The current list is attached as Appendix 1. The District Council have identified 4 priority areas for funding:

- Special Areas of Conservation
- Parish Council Meaningful Proportion
- Administration Fees; and
- Strategic Infrastructure (as identified in the Local Plan)

5.2 Under the provisions of CIL Regulation 59 LDC must pass onto parish councils 'the meaningful proportion' that is referred to in the paragraph immediately above. Following the approval of the Neighbourhood Plan that meaningful proportion is 25%.

6.0 Conclusion

6.1 An interesting range of potential projects have been put forward for possible funding. A few unfortunately are not eligible but in the main the projects have the potential to be developed with CIL funding or other sources of funding.

7.0 Recommendation

7.1 The Planning Advisory Group's views are invited on the content of this report.

Contact Officer

Graham Hunt

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Appendix 1

Proposals for Community Infrastructure Levy funding

Number	Proposal	Comments	Priority
1	Support for Burntwood Litter Heroes	This project can be supported via the Town Council's community grants scheme	3
2	Replacement play equipment at Burntwood Leisure Centre	This is investment that LDC/Freedom Leisure should be undertaking. CIL funding should not be used to replace public funding maintenance responsibilities	3
3	Maintenance of existing planting beds at Burntwood Town Centre and entrance points to the town	BTC could provide funding for community gardening as an interim measure until new public realm works delivered in Burntwood Town Centre	3
4	Regeneration of Burntwood Town Centre (including re-paving and environmental improvements)	Discussions are already underway between BTC/LDC/SCC regarding the regeneration of Burntwood Town Centre. Once the master plan has been agreed the proposed environmental improvements could be eligible for CIL funding (potentially district wide pot)	3
5	New Health Centre on Blue Hoardings Site	There are significant planning issues relating to this site that needed to be resolved. If the site is made available for a Health Centre then NHS funding will be made available for the project	1
6	Removal of Horse Box on Cannock Rd	The horse box is on private land and BTC has no power to act against the landowner	1
7	Bus Stops provided with electronic displays indicating the time of arrival of buses	The technology is already in use in Lichfield so could be applied in Burntwood	5
8	Community Garden (perhaps sensory)	BTC have already offered the garden at the Old Mining Centre for use as a community garden. Once a detailed project proposal has been produced this idea could be taken forward quickly	5
9	Improvement of local amenities (parks, gardens, toilets)	Such projects are potentially eligible but site-specific proposals needed	4
10	Support for Social Groups	This proposal relates to services needing repeat funding	2
11	Affordable home help	This proposal relates to services needing repeat funding	2
12	Community hub at Emmanuel Church	This proposal is in the Neighbourhood Plan but the need for the enlarged building is lacking	4
13	Communal areas for young people (outdoor gyms)	Such projects are potentially eligible but site-specific proposals needed	4

14	Increased Police presence	CIL funding is not intended for use to subsidise public services	1
15	Bottle and can re-cycling scheme	Good idea. Would really help to increase sustainability in the town. But difficult to set up and would need the involvement of a key retailer. More work is needed to develop this idea	4
16	More litter bins to address littering problem	This is the responsibility of LDC	3
17	Mental health projects (emotional wellbeing)	This proposal relates to services needing repeat funding	2
18	More public open space	The Local Plan should ensure that there is adequate public space in the town whilst future planning applications should secure developer contributions to fund new provision where needed	3
19	BTC to engage with local businesses to promote job vacancies and apprenticeships and provide business support	The statutory duty to engage with businesses lies with LDC. They provide a range of services and the council have been particularly active during the Covid 19 pandemic. BTC would be happy to use its website to promote job vacancies and apprenticeships but there are probably better options available to businesses	2
20	Re-signage of Public Rights of Way network	Survey work has already been started by local volunteers. This proposal could be delivered quickly	5
21	Improved cycleway links	SCC are producing a countywide strategy. CIL funding could be used to support local schemes when designed	3
22	Creation of a new allotment site	Longer term project waiting for community guidance on site requirements	4
23	Fencing for play area at Copy Nook	This open space is not in Burntwood	1