



The Old Mining College
Queen Street
BURNTWOOD
WS7 4QH

Tel: 01543 677166
Email: graham.hunt@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: GH/JM

03 August 2021

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall at Burntwood Memorial Institute, Rugeley Road, Burntwood on Tuesday 10 August 2021 commencing at 6:00 pm** at which the business set out below will be transacted.

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 Town Council held on 14 July 2021 [Minute No. 38-49] **[ENCLOSURE NO. 1]**.

4. CHAIR'S REPORT

For information purposes only. No decision is required by the Council.

5. PLANNING AND DEVELOPMENT COMMITTEE

Chair of the Planning and Development Committee to move that the proceedings of the meeting held on 20 July 2021 [Minute Nos. 1-5] be received and where necessary approved and adopted **[ENCLOSURE NO. 2]**.

6. MEMBERS QUESTIONS

7. APPROVAL OF PAYMENTS FROM 02 JULY TO 30 JULY 2021

Council is asked to approve the schedule of payments in the absence of meetings of the Policy and Resources Committee [to which approval of payments was previously delegated by Council] **[ENCLOSURE NO. 3]**.

8. OLD MINING COLLEGE IMPROVEMENTS

The Town Council is recommended to authorise the Town Clerk to seek quotations for the replacement of the intruder alarm system and the provision of a mobile phone connection for the fire alarm **[ENCLOSURE NO. 4]**.

9. SPEED INDICATION DEVICES

The Town Council is requested to decide whether to re-instate the speed indication devices **[ENCLOSURE NO. 5, APPENDIX 1 AND APPENDIX 2]**.

10. HELPING BURNTWOOD TO BECOME A DEMENTIA FRIENDLY TOWN

The Town Council is recommended to authorise the Town Clerk to appoint Ideas Alliance to carry out the community engagement project and approve the allocation of £7,200 [including VAT] from the capital reserve to be used to pay for this project **[ENCLOSURE NO. 6 AND APPENDIX 1]**.

11. STAFFING

The Town Council is recommended to authorise the Town Clerk to recruit two Cemetery Gate Keepers and a Cleaner **[ENCLOSURE NO. 7 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 THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT BURNTWOOD MEMORIAL INSTITUTE, RUGELEY ROAD, BURNTWOOD ON
WEDNESDAY 14 JULY 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

Councillors Banevicius, Birch, Bishop, Brown, D Ennis, L Ennis, Flanagan, Gittings, Greensill, Ho, Loughbrough Rudd, Norman, R Place, Tapper, Taylor, Westwood, Willis-Croft and Woodward

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor Cox

County Councillor Wilcox

District Councillor Pullen

Two members of the public

CRIMESTOPPERS PRESENTATION

The Chair welcomed Mr Baker to the meeting.

Members received a presentation from Mr David Baker, a former servicing police officer, fundraiser for Cancer Research and other organisations and now is a Volunteer Community Ambassador Coordinator for Crimestoppers. Crimestoppers is an independent charity that gives people the power to speak up and stop crime by phone and online, 24/7, 365 days a year - 100% anonymously.

Crimestoppers rely heavily on generating income from their supporters, trusts and foundations and the public through donations and funding. Together they share a central goal of making communities and workplaces safe and secure.

After receiving a call [0800 555 111] or a completed anonymous online form, Crimestoppers create a report that brings together all the information given to them, making sure it does not contain any information that could identify the person. The report is sent to the relevant authority with the legal responsibility to investigate crimes, make arrests and charge people in order to bring them to justice. This could be the local police force or an agency such as the UK Border Agency or HM Revenue & Customs.

Councillor Woodward thanked Mr Baker and stated that Crimestoppers was an important weapon in the fight against crime. Members asked questions around how the information is vetted and on how people can make donations.

PUBLIC FORUM

No questions were raised by members of the public.

38. APOLOGIES FOR ABSENCE

Councillors Bullock and M Place.

39. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Agenda Item 5 - Approval of Payments from 22 June to 15 July 2021 as she is a recipient [she purchased a chair which was surplus to requirements and the chair was broken].

40. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes.

Councillor Woodward referred to Minute No. 25 - Members Questions and explained that this was not an agenda item at the meeting held on 24 June 2021 however, Members Questions would now be a standard item on all Town Council Agendas.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 24 June 2021 [Minute Nos. 20-37] be received and where necessary approved and adopted.

41. CHAIR'S REPORT

The Chair read out the following statement:

"I am delighted that at last, after many years, the Neighbourhood Plan for Burntwood has finally been approved by Lichfield District Council after the Referendum on 06 May 2021. This will increase the CIL contribution paid to Burntwood Town Council from 15% to 25%.

With the lifting of restrictions next Monday 19 July and the fact that cases in Staffordshire are high and rising I hope we all think carefully how we conduct ourselves to keep others and ourselves safe and free from infections."

42. APPROVAL OF PAYMENTS FROM 22 JUNE TO 15 JULY 2021

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the payments from 22 June to 15 July 2021 in the sum of £10,983.25 be approved.

43. BURNTWOOD CEMETERY

Councillor Woodward explained that Option [i] would fulfil the Town Council obligations under the EU time directive and would provide two part time jobs within the Burntwood community. Councillor Birch stated that he agreed with Councillor Woodward and perhaps look at the gate

keepers undertaking additional lengthsman duties. Councillor R Place supported Option [i] as it appeared to be the most cost effective. Councillor Taylor asked if there was scope to use volunteers or one permanent employee and a small team of volunteers as this would be half the cost. Councillor Woodward referred to the problems around the opening of the Church Street car park particularly during Covid-19 however she was very grateful to volunteers who undertook tasks around the Town. Another option would be to leave the gates open however since the parks gates have been left open this has resulted in an increase in anti-social behaviour and she did not want this to happen at the cemetery.

It was proposed by Councillor Woodward, seconded by Councillor Birch, and following a unanimous show of hands it was

RESOLVED That the Town Council agrees to the virement of £1,000 from Cost Code 204 4241 to Cost Code 401 4019 and authorise the Town Clerk to recruit two cemetery gate keepers.

44. APPOINTMENT OF INTERNAL AUDITOR 2021-22

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a unanimous show of hands it was

RESOLVED That the appointment of Toplis Associates as internal auditor for the current financial year be approved and commence the process for a new appointment as soon as possible.

45. STANDING ORDERS

Councillor Norman asked if the Standing Orders, relating to the rules of debate, could be produced in a small booklet format for Members as this would be useful.

Councillor R Place referred to No. 9 - Questions and in particular [d] A person to whom a question has been put may decline to answer and felt that this was strange.

Councillor Taylor asked if the word Chairman could be changed to Chair, and the word Vice-Chairman be changed to Vice-Chair as this would be more inclusive.

Councillor Woodward explained that “declining to answer” was in most Local Authorities Standing Orders [i.e., Staffordshire County Council and Lichfield District Council] however it would not be wise to do so. Councillor R Place referred to the use of correct pronouns however he would still be using the term Chairman as he saw it as a position and not as an individual.

Councillor Woodward accepted Councillor Taylor’s suggestion regarding Chair etc, which was agreed unanimously.

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

RESOLVED That the reviewed Standing Orders be adopted.

46. UPDATE OF FINANCIAL REGULATIONS

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

RESOLVED That the revised Financial Regulations be approved.

47. PROPOSED NAME OF NEW ROAD

Councillor Birch suggested the name Sweeney Close. He explained that Noel Sweeney had done some much not only for Chasetown but for Burntwood and the wider area. His family are still based locally, and his companies are based off High Street, Chasetown [Chasetown Civil Engineering, Cameron Homes and Keon Homes].

Councillor R Place stated that in principle he had no objection to Sweeney Close, however he felt that it was only appropriate that comments should be obtained from Sweeney Todd Barker Shop which was located opposite.

Councillor Woodward confirmed that it was Lichfield District Council's decision and that two other suggestions had been received today by the District Council.

The Town Clerk confirmed that an email had been received today from the Information Manager from Lichfield District Council and stated that the original street name proposed by the developer passes the tests in their published guidance. The suggestion was Linckeele Close, and an alternative suggestion was Darby Close.

Councillor R Place suggested the name Noel Sweeney Close.

It was proposed by Councillor Birch, seconded by Councillor D Ennis, and following a show of hands [18 for and 1 abstention] it was

RESOLVED That Sweeney Close be submitted to Lichfield District Council as the suggested road name for the development to the rear of 161-167 High Street, Chasetown.

48. EXCLUSION OF THE PRESS AND PUBLIC

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

49. PERSONAL INJURY CLAIM

RESOLVED That the report be received and noted.

[The Meeting closed at 6.58 pm]

Signed

Date

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE 71 ROOM AT BURNTWOOD MEMORIAL INSTITUTE,
RUGELEY ROAD, BURNTWOOD ON TUESDAY 20 JULY 2021 COMMENCING AT 6.00 PM**

PRESENT

Councillor Birch [in the Chair]

Councillors Brown, Bullock, D Ennis, Gittings, Flanagan, M Place, R Place, Taylor, and Willis-Croft

In attendance

Ms J Minor, Deputy Town Clerk

Councillor Tapper

Two members of the public

PUBLIC FORUM

No questions were raised by members of the public.

1. APOLOGIES FOR ABSENCE

None as all Members were present.

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Taylor made a non-pecuniary interest in Agenda Item No. 5 - Planning Applications and in particular planning application 21/00914/FULM - Land off Milestone Way [Residential development comprising 87 dwellings [100% affordable dwellings], including formation of vehicular access, associated landscaping and site remediation] as his wife works for Bromford Housing.

The 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

It was proposed by Councillor D Ennis and seconded by Councillor R Place and

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 24 February 2021 [Minute Nos. 7-11] be approved as a correct record.

4. INFORMATION FROM THE MINUTES

Councillor Birch referred to Minute No. 10 - Information from the Minutes and in particular planning application 20/000261/FUL in respect of Padbury Lane Farm, Padbury Lane and confirmed that, as agreed, he had written to Lichfield District Council expressing the Town

Council's concerns at the way in which this application had been determined. Councillor Birch stated that he had indeed received a response stating that the application had been approved in line with policies and procedures under delegated powers by an officer.

Councillor Birch reminded Members that the safest way to ensure that an application is considered by Lichfield District Council's Planning Committee was for it to be called in by the District Ward Member.

With regard to issues with enforcement, Councillor Birch referred to another development within the Green Belt which appeared to be lacking in any action being taken, even though it had been raised many times. There are substantial wooden stables built on Coney Lodge Farm adjoining Rugeley Road, Chase Terrace which have breached planning and which the owner had been ordered to demolish. It would appear that a livery business is still openly and actively operating from the location with impunity however Councillor Birch informed Members that this matter was now being dealt with by the Magistrates Court.

5. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------|---|---|
| (a) | 21/01244/FUH | Gorstey Ley | Mr and Mrs Wrigley
49 Church Road
Burntwood | Erection of a side and rear extension to existing bungalow and demolition of existing detached garage [scheme is a redesign of previously approved application 21/00621/FUH due to location of Severn Trent pipework] |
|-----|--------------|-------------|---|---|

No objection providing the Planning Officer is satisfied it complies with the rules regarding the maximum extent of developments.

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (b) | 21/01230/FUH | Summerfield
and All Saints | Mr R Parker
24 St Pauls Road
Burntwood | Conversion of garage into kitchen and shower room |
|-----|--------------|-------------------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (c) | 21/00966/FUH | Chase Terrace | Mr A Smith
82 Ironstone Road
Burntwood | Erection of a single storey rear extension |
|-----|--------------|---------------|--|--|

No objection.

- | | | | | |
|-----|--------------|---------------|--|--|
| (d) | 21/01265/FUH | Chase Terrace | Mr A Stringer
12 Windsor Close
Burntwood | Erection of a side extension to dwelling |
|-----|--------------|---------------|--|--|

No objection

- | | | | |
|-----|---------------|---|---|
| (e) | 21/00914/FULM | London & Cambridge Properties Ltd and Bromford Housing Land off Milestone Way Burntwood | Residential development comprising 87 dwellings [100% affordable dwellings], including formation of vehicular access, associated landscaping and site remediation |
|-----|---------------|---|---|

STRONG OBJECTION as this is contrary to Policy B1 of the Burntwood Neighbourhood Plan. Policy B1 which allocated the site to mixed use development for residential, retail and leisure with the site in question being outlined in Policies Map 3 and specified for large format retail and leisure use.

Burntwood has already met its housing allocations under the Lichfield District Local Plan and does not need this further large scale residential development in order to increase the burden on local infrastructure any further. The Burntwood Neighbourhood Plan is clear that this area has been allocated for future town centre development. This type of housing is not compatible with that Plan.

The plans remove the opportunity for future development that is appropriate for a town centre and places a significant burden on already stretched local infrastructure and services.

Members were informed that Bromford Housing had launched a consultation back in March 2021 relating to the application however no information is available regarding the results of that consultation.

- | | | | |
|-----|--------------|--|--|
| (f) | 21/01054/FUL | London & Cambridge Properties Ltd Land off Milestone Way Burntwood | Erection of a Drive-Thru Coffee Shop [Use Class E] including formation of access, car parking, landscaping, associated works and signage |
|-----|--------------|--|--|

The Town Council supports the application as it is in line with the Burntwood Neighbourhood Plan which has allocated the site for retail and leisure development. It also fits well with the previous adjacent application for a drive through KFC.

The Planning Officer should give consideration to the opening hours, delivery times and the illuminated signage to ensure that disturbance for local residents is minimised.

- | | | | | |
|-----|--------------|----------------------------|---|---|
| (g) | 21/01282/FUH | Summerfield and All Saints | Mr and Mrs L Manning 68 Chase Terrace Burntwood | Erection of a two-storey side extension |
|-----|--------------|----------------------------|---|---|

No objection

- | | | | | |
|-----|--------------|---------------|---|--|
| (h) | 21/01296/FUH | Chase Terrace | Mr and Mrs W Hipkiss 134 Cannock Road Chase Terrace | Erection of a single storey front extension and summer house |
|-----|--------------|---------------|---|--|

No objection

[The Meeting closed at 6.36pm]

Signed

Date

BURNTWOOD TOWN COUNCIL

SCHEDULE OF PAYMENTS

DATE	PAYEE	DESCRIPTION OF SERVICE	CHQ NO.	SUB TOTAL	VAT	TOTAL
				£	£	£
02 07 21	Lloyds Bank	Monthly Fee	CARD	3.00	0.00	3.00
07 07 21	WM Jobs	Job Advert - Town Clerk	CARD	230.00	46.00	276.00
15 07 21		Employee Costs Month 4	BACS	6,701.45	0.00	6,701.45
15 07 21		LGPS Month 4	BACS	2,309.47	0.00	2,309.47
15 07 21		NI/PAYE Month 4	BACS	2,576.39	0.00	2,576.39
15 07 21	Much Ado About Insurance	Summer Picnic - Insurance	BACS	448.00	0.00	448.00
15 07 21	Stannah	OMC : Lift Servicing [period from 28.06.21 to 27.09.21]	BACS	73.67	14.73	88.40
15 07 21	Simons Window Cleaning [Midlands] Ltd	OMC : Window Cleaning	BACS	55.75	11.15	66.90
15 07 21	Burntwood Institute	Hire of Room - 10 August Town Council Meeting	BACS	90.00	0.00	90.00
15 07 21	Fire Services Central Limited	OMC : Emergency Lighting Service	BACS	190.49	38.10	228.59
15 07 21	Octopus Energy	OMC : Gas & Electricity [period 28.11.20 to 30.06.21]	DD	375.05	59.95	435.00
21 07 21	Octopus Energy	OMC : Gas & Electricity - Pre-Payment	DD	1,750.14	350.02	2,100.16
28 07 21	Focus Group	Monthly Line Charges	DD	101.25	20.25	121.50
30 07 21	G E Collis and Sons Limited	OMC : Tap Connector & Quick Connector	BACS	9.15	1.83	10.98
30 07 21	G E Collis and Sons Limited	OMC : Key Cutting Service	BACS	65.80	13.20	79.00
30 07 21	G E Collis and Sons Limited	Burntwood Cemetery : Ronseal	BACS	28.11	5.62	33.73
30 07 21	G E Collis and Sons Limited	OMC : Deco Filler, Washers and Nuts	BACS	6.34	1.22	7.56
30 07 21	Burntwood Institute	Room Hire : Planning & Development Cmtte 20.07.21	BACS	20.00	0.00	20.00
30 07 21	Screwfix	Plantform Steps	BACS	83.33	16.66	99.99
30 07 21	Viking	Hand Gel, Water & Plastic Wallets	BACS	43.67	8.73	52.40
30 07 21	TechCare Limited	Monthly IT Support	BACS	585.53	117.11	702.64
30 07 21	Tonks Brothers	Coulter Lane : Tree Work	BACS	460.00	92.00	552.00
30 07 21	Corona Energy	OMC : Gas [period June 2021]	BACS	115.00	23.00	138.00
30 07 21	Burntwood Lions	Community Support Fund - White Goods	BACS	1,000.00	0.00	1,000.00
				17,321.59	819.57	18,141.16

Burntwood Town Council

Tuesday 10th August 2021

Old Mining College Improvements

1.0 Purpose of the Report

1.1 The purpose of the report is to obtain the agreement of the Town Council for the Town Clerk to seek competitive quotations for works to replace the existing outdated intruder alarm.

2.0 Background

2.1 During the recent improvements to the Old Mining College the need to replace the existing intruder alarm system was highlighted. The existing system is over 20 years old and is regularly malfunctioning. It also uses a conventional landline to connect to a call centre. At the moment this line is shared with the fire alarm. This arrangement whilst not illegal is not seen as best practice.

3.0 Benefits of the proposed improvements.

3.1 The new system would reduce the number of false alarms and engineer call outs. It will be based on new 4g/5g technology reducing the risk of system failure should the land line be disconnected. The fire alarm and intruder alarm would now operate on different mobile connections.

3.2 Initial investigations suggest that the cost of installing a new intruder alarm will be in the region of between £4500 to £5500. There will also be a cost of between £700 to £1000 to provide a separate connection to the call centre for the fire alarm.

4.0 Financial Considerations

4.1 There is sufficient funding in the budget for the proposed works. The current allocation is £35,233 but just under £25,000 has already been committed to the roof insulation and the conversion of a store into an office.

4.2 Under the provisions of the Town Council's Financial Regulations all contracts between £1000 and £10000 require three written quotations (regulation 11.1(h) applies) to be sought. As the cost estimate is within this range a minimum of three companies will be invited to quote for the work.

4.3 This work will be managed as part of the current improvements to the Old Mining College that the Town Council has commissioned.

5.0 Legal Context

5.1 It is not a legal requirement for existing fire alarms and intruder alarms to share the same telephone line, but it is no longer seen as good practice.

6.0 Conclusion.

6.1 The existing intruder alarm system is outdated and needs to be replaced. It would also be good to provide a mobile phone connection for the fire alarm at the same time. Funding has been allocated in the budget for continued modernisation of the Old Mining College.

7.0 Recommendation

7.1 The Town Council is recommended to authorise the Town Clerk to seek quotations for the replacement of the intruder alarm system and the provision of a mobile phone connection for the fire alarm.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council

Tuesday 10th August 2021

Speed Indication Devices

1.0 Purpose of the Report

1.1 To seek the Town Council's views on the future of the two speed indication devices that it owns.

2.0 Background

2.1 The speed indication devices were purchased in 2018 the devices were rotated between six locations on Highfield Rd, Milestone Way, St Mathews, Chasetown High St, Stables Way and Spinney Way. There is no evidence on file supporting the choice of these locations apart from reference to consultation with members.

2.2 The devices have not been in operation for nearly 12 months due to battery failure and the device's fixings becoming corroded preventing re-deployment. During this period the means of moving the devices was reviewed and found to be unsafe.

2.3 There have been no complaints from the public that the devices were not working. Questions have been asked from Ms Taylor (Speedwatch Co-Ordinator) and Mr King (Hammerwich Parish Councillor) about the future of the devices.

3.0 Accident data

3.1 Staffordshire County Council (SCC) is the highways authority for Burntwood. Speed Indication Devices have in the past formed part of the SCC's strategy to address recognised patterns of speeding. As every time a vehicle uses a road there is the potential for speeding the SCC's focus of attention is on those roads where speeding has reached a critical point in respect of accidents leading to serious injury and fatality. Every accident involving a serious injury or fatality is recorded by the police and this data is then used to determine the deployment of road safety measures across the town.

3.2 Over the period 1st January 2015 to 8th December 2020 there were no roads in the town that recorded 3 or more accidents involving serious injuries or fatalities over a three-year period. This is the number of accidents that triggers investigation and possible enforcement or mitigation works by SCC. The accident figures referred to above are provided in Appendix 1 and a plan showing the locations of the accidents in Appendix 2. SCC has not replaced the speed indication devices in the town that became obsolete a year ago.

4.0 Health and Safety Issues

4.1 The speed indication devices were previously relocated manually by one member of staff. The batteries were also changed by the same person. No risk assessment has ever been prepared for these tasks. The member of staff had not at that time been provided with appropriate manual handling training. Removing a heavy object at height, via step ladders sited often on uneven ground immediately adjacent to a busy road, is risky. Staff from Lichfield District Council removed the devices in a safe manner.

5.0 Financial Considerations

5.1 Should the Town Council decide to deploy the speed indication devices again there will be an ongoing cost of between £300 to £500 per annum assuming the devices are rotated every six months. An outside contractor will need to be appointed to do this work. The Town Council does not have the capacity to do this work.

6.0 Legal Context

6.1 The Town Council is not the highways authority and does not have any responsibility for dealing with speeding. So, any actions regarding the deployment of speed indication devices require the consent of SCC, and if granted, can be carried out under the provisions of the Highways Act 1980.

6.2 The Town Council does however have a direct statutory responsibility to safeguard its staff under the requirements of the Safety at Work Act 1974.

7.0 Conclusion

7.1 It is not clear what evidence was used to determine the need for speed indication devices or why the six specific locations were chosen. Between January 2015 and December 2020 no road in the town met the threshold for investigation because of road safety concerns. The previous method of moving the speed indication devices is unsafe and external contractors would need to be used in the future. The Town Council has not received any significant and consistent complaints about speeding in the town.

8.0 Recommendation

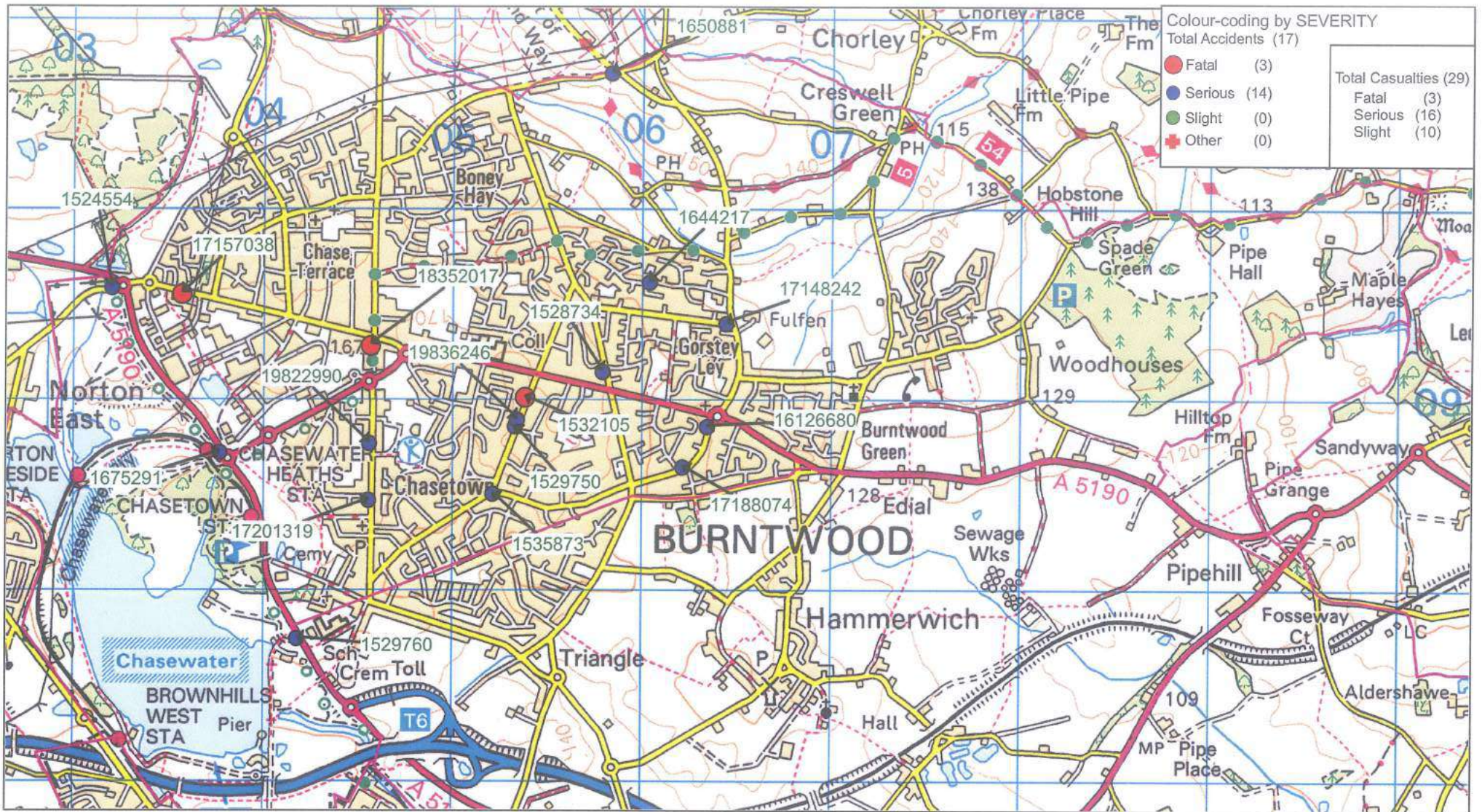
8.1 The Town Council is requested to decide to re-instate the speed indication devices.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166



SCALE	1 : 27500
DATE	15/02/2021
DRAWING No.	
DRAWN	

Accidents between dates 01/01/2015 and 08/12/2020 (71) months

Selection: Notes:

Selected using Pre-defined Query : KSI; Refined using Accidents
within selected Polygons -SCC Parishes ("Burntwood CP")

Police Ref.	Date	Cas.	Sev.	P2W	Cycs	Peds	Ch	OAPs	Vis.	Manv.	Road Cond.	Time	Location
Selected Polygon:Burntwood CP													
1524554	18/05/2015	1	Serious	1	0	0	0	0	Light	No turn	Dry	2005	CANNOCK ROAD R/BT J/W BURNTWOOD ROAD
1528734	04/09/2015	1	Serious	0	0	1	1	0	Dark	No turn	Dry	1937	BONEY HAY ROAD BURNTWOOD O/S NO 16
1529750	24/09/2015	1	Serious	1	0	0	0	0	Light	Right	Dry	1450	SPRINGHILL ROAD J/W MOSSBANK AVENUE BURNTWOOD
1529760	26/09/2015	2	Serious	1	0	0	0	1	Light	Right	Dry	1138	BURNTWOOD WAY J/W POOL LANE
1532105	08/11/2015	1	Fatal	1	0	0	0	0	Light	No turn	Wet/Damp	0845	SPRINGHILL ROAD BURNTWOOD OS NO. 23
1535873	14/12/2015	2	Serious	0	0	1	0	0	Light	No turn	Dry	1201	CHASE ROAD BURNTWOOD APPROX 8 MTS E J/W SPRINGHILL ROAD
1644217	07/02/2016	2	Serious	1	0	0	0	0	Light	No turn	Wet/Damp	0830	HUNSLETT ROAD BURNTWOOD APPROX 33MTS NW J/W METCALF C
1650881	05/03/2016	3	Serious	0	0	0	0	0	Dark	No turn	Dry	2042	CHORLEY ROAD BURNTWOOD J/W COMMONSIDE
1675291	07/06/2016	1	Serious	0	0	1	1	0	Light	No turn	Dry	1910	MINERS WAY APPROX 15M NW R/BT J/W MILESTONE WAY
16126680	09/11/2016	2	Serious	0	0	1	0	0	Dark	No turn	Wet/Damp	1650	CHASE ROAD BURNTWOOD J/W EXIT SWAN SHOPPING PRECINCT C
17148242	13/01/2017	3	Serious	0	0	3	2	0	Light	No turn	Frost/Ice	0850	RUGELEY ROAD J/W HIGHFIELD ROAD
17157038	15/02/2017	1	Fatal	1	0	0	0	0	Dark	No turn	Wet/Damp	1749	CANNOCK ROAD APPROX 50MTS W J/W COBBETT RD
17188074	01/06/2017	1	Serious	0	1	0	0	0	Light	Right	Dry	1820	CHASE ROAD BURNTWOOD J/W WILLOW AVENUE
17201319	05/07/2017	1	Serious	1	0	0	0	0	Dark	No turn	Dry	0130	HIGH STREET CHASETOWN OS NO 124
18352017	19/12/2018	1	Fatal	0	0	1	0	1	Light	No turn	Dry	1425	HIGH STREET OS DOMINOS PIZZAS NO.269
19836246	14/02/2019	5	Serious	0	0	4	2	0	Light	No turn	Frost/Ice	0840	SPRINGHILL ROAD -APPROX 22 MTS N J/W MOSSBANK AVENUE
19822990	08/03/2019	1	Serious	0	1	0	0	1	Light	No turn	Dry	0730	HIGH STREET APPROX OS NO.173
Column Totals		29		7	2	12	6	3					
No. of Accidents				7	2	7	4	3					

Total number of accidents listed: 17

Burntwood Town Council

Tuesday 10th August 2021

Helping Burntwood to become a dementia friendly town

1.0 Purpose of the Report

1.1 To get the approval of the Town Council to appoint a specialist consultant to undertake a community engagement exercise with local residents living with dementia and their carers.

2.0 Background

2.1 The Town Council's commitment to a 'Better Burntwood' includes the principle of early access for all residents to the advice and support they require. The needs of the most vulnerable members of the community being a priority. Dementia is seen one of the key challenges for the town which has an aging population. Cllr. Di Evans, in her capacity as Chair of the Council, has made dementia the charity of her term of office.

2.2 Prior to the outbreak of the Covid 19 Pandemic the Town Council had applied for support from the Co-Operative Councils Network (CCIN) to start work on dementia issues. The CCIN decided to support the application and awarded the Town Council £1,800 (including VAT) worth of time input from the Ideas Alliance, a specialist consultancy providing bespoke community engagement projects. The pandemic meant that the project was put on hold before the project brief could be developed and agreed.

3.0 The Project

3.1 Further discussions have now taken place with the Ideas Alliance. As a result, a far more dynamic and interactive project has been devised. The project proposal is attached as Appendix 1. It uses a combination of photography and story telling to help participants to communicate their needs and aspirations. Visual images can be very helpful to people with illnesses like dementia which impede verbal communication and short-term memory recall. It will be run over several months to ensure contact with the widest number participants.

3.2 The Project Proposal was considered by the working group that the Town Council set up to help develop the dementia project. The membership is made up of interested town councillors (the majority have a working knowledge of issues relating to dementia) and representatives from community groups providing support and services to people living with dementia and their carers. The group supported the project but were keen to ensure the approach could be used with the widest number of people as possible.

3.3 To enable the Town Council to determine how best it can support this cohort of people it is essential that at an early stage it understands the scale and nature of the challenges they face. The community engagement planned by the Ideas Alliance will provide an opportunity to get that information at first hand.

4.0 Financial Considerations

4.1 The cost of the proposed project is £8,500 plus VAT. For expenditure of this scale the Town Council's Financial Regulations would normally require 3 quotations. However, due to the bespoke nature of the project the Town Council can appoint the Ideas Alliance under the provisions of Regulation 11.1 a) (ii) by virtue of the specialist work they do.

4.2 Advice has also been sought from Alan Toplis, the Town Council's internal auditor. He felt that in addition to the provisions of Regulation 11.1 a) ii) that as the project was a joint venture between the Town Council and the Ideas Alliance the general rule of letting contracts set out in Regulation did not apply.

4.3 As mentioned in paragraph 2.2 the CCIN is providing a grant of £1800 (which includes a £300 contribution to VAT) leaving the Town Council to fund the remaining £6000 (plus £1200 VAT which can be reclaimed). There is no provision in the revenue budget for this project. However, there is £56,652 available in the capital reserve to support this project.

5.0 Legal Context

5.1 The Town Council has the power under the provisions of its General Power of Competency to fund and support this project.

6.0 Conclusion

6.1 The Town Council has identified dementia as a community challenge and decided to look at ways it can help people to deal with the impact of this destructive disease. A key part of any response will be to gain a better understanding of the impact from the people effected. The community engagement project proposed by the Ideas Alliance will set up a genuine and informative dialogue within the community. The cost of the project has been reduced by the grant from the CCIN.

7.0 Recommendation

7.1 The Town council is recommended to:

- i) authorise the Town Clerk to appoint the Ideas Alliance to carry out the community engagement project set in Appendix 1.
- ii) approve the allocation of £7200 (including VAT) from the capital reserve to be used to pay for this project.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166



Burntwood – Creating a dementia inclusive community

Developing insight through photovision

Introduction

You have an ambitious vision to bring community and local resources formal services, private businesses, etc) together to collaborate and create an environment in the town which is properly inclusive for people with dementia. You are looking for support to begin that work through gathering insight from people living with dementia; you wish to understand their experiences and how they want to live their lives so that any developments within the town can support this and enable it to happen.

The Ideas Alliance is delighted to submit this proposal and have the opportunity to work with you as you help Burntwood to rethink its role in the experience and lives of people living with dementia.

Why us?

The Ideas Alliance CIC is a social enterprise that builds bridges between communities and organisations, stories and strategy, using collaborative and community-based approaches. We bring a unique combination of rich and diverse experience across the team, extensive knowledge of real-life examples through our online platform, the [Ideas Hub](#) and a wide network of partners and colleagues.

As a small organisation, we can give clients our full attention and be directly involved in every aspect of this project. We have a wealth of experience in community engagement, research, collaborative practices and co-production across the health and social care sector; our previous clients include Local Authorities, Clinical Commissioning Groups, voluntary sector organisations and community groups. We have considerable experience and knowledge of helping organisations rethink the role of their



communities and understand what needs to change and how to embrace power-sharing across all levels.

Delivery Team

Helen Sharp will be project managing and leading on this piece of work.

Helen is an experienced public sector change agent. Previously a frontline worker in the homeless sector and a commissioner at Lambeth Council, she is now a Director of Ideas Alliance CIC and also acts as associate of the New Economics Foundation (NEF) and Red Quadrant. She has developed in depth expertise and knowledge in helping people re-think the role of citizens in the commissioning, delivery and monitoring of public and neighbourhood level services using a range of collaborative approaches including co-production, appreciative inquiry and community driven development. She has worked with numerous local authorities, Clinical Commissioning Groups, NHS England and others.

Sam Pharoah is a Professional Photographer and experienced Photography Educator with a track record of effective and authentic engagement with a broad range of businesses, community groups and individuals. Her recent community projects have included collaborative Film/Photography Workshops for Creative Waves on Worthing Promenade and working as Photographer-Facilitator for Turning Tides 'Ending Women's Homeless' (Hidden and Hunted) exhibition. As a Photography Educator in a range of settings for over 20 years, Sam has substantial experience of working with all of the groups involved on this project.

Our approach

Over a period of three months, we plan to listen to a wide range of people from Burntwood who are living with dementia and supporting them. We will be using an appreciative approach to frame our conversations and inquiry and the mode of storytelling will be visual.

IDEAS ALLIANCE

Appreciative Inquiry is a participative learning process which works in a way that encourages trust, reduces defensiveness and suspicion, and helps to establish strong working relationships quickly.

The key feature of this approach is that it uses existing strengths, achievements and successes – the aspects of people’s lives that they are proud of, that motivate them, and that are getting good results – as a foundation for a credible vision of the future, and a launching pad to reach that future vision. It does not ignore past failures, but helps people to collectively get into a more positive and therefore more creative frame of mind to come up with ideas for improvement. It begins by asking key questions then listening and paying close attention to the responses.

The very act of asking a question influences the state of mind of the person who is asked. Because teams, organisations and societies move toward what they persistently ask questions about, an Appreciative Inquiry is the investigation of those things that are most effective within a community, organisation or any other sort of human system.

We will be using *Photovoice* to gather insight from people living with dementia.

Photovoice is a well-established qualitative method that is used in participatory and empowerment research environments with communities. It equips people with the skills and parameters to document and reflect their realities. Within this phase we will deliver a range of photography activities through a series of workshops with a group of people with lived experience. The workshops will be practical and exploratory, designed to increase confidence and skill with cameras/photographic devices and facilitate discovery of how ‘The Power of a Photo’ can be harnessed to tell a story or communicate an idea.

The people involved will use photographs to represent what matters to them through their eyes – they will take pictures of their environment, the places they go, the people in their lives. These pictures will shape your ambition for Burntwood, highlighting how



the environment is currently helping and hindering and shining a spotlight on where things might need to change.

To widen this conversation out more publicly, these photographs will be blown up to large outdoor poster-size and we will work with you to identify a local exhibition space from which they can be displayed. The photographs will be accompanied by captions developed by the participants themselves to frame the thought behind the photos and probing questions to prompt further reflection and dialogue from the people looking at them.

Alongside the photography, we will also work with carers and relatives of those living with dementia, to hear their experiences. These conversations will take place through focus groups, bringing people together to share their stories and gain support from each other at the same time.

We would also like to meet with a small selection of other people who are supporting people with dementia. We are interested in speaking to support workers and local community businesses who are already inclusive to people. These conversations will help us to understand how the current system supports and hinders people living with dementia and their families and quotes from their experiences will be included in the photography exhibition.

Analysis and final reporting

We will thematically analyse all the information gathered during our time in Burntwood, comparing and contrasting what we have heard and seen. We will create a set of recommendations or core principles that will help to shape the future of Burntwood.

How much will it cost?

We will deliver this Discovery phase to an overall budget of £8,500 excluding VAT. This is inclusive of travel, planning and delivery of agreed activities as well as all resources, printing costs and exhibition curation. The project will be started in September 2021



and will run for approximately 3 months with the public exhibition displayed after that period.

Outputs and cost breakdown

Activity	Person/ Role	Estimated days	Cost
Project management and liaison	Helen	0.5	£420
Photography and discovery workshops (approx. 4) and ongoing support	Helen	1	£840
	Sam	2	£980
Focus groups and conversations with families and the wider sector	Helen	1	£840
Thematic analysis and final reporting	Helen	0.5	£420
Organisation and curation of exhibition including editing, design and set up	Helen	1	£840
	Sam	3	£1470
Estimation of resources – travel*, workshop materials, cameras**, printing costs			£2,700
Total excluding VAT			£8,510

** full breakdown of costs available on request



For further discussion please contact:

Helen Sharp

helen@ideas-alliance.org.uk

Tel: 07711 093942

June 2021

Burntwood Town Council

Tuesday 10th August 2021

Staffing

1.0 Purpose of the report

1.1 To seek the Town Council's authority to appoint two Cemetery Gate Keepers and a Cleaner.

2.0 Appointment of Cemetery Gate Keepers

2.1 At its last meeting on 14th July 2021 the Town Council agreed to the appointment of two cemetery gate keepers. However, it was also agreed that the opportunity to extend the contract hours be investigated to make the posts more substantial. This investigation has now been completed and insufficient work on a daily basis has been identified to justify increasing the contract hours.

3.0 Appointment of Cleaner.

3.1 During the pandemic the company that provided the cleaning services for the Town Council handed back its contract. Since then, a supply cleaner (for 2 hours a day, five days a week) has been provided by Lichfield District Council. This arrangement is now coming to an end.

3.2 The Town Council could engage another cleaning company. This provides a guaranteed service (holidays and sickness are covered) but is more costly than the Town Council recruiting its own cleaner. The additional costs of using a company are in the region of £5 per hour and between £20 to £25 per month management fee.

3.3 Under the current arrangements the Caretaker has covered any holidays. This worked well and it has provided an additional member of staff. This will also be useful to provide cover for some of the caretaker's tasks (i.e. opening and closing the Old Mining College) when they are on leave or sick. At the moment this cover is provided by other members of staff. The job description and person specification for the post is attached as Appendix 1.

4.0 Financial Considerations

4.1 Funding has been allocated for both posts in the budget.

5.0 Legal Context

5.1 These appointments raise no new legal implications for the Town Council.

6.0 Considerations

6.1 Both of these posts are essential. The Town Council has a limited number of staff and direct employees add to the sustainability of the work force. Funding is in place to enable the proposed appointments to be made.

7.0 Recommendation.

7.1 The Town Council is recommended to authorise the Town Clerk to recruit two Cemetery Gate Keepers and a Cleaner as set out in sections 2.0 and 3.0 respectively.

Contact Officer

Graham Hunt

graham.hunt@burntwood-tc.gov.uk

01543 677166

BURNTWOOD TOWN COUNCIL

Post Title	Grade	Date
Cleaner	Grade 1	June 2021

Statement of Purpose

To work under the direction and instruction of senior staff to undertake the cleaning of designated areas and associated accommodation to ensure they are kept in a clean and hygienic condition.

Maintenance and Cleaning

- Carry out cleaning tasks as directed by the appropriate supervisor to include:
 - Mop sweeping.
 - Single solution mopping.
 - Buffing.
 - Spray cleaning.
 - Suction cleaning.
 - Damp wiping.
 - Waste disposal.
 - Stripping and resealing pf hard floor.
- Cleaning of toilet facilities and associated tasks required to achieve a high quality of cleanliness.
- Cleaning of fixtures and fittings.
- The use of appropriate cleaning equipment and machinery.
- Ensuring the safe use of chemicals, machinery and equipment when carrying out the cleaning function in line with current legislation, standards and Town Council policies and procedures for Health and Safety and in accordance with training provided.

Person Specification

Essential Criteria	Measured By
Qualifications/Training • NVQ 1 or BICSs in Cleaning or relevant experience • Good standard in literacy and numeracy	AF/I
Knowledge/Skills • Good organising and prioritising skills. • Knowledge of health and safety procedures and precautions. • Awareness of COSHH regulations. • Awareness of health and hygiene procedures. • Demonstrate and assist in the safe and effective use of materials and equipment.	AF/I