



The Old Mining College Centre
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BURNTWOOD WS7 4QH

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Our Ref: GH/JM

13 October 2020

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend the Virtual Meeting of the Town Council to be held on **Tuesday 20 October 2020 commencing at 6 pm** at which the business set out below will be transacted. Councillors and members of the public can join the meeting by using Zoom [Meeting ID: 892 9411 9079; Passcode: 084654]. If you have any queries, please contact the Town Clerk [graham.hunt@burntwood-tc.gov.uk].

Yours sincerely

Graham Hunt
Town Clerk

SUICIDE AWARENESS

Members to receive a presentation by Marvin Shortman on Suicide Awareness.

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 24 September 2020 [Minute Nos. 35-46] **[ENCLOSURE NO. 1].**

4. CHAIRMAN'S REPORT

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

5. A PPROVAL OF PAYMENTS FROM 16 SEPTEMBER TO 15 OCTOBER 2020

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. 2].**

6. BUDGET VARIATION

Council is asked to approve the virement of £4,709 from the Public Conveniences budget [Cost Centre 204] to offset the current deficit **[ENCLOSURE NO. 3, APPENDIX 1, APPENDIX 2 AND APPENDIX 3].**

7. COMMUNITY REQUEST FOR AN ASSESSMENT OF ALLOTMENT PROVISION WITHIN BURNTWOOD

Council is asked to authorise an Assessment of Allotment Provision to be undertaken by the Town Clerk as required by Section 23[2] of the Small Holdings and Allotments Act 1908 **[ENCLOSURE NO. 4].**

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 BURNTWOOD TOWN COUNCIL
HELD ON THURSDAY 24 SEPTEMBER 2020 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans [in the Chair]

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

In attendance

G Hunt, Town Clerk

Ms J Minor, Deputy Clerk

W Spencer, Connectivity Strategy Officer, Staffordshire County Council

S Aheer, Project Leader, Amey

Two members of the Public

UPDATE ON THE PUBLIC REALM PROJECT

Councillor Evans welcomed Mr Will Spencer, Connectivity Strategy Officer, Staffordshire County Council and Mr Sandeep Aheer, Project Leader, Amey to the meeting. Councillor Evans explained that Mr Spencer and Mr Aheer would be giving an update on the Public Realm Project which had been discussed at the Planning and Development Committee meeting held on 13 February 2020 and which had been followed by a workshop held on 24 February 2020. Mr Aheer explained that following feedback received from the Town Council three options had been put forward, which could be mixed and matched if required.

Mr Aheer gave a briefing on Options One, Two and Three.

Option One

Mr Aheer explained that Cannock Road would remain a two-way operation with vehicular accesses paved with smaller sized units and proposed loading/short stay parking bays. Trees have been included for aesthetic purposes at this stage and may be subject to change dependent upon the presence of utilities etc. There would be a median strip in the middle of the road. Existing alignment and traffic signal timings at the Cannock Road/Rugeley Road/High Street junction to be maintained.

Option Two

Mr Aheer explained that again there would be a median strip in the middle of the road and trees would be dependent on underground services. Existing alignment and traffic signal timings at the Cannock Road/Rugeley Road/High Street junction to be reconfigured to suit proposed single lane eastern approach which may cause more queuing and congestion in this area. Following new Government advice/guidance consideration to be given to introduction of cycle priority signal phase. Reduce carriageway to two single 3m wide lanes and construct 2m wide stepped cycle tracks.

Option Three

Mr Aheer explained that there would be no median strip in the middle of the road and the road would remain a two-way operation. Yet again there would be loading bays included. Existing alignment and traffic signal timings at the Cannock Road/Rugeley Road/High Street junction to be maintained. Consideration to be given to introduction of cycle priority signal phase.

Mr Aheer explained that there would be three options for carriageway surfacing i.e. standard bituminous material, hot rolled asphalt with coloured chips and coloured asphalt. Mr Aheer explained that the footways would need to meet BS7533 which would withstand vehicles, Marshalls conservation

paving, Marshalls perfecta paving, Marshalls galatea granite. Granite or porphyry setts to be used in the areas of high traffic loadings and feature paving and it would be blister paving for informal/formal crossings. The materials are broadly interchangeable although costs will of course vary. An indicative materials cost list can be provided if necessary, to help guide discussions.

Councillor Norman raised concerns and explained that in the past when areas had been “dug up” the repair did not match up to the original, how it looks in the future was important. Mr Aheer thought that they had powers to ensure that utility companies did reinstate areas so that they did match up where possible.

Councillor R Place stated that he liked Option Three however Councillor D Ennis stated that Option One would be the easiest to work with, more cost effective, and having a business located at Sankey’s Corner asked when the work would be started.

Councillor Woodward stated that there was no money in the capital budget for the works at this stage and made reference to the Safer Routes to Schools project and the coloured tarmac, red, by Redwood Drive and the difficulties she was experiencing. Councillor Woodward explained that no decision would be made tonight on which option was preferred and that the detailed plans would be needed and perhaps a virtual workshop.

Mr Spencer confirmed that there was no allocated budget for delivery of the scheme however a plan needs to be finalised to enable them to bid for other sources of funding from developers and/or Central Government and awaits the Town Council’s detailed comments on the Options.

Councillor Loughbrough Rudd raised the environmental impact regarding traffic concerns which might increase with the options and Mr Aheer explained that an Environmental Scoping Assessment, covering a whole host of things, would be carried out. Mr Spencer hoped that the chosen option would push traffic onto the bypass and because of the Covid-19 pandemic home working has been encouraged.

Mr Aheer made reference to Milestone Way and explained that because they had a plan in place and a report ready that they had made a successful bid to the Local Enterprise Partnership for a cycleway.

Councillor Evans thanked Mr Aheer and Mr Spencer for their attendance.

PUBLIC FORUM

No questions were raised by members of the public.

FORMER DISTRICT AND TOWN COUNCILLOR, DOUG CONSTABLE

Councillor Evans stated that former District and Town Councillor, Doug Constable’s funeral had been held today but unfortunately due to her self-isolating she was unable to attend and informed Members that Councillors Norman and Woodward had represented the Town Council on this occasion. Councillor Evans explained that she had spoken to Brenda three times over the last week and had sent a letter of condolence on behalf of the Town Council. Councillor Evans stated that Doug had represented Burntwood for many years and had made a tremendous commitment and sends sincere condolences to Brenda, daughter, son in law and grandchildren.

Councillor Norman explained that he had known Doug for a quarter of a century and when he was Leader of the Town Council had appointed Doug to Chair a Committee as he valued his wider opinion.

Councillor Place stated that it was nice to hear positive comments from across the political divide.

Councillor Woodward explained that both her and Councillor Norman had been invited by Brenda as friends and stated that Doug had been her old sparring partner with a great sense of humour, and she had great respect for him.

A minutes silence was held.

Councillor Evans reminded Members of the rules of debate which would be enforced during the meeting and that Members were permitted to speak only once on the same subject.

35. APOLOGIES FOR ABSENCE

Councillor Taylor [Dispensation] and Westwood.

36. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

37. MINUTES

The Chairman reminded Members that the Minutes were for accuracy purposes only.

Councillor Flanagan made reference to the Update by County Highways on Page 13 and in particular the words the “blue zig zag line” and asked that in future could the minutes include the graphic/slides etc mentioned as an appendix.

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 29 July 2020 [Minute Nos. 24-34] be received and where necessary approved and adopted.

38. CHAIRMAN’S REPORT

Councillor Evans informed Members that she had raised the flag at the Library on 15 August 2020 in recognition of VJ Day [remembering and recognising all those who had served and lost their lives] and thanked Susan Williams, Friends of Burntwood Library, for her tremendous support on the day and stated that a thank you letter had been sent to Mrs Williams.

Councillor Evans made reference to Remembrance Sunday and stated obviously that normal ceremonies of wreath laying and services across the town cannot proceed this year, but it is vitally important we continue to show respect to those who sacrificed their lives for us. Therefore, it has been decided that a wreath will be laid as normal on behalf of Burntwood at St John’s Chase Terrace, the memorial at Chasetown and Burntwood Institute and one at the burial ground at Coulter Lane to show that we have not forgotten.

Councillor Evans informed Members that she had sent a thank you letter/email to Susan Williams, Sheila Ward and Fred Butler, Friends of Chasewater, on behalf of the Town Council

thanking them for the tremendous voluntary role they had undertaken in opening and shutting the gate at the Church Street Car Park. The Town Council recognised how they have been very dedicated and how it has been time consuming and disruptive for them.

Councillor Woodward declared an interest as she is a member of Friends of Chasewater.

Councillor Evans took the opportunity to thank the residents of Burntwood for the excellent way most of them had conducted themselves during this awful pandemic. Now that the rules had been tightened Councillor Evans stated that there was still a great need to remain vigilant and that we must wear a mask when necessary, wash hands frequently and do all that has been asked of us, in order to keep safe and protect ourselves and others.

Councillor R Place made reference to dozens of emails received from Lichfield District Council relating to events etc and yet he did not receive an invite to the VJ Day at the Library even though it was on the Town Council's website and social media sites.

39. APPROVAL OF PAYMENTS FROM 12 JANUARY TO 15 SEPTEMBER 2020

Councillor Birch referred to the payments made to Lichfield District Council and Grasslands Turf and Landscapes in respect of maintenance costs associated with Burntwood Cemetery. Councillor Birch referred to G E Collis and Sons and procurement and asked whether other local companies had been approached.

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 12 January to 15 September 2020 in the sum of £288,988.35 be approved.

40. COUNCIL MEETINGS

Councillor R Place stated that as the Leader of the Opposition Group he was disappointed not to have been consulted on the additional two dates.

Councillor Birch explained that even though there were dates on the Calendar of Meetings for the Planning and Development Committee these meetings could be held if needed. He explained the current arrangements for planning applications and stated that in his capacity of Chair, he looks at all applications. He then identifies those applications that are likely to need further discussion, these applications are circulated to the Committee Members for comments. There have been fewer applications received.

Councillor Woodward stated that she had not been consulted either on the additional two dates and asked whether there was a need for a Town Council meeting on 26 November and 08 December.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a vote, 11 for - 5 abstained, it was

RESOLVED That the Calendar of Meetings be approved subject to whether or not the 26 November and 08 December meetings were both needed.

41. TENANTS MANUAL

Councillor Norman made reference to Page 12 - 2.30 Waste and stated that it was good to see this section in encouraging recycling and said that re-cycle was one word.

Councillor Flanagan thanked officers for producing the manual and made reference to Page 11 - 2.27 Smoking and asked if the no smoking area could include the site entrance. He also made reference to Page 12 - 2.31 Water Usage and asked if we could just use the words Water Company just in case the Town Council changes from Severn Trent Water. Councillor Flanagan made reference to Page 16 - Fire Evacuation Procedure and asked if closing windows and doors could be removed as nothing should slow down evacuation.

Councillor D Ennis stated that this was excellent work and that there was no previous tenants manual in place.

Councillor Woodward made reference to Page 11 - 2.27 Smoking and asked if “away from the building” could be included. With regard to Page 16 - Fire Evacuation Procedure the key issue was to get out of the building.

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

RESOLVED That the Tenants Manual be approved and adopted subject to the above additions summed up by Councillor Woodward.

42. CHRISTMAS EVENTS

Councillor Norman suggested using the TownTrader Magazine to promote local shops and give out information on Covid-19 etc over the Christmas period.

Councillor R Place thought that extending the Santa Train visits by the Rotary Club was not Covid-19 friendly. The Christmas cards were a waste of money, there could potentially be a Covid risk and was not in favour. Councillor R Place did not endorse encouraging mass gatherings with regard to events.

Councillor Birch stated that the suggestions had been put forward before the last surge in Covid cases and Government guidelines/advice. Councillor Birch suggested an information leaflet/ card which could include details on Burntwood Be A Friend and help available to people over the Christmas period etc.

Councillor Loughbrough Rudd asked how the Christmas cards would be received by the non-Christian population in Burntwood. He also asked what was happening with the Chasetown events.

Councillor Banevicius felt that something needed to be put out over the festival period giving direction.

Councillor Willis-Croft stated that he agreed with the TownTrader Magazine idea and that the information could also be included on the Town Council’s website.

Councillor M Place felt that the Town Council needed to be aware of the environmental costs of sending out a Christmas card but agreed that details on organisations who could help could be uploaded to social media.

Councillor Tapper stated that he could not support the idea of a Christmas card and had asked several constituents who had said that they felt it was a waste of money. He suggested that a donation to Burntwood Be A Friend would be of more benefit to Burntwood.

Councillor Ho said that he was disappointed to see Christmas cards as an item and said that community groups may benefit more. Delivering the Christmas cards could potentially put the Councillor at risk and the public. He said that the Town Council made an environmental commitment and not all households celebrate Christmas.

Councillor Woodward, Ho and Evans declared an interest as they are members of Burntwood Be A Friend.

Councillor Woodward explained that the potential options were only suggestions and that at the informal meeting of the Community and Partnerships Committee held on 20 August 2020 all Members had agreed the items.

Councillor L Ennis stated that it had been an informal meeting on the 20 August 2020 and that ideas had been passed around and that all Members had agreed.

Councillor D Ennis confirmed that the potential options were only ideas and confirmed that there was already a budget in place for Newsletters which would give the Town Council a platform to every household as some households do not have the internet. Councillor D Ennis suggested a “dress your window for Christmas” competition for businesses and also a virtual Christmas card where primary schools could be contacted, and children encouraged to design a Christmas card. These ideas could be discussed at the next Community and Partnerships Committee meeting.

With regard to the Chasetown event, Councillor D Ennis explained that the Town Council has very little input as they have their own committee. Councillor D Ennis confirmed that the committee meetings were still taking place, of which he attends, and it was proposed that the tree would be erected and lighting down the street would be installed.

43. ENVIRONMENT PLAN

Councillor Norman welcomed the Plan and made reference to Page 1 - Procurement paragraph and asked if the following words could be included at the end of the paragraph “including asking for a company’s stated environmental policies where appropriate”.

Councillor Birch referred to Burntwood Cemetery and the financial spending on grass cutting and stated that an option may be to leave the grassed areas, not the grave areas, and develop a wildflower meadow.

Councillor R Place stated that he agreed with Councillor Birch.

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

RESOLVED That the Environment Plan be approved subject to the above wording suggested by Councillor Norman being added and due consideration be given to developing a wildflower meadow at Burntwood Cemetery.

The Town Clerk informed Members that managing of grass cutting was included in the Action Plan 2021 to 2023.

44. INCOME AND EXPENDITURE FOR FINANCIAL YEAR TO DATE AND REVISED BUDGET

Councillor Norman felt the revised budget should be discussed in public and did not fall under the remit of Section 100 of the Local Government Act 1972. Councillor Woodward felt that any discussion on the budget should be in public and therefore Agenda Item 11 was moved to the public domain.

Councillor R Place acknowledged the reduction in unit rents etc due to Covid-related issues and stated that this had been a very difficult year. He stated that he would like to review the Wakes and Christmas events spending however he was in favour of the amended budget.

Councillor Woodward explained that these were unprecedented times and that income had dropped. She hoped that the next budget would be a one Council budget and that debates on the budget would continue. Councillor Woodward explained that the previous administration had put all their eggs in one basket and that the Town Council need to consider a balance.

RESOLVED That the information be received and noted.

45. EXCLUSION OF THE PRESS AND PUBLIC

Councillor Evans moved that although there were no longer members of the public present the Council still needed to approve the exclusion of the press and public so the next agenda item could be treated as confidential.

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.

46. HONORARIUM

Councillor Woodward informed Members that she had already spoken to Councillor R Place as Leader of the Opposition Group. Councillor R Place thanked the Leader and stated that he supported the honorarium.

Councillor Birch suggested that the Town Council could consider an Award and Recognition Policy for staff.

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

RESOLVED That an honorarium be paid in recognition of additional duties and responsibilities being undertaken by staff during the Covid-19 crisis.

[The Meeting closed at 8.05 pm]

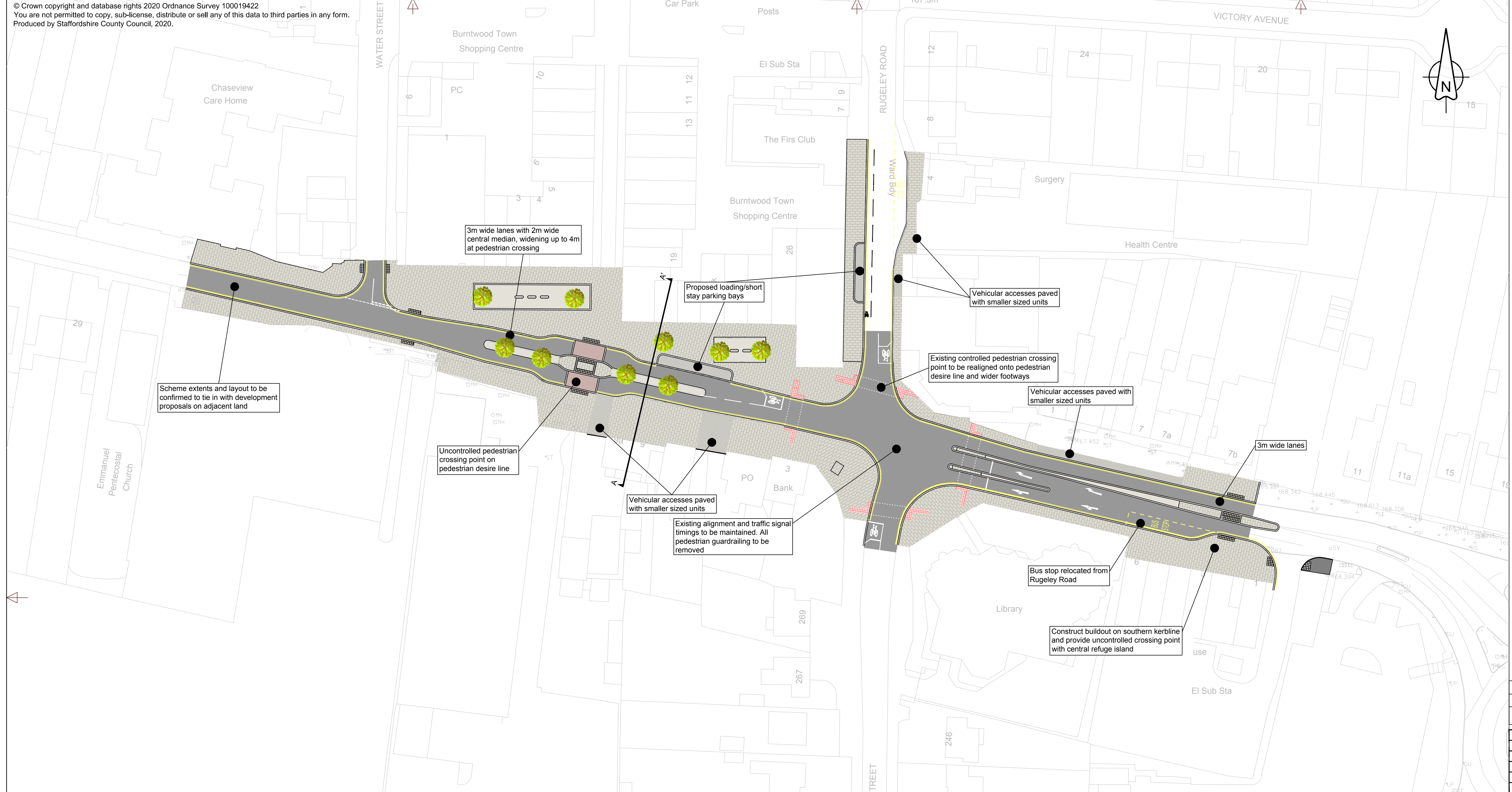
Signed

Date

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Layout Name: Option 1



Rev	Detail	By	Date
Revisions			
Original Version	Preliminary		☒
Drawn:	For target cost		
Design:	For tender		
Date:	For construction		
	As constructed		
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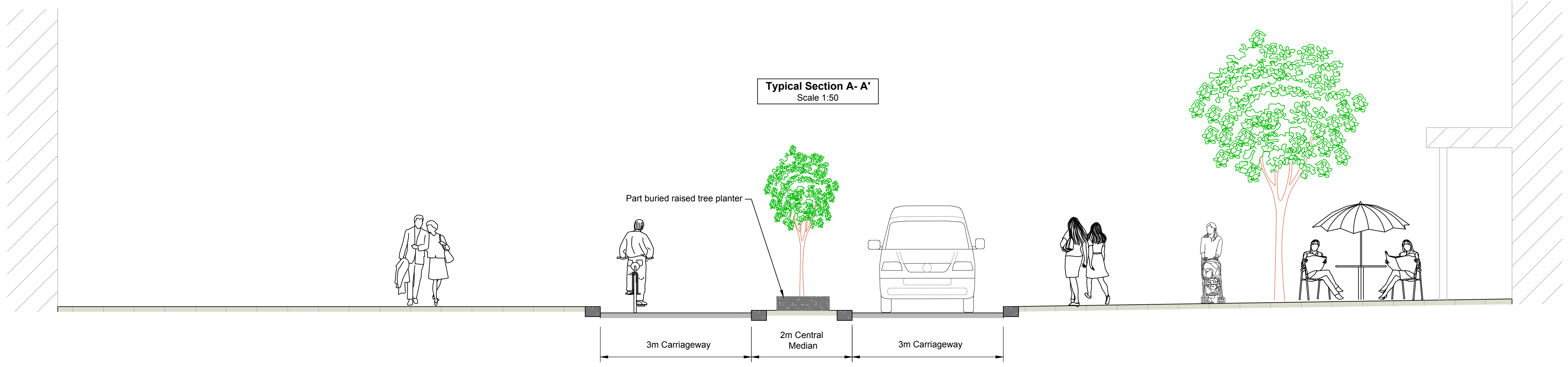


Project Name
Burntwood Public Realm Enhancements

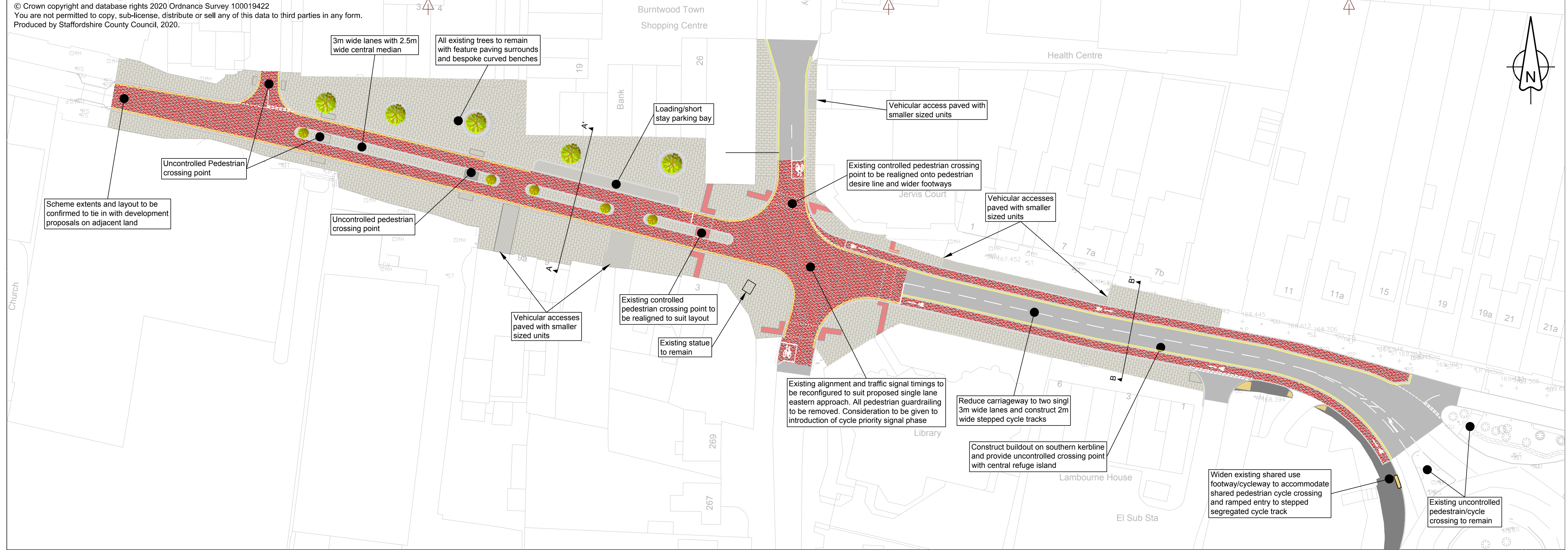
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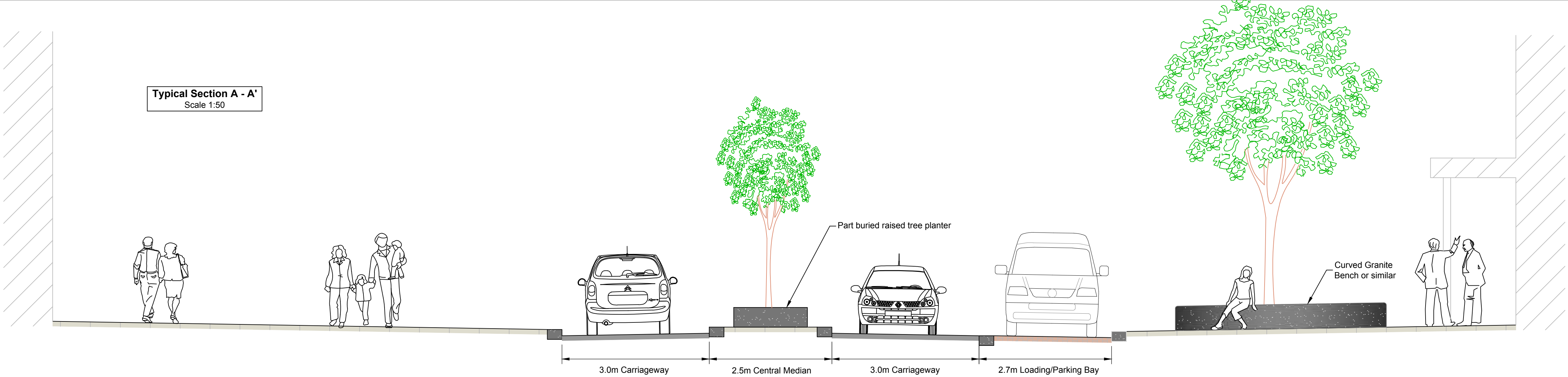
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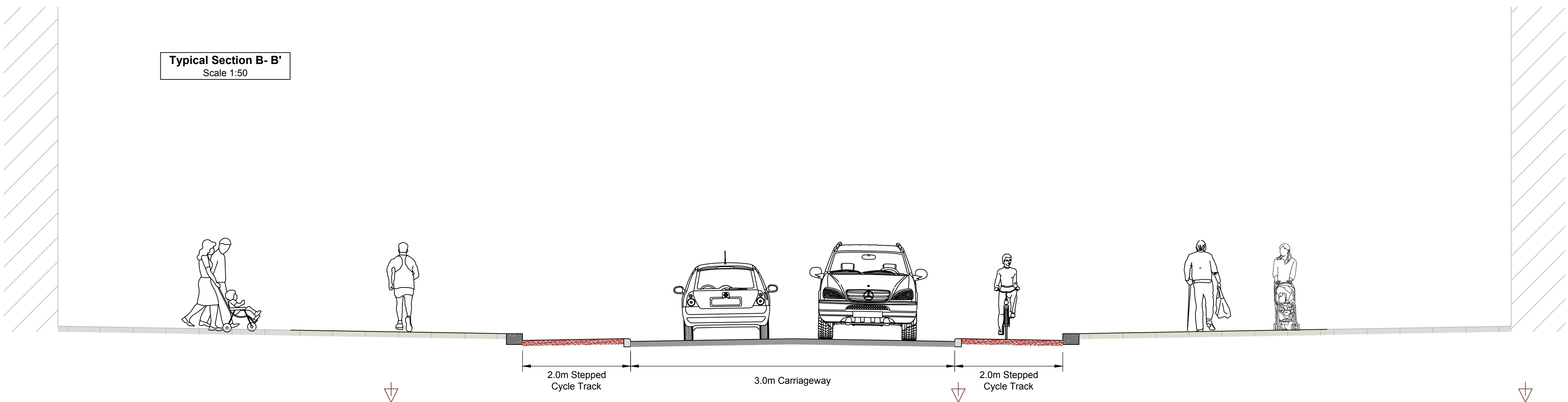
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Scale 1:50



Typical Section B - B'
Scale 1:50



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Revisions			
Original Version	Preliminary		✓
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Design:	For tender		
Date:	For construction		
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Staffordshire County Council
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Project Name
Burntwood Public Realm Enhancements

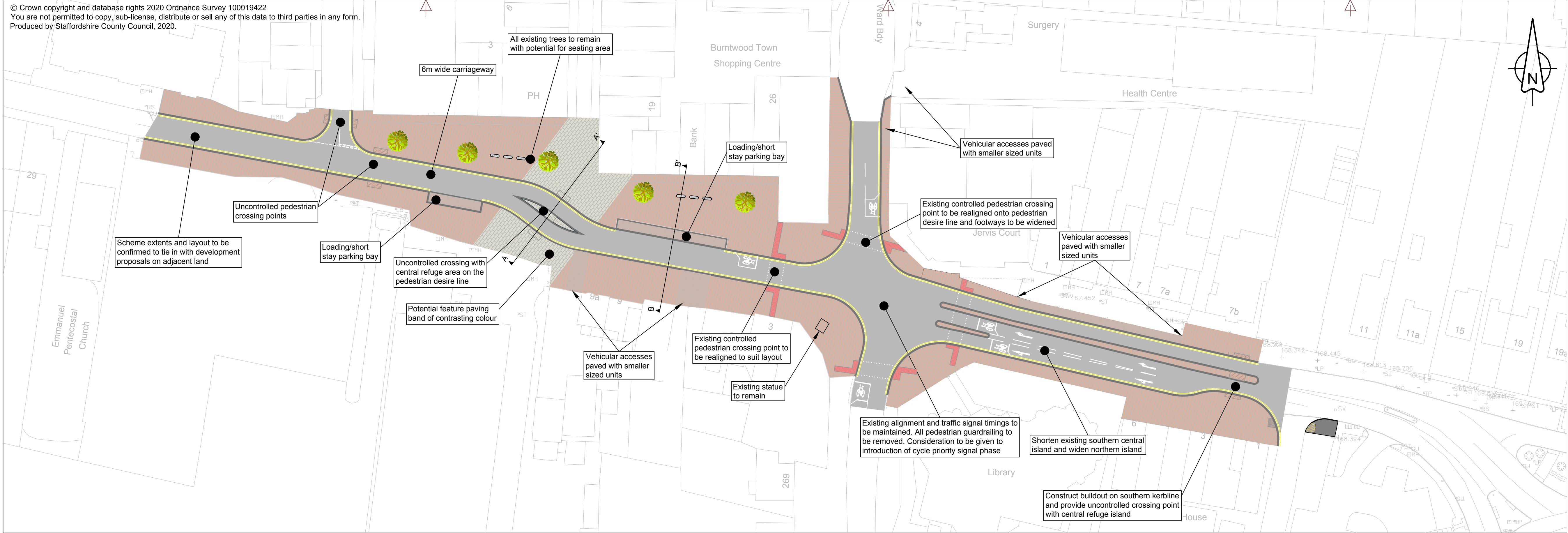
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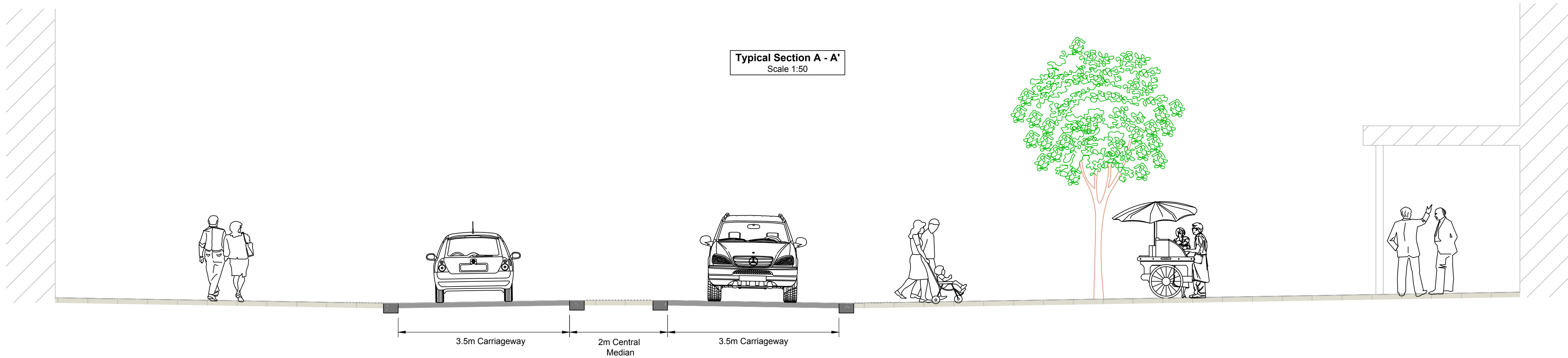
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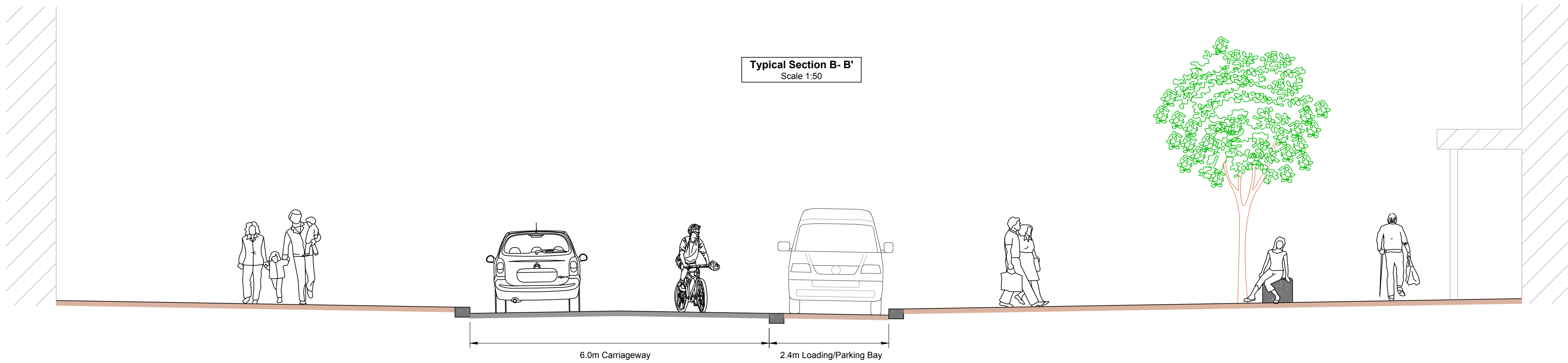
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Scale 1:50



Typical Section B - B'
Scale 1:50



Rev	Detail	By	Date
Revisions			
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Drawn:	For target cost		
Design:	For tender		
Date:	For construction		
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Project Name
Burntwood Public Realm Enhancements

Drawing Title
Feasibility Design Option 3

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Drawing No
DT6637/AMEY/02/00/DR/C/003 Rev
P0

Technical Design Note

Project Title:	Burntwood Public Realm Improvements – Preliminary Options
Client:	Staffordshire County Council
Author:	H Hughes
Checked:	T.Cahill
Date:	14/09/2020

Design Note

General

All options described in this technical note are detailed on and should be read in conjunction with associated drawings DT6637/AMEY/02/00/DR/C/001 - 003

All layout options either side of the existing signalised junction are designed to be interchangeable to create a preferred layout i.e. the western half of Option 1 and be combined with the eastern half of Option 3.

In accordance with current government guidance and best practice a nominal 125mm kerb height is proposed unless stated otherwise. The full height kerb will be interspersed with regular flush crossing points and serve to reduce vehicle speeds through visual narrowing as well as discourage vehicle parking/overrun.

At this stage only basic paving and street furniture layouts are shown adjacent to the Burntwood Town Shopping Centre. These will be further developed upon confirmation of the preferred use for this area, i.e. market stalls, public seating, commercial 'café culture' etc. Solid granite benches have been shown at this stage however a full street furniture options pallet will be developed upon confirmation of the preferred alignment option.

The budget cost estimates provided were calculated using Spons 2020 and known market rates from similar projects. At this early stage in the design process a number of assumptions have been made regarding items such as levels and drainage to allow an indicative cost to be included. Site restriction and phasing requirements identified as the scheme progresses may affect the overall scheme cost.

As with the layouts all material options are also interchangeable. For budget costing purposes we have proposed the following materials:

- **Carriageways**

1. Standard bituminous material – Such materials have a low construction and maintenance cost whilst providing a good aesthetic when laid adjacent to high quality paving and kerbs.



2. Hot Rolled Asphalt with coloured chips - Such materials have a low construction and maintenance cost whilst providing a good aesthetic when laid adjacent to high quality paving and kerbs. The proposed red stone chips provide a visual clue to drivers that they are entering a nonstandard environment with greater numbers of

pedestrians. The red chips will also link the street scape to the surrounding red brick building facades.



3. Coloured Asphalt (Coloured aggregate with clear binder) Such materials have a relatively low construction and maintenance cost whilst providing a good aesthetic when laid adjacent to high quality paving and kerbs. Unlike surface applied materials the colour is consistent throughout the full thickness and therefore will not wear away. The proposed red asphalt (range of colours available) provide a visual clue to drivers that they are entering a nonstandard environment with greater numbers of pedestrians. The red asphalt will also link the street scape to the surrounding red brick building facades.



- **Footways**

All paved footway options to be designed and laid in accordance with BS7533 to withstand any anticipated vehicle loadings.

1. Marshalls Conservation Paving – A hard wearing concrete paving unit with a textured finish. Available in a range of colours



2. Marshalls Perfecta Paving - A hard wearing concrete paving unit with a smooth finish. Available in a range of colours



3. Marshalls Galetea Granite - A hard wearing natural stone unit with a smooth finish. Available in a range of colours – This Galetea Granite has an orange colour tying the street scape to the surrounding red brick building facades.



4. Granite or porphyry setts to be used in areas of high traffic loadings (vehicle accesses) and feature paving



- **Tactile paving**

Blister paving for the informal/formal crossings will be in line with the current DfT specification, and can be simple precast concrete paving slabs, bespoke granite paving slabs or stone slabs with stainless steel blisters drilled and epoxy resin fixed, all dependant on the agreed material palette. During consultation and detailed design, the use of any directional paving will also be reviewed, with the material options as per blister paving.



- **Kerbs**

Natural granite or concrete conservation kerbs are proposed where high quality paving materials are to be used. Both are available in a range of colours to suit the desired footway paving. These should be of a contrasting colour to aid the partially sighted. Standard concrete kerbs should be used elsewhere.

Standard highway gullies with pedestrian friendly gratings are the preferred method of drainage due to their high capacity and low maintenance cost. Where required due to restricted levels a propriety slotted channel drain system may be required.

All highway alignment options will require a street lighting review/design to ensure the highway is lit to the required standards. Confirmation of whether amenity lighting should be included will be required at the detailed design stage.

The current proposals extend outside of the existing Highway extents (as shown by the red line on the plan below) into adjacent publicly accessible areas. Agreements with adjacent land owners and/or highway adoption will be required to progress the scheme



At present vehicular access to the new Costa Coffee and Snap Fitness development is available via two demountable bollards. Discussions with the land owner are required to determine if this or an alternative access is still required. The proposals shown can be amended as necessary to accommodate this.

Loading/short stay parking bays have been shown on all options for discussion. It is believed that these will facilitate traders by providing the opportunity for customers to quickly pop in for small purchases etc.

Statutory Undertakers Diversions

No Statutory Undertaker service diversion works are anticipated at this stage, but it is likely trial holes will be required during the next design stage to locate service apparatus. The cost of this has not been included in the estimates.

Environmental Considerations

A desktop screening of environmental aspects was undertaken as part of the preliminary design process. No significant concerns were raised.

Design Standards and departures

Manual for Street/Manual for Streets 2
Staffordshire Design Guide
The Design Manual for Roads and Bridges (DMRB)
Traffic Signs Regulations and General Directions 2016
LTN 1/20

SCHEDULE OF PAYMENTS

ENCLOSURE NO. 2

Burntwood Town Council

20th October 2020

Budget Variation

1.0 Purpose of the Report

1.2 To report a variation to the approved budget for 2020/21 caused by the impact of the Covid 19 Emergency and to seek agreement to a virement to balance the budget.

2.0 Background

2.1 The Town Council at the beginning of each municipal year is required to approve a balanced budget. Then during the year regularly monitor the income and expenditure set out in the budget. This report is part of that monitoring process.

3.0 Impact of the Covid 19 Emergency

3.1 Both planned income and expenditure have been by impacted by the disruption caused by the emergency. On the income side there has been a significant reduction in the income the Town Council receives from rent and room bookings. Five tenants have or are in the process of handing back their leases. Apart from the loss of the rents from these businesses there is also the loss of the contributions they make, via service charges, towards to the running costs of the building. The loss of income from rents and services so far is £17,395.

3.2 During the Covid 19 emergency Burntwood Live at Home have not been able to deliver their face to face sessions or IT training. The Ron Bradbury Room and the IT Suite have not therefore been in use throughout the emergency. This has led to a further drop of £11,240 in income.

3.3 Finally reductions in interest rates in response to the current economic climate have led to a further reduction of £1,500. These reductions have however been partly offset by some planned expenditure not happening because the Old Mining College was closed for some of the lockdown. This led to an overall reduction in income of £22,429

3.4 Further savings of £17,720 resulted from the Wakes Festival and the Play in the Parks Programme being cancelled and the Christmas Events Programme being significantly reduced. This means that the budget is currently £4,709 in deficit as shown in the spreadsheet attached as Appendix 1.

4.0 Financial Considerations

4.1 The budget could be balanced by making a virement of £4.709 from the budget set up to enable the Town Council to take on the management of the public convenience. It is highly unlikely that the allocated funding will be spent in full as the Town Council has yet to take on this responsibility.

5.0 Legal Requirements

5.1 Local councils are required by the Audit Commissions Act 1998 and subsequent regulations to ensure that their financial management is 'adequate and effective'. To demonstrate that its financial management is 'adequate and effective' a council will need to

deploy the 'proper practices' as set out in CLG Guidance Circular. The Town Council currently meets the requirements of the CLG Guidance Circular.

6.0 Conclusion

6.1 The Covid 19 Emergency has disrupted the planned budget for this year having an impact on both income and expenditure. Fortunately, the lack of progress regarding the possibility of the Town Council taking on the management of the public toilets means that it be possible to make a virement from that account to ensure that the budget is balanced.

7.0 Recommendation

7.1 The Council is recommendation is to agree to the virement of £4.709 from the Public Conveniences budget (Cost Centre 204) to offset the current deficit.

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BURNTWOOD TOWN COUNCIL - REVISED BUDGET FOR 2020-21 (Draft version 4 - 9 October 2020)

		2019-20	2020-21	2020-21	2020-21	
		Actual	Actual, Apr-Aug	Approved Budget	Revised budget	
COST CENTRES & NOMINAL CODES (CATEGORIES OF INCOME & EXPENDITURE)						
100 Corporate						
1176	Precept	318,690	349,016	#REF!	349,016	
1199	CCLA interest	4,953	1,813	4,700	3,200	Reduction in rates and dividends already being seen
1205	Bank account interest	165	0	200	100	Reduction in expected rate
1206	CIL money (Has to be earmarked)	3,685	7,485	0	0	
1207	Additional miscellaneous funding	0	0	0	0	
Total	Corporate Income	327,493	358,314	#REF!	352,316	
104 Old Mining College Centre						
1070	Unit rents	32,609	8,510	32,610	22,190	2 units already vacated, 2 further vacations due + Covid reductions claimed
1071	Unit service charges	21,012	5,755	21,015	14,041	2 units already vacated, 2 further vacations due + Covid reductions claimed
1072	Room hire	12,764	90	11,330	90	Assume no further room hire income
1074	Unit cleaning	318	66	0	160	Income from 1 unit
1025	Sundry income (incl. recharges for PA Testing, locking up etc.)	810	85	400	100	
Total	OMCC income	67,514	14,506	65,355	36,581	
4019	Employee expenses - Caretaker	11,654	4,760	12,137	12,137	
4022	NNDR Rates	7,488	7,610	7,713	7,610	Rates paid in full already
4023	Water rates	1,534	797	1,706	1,706	
4055	Energy (Gas & electric)	14,167	2,405	13,390	13,390	
4040	Cleaning contract	5,033	1,159	5,052	3,500	Reduction due to lockdown period etc.
4041	Locking/ unlocking	1,981	198	2,400	1,000	Reduction due to lockdown, caretaker cover & access changes
4056	Building and grounds maintenance (Alarms, lift, pest control etc.)	13,276	6,054	11,900	11,900	
4057	Telephones & Broadband	870	461	1,030	950	Reduced slightly due to new contract from December
4058	IT Suite (to include Computers, Network, Software etc.)	0	495	500	500	
4180	Professional fees	1,500	450	1,700	1,700	
4221	Insurance premiums (Lift inspection contract only)	112	0	0	112	
4059	Other supplies and services (Refuse, window cleaning, cloakroom etc.)	3,044	1,324	6,000	5,000	Reduction due to lockdown,fewer occupied units & room hirers
Total	OMCC expenditure	60,658	25,713	63,528	59,505	
105 Transport						
4064	Members travel costs	0	0	50	50	

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		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Revised budget</u>	
107 Supplies and Services, BTC						
1025 Sundry income		5	0	0	0	
4019 Employee expenses - all staff except caretaker & cemetery gatekeeper		140,201	49,559	155,560	155,560	
4060 Employees car mileage (Taken out of staff costs for 20-21)		Included above	167	Included above	Included above	
4057 Telephones & Broadband		3,756	1,180	3,800	2,800	Reduced due to new contract arranged from December
4120 Postage		494	0	200	200	
4125 Franking machine		1,079	925	1,500	1,500	
4139 Computers and other office equipment		7,468	4,922	4,000	8,800	Installn of new PCs & higher monthly support cost
4140 Website		450	575	1,500	1,500	
4165 Advertising (ATM and other adverts)		0	0	1,250	500	
4166 Newsletter (Town Trader)		1,440	170	1,480	1,480	
4211 Office expenses (to include stationery, photocopier etc.)		2,150	191	3,710	2,000	Reduction in use
4212 Training & conferences		2,673	0	3,000	3,000	
4170 Subscriptions		275	0	500	500	
4180 Professional fees		1,860	1,270	1,200	1,300	Additional employment advice
4220 Bank charges		287	68	350	350	
4221 Insurance premiums		3,489	3,592	3,600	3,600	
4234 Audit		1,439	0	1,600	1,600	
4059 Other supplies and services		530	120	1,900	1,000	Reduction in use
Total	BTC supplies & services expenditure	167,590	62,739	185,150	185,690	
201 Street Lighting						
4055 Energy		423	0	736	736	
4241 Maintenance		3,371	0	410	410	
4242 Replacement (NEW CODE FOR 20-21)		0	0	1,500	1,500	
202 Bus Shelters						
1025 Sundry income		0	3,095	0	3,095	Insurance claim received
4241 Maintenance		1,674	0	4,120	4,120	
4242 Replacement (NEW CODE FOR 20-21)		0	0	0	3,095	Assume shelter to be replaced with insurance money
203 Christmas Lights and Trees						
4261 Churches and community venues		0	0	0	0	
4260 General expenses		1,661	12	2,500	2,500	Assumed static displays can continue as budgeted
204 Public Conveniences						
4241 Maintenance, cleaning etc.		N/A	N/A	20,000	20,000	

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		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Revised budget</u>	
205 Traffic Islands						
1030	Traffic Islands: Sponsorship	8,158	8,158	8,158	8,158	
4304	Signage	132	0	500	500	
4306	NNDR: Traffic Islands	682	312	850	312	Rates paid in full already & lower than last year
4241	Maintenance (to include grass cutting, bedding plants etc.)	6,576	0	7,420	7,420	
206 Hanging Baskets & Planters						
4241	Maintenance	1,688	55	1,600	1,600	
207 Flagpole						
4241	Maintenance	95	0	110	110	
209 Coulter Lane Burial Ground						
4241	Maintenance	1,719	0	3,330	3,330	
211 Burntwood Town Strategy						
4754	BTS projects	30	0	25,750	25,750	
213 Events Committee						
1090	Wakes: Pitch fees	624	20	0	0	
1100	Wakes: Other income (to include grant aid, sponsorship, sundry)	1,000	0	0	0	
1102	Play in the Parks	500	0	0	0	
1101	Christmas: Pitch fees	78	0	0	0	
1103	Christmas: Other income (to include grant aid, sponsorship, sundry)	0	0	0	0	
Total	Events income	2,202	20	0	0	
4690	Events (Code previously used for budget only)	N/A	N/A	N/A	N/A	
4262	Christmas event - all expenditure	5,862	0	4,000	4,000	
4390	Wakes - all expenditure	13,694	944	15,000	1,000	2020 event budgeted for but cancelled
4761	Play in the Parks	5,504	0	7,000	0	2020 events budgeted for but cancelled
4399	Other events expenditure	32	0	0	0	
Total	Events expenditure	25,092	944	26,000	5,000	
214 Community Projects						
1025	Sundry income (incl. defibrillator sponsorship & speed sign funding)	0	0	0	0	
4764	Other Community Projects (incl. defibrillators & speed indic. devices)	1,650	0	2,000	2,000	
215 SCAMP						
4550	SCAMP: Maintenance	0	0	155	155	
4551	SCAMP: Insurance	0	0	390	390	

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		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Revised budget</u>	
216 Neighbourhood Plan						
1025 Sundry income		0	0	0	0	
4728 Neighbourhood Plan expenditure		1,750	0	2,500	2,500	
301 Civic Expenses						
1062 Fundraising (to be earmarked)		350	0	0	0	
1025 Sundry income		0	0	0	0	
4360 Chairman's Expenses		96	0	500	100	
4368 Fundraising expenditure (Donations & distribution of funds raised)		1,460	0	100	100	
4361 General expenses		153	0	1,000	500	
302 Grant Aid & Better Burntwood Fund						
1020 External grants received		0	5,000	0	5,000	County Councillors' grants received
4760 Stephen Sutton Bursary (previously under 214 Community Projects)		1,941	0	2,000	2,000	
4415 Grant Aid expenditure		14,431	0	25,000	25,000	
4416 Better Burntwood expenditure (previously 4765/214 Community Support funding)		3,000	3,000	part of above	part of above	
4417 External grant expenditure (NEW CODE FOR 20-21)		0	5,000	0	5,000	County Councillors' grants given out
310 Election Expenses						
4701 Election expenses		0	0	10,000	10,000	Need to continue provision for future elections
401 Burntwood Cemetery						
1000 Burial fees/ licences		21,123	11,881	27,200	27,200	
1001 Memorial plaques		560	0	250	100	
4019 Employee expenses - Cemetery gatekeeper		1,845	771	1,795	1,851	Increase in National Living Wage in April 2020
4810 Grave digging		4,760	2,060	5,440	5,440	
4820 NNDR: Burntwood Cemetery		1,400	1,422	1,450	1,450	
4864 Grounds maintenance		13,120	1,900	11,100	11,100	Budget retained as large bills received since end July
4863 Other maintenance and services (to include gritting, skips etc.)		2,670	1,103	4,800	4,800	
4163 General office expenses (e.g. plaque engraving, ICCM)		675	95	450	450	
Total Cemetery expenditure		24,469	7,351	25,035	25,091	
404 Church Street car park						
4870 All maintenance & services		N/A	35	N/A	50	Budget provision added

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		<u>Actual</u>	<u>Actual, Apr-Aug</u>	<u>Approved Budget</u>	<u>Revised budget</u>	
501 Capital Expenditure						
4901	OMCC refurbishment works	70,023	2,917	40,000	40,000	
4666	Capital works (any other)	0	0	0	0	
	TOTAL INCOME	427,405	400,974	#REF!	432,450	
	TOTAL EXPENDITURE	390,363	108,077	452,234	434,514	
	NET INCOME OVER EXPENDITURE/NET EXPENDITURE OVER INCOME	37,042	292,897	#REF!	-2,064	Insufficient to meet original commitment for £2,645 surplus to be put into reserves

Burntwood

Option proposed: Set Band D Council Tax as £40.90 to set precept

	2019/20	2019/20	Change	
			£	%
Band D Council Tax	£37.90	£40.90	£3.00	7.92%
Council Tax Base	8,408.7	8,533.4	124.7	1.48%
Gross Precept	£318,690	£349,016	£30,326	9.52%

Council tax base figure received from LDC on 5/12/19

Original precept on spreadsheet	346,371
Required precept (as above)	349,016
Extra budget provision/ for reserves	2,645

Revisions to original approved budget

	<u>Original</u>	<u>Revised</u>	<u>Difference</u>
<u>Income</u>			
CCLA interest	4,700	3,200	-1,500
Bank account interest	200	100	-100
Unit rents	32,610	22,190	-10,421
Unit service charges	21,015	14,041	-6,974
Room hire	11,330	90	-11,240
Unit cleaning	0	160	160
Sundry income	400	100	-300
Bus shelter income (ins. claim)	0	3,095	3,095
External grants received	0	5,000	5,000
Memorial plaques	250	100	-150
Total of revised income budgets	<u>70,505</u>	<u>48,076</u>	<u>-22,429</u>
 Total of all income budgets	 <u>454,879</u>	 <u>432,450</u>	 <u>-22,429</u>
 <u>Expenditure</u>			
Total of all expenditure budgets	<u>452,234</u>	<u>434,514</u>	<u>-17,720</u>
 Net income	 <u>2,645</u>	 <u>-2,064</u>	 <u>-4,709</u>

NB

Lost unit rent and service charges:

9 months for Unit 6 (A-Line)

8.5 months for Unit 9 (Jozone)

10 months for Units 2 & 4 (Burntwood Live at Home)

3.5 months for The Suite and The Training Room (Seated Furniture)

2 months for Unit 10 (2020 Safety Solutions)

Burntwood Town Council

20th October 2020

Request to the Town Council to undertake an assessment of the existing allotments provision within the parish

1.0 Background

1.1 In August 2020 the Town Council was approached by a local resident wishing to rent an allotment to use for a community gardening project. Following advice from the Town Council the proposed project has been formalised with the creation of the Burntwood Diggers Group.

1.2 The Town Council also undertook an informal assessment of the existing allotment provision within the town. There are currently 2 sites at Coulter Lane and Norton Lane. Neither of the sites are owned by the Town Council. At present there are no vacant plots. There are some vacant plots at Peters Lane but this site is within Hammerwich Parish.

1.3 The Burntwood Diggers have since requested, under the provisions of Sec 23(2) of the Small Holdings and Allotments Act 1908, that the Town Council provide new allotments.

2.0 Assessment of Existing Provision

2.1 The existing sites in the town have already been identified. Initial discussions have already taken place with the site managers about their allotments. Work is now needed to assess the extent of unmet demand and if required identify possible new sites and assess their suitability. A suggested timetable for the work is as follows:

- November – Assess Demand and produce Long list of potential sites
- December – Discussions with site owners regarding availability.
- January – Agreement of Short list of potential sites
- February/March – Assessment of suitability of Short list
- April – Report to Council

2.2 The timescale that is being suggested takes account of other staff commitments in respect of the Old Mining College, Community Events Programme, Re-tendering of the Burntwood Cemetery Grounds Maintenance Contract and the proposed transfer of Public Open Spaces and Public Conveniences.

3.0 Policy Context

3.1 This is the first time the Town Council has received a request for allotments for many years. Neither the Local Plan or the Neighbourhood Plan make provision for new allotments. During the consultation process for both plans no representations were made by local residents to include provision for allotments.

3.2 No reference for the need for new allotments was made in The Open Space Assessments of 2012 and 2016 and Settlement Sustainability Study 2018 which were all undertaken by Lichfield District Council and used to inform the Local Plan.

3.3 As a result from a policy perspective the process of identifying a suitable site, securing the land and establishing an allotment will need to start from scratch including consultation with local residents.

4.0 Legal Requirements

4.1 Under the provisions of Section 23(2) of the Small Holdings and Allotments Act 1908 the 'allotment authority' must undertake an assessment of the existing allotments and make good any shortfall in response to demand from local residents. The trigger for this legislation to come into play is a request from six electors for the 'allotment authority' to provide them with an allotment. In areas that have a town or parish council Paragraph 19((1) of Schedule 29 of the Local Government Act 1972 specifies that these councils, and not the district council, are the 'allotment authority'

4.2 The 'allotment authority' has no choice but to undertake the assessment once a request has been received from 6 registered electors and comply with the outcome of the assessment. However, the legislation does not impose a timescale for the process to be completed.

5.0 Financial Considerations

5.1 As the work will be done in house there will be no financial cost for undertaking the assessment. However, there will be a possible opportunity cost as this work has not been programmed and other Town Council projects may be impacted.

5.2 The real financial cost will come should the Town Council need to provide a new allotment site. No indication of cost can be given at this stage. But if a large site needs to be bought it will have a significant impact on the Precept.

5.3 There is no provision in the budget for allotments.

6.0 Conclusion

6.1 The provision of allotments is a statutory duty of the Town Council. It has received a request from 6 electors who live within the parish to provide allotments. The Town Council is now obliged by law to assess existing provision and where there is a shortfall make new provision. The timetable set out in paragraph 2.1 shows how the assessment process can be undertaken within the resources available to the Town Council.

7.0 Recommendation

7.1 The Council is recommended to authorise an Assessment of Allotment Provision to be undertaken by the Town Clerk as required by Section 23(2) of the Small Holdings and Allotments Act 1908.

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