

Our Ref: GH/JM

20 June 2019

To: All Members of the Planning and Development Committee  
[Councillors Birch [Chairman], Gittings [Vice-Chairman], Brown, Denton, Darren Ennis, Flanagan, Loughbrough Heron, Place, Taylor and Willis-Croft]

Dear Councillor

#### PLANNING AND DEVELOPMENT COMMITTEE

The Planning Committee will meet in the Ron Bradbury Room, The Old Mining College Centre, Queen Street, Chasetown, Burntwood on Thursday 27 June 2019 at 6:00 pm to consider the following business.

Plans will be available for inspection at the Town Council's office during normal office hours and will be on display at the Old Mining College Centre on the day of the meeting.

Yours sincerely



Graham Hunt  
Town Clerk

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.

#### PUBLIC PARTICIPATION (STANDING ORDER 1(E))

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included on the following Planning and Development Committee agenda. Any speaker will have 3 minutes to speak as indicated in the notes at the end of the Agenda.

#### AGENDA

##### 1. APOLOGIES

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

- a) To receive declarations of interests and consider requests for dispensations, if any.
- b) Planning Applications - General Declarations of Interest for District Councillors.

3. NEW TERMS OF REFERENCE [ENCLOSURE NO. 1].

4. PLANNING APPLICATIONS

To consider the enclosed schedule of planning applications [ENCLOSURE NO. 2].

5. OUTSTANDING HIGHWAYS ISSUES [ENCLOSURE NO. 3]

6. NEIGHBOURHOOD PLAN TASK AND FINISH GROUP

Members are asked to move that the proceedings of the meeting held on 21 June 2019 be received and where necessary approved and adopted (ENCLOSURE NO. 4 - TO FOLLOW).

7. INDUCTION

[Given by Graham Hunt]

**PUBLIC FORUM SESSION AT PLANNING AND DEVELOPMENT COMMITTEE MEETINGS**

*Individuals wishing to make representations have an opportunity to speak at each Planning and Development Committee meeting subject to the following conditions:*

- 1. *The Public Forum session will usually be the first item on the Agenda.*
- 2. *The Public Forum will last up to 15 minutes and residents of Burntwood or their agent can ask the Council a question (or make a statement). In the case of non-domestic representations an agent will be allowed to speak.*
- 3. *The statement or question must relate to any item of business included on the Planning and Development Committee Agenda.*
- 4. *Matters relating to the conduct of any individual councillor or officer will not be permitted – in such circumstances you should write to the Council.*
- 5. *The speaker will be allowed to speak for up to 3 minutes and can raise more than one issue within the overall limit of 3 minutes allowed to you.*
- 6. *Only one speaker will be allowed to speak in favour of a planning application and only one speaker will be allowed to speak against a planning application.*
- 7. *After each speaker the Committee Chairman (or his/her representative) will answer the question or give notice that he/she will provide a written answer as soon as possible.*
- 8. *If a written answer is to be given this will be sent to you at your stated address and a copy will be made available for public inspection at the Town Council's offices.*

# **Planning and Development Committee**

## **Terms of Reference**

**Composition:** 10 Elected Members.

### **Purpose**

To consider and make recommendations in respect of all planning and environmental issues relating to the parish and surrounding area.

### **Responsibilities**

1. To make representations to the Local Planning Authority on any planning application referred to the Town Council and on any other planning or environmental issue that impacts on the parish or the surrounding area.
2. To consider and make recommendations to the Town Council on any development plan or strategy relating to the parish or the surrounding area.
3. To liaise, where appropriate, with any potential developer, agency or interest group, and again where appropriate, for a member of the Committee to attend the Planning Committee of the Local Planning Authority.
4. To make representations in respect of appeals and enforcement actions, and where appropriate, for a member of the Committee to represent the Town Council at formal hearings.
4. To monitor and review the Neighbourhood Plan.
5. To make recommendations to the Local Highway Authority on any matters relating to the public highway or any other access issues that will impact on the parish and surrounding area.
6. To make recommendations to the Public Transport Authority or any other Agency on matters relating to public and community transport that will impact on the parish and surrounding area.

### **Governance**

1. The Committee will make decisions by majority vote. In the event of a tie the Chair will have a casting vote. The quorum for the meeting is one third of the voting members (3).
2. The Committee Chairman and Vice-Chairman to be elected at the Annual Town Council meeting in May annually.
3. The Committee should meet at least four per year.
4. The Committee will report to the Full Council.

5. The Committee is authorised to incur expenditure on behalf of the Town Council  
(where provision has already been provided within the revenue budget)  
on matters connected to its planning  
and environmental responsibilities.
6. The Town Clerk is authorised to take the appropriate action(s) to implement the  
decision(s) made by the Committee.

**Planning and Development Committee: Applications for Consideration: 27 June 2019**

|     | Application No. | Ward                       | Site                                                                                                             | Proposal                                                                                                                                                |
|-----|-----------------|----------------------------|------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|
| (1) | 19/00689/FUL    | Chasetown                  | Mrs I Walker<br>St Joseph and St Theresa Roman Catholic Primary School<br>High Street<br>Chasetown               | Single storey classroom extension                                                                                                                       |
| (2) | 19/00676/FUL    | Chasetown                  | London and Cambridge Properties Limited<br>Land off<br>Milestone Way<br>[Part of blue hoarded site]<br>Burntwood | Erection of a drive-thru restaurant [use classes A3/A5] including formation of an access off Robins Road, car parking, landscaping and associated works |
| (3) | 19/00661/FUL    | Chasetown                  | Mr and Mrs Darby<br>Land rear<br>161-167 High Street<br>Chasetown                                                | Erection of six dwellings and associated works                                                                                                          |
| (4) | 19/00599/FUH    | Boney Hay and Central      | Mr P Bailey<br>10 Victory Avenue<br>Burntwood                                                                    | Two storey extension to side, single storey extension to rear and new porch to front                                                                    |
| (5) | 19/00707/FUH    | Summerfield and All Saints | Ms L Parkes<br>70 Norton Lane<br>Burntwood                                                                       | Single storey extension to rear to form dining room and bathroom                                                                                        |
| (6) | 19/00718/FUH    | Summerfield and All Saints | Mr R Stretton<br>90 Springhill Road<br>Burntwood                                                                 | First floor rear extension                                                                                                                              |
| (7) | 19/00728/FUH    | Boney Hay and Central      | Mr R Welch<br>76 Chorley Road<br>Burntwood                                                                       | Single Storey extension to rear                                                                                                                         |
| (8) | 19/00644/FUL    | Highfield                  | Mr and Mrs Timmins<br>Cresswell Green Cottage<br>Coulter Lane<br>Burntwood                                       | Installation of a dropped kerb                                                                                                                          |
| (9) | 19/00756/FUH    | Chase Terrace              | Mr M and Mrs J Hayward<br>1 Fair Lady Drive<br>Burntwood                                                         | Erection of outbuilding to form detached garage                                                                                                         |

|      | Application No. | Ward                       | Site                                             | Proposal                                                                                                 |
|------|-----------------|----------------------------|--------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| (10) | 19/00706/COU    | Summerfield and All Saints | Mrs L Lawrence<br>19 Chase Road<br>Burntwood     | Change of use from domestic property [C3] to childrens nursery [D1]                                      |
| (11) | 19/00809/FUH    | Summerfield and All Saints | Mr S Curley<br>90 Bridge Cross Road<br>Burntwood | Two storey extension to side and single storey extension to rear, including rendering of front elevation |

# Planning and Development Committee

**27 June 2019**

## Outstanding highways issues

### 1.0 Purpose of the Report

- 1.1 The purpose of this report is to outline a process which will enable the Town Council to identify and prioritise for action outstanding highway defects and issues.

### 2.0 Background

- 2.1 One of the main sources of community complaint that councillors have to respond to are problems relating to the public highway. These complaints can range from broken paving slabs and pot holes in the carriageway through to wider concerns about road design.
- 2.2 Staffordshire County Council, in its capacity as the Highways Authority, is responsible for managing the public highway. It has in recent years introduced a new system of reporting defects which automatically triggers a site inspection and prioritisation for repair. Due to the significant number of outstanding repairs there is sometimes a long delay before the work is done.
- 2.3 Where in the land is not part of the public highway and is in private ownership it is often very difficult to get repairs done.
- 2.4 The Town Council does not have any direct responsibility or power to deal with highways issues. However, it is well placed to identify problems at the local level. It can also facilitate joint action working through both the County Council and private landowners, arguably offering the only real way to resolve long standing issues on private land.

### 3.0 A Better Burntwood approach

- 3.1 To enable the Town Council to better respond to community concerns about outstanding highways issues it will be necessary for all relevant defects to be identified. To do this it is proposed that town councillors be asked to list all of the defects that they are aware of in their respective wards. Councillors will need to provide the location of the defect (ward maps will be provided), a description of the damage and a photograph.
- 3.2 This information will then be used to prioritise repairs. It is proposed that the Town Council uses the same prioritisation system as the County Council. There are several benefits to doing this:
- It avoids the process being stalled whilst the Town Council and County Council agree any amendments to the existing definitions. The system currently used by the County Council is a sensible one based on level of risk and impact on traffic/pedestrian movement. The main issues relating to defects that are the

County Council's responsibility are the speed of repair and sometimes quality of repair. Although Community sensitivity does not appear to be a key consideration in determining priorities

- It will ensure a town wide approach to addressing highways issues which will support more effective forward planning. As a transparent process it will also help to underpin an approach of dealing with issues objectively and according to need
- It will enable the Town Council to focus on the key priorities particularly where the problem is long standing and those which are not a County Council responsibility.

3.3 Such an approach will also help to reassure the community that the Town Council is listening to their concerns and is working, with other partners where appropriate, to resolve highways issues and improve the town. It will allow the Town Council to put forward a community perspective which will complement the work of Staffordshire County.

3.4 Once councillors have provided the information for their respective wards the Town Clerk will prepare a report for the Planning and Development Committee which will identify the repairs needed, acknowledge any planned works and suggest priorities. These priorities will be for the Town Council and will be additional to any existing prioritisation that has been determined by the County Council. For example, the County Council may have identified a number of Category 1 schemes (highest priority) for Burntwood and the additional information provided by the Town Council could help determine a work programme to deliver these repairs. It will be an opportunity to augment judgements about risk and traffic movements with awareness of community sensitivity. This would be particularly helpful where the risk and traffic movement implications of all schemes are similar.

3.5 In addition, the planned work will allow the Town Council to identify problems that are not the responsibility of the County Council and where appropriate, prioritise them for its own action.

## **4.0 Timescales**

4.1 As highways issues are a constant concern for the community it is recommended that this work is started now. Should the Planning and Development Committee approve the working methodology outlined above the following timetable is proposed:

- 28th June – A briefing note and ward maps sent out to all councillors asking them to identify defects in their respective areas
- 2<sup>nd</sup> August – Councillors return their surveys to the Town Clerk
- 28<sup>th</sup> August – Town Clerks report available for Pre-Agenda meeting for the Planning and Development Committee
- 4<sup>th</sup> September – Report sent out to members of the Planning and Development Committee
- 11<sup>th</sup> September – Planning and Development Committee

## **5.0 Conclusion**

5.1 At present the Town Council does not have a sufficient understanding of the scale or nature of highways defects in the town. Consequently, it is not in the position to identify prioritises for action over and above the work undertaken by Staffordshire County Council in its capacity as Highways Authority. In particular highways defects on private land are often very difficult to address. The approach being suggested in this report will better inform the Town Council about these issues and enable it to ensure that community sensitivity is taken into account when devising work programmes and develop an alternative approach where land ownership is a potential barrier to improvement.

## **6.0 Recommendation**

6.1 The Planning and Development Committee is recommended to approve the approach outlined in section 3 above the proposed timetable outlined in section 4

### **Report Author**

Graham Hunt

Town Clerk

[townclerk@burntwoodtc.gov.uk](mailto:townclerk@burntwoodtc.gov.uk)

01543 677166