

Our Ref: SL/JM

16 February 2022

To: All Members of the Community and Partnerships Committee

Councillors D Ennis [Chair], Westwood [Vice Chair], L Ennis, Evans, Gittings, Kirkham, M Place, R Place and Tapper and Woodward

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in **The Hall, St Joseph's Church, 123 Cannock Road, Burntwood** on **Wednesday 23 February 2022 at 6:00 pm** to consider the following business.

Yours sincerely



**Town Clerk
Steve Lightfoot**

PUBLIC FORUM

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 consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Community and Partnerships Committee held on 27 January 2022 [Minute Nos. 32-46] [**ENCLOSURE NO. 1**].

4. INFORMATION FROM THE MINUTES

5. COMMUNITY ENGAGEMENT

Councillors are invited to report to the meeting any updates or news from community groups within Burntwood.

6. DEMENTIA FRIENDLY TOWN - APPOINTMENT OF EXPERIENCED ADVISOR

Councillors are recommended to approve the appointment of a suitably qualified and experienced advisor to guide the Town Council through to getting the accreditation etc. Verbal report by the Town Clerk.

7. BETTER BURNTWOOD FUND

Councillors are recommended to decline the application on the grounds that it replicates ongoing plans and works currently undertaken by the Town Council [ENCLOSURE NO. 2].

8. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

The Town Clerk and Councillor D Ennis to give the Committee a verbal update on plans and progress.

9. INFORMATION OR ITEMS FOR NEXT MEETING

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 but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide 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 particular meeting.

You will also now have the opportunity to discuss specific items on the agenda as the Chairman now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chairman may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific agenda items 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.

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 THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, BURNTWOOD LIBRARY, BRIDGE CROSS ROAD,
BURNTWOOD HELD ON THURSDAY 27 JANUARY 2022 COMMENCING AT 6.00 PM**

PRESENT

Councillor D Ennis [in the Chair]
Councillors L Ennis, Evans, Gittings, M Place, R Place and Westwood

In attendance

S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Two members of the public

32. APOLOGIES FOR ABSENCE

Councillors Kirkham and Woodward.

33. DECLARATIONS OF INTEREST AND DISPENSATIONS

None received.

34. MINUTES

It was proposed by Councillor Evans and seconded by Councillor R Place and following a unanimous show of hands it was

RESOLVED That the Minutes of the Community and Partnerships Committee held on 17 November 2021 [Minute Nos. 23-31] be approved as a correct record.

35. INFORMATION FROM THE MINUTES

Markets

Councillor D Ennis referred to the Motion that was passed at the Town Council meeting held on 16 November 2021 "Following the last Community and Partnerships Committee meeting, this Council resolves to take forward the recommendations that were made in regard to the establishment under the Food Act 1984 Part III of a new 'Producer's Market' to take place on the Second Sunday of the month and 'Christmas Market' on last Saturday in November, and authority to enter into a preliminary agreement with Bert & Gerts to provide this market" and confirmed that following discussions with Bert & Gerts and Roadtech Cutting Services Limited the cost per market would be £1,100 [£450 for managing of the market stalls etc and £650 for the closure of the road]. He explained that the markets would run from April to October which would give a total expenditure of £7,700. In addition, there would also be a "Christmas Market" scheduled for 26 November 2022 which would be incorporated into the Town Council's Christmas event. He stated that Lichfield District Council had funded the three pilot markets in the sum of £5,000 therefore £7,700 for seven markets was better value.

Councillor Evans stated that the Town Council had delivered what the public had asked for and was a benefit to the community but these events were dependent on the weather. It was hoped that when the public visited the market they would be attracted into the other shops and the businesses needed to be encouraged to open on a Sunday at Sankey's Corner.

Councillor R Place thought it was a brilliant idea and would like to think that the markets would get bigger and bigger however his only concern was parking and how this would be monitored.

Councillor D Ennis confirmed that the Town Council now have a better relationship with the company [MAP Property Investments Limited] who own the land in front of the shops and the market may be able to grow onto their land as they are supportive of community events.

It was proposed by Councillor Evans and seconded by Councillor Westwood and following a unanimous show of hands it was

RESOLVED That the markets be implemented and that they be reviewed at the end of the year.

36. COMMUNITY ENGAGEMENT

Councillor Evans referred to the community tree planting event organised by Mercian Labels held on 14 January 2022 at Larks Rise that she had attended along with other Town Councillors. The event involved pupils from Holly Grove Primary School and Chase Terrace Academy. She also referred to a tree planting event organised by Seven Trent Water and Lichfield District Council in Burntwood parks to which the Town Council had not been invited and stated that the Town Council and the community should have had an opportunity to attend.

37. CHAIR'S ACTION

Councillor D Ennis explained that as the Christmas event at Sankey's Corner had been cancelled due to Storm Arwen, the Leadership Team had agreed that it made sense to donate the Christmas presents which had already been purchased and wrapped.

Councillor Evans confirmed that she had attended the event at Chasetown Football Club where some of the Christmas presents were distributed. She confirmed that any money raised at the event went to the charity Crisis. She confirmed that the Christmas presents had to be distributed/used as they would become "out of date".

Councillor D Ennis confirmed that the Christmas presents were also distributed to the Community Store, Spark, Scouts, Churches etc all for the benefit of the community of Burntwood.

Following a unanimous show of hands it was

RESOLVED That the application be approved in the sum of £435.60 in respect of the Friends of Burntwood Library and the Committee endorses the Chair's Action.

38. CHRISTMAS EVENTS REVIEW 2021

Councillor D Ennis confirmed that the Boney Hay event had taken place, as well as the Chasetown event which was run by the local businesses and the light switch on at Burntwood Island.

Councillor Westwood referred to the event at Boney Hay and in particular the snapped lock and felt that the communication between officers needed to be improved. He also referred to the picket fencing and the previous Town Clerk not following through with instructions. Councillor D Ennis confirmed that procedures are now in place so that the events run smoothly.

Councillor R Place suggested that the Town Council could channel some of the reserves into other events.

Councillor L Ennis asked how the Morley Road event had gone and the Deputy Clerk confirmed that she had attended the event which was well attended and that the Town Council had supported the event by providing the Christmas tree.

39. BURNTWOOD WAKES PLATINUM JUBILEE CELEBRATION EVENT 2022

Councillor D Ennis confirmed that there was £36,000 in the budget pending other grants obtained for the Platinum Jubilee Celebration. He confirmed that provisional talks had taken place with Hammerwich Parish Council for them to jump on board.

Councillor D Ennis confirmed that talks had taken place with Gary Williams of Seventeen43 Limited to provide event management and Bert & Gerts to provide a market however the Town Council would still be encouraging craft stalls and charity stalls. He confirmed that the Town Council was awaiting costings for a stage and marquees.

Councillor D Ennis proposed that a sub-committee be set up which would meet on a weekly basis with effect from Friday 18 February 2022 at midday in the meeting room at Haywoods Blinds. It would include Gary Williams and representatives from Bert & Gerts. It would be a focused 45-minute meeting. Councillor R Place asked if the meetings could be hybrid meetings. Councillor D Ennis stated that this could be an option [turn up or link in].

Councillors Evans, M Place and Gittings also agreed to be members of the sub-committee. Councillor D Ennis stated that this could also be a platform for Hammerwich Parish Council and members of the community.

40. PLAY IN THE PARKS 2022

Councillor D Ennis explained to Members that the Town Council's energy was focused on the Platinum Jubilee Celebration event at the moment however he wanted the Play in the Parks events to carry on. It was **AGREED** that the Town Clerk would speak to the stakeholders concerned to obtain dates and places where the events could take place.

41. EVENTS CALENDAR 2022

Councillor D Ennis hoped that a more definitive events calendar could be produced and provided at a future meeting which would include Saturday 04 June [Platinum

Jubilee Celebration Event], Play in the Parks events, Saturday 26 November [Christmas event at Sankey's Corner], Thursday 24 November [Christmas event at Chasetown], Monday 21 November [Christmas event at Boney Hay]. It was **AGREED** that the Town Clerk would speak to other community groups to ascertain what events they would be doing to avoid clashes.

Councillor R Place explained that there was two editions of the TownTrader which covered Burntwood.

42. BURNTWOOD FUN RUN 2023

The Town Clerk explained that he had simple ideas at this moment in mind which included a 10-kilometre run [memory walk] which showcases the town to include visuals which would involve little expenditure on behalf of the Town Council. He confirmed that he had been involved in these sorts of events previously which gave a real atmosphere on the day. Councillor R Place thought it was an excellent idea however he raised concerns regarding marshalling of the events as he had previously marshalled at other events.

It was proposed by Councillor R Place and seconded by Councillor L Ennis and following a unanimous show of hands it was

RESOLVED That the Town Clerk be authorised to look at provisional dates, potential sponsors and routes.

43. DEMENTIA FRIENDLY TOWN

Councillor Evans informed Members that week commencing 14 February there would be a display of photographs of people with dementia and their carers at the Library. It was hoped that the display would be in situ for six weeks in the Library and then moved around the Town at different venues.

Councillor Evans referred to the sensory garden and confirmed that £4,700 funding had been secured from Lichfield District Councillors, County Councillors and Benbow Steele. She explained that the garden would not just be for people with dementia but also for people who may want a reflective time in the garden.

Councillor D Ennis asked what the current situation was regarding becoming a dementia friendly town and the Town Clerk confirmed that he had spoken to a suitably qualified and experienced advisor who used to work for the Alzheimers Society. He explained that he wanted to hire an advisor on a freelance basis to guide the Town Council through to getting the accreditation etc. They would complete the application on behalf of the Town Council and following talks with the advisor it would appear that the Town Council are half way there and it was hoped that the Town Council would obtain the accreditation in potentially 4/6 weeks.

The Town Clerk explained that the Town Council needed to publicise the exhibition. Once the Town Council had the "badge" he stated that the Town Council needed to carry on working together with the churches, schools, businesses etc.

Councillor M Place explained that she could deliver the dementia training to Councillors and stated that the photographs could also be put on social media platforms.

[Councillor R Place left the meeting at 6.55pm]

Councillor Gittings explained that her neighbour had central news connections and that this could also be another platform to raise awareness.

Councillor D Ennis explained that his business uses a leaflet drop to every household in Burntwood for a cost of £1,000.

44. BURNTWOOD BID/PARTNERSHIP

Councillor D Ennis explained that Lichfield District Council had appointed an external company to look at the feasibility of a Burntwood bid. He stated that the study received as unacceptable as it had only covered specific areas.

Councillor D Ennis stated that representatives of Lichfield District Council and himself were arranging meetings with businesses on the industrial estates and shopping areas. He stated that this was an on-going project.

45. PUBLIC FORUM

Councillor D Ennis as Chair allowed the Public Forum part of the meeting to be moved and asked Mrs Williams from Friends of Burntwood Library if she had anything to add. She asked if the Town Council intended to get community groups involved in the Jubilee Celebration event and Councillor D Ennis confirmed that community groups would be invited to meetings as appropriate.

46. INFORMATION OR ITEMS FOR NEXT MEETING

The Town Clerk referred to CCIN and the filming which is taking place next week. A film is being made of Burntwood which will include drome film footage and community groups.

Councillor M Place referred to the "Keep Britain Tidy" campaign which runs from 25 March to 10 April 2022. She stated that she will forward other campaigns to the Town Clerk to publicise so that the community can get involved.

[The Meeting closed at 7.10 pm]

Signed

Date

Burntwood Town Council

23 February 2022

BETTER BURNTWOOD FUND

1.0 Purpose of the Report

1.1 To consider an application for grant [funding of up to £500] from Burntwood & District Community First Responders.

2.0 Background

2.1 The Town Council has run a community grants scheme for several years. At its meeting on 02 December 2019 the Town Council decided to re-design the scheme so it could be used to help build capacity and resilience in the community over the coming years. Renamed the Better Burntwood Fund the scheme now provides support in several ways:

- Funding of up to £500 for local groups wishing to provide activities and support for their community
- Funding for third sector organisations that provide services to the local community at the early help stage
- Funding to address emergency household needs
- Educational bursaries

2.2 This report only relates to an application submitted to the Small Grants scheme.

3.0 Objectives of Organisation

3.1 Burntwood & District Community First Responders are a voluntary organisation of local people. As the responders are community-based they can respond to local emergency calls along with West Midlands Ambulance Service. They also provide local communities with free CPR and AED training and can facilitate with the purchase of AEDs and cabinets.

4.0 Purpose of Grant

4.1 To provide community AED machines within local communities.

5.0 Financial Considerations

5.1 The budget allocation for financial year 2021-22 was £25,000 of which £5,000 was allocated for small grants [up to £500]. £847 has already been allocated which leaves £4,153. Sufficient funding is available in the Small Grants Scheme to support this application.

6.0 Legal Context

6.1 The Town Council has the power to provide grants to community organisations through the Better Burntwood Fund under the provisions of its General Power of Competency.

7.0 Conclusion

7.1 If successful in securing the grant, Burntwood & District Community First Responders plan to use the grant towards purchasing an AED machine which will then be donated to the local community. Areas of the community will be invited to apply for an AED machine to be donated subject to passing the eligibility criteria and they will also have to commit to raising

funds for the cabinet to house the AED machine as well as the ongoing costs for replacement pads and batteries.

7.2 Burntwood & District Community First Responders will also provide free of charge CPR/AED training and ongoing support for the AED machine to ensure it remains useable by performing battery/pad checks and in the event of it being used ensure it is back ready for use as soon as possible with a security tag so if it does travel with the patient it can be returned swiftly to the right location.

8.0 Recommendation

8.1 That the application be declined on the grounds that it replicates ongoing plans and works currently undertaken by the Town Council.

Contact Officer

Steve Lightfoot

steve.lightfoot@burntwood-tc.gov.uk

01543 677166