



The Old Mining College Centre
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Our Ref: SL/JM

06 November 2023

To: All Members of the Planning and Development Committee

[Councillors Flanagan [Chair], Gittings [Vice-Chair], Bacon, Bullock, D Ennis, L Ennis, Galvin, Hancox, Holdsworth, S Taylor and Willis-Croft

Dear Councillor

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee will meet on **Monday 13 November 2023 at 6:00 pm in The Meeting Room, Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

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

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

3. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 09 October 2023 [Minute Nos. 25-31] [**ENCLOSURE NO. 1**].

4. INFORMATION FROM THE MINUTES

5. PLANNING APPLICATIONS

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

6. COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION

The Committee is asked to consider an application for a Soup Garden and Polytunnel Project from Fulfen Primary School [**ENCLOSURE NO. 3**].

7. BURRT UPDATE

To review and debate the activities of the Burntwood Response and Repair Team [**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 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 Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular 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.

With regard to planning applications the Chair also has the discretion to allow you to speak where you have a legitimate interest in the application. Again, you will need to give 3 working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair 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 planning applications you will have up to 3 minutes and can raise more than one issue. However, the Chair 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 Chair know beforehand.

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON MONDAY 09 OCTOBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Gittings [in the Chair]

Councillors Bacon, Bullock, L Ennis, Hancox, Holdsworth, S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

Councillor P Taylor

PUBLIC FORUM

No questions were raised by members of the public.

25. APOLOGIES FOR ABSENCE

Councillor D Ennis [Other Commitment]

Councillor Flanagan [Personal Commitment]

Councillor Galvin [Work Commitment]

The reasons for the apologies were approved.

26. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor S Taylor declared an interest in planning application 23/01082/FUH relating to Birch Terrace as she was a previous employee of Bromford.

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.

27. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and that the Minutes had been approved at Full Council on 21 September 2023.

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 11 September 2023 [Minute Nos. 19-24] be approved as a correct record.

28. INFORMATION FROM THE MINUTES

Councillor Gittings informed Members that half of the units at the new £5million business park in Burntwood had already been taken up. Work is underway on the construction of the Chase Trade Park facility on a derelict plot of land north of Robins Road. She said that the commercial property company LCP had said interest had been high even before completion, with half of the ten units already taken.

29. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|--|
| (a) | 23/01007/COU | Chasetown | Mr Cooper-Hall
Units 4E and 4F
Zone 2
Ring Road
Burntwood Business Park
Burntwood | Change of use from industrial/storage distribution [Use Class B8] to gymnastics club [Use Class E] with parking and associated works |
|-----|--------------|-----------|--|--|

No objection in principle however the Local Planning Authority to ensure that the recommendations of Staffordshire Police are adhered to.

- | | | | | |
|-----|--------------|----------------------------------|--|-------------------------|
| (b) | 23/01009/FUH | Summerfield
and All
Saints | Mr and Mrs Wright
163 Chase Road
Burntwood | Proposed rear extension |
|-----|--------------|----------------------------------|--|-------------------------|

No objection.

- | | | | | |
|-----|--------------|--------------------------|---|--|
| (c) | 23/01041/FUH | Boney Hay
and Central | Mrs Punnett
98 Spinney Lane
Burntwood | Erection of single storey rear extension and loft side extension |
|-----|--------------|--------------------------|---|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (d) | 23/01014/FUL | Chasetown | Mr D Bannar
Autosmart International Ltd
Unit 9, Zone 1
Attwood Road
Burntwood Business Park
Burntwood | Section 73 application to vary condition 2 of permission 21/01992/FULM to allow creation of an internal mezzanine floor [320 square metres] |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (e) | 23/01033/FUL | Chasetown | Mr D Mellors
142 High Street
Chasetown | Erection of replacement gable end roof, window to front to facilitate loft conversion and installation of roof mounted solar panels |
|-----|--------------|-----------|--|---|

No objection.

- | | | | | |
|-----|--------------|-----------|---|---|
| (f) | 23/01082/FUH | Highfield | Ms J Sherrington
90 Woodhouses Road
Burntwood | Erection of single storey rear extension and alterations to side windows and fenestration |
|-----|--------------|-----------|---|---|

No objection in principle provided the proposal meets the Local Planning Authority's criteria relating to Green Belt development.

- | | | | | |
|-----|--------------|-----------------------|--|---|
| (g) | 23/01083/DEM | Boney Hay and Central | Bromford
Garages 1-10
Birch Terrace
Burntwood | Prior Notification:
Demolition of 3 no. blocks of 10 no. brick-built garages with flat roofs |
|-----|--------------|-----------------------|--|---|

No objection.

- | | | | | |
|-----|--------------|-------------|--|--|
| (h) | 23/01107/FUH | Gorstey Ley | Mr and Mrs Edwards
43 Rugeley Road
Burntwood | Proposed single storey front extension |
|-----|--------------|-------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|--|--|
| (i) | 23/01118/FUH | Gorstey Ley | Mr A Seward
56 Church Road
Burntwood | Proposed loft conversion with dormer windows |
|-----|--------------|-------------|--|--|

No objection in principle, however, the Local Planning Authority to be mindful of loss of privacy/overlooking to the front and rear.

30. **HIGHWAYS ACT 1980, SECTION 118 APPLICATION FOR PUBLIC PATH EXTINGUISHMENT ORDER – PUBLIC FOOTPATH BURNTWOOD 15 [PART]**

Councillor L Ennis explained that the public footpath had been overgrown for some years leading to its disuse. Members were shown a photograph [provided by Councillor D Ennis] which was taken in c2007 which showed that the walkway cut through the bottom of factories on Cobbett Road and had been fenced off for c17 years that he knew too.

RESOLVED Members had no objection to the extinguishing of part of Public Footpath, Burntwood 15.

31. **BURRT UPDATE**

RESOLVED That a spreadsheet or other artifacts that detail the referrals that the Town Council have received and their status [dealt with/referred to, for example, Staffordshire County Council or Lichfield District Council/declined etc] be provided for the next meeting of this Committee [13 November 2023].

[The Meeting closed at 6.22 pm]

Signed

Date

**Planning and Development Committee: Applications for Consideration:
13 November 2023**

	Application No.	Ward	Site	Proposal
(a)	23/01091/COU	Chasetown	Mr Pepper Darwin House 49 High Street Chasetown	Change of use from tattoo/ piercing shop to osteopathy/ physiotherapy/massage centre from sui generis to Class E [e]
(b)	23/01144/DEM	Chasetown	Staffordshire County Council Former Burntwood Youth Centre Cherry Close Burntwood	Prior Notification: Demolition of Burntwood Area Youth and Community Centre, skate park and associated structures
(c)	23/01140/FUH	Hunslet	Mr Cooper 156 Hunslet Road Burntwood	Erection of a new wooden perimeter fence
(d)	23/01154/DEM	Chasetown	Bromford Housing Garages at Ash Grove Burntwood	Prior Notification: Demolition of 6 no. brick- built garages with corrugated asbestos cement roofs
(e)	23/01185/LBC	Gorstey Ley	Mr Hall-Woodcock 57 Church Road Burntwood	Internal alterations to listed building to include replacement structural beams, ceiling, joists and floorboards
(f)	23/01194/FUH	Boney Hay and Central	Mr Smith 22 Brackenhill Road Burntwood	Erection of two storey side extension and single storey rear extension
(g)	23/01158/FUL	Chasetown	Mr Betterley Stakapal Limited Land adjacent Unit 14, Zone 1 Attwood Road Burntwood Business Park Burntwood	Erection of single storey B8 warehousing unit including office space and staff welfare facilities

	Application No.	Ward	Site	Proposal
(h)	23/01232/FUH	Summerfield and All Saints	Mr Roberts 40 St Pauls Road Burntwood	Single storey rear and first floor side extension, including front porch, bay window and widening to existing dropped kerb
(i)	23/00941/FUH (AMENDMENT)	Chasetown	Mrs Michalska 7 Elunda Grove Burntwood	Erection of single storey side and rear extension and application of render to the entire property
(j)	23/00971/FUH (AMENDMENT)	Chase Terrace	Mr and Mrs Hames 9 New Street Chase Terrace	Proposed loft conversion, increase to roof pitch and erection of a dormer to the rear
(k)	23/00853/FUH (AMENDMENT)	Boney Hay and Central	Mr and Mrs Ellison 2 Shelley Road Burntwood	Erection of two storey side, first floor side and single storey rear extensions, new boundary wall and extension to parking area and driveway. The applicant has amended the scheme and made it smaller on the side extension. They have also lowered the ridge height
(l)	23/00580/FUL (AMENDMENT)	Summerfield and All Saints	Mr Smart 107 Springhill Road Burntwood	Erection of 1 no. dwelling. Amendment to layout plan

Community Infrastructure Levy Community Fund Application Form

Organisation and Project Proposal Details

Project name	Fulfen Primary School Soup Garden and Polytunnel Project
Details of key person of contact	Suzanne Steele
Name of organisation	Fulfen Primary School
Describe your organisation's main purpose and regular activities	We are a Primary School based in Burntwood. We have 405 children on role and 45 Pre School children.
Brief description of the project, including the geographical area it covers	We started to renovate and extend our small school garden in September 2022, it was unused and unsafe. In just 12 months we have now created a beautiful haven for birds, bees butterflies and of course our children. We have enjoyed running Saturday morning, Wednesday & Thursday evening gardening clubs since the spring. The garden has been called the Soup Garden because the children have planted vegetables and herbs that can be harvest and turned into soup. A lot of the children did not know what carrots, potatoes or leeks looked like whilst they were growing. This garden has not only opened their minds to fresh fruit and vegetables but it has given them a sense of nurturing and the pleasure of watching something that they have planted grow. At the end of every session, we encourage mindfulness which gives them a feeling of achievement and builds on their self-esteem. We would like to apply for CIL funding to enable us to buy a poly tunnel that would be used as an outdoor classroom all year, whatever the weather. The children would be growing fruits, vegetables and bedding plants from seed. We will encourage them to set up a small enterprise, selling produce to parents and the community. This enterprise will enhance not only their learning but their ability to work as a team. We are also looking to install some solar panels. These panels would allow us to produce electricity to power lighting in the poly-tunnel during the winter. This installation would also open the children's minds to the advantages and importance of renewable energy. Thirdly we would also like to invest in some motion cameras. We know we are very privileged to have lots of wildlife in our school vicinity, we would love for the children to see what happens in the garden at night time. We already have connections with the local community through The Burntwood Rotary Club, Cogs and the Coop, but we aim to ask parents, carers and grandparents for support as well. Looking towards the future we would also like to work with The British Hen Welfare Trust to

	enable us to re-home ex battery hens in school. This project would go hand in hand with the garden. Thank you for giving us this opportunity.
What is the legal status of your organisation?	Maintained Primary School.
Evidence of Need	
Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out of strategies/plans which identify this project as a priority.	Our school has extensive playing fields, we have always had a small garden area but this has never been used. We are hoping with the poly-tunnel all the children will be able to take advantage of the garden. We will be teaching the children about pollination, water conservation, composting and soil management, they will also get to make wormeries, bird feeders and hedgehog houses. This project will also allow our children to actively implement their newly acquired Wellbeing Champion skills. It will enhance and encourage their knowledge for renewable energy and give them an appreciation of their school environment.
What evidence do you have that local people support your project?	We have already had community support from Burntwood Rotary Club and COGS at Cherry Orchard. We have had offers of help from parents and grandparents who are very keen to help with gardening and the chicken project. We have always had a good link with local Nursing Homes and have recently formed a link with a local Dementia group. We would love to invite local groups to use our garden and polytunnel and to work with our children, passing on valuable knowledge to the next generation.
How does the project contribute to the delivery of the Burntwood Neighbourhood Plan? The Plan can be found at www.burntwood-tc.gov.uk	Our project will enhance the links between our school that has been part of the neighborhood for 43 years and the local community. We are hoping that instead of just being a school we can be seen as contributing towards bringing the community together.
Explain how your project meets the following elements	
Explain the existing problem, issue or need that the project addresses.	The school garden was unsafe and not fit for purpose. There were no defined outside areas for learning. We are very lucky to have a very large outdoor space but we are not utilizing our space effectively.
To what extent does the project resolve the issue?	The polytunnel will allow for all year-round, outdoor learning for all ages and year groups. The garden will also create a safe space for some of our SEN pupils to become involved in a project, without being overwhelmed. The whole school will use the garden and become involved in their environment.
Who are the likely beneficiaries of the project?	The whole school will benefit from our project, not just through gardening, but nurturing, mentoring and mental wellbeing. The garden will be accessed by the pupils, staff and local community.
What evidence do you have of consultation with the community or stakeholder for this project?	The school have already involved local groups during our planning and decision-making stages. We have welcomed ideas and practical help from Burntwood Rotary COGS, parents and carers.

Would the project lead to any income generation?	Our intention is to encourage the children to plant, grow and harvest the food. The produce will then, if appropriate be sold to the parents. All the money raised will be used to make the outdoor space even more accessible.
What measures do you intend to put in place to ensure your project reaches a successful completion?	The project is being managed by a member of staff who has the support and experience of other professional groups and colleagues.
Evidence of stakeholder support	
If the project is highways or education related do you have a letter of support from the relevant SCC department? (please attach a copy of the letter to this application form)	
Please provide details of support for the project from other stakeholders or organisations	
Finance, Deliverability and Current funding for the Project	
Total cost of project	£6,000
Please provide quotations obtained in respect of the work(s)	Polytunnel, supply and fit £2,500 Solar Panels supply and fit £2,000 Motion Sensor Cameras supply £1500
Is there any funding committed to the project by applying organisation	We have set up a Parent Pay donation page and are asking parents to donate. To date we have £300
Details of other match funding secured (amount and organisation providing funds)	We have obtained a fund for the garden project from Kingspan for £2500. This is being used to also support our Batter Hen project.
Amount of CIL funding requested	£5000
Please indicate the approximate start and finish dates of the project. (must be deliverable within 3-5 years of application)	The project will be ongoing. We would like the polytunnel to be erected before December.

Constraints and Risk

Please indicate which constraints (if any) apply to your project:

- ☐ Physical and environmental impacts e.g. flood risk, contamination biodiversity, noise etc.
- ☐ Approvals of necessary consents e.g. planning permissions
- ☐ Ownership, acquisition or compulsory purchase order issues
- ☐ Partnership and governance issues
- ☐ Dependency on other projects going ahead

Please provide further information about any constraints identified or detail any constraints not listed.

N/A

Please explain to what extent the constraints identified can be overcome.

N/A

Declaration

When you have completed the Expression of Interest, please sign the declaration below.

To the best of my knowledge the information I have provided on this application form is correct.

Signed

Position in Organisation: Office Manager

Date: 26/10/23

Please return this form to steve.lightfoot@burntwood-tc.gov.uk

To be completed by Burntwood Town Council Staff

Risk	Management
Risk: Financial, raising sufficient funds within the time frame	Management is supported the school manager with the standard reporting and financial controls. However I note that the total project cost is forecast at £6000 but the break down of cost add to £6500. Also a donation of £2500 from Kingspan has been secured along with further funding from parents of £300. This needs some explanation
Risk: Delivery	Confident the main elements can be in place swiftly
Risk: Reputational	Positive impact on developing partnerships.
Risk: Other	n/a

Burntwood Repair and Response Team. Update report.

Team members have been engaged in the construction of new planters to replace the planters removed from Sankey's Corner due to their condition. The new planters have been made from off-cuts and spare wood donated by Collis and will be installed by the Christmas event (25 November).

As we are in the run up to winter, the team have been checking the Council's grit bins and have ordered suitable supplies.

Other tasks the team have undertaken include

- Assess fly tipped rubbish (Sommerfield Road)
- Reported to appropriate authorities damaged bus stop, overgrown bushes, and potholes
- Planning installation of cycle racks
- Installing the Unknown Tommy statues.
- Maintaining defibrillators.
- Clearing litter from traffic island
- Clearing and maintaining bus shelters.
- Preparing the picket fences for Christmas
- Clearing leaves from various locations.

The team is often asked to assess work on land that is privately owned. Unfortunately, the team cannot carry out work on private land, and usually liaise with the owner to deal with the problem if possible.

It should be noted that the primary operative was off due to illness for almost a month resulting in a slightly reduced service.

Contact Officer

Steve Lightfoot
Town Clerk
steve.lightfoot@burntwood-tc.gov.uk