



The Old Mining College Centre
Queen Street
BURNTWOOD
WS7 4QH

Tel: 01543 677166
Email: steve.lightfoot@burntwood-tc.gov.uk
www.burntwood-tc.gov.uk

Our Ref: SL/JM

27 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 04 December 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

PRESENTATION BY FULFEN PRIMARY SCHOOL

To receive a presentation by the Office Manager, Fulfen Primary School regarding their Community Infrastructure Levy Application for a Soup Garden and Polytunnel Project.

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 13 November 2023 [Minute Nos. 32-38] [**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 re-consider the application for a Soup Garden and Polytunnel Project from Fulfen Primary School following the presentation by the Office Manager [**ENCLOSURE NO. 3**].

7. BURRT UPDATE

To review and debate the activities of the Burntwood Response and Repair Team.

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 13 NOVEMBER 2023 COMMENCING AT 6.00 PM**

PRESENT

Councillor Flanagan [in the Chair]
Councillors Bacon, Bullock, L Ennis, Galvin, Hancox, Holdsworth, S Taylor and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Councillor P Taylor
Councillor Coe MBE
Councillor Evans
Councillor Woodward [from 6.25 pm]

PUBLIC FORUM

No questions were raised by members of the public.

32. APOLOGIES FOR ABSENCE

Councillor Gittings [Personal Reasons]
Councillor D Ennis [Other Commitment]

The reasons for the apologies were approved.

33. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor Flanagan declared an interest in planning application 23/01091/COU relating to change of use from tattoo/piercing shop to osteopathy/physiotherapy/massage centre from sui generis to Class E [e] at Darwin House, 49 High Street, Chasetown as the applicant is known to him.

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.

34. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 09 October 2023 [Minute Nos. 25-31] be approved as a correct record.

35. INFORMATION FROM THE MINUTES

Councillor Flanagan referred to planning application 23/00592/FUL – Strawberry Fields Farm and Coffee Shop, Coulter Lane, Burntwood [Retention of outdoor dining use and associated bell tents and kitchen [temporary consent]] and even though this Committee had made the following comment “No Objection in principle, however, the Local Planning Authority to ensure that the proposal complies with Green Belt policy and the recommendations made by the Environmental Health Officer are included in any permission granted”, Lichfield District Council, as Local Planning Authority, had refused the application on 03 November 2023 for the following reasons:

a. The development which includes the introduction of bell tents, kitchen, car parking, external lighting and the comings and goings of cars associated with the use as an outdoor dining experience would comprise inappropriate development within the Green Belt that would cause harm by definition, moderate harm to openness and minor to moderate harm to visual amenity. No very special circumstances have been put forward which clearly outweigh the harm to the Green Belt by reason of inappropriateness and other harms surrounding highway impacts and neighbouring amenity. The proposed development is therefore considered contrary to Policy NR2 (Development in the Green Belt) of the Lichfield Local Plan Strategy 2015 and Government Guidance contained in the National Planning Policy Framework.

b. Insufficient information has been submitted to the Local Planning Authority to demonstrate that the noise generated and associated disturbance arising from the development results in an acceptable impact on the amenity of neighbouring residents, contrary to the requirements of Core Policy 3 (Delivering Sustainable Development) and Policy BE1 (High Quality Development) of the Lichfield Local Plan Strategy 2015 and the National Planning Policy Framework.

c. The proposal fails to demonstrate sufficient car parking provision or an effective car parking layout, servicing requirements of the site, whether a safe and suitable access can be achieved and sustainable transport links. The footpath is not sufficiently safe to accommodate pedestrians nor are there crossing facilities to link the footway to the site. The development therefore fails to meet with the requirements of Core Policy 3 (Delivering Sustainable Development), Core Policy 5 (Sustainable Transport), Policy BE1 (High Quality Development), Policy ST1 (Sustainable Travel), Policy ST2 (Parking Provision) of the Lichfield District Local Plan Strategy 2015 and the requirements of the National Planning Policy Framework.

Councillor L Ennis informed Members that Councillor D Ennis together with District Councillor Silvester-Hall were looking into the application further as they believed that similar developments in the Green Belt had been permitted.

Councillor Galvin, as a Member of Lichfield District Council's Planning Committee, informed Members that the application had not been considered by the Committee but under delegated authority by a planning officer.

(6.05 pm Councillor Flanagan vacated the Chair)
(Councillor L Ennis in the Chair)

36. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-----------|--|--|
| (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] |
|-----|--------------|-----------|--|--|

(Councillor Flanagan having declared an interest in this application took no part in the discussion thereon).

No objection

(6.07 pm Councillor L Ennis vacated the Chair)
(Councillor Flanagan in the Chair)

- | | | | | |
|-----|--------------|-----------|--|--|
| (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 |
|-----|--------------|-----------|--|--|

No objection in principle however Burntwood Town Council are not happy that facilities for young people are being lost and that no consideration has been given to providing new facilities in Burntwood.

- | | | | | |
|-----|--------------|---------|--|--|
| (c) | 23/01140/FUH | Hunslet | Mr Cooper
156 Hunslet Road
Burntwood | Erection of a new
wooden perimeter
fence |
|-----|--------------|---------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (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 |
|-----|--------------|-----------|--|--|

No objection.

- | | | | | |
|-----|--------------|-------------|---|--|
| (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 |
|-----|--------------|-------------|---|--|

No objection in principle, however, the Local Planning Authority to ensure that the proposal complies with Listed Building Consent criteria.

- | | | | | |
|-----|--------------|--------------------------|--|--|
| (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 |
|-----|--------------|--------------------------|--|--|

No objection.

- | | | | | |
|-----|--------------|-----------|--|--|
| (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 |
|-----|--------------|-----------|--|--|

No objection

Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

- | | | | | |
|-----|--------------|----------------------------------|---|--|
| (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 |
|-----|--------------|----------------------------------|---|--|

No objection.

- | | | | | |
|-----|-----------------------------|-----------|--|---|
| (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 |
|-----|-----------------------------|-----------|--|---|

No objection.

- | | | | | |
|-----|-----------------------------|------------------|---|---|
| (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 |
|-----|-----------------------------|------------------|---|---|

No objection in principle however the Local Planning Authority to be mindful of any potential overlooking or loss of privacy to neighbours.

(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
-----	-----------------------------	--------------------------	---	---

No objection.

(l)	23/00580/FUL (AMENDMENT)	Summerfield and All Saints	Mr Smart 107 Springhill Road Burntwood	Erection of 1 no. dwelling. Amendment to layout plan
-----	-----------------------------	----------------------------------	--	---

No objection in principle however if the Local Planning Authority are mindful to grant permission, then the recommended condition referred to by the Environmental Health Officer in relation to the period of construction of any phase of the development working hours should be included in any such permission. All of the additional information requested by the Sustainable Development Team, Staffordshire County Council [e.g. no visibility splays have been provided, no pedestrian visibility splays have been provided, no car parking layout has been demonstrated on any submitted plans] should be obtained. That further information is provided to the Senior Arboricultural Officer for comment [e.g. in respect of the AIA and TPP, confirm the findings and measures remain germane]. The Local Planning Authority to ensure that the individual dwelling has an unobtrusive area suitable to accommodate at least 3 x 240l wheeled bins and 1 x recycling bag and secure weatherproof cycle storage facilities are included in the conditions.

Burntwood Town Council asks that the Local Planning Authority considers adopting a "Green Policy" for any new builds. This could include such things as electric charging points, solar panels on the roof with lithium battery storage, porous driveway and parking areas, LED lighting, recycling rainwater systems, air source heating systems etc.

37. COMMUNITY INFRASTRUCTURE LEVY [CIL] APPLICATION - FULFEN PRIMARY SCHOOL

Members considered in depth an application from Fulfen Primary School - Soup Garden and Polytunnel Project. Members were not against the proposal however they felt that clarification was needed on costs, and whether the project would be part of the school curriculum or just an after-school club. Councillor Holdsworth queried the ongoing maintenance costs for example the polytunnel, solar panels and motion sensor cameras and who would be responsible for funding these in the future.

RESOLVED That due to the number of questions raised by Members it was **AGREED** that the Deputy Clerk would contact the Office Manager at Fulfen Primary School and ask them to attend [hopefully] the next Planning and Development Committee Meeting scheduled for Monday 04 December 2023.

38. BuRRT UPDATE

Members noted the content of the BuRRT Update Report. Councillor L Ennis asked that if the work undertaken by BuRRT falls within the jurisdiction of say, Lichfield District Council and/or Staffordshire County Council does the Town Council invoice them for the work carried out.

Councillor Flanagan referred to the spreadsheet showing BuRRT jobs for example date and time reported, reported by, location, action etc.

RESOLVED That the Chair speaks to the Town Clerk to ascertain the best way forward to ensure that the spreadsheet is accessible to all Councillors.

[The Meeting closed at 6.35 pm]

Signed

Date

**Planning and Development Committee: Applications for Consideration:
04 December 2023**

	Application No.	Ward	Site	Proposal
(a)	23/01166/FUH	Summerfield and All Saints	Mrs Meior 10 Dale Drive Burntwood	Erection of a single storey side extension
(b)	23/01230/FUH	Summerfield and All Saints	Miss Gardiner 20 Leafenden Avenue Burntwood	Erection of single storey front and rear extension
(c)	23/01065/FUH	Boney Hay and Central	Ms Powell 31 Sandown Close Burntwood	Erection of single storey side extension, new porch and rear conservatory
(d)	23/01255/FUH	Hunslet	Mr and Mrs Brookes 5 Huntsmans Gate Burntwood	Erection of single storey side/rear extension and new boundary wall
(e)	23/01290/FUH	Chasetown	Mr Arkell 15 Maple Close Burntwood	Erection of single storey rear extension
(f)	23/01194/FUH [AMENDMENT]	Boney Hay and Central	Mr Smith 22 Brackenhill Road Burntwood	Erection of two storey side extension and single storey rear extension – the plans now show the proposed ridge line correctly
(g)	23/01291/FUH	Chasetown	Mr and Mrs Parangi 190 High Street Chasetown	Erection of single storey side/rear extension, single storey porch extension, side/front boundary walls, proposed dropped kerb and single storey outbuilding to rear

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

Fulfen Primary School Proposed Polytunnel 2023/24

This is the company we are looking at purchasing the polytunnel from.

<https://www.firsttunnels.co.uk/commercial-polytunnels/16ft-wide-polytunnel#intro-tab-1>



We are looking at the 16 x 18-foot design.

The estimated cost, with all the additional items we will need is £2600.

This is my estimate:

16ft x 18ft tunnel	1523
Base Plates for concrete	108
Timber base rail	199
Crop bars	52
Twin Support braces	86
Timber side vents and screen (one side)	229
Staging (one side)	103
	2300
10% discount	2070
Estimated Additional Items	
Foundations	
Ballast	100
Cement	50
Mixer hire	50
Geotextile	45
300 X 600mm slabs	90