The Old Mining College Centre
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Chasetown
BURNTWOOD  WS7 4QH

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Our Ref:  SL/JM                                                                 09 July 2024

**To:      All Members of the Town Council**

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Main Hall, Burntwood Memorial Institute, Rugeley Road, Burntwood on Tuesday 16 July 2024 commencing at 6:00 pm** at which the business set out below will be transacted.

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.

**COUNTY COUNCILLOR PLATFORM**
County Councillors present are offered up to five minutes to give an update.

## 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 23 May 2024 [Minute Nos. 1-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 1**].

**4. CHAIR'S REPORT**

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

**5. MEMBERS QUESTIONS**

**6. BUDGET VARIATION**

Council is asked to approve the virement of £4,000 from the Wakes Festival budget [213 4390] to Christmas Events budget [213 4262].

**7. VAT STATUS OF CHASE TERRACE COMMUNITY CENTRE**

Council is recommended to approve the option to tax for Chase Terrace Community Centre and authorise the Finance Officer to notify HMRC accordingly within 30 days [**ENCLOSURE NO. 2**].

**8. PLANNING AND DEVELOPMENT COMMITTEE – 20 MAY 2024 AND 17 JUNE 2024**

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 20 May 2024 [Minute Nos. 73-78] and 17 June 2024 [Minute Nos. 1-6] be received and where necessary approved and adopted [**ENCLOSURE NO. 3A AND 3B**].

**9. COMMUNITY AND PARTNERSHIPS COMMITTEE – 03 JULY 2024**

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 03 July 2024 [Minute Nos. 1-13] be received and where necessary approved and adopted [**ENCLOSURE NO. 4**].

**10. EXCLUSION OF THE PRESS AND PUBLIC**

**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.

## 11. MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 23 May 2024 [Minute Nos. 22-25] be received and where necessary approved and adopted [**ENCLOSURE NO. 5 - PINK**].

## 12. COMMUNITY AND PARTNERSHIPS COMMITTEE – 03 JULY 2024

Chair of the Community and Partnerships Committee to move that the proceedings of the Confidential meeting held on 03 July 2024 [Confidential Minute Nos. 11-13] be received and where necessary approved and adopted [**ENCLOSURE NO. 6 - PINK**].

**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 Chair 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 Chair 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 Chair know beforehand.**

**MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL HELD AT BURNTWOOD LIBRARY, BRIDGE CROSS ROAD, BURNTWOOD ON THURSDAY 23 MAY 2024 COMMENCING AT 6.20 PM**

**PRESENT**

Councillor Evans (in the Chair)
Councillors Bacon, Bullock, Coe MBE, D Ennis, L Ennis, R Ennis, Gittings, Hancox, Holdsworth, Norman, Tranter, Willis-Croft, Wittstock and Woodward

**In attendance**
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer
Ms K Horner, Community Development and Engagement Officer
Ms L Jackson, Administration Officer
1 Member of the Public

Councillor Evans welcomed Ms Jackson the newly appointed Administration Officer to the Town Council.

Councillor D Ennis thanked the outgoing Chair, Councillor Evans for chairing the Full Council meetings over the last 12 months and for representing the Town Council at many functions. The Leader, on behalf of members, presented Councillor Evans with some flowers to thank her for her service to the town as Chair. Councillor Evans stated that it had been a privilege to represent the Town Council at functions and events and thanked fellow Councillors for their support.

**PUBLIC FORUM**
No questions were raised by members of the public.

**1. ELECTION OF CHAIR OF THE TOWN COUNCIL**

It was proposed by Councillor D Ennis, seconded by Councillor Woodward and

**RESOLVED** That Councillor Kathy Coe MBE be elected Chair of the Town Council for the ensuing year.

Councillor Coe MBE made and signed the Declaration of Acceptance of Office.

**2. ELECTION OF VICE-CHAIR OF THE TOWN COUNCIL**

It was proposed by Councillor Evans, seconded by Councillor Bullock and

**RESOLVED** That Councillor Laura Ennis be appointed Vice-Chair of the Town Council for the ensuing year.

Councillor L Ennis made and signed the Declaration of Acceptance of Office.

## 3. APOLOGIES FOR ABSENCE

Councillor Banevicius (prior commitments)
Councillor Flanagan (prior commitments)
Councillor Galvin (prior commitments)
Councillor Kirkham (prior commitments)
Councillor P Taylor (prior commitments)
Councillor S Taylor (prior commitments)

The reasons for apologies were approved.

## 4. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Confidential Agenda Item 23 – Community and Partnerships Committee Meeting on 08 May 2023 as she is a Trustee of Burntwood Be A Friend.

## 5. MINUTES

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

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

**RESOLVED** That the Minutes of the Meeting of the Town Council held on 14 March 2024 (Minute Nos. 66-83) be received and where necessary approved and adopted.

## 6. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES

Councillor D Ennis thanked all of the Chairs and Vice-Chairs of Committees over the last 12 months for the work they had undertaken and confirmed that the only change was that Councillor Evans would now be Chair of the Community and Partnerships Committee with Councillor P Taylor as Vice-Chair.

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

**RESOLVED** That the Chair, Vice-Chair and Members of Committees be as circulated.

## 7. CHAIR'S REPORT

Councillor Coe MBE read out the following statement:

Thank you so much for electing me into this position. To serve our community is a privilege and to be entrusted with the role of Chair is a real honour which I don't take for granted.

I have spent the last year as Vice Chair, learning from the legend, Councillor Diane Evans. She has very generously shared her experience and her wisdom. Thank you so much Di. Yours is a very tough act to follow but I will do my best. I am very blessed to have as Vice Chair, Councillor Laura Ennis. I am always in awe of how hard she works and so I think that we will be learning together. If I make mistakes, please remember that I have L plates on.

Many of you will know that I have, for over 30 years, been involved with Pathway Project, a charity which supports adults and children who experience domestic and sexual abuse. It will come as no surprise that I am choosing Pathway as my charity of the year. We deliver drop ins in Burntwood and additional funding will allow these to be developed further.

I have been so proud of all of the great things that Burntwood Town Council did over the last year, and you can find out more about these from a report that Councillor Darren Ennis has produced. I am sure that we can keep up the good work during the coming year and I am looking forward to being part of what we manage to do. It is an exciting time for Burntwood and I am so proud to be a small part of it.

## 8. MEMBERS QUESTIONS

No questions were raised by Members.

## 9. CHASE TERRACE COMMUNITY CENTRE

Councillor D Ennis thanked the staff who had helped to put the bid together to the Department of Levelling Up, Housing and Communities. He confirmed that this was part of the process. Councillor Woodward stated that this project was close to her heart and that the building had been purchased prior to Christmas.

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

**RESOLVED** That the offer made by Department of Levelling Up, Housing and Communities of a grant of £180,131 from the Community Opportunities Fund to refurbish the Chase Terrace Community Centre and the match funding of £45,035 from general reserves be approved.

## 10. GENERAL POWER OF COMPETENCE

Following a unanimous show of hands it was

**RESOLVED** That from 23 May 2024 until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 the Parish Councils [General Power of Competence] [Prescribed Conditions] Order 2012, the General Power of Competence be adopted.

## 11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2023/24 INCLUDING ACCOUNTING STATEMENTS

### 11.1 Annual Internal Audit Report 2023/24

The Chair noted that the Internal Auditor, in her covering letter of 03 May 2024 wrote "I can state that I found no material errors, omissions, or irregularities in your financial records and I have no significant concerns about your internal control procedures".

**RESOLVED** That the satisfactory assessment of the Internal Auditor in her 2023/24 report be noted.

**11.2 Section 1 – Annual Governance Statement 2023/24**

**RESOLVED**

That Statement 5 should be answered No, taking account of the comments of the Internal Auditor, with an explanation being provided with the AGAR that the risk assessment is to be considered at item 16 of this meeting. The following statements be agreed, thereby confirming that the Council has a sound system of internal control in place:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate have included them in the accounting statements.

and the Section 1 – Annual Governance Statement 2023/24 for the year ended 31 March 2024 be approved and the Chair and Clerk be authorised to sign the document.

**11.3 Section 2 – Accounting Statements 2023/24**

**RESOLVED** That Section 2 – Accounting Statements 2023/24 for the year ended 31 March 2024 be approved and the Chair be authorised to sign the document.

**11.4 Income and Expenditure and Balance Sheet reports for 2023/24**

**RESOLVED** That the Income and Expenditure report for the year ended 31 March 2024 be received and noted and the Balance Sheet as at 31 March 2024 be approved and the Chair be authorised to sign the document.

### 11.5 Exercise of Public Rights

**RESOLVED** That the Notice for the Exercise of Public Rights, to be published on Friday 31 May for an inspection period starting Monday 03 June and ending on Friday 12 July, be noted.

### 11.6 General and earmarked reserves

**RESOLVED** That the release from the Earmarked Reserve and put into General Reserves to be referred to the Policy and Resources Committee on 17 July 2024.

### 11.7 Appointment of Internal Auditor for 2024/25 financial year

**RESOLVED** That appointment as Internal Auditor for the 2024/25 financial year be offered to Black Rose Solutions Ltd (Sandie Morris).

## 12. INSURANCE RENEWAL

The Town Clerk explained that the Town Council's Financial Regulations state that all items of expenditure over £5,000 must be determined by Full Council. He stated that the nearly 8% increase included extra cover for debt recovery and contract disputes.

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

**RESOLVED** That the annual insurance from 09 June 2024 in the sum of £5,657.03 be renewed.

## 13. MODEL PUBLICATION SCHEME

The Town Clerk explained that the Model Publication Scheme is a standard format produced by the ICO [Information Commissioner's Office] and confirmed that the Town Council's had not been updated since 2009.

Following a unanimous show of hands it was

**RESOLVED** That the Model Publication Scheme be received and adopted.

## 14. CODE OF CONDUCT

Councillor Woodward informed Members that following discussions at Policy and Resources Committee meetings it had been decided that a small working group would be set up to go through the Code of Conduct, Standing Orders and Risk Assessment Register and following their comments the documents would be considered and approved by Full Council. Councillor Woodward pointed out that It does not state whether these have not changed since last time they were adopted by the Town Council or if they have changed, what those changes are. Simple highlighting would be the standard way of showing that. There is also no reference to the work of the working groups that considered the policies.

Councillor Woodward asked if there was a "Calendar" for re-adoption of policies and referred to the comments made by the Finance Officer regarding the Risk Assessment. She said that the policies were living documents and should be fit for purpose. The Town Clerk confirmed that there was a Forward Plan.

Following a unanimous show of hands it was

**RESOLVED** That the Code of Conduct be received and re-adopted.

**15. STANDING ORDERS**

Following a unanimous show of hands it was

**RESOLVED** That Standing Orders be received and re-adopted.

**16. RISK ASSESSMENT REGISTER**

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

**RESOLVED** That the Town Council's overarching Risk Register be approved.

**17. SCHEME OF DELEGATION**

It was proposed by Councillor D Ennis, seconded by Councillor Norman, and following a unanimous show of hands it was
**RESOLVED** That the Scheme of Delegation be received and re-adopted.

**18. FINANCIAL REGULATIONS – UPDATE FROM NATIONAL ASSOCIATION OF LOCAL COUNCILS**

The Town Clerk explained that the Town Council update their policies and regulations from time to time and he has been keen to review the Financial Regulations, one of the Town Council's key policies. The National Association of Local Councils produce a model document which includes statutory provisions, and most town and parish councils adopt them. NALC have been reviewing them and have just published the latest 2024 document. He stated that having spoken to the Chair of Policy and Resources Committee that the new Financial Regulations will go to their next meeting on 17 July with recommendation to Full Council in September. He confirmed that all Members had already been emailed a copy of the new Regulations.

Councillor D Ennis stated that he would have preferred to see one overarching document/report [one agenda item] which included all of the policies which would also include all changes in legislation etc.

**19. COMMUNITY AND PARTNERSHIPS COMMITTEE – 06 MARCH 2024 AND 08 MAY 2024**

It was proposed by Councillor Evans, seconded by Councillor Coe MBE, and following a unanimous show of hands it was

**RESOLVED** That the Minutes of the Meeting of the Community and Partnerships Committee held on 06 March 2024 (Minute Nos. 52-64) and 08 May 2024 (Minute Nos. 65-74) be received and where necessary approved and adopted.

## 20. POLICY AND RESOURCES COMMITTEE – 11 MARCH 2024 AND 07 MAY 2024

Councillor Woodward referred to Minute No. 60 – Larks Rise Community Woodland [07 May 2024] and asked if the Deputy Clerk could circulate to all Members the report which went to Full Council on 16 November 2021 and in particular 4.1 - The sponsorship offer covers the maintenance of the woodland planting over the five[1]year establishment period. During this period, the trees will be weeded and watered, and any losses replaced. The details of the sponsorship offer are provided in a letter of intent from Mercian Labels which is provided in Appendix 1. She explained that the original sponsorship offer was that the Town Council would have no financial responsibilities whatsoever.

Councillor Woodward referred to Minute No. 61 – Safeguarding Children and Adults at Risk of Abuse and Neglect Policy and Procedure [07 May 2024] and in particular the DBS clearance of staff and the out-of-date policy as this was a matter of urgency. It was **agreed** that the policy, once updated, would be brought back to the Committee for consideration.

Councillor Woodward referred to Minute No. 62 – Dementia Awareness Action Plan [07 May 2024] and asked if the Deputy Clerk could circulate to all Members the work carried out so far regarding Dementia Friendly Burntwood [list produced by the Community Development and Engagement Officer]. She explained that the wrong document had been presented to the Policy and Resources Committee meeting and that there had been no covering report to provide context.

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

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 11 March 2024 (Minute Nos. 46-55) and 07 May 2024 (Minute Nos. 56-68) be received and where necessary approved and adopted.

## 21. PLANNING AND DEVELOPMENT COMMITTEE – 18 MARCH 2024 AND 22 APRIL 2024

It was proposed by Councillor Gittings, seconded by Councillor L Ennis, and following a show of hands it was

**RESOLVED** That the Minutes of the Meeting of the Planning and Development Committee held on 18 March 2024 (Minute Nos. 60-66) and 22 April 2024 (Minute Nos. 67-72) be received and where necessary approved and adopted.

## 22. EXCLUSION OF THE PRESS AND PUBLIC

**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.

## 23. COMMUNITY AND PARTNERSHIPS COMMITTEE – 06 MARCH 2024 AND 08 MAY 2024

See Confidential Minutes.

**24. POLICY AND RESOURCES COMMITTEE – 11 MARCH 2024 AND 07 MAY 2024**

See Confidential Minutes.

**25. PROCUREMENT OF A CONTRACTOR TO UNDERTAKE WORKS TO CHASE TERRACE COMMUNITY CENTRE**

See Confidential Minutes.

[The Meeting closed at 7.32 pm]

Signed ………………………………………….

Date …………………………………………..

# Burntwood Town Council

# 16th July 2024

## VAT status of Chase Terrace Community Centre

**1.0 Purpose of Report**

1.1 To explain the VAT status of Chase Terrace Community Centre (CTCC) and the reasons for a potential decision to 'Opt to tax' on the building.

**2.0 Background**

2.1 Advice was sought from a specialist VAT adviser on the VAT status of various Council activities. This followed various questions raised by the internal auditor who was newly appointed for the 2023/24 financial year. The adviser runs a small VAT consultancy, focusing on smaller organisations which are encountering difficulty in dealing with the level of complexity in VAT. He previously worked for HMRC for 20 years as a VAT technical specialist and has provided advice to another local council who recommended his services.

2.2 The Council needed to consider the VAT status of its newly acquired building, particularly in the context of the special provisions in place for public bodies concerning certain types of income and the recovery of input tax and especially regarding partial exemption.

**3.0 VAT status of Chase Terrace Community Centre**

3.1 The primary intention for CTCC is to hire rooms to various local organisations and groups. Under VAT regulations, room hire (as a supply of a right over land) is exempt from VAT - unless an option to tax on the building is made to HMRC. No VAT is due on exempt supplies but any VAT on purchases used to make those supplies is potentially irrecoverable.

3.2 With the intention of completing substantial refurbishment works, a significant amount of VAT will be paid on those works. That VAT would only be recoverable if an option to tax was made. The amount of that reclaimed VAT would potentially cover several years of operating costs and of course VAT could continue to be reclaimed on ongoing maintenance costs.

3.3 An option to tax would mean that VAT would have to be charged to hirers, many of whom would not be VAT registered and therefore would not be able to reclaim that tax themselves. However, reclaiming the tax on the substantial refurbishment costs would potentially enable the Council to set its hire rates more generously.

3.4 Any decision to opt to tax has to be taken by the Council itself, formally recorded in its minutes and notified to HMRC within 30 days. It should be noted that an option to tax is irrevocable for 20 years.

3.5 The option to tax would only apply to CTCC and not to the Old Mining College Centre.

**4.0 Recommendations**

4.1 The Town Council is recommended to approve the option to tax for Chase Terrace Community Centre and to notify HMRC accordingly within 30 days.

**Contact Officer**

Alison James
Finance Officer
alison.james@burntwood-tc.gov.uk

**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 20 MAY 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor Gittings [in the Chair]
Councillors Bacon, Bullock, D Ennis, L Ennis, Hancox [from 6.02pm], S Taylor and Willis-Croft

**In attendance**

Ms Minor, Deputy Clerk
Councillor P Taylor [from 6.01pm]
Councillor Evans [from 6.02pm]

**PUBLIC FORUM**
No questions were raised by members of the public.

**73. APOLOGIES FOR ABSENCE**

Councillor Flanagan [Prior Commitments]
Councillor Galvin [Prior Commitments]
Councillor Holdsworth [Work Commitments]

The reason for the apologies were approved.

**74. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS**

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.

**75. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 22 April 2024 [Minute Nos. 67-72] be approved as a correct record.

**76. INFORMATION FROM THE MINUTES**

Councillor Gittings referred to Planning application 23/01439/FULM – Former Bridge Cross Garage, Cannock Road, Chase Terrace – Erection of 3 storey, 72-bed dementia care home with community hub room and associated car parking/access arrangements [resubmission of application 21/00016/FULM]. The proposed development is contrary to the Burntwood Neighbourhood Plan adopted in June 2021. Lichfield District Council's Planning Committee heard the application on 13 May 2024 where it was refused for the following reasons:

1. The development fails to make adequate provision for healthcare infrastructure and would adversely impact the Primary Care Network within Burntwood. The new care home would result in increased pressure on local healthcare services which are already under considerable pressure. The provision of in-house visiting clinical surgery space to mitigate the development's impact does not align with the need for development to contribute to strategic projects that support sustainable development. Therefore, the development is considered to fail to offset the harm it would have on the Primary Care Network and conflicts with Core Policy 4 of the Lichfield District Local Plan Strategy (2015) and Paragraph 97(b) of the National Planning Policy Framework.

2. The proposed development of a care home with limited mixed use would be contrary to Core Policy 8 (Our Centres), Policy Burntwood 1 (Burntwood Environment) of the Lichfield District Local Plan Strategy (2015), Policy Burntwood 3 (Burntwood Economy) of the Lichfield District Local Plan Allocations (2019) and Policies B1 (Burntwood Town Centre) and B2 (Improving the Environment of Burntwood Centre) within the Burntwood Neighbourhood Plan (2021) and the National Planning Policy Framework.

3. Notwithstanding the changes made to the design, particularly of the northern elevation, the 3-storey scale
and massing of the proposed building fails to respect the character and appearance of the surrounding area. The proposals are therefore contrary to Lichfield District Local Plan Strategy (2015) Policies CP1 (Spatial Strategy), CP3 (Delivering Sustainable Development), CP14 (Our Built & Historic Environment) and BE1 (High Quality Development), the Sustainable Design Supplementary Planning Document (2015), Policies B1 (Burntwood Town Centre), B5 (Enhancing the Identity and Distinctiveness of Local Neighbourhoods) and B6 (Promoting Good Quality Design in New Housing Development) of the Burntwood Neighbourhood Plan (2021) and the National Planning Policy Framework.

## 77. PLANNING APPLICATIONS

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

| | | | | |
|---|---|---|---|---|
| (a) | 24/00424/FUH | Chasetown | Mr Smart<br>73 Oakley Road<br>Burntwood | Erection of single storey rear conservatory extension |

No objection.

| | | | | |
|---|---|---|---|---|
| (b) | 24/00250/OUT | Boney Hay and Central | Mr and Mrs Timmins<br>21A Californian Grove<br>Burntwood | Outline application for erection of a 3-bedroom detached bungalow [all matters reserved except access and layout] |

No objection in principle however the Local Planning Authority is asked to satisfy themselves that there is adequate parking provision and the approval to include the conditions suggested by the Environmental Health Team at LDC.

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.

| | | | | |
|---|---|---|---|---|
| (c) | 24/00453/ADV | Boney Hay and Central | Chase Terrace Community Fire Station<br>26 Rugeley Road<br>Chase Terrace | Installation of 5 no. non-illuminated posts and wall mounted advertisement signs |

No objection.

| | | | | |
|---|---|---|---|---|
| (d) | 24/00489/FUH | Summerfield and All Saints | Miss Nash<br>159 Chase Road<br>Burntwood | Installation of dropped kerb |

No objection.

| | | | | |
|---|---|---|---|---|
| (e) | 24/00363/FUL | Summerfield and All Saints | Mr Ward<br>Former Health Centre<br>Hudson Drive<br>Burntwood | Erection of two storey building consisting of 4 no. self-contained residential units [Use Class C3] with associated amenity space, landscaping, and car parking |

No objection in principle as long as the Waste Management comments are adhered to.

| | | | | |
|---|---|---|---|---|
| (f) | 24/00358/FUL | Summerfield and All Saints | Mr Sandhu<br>Former Health Centre<br>Hudson Drive<br>Burntwood | Section 73 Variation of Condition 2 [approved plans] of planning application 22/00786/FULM dated 20.10.2022. Variation to consist of omission of single storey day unit, relocation of bike store, reduction of living units, material changes, alterations to bin store and changes to fenestration |

No comment.

**78. BuRRT UPDATE**

**RESOLVED** That the report of activities be noted.

[The Meeting closed at 6.13 pm]

Signed ………………………………………………

Date …………………………………………………



**AGENDA ITEM 8 – ENCLOSURE NO. 3A**

**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 17 JUNE 2024 COMMENCING AT 6.00 PM**

**PRESENT**

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

**In attendance**

Ms Minor, Deputy Clerk

**PUBLIC FORUM**
No questions were raised by members of the public.

**1. APOLOGIES FOR ABSENCE**

Councillor D Ennis [Prior Commitments]
Councillor Gittings [Prior Commitments]
Councillor Hancox [Prior Commitments]
Councillor S Taylor [Unwell]

The reason for the apologies were approved.

**2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS**

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.

**3. MINUTES**

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

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

**RESOLVED** That the Minutes of the Planning and Development Committee Meeting held on 20 May 2024 [Minute Nos. 73-78] be approved as a correct record.

**4. INFORMATION FROM THE MINUTES**

There was no information from the Minutes.

**5. PLANNING APPLICATIONS**

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

| | | | | |
|---|---|---|---|---|
| (a) | 24/00486/FUH | Highfield | Mr Boys and Ms Saunders<br>107 Farewell Lane<br>Burntwood | Erection of single storey rear extension |

No objection in principle however the Local Planning Authority to ensure that the proposed single storey rear extension complies with Green Belt criteria.

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|---|---|---|---|---|
| (b) | 24/00557/FUH | Boney Hay and Central | Mr Rolston and Mrs Weldon<br>1 Alden Hurst<br>Burntwood | Erection of single storey front and side extension and extension to form double garage |

No objection in principle however, the double garage in future should not be used, sold, or let as a separate dwelling and that the Local Planning Authority be asked to satisfy itself that the single storey front extension does not change the aspect of the area/streetscene.

| | | | | |
|---|---|---|---|---|
| (c) | 24/00267/FUL | Boney Hay and Central | Mr Harrigan<br>Land rear of<br>109 and 111 Rugeley Road<br>Chase Terrace | Erection of a 3-bedroom detached bungalow and associated works **Amendment dwelling reduced in size from 3-bedroom bungalow to 2-bedroom bungalow** |

No objection in principle however, 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.

| | | | | |
|---|---|---|---|---|
| (d) | 24/00358/FUL | Summerfield and All Saints | Mr Sandhu<br>Former Health Centre<br>Hudson Drive<br>Burntwood | Section 73 Variation of Condition 2 [approved plans] of planning application 22/00786/FULM dated 20.10.2022. Variation to consist of omission of single storey day unit, relocation of bike store, reduction of living units, material changes, alterations to bin store and changes to fenestration **Re-consultation due to red line being increased to align with original red line site plan** |



**AGENDA ITEM 8 – ENCLOSURE NO. 3B**

No comment.

| | | | | |
|---|---|---|---|---|
| (e) | 24/00625/FUH | Chase Terrace | Mr Southall<br>2 Eights Croft<br>Burntwood | Erection of boundary fence |

In line with the comments made by Staffordshire Highways, the Town Council asks that the application to not be determined until further information has been provided and the Highway Authority has accordingly been reconsulted and their comments known.

**6. BuRRT UPDATE**

The Deputy Clerk informed Members that a ¼ page advert will be placed in the Lichfield and Burntwood Independent [following the elections on 04 July 2024] showcasing the Burntwood Response and Repair Team.

**RESOLVED** That the report of activities be noted.

[The Meeting closed at 6.16 pm]

Signed …………………………………………………

Date ……………………………………………………

**MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 03 JULY 2024 COMMENCING AT 6.00 PM**

**PRESENT**

Councillor P Taylor [in the Chair]
Councillors Coe MBE, D Ennis, S Taylor, Tranter, Willis-Croft and Wittstock

**In attendance**

Ms J Minor, Deputy Clerk
Ms K Horner, Community Development and Engagement Officer

**PUBLIC FORUM**
No questions were raised by members of the public.

**1. APOLOGIES FOR ABSENCE**

Councillor R Ennis [Work Commitments]
Councillor Evans [Prior Commitments]
Councillor Gittings [Personal Reasons]
Councillor Holdsworth [Work Commitments]
Councillor Kirkham [Ill Health]

The reasons for the apologies were approved.

**2. DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor Wittstock declared an interest in Agenda Item 6 – Better Burntwood Fund [Burntwood Swimming Club] as she had previously attended the Swimming Club and Agenda Item 13 – Burntwood Be A Friend and St Anne's Church Joint Commissioning Application as she had attended the counselling/bereavement sessions.

Councillor S Taylor declared an interest in any discussions relating to the Lichfield Garrick Theatre as she is a Trustee and Councillor P Taylor declared an interest as her spouse.

The Community Development and Engagement Officer, in the interest of transparency, declared an interest in Agenda Item 6 – Better Burntwood Fund [Burntwood Swimming Club] as a member of her family attends the Club.

**3. 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 23 May 2024.

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

**RESOLVED** That the Minutes of the Community and Partnerships Committee held on 08 May 2024 [Minute Nos. 65-74] be approved as a correct record.

**4. INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

**5. COMMUNITY ENGAGEMENT**

Councillor Coe MBE informed Members that as Chair of the Council she had attended the family fun day at Bracken House on 01 June; the D-Day 80th Anniversary service at Christ Church on 06 June; the Festival of Flowers at Chasetown Methodist Church on 22 June; Armed Forces Day outside Burntwood Library on 28 June and the Hello Velo event on 30 June.

Councillor D Ennis confirmed that he had attended on 12 June the community clean up on Cedar Road together with representatives from Bromford, Lichfield District Council and the BuRRT Team.

Councillor P Taylor confirmed that following the approval of the Better Burntwood Fund application submitted by the Burntwood Memorial Community Association on 29 January 2024 for the purchase of film projection and sound equipment to use for regular cinema afternoons, he confirmed that the Community Association were now in a position to purchase the said items having secured a grant from the Noel Sweeney Foundation. It was hoped that the equipment would be in place for the showing of The Colour Purple film on 16 July.

The Community Development and Engagement Officer confirmed that the Lichfield Garrick Theatre and Town Council partnership is developing well. The consultation phase of the project will finish at the end of July. The Garrick have received over 200 responses so far to the online survey, but they have not had many responses from the 25 – 45 age range, so they will be launching a prize draw offering a family ticket to the pantomime in January 2025 for completing the survey. The Garrick will be targeting families they already have on their mailing list who live in Burntwood, as well as announcing it on social media.

The Community Development and Engagement Officer and Jonny McClean from Lichfield Garrick have also been consulting with different organisations including a number of local primary schools and Burntwood Library staff, as well as the Garrick attending Town Council's monthly markets and speaking with residents.

In addition to the consultation, the two youth theatre groups that have been launched in partnership with the Town Council at Chase Terrace Academy and Erasmus Darwin Academy are now up and running and are both attended by between 15 – 20 students.

Since the last Community and Partnerships Committee, the Community Development and Engagement Officer confirmed that the Dementia Action Week went ahead with a number of activities running across the town. The Dementia Friendly Burntwood group are also in the early planning stages of another Memory Walk which will go ahead in autumn.

The Community Development and Engagement Officer explained that the Town Council were key in setting up and establishing this group, however it is a community initiative rather than a Town Council initiative and so after supporting the group for a number of years the Town Council will now be reducing the amount of officer time in supporting the group going forward. Susan Williams from the library will continue to Chair the group.

The Community Development and Engagement Officer explained that she had met with Simon Jennings from Support Staffordshire to plan the next Volunteer Fair in Burntwood, and they are also exploring the option of a youth volunteer fair held in partnership with one of the local secondary schools.

The Community Development and Engagement Officer explained that she had met with Jo Mann from the Tara Group/Noel Sweeney Foundation to discuss their sponsorship for the Wakes and Play in the Parks, and also to work in partnership to highlight local groups that may meet the Noel Sweeney Foundation's criteria for funding.

The Community Development and Engagement Office explained that the Community Safety Partnership at Lichfield District Council are organising a 'be proud of your community day' on Friday 30 August 10am to 3pm at Chasewater to highlight issues around ASB and the dangers of swimming. Lichfield District Council, Staffordshire County Council, the police and fire services and others will be in attendance. Due to staff holiday the Town Council are not planning to attend with our gazebo; however Councillors are welcome to attend the event and offer their support.

**6. BETTER BURNTWOOD FUND**

**6.1 Burntwood Swimming Club**

Councillor D Ennis referred to Minute No. 69 – Community Engagement [08 May 2024 refers] where he had informed the Committee of a meeting, he had had with representatives from Burntwood Swimming Club and he explained that the Club had recently appointed a new Chair who was open to engagement.

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

**RESOLVED** That a grant of £500 be awarded to Burntwood Swimming Club towards the purchase of flippers [equipment for community use] and training course.

**7. INFORMAL UPDATE ON THE 2024 WAKES**

The Deputy Clerk gave an update on the current situation. She confirmed that there would be an underspend following receipt of sponsorship and that as in previous years Full Council is being asked on 16 July to approve a budget virement from the Wakes Festival budget [213 4390] to Christmas Events budget [213 4262]. Councillor P Taylor confirmed that there would be busker type acts who will perform within a stalls type gazebo.

Councillor D Ennis asked if on the next agenda this Committee could discuss the future of the Wakes. He explained that he would like to see some changes to how the Wakes is organised e.g. the setting up of a Sub-Committee which would include members from the community who would have more say in the decision-making process. Councillors would also sit on the Sub-Committee. It was proposed that the secretarial/administrative support would still be provided by Deputy Clerk.

**8. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS FOR 2024**

The Deputy Clerk gave an update on the current situation and confirmed that all venues had now been confirmed and that we were within budget following receipt of sponsorship.

**9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2024**

The Deputy Clerk gave an update on the current situation.

With regard to the suggested virement, Councillor D Ennis explained that perhaps instead of separate budget lines for events this could be incorporated into one and suggested that the Deputy Clerk should be included in the discussions regarding the budget to avoid any future virements as sponsorship may not always be forthcoming. The Deputy Clerk confirmed that she had already been asked by the Town Clerk regarding her input into the budget which is considered and approved by Full Council.

The Community Development and Engagement Officer explained that she attends the Visitor Economy Network meetings and an officer from Lichfield District Council had mentioned that funding may be available [specifically targeted at more Christmas lighting]. Councillor D Ennis suggested that a meeting was needed at Sankey's Corner with the officer from the District Council to determine what additional lighting, if any, could be provided.

**10. BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE**

The Community Development and Engagement Officer explained the background to the Student Award in memory of Stephen Sutton MBE. She confirmed that Members had approved a budget for one award of £1,000 for 2024/25 and asked if the Committee wished the review the process [e.g. last year a small panel had been set up comprising of five Members who had met on 29 November 2023 to discuss the applications received in detail]. Councillor D Ennis confirmed that as Full Council had approved the budget on 15 November 2023 [Minute No. 45] he was supportive of continuing with an annual bursary of up to £1,000 being awarded however he felt that a small panel was not needed and the applications should be considered in detail [in confidential] by the full Committee. However, when this was suggested previously, Councillor P Taylor felt that he had been criticised by Members at the Full Council meeting held on 21 September 2023 [Minute No. 35]. Councillor D Ennis stated that the Chair of a Committee [or a Sub-Committee] may convene an extraordinary meeting of the Committee or Sub-Committee at any time [Standing Order No. 18 [c]].

Councillor Tranter supportive the bursary however she felt that all Committee Members should have the same opportunity to discuss the applications received and all applications should be assessed on an equal footing. The Community Development and Engagement Officer confirmed that as part of the form there is a section on barriers.

*Post Note*
*Barriers: Do you face any barriers to participation? Yes/No.*
*[Examples of some barriers could be but are not limited to physical health, mental health, neurodiversity, financial, language, gender, ethnicity, etc].*

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

**RESOLVED** That the Burntwood Town Council Student Award in Memory of Stephen Sutton MBE be relaunched, that the applications received be discussed under Confidential by the Full Committee and the Community Development and Engagement Officer be directed to launch and promote the award.

## 11. EXCLUSION OF THE PRESS AND PUBLIC

**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.

## 12. CONFIDENTIAL MINUTES

See Confidential Minutes.

## 13. BURNTWOOD BE A FRIEND AND ST ANNE'S CHURCH JOINT COMMISSIONING APPLICATION

See Confidential Minutes.

[The Meeting closed at 7.05 pm]

Signed …………………………………………….

Date ………………………………………………..