



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
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Our Ref: SL/JM

07 July 2025

To: All Members of the Community and Partnerships Committee

Councillors Evans (Chair), P Taylor (Vice Chair), Bishop, Coe MBE, D Ennis, R Ennis, Gittings, Kirkham, S Taylor, Tranter, Willis-Croft and Wittstock

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee at the **Old Mining College Centre, Queen Street, Burntwood** on **Wednesday 16 July 2025 at 6:00 pm** 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

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meetings of the Community and Partnerships Committee held on 07 May 2025 (Minute Nos. 64-74) (**ENCLOSURE NO. 1**)

4. INFORMATION FROM THE MINUTES

5. COMMUNITY ENGAGEMENT

Councillors and the Community Development and Engagement Officer are invited to report to the meeting any updates or news from community groups within Burntwood.

6. BETTER BURNTWOOD FUND

To consider applications received from:

- i. Star Parenting CIC (**ENCLOSURE NO. 2A**)

7. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Members to receive an update on the Wakes Festival 2025 and to receive and note the Summary of the Burntwood Wakes Festival Organising Group Meeting held on 26 June 2025 (**ENCLOSURE NO. 3A AND 3B**)

8. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

Members to receive an update on the Play in the Parks 2025 (**ENCLOSURE NO. 4**)

9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2025

Members to receive an update on the Christmas Events 2025 (**ENCLOSURE NO. 5**)

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.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the 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 agenda items 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 THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON WEDNESDAY 07 MAY 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Bishop, Coe MBE, D Ennis, R Ennis, Gittings, Kirkham, P Taylor, 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.

64. APOLOGIES FOR ABSENCE

None as all Members were present.

65. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Evans declared an interest in Agenda Item No. 6i. Better Burntwood Fund – Fulfen Primary School as the applicant is known to her and took no part in the discussion thereon.

66. 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 24 March 2025.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 10 March 2025 (Minute Nos. 53-63) be approved as a correct record.

67. INFORMATION FROM THE MINUTES

There was no information arising from the minutes.

68. COMMUNITY ENGAGEMENT

Councillor Willis-Croft referred to a training session which he had recently attended at Chase Terrace Academy relating to bleed kits and the need for bleed kits within Burntwood.

Councillor Coe MBE referred Minute No. 57 – Community Engagement (10 March 2025 refers) and in particular the Carer's Celebration Afternoon Tea and Carer's Drop In Event held in January at Burntwood Library. She explained that the event highlighted the need for a carer's peer support group in the town and that MHA Communities had launched a carer's drop in event at the Library on the 1st Tuesday of every month from 10.30am – 12pm.

Councillor Coe MBE referred to the Chair's Quiz which had taken place last Saturday. The event had been a great success raising £868 for Pathway Project. She thanked everyone who came out to support on the night.

Councillor Coe MBE referred to the Temporary Road Closure Order – Cannock Road and Bridge Cross Road and asked if this would affect the market on 11 May. Councillor D Ennis confirmed that Staffordshire County Council's Highway Maintenance and Network Management Team have been contacted. They are aware of the market on the 11 May and have asked for the no works to take place on Sunday the 11th due to the clash with the market.

Councillor Coe MBE also mentioned that she had recently attended Fulfen Primary School to highlight the dangers caused by poor car parking around the school.

Councillor S Taylor informed Members that she had attended a Food Partnership meeting last week where the National Farmers Union were present. She thought it would be a good idea to try and engage with them and perhaps they could attend the Wakes Festival and a future market.

Councillor D Ennis referred to bleed kits, which had previously been mentioned by Councillor Willis-Croft. He confirmed that the Policy and Resources Committee on 14 May 2025 will consider agreeing to the installation of 7 bleed kits within the Burntwood Town Council's defibrillator cabinets, funded by Lichfield District Council's Community Safety Partnership, and take ownership of the kits and ongoing costs associated with replacing kits or items within them as and when required. Councillor D Ennis also referred to training in bleed kits and thought it would be a good idea to have training specifically for Town Councillors.

Councillor D Ennis referred to the Community Centre and confirmed that it is almost ready to open to the public and has generated considerable interest and offers numerous benefits to our town. We have various groups interested in providing a range of activities, support, and opportunities. The essence of acquiring this building was to make Burntwood a wonderful place to live and to provide a space for those groups to grow and develop. He stated that we are going through the 'snagging' period, identifying, and reporting any defects to the builder for rectification. Councillor D Ennis invited all Members to go and have a look at the refurbished Community Centre as staff are usually on site most days.

Councillor D Ennis informed Members that there were various events going on in Burntwood to celebrate VE day e.g. The Crown Inn in Chasetown were holding a coffee morning on Thursday 08 May between 11am and 4pm and will be raising funds for Combat Stress; Friends of Burntwood Library are organising a coffee morning tea party on Thursday 08 May between 10am and 12 noon. He stated that there is also

the Town Council's VE themed market on Sunday 11 May which ties in with the Stephen Sutton Ride Out.

Councillor Evans referred to the Dementia Walk which is taking place on Sunday 18 May meeting at Chasewater Innovation Centre at 10am, two routes are available and participants will be raising awareness of dementia, and funds for Alzheimer's Society.

The Community Development and Engagement Officer recently attended a Community Safety Research workshop at Lichfield District Council. The aim of the workshop was to provide feedback which will be used to inform a new Community Safety Partnership (CSP) strategy.

The Community Development and Engagement Officer met with a representative of Burntwood and District U3A who are celebrating their 10th birthday this year and would like to provide a gift for the town. They have selected to support the campaign to install defibrillators across the town and so will be fundraising to supply one to be placed in the disused telephone box on Oakdene Road in the summer.

Councillor Evans, Councillor Coe MBE and the Community Development and Engagement Officer recently attended the new Carer's drop in group at the library which is being hosted once a month by MHA Communities. This group has been established in response to Councillor Coe MBE's carer's celebration event in January and has been supported by a Better Burntwood grant from the Town Council. It was well attended and the feedback shared by MHA Communities has been very positive.

Councillor Coe MBE, Councillor Evans and the Community Development and Engagement Officer also attended Lichfield District Council's first White Ribbon steering group. Information was shared about LDC's action plan, and this information will assist in Burntwood Town Council's own action plan and next steps as a White Ribbon supporter organisation.

The Community Development and Engagement Officer provided feedback on items raised at the last Community and Partnerships Committee meeting, and she has met with representatives from Phoenix Counselling to seek further clarity on their Better Burntwood application and the information shared satisfied the conditions for the grant. The Community Development and Engagement Officer also provided an update that an agreement had been drawn up, agreed, and signed with the Burntwood Lions providing clarity on the White Goods Scheme.

6.20pm

Having declared an interest in Agenda Item 6i. – Fulfen Primary School, Councillor Evans vacated the chair and took no part in the discussion thereon. Councillor P Taylor took the chair

69. BETTER BURNTWOOD FUND

69a. Fulfen Primary School

Councillor P Taylor informed Members that according to the Guidance Notes and Conditions of Funding (11. Education, health, or social services establishments for whom the Central Government, Health Authority, District or County Council are the appropriate funder will not be grant aided) means that as Fulfen Primary School is a County Council funded school (and not an academy) is it not eligible for funding through the Better Burntwood Fund.

Councillor D Ennis suggested that the school be directed to the County Councillors as the County Councillors have funding available to support a huge range of community activities.

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

RESOLVED That a grant of £456 plus VAT be refused as the school is not eligible for funding under the Guidance Notes and Conditions of Funding. However, the Community Development and Engagement Officer explores other options available to the school e.g. County Councillors Community Fund.

6.25pm

Councillor Evans in the chair

69b. Burntwood Litter Heroes

Members felt that the impact of this group was already visible to all, the town is becoming clean and presentable. Members were informed that they have a constitution in place and application for a bank account.

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

RESOLVED That a grant of £500 be awarded to Burntwood Litter Heroes towards insurance (£250) and equipment (£250).

70. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

Councillor Evans updated Members on the current situation. At the request of a Member, a summary of the Wakes Festival Organising Group meeting held on 08 April 2025 had also been provided. Councillor P Taylor confirmed that Des Coleman (an English actor, singer (tours the UK as Sammy Davis Jnr in The Rat Pack), and weather presenter (for ITV News Central) would be performing and the compere for the event. He explained that the only issue was the location of Hello Velo. The Deputy Clerk confirmed that the Town Clerk had emailed the officer at Lichfield District Council on 06 May 2025 explaining that following concerns raised the best location would be on the car park in the same spot as last year.

71. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

Councillor Evans updated Members on the current situation. Councillor S Taylor suggested that perhaps the Young Farmers Union could also attend the events.

Councillor D Ennis mentioned that some of the events included partnership working and others did not. The Deputy Clerk explained that some events included partnership working e.g. St John's Community Church & St Anne's Church who had already confirmed what they will be offering in addition to the Town Council others had not e.g. Platinum Boxing and St Matthews Cricket Ground have agreed to open up their buildings for toilet purposes but are yet to provide further details of what they can offer, if anything. Councillor Evans stated that she, together with Councillor P Taylor and the Community Development and Engagement Officer are due to meet shortly with Platinum Boxing and will ask the question. Councillor D Ennis stated that he, together with Councillor P Taylor will have a conversation with St Matthews Cricket Ground to see what they could offer. Councillor D Ennis felt that community partnerships were key to the success of these events.

72. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

Councillor Evans updated Members on the current situation. Councillor Evans stated that as Chair of Governors at Chase Terrace Primary School she would again try and engage the school and hopefully this year they can attend. Councillor D Ennis suggested that we should try and engage/encourage all primary schools to be involved in the event. The Deputy Clerk confirmed that she had spoken to the Boney Hay Squirrels regarding their attendance at the Boney Hay Event and was awaiting a response.

Members were referred to Minute No. 49 – Burntwood Market (22 January 2025 refers) where it was resolved that the Town Clerk be instructed to start the procurement process for the Burntwood Market. It was **AGREED** that the tenders received would be considered at the next meeting of this Committee scheduled for 02 July 2025.

It was **AGREED** that the Deputy Clerk would contact the current market supplier with options (the supplier to provide 10 or 20 stalls only and we find traders OR the supplier provides the stalls and traders).

RESOLVED That comments made be followed up and reported back to the Committee.

73. BURNTWOOD LIONS WHITE GOODS SCHEME UPDATE

The Community Development and Engagement Officer updated Members and explained that the Lions had provided goods for 16 residents between April 2024 to March 2025 using the Town Council's funding, and additional residents using their own funding or funding donated from other sources.

The Community Development and Engagement Officer informed Members that in order to reach more families and continue to provide the scheme throughout the year, the Lions have worked to seek additional funding for this service which they have been successful in gaining, and they will receive an additional £5,000 from an external funder for the 2025/26 financial year.

74. COMMISSIONING PROGRAMME UPDATE – BURNTWOOD BE A FRIEND AND ST ANNE'S CHURCH CHASE TOWN

The Community Development and Engagement Officer reminded Members that in February 2023 Members had agreed to change the Town Council's existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities. Following a public consultation, two priority areas were selected, adult mental health and wellbeing and youth services (11-18 years). She explained to Members that Platinum Boxing and Burton & District Mind are on different 'schedules', and the updates relating to them went to this Committee in November 2024 and March 2025.

The Community Development and Engagement Officer stated that the case study supplied is available only on request due to confidentiality.

Councillor P Taylor stated that as this is a three year project/cycle has consideration been given to how do we do the commissioning programme again. The Community Development and Engagement Officer thought that she would start the process half way through the three year programme.

(The Meeting closed at 6.46 pm)

Signed

Date



Burntwood Town Council

Application for the Better Burntwood Fund (funding of up to £500)

Burntwood Town Council is committed to assisting local organisations and groups that provide activities and support to the local community.

Any amount given will be proportionate to the public benefit and must be relevant to the area.

Please provide as much detail as possible and refer to the Guidance Notes and Conditions of Funding before submitting this form.

Name of Organisation	Star Parenting CIC
Address	[REDACTED]
Email	starparentinacic@gmail.com
Main telephone No.	[REDACTED]

Overview of your organisation including objectives, and membership numbers (how many members live in Burntwood Parish):

Star Parenting aims to benefit the community by providing evidence-based courses and workshops to improve parenting, to improve mental wellbeing, to promote bonding between families and to support families' knowledge and understanding of child development in the early years in Burntwood and the surrounding areas. This differs from a commercial business due to the courses and workshops being free or heavily subsidised at the point of delivery to enable families with different incomes to be able to access the service.

Type of organisation:

☐ Informal group

☐ Registered Charity. Registered Charity Number _____

☐ Society or Club with Adopted Constitution

☒ Community Interest Company

☐ Company Limited by Guarantee

☐ Local branch of a national organisation

☐ Other (please specify) _____

Have you received any other funding within the last 12 months?:

SCVYS startup grant - £300

Describe your project and the support you require:

Starting solid foods with a baby is a big milestone for parents, who can find it overwhelming with conflicting advice available from different sources. For example, when to start, what foods to give and how etc.

Star Parenting CIC has a Starting Solids workshop full of activities to engage and inform parents, and to give them the confidence for starting solids. The course covers the pros and cons of different methods of feeding, the up to date guidelines and the research behind them.

Star Parenting CIC will use Spark Burntwood as a venue. The workshop is 3.5 hours long and includes take home handouts and food samples (home cooked/sachet) to demonstrate the different aspects of weaning. The workshop is designed to be delivered in a relaxed none judgemental atmosphere with easy to understand evidence based information. The room will be set up with large playmats and toys in the middle for babies to play with. Each participant will receive a gift bag at the end of the workshop including items relevant to the topic, for example bibs, plates, and spoons, with the aim of enabling the parents.

The support we require will pay for 2 Facilitators to run the course for 8 parents and babies, set up and close down and to consolidate any one to one support. In addition it will cover the finance, administration, recording and reporting needed to make the running of the course possible.

Additional sheet attached o

Funding breakdown and total amount requested:

Item	Amount
Staff wages to enable course to run	£280
Gift pack for each participant	£120
Materials for course - Consumables/Handouts	£60
	Total: £460

Who are the project beneficiaries? How will this benefit Burntwood residents?:

The people who will benefit the most from attending the workshops based on starting solids will be parents with babies 4-12 months old.

We have noticed through our volunteering work with Spark that government cuts have meant parents are not as able to access support through public services as previously. Our aim is to provide evidence based information to support parents to develop their confidence and find the best routes for their families.

- ☒ A recent statement of accounts is attached.
- ☒ A copy of our constitution is attached.
- ☒ If successful we agree to appearing in publicity about the funding received across platforms such as Burntwood Town Council's social media channels and website, and in the local media.
- ☒ If successful we agree to acknowledging Burntwood Town Council in any publicity relating to the activity for which the funding has been given.
- ☒ If successful we agree to providing Burntwood Town Council with an update on the outcome of the activity when requested.

By signing and submitting it is accepted that all the above facts are correct, and the funds will only be used for the stated purpose:

Signature	D. Webb.
Print Name	DIWAH HO
Date	29/04/25

Please return to: Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH or email jayne.minor@burntwood-tc.gov.uk.

Burntwood Wakes 2025

Date:

Saturday 19 July 2025 from 12 noon to 4pm

Location:

Burntwood Leisure Centre. All pitches, hard core and sports hall booked on 03 October 2024.

Burntwood Wakes Festival Organising Group:

Met on 10.12.2024

Met on 21.01.2025

Met on 11.02.2025

Met on 18.03.2025

Met on 08.04.2025

Met on 26.06.2025

Items Booked Already:

Organisation	Items
Fun Club Ridez & VibeZ UK	Double Marquee & Van Van
Burntwood Road Sweepers Limited	5 Cold Wash Units & 1 Disabled Unit
The Best Fun	70ft Ultimate Challenge, 30ft Event Slide & 30ft Jungle Assault Course
J&B Medical and Security Services Limited	2 x Emergency Care Assistants & 4 x Security Officers
Butterflies Face Painting	Face Painter
Mobile Climbing	4-Person Mobile Climbing Wall, Mobile Caving, and generator
Lichfield Falconry & Hawking Centre	Static Bird Display
Festival Glitter & Henna	Face Glitter
Lichfield District Council	Soft Archery – 4 x archery boards Recreational Badminton – 2x pop up badminton nets for people to pick up and play with the equipment Table Tennis – 2 x table tennis tables Pick Up & Play Equipment – recreational equipment for all ages Football Target Net – x 1 with a soft sponge football Gazebo – in the middle of provision for promotion
Lichfield District Council	Street Velodrome
Pat Collins Funfairs	Ferris Wheel, Dodgems, Two Manned Childrens Rides
Nature's Burrow Animal Encounters	Petting Zoo to include reptiles, exotic mammals, domestic mammals, and mini beasts
Army Cadet Force	Gazebo, drill or fieldcraft display (middle of the field)
Eventex UK	Stage to include transport, stage unit, stage lighting, 1k PA system for bands and music playback and portable generator, Sound Engineer

AGENDA ITEM 7 – ENCLOSURE NO. 3A

David Whitehouse inLIFE Design	Drone
Staffordshire Fire & Rescue Service	Fire Engine
Everyone Health	Health Check Van and Gazebo
1 st Chase Terrace Scouts	Gazebo
Lichfield Garrick Theatre	Activities
Café Fika	Packed Lunches
Let's Get A Pump Track	Gazebo & Promotion & Trail Anywhere
British Red Cross	Emergency Response Support Vehicles
Graffiti Artist	Graffiti Artist including canvases
Bert & Gerts Limited	10 gazebos with traders and tables
Liberty Jamboree	Gazebo
Staffordshire County Council	Fostering Vehicle & Gazebo
Much Ado About Insurance	Insurance
Lichfield District Community Safety And PCSO Chelsea Humphreys	Gazebo & Promotion
Programme	1,000 stapled A5 booklets
Storm in a Teacup Circus	Bubbleologist
The Creation Station	Dinosaur Craft Workshop LOCATED IN THE HALL
Seventeen43 Limited	Event Management, Risk Assessment, Gazebos
Magic Party	Balloon Modelling
Seventeen43 Limited and Susan Jackson	Wellbeing Activities/Space
NHS	Gazebo - Providing information on a range of services, including Out-of-hours GP appointments available to all patients in the area; How to book these appointments; Guidance on using Patient Access, the NHS App, and other digital health tools Several local practices - Darwin Medical Centre, Salters Meadow, The Westgate Practice, and The Langton Medical Group will be in attendance.
PPL PRS	Music Licence
Lichfield Royal Naval Association	Gazebo

Stage & Arena – Entertainment:

	Artist	Information
1.	Jake Motton Band	12pm (stage)
2.	Liberty Jamboree	12.30pm (arena)
3.	Josh Thacker	1pm (stage)
4.	L'Rhythmix Dance Academy	1.30pm (arena)
5.	Cloudy Galvez	2pm (stage)
6.	Through The Dog's Eyes Dog Demo	2.30pm (arena)
7.	Totally Rad 80s with Natalie Birch	3pm
8.	Des Coleman	3.30pm (stage) plus Hosting
9.	Ben of the Green	Impromptu Music/Performance
	CHAIR OF COUNCIL	Councillor Laura Ennis

AGENDA ITEM 7 – ENCLOSURE NO. 3A

Charity Stalls Inside The Hall

£20 (Charge is refundable upon attendance or cancel with a months' notice)

	Charity/Community Stall
1.	CAARS
2.	CAARS
3.	Pathway Project
4.	Lichfield & Hatherton Canals Restoration Trust
5.	Bethany Children's Home
6.	Burntwood Family History Group
7.	Chasetown Townswomens Guild
8.	Chasetown Townswomens Guild
9.	Burntwood Be A Friend
10.	Voices4cats
11.	Citizens Advice South East Staffordshire
12.	Spark
13.	Burntwood Lions
14.	Burntwood Breast Care
15.	Burntwood Breast Care
16.	Burntwood Library
17.	Navy Cadet Force
18.	MHA Communities
19.	RSPCA
20.	Burton & District Mind

Food Traders

	Food Traders
1.	Slushzilla (Slushies)
2.	Pat Collins (Hot Dogs, Burgers, Chips)
3.	Joes Ices
4.	Tayta Box (Jacket Potatoes)
5.	Cola's Coffee
6.	Premier PubCo (Alcohol)

Sponsorship

Name	Amount of Sponsorship
Noel Sweeney Foundation	Towards Food
TNT Presents	Towards the Stage
LCP (M Core)	
Roadtech Cutting Services Limited	
The Drill Inn	
Lichfield District Council	
Café Fika	Programme
Haywoods Blinds	Programme
Crown Highways	

SUMMARY OF BURNTWOOD WAKES FESTIVAL ORGANISING GROUP MEETING

26 JUNE 2025

PRESENT

Jayne Minor (JM) (BTC Deputy Clerk)
Kat Horner (KH) (BTC Community Development and Engagement Officer)
Darren Ruston (DR) (TNT Presents)
Gary Williams (GW) (Seventeen43 Limited)
Councillor Paul Taylor (PT)
Councillor Darren Ennis (DEN)
Tasmin Turner (TT) (Health and Wellbeing Development Manager, LDC)
Jo Mann (JMA) (People, Engagement and Social Impact Partner, Tara Group)
Matt Clay (MC) (Director of Development – Lichfield Garrick Theatre & Studio)
Aimee Hawkins (AH) (Events Officer, LDC)
Steve Langston (SLA) (Health and Safety Shared Service Manager)
Steve Lightfoot (SL) (BTC Town Clerk)

Apologies

Councillor Di Evans (DE) (Chair)
Kirk Allen (KA) (Local Musician)

Welcome

PT welcomed everyone to the meeting.

Review Actions from the Notes of the Previous Meeting

Following the meeting held on 08 April 2025, JM confirmed that, as agreed, she had booked the bubbleologist, craft workshop and balloon modellers.

Food Traders

JM confirmed that no further food traders had come forward and asked if anyone knew of any could they please pass on the details to her. GW suggested keeping the bar to one (Premier Pub Co) and PT confirmed that he would apply for the Temporary Event Notice.

DEN stated that when the Grub Club was at the Leisure Centre, they had no difficulty obtaining traders. However, there is no upfront charge to attend the event, but traders are asked to donate a portion of their "takings".

Stage

PT confirmed that the pedestrian barriers were needed to create an arena and it was **agreed** that JM would place the order.

PT asked if JM could contact EventEx UK so that a direct phone number/email could be provided for the sound engineer.

Volunteers

JM confirmed that a volunteers drop in had been arranged for Thursday 03 July at 6pm at the Old Mining College Centre. JM confirmed that the Cadets have offered to be welcoming ambassadors and hand out the programmes. JM confirmed that Burntwood Rotary have also offered. Jobs could include car parking – keeping the festival running smoothly; welcome ambassadors – greeting visitors & pointing them in the right direction and clean-up crew – help keep the site clean and tidy. SL confirmed that hi-viz tabards with Burntwood Wakes Festival on the back had been ordered.

Hello Velo

PT confirmed that he had spoken to SLA where they discussed an option to move the Hello Velo and it had been **agreed** that the Hello Velo would change location (use the area by the skate park then this is the whole area that is required to run the velodrome and all vehicles would be excluded from the area from 6.30am to at least 6pm). The change would be subject to: (a) security needs to be sourced to manage the pedestrian flow between both sites throughout the duration of the event. LDC will support the funding of additional security for the crossing point (half of the cost). (b) Upgrade of first aid provision – it was agreed that additional first aid provision would be needed for Hello Velo. This would be funded by LDC.

GW confirmed that he had been unable to source any 'paid' person(s) to permanently 'police' the car park crossing as potentially you could be looking at a 6 hour rotation. He suggested that perhaps a Burntwood based organisation may be able to assist. SL confirmed that he would ask the volunteers on 03 July 2025. In the meantime, it was **agreed** that JM would obtain a quotation for two security officers.

Stage

DR stated that the Walsall Operatic Society has approached him however at this late stage we are unable to accommodate them. Members felt that they might be able to show off their talents at our market events and/or Christmas events and it was **agreed** that the details would be forwarded to JM.

DR asked if Des Coleman could have a parking space behind the stage/changing tent and GW confirmed that he could tape off this area.

Sponsorship

JM confirmed that Crown Highways was now one of our sponsor and that we have received a bottled water donation from Burntwood Be A Friend and PT asked if cups could be provided. KH referred to food hygiene requirements however PT thought that if a charitable organisation was in charge of the 'bottled water' stall they were excluded from food hygiene requirements at this type of events.

Marketing

JM confirmed that the 'marketing' had already started on social media and that four banners had already been ordered. Now that the pedestrian barriers were needed, KT confirmed that another banner would be ordered featuring the sponsors' logos (same as last year). KT confirmed that she would be doing countdown 'themed' posts drawing attention to key elements leading up to the Wakes. She also confirmed that a full page paid advert would be appearing in the Lichfield and Burntwood Independent Newspaper.

It was **agreed** that a digital copy would go to the sponsors.

It was **agreed** that the Wakes Poster would go into the noticeboards in the bus shelters.

It was **agreed** that a digital copy would be forwarded to TT so that this could be forwarded to the school for the parent platforms.

It was **agreed** that the Wakes Poster would be displayed on the defib cabinets.

DR confirmed that the publicity for the music part of the event would be launched shortly and that leading up to the event, each day would focus on one artist.

PT asked if Cannock Chase Radio could be approached with regard to a promotion interview (which had taken place previously).

It was **agreed** that Tara Group could put up a pop-up banner at the event.

Car Parking

JMA stated that the car parks to Cameron Homes and Keon Homes could be made available and members of the public could be signposted to them. KT felt that because of

the limited car parking spaces available at the Leisure Centre we needed to put on a positive spin on the matter. SL confirmed that signage would be erected on the lampposts in Polar Avenue/Baker Street (as usual).

Burntwood Leisure Centre – New Management

SLA explained that the Leisure Centre was under 'new management' and it was **agreed** that a site meeting was needed with Jim Faulkner so that he was fully aware of the event. SL felt that a litter management plan was needed this year.

Cancellation of Event

SLA asked what the process was regarding cancellation of the event. GW explained that the weather and football pitches were continually being monitored from the Tuesday onwards as we needed to be mindful for example of the different standard gazebos being used. SLA felt that the main concerns to look out for were heat exhaustion/dehydration (which was covered by providing bottled water) and high winds and asked how winds were monitored and recorded (via the www.metoffice.gov.uk, www.lightningmaps.org). SLA confirmed that he would be on site during the event.

Date of Next Meeting

It was **agreed** that no further meeting was needed.

Play in the Parks 2025

Dates & Locations Booked:

Monday 28 July – Chase Terrace Park (in partnership with St John's Community Church)
 Wednesday 30 July – Redwood Park
 Monday 04 August – Burntwood Leisure Centre
 Wednesday 06 August – St Anne's Church (in partnership with St Anne's Church)
 Monday 11 August – Burntwood Park
 Wednesday 13 August – Springhill Academy (in partnership with Spark)
 Monday 18 August – St Matthews Cricket Ground

Items Booked Already:

Organisation	Items
Festival Glitter & Henna	Face Glitter
Lichfield District Council (Mobile Leisure Team)	Soft archery and pick up and play equipment
Pat Collins Funfair	Funfair rides
Café Fika	Packed Lunches
Fun Club Hub	06.08.2025
Burntwood Be A Friend	06.08.2025
The Best Fun	Inflatables
CASES	Gazebo
Seventeen43 Limited	Event Management

Emails Sent & Quotes Obtained:

Organisation	Items
Bromford Flagship Limited	Awaiting response
Busy Bees	Awaiting response
Tesco Community Champion	Awaiting response

Sponsorship

Name
Noel Sweeney Foundation - Food
Blakemore Foundation (Spar, Burntwood) – Soft Drinks Voucher
Morrisons – Voucher
Burntwood Be A Friend – Bottled Water

Christmas Events 2025

Dates & Locations:

Monday 24 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road

Saturday 29 November – 4pm to 7pm – Sankey's Corner

Items Booked Already:

Organisation	Items
Burntwood Rotary	Santa (for both events)
Roadtech Cutting Services Limited	Road Closure
J&B Medical and Security Services Limited	First Aid
Burntwood Library	Xmas Fayre 4-6pm
Fun Club Hub	Teen Tent with activities
Holly Grove Primary School	29.11.25 – School Choir (15-minute performance around the tree before we switch the tree lights on)
Bert and Gerts Limited	20 Traders, Gazebos, Weights, Back Sheets, Tables and Lights (already have 12 traders committed to this event)
Anne & James Scandrett	24.11.25 – Music

Enquiries made & Quotations requested:

Organisation	Items
Bromford Flagship Limited	Awaiting response
Boney Hay Squirrels	Awaiting response
Chase Terrace Primary School	Via Cllr Evans