The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

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

Our Ref: SL/JM 17 July 2025

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 **Chase Terrace Community Centre, Princess Street, Burntwood on Thursday 24 July 2025 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 22 May 2025 (Minute Nos. 1-20) 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. NOTICE OF CASUAL VACANCY – COUNCILLOR PAUL FLANAGAN (CHASE TERRACE WARD)

To note the resignation of Councillor P Flanagan.

To formally note that the Town Clerk declared a Casual Vacancy on the Town Council on 01 July 2025 following the resignation of Mr Paul Flanagan (Chase Terrace Ward).

Casual Vacancy process:

A minimum of ten local government electors from the Chase Terrace Ward have until midnight on Monday 21 July 2025 to inform Lichfield District Council that they wanted an election to be held.

7. POLICY AND RESOURCES COMMITTEE – 14 MAY 2025 AND 09 JULY 2025

Chair of the Policy and Resources Committee to move that the proceedings of the meetings held on 14 May 2025 (Minute Nos. 58-66) and 09 July 2025 (Minute No. 1-8) be received and where necessary approved and adopted (**ENCLOSURE NO. 2A AND 2B**).

8. PLANNING AND DEVELOPMENT COMMITTEE – 16 JUNE 2025 AND 14 JULY 2025

Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 16 June 2025 (Minute Nos. 1-6) and 14 July 2025 (Minute Nos. 7-12) be received and where necessary approved and adopted (**ENCLOSURE NO. 3A AND 3B**).

9. COMMUNITY AND PARTNERSHIPS COMMITTEE – 16 JULY 2025

Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 16 July 2025 (Minute Nos. 1-9) 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. CONFIDENTIAL MINUTES

To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 22 May 2025 (Minute Nos. 19-20) be received and where necessary approved and adopted (**ENCLOSURE NO. 5 - PINK**).

12. COULTER LANE BURIAL GROUND WALL

See Confidential Report (**ENCLOSURE NO. 6, 6A, 6B AND 6C - 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 22 MAY 2025 COMMENCING AT 6.13 PM

PRESENT

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

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer

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

COUNTY COUNCILLOR PLATFORM
Councillor D Ennis informed Members that the usual invitation had been extended to the newly elected County Councillors prior to the meeting however two had replied to say that they had prior commitments. He explained that the 'platform' would be kept on the agenda and it was hoped that in the future they would attend and answer Members questions.

1. ELECTION OF CHAIR OF THE TOWN COUNCIL

It was proposed by Councillor Bullock, seconded by Councillor Galvin, and following a unanimous show of hands it was

RESOLVED That Councillor Laura Ennis be elected Chair of the Town Council for the ensuing year.

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

Councillor L Ennis read out the following statement:

Thank you so much for electing me Chair of Burntwood Town Council, it is an honour to represent you, the community, and the town as a whole. I look forward to the coming year and all the different events that I hopefully can attend.

I would also like to thank Kathy for all the hard work she has done in the last year. It's been an honour to be your Vice-Chair and to watch how well you have handled everything you've been invited to. I have enjoyed all the events that I have been able to accompany you too, especially the Panto which was just great fun. It's been wonderful to watch and learn from you and hopefully I can bring your passion and enthusiasm that I've seen in you to my role as Chair. So thank you again Kathy for all you have done and now enjoy your rest.

Thank you all again for trusting me with this role.

2. ELECTION OF VICE-CHAIR OF THE TOWN COUNCIL

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

RESOLVED That Councillor Susan Woodward be appointed Vice-Chair of the Town Council for the ensuing year.

Councillor Woodward made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillor Flanagan (Personal Reasons)
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 any discussion referring to Burntwood Be A Friend as she is a Trustee.

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 24 March 2025 (Minute Nos. 80-99) be received and where necessary approved and adopted.

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

Councillor D Ennis pointed out to Members that there were only minor amendments to the current Committee structure namely that Councillor S Taylor is now Chair of the Planning and Development Committee and Councillor Flanagan is now just a Member of that Committee.

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

RESOLVED That the up to date Chair, Vice-Chair and Members of Committees be circulated to all Members following this meeting.

7. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Not much of a Chair's report I'm afraid as I've only just been elected. I will be going to the Bower on Monday with Kathy by the request of The Mayor of Lichfield to watch the Bower parade and to attend the Court of Arraye. Kathy and I are looking forward to our last official event together.

At our next Town Council Meeting I will announce my charity for the year and will hopefully have more things to talk about.

I would like to take the opportunity to welcome my Vice-Chair Sue, I'm really excited to have Sue as my Vice-Chair. I'm look forward to working with you, learning from you, and sometimes leaning on you if needed. Sue has years of experience and knowledge that I can hopefully learn and use. I really appreciate that you were willing to take the role of Vice-Chair and I hope we have a wonderful year working together.

8. MEMBERS QUESTIONS

No questions were raised by Members.

9. MODEL PUBLICATION SCHEME

The Town Clerk explained that the next four items on the agenda were standard housing keeping.

Councillor D Ennis referred to Agenda Items 9, 10, 11, and 12 and said that a briefing report was needed. The report should highlight any information about a specific issue or topic that needed to be changed/reviewed. He stated that any policies that needed to be reviewed should be placed on the Policy and Resources Committee's Work Programme going forward.

The Town Clerk explained that not all of the documents needed reviewing just re-adopting.

Councillor Woodward felt that the 'house style' had been lost and Members felt that the costs associated with information available from the Town Council under the Freedom of Information Act Model Public Scheme were confusing as one column stated that there were no costs (free) whereas the Schedule of Charges - disbursement costs referred to actual costs incurred. The Town Clerk explained that the information was available via websites free of charge however if a hard copy were needed (and taken away) then the actual cost incurred would be payable.

RESOLVED That the Model Publication Scheme be received and re-adopted.

10. CODE OF CONDUCT

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

11. STANDING ORDERS

RESOLVED That Standing Orders be received and re-adopted.

12. SCHEME OF DELEGATION

Councillor Woodward referred to Terms of Reference for Committees dated 05 July 2023 and felt that these should be included with the Schedule of Delegation.

RESOLVED That the Scheme of Delegation be received and re-adopted.

Councillor Woodward felt that the Town Council should be progressing towards a paperless way of working and that agenda papers should be received electronically, if possible, with no presumption by Members that a hard copy will be provided. Hard copies need to be requested for by Members and collected from the Town Council offices in person or by their nominated person. She felt that Council staff should not be expected to hand deliver.

Councillor D Ennis made it clear that Members are not being denied access to a hard copy of the agenda papers however consideration needed to be given to the resources being spent.

Councillor Willis-Croft referred to the fact that District Councillors receive an annual allowance which can go towards offsetting, for example, IT provision at home and confirmed that he personally collects a number of agendas for his group from the office and delivers them himself.

Councillor Bacon referred to the printing of agenda papers and asked what other items the Town Council waste their money on. Councillor D Ennis stated that we are very efficient as a Council.

It was proposed by Councillor Woodward, seconded by Councillor D Ennis, and following a show of hands (13 For, 5 Against) it was

RESOLVED That if Members wished for a hard copy of agenda papers, then this needed to be requested and collected from the Town Council office.

13. BURNTWOOD PLACE MAKING AND CULTURAL STRATEGY

The Town Clerk explained that a comprehensive proposal had been submitted to Members for consideration initially at the Policy and Resources Committee meeting on 06 November 2024. He confirmed that representatives from Limitless had attended the Full Council meeting held in January 2025 and the proposal was further considered at the meeting of the Policy and Resources Committee held on 17 March 2025 where Members had debated the proposal in detail and voted to recommend that the proposal be declined. However, other options were now being offered to Members to consider.

Councillor Woodward felt that the detailed proposals by Limitless had been scrutinised and she proposed option d. Consider Phased Implementation – if full funding is not available, approve Phase 1 first and review results before committing to later phases. Members agree to fund the first phase, as described at a cost of £5,000.

Councillor Woodward explained that Phase 1 – Reflect is about looking inwardly. Limitless will work with staff and Members at Burntwood Town Council to gather insights on their goals, available spaces, and potential partnerships. Through sessions, interviews, and other methods, Limitless will collect and analyse this information to create a report. This report will capture Burntwood's cultural vision, values, and goals, providing a foundation for the entire strategy. This phase sets the direction and ensures the strategy aligns with Burntwood's strengths and aspirations for growth.

Councillor Wittstock referred to her previous comments and referred to the Town Council's Financial Regulations and asked what was the limit with regards to going out to tender. The Town Clerk confirmed that for contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts. The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities. Councillor Wittstock stated that the Councillors had not sat down and discussed what we wanted and felt that we were being led by the Limitless representatives.

Councillor Evans seconded Councillor Woodward's proposal and Councillor Norman stated that initially he had agreed with Councillor Wittstock however this was a unique opportunity and Councillor D Ennis explained that he had had a change of mind and felt that Phase 1 was a small step forward which would give the Town Council a vision.

Councillor Tranter emphasised the fact that this was public money and following Phase 1, if the Town Council decided to proceed, the public must be consulted.

It was proposed by Councillor Woodward, seconded by Councillor Evans, and following a show of hands (13 For, 4 Against, 1 Abstention) it was

RESOLVED That Phase 1 be approved and that Members review the results before committing to later phases. Members agreed to fund the first phase at a cost of £5,000.

14. RISK ASSESSMENT REGISTER

Councillor Woodward referred to 4 – Democracy and in particular 4.1 and the 'red' high impact with regard to compliance with the Code of Conduct and 4.5 and confirmed that not all Members undertake monthly surgeries. The Town Clerk explained that this item was red before mitigation and that with the mitigating actions identified the risk dropped into an acceptable range.

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

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

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2024/25 INCLUDING ACCOUNTING STATEMENTS

Members noted that the Internal Auditor had answered 'No' in her report to Internal Control Objective H – Asset and Investments Registers were complete and accurate and properly maintained. The Finance Officer explained that although an asset register was held at the end of the 2023/24 financial year, it was not kept fully up to date during the 2024/25 financial year. A list of additions and disposals was subsequently compiled from the accounts system, to calculate the figure required for box 9 of the Accounting Statements 2024/25. These additions and disposals therefore need to be applied to last year's asset register.

The Finance Officer explained at end 2023/24 the Internal Auditor's detailed report to Council also identified that the asset value on the AGAR did not match exactly with the asset register, which included a lot of low value items. The report had suggested that the Council could consider a policy with a minimum value (reflecting the insurance excess) and add insurance values alongside. This policy and resulting updates still needed to be made.

The Town Clerk confirmed that this would be considered at the next Policy and Resources Committee meeting in July 2025.

15.1 Annual Internal Audit Report 2024/25

The Chair noted that the Internal Auditor, in her covering letter of 2 May 2025 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 2024/25 report be noted.

15.2 Section 1 – Annual Governance Statement 2024/25

RESOLVED That Statement 7 should be answered No, taking account of the comments of the Internal Auditor, with an explanation being provided with the AGAR that the asset register needs some updating. 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.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

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

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 2024/25 for the year ended 31 March 2025 be approved and the Chair and Clerk be authorised to sign the document.

15.3 Section 2 – Accounting Statements 2024/25

RESOLVED That Section 2 – Accounting Statements 2024/25 for the year ended 31 March 2025 be approved and the Chair be authorised to sign the document.

15.4 Income and Expenditure and Balance Sheet reports for 2024/25

RESOLVED That the Income and Expenditure report for the year ended 31 March 2025 be received and noted and the Balance Sheet as at 31 March 2025 be approved and the Chair be authorised to sign the document.

15.5 Exercise of Public Rights

RESOLVED That the Notice for the Exercise of Public Rights, to be published on Monday 2 June for an inspection period starting Tuesday 3 June and ending on Monday 14 July, be noted.

15.6 Appointment of Internal Auditor for 2024/25 financial year

RESOLVED That the appointment of Black Rose Solutions Ltd (Sandie Morris) as Internal Auditor for the 2025/26 financial year be noted.

16. POLICY AND RESOURCES COMMITTEE – 17 MARCH 2025

Councillor Banevicius referred to Minute No. 51 – Burntwood Place Making and Cultural Strategy and in particular Page 33 (last paragraph) and asked if the word tangible could be used instead of 'see and feel'.

It was proposed by Councillor Galvin, 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 17 March 2025 (Minute Nos. 45-57) be received and where necessary approved and adopted.

17. PLANNING AND DEVELOPMENT COMMITTEE – 02 APRIL 2025 AND 06 MAY 2025

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 02 April 2025 (Minute Nos. 64-70) and 06 May 2025 (Minute Nos. 71-76) be received and where necessary approved and adopted.

18. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 MAY 2025

As a point of accuracy, Councillor Evans referred to Minute No. 68 – Community Engagement and explained that even though Councillor S Taylor had referred to the Young Farmers Union it was meant to be the National Farmers Union.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 07 May 2025 (Minute Nos. 64-74) be received and where necessary approved and adopted.

19. 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.

Councillor Woodward referred to Paul Holland, the Library Assistant and Library Attendant at Burntwood Library who would have been in the public gallery and it was only right that this Council recognised his contribution and commitment to the town.

20. COULTER LANE BURIAL GROUND WALL

See Confidential Minutes.

(The Meeting closed at 7.16 pm)

Signed …………………………………………

Date …………………………………………..

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD IN THE MEETING ROOM, THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 14 MAY 2025 COMMENCING AT 6.00 PM

PRESENT

Councillor Galvin (in the Chair)
Councillors Bacon, D Ennis, Evans, Swain, Norman, P Taylor, Tranter, and Woodward

In attendance
S Lightfoot, Town Clerk

Two members of the public

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

58. APOLOGIES FOR ABSENCE

Councillor Banevicius (Work Commitments)
Councillor Wittstock (Prior Commitments)
Councillor Hancox (Unwell)

Councillor Woodward noted that meetings are arranged well in advance and members should be aware of dates.

The reasons for the apologies were approved.

59. DECLARATIONS OF INTEREST AND DISPENSATIONS

None.

60. 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 show of hands it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 17 March 2025 (Minute Nos. 45-57) be approved as a correct record.

61. SCHEDULE OF PAYMENTS

Councillor Woodward highlighted the spend at Screwfix and G E Collis and Sons Limited for materials, tools, and equipment, and queried the cost and the necessity. The Town Clerk offered to provide a report with details of spending and the reasons for it.

AGENDA ITEM 7 – ENCLOSURE NO. 2A

Councillor D Ennis raised the matter of the payment of £20,000 to Lichfield District Council towards the installation of the new Skatepark at Burntwood Leisure Centre. Councillor D Ennis asked the Town Clerk if any communication had been received, or any feedback given, other than the cancelled launch event. The Town Clerk confirmed that he had received no such communication and will follow up.

Councillor D Ennis gave an update to members regarding the progress of works at the Chase Terrace Community Centre. Work has largely been completed, and the team have been negotiating with our contractors about snagging issues and upgrades. Councillor D Ennis also asked members to note that next meeting a significant spend will be listed, as the Chase Terrace Community Centre refurbishment is reaching its conclusions.

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

RESOLVED That the schedule of payments from 16 March 2025 to 15 May 2025 in the sum of £118,276.49 and the Petty Cash Spend dated 30 April 2025 be approved and noted.

62. WORKS PROGRAMME

Members referred to the works programme in depth, item by item.

The Town Clerk had distributed a brief written report regarding the installation of the new planters, due to start arriving shortly, and installed and planted as soon as possible. The first planter will replace the old rotten wooden planter at the Library at Sankeys Coner.

After some discussion it was agreed that the second planter would go to Morley Road, and the third planter would be placed in a suitable location at Swan Island. If this was not possible then it should be placed on land owned by Lichfield District Council on Cannock Road/Ironstone Lane junction.

Councillor Norman quoted that he hoped further planters could be purchased and maintained over time.

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

63. BLEED KITS

The Town Clerk introduced a report concerning the offer by Lichfield District Council to purchase a 7 bleed kits for the town to be stored in the Town Council's Defibrillator units. Bleed kits contain a specific set of equipment that can be used in an emergency reduce blood loss caused by trauma to preserve life.

While it is hoped that they are never used, members were asked to accept the cost of replacement, currently £37 +VAT.

The report recommended the support of the ongoing costs associated with maintaining the bleed kits.

Following a show of hands it was

RESOLVED That the Town Council accept the offer of bleed kits from Lichfield District Council, and purchase further kits for the other defibrillator units, and an additional one for the BuRRT vehicle. Further it was resolved that the Town Council undertake to purchase enough Bleed Kits for the rest of the maintained defibrillators and the associated maintenance and replacement costs.

64. IMPLEMENTATION OF A SPEED INDICATOR SYSTEM (SIS)

The Town Clerk introduced a report detailing the costs, merits, and drawbacks of installing at least one Speed Indicator Device. These devices register a passing motorist speed and displays it. Various systems are available.

After a discussion regarding the cost and effectiveness of such systems

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

RESOLVED That the Committee declined to proceed with, or allocate funding for, the proposed device.

65. BURNTWOOD TOWN COUNCIL DBS POLICY

The Committee was asked to consider a draft DBS policy.

Councillor Woodward recommended that the policy was cross referenced with the recently adopted Safeguarding Policy and conduct a risk assessment on Councillors having a DBS check.

While the Town Clerk cannot insist that Councillors have a DBS check, it can be made available should individual members want one to provide public reassurance.

Councillor P Taylor noted that the DBS system replaced the old VBS (Vetting and Barring Service) that was too widely used. The DBS offers different levels of check with the Standard and enhanced checks only being available for certain categories of people.

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

RESOLVED that the DBS Policy be adopted subject to any necessary amendments to ensure it is compatible with the Safeguarding Policy.

66. CLOSED CIRCUIT TELEVISION (CCTV) POLICY – CHASE TERRACE COMMUNITY CENTRE

Members were asked to consider the draft Closed Circuit Television Policy for Chase Terrace Community Centre.

As part of the refurbishment a high-quality comprehensive CCTV system has been installed, and to comply with GRPR it is necessary to have a policy that protects the public and users safeguarding their privacy.

Councillor Woodward asked who can access the system, and the Town Clerk stated that at this time, only he could, but it was desirable that another member of staff had a log in credentials. Both the Town Clerk and the other member of staff would need suitable training. The Town Clerk said that while the system is up and running, it is not commissioned yet until these matters have been arranged.

Councillor Woodward asked if Councillors could view footage. The Town Clerk explained that generally no, but could request to access their own images, or if an incident had occurred to request the Police request access.

Councillor Norman asked if the footage is deleted automatically after 30 days, and the Town Clerk said that is the case. Councillor Norman said the cameras should only record images on the Town Council's property, the Town Clerk agreed and noted that two cameras need adjustments to ensure this.

Members agreed that the Deputy Clerk be issued with log in credential and undertake appropriate training.

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

RESOLVED That the CCTV policy be adopted.

(The Meeting closed at 7.25 pm)

Signed ………………………………………………

Dated ………………………………………………

AGENDA ITEM 7 – ENCLOSURE NO. 2A

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 09 JULY 2025 COMMENCING AT 6.00 PM

PRESENT

Councillor Norman (in the Chair)
Councillors Bacon, Evans, Swain, P Taylor, Tranter, and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

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

1. **APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor D Ennis, Councillor Galvin, Councillor Hancox and Councillor Wittstock.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

3. **MINUTES**

Councillor Woodward referred to Minute No. 66 – Closed Circuit Television Policy – Chase Terrace Community Centre and in particular the paragraph referring to who could access the system. She confirmed that her comments were around concerns regarding privacy issues and not wanting to look at the footage personally.

RESOLVED That the Minutes of the Policy and Resources Committee held on 14 May 2025 (Minute Nos. 58-66) be approved as a correct record.

4. **SCHEDULE OF PAYMENTS**

Referring to Minute No. 61 – Schedule of Payments (14 May 2025 refers) where the Town Clerk had offered to provide a report with details of spending and the reasons for it in respect of payments made primarily to G E Collis & Sons and Screwfix. He confirmed that he had spoken to the Response and Repair Team Member & Finance Officer and explained that from the start of the financial year, 18 invoices related to G E Collis & Sons and 9 invoices related to Screwfix in respect of consumables. The Town Clerk confirmed that he was monitoring the situation going forward and had asked the Response and Repair Team Member to text him with an explanation when purchasing from the said retailers.

Councillor Woodward stated that the Town Council needed to be transparent, and this spend still needed to be monitored and kept within the agreed budget. Councillor P Taylor explained that instead of going out to contractors, the Response and Repair Team were undertaking the task inhouse and he felt that some saving

AGENDA ITEM 7 – ENCLOSURE NO. 2B

were been achieved. He also confirmed that the Response and Repair Team Members were attending the next Planning and Development Committee meeting scheduled for 14 July 2025, and this will give an opportunity for two-way dialogue.

Councillor Norman referred to payment no. 48 – Staffordshire Signs and Graphics and the Town Clerk confirmed that this related to signage at the Chase Terrace Community Centre.

Councillor P Taylor referred to payments made to Poster My Wall and asked if the Town Council were still using this platform as he thought the Community Development and Engagement Officer was using Canva. The Town Clerk confirmed that we were moving to Canva though using the paid subscription to Poster My Wall currently.

In respect of the petty cash spend, Members referred to the staff travel expenses, and as the Administration Officer cannot drive, this referred to attendance at the cemetery.

RESOLVED That the schedule of payments from 01 May 2025 to 30 June 2025 in the sum of £78,157.28 and the Petty Cash Spend from 10 May 2025 to 29 June 2025 be approved and noted.

5. WORKS PROGRAMME

Members referred to the works programme in depth, item by item.

Brighter Burntwood

Councillor Norman queried in the Action Update column the 'local company has agreed to fund maintenance' however he confirmed that this was not the case in respect of the Larks Rise Community Woodland.

Councillor Tranter asked if any additional planters would be installed at the Morley Road Shopping Centre as vehicles were still parking on the footpath. Members confirmed that the two 'tree' planters installed were owned and maintained by Lichfield District Council. Councillor Norman queried the timescale relating to the Town Council three-tier planters (Minute No. 54 – Brighter Burntwood – 17 March 2025 refers). The Town Clerk confirmed that following some manufacturing issues the three-tier planters had arrived. With regard to Morley Road Shopping Centre, Councillor Woodward felt that we needed to be cautious not to annoy members of the public as visibility was key. Councillor P Taylor explained that when he visits the shopping centre, there are spaces on the car park and primarily vehicles are parking on the footpath. Councillor Norman thought that it had been decided that one of the Town Council's three-tier planters would be placed where the toilet(s) were meant to go. Councillor Evans explained that the feedback from residents was positive regarding the two 'tree' planters however parking is limited during school drop off and pick up times.

Members were informed that a three-tier planter is due to be placed in front of the welcome sign near The Star public house. The Town Clerk confirmed that the planter underneath the welcome sign would be removed. He also confirmed that the exact location for the other three-tier planter near the Skoda Island was yet to be determined and he was in contact with Staffordshire County Council (as landowner) regarding permissions.

Councillor Woodward explained that the planter by the welcome sign located at Ironstone Road (outside Bradshaws) is falling apart. The Town Clerk confirmed that the Response and Repair Team were rolling out a programme of works with regard to the welcome sign planters.

The Town Clerk felt that the bedding plants installed in the public open space on Oakdene Road had been a success.

Fingerposts
The Town Clerk explained that Councillor D Ennis had identified a local company who had manufactured the 'fingers', however, the colour was incorrect and the lettering was not centred which had resulted in the items being returned. He confirmed that the 'fingers' had been returned and that the Response and Repair Team had produced an action plan for fitting.

Coulter Lane Wall
Councillor Tranter asked for the up-to-date situation regarding the wall. Referring to Minute No. 20 – Coulter Lane Burial Ground Wall (Full Council – 22 May 2025) the Town Clerk explained that in the winter storms, a tree had fallen and destroyed a 20-metre section of the wall at the closed cemetery at Coulter Lane owned by Burntwood Town Council. He stated that the Town Council's insurance provider were notified of the claim immediately following the storms. The Town Clerk confirmed that quotations had been received via the UK Government's "Contract Finder" website to ensure compliance with the Town Council's Financial Regulations. Following the Town Council's resolution, the Town Clerk confirmed that he had notified the insurance company and was awaiting a decision. He explained that even though he was under the impression all the Town Council's property were covered under the policy, but the company informed him on 04 July that this was not the case.

The Chair asked if items were listed in the policy and have we asked an insurance expert about the issue. The Town Clerk said he was asking other clerks for their experience.

The Town Clerk confirmed that in the immediate aftermath, County Highways and Burntwood Town Council's contractors cleared the road, and pathway. Burntwood Town Council's BuRRT team made safe the wall and removed the bricks into the cemetery grounds.

Referring to the resolution made by the Town Council on 22 May 2025, Councillor Woodward stated that that decision was made on the assumption that the wall was covered by insurance and that the Town Council now may need to review that decision in light of new information.

Councillor Evans recalled that work had been undertaken previously to the wall (other side of the gate) and asked whether this was covered by the insurance. She asked if the ancient bricks could perhaps be utilised.

Councillor P Taylor queried the state of the trees and the Town Clerk confirmed that he had rolled out a programme of works. Councillor Norman asked when the trees had last been inspected and Councillor Woodward asked if this could go onto the works programme. The Town Clerk said that it was last year.

Chase Terrace Community Centre
The Town Clerk stated that he was delighted to report that the refurbishment of the Community Centre, as well as the snagging, had been completed. He confirmed that he together with the Community Development and Engagement Officer were holding drop-in sessions for groups interested in hiring the Community Centre (07 July 12pm to 2pm and 10 July 5pm to 7pm). The Town Clerk confirmed that the Grand Opening would be on the 08 August (155 years since the centre was first built). We will have street food, entertainment and some of the user groups can set up a stall. Councillor Tranter asked if parking was available on site and Councillor Woodward stated that residents were concerned about parking and still are. The Town Clerk

explained that St John's Community Church had agreed that if the church car park was not in use, we could use that. Members acknowledged that there was a need for community space in that part of the town.

Councillor Norman queried the capacity for each room and the Town Clerk confirmed that the total for the whole building was 100 however individual rooms would be identified in the yet to receive completed Fire Risk Assessment.

Bleed Kits
The Town Clerk confirmed that Members and officers had attended the bleed kit training and that the bleed kits had been installed in the defib cabinets around the town.

Completed Items
Councillor Norman referred to the wildflower meadow on Sister Dora Avenue and the Town Clerk explained that even though it had been thought that the area had been tampered with an area on Eastern Avenue in Lichfield looked very similar. Councillor P Taylor asked who was responsible for planting and watering of the area as he knew of an alternative supplier (COGS) who were located within the parish. The Town Clerk confirmed that the area was maintained by Lichfield District Council. Councillor P Taylor thought that the reason for the planted area was to stop the parking of vehicles, and the Town Clerk confirmed that vehicles were no longer parking on the area.

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

6. BURNTWOOD MARKET

The Town Clerk gave a brief explanation regarding the four options which he thought were available to the Town Council i.e. a. External Professional Market Provider, b. Council In-House Delivery, c. Hybrid Model and d. Cease Market Operations after the last market in October.

However, Councillor P Taylor thought that there were a couple of in between options available e.g. under the Council In-House Delivery, the Town Council could manage the road closures, promotion of the event and traders but outsource the gazebos or traders could bring along their own gazebos. He felt that we could invite tenders for all three e.g. with gazebos etc, traders bring their own gazebos and the hybrid model (current arrangement). The current arrangement gives the Town Council the ability to be involved.

Councillor Tranter asked if the provider could bring along a variety of stalls as a greater variety was needed.

Councillor Norman felt that we needed to be cautious if we were to allow traders to bring their own gazebos (different designs, disputes over sizing etc may occur).

The Town Clerk referred to the Market Charter which stated that the market is to take place on the second Sunday of the month. He explained that the 'success' of the market is weather dependent and that officers were continually monitoring the situation (fresh ideas, fresh traders). The Town Clerk referred to the Market Provision Brief which explained our Vision & Objectives, Scope of Service, Council Role, Budget, and Contract Terms. Members felt that the minimum number of traders per market should be increased from 12 to 15. The Town Clerk stated that tenderers could take the lead and explained what they could offer. Councillor Norman felt that this could make it more difficult when comparing the tenders received.

Councillor Norman referred to the cancellation of the 08 June market. The Town Clerk explained that a representative from Bert and Gerts Limited had contacted him on Thursday 05 June warning of strong winds predicted by the BBC and Met Office for Sunday 08 June. He explained that a decision was made first thing on Saturday 07 June following guidance received from Bert and Gerts Limited.

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

RESOLVED That tenders be sought for an External Professional Market Provider and a Hybrid Model.

7. INTERNAL AUDIT REPORT 2024/25

The Town Clerk explained that this was basic housekeeping and that the internal auditor had no material concerns. He confirmed that in respect of Objective H – Asset Register this was covered by Agenda No. 8.

With regard to Objective E – An Option to Tax, Councillor P Taylor gave an update and stated that HMRC had not provided a relevant or positive response to the enquiries about the VAT status at Chase Terrace Community Centre, despite repeated attempts to obtain its advice, therefore, an Option to Tax (permanent and cannot be reversed) had been submitted and acknowledged by HMRC on 21 May 2025.

With regard to Objective G – Casual Staff Employment Contract, Councillor Woodward asked if this had been completed and the Town Clerk confirmed that this had been actioned.

RESOLVED That the Committee notes and supports the comments made by the Internal Auditor contained in her detailed report and note the actions undertaken by the Town Clerk.

8. ASSET MANAGEMENT

The Town Clerk explained that the report provided Members with an Asset Management Policy and asked the minimum amount Members would wish to see.

Referring to the Asset Management Policy, Councillor Woodward suggested an asset value of £200 and queried what was meant by Community Assets. The Town Clerk confirmed that this could be defined better but included such items as street furniture. Councillor P Taylor felt that Land and Property needed to be included on the asset types and Councillor Tranter asked whether Members were getting a defined list and she also suggested an asset value of £250. The Town Clerk confirmed that this was a live document and was available on request. Councillor Swain felt that a depreciation value was also needed.

It was proposed by Councillor Tranter, seconded by Councillor Bacon, and following a show of hands it was

RESOLVED That the Asset Management Policy be amended in line with discussion and that the asset value be £250.

(The Meeting closed at 7.28 pm)

Signed ……………………………………………….

Dated ……………………………………………….

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 16 JUNE 2025 COMMENCING AT 6.03 PM

PRESENT

Councillor S Taylor (in the Chair)
Councillors Bacon, D Ennis, L Ennis, Gittings, Hancox, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
Ms Kate Tait, Group Strategic Land & Planning Director, Tara Group
Mr David Onions, Lead Planning Consultant, Pegasus Group
Thirteen members of the public

PROPOSED DEVELOPMENT AT HIGHFIELDS ROAD AND PAVIORS ROAD

Councillor S Taylor welcomed Ms Tait and Mr Onions. Referring to the Public Forum part of the meeting, Councillor S Taylor explained to members of the public that they are more than welcome to listen to the presentation by Tara Group and Pegasus Group however as they have not advised the Council of any questions, they may wish to ask, at least three working days before the meeting, they are unable to participate in the debate.

Ms Tait explained that the site identified for development was located on Highfields Road and Paviors Road (bordering M6 Toll and Wharf Lane). She explained that Cameron Homes was part of the Tara Group which also consisted of Chasetown Civil Engineering and Keon Homes. Their ethos is taking the right parcel of land in the right location and creating homes that blend with existing communities, enhancing the surroundings.

Mr Onions referred to Grey Belt which is a new concept established by the Labour government. He explained that Grey Belt land is a term for areas within the Green Belt that are considered to be of lower quality and may be suitable for development under specific conditions. The concept is to potentially release some of this land for development, particularly to address housing shortages, while still protecting the core Green Belt.

Ms Tait recognised that the proposed housing site is outside of Burntwood Town Council's boundary however the proposed development would have an impact on its infrastructure.

Mr Onions pointed out that the new National Planning Policy Framework (NPPF) introduced by the Labour government has increased Lichfield District housing targets from 289 to 745 new homes per annum (158% increase). The new NPPF also required Lichfield District Council to demonstrate 5 year housing land supply, however, at present Lichfield District Council can only demonstrate a 3.65 year supply of deliverable housing land.

Councillor P Taylor asked if they had engaged with Hammerwich Parish Council (as the site lies within their parish) and Ms Tait confirmed that she had contacted the Chair of Hammerwich Parish Council and it was hoped that they would attend a future meeting of the Parish Council (July 2025).

Councillor D Ennis explained that a key point was to look after existing residents however we needed to be realistic. He felt that the 'power of engagement' was key and that we needed to lobby the County Council with regard to the proposed new doctors surgery and the state of the roads.

It was emphasised that this was not a planning application, however, Ms Tait referred to the Section 106 developer contributions aimed to mitigate the impact of new development on the local area and community which potentially could go towards infrastructure which has been identified by members of the public and Town Councils.

(Thirteen members of the public left the meeting at 6.24pm)
(Ms Tait and Mr Onions left the meeting at 6.24pm)
(Councillor D Ennis left the meeting at 6.24 pm)

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

1. APOLOGIES FOR ABSENCE

Councillor Bishop (Prior Commitments)
Councillor Bullock (Unwell)
Councillor Flanagan (Prior Commitments)
Councillor Swain (Prior Commitments)

The reasons for the apologies were approved.

2. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Having no pecuniary interest, in the past Councillor S Taylor explained that she had worked for Cameron/Galliers Homes which is part of the Tara Group. Councillor S Taylor also confirmed that she had worked for other developers including Bromford Housing, and Taylor Wimpey North Midlands. She also confirmed that she will be joining Lichfield District Council's Planning Committee at the next Full Council Meeting scheduled for 08 July 2025.

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 and that the Minutes had been agreed at Full Council on 22 May 2025.

It was proposed by Councillor P Taylor 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 06 May 2025 (Minute Nos. 71-76) be approved as a correct record.

(Councillor D Ennis re-joined the meeting at 6:27pm)

4. INFORMATION FROM THE MINUTES

The Blue Hoardings site off Milestone Way
Councillor S Taylor informed Members that plans for a major new retail and leisure development in Burntwood have been submitted to Lichfield District Council. The blue hoardings site off Milestone Way has been earmarked for a 52,000 sq ft scheme by property group M Core. She explained that the six-acre plot will feature three drive-through units and two large spaces for retailers or leisure operators.

Councillor S Taylor stated that work had been taking place on the land since February to clear unexploded military ordnance from the area's past as a munitions dump during World War Two. She explained that the work is expected to be completed next month, with hopes that the redevelopment project will begin later this year. M Core are aiming for completion of the scheme in September 2026, providing planning approval is granted.

Proposed Development at Highfields Road and Paviors Road
Members agreed that even though the development is not within the Parish of Burntwood that once the planning application is received it should be considered by this Committee.

5. PLANNING APPLICATIONS

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

(a)	25/00501/REM	Boney Hay and Central	Mr Stoddard 75 Spinney Lane Burntwood	Reserved Matters application for the appearance, landscaping, scale, access, and layout for the erection of two detached dwellings and associated works (relating to application 19/01719/OUT)

No objection.

(b)	25/00535/FUH	Summerfield and All Saints	Mr Xhyheri 18 Boney Hay Road Burntwood	Extension over existing garage, part garage conversion to create downstairs wc and internal alterations at first floor

No objection.

(Members noted that this application had already been approved on 03.06.25).

(c)	25/00357/LBC	Gorstey Ley	Mr Hall-Woodcock 57 Church Road Burntwood	Works to listed building including erection of single storey side extension and detached outbuilding, remove concrete render and add insulation and lime render to external walls.

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the comments made by Lichfield District Council's Conservation Officer should be placed on any approval.

(d)	25/00560/FUH	Chase Terrace	Mr Caddick 33 Thorpe Street Burntwood	Retention of detached outbuilding located at the rear of the garden to be provided as a storage unit

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the storage unit should be used for ancillary domestic storage purposes only and shall not be used to provide additional living accommodation.

(e)	25/00308/FUL	Highfield	Dr Brown Land adjacent Maple Hayes School Abnalls Lane Lichfield	Side extension to an existing agricultural shed

No objection in principle as long as the shed is used for agricultural use only. If the Local Planning Authority is mindful to approve the application, then the comments made by Lichfield District Council's Arboricultural Officer should be placed on any approval and the proposal must comply with current Green Belt criteria.

(f)	25/00614/FUH	Summerfield and All Saints	Mr Marshall 252 Chase Road Burntwood	Erection of a first floor front extension

No objection.

(Members noted that this application had already been approved on 13.06.25).

(g)	25/00368/FUH	Chasetown	Mrs Mee 213 High Street Chasetown	Installation of disabled access platform lift

No objection.

6. BuRRT UPDATE

Councillor S Taylor explained to Members that it was her intention to meet with a member of the Burntwood Response and Repair Team prior to each meeting and that the Team will be attending this Committee every other meeting (starting on 14 July 2025) to help Councillors build better connections and make better use of the BuRRT services in the community.

RESOLVED That the report of activities be noted.

(The Meeting closed at 6.45 pm)

Signed …………………………………………………

Date ……………………………………………………

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON MONDAY 14 JULY 2025 COMMENCING AT 6.00 PM

PRESENT

Councillor S Taylor (in the Chair)
Councillors Bacon, Bullock, D Ennis, L Ennis, Gittings, Swain, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk
A Knox, Team Member, Response and Repair Team
M Jones, Principal Team Member, Response and Repair Team

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

7. **APOLOGIES FOR ABSENCE** were received from Councillor Bishop and Councillor Hancox.

8. **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.

9. **BuRRT UPDATE**

The Chair welcomed members of the Response and Repair Team to the meeting. Councillor D Ennis stated that it was great for Councillors to see what the Response and Repair Team were doing however these meetings would also give the team the opportunity to feedback any barriers to their job. The Team Member informed Councillors that a new iPad had been received which would give the team access to emails, WhatsApp etc which will be downloaded onto the device.

Councillor D Ennis referred to the creation of a works plan for the team which could enable the team to prioritise tasks. The Team Member confirmed that there is currently a jobs board where tasks are written on. The Chair thought that a works plan would make work more efficient. The Principal Team Member explained that Councillors are their eyes and ears around the town. The Deputy Clerk informed Members that the burrt@burntwood-tc.gov.uk email is available in the public domain and there is also a section on the Town Council's website (under Our Services) which gives details of the service. It was **AGREED** that the Deputy Clerk would email Members with the Response and Repair Team contact details.

Councillor D Ennis explained that if he believes that the job is priority, he emails the Team Member direct (not via the BuRRT email). Councillor P Taylor felt that this service was good publicity for the Town as well as the Town Council. It showed we were a proactive Council addressing issues before they escalated into major problems.

Principal Team Member explained that saving were being made as some of the tasks would need to be handed to a contractor. Also the team are able to provide a quick, instant response. The Chair confirmed that the Response and Repair Team Members would be attending a meeting every other month.

RESOLVED That the report of activities be noted.

(The Response and Repair Team left the meeting at 6.15pm)

10. 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 P Taylor and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 16 June 2025 (Minute Nos. 1-6) be approved as a correct record.

11. INFORMATION FROM THE MINUTES

There was no information from the Minutes.

12. PLANNING APPLICATIONS

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

(a)	25/00708/FUH	Gorstey Ley	Miss Furby 10 Church Road Burntwood	First floor side extension to form bedroom, new roof, and installation of 2 no. atriums to single storey rear extension

Members noted that this application had already been approved on 14 July 2025.

(b)	25/00687/FULM		Mr Dunlop Blue Hoarded Site Land off Milestone Way Burntwood	Erection of 2 units comprising Unit 4, 1399 sq m for retail or leisure use (Class Ea) or Class Ec) and Unit 5 2328sqm for retail and garden centre (Class Ea), 2 Drive Thru restaurants, including formation of new accesses off Robins Road and Morrisons service road, car parking, landscaping, and associated works

The Town Council supports the application as it is in line with the Burntwood Neighbourhood Plan which has allocated the site for retail and leisure development. The Local Planning Authority should give consideration to the opening hours, delivery times and any illuminated signage to ensure that disturbance for local residents is minimised.

(c)	25/00733/FUH	Boney Hay and Central	Mrs Harwood 44 Chorley Road Burntwood	Erection of single storey rear extension and two storey side extension to create additional master bedroom, en-suite, and family bathroom

No objection.

(d)	25/00281/FUL	Chasetown	Mr Willis Abacus Day Nursery Park Cottage 162 High Street Chasetown	Single storey rear and side extensions to form classrooms and reception area and removal of canopy and cabin

The Town Council wish to refrain from making any comments until such time as the information requested by the Environmental Health Team is known.

(e)	25/00763/FUH	Boney Hay and Central	Mr Ritbergeris 33 Bridge Cross Road Burntwood	Demolition of existing conservatory and erection of a single storey rear extension

No objection.

(Councillor L Ennis left the meeting at 6.25pm)

(f)	25/00370/COU	Chasetown	Almond Care Limited 4A Ash Grove Burntwood	Change of use from single family dwelling (Class C3) to Class C2 use including garage conversion

The Town Council wish to refrain from making any comments until such time as the information requested by the Environmental Health Team and Staffordshire County Council - Highways is known.

(g)	25/00371/COU	Chasetown	Almond Care Limited 4B Ash Grove Burntwood	Change of use from single family dwelling (Class C3) to Class C2 use

The Town Council wish to refrain from making any comments until such time as the information requested by the Environmental Health Team and Staffordshire County Council - Highways is known.

(h)	25/00666/FUH	Chasetown	Mr Carter 6A Union Street Burntwood	Erection of timber single storey granny annexe

If the proposal is approved it should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 6A Union Street and shall not be sold or let as a separate dwelling.

(The Meeting closed at 6.38 pm)

Signed ……………………………………………… Date …………………………………………………

AGENDA ITEM 8 – ENCLOSURE NO. 3B

MINUTES OF THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 16 JULY 2025 COMMENCING AT 6.00 PM

PRESENT

Councillor Evans (in the Chair)
Councillors Bishop, Coe MBE, D Ennis, R Ennis, Gittings, P Taylor, Tranter, Willis-Croft and Wittstock

In attendance

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

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

1. **APOLOGIES FOR ABSENCE** were received from Councillor Kirkham and Councillor S Taylor.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

None declared.

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 22 May 2025.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 07 May 2025 (Minute Nos. 64-74) be approved as a correct record.

4. **INFORMATION FROM THE MINUTES**

There was no information arising from the minutes.

5. **COMMUNITY ENGAGEMENT**

Councillor Evans referred to the wonderful news that the Lichfield Garrick Theatre had secured funding from Arts Council England to launch a bold and exciting three-year outreach project in Burntwood. In partnership with the Town Council, they will bring a whole host of creative and cultural opportunities to the town.

AGENDA ITEM 9 – ENCLOSURE NO. 4

Councillor Evans reminded Members that it was the Festival Wakes this Saturday which will be providing a good cross section of entertainment and it was hoped that it will be well attended but we cannot control the weather. She emphasised that there is limited parking on site and would encourage other methods of transportation.

The Community Development and Engagement Officer reported that the Dementia Friendly Walk went ahead on Sunday 18 May. Working alongside Burntwood Dementia Friendly Community and other partners, the event raised £850 for Alzheimer's Society and around 70 people took part. During Dementia Action Week, the Community Development and Engagement Officer also delivered a Dementia Friends session for MHA Communities staff and volunteers, and Town Council staff.

On the 21 May, staff and Councillors attended Stop the Bleed training which was delivered by Lichfield District Council's Community Safety Partnership. As a part of this initiative, the District Council provided 7 bleed kits to be installed in Burntwood Town Council's defibrillator cabinets, and the Town Council committed to purchasing additional kits for the other cabinets across the town, the Town Council offices, the BuRRT van and for use at Town Council events. These kits have now been purchased, installed, and advertised so that residents are aware of their availability.

The Community Development and Engagement Officer reported that the Lichfield Garrick's Creative Burntwood project, of which the Town Council is an active partner, has been successful in receiving funding of almost £300,000 from the Arts Council for a 3-year outreach project to bring creative opportunities to the town. The Lichfield Garrick team held a meeting for staff and Councillors in June to share the details of what this project will entail.

The Community Development and Engagement Officer, along with Councillor Laura Ennis, Councillor Di Evans and Councillor Paul Taylor visited Platinum Boxing to hear more about how the funding they had received from the Town Council as part of their commissioning project had helped them to expand and offer more to young people in Burntwood.

The Community Development and Engagement Officer, along with staff and Councillors were also invited to attend the Burntwood Lions recent coffee morning to celebrate their successful funding application to provide further services for vulnerable people living in Burntwood.

Councillor D Ennis referred to community events being 'advertised' on social media and asked if these could be shared on our platforms. In particular he referred to the Networking for Businesses events hosted by Ian Gardner (the last event being held at the Uxbridge Arms in Chasetown on Thursday 03 July at 4.30pm). This is a fantastic platform for collaboration and growth. It was hoped that the events would be moved around the town and Councillor D Ennis confirmed that the next event would be held at the Grangemoor Working Men's Club. Councillor D Ennis also mentioned that Burntwood inBusiness hold a breakfast networking group at Bradshaws Farm Shop and Café from 7.30am to 8.45am On Wednesdays.

6. BETTER BURNTWOOD FUND

6a. Star Parenting CIC

Members were informed that the grant would go towards paying for two facilitators to run a Starting Solids workshop/course for 8 parents and babies. Councillor Evans explained that the group had already received a start up grant from another organisation and they had also applied to other sources for funding. Councillor Coe

MBE raised concerns as to whether or not the facilitators were qualified to deliver this course. Councillor P Taylor informed Members that this had been raised before the meeting and the Community Development and Engagement Officer confirmed that one of the facilitators was qualified in this area to deliver the course.

Councillor P Taylor queried the fact that the applicant had applied to other sources for funding and explained that this was for three single courses and this application was for one course. The Community Development and Engagement Officer confirmed that this application was for one 3½ hour session for 8 babies plus parents. Councillor Gittings raised concerns regarding the numbers involved (only 8 babies and 8 parents) and Councillor D Ennis felt that the application was unclear. Councillor Tranter thought that Spark Burntwood also ran similar groups. The Community Development and Engagement Officer referred to the health visiting team clinic for 0-19 years held at Spark however this provided limited information and the proposal would provide more in depth information by a qualified facilitator.

Councillor Coe MBE referred to parenting courses which have been run by Pathway and asked how Star Parenting CIC would target the parents who needed the help. Councillor D Ennis also asked how are the parents selected e.g. means tested as there could be parents who could afford to pay for the course themselves. Councillor Gittings pointed out that if they are already on the social services radar they are already provided with support. Councillor D Ennis queried is this application for a start up business as the breakdown included staff wages.

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

RESOLVED That the application received from Star Parenting CIC is not supported on this occasion.

7. INFORMAL UPDATE ON THE WAKES FESTIVAL 2025

The Deputy Clerk updated Members on the current situation. She explained that the list of activities was a living document and was continually being edited and updated between meetings.

8. INFORMAL UPDATE ON THE PLAY IN THE PARKS 2025

The Deputy Clerk updated Members on the current situation. She explained that the list of activities was a living document and was continually being edited and updated between meetings.

9. INFORMAL UPDATE ON THE CHRISTMAS EVENTS FOR 2025

The Deputy Clerk referred to the planning application which had been approved for a care home on Cannock Road and in particular the location of the funfair rides. Councillor D Ennis explained that as long as the funfair rides are set up on the road, he could not foresee any problem. It was **agreed** that a quotation would be obtained for the funfair rides (the Miami and two childrens rides).

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

(The Meeting closed at 6.32 pm)

Signed ……………………………………………….

Date …………………………………………………..