



The Old Mining College Centre
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Our Ref: SL/JM

31 July 2025

To: All Members of the Planning and Development Committee

Councillors S Taylor (Chair), Gittings (Vice-Chair), Bacon, Bishop, Bullock, D Ennis, L Ennis, Hancox, Swain, P Taylor, and Willis-Croft

Dear Councillor

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee will meet on **Thursday 07 August 2025 at 6:00 pm at the Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

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

3. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 14 July 2025 (Minute Nos. 7-12) (**ENCLOSURE NO. 1**).

4. INFORMATION FROM THE MINUTES

5. PLANNING APPLICATIONS

To consider the enclosed schedule of planning applications (**ENCLOSURE NO. 2**).

6. BURRT UPDATE

To review and debate the activities of the Burntwood Response and Repair Team (**ENCLOSURE NO. 3**) and consider the purchase of a Pull Up Banner in the sum of £137.15 plus VAT (**ENCLOSURE NO. 4**).

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

With regard to planning applications the Chair also has the discretion to allow you to speak where you have a legitimate interest in the application. Again, you will need to give 3 working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific planning applications you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD 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:

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|-----|--------------|-------------|---|---|
| (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.

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|-----|---------------|--|--|---|
| (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.

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|-----|--------------|-----------------------|---|---|
| (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.

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|-----|--------------|-----------|---|--|
| (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.

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|-----|--------------|-----------------------|---|--|
| (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 |
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No objection.

(Councillor L Ennis left the meeting at 6.25pm)

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|-----|--------------|-----------|--|--|
| (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 |
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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.

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|-----|--------------|-----------|--|--|
| (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.

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| (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

Planning and Development Committee: Applications for Consideration: 07 August 2025

	Application No.	Ward	Site	Proposal
(a)	25/00843/FUH	Boney Hay and Central	Ms Hawkins 18 Squirrels Hollow Burntwood	Proposed porch and canopy
(b)	25/00864/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)
(c)	25/00872/FUH	Chase Terrace	Mr Dowman 61 Thorpe Street Burntwood	Proposed two storey rear extension
(d)	25/00889/FUH	Boney Hay and Central	Mr Darnley 6 Birch Terrace Burntwood	Demolition of existing wooden sheds and erection of car port (Resubmission of 25/00439/FUH)
(e)	25/00924/ADV		Mr Chittenden Johnsons Unit 1, Zone 1 Burntwood Business Park Attwood Road Burntwood	Removal of existing signage and the display of 5 no. illuminated fascia signs, 1 no. illuminated pylon sign and new illuminated entrance portal
(f)	25/00912/FUH	Chase Terrace	Mrs Martin 9 Paget Drive Burntwood	Proposed new boundary fence

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
1	04.07.2025	BTC Staff		Highfield	Fingerposts	Takedown sleeves on fingerpost	04.07.2025
2	07.07.2025	BTC Staff		Highfield	Fingerposts	Grind and take off tops to fingerpost	07.07.2025
3	07.07.2025	BTC Staff		Highfield	Fingerposts	Clear top and middle of fingerpost	07.07.2025
4	07.07.2025	BTC Staff		Highfield	Fingerposts	Prime top and sleeve ready to paint	07.07.2025
5	09.07.2025	BTC Staff			Bus Shelter	Take out unsafe bench at bus stop opposite Aldi	09.07.2025
6	09.07.2025	BTC Staff			Events	Change flag at Sankey's Corner	09.07.2025
7	09.07.2025	BTC Staff			Events	Put up road closure signs for market	09.07.2025
8	10.07.2025	BTC Staff	WS7 4QH	Chasetown	OMCC Maintenance	Clear OMCC rear garden	10.07.2025
9	10.07.2025	Member of the Public				Repaired safety handrail along the footpath leading from Baker Street to the playing fields at Leisure Centre	10.07.2025
10	13.07.2025	BTC Staff			Events	Loaded up BuRRT ready for Sunday market	13.07.2025
11	13.07.2025	BTC Staff			Events	Set up and take down gazebo etc at Sunday market	13.07.2025

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
12	13.07.2025	BTC Staff	WS7 4QH	Chasetown	OMCC Maintenance	Watered plants in OMCC garden	13.07.2025
13	14.07.2025	BTC Staff			Brighter Burntwood	Installed planter by The Star Pub and filled with soil ready for planting	14.07.2025
14	14.07.2025	Member of the Public				Assessed walkway - Poplar Avenue	14.07.2025
15	14.07.2025	BTC Staff	WS7 4QH	Chasetown	OMCC Maintenance	Planted OMCC garden	14.07.2025
16	15.07.2025	BTC Staff		Highfield	Fingerposts	Prep and painting of fingerposts	15.07.2025
17	18.07.2025	BTC Staff			Bus Shelter	Removed brackets from unsafe bench at bus stop opposite Aldi	18.07.2025
18	18.07.2025	BTC Staff			Defibrillators	Collect signs for defibs from Staffordshire Signs and Graphics	18.07.2025
19	18.07.2025	BTC Staff		Highfield	Fingerposts	Finished off fingerposts	18.07.2025
20	18.07.2025	BTC Staff			Events	Loaded up BuRRT ready for Wakes	18.07.2025
21	21.07.2025	BTC Staff			Events	Removal of all Wakes & Market banners around the Town	21.07.2025
22	21.07.2025	BTC Staff			Events	Empty BuRRT of Wakes equipment	21.07.2025
23	22.07.2025	BTC Staff			Events	Remove damaged welcome sign and bring back to OMCC	22.07.2025

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
24	22.07.2025	BTC Staff			Brighter Burntwood	Place planter by Skoda Garage	22.07.2025
25	24.07.2025	BTC Staff		Highfield	Fingerposts	Prep fingerpost at Coulter Lane	24.07.2025
26	24.07.2025	BTC Staff			Brighter Burntwood	Filled planter by Skoda Garage ready for flowers	24.07.2025
27	25.07.2025	BTC Staff			Events	Fill BuRRT for Play in the Parks events	25.07.2025
28	25.07.2025	BTC Staff		Highfield	Fingerposts	Continue to rebuild fingerposts	25.07.2025
29	28.07.2025	BTC Staff		Chase Terrace	Events	Set up Play in the Parks at Chase Terrace Park	28.07.2025
30	28.07.2025	BTC Staff	WS7 9DR	Highfield	Cemetery	Clear rubbish at cemetery	28.07.2025



Burntwood
TOWN COUNCIL

BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN



Burntwood Response and Repair Team (BuRRT)

Burntwood Response and Repair Team – BuRRT for short – work to address some of the smaller repair problems that occur, maintain essential infrastructure and keep our town tidy.

Where an issue cannot be solved by our BuRRT team, they will work with other agencies to report problems as they arise.

Contact the BuRRT Team at:

01543 677166

burrt@burntwood-tc.gov.uk

www.burntwood-tc.gov.uk

