



The Old Mining College Centre
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Our Ref: SL/JM

08 September 2025

To: All Members of the Planning and Development Committee

Councillors S Taylor (Chair), Gittings (Vice-Chair), 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 **Monday 15 September 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. BuRRT UPDATE

The Burntwood Response and Repair Team to attend to provide information regarding BuRRT's function to see how Councillors can make better use of BuRRTs services in the community. To review and debate the activities of the Burntwood Response and Repair Team (**ENCLOSURE NO. 1**).

4. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 07 August 2025 (Minute Nos. 13-18) (**ENCLOSURE NO. 2**).

5. INFORMATION FROM THE MINUTES

6. PLANNING APPLICATIONS

To consider the enclosed schedule of planning applications (**ENCLOSURE NO. 3**).

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.

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
1	28.07.2025	BTC Staff		Chase Terrace	Events	Clear away following Play in the Parks event - Chase Terrace Park	28.07.2025
2	30.07.2025	BTC Staff		Boney Hay and Central	Events	Set up Play in the Parks event - Redwood Park	30.07.2025
3	30.07.2025	BTC Staff		Highfield	Fingerposts	Finish off fingerpost at Coulter Lane	30.07.2025
4	30.07.2025	BTC Staff		Boney Hay and Central	Events	Clear away following Play in the Parks event - Redwood Park	30.07.2025
5	31.07.2025	BTC Staff			Brighter Burntwood	Source plants for the Skoda planter	31.07.2025
6	04.08.2025	BTC Staff			Events	Set up Play in the Parks event - Leisure Centre	04.08.2025
7	04.08.2025	BTC Staff			Events	Clear away following the Leisure Centre - due to dangerous winds	04.08.2025
8	04.08.2025	BTC Staff		Chasetown	Events	Load up BuRRT for next Play in the Parks event - St Annes Church	04.08.2025
9	13.08.2025	BTC Staff		Boney Hay and Central		Assess trees at Ryecroft	13.08.2025
10	13.08.2025	BTC Staff			Defibrillators	Check defib after reported use	13.08.2025
11	13.08.2025	BTC Staff			Events	Set up Play in the Parks event - Spark	13.08.2025
12	13.08.2025	BTC Staff			Events	Clear away following Play in the Parks event - Spark	13.08.2025

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
13	14.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Remove rubbish from OMCC garden	14.08.2025
14	18.08.2025	BTC Staff		Highfield	Events	Set up Play in the Parks event - St Matthews	18.08.2025
15	18.08.2025	BTC Staff		Highfield	Events	Clear away following Play in the Parks event - St Matthews	18.08.2025
16	19.08.2025	BTC Staff			Brighter Burntwood	Plant up Skoda planter	19.08.2025
17	19.08.2025	BTC Staff			Brighter Burntwood	Emailed DSO regarding water filled re planter	19.08.2025
18	20.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Cleared OMCC garden	20.08.2025
19	20.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Cut lawn at OMCC garden	20.08.2025
20	20.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Weeded rear garden at OMCC	20.08.2025
21	21.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Cleared weeds at front of OMCC	21.08.2025
22	21.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Repaired guttering outside Unit 10 at OMCC	21.08.2025
23	21.08.2025	BTC Staff		Chasetown	OMCC Maintenance	Cleared away all overgrown bushes at OMCC	21.08.2025
24	22.08.2025	BTC Staff			Defibrillators	Defib checks completed around the town	22.08.2025

	Date reported	Reported by	Postcode	Ward	Category	Brief Description	Date completed
25	22.08.2025	BTC Staff				Assessed Welcome Signage near Rugby Club	22.08.2025
26	27.08.2025	BTC Staff			Defibrillators	Stripped out old phone box on Oakdene Estate ready for defif installation	27.08.2025
27	28.08.2025	BTC Staff			Events	Collected Xmas lights from J&M Electrical Supplies	28.08.2025
28	28.08.2025	BTC Staff			Defibrillators	Collected film for glass for old phone box	28.08.2025
29	29.08.2025	BTC Staff			Defibrillators	Covered bottom layers of old phone box with black vinyl	29.08.2025
30	29.08.2025	BTC Staff			Defibrillators	Ordered two new panels for top of old phone box	29.08.2025
31	29.08.2025	BTC Staff	WS7 9DR	Highfield	Cemetery	Changed lock on gate for compound	29.08.2025
32	01.09.2025	BTC Staff			Events	Changed all market posters in bus shelters around the town	29.08.2025
33	01.09.2025	BTC Staff			Events	Put up all market banners	01.09.2025
34	01.09.2025	BTC Staff				Removed banners from railings around the town	01.09.2025

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
THURSDAY 07 AUGUST 2025 COMMENCING AT 6.00 PM**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by members of the public.

- 13. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock and Councillor Gittings.

14. 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.

15. 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.

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 14 July 2025 (Minute Nos. 7-12) be approved as a correct record.

16. INFORMATION FROM THE MINUTES

Planning Application 25/00370/COU – 4A Ash Grove – Change of use from single family dwelling (Class C3) to Class C2 use including garage conversion

Planning Application 25/00371/COU – 4B Ash Grove – Change of use from single family dwelling (Class C3) to Class C2 use

Referring to Minute No. 12 – Planning Applications (14 July 2025 refers) Councillor S Taylor referred to the discussion thereon in respect of 4A and 4B Ash Grove and following the comments made by this Committee "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",

Members were advised that the applications had been refused by the Local Planning Authority on 28 July 2025 for the following reasons:

- a. The proposed change of use to a C2 residential institution within a residential setting would introduce a level and nature of activity that is materially different from the surrounding residential uses. This is due to concerns of noise from residents/occupiers, increased comings and goings of staff, visitors, and service providers, which would potentially result in significant noise and disruption. In the absence of any robust justification, noise mitigation or a submitted Noise Management Plan/Site Management Plan (including details of staff shift patterns) , it has not been fully demonstrated that the development would not result in an unacceptable level of noise and disturbance, causing harm to residential amenity. The proposal therefore conflicts with Policies CP3 (Delivering Sustainable Development), and BE1 (High Quality Design) of the Lichfield District Local Plan Strategy, the guidance within the Sustainable Design SPD, and paragraphs 135(f) and 198 of the National Planning Policy Framework.
- b. The Sustainable Design SPD recommends that C2 uses with this scale of occupation and staffing should provide seven off-street parking spaces. The application fails to demonstrate that this standard can be achieved without conflict. In practice, the level of vehicle activity associated with daily staff changeovers, in addition to visits from professionals, taxis, deliveries etc would result in excessive vehicle movements in a location not designed for this level of commercial intensity. This would cause harm to residential amenity and compromise highway and pedestrian safety given the lack of footpaths that lead to the site and with limited vehicle manoeuvrability. As such, the proposal is contrary to Policies CP3 (Delivering Sustainable Development), CP5 (Sustainable Transport), BE1 (High Quality Design) and ST2 (Parking Provision) of the Lichfield District Local Plan Strategy, the Sustainable Design SPD, and paragraphs 115 and 117 of the National Planning Policy Framework, which require development to provide safe access and adequate parking, and to avoid unacceptable impacts on amenity.

17. PLANNING APPLICATIONS

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

- | | | | | |
|-----|---------------|--------------------------|--|--|
| (a) | 25/00843/FUH | Boney Hay
and Central | Ms Hawkins
18 Squirrels Hollow
Burntwood | Proposed porch and
canopy |
| | No objection. | | | |
| (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) |
| | No objection. | | | |

- | | | | | |
|-----|--------------|------------------|--|---------------------------------------|
| (c) | 25/00872/FUH | Chase
Terrace | Mr Dowman
61 Thorpe Street
Burntwood | Proposed two storey rear
extension |
|-----|--------------|------------------|--|---------------------------------------|

No objection

- | | | | | |
|-----|--------------|--------------------------|--|---|
| (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) |
|-----|--------------|--------------------------|--|---|

No objection in principle however the Town Council asks for clarification on whether the usage is for residential/personal vehicles or commercial/business vehicles.

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

No objection.

- | | | | | |
|-----|--------------|------------------|--|--------------------------------|
| (f) | 25/00912/FUH | Chase
Terrace | Mrs Martin
9 Paget Drive
Burntwood | Proposed new boundary
fence |
|-----|--------------|------------------|--|--------------------------------|

No objection in principle however the Local Planning Authority to ensure that the proposed new boundary fence does not reduce the openness and change the character of the streetscene.

18. BuRRT UPDATE

Referring to Minute No. 9 – BuRRT Update (14 July 2025 refers) Members were asked to consider the purchase of a pull up banner. Members felt that the pull up banner could be displayed at many of the Town Council's events. Councillor D Ennis felt that the pull up banner could also be displayed at the 'road side' when the Response and Repair Team are undertaking work in the community. Councillor P Taylor stated that the pull up banner needed to be heavy duty/robust for outdoor use. Councillor D Ennis thought that the proposed wording on the pull up banner was a little complicated and less wording would be better. Members felt that a QR code was also needed.

RESOLVED That

- a. the report of activities be noted.
- b. the Deputy Clerk in consultation with Councillor S Taylor redesigns the pull up banner and checks that the pull up banner is designed for outdoor use.

(The Meeting closed at 6.17 pm)

Signed Date

Planning and Development Committee: Applications for Consideration: 15 September 2025

	Application No.	Ward	Site	Proposal
(a)	25/00966/CLE	Highfield	Miss Purchase 74 Woodhouses Road Burntwood	Certificate of Lawfulness (Existing): Confirmation that the implementation of drainage infrastructure represents the commencement of development (20/00203/FUL)
(b)	SCC/25/0065/FULL-MIN	Chasetown	Chasetown Community School Church Street Burntwood	Proposed standalone general teaching unit, creation of a hard surface playground and extra car parking spaces
(c)	25/00999/FUH	Chasetown	Ms Durkin 26 Bridge Cross Road Burntwood	Side and rear extension and conversion of garage
(d)	25/00996/OUT	Boney Hay and Central	Mr Dixon Rear of 37 Rugeley Road Chase Terrace	Outline application for the erection of two dwellings including details of means of access
(e)	25/01038/FUH	Boney Hay and Central	Mr Sankey 45 Spinney Lane Burntwood	Retrospective application for proposed single storey rear extension and render to front elevation
(f)	25/01027/FUH	Chase Terrace	Ms Bromley 22 New Street Chase Terrace	Proposed two storey rear extension
(g)	25/01030/FUH	Boney Hay and Central	Mr Wray 1 Morlings Drive Burntwood	Replacement and enlargement of existing porch, construction of detached single story garage and replacement boundary wall and fencing
(h)	25/01025/COU	Chasetown	Reanwood Care Group Ltd 4 Elunda Grove Burntwood	Change of use to care home for up to 2 children and up to 3 carers at any time
(i)	25/01050/FUH	Summerfield and All Saints	Mr and Mrs Spurr 150 Norton Lane Burntwood	Erection of a single storey rear extension to create new lounging space

AGENDA ITEM 6 - ENCLOSURE NO. 3

	Application No.	Ward	Site	Proposal
(j)	25/01068/FUH	Boney Hay and Central	Mr Williams 36 Slade Avenue Burntwood	Erection of a single storey rear extension and part conversion of garage
(k)	25/01039/COU		Mr Thacker Starter Unit L13 Zone 2 Burntwood Business Park Ring Road Burntwood	Change of use of industrial unit from Use Class B8 to Pilates Studio, (Use Class E)
(l)	25/01086/COU	Chasetown	Almond Care Limited 4A and 4B Ash Grove Burntwood	Change of use from 2 no. single family dwellings (Class C3) to Class C2 use including garage conversion
(m)	25/01060/FULM	Chasetown	Lidl Land off Cannock Road Chase Terrace	Variation of Condition 2 of planning permission 24/00843/FULM relating to the food store design, drainage, and associated works