



The Old Mining College Centre
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Our Ref: SL/JM

10 November 2025

To: All Members of the Planning and Development Committee

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

Dear Councillor

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee will meet on **Monday 17 November 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 and to confirm the purchase of a QR code for the BuRRT vehicle in the sum of £56.86 plus VAT (**ENCLOSURE NO. 1**).

4. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 15 October 2025 (Minute Nos. 25-30) (**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	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward	Description	Date Completed
1	29.09.2025	Cllr Ennis			General Tidying Up	
2	02.10.2025	Staff	BTC	Chasetown	OMCC maintenance – changed light in ladies toilet	02.10.2025
3	03.10.2025	Staff	BTC		Put new defib online on the circuit	03.10.2025
4	03.10.2025	Staff	BTC	Chasetown	Put remaining Perspex on Oakdene Road defib	03.10.2025
5	06.10.2025	Staff	BTC	Chasetown	OMCC maintenance – clear weeds from garden	06.10.2025
6	06.10.2025	Staff	BTC	Chasetown	OMCC maintenance – repair interior automatic door	06.10.2025
7	06.10.2025	Staff	BTC	Chasetown	Put bleed kit sticker on new defib on Oakdene Road	06.10.2025
8	08.10.2025	Staff	BTC	Chasetown	OMCC maintenance – mowed lawn in garden	08.10.2025
9	08.10.2025	Staff	BTC	Highfield	Checked progress (inspection) on Coulter Lane Wall	08.10.2025
10	08.10.2025	Staff	BTC		Checked defibs in Boney Hay and St Johns Church	08.10.2025
11	09.10.2025	Staff	BTC	Chasetown	Empty BuRRT and reload for market	09.10.2025
12	09.10.2025	Staff	BTC	Chasetown	OMCC maintenance – change light in Unit 2	09.10.2025
13	09.10.2025	Staff	BTC	Chasetown	OMCC maintenance – remove grass from guttering	09.10.2025
14	12.10.2025	Member of the public – Market	BTC		Removed out of date poster (markets) from bus shelter opposite Aldi	24.10.2025
15	12.10.2025	Member of the public – Market	BTC		Replace bench in bus shelter opposite Aldi – assess new bench possibilities – ongoing	24.10.2025
16	19.10.2025	Member of the Public	Private Ownership	Boney Hay and Central	Fernleigh Avenue – walkway between the streets with overgrown brambles	
17	20.10.2025	Staff	BTC		Removed market posters	20.10.2025
18	20.10.2025	Staff	BTC		Checked defibs at St Matthews Sports & Social Club and Cameron Homes	20.10.2025
19	22.10.2025	Staff	BTC	Chasetown	OMCC maintenance – clear away leaves in garden	22.10.2025
20	22.10.2025	Staff	BTC	Chase Terrace	Community Centre – repair door	22.10.2025
21	22.10.2025	Staff	BTC	Chasetown	OMCC maintenance – repair tap in ladies toilet	22.10.2025
22	22.10.2025	Staff	BTC	Highfield	Cemetery – change over bins	22.10.2025
23	27.10.2025	Staff	BTC		Assess bus shelters owned by the Town Council for work plan	27.10.2025
24	27.10.2025	Staff	BTC		Checked Town Council's street lights	27.10.2025
25	27.10.2025	Staff	BTC		Checked Town Council's grit bins	27.10.2025

	Date Reported	Reported By	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward	Description	Date Completed
26	28.10.2025	OMCC Tenant	BTC	Chasetown	OMCC maintenance – remove leaves in garden	28.10.2025
27	28.10.2025	Staff	BTC	Chase Terrace	Community Centre – install baby changing facility	28.10.2025
28	28.10.2025	Staff	BTC	Chase Terrace	Community Centre – repair door handle in kitchen	28.10.2025
29	29.10.2025	Staff	BTC		Defib checks around the town	29.10.2025
30	29.10.2025	Member of the Public	BTC		Missing bench in bus shelter opposite Aldi - assess new bench possibilities – ongoing	24.10.2025
31	03.11.2025	Staff	BTC	Chasetown	OMCC maintenance – remove leaves in garden	03.11.2025
32	03.11.2025	Member of the Public			Overgrown hedge in Spinney Close – reported to LDC	03.11.2025
33	03.11.2025	Cllr Woodward	BTC	Chase Terrace	Community Centre - outside light shining on the car park needs redirecting as it only lights up the tree and not the car park itself. "Cream" needs removing from railings etc. Cream removed	06.11.2025
34	04.11.2025	Staff	BTC	Chase Terrace	Community Centre – repaired damaged draw in kitchen	04.11.2025
35	04.11.2025	Staff	BTC		Put up Unknown Tommy Statues around the town	04.11.2025
36	04.11.2025	Cllr Banevicius	Unknown		Tripping accident – broken bollard – Cannock Road near Plant Lane – ongoing	06.11.2025
37	04.11.2025	Cllr Norman	BTC		Clean the graffiti off the electrical box near Library and SCAMP. Remove weeds from base at SCAMP	
38	06.11.2025	Staff	BTC		Take Chasewater defib back and put online	06.11.2025
39	06.11.2025	Staff	BTC		Check Boney Hay and Burntwood Church defib	06.11.2025
40	07.11.2025	Public	LDC/SCC	Chasetown	Cleared moss and leave on pedestrian crossing outside OMCC	07.11.2025
41	07.11.2025	Staff	BTC	Chasetown	OMCC maintenance – cleared leaves outside front of OMCC	07.11.2025
42	07.11.2025	Staff	BTC		Collected Xmas banners from Staffordshire Signs and Graphics	07.11.2025

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
WEDNESDAY 15 OCTOBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor Gittings (in the Chair)

Councillors Bishop, Bullock, D Ennis, L Ennis, Hancox, Kube, Swain, P Taylor, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

25. APOLOGIES FOR ABSENCE were received from Councillor S Taylor.

26. 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.

27. BuRRT UPDATE

In the absence of the Burntwood Response and Repair Team, due to illness and other commitments, an option was given to Members on whether or not they wished to defer the consideration of purchasing an A-frame pavement sign. Councillor P Taylor asked as the A-frame was A2 did the Town Council have the ability to print inhouse. The Deputy Clerk confirmed that any A2 printing would need to be outsourced. Councillor P Taylor informed Members that he had recently purchased an A-frame which included two printed corrugated plastic boards at a cost of £69 plus VAT.

Councillor D Ennis felt that the BuRRT vehicle was advertising in itself and asked what the ultimate goal was. If it were to achieve more engagement then for example 'Report Your Issues Here → QR Code' may be more cost-effective. Currently when you scan the QR Code on the vehicle it takes you to the home page on the Town Council website. Perhaps this could link to a form which could be submitted to the BuRRT email.

The Deputy Clerk confirmed that an advert had been placed in the Lichfield and Burntwood Independent on Thursday 02 October promoting BuRRT however this had resulted in no enquiries.

Councillor Swain felt that members of the public would look at an A-frame rather than a vehicle. Councillor Bishop referred to the size of the vehicle and in particular storage capacity.

Councillor P Taylor explained an A-frame could have dual usage and the A-frame could be used to promote other events. Councillor D Ennis asked is the Committee being asked to look at a Town Council A-frame or an A-frame relevant to BuRRT. He

felt that members of the public can look at the signage on BuRRT twenty four seven (whether the vehicle is out and about or parked outside of the Old Mining College Centre).

RESOLVED That

- a. the Deputy Clerk to obtain a cost per copy (A2 printing).
- b. the Deputy Clerk to obtain a quotation for 'Report Your Issues Here →' and seek confirmation from our website provider on how the current QR code could link into a reporting form.
- c. the report of activities be noted.

Post Note

The cost per copy for A2 printing – 1 to 3 would be £16 each plus VAT; 4 to 9 would be £13 plus VAT.

28. MINUTES

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

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

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 15 September 2025 (Minute Nos. 19-24) be approved as a correct record.

29. INFORMATION FROM THE MINUTES

Public Consultation Event – Cameron Homes Land south of Highfields Road, Chasetown

Following on from the Planning and Development Committee meeting held on 16 June 2025, The Deputy Clerk explained that a public consultation event had taken place on Thursday 02 October 2025 at Chasetown Football Club. This had given Cameron Homes an opportunity to engage with residents, businesses, and other stakeholders and to seek their views on the proposed development (of up to 450 homes) on land south of Highfields Road, Chasetown. The event had been well attended.

30. PLANNING APPLICATIONS

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

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|-----|--------------|-------------------------------|--|---------------------------------------|
| (a) | 25/01108/FUH | Summerfield
and All Saints | Mr Hubble
177 Chase Road
Burntwood | Reinstatement (rebuild)
of carport |
|-----|--------------|-------------------------------|--|---------------------------------------|

No objection.

- | | | | | |
|-----|--------------|---------------|-----------------------------|--------------------------------|
| (b) | 25/01163/FUH | Chase Terrace | Mrs Martin
9 Paget Drive | Proposed new
boundary fence |
|-----|--------------|---------------|-----------------------------|--------------------------------|

Burntwood

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 and lead to the proliferation of similar developments in the immediate area.

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|-----|--------------|--------------------------|---|---|
| (c) | 25/01141/FUH | Boney Hay
and Central | Mr Ritbergeris
33 Bridge Cross Road
Burntwood | Erection of a single
storey two bedroom
granny annexe |
|-----|--------------|--------------------------|---|---|

If the proposal is approved the granny annexe should be occupied in a manner which is wholly ancillary to the use of the dwelling known as 33 Bridge Cross Road and shall not be used, sold, or let as a separate dwelling.

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|-----|--------------|-------------|---|--|
| (d) | 25/01166/FUH | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Replacement of
cement render,
erection of a single
storey rear extension
and detached
outbuilding |
|-----|--------------|-------------|---|--|

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the materials used must be sympathetic to the historic and architectural character of the listed building.

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|-----|--------------|-------------|---|--|
| (e) | 25/01167/LBC | Gorstey Ley | Mr Hall-Woodcock
57 Church Road
Burntwood | Works to listed building
to enable the
replacement of cement
render, erection of a
single storey rear
extension and
detached outbuilding |
|-----|--------------|-------------|---|--|

No objection in principle however if the Local Planning Authority is mindful to approve the application, then the materials used must be sympathetic to the historic and architectural character of the listed building.

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|-----|--------------|-----------|---|--|
| (f) | 25/01117/FUL | Chasetown | Nick & Stuart Property Ltd
13 High Street
Chasetown | Demolition of existing
buildings and erection
of 2 no. two bedroom
apartments and
associated works |
|-----|--------------|-----------|---|--|

OBJECTION. Members felt that there is already inadequate parking provision around the site and this needed to be addressed.

(The Meeting closed at 6.27 pm)

Signed

Date

Planning and Development Committee: Applications for Consideration: 17 November 2025

	Application No.	Ward	Site	Proposal
(a)	25/01154/FUL	Chase Terrace	Mr J Bradshaw Bleak House Farm Ironstone Road Burntwood	Erection of single storey extension to café/farm shop
(b)	25/01176/COU	Highfield	Mr and Mrs Newton The Barn Padbury Lane Burntwood	Conversion of the existing barns into four dwellings with gardens and all other associated works
(c)	25/01260/FUH	Boney Hay and Central	Mr Constantine 205 Rugeley Road Chase Terrace	Proposed single storey rear extension
(d)	25/01296/FUH	Chase Terrace	Mr and Mrs Pye 19 Hill Lane Burntwood	Single storey rear extension
(e)	25/01323/FUH	Boney Hay and Central	Mr Fisher 14 Birch Terrace Burntwood	New pitched roof on existing garage/gym
(f)	25/01353/FUH	Summerfield and All Saints	Mrs Beardmore 54 St Pauls Road Burntwood	Loft conversion to existing bungalow with front dormer window
(g)	25/01377/FUH	Boney Hay and Central	Mr Hiphiss 33 Boney Hay Road Burntwood	Retention of single storey front extension
(h)	25/01321/FUH	Boney Hay and Central	Miss McAlinden 2 Lymington Road Burntwood	Proposed single storey rear extension and garage conversion
(i)	25/01391/ADV	Chasetown	Kia UK Limited Acorn Kia Cannock Road Chase Terrace	Erection of 1 no. illuminated totem sign, 1 no. illuminated text and logo sign and 1 no. non-illuminated entrance gate