

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON
WEDNESDAY 26 NOVEMBER 2025 COMMENCING AT 6.00 PM**

PRESENT

Councillor L Ennis (in the Chair)

Councillors Banevicius, Bishop, Evans, Galvin, Gittings, Kube, Norman, Swain, P Taylor, S Taylor, Tranter, Willis-Croft, Wittstock and Woodward

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

Ms Denise Orton-Brown, Creative Burntwood Project Manager, Lichfield Garrick Theatre and Studio

M Clay, Director of Development, Lichfield Garrick Theatre and Studio

CREATIVE BURNTWOOD PROJECT MANAGER – LICHFIELD GARRICK THEATRE AND STUDIO

The Chair welcomed Ms Denise Orton-Brown, Creative Burntwood Project Manager and Mr Matt Clay, Director of Development to the meeting and explained that Ms Orton-Brown would be giving an update on the Creative Burntwood Project. If Members had any questions there would be an opportunity to ask them at the end of the presentation (a copy of the presentation had been circulated at the meeting) or alternatively, they could email Ms Orton-Brown direct (denise.orton-brown@lichfieldgarrick.com).

Year One – 6 Strands

Ms Orton-Brown explained that the focus for Year One was on 6 different strands:

1. Music Project – Community Choir
2. Burntwood Youth Theatre
3. Early Years Project – working creatively with parents and children
4. Primary Teachers Continuing Professional Development (CPD)
5. Live Performance Programme
6. Setting up a Steering Group/Youth Board

Music Project

Ms Orton-Brown confirmed that the venue for the community choir had been chosen (St John's Community Church) and that the choir leader is Ashley Mellor. She explained that the first taster session which had been held on Monday 10 November had attracted 22 people and that the second taster session scheduled for Monday 08 December was now fully booked. In the future there would be 21 free sessions from January to July 2026 available to anyone 18+.

Burntwood Youth Theatre

Following the successful pilot year from 2024-2025, Ms Orton-Brown stated that the Burntwood Youth Theatre has continued attracting 15 young people. This is free for any young person aged 11-18 who either live or go to school in Burntwood and takes place every Tuesday (term time only) at Burntwood Memorial Institute from 6.30pm to 9pm. She confirmed that the Youth Theatre would be performing at Chase Terrace Community Centre in December 2025.

As part of the Burntwood Youth Theatre, Ms Orton-Brown explained that they can also deliver one off workshops to existing youth groups. Examples of workshops include technical theatre, stage combat, music, drama, dance, and visual arts. She confirmed that the first additional free workshop was already booked in – Intro to Panto on Wednesday 10 December from 6.30pm to 8.30pm at Burntwood Rugby Club (places are still available to book).

Early Years Project

Ms Orton-Brown confirmed that she had already met with representatives from Spark to explore what they would like as their early years project – focus on creativity and parents feeling more confident in engaging in creative activities with their babies/toddlers. She confirmed that they had recently advertised for creatives with specific knowledge and experience in early years and had had an excellent response and confirmed that they have successfully found a freelance practitioner to deliver this in the first year. Ms Orton-Brown stated that she was currently working with Spark to schedule in the sessions – 16 sessions that could be arranged in blocks and were looking at offering two taster sessions before Christmas and then will be timetabling the rest of the sessions from January 2026 onwards.

Primary Teachers CPD

Ms Orton-Brown explained that she had created a form that was sent to one or more teachers from all primary schools in Burntwood. This was to find out more information about what primary teachers feel they would like from the CPD sessions, so that the programme could be created in response to this. She confirmed that she had received some response from teachers however she was currently awaiting more responses in order to be able to assess what the needs are. Ms Orton-Brown did confirm that so far teachers have indicated that they wanted support to feel more confident in the delivery of drama lessons, to increase their skill set, to be able to embed drama across the curriculum and to develop knowledge of different styles and techniques.

Live Performance Programme

Ms Orton-Brown explained that she was currently programming 10 professional performances in a range of venues across Burntwood. She confirmed that she has been in contact with and visited a range of venues in Burntwood – part of the visits had been around gathering information about the venue, including any technical information, size of spaces, accessibility etc. Indoor venues are Burntwood Memorial Institute, Chase Terrace Community Centre, Burntwood Library, Burntwood Rugby Club, St Anne's Church, The Ashmole Bowls and Social Club and Erasmus Darwin Academy and outdoor venues are the Wakes Festival and Play in the Parks.

Ms Orton-Brown explained that current work is around matching different performances with venues/dates available and she confirmed that all ticketed performances will be at a low cost of £5 per ticket and she confirmed that members of the Steering Group will be given tickets to select performances so that they can review the programme and inform choices of performances for Year 2 and Year 3.

Ms Orton-Brown confirmed that there are currently five live professional performances booked in and that a brochure was currently being produced and would be distributed in Burntwood.

Ms Orton-Brown explained that there is money that is budgeted to ensure that we make the performances accessible and can also look at low ticketing cost and support with travel to venues as part of access and inclusion.

Year 2 and Year 3

Ms Orton-Brown briefly explained the Year 2 and Year 3 current proposed plans and stated that throughout the 3 years of the project it is important to keep in mind the legacy of Creative Burntwood – working with organisations, members of the community, the evaluators, and staff from Lichfield Garrick/Strategic Partners to explore what this could look like post July 2028.

Ms Orton-Brown stated that she was also looking at creating a directory of organisations in Burntwood, list of events/what's on at different venues on the Creative Burntwood website, producing short videos of organisations to promote what they do – creating a 'Spotlight', continuing to consult with members of the public and committed to securing further match funding/exploring other funding opportunities – especially if there are more aspects to the project than initially planned and budgeted for.

Creative Burntwood Launch Event

Ms Orton-Brown confirmed that Creative Burntwood launch event will be held at Chase Terrace Community Centre on Wednesday 14 January – afternoon event starts at 2.30pm with a presentation at 3pm; evening event starts at 6.30pm with a presentation at 7pm.

Evaluation

Ms Orton-Brown confirmed that they have appointed The Audience Agency to be the evaluator of this project and they will be working with us to initially look at the current methods of evaluation and data collection. She will be helping to train and upskill staff both at The Lichfield Garrick and organisations across Burntwood.

Councillor Norman referred to the community choir and numbers involved and Ms Orton-Brown explained that if Members wished to join the choir, they could email her direct.

Councillor Swain referred to Primary Teachers CPD and asked whether teachers who live in Burntwood but do not teach in Burntwood are also part of the CPD. Ms Orton-Brown stated that this could be something she could look into.

Councillor Evans felt that it was important that children get to experience what could be on offer.

Referring to transport, Councillor Woodward mentioned Lichfield District Council's LinkUp bus service and creative heritage budget which is District wide.

PUBLIC FORUM

No members of the public were present.

COUNTY COUNCILLOR PLATFORM

The Deputy Clerk explained that the County Councillors were unable to attend due to clashes with other meetings/commitments.

46. APOLOGIES FOR ABSENCE were received from Councillor Bullock, Councillor Coe MBE, Councillor R Ennis, Councillor D Ennis, Councillor Hancox and Councillor Kirkham.

47. DECLARATIONS OF INTEREST AND DISPENSATIONS

Referring to Agenda Item 11 – Community and Partnerships Committee (10 November 2025 refers) Councillor Kube declared an interest as she is a member of Burntwood Rotary Club.

48. SUMMERFIELD AND ALL SAINTS WARD: CO-OPTION TO FILL VACANCY FOR ONE MEMBER

Members noted that the vacancy had been advertised and that no notice requesting an election had been made. Members were informed that an application to be co-opted had been received from Mr Craik. Referring to the Town Council's Standing Orders and in the absence of Mr Craik, the Chair invited Councillor Tranter to read out a statement which had been prepared by Mr Craik. The Town Council suspended Standing Order 1(s) and the vote was conducted by secret ballot. Ballot papers were distributed. The Chair announced the result.

As Mr Craik was not present, it was confirmed that he would be invited into the office to sign the Declaration of Acceptance of Office.

49. MINUTES – 25 SEPTEMBER 2025

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

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

RESOLVED That the Minutes of the Meeting of the Town Council held on 25 September 2025 (Minute Nos. 33-45) be received and where necessary approved and adopted.

50. CHAIR'S REPORT

Councillor L Ennis read out the following statement:

Good evening everyone

It's been a busy couple of months since our last meeting. We have officially opened a new defib box on Oakdene Road which was only possible due to the fundraising of U3A, so many thanks to them. I was invited to the relaunch of Hammerwich Crematorium and Cemetery which is now run by A.W. Lymn, the family funeral service, they have done a wonderful job bringing the cemetery and the building up to a modern and beautiful setting, we wish them all a wonderful future there.

I also had a wonderful time celebrating St Anne's 160th Anniversary. I went to their celebration and the launch of Friends of St Anne's. It was a wonderful evening and it was great to see all the different community groups and events that happen at the church, here's to 160 more years of St Anne's.

I attended the Lichfield Chair's Civic Service in October at the Lichfield Cathedral; it was a beautiful service and a lovely event. It was also wonderful to be invited to the first Chasetown 2nd Scouts Award evening along with Darren, the evening was fantastic, and I had the honour of handing the awards out to some worthy children and adults, who have gone above and beyond over the last year.

I joined The Pathway Project at The Hub at St Mary in Lichfield to hear more about the new ideas going forward. It was a great night and I learned a lot about things that are done at Pathway. It was great to celebrate Burntwood Library 70th Birthday in October as well. It was wonderful to meet different people who remember the original library and when the new one was built, shout out to Susan Williams and Angela for all their hard work with teas and scones, it was a wonderful event.

Next was the official opening of Burntwood Skate Park, which shows what can happen when Councils work together to bring something wonderful for the children of the town. I then had the honour of opening a new business in Burntwood which is Entity Reformer Studio. Entity Reformer is a form of Pilates which looks amazing, and we would like to wish them all the luck with the business.

Remembrance Sunday was a beautiful event as usual; I had the privilege to lay the Burntwood Town Council wreath down at Chasetown, Darren laid one on behalf of Lichfield District Council and Robin Hall joined us to lay a wreath on behalf of Staffordshire County Council. Our MP Dave Robertson joined us this year in Chasetown

to also lay a wreath. A big thank you to the teams at St Anne's and Chasetown Methodist Church for all their hard work each and every year.

The beginning of this week started the weeklong Christmas light switch on events in Burntwood. On Sunday Darren and I headed down to Swan Island for the light switch on there, the Rotary Club have done an amazing job down there. It was wonderful to attend and hopefully it's the beginning of another fabulous event in Burntwood. On Monday I headed up to Bell's Lane for the Boney Hay light switch on, amazing turn out and a wonderful event, thank you to Boney Hay Academy School Choir for coming out to sing, such amazing singers.

Just a reminder that on tomorrow (Thursday) is Chasetown light switch on with singing from St Joseph and St Theresa Catholic Primary School and Saturday 29 is the big event at Sankey's Corner - Burntwood Town Council's Christmas light switch on and Christmas market. Hope to see everyone there.

Thank you to Sue for deputising for me on Tuesday 25 November at Burntwood Town Council White Ribbon Day Event, where the world stands up against violence toward women and children, Burntwood Town Council are proud to be White Ribbon UK Supporters.

Finally, just a quick mention that I will be doing my 24 hour walking this Friday 28 November from 5pm to 5pm Saturday 29 November, for British Wildlife Rescue Centre. Thank you to everyone who has donated so far if you haven't you still have time. There is a link on the Town Council's Facebook page, or we have charity tin at the Old Mining College Centre, which will also be at the Christmas market on Saturday at the mulled wine tent.

Thank you to everyone hard work this year, we may not see each other again before Christmas so I hope everyone has a lovely restful Christmas and a wonderful New Year.

Councillor Woodward wished Councillor L Ennis well for her 24 hour walk. Referring to Remembrance Sunday, she confirmed that Councillor Norman had laid the wreath on behalf of the Town Council at St John's Community Church and she had laid the wreath on behalf of Lichfield District Council. Councillor Woodward also confirmed that Councillor S Taylor had laid the wreath at Burntwood Memorial Institute. Many Town Councillors had attended the events around the town and Councillor L Ennis confirmed that Councillor R Ennis had pinned the wreath to the gates at Coulter Lane Cemetery.

51. MEMBERS QUESTIONS

No questions were raised by Members.

52. FINANCIAL UPDATE FOR THE FIRST SEVEN MONTHS OF THE CURRENT FINANCIAL YEAR

Members noted the report of income and expenditure compared to budget for the first 7 months of the financial year, April to October.

53. BUDGET AND PRECEPT 2026/27

Councillor Norman introduced the draft budget proposal for 2026/27 and noted that information just received from Lichfield District Council indicates that the Council Tax

base would generate a further £5,191. A typical Band D household in Burntwood would pay £49.12 a year (a rise of £2.34 from 2025/26).

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

RESOLVED That the budget for 2026/27 be approved and the Town Clerk, with guidance from the Chair and Leader, allocate appropriately the extra expenditure enabled by the increased council tax base and therefore precept.

54. POLICY AND RESOURCES COMMITTEE – 22 SEPTEMBER 2025 AND 06 NOVEMBER 2025

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 Meetings of the Policy and Resources Committee held on 22 September 2025 (Minute Nos. 9-15) and 06 November 2025 (Minute Nos. 16-26) be received and where necessary approved and adopted.

55. PLANNING AND DEVELOPMENT COMMITTEE – 15 OCTOBER 2025 AND 17 NOVEMBER 2025

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 15 October 2025 (Minute Nos. 25-30) and 17 November 2025 (Minute Nos. 31-36) be received and where necessary approved and adopted.

56. COMMUNITY AND PARTNERSHIPS COMMITTEE – 10 NOVEMBER 2025

Councillor Woodward referred to Minute No. 26 – Informal Update on the Burntwood Wakes Festival 2026 and in particular her previous request that the notes/summary of the Burntwood Wakes Festival Organising Group Meetings are included in the Community and Partnerships Committee Agenda, the Deputy Clerk confirmed that notes/summary do feed into the Committee, however, the last Group Meeting had been held on 16 October 2025 (which were received and noted on 10 November 2025) and that a Group Meeting would be arranged for December 2025. It was **agreed** that the Deputy Clerk would email all Members a copy of the summary of Burntwood Wakes Festival Working Group meeting held on 16 October 2025.

Referring to Minute No. 27 – Informal Update on the Play in the Parks Events, the Chair referred to the de-brief which had been received by the Deputy Clerk on 01 September 2025 from the event management company. It was **agreed** that the Deputy Clerk would email all Members a copy of the de-brief.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 10 November 2025 (Minute Nos. 20-31) be received and where necessary approved and adopted.

57. 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.

58. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE – 06 NOVEMBER 2025

See Confidential Minutes.

59. CONFIDENTIAL COMMUNITY AND PARTNERSHIPS COMMITTEE – 10 NOVEMBER 2025

See Confidential Minutes.

(The Meeting closed at 6.57 pm)

Signed

Date