



The Old Mining College Centre
Queen Street
BURNWOOD
WS7 4QH

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

Our Ref: SL/JM

13 April 2026

To: All Members of the Planning and Development Committee

Councillors S Taylor (Chair), Gittings (Vice-Chair), Bishop, Bullock, Craik, 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 20 April 2026 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 23 March 2026 (Minute Nos. 56-61) (**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 or OMCC, Community Centre	Description	Date Completed/Comments/ Reported
1	07.03.2026	Cllr Norman	BTC	Chasetown	Graffiti on bus stop north side Milestone Way near end of northern section of High Street – screen shot from Google Maps provided so the graffiti has been there a while. It may mean replacing the plastic windows	
2	11.03.2026	Member of the Public	Private	Chasetown	Chasetown Methodist Church - overgrown hedge coming from Crown Cutting Services and overflowing litter bin	
3	11.03.2026	Member of the Public	SCC, Private	Chase Terrace	Tripping hazard – paving slabs outside Barry's Newsagents, Burntwood Town Shopping Centre	
4	14.03.2026	Member of the Public	BTC	Summerfield and All Saints	Bus shelter outside of Burntwood Park needs cleaning	
5	28.03.2026	Member of the Public	SCC	Boney Hay and Central	Removal of old sign which is broken and chucked into the bushes – Bridge Cross Road	
6	29.03.2026	Member of the Public	SCC	Gorstey Ley	Removal of weeds on Cannock Road, Burntwood by railings (outside the carpet shop)	
7	03.04.2026	Member of the Public	Private	Chasetown	Abandoned sign outside vape shop at Sankey's Corner	
8	04.04.2026	Member of the Public	SCC		Barrier removal on the main Lichfield Road next to the crash barrier, not far from the cut-in	
9	09.04.2026	Member of the Public	SCC	Hunslet/Gorstey Ley	Weeds on footpath – the junction of Rugeley Road and Highfield Road	

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 23 MARCH 2026**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk
One member of the public

PUBLIC FORUM

No questions were raised by the member of the public.

- 56. APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock and Councillor Hancox.

57. 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.

58. 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 09 February 2026 (Minute Nos. 50-55) be approved as a correct record.

59. INFORMATION FROM THE MINUTES

**Planning Application 25/01580/FUL – Car Park adj 9 Edwards Road
Erection two dwelling houses and three apartments on a former private car park**

Referring to Minute No. 48(d) – 15 January 2026 refers and following the Town Council's no objection (No objection, in principle, however, as Members raised concerns over the on-site parking provision, the Local Planning Authority to ensure that there is adequate on-site parking provided in respect of the proposal) the Deputy Clerk

informed Members that the Local Planning Authority had refused the application on 16 February 2026 for the following reasons:

1. The proposed development would result in the loss of an existing car park containing 13 spaces which serves nearby commercial premises and provides parking for visitors to the local area. The proposal would reduce the number of available spaces and provide replacement parking solely for the proposed residential development, with no provision to accommodate existing users of the site. In the absence of evidence demonstrating that the existing parking demand can be accommodated elsewhere, the development would result in displaced on street parking on surrounding roads, to the detriment of highway safety. The Highway Authority has raised an objection on this basis. Furthermore, the loss of an established parking facility relied upon by the public to access local services would reduce accessibility to the centre and represents the loss of infrastructure supporting existing communities. The proposal would therefore give rise to unacceptable highway safety impacts, the residual cumulative impacts of which would be severe, contrary to paragraph 115 of the National Planning Policy Framework, Core Policy 3 (Delivering Sustainable Development), Core Policy 4 (Delivering our Infrastructure), Core Policy 5 (Sustainable Transport), Core Policy 8 (Our Local Centres) and policies ST1 (Sustainable Travel) and ST2 (Parking Provision) of the Lichfield District Local Plan Strategy and the Sustainable Design Supplementary Planning Document.
2. The application site lies within the 15 km zone of influence of the Cannock Chase Special Area of Conservation. In accordance with the Conservation of Habitats and Species Regulations 2017 (as amended), new residential development within this zone is required to secure mitigation towards the Cannock Chase SAC Partnership. At the point of determination, no completed legal agreement is in place to secure the necessary mitigation contribution. In the absence of secured mitigation, the Local Planning Authority cannot conclude that the development would not have an adverse effect on the integrity of the Cannock Chase SAC. The proposal therefore conflicts with Policies CP13 (Our Natural Resources) and NR7 (Cannock Chase Special Area of Conservation) of the Lichfield Local Plan Strategy, the Developer Contributions SPD, the Conservation of Habitats and Species Regulations 2017 and the National Planning Policy Framework.

**Planning Application 26/00038/FUL – Flat Above, 28 Queen Street –
First floor extension to create new entrance to flat and installation new metal staircase**

Referring to Minute No. 55(b) - 09 February 2026 refers and following the Town Council's objection (Members felt that the plans provided were not accurate as they did not show the windows on the side of 26 Queen Street. The installation of a new metal staircase would cause loss of privacy to neighbouring property. Members felt that the description of the proposal was not accurate as works had already started and therefore the description should have included the word retrospective) the Deputy Clerk informed Members that the application had been permitted by the Local Planning Authority on 10 March 2026 for the following reasons:

1. The development authorised by this permission shall be retained in complete accordance with the approved plans and specification, as listed on this decision notice, except insofar as may be otherwise required by other conditions to which this permission is subject.
2. The window to be installed within the side elevation of the consented first floor extension, facing the side elevation of 26 Queen Street shall be obscure glazed to Pilkington Level 4.

60. PLANNING APPLICATIONS

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

- | | | | | |
|-----|--------------|-------------------------------|--|---|
| (a) | 26/00096/PNH | Summerfield
and All Saints | Mr Upton
37 Chase Road
Burntwood | Prior Notification: Single
storey rear extension
projecting 4.00m from
the rear wall of the
original dwelling and
reaching a maximum
height of 3.80m and
eaves height of 2.30m |
|-----|--------------|-------------------------------|--|---|

Members noted that this application had been refused on 03 March 2026.

- | | | | | |
|-----|--------------|-----------|---|---|
| (b) | 26/00077/FUL | Chasetown | N and S Property Ltd
Rear of
161 High Street
Chasetown | Erection of one bedroom
bungalow and
associated works |
|-----|--------------|-----------|---|---|

No objection.

- | | | | | |
|-----|--------------|-----------|--|---|
| (c) | 26/00136/ADV | Chasetown | Gastronomy Foods UK Ltd
Plot 1
Land adj Zone 3
Robins Road
Burntwood | Installation of various
illuminated and non-
illuminated signs
including fascia, free
standing, wall mounted
and directional |
|-----|--------------|-----------|--|---|

Members noted that this application had been granted on 13 March 2026.

- | | | | | |
|-----|--------------|-----------|---|---|
| (d) | 26/00156/COU | Chasetown | LCP Properties Ltd
Zone 3, Paget 12
Cinder Road
Burntwood Business Park
Burntwood | Change of use from
Class B2 General
Industrial to Class E (d)
Indoor Recreation (no
external alterations) |
|-----|--------------|-----------|---|---|

No objection in principle, however, Members noted that this application had been refused on 20 March 2026.

- | | | | | |
|-----|--------------|-----------|---|--|
| (e) | 26/00171/FUL | Chasetown | Mr Ayres
4 Union Street
Burntwood | Erection of 3 bedroomed
dwellinghouse |
|-----|--------------|-----------|---|--|

No objection in principle, however, the Local Planning Authority to ensure that cycle parking facilities are provided.

- | | | | | |
|-----|--------------|-----------|---|--|
| (f) | 26/00103/CLE | Highfield | Mr Freeman
223 Rugeley Road
Burntwood | Certificate of Lawfulness
(Existing): Confirmation
that planning permission
22/01602/FUH has been
lawfully implemented |
|-----|--------------|-----------|---|--|

No objection.

- | | | | | |
|---------------|--------------|-----------------------|--|--|
| (g) | 26/00248/FUH | Boney Hay and Central | Mr Chadbund
25 Lebanon Grove
Burntwood | Erection of a first floor side extension with new roof over porch |
| No objection. | | | | |
| (h) | 26/00093/FUH | Hunslet | Mr Long
3 Sanderling Rise
Burntwood | Single storey side extension to create link between existing garage and main house, new roof over existing garage, new windows to replace existing garage doors and enlarged front patio with a low patio wall |

No objection in principle as long as the garage conversion can only be used for a purpose ancillary to the main dwelling. However, concerns were raised about the overall size and massing of the building. We would ask that the Local Planning Authority ensures that the development does not represent an unduly dominant addition to the host property.

- | | | | | |
|-----|--------------|----------------------------|--|--|
| (i) | 26/00235/FUH | Summerfield and All Saints | Ms Jones
130 Norton Lane
Burntwood | Single storey rear extension, porch, and canopy to front of house, external insulation fitted to existing dwelling (render finish) and extended driveway |
|-----|--------------|----------------------------|--|--|

No objection in principle however the Local Planning Authority to ensure that the materials used for the render finish are of a "similar appearance" to neighbouring properties and does not alter the character and appearance of the streetscene.

- | | | | | |
|-----|--------------|---------------|--|--|
| (j) | 26/00057/FUL | Chase Terrace | Mr Gibbons
Land rear of
35A High Street
Chase Terrace | Erection of a detached two bed bungalow, with garden, driveway with 2 no. parking spaces and bin storage |
|-----|--------------|---------------|--|--|

OBJECTION. The proposed development due to its siting and width of the existing road/ access would represent inappropriate/overdevelopment of the site.

- | | | | | |
|-----|--------------|-------------|--|---|
| (k) | 26/00264/PNH | Gorstey Ley | Mr Bushell
13 Mease Avenue
Burntwood | Prior Notification: Single storey rear extension 5.00m from the rear wall of the original dwelling and reaching a maximum height of 3.00m and eaves height of 3.00m |
|-----|--------------|-------------|--|---|

No objection.

(l)	26/00316/FUH	Gorstey Ley	Mr Smart Lothlorien 6 Rugeley Road Burntwood	Single storey rear extension to form kitchen, bedroom, and en-suite
			No objection.	
(m)	26/00236/OUTM EI		Cammeron Homes Land south of Highfields Road Burntwood	Outline application (with all matters reserved except access onto Highfields Road) for up to 430 homes (Use Class C3), public open space, pedestrian, and cycle links, play area, drainage, landscaping, and all other associated works including demolition of existing farm buildings

Burntwood Town Council does not support any development on designated Green Belt land.

Councillor D Ennis pointed out that two of the applications (namely 26/00096/PNH – 37 Chase Road and 26/00264/PNH – 13 Mease Avenue) were PNHs (these applications are a form of permitted development rights that allow homeowners to build without needing to submit a full planning application). The Deputy Clerk explained that PNH applications also appear on the weekly list of planning applications provided by Development Management Team of Lichfield District Council and therefore appear on the Planning and Development Committee agenda for Members consideration. Councillor D Ennis felt that it would be more appropriate going forward for Members to consider full planning applications which are not covered by permitted development rights. It was **agreed** that going forward PNH applications would not be considered by the Planning and Development Committee.

61. BuRRT UPDATE

Councillor D Ennis referred to his 'out and about' with a Team Member of the Burntwood Response and Repair Team and felt that the description on the report did not give a true taste of all of the tasks undertaken on 18 February 2026. As previously mentioned, the Deputy Clerk confirmed that it was difficult to produce a full and accurate list as the Team Member did not provide a comprehensive list of tasks completed. However, she confirmed that members of the public and Councillors were using burrt@burntwood-tc.gov.uk email which she had access to.

Referring to publicising of BuRRT, Councillor S Taylor explained that the Town Council had already used the Lichfield and Burntwood Independent newspaper on several occasions to advertise the services of BuRRT and she suggested a paid advert on our social media platforms (e.g. Facebook, Instagram) which would allow the Town Council to target users, provide greater reach etc, which could be used as another avenue in publicising their services.

Councillor D Ennis explained that after talking to the Team Members they already have a list of tasks that needed to be completed and he did not want to add more pressure.

The Deputy Clerk confirmed that No. 29 – planter near Skoda Garage (reported by Councillor Norman on 10 March) had been cleaned on 17 March 2026. Councillor P Taylor referred to No. 2 – overgrown hedge on the corner of Emmanuel Road and Boney Hay Road reported by himself on 04 February. He explained that the member of the public who had reported this to him had confirmed that this still had not been done however this was under private ownership.

Referring to the Burntwood Response and Repair Teams attendance on 09 February 2026, Councillor D Ennis felt that guidance needed to be given to them on exactly what information Councillors were looking for, this would avoid a repeat of the situation at the last meeting. It was **agreed** that the Chair and the Leader of Council would liaise prior to the next meeting with them, as the Burntwood Response and Repair Team were due to attend on 20 April 2026.

RESOLVED That the report of activities be noted.

(The Meeting closed at 6.39 pm)

Signed

Date

Planning and Development Committee: Applications for Consideration: 20 April 2026

	Application No.	Ward	Site	Proposal
(a)	26/00306/FUH	Summerfield and All Saints	Mr Upton 37 Chase Road Burntwood	Removal of existing rear conservatory and side outhouse building and erection of a replacement single storey rear and side extension with hip style roof
(b)	26/00355/FUL	Chase Terrace	Mr and Mrs Brashaw Bleak house Farmhouse Ironstone Road Burntwood	Erection of self-build replacement dwelling, detached garage and associated works
(c)	26/00361/CLE	Highfield	St Matthews Support Services 47 St Matthews Road Burntwood	Certificate of Lawfulness (Existing): To confirm the existing use of residential C3 is lawful
(d)	26/00253/FUL	Boney Hay and Central	Mr Tilt Land Rear 109 & 111 Rugeley Road Chase Terrace	Erection of 2 dormer bungalows and associated landscaping and works
(e)	26/00415/ADV		Queensway Coffee Houses Ltd Land Adjacent Milestone Way Robins Road Burntwood	Installation of 1 no. Pole Sign
(f)	26/00416/FUH	Hunslet	Mr Mousley Whitehouse Farm 91 Rugeley Road Burntwood	Demolition of existing lean-to utility, erection of a two-storey side extension and single-storey lean-to extension with the partial removal of Cypress Leyland hedging subject to Tree Preservation Order (TPO) No. 218-2001
(g)	26/00132/COU	Gorstey Ley	Mr Rowley 15 Penk Drive Burntwood	Change of use of land to residential curtilage and erection of boundary fence