



The Old Mining College Centre
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Our Ref: SL/JM

11 May 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 18 May 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. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 20 April 2026 (Minute Nos. 62-67) (**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**).

7. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND

To consider an application from Burntwood Memorial Community Association (**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.
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**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 20 APRIL 2026**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No questions were raised by the member of the public.

- 62. APOLOGIES FOR ABSENCE** were received from Councillor Bullock, Councillor Kube and Councillor S Taylor.

63. 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.

64. BURRT UPDATE

In the absence of the Burntwood Response and Repair Team and referring to Minute No. 78 - Creation of enlarged meeting room at the Old Mining College Centre (Full Council dated 25 March 2026 refers), Councillor D Ennis confirmed that the Burntwood Response and Repair Team had started the revamping works. Referring to the activities sheet, Councillor D Ennis encouraged Councillors to report any tasks to burr@burntwood-tc.gov.uk.

RESOLVED That the report of activities be noted.

65. 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 L Ennis and following a unanimous show of hands it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 23 March 2026 (Minute Nos. 56-61) be approved as a correct record.

66. INFORMATION FROM THE MINUTES

Planning Application 26/00077/FUL – 161 High Street, Chasetown, Burntwood Erection of one bedroom bungalow and associated works

Referring to Minute No. 60(b) – 23 March 2026 refers and following the Town Council's no objection, the Deputy Clerk informed Members that the application had been refused by the Local Planning Authority on 30 March 2026 for the following reasons:

1. The design/layout of the proposal would result in a poor design that is cramped/contrived with poor outlook and amenity for any perspective occupiers, due to the oppressive relationship and proximity to the existing property at 161 High Street, Chasetown contrary to Policies CP3, BE1 of the Local Plan Strategy, Policy B6 of the Burntwood Neighbourhood Plan, the National Space Standards. and paragraph 135(f), of the National Planning Policy Framework.
2. The proposal, by virtue of the design of the parking facilities, including lack of turning space, would increase the likelihood of vehicles backing out onto the highway and increasing the potential for conflicting traffic movements on to the High Street, Chasetown and therefore have an unacceptable impact on highway safety contrary to policy CP5, ST2 of the Lichfield Local Plan Strategy, the Sustainable Development SPD and paragraph 116 of the National Planning Policy Framework.

Planning Application 25/01496/FUL Land Opposite Kingdom Hall Of Jehovah's Witnesses, Chorley Road, Burntwood Formation of vehicular access (part retrospective) Appeal Starting Date: 1st April 2026

Referring to Minute No. 48(c) – 15 January 2026 and following the Town Council's no objection, the Deputy Clerk informed Members that following the Local Planning Authority's refusal on 28 January 2026 for the following reasons:

1. The application has failed to demonstrate safe and suitable vehicular accesses due to plan inconsistencies and visibility splays being drawn incorrectly. The development would therefore be considered contrary to the objectives of Core Policy 5 (Sustainable Transport) and Policy ST1 (Sustainable Travel) of the Lichfield Local Plan Strategy (2015) and the National Planning Policy Framework.
2. The application fails to demonstrate that a net gain for biodiversity can be achieved in accordance with the requirements set out under Core Policy 13 (Our Natural Resources) and NR3 (Biodiversity, Protected Species, and their Habitats). The development would therefore be contrary to the requirements set out within the Lichfield Local Plan Strategy (2015), the Biodiversity and Development SPD and the National Planning Policy Framework.
3. The applicant has not provided sufficient information that the works would not adversely be impacted by flooding as no information has been provided in terms of drainage or permeable surfacing and the finished levels of the site. The land is within the 'more vulnerable category' as defined by Annex 3 of the NPPF and is a higher risk flood zone 2 and 3 and therefore without these details the Local Planning Authority are unable to determine that the new works would be resilient to flooding. Therefore, the development is considered contrary to Policies Core Policy 2 (Presumption in favour of sustainable development), Core Policy 3 (Delivering Sustainable Development), policy BE1 (High Quality Development), the Sustainable Design SPD, and the National Planning Policy Framework.

the applicant had lodged an appeal. The appeal is to be decided on the basis of an exchange of written statements by the parties and a site visit by an Inspector.

Enforcement Notice – 26/00050/EUD - Woodhouses Lane

The Deputy Clerk explained that an application had been submitted, but it was invalid. As a result, no planning permission is in place and Lichfield District Council are already progressing enforcement action. Lichfield District Council has ordered the landowners to completely undo the unauthorised work e.g. (a) they must rip up and remove all concrete, hardcore, and crushed stone; (b) dig out and remove the septic tank, drainage pipework, and infrastructure; (c) removal all caravans and mobile structures, including water/electric hook-ups; (d) stop using the land for caravans entirely and (e) restore the land to its original state by backfilling excavations and reseeding it with grass.

Appeal Deadline: The owners have until Wednesday 20 May 2026 to appeal to the Planning Inspectorate.

Compliance Period: If the owners don't appeal (or if they lose the appeal) the owners have three months to clear the site completely.

The Injunction: Lichfield District Council is currently preparing an application for a Court Injunction. While the Enforcement Notice deals with the land use, an injunction is a powerful court order that can lead to even more severe penalties if ignored. This is being treated as a priority by Lichfield District Council's legal team.

Land Ownership: The people on the site are the lawful owners. This is not a trespass issue, so Lichfield District Council cannot physically 'evict' them or stop them from entering their own land.

Due Process: Planning law is a statutory process. Lichfield District Council must follow the legal steps to ensure their case is 'robust and proportionate' when it gets to court.

The Stop Notice: The Temporary Stop Notice is still in force. Any continued digging or construction is being logged as evidence for the upcoming court cases.

67. PLANNING APPLICATIONS

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

(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
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No objection

(b)	26/00355/FUL	Chase Terrace	Mr and Mrs Bradshaw Bleak House Farmhouse Ironstone Road Burntwood	Erection of self-build replacement dwelling, detached garage and associated works
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As this is a new dwelling Burntwood Town Council does not support any new development on designated Green Belt land.

(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
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No objection.

(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
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No objection in principle however the Local Planning Authority to ensure that the dwellings have adequate amenity space.

(e)	26/00415/ADV		Queensway Coffee Houses Ltd Land adjacent Milestone Way Robins Road Burntwood	Installation of 1 no. pole sign
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No objection.

(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
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No objection in principle as long as the Local Planning Authority's Arboricultural Officer has no objection to the partial removal of the Cypress Leyland hedging.

(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
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OBJECTION as the proposed new boundary fence would reduce the openness and change the character of the streetscene.

(The Meeting closed at 6.29 pm)

Signed

Date

Planning and Development Committee: Applications for Consideration: 18 May 2026

	Application No.	Ward	Site	Proposal
(a)	26/00468/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)
(b)	26/00524/FUH	Boney Hay and Central	Mr Griffith 94 Spinney Lane Burntwood	Erection of rear in-fill two-storey extension, rear single-storey extension, and first-floor dormer extension
(c)	26/00533/FUL	Chasetown	Mr Bird Unit 20, Zone 1 Burntwood Business Park Cobbett Road Burntwood	Section 73 application to vary Condition 2 (approved plans and specification) and 5 (provision of parking) of planning permission 25/00205/FUL to allow the installation of a retaining structure to the new car parking area
(d)	26/00501/COU	Chasetown	Mr Pepper 180A High Street Chasetown	Change of use from residential and osteopathy clinic to residential

	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 shop 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	Ongoing
2	11.03.2026	Member of the Public	Private	Chasetown	Chasetown Methodist Church - overgrown hedge coming from Crown Cutting Services and overflowing litter bin	Reported to Crown Cutting Services as it is a private hedge
3	11.03.2026	Member of the Public	SCC, Private	Chase Terrace	Tripping hazard – paving slabs outside Barry's Newsagents, Burntwood Town Shopping Centre	Ongoing
4	14.03.2026	Member of the Public	BTC	Summerfield and All Saints	Bus shelter outside of Burntwood Park needs cleaning	Ongoing as the bus shelter needs some refurbishment
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	Completed
6	29.03.2026	Member of the Public	SCC	Gorstey Ley	Removal of weeds on Cannock Road, Burntwood by railings (outside the carpet shop)	Ongoing
7	03.04.2026	Member of the Public	Private	Chasetown	Abandoned sign outside vape shop at Sankey's Corner	No sign of the signage
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	Ongoing
9	09.04.2026	Member of the Public	SCC	Hunslet/Gorstey Ley	Weeds on footpath – the junction of Rugeley Road and Highfield Road	Ongoing
10	14.04.2026	Member of the Public			Damaged grit bin needs replacing – lots of holes – photo provided - It's at the bottom of Rugeley Rd, by the big water pumping station and on the junction with Chorley Rd/Lower Lane	Not necessary as a grit bin is located in close proximity
11	20.04.2026	Member of the Public/Cllr Norman	SCC	Chase Terrace	Unevenness and disrepair of footpath – High Street, Chase Terrace – County Cllr Clissett already aware of the situation – originally submitted on 05.02.2026	

12	21.04.2026	Member of the Public/Cllr P Taylor	Private	Boney Hay and Central	Overgrown hedge on the corner of Emmanuel Road and Boney Hay Road – originally emailed on 04.02.2026. 09.04.2026 the hedge has been trimmed back but still over hangs the path	Will visit the site and speak to the owner as private hedge
13	01.05.2026	Member of the Public	Private		Suspected Japanese Knotweed – Plant Lane from the business park towards and rear to Cannock Road	Ongoing
14	07.05.2026	Cllr Woodward	BTC	Around the Town	Following the cleaning of the chevrons – traffic island sponsorship signage needs cleaning	
15	09.05.2026	Cllr D Ennis	BTC	Around the Town	Defib phone boxes/cabinets need cleaning particularly the one located in Morley Road	

Community Infrastructure Levy Community Fund Application Form

Organisation and Project Proposal Details

Project name	Repair, Replace and Regenerate
Details of key person of contact	Nicola Greensill
Name of organisation	Burntwood Memorial Community Association
Describe your organisation's main purpose and regular activities	The Burntwood Memorial Community Association (BMCA) is a community organisation dedicated to serving the people of Burntwood. For over 100 years, it has played an important role in supporting the local community. Our primary aim is to operate as a non-profit organisation, providing facilities and opportunities that benefit the wider community. Through our work, we strive to create an inclusive and welcoming environment for all.
Brief description of the project, including the geographical area it covers	Recently, it has become apparent that essential infrastructure within our facilities is deteriorating. The boilers, now over 20 years old, are beginning to fail, and the underground sewer pipework is in poor condition, frequently becoming blocked. These issues are impacting our ability to provide reliable services to the community and highlight the urgent need for repair and replacement
What is the legal status of your organisation?	The BMCA is a community association run by five trustees staff and volunteers.

Evidence of Need

Please indicate how the evidence of need for this project has been gathered. Include details of any research that you have carried out of strategies/plans which identify this project as a priority.	Recent breakdown of the boilers caused some disruption and the main hall is a large hall and without heating it is not viable to rent it. Constant blocking of the toilets is becoming more costly and frequent with costs and disruption becoming unsustainable.
What evidence do you have that local people support your project?	Break down of our services from failed heating and blocked toilets would mean we would need to cancel events postponing lettings for vulnerable groups.
How does the project contribute to the delivery of the Burntwood Neighbourhood Plan? The Plan can be found at www.burntwood-tc.gov.uk	Our project directly supports several key priorities within the plan: 1. Supporting community facilities The plan identifies the importance of maintaining and improving community facilities to ensure they remain accessible, inclusive, and fit for purpose. • The BMCA is an established community facility serving the whole of Burntwood • This project ensures the building remains operational, safe, and usable for all groups 2. Delivering healthy, safe and inclusive communities (Policy HS1) The plan promotes developments that create safe, accessible, and inclusive spaces and improve quality of life. • Reliable heating ensures the building is usable year-round, particularly for vulnerable users • Functioning sanitation is essential for health, dignity, and accessibility • The project supports continued social interaction, wellbeing, and community cohesion 3. Improving infrastructure and addressing deficiencies Local planning evidence highlights that Burntwood lacks sufficient “essential physical infrastructure” and requires improvements to support its population. • Replacing outdated boilers and failing pipework directly addresses infrastructure shortcomings • The project ensures existing facilities can meet current and future demand 4. Environmental sustainability and energy efficiency The neighbourhood plan supports improvements that enhance environmental performance and sustainability. • New boilers will reduce energy consumption and carbon emissions • This contributes to wider sustainability and climate objectives

	5. Supporting town-wide accessibility and usage The plan promotes improvements that enhance the usability and attractiveness of local spaces. - Upgraded infrastructure ensures the centre can continue hosting large groups and events - This strengthens Burntwood's social infrastructure and community network
Explain how your project meets the following elements	
Explain the existing problem, issue or need that the project addresses.	Both replacements are now becoming increasingly urgent. We are therefore requesting support from the Town Council, particularly through this grant programme, which has been established to support and improve the infrastructure of Burntwood. This funding will enable us to continue providing essential facilities and services for the benefit of the whole community.
To what extent does the project resolve the issue?	Expected outcomes of this project include: - A reduction in energy usage and carbon emissions by an estimated 20–30% through the installation of modern, energy-efficient boilers - Elimination of unplanned heating outages, ensuring the main hall remains fully operational year-round - A reduction in emergency maintenance and repair costs by an estimated 50% - Improved reliability of toilet and drainage facilities, reducing blockages and service disruptions to near zero - Increased capacity to host large groups and community events, supporting an estimated increase in usage of 15–25% - Protection of vital income streams from hall hire, helping secure the long-term financial sustainability of the centre - Continued support for hundreds of local residents each week who rely on the centre's services and facilities
Who are the likely beneficiaries of the project?	The primary beneficiaries of this project are the residents of Burntwood who use, or will use, the Burntwood Memorial Community Association (BMCA) facilities. This includes: Local community groups and organisations who rely on the centre for meetings, activities, and events Children and young people attending clubs, classes, and recreational activities Older residents who use the centre for social groups and support networks, helping to reduce isolation Families and individuals attending community events, celebrations, and local services

	• Voluntary and support organisations delivering services to the community • Local hirers and businesses who use the hall for classes, training, and events
What evidence do you have of consultation with the community or stakeholder for this project?	There is clear and growing evidence that repairs to the boilers and drainage infrastructure are urgently needed, based on operational disruption, user feedback, and financial impact. Operational breakdowns and service disruption • Recent boiler failures have already caused disruption to the use of the main hall • The hall cannot be reliably hired without heating, leading to cancelled or refused bookings • Frequent blockages in the toilet and drainage system are interrupting normal operations and requiring emergency response
Would the project lead to any income generation?	While these works will not directly generate new income, they are essential to protect and sustain existing revenue streams. Reliable heating and functioning facilities will ensure the main hall remains fully hireable, reduce cancellations, and support increased usage, thereby strengthening the long-term financial sustainability of the center.
What measures do you intend to put in place to ensure your project reaches a successful completion?	Contractors will be monitored with a strict completion date to establish minimum disruption.
Evidence of stakeholder support	
If the project is highways or education related, do you have a letter of support from the relevant SCC department? (please attach a copy of the letter to this application form)	
Please provide details of support for the project from other stakeholders or organisations	
Finance, Deliverability and Current funding for the Project	
Total cost of project	20k
Please provide quotations obtained in respect of the work(s)	One quote for new drainage – West Midlands Drainage £11k Three quotes for replacement boilers
Is there any funding committed to the project by applying organisation	The Burntwood Memorial Community Association (BMCA) is a non-profit organisation. However, we are able to contribute £5,000 towards the cost of this project from our own reserves.

	This demonstrates our commitment to maintaining and improving the facility, while also showing that we are actively investing in its long-term sustainability. As a voluntary organisation, our financial resources are limited, so external funding is essential to enable the full delivery of these urgent infrastructure improvements.
Details of other match funding secured (amount and organisation providing funds)	
Amount of CIL funding requested	£15k
Please indicate the approximate start and finish dates of the project. (must be deliverable within 3-5 years of application)	Depending on availability of the contractors the work could be completed in two weeks on both projects.
Constraints and Risk-None Physical and environmental impacts (e.g. flood risk, contamination, biodiversity, noise etc.) There are no significant physical or environmental constraints associated with this project. The works involve the replacement of existing internal building systems (boilers) and underground drainage infrastructure within an established community facility. Any environmental impact will be positive overall, particularly through improved energy efficiency and reduced carbon emissions. Approvals of necessary consents (e.g. planning permissions) It is not anticipated that full planning permission will be required for the internal boiler replacement. However, building control approval and compliance with relevant regulations (including gas safety and building regulations) will be adhered to. Any requirements for permissions will be identified and obtained prior to works commencing. Ownership, acquisition or compulsory purchase order issues There are no ownership or land acquisition issues. The Burntwood Memorial Community Association owns and manages the premises where the works will take place. Partnership and governance issues There are no partnership or governance constraints affecting delivery. The BMCA will act as the lead organisation responsible for commissioning and overseeing the works. Dependency on other projects going ahead The project is not dependent on any other external projects. However, delivery may be coordinated to minimise disruption to users of the centre.	
Please provide further information about any constraints identified or detail any constraints not listed.	None

Please explain to what extent the constraints identified can be overcome.	None
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Declaration

When you have completed the Expression of Interest, please sign the declaration below.

To the best of my knowledge the information I have provided on this application form is correct.	
Signed	 NICOLA GREENSILL
Position in Organisation	Treasurer
Date	27/4/26

Please return this form to jayne.minor@burntwood-tc.gov.uk

To be completed by Steve Lighfoot, Town Clerk, Burntwood Town Council

Risk	Management
Risk: Financial, raising sufficient funds within the time frame	Low. Applicant is willing to contribute a small amount
Risk: Delivery	Low. Researched suitable quotes from reputable installers
Risk: Reputational	Medium. BTC has funded infrastructure for the applicant in the past. Applicant needs to ensure a sustainable sinking fund
Risk: Other	BTC has limited funds. This application demonstrates no new or improved facility for residents.