



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

15 June 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 22 June 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 18 May 2026 (Minute Nos. 68-74) (**ENCLOSURE NO. 2**).

5. INFORMATION FROM THE MINUTES

6. PLANNING APPLICATIONS

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

7. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND

Members to consider the processes and procedures for CIL distribution (**ENCLOSURE NO. 4A AND 4B**)

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	Works ongoing as panels need replacing
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	Trying to contact landlord
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)	03.06.2026
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	09.04.2026	Member of the Public	SCC	Hunslet/Gorstey Ley	Weeds on footpath – the junction of Rugeley Road and Highfield Road	04.06.2026
9	14.04.2026	Member of the Public	SCC		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
10	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	SCC

	Date Reported	Reported By	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward or OMCC, Community Centre	Description	Date Completed/Comments/ Reported
11	21.04.2026	Member of the Public/Cllr P Taylor	Private	Summerfield and All Saints	Overgrown hedge on the corner of Emmanuel Road – originally emailed on 04.02.2026. 09.04.2026 the hedge has been trimmed back but still over hangs the path	Visited site – hedge has already been trimmed – private hedge
12	01.05.2026	Member of the Public	Private		Suspected Japanese Knotweed – Plant Lane from the business park towards and rear to Cannock Road	Ongoing – Town Clerk to investigate
13	07.05.2026	Cllr Woodward	BTC	Around the Town	Following the cleaning of the chevrons – traffic island sponsorship signage needs cleaning	Visited site and sign is clean
14	09.05.2026	Cllr D Ennis	BTC	Around the Town	Defib phone boxes/cabinets need cleaning particularly the one located in Morley Road	Completed
15	18.05.2026	Member of the Public	SCC	Boney Hay and Central	Alleyway between Highfield Avenue and Boney Hay Road – overgrown weeds	Assessed 03.06.2026 – ongoing
16	20.05.2026	Staff	BTC	Around the Town	Defib Check	20.05.2026
17	21.05.2026	Staff	BTC	OMCC	Started clearing the OMCC garden	21.05.2026
18	26.05.2026	Staff	BTC	Boney Hay and Central & Gorstey Ley	Check defibs at Morley Road and Burntwood Memorial Hall	26.05.2026
19	26.05.2026	Staff	BTC	Around the Town	Cleaned all defibs	26.05.2026
20	27.05.2026	Staff	BTC	Around the Town	Bus shelter checks	27.05.2026
21	27.05.2026	Staff	BTC	OMCC	Mowed garden at OMCC	27.05.2026
22	28.05.2026	Member of the Public	SCC		Sankey's Corner and Swan Island – covered in weeds	Ongoing
23	01.06.2026	Staff	BTC		SCAMP – needs weeding and cleaning	Ongoing
24	02.06.2026	Staff	BTC	OMCC	Sorted out ant problem in Unit 1	02.06.2026
25	02.06.2026	Staff	BTC	OMCC	Weeded OMCC garden	02.06.2026
26	02.06.2026	Staff	BTC	OMCC	Weeded OMCC front	02.06.2026

	Date Reported	Reported By	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward or OMCC, Community Centre	Description	Date Completed/Comments/ Reported
27	03.06.2026	Member of the Public	SCC	Around the Town	Removal of ripped and tatty England flags on the roundabouts and lampposts	Town Clerk replied to member of the public - SCC
28	03.06.2026	Staff	SCC	OMCC	Cleaned school patrol sign outside OMCC	03.06.2026
29	03.06.2026	Staff	BTC	Community Centre	Put up hanging basket brackets at Community Centre	03.06.2026
30	03.06.2026	Staff	BTC	OMCC	Replaced light in lift at OMCC	03.06.2026
31	04.06.2026	Member of the Public	SCC	Summerfield and All Saints	Clear pavement of weeds and in the road – Hunter Avenue	Ongoing
32	09.06.2026	Member of the Public	SCC	Summerfield and All Saints	Excessive weed growth along kerb side – Meadway Street	Ongoing
33	13.06.2026	Member of the Public		Summerfield and All Saints	Dead trees on Chase Road, branches are coming off and landing on the road	
34	13.06.2026	Cllr Woodward	BTC	Around the Town	Traffic Island sponsorship sign needs cleaning – following on from 07.05.2026	
35	13.06.2026	Cllr Woodward			Lions need some help with furniture removal – Beechen Grove	
36	14.06.2026	Member of the Public	BTC	Chase Terrace	Broken cabinet and missing poster – Rugeley Road, Chase Terrace	

**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 18 MAY 2026**

PRESENT

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

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

68. APOLOGIES FOR ABSENCE were received from Councillor Swain.

69. GENERAL DECLARATIONS OF INTERESTS AND DISPENSATIONS

Councillor P Taylor declared an interest in agenda item 7 – Community Infrastructure Levy Community Fund (Burntwood Memorial Community Association) as he is the Chair of Trustees. When considering this agenda item, Councillor P Taylor vacated the room and took no part in the discussion thereon.

Councillor S Taylor declared an interest in agenda item 7 – Community Infrastructure Levy Community Fund (Burntwood Memorial Community Association) and when considering this agenda item, Councillor S Taylor vacated the Chair and took no part in the discussion thereon.

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.

70. 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 it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 20 April 2026 (Minute Nos. 62-67) be approved as a correct record.

71. INFORMATION FROM THE MINUTES

Planning Application 26/00057/FUL - 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

Referring to Minute No. 60(j) – 23 March 2026 and following the Town Council's OBJECTION (the proposed development due to its siting and width of the existing road/ access would represent inappropriate/overdevelopment of the site), the Deputy Clerk informed Members that the application had been refused by the Local Planning Authority on 28 April 2026 for the following reason:

The proposal by virtue of its inadequate separation distance from No. 35 High Street, and the subsequent level of overlooking, the poor outlook from the living room and the potential for substantial overshadowing from trees to the south would fail to achieve a high standard of residential amenity for future occupants. The proposal is therefore contrary to policies CP3, BE1 and NR7 of the Lichfield District Local Plan Strategy, Policy B5 of the Burntwood Neighbourhood Plan and the design guidance set out within the Lichfield District Design Code. Furthermore, it is considered that the harm caused by substandard level of amenity that would be provided by the dwelling would clearly outweigh the benefit of the contribution that 1 dwelling would make towards meeting the objectively assessed housing needs of the District and the very limited contribution that construction would make to the local economy.

Planning Application 26/00355/FUL – Bleak House Farmhouse, Ironstone Road – Erection of self-build replacement dwelling, detached garage and associated works

Referring to Minute No. 67(b) – 20 April 2026 and following the Town Council's comment (as this is a new dwelling Burntwood Town Council does not support any new development on designated Green Belt land), the Deputy Clerk informed Members that the application had been granted by the Local Planning Authority on 15 May 2026.

72. PLANNING APPLICATIONS

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

(a)	26/00468/COU	Chasetown	LCP Properties Limited 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)
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No objection in principle however Members noted that the application had been granted on 13 May 2026.

(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
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No objection.

(c)	26/00533/FUL	Chasetown	Mr Bird Unit 20, Zone 1	Section 73 application to vary Condition 2
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Burntwood Business Park Cobbett Road Burntwood	(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
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No objection.

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|-----|--------------|-----------|--|---|
| (d) | 26/00501/COU | Chasetown | Mr Pepper
180A High Street
Chasetown | Change of use from residential and osteopathy clinic to residential |
|-----|--------------|-----------|--|---|

No objection in principle however the Local Planning Authority to ensure that there is adequate parking provision as the change of use back to full residential would result in a six bedroomed residential dwelling.

73. **BURRT UPDATE**

Councillor S Taylor confirmed that she had spoken (face to face) with the Burntwood Response and Repair Team members on 14 May 2026 and referring to Minute No. 78 - Creation of enlarged meeting room at the Old Mining College Centre (Full Council dated 25 March 2026 refers) she explained that the Team had been focusing on the refurbishment works. Councillor S Taylor confirmed that either a member of the Burntwood Response and Repair Team or the Town Clerk will be attending the next meeting of the Planning and Development Committee scheduled for 22 June 2026. She explained that she was currently constructing a number of questions which will be forwarded to the Burntwood Response and Repair Team members prior to the meeting on 22 June.

Councillor Bullock stated that it was good to see the increase of tasks reported by members of the public. The Deputy Clerk confirmed that the enquiries had been received via the email burt@burntwood-tc.gov.uk

RESOLVED That the report of activities be noted.

Having declared an interest Councillor P Taylor vacated the room at 6.08pm.

Having declared an interest Councillor S Taylor vacated the Chair and took no part in the discussion thereon at 6.08pm.

Councillor Gittings in the Chair

74. **COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND – BURNWOOD MEMORIAL COMMUNITY ASSOCIATION**

Councillor Gittings explained that an application had been received from the Burntwood Memorial Community Association for funding towards boilers and underground sewer pipework. Even though Councillor D Ennis had viewed the Charity Commission website he explained that the Accounts and Annual Returns information was for reporting year to 31 December 2025 and asked if an up to date bank statement could be provided so that their current financial position could be considered along with their request. Councillor Bullock agreed that the Committee needed to know the

Association's up to date financial position before a decision could be made and the Committee needed the up to date CIL balance held by the Town Council.

Councillor D Ennis stated that he had concerns with providing funding for standard maintenance items/repairs. The Deputy Clerk explained that she had sought advice from the Policy & Strategy Support Officer Place & Prosperity Officer at Lichfield District Council who confirmed that a local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area or any part of that area, by funding – a. the provision, improvement, replacement, operation, or maintenance of infrastructure; or b. anything else that is concerned with addressing the demands that development places on an area.

Councillor D Ennis felt that the application process needed to be reviewed. He explained that Lichfield District Council operates an open and transparent process advertising and encouraging local organisations across the district to apply for funding. Councillor D Ennis felt that the Town Council could follow this process. Funding could focus on projects that address key local needs (applications would need to align with the priorities chosen). Councillor D Ennis felt that currently organisations were not aware of the Town Council's Community Infrastructure Levy Community Fund.

It was proposed by Councillor D Ennis, duly seconded and

RESOLVED That:

- a. Burntwood Memorial Community Association be asked to provide an up to date bank statement and that the application be re-submitted to the next Planning and Development Committee meeting scheduled for 22 June 2026.
- b. The Community Infrastructure Levy Community Fund application process be reviewed in liaison with the Policy and Resources Committee (as this is a change of policy). The Policy and Resources Committee to review the process at its meeting on 06 July 2026.

(The Meeting closed at 8.21 pm)

Signed

Date

Planning and Development Committee: Applications for Consideration: 22 June 2026

	Application No.	Ward	Site	Proposal
(a)	26/00562/FUH	Boney Hay and Central	Mr Fisher 14 Birch Terrace Burntwood	Replace flat roof with new pitched roof over existing garage/gym (re-submission of 25/01323/FUH)
(b)	26/00630/OUTM		Anwyl Land Limited Land north of Rake Hill Burntwood	Outline planning application (with all matters reserved except for access) for demolition of all buildings and structures, residential development, open space, associated works and infrastructure

Community Infrastructure Levy (CIL) Grant Application Procedure

Burntwood Town Council will use Community Infrastructure Levy (CIL) funding to support projects which help address the impact of development and support the growth and wellbeing of the local area. Funding must be spent lawfully and in accordance with the Community Infrastructure Levy Regulations 2010 (as amended).

1. Eligibility

Applications may be submitted by:

- Community groups
- Registered charities
- Not-for-profit organisations
- Sports clubs and community associations
- Other voluntary or community organisations operating within Burntwood
- The Council or other partners as may be deemed acceptable.

Applicants must:

- Have a constitution or governing document
- Have a bank account in the organisation's name with at least two signatories.
- Demonstrate community benefit within Burntwood

2. Eligible Projects

CIL grants will normally only be awarded for **capital projects or capital purchases** which:

- Improve community infrastructure or facilities
- Support the demands created by development
- Provide a clear and lasting public benefit
- Are accessible to the wider community

Examples include:

- Building improvements or refurbishment
- Play, park or sports facilities
- Community equipment with a long-term lifespan
- Environmental or public realm improvements

- Accessibility improvements
- New community assets or infrastructure
- Other capital assets such as vehicles.

Projects must not already be completed before approval is given.

3. Ineligible Expenditure

CIL funding will not normally be awarded for:

- General running costs
- Salaries or staffing costs
- Loan repayments
- Political or religious activities
- Events or one-off activities
- Retrospective expenditure
- Private commercial gain

4. Application Process

Applicants must complete the Council's CIL Grant Application Form and provide:

- A description of the project
- Total project costs and funding sought
- Quotes or estimates for capital expenditure
- Evidence of community benefit
- Project timescales
- Details of any match funding
- Details of current funds - including reserves held, a copy of current bank balance, restricted funds, unrestricted reserves, and match funding
- An explanation of why CIL funding is needed

Applications will be determined by the Planning and Development Committee or any other panel or committee as decided by Full Council from time to time.

5. Annual Review and Funding Rounds

The Planning and Development Committee will review CIL funds held at the start of the financial year, agreeing any priorities, and setting deadlines for applications, giving clear timescales. Clear timescales will include application deadlines, decision dates, project start and completion dates, and the deadline for providing evidence of spend. Any award letter will confirm the agreed delivery deadline.

6. Assessment Criteria

Applications will be assessed against:

- Compliance with CIL Regulations
- Community benefit
- Evidence of local need
- Value for money
- Deliverability and readiness
- Long-term benefit to Burntwood residents
- Alignment with Council priorities and local infrastructure needs

7. Decision Making

Applications will be considered by the Planning and Development Committee (see Section 4) of Burntwood Town Council, which may:

- Approve the application
- Approve a reduced amount
- Defer for further information
- Reject the application

The Council's decision shall be final.

8. Conditions of Funding

Successful applicants must:

- Spend the grant only on the approved project
- Complete the project within the agreed timescale
- Retain invoices and evidence of expenditure
- Acknowledge the support of Burntwood Town Council where appropriate
- Repay any unspent or improperly used funds upon request
- Undertake maintenance, provide insurance, and other obligations of ownership as necessary for the asset.

The Council reserves the right to monitor funded projects and request progress or completion reports.

9. Reporting and Transparency

The Council will record and publish CIL expenditure in accordance with statutory reporting requirements and its annual Infrastructure Funding Statement obligations.

Community Infrastructure Levy Community Fund Application Form

Organisation and Project Proposal Details

Project name	
Details of key person of contact	
Name of organisation	
Describe your organisation's main purpose and regular activities	
Brief description of the project, including the geographical area it covers	
What is the legal status of your organisation?	
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.	

What evidence do you have that local people support your project?	
How does the project contribute to the delivery of the Burntwood Neighbourhood Plan? The Plan can be found at www.burntwood-tc.gov.uk	
Explain how your project meets the following elements	
Explain the existing problem, issue, or need that the project addresses.	
To what extent does the project resolve the issue?	
Who are the likely beneficiaries of the project?	
What evidence do you have of consultation with the community or stakeholder for this project?	
Would the project lead to any income generation?	
What measures do you intend to put in place to ensure your project reaches a successful completion?	
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	
Please provide quotations obtained in respect of the work(s)	
Is there any funding committed to the project by applying organisation	

Details of other match funding secured (amount and organisation providing funds)	
Details of current funds – including reserves held, a copy of current bank balance, restricted funds, and unrestricted reserves	
Amount of CIL funding requested	
An explanation of why CIL funding is needed	
Please indicate the approximate start and finish dates of the project. (must be deliverable within 3-5 years of application)	
Constraints and Risk Please indicate which constraints (if any) apply to your project - Physical and environmental impacts e.g. flood risk, contamination biodiversity, noise etc. - Approvals of necessary consents e.g. planning permissions - Ownership, acquisition, or compulsory purchase order issues - Partnership and governance issues - Dependency on other projects going ahead	
Please provide further information about any constraints identified or detail any constraints not listed.	
Please explain to what extent the constraints identified can be overcome.	

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 Position in Organisation Date

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

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

Risk	Management
Risk: Financial, raising sufficient funds within the time frame	
Risk: Delivery	
Risk: Reputational	
Risk: Other	