



The Old Mining College Centre
Queen Street
BURNTWOOD
WS7 4QH

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Our Ref: SL/JM

25 June 2026

To: All Members of the Community and Partnerships Committee

Councillors Evans (Chair), P Taylor (Vice Chair), Bishop, Coe MBE, D Ennis, R Ennis, Gittings, Kirkham, Kube, Tranter, Willis-Croft and Wittstock

Dear Committee Member

COMMUNITY AND PARTNERSHIPS COMMITTEE

You are invited to attend a meeting of the Community and Partnerships Committee in **The Meeting Room, The Old Mining College Centre, Queen Street, Burntwood** on **Thursday 02 July 2026 at 6:00 pm** 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

To consider any declarations of interests and consider requests for dispensations.

3. MINUTES

To approve as a correct record the Minutes of a meeting of the Community and Partnerships Committee held on 07 May 2026 (Minute Nos. 55-62) (**ENCLOSURE NO. 1**)

4. COMMUNITY ENGAGEMENT

Councillors and the Community Development and Engagement Officer are invited to report to the meeting any updates or news from community groups within Burntwood.

5. BETTER BURNTWOOD FUND

To consider applications received from:

- i. Chasetown & District Horticultural Society (**ENCLOSURE NO. 2A**)
- ii. Chasetown & District Horticultural Society (**ENCLOSURE NO. 2B**)

6. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Members to receive an update on the Burntwood Wakes Festival 2026 (**ENCLOSURE NO. 3**).

7. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS 2026

Members to receive an update on the Play in the Parks Events 2026 (**ENCLOSURE NO. 4**)

8. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Members to receive an update on the Christmas Events 2026 (**ENCLOSURE NO. 5**)

9. BETTER BURNTWOOD FUND – COMMISSIONING PROGRAMME

Members are asked to approve the continuation of the 3-year commissioning programme and timescales and seek approval from Full Council to include an uplift in the budget if agreed (**ENCLOSURE NO. 6**)

10. BURNTWOOD TOWN COUNCIL STUDENT AWARD IN MEMORY OF STEPHEN SUTTON MBE

Members are asked to agree to the relaunch of the BTC Student Award, agree the process of reviewing applications and direct the Community Development and Engagement Officer to launch and promote the award (**ENCLOSURE NO. 7 AND 7A**)

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.

You will also now have the opportunity to discuss specific items on the agenda as the Chair now has the discretion to allow you to speak where you have a legitimate interest in the item. Again, you will need to give three 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 agenda items 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 THE MEETING OF THE COMMUNITY AND PARTNERSHIPS COMMITTEE
HELD IN THE MEETING ROOM AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET,
BURNTWOOD ON THURSDAY 07 MAY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Evans (in the Chair)

Councillors Bishop, Coe MBE, D Ennis, R Ennis, Gittings (from 6.10pm), Kube, P Taylor, Tranter, and Willis-Croft

In attendance

Ms J Minor, Deputy Clerk

Ms K Horner, Community Development and Engagement Officer

PUBLIC FORUM

No members of the public were present.

- 55. APOLOGIES FOR ABSENCE** were received from Councillor Kirkham and Councillor Wittstock.

56. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

57. MINUTES

The Chair reminded Members that they were being asked to comment solely on the accuracy of the Minutes and the Deputy Clerk confirmed that the minutes had been approved at Full Council on 25 March 2026.

RESOLVED That the Minutes of the Community and Partnerships Committee held on 09 March 2026 (Minute Nos. 43-54) be approved as a correct record.

58. COMMUNITY ENGAGEMENT

Dementia Friendly Burntwood

The Community Development and Engagement Officer explained that she alongside Councillor Evans had attended the latest meeting of Dementia Friendly Burntwood. The group are now being supported by a new member, Helena Haddock, from Home Instead Cannock and Burntwood alongside Susan Williams as Chair. She further explained that the group had discussed Dementia Action Week which is the 18 – 24 May and some events that are taking place locally that week, including A Musical Evening in May hosted by Magnolia Friends on the 16 May at the Memorial Hall to raise funds for their group, and a free Memory Café Party on the 19 May at Burntwood Library, hosted by Home Instead. As well as Dementia Action Week, they are also planning to hold another Memory Walk in partnership with Burntwood Town Council in

September which is World Alzheimer's Month. The date and further details will be confirmed soon.

Revive Staffordshire

Following a successful application to the Better Burntwood Fund, the Community Development and Engagement Officer confirmed that she had attended and supported Revive Staffordshire's Festival of Wellbeing which went ahead in March at Fulfen School. She explained that there were a range of different health and wellbeing organisations who attended and there were workshops and talks to take part in. It was fantastic to see this new event go ahead in Burntwood for the first time, and to see children, families and residents come along to join in and find out more.

Creative Burntwood

The Community Development and Engagement Officer stated that Creative Burntwood continues to be successful in the delivery of their project in partnership with Burntwood Town Council. The Community Development and Engagement Officer said that she attends their steering group meetings to support the projects progress and they have a wide range of performances planned over the next year, and the Young Garrick Burntwood Youth Theatre Group and the Burntwood Community Choir continue to be really well attended.

White Ribbon

As part of the Town Council's efforts as a White Ribbon Supporter Organisation, the Community Development and Engagement Officer explained that she alongside Councillor Coe MBE and Councillor Evans are looking at working with Pathway Project to provide training to staff and Councillors in support of the aims of White Ribbon. She explained that due to previous events and publicity, a supportive resident has offered to fund an online Active Bystander training session for Burntwood Town Council staff, residents and volunteers representing local charities and groups. This is planned for Thursday 11 June at 1pm, and members will be receiving an invitation to join this shortly.

Staffordshire Community Energy and Support Staffordshire

The Community Development and Engagement Officer explained that she alongside Councillor Evans and the Town Clerk attended a meeting held by Staffordshire Community Energy and Support Staffordshire to explore the idea of a community energy plan specifically targeting Boney Hay and Central Ward. There were discussions about how to launch this idea and it was suggested that an energy café would be held in the coming weeks to introduce the concept to local residents. Details of this will be shared as they become available.

Video Project

The Community Development and Engagement Officer also reported that she has been continuing to work with InLife Design on the creation of a series of short form videos. A lot of footage of different groups, activities and projects has now been captured and the videos are in draft form.

Burntwood Market

Councillor Evans confirmed that the next Burntwood Market would be held this Sunday (10 May) and she asked Members to encourage as many people as possible to attend this event.

Spark Open Day

Councillor Evans confirmed that she had attended the Spark Open Day on Wednesday 29 April. She explained that Spark do wonderful work across the board – for example baby/toddler sessions, support services, community fridge, baby bank etc and were set up as a result of the closure of the Sure Start Childrens Centres.

Burntwood Foodbank

Councillor D Ennis confirmed that he had recently visited the Burntwood Foodbank to learn more about the work they are doing locally. The Burntwood Foodbank is located behind Beacon Community Church and while foodbanks should not have to fill the gaps they do, the support they provide is vital for many local people. He explained the foodbank is open every Tuesday: 12pm – 2pm, every Thursday: 12pm – 2pm and every Thursday: 5pm to 7pm.

Chess Club

Councillor D Ennis confirmed that the Grangemoor Working Mens Club will be starting a chess club on Wednesday afternoons and as part of his Lichfield District Council Councillor Community Fund will be funding an outdoor chess table which will be located externally at Burntwood Leisure Centre.

Burntwood Pump Track

Following the submission of a CIL application, Councillor D Ennis explained that the Town Council had been allocated £300,000 from Lichfield District Council's Community Infrastructure Levy fund to build a pump track in Burntwood. He stated that this was a huge step forward. The initial location for the pump track was Chasewater however the County Council had not been forthcoming and the initial barrier is now to find a suitable alternative location.

PrimiFest

Councillor D Ennis explained that he had met with Mr Mark Maydew, Chief Executive Officer from Primitas Learning Partnership who have previously organised the PrimiFest in Burntwood which was designed to bring together their family of schools and the local community. He asked that before the date is set for the Wakes Festival in 2027 that a conversation is had with Primitas Learning Partnership to see if we could bring PrimiFest to the Wakes.

Town of Culture Competition

Councillor D Ennis explained that an Expression of Interest had been submitted on 20 March 2026. The competition is designed to celebrate the cultural contributions of towns. The winning town will be awarded £3 million to deliver a cultural programme. Additionally, the two finalists from their category will receive £250,000 each to deliver elements of their bid, however, the Department for Culture, Media, and Sport (DCMS) will award bid development grants of £60,000 to each of the shortlisted towns which are then invited to submit a full application. He stated that the shortlisted places announcement is Spring 2026.

Bleed Kit Training

Councillor Willis-Croft explained that he together with Yvonne James, Principal Community Safety Officer, Lichfield District Council had attended a Lichfield school last week to undertake bleed kit training however, it had been noted that no schools in Burntwood had signed up for the training.

59. BETTER BURNTWOOD FUND

Referring to Minute No. 36d – LifeSpring Church (19 January 2026 refers), the Deputy Clerk confirmed that LifeSpring Church for the time being will not be continuing with their fund application.

59a. Star Parenting CIC – Resubmission

Referring to Minute No. 6a (16 July 2025) and Minute No. 36b (19 January 2026), the Deputy Clerk confirmed that the additional information requested by Members had now been included on the form. Councillor D Ennis asked if staff wages were for external practitioners or inhouse practitioners. The Community Development and Engagement Officer confirmed that they were inhouse.

It was proposed by Councillor D Ennis and seconded by Councillor Tranter and following a unanimous show of hands it was

RESOLVED That Star Parenting CIC be awarded £105 towards the cost of gift packs & handouts and consumables.

59b. MHA Communities South Staffs

The Deputy Clerk showed Members a copy of the Communities Newsletter booklet for Winter 2025 and provided detail on the number of booklets produced and distribution across the district (for example to volunteers, membership, networking agencies etc). As the Town Council is unable to provide funding for items/activities outside of the Parish of Burntwood it was proposed by Councillor D Ennis and seconded by Councillor Willis-Croft and following a unanimous show of hands it was

RESOLVED That

- a. MHA Communities South Staffs be awarded £195 towards the cost of printing of the Communities Newsletter booklet (for distribution within the Parish of Burntwood) subject to confirmation that the remaining printing costs will be funded by MHA Communities South Staffs.
- b. MHA Communities South Staffs be advised to contact Lichfield City Council and Rugeley Town Council for help towards the printing and distribution costs outside of the Parish of Burntwood.

60. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Referring to the summary of the Burntwood Wakes Festival Organising Group meeting held on 23 March 2026, Councillor Evans asked if Members had any questions. She explained that there was no future Organising Group meetings scheduled in the diary and any further decisions for the Wakes Festival in 2026 would be made by this Committee. The content of the summary was received and noted.

Councillor D Ennis explained that the Town Council's vision going forward had originally included outside bodies (e.g. community groups, charity groups, private businesses etc) and he referred to his meeting with Mr Maydew regarding PrimiFest as Primitas Learning Partnership already have a committee set up to run this event. The Town Council's aim was to be an enabler rather than an organiser.

The Deputy Clerk detailed the activities which had already been booked and the budget spent to date. With regard to sponsorship, the Deputy Clerk raised concerns that following Councillor P Taylor's initial email sent and the response received from the Events and Communications Manager at Lichfield District Council on 26 February 2026, informing that the District Council would be introducing a proportionate bidding process for community events, even though several emails had been sent by the Town Clerk no details of the new sponsorship process had been received. It was **agreed** that Councillor P Taylor would email the Cabinet Member concerned.

61. INFORMAL UPDATE ON THE PLAY IN THE PARKS EVENTS 2026

Referring to the informal update relating to the Play in the Parks events for 2026, Councillor Evans asked if Members had any questions.

Referring to the event on Wednesday 12 August at Redwood Park, Councillor D Ennis asked if the Pump Track could be invited to attend. Councillor P Taylor confirmed that there would be no fee to use the Burntwood Memorial Hall on Monday 17 August. It was **agreed** that Councillor Kube would provide the email contact details for Lidl.

62. INFORMAL UPDATE ON THE CHRISTMAS EVENTS 2026

Referring to the informal update relating to the Christmas Events in 2026, Councillor Evans asked if Members had any questions.

With regard to the development of the dementia care home which has now started on Cannock Road, it was **agreed** that the Deputy Clerk would email Bode Contracting Limited to inform them of the road closure on 28 November. Councillor D Ennis stated that he thought that the development would be finished in 2027 and the Town Council may have to consider an alternative site for the Xmas event as the space available would be reduced in size due to access/egress requirements for the dementia care home.

(The Meeting closed at 6.55 pm)

Signed

Date



Burntwood Town Council

Application for the Better Burntwood Fund (funding of up to £500)

Burntwood Town Council is committed to assisting local organisations and groups that provide activities and support to the local community.

Any amount given will be proportionate to the public benefit and must be relevant to the area.

Please provide as much detail as possible and refer to the Guidance Notes and Conditions of Funding before submitting this form.

Name of Organisation	Chasetown and District Horticultural Society
Address	[REDACTED]
Email	[REDACTED]
Main telephone No.	[REDACTED]

Overview of your organisation including objectives, and membership numbers (how many members live in Burntwood Parish):

We are a group of allotment enthusiasts who encourage and support one another in the growing of flowers, fruit and vegetables on the allotment site off Norton Lane in Burntwood. Chasetown & District Horticultural Society, on behalf of Lichfield District Council, manages and maintains the overall allotment area, allocating individual plots as and when they become available. All the plots are fully occupied, and there is a waiting list. We have 26 plots and most have 2 gardeners per plot, so approx. 50 active members, who all live within the Burntwood area.

Type of organisation: Society or Club with adopted Constitution

Have you received any other funding within the last 12 months?:

No

Describe your project and the support you require:

We would like to purchase a First Aid kit with a selection of bandages, plasters, dressings etc. for gardeners at the allotments to access in case of accident on site.

Also, we need a Community Tool Chest for the use of all our members. The chest would house the above first aid kit, items from our on-going Seeds and Plants Swap which we run every year for the benefit of our gardeners, equipment owned by the Society and spare gardening equipment that has been donated by members surplus to their requirements and offered free to other allotment gardeners, plus other sundry items kept on site. This would be a secure location accessible to members only.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
First Aid Kit	£30.00
Storage Chest	£130.00
	Total: £160.00

Who are the project beneficiaries? How will this benefit Burntwood residents?:

The allotment holders of our site at Norton Lane, Burntwood. Our society is open to all Burntwood residents who wish to maintain an allotment. We currently have a waiting list of local residents who wish to join.

☐ A recent statement of accounts is attached.

Our bank balance as at the AGM in February 2026 was approximately £2500, with around £950 in subscriptions due at that time. Our rent for the site in 2026 is estimated at £550, assuming no increase by LDC.

☐ A copy of our constitution is attached.

☐ If successful we agree to appearing in publicity about the funding received across platforms such as Burntwood Town Council's social media channels and website, and in the local media.

☐ If successful we agree to acknowledging Burntwood Town Council in any publicity relating to the activity for which the funding has been given.

☐ If successful we agree to providing Burntwood Town Council with an update on the outcome of the activity when requested.

By signing and submitting it is accepted that all the above facts are correct, and the funds will only be used for the stated purpose:

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Signature 	
Print Name	Roy Smith
Date	06/05/2026

Please return to: Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH or email jayne.minor@burntwood-tc.gov.uk.



Burntwood Town Council

Application for the Better Burntwood Fund (funding of up to £500)

Burntwood Town Council is committed to assisting local organisations and groups that provide activities and support to the local community.

Any amount given will be proportionate to the public benefit and must be relevant to the area.

Please provide as much detail as possible and refer to the Guidance Notes and Conditions of Funding before submitting this form.

Name of Organisation	Chasetown & District Horticultural Society (Norton Lane Allotments)
Address	[REDACTED]
Email	[REDACTED]
Main telephone No.	[REDACTED]

Overview of your organisation including objectives, and membership numbers (how many members live in Burntwood Parish):

Allotment holders society

We are a group of allotment enthusiasts who encourage and support one another in the growing of flowers, fruit and vegetables on the allotment site off Norton Lane in Burntwood. Chasetown & District Horticultural Society, on behalf of Lichfield District Council, manages and maintains the overall allotment area, allocating individual plots as and when they become available. All the plots are fully occupied, and there is a waiting list.

We have 26 plots, and our membership stands at 37 people, all but two of whom live within the Parish

Type of organisation:

☐ Society or Club with Adopted Constitution

Have you received any other funding within the last 12 months?:

No; however we have another bid under consideration alongside this . Together they come to less than £500

Describe your project and the support you require:

To improve quality of the Norton Lane allotment site.

Our site is bounded on all sides by housing with gardens. In one neighbouring garden Oak and Sycamore trees have grown to a size that obstructs light and harbours numerous wood pigeons in overhanging branches. These birds defecate on the nearby plots contaminating the produce. This application is for funding support to trim the overhanging branches and thereby restore the quality of the plots for current and future users.

We have consulted the District Council who inform us that the trees are not listed as Protected. We have approached the householders who own the trees and they are happy for us to carry out the work.

The grant is to cover half the cost of the trimming which has been estimated at £500. We will meet the remaining cost from our own funds.

Additional sheet attached ☐

Funding breakdown and total amount requested:

Item	Amount
Tree surgery costs	£250
	Total: £250

Who are the project beneficiaries? How will this benefit Burntwood residents?:

The direct beneficiaries of this project are current plot holders, but tree control means that the quality of the site will be maintained for future plot holders from Burntwood.

The Norton Lane site provides 26 plots for local residents and, for as many years as can be remembered, there has been a waiting list. Allotments only become available when renters are no longer able or willing to maintain their plot. The number of allotment spaces within the Burntwood/Lichfield area is limited. The sense of community that allotments offer is one of the key attractions as are the health benefits of home-grown produce and the exercise of gardening.

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☐ A recent statement of accounts is attached.

As a small society we do not have audited accounts. Our bank balance as at the AGM in February 2026 was approximately £2500, with around £950 in subscriptions due at that time. Our rent for the site in 2026 is estimated at £550, assuming no increase by LDC.

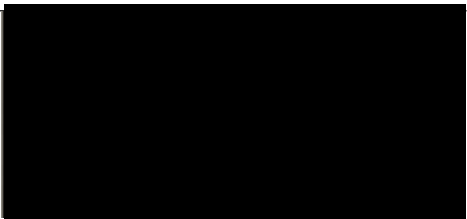
☐ A copy of our constitution is attached.

☐ If successful we agree to appearing in publicity about the funding received across platforms such as Burntwood Town Council's social media channels and website, and in the local media.

☐ If successful we agree to acknowledging Burntwood Town Council in any publicity relating to the activity for which the funding has been given.

☐ If successful we agree to providing Burntwood Town Council with an update on the outcome of the activity when requested.

By signing and submitting it is accepted that all the above facts are correct, and the funds will only be used for the stated purpose:

Signature	
Print Name	Roy Smith
Date	15 th April 2026

Please return to: Burntwood Town Council, The Old Mining College, Queen Street, Burntwood WS7 4QH or email jayne.minor@burntwood-tc.gov.uk.

Burntwood Wakes 2026

Date:

Saturday 18 July 2026 from 12 noon to 4pm

Location:

Burntwood Leisure Centre. All pitches, hard core and sports hall booked on 16 October 2025

Items Booked Already:

	Organisation	Items
1.	Army Cadet Force for Brownhills	Gazebo on the field
2.	HandMade Theatre	The Puppet Petting Farm Theatre
3.	Merlins Magic Show	Punch and Judy Show
4.	Burntwood Road Sweepers Limited	5 Cold Wash Units & 1 Disabled Unit
5.	Makers and Movers	Dinosaur Workshop
6.	Magic Party	Balloon Modellers
7.	Enchanted Eve	Outdoor Giant Bubbles plus Have-A-Go Bubble Station
8.	Mobile Climbing	4-Person Mobile Climbing Wall, Mobile Caving, and generator
9.	Lichfield Falconry	Static Bird Display
10.	Pat Collins Funfairs	Ferris Wheel, Dodgems and Two Childrens Rides
11.	The Best Fun	70ft Ultimate Challenge, 30ft Event Slide & 30ft Jungle Assault Course
12.	J&B Medical and Security Services Limited	2 x Emergency Care Assistants & 6 x Security Officers
13.	Nature Burrow Limited	Petting Zoo to include reptiles, exotic mammals, domestic mammals, and mini beasts
14.	Butterflies Face Painting	Face Painter
15.	Festival Glitter and Henna	Face Glitter
16.	Eventex	Mobile Stage Unit, Audio Equipment, Tech Support, D&C and Sound Engineer
17.	My Event Hire	20 Metal Barriers for Arena and Car Park
18.	Lichfield Garrick Theatre	Gazebo
19.	Imperial Outlaws	Star Wars – Roaming
20.	Fun Club	Gazebo
21.	Ridez and VibeZ	Music
22.	Graffiti Artist	Graffiti Workshop
23.	Chasetown Football Club	Football Station
24.	Burntwood Churches Together & Burntwood Foodbank & Burntwood YFC	Gazebo
25.	Urban Hax CIC	Gazebo and Vehicle
26.	Everyone Health	Health Check Van and Gazebo

AGENDA ITEM 6 – ENCLOSURE NO. 3

27.	Fostering Central Engagement Team	Gazebo and Vehicle
28.	2 nd Chasetown Scout Group	Gazebo, Games and Activities
29.	British Red Cross	Gazebo and Vehicle
30.	Maritime Training Corps	Gazebo
31.	Lichfield District Community Safety	Gazebo
32.	Brownhills Air Cadets	Gazebo
33.	Co-op Travel	Gazebo
34.	Lichfield District Council	Soft Archery – 4 x archery boards Recreational Badminton – 2x pop up badminton nets for people to pick up and play with the equipment Table Tennis – 2 x table tennis tables Pick Up & Play Equipment – recreational equipment for all ages Football Target Net – x 1 with a soft sponge football Gazebo – in the middle of provision for promotion
35.	Chase Terrace Community Fire Station	Fire Engine
36.	Haywoods Creative Solutions	10 Tables and 20 Benches
37.	Bescot Promotions	24 stalls taking up 26 pitches

Charity Stalls Inside The Hall

£20 (Charge is refundable upon attendance or cancel with a months' notice)

	Charity/Community Stall
1.	Chasetown Townswomens Guild
2.	Chasetown Townswomens Guild
3.	Burntwood Be A Friend
4.	Voices4cats
5.	Pathway Project
6.	Burntwood Lions
7.	Burton and District Mind
8.	Bethany Children's Home
9.	Burntwood Library
10.	RSPCA
11.	Spark Burntwood
12.	Burntwood Youth for Christ
13.	Burntwood Family History Group
14.	Burntwood Breast Care
15.	Burntwood Breast Care
16.	The British Wildlife Rescue Centre
17.	Rotary Club of Burntwood
18.	Burntwood and District CFR
19.	Parkinsons
20.	The Buddy Bag Foundations
21.	Burntwood Gardening Guild
22.	Citizens Advice South East Staffordshire
23.	Girlguiding International
24.	Archie's Hearts and Teddies
25.	Chloe Small Foundation
26.	Support Staffordshire

AGENDA ITEM 6 – ENCLOSURE NO. 3

Food Traders

	Food Traders
1.	Pat Collins (Hot Dogs, Burgers, Chips)
2.	Andreas Cola Coffee
3.	Joes Ices
4.	The Kashmiri Guys (Asian Snacks – Samosas and Bhajis)
5.	Traditional Sweet Stall
6.	Jacket Potatoes
7.	The Waffle Hut UK
8.	The Loaded Churro Company
9.	Caribbean Food
10.	Premier PubCo (Alcohol)

Sponsorship

Name
Noel Sweeney Foundation
Crown Highways
Lichfield District Council
Café Fika



Play in the Parks 2026

Dates & Locations:

Monday 27 July – Chase Terrace Park (in partnership with St John's Community Church)
 Wednesday 29 July – Springhill Academy (in partnership with Spark)
 Monday 03 August – Burntwood Park (in partnership with Chasetown Football Club)
 Wednesday 05 August – St Annes (in partnership with St Anne's Church, Spark & Fun Club & Burntwood Be A Friend)
 Monday 10 August – Burntwood Leisure Centre (in partnership with Lichfield Garrick – Creative Burntwood Project)
 Wednesday 12 August – Redwood Park (in partnership with Pump Track Campaign)
 Monday 17 August – Rear of Burntwood Memorial Hall

Items Booked Already:

Organisation	Items
Chasetown Football Club	03.08.26 – Football Stations
Lichfield Garrick	10.08.26 – Giant Puppets Workshop & Parade
Face Glitter	All Events
Fun Fair Rides	29.07.26; 05.08.26 & 12.08.26
Inflatables	All Events
Packed Lunches	29.07.26; 05.08.26 & 10.08.26
CASES	All Events
Active Lichfield	All Events
Burntwood Library	12.08.26
Soroptimists	All Events – Friendship Bracelets etc
Pump Track Campaign	12.08.26

Emails Sent & Quotes Obtained:

Organisation	Items
Wishing Well	07.04.26 - Form submitted for packed lunches
Morrisons Burntwood	08.04.26 – Email sent for voucher towards bottled water/fruit shoots & pieces of fruit
Central Co-op Chasetown	08.04.26 – Email sent for voucher towards bottled water/fruit shoots & pieces of fruit
Co-op Morley Road	08.04.26 – Email sent to voucher towards bottled water/fruit shoots & pieces of fruit

Sponsorship/Funding

Name
Noel Sweeney Foundation (earmarked for packed lunches – 29.07.26; 05.08.26 & 10.08.26)
Tesco Stronger Starts (earmarked for packed lunches – 03.08.26)
Blakemore Foundation – £150 Voucher received
Burntwood Be A Friend – Providing Drinks, Snacks, Fruit

Christmas Events 2026

Dates & Locations:

Monday 23 November – 6pm to 7pm – Corner of Bells Lane/Longfellow Road
Saturday 28 November – 4pm to 7pm – Sankey's Corner

Items Booked Already:

Organisation	Items
Burntwood Rotary	Santa (for both events)
Roadtech Cutting Services Limited	28.11.2026 Road Closure
Burntwood Library	28.11.2026 Xmas Fayre 2-6pm
Boney Hay Primary Academy	23.11.2026
Chase Terrace Primary School	28.11.2026 On the stage
Burntwood Community Choir	28.11.2026 On the stage
Stage	28.11.2026 Quotation received for mobile stage unit, audio equipment, tech support, D&C, and sound engineer. To be located on the car park of Haywoods Blinds facing the Xmas tree
Bescot Promotions	28.11.26 Market Stalls
The Best Fun Limited	28.11.2026 Snow Globe and Santa's Grotto
Anne and James Scandrett	23.11.2026 Music
Great Wyrley Concert Band	28.11.2026

Enquiries made & Quotations requested:

Organisation	Items
Pat Collins Funfairs	Funfair Rides

Sponsorship

Name
County Councillor Robin Hall

Burntwood Town Council

Community and Partnerships Committee

Thursday 2nd July 2026

Better Burntwood Fund – Commissioning Programme

1. Purpose of Report

To request that Committee support the continuation of the 3-year Commissioning Programme and begin the next cycle of delivering specific services to meet pre identified priorities within the town.

2. Background

In February 2023 it was agreed by Members to change the existing larger grants of one-off payments of up to £5,000 to a commissioning model, providing £15,000 over three years for projects delivering outcomes related to specific priorities.

Following a public consultation, two priority areas were identified, adult mental health and wellbeing and youth services (11 – 18yrs). Applications were received, and projects delivered by Burton and District Mind, Burntwood Be a Friend and St Anne's Church (joint project), and Platinum Boxing were selected by Members.

Burton and District Mind and Platinum Boxing began their projects in April 2024 and they are due to complete in March 2027. Burntwood Be a Friend and St Anne's Church began their joint project in October 2024 and they are due to complete in September 2027.

3. Outcomes

Throughout the duration of the projects, 6 monthly progress reports have been submitted for Members to review. To date, the following summarised outcomes for each project have been achieved:

Burton and District Mind

- Established the Burntwood project base at the Old Mining College (OMC), recruiting staff, volunteers and community representatives, while building local partnerships and securing additional funding.
- Delivered and expanded a range of wellbeing activities, including Music Mindfulness, Mind Makeover sessions, Walk and Talk Football, Gentle Walks, Mindful Martial Arts, Sideways Gaming and the Ecotherapy Garden project.
- Strengthened community engagement through two engagement events, a co-produced community survey, targeted work with LGBTQ+ residents, and planning for arts participation and future community projects.
- Increased access to mental health support by registering OMC as an NHS Talking Therapies venue, enabling local residents to access counselling in Burntwood rather than travelling to Tamworth or Lichfield.
- Developed organisational capacity through volunteer recruitment and retention, partnership working with local organisations, fundraising initiatives with private businesses, and applications for larger grants to support long-term sustainability.

- Achieved Queerify and Thrive at Work Foundation accreditations and continued discussions with partners to develop future activities and services in response to identified community needs.

Platinum Boxing

- Continued to grow participation across all classes, adding new sessions for different age groups including a Saturday morning class, and exploring further expansion during school holidays to meet demand.
- Increased the number of recreational, junior and carded boxers, with strong uptake from local young people through word of mouth and several participants progressing to competitive boxing.
- Maintained an inclusive approach by removing financial barriers to participation, ensuring young people can continue to train regardless of their ability to pay membership fees.
- Expanded coaching capacity to four qualified coaches, with additional coaches and professional development opportunities being explored to support future growth.
- Delivered coaching focused on consequential thinking, helping young people develop decision-making skills, personal responsibility and positive behaviours both inside and outside the gym.
- Promoted healthy lifestyles through dietary education and planned nutrition workshops, contributing to improved fitness, training performance and overall wellbeing among participants.
- Created a supportive environment where young people feel comfortable discussing their mental health and accessing guidance from coaches.
- Strengthened wider outcomes for young people through support for PE GCSE coursework, and opportunities to participate in competitive boxing events.
- Provided case studies demonstrating the positive impact of the club on young people.

Burntwood Be A Friend and St Anne's Church

- Continued to deliver weekly wellbeing walks for men and women alongside Welcome Space sessions, with strong and consistent attendance demonstrating ongoing demand for the service.
- Increased participation in the men's wellbeing walk, maintained steady attendance on the women's walk, and supported a diverse range of participants aged 18–91.
- Expanded wellbeing support through the introduction of a counselling service, offering four sessions per week and providing participants with access to ongoing support without restrictions on the number of sessions.
- Developed partnerships with local businesses, wellbeing providers and community organisations to enhance activities, provide referrals to additional services, and explore new opportunities such as self-defence sessions and community events.
- Continued to promote services widely across Burntwood through printed materials, social media and community networks, helping to raise awareness and increase engagement.
- Focused on long-term sustainability by building relationships with potential funders and partners, while planning future initiatives including a community day at the community garden.

- Provided case studies demonstrating positive outcomes for participants, including increased confidence, skills development and progression towards employment.

4. Proposal

It is proposed that Members support the continuation of the 3-year Commissioning Programme and approve the next cycle of delivering specific services to meet pre identified priorities within the town.

BTC would look to identify these priority areas through consulting with Councillors, locally based voluntary and community organisations, and the wider public. Consultation would be undertaken in a variety of different ways, from face-to-face meetings to online engagement.

The opportunity would be put out to tender for local organisations to bid for up to £15k over three years to provide a service that meets the needs of the specific priorities set out.

It is understood that such an approach will enable BTC to develop a more focused and sustainable relationship with the voluntary and community groups that do so much for the town and encourage greater innovation and development for local existing organisations and prospective groups who are not yet established. It is hoped that a 3-year investment may also attract wider funding and investment from other sources bringing additional benefit to the town and the local voluntary and community sector.

As with the existing partners, projects would be expected to complete a simple report to record impact and outcomes from the investment provided.

5. Timescales

Date	Meeting / windows
Thursday 2 nd July 2026	Report to C&P seeking approval for next 3-year cycle and to launch public consultation on target areas. (6 months of previous projects remaining at this point).
Thursday 23 rd July	Full Council review.
Monday 27 th July – Sunday 18 th October	Public consultation to run for 8 weeks.
Monday 9 th November	Report to C&P with results of public consultation. Agree target areas.
Thursday 19 th November	Full Council review.
Monday 23 rd November 2026 – Sunday 24 th January 2027	Window for applications open for two months.
Monday 22 nd February	Review applications and select projects at an extra meeting of C&P.
Wednesday 24 th March	Full Council review.
Thursday 25 th March	Communicate outcome and arrange contract signing.
Monday 27th April 2027	Projects begin.

6. Funding

£15,000 per year is currently allocated in the budget to provide three grants of up to £5,000, which represents a £45,000 (over three years) investment in the Burntwood voluntary and community sector.

The committee may wish to consider an uplift as the budget has remained at the same level since beginning the commissioning programme in 2023.

7. Recommendation

It is recommended that the committee:

1. Approve the continuation of the 3-year commissioning programme and timescales
2. Seek approval from Full Council to include an uplift in the budget if agreed.

Contact Officer

Kat Horner

Community Development and Engagement Officer

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01543 677166

Burntwood Town Council

Community and Partnerships Committee

Thursday 2nd July 2026

Burntwood Town Council Student Award In memory of Stephen Sutton MBE

1. Purpose of Report

To request that Members agree on the details of this years' BTC Student Award in memory of Stephen Sutton MBE for 2026.

2. Background

Burntwood Town Council launched the Stephen Sutton Bursary in 2015 to celebrate the life and achievements of Stephen Sutton MBE.

The bursary is aimed at talented young people aged 11-19 who live within the boundaries of Burntwood, and annual bursaries of up to £1,000 have been awarded to be used for a variety of projects including purchasing specialist equipment, extra tuition or coaching, competition fees and travel.

Bursaries were awarded annually from 2015 until March 2020 before a pause in delivery of the initiative due to the pandemic. Members agreed to relaunch it in 2023 under a new name, the Burntwood Town Council Student Award in memory of Stephen Sutton MBE.

3. Application

The application form has been simplified and updated (enclosure A). This approach ensures a fair and equal process for applicants.

4. Funding

This year, Members have budgeted for two awards of £1,000 each.

5. Proposal

It is proposed that Members:

- Agree to run the BTC Student Award in memory of Stephen Sutton MBE, with the window for applications opening on Monday 7th September and closing on Sunday 18th October.
- Agree the process of selecting recipients of the Burntwood Town Council Student Award in memory of Stephen Sutton MBE:

Option 1 – All applications be brought to Community and Partnerships full Committee on Monday 9th November.

Option 2 – A separate awards panel is set up with a minimum of 3 Councillors to meet in November.

6. Recommendation

It is recommended that Members:

- Agree to the relaunch of the BTC Student Award
- Agree the process of reviewing applications
- Direct the Community Development and Engagement Officer to launch and promote this award.

Contact Officer

Kat Horner

Community Development and Engagement Officer

kat.horner@burntwood-tc.gov.uk

01543 677166

Burntwood Town Council Student Award In Memory of Stephen Sutton MBE

Background

Burntwood Town Council (BTC) launched the BTC Student Award in 2015 to celebrate the life and achievements of Stephen Sutton MBE.

The Student Award is available to a young person aged 11 – 19 to give them a practical helping hand and encourage them to go on to even greater achievements.

Two annual awards of £1,000 are available and can be used for a variety of projects including but not limited to, purchasing specialist equipment, extra tuition or coaching, competition fees and travel.

Eligibility

To qualify for consideration for the Student Award, applicants must:

- ✓ **Be a resident within BTC boundaries.**
(Applications will not be accepted from anyone who is not a resident of Burntwood even if they attend a Burntwood school).
- ✓ **Be aged between 11–19 years within the academic year they are applying.**
- ✓ **Be able to demonstrate a talent within the following fields:**
 - Academia
 - Arts (E.g., art, photography, film)
 - Performing Arts (E.g., music, dance, theatre)
 - Sport
 - Other

All young people who meet the above eligibility criteria are welcomed and encouraged to apply, however we would particularly welcome applications from students who face barriers to participation.

Applications and closing date

Applications will open on Monday 7th September and close at midnight on Sunday 18th October 2026.

Applications will be reviewed by the Community and Partnerships Committee and a decision will be communicated in January 2027.

Feedback

If successful, a condition of receiving the Student Award will be to provide some feedback to BTC 12 months after receiving the money on the impact it has had. BTC will contact successful applicants to request this at this time.

Student Award Scheme Terms and Conditions:

- Retrospective applications will not be considered. The Student Award cannot cover expenditure that has been incurred before the application is approved.
- Any misleading statements provided during the application process may render the application invalid and the applicant may be required to return the Student Award to Burntwood Town Council.
- Burntwood Town Council reserves the right to vary the terms and conditions of the Student Award at any time without notice.
- The successful applicant must provide feedback 12 months after receiving the Student Award to detail how it has helped them to achieve their aims.
- The successful applicant must be willing to appear in publicity about the Student Award across different platforms such as social media, Burntwood Town Council's website and in local media.
- Burntwood Town Council should be identified and acknowledged in publicity relating to the activity for which the Student Award has been made.
- The Student Award will be dependent on a satisfactory endorsement being received.

For further information, and to submit your application form, please contact:

Kat Horner
Community Development and Engagement Officer

Tel: 01543 677166

Email: info@burntwood-tc.gov.uk

Website: www.burntwood-tc.gov.uk/funding-business-support

Burntwood Town Council

Old Mining College
Queen Street
Burntwood
WS7 4QH

**Application Form
Burntwood Town Council Student Award
In Memory of Stephen Sutton MBE**

Please note: Parents/carers/teachers may support students with completing this form. The application will not be judged on the quality of written English. If students require any additional support to apply, please contact info@burntwood-tc.gov.uk.

Personal Details of Applicant

1.

First name	
Surname	

2.

Address	
Postcode	

3.

Telephone No.	
Email address	

4.

Date of birth	
Age	

5.

Are you currently in full-time education or full-time employment, such as an apprenticeship? Information about part time employment is not required.	Yes / No
If yes, please provide the name and address of school, college or employer: 	

6.

Do you face any barriers to participation? Examples of barriers could be but are not limited to physical health, mental health, neurodiversity, financial, language, gender, ethnicity. Etc.	Yes / No
If yes, please provide details: 	

Application

7.

Which of the following categories are you seeking the Award in?

- ☐ Academia ☐ Art (Art/Photography/Film) ☐ Sport
- ☐ Performing Arts (Music/Dance/Theatre) ☐ Other.....

8.

Please give details of your specialist area of activity:

E.g. How you became involved in this activity, how long you have been doing it, how often you train or practice, why you enjoy it. Etc.

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Additional sheet attached ☐

9.

Please give details of your successes and achievements to date:

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Additional sheet attached ☐

10.

Please give details of your targets for the coming year and longer-term objectives:

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Additional sheet attached ☐

11.

How will the Student Award benefit you and/or the Burntwood community?

E.g. club/community representation, personal development Etc.

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12.

What will this Student Award be used for?

E.g. tuition fees, travel expenses, equipment, Etc.

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13.

Are you seeking financial assistance from any other source(s)?

E.g. sponsorships, bursaries Etc.

Yes / No

If yes, please provide details:

14.

DECLARATION

I declare that the information given above is correct and understand that any misleading statements made during the application process may render the application invalid and that the Student Award will be returned to the Town Council.

Signature

Print name

Date

