Burntwood TOWN COUNCIL
BONEY HAY
BURNTWOOD
CHASE TERRACE
CHASETOWN

The Old Mining College Centre
Queen Street
Chasetown
BURNTWOOD WS7 4QH

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

Our Ref: SL/JM

16 July 2026

To: All Members of the Town Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Town Council to be held in the **Meeting Room, The Old Mining College Centre, Queen Street, Burntwood on Thursday 23 July 2026 commencing at 6:00 pm** at which the business set out below will be transacted.

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.

COUNTY COUNCILLOR PLATFORM
County Councillors present are offered up to five minutes to give an update.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS
To receive declarations of interests and consider requests for dispensations.

3. MINUTES
To approve as a correct record the Minutes of the Meeting of the Town Council held on 20 May 2026 (Minute Nos. 1 - 22) be received and where necessary approved and adopted (**ENCLOSURE NO. 1**).

4. CHAIR'S REPORT
For information purposes only. No decision is required by the Council**.**

5. MEMBERS QUESTIONS

6. POLICY AND RESOURCES COMMITTEE – 13 MAY 2026 AND 06 JULY 2026
Chair of the Policy and Resources Committee to move that the proceedings of the meetings held on 13 May 2026 (Minute Nos. 49 - 60) and 06 July 2026 (Minute Nos. 1 - 10) be received and where necessary approved and adopted (**ENCLOSURE NO. 2A AND 2B**).

7. PLANNING AND DEVELOPMENT COMMITTEE – 18 MAY 2026, 22 JUNE 2026, AND 13 JULY 2026
Chair of the Planning and Development Committee to move that the proceedings of the meetings held on 18 May 2026 (Minute Nos. 68 - 74), 22 June 2026 (Minute Nos. 1 - 7), and 13 July 2026 (Minute Nos. 8 - 16) be received and where necessary approved and adopted (**ENCLOSURE NO. 3A, 3B AND 3C**).

8. COMMUNITY AND PARTNERSHIPS COMMITTEE – 02 JULY 2026
Chair of the Community and Partnerships Committee to move that the proceedings of the meeting held on 02 July 2026 (Minute Nos. 1 - 10) be received and where necessary approved and adopted (**ENCLOSURE NO. 4**).

9. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies [Admissions of Meeting] Act 1960 [Section 2] [and as expended by Section 100 of the Local Government Act 1972], the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

10. CONFIDENTIAL MINUTES
To approve as a correct record the Confidential Minutes of the Meeting of the Town Council held on 20 May 2026 (Minute Nos. 19 - 22) be received and where necessary approved and adopted (**ENCLOSURE NO. 5 – PINK**).

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. 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.

So that the Members of the meeting can be properly briefed in order to enable them to provide a 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 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.

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.

MINUTES OF THE ANNUAL MEETING OF BURNTWOOD TOWN COUNCIL HELD AT CHASE TERRACE COMMUNITY CENTRE, PRINCESS STREET, BURNTWOOD ON WEDNESDAY 20 MAY 2026 COMMENCING AT 6.06 PM

PRESENT

Councillor L Ennis (in the Chair)
Councillors Banevicius, Bishop, Bullock, Coe MBE, D Ennis, R Ennis, Evans, Galvin, Hancox, Kube, Norman, Swain, Tranter, Willis-Croft, Wittstock and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk
Ms A James, Finance Officer
County Councillor J Higgins, County Councillor for Lichfield Rural West Division (from 6.08pm)
One member of the public

PUBLIC FORUM
No members of the public were present.

COUNTY COUNCILLOR PLATFORM
See Minute No. 4

1. ELECTION OF CHAIR OF THE TOWN COUNCIL

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

RESOLVED That Councillor Susan Woodward be elected Chair of the Town Council for the ensuing year.

Councillor Woodward made and signed the Declaration of Acceptance of Office.

The newly-elected Chair thanked her proposer and seconder and all members who had voted in support.

2. ELECTION OF VICE-CHAIR OF THE TOWN COUNCIL

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

RESOLVED That Councillor Michael Galvin be appointed Vice-Chair of the Town Council for the ensuing year.

Councillor Galvin made and signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE were received from Councillor Craik, Councillor Gittings, Councillor Kirkham, Councillor P Taylor, and Councillor S Taylor.

4. COUNTY COUNCILLOR PLATFORM

Councillor Woodward explained that as Chair she had the discretion to change the running order of the agenda, therefore, she asked if County Councillor Higgins would like to provide an update.

County Councillor Higgins, who represents Lichfield Rural West Division, explained that she continues to support residents regarding the illegal development at Woodhouses. She stated that she continues to support residents in relation to the Coulter Lane housing development and that County Councillor Clissett who represents Burntwood North will be presenting a signed petition at the County Council's Full Council on Thursday 21 May.

County Councillor Higgins as Cabinet Member for Education and SEND attended Holly Grove Primary Academy as part of Future Aspirations Week which aims to raise young people's awareness of future career pathways. This initiative encourages primary school-aged children to think about possible career choices in the future, and how to develop some of the skills they might need to get there before going onto secondary school education.

County Councillor Higgins explained that she was awaiting speed count surveys on Woodhouses Lane and St Matthews Road, funded by the Divisional Highway Programme budget.

County Councillor Higgins stated that she continues to support residents with a range of individual casework issues.

Councillor Norman queried the relevance of presenting the petition relating to the proposed housing development on land at Coulter Lane as housing lies with Lichfield District Council as the Local Planning Authority. County Councillor Higgins explained that County Councillor Clissett was raising awareness. As housing sits and is the responsibility of Lichfield District Council, Councillor Galvin asked if this was just a photo opportunity for County Councillor Clissett. County Councillor Higgins explained that County Councillor Clissett was supporting local residents as well as Burntwood Action Group to raise the profile of the development as Staffordshire County Council, as Highway Authority, had in fact submitted no objection to the planning development.

Councillor D Ennis thanked County Councillor Higgins for her attendance and asked if she had been in contact with St Matthews Cricket Club, a grass roots club who were always looking for support and who had a dilapidated club house. She confirmed that she had not contacted the club. Councillor D Ennis asked that if she emailed him, he would provide their contact details.

Councillor D Ennis explained that sometimes it can be difficult to find information and asked if between Council meetings an update could be provided. County Councillor Higgins stated that she was more than happy to discuss and work together and confirmed that she copies in emails to Councillor Swain who is the Ward Member for Highfield. Councillor D Ennis felt that perhaps this information could be shared with the Town Clerk for distribution to Members were appropriate.

Councillor Banevicius explained that navigating waiting lists for special educational needs school places can be challenging and these children often face long, exhausting commutes and asked what is the plan to get SEND children back into school. As a Reform Council, County Councillor Higgins explained that the County Council have invested £5.5 million into SEND. This will improve communication so that voices are heard to ensure vulnerable children are placed in suitable mainstream or alternative provision, close to home, as quickly as possible.

Councillor Evans referred to the school crossing patrol at Chase Terrace Primary School and explained the importance of having this service on such a busy road and stated that parents have been informed that it is their responsibility to ensure a safe crossing.

5. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Woodward declared an interest in Minute No. 8 – Chair's Report as she is a Trustee of Burntwood Be A Friend.

6. 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, seconded by Councillor Norman, and following a unanimous show of hands it was

RESOLVED That the Minutes of the Meeting of the Town Council held on 25 March 2026 (Minute Nos. 69-83) be received and where necessary approved and adopted.

7. TO APPOINT CHAIR, VICE-CHAIR AND MEMBERS OF COMMITTEES

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

RESOLVED That the Chair, Vice-Chair and Members of Committees be approved.

8. CHAIR'S REPORT

Councillor Woodward read out the following statement:

It is an honour to take up the role as Chair of Burntwood Town Council and again I thank members for their support. I am very proud of our Council and the innovative ways in which it serves for our town and its residents and will continue to do so. I was previously Chair in 1998 and so much has changed in the past 28 years but Burntwood Town Council has continued and will continue to move forward and embrace opportunities as they arise. I particularly ask all residents to get involved in the newly adopted Blueprint for Burntwood in partnership with Lichfield District Council, Creative Burntwood in partnership with The Garrick, our work with Limitless and with the many community organisations we support. Those two words – community and partnership – are central to all we do as a Town Council.

I have a hard act to follow Councillor Laura Ennis and have been astounded, as we all have, by her fundraising efforts. As I've said before, one this is certain: I shall not be undertaking a 24 hour walk but I do hope to be able to raise funds over this next year for a local charity which is very dear to my heart: Burntwood Be A Friend (BBAF). The organisation was set up during the pandemic and served our town magnificently at a time of great need. Now a registered charity, it continues to serve people in need locally as well as encouraging wider engagement and volunteering and running the community store. I hope you will all become store members and that you will learn more about BBAF in the coming months.

9. MEMBERS QUESTIONS

No questions were raised by Members.

Councillor D Ennis read out the following statement:

Chair, point of order under Standing Order 1.8, and potentially Standing Order 5.7 relating to urgency.

A time-sensitive and commercially sensitive matter has arisen today relating to car parking provision in the town. I fully accept that the Town Council cannot make a final substantive decision tonight if the matter has not been properly placed on the agenda. However, given the urgency, I am asking for the Chair's ruling and the Clerk's advice on the correct procedural route. In particular, whether the order of business can be varied on grounds of urgency, whether any advice can be taken after Agenda Item 18 in confidential session, or whether the matter should be handled through urgent delegation or an extraordinary meeting.

The purpose would only be to protect the Town Council's position, not to make a final decision tonight.

Chair agreed it could be discussed after Agenda Item 18 with Clerk's advice.

(County Councillor Higgins left the meeting at 6.40pm)

10. COMMUNITY INFRASTRUCTURE LEVY (CIL) FUNDING AWARD – PUMP TRACK FOR BURNTWOOD PROJECT

Councillor D Ennis explained the background to this item and confirmed that Lichfield District Council had 'in principle' awarded CIL Strategic Funding of £300,000 to support the delivery of a pump track facility in Burntwood.

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

RESOLVED That:

a. the Town Council accepts the 'in principle' award of £300,000 CIL Strategic Funding from Lichfield District Council.

b. the Town Council authorises the Town Clerk, in consultation with the Chair of Council and Leader to:

   i. finalise the location and land ownership arrangements; and
   ii. negotiate and agree the final terms of the Grant Funding Agreement

c. the Town Council authorises the signing of the Grant Funding Agreement, subject to:

   i. satisfactory resolution of legal and land matters; and
   ii. agreement of acceptable funding and delivery terms

d. the Town Council noted the key risks and obligations associated with the funding award.

11. ADOPTION OF STANDING ORDERS

Councillor D Ennis explained that the changes made, instead of being highlighted within the document, had been included on a separate sheet (Enclosure No. 4C).

Councillor Woodward referred to Rules of Debate at Meetings and a Councillor shall stand when speaking. She asked if dispensation could be given to Councillors who found it difficult to stand and asked Members to ask the Town Clerk directly if they wanted dispensation.

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

RESOLVED That, subject to Councillor Woodward's proposed amendment, the Standing Orders be received and adopted.

12. INSURANCE POLICY RENEWAL

The Town Clerk confirmed that following a review, Hiscox Insurance Company had been identified as offering a policy that provides a comparable level of cover to the Town Council's current arrangements. The Town Clerk did confirm however that currently the lift at the Old Mining College Centre is covered separately by Zurich Municipal.

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

RESOLVED That the Town Council authorises the Town Clerk to place the Town Council's insurance with Hiscox Insurance Company for the period of the Long Term Agreement (three years) and delegate authority to the Town Clerk to finalise the arrangements in consultation with Gallagher.

13. RISK ASSESSMENT REGISTER

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

RESOLVED That:

a. the Town Council's overarching Risk Assessment Register be approved.

b. the Risk Assessment Register be reviewed quarterly by the Policy and Resources Committee and report any high-risk areas to Full Council.

14. DATA AUDIT

Referring to Section 1 – Annual Government Statement 2025/26 and in particular No. 10 – The Town Council have put in place arrangements for the effective IT and data management in accordance with proper practices, during the year under review, the Town Clerk explained that the Data Audit would comply with Assertion 10.

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

RESOLVED That the Data Audit be received and adopted.

15. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN FOR FINANCIAL YEAR 2025/26 INCLUDING ACCOUNTING STATEMENTS

15.1 Annual Internal Audit Report 2025/26

The Chair noted that the Internal Auditor, in her covering letter of 11 May 2026 wrote "I can state that I found no material errors, omissions, or irregularities in your financial records and I have no significant concerns about your internal control procedures".

RESOLVED That the satisfactory assessment of the Internal Auditor in her 2025/26 report be noted.

15.2 Section 1 – Annual Governance Statement 2025/26

RESOLVED That all the following statements be agreed, thereby confirming that the Council has a sound system of internal control in place:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.

and the Section 1 – Annual Governance Statement 2025/26 for the year ended 31 March 2026 be approved and the Chair and Clerk be authorised to sign the document.

15.3 Section 2 – Accounting Statements 2025/26

RESOLVED That Section 2 – Accounting Statements 2025/26 for the year ended 31 March 2026 be approved and the Chair be authorised to sign the document.

15.4 Income and Expenditure and Balance Sheet reports for 2025/26

RESOLVED That the Income and Expenditure report for the year ended 31 March 2026 be received and noted and the Balance Sheet as at 31 March 2026 be approved and the Chair be authorised to sign the document.

15.5 Exercise of Public Rights

RESOLVED That the Notice for the Exercise of Public Rights, to be published on Tuesday 2 June for an inspection period starting Wednesday 3 June and ending on Tuesday 14 July, be noted.

15.6 Appointment of Internal Auditor for 2026/27 financial year

RESOLVED That the appointment of Black Rose Solutions Ltd (Sandie Morris) as Internal Auditor for the 2026/27 financial year be confirmed.

16. POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026

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

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held on 16 March 2026 (Minute Nos. 36-48) be received and where necessary approved and adopted.

17. PLANNING AND DEVELOPMENT COMMITTEE – 23 MARCH 2026 AND 20 APRIL 2026

It was proposed by Councillor L Ennis, seconded by Councillor Bullock, and following a show of hands it was

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee held on 23 March 2026 (Minute Nos. 56-61) and 20 April 2026 (Minute Nos. 62-67) be received and where necessary approved and adopted.

18. COMMUNITY AND PARTNERSHIPS COMMITTEE – 07 MAY 2026

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 07 May 2026 (Minute Nos. 55-62) be received and where necessary approved and adopted.

19. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

20. CONFIDENTIAL POLICY AND RESOURCES COMMITTEE – 16 MARCH 2026

See Confidential Minutes.

21. LEGACY FROM ESTATE

See Confidential Minutes.

22. LAND ACQUISITION

See Confidential Minutes.

(The Meeting closed at 7.04 pm)

Signed …………………………………………

Date …………………………………………..

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON WEDNESDAY 13 MAY 2026 COMMENCING AT 6.00 PM

PRESENT

Councillor Norman (in the Chair)
Councillors Banevicius, Craik, D Ennis, Evans, Hancox, Swain, Tranter, Wittstock, and Woodward

In attendance
S Lightfoot, Town Clerk

PUBLIC FORUM
No members of the public were present.

49. **APOLOGIES FOR ABSENCE** were received from Councillor Galvin and Councillor P Taylor.

50. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor D Ennis declared in interest in one item on the schedule of payments – a payment made to his company, Haywards Blinds on 15 April 2026.

51. **MINUTES**

Councillor Norman referred to each page of the minutes. Members made no comment on the accuracy of the minutes and it was

RESOLVED That the Minutes of the Policy and Resources Committee held on 16 March 2026 (Minute Nos. 36-48) be approved as a correct record.

52. **SCHEDULE OF PAYMENTS**

Members referred to the schedule of payments, page by page.

Councillor Swain asked why the order of payments as seen at the meeting was not in date order. Councillor D Ennis explained that this was likely to be how the software produced the report.

RESOLVED That the schedule of payments from 26 March 2026 to 15 May 2026 in the sum of £82,361.17 and the Petty Cash Spend from 04 March 2026 to 30 April 2026 be approved and noted.

53. **WORKS PROGRAMME**

Members referred to the works programme in depth, item by item.

AGENDA ITEM 6 – ENCLOSURE NO. 2A

The Town Clerk report that he had written to County Officers seeking a view on the likelihood of permission being granted for the placement of planters at Swan Island. At this time, no reply had been received. Councillor Norman also noted that any issues of land ownership would also need to be resolved.

Councillor Woodward reported that as part of the Clean and Green Scheme work instigated by her and Councillor Norman to clean the chevrons on a traffic island had been completed and this had had a noticeable impact.

Councillor Evans reported that the ward councillors have been working on a scheme to install extra planters and bollards at Morley Road Shopping Centre to enhance the area and encourage more considerate parking.

Councillor D Ennis reported that he was promoting a scheme for an outdoor chess set at Burntwood Leisure Centre.

Councillor Banevicius explained that she was working on getting a location for accessible play equipment.

The Town Clerk shared the draft films that had been made as part of the Short Form Video project with InLife Design.

Councillor D Ennis said that this Council should be very proud of the work it supports and carries out.

Councillor D Ennis also reported that the matter of Asset Transfer is due to go to Lichfield District Council's Cabinet in June for consideration. The Pump Track Project is making progress, although the County Council had not replied to several communications asking for clarification on whether we could place the pump track at Chasewater so other locations are being investigated. Tenders have been sent to suitably experienced companies to gage interest. Councillor Evans asked if there would a consultation and Councillor D Ennis replied that we are developing a comprehensive and detailed plan to do that, bearing in mind that we need to have something developed to consult of.

Councillor Woodward ask to place on record the Council's support and thanks to Councillor D Ennis for his hard work on this and wider projects that will enhance the experience of growing up in Burntwood. She also stated that in the current climate of negativity driven by social media posts, Councillors should stand firm and continue to push good works for the town. She also noted that Council members, no matter what political persuasion, have stood united for the betterment of the town.

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

54. PLACE MAKING AND STRATEGIC CULTURAL STRATEGY – PHASE 2 (PORTRAIT)

After a brief discussion about the background to this project, Councillor D Ennis ask to defer a decision pending an outcome of our Expression of Interest in the Town of Culture programme that could reward the Council with £60,000 which would fit closely with this plan and provide the funding.

RESOLVED That a decision regarding Phase 2 be deferred until such a time as an outcome for the Expression of Interest is communicated to the Council.

55. REVIEW OF MEMBERSHIP OF NALC AND STAFFORDSHIRE PARISH COUNCILS ASSOCIATION (SPCA)

After a detailed discussion about the benefits of membership and the increased cost it was

RESOLVED That the Clerk contact SPCA and express Members concerns and when a reply is received to consult with the Chair and Leader for a decision about membership and payment of the invoice.

56. REVIEW OF POLICY FOR BURIAL OF BABIES AND INFANTS AT BURNTWOOD CEMETERY

Members reviewed the policy section by section.

RESOLVED That the policy be approved, subject to clarification of the fee for infant and baby burials and reviewed in 12 months (May 2027).

57. SAFEGUARDING POLICY

Members considered the renewal of the previously adopted policy and

RESOLVED That the policy be renewed and reviewed in 12 months unless there is an incident or a change in law,

58. BURNTWOOD BUSINESS SUPPORT AND START UP GRANT SCHEME

RESOLVED That the report be noted and that the Leader and Town Clerk be authorised to proceed.

59. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions of Meeting) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

60. CONFIDENTIAL MINUTES

RESOLVED That the Confidential Minutes of the Policy and Resources Committee held on 16 March 2026 (Minute Nos. 46-48) be approved as a correct record.

(The Meeting closed at 7.30 pm)

Signed ………………………………………………

Dated ………………………………………………

AGENDA ITEM 6 – ENCLOSURE NO. 2A

MINUTES OF THE MEETING OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON MONDAY 06 JULY 2026 COMMENCING AT 6.00 PM

PRESENT

Councillor Galvin (in the Chair)
Councillors D Ennis, Evans, Hancox, Norman, P Taylor (from 6.07pm), Tranter, and Woodward

In attendance
S Lightfoot, Town Clerk
Ms J Minor, Deputy Clerk

PUBLIC FORUM
No members of the public were present.

1. **APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor Craik, Councillor Swain and Councillor Wittstock.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor D Ennis declared a Disclosable Pecuniary Interest in payments made to Haywoods Contracts and Haywoods Creative Solutions Limited as he is the owner of the businesses.

3. **MINUTES**

Councillor Galvin referred to each page of the minutes. In the absence of Councillor Swain, and for accuracy purposes, Councillor Galvin made the following statement on his behalf:

Referring to Minute No. 52 – Schedule of Payment, Councillor Swain asked why the order of payments as seen at the meeting was not in date order. Councillor Swain had in fact asked if it could be in nominal order so that we could easily see how much we were spending where, which he thought is of more use than date order.

RESOLVED That the Minutes of the Policy and Resources Committee held on 13 May 2026 (Minute Nos. 49 - 60) be approved as a correct record.

4. **SCHEDULE OF PAYMENTS**

Members referred to the schedule of payments, page by page.

In respect of payments made to Haywoods Contracts and Haywoods Creative Solutions Limited, Councillor Woodward noted that Councillor D Ennis had already made his Disclosable Pecuniary Interest.

Referring to Minute No. 55 – Review of Membership of NALC and Staffordshire Parish Councils Association and the payment made to the SPCA on 29 May 2026, Councillor

Woodward asked, in line with the resolution, if the Chair and Leader had been consulted before the payment was made. The Town Clerk felt that he had consulted with those Members however this would be checked.

Councillor Woodward referred to the numerous payments made in respect of the Community Centre and the watering system. The Town Clerk explained that hanging baskets together with a watering system had recently been installed at the community centre.

RESOLVED That the schedule of payments from 01 May 2026 to 30 June 2026 in the sum of £95,041.75 and the Petty Cash Spend from 05 May 2026 to 23 June 2026 be approved and noted.

5. WORKS PROGRAMME

Members referred to the works programme in depth, item by item.

Brighter Burntwood

Referring to the social media post created by Councillor Norman on 04 July 2026, the Town Clerk referred to the flower planters on the railings at Sankey's Corner. He explained that permission from the County Council who are responsible for the railings was needed and a response was awaited. Councillor Norman explained that watering of the planters could be done via the pavement.

Referring to Minute No. 53, Councillor Norman referred to the previous discussion relating to placement of planters at Swan Island and the resolution of land ownership. The Town Clerk confirmed that a response had been received however the County Council could not agree to our request.

Councillor P Taylor referring to the post box located at Sankey's Corner which was now in disrepair he felt that there was now no opportunity for a post box topper and asked if Town Council could create something similar.

Referring to Minute No. 31 - 26 January 2026 refers, Councillor P Taylor referred to the street cabinets (green boxes). He explained that most of these are owned by Openreach. Councillor P Taylor confirmed that Openreach have a cabinet art programme but according to their website currently they are not accepting any new applicants at this time however he confirmed that this website had not changed in two years. Councillor P Taylor stated the Sutton Coldfield Bid had undertaken work on their street cabinets. Previously, as an alternative to using an artist(s) Councillor P Taylor had suggested that perhaps the Town Council could look at a vinyl wrap to improve their appearance.

Referring to Lichfield District Council's Clean and Green Programme, Councillor Woodward explained that District Councillors for the Chase Terrace Ward were trying to place decals on the former oak pub however this was proving complicated. Members felt that it may be worth checking with other District Councillors e.g. Highfield Ward, Summerfield and All Saints Ward etc if they had any funds left.

Short Form Video Project

The Town Clerk explained that there had been a short delay however a deadline had been given and filming was now complete and the script for voice overs was also now completed.

Community Asset Transfer

Referring to previous discussions, Councillor D Ennis confirmed that discussions were still ongoing with Lichfield District Council over the exact detail of the asset transfer. Councillor Woodward felt that Burntwood were being squeezed even more financially. Once the detail is known then a report would be submitted to this Committee for consideration.

Members referred to a social media post posted by Lichfield District Council on 06 July 2026 referring to the former Debenhams redevelopment site. They explained that District Councillors were being asked to consider a proposed additional investment of £5.56 million, Cabinet will consider the proposals before making a recommendation to Full Council where District Councillors will make the final decision on 14 July 2026.

On-going Policy Review

The Town Clerk explained that a policy matrix was being produced and he confirmed that the Town Council had achieved the silver standard of the Charter for the Bereaved for Burntwood Cemetery.

Pump Track for Burntwood

As the asset transfer detail had still not been resolved, Councillor D Ennis explained that the Town Council were now considering leasing the land at Redwood Park off Lichfield District Council. He also explained that because of the delay District Council Officers were taking to Cabinet an extension of time. Councillor D Ennis confirmed that the tender exercise was complete resulting in three designs being highlighted and an engagement strategy was ready to go.

Other Items for the Works Programme

Councillor D Ennis asked if the following items could be added to the Works Programme:

- Pricing Policy for the Chase Terrace Community Centre
- Pricing Policy for the Old Mining College Centre
- Pricing Policy for the Traffic Islands

RESOLVED That comments on the Work Programme would be followed up and reported back to the Committee.

6. EQUAL OPPORTUNITIES POLICY REVIEW

The Town Clerk explained to Members that this was basically housekeeping and the policy was in line with the Town Council's values. Referring to bullet point 5 – Recruitment and Selection, Councillor Woodward asked if blind shortlisting could be included (mitigating unconscious bias and promoting diversity during the initial screening phase).

RESOLVED That the Equal Opportunities Policy be approved and that the policy be reviewed at least every three years or sooner if legislation changes.

7. RE-ADOPTION OF SCHEME OF DELEGATION

The Town Clerk explained to Members that this was basically housekeeping and had not changed since it was last adopted. Councillor Woodward referred to bullet point 5.0 – Delegations to Committees and in particular 5.1 – Committees are not bound to exercise delegated powers and may at their discretion refer matters to the Council for decision. The Town Clerk referred to the Town Council's Financial Regulations and the fact that only Full Council can authorise any grant or single commitment in excess of £5,000.

RESOLVED That the Scheme of Delegation be re-adopted and that the scheme be reviewed annually or sooner if legislation changes.

8. COMMUNITY INFRASTRUCTURE LEVY (CIL) GRANT APPLICATION PROCEDURE

The Town Clerk explained that the Town Council do have a procedure but this is not necessarily written down and felt that the Town Council needed to formalise the process. The Town Clerk stated that there is currently c£149,832 and following Councillor Woodward's email that perhaps a further box could be added to the application form asking whether or not the organisation had applied for Lichfield District Council CIL funding. Councillor Woodward stated that it was disappointing to see a report on the District Council's CIL allocations for next week's Cabinet had no projects for Burntwood.

Councillor P Taylor understood that Lichfield District Council's CIL was more restrictive and believed that projects eligible, this time round, related to new projects and not repairs or renovations.

Councillor Norman referred to the link www.burntwood-tc.gov.uk which does not link to the Burntwood Neighbourhood Plan which was difficult to find on the website.

Referring to the Community and Partnerships Committee dated 02 July 2026 where Members discussed in detail the Better Burntwood Fund – Commissioning Programme, Councillor D Ennis explained that the Community Development and Engagement Officer will be running a public consultation (from 27 July to 18 October) with target areas being identified and agreed on 09 November 2026 and he felt that the agreed target areas could tie in with the CIL target areas (eligible projects).

Councillor Woodward referred to bullet point 7 – Decision Making of the procedure and referred to schemes of delegation as the bullet point refers to the applications being considered by the Planning and Development Committee but Full Council to make the final decision. The Town Clerk confirmed that applications will be considered by the Planning and Development Committee with a recommendation to Full Council.

Councillor P Taylor explained that Lichfield District Council's Cabinet sets the criteria in line with a published document (the Infrastructure Delivery Plan (IDP) is a 'living' document published as part of the evidence base to the Local Plan) so should the Town Council's criteria align with the Burntwood Neighbourhood Plan. Councillor Norman pointed out that the Neighbourhood Plan has to comply with the Local Plan however this has been delayed.

RESOLVED That the procedure in principle be approved and that the target areas (eligible projects) be ratified by Full Council (once the results of the public consultation are known) before a final decision is made.

(Councillor Woodward left the room)

9. BURNTWOOD RESPONSE AND REPAIR TEAM APPRENTICE

Members felt that an apprentice would give the Town Council an opportunity to train an individual in specific, high-demand areas, often moulding the staff member to understand exactly what the Town Council needs. It is important to recognise the benefits of apprenticeships and they also boost local employment.

RECOMMENDED TO FULL COUNCIL That

a. The creation of the new post be confirmed.

b. The Town Clerk be authorised to investigate apprenticeship providers, funding opportunities and development a recruitment process.

c. The necessary expenditure for the new post be approved for this financial year (to be met from General Reserves).

d. Provision be included within the forthcoming budget (2027/28) for the establishment of the role.

(Councillor re-entered the room)

10. INTERNAL AUDITOR'S REPORT 2025-26

Councillor P Taylor pointed out that the Internal Audit Report referred to asterisks on pages 2, 3, 5 and 6 but there was no corresponding key. The Town Clerk stated that he would obtain an explanation from the Finance Officer. Referring to the pump track, Councillor P Taylor referred to E of the Internal Audit Report – VAT and the complications associated therewith and suggested it may be appropriate to appoint a 'third party'. The Town Clerk confirmed that he would speak to the Finance Officer.

RESOLVED That the comments of the Internal Auditor be noted and that a review of its earmarked reserves be undertaken.

(The Meeting closed at 7.08 pm)

Signed ……………………………………………….

Dated ……………………………………………….

AGENDA ITEM 6 – ENCLOSURE NO. 2B

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 OBJECTIOIN (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)

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

No objection.

(c)	26/00533/FUL	Chasetown	Mr Bird Unit 20, Zone 1	Section 73 application to vary Condition 2

			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

No objection.

(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 burrt@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 – BURNTWOOD 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 …………………………………………………..

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON MONDAY 22 JUNE 2026

PRESENT

Councillor Gittings (in the Chair)
Councillors Craik, D Ennis, L Ennis, Kube (from 6.02 pm), Swain and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

1. **APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Bullock, Councillor Hancox, Councillor P Taylor and Councillor S Taylor.

2. **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.

3. **BuRRT UPDATE**

In the absence of the Burntwood Response and Repair Team, Councillor D Ennis made reference to the extensive list which had been provided and in particular the number of members of the public who had reported in. The Deputy Clerk confirmed that she has access to the burrt@burntwood-tc.gov.uk email and the info@burntwood-tc.gov.uk email and in an endeavour to help the Team she had included enquiries received on the list.

RESOLVED That the report of activities be noted.

4. **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 Willis-Croft and it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 18 May 2026 (Minute Nos. 68-74) be approved as a correct record.

5. INFORMATION FROM THE MINUTES

For Information Purposes Only
Enforcement Notice – 26/00050/EUD - Woodhouses Lane

Referring to Minute No. 66 – 20 April 2026, the Deputy Clerk informed Members that a second enforcement notice had been issued by Lichfield District Council over unauthorised work on land in Burntwood.

The Lichfield District Council had previously sought to halt activity at the Woodhouses Road site back in April. At the time, residents had reported ground levelling, pipework installation and structures being brought onto the land.

An interim injunction has been secured in a bid to stop unauthorised development. Lichfield District Council successfully applied for the order at the High Court of Justice in Birmingham. The injunction takes immediate effect and aims to maintain the current state of the land while ongoing legal proceedings continue. The order prevents any further unauthorised development or occupation of the site. However, the court did grant two limited exceptions following a request from the defendants. These will allow for the reinstatement of a basic water supply, alongside the erection of two wooden sheds to provide toilet, shower, washing and storage facilities. No other construction, development works or the stationing of additional caravans will be permitted though.

For Information Purposes Only
Consultation - Land East of Rugeley Road, Burntwood

The Deputy Clerk informed Members that Barratt Homes West Midlands is proposing to submit a planning application in summer 2026 for the development of up to 130 homes, consisting of a mix of open market and 43% affordable properties with accompanying public open space on land east of Rugeley Road, Burntwood. The site (approximately 6.15 hectares/15.20 acres) is located on the eastern edge of Burntwood and is currently a field in arable use. Local residents or businesses are invited to provide their feedback using the form https://www.rugeleyroad-burntwood.co.uk or by writing to Savills Planning, 55 Colmore Row, Birmingham, B3 2AA. The consultation runs between 10 – 24 June 2026. Councillor D Ennis asked if the Deputy Clerk could scan in and email all Members the consultation leaflet.

Planning Application 26/00132/COU - 15 Penk Drive, Burntwood
Change of use of land to residential curtilage and erection of boundary fence

Referring to Minute No. 67(g) – 20 April 2026 and following the Town Council's OBJECTIOIN as the proposed new boundary fence would reduce the openness and change the character of the streetscene, the Deputy Clerk informed Members that the application had been refused by the Local Planning Authority on 02 June 2026 for the following reason:

1. The proposed fencing would result in the loss of open amenity land which would detrimentally impact the open and green character of the street scene and would fail to relate positively to the character of the location. The proposal would be considered contrary to policies CP3 and BE1 of the Lichfield District Local Plan Strategy, Policy B5 of the Burntwood Neighbourhood Plan and design policies contained within the NPPF.

6. PLANNING APPLICATIONS

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

(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)

No objection

(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

STRONG OBJECTION. The Town Council will not support any development in the Green Belt. There have been numerous housing developments without any infrastructure improvements in terms of doctors, dentists, schools, public transport etc and any development in the Green Belt should be refused.

7. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND

Referring to Minute No. 74 – 18 May 2026 (Burntwood Memorial Community Association), the Deputy Clerk confirmed that the additional information requested had not been received, therefore, the application had not been resubmitted for consideration.

Following the discussion on 18 May 2026, Councillor D Ennis explained that he in consultation with the Deputy Clerk and Councillor S Taylor had produced the procedure. The procedure is intended to provide a clear, transparent, and consistent framework for how the Town Council considers and prioritises requests for CIL funding. The procedure will help Councillors to make informed and evidence-based decisions and funding will focus on projects that address key local needs (application would need to align with the priorities chosen by the Town Council). Councillor D Ennis confirmed that the procedure would be discussed at the next Policy and Resources Committee meeting scheduled for 06 July 2026. Members who were not on the Policy and Resources Committee were given the opportunity to provide any feedback.

Councillor L Ennis asked if the fund would be run similar to the Better Burntwood Fund which is open all year round. Councillor D Ennis explained that the fund would operate similar to Lichfield District Council's scheme, for example, this Committee will review CIL funds held at the start of the financial year, agreeing any priorities, and setting a deadline for applications.

(The Meeting closed at 6.18 pm)

Signed ……………………………………………… Date ………………………………………………

AGENDA ITEM 7 – ENCLOSURE NO. 3B

MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON MONDAY 13 JULY 2026

PRESENT

Councillor S Taylor (in the Chair)
Councillors Bishop, Gittings, Kube, Swain, and Willis-Croft

In attendance

Ms Minor, Deputy Clerk

PUBLIC FORUM

No members of the public were present.

8. **APOLOGIES FOR ABSENCE** were received from Councillor Craik, Councillor D Ennis, Councillor L Ennis, Councillor Hancox and Councillor P Taylor.

9. 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.

10. MINUTES

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

It was proposed by Councillor Swain and seconded by Councillor Gittings and it was

RESOLVED That the Minutes of the Planning and Development Committee Meeting held on 22 June 2026 (Minute Nos. 1-7) be approved as a correct record.

11. INFORMATION FROM THE MINUTES

For Information Purposes Only
Planning Application 25/01485/OUTM – Land at Coulter Lane Farm, Coulter Lane
Outline planning application (with all matters reserved except primary means of vehicular access from Church Road) for the demolition of 59 Church Road (and associated buildings) and the construction of up to 250 dwellings, associated access, drainage, green and blue infrastructure, ground remodelling and ancillary infrastructure

Referring to Minute No. 42(c) (15 December 2025 refers) the Deputy Clerk confirmed that following significant planning objections raised by the Town Council and Burntwood Action Group, the application will be determined at Lichfield District

Council's Planning Committee on 20 July 2026. It was noted however that the recommendation contained in the report was for approval of the application subject to conditions and the satisfactory completion of a signed S106 Agreement made under the Town and Country Planning Act 1990 to secure affordable housing; highway improvements; travel plan; provision of open space; allotments; off-site sports contribution and Cannock Chase SAC financial contribution.

12. PLANNING APPLICATIONS

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

(a)	26/00743/FUH	Boney Hay and Central	Ms Upton 70 Redwood Drive Burntwood	Erection of a first floor side extension and single storey rear extension

No objection.

(b)	26/00716/FUH	Chase Terrace	Mr Caddick 33 Thorpe Street Burntwood	Single storey rear extension to form conservatory, bedroom, and bathroom

No objection.

(c)	26/00599/FUH	Highfield	Mr Higgins 2 Spade Green Abnalls Lane Burntwood	Erection of a single storey side and rear extension with a part first floor rear extension

No objection.

(d)	26/00699/FUH	Gorstey Ley	Ms Marshall 6 Stour Close Burntwood	Construction of a detached garage in the front garden

No objection, in principle, however, the detached garage in future should not be used, sold, or let as a separate dwelling and should be in keeping with the streetscene.

(e)	26/00814/FUL	Chasetown	Roadtech Sass 164 High Street Chasetown	Demolition of existing building and erection of two storey office building with car park and associated works

No objection.

(f)	26/00795/FUL	Chasetown	Nick and Stuart Property Ltd 13 High Street Chasetown	Demolition of existing buildings and erection of 2 no. one bedroom apartments and associated works

OBJECTION. Members felt that there is already inadequate parking provision around the site and this needed to be addressed.

13. BuRRT UPDATE

Members reviewed the update provided. In the absence of the Burntwood Response and Repair Team at previous meetings, Councillor S Taylor informed Members that she would be arranging a face to face meeting with the Town Clerk and Leader.

RESOLVED That the report of activities be noted.

14. DEFINITIVE MAP MODIFICATION ORDER – CAMSEY LANE

Councillor Gittings explained to Members that a Definitive Map Modification Order application has been made under Section 53 of the Wildlife and Countryside Act 1981 to add a Byway Open to All Traffic along Camsey Lane. Staffordshire County Council at the Countryside and Rights of Way Panel meeting on 09 May 2019 determined that this route existed in law and therefore should be added to the Definitive Map and Statement of Public Rights of Way for Staffordshire.

The Deputy Clerk explained that the Byway Open to All Traffic (BOAT) is a public highway in England where the public has a legal right to travel by any mode of transport. This includes walkers, cyclists, horse riders, and drivers of all mechanically propelled vehicles (like cars and motorbikes).

The Deputy Clerk informed Members that back in October 2018, the Town Council were totally opposed to the proposal as we saw it as a means by which developers may gain additional access to nearby Green Belt fields and thus make those areas more vulnerable to developments which the Town Council opposes. An inspection of the route at the time showed that use of the route by the public was minimal at best. At the Coulter Lane end there was a steel gate which was padlocked and did not seem to be opened regularly. Beyond that there was a considerable amount of vegetation which had not been disturbed by vehicle or pedestrian movement. At The Roche end there were two very large concrete blocks which prevented access by vehicles. The route from that end was very overgrown and the trees were low all of which would prevent easy access and did indicate that the route was not used.

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

RESOLVED That Staffordshire County Council be informed that the Town Council still totally oppose the proposal as the Town Council see it as a means by which developers may gain additional access to Green Belt fields and thus make those areas more vulnerable to developments which the Town Council opposes.

15. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND – SPARK COURTYARD PROJECT

The Deputy Clerk referred Members to Minute No. 9 – Better Burntwood Fund – Commissioning Programme (Community and Partnerships Committee dated 02 July 2026 refers) and Minute No. 8 – Community Infrastructure Levy (CIL) Grant Application Procedure (Policy and Resources Committee dated 06 July 2026) where Members had discussed the Community Infrastructure Levy Fund in depth.

Members felt that the two applications should not be considered at this stage. As previously discussed by this Committee (Minute No. 74 – 18 May 2026 refers), the Town Council needs an adopted CIL procedure in place first, with clear priorities and goals setting out what the Town Council wants CIL funding to achieve. Previous minutes reflected that this was the agreed direction of travel, with applications intended to align with priorities chosen by the Town Council, with a set process for reviewing funds and inviting applications.

Members felt that until that policy and framework are formally adopted, and until the Town Council has clearly opened the process for applications, it is not appropriate for this Committee to determine individual CIL requests.

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

RESOLVED That the Spark Courtyard Project application and the Burntwood Memorial Community Association application be deferred until the policy has been properly agreed and the process formally opened.

16. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND – BURNTWOOD MEMORIAL COMMUNITY ASSOCIATION

As above.

(The Meeting closed at 6.37 pm)

Signed …………………………………………………

Date ……………………………………………………

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 02 JULY 2026 COMMENCING AT 6.00 PM

PRESENT

Councillor Evans (in the Chair)
Councillors D Ennis, R Ennis, Gittings, 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.

1. **APOLOGIES FOR ABSENCE** were received from Councillor Bishop, Councillor Coe MBE, Councillor Kirkham, Councillor Kube and Councillor Wittstock.

2. **DECLARATIONS OF INTEREST AND DISPENSATIONS**

Councillor D Ennis declared an interest in Agenda Item 6 – Informal Update on the Burntwood Wakes Festival 2026 as Haywoods Blinds is supporting this event.

3. **MINUTES**

The Chair reminded Members that they were being asked to comment solely on the accuracy of the minutes as the minutes had been approved at Full Council on 20 May 2026.

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

RESOLVED That the Minutes of the Community and Partnerships Committee held on 07 May 2026 (Minute Nos. 55-62) be approved as a correct record.

4. **COMMUNITY ENGAGEMENT**

Councillor Evans informed Members that she had recently attended the Burntwood Lions' coffee morning held at Burntwood Library. She confirmed that she along with other Members had also attended the on-line Active Bystander Awareness Session on Thursday 11 June and she thanked the anonymous donor for paying for the session which was of benefit to a number of community groups as well as Councillors and Officers. Councillor Evans also mentioned that she had attended the raising of the flag event at Burntwood Library on Saturday 27 June in respect of Armed Forces Day.

AGENDA ITEM 8 – ENCLOSURE NO. 4

The Community Development and Engagement Officer updated Members on Creative Burntwood marking the completion of their first year. They have seen success with the Burntwood Community Choir, the youth theatre group, partnership activities with groups like Spark and Magnolia Friends, and a programme of live performances at venues across the town. A video produced by the Garrick Theatre about Creative Burntwood's first year had been shared on social media and it was agreed that the Community Development and Engagement Officer would send the link to Members. The Community Development and Engagement Officer stated that she had attended a partners catch up with members of the Garrick and Lichfield District Council to hear about the ongoing plans for year two of the project.

As a result of being accepted for the blue tokens at Tesco, the Community Development and Engagement Officer confirmed that the Town Council had received £500 funding which would go towards providing sandwiches at one of the Play in the Parks events. She thanked everyone who shared the information about this and voted in store.

The Community Development and Engagement Officer explained that the Town Council had organised an online Active Bystander Awareness Session which went ahead on Thursday 11 June and was attended by staff and Councillors, as well as staff, volunteers and representatives from locally based organisations and charities including Lichfield District Council, Spark, Burntwood Be A Friend, Citizens Advice South East Staffordshire, and others. The session was funded by a resident in support and acknowledgement of the Town Council's work as a White Ribbon Supporter Organisation.

The Community Development and Engagement Officer gave a summary of the advertising and promotion that had already been undertaken so far in respect of the Burntwood Wakes Festival.

5. BETTER BURNTWOOD FUND

Councillor Evans explained that Chasetown & District Horticultural Society had submitted two applications for funding with a combined total of £410 and she asked if Members had any questions or comments to make.

5a. Chasetown & District Horticultural Society

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

RESOLVED That the Chasetown & District Horticultural Society be awarded £160 towards the cost of a first aid kit and storage chest.

5b. Chasetown & District Horticultural Society

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

RESOLVED That the Chasetown & District Horticultural Society be awarded £250 towards tree surgery.

6. INFORMAL UPDATE ON THE BURNTWOOD WAKES FESTIVAL 2026

Referring to the informal update relating to the Burntwood Wakes Festival for 2026, Councillor Evans asked if Members had any questions.

Councillor D Ennis asked the Deputy Clerk, who is the lead officer for the Wakes Festival, if everything was in place. The Deputy Clerk confirmed that the only item outstanding was the schedule for the stage and arena. Councillor P Taylor explained that he was awaiting a response from an email sent to the Town Clerk on 03 June 2026.

7. 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.

It was noted that the events being held at Redwood Park and Burntwood Memorial did not currently have packed lunches and Councillor Evans confirmed that Burntwood Be A Friend had already provided crisps and bottles of water for these two events. Councillor D Ennis emphasised the importance of providing packed lunches due to the ongoing cost of living crisis. The Deputy Clerk explained that she may have secured a potential sponsor towards packed lunches (who would rather not have any publicity) for the Redwood Park event. Councillor D Ennis stated that he was under the impression, following attendance at a recent Rotary Club meeting, that the Rotary were providing a barbecue at Burntwood Memorial. If this is not the case Councillor D Ennis felt that the Town Council should provide packed lunches. It was **agreed** that the Deputy Clerk would obtain clarification.

8. 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. She explained that this year there would be a stage which would be located on the car park of Haywoods Blinds opposite the Christmas tree. Councillor Evans thanked Haywoods Blinds for allowing the Town Council to use their land which will be of benefit for the visibility of the performers.

9. BETTER BURNTWOOD FUND – COMMISSIONING PROGRAMME

The Community Development and Engagement Officer explained that back in February 2023, Members agreed 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 identified priorities.

Members were asked if they wished to 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. Members were informed that this is the time to review and make adjustments if necessary.

Members discussed the commissioning programme in depth. Councillor D Ennis felt that complacency had set in with very little recognition of the Town Council's involvement and he feared reputational damage should funding be pulled and suggested a 1-year commissioning programme. Councillor Tranter agreed that perhaps an annual commissioning programme was the best way forward as we are responsible for taxpayers money.

Councillor P Taylor pointed out that back in 2023, the Town Council decided to move away from one-off payments as a three year commissioning programme would enable organisations to get seed funding because it was a three year grant and the primary function was to do good things in Burntwood (bringing in the services to

Burntwood). Councillor P Taylor proposed a one year commissioning programme with an opportunity/extension for a further two years as long as all metrics were met. He felt that the Town Council had more experience this time round however this was not seconded and he therefore withdrew the proposal. Councillor D Ennis queried how do we know if the metrics are met and how do we view success as we cannot physically see the outcomes and he felt that the reporting was bland and could be better. The Community Development and Engagement Officer stated that more detail could be built into the Terms and Conditions and that the organisations could attend Full Council so that all Members have an opportunity to ask questions. Councillor Evans felt that it was important that all Members had the opportunity to ask questions, however, it was pointed out that Councillor Evans together with Councillor P Taylor and the Community Development and Engagement Officer do meet up with the organisations from time to time to obtain feedback.

Councillor Gittings suggested a 'buddy up' scheme to monitor the organisations performance and Members felt that this was a good idea.

Following more in depth discussions, it was proposed by Councillor D Ennis and seconded by Councillor Evans and following a unanimous show of hands it was

RECOMMENDED That

a. A 2-year commissioning programme be approved together with the timescales set out in the report.

b. The Committee seeks approval from Full Council to include an uplift in the budget from £15,000 per year to £18,000 per year.

c. The recipients are requested to attend Full Council to explain process to all Members.

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

Referring to the Student Award, Councillor Evans asked if Members had any questions.

In respect of the proposal options (1) all applications be brought to Community and Partnerships full Committee on Monday 09 November or (2) a separate awards panel is set up with a minimum of three Councillors to meet in November, Councillor D Ennis felt that this decision could be delayed until such time as the number of applications received is known.

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

RECOMMENDED That The Burntwood Town Council Student Award in Memory of Stephen Sutton MBE be relaunch and the Community Development and Engagement Officer be directed to launch and promote the award.

(The Meeting closed at 7.30 pm)

Signed …………………………………………….

Date ……………………………………………..