

**MINUTES OF THE MEETING OF BURNTWOOD TOWN COUNCIL
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
THURSDAY 23 JULY 2026 COMMENCING AT 6.00 PM**

PRESENT

Councillor Woodward (in the Chair)

Councillors Bullock, Craik, D Ennis, L Ennis, Evans, Hancox, Kirkham, Kube (from 6.02 pm), Norman, Swain, P Taylor, S Taylor, Tranter, Willis-Croft and Wittstock

In attendance

S Lightfoot, Town Clerk

Ms J Minor, Deputy Clerk

County Councillor R Hall, Burntwood South Division

PUBLIC FORUM

It was noted by Councillor Woodward that no members of the public were present and she referred to comments made via social media platforms by members of the public and asked if the public forum part of the meeting could perhaps be reviewed/revamped in order to encourage greater use of this opportunity.

COUNTY COUNCILLOR PLATFORM

Councillor Woodward welcomed County Councillor Robin Hall to the meeting. County Councillor Hall, who represents Burntwood South Division, gave an update to Members on a number of issues affecting Burntwood.

Burntwood Health Centre

County Councillor Hall explained that the Burntwood Health Centre remains on track. The planning application is expected to be submitted by the end of July. He explained that the Entrust project team will transfer back to Staffordshire County Council on 03 August, ensuring continuity as the project moves forward. Subject to planning approval, County Councillor Hall stated he is still anticipating 'spades in the ground' in Spring 2027 with completion in September 2028. He explained that he has made delivering Burntwood's new health centre a priority from his first day in office and has a detailed project meeting shortly and will continue to provide clear, factual updates.

Chasewater Country Park

County Councillor Hall explained that Staffordshire County Council are still continuing to look at long term investment in an attempt to create Chasewater Country Park into a high quality destination. He explained that multi agency meetings were taking place to tackle anti-social behaviour at Chasewater, in particular at Pier 52. He also explained the current situation regarding the low levels of water in the reservoir.

Railway Island

County Councillor Hall felt that the Railway Island was one of the main gateways into Burntwood and he fully understands why residents expect it to look better. He explained that the deterioration you see today did not happen overnight. The technical advice he has received is that Railway Island is not simply a few potholes that can be patched, it requires significant reconstruction. Together with the other Milestone Way roundabouts, the estimated cost of those future works is around £1.8 million, with Railway Island alone expected to cost at least £500,000. At present, those works are identified but are not yet funded or programmed.

He explained that he had already asked officers to review whether interim measures, such as thermal repairs or screeding, could improve the situation while we continue to push for a longer-term solution. Those options are not always technically suitable and would still require funding but every realistic option he felt should be explored.

Traffic Lights at Sankey's Corner

County Councillor Hall explained that concerns had been raised by residents about the traffic lights at Sankey's Corner – the signals on the Cannock Road approach towards Aldi only a handful of vehicles were getting through on each green phase, causing queues and making it harder to exit Water Street safely. Having raised the concerns with Staffordshire Highways, he stated that the signals team have now confirmed that they will increase the maximum green time for the Cannock Road approach by 5 seconds and increase the vehicle detector extension time, so the signals respond better to traffic moving through the junction. Once the changes are in, they will observe the junction again to see if further adjustments are needed.

Milestone Way

County Councillor Hall explained earlier in the year, speed and traffic volume surveys were deployed across Burntwood using his local member budget. He felt that the results are already making a difference. These surveys are not a replacement for police enforcement, but the evidence they provide can support changes to highway design, signage or other engineering measures that improve road safety.

Blue Hoarding Site

County Councillor Hall explained that he had been working with Councillor D Ennis regarding a signalised pedestrian crossing following concerns raised by residents living for example on the Holly Blue Meadows estate.

High Street, Chasetown

County Councillor Hall explained that he had been working with Councillor D Ennis regarding car parking restrictions on High Street, Chasetown (opposite the Post Office).

Ridgeway School, Grange Road and Newgate Street

County Councillor Hall explained that following concerns raised by residents an inspection had been carried out on trees in the vicinity of the Ridgeway School, Grange Road and Newgate Street, however, these were found not to be dangerous. He stated, however, that enforcement was being pursued as the trees did block public street lights.

Rugby Club Road

County Councillor Hall explained that following concerns raised by residents about safety concerns on the road serving Burntwood Rugby Club, he had been working with the Highways Teams to identify practical improvements. A brand new access road onto the bypass was considered but the cost could not be justified however a place in the 2026/27 Capital Programme has been secured, with the following measures now being developed: 'Pedestrians in Road' warning signs at key locations along The Sportsway, 10mph advisory speed signs at both ends of the route, 10mph speed roundels and SLOW markings on the carriageway, pedestrian markings at regular intervals along the route and additional timber bollards to better define the shared space. Engineers are currently finalising the detailed design. He explained that these measures will not solve every issue, but they will improve safety for pedestrians and drivers alike, and importantly they are funded and deliverable.

Councillor Community Fund

County Councillor Hall stated that the Community Fund was open for applications.

Grit Bins

County Councillor Hall stated that there was funds available to fund grit bins in the area and asked if the Town Council could identify any key areas of needs. He confirmed that these grit bins would be 'topped up' with grit by Staffordshire County Council.

Apprenticeships and Training

County Councillor Hall asked if any Members knew of anyone who was in need of apprenticeships or training, if they could email him.

Councillor Woodward stated that it was good to see that the County Council were still looking at long term investment at Chasewater and she informed Members that Chasewater Friends had their AGM on Saturday 25 July. With regard to Milestone Way she felt that this road does not blend itself to a 30mph limit.

Councillor Norman stated that it was worth noting that the current timings on signals were originally set to discourage through-traffic on Cannock Road in favour of Miners Way and Milestone Way (bypass). County Councillor Hall confirmed that he would email Councillor Norman with regard to the sequencing of the signals. Councillor Woodward reminded Members that a Burntwood Town Council – Public Realm, Connectivity and Highway Improvements Plan was undertaken by the County Council in 2020 at a cost of £78,000.

Councillor D Ennis referred to the Burntwood Health Centre and asked if the plans would include the health centre and 'accompanying buildings/development'. County Councillor Hall confirmed that he was of the understanding that the 31 July remained the current target date for the planning application to be submitted however it was his understanding that it was just for the health centre and not the adult social care part.

Councillor Woodward explained to Members that County Councillor Janet Higgins had sent her apologies but had in fact sent the Deputy Clerk her update. Councillor Woodward read out the following update:

Over recent months I have continued to support residents and local councillors on a number of issues affecting Burntwood and the surrounding area.

Speed and volume surveys have now been completed on Woodhouses Lane and St Matthew's Road, funded through my Divisional Highways Programme allocation. The initial data has been shared with Cllr Swain and discussions will now take place with Highways colleagues to determine whether any further measures may be appropriate.

I continue to support residents regarding the proposed developments at Coulter Lane and Meg Lane/Rake Hill. These developments remain of significant interest to local residents. I am continuing to engage with all relevant parties and attend meetings where appropriate.

The situation at Woodhouses remains a concern for many residents. I recently attended a meeting with local residents and LDC to listen to concerns and show my support. I will continue to work with those involved to ensure residents' voices are heard.

Concerns were raised about the vacancy in the school crossing patrol role at Chase Terrace Primary School. I am pleased that a replacement person will be in place for September, helping to provide a safer crossing for children and families travelling to and from school.

Alongside these issues, I continue to assist residents with a wide range of local casework matters across the division.

Referring to Minute No. 4 - County Councillor Platform (20 May 2026 refers), Councillor Woodward referred to County Councillor Higgins copying in emails to Councillor Swain, however, as previously mentioned she thought it would be productive if County Councillor Higgins emails the Town Clerk so that all Members are aware of matters relating to the Highfield Ward.

- 23. APOLOGIES FOR ABSENCE** were received from Councillor Banevicius, Councillor Bishop, Councillor Coe MBE, Councillor R Ennis, Councillor Galvin and Councillor Gittings.

24. DECLARATIONS OF INTEREST AND DISPENSATIONS

Referring to Minute No. 11 – Adoption of Standing Orders (20 May 2026 refers), Councillor Woodward explained that Councillor S Taylor, Councillor Coe MBE and Councillor Evans will have dispensation not to stand in line with the amendments to Standing Orders agreed at the last meeting.

25. MINUTES – 20 MAY 2026

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 20 May 2026 (Minute Nos. 1-22) be received and where necessary approved and adopted.

26. CHAIR'S REPORT

Councillor Woodward read out the following statement:

Our Wakes Day was a huge success and thanks go to all staff, volunteers and community groups who were involved. The weather was perfect and the crowds were bigger than anyone can ever remember. The feedback has been very positive which we should all be proud of. Thanks go too to our sponsors – The Noel Sweeney Foundation, Tara Group, Café Fika, Crown Highways and Lichfield District Council. We now move on to our next series of well-loved community events, Play in the Parks, and I hope the weather will continue to be kind to us for the rest of the summer.

I was delighted to be invited to the Bracken House Fun Day and, apart from supporting the staff and their supporters, it was good to meet with the volunteers and meet up again with some familiar faces. I'm starting to get invitations from other groups too which I look forward to meeting.

I intend to organise at least a couple of fund-raising events to raise money for Burntwood Be A Friend but would encourage you all, if you have not been before, to drop into the store at Jervis Court to see what good work they do in the community – and what bargains are to be had for shoppers. It's great to see that BBAF's new community garden in Longfellow Road, an initiative in partnership with Bromford, is really taking shape and members are also welcome to call around on Thursday mornings to see for themselves.

Finally, I intend to arrange a Civic Service at Burntwood Methodist Church. We haven't held one since before Covid and I'm grateful to the Church stewards and Rev Liz Dunning for their enthusiasm in making it happen. Details will be circulated as soon as possible.

27. MEMBERS QUESTIONS

No questions were raised by Members.

28. POLICY AND RESOURCES COMMITTEE – 13 MAY 2026 AND 06 JULY 2026

Referring to Minute No. 50 – Declarations of Interest and Dispensations (13 May 2026 refers), Councillor D Ennis referred to a typo and stated that his company was called Haywoods Blinds and not Haywards Blinds.

Referring to Minute No. 54 – Place Making and Strategic Cultural Strategy – Phase 2 (13 May 2026 refers), Councillor D Ennis confirmed that the Town Council's Expression of Interest in the Town of Cultural Programme had not been successful. He pointed out that nobody in Midland towns had been selected.

Referring to Minute No. 55 – Review of Membership of NALC and Staffordshire Parish Councils Association (SPCA) (13 May 2026 refers), Councillor Norman confirmed that he had had correspondence with the Town Clerk and that he could provide more information should Members wish.

Referring to Minute No. 5 – Works Programme – Brighter Burntwood (106 July 2025 refers), Councillor Norman referred to the flower planters on the railings at Sankey's Corner and the Town Clerk confirmed that he had received permission from Staffordshire County Council to proceed. Councillor Norman also referred to previous discussions relating to the abandoned post box at Sankey's Corner and confirmed that he was still awaiting a response.

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

RESOLVED That the Minutes of the Meetings of the Policy and Resources Committee 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.

29. PLANNING AND DEVELOPMENT COMMITTEE – 18 MAY 2026, 22 JUNE 2026 AND 13 JULY 2026

Even though the Minutes were accurate, Councillor Woodward referred to the various discussions and minutes relating to the Community Infrastructure Levy Community Fund. She acknowledged that the Town Council did need an adopted CIL procedure in place, with clear priorities and goals setting out what the Town Council wants CIL funding to achieve, however, the application submitted by Burntwood Memorial Community Association pre-dated the new process and she felt that this needed to be brought back to the next Planning and Development Committee scheduled for 10 August 2026 and asked if the resolution could be amended.

Councillor P Taylor explained that as Chair of Trustees at Burntwood Memorial Community Association he had left the room when this application had been discussed. He also confirmed that Councillor S Taylor had vacated the Chair and therefore they would not be voting on the proposal put forward tonight.

Councillor D Ennis explained that having received the applications this had prompted the discussion around procedure, clear priorities etc.

It was proposed by Councillor Woodward, seconded by Councillor Evans, and following a show of hands (13 For, 1 Against, 2 Abstention) it was

RESOLVED That the application submitted by Burntwood Memorial Community Association in respect of the Community Infrastructure Levy Community Fund be brought back for consideration to the next Planning and Development Committee scheduled for 10 August 2026.

Members were asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Meetings of the Planning and Development Committee 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.

30. COMMUNITY AND PARTNERSHIPS COMMITTEE – 02 JULY 2026

Referring to Minute No. 6 – Informal Update on the Burntwood Wakes Festival 2026, Councillor Norman stated that the Wakes Festival had been very busy. Concerns were noted regarding absence of Town Council staff and the fact that we needed to ensure that adequate staff were on site for the Christmas Event in November 2026 and next year's Wakes Festival (date to be confirmed). Councillor Evans stated that the event had been very successful however the absence of Town Council staff had been noticed as female staff had to do the setting up, driving of BuRRT etc. Thanks were recorded to Lesley Bennett an officer from Lichfield District Council who had volunteered on the day. It was agreed that flowers would be sent as a thank you to Lesley for all of her efforts on the day.

Councillor P Taylor comments that this year was the first time it had not rained and Councillor Woodward thanked Councillor P Taylor, Councillor D Ennis and Council Members for their help and the Deputy Clerk for all of the work she had put in leading up to the event and on the day.

Even though the Minutes were accurate, Councillor Evans referred to Minute No. 9 – Better Burntwood Fund – Commissioning Programme and in particular the recommendation and asked if the recommendation could be amended so that Councillor Gittings' suggestions of a 'buddy up' scheme could be included as d. in the recommendation.

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

RESOLVED That Councillor Gittings' suggestions of a 'buddy up' scheme be part of the recommendation for the Better Burntwood Fund – Commissioning Programme.

Members were asked to comment solely on the accuracy of the Minutes.

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

RESOLVED That the Minutes of the Meeting of the Community and Partnerships Committee held on 02 July 2026 (Minute Nos. 1-10) be received and where necessary approved and adopted.

31. 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.

32. CONFIDENTIAL MINUTES – 20 MAY 2026

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

RESOLVED That 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.

(The Meeting closed at 6.40 pm)

Signed

Date