



The Old Mining College Centre
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Our Ref: SL/JM

03 August 2026

To: All Members of the Planning and Development Committee

Councillors S Taylor (Chair), Gittings (Vice-Chair), Bishop, Bullock, Craik, D Ennis, L Ennis, Hancox, Kube, Swain, P Taylor, and Willis-Croft

Dear Councillor

PLANNING AND DEVELOPMENT COMMITTEE

The Planning and Development Committee will meet on **Monday 10 August 2026 at 6:00 pm at the Old Mining College Centre, Queen Street, Burntwood** to consider the following business.

Yours sincerely

Steve Lightfoot
Town Clerk

PUBLIC FORUM

As part of the Better Burntwood Concept and to promote community engagement, the public now has the opportunity to attend and speak at all of the Town Council's meetings. Please refer to the end of the agenda for details of how to participate in this meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

- a) To receive declarations of interests and consider requests for dispensations, if any.
- b) Planning Applications - General Declarations of Interest for District Councillors.

3. MINUTES

To approve as a correct record the Minutes of the Planning and Development Committee Meeting held on 13 July 2026 (Minute Nos. 8-16) (**ENCLOSURE NO. 1**).

4. INFORMATION FROM THE MINUTES

5. PLANNING APPLICATIONS

To consider the enclosed schedule of planning applications (**ENCLOSURE NO. 2**).

6. BURRT UPDATE

To review and debate the activities of the Burntwood Response and Repair Team (**ENCLOSURE NO. 3**).

7. COMMUNITY INFRASTRUCTURE LEVY COMMUNITY FUND – RESUBMISSION

To consider an application from Burntwood Memorial Community Association (**ENCLOSURE NO. 4**).

PUBLIC FORUM

30 minutes will be set aside at the beginning of this meeting for you to raise issues relevant to the remit of the meeting but are not already on the agenda. So that the Members of the meeting can be properly briefed in order to enable them to provide considered response to your question, please advise the Town Clerk of the question[s] you wish to ask the Council at least three working days before the meeting. The Chair of the meeting has the right to reject any representations that he/she considers not to be appropriate for the particular meeting.

The public forum session will usually be the first item on the agenda and normally will last up to 30 minutes. In some instances, it may not be possible at the meeting to provide an answer. Where that is the case, a written response will be sent to your stated address and a copy will be made available for public inspection at the Town Council's offices.

With regard to planning applications the Chair also has the discretion to allow you to speak where you have a legitimate interest in the application. Again, you will need to give 3 working days' notice of your wish to speak. Where more than one person wishes to speak on a particular application the Chair may decide to limit the number of speakers or ask for a spokesperson to be appointed.

Generally, in respect of both speaking in the public forum and to specific planning applications you will have up to 3 minutes and can raise more than one issue. However, the Chair has the option to extend the time allowed to you if they think it is appropriate.

While audio and video recordings of this meeting are entirely legal, as a matter of courtesy to Town Council members who work for this town and this Council on a voluntary basis, we would be grateful if you would let the Clerk or the Chair know beforehand.
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**MINUTES OF A MEETING OF THE PLANNING AND DEVELOPMENT COMMITTEE
HELD AT THE OLD MINING COLLEGE CENTRE, QUEEN STREET, BURNTWOOD ON
MONDAY 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

Planning and Development Committee: Applications for Consideration: 10 August 2026

	Application No.	Ward	Site	Proposal
(a)	26/00818/FUH	Summerfield and All Saints	Mr Edwards 42 Norton Lane Burntwood	Single storey front, side and rear extension to create larger living quarters, as well as a double garage
(b)	26/00824/FUL	Chasetown	Craig Chance Properties Ltd Land rear of 87 High Street Chasetown	Section 73 application to vary Condition 2 (approved plans and specification) of planning permission 23/00582/FUL to achieve greater clarity and consistency in the approved plans
(c)	23/00596/DISCH	Chasetown	Craig Chance Properties Ltd Land rear of 87 High Street Chasetown	Discharge of condition 6 (contaminated land study) of permission 23/00596/COU)
(d)	26/00718/FUH	Hunslet	Mr Hunt 47 Hunslet Road Burntwood	Erection of a single storey side extension (resubmission of 25/01392/FUH)
(e)	26/00845/FUH	Chasetown	Mrs Sagar 8 Belvedere Close Burntwood	Single storey side extension
(f)	26/00779/FUH	Boney Hay and Central	Mr Wardle 23 Lambert Drive Burntwood	Erection of first floor extension above garage (resubmission of 20/01314/FUH)
(g)	26/00838/COU		LCP Properties Limited Unit B2 Multipark Burntwood Cannel Road Burntwood	Change of use from Class B8 with ancillary offices, trade park and showroom to Class E(d) indoor recreation with ancillary facilities for golf simulation (no external alterations)
(h)	26/00880/FUH	Summerfield and All Saints	Mr Lloyd 13 Anson Close Burntwood	Extensions to the ground floor side elevations and first floor roof and dormers

	Application No.	Ward	Site	Proposal
(i)	26/00934/FULM	Chasetown	Staffordshire County Council Land south of Milestone Way Burntwood	Hybrid application for full planning permission for a health centre (Use Class E(e)), sports pitches / open space, access, associated infrastructure and landscaping, and outline planning permission for a care home (Use Class C2) with access for determination and all other matters reserved

	Date Reported	Reported By	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward or OMCC, Community Centre	Description	Date Completed/Comments/ Reported
1	07.03.2026	Cllr Norman	BTC	Chasetown	Graffiti on bus stop north side Milestone Way near end of northern section of High Street – screen shot from Google Maps provided so the graffiti has been there a while. It may mean replacing the plastic windows	Works ongoing as panels need replacing
2	11.03.2026	Member of the Public	SCC, Private	Chase Terrace	Tripping hazard – paving slabs outside Barry's Newsagents, Burntwood Town Shopping Centre	Trying to contact landlord. Cllr D Ennis contacted landlord
3	14.03.2026	Member of the Public	BTC	Summerfield and All Saints	Bus shelter outside of Burntwood Park needs cleaning	Ongoing as the bus shelter needs some refurbishment
4	12.04.2026	Member of the Public	BTC		Bus Shelter opposite Aldi needs seat replacing	Ongoing
5	28.05.2026	Member of the Public	SCC		Sankey's Corner and Swan Island – covered in weeds	Ongoing
6	04.06.2026	Member of the Public	SCC	Summerfield and All Saints	Clear pavement of weeds and in the road – Hunter Avenue	Ongoing
7	09.06.2026	Member of the Public	SCC	Summerfield and All Saints	Excessive weed growth along kerb side – Meadway Street	Ongoing
8	14.06.2026	Member of the Public	BTC	Chase Terrace	Broken cabinet and missing poster – Rugeley Road, Chase Terrace	Ongoing
9	17.06.2026	Member of the Public	SCC	Gorstey Ley	Weeds by gutters – Leam Drive	Ongoing
10	28.06.2026	Member of the Public	SCC		Weeds at Sankeys Corner	Ongoing
11	04.07.2026	Member of the Public	SCC	Summerfield and All Saints	Springhill Road zebra crossing in need of urgent repair	Ongoing
12	05.07.2026	Member of the Public	SCC		Weeds at Sankey's Corner and Swan Island	Ongoing
13	06.07.2026	Cllr D Ennis	BTC	OMCC	Clearing leaves out of gutters	07.07.2026
14	12.07.2026	Member of the Public	SCC		Reported at Market – number of weeds at Sankey's Corner	Ongoing

	Date Reported	Reported By	Responsibility (LDC, SCC, BTC, Bromford, Private Ownership)	Ward or OMCC, Community Centre	Description	Date Completed/Comments/ Reported
15	12.07.2026	Member of the Public	BTC	Chase Terrace	Reported at Market referring to 14.06.2026 - Broken cabinet and missing poster – Rugeley Road, Chase Terrace	Ongoing
16	12.07.2026	Member of the Public	BTC	Chasetown	Reported at Market when visiting the OMCC number of weeds	Completed
17	12.07.2026	Member of the Public	BTC	Gorstey Ley/Highfield	Reported at Market bus shelter at Farewell Lane even though the gentleman cleans out the bus shelter it needs staining	Ongoing
18	21.07.2026 & 24.07.2026	Member of the Public	SCC		All 4 corners of the junction – Morley Road/Springhill Road/Cannock Road - Weeds	Ongoing
19	29.07.2026	Cllr Evans	Private	Boney Hay and Centre	Overgrown bushes – Maisonettes, Ryecroft Shops	
20	31.07.2026	Member of the Public (Facebook)	BTC	Boney Hay and Centre	Defib smashed windows – Ryecroft Shops	

Community Infrastructure Levy Community Fund Application Form

Organisation and Project Proposal Details

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

Evidence of Need

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

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

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

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

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

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

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

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

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

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