

**MINUTES OF THE SWINFEN AND PACKINGTON PARISH COUNCIL ANNUAL MEETING
HELD AT CONFERENCE CENTRE, HMP SWINFEN ON
WEDNESDAY 13 NOVEMBER 2024 COMMENCING AT 6.00 PM**

PRESENT

Councillor Barnes in the Chair
Councillors Dyott, Loescher, Perks and Mrs Pope

In attendance:

Ms J Minor, Parish Clerk

PUBLIC FORUM

No members of the public were present.

38. APOLOGIES FOR ABSENCE

Councillors Armstrong and Mrs Phillips

Members formally received and approved Councillor Armstrong's Leave of Absence from attendance at meetings from 13 November 2024 to 14 May 2025.

39. DECLARATIONS OF INTEREST

None declared.

40. MINUTES

RESOLVED That the Minutes of the Meeting of the Parish Council held on 18 September 2024 (Minute Nos. 28-37) as circulated, be approved as a correct record.

41. CHAIRMAN'S ANNOUNCEMENTS

Councillor Barnes referred to previous discussions regarding blocked drains and Councillor Loescher stated that he had recently seen a vehicle at the location which he assumed had been cleaning out the blocked drains. Councillor Barnes said that he would take a look.

Councillor Dyott referred to previous discussions regarding the flooding on the A51 and photographs taken, however, he was having difficulty in uploading the photographs to the Staffordshire County Council website. Councillor Loescher offered to help and it was **agreed** that Councillor Dyott would forward the photographs to Councillor Loescher.

Councillor Barnes informed Members that the scaffolding had now gone from Packington Hall and asked if the development was now completed. Councillor Perks informed Members that landscaping was still to be

completed. Members were informed that a few of the properties/apartments were rentals.

Councillor Barnes mentioned that he had heard motorbikes on the quarry again and Councillor Loescher referred to Minute 34. Impassable Footpath (Heart of England Way) and confirmed that the path had been cleared which now allowed access for motorbikes.

It was **agreed** that Councillor Barnes would obtain a quotation for the installation of bridleway posts and work to the path on the Hopwas Wood car park.

Members referred to the Call for Sites Schedule 2024 which had been forwarded via the email by the Parish Clerk and in particular page 8 ID 44 – Tamworth Road, Packington Hall Farm where the land had been suggested for 3,000 dwellings. Councillor Loescher referred to the pressure for housing and Lichfield District Council's criteria which needed to be met.

Councillor Barnes referred to the Swinfen Hall Hotel planning application and Members were informed that an enforcement appeal has been lodged against an Enforcement Notice that has been served by Lichfield District Council and is considered unacceptable to the Lichfield District Council for the following reason:

Pursuant to Sections 7(1), 8(1), and 9(1) of the Act, it appears to the Council that several alterations have been carried out without the required permissions, resulting in a harmful impact on the special architectural and historic interest of the Building. Therefore, the Council consider it expedient to issue a listed building enforcement notice for the following reasons:

- A. That the installation of the chandelier to Room 1 has damaged the Rococo ceiling which makes a substantial contribution to the special architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- B. That the removal of brass door handles throughout the ground floor and the replacement with modern composite handles has removed a detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- C. That the removal of timber sash windows to either side of the front entrance door which contributed to the architectural and historic interest of the Building as a Grade II* listed building and their replacement with UPVC double-glazed windows has resulted in the loss of historic fabric and detail with their replacement with an unsympathetic and inappropriate material and design which would not be supported.
- D. That the painting of the fireplace in Room 2, losing the historically varnished finish, has altered the character and appearance of this detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- E. The creation of a new kitchen in Room 3, with units covering panelling to the walls, and the painting of the wooden panelling, resulting in the loss of the historically varnished finish has altered the character and appearance of this detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.

- F. That the removal of the door and door-frame to Room 3 including the high skirting and moulded plasterwork otherwise evident throughout Room 3 and the lower skirting and associated mouldings to Room 4, and the creation of a new large opening between these Rooms, and the installation of additional lower skirting boards and plaster mouldings within the opening has removed important architectural detailing and created an opening which is detrimental to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- G. That the removal of three French windows to Room 4 which contributed to the architectural and historic interest of the Building as a Grade II* listed building and their replacement with UPVC double-glazed windows has resulted in the loss of historic fabric and detail with their replacement with an unsympathetic and inappropriate material and design which would not be supported.
- H. The installation of a fitted cabinet to Room 4 has resulted in the installation of new detailing which firstly does not preserve or enhance the Grade II* listed building and secondly covers over important architectural detailing, namely the fireplace and surround which makes a significant contribution to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- I. The painting of all wooden panelling to Room 6 losing the historically varnished finish, has altered the character and appearance of this detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- J. The painting of the two organ surrounds to Room 6 losing the original French polished finish, has altered the character and appearance of this detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- K. The painting of the balustrading, handrails and wooden detailing to the main central stair, losing the historically varnished finish, has altered the character and appearance of this detail which contributes to the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.
- L. The removal of the timber French window to Room 10 which contributed to the architectural and historic interest of the Building as a Grade II* listed building and its replacement with a UPVC double-glazed French window has resulted in the loss of historic fabric and detail with their replacement with an unsympathetic and inappropriate material and design which would not be supported.
- M. The installation of a spa bath, together with the application of concrete to the flooring Room 31 resulted in the loss of historic fabric and detail considered an unsympathetic and inappropriate material and design which would not be supported.
- N. That the installation of fitted wardrobes to Room 33 has resulted in the installation of new detailing which firstly does not preserve or enhance the Grade II* listed building and secondly covers over important architectural detailing, namely the fireplace and surround which

makes a significant contribution to the architectural and historic interest of the Building as a Grade II* listed building and which would not be supported.

- O. That the blocking-up of the doorway between Room 33 and Room 34 has resulted in the loss of historic detailing and alteration to the planform and circulation of the first floor of the Building as a Grade II* listed building which would not be supported.
- P. The removal of a wall between Room 34 and Room 35 has resulted in the loss of historic detailing and alteration to the planform and circulation of the first floor of the Building as a Grade II* listed building which would not be supported.
- Q. That the installation of a fitted and fixed bed headboard to the wall to Room 35 has resulted in the installation of new detailing which firstly does not preserve or enhance the Grade II* listed building and secondly covers over important architectural detailing, namely the fireplace and surround which makes a significant contribution to the architectural and historic interest of the Building as a Grade II* listed building and which would not be supported.
- R. That the removal of the central timber sash window and the cutting through of brick-work and stone cill to this window of Room 35 and the installation of a UPVC door has resulted in wilful damage to the historic fabric of the building and the installation of a new UPVC door has introduced a material and design which has a serious detrimental effect on the architectural and historic interest of the Building as a Grade II* listed building which would not be supported.

What the notice requires the appellant to do:

- A. The chandelier to the Rococo ceiling in Room 1 shall be removed and damage caused to the central ceiling rose shall be made good and re-instated to the original detail.
- B. The modern composite door handles shall be removed and round brass door handles to match those remaining shall be reinstated.
- C. The UPVC double-glazed windows to either side of the front entrance door shall be removed and new single-glazed timber sash windows to match in detail, profile and design to those on the rest of the front elevation shall be reinstated.
- D. The paint on the fireplace and surround in Room 2 shall be carefully removed and the fireplace and surround shall be varnished to match that prior to the fireplace being painted.
- E. The new kitchen in Room 3 shall be removed.
- F. The paint covering the wooden panelling in Room 3 shall be carefully removed and shall be re- varnished and stained to match the finish prior to the unauthorised works being undertaken.
- G. The new opening between Room 3 and Room 4 shall be blocked up in brickwork laid in a 1:3 lime mortar, and re-plastered, with a new door and door surround to match that to the right- hand side of the fireplace in Room 3 shall be re-instated to Room 3.

- H. Skirting boards and associated plaster mouldings to match that remaining in Room 3 in terms of height, profile, pattern, detail and material shall be re-instated in Room 3 where the works in Step G above have been finished, and any damage to existing and remaining plaster mouldings shall be repaired to return the details to the original, both in materials and detail.
- I. The plasterwork shown in photograph 3.64, Room 4, looking SW of the Historic Building Report prepared by Donald Insall Associates, March 2021 (Appendix 2) where the new opening has been created shall be re-instated to Room 4.
- J. Skirting boards and associated plaster mouldings to match that remaining in Room 4 in terms of height, profile, pattern, detail and material shall be re-instated in Room 4 where the works in Step G above have been finished, and any damage to existing and remaining plaster mouldings shall be repaired to return the details to the original, both in materials and detail.
- K. The three UPVC French windows to Room 4 shall be removed and new timber single-glazed French windows to match those removed without consent shall be reinstated.
- L. The fitted cabinet to the front of the fireplace to Room 4, covering the fireplace and surround shall be removed, and any damage caused to the fireplace, fire-surround and/or dado rails shall be repaired in materials and details to match the existing.
- M. The paint covering the wooden panelling in Room 6 shall be carefully removed and shall be varnished to match that prior to the painting of the panelling being undertaken.
- N. The paint covering the two organ surrounds to Room 6 shall be carefully removed and both shall be French polished.
- O. The paint covering the balustrading, handrails and wooden detailing to the main central stair shall be carefully removed and following this shall be varnished to match that prior to the painting of the panelling being undertaken.
- P. The modern UPVC window to Room 10 shall be removed and a new timber single-glazed French window to match that removed without consent shall be reinstated.
- Q. The installation of a spa bath, together with the application of concrete to the floor in Room 31 shall be removed.
- R. The fitted wardrobes to Room 33 shall be removed and any damage caused to the plaster mouldings and/or the fireplace shall be made good and where necessary repaired.
- S. The new doorway between Room 33 and Room 34 shall be reinstated with a door surround to match that shown in photograph 3.118 of the Historic Building Report prepared by Donald Insall Associates March 2021.
- T. The wall between Room 34 and Room 35 shall be reinstated.

- U. The fitted and fixed bed headboard to the wall in Room 35 shall be removed, covering the historic fireplace, and any damage caused to the plaster mouldings and/or the fireplace shall be repaired in materials and details to match the existing.
- V. The UPVC French window to Room 35 shall be removed.
- W. New brickwork, to match the existing in size, finish and colour shall be carefully re-instated to Room 35, and toothed into the existing brickwork, and shall be laid in a lime mortar to match the existing on the rear elevation.
- X. A new stone cill, to match in terms of size, material, profile and design to the windows immediately to each side of the new unauthorised doorway to Room 35 shall be re-instated, laid in a lime mortar to match the existing lime mortar on the rear elevation.
- Y. A new single-glazed timber sash window to match in profile, detail and material to the windows either side of this window shall be reinstated above the cill reinstated as set out in Step X above.
- Z. Remove any waste generated from the compliance of Steps A - Y from the site edged red on the attached plan.

The appellant has offered an appeal on ground/s:

- **Ground (b)** - That the matters alleged to constitute a contravention of section 9(1) or (2) of the Act have not occurred.
- **Ground (c)** - That those matters (if they occurred) do not constitute such a contravention.
- **Ground (e)** - That listed building consent ought to be granted for the works, or that any relevant condition of such consent which has been granted ought to be discharged, or different conditions substituted.
- **Ground (g)** - Except in relation to such a requirement as is mentioned in section 38(2) (b) or (c) of the Act, that the requirements of the notice exceed what is necessary for restoring the building to its condition before the works were carried out.
- **Ground (h)** - That the period specified in the notice as the period within which any step required by the notice is to be taken falls short of what should reasonably be allowed.
- **Ground (j)** - That the steps required to be taken by virtue of section 38(2)(b) exceed what is necessary to alleviate the effect of the works executed to the building.

42. THE HIGH-SPEED RAIL PLANS

Councillor Barnes felt that the work currently being undertaken was not what representatives from HS2 and Balfour Beatty Vinci had said at the meeting on Tuesday 09 July 2024 (schedule of works). It was **agreed** that Councillor Loescher would draft an email to BBV reminding them of their promises.

43. CIL MONIES

RESOLVED That the CIL unspent to date totalling £1,980.22 be noted.

44. SCHEDULE OF PAYMENTS TO DATE

RESOLVED That the schedule of payments to date be received and noted.

45. BUDGET

RESOLVED That the Parish Clerk's report detailing actual to date figures (budget) be received and noted.

46. 2025/2026 PRECEPT ON LICHFIELD DISTRICT COUNCIL

RESOLVED That the level of precept to be declared on Lichfield District Council should be £6,500.

47. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) 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.

48. PARISH CLERK'S SALARY

RESOLVED That cheques be drawn in respect of the Parish Clerk's October 2024 (**cheque number 100734**) and November 2024 (**cheque number 100736**) salary, Staffordshire Pension Fund – October 2024 (**cheque number 100735**) and Staffordshire Pension Fund – November 2024 (**cheque number 100737**).

49. DATE AND TIME FOR NEXT PARISH COUNCIL MEETING

RESOLVED That:
Wednesday 15 January 2025
Wednesday 12 March 2025
Wednesday 14 May 2025

All meetings will commence at 6.00 pm.

(The Meeting closed at 6.42 pm)

Signed

Dated