

**OFFICERS' INFORMATION REPORT**

**1. Civic Matters: Sarah Wallace, Civic Officer**

On Monday 24 July the former Mayor, Cllr Mrs Sheelagh James and Sheriff, Cllr Robert Yardley welcomed representatives from their chosen charities to the Mayor's parlour.

Tracy Newton and Madeline Budgen from Erasmus Darwin House and Simon Price from the We Love Lichfield Fund were each presented with a cheque for £5,117.

The former Mayor and Sheriff hosted a number of successful events during their year in office, including a Charity Dinner Dance, a Fashion Show and a Variety show, raising a total of more than £10,000.

Councillor Mrs James and Councillor Yardley would like to offer their sincere thanks to all the local businesses, groups and individuals who supported their fundraising activities throughout the year and for their wonderful generosity.



In July the Sheriff, Councillor Andrew Smith successfully completed a cycle ride from London to Paris. The journey was over 320 miles and Cllr Smith raised over £700 for the Mayor and Sheriff's charities.



The Mayor, Cllr Mrs Janice Greaves was delighted to welcome over 60 guests to the Guildhall on Saturday 29 July for the 'Mayor at Home'. After a reception drink, High Tea was served at 2.30pm while Duncan Moon played the piano.

Representatives from the Mayor and Sheriff's charities; Staffordshire Blood bikes and Guide dogs for the Blind also attended plus two very well behaved guide dogs. The afternoon culminated with the Mayor and Sheriff drawing the raffle which raised £275.

The Swinfen Broun Challenge Bowls match has been rescheduled for Wednesday 27 September at 5.00pm when the City Council will once again play the Museum Bowling club.

Preparations continue for the Johnson Birthday Celebrations on Saturday 23 September as well as planning for the Mayor and Sheriff's forthcoming charity events; A concert by Lichfield Rock Choir on 31 October and a Masquerade Ball on 26 November.

## 2. Markets: John Beard and Lisa Howard, Markets Officers

### Market Performance

Market revenues are down overall year to date as can be seen from the financial summary at Agenda Appendix 2. This is due in part to two unprecedented occurrences (a market cancellation in June due to high winds and the boycott of the Saturday market in July), a quiet Friday market and a poor start to the year for the Farmer's Market.

### Market Promotion

The Markets Officers have been working with Traders on various initiatives to increase footfall on the Square on market days. This has included:

- Production of a detailed Trader leaflet to complement our general markets leaflet.
- The leaflet is in black and white and can be printed in-house or by Traders for distribution locally, or at other markets and events which they attend
- Special Offer listings on [www.visitlichfield.co.uk](http://www.visitlichfield.co.uk) and [www.inspiringlichfield.co.uk](http://www.inspiringlichfield.co.uk).

	
<b>GENERAL MARKET</b> Tuesday, Friday and Saturday <b>9am - 4pm</b> <small>(Market Closure Week 1/10)</small>	
<b>CHASE INK - THE INK MAN</b> Premium Quality Compatible Ink Cartridges & Toners <b>Tues, Fri &amp; Sat</b>	<b>GREETINGS CARDS</b> For All Occasions Also Gift Wrap and Accessories <b>Tues, Fri &amp; Sat</b>
<b>C &amp; J LEATHERGOODS</b> Bags, Belts, Purses & Wallets Travel Goods & Chamis Leathers <b>Tues, Fri &amp; Sat</b>	<b>PAUL SMITH FRUIT</b> Fresh Quality, Locally Grown Fruit, Veg & Salads <b>Tues, Wed, Fri &amp; Sat</b>
<b>MARTYN SHAW</b> Bespoke Framing Service Prints, Tapestries, Canvas & More <b>Friday &amp; Saturday</b>	<b>BLUESTONE PLANTS</b> Garden Centre Quality Market Prices <b>Friday &amp; Saturday</b>

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<b>CROSSED RODS</b> Fishing Tackle & Bait <b>Friday &amp; Saturday</b>	<b>SIMON DAVIES</b> Quality Italian Clothing At Affordable Prices <b>Friday &amp; Saturday</b>	<b>THANK YOU FOR YOUR SUPPORT.</b>	<b>JAN'S QUALITY FOOD</b> Homemade Pies & Pasties Eggs, Jams, Chutney's & Pickles <b>Friday</b>	<b>THE LIQUORICE STALL</b> Specialising in liquorice from around the world. <b>Tuesday &amp; Farmers</b>
<b>R.S. DOMESTIC APPLIANCE SPARES</b> Including Vacuum Cleaner Spares <b>Friday &amp; Saturday</b>	<b>THE CURRY MAN</b> Homemade Curries & Cooking Sauces <b>Friday &amp; Saturday</b>		<b>ROOFTRIM LTD</b> Supply & Fit All Types Of Home Improvement <b>Tues, Fri &amp; Sat</b>	<b>BOURNE ELECTRONICS</b> Domestic Appliances & Spares <b>Tuesday</b>
<b>TAKHAR TRADING</b> Mens & Ladies Wear, Hi Vis, Socks & Underwear <b>Tuesday &amp; Saturday</b>	<b>SUGAR &amp; SPICE DIABETIC DELIGHTS</b> Sweets & Sugar Free Dietary Requirements <b>Friday &amp; Saturday</b>		<b>LICHFIELD COUNTRY MARKET</b> Cakes, Jams & Craft Items <b>Friday</b>	<b>KENYA MASAI UK</b> Genuine Handcrafted Masai Tribal Products <b>Saturday</b>
<b>OWEN'S FISH</b> Fresh Fish & Shellfish <b>Tuesday &amp; Friday</b>	<b>WOODHOUSE GREEN NURSERIES</b> Locally Grown Bedding Plants, Shrubs, Perennials & Trees <b>Tues, Wed &amp; Farmers</b>		<b>PURPLE DAISY JEWELLERY</b> Fashion Jewellery, Brooches, Scarves and Hair Accessories <b>Saturday</b>	<b>THE PURPLE ROSE</b> Stunning Costume Jewellery <b>Tuesday</b>
<b>MIR KITTS PET STALL</b> Wild Bird & Specialist Seeds, Natural Dog Treats, Pet Beds <b>Friday &amp; Saturday</b>	<b>UNIQUE CERAMICS</b> 'Open To Tableware' Stoneware Ceramics Dishware & Microwave Safe <b>Saturday &amp; Farmers</b>	<b>STUART 'THE RUGMAN'</b> Great Rugs At Competitive Prices <b>Saturday</b>	<b>HELEN DARK</b> Fantastic Range Of Clearance Goods. Something For All Ages <b>Saturday</b>	

Centre

<b>DAISY TRIP</b> Quirky And Unusual London Fashions <b>Saturday</b>	<b>JOHNNY SHOES</b> Family Footwear For All <b>Saturday</b>
<b>FIELD-ELICIOUS</b> A True Taste Of Africa. Premium Beef Bilting & Drovers <b>Saturday</b>	<b>READ ALL ABOUT IT</b> Paperback Books, Children's Books, Maps, Children's Comics, Magazines & Entertainment Products. <b>Friday</b>
<b>CLOUD CHARGERS</b> Rozy Khan Vaping Supplies & Fidget Spinners <b>Saturday</b>	<b>MUER COSMETICS</b> High Street Make Up At Low Cost Prices <b>Saturday</b>
<b>OVER THE GARDEN WALL</b> Antiques & Collectables Vintage / Records / Ephemera <b>Saturday</b>	<b>SILVER SPARKLES</b> Quality Silver Jewellery, Gift Sets, Scarves & Hair Accessories. <b>Saturday</b>
<b>KITCHEN CORNER</b> Bone China & Kitchenware <b>Tuesday</b>	<b>GARY'S BOOKS &amp; CD'S</b> Used Paperback & Hardback Books <b>Tuesday</b>

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### National Lottery

As part of the National Lottery's recent promotion, the Friday market recently took part in a "Random Acts of Kindness" event. On Friday 4 August National Lottery Butlers were placed on the market offering to help customers and even paying for some purchases. This was very popular with Traders who thought it was an excellent idea.

### Wednesday Trading Trial

The trial is due to finish on 31 August. It has to date been deemed a success by both Officers and Traders, raising additional revenues for all parties. Wednesday trading will therefore continue into the autumn.

### **Lichfield Food Festival**

The City was extremely busy during the Food Festival, which was wonderful to see. Building on previous feedback and observations, the Markets Team worked alongside the organisers of the Food Festival in an effort to minimise disruption at the start and end of the day. Agreed strategies included:

- The Food Festival area being zoned and Traders directed accordingly to ensure the minimum number of vehicles had to drive around Market Square.
- Less stalls around the Market to ensure there was room to manoeuvre vehicles.
- Extra Food Festival staff on hand to direct traders.

However, some issues were encountered (notably in relation to the level of security and event staff, particularly on the afternoon of Saturday 27 August). A list of issues encountered is currently being prepared and will be discussed with event organisers in due course.

### **3. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer**

The Johnson Birthplace has been a very popular destination this summer, with an average of 470 visitors per week throughout July and August, with 600 visiting the house in some weeks. This represents a 17% increase on visitor numbers (as well as shop sales and donation income) over the same period in 2016. Visitors have been attracted by the current exhibition 'Johnson & Garrick: a Friendship in constant repair' which runs until September, and in July former curator of the Birthplace Dr Graham 'Fred' Nicholls returned to give a fascinating talk on Garrick and the Georgian Stage. A lively programme of 'Summer Fun at Sam's House' family activities held every Thursday have also been attracting younger visitors. Devised and run by Museum volunteers, many of the sessions have been fully booked.

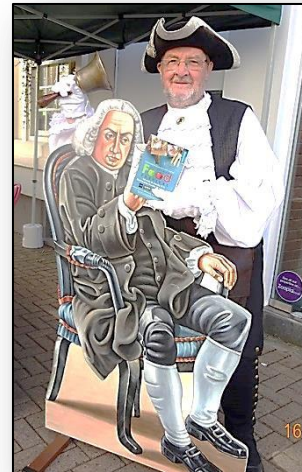


In the final weeks of the school term in July, A-Level groups visited the Museum from King Edward's VI School in Stafford and Belper School, and the Museum hosted Year 10 work experience students Jasleen and Rebekah from King Edward VI Lichfield for two weeks. Organised group visits included tours for Nuneaton Historical Society and Inscape Tours from London, as well as Windyridge WI. A friendship group in Tamworth enjoyed an outreach visit at their meeting, and a new talk based on Johnson's Dictionary (complete with a quiz of amusing words) devised by Sue Bray has already received bookings for the autumn. The Museum library has been used by a postgraduate from Birmingham University, and by Keele academic Nick Seager, with whom the Museum is working on a two-year project based on the rare book and manuscript holdings. The autumn/winter events



programme has been finalised and a leaflet produced, and bookings have already been taken for the final Garrick 300 events of the year.

Over the Bank holiday weekend the Birthplace took part in Lichfield Food Festival, with a stall on the street outside the Museum. The event was a very successful partnership and local businesses McKenzies, DevoTea, The Little Green Frog Café and Truly Scrumptious kindly donated prizes to a draw entered by 330 members of the public, the majority providing contact details to add to the Museum's mailing list. The attendant team, with a little help from Town Crier Ken Knowles, engaged with a further approximately 700 people during the event to raise awareness of the Museum and hand out events leaflets.



#### **4. Guildhall: Helen Winter, Guildhall Bookings Secretary**

The Old Prison Cells remain open to the public on most Saturdays from 10.00am to 4.00pm with a volunteer on hand to offer information about their past. They have however been closed on three Saturdays recently due to whole building bookings in the Guildhall.

Our regular bookings have been fairly quiet due to the summer holiday period, but in the last few weeks we have held three Wedding Ceremonies and four Wedding Receptions.

At the last Wedding Ceremony the bride and bridesmaids arrived in two colourful campervans.



We have also had two anniversary parties and two birthday parties – one with a hog roast.

We have had two concerts – Pete Bonner performed an acoustic concert and Lichfield Fringe also used the Guildhall for one of their concert nights. Both were extremely well attended.

Springfield's Day Nursery held their Graduation Ceremony last month.

An art exhibition was held in the Corridor Gallery and a recent Vegan Fair was also very popular. Lichfield Leather held a sale in the Guildroom on Saturday 26 and Sunday 27 August, with the Food & Drink Festival attracting even more customers to what is already a very popular booking.

We have had one Market Research booking – a different company from usual, and five other private meetings.

Our Town Crier, Ken Knowles, showed a group of French Students from the Friary around the Guildhall and Old Prison Cells. Lichfield in Bloom held its judging in the Guildhall in July, and the Mayor at Home was also held in the Guildhall.

In September we have another three Wedding ceremonies. Most Friday evenings and Saturdays are now booked up for the rest of the year.

## **5. Twinning: Gabriele Lasch-Burden, Twinning Officer**

There have been no exchanges during August due to the schools and colleges being closed for the summer holidays.

### **Lichfield Cathedral Girls Choir**

In July, the Cathedral Girl Choristers returned from Lichfield's Twin Town of Sainte Foy-les-Lyon after a very successful week of concerts, with the highlight being the concert in the Basilica of Notre-Dame de Fourvière, which earned them a standing ovation from the audience. They also had the chance to experience Bastille Day celebrations in France first hand before returning to Lichfield.



### **Ring Twinning Anniversary**

The 25th anniversary celebrations of the Ring Twinning between Ste. Foy, Limburg and Lichfield in Ste. Foy are now only a few weeks away. In total, 73 guests from Lichfield are travelling to France to join in the celebrations. Visits to museums in Lyon, a river cruise on the Saone, an ecumenical church service and international table tennis and tennis tournaments between the 3 City clubs are planned. There will be a friendship dinner for all participants on Saturday night, where guests get the chance to talk about events over the past 25 years and to form new friendships.

### **Limburg City Council Apprentice**

A 17-year old public office trainee from Limburg City Council, Elena Stolz, will be spending a week on placement in Lichfield from 14 October. Her aim is to gain experience and obtain an insight into English council administration, as well as to improve her language skills. A varied programme is being arranged for her to include time spent at the City, District and Staffordshire County Council Offices, as well as the Library, the Lichfield Record Office, Erasmus Darwin House and the Samuel Johnson Birthplace Museum. Councillor Mrs Janet Eagland has kindly offered to show the Limburg trainee around the County Council Offices in Stafford and Elena will be helping the Library staff, together with various Lichfield schools, to make a poppy memorial.

### **Exchange Enquiries**

Limburg City Council has confirmed that public and private funding is in place to go ahead with a Christmas Market Light Festival, produced by Lichfield Cathedral artist-in-residence Peter Walker, to enhance their Christmas Market and promote the twinning relationship of our two Cities.

Limburg's Twinning Association will be celebrating their 30th anniversary in December. They are looking to incorporate the theme of Lichfield's Garrick300 into their programme and have invited David Titley from the Birthplace to perform at the event.

The Cathedral boys' choir is planning a visit to Limburg during the pre-Christmas season. This is in addition to Peter Walker's illuminations and the 30th anniversary celebrations of the Limburg twinning association this December.

The Lichfield Twinning Association is organising a murder mystery evening on 16 November in the Martin Heath Hall in Christchurch Lane, in order to promote Twinning. This event is open to everyone, includes a Fish and Chip Supper and promises to be great fun.

## 6. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer



During July a key priority was supporting the Blooming Lichfield Group in the Royal Horticultural Society's Cities in Bloom award. In previous years Lichfield has been awarded a silver gilt medal which is a tremendous accolade, but it was felt that with more work and events this year a better result would be possible. Many volunteers from various groups such as the Friends of the Historic parks, Canal Trust and the CPCG group were on hand to litter pick and improve the City beds before the judging day.

The Blooming Lichfield Group supplied £350 of plants which injected colour into the beds to give more impact, and the Guildhall was prepared for lunch to highlight the City heritage.

After following the proposed route of the judges prior to the event, a problem with litter on the trunk roads was highlighted. The Lichfield District Council Street Scene team cleared litter from the A38 and the roadside verges, transforming them into a selling point for the City.

The judging day went well with a hospitable start at Swinfen Hall despite the pouring rain. The judges were able to enjoy the recently renovated Swinfen walled garden, the community garden at St. Andrews House, the Green Flag awarded Beacon Park, Kate McRae's internationally known wildlife garden and the Beacon Street allotments, amongst others. We will know the results on Thursday 14 September.



The 2016 RHS judges recommended that we use the three LCC public roundabouts more positively, and we have gone some way to achieving that for 2017. Work is still required to complete the Capper's Lane project with the Whitewall Gallery, but Jukes (a new company to Lichfield) has offered to fund work to and advertise on the Friary roundabout, leaving only the Trent Valley island left without a sponsor.



As featured in the local press, the Trent Valley Island camper has now disappeared. The site was investigated before LDC cleared the area and there is no permanent damage from the unauthorised occupation.

Work at the end of August has been on the Sheriff's Ride route. A new £3.99 Ordnance Survey map app has proved invaluable in discussing and finalising the route.

Initial steps are being taken to investigate the feasibility of reinstating smaller, more manageable allotments onto the LCC Dovehouse Fields allotment site, along with an area for a community garden and space to run workshops. Currently an infestation of Mares Tail makes the site almost impenetrable. Work on this is at a very early stage and updates will be provided as the project develops and sources of funding and partners are identified.



## **7. Deputy Town Clerk: Tony Briggs**

The land exchange at Darwin Hall (Agenda Appendix 5, Council 26 July 2016) has now progressed and contracts have been exchanged. Mill Pond Developments will now complete the connection of Darwin Hall to the main sewer, provide a footpath and carry out some further minor work as detailed in the contract. Following completion of this work a deed of easement for parking will be entered into as is required by the contract.

The Request by St Mary's for a licence to use part of the Market Square during the renovation Contract Period (Agenda Item 12, Council 24 April 2017) has also been completed. Discussions continue with St Mary's representatives and it is estimated that contractors will start on site on 18 September.

Water ingress was noted in the Donegal House cellar, with further investigation suggesting that the problem may originate from faulty rainwater drainage to the rear of the building. A CCTV survey was carried out and revealed several cracks and open joints. Work to rectify this issue was completed on Wednesday 30 August.

The increased level of damp to the wall at the rear right hand side of the Guildroom is perhaps related to the rainwater drainage issues mentioned above. However, the extent of the moisture is such that professional advice is to 'reskin' a small section of the wall to form a damp proof barrier and allow for appropriate redecoration. Damp has been evident in this section of wall for many years and professional advice is that it will take years, if not decades, to dry naturally. Enabling works to allow the reskin to take place are due to take place shortly.

Following the City Council's decision to rename Committee Room 1 'The Moulton Room' in honour of Christopher Moulton, a new brass plaque has been installed and a framed portrait of Christopher has been hung in the room.

Lichfield District Council's consultation on the Lichfield City Neighbourhood Plan ended on Friday 18 August 2017 and we await feedback from the District Council on this matter.