

Lichfield City Council

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Town Clerk: **Anthony Briggs** B.A. (Hons), CILCA

1 April 2024

To: Members of the Grants Advisory Committee

Councillor C Ball (Chair) and Cllrs H Ashton, D Baker, J Christie, K Farrelly, M Field, S Schafer, E Strain and R Yardley.

Dear Councillor

Grants Advisory Committee

You are invited to attend a meeting of the Grants Advisory Committee to be held via 'Zoom' at **6.30pm on Monday 8 April 2024** at which the following business will be transacted.

A link enabling members to join the meeting will be circulated separately. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Members of the public can request the link to observe the meeting by contacting the Town Clerk (tony.briggs@lichfield.gov.uk)

Yours sincerely

Tony Briggs
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

3. MINUTES AND MATTERS ARISING

To confirm as a correct record the Minutes of the Meeting held on 12 February 2024 (**attached**) and to consider any matters arising from those Minutes. [*Minutes adopted by Council on 11 March 2024.*]

4. GENERAL REVENUE GRANTS - 2024/25 BALANCES

The table overleaf reflects the current position of the council's revenue grant reserve/allocations. This includes allocations of £31,363 as recommended by this committee, plus £5,000 allocated for summer activities, and the standard Churchyard payments.

Budget Allocation	Amount (24/25)	Allocated (24/25)	Balance Available
Earmarked Reserve	£8,789	£4,363	£4,426
General Grants 2024/25	£32,000	£32,000	0
Churchyards	£7,140	£7,140	0
Total	£47,929	£43,503	£4,426

RECOMMENDED: *That the report be noted.*

5. GENERAL REVENUE GRANT - GRANT AWARD POLICY REVIEW

At its meeting of 5 March 2018, the City Council resolved that the Grants Advisory Committee reconvene to discuss future grant allocation processes and prepare formal proposals to Council. This meeting took place on 3 April 2018 and resulted in the creation of a draft Grant Award Policy and amended Grant Application Form which was adopted by Council on 23 April 2018.

The policy as adopted has undergone minor changes in the intervening years following recommendation of this Committee, with a further review falling due at its February meeting.

It was agreed by the Committee that the matter be deferred to this meeting, with the Town Clerk requesting comments/informal suggestions to assist with any redrafting in readiness; the policy and application form being recirculated to all members by the Town Clerk on 15 February. At the time of preparing this agenda, comments had only been received from the Chair, whose requested text has been included in the application form and is highlighted for members' convenience.

The Policy is included as **ENCLOSURE 1A**, the application form as **ENCLOSURE 1B**.

RECOMMENDED: *The Committee to consider the Grant Award Policy and Application form, with any changes agreed by the Committee forming a corresponding recommendation to Council.*

6. GRANT/CONTRIBUTION TO LICHFIELD BOWER

On 26 February 1997, the City Council resolved that the Council provide 'match funding' to the Bower Committee prizes for winning floats in the non-commercial section of the Bower Procession to double [then] current prizes. Funding for 1997 being £225. The Council resolve that this would continue annually until further notice.

Furthermore, the council resolved that rather than being a grant, the expenditure be met from the Arts/Tourism budget line.

Given the significant amount of time that has passed since this resolution, the Internal Auditor has asked that this be reconsidered. The Grants Committee is therefore asked to consider whether it wishes this fund to continue in its current form or become part of any overall grant that may be awarded to the Bower each year. In the opinion of the RFO, it would be more appropriate for this funding to be included in a grant request, with all contributions therefore being classed as grant aid and recorded as such; this view is also endorsed by the Internal Auditor.

RECOMMENDED: *The Grants Committee to consider the current arrangements for Bower prize match funding and make a corresponding recommendation to council.*

7. **GENERAL REVENUE GRANT REQUEST – LIGHTING OF THE CLOCK TOWER**

A grant request has been received from Soroptimist International Lichfield and District to light the Clock Tower in orange to highlight the global 16 Days of Activism against Gender-Based Violence as a key international moment to call for an end to violence against women and girls. The 16 Days of Activism runs from 25th November (the International Day for the Elimination of Violence Against Women) until 10th December, Human Rights Day every year. The Grant request form is provided for Members at **ENCLOSURE 2**.

The lighting of the Clock Tower comes at a cost to the Council – approximately £120 – that the council can charge to any Body wishing to utilise the Clock Tower in this way. The grant request is for an equivalent sum. If the Grant is approved, the Town Clerk will make the necessary arrangements with LCC's electrical contractors. The request is to light the Clock Tower for one day only (confirmed as November 25, 2024), due to the nature of the portable equipment required for the Tower to be lit – the adding of colour filters to the existing floodlights has been shown to produce poor results.

RECOMMENDED: The Committee to consider whether or not it wishes to award a grant in the sum of £120 to Soroptimist International Lichfield and District to facilitate the lighting of the Clock Tower as set out in the application.

8. **CIL - MONIES RECEIVED, COMMITTED AND FORECAST**

To consider the Town Clerk's report at **APPENDIX 1** (attached). As is required by the relevant legislation, CIL is recorded separately to general revenue grants. The current CIL balance available for new allocations is £40,252 with a further £23,535 scheduled to be received imminently.

RECOMMENDED: That the updated CIL balance, commitments and forecast be noted.

Prior to consideration of agenda items 9-13, Members are reminded that a CIL allocation can be made that is in excess of the amount eventually required to complete the project if it is felt appropriate – for example as a contingency. Any underspend returns to the CIL balance for reallocation.

9. **CIL REQUEST – DEFIBRILATORS SITED IN REDUNDANT TELEPHONE BOXES**

To consider the Town Clerk's report at **APPENDIX 2** (attached).

RECOMMENDED: The Committee to agree a recommendation to council that sets out next steps, to include any kiosks that it believes should be adopted, a preferred defibrillator, and the amount of any CIL contribution.

10. **CIL REQUEST – CYCLE REPAIR STATIONS**

To consider the Town Clerk's report at **APPENDIX 3** (attached) together with the verbal update that will be provided at the meeting.

RECOMMENDED: The Grants Committee to consider the outcomes of the City Council's Climate Change and Biodiversity Committee's deliberations on the installation of cycle repair stations in the City, and to discuss the appropriateness of a CIL allocation to the project and make a corresponding recommendation to council.

11. CIL REQUEST – THE HUB AT ST MARY’S

To consider the request for CIL funding from the Hub, attached at **APPENDIX 4**. The sum requested is some or all of the anticipated budgetary shortfall of £6,973 to repair the bells within the tower as part of the wider project to renovate the tower, bells and clock.

RECOMMENDED: The Committee to consider the application, decide whether or not it wishes to make a CIL contribution and the amount of any such contribution. The Committee to make a corresponding recommendation to Council.

12. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

To consider the request for CIL funding from LDAS, attached at **APPENDIX 5**. The sum requested is the anticipated cost of the provision and installation of a total of 10 additional water troughs and associated pipework and ancillaries, £10,224.

RECOMMENDED: The Committee to consider the application, decide whether or not it wishes to fund this project through CIL, and make a corresponding recommendation to Council.

13. CIL REQUEST – LICHFIELD WATERWORKS TRUST (LWT)

To consider the request for CIL funding from LWT, attached at **APPENDIX 6**. The sum requested is the anticipated cost of the provision and installation of a defibrillator at Sandfields Pumping Station, £2,693.

RECOMMENDED: The Committee to consider the application, decide whether or not it wishes to fund this project through CIL, and make a corresponding recommendation to Council.

14. CIL UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

At the meeting of the Grants Committee held on 22 November it was agreed that potential sites for additional 20mph repeater signs be provided to the Deputy Town Clerk in order to progress with Staffordshire County Council (Minute 35). Suggestions were received from Cllrs Ashton and Ball. The Town Clerk provided this list to SCC colleagues in order to obtain a quotation. On 22 March, the Town Clerk received an update from SCC stating that checks needed to be made on the distances between the signs to make sure these comply with the TSRDG regulations. SCC’s Projects Team have also raised concerns about the number of 20mph repeaters installed in the area after they installed other such signs in St Chads Road last year. Further updates are awaited.

RECOMMENDED: That the report be noted.

15. CITY CENTRE DIGITAL DISPLAYS

A small Project Board within the LDC Visitor Economy Network has been set up which includes key representatives from the City including the Cathedral, The Hub at St Mary's, The George Hotel, and the City Councils’ MHO. The Project Board will be working with LDC officers to look at various options and content for digital displays within the City. Officers report that LDC has been successful in obtaining funding from the UK Shared Prosperity fund which they are hoping to allocate to this project. Further meetings are taking place but there is no suggestion currently that LCC’s CIL funding will be requested.

RECOMMENDED: That the report be noted.

16. CIL - ALLOCATION UPDATES

A brief update on each ongoing/recently completed project where CIL has been allocated is provided at **APPENDIX 7** (attached).

RECOMMENDED: That the report be noted.

17. ACTION PLAN UPDATE

At its meeting on 15 April 2019 it was resolved that updating the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 8**.

18. DATE AND TIME OF NEXT MEETING

To be decided by the Committee.

ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIR

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee held in the Moulton Room, Guildhall at 6.30pm on Monday 12 February 2024

PRESENT: Councillors C Ball (Chair), H Ashton, D Baker, J Christie, M Field, S Schafer, E Strain and R Yardley.

APOLOGIES: Councillor K Farrelly.

Copies of applications for general revenue grant/CIL funding as detailed in these minutes are available to all members on request to the Town Clerk

37. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr H Ashton declared an interest in the following applications under Appendix B of the LCC Code of Conduct:

- Erasmus Darwin Foundation – volunteer
- Games/Coffee Morning – friend of the applicant
- Lichfield Twinning Association – LCC representative

Cllr Ashton elected to neither speak nor vote on these matters.

Cllr D Baker declared an interest under Appendix B regarding the application from South East Staffs CAB as the LCC appointed representative, and in the following applications as members/those in control are known to her:

- Dovehouse Community Gardens
- Lichfield Bowling Club
- Transition Lichfield
- Shrievalty Association
- Probus Club

Cllr J Christie declared interests under Appendix B regarding applications from:

- 1st Lichfield Scouts – due to family members attending
- Darwin Hall Community Association – LCC appointed representative

Cllr E Strain declared an interest under Appendix A of the City Council's Code of Conduct regarding the application from Lichfield Re:Cycle as a Trustee, and an interest under Appendix B in the application from Lichfield 1st Scouts Group as he recommended the applicant apply for the grant.

Cllr R Yardley declared an interest under Appendix A in relation to the application from Lichfield Shrievalty Association (being Chair of the Association); Cllr Yardley left the room during discussion and voting thereon.

Cllr C Ball declared an interest under Appendix B in relation to the application from LDC (Proms in the Park) as a member of Lichfield District Council, and to the following as the applicants are known to him:

- Lichfield Re:Cycle
- Well at Wade St Church
- Dereck Jones/Coffee Morning
- Lichfield Shrievalty Association

38. MINUTES

RESOLVED: *That the minutes Grants Committee meeting held on 22 November 2023 be confirmed as a correct record [Minutes adopted by council on 11 December 2023]*

39. GENERAL REVENUE GRANT – 2024/25 GRANTS

Members considered the 2024/25 grant applications and reports which had been previously circulated. Members noted the total sum of grants requested as £45,348. The total sum of grant budget and earmarked grant reserve is £40,789, generating a shortfall of £4,559. It was noted that the budget allocated had remained at £32,000 for several years, and that it was the wish of the Committee that this be reviewed and increased.

The Committee's recommend grant awards are detailed in the table below.

Application No.	Applicant	Recommended Award (£)
1	South East Staffordshire Citizens Advice Bureau	6,750
2	Lichfield District Arts Association	3,000
3	Lichfield Greenhill Bower	3,000
4	Lichfield District Council, Proms In The Park	2,000
5	Lichfield Community Sports Club CIC	2,000
6	Erasmus Darwin Foundation	1,000
7	Voluntary Transport for the Disabled	1,000
8	Lichfield Festival	800
9	The City of Lichfield Concert Band	500
10	Lichfield Re:Cycle	450
11	Men's Shed Lichfield	396
12	Dovehouse Community Gardens	300
13	Lichfield Hockey Club	595
14	Forest Harvest	100
15	Gamers' Wellbeing	491
16	Lichfield Talking News	500
17	The Hub at St Mary's	0
18	Lichfield Bowling Club	0
19	Lichfield Waterworks Trust	1,000
20	The Well	1,500
21	Friends of Lichfield City Station	1,000
22	Dereck Jones (Games/Coffee morning)	1,718
23	Transition Lichfield - Nurture Community CIC	1,000
24	The Lichfield Trishaw Project (Big Red Bike)	500
25	The City of Lichfield Shrievally Association	200
26	Drama Teens	500
27	1 st Lichfield (St Chads) Scout Group	473
28	Lichfield Ladies' and Men's Probus Club	240
29	Lichfield Twinning Association	350
Total		£31,363

RECOMMENDATION TO COUNCIL:

- 1. That grants for the 24/25 financial year be awarded as set out in the table above.**
- 2. That Council favourably consider an increase to general grants funding during budget setting for 2024/25.**

40. GENERAL REVENUE GRANT – GRANT AWARD POLICY REVIEW

At the suggestion of the Chair, and with the agreement of the Committee, this standing agenda item was deferred to the next meeting. The Town Clerk requested any informal comments be sent in the coming weeks to allow amendments to be progressed between meetings and circulated.

RESOLVED: That the matter be deferred to the next meeting.

41. GENERAL REVENUE GRANT – SUMMER ACTIVITIES

Members considered the Town Clerk's report which detailed the funding allocated and awarded for children's summer activities, and the recommendation of the Grants Committee that such provision continue where budgets allow.

The administration process to be as occurred in 2023, but with the modification that all members of the Grants Committee be informally consulted on any application received, with the Town Clerk providing a deadline date for responses; majority vote at the time of the deadline dictating whether or not the grant is awarded and the sum of any such grant. It was agreed that advertising of the provision would begin in April.

RECOMMENDATION TO COUNCIL:

- 1. That a sum of £5,000 be allocated for 'summer Grants' in 2024***
- 2. that the administrative process of the scheme be as successfully implemented for 2023, apart from the circulation of applications to all members of the Grants Committee (rather than Chair, Deputy Chair and Group Leaders) as set out above.***
- 3. That the remaining grant allocation of £4,426 be retained for further applications which may arise during the remainder of the financial year.***

42. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £41,462.

RESOLVED: That the report be noted.

43. CIL REQUEST – STOWE POOL/ST CHAD'S CYCLEWAY

Members considered the Town Clerk's agenda report regarding the provision of additional signage and line painting to the cycleway running adjacent to Stowe Pool. Cllr S Schafer stated that he believed the proposal was without merit and that instead, a 'chicane' should be provided adjacent to Nether Stowe School to slow cyclists. Cllr D Baker also expressed concern as to the proposal. Cllr E Strain stated that there were many factors to consider and asked to be provided with further detail. On being put to the vote it was agreed by majority that the proposal be funded. The Town Clerk agreed to provide further information to Cllr Strain after the meeting.

RECOMMENDATION TO COUNCIL: That a CIL contribution of up to £2,000 be made to improve signage provision at the cycleway running parallel to Stowe Pool.

- 44. CIL REQUEST - COURT REFURBISHMENT LICHFIELD FRIARY LAWN TENNIS CLUB**
Members considered the CIL request in the sum of £58,300 for the refurbishment of two tennis courts, noting that the request is from outside the City boundary and amounts to more CIL than the council currently has available. It was also noted that the applicant had approached LDC for CIL funding and had been advised that no bidding was being accepted at this time.
RESOLVED: That no CIL funding be allocated to this project.
- 45. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS**
Members noted the suggested locations for the signs and that the list had been submitted to SCC for quotation purposes.
RESOLVED: That the update be noted.
- 46. CIL REQUEST UPDATE – ADDITIONAL FOOTPATH LIGHTING, DARWIN PARK**
Members noted the Deputy Town Clerk's update.
RESOLVED: That the report be noted
- 47. CITY CENTRE DIGITAL DISPLAYS**
Members noted the Deputy Town Clerk's report.
RESOLVED: That the report be noted.
- 48. CIL ALLOCATION UPDATES**
Members considered the agenda report detailing progress with several CIL allocations including the new gates to allotment sites, new fencing at Curborough Community Centre, the Boley Park Community Hall play area, and footway lighting at Cross Keys car park.
RESOLVED: That the report be noted.
- 49. ACTION PLAN UPDATES**
Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes.
RESOLVED: That the update be noted.
- 50. DATE AND TIME OF NEXT MEETING**
Monday 8 April 2024 at 6.30pm via 'Zoom'.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.30PM**

Grants Advisory Committee: 12 February 2024 APPENDIX A

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report within the agenda	This is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Previously subject to yard work scheduling/toilet pod installation, the likely abandonment of the toilet pod due to costs (see JBAC minutes for adoption at December Council) allows progress to be made more quickly	Completion scheduled March 2024
Signs in the City Centre indicating walking direction to named carparks.	The City Council is a consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City.	Work is ongoing via LDC
Stowe Pool Lighting	Members are asked to note the update within the agenda	The new lamppost has been ordered with a lead time of approx. 6 – 8 weeks.
Information Boards Stowe Pool	Following a request from LDC the NPIWP made a recommendation to Council to allocate £9,555 of CIL for the installation of three new information boards around Stowe Pool	Further updates have been requested
20mph Repeater Signs	Members are asked to note the update within the agenda	The Town Clerk has forwarded the two suggestions from Cllrs Ball & Ashton to SCC for progression

Updated 13.2.24

Grants Advisory Committee: 8 April 2024 APPENDIX 1

Table 1: COMBINED CIL Balance to March 2024

Period	CIL Received £	CIL Allocations Minus any Underspend £	CIL Balance £
Balance as at 31 March 2023	306,927.45	104,642.77	202,284.68
Received/allocated to March 2024	22,053.61	108,529.78	-86,476.17
Awaiting Invoice at March 2024		75,555.65	-75,555.65
Balance as at March 2024	£328,981.06	£288,728.20	£40,252.86

Table 2: Ongoing CIL Projects

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
Refurbishment/replacement of City Centre plaques Francis Barber (<i>complete</i>) and Anna Seward plaques	3,520 1,300	3,787	1,033
Michael Johnson's Workroom (SJBW)	14,625	9,813	4,812
Restoration of Lock 23 (LHCRT)	54,000	0	54,000
Information Boards Stowe Pool (LDC)	9,555	0	9,555
Pathway Lighting – Cross Keys to Stowe Pool (LDC)	4,155	0	4,155
Cycle track Improvements – Adjacent Stowe Pool	2,000	0	2,000
TOTAL	£89,155	£13,600	£75,555

CIL Forecast

Table 3: CIL Forecast – April 2024

Reference	Site address	Parish %	Parish Allocation (£)
18/01498/FUL	Deanslade Farm, Claypit Lane	25	5,363.83
19/01284/FUL	The Cottage, Tamworth Road	25	70.48
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
19/01284/FUL	The Cottage, Tamworth Road	25	176.99
19/01284/FUL	The Cottage, Tamworth Road	25	176.99
TOTAL			£23,534.97

Table 4: CIL Forecast – October 2024

Reference	Site address	Parish %	Parish Allocation (£)
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
TOTAL			£23,086.37

Table 5: CIL Forecast – April 2025

Reference	Site address	Parish %	Parish Allocation (£)
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
TOTAL			£23,086.37

- CIL becomes payable when development starts on site
- forecasts may increase if other developments come forward
- There may be changes to payment dates depending on the developer's ability to pay and whether they comply with the CIL process

Table 6: Completed CIL Projects to Date

Project	Amount Allocated £	Actual Invoiced £	Underspend* £
New City Centre Signage	15,741	14,112	1,629
Curborough Community Centre CCTV (contribution)	3,000	3,000	0
Refurbishment of entrance to Lichfield signage	2,305	2,305	0
New external doors, Curborough CC (contribution)	837+2,500	3,337	0
Infrastructure support to LHCRT	10,000	10,000	0
Replacement of SOX/SON streetlighting with LED alternatives (contribution)	8,000	8,000	0
Sandfields Pumping Station - Lichfield Waterworks Trust (Council resolution, March 2021)	10,000	10,000	0
Curborough Community Centre - pathways (Contribution)	6,000	6,000	0
Improved cycle parking - Darwin Hall & Curborough Community Centre	210	210	0
Boley Park Community Hall – front and rear doors/screens & repairs/sanding/polishing of flooring in main hall	17,000	16,306	694
Lichfield Waterworks Trust – cycle shelter	2,175	2,175	0
Festival Gardens boundary protection (contribution)	15,000	15,000	0
20MPH repeater signs – North Lichfield (1 st phase)	2,500	2,145	355
Bus Shelter adjacent Boley Park Community Hall	5,500	5,268	232
CCTV and Fire Alarm – Boley Park CC	8,000	5,640	2,360
Lichfield Hockey Club - clubhouse to pitch pathway	12,200	12,200	0
Extended footpath to Sports Club, Eastern Avenue	12,000	12,000	0
Boley Park Pre-School – improved play area (contribution)	11,200	11,200	0
Replacement of birds mouth fencing – Curborough CC	9,500	9,500	0
Sound infrastructure improvements, Hub at St Mary's	21,465	21,465	0
Allotment sites - access improvements	27,500	27,300	200
Allotment sites - replacement gates	2,800	2,410	390
TOTAL	£205,833	£199,573	£5,860

*underspends are returned to the CIL balance

Grants Advisory Committee: 8 April 2024 APPENDIX 2

PROVISION OF DEFIBRILATORS IN REDUNDANT TELEPHONE BOXES

It has been suggested by the Leader of the Council that the provision of defibrillators in redundant telephone boxes be investigated. BT are keen to divest themselves of phone boxes/kiosks that are no longer regularly used, offering these for adoption to local groups, charities and parish councils. The adoption cost being £1 with the council then taking on the maintenance of the installation, but BT continuing to cover the cost of electricity.

Kiosks across the country have been repurposed, for example as micro-libraries, art installations, or for medical purposes such as housing defibrillators.

The Town Clerk made enquiries with BT as to the availability of several kiosks in the City. From that list, the available sites comprise 5 separate kiosks in four locations.

- 1. Windmill Lane WS13 7HU** – 01543 262138. Available for adoption but BT would need to put forward for representation with the District Council Planning Department; this will take a minimum of 90 days.
- 2. St John St**, near crucifix conduit fountain – 01543262169 Listed K6 kiosk that may need to be put forward for representation (To be confirmed)
- 3. Corner of Witley Drive/Trent Valley Road (WS13 6EE)** – 01543264111. This kiosk is available but would need to be put forward for representation.
- 4. Market Square**, City Centre opposite McDonalds – 01543262115 and 01543262123 – Two listed K6 kiosks on land owned by Lichfield City Council

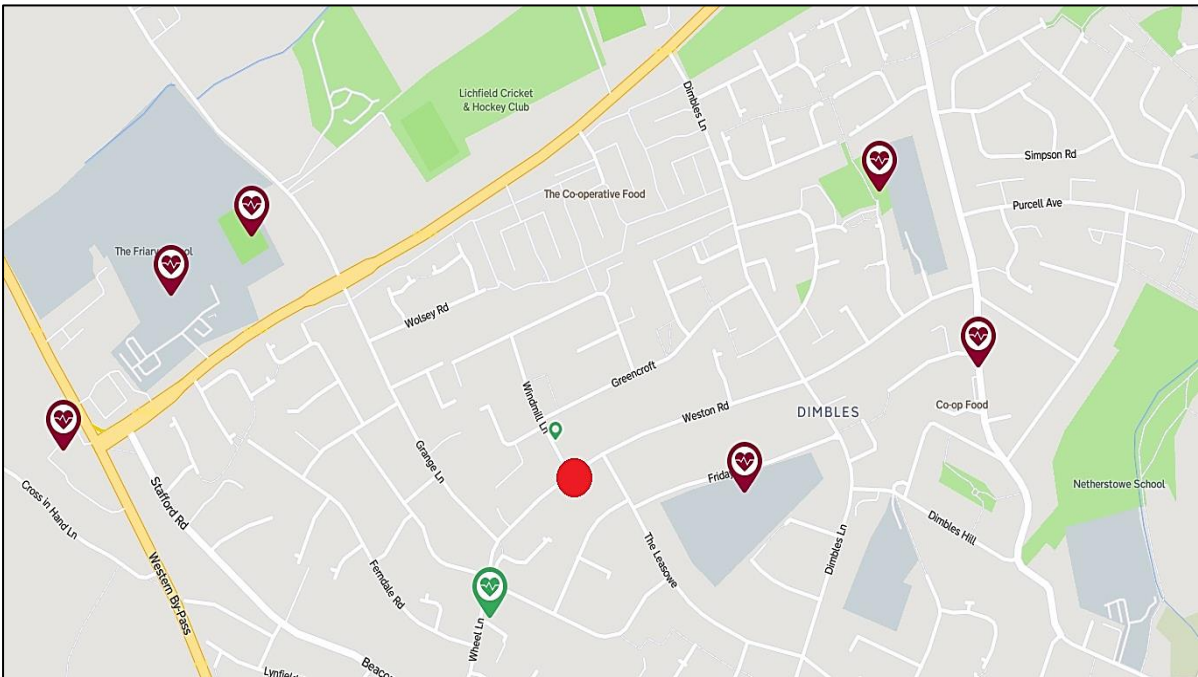
The condition of the kiosks is variable, and repairs would fall to LCC; should any vandalism take place, it will be LCC's responsibility to make good any damage.

There would also be a need to highlight the new use of the kiosk; signage is available such as that shown to the right (cost: £85.00), though it may be possible to source a cheaper local alternative via the council's contacts.

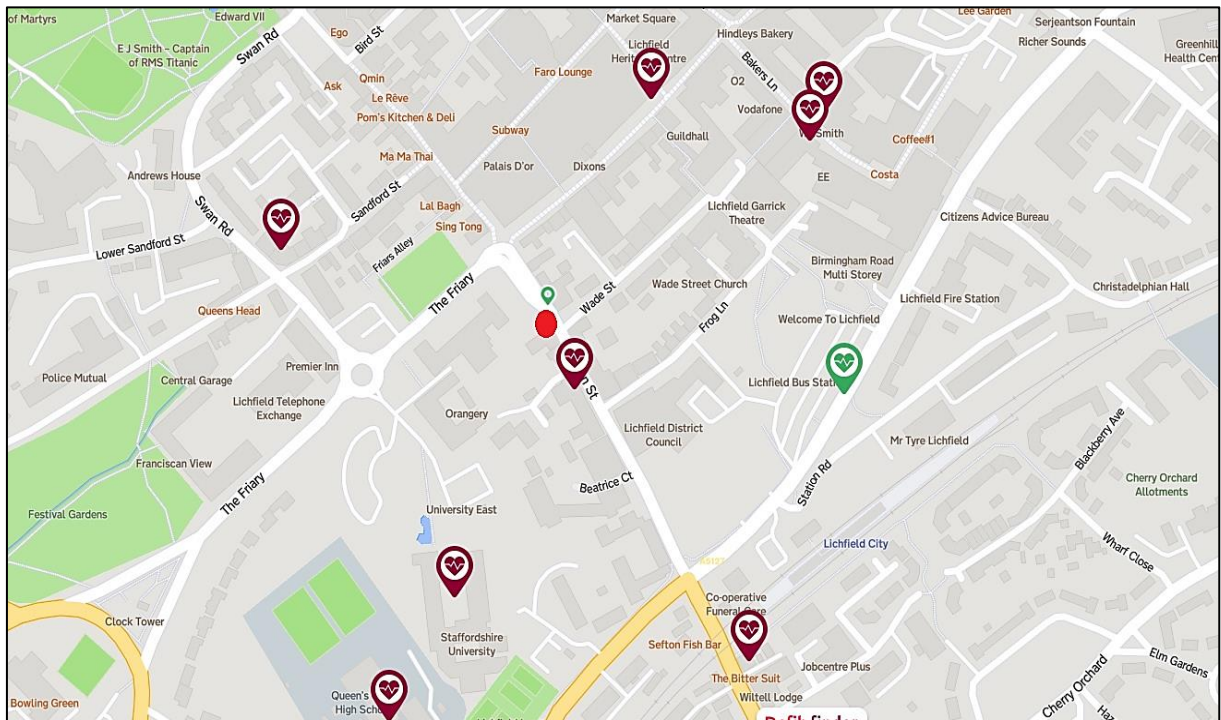


A photograph of each site together with a map showing the nearest existing defibrillators begins overleaf. The map showing the location of other defibrillators denotes the location of the kiosk in question with a red dot, the defibrillator location in green is the nearest provision available at all times.

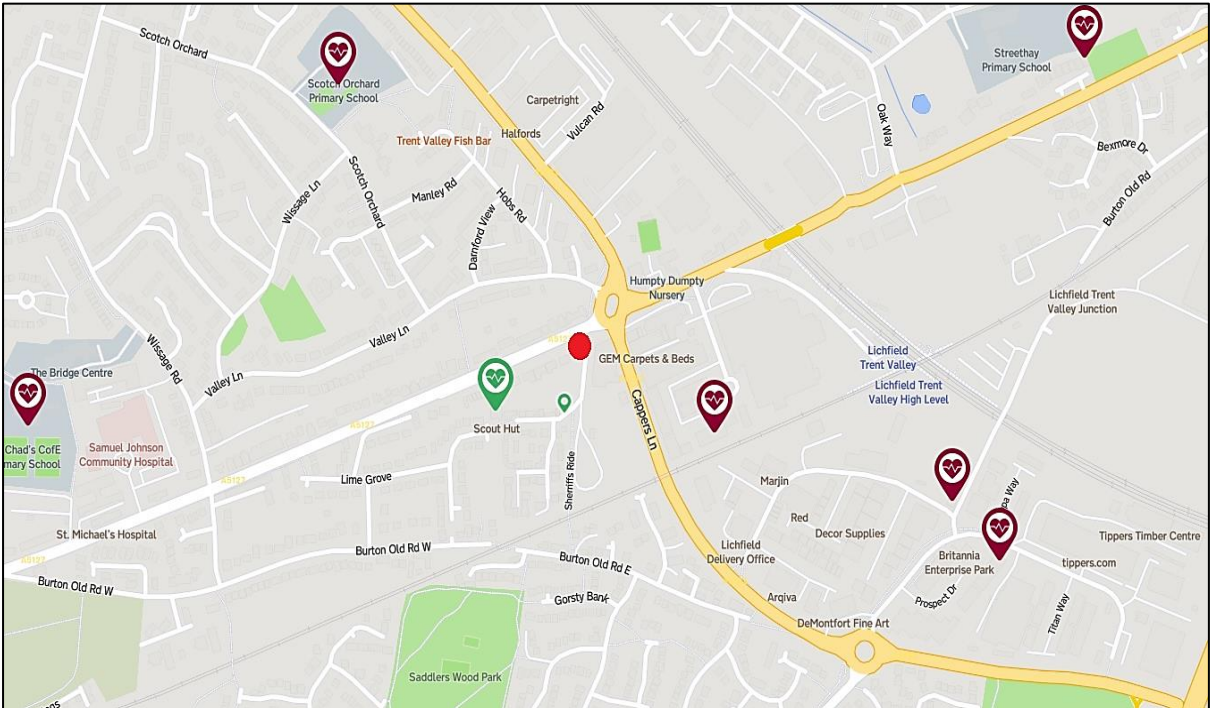
1. Windmill lane



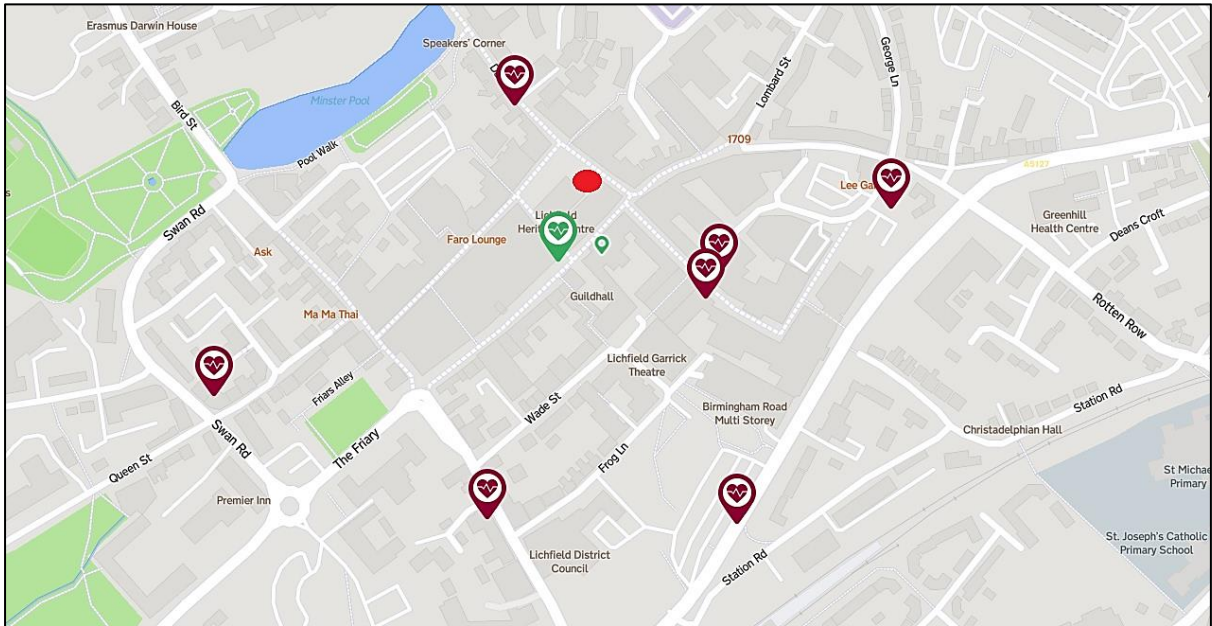
2. St John St



3. Witley Drive/Trent Valley Road



4. Market Square



Defibrillator Options

The Town Clerk made enquiries with the British Heart Foundation (BHF), who have provided recommendations for appropriate defibrillators. All defibrillators require periodic maintenance, with a 10-year estimated running cost also provided by BHF.

1. iPad SP1 Defibrillator - £975+VAT

- Multifunctional pads – can be used on both adults and children.
- Clear audible instructions.
- Ambient noise detector – volume adjusts to noisy environments.
- Electrode pads, battery, and operational status indicator.
- Available in both fully and semi-automatic.
- 7-year warranty, increasing to 10 years when registered on unit.
- 10 year estimated running cost - £840
- Total estimated cost across 10 years (975+840) = **£1,815**



2. Mediana HeartOn A15 - £895+VAT

- Multifunctional pads, suitable for use on both adults and children.
- Automatically turns on when cover is removed.
- Visual icons and LED indicator lights flash with corresponding voice prompts.
- Status indicators – battery and temperature range.
- 5-year warranty on unit.
- Semi-Automatic
- 10 year estimated running cost £689.95
- Total estimated costs across 10 years (895+689.95) = **£1,584.95**



Defibrillator Cabinet

Defibrillators sited outdoors need to be housed in an external, heated cabinet. These have a small heating element to ensure the device is kept at the correct operating temperature; Freezing temperatures will affect the battery, and the device will not work.

External cabinets are supplied with a 3-pin plug, however it is recommended that they are hard wired to the mains electricity by a qualified electrician; installation instruction for BT Phone Boxes has been provided to the Town Clerk and initial discussions held with LCC's electrician who confirms he has installed similar devices previously. The suggested external cabinet is the Defibsafe 2 Lockable External Cabinet, priced at **£491.66+VAT** and pictured to the right.



Maintenance

Defibrillators are designed to be low maintenance. It is however recommended that the device is checked weekly to ensure it has not been used and is in good working condition with sufficient pad and battery life. Every device will have an indicator to show it is Rescue Ready and 'self-checks' on a regular basis.

Pads normally have a shelf life of up to 2 years and will need replacing if they are used. Batteries normally last up to 4 years on standby. Batteries are not rechargeable.

Project Costs (Currently known)

iPAD SP1 Defibrillator	Costs (£)		Mediana HeartOn Defibrillator	Costs (£)
Adoption of x4 Kiosks	4		Adoption of x4 Kiosks	4
X4 iPAD SP1	3,900		X4 Mediana Hearton	3,580
X4 lockable cabinet	1,966.64		4 lockable cabinet	1,966.64
10-year maintenance costs	840		10-year maintenance costs	689.95
Signage (approx.)	340		Signage (approx.)	340
Repairs to telephone kiosks	TBC		Repairs to telephone kiosks	TBC
Installation	TBC		Installation	TBC
Total	£7,050.64		Total	£6,580.59

Next Steps

If the Committee wished to proceed, the priority would be to select which telephone kiosks it wished the council to adopt, select a preferred defibrillator and make a recommendation to council that CIL be allocated to cover part or all of the associated costs. The Town Clerk will then be able to obtain detailed quotes for installation from LCC's electrician and investigate repair costs for the chosen sites.

CYCLE REPAIR STATIONS

The City Council's Climate Change and Biodiversity Committee (CCBC) have been actively pursuing the installation of one or more cycle repair stations within the City. An example of such a station is pictured to the right.



It has been agreed by the Committee that are of benefit, and the Town Clerk has been in discussions with SCC & LDC with regard to city centre sites.

LDC are supportive of a cycle station being located on their land, but LCC would retain the maintenance responsibility. The cost of each cycle station is approximately £2,400, but there may also be further costs for licences, installation etc. At its meeting of 17 January 2024 the CCBC welcomed the possibility of CIL funding for the cycle station/s once location/s had been decided upon. At the time of preparing this report, the most likely site is on LDC Land opposite Speakers Corner (approximate location ringed in red below).



There had also been discussion of a similar provision at Lichfield City Station, but further investigation by Cllr Strain has revealed that a provision already exists at the station, albeit of lower quality than is proposed, badly maintained and some of the tools are missing. I bring this to the attention of the Committee to note that while no doubt durable, the facility is open to vandalism as is clearly demonstrated by this similar and very local provision; the ongoing costs of maintenance of any cycle station installed by LCC will rest with LCC.

The CCBC is due to meet on 3 April, at which time it will discuss the choice of locations set out above and will likely make a recommendation to council regarding next steps – this could be to install one or more cycle stations, hold the project in abeyance or abandon it. The Town Clerk will provide a verbal update at the meeting, with the Grants Committee then asked to consider a possible CIL allocation based on the outcomes of the CCBC meeting.

RECOMMENDED: The Grants Committee to consider the outcomes of the City Council's Climate Change and Biodiversity Committee's deliberations on the installation of cycle repair stations in the City, and to discuss the appropriateness of a CIL allocation to the project and make a corresponding recommendation to council.

Grants Advisory Committee: 8 April 2024 APPENDIX 4

CIL REQUEST - The Hub at St Mary's

The Hub at St Mary's is working to refurbish the tower, bells and clock at St Mary's so that we can once again open up for Tower Tours and ring the bells for special civic occasions such as the Pancake Race, Bower Day, Christmas Lights etc. In addition, we are fixing the tower clock so that it doesn't lose time and the hourly chime is restored.

The total project cost is £76,307.

To date we have received:

A pledge of £1330 from Lichfield & Walsall Archdeaconries Society of Change Ringers (LWASCR) towards the bellringing simulator so that bells can be silenced for training sessions (ie sensors, software and laptops).

A grant of £37,051 from HS2 to fund the spire and clock repairs and renovation.

In addition, HS2 have pledged £18,973 towards the Bells repairs - which is 50% of the total required.

We have therefore received £57,354 towards a total project cost of £76,307.

Our shortfall is £18,973 which is 100% for the bells repairs and we are requesting £12,000 from The Pilgrim Trust – where we are through to stage 2 so are very hopeful of success.

We would like to apply to Lichfield City Council for a contribution towards our shortfall of £6,973 to fix the bells.

As part of our bells project, we will be setting up a bell ringing learning centre so that we can train the future generation of bell ringers – in particular for St Mary's and Lichfield Cathedral – but also for the surrounding village churches.

More information on the Bells:

The tower at St Mary's houses a ring of eight bells, all cast by Abraham Rudhall II of Gloucester. The front seven are dated 1726 and the tenor 1734. Several generations of the Rudhall family cast bells at Gloucester during the years 1679 – 1787 and examples of their work remain widespread.

The first mention of bells states that a curfew and a 'day' bell at the fourth hour were rung in 1466 by ancient custom. The Edwardian Inventory listed three bells in 1552 and these had all been recast during the seventeenth century. In 1670, two years after the steeple was rebuilt, Richard Keene cast a new ring of six bells at a cost of £68.9s.7d. These bells were cast in the Cathedral Close (at around the same time that Keene was casting six heavier bells for the Cathedral itself) and, just as at the Cathedral, Keene's work was not a complete success and two of St. Mary's bells were recast in 1672 by Henry and William Clibury.

On Easter Sunday 1716, part of the spire collapsed and a few weeks later the remainder was removed. Extensive repairs began and in 1717 the old tower was incorporated (actually encased) in a new tower, this time without a spire. Eight new bells were cast in 1726 by Abraham Rudhall II to replace the previous six bells, although the tenor proved unsatisfactory and was recast eight years later.

After the tower was rebuilt (this time with a spire, once again) in 1868-70, the bells were rehung in a new wooden frame by Mears and Stainbank in 1875. All the bells swing east-west in two rows of four parallel pits (8.1 A1 B2 C3 D4 E5 F6 G7 H8) with bells one, eight, seven and six on the west wall. In 1908 the bells were fitted with new metal headstocks and quarter-turned by James Barwell.

Over the years, limited work has been carried out to rehang them individually on ball bearings as funds permitted, and to strengthen the frame by adding angle brackets. In addition a false ceiling incorporating a rope guide has improved the circle.

Particular points of interest are as follows:

- The bells would have been cast with canons – bronze loops at their crowns – by which they would have been hung via iron straps from wooden headstocks. The canons were removed, probably during the re-hanging that was undertaken in 1908, in order to present flat tops and enable them to be bolted to steel headstocks. Though nearly 300 years old, the proliferation of Rudhall bells, coupled with this loss of original condition, is such that they do not qualify for listed status by virtue of age or any other feature.
- Road transport was of a very crude standard in the early 18th century and these bells would have completed most of their journey from Gloucester to Lichfield by barge.
- The bells are older than the church in which they now hang and it must be assumed that they were originally hung in the previous building, that which was completed in 1721.

A list of the bells and their inscriptions:

	<i>Founder</i>		<i>Date</i>	<i>Diam</i>
	<i>Weight</i>	<i>Note</i>	<i>Canons</i>	
1.			Abraham	II
Rudhall			1726	30"
6cwt	E	Removed		c.
PEACE AND GOOD NEIGHBOVRHOOD 1726 (border) / (border)				
2.			Abraham	II
Rudhall			1726	31"
6¼cwt	D#	Removed		c.
PROSPERITY TO THE CHVRCH OF ENGLAND 1726 (border)				
3.			Abraham	II
Rudhall			1726	32½"
7cwt	C#	Removed		c.
ABR : RVDHALL OF GLOVCESTER CAST VS ALL 1726 (border)				
4.			Abraham	II
Rudhall			1726	34½"
7¾cwt	B	Removed		c.
FEAR GOD AND HONOUR THE KING (fleur-de-lis border) 1726 (fleur-de-lis border) / (border)				
5.			Abraham	II
Rudhall			1726	36½"
9cwt	A	Removed		c.
1726				
6.			Abraham	II
Rudhall			1726	38"
9½cwt	G#	Removed		c.
M ^R LVKE ROBINSON & M ^R RICH ^D : HAMOND CH - WARDENS 1726 (border)				
7.			Abraham	II
Rudhall			1726	43"
14cwt	F#	Removed		c.
M ^R LVKE ROBINSON & M ^R RICH ^D : HAMOND CH - WARDENS (border) A (bell) R (border) 1726 (border)				
8.			Abraham	II
Rudhall			1734	48½"
19cwt	E	Removed		c.
I TO THE CHURCH THE LIVING CALL, AND TO THE GRAVE DO SVMMON ALL (border) A (bell) R 1734 (border)				

For this project, we have had a specialist Bell manufacture and refurb company (Taylors) inspect and report on the condition of the Bells and ringing facilities and we wish to carry out an overhaul in line with their recommendations. From a heritage perspective, there is an obvious need to return the bells at St Mary's to good condition and these repairs would allow the historic bells to be rung again in the City on special occasions.

The Need for a Bell Ringing Training Centre (and why at St Mary's)

The need for a bell ringing training centre was highlighted by LWASCR (Lichfield and Walsall Archdeaconries Society of Change Ringers) as two of their members (who ring at Lichfield Cathedral) have been advising us on this project and volunteering their time for free to support us and carry out some basic remedial work on the bells.

Background:

The Lichfield and Walsall Archdeaconries Society of Change Ringers (LWASCR) has represented bellringers in southern Staffordshire and northern West Midlands for over 125 years. Its demographic is ageing and there are challenges with recruitment as church attendances (a common source of recruits) decrease and Covid19 also halted face-to-face tuition for 2 years. Successful models exist for tackling these issues, for example, the Birmingham School of Bellringing which meets every Saturday for the sole purpose of teaching basic ringing skills. LWASCR would like to emulate this model in their area. LWASCR has recently received a bequest which they want to put towards training and recruitment and would like to pursue the possibility of creating a training venue within the ringing room at The Hub at St Mary's.

Aims:

- To promote quality teaching of bell handling and change ringing and thereby to provide teaching for those towers who cannot teach bell handling by themselves.
- To create a central venue where training can be delivered on a regular basis.
- To incorporate publicity material in the Ringing Room and as part of the Tower Tours, which can be accessed by the public so that ringing can be promoted to a wider audience.
- To teach new bell ringers as well as new bell-ringing teachers.

Why St Mary's?

- The Hub at St Mary's is an ideal central Lichfield location.
- There is a big ringing chamber for trainees, as well as good viewing platforms in the Tower.
- Tower Tours will be reinstated once all the renovations are carried out, so that all displays/ringing would be visible to the wider public and may encourage more new ringers to learn.
- The smallest four bells (plus training bells) would make an ideal ring of six suitable for training.
- The Hub at St Mary's is a multi-use heritage and arts venue with a coffee shop and bar which would be available to attendees of the bell ringing centre for refreshments and break-out spaces for learning on training days.
- No other such training facilities currently exist in Staffordshire.

Grants Advisory Committee: 8 April 2024 APPENDIX 5

CIL REQUEST - LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY

Allotments bring with them a wide range of benefits, including providing locally grown and affordable fresh vegetables, with associated environmental benefits and physical exercise and social activity. The City Council has supported previous CIL funded bids from LDAS, which have been well received and appreciated by all involved; Members are reminded that LCC owns the allotment sites and leases them to LDAS.

During discussions regarding the (now completed) replacement gates at allotment sites, it emerged that a further LDAS aim is to provide additional water troughs for plot holders at The Moggs and Christchurch, improving access for tenants who are situated further away from the current provision, and reducing the physical demand of transporting water, which would benefit numerous plot holders with mobility issues.

The project would entail excavation of various site areas, installation of pipework etc. Initial scoping work has been carried out and it is felt that eight additional troughs at the Moggs and two at Christchurch would be appropriate. LDAS volunteers have sourced quotations for the excavation and installation of pipework, provision of troughs and ancillaries etc; the **anticipated cost of the project is £10,224** which is broken down in the table below:

Site	Item/Specification	Cost (£)
Christchurch	2 troughs: Install water pipe 450mm deep 34m. Provide fitting and make connections. No 8 concrete slabs from stock set on stable compacted stone sub base. Excludes troughs.	2,200
The Moggs	8 troughs: Install water pipe 450mm deep 153m. Provide fitting and make connections. No 8 concrete slabs from stock set on stable compacted stone sub base. Excludes troughs.	4,800
	Sub Total ex VAT	7,000
Both Sites (total)	10 x Galvanised Water Trough @ £100 each excl VAT Galvanised water trough preferred by Moggs and has practical advantages [ie better sizes for watering can use; "self-healing" after damage	1,000
	10 x Service Box @ £37 each	370
	10 x Ballcock @ £15 each	150
	Sub Total ex VAT	1,520
	Total Ex VAT	8,520
	Total Requested Inc VAT	10,224

If the Committee was minded to support the project and recommend CIL funding, the Town Clerk would be pleased to work with LDAS on the CIL administration in the same manner as for their previous CIL funded projects that have been brought to a successful and speedy completion.

Grants Advisory Committee: 8 April 2024 APPENDIX 6

CIL REQUEST – LICHFIELD WATERWORKS TRUST

1. Introduction and Background

Lichfield Waterworks Trust (LWT) is a CIO that was established in 2015 to save Sandfields Pumping Station in Chesterfield Road, Lichfield and develop the building and its unique Cornish beam engine into a heritage site/museum and a community hub that will benefit the citizens and community of Lichfield. Since 2017 when full access to the building was granted, substantial progress has been made in achieving this with engineering and building work being undertaken largely by a dedicated and skilled volunteer workforce. It is expected that LWT will be in a position to sign a 99 year lease from the owners of the site- Persimmon Homes in the next few weeks.



As the site and the organisation is developed it will become necessary for key facilities to be provided such as new toilets, disabled access and improved sustainable heating and lighting. In line with its policy to engage with and support the local community the trustees wish to install a defibrillator on the boundary fence for use of staff, visitors and local residents.

2. Proposal

The defibrillator will be installed on the railings adjacent to the site entrance and will be accessible to anyone requiring it. There will therefore be considerable community benefit, providing a facility that would otherwise not be available in this area of the City.

The facility will be registered with National Defibrillator Network which will enable a secure access code to be obtained. The defibrillator will be suitable for use on both adults and children and advice on the installation has been obtained from the British Heart Foundation, who will supply the equipment. Installation, including modifications to the boundary fence, will be undertaken by qualified volunteers from LWT and a new electricity supply will be put in which will be compliant with the appropriate regulations.

3. Details

1. Mediana HeartOn A15 multi- functional defibrillator with weather proof cabinet and instructions for use. Supplied by British Heart Foundation (BHF)	£1644
2. Cabling and electricity supply	£549
3. Modifications to boundary fence and installation including welding	£500
Total Requested	£2693

Supporting documents :

- a) Quote from BHF
- b) Cabling and installation details including costing

[The above documents have been received and checked by the Town Clerk and are available to members on request]

Grants Advisory Committee: 8 April 2024 APPENDIX 7

CIL ALLOCATION UPDATES

Several CIL projects have either been recently completed or are ongoing. A brief update on each of these projects is provided below. The full list of *completed* CIL projects can be found at Appendix 1 (Table 6).

1. Anna Seward Plaque/City Centre Plaques – Kimberley Biddle MHO

A new plaque commemorating the life and achievements of **Anna Seward** was presented in Lichfield on International Women's Day, during Women's History Month.

The plaque was unveiled by Mayor of Lichfield, Councillor Ann Hughes, in an event organised by Lichfield City Council at the Guildhall on Friday 8 March 2024 (pictured below). The plaque is due to be installed imminently.



Richard Greene plaque, located on Market Street – the plaque has been restored by Jones Carving and is currently located in his workshop. It will be re-fixed once the wall has been repaired and painted by the building owner. The building owner is waiting for better weather to undertake the work.

Beacon Street Tollgate plaque, located on the Family Dental Centre on Beacon Street - The Museums and Heritage Officer (MHO) has located the building's owners; they have been contacted and we are awaiting a response.

Old Schoolmaster's House – the plaque had a new backboard fitted, and was cleaned, waxed, and refixed by Sign Technology. The plaque requires further work to restore the decorative screw covers; Sign Technology are sourcing a casting specialist to complete this work.

Bishop Langton's Bridge plaque – the plaque was cleaned, waxed and corner pieces replaced by Sign Technology in 2021. The bronze infill corner pieces were not an appropriate match for the plaque; Sign Technology are sourcing a casting specialist to replace them.

Sandford Gate plaque – Peter Cousins from the Civic Society notified the MHO of a missing plaque which marked the site of the Sandford Gate. The exact location of the plaque is unknown, and it appears that the building or wall which it was fixed to has been demolished. The MHO is looking for a suitable new location.

2. Michael Johnson's Workroom, SJBW – Kimberley Biddle, MHO

The installation of the Workroom display has been delayed due to the asbestos removal and remedial work at the Birthplace, however the project is progressing and is due for completion in April 2024. The original concept for the room was lacking a hands-on element for visitors. To resolve this, the MHO and the museum designer, Vertigo, have commissioned a quill and stamp interactive. This interactive is inspired by a bookseller's handwritten documents and receipts from the 1700s. Visitors will be able to create their own document to take home as a souvenir of their visit.

3. LHCRT, Restoration of Lock 23

Following consideration of LHCRT's Planning and Technical Trustee's response to this Committee's request for an update as considered at the most recent meeting, there has been no further contact from the Trust on this matter, though progress continues at the adjacent Cricket Lane site, with the Town Clerk currently progressing land transfer arrangements to facilitate junction improvements that form part of this section of the canal; this is currently LHCRT's main focus locally.

4. Footway Lighting – Cross Keys Car Park to Stowe Pool

The new Victorian style lamp was ordered in May 2023, however a query over the approved colour for street furniture in the City (exacerbated by a change in personnel at LDC) resulted in a delay in installation. Officers can report details of the approved colour has been confirmed. Further updates have been requested for this meeting, but had not been provided at the time of preparing this report; a verbal update may be available at the meeting.

5. Signage – St Chad's Cycle Track

Following adoption of this committee's recommendation to fund improved signage, the Town Clerk carried out some further research and discovered that the pathway is a designated dual use route – being available to both pedestrians and cyclists. Discussions and further site meetings took place with the line painting company, and a revised scheme was agreed in consultation with the Chair of this Committee plus Cllr McDermott, Cllr Ashton and Cllr Strain (all having been involved in this matter or related matters).

This revised schedule comprises 6x painted cycle/pedestrian symbols (to appear similar to traffic road sign 956, pictured right), strategically located at the entrances/exits to this section of the route and adjacent to the pathways that terminate onto it. In addition, intermittent white lines are to be provided across the pathways that exit onto the shared route.

New fixed signage has been progressed to warn those on the adjacent paths of the upcoming dual use path (once again, traffic road sign 956 to be used) and to 'look both ways' as they enter onto it. The signage is due to be installed around the time this agenda is distributed, and the line painting and cycle/pedestrian symbols are due to be completed during week commencing 8 April but is weather dependant.



6. Information Boards – Stowe Pool

LDC has been informed of the adopted recommendation to allocate CIL monies to this project. Officers at LDC confirm a meeting was held on 14 March 2023 with the Friends of Lichfield Historic Parks to discuss the content.

An update has been received from District Council officers to say that the text and suggested images for the interpretation boards has been forwarded to LDC Communications Team for editing and formatting before sending to the signwriters. The Town Clerk has been advised that drafts will be passed to LCC once completed.

RECOMMENDED: That the report be noted.

Grants Advisory Committee: 8 April 2024 APPENDIX 8

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 7	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 7	Completion scheduled April 2024
Signs in the City Centre indicating walking direction to named carparks	The City Council is a consultee on LDC's wider aims for signage around the City.	Work is ongoing – led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 7	Further updates awaited from LDC
Information Boards – Stowe Pool	Members noted the updated report at Appendix 7	Further updates awaited from LDC
20mph Repeater Signs	Members noted the update at agenda item 14	Further detail and quotation awaited from SCC

Updated 27 March 2024