

# Lichfield City Council

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

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21 April 2021

**To: Members of the Neighbourhood Plan Implementation Working Party**

Councillor D Dundas (Chairman), and Cllrs C Ball, Mrs G Boyle, J Checkland, P Jones, S Pritchard and M Trent.

Dear Councillor

**Neighbourhood Plan Implementation Working Party**

You are invited to attend a virtual meeting of the Neighbourhood Plan Implementation Working Party to be held via 'Zoom' at **6.30pm** on **Wednesday, 28 April 2021** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

A link enabling members to join the meeting will be circulated separately and is also available to members of the public by email to the Deputy Town Clerk ([sarah.thomas@lichfield.gov.uk](mailto:sarah.thomas@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 Wednesday 25 November 2020 (**copy attached**) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 7 December 2020]
4. **CIL MONIES RECEIVED, COMMITTED AND FORECAST**  
To consider the report at **APPENDIX 1 (attached)**  
**RECOMMENDED: That the updated CIL commitments and forecast receipts be noted.**

## 5. CITY CENTRE PLAQUES - UPDATE

Following the issues with the Stowe Gate plaque trial which resulted in a replica being supplied, Leander Architectural undertook (at no additional charge) a further trial on the original plaque using an alternative method. This has been returned for inspection and does not meet an acceptable standard of finish. The cost quoted for this method was £565.

As an alternative, local company Sign Technology were approached to quote and provide an opinion on the project. They quoted £125 for replacement back boards, or £315 for a complete replica (£190 for a replacement bronze anodised plaque). They cautioned against cleaning due to the instability of bronze. For comparison, Leander quoted £394.50 for a complete replica plaque.



*David Connelly removing Culstrubbe Plaque*

A second trial is now underway with Sign Technology using the Culstrubbe Gate plaque from the wall of the old Grammar school/District Council House. This will replace the back board and lightly finish the plaque with a microcrystalline wax at a cost of £125 for the replacement board plus £40 for removal and reinstallation. It is hoped that this approach will tidy up the appearance of the plaques while retaining their historic character and offering protection, presenting the best value for the project. The plaque was removed in early March. Sign Technology experienced a delay with their timber supplier, but had just received the delivery at the time of writing.

***RECOMMENDED: That the update be noted.***

## 6. CURBOROUGH COMMUNITY CENTRE

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

***RECOMMENDED: The Working Party to consider the appropriateness of a CIL allocation for the pathways associated with the vision for the Curborough Community centre outdoor space, and to make a corresponding recommendation to Council.***

**7. BIRTHPLACE MUSEUM REDEVELOPMENT – MICHAEL JOHNSON'S WORKROOM**

As noted on the action plan, the NPIWP is minded to recommend a CIL contribution towards the costs associated with Michael Johnson's Workroom, which in itself is part of the wider ongoing Birthplace Museum redevelopment project.

The Deputy Town Clerk circulated an email on 7 December 2020 confirming that the budget for this element of the redevelopment is £14,625. Since that time, formal quotations have been sought and are to be discussed by the Johnson Birthplace Advisory Committee at their meeting of 27 April. Quotations received are broadly in line with budget expectations.

***RECOMMENDED: The Working Party to consider whether it wishes to make a recommendation to Council as to a CIL contribution towards the redevelopment of Michael Johnson's Workroom.***

**8. ACTION PLAN UPDATE**

At its meeting on 15 April 2019 the Working Party resolved that the updating of the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 3**.

**9. DATE AND TIME OF NEXT MEETING**

To be agreed by the Working Party.

**ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIRMAN**



## Lichfield City Council

### Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held via 'Zoom' on Wednesday, 25 November 2020 at 6.30pm

**PRESENT:** Councillors D Dundas (Chairman), C Ball, Mrs G Boyle, P Jones and M Trent.

**APOLOGIES:** None received.

**1. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

None received.

**2. MINUTES**

**RESOLVED:** *That the minutes of the NPIWP meeting held on 8 January 2020 be confirmed as a correct record (Minutes adopted by Council on 27 January 2020).*

**3. MATTERS ARISING**

Cllr Ball asked for an update on using additional planting as a means of extending the footpath on Bishops Walk. The Deputy Town Clerk reported that this had not been progressed as a result of Covid-19 but would liaise with the Open Spaces Officer and report back to the Committee at its next meeting. Cllr Ball asked if all LCC owned streetlights had now been converted to LED. The Deputy Town Clerk will provide members with an update via email.

**4. CIL MONIES RECEIVED, COMMITTED AND FORECAST**

Members considered CIL commitments, balances and forecast as detailed at Agenda Appendix 1.

**RESOLVED:** *That the update be noted.*

**5. U3A STREET FURNITURE SURVEY - UPDATE**

The Working Party considered the update and the outcomes from the U3A survey and requested that the U3A be informed of the actions taken.

**RESOLVED:** *That the update be noted and the U3A be sent a copy of the action plan*

**6. CITY CENTRE PLAQUES**

Members considered the brief agenda report which provided an update and clarification as to the current position regarding this project and asked that the MHO source alternative quotations.

**RESOLVED:** *That the update be noted.*

**7. CONSIDERATION OF POTENTIAL CIL ALLOCATIONS**

A number of potential allocations were put forward for consideration and discussed by the Working Party. It was agreed that those which were to be progressed would be included in the action plan and recommendations made to Council at the appropriate time.

**RESOLVED:** *That the action plan be updated*

**8. ACTION PLAN UPDATE**

The Working Party considered the action plan; the updated document is included at **ENCLOSURE 1** to these Minutes.

**9. DATE AND TIME OF NEXT MEETING**

Wednesday 28 April 2021 (tbc)

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.38PM**



## NPIWP: 28 April 2021 APPENDIX 1

### CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

**Table 1: COMBINED CIL Forecast**

CIL Received to April 2021 £	April 2021 CIL Receipt Forecast (£)	CIL Allocations at April 2021 Total £	Remining Unallocated CIL (April 2021 )
76,315.22	0	54,298.24	<b>£22,016.98</b>

**Table 2: CIL Allocations to date (April 2021)**

Project	Amount Allocated (£)	Actual Invoiced to date (£)
New City Centre Signage	15,741	14,112
Curborough Community centre CCTV	3,000	3,000
Refurbishment of Entrance to Lichfield Signage	2,350	2,305
Refurbishment/replacement of selected City Centre plaques	1,870	483
Renewal of outer doors, Curborough CC (contribution only)	837.24+2,500	3,337
Infrastructure support to LHCRT	10,000	10,000
Replacement of SOX/SON streetlighting with LED alternatives (contribution only)	8,000	8,000
Sandfields Pumping Station - Lichfield Waterworks Trust ( <b>Council resolution, March 2021</b> )	10,000	10,000
<b>TOTAL</b>	<b>£54,298.24</b>	<b>£51,237</b>

**Table 3: CIL transferred to LCC April & October 2020**

App No.	Site address	Parish Percentage	Parish Allocation (£)
16/00026/FULM	Land at Junction of Limburg Avenue and Walsall Road (2 of 3)	15	5,618.23 (April)
19/01060/FUL	St Michael's Church Hall Lichfield Staffordshire WS13 6SN	25	7,064.14 (April)
16/00026/FUL	Land at Junction of Limburg Avenue and Walsall Road (3 of 3)	15	11,308.50 (October)
<b>2020 TOTAL</b>			<b>£23,990.87</b>





## NPIWP: 28 April 2021 APPENDIX 2

### CURBOROUGH COMMUNITY CENTRE – OUTDOOR SPACE

At its meeting of 16 March 2021 the City Council approved, in principle, proposals for the outdoor space at Curborough Community Centre. It has been suggested that the proposals would be a suitable candidate for a CIL allocation and following the resolution of Council, the proposals are presented to the NPIWP for consideration of such an allocation. An illustration of the overall vision, as provided to council, is included overleaf for reference.

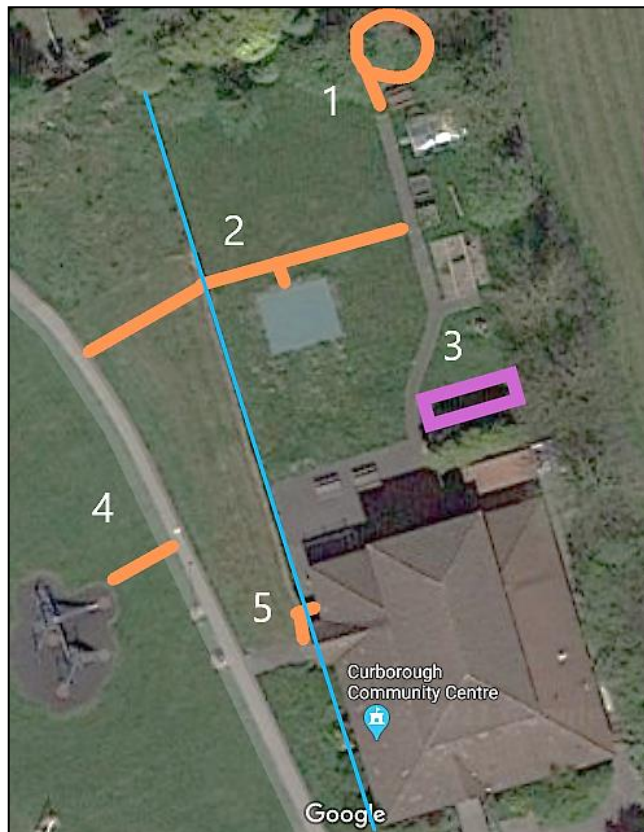
CCA have provided an image of the approximate location of the proposed pathways, and this is reproduced below for members. Orange lines, labelled 1,2,4, and 5 are potential new pathways to link to those that are already in place; the Community Centre boundary is marked in blue. Item '3' represents the proposed slabbed work area.

The proposal includes the extension of pathways outside of the boundary of the centre and into the adjacent open space (owned by LCC but not managed by CCA). The longer of these pathways would provide wheelchair access to the garden without going through the hall. The aim is to have the gates open while the garden is in use.

A second proposal is to turn a small area of fence towards the building on the boundary line to create a separate entrance. This is relatively easy to achieve but would require a path just outside the boundary line for a few metres, again on to LCC land (marked towards the bottom of the image as pathway '5').

All footpaths are to be of the same quality as pathways to the rear of the hall currently that are fully wheelchair accessible.

The provision of these footpaths – or a contribution to such provision - would appear to be the most appropriate candidate for a CIL contribution at this time given the nature of the work, the desired priorities of CCA and also the fact that CCA have obtained quotations for this work from three separate contractors, ranging from £9100+VAT to £12,600+VAT. The quotations have been submitted to the Town Clerk and are available to members on request.



***RECOMMENDED: The Working Party to consider the appropriateness of a CIL allocation for the pathways associated with the vision for the Curborough Community centre outdoor space, and to make a corresponding recommendation to Council.***



**NPIWP: 28 April 2021 APPENDIX 3**

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	Cllr Ball identified a number of locations that required repeater 20mph signs.	<p>The Deputy Town Clerk has been informed by Staffordshire County Council Highways of the following costs.</p> <ul style="list-style-type: none"> <li>•To install signs on existing lamp posts £200 per sign</li> <li>•To install new post, sign plate and make good the footway £500 per sign.</li> </ul> <p>SCC ask members to note that Highways are highly regulated and that there are guidelines on location and frequency of speed signs as well as the legality as they are used by police to enforce the speed limit.</p> <p>In all instances the installation would have to be carried out by a contractor who is registered to work on the public highway.</p> <p>Should the NPIWP still wish to proceed then they are asked to indicate on a map the desired location for the additional signage which can be forwarded to SCC Highways for consideration</p>
City Centre Plaques	Members noted the agenda report and agreed to progress with the refurbishment of the 5 plaques surrounding the market square	Members are asked to note the updated report on City Centre plaques at Agenda item 5
Publication of new Lichfield Map to be sold by Lichfield City Council	Cllr Jones reported he had made contact with a supplier who also provides maps for the District Council	<p>The Deputy Town Clerk has contacted Officers at the District Council and determined that there are currently two maps in existence: an A3 tear off pad of the City centre which was produced in 2019 and a DL fold up map which also details district attractions.</p> <p>The Deputy Town Clerk has also contacted Blufame Design to enquire as to the cost of producing a new map</p>
Samuel Johnson Birthplace Redevelopment	Members noted the associated costs of the redevelopment and are minded to make a CIL contribution towards the redevelopment of the Michael Johnson Workroom	<p>On 7 December, the Deputy Town Clerk informed members via email that the cost of this element would be £14,625.</p> <p>Members are referred to Agenda item 7 and asked if they wish to make a recommendation to Council.</p>

<p>Addition to the Skateboard Park on St Foye Avenue</p>	<p>A request has been received from the skateboard park association to consider converting the skateboard half-pipe on St Foye Avenue to a half bowl at the Falklands Road. (south) end.</p>	<p>Cllr Dundas commented that a further Skateboard park was planned on the new Deanslade Drive development which is in close proximity. Cllr Dundas to establish what plans are in place and report back to the Committee before a decision is made.</p>
<p>Signs in the City Centre indicating walking direction to named carparks.</p>	<p>Cllr Ball noted that the majority of the signage will be updated with the implementation of the District Council's City Centre Master Plan.</p>	<p>The Deputy Town Clerk has contacted District Council Officers to request the removal of redundant signage around the City Centre. LDC Officers report that as part of the City centre masterplan a public realm specialist has been commissioned to look at all signage. Work is ongoing but there is no timescale</p>
<p>Street Furniture Survey</p>	<p>All priority lists from Ward Councillors were received by the agreed deadline of 31 Jan 2020</p>	<p>The U3A have been updated on the outcomes of the Street Furniture survey.</p>

Updated 21.4.21.