



Lichfield City Council

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

5 January 2022

To: Members of the Neighbourhood Plan Implementation Working Party

Councillor M Warfield (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 **6.00pm** on **Wednesday 12 January 2022** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Deputy 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).

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 1 September 2021 (**copy attached**) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 20 September 2021].

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 decision of this committee to continue the maintenance of the city's historic plaques, Peter Cousins of the Civic Society was asked to revise the list of priority plaques upon which the original project was based. The list identifies the following plaques in Priority Group 1: George Farquhar on the George Hotel; Bishop Langton's Bridge on Bird Street (Pictured); The School of Art on Pool Walk and Tamworth Gate on Tamworth Street. Also included in Group 1 was the plaque to Prince Rupert's Mound, situated in the grounds of the George and Dragon Public House on Bird Street. As the owners are planning renovations to include this plaque, this has been omitted from the purview of the maintenance project.



Sign Technology have provided a quotation to carry out the necessary work on the four plaques in Group 1 for a total of

£320. The work ranges from in situ cleaning to replacement backboards. The Museums and Heritage Officer is seeking approval for works to be carried out from building owners where applicable and liaising with Lichfield District Council's Conservation and Planning Officers.

RECOMMENDED: That the report be noted.

6. REPLACEMENT DOORS AND WINDOW SURROUNDS - BOLEY PARK CC

The City Council's architects carry out quinquennial inspections (QI) on the City Council's property to assist in the process of prioritising repairs. A QI was carried out at Boley Park Community Hall in May 2020, leading to a number of minor repairs/improvements being completed during 2021/22, including repairs to the roof and rainwater goods, additional pipe insulation etc.

The front doors, and to a slightly lesser extent the rear doors, plus the surrounding windows and frames are towards the end of their service life and do not comply with modern insulation standards; this was also highlighted by the QI inspection, as was the need for a fire rated door between the kitchen and main hall and kitchen and boiler room to replace the existing provision. It is recommended that these matters all be addressed in one project to minimise inconvenience to hall users and to minimise cost. Budget cost of £15,000 - £17,000 is based on initial contractor estimate – provided by the same contractor who recently installed new windows and doors at Curborough Community Centre - but will be subject to the provision of a detailed schedule and quotation process in due course.

There has been CIL funding to Curborough CC over the past few years – new CCTV, contribution to the new external doors and contribution to new tarmac pathways totalling £12,000; funding this work at Boley Park Community Hall would not set a precedent.

The alternative is to fund the work via the capital programme, but it seems ever more likely that the Birthplace Museum redevelopment project is going to be funded - to a large degree at least - from that capital pot, rather than the hoped for external funding that was reallocated

during COVID. The projected cost of the redevelopment project over three years is around £285,000, with year one currently ongoing and a recommendation from the Birthplace Advisory Committee that year 2 be funded by LCC in 2022/23. The NPIWP can of course recommend CIL contributions to that project if it so wishes (and has done previously via the allocation for Michael Johnson's workroom), but standalone projects such as the doors at Boley Park Community Hall are perhaps easier to readily evidence as CIL.

In October 2021, NPIWP members informally confirmed their support for the proposed CIL funding; the NPIWP is now asked to formalise that support and make a corresponding recommendation to Council.

RECOMMENDED: The NPIWP to support the proposal to allocate up to £17,000 of CIL (not including VAT) to support the provision of new internal fire doors at Boley Park Community Hall, and the replacement of the front and rear doors together with the surrounding glazing.

7. LHCRT – GRANT/CIL ALLOCATION

At its meeting of 7 December 2020, following a funding request from Lichfield and Hatherton Canals Restoration Trust, the City Council resolved:

1. ***The City Council wishes – in principle – to make a capital contribution to support the project to restore and rewater the canal along St John's Reach and Gallows Reach to the planned bridge at chainage 160***
2. ***Any 'in principle' funding decision be shared with the Trust on the understanding that it does not constitute a contract with the Trust, nor place any obligation upon the City Council. The 'in principle' decision is for the purpose of establishing the overall viability of the project and to inform further discussions with LHCRT as appropriate.***
3. ***An indicative funding amount be conveyed to the Trust; that amount to fall between £20,000 and £40,000, and be subject to further discussions as appropriate.***

Discussions with LHCRT confirm it likely that this funding will be formally requested in 2022/23 and 2023/24.

In subsequent discussions with the Trust the Town Clerk advised that – subject to council approval – there may be further CIL contributions available that could be combined with the 'in principle' funding mentioned above, while trying to keep expectations a little lower than they perhaps have been previously. As a result, the Trust have submitted a £60,000 proposal, centred upon heritage lock 23 and an associated towpath, split across two years. The Trust's submission is **ENCLOSED**.

The final decision as to whether any funding will be given rests with the City Council, but it is within the remit of the NPIWP to make recommendations as to whether there should be any amount of CIL allocated to this project.

The Canal Trust has been in receipt of £10,000 of CIL previously, but it is worth noting that the Persimmon development adjacent to this stretch of canal will generate approximately £45,000 of CIL for LCC. Also worth noting is that the sale of land in the area generated the Council's current capital reserve that has facilitated significant capital works to LCC owned buildings and secured the Council's medium to long term capital finance position.

The NPIWP is asked to consider three separate points:

- Does it wish to recommend a CIL contribution to this project at all?
- If it does wish to recommend a contribution, does it wish to make up some or all of the project shortfall (£20,000) based on the maximum amount the City Council has indicated it would contribute, or does it wish to contribute a smaller amount?

- Does the NPIWP wish to consider a higher contribution of CIL thereby allowing the council to contribute a smaller amount from its capital reserve to finance the project?

The Town Clerk emailed members of the NPIWP and St John's Ward members regarding this matter in November 2021. Strong support was forthcoming from St John's ward members, but there was concern amongst some NPIWP members and a desire to discuss the matter in further detail.

As previously advised, funding the project solely via CIL is not recommended as some items required may not fulfil the definition of acceptable CIL spend; in these cases it is much easier to account to LDC for CIL when it is a contribution to overall costs, rather than the sole funding source.

CIL is also potentially more transient than LCC's capital reserve; LDC can reclaim CIL if it is not allocated within five years, though whether they choose to do so is of course a matter for them. CIL is also more restrictive as all spend must fit in with the admittedly wide definition of 'infrastructure'.

Members are asked to note that the allocation (or not) of any monies from the City Council's Capital Reserve for this project will be discussed at the January meeting of the City Council, at which the minutes and recommendations emerging from this meeting will also be considered.

RECOMMENDED: The NPIWP to formalise its position on *whether or not* it wishes to recommend a CIL contribution to LHCRT for the heritage lock23/towpath project, and the amount of any such contribution. The NPIWP to make a corresponding recommendation to Council.

8. UPDATED CYCLE PARKING, CURBOROUGH COMMUNITY CENTRE

At its meeting of 1 September 2021, the Working Party considered the 'Plan for Cycling in Lichfield City Document' and resolved:

- That the working party agree in principle to supporting the request which aligns with the Public Realm Strategy in relation to green cycle ways and promoting green travel.***
- To look at funding further cycle racks where deemed necessary on City Council land and support further funding in other areas identified within the City.***
- That LCC Officers liaise with Officers at the District Council in line with the Public Realm strategy to determine the costs involved and report back to the NPIWP before a recommendation to Council is made.***

Though – as far as potential CIL allocations are concerned - there are no developments of note with LDC's Public Realm Strategy since the last meeting, one of the clear 'quick wins' is the improvement to the existing cycle parking provision at Curborough Community Centre, the management committee having expressed support for the proposal previously. Subsequent discussions have confirmed a preference for the type of installation pictured. Approximate costs per unit are around £35+VAT and delivery. The current 'butterfly' style racks are viewed as less secure and it is easier for potential thieves to cause significant damage to the bike during an attempted theft.



Initial enquiries at Darwin Hall suggested the Management Committee did not believe an improvement in existing facilities would lead to increased use, due largely to the demographic of their users (children arriving by car/on foot for pre-school etc), plus the large reception area at the Hall is also sometimes used for cycles. However, more recent enquiries following a change of Management Committee structure has revealed support for the proposal to replace the existing provision. As with Curborough, the recommendation is three Sheffield cycle stands, making six in total.

Boley Park Community Hall is relatively well served by cycle parking at the Co-op and also has limited land ownership onto which additional parking could be placed. As previously advised, the remaining locations suggested for cycle parking are not within LCC ownership and therefore less simple to progress and should perhaps be combined with other initiatives in line with the emerging LDC Public Realm Strategy.

RECOMMENDED: The NPIWP to make a recommendation to Council that a CIL contribution up to £210 (the cost of the infrastructure required (being £35x6) be allocated to the provision of improved cycle parking at Curborough Community Centre & Darwin Hall.

9. 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 2**.

10. CIL ALLOCATION UPDATES

The Working Party is asked to note the £6,000 CIL contribution to the pathways at Curborough Community Centre and the adjacent open space has now been invoiced following completion of the work. Further allocations have been made against the plaque restoration budget in line with progress made. An invoice of £5,000 has been submitted for the preparatory work completed in readiness for the renovation of Michael Johnson's workroom at the Birthplace Museum; much of the required work takes place off site with installation to follow in due course.

RECOMMENDED: That the report be noted.

11. 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, 1 September 2021 at 6.30pm

PRESENT: Councillors M Warfield (Chairman), C Ball, Mrs G Boyle, J Checkland, S Pritchard 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 Wednesday 28 April 2021 be confirmed as a correct record (Minutes adopted by Council on 14 June 2021).*

3. MATTERS ARISING

None.

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. CITY CENTRE PLAQUES

Members considered the agenda report which provided an update on this project, including the renovation of the plaques at St Mary's which overlook the Market Square.

RESOLVED:

a) *That the update be noted.*

b) *The NPIWP does wish to continue with this project and that Officers contact the Civic Society to identify a further 10 Plaques in need of renovation.*

RECOMMENDATION TO COUNCIL:

That a further £1,650 of CIL be allocated to the City Centre Plaques project to enable further plaques to be renovated.

6. CYCLE PARKING – LICHFIELD CITY CENTRE

Members considered the Town Clerk's report at Agenda Appendix 2, which followed the motion to July Council and the associated 'Plan for Cycle Parking in Lichfield City' document which was included as an enclosure to the agenda.

RESOLVED:

a) *That the working party agree in principle to supporting the request which aligns with the Public Realm Strategy in relation to green cycle ways and promoting green travel.*

b) *To look at funding further cycle racks where deemed necessary on City Council land and support further funding in other areas identified within the City.*

c) That LCC Officers liaise with Officers at the District Council in line with the Public Realm strategy to determine the costs involved and report back to the NPIWP before a recommendation to Council is made.

7. ACTION PLAN UPDATE

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

8. CIL ALLOCATION UPDATES

The Working Party considered the agenda report, confirming progress on recent CIL allocations to the Johnson Birthplace Museum and Curborough Community Centre.

RESOLVED: That the report be noted.

9. DATE AND TIME OF NEXT MEETING

6.00pm Wednesday 12 January 2022.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.16PM**

NPIWP: 12 January 2022 APPENDIX 1

CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

Table 1: COMBINED CIL Forecast to January 2022

Period	CIL Received £	CIL Allocations £	CIL Balance £
Balance - March 2021	76,315.21	41,237.00	35,078.21
Received/allocated to 1 January 2022	99,420.59	21,790.00	77,630.59
Awaiting Invoice at 1 January 2022		13,546.00	(13,456.00)
Balance as at January 2022	£175,735.80	£76,573.00	£99,162.80

Table 2: CIL Allocations to date - Projects marked with a ' are complete**

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
New City Centre Signage (LDC)	15,741	14,112	1,629
Curborough Community Centre CCTV*	3,000	3,000	
Refurbishment of Entrance to Lichfield Signage*	2,350	2,305	45
Refurbishment/replacement of selected City Centre plaques	1,870 + 1,650	1,273	597 1,650
Renewal of outer doors, Curborough CC (contribution only)*	837.+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 (Council resolution, March 2021)*	10,000	10,000	
Michael Johnson's Workroom (SJBm)	14,625	5,000	9,625
Curborough Community Centre pathways (Contribution only)*	6,000	6,000	
TOTAL	£76,573	£63,027	£13,546

Table 3: CIL transferred to LCC April 2021

App No.	Site address	Parish Percentage	Parish Allocation (£)
17/01191/OUFMEI	Deanslade Park Project, South of Falkland Road (1 of 4)	25	35,192.95
20/00717/COU	12 The Drive, Lichfield	25	332.87
20/00718/COU	14 The Drive, Lichfield	25	391.38
19/00478/REMM	Land South of Shortbutts Lane (1 of 3)	25	11,360.72
TOTAL			£ 47,237.92

Table 4: CIL transferred to LCC October 2021

App No.	Site address	Parish %	Parish Allocation (£)
17/01191/OUFMEI	Deanslade Park Project, South of Falkland Road (2 of 4)	25	35,192.95
17/01629/FUL	15 Gaiafields Road, Lichfield	25	4,445.14
18/00186/FUL	Land Adj Rose Cottage, Upper St John St, Lichfield	25	1,223.86
19/00478/REMM	Land South of Shortbutts Lane (2 of 3)	25	11,360.72
TOTAL			£ 52,182.67

Total CIL Received 2021/22 financial year: £99,420.59

Forecast CIL income 2022

Table 5: CIL Forecast – April 2022

Date	Site address	Parish %	Parish Allocation (£)
17/01191/OUFMEI	Deanslade Park Project, South of Falkland Road (3 of 4)	25	35,192.95
19/00478/REMM	Land South of Shortbutts Lane (3 of 3)	25	22,721.44
TOTAL			£57,874.39

Table 6: CIL Forecast – October 2022

Date	Site address	Parish %	Parish Allocation (£)
17/01191/OUFMEI	Deanslade Park Project, South of Falkland Road (4 of 4)	25	35,192.95
TOTAL			£35,192.95

Total CIL Forecast 2022 calendar year: £93,067.34

NPIWP: 12 January 2022 APPENDIX 2

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	<p>Cllr Ball has identified a number of locations that required repeater 20mph signs and these have been passed to Staffordshire County Council Highways department for their comment</p> <p>The Deputy Town Clerk has raised this matter with the County councillor for the area on behalf of the Working Party in order to facilitate progress</p>	At the time of this Agenda being sent no response has been received . The Deputy Town Clerk has sent further reminders and will update members at the meeting.
City Centre Plaques	Members noted the updated report on the 5 City Centre plaques at Agenda item 5 and confirmed that they wish to continue with the refurbishment of a further 10 plaques.	<p>The Deputy Town Clerk and Museum & Heritage Officer to liaise with the Civic Society to identify the next 10 plaques in need of refurbishment.</p> <p>Recommendation to Council: <i>That a further £1,650 of CIL be allocated to the City Centre Plaques project</i></p>
Samuel Johnson Birthplace Redevelopment	On 7 December, the Deputy Town Clerk informed members via email that the cost of the redevelopment of the Michael Johnson Workroom would be £14,625	Recommendation adopted by Council work to progress early 2022
Signs in the City Centre indicating walking direction to named carparks.	<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>	No further updates to report