

# Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU  
Tel: (01543) 250011 Fax: (01543) 258441 e-mail: townclerk@lichfield.gov.uk

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

---

25 August 2021

**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 **6.30pm** on **Wednesday 1 September 2021** 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

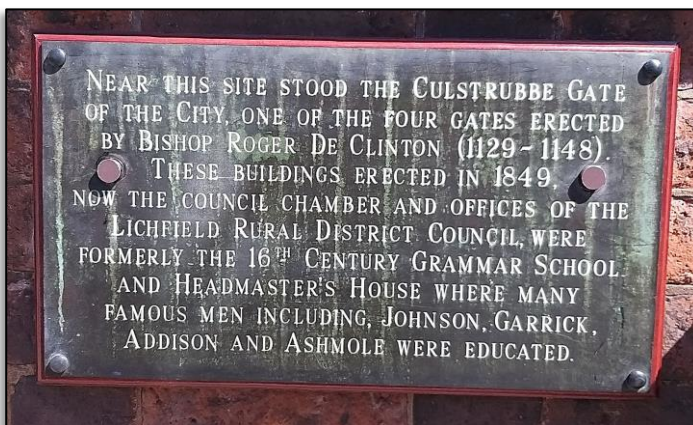
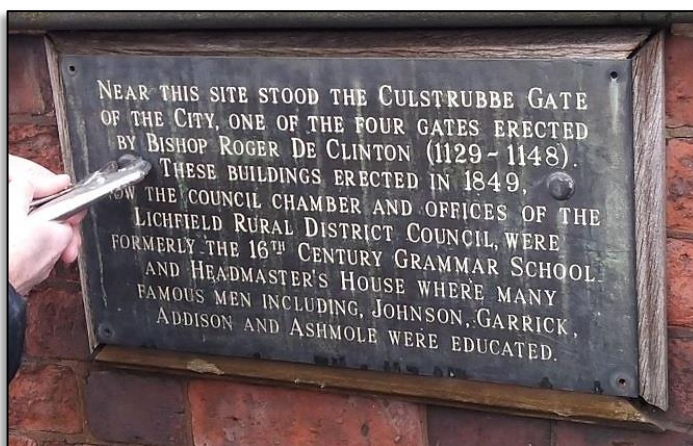
- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
- 3. MINUTES AND MATTERS ARISING**  
To confirm as a correct record the Minutes of the Meeting held on Wednesday 28 April 2021 (**copy attached**) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 14 June 2021].
- 4. CIL MONIES RECEIVED, COMMITTED AND FORECAST**  
To consider the report at **APPENDIX 1 (attached)**. Members are asked to particularly note the significant income forecast over the coming 18 months or so.  
**RECOMMENDED: That the updated CIL commitments and forecast receipts be noted.**

## 5. CITY CENTRE PLAQUES - UPDATE

At the time of the last meeting a further trial was underway, using the Culstrubbe gate plaque situated on the Old Grammar School wall on St John Street. The work was undertaken by local firm 'Sign Technology' and takes more of a maintenance approach, replacing the dilapidated backboard and waxing the plaque for future protection. The plaque returned in late April. The total cost was £165 (£125 for the backboard, £40 for removal and waxing)

Following this second trial, Claire Hines, LDC Principal Conservation and Design Officer, approved this approach for the five plaques on the exterior of St Mary's, facing the Market Square. Liaising with the St Mary's team, the plaques were removed by Sign Technology on Monday 2 August and they are due to be replaced in early September. The cost of the work is £125 per backboard, a total of £625 total. The total cost of the plaques project to date is approximately £1,275.00, covering seven plaques. The original allocation being £1,870.

The NPIWP is asked to consider whether it wishes to continue with this project given the results to date; while the replacement of the backboards of the plaques is a positive development, the relatively minor improvement in the condition of the plaques themselves stands in contrast to the original aim of the funding, which was to improve the plaques as a whole. The photographs opposite provide a 'before and after' comparison of the Culstrubbe plaque, highlighting the new backboard, and the relative lack of improvement to the plaque itself, though the protection against further deterioration as a result of the waxing process is noteworthy. It is hoped photographs of the St Mary's plaques will be available for the meeting.



Further plaques can be selected, the most obvious choices being the remaining two 'City Gate' plaques, though one of these has the complication of being attached to the Lombard restaurant and painted into the woodwork of the building, so there will likely be additional costs and negotiations involved. If the NPIWP does wish to progress with further plaques, it is therefore asked to make a recommendation to Council that further CIL funding be allocated to the project at this time to avoid any overspend.

### **RECOMMENDED:**

- a) That the update be noted**
- b) The NPIWP to confirm whether or not it wishes to continue with the project following completion of the St Mary's plaques**
- c) If the decision is to continue with the project, the NPIWP to agree the amount of any such contribution and make a corresponding recommendation to Council.**

**6. CYCLE PARKING – LICHFIELD CITY CENTRE**

To consider the document 'Plan for Cycle Parking in Lichfield City' (**ENCLOSURE**), together with the motion to July Council and additional information as contained within the Town Clerk's report at **APPENDIX 2** (attached).

***The direction of the Working Party is sought, and a corresponding recommendation to council requested.***

**7. 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**.

**8. CIL ALLOCATION UPDATES**

At its last meeting, the Working Party recommended CIL allocations for Michael Johnson's Workroom at the Birthplace Museum, and a contribution to the cost of the new pathways to the rear of Curborough Community Centre and onto the adjacent City Council owned open space.

The proposals for Michael Johnson's workroom cannot be easily progressed until the toilet pod has been installed in the rear yard, which is currently subject to an active planning application. Current forecasts are that the work in the yard will commence by Christmas (subject to Planning) meaning it likely that the Workroom will be progressed from February 2022. The actual installation will be relatively speedy, taking only a week or so as the component parts are fabricated off site.

Work commenced on the new pathways at Curborough on 16 August with completion on 23 August, photographs below and overleaf:





***RECOMMENDED: That the report be noted***

**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, 28 April 2021 at 6.30pm

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

**APOLOGIES:** None received.

#### 10 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr Dundas declared an interest in Agenda item 6 as the City Council representative for Curborough Community Centre.

#### 11. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on Wednesday 25 November 2020 be confirmed as a correct record (Minutes adopted by Council on 7 December 2020).*

#### 12. MATTERS ARISING

Cllr Dundas commented on the extensive growth of nettles again on Bishops Walk footpath and if the possibility of extending the tarmac to stop re growth could be looked into again. The Deputy Town Clerk reported that the Open Spaces Officer had arranged for the nettles to be cut back on a more frequent basis and a contractor had been asked to submit a quotation for the additional paving. It was agreed that the Deputy Town Clerk would circulate the quotation to committee members via email.

#### 13 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.*

#### 14 CITY CENTRE PLAQUES

Members considered the brief agenda report which provided an update on further tests which had been carried out and the associated costs.

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

#### 15. CURBOROUGH COMMUNITY CENTRE

Members considered the Town Clerk's report at Agenda Appendix 2 regarding the appropriateness of CIL allocation for the pathways associated with the vision for the Curborough Community centre outdoor space.

**RESOLVED:** *That the report be note*

**RECOMMENDATION TO COUNCIL:** *That £6,000 (exc VAT) of CIL be allocated to Curborough Community Centre towards the cost of new pathways.*

**16. BIRTHPLACE MUSUEM REDEVELOPMENT -MICHAEL JOHNSON WORKROOM**

Members considered the budget associated with the redevelopment of the Michael Johnson Workroom which is part of the wider ongoing Birthplace Museum redevelopment project.

***RECOMMENDATION TO COUNCIL: That £14,625 of CIL be allocated towards the redevelopment of the Michael Johnson Workroom***

**17. ACTION PLAN UPDATE**

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

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

To be agreed by the Working Party.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.21PM**

## NPIWP: 1 September 2021 APPENDIX 1

### CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

**Table 1: COMBINED CIL Forecast to September 2021**

Period	CIL Received £	CIL Allocations £	CIL Balance £
Balance As At 31/03/2021	76,315.21	41,237.00	35,078.21
Received/allocated to 1 September 2021	47,237.92	10,165.00	37,072.92
Awaiting Invoice at 1 September 2021		23,521.00	(23,521.00)
<b>Balance as at September 2021</b>	<b>£123,553.13</b>	<b>£74,923.00</b>	<b>£48,630.13</b>

**Table 2: CIL Allocations to date (September 2021) Projects marked with a '\*\*' are complete**

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
New City Centre Signage	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	648	1,222
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 (SJBW)	14,625	0	14,625
Curborough Community Centre pathways (Contribution only)	6,000	0	6,000
<b>TOTAL</b>	<b>£74,923</b>	<b>£51,402</b>	<b>£23,521</b>

**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
<b>TOTAL</b>			<b>£ 47,237.92</b>

**Forecast CIL income: October 2021 – October 2022**

**Table 4: CIL Forecast – October 2021**

<b>Date</b>	<b>Site address</b>	<b>Parish Percentage</b>	<b>Parish Allocation (£)</b>
17/01191/OUFMEI	Deanslade Park Project, South of Falkland Road (2 of 4)	25	35,192.95
18/00186/FUL	Land Adjacent Rose Cottage, 225 Upper St john St	25	1,223.86
20/00718/COU	14 The Drive, Lichfield	25	391.38
19/00478/REMM	Land South of Shortbutts Lane (2 of 3)	25	11,360.72
<b>TOTAL</b>			<b>£47,737.53</b>

**Table 5: CIL Forecast – April 2022**

<b>Date</b>	<b>Site address</b>	<b>Parish Percentage</b>	<b>Parish Allocation (£)</b>
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
<b>TOTAL</b>			<b>£57,874.39</b>

**Table 6: CIL Forecast – October 2022**

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

**Total CIL Forecast October 2021 – October 2022: £175,957.82**



## NPIWP: 1 September 2021 APPENDIX 2

### CYCLE PARKING IN LICHFIELD CITY

At its June meeting, the City Council considered the following motion, proposed by Councillor D Robertson and seconded by Councillor C Ball; the motion was accompanied by the document 'Plan for Cycle Parking in Lichfield City' (**ENCLOSED**).

*This Council understands there is a need to increase the amount of cycle parking in the City, and for ensuring that it is as close to the venues people use as it can be. Adding additional cycle parking will encourage more people to make the switch to active transport, improving their physical and mental wellbeing, as well as reducing carbon emissions in Lichfield. The City council supports the introduction of additional and appropriate cycle parking in the City and agrees in principle to provide CIL funding to facilitate this. Moreover, the council resolves to progress this issue by referring the report accompanying this motion to the City Council's NPIWP for further consideration and discussion, to include investigation of possible locations, including those referred to in the document. The NPIWP is asked to report back to Council on how it feels these proposals could best be delivered following initial discussions with stakeholders (to include SCC, LDC, Community Centre management committees and landowners as appropriate) and the likely timescales, implications and CIL costs thereof.*

In consideration of this motion, the Mayor invoked Standing Order 6.4, with the motion standing referred without discussion to the appropriate committee. The motion and associated document is now presented to the NPIWP for discussion, together with the Town Clerk's report below.

---

There can be little doubt that secure and appropriate cycle parking is an important element of encouraging more sustainable transport. The City Council's Neighbourhood Plan and the District Council's Local Plan both refer to improvements in cycling infrastructure. The motion to June Council sets out the appropriateness of LCC action, and next steps to ascertain how best to progress the matter.

The 'Plan for Cycle Parking in the City' document endeavours to set out the rationale for the proposals and suggests sites for consideration. While not wishing to appear negative, the report appears to have several oversights, being written from the perspective of those who have a 'wish list', rather than appropriately considering the issues arising for those who they seek to charge with implementing it. The Town Clerk wishes to emphasise that the City Council and its officers were not made aware of the preparation or existence of this document prior to its submission for discussion at June Council; earlier consultation with LCC could perhaps have resulted in a more rounded document and – potentially – swifter action by LCC, notably in regard to the facilities on LCC land. The following comments on the report are offered for the consideration of the Working Party:

- The document refers to authors and consultees, but names neither
- No detail is provided as to the nature of the consultation that took place, or the number of responses. It is therefore difficult to gauge whether the document is based on actual demand or the wishes of a small but vocal minority
- The document does not contain any data as to the extent of use (or not) of the current bicycle parking provision – it may be (for example) that existing facilities are in the wrong place and require re-siting, rather than new provision
- The document sets out three priorities relating to cycle parking locations, with additional city centre provision being top priority, and LCC owned community halls being second

priority. This would seem odd as the 'quick wins' would be on LCC owned land, rather than that owned by a third party, should this Working Party be inclined to make a recommendation.

- Additional City Centre provision is listed as the top priority, but there is no reference to the ongoing city centre consultations; it would seem appropriate to ensure discussions as to cycle parking were fed into this wider public realm consultation. A copy of the report has been submitted to senior LDC officers by the Town Clerk and duly acknowledged; LDC officers confirm they had not had sight of the report previously.
- There would need to be discussions with the District Council's Conservation Officers regarding any proposals (as occurred when SCC installed cycle parking adjacent to the Garden of Remembrance a few years ago).
- Of the locations listed for cycle parking, only three are within City Council ownership (Curborough CC, Darwin Hall and Boley Park Community Hall). The remaining sites are adjacent to LCC owned property (e.g. Cruck House), or not within reasonable distance of LCC land. The document acknowledges that many sites are not within LCC ownership, but largely ignores issues that could arise as a result, e.g. possible legal agreements to be drafted (and costs thereof), ongoing maintenance/repair responsibilities/liabilities etc.
- The document contains conclusions without reference to discussions with the appropriate authorities (e.g. pathways being 'comfortably wide enough' to accommodate additional provision). Such conclusions would need to be appropriately tested and verified.
- On its final page, the document makes four requests to the City Council, including setting aside up to £10,000 of CIL to implement the proposals within the document. It is not clear if this £10,000 is properly costed.
- Broadly, it seems that the authors have not engaged with other landowners and policy makers such as LDC and SCC. This would help with both accepting the recommendations and implementing these.

It may be that the NPIWP seeks to proceed in two ways. The potential 'quick wins' at Community Centres can be shown as examples of what can be achieved, and as they are on LCC land, the process is relatively straightforward. Discussions with the respective management committees of the community centres confirm support for the proposals from Curborough Community Association (who manage Curborough Community Centre). However, some disquiet is evident from the Darwin Hall Management Committee who feel that the existing provision is unused and would be unlikely to be used even if improved, given the demographic of those who use the hall – often parents dropping off children on the way to work, for example, plus the ability to store cycles in the large entrance hallway area of the building.

As Boley Park Community Hall Trustees/Management Committee members are all either members of or employed by the City Council, progress on that site could also be agreed subject to discussions as to the location of the parking facility – the City Council land ownership being somewhat limited outside the footprint of the hall and play area. Similar, but more pronounced, land ownership restrictions apply at Cruck House.

Initial discussions with LDC reveal the District Council would be open to supporting more cycle related infrastructure to broaden the opportunities for access to and movement around the city centre. It has also been confirmed that cycle parking, hubs and improved cycleways in the city centre are part of the Public Realm Strategy and will also be addressed by LDC's Green Infrastructure study. It is therefore possible that a joint project between LCC and LDC, and potentially SCC, could be devised to provide appropriate additional provision in due course, with at least some of that provision potentially funded via LCC's CIL allocation.

## NPIWP: 1 September 2021 APPENDIX 3

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.</p> <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>Despite repeated efforts to engage with Officers at Staffordshire County Council in order to progress this project the Deputy Town Clerk has received no response.</p> <p>In light of this lack of response, the NPIWP may wish to ask that the matter be raised with the County councillor for the area on behalf of the Working Party in order to perhaps facilitate progress.</p>
City Centre Plaques	<p>Members noted the agenda report and agreed to progress with the refurbishment of the 5 plaques surrounding the market square</p>	<p>Members are asked to note the updated report on the 5 City Centre plaques at Agenda item 5 and confirm if they wish to continue with the refurbishment of further plaques and if so to make a recommendation to Council</p>
Publication of new Lichfield Map to be sold by Lichfield City Council	<p>Cllr Jones reported he had made contact with a supplier who also provides maps for the District Council</p> <p>The Deputy Town Clerk has 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 Bluflame Design to enquire as to the cost of producing a new map</p>	<p>Members to confirm if they wish to progress this further</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
Addition to the Skateboard Park on St Foye Avenue	No further representations have been received from the skateboard park association regarding converting the skateboard half-pipe on St Foye Avenue to a half bowl at the Falklands Road. (south) end.	Members are asked if they wish to progress this further
Signs in the City Centre indicating walking direction to named car parks.	<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

Updated 18.08.21.