

Lichfield City Council

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

30 March 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 **6 April 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

It is intended that Councillor D Baker is present at this meeting and a dispensation is therefore requested to enable her to speak on the matter of the LHCRT Grant/CIL allocation (agenda item 6). Councillor Baker has declared a pecuniary interest in this matter due to the proximity of her place of residence to the proposals. However, following the ward member meeting with LHCRT held on 24 February, Cllr Baker was asked by those present to report back to the NPIWP both in her capacity as ward member and Deputy Leader of the Council.

3. MINUTES AND MATTERS ARISING

To confirm as a correct record the Minutes of the Meeting held on Wednesday 12 January 2022 (copy attached) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 24 January 2022].

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

Work on three of the four plaques in the next phase has been completed by Sign Technology. The Tamworth Gate Plaque work was completed on Wednesday 9 March (replacement backboard and waxed), the School of Art Plaque on Minster Pool was cleaned and waxed on the same date, and the repair to the border of the Bishop Langton's gate plaque on Beacon Street was completed on 25 March

The total cost of the works on the three was £195 (£125 for the new backboard, £30 and £40 for the waxing and minor repairs of the others).

The only outstanding item in the current phase is the George Farquhar plaque on the George Hotel. Permission has been granted by the building owner, but we are awaiting confirmation from the Conservation Officer that the additional backboard is satisfactory.

RECOMMENDED: That the report be noted.

6. LHCRT - GRANT/CIL ALLOCATION

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

RECOMMENDED: The NPIWP to make a recommendation as to any CIL contribution to LHCRT for this specific project. If the NPIWP is minded to recommend a CIL contribution, the Town Clerk requests that consideration be given to incorporating a recommendation to Council that no less than 10% of the overall sum to be granted be drawn from LCC's capital reserves rather than CIL for the reasons set out in this report and similar previous reports.

7. LICHFIELD WATERWORKS TRUST (LWT)

LWT submitted an application for a grant from 2022/23 funds that was considered at the meeting of the Grants Committee held on 1 February 2022. The application was to fund the purchase of a cycle shelter at Sandfields Pumping Station as it is believed such travel would increase if proper provision was provided, as well as providing greater security for those who already arrive in that manner. Furthermore, the limited car parking space at Sandfields, the desire to promote sustainability, and the proposal to open the Lichfield to Walsall railway line as a cycle route give further credence to the placement of a cycle shelter in that location. The cost of the identified shelter is £2,175 and accommodates 12 cycles. Installation would be carried out by LWT volunteers.

The Grants Committee was supportive of the application but believed it would be more appropriate to be funded via CIL than the LCC Grants budget. Members of the Grants Committee who are also members of the NPIWP were supportive of this view and gave an informal opinion that the request should be considered favourably when it is brought before the NPIWP.

The City Council has supported the aims of LWT previously, not least with a £10,000 CIL contribution (via LDC and resolved by Council at its March 2021 meeting) that has helped to facilitate repairs and occupation of the building. Sandfields Pumping Station, and its development as a historical asset and visitor attraction is specifically cited in the City Council's adopted Neighbourhood Plan as a non-policy action:

'Lichfield City Council will support Lichfield Waterworks Trust in their efforts to refurbish Sandfields Pumping Station and to develop its sustainable use' (Lichfield City Neighbourhood Plan p.30).

RECOMMENDED: The NPIWP is asked to formalise its view as to whether £2,175 of CIL should be awarded to LWT to purchase their chosen cycle shelter, and a corresponding recommendation made to Council.

8. BOLEY PARK COMMUNITY HALL

Further to Minute 15 of the NPIWP meeting of 12 January 2022 and the subsequent adoption of the recommendation by Council, quotations have been sourced for the replacement doors/screens at Boley Park Community Hall. The original CIL allocation of £17,000 was based on an initial quotation for budget purposes, but the competitive process has resulted in a different company being chosen to carry out this work for a sum of approximately £13,000+VAT. Installation is due to take place over the Easter holidays.

Investigations have however revealed that water ingress has led to significant damage to the flooring adjacent to the rear doors, seemingly caused both by ingress under the current badly fitting doors and the collection of water under the existing matting due to foot traffic. The remaining flooring in the hall is also in need of some repair, resending and polishing. Quotations for this work have been sought, with the lowest quotation being £3,750+VAT. It is far more economical in the long term to address the work to the whole floor rather than a piecemeal approach to the damaged area adjacent to the rear doors. Given the reduction in cost of the doors/screens, the NPIWP is therefore asked to recommend a variation to the CIL allocation previously given, to incorporate both the new doors/screens and the flooring repairs within the £17,000 allocation.

The Town Clerk requested confirmation from LDC that this would be an appropriate CIL spend and this has been received. The Town Clerk sought the informal opinions of the NPIWP on this matter early in March due to a desire to instruct the work to take place during the busy (for the contractor) summer holiday period if the NPIWP were to support it. Following a positive response from all NPIWP members who responded, a contractor has been appointed and the work scheduled; unfortunately, summer holiday slots were all taken, but the work has been booked for the October half term week, the final opportunity of the year to carry out this work without significant inconvenience to hirers. The NPIWP is now asked to formalise its position.

RECOMMENDED: NPIWP to confirm its informal view that the allocation of £17,000 of CIL funding to replace the doors/screens at Boley Park Community Hall be varied to include the repairs and maintenance to the existing main hall flooring, and make a corresponding recommendation to Council.

9. SUGGESTIONS FOR CIL SPEND

To consider the Town Clerk's report at **APPENDIX 3** (attached). Members are asked to note that all responses are included within the report, including those that, on application to LDC, have been confirmed as not being an appropriate CIL spend.

RECOMMENDED: The NPIWP to discuss the suggestions received and provide iresponses that can be circulated to those who have made the submissions.

10. ADDITIONAL 20MPH REPEATER SIGNS - NORTH LICHFIELD

Further to previous discussions for additional 20mph repeater signs in North Lichfield, Staffordshire County Council Highways has confirmed the following locations fulfil the criteria for additional traffic calming measures.

Anson Avenue

- Lighting column E5
- Lighting column E11

Dimbles Lane

- Lighting column E4
- Lighting column E7
- Lighting column E15
- Lighting column E18
- Lighting column E22
- Lighting column E26

All the above would consist of two 300mm signs mounted back-to-back

There is also the possibility of additional signage on Friday Acre at either lighting column E11 or on the island at the junction of Friday Acre and Dimbles Lane, making a total of 18 signs and potentially one post.

Staffordshire County Council Highways have confirmed the cost to supply and install this amount of signage would be approx. £2,000. The Committee is therefore asked to allocate £2,500 of CIL funds in order to anticipate any associated uplift in costs.

RECOMMENDED: The NPIWP approve a CIL contribution of £2,500 to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre, and make a corresponding recommendation to Council.

11. 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 4**.

12. CIL ALLOCATION UPDATES

Following the adoption by Council of the NPIWP recommendation to utilise CIL funds for improved cycle parking at Darwin Hall and Curborough Community Centre, three 'Sheffield' style stands have now been installed at each location.

RECOMMENDED: That the report be noted.

13. 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, 12 January 2022 at 6.00pm

PRESENT: Councillors M Warfield (Chairman), C Ball, P Jones S Pritchard and M Trent.

APOLOGIES: Cllr J Checkland.

10. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None received.

11. MINUTES

RESOLVED: That the minutes of the NPIWP meeting held on 1 September 2021 be confirmed as a correct record (Minutes adopted by Council on 20 September 2021).

12. MATTERS ARISING

None.

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 agenda report which provided an update on this project, including the quotation received to progress renovation of the four plaques identified as being appropriate by the Civic Society.

RESOLVED: That the update be noted.

15. REPLACEMENT DOORS AND WINDOW SURROUNDS - BOLEY PARK CC

Members considered the Town Clerk's report relating to a proposal to fund the replacement of the front and rear aluminium doors plus their surrounding windows and frames via CIL, the existing provision now reaching the end of its service life and falling below modern standards.

RECOMMENDATION TO COUNCIL: That £17,000 of CIL (not including VAT) be allocated to the replacement of the front and rear doors and surrounding windows and frames at Boley Park Community Hall.

16. LHCRT GRANT/CIL ALLOCATION

The Working Party considered the Town Clerk's report which follows a grant request from LHCRT. Members discussed the proposal and whether to recommend an allocation of CIL in addition to or instead of any capital contribution that may be made by the City Council when the matter is considered by full Council. Members noted the City Council's previous resolutions on this matter. Some Members expressed concerns about using LCC capital receipts on this project and felt that a CIL contribution was a better way forward

RESOLVED: That the NPIWP supports making a CIL contribution to the restoration of Heritage Lock 23 and the associated towpath as set out in the report but defer making a recommendation to Council as to the amount of the CIL contribution until such time as the Council has made its decision on capital funding.

17. UPDATED CYCLE PARKING. CURBOROUGH COMMUNITY CENTRE

Following the previous circulation of the 'plan for Cycling in Lichfield City' document and resulting discussions with stakeholders, the Town Clerk's report confirmed interest in the proposal to upgrade existing provision at two LCC owned sites currently under the management of third parties, namely Darwin Hall and Curborough Community Centre. The recommended provision is a total of 6 'Sheffield' style cycle stands.

RECOMMENDATION TO COUNCIL: That a CIL contribution up to £210 (the cost of the infrastructure required) be allocated to the provision of improved cycle parking at Curborough Community Centre & Darwin Hall.

18. ACTION PLAN UPDATE

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

RESOLVED: Given the large amount of CIL funds available it was agreed that Group Leaders would ask members for appropriate projects they wished to be considered by the Working party. In addition, an article will be included in the City Council's next newsletter and on social media inviting members of the public to make representations as to the allocation of CIL funds.

19. CIL ALLOCATION UPDATES

The Working Party noted that 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

RESOLVED: That the report be noted.

20. DATE AND TIME OF NEXT MEETING

6 April 2022 at 6.00pm.

THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 6.28PM

CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

Table 1: COMBINED CIL Forecast to March 2022

Period	CIL Received £	CIL Allocations £	CIL Balance £
Balance - March 2021	76,315.21	41,237.00	35,078.21
Received/allocated to 30 March 2022	99,420.59	28,317.00	71,103.59
Awaiting Invoice at 30 March 2022		24,229.00	(24,229.00)
Balance as at March 2022	£175,735.80	£93,783.00	£81,952.80

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	0
Infrastructure support to LHCRT*	10,000	10,000	0
Replacement of SOX/SON streetlighting with LED alternatives (contribution only)*	8,000	8,000	0
Sandfields Pumping Station - Lichfield Waterworks Trust (Council resolution, March 2021)*	10,000	10,000	0
Michael Johnson's Workroom (SJBM)	14,625	5,000	9,625
Curborough Community Centre pathways (Contribution only)*	6,000	6,000	0
Improved cycle parking Darwin Hall & Curborough Community Centre*	210	210	0
Boley Park Community Hall – Replacement front and rear doors and surrounding screens (latterly the informal addition of repairs/sanding/polishing of flooring in main hall)	17,000	6,317	10,683
TOTAL	£93,783	£69,554	£24,229

Forecast CIL income 2022

Table 2: 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 3: 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

LHCRT - GRANT/CIL ALLOCATION

Following consideration of this matter at its meeting of 12 January 2022, the Working Party resolved to defer any CIL contribution to this project until after the Council had considered whether it wished to make a contribution from capital reserves and the amount of any such contribution. At its meeting of 24 January 2022, the City Council also resolved to hold the matter in abeyance pending further detail from the Trust.

A Meeting between ward members and LHCRT representatives was held on 24 February 2022. The proposals were discussed in detail at that meeting and the Trust was asked to provide a breakdown of costs and further detail as to the importance of this particular element of the overall restoration. The financial breakdown is provided as **ENCLOSURE 1**.

Prior to that meeting, the Town Clerk requested St John's Ward members and members of the NPIWP submit any particular questions to allow time for written responses to be prepared, discussed at the meeting and subsequently circulated. The questions submitted and answers received from the Trust are provided as **ENCLOSURE 2.**

The Trust were also asked to answer two key questions; those questions and the answers from the Trust are reproduced below:

- 1. How important this particular project is to the overall scheme
 - The complete restoration of heritage Lock 23 standing between London Road bridge and the upstream diversion channel, newly created by Persimmon Homes past St John's Grange estate, is an essential element on the 1797 canal route at its closest point to the City Centre. LHCRT must work in tandem with SCC/Amey during 2022 to integrate their essential completion of the partially-built bypass retaining wall in juxtaposition with the lock chamber thus facilitating its full restoration, including the Heritage Towpath Trail community link and commissioning as a water channel.
- 2. The importance of the full funding for this scheme being available from LCC to facilitate its completion and allow the other elements of the wider scheme to progress. LHCRT has benefited from work done so far in this section by Amey (for SCC/Persimmon), providing underground pipeline diversions and temporary landscaping alongside the bypass but excluding work on the underlying canal structures. The City Council grant opportunity is vital towards the cost of materials for restoring these canal structures by LHCRT volunteer teams as outlined in the project timetable within the ongoing overall works programme. The restored lock will also serve as a catalyst for completing the adjacent sections as an open channel of the Lichfield Canal in water.

ENCLOSURE 3 (by email only) is a selection of maps and drawings provided by the Trust for the ward member meeting to further illustrate the location and proposals at Lock 23.

The original funding bid previously considered by the Working Party is provided for reference at **ENCLOSURE 4** (by email only).

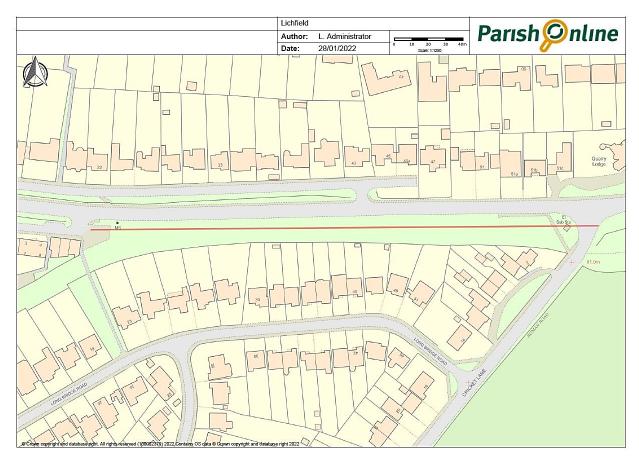
Following due consideration both during and after the meeting, ward members have provided the following response to assist the NPIWP in their deliberations:

Thank you for the courtesy of seeking the Wards views. Whilst we have overall support for the vision and work of the LHCT some members do have concerns about the amount requested and outcomes.

We would therefore wish the NPIWP to consider how the funding if granted is time managed and balanced against the many other ongoing section works. We refer particularly to the large section from Cricket Lane to Gallows Wharf where the works are only part completed and would like to see these works delivered [*see Town Clerk's comment overleaf] prior to moving on to the next works of Gallows Reach past Lock 23, which is the subject of this request.

At the meeting there was also some discussion as to the appropriateness of any contribution to the Trust comprising solely of CIL. The Town Clerk's advice on this matter is that funding solely via CIL is not recommended; some items required may not fulfil the definition of acceptable CIL spend and 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. A capital contribution amounting to at least 10% of the total fund is therefore recommended, with members being reminded that the adopted Capital Programme for 2022/23 includes for this provision.

* It is notable that the ward member response mentions a desire for progress on the Cricket Lane to Gallows Wharf section of the Canal. The NPIWP is asked to note the presence of a gas main within the original canal channel in part of this area. The main was discovered during excavations in December 2021; mapping indicates it should be located adjacent at the roadside but is actually some five metres within the open space. The approximate location is marked by a red line in the map below:



While not a material consideration for the *immediate location* of the works proposed by the Trust within their funding bid (such work being to the west), it would appear likely if the main is not re-sited, there will not be enough available width for the canal to be reinstated in this area. This could lead to delays in this <u>overall section of the canal</u> – which *does include* Lock 23 - being put 'in water'. That being the case, the options are:

- re-siting of the main at the expense of the installer only likely if the original placement of the main can be demonstrated to be outside of legal provision
- the re-siting of the main at the considerable expense of a third party.

In considering funding for Lock 23, the NPIWP should therefore have regard to the potential difficulties slightly further along the route and the possible impact on overall project delivery. The Town Clerk is pursuing the matter with legal advisors currently.

RECOMMENDED: The NPIWP to make a recommendation as to any CIL contribution to LHCRT for this specific project. If the NPIWP is minded to recommend a CIL contribution, the Town Clerk requests that consideration be given to incorporating a recommendation to Council that no less than 10% of the overall sum to be granted be drawn from LCC's capital reserves rather than CIL for the reasons set out in this report.

SUGGESTIONS FOR CIL SPEND

Following a request to the public for CIL spend suggestions, the following submissions have been received directly by the Town Clerk for the consideration of the Working Party. Initial comments from LDC's Spatial Policy team as to the appropriateness of CIL spend on these items are included in red. As it is LDC who audit the allocation of CIL it would be most unwise to allocate such monies to a cause that does not meet with the approval of LDC.

- **1. Street lighting on the Stowe Pool footpath**; particularly the dark area between the Cross Keys car park and the boathouse. This should preferably be motion sensitive and solar powered. **No issues in principle**
- **2.** Install a crossing and footpath to the hockey club on Eastern Avenue, as there is no way of walking to the club without walking on the grass verge.

No issues in principle - May need agreement and/or approval from SCC highways; landowner to be clarified.

- **3. Possible CIL allocation to Dr Milley's**, with particular reference to the **leaded windows** giving cause for concern as they cannot allow hand washed window cleaning or water washing in case the windows are damaged. They seek ways of improving the windows so that they maintain their appearance as well as hopefully improving sound and draught insulation.

 Not sure how this would necessarily meet the CIL regulation 59c
- **4.** A submission received from **Lichfield Sports Club** on 24 March 2022 requesting CIL be used to purchase outdoor furniture.

Not sure how this would necessarily meet the CIL regulation 59c

[as a result of this comment, the Town Clerk has provided details of LCC's Grants scheme to the Club]

On 16 March, the Town Clerk asked NPIWP members to submit any suggested CIL spends they had received for inclusion on this agenda. Those received are included below, again with LDC comments in red.

- 1. Blue plaques for Anna Seward and Francis Barber (Cllr Ball). No issue in principle
- 2. Lichfield Arts suggest that CIL money could be spent on a new stage for the Guildhall. Estimated cost is between £4,000 and £5,000 (Cllr Trent)

Not sure how this would necessarily meet the CIL regulations 59c with regards to NCIL spending

3. Transition Lichfield/Nurture Community CIC, a not for profit organisation who are interested in CIL funds being used on their 'Wild up' project. The project is said to "engage with the local community and also provide infrastructure and legacy that would benefit the local economy / tourism in the city". I'm afraid I haven't been given any further details at the moment, but I have encouraged Charlotte to get in touch with her idea. (Cllr Trent).

More information required before an opinion can be given.

4. An idea from a resident who states that the junction between Shaw Lane and Beacon Street (with Gaia Lane straight ahead) is dangerous for cars to turn out of, owing to poor visibility. The idea is for a mirror to be installed at the entrance to Gaia Lane, possibly on the George and Dragon side. I have my doubts about whether this could be an appropriate CIL spend, and also note that there might be issues about where such a mirror could be attached. (Cllr Trent)

Agree with your views on this – perhaps best to advise resident to speak with SCC Highways.

5. [on 22 March, The Town Clerk received an email from LDC confirming new signage is on order, this item is therefore included for reference only]

An idea of mine which arose from a conversation with a resident expressing concern about cyclists riding beside Stowe Pool and posing a risk to pedestrians. We noted that there are signs prohibiting cycling by the pool, but they are in a state of disrepair. I wondered whether the signs could be replaced / upgraded using CIL money, which might help improve things for pedestrians by Stowe Pool? (Cllr Trent)

No issue in principle.

RECOMMENDED: The NPIWP to discuss the suggestions received and provide initial responses that can be circulated to those who have made the submissions.

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Additional 20mph signs in North Lichfield	Staffordshire County Council have agreed the location of additional signage and provided a costing as detailed at Agenda item 18	Recommendation to Council That a CIL contribution of £2,500 be allocated to the supply and installation of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre.
City Centre Plaques	Members are asked to note the update on City Centre plaques at Agenda item 5	Four of the 5 plaques in phase one have now been completed. The only outstanding item in the current phase is the George Farquhar plaque on the George Hotel The museums and Heritage Officer to consult with the Civic society to identify a further 5 plaques for restoration in Phase 2.
Samuel Johnson Birthplace Redevelopment	It was adopted by Council to allocate £14,625of CIL to the redevelopment of the Michael Johnson Workroom	Work has been underway since the autumn 2021 and is presently all off site. The installation date is still to be confirmed as the workroom build is subject to the build of the toilet pod which has been delayed due to the surveyor contracting Covid
Signs in the City Centre indicating walking direction to named carparks.	Cllr Ball noted that the majority of the signage will be updated with the implementation of the District Council's City Centre Master Plan	The Town Clerk and Deputy Town Clerk recently met with District Council Officers who confirm that the City Council will be consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City. Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed.