

# Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

Tel: (01543) 250011 e-mail: townclerk@lichfield.gov.uk

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

18 April 2023

**To: Members of the Johnson Birthplace Advisory Committee**

Councillors G Boyle (Chair) and J Anketell, D Dundas, J Eagland, T Matthews, C Rapley, C Spruce and R Yardley

**Representative of Johnson Society**

P Jones and J Winterton

**Honorary Members**

Robert Awty and Antony Thompson

**Also to:**

Museums and Heritage Officer (Joanne Wilson)

Museum Support Officer (Lisa Hand)

Dear Committee Member

**Johnson Birthplace Advisory Committee (JBAC)**

You are invited to attend a meeting of the Johnson Birthplace Advisory Committee to be held in the Moulton Room, Guildhall at **10.30am on Tuesday 25 April 2023** at which the following business will be transacted. Any member unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Town Clerk

## AGENDA

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

**3 MINUTES**

To confirm as a correct record the Minutes of the Meeting held on 1 November 2022 (**copy attached**). [Minutes adopted by the City Council on 12 December 2022].

**4 MATTERS ARISING FROM JBAC MINUTES**

**5 FORWARD PLAN: AIMS AND OBJECTIVES 2023-2026**

To consider the updated Forward Plan Aims and Objectives 2023-2026 (**APPENDIX 1 attached**). This has been updated from the full Forward Plan 2021-2024 and contains only details of the key strategic aims for the Museum during the period.

***RECOMMENDED: That the updated Forward Plan Aims and Objectives 2023-2026 be adopted.***

**6 DEVELOPMENT PROJECT – UPDATE**

To consider the report at **APPENDIX 2** (attached).

**RECOMMENDED: That the report be noted**

**7 QUINQUENNIAL ARCHITECT INSPECTION**

The Quinquennial inspection of the Birthplace building was undertaken by Andrew Hayward of Brownhill Hayward Brown in March 2023. No significant identifiable issues were reported.

Three 'Priority A' items are recommended:

- 1) that access to inspect the hidden valley gutter between the Birthplace and Number 36 Market Street is investigated.
- 2) that small areas of some ceilings and walls are made good post re-wiring.
- 3) that the boiler is inspected and monitored regarding an area of apparent corrosion.

Item 2) is already budgeted in the development plans for 2023/2024 and item 3) addressed during annual boiler checks by CBS Systems. Item 1) will be pursued with BHB, with a view to reporting on any resulting associated costs at the next JBAC meeting for inclusion, if required, in R&R budgets for 2024/2025.

The full inspection report is available to members on request.

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

**8 COSTS AND CHARGES**

To consider the updated costs and charges for tours, school visits and special event admissions at **APPENDIX 3** (attached).

**RECOMMENDED: That the updated charges be adopted.**

**9 DATE AND TIME OF NEXT MEETING**

In the Calendar of Meetings as 10.30am on Tuesday 31 October 2023. Following adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

**ANY OTHER URGENT OR NECESSARY BUSINESS AT THE DISCRETION OF THE CHAIR.**

\* \* \*

## Lichfield City Council

### Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10:30 am on Tuesday 1 November 2022

#### PRESENT:

**Representing Lichfield City Council:** Councillors G Boyle (Chair) and J Anketell, J Eagland, C Spruce, T Matthews, and R Yardley

#### In Attendance:

Sarah Thomas (Deputy Town Clerk)  
Joanne Wilson (Museums & Heritage Officer)  
Lisa Hand (Museum Support Officer)  
J Winterton (Johnson Society representative)

#### Apologies:

R Awty, Cllr D Dundas, P Jones, Cllr C Rapley, T Thompson and A Briggs

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

None.

#### 2 MINUTES

**RESOLVED:** *That the Minutes of the Meeting held on 26 April 2022 be confirmed as a correct record.* [Minutes adopted by Council on 13 June 2022].

#### 3 MATTERS ARISING FROM JBAC MINUTES

None.

#### 4 VISITOR NUMBERS 2021-22 (ANNUAL REPORT)

The Committee considered the agenda report. When considering the indications from the current reporting period, the MHO reported that the 14% decrease in visitor numbers over Summer 2022 could also be partly attributed to the cancellation of Johnson's Birthday Celebrations following the death of HRH the Queen. Cllr Anketell described the figures as encouraging. Cllr Matthews requested details of the opening hours and times, which the MHO provided. It was recognised by members that the occurrences of closures due to the pandemic made recent annual figures difficult to compare, and that the coming year would provide a clearer view of post-pandemic recovery.

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

#### 5 UPDATE ON PERSONNEL CHANGES

The Committee formally welcomed Lisa Hand to the role of Museum Support Officer and Laura Bell as Museum Attendant.

**RESOLVED:** *The update be noted.*

#### 6 RE-INSTALLING THE JOHNSON'S HEAD BUST ON BIRD STREET

The Committee considered the agenda report regarding the Bust of Samuel Johnson which was formerly installed over the door of Number 10 Bird Street, causing the building to be known locally as 'the Johnson's Head'. The bust was removed in 1969, with the current owner purchasing it at auction. The current owner expressed an interest in the bust returning to Lichfield, on the condition that it could be placed in the original position and installation costs covered. The Committee was advised that a quotation for installation had been received in the sum of £5,700 – largely due to the scaffolding required.

Additional costs included a listed building application (to be progressed by professional advisers). The total estimated cost for the project being £7,200.

The Committee was asked to resolve whether or not it wished to make a recommendation to Council that this cost be funded by LCC as part of its 2023/24 programme. The MHO advised that professional advice had been sought regarding the gift being accessioned to the Museum collection, and that concerns regarding this route had been raised. Members discussed the

matter and were unanimously in favour of the principle of reinstalling the bust, on the condition that assurances were that the gift was in perpetuity, and a decision made on to whom the gift would be made.

However, mindful of the pressures on the 2023/24 budget and the nature of the project, members questioned whether CIL funding would be a more appropriate route for this project. Members requested more detailed information on the installation and costs involved, and that comparative quotations for the work be sought, with a view to exploring an alternative source of funding.

**RESOLVED: That the Committee support the re-installation of the bust, subject to final costs and ownership issues being resolved, and requests Officers provide detailed costs for the project for consideration by the Neighbourhood Plan Implementation Working Party.**

## 7 DEVELOPMENT PROJECT – UPDATE AND PROPOSALS FOR 2023/24

Members were updated on the progress of the revised ‘phase 2’ of the redevelopment of the Museum, as agreed by the Committee at its April 2022 meeting. The major project of note was the external repair and redecoration of the Museum, which had encountered considerable delay and increased cost due to the identification and subsequent remedy of significant structural issues. Members were also updated on the decision not to pursue an opportunity to purchase an adjacent building which arose during Summer 2022. John Winterton expressed the disappointment of the Johnson Society in this matter and stated that they stand ready to support with fundraising and potential seed monies if and when the opportunity arose again.

With consideration to the unexpected necessary structural work undertaken in 2022, issues to be resolved with identifying a contractor for the toilet pod, and the ongoing conversations with SCC regarding a solution for disabled access, it was proposed that 2023/2024 should be a consolidation year to bring the outstanding items of the project to completion. Items suggested as being funded from the capital programme were:

Item	Budget Cost (£)
Installation of toilet block	20,000
Removal of asbestos board ceiling/tiles/boiler flue, appropriate disposal and replacement with suitable alternatives	16,000
5% retention payment for external repair/redecoration	3,000
Minor repairs to ceilings and floorboards	5,000
Fees/contingency	14,000
<b>TOTAL</b>	<b>£ 58,000</b>

Other items included in the overall 2023/34 programme were:

- Completion and installation of new Workroom Displays is also included in the draft programme, but is funded from CIL (£11,500 remaining from the allocated CIL budget)
- Architects and Officers to continue discussions with SCC with the aim of reaching a solution regarding disabled access to the ground floor. Members discussed this item in detail, and Cllr Matthews and Cllr Eagland offered support in future discussions.
- Reviewing the original internal ground floor display plan following the conclusion of discussions with SCC regarding disabled access, with a view to presenting JBAC with a revised schedule, costing and funding plan for further redevelopment works for consideration before 2024/2025.

**RESOLVED: That the Committee supports the proposed 2023/24 programme as set out in the agenda report.**

**RECOMMENDATION TO COUNCIL: That the Council favourably consider the allocation of £58,000 from its 2023/24 capital programme to allow completion of the elements of the redevelopment project set out above.**

**18 DATE AND TIME OF NEXT MEETING**

In the Calendar of Meetings of 10:30am on Tuesday 25 April 2023. Following the adoption of the Minutes of the JBAC meeting of 6 November 2018, additional meetings may be called in the meantime if appropriate.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 11:20am**

\* \* \*

## JBAC: 25 APRIL 2022 APPENDIX 1

### **THE SAMUEL JOHNSON BIRTHPLACE MUSEUM** **Key Strategic Aims and Current Objectives 2023 – 2026**

The full SJBM Forward Plan is updated every three years and details the current situation of SJBM, reviews the previous plan and states the aims and objectives for SJBM over the coming period, drawing on consultation with users. The next full update is due in March 2024. The aims and objectives are updated annually and presented to the Johnson Birthplace Advisory Committee.

The tables below outline the four Strategic Aims, the Current Objectives and activities planned to meet these aims. Please see the full 2021-2024 Forward Plan document for details of the accompanying resource plan.

<b>Aim 1: Operate to a high professional standard, making the best use of available resources</b>	
<b>Objectives:</b>	<b>To maintain Accredited status</b> <b>To maximise available income streams</b> <b>To maximise staff and volunteer development</b> <b>To maximise volunteer input</b>
How this will be achieved:	
Ongoing	Maintain and update all policy and procedures Regular programme of a least six special events per year planned Annual training event (e.g. expert speaker, outing to relevant sites and collections) for staff and volunteers Review individual training needs of staff members in annual personal reviews Creating short-term volunteer roles and projects aimed at engaging college students and young people
Short term (2023-2024)	Target of 50p average donation per head by March 2024 Increase group and education bookings income by 10% Launch online shop and specialist second-hand book online sales Improved facilities for Private Hire (toilet) Establish a regular joint meeting of staff and volunteers for updates and feedback
Medium and Long term (2024-2026)	Prepare and submit return Arts Council England Accreditation application (invitation date in 2024, TBA) Improved facilities for Private Hire (meeting space) Increased audience for Bookshop with provision of disabled access and related adaptations Accessible volunteering opportunities in ground-floor displays introduced

<b>Aim 2: Build and diversify our audiences, responding to user consultation</b>	
<b>Objectives:</b>	<b>To increase the number of visitors from our local community</b> <b>To monitor users and consult non-users</b> <b>To increase the number of education visits and partnerships</b> <b>To increase the number of group visit bookings</b>
How this will be achieved:	
Ongoing	Special events organised to appeal to range of visitors and encourage return visits, including free of charge events/activities. Promote the use of bookshop as a local resource through offers, sales and street presence Regular presence on Lichfield Market Square to promote the Museum (stall twice annually) Engage with local partnerships, events and groups Annual update to database of schools and groups and periodic promotion by email and post
Short term (2023-2024)	Introduce additional options for completion of the SJBM visitor exit survey (e.g. online, easy access QR codes) Conduct street surveys with local people to gather data from non-users Train additional staff members and volunteers in delivery of education programme Update Primary school visit to reflect changes to Bookbinding workroom Train additional Museum Attendant staff members and volunteers in delivery of tours and talks
Medium and Long term (2024-2026)	Redevelopment of the Museum and displays to include diverse stories and elements of local history Review schools offering and devise a planned programme for extending to Key Stages 3 & 4.

<b>Aim 3: Increase access to the Museum and collections</b>	
<b>Objectives:</b>	<p><b>To seek alternative solutions to the physical limitations of our Grade I listed building</b></p> <p><b>To improve awareness of, and access to, all parts of the collection</b></p> <p><b>To update interpretation and displays</b></p> <p><b>To improve facilities for researchers and publicise provision widely</b></p>
How this will be achieved:	
Ongoing	<p>Seek expert advice and consultation with users at all stages of development</p> <p>Work with the Johnson Society to support their exploration of fundraising for expansion into an adjacent building</p> <p>Regular programme of small displays highlighting stored collection</p> <p>Maintain SJBM blog with monthly collection-based posts</p> <p>Raise academic profile of Museum, through links with higher education partners, including continued support of Keele Collaborative Doctoral Award</p>
Short term (2023-2024)	<p>Digital access to collections relating to Michael Johnson within Workroom development</p> <p>Redisplay of workroom to become a hands-on accessible space covering history of family business, book trade and binding</p> <p>Re-organisation of current displays to incorporate items removed from workroom and Parlour</p> <p>Establish regular volunteer-led open library sessions and publicise with local interest groups</p> <p>In-house update to Kitchen display to introduce low-tech interactives for trial and monitoring</p>
Medium and Long term (2024-2026)	<p>Refurbish Wood Library, incorporating the Blum Study area</p> <p>Relocation of Introductory AV area to Parlour and associated re-display</p> <p>Create wheelchair access into Bookshop by street level lift, throughout ground floor and to accessible toilet, subject to planning approval</p> <p>Establish digital access to upper floors at ground level</p> <p>Implement actionable items from Neurodiverse Visitors audit and update SJBM Access Plan</p>

<b>Aim 4: Care for the Museum building and collections</b>	
<b>Objectives:</b>	<p><b>To improve the storage and care of the collection</b></p> <p><b>To improve the documentation of the collection</b></p> <p><b>To ensure the ongoing protection of the collection against disaster and damage</b></p> <p><b>To ensure the continual maintenance and sustainability of the Birthplace building</b></p>
How this will be achieved:	
Ongoing	<p>Undertake planned programme identified in the updated SJBM Collection Care and Documentation Plans</p> <p>Bi-annual Collection Clean</p> <p>Ensure that all staff are trained in the Museum Emergency plan procedure</p> <p>Conduct regular building checks and resolve or report issues promptly</p> <p>All supplies sourced with consideration to sustainability and carbon reduction</p> <p>Programme of photography and scanning of collection, with eventual target to have a photograph to accompany every non-library record.</p>
Short term (2023-2024)	<p>Re-organisation of book storage to facilitate Blum Library move</p> <p>Update SJBM Emergency Plan</p> <p>Schedule recommended works from the Quinquennial inspection, including hidden valley gutter exploration</p> <p>Removal of asbestos insulation board in basement as part of 2023-24 development works</p>
Medium and Long term (2024-2026)	<p>Update SJBM Collection Care and Documentation Plans as part of Accreditation renewal process to guide future activities.</p>

## JBAC: 25 April 2023 APPENDIX 2

### DEVELOPMENT PROJECT UPDATE

At the meeting of this committee in November 2022 a recommendation was made for the completion of phase 1 in 2023/24 with the corresponding costs to be drawn from the Council's capital reserve; the projected costs being approximately £58,000. This recommendation was adopted, and subsequently formed part of the draft 2023/24 Repair and Renewals programme which was adopted by Council at its January 2023 meeting.

The work in 2023/24 will comprise:

- Installation of the toilet block
- Completion and installation of new Workroom Displays
- Removal of the Asbestos Insulation Board ceiling, floor tiles and old boiler flue lining in basement of Museum and replacement with appropriate alternatives
- Minor making-good repairs to ceilings and floorboards
- Architects and Officers to continue discussions with SCC with the aim of reaching a solution regarding disabled access to the ground floor.
- Reviewing the original internal ground floor display plan following the conclusion of discussions with SCC regarding disabled access, with a view to presenting JBAC with a revised schedule, costing and funding plan for further redevelopment works for consideration before 2024/2025.
- 5% retention on contractor costs for external repair/redecoration due for payment in 2023/2024

#### **Toilet Block**

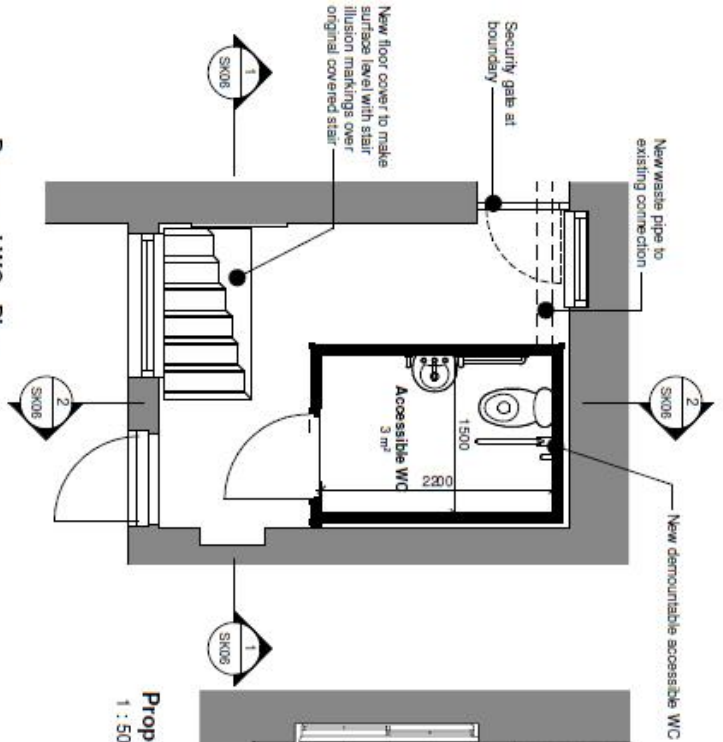
The Architects have reported that initial costs received for a demountable toilet pod have been inappropriately high for the nature of the project, and they are therefore exploring a creative solution which is likely to involve adaption of a prefabricated unit which can be lifted into position. An update is awaited at the time of writing.

For member's reference, drawings and plans of the toilet block are included overleaf. Planning permission and listed building consent for the toilet block was granted in December 2021. The Architects have confirmed that the revised fabrication plan will not affect the permissions already granted.

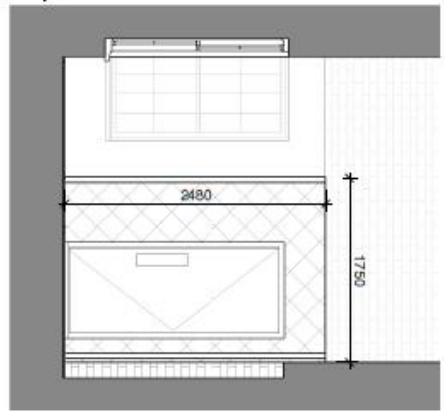
#### **Workroom**

Fabrication of the new workroom display is underway. Designers Vertigo paused production in 2022 while a new timetable for the toilet build was established. This was for practical project management reasons, as the workroom directly adjoins the yard and space is limited. At the time of writing, the MHO is establishing a timetable for the yard works in the hope that ground levelling work can be completed at the earliest opportunity, so that the workroom installation can take place without further delay while the pre-fabricated unit is awaited.

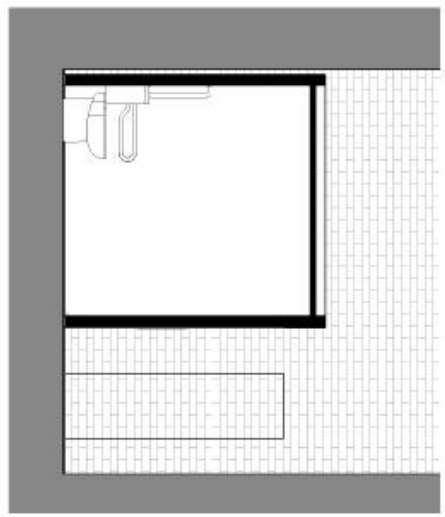




Proposed WC - Section 1  
1 : 50



Proposed WC - Section 2  
1 : 50



Existing Courtyard



Proposed Courtyard with WC and Recycled Tile Cladding

\*  
\*  
\*

## JBAC: 25 April 2023 APPENDIX 3

### SAMUEL JOHNSON BIRTHPLACE MUSEUM: COSTS AND CHARGES

The Museum's charges were last adopted in November 2020. Standard entry to the Museum is free of charge, but small charges are made to deliver a pre-booked school visit or adult guided tour, or for special events, to cover the additional resources and Museum Attendant staff time required.

Where increases to charges in 2023 are proposed, updated prices are highlighted in orange below. New costs are shown in yellow.

The introduction of a two-tier primary visit reflects the new one-hour session offered as part of a joint city-wide visit in collaboration with Lichfield Cathedral and Erasmus Darwin House. SJBMM has offered a two-hour school visit at £2.00 per pupil, with price unchanged, since 2007. It is proposed that the new one-hour sessions remain at £2.00, and the full two-hour session rises to £3.50. This pricing would enable visits to cover the additional Museum Attendant staff costs.

The introduction of a lunchroom charge for the Guildhall enables SJBMM to book a space on behalf of a school and transfer funds across LCC budget headings, reducing the administration load for teachers.

<b>SCHOOL AND GUIDED TOURS ADMISSION</b>	
£4.00	Pre-Booked 1-hour Guided Tour Per Person within opening hours (minimum charge £35 based on group size of 10)
£5.00	Pre-Booked 1-hour Guided Tour Per Person for exclusive use outside of opening hours (minimum charge £45 based on group size of 10)
£2.00	Optional additional Group Refreshment charge per person (Tea/Coffee and biscuits)
£2.00	Primary School Visit per pupil (1-hour joint Lichfield visit)
£3.50	Primary School Visit per pupil (2-hour SJBMM visit)
£3.50	A-Level School Dictionary Workshop Visit per pupil (2-hour visit)
£10	Additional cost to school for use of lunchroom in Lichfield Guildhall
£15	Weekly hire of Schools Outreach Box (to be collected by school)
£50	Outreach Speaker to attend external site, to include travel up to 15 miles from Museum
£1	Per mile travel charge for Outreach talks over 15 miles (equivalent of 50p each way)
£20	Hire of Birth Room per Hour (outside of public opening hours)
<b>EVENTS ADMISSION</b>	
£3.50	Children's Craft Events
£3.50	Children's Book Club, full price
£2.50	Children's Book Club, sibling discount
£4.50	History and Writing Workshops
£8.50	Minimum ticket price for Drama/Storytelling and special evening events, up to £12.50 dependent on e.g. artist rates and costume hire.
£25	Latin Course per term (Advanced)
£20	Latin Course per term (Beginners)
£5.00	Latin Course pay-as-you-go (Beginners)
<b>RESEARCHER SUPPORT COSTS</b>	
20p	Photocopying A4 Sheet Black and White
30p	Photocopying A3 Sheet Black and White
30p	Photocopying A4 Sheet Colour
40p	Photocopying A3 Sheet Colour
£2.50	Minimum charge (total) for scanning, printing, and posting within UK

£20	Quarter page image use in commercial book with print run over 2,000
£25	Half page image use in commercial book with print run over 2,000
£30	Inside full-page image use in commercial book with print run over 2,000
£50	Cover image in commercial book with print run over 2,000
<b>SHOP SUPPORT COSTS</b>	
£1.50	Minimum P&P for small items
£2.50	Minimum P&P for large items (heavier items weighed and price confirmed with buyer)

**Shop Stock:** Sale prices for souvenir stock items are set on an item-by-item basis, dependent on unit price, recommended retail price and a realistic sale price.

**VAT:** All prices include VAT where applicable.

\* \* \* \*