



# Lichfield City Council

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

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4 July 2022

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

Councillor M Warfield (Chair), and Cllrs C Ball, 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 **11 July 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](mailto:sarah.thomas@lichfield.gov.uk)).

Yours sincerely

Tony Briggs  
Town Clerk

## AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**
- 3. MINUTES AND MATTERS ARISING**  
To confirm as a correct record the Minutes of the Meeting held on Monday 11 April 2022 (**copy attached**) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 20 April 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 has been completed on three of the four plaques identified for restoration in this latest phase. The backboard on the Tamworth Gate sign (mounted on Lee Garden restaurant) has been replaced, and the plaque cleaned and protected. The School of Art Sign on Pool Walk has been cleaned, and the Bishop Langton's bridge sign repaired on Beacon Street. The work on all three plaques totaled £195. Approval for the addition of a backboard for the Farquhar plaque on the George Hotel has been received and will shortly be undertaken, at a cost of £125.

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

## 6. FRANCIS BARBER/ANNA SEWARD PLAQUES

Following the last meeting of the Working Party, the Museums & Heritage Officer has progressed the project to establish a plaque to Francis Barber, in liaison with City of Sanctuary group members, the Johnson Society and LDC.

In consultation with Ed Higgins, Principal Design and Conservation Officer at LDC, a location has been identified on the Cruck House on Stowe Street, the Street upon which Barber resided. The exact position suggested is location 3, on the front of the building and shown in the photograph to the right. LDC's discussion with a Historic England representative indicated informal support for the project and location, for which Listed Building Consent will be required.



A small exterior repair to the identified location is advisable before the sign is attached; the Town Clerk has pursued this with Messenger BCR who are carrying out similar repair work to the exterior of the Birthplace Museum currently. The repair, together with a redecoration of the front of the building, is scheduled to take place during week commencing 11 July.

Plaque costs have been obtained from two suppliers who indicated a maximum budget of approximately £499 for production of a cast plaque with basic wording, with additional costs of approximately £150 depending on the selected plaque design, which is to be agreed in consultation with all involved parties.

Example designs are provided overleaf for discussion; all plaques are by 'Sign Cast' with the exception of the Lichfield Civic Society 2019 plaque, which was produced by 'Sign Technology'.



The approximate costs supplied were:

- Sign Cast (Bilston): £425 for 16" or £499 for 18". Approximately £150 to add the LCC crest (hand painted - see example 'Nell Gwynne' plaque)
- Sign Technology (Lichfield): £475 for 16" cast – a crest could be added but would be printed rather than hand painted, cost to be confirmed
- Installation was included in the Sign Technology quote but is not offered by Sign Cast.
- Further costs for installation may be required, depending on advice from Architects.

The examples above raise an interesting question as to whether to label the plaque with any particular organisation; given the number of groups involved in this project it may be advisable to adopt the 'Mr Straw' approach shown in the examples above and not have any one organisation claim this plaque.

However, it is LCC who are progressing this matter and (likely) funding it and maintaining the plaque/s in the future. LCC recognition through (for example) the council crest on the

plaque and name as per the 'Nell Gwynne' example is perhaps not unjustified; if other organisations involved were to object to this, they could be invited to financially contribute. It could also be a good opportunity to establish a design for any future LCC plaques, too.

An additional maximum budget of £1,500 has been indicated by the City Council's architects to prepare the appropriate planning applications, additional information/liaison for a listed building consent and to manage this process.

The costs associated with the provision of a plaque are an appropriate CIL spend, the remainder would need to be drawn from City Council funds.

**Anna Seward Plaque:**

The possible installation of a plaque was discussed by the Cathedral Facilities Committee in March 2022 and further information about the existing Townswomen's Guild (TWG) Plaque requested. Contact has now been established with the Chair of the TWG and a meeting with the MHO is planned for July. In the meantime, the project has been discussed with the LDC Principal Design and Conservation Officer who was supportive of the principle of a plaque for Seward and offered advice regarding the planning procedure.

**RECOMMENDED:**

1. *The update be noted*
2. *NPIWP to offer its view as to the preferred style of plaque*
3. *NPIWP to consider a recommendation to Council regarding the possible allocation of CIL to fund the Barber/Seward plaques. Given the costs received are estimates currently and designs are to be finalised, the NPIWP may choose to recommend a maximum allocation figure rather than an exact amount based on budgets received to date and allowing for contingency (e.g. an allocation of CIL up to £1,300 to cover the supply of both plaques).*

**7. CIL ALLOCATION UPDATES**

**Boley Park Community Hall**

Replacement front and rear doors and surrounding screens were installed during the Easter holidays. The new doors and screens replace the previous installation which was nearing the end of its life and was very poorly insulated. The floor in the main hall is scheduled to be repaired and repolished during October half term.

The first photograph overleaf shows the previous front door and screen arrangement, with other photographs showing the new installation to the front and rear. Replacement 'Boley Park Community Hall' graphics were added to the front transom window shortly after the initial photographs were taken, an additional photograph of the front installation is therefore provided.



### **Lichfield Waterworks Trust**

Following the decision to award £2,175 towards the provision of a cycle shelter at Sandfields Pumping Station, the Waterworks Trust confirm their intention that the shelter is installed by September 2022.

### **LHCRT**

The Canal Trust have acknowledged the award of £54,000 of CIL and £6,000 of capital funding as recommended by this Working Party and asked that their thanks be conveyed. No further communications as to start date/scheduling have been received at the time of preparing this report.

### **ADDITIONAL 20MPH REPEATER SIGNS**

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 & E11*

*Dimbles Lane, Lighting columns E4, E7, E15, E18, E22, and E26*

At its meeting on the 20 April the City Council approved a CIL allocation of £2,500 (minute 114) for this project. There was some delay in progressing due to the pandemic, however the signs have now been ordered and it is anticipated they will be installed within the next 4-6 weeks.

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

### **8. ACTION PLAN UPDATE**

At its meeting on 15 April 2019 the Working Party resolved that the updating of the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 2**.

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

To be agreed by the Working Party.

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

## Lichfield City Council

### Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held via 'Zoom' on Monday 11 April 2022 at 6.00pm

**PRESENT:** Councillors M Warfield (Chairman), C Ball, Mrs G Boyle and J Checkland

**IN ATTENDANCE:** Cllr D Baker

**APOLOGIES:** Cllr M Trent

#### 21. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor D Baker was present at this meeting and a dispensation requested to enable her to speak (but not vote) on the matter of the LHCRT Grant/CIL allocation (agenda item 6). Councillor Baker 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. The dispensation to speak was granted by the Working Party.

Councillor M Warfield declared an interest in Agenda item 8 as a trustee of Boley Park Community Hall

Councillor J Checkland declared an interest in Agenda item 9 [appendix 3.2 & 3.4] as the chair of Lichfield Sports Club.

#### 22. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on 12 January 2022 be confirmed as a correct record (Minutes adopted by Council on 24 January 2022).*

#### 23. MATTERS ARISING

None.

#### 24. 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.*

#### 25. CITY CENTRE PLAQUES

Members considered the agenda report which provided an update on this project, including the progress made on the latest batch of plaques.

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

#### 26. LHCRT – GRANT/CIL ALLOCATION

Members considered the Town Clerk's agenda report and thanked Cllr Baker for her contribution. Following discussion, the Working Party agreed on the following recommendation to Council. *[members are reminded that at its meeting of 24 January 2022, the City Council considered this matter and left it in abeyance pending further discussion between ward members and LHCRT representatives, such discussions having now taken place and been considered by the NPIWP].*

**RECOMMENDATION TO COUNCIL:** *That £54,000 of CIL Monies and £6,000 of City Council capital reserves be allocated to LHCRT for this specific project on the understanding that:*

- a) *Payments are phased and only made on the production of invoices*

- b) Further works on either side of this area are still progressed and tidied as much as possible so that residents can make use of them*
- c) The monies awarded are not to be used on any other area of the Canal project*
- d) No further funding to be requested from the City Council until the issue of the gas main along Tamworth Road has been resolved.*

**27. LICHFIELD WATERWORKS TRUST – CIL ALLOCATION**

Following referral from LCC's Grants Committee, the NPIWP considered the appropriateness of a CIL allocation towards the requested cycle shelter at Sandfields Pumping Station.

***RECOMMENDATION TO COUNCIL:*** *That £2,175 of CIL (being the supply cost) be awarded to LWT to purchase their chosen cycle shelter.*

**28. BOLEY PARK COMMUNITY HALL**

The NPIWP considered the Town Clerk's agenda report which set out the progress made on the existing CIL allocation of £17,000 to facilitate the replacement of the front and rear doors and surrounding screens at the Hall, and the possibility that the current CIL allocation could also cover the costs of repairs required to the main hall flooring. NPIWP members confirmed the views expressed informally during prior discussions with the Town Clerk on this matter.

***RECOMMENDATION TO COUNCIL:*** *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.*

**29. SUGGESTIONS FOR CIL SPEND**

The NPIWP considered the suggestions received for CIL spend, and responded as below:

**1. Street Lighting – Stowe Pool Footpath.**

Members agreed in principle and ask that the Deputy Town Clerk to make the relevant enquiries to establish the cost.

**2. Crossing/footpath to Hockey Club on Eastern Avenue**

Members agreed that a footpath was needed, and that the landowner be established. The Deputy Town Clerk to contact Staffordshire County Council highways and Janice Silvester-Hall, County Councillor for Lichfield City North to enquire if there are any plans to install a crossing.

**3. Dr Milley's – window improvements**

Members agreed to defer to the next meeting. Councillor Boyle to contact Officers at Lichfield District Council to determine why this is not an appropriate CIL spend.

**4. Lichfield Sports Club – outdoor furniture**

As advised by Lichfield District Council, Members agreed this was not an appropriate CIL spend and that other more suitable sources of funding were available.

**5. Blue plaques for Anna Seward and Francis Barber**

Members noted the work already in progress by Lichfield District Council to include Francis Barber on the new information board at Stowe Pool but also requested that the plaques (including Anna Seward) be progressed. Members ask that the MHO liaise with the Johnson Society and Cllr Ball to progress this project and obtain all the necessary permissions.

**6. Lichfield Arts – new staging.**

This request be declined as not an appropriate spend of CIL monies



**7. Transition Lichfield/Nurture Community CIC**

'Wilding' project. That no further funds be allocated as a Grant of £250 has already been awarded by the City Council.

**8. Shaw Lane/Beacon St junction – mirror to improve visibility for drivers.**

The Deputy Town Clerk to make representations to SCC Highways.

**9. New cycle signage around Stowe Pool – confirmed as being progressed by LDC**

No further action required by the Working Party as the matter is in hand.

**30. ADDITIONAL 20MPH REPEATER SIGNS – NORTH LICHFIELD**

The Working Party noted the update and the sights for the installation of additional 20mph repeater signs

***RECOMMENDATION TO COUNCIL:*** That £2,500 of CIL be allocated to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre.

**31. ACTION PLAN UPDATE**

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

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

**32. CIL ALLOCATION UPDATES**

The Working Party noted the installation of the CIL funded cycle stands at Darwin Hall and Curborough Community Centre.

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

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

11 July 2022 at 6.00pm.

**34. ANY OTHER BUSINESS**

Councillor Ball commented on the lack of response for suggestions received from members of the public for CIL spend and asked all Councillors to publicise in their Wards once again.

The Deputy Town Clerk confirmed that a further request for suggested CIL spends would be included again in the City Councils Newsletter in the next issue of City Life magazine.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.10PM**

**ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES**

| ACTION IN ORDER OF PRIORITY  | COMMENTS  | TIMESCALE   |
|--|---|---|
| Additional 20mph signs in North Lichfield                                | Staffordshire County Council Highways have confirmed the locations for the additional signs and have advised an approximate cost of £2,000 for supply and installation .  | <b><i>RECOMMENDATION TO COUNCIL:</i></b><br><b><i>That £2,500 CIL be allocated to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre.</i></b> |
| City Centre Plaques  |   | Members noted the updated report at Agenda item 5   |
| Samuel Johnson Birthplace Redevelopment                                  | Recommendation adopted by Council   | Work to progress early 2022   |
| Signs in the City Centre indicating walking direction to named carparks. | 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   |

Updated 29.3.22

## NPIWP: 11 July 2022 APPENDIX 1

### CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

**Table 1: COMBINED CIL Forecast to July 2022**

| Period                            | CIL Received<br>£ | CIL Allocations<br>£ | CIL Balance<br>£ |
|-----------------------------------|-------------------|----------------------|------------------|
| Balance - March 2022              | 175,736           | 69,679               | 106,057          |
| Received/allocated to 1 July 2022 | 101,958           | 8,424                | 93,534           |
| Awaiting Invoice at 1 July 2022   |                   | 74,309               | (74,309)         |
| <b>Balance as at July 2022</b>    | <b>£277,694</b>   | <b>£152,413</b>      | <b>£125,281</b>  |

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

| Project  | Amount<br>Allocated<br><br>£ | Actual<br>Invoiced<br><br>£ | Awaiting<br>Invoice<br><br>£ |
|--|------------------------------|-----------------------------|------------------------------|
| New City Centre Signage (LDC)  | 15,741                       | 14,112                      | 1,629                        |
| Curborough Community Centre CCTV*  | 3,000                        | 3,000                       | 0                            |
| Refurbishment of Entrance to Lichfield Signage*  | 2,305                        | 2,305                       | 0                            |
| Refurbishment/replacement of selected City Centre plaques  | 1,870 +<br>1,650             | 1,398                       | 472<br>1,650                 |
| New external doors, Curborough CC (contribution)*  | 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, repairs/sanding/polishing of flooring in main hall | 17,000                       | 12,566                      | 4,434                        |
| Lichfield Waterworks Trust – provision of cycle shelter  | 2,175                        | 2,175                       | 0                            |
| LHCRT – restoration of Lock 23   | 54,000                       | 0                           | 54,000                       |
| 20MPH repeater signs – North Lichfield   | 2,500                        | 0                           | 2,500                        |
| <b>TOTAL</b>   | <b>£152,413</b>              | <b>£78,104</b>              | <b>£74,309</b>               |

**Table 2:** CIL Income Received – April 2022

| REF             | Site address  | Parish % | Parish Allocation (£) |
|-----------------|---|----------|-----------------------|
| 17/01191/OUFMEI | Deanslade Park Project, South of Falkland Road (3 of 4) | 25       | 35,192.95             |
| 17/01191/OUFMEI | Deanslade Park Project, South of Falkland Road (4 of 4) | 25       | 35,192.95             |
| 19/00478/REMM   | Land South of Shortbutts Lane (3 of 3)                  | 25       | 22,721.44             |
| 19/00168/FUL    | 22 Gaiafields Rd, Lichfield                             | 25       | 2,842.29              |
| 20/01614/REMM   | Land on East of Birmingham Rd, Lichfield                | 25       | 2,457.23              |
| 20/00385/FUL    | Land at 25 Burton Road, Streethay                       | 25       | 3,631.31              |
| <b>TOTAL</b>    |   |          | <b>£101,958.17</b>    |

### Forecast CIL income October 2022 & April 2023

**Table 3:** CIL Forecast – October 2022

| Date          | Site address                              | Parish % | Parish Allocation (£) |
|---------------|---|----------|-----------------------|
| 19/01317/FUL  | The Greyhound Inn, 121 Upper St John St   | 25       | 15,690.87             |
| 19/00168FUL   | 22 Gaiafields Rd                          | 25       | 1,003.87              |
| 20/00599/COU  | Outbuilding rear of 19A Tamworth St       | 25       | 545.66                |
| 20/01742/FULM | Former Windmill Public House, Grange Lane | 25       | 8,688.69              |
| <b>TOTAL</b>  |   |          | <b>£25,929.09</b>     |

**Table 4:** CIL Forecast – April 2023

| Date          | Site address                              | Parish % | Parish Allocation (£) |
|---------------|---|----------|-----------------------|
| 20/01742/FULM | Former Windmill Public House, Grange Lane | 25       | 8,688.69              |
| <b>TOTAL</b>  |   |          | <b>£8,688.69</b>      |

- CIL becomes payable when development starts on site
- forecasts may increase if other developments come forward on site.
- There may also be changes to the payment dates depending on the developer's ability to pay and whether they comply with the CIL process.

**NPIWP: 11 July 2022 APPENDIX 2**

| ACTION IN ORDER OF PRIORITY   | COMMENTS  | TIMESCALE   |
|---|---|---|
| Additional 20mph signs in North Lichfield                                 | The City Council has allocated £2,500 CIL to the provision of additional 20mph repeater signs in North Lichfield  | An order has been placed and it is anticipated the signs will be installed within the next 4-6 weeks. |
| City Centre Plaques   | Members are asked to note the updated report at Agenda item 5 which includes the approval for the addition of a backboard for the Farquhar plaque on the George Hotel at a cost of £125 | Works will shortly be undertaken  |
| Samuel Johnson Birthplace Redevelopment                                   | Recommendation adopted by Council   | Work to progress during 2022  |
| Signs in the City Centre indicating walking direction to named car parks. | Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed   | No further updates on timescales available  |

Updated 29.6.22