



# Lichfield City Council

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

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28 March 2023

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

Councillor M Warfield (Chair) and Cllrs H Ashton, C Ball, G Boyle, J Checkland, P Jones, 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 **Tuesday 4 April** 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 20 February 2023 (**copy attached**) and to consider any matters arising from those Minutes. [Minutes adopted by Council on 13 March 2023].
- 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

A quotation from David Connolly at Sign Technology has been accepted for the work on the next three plaques in the restoration project, at a total of £300. This comprises waxing of the Friary Wall plaque, and replacement oak back boards and waxing for the 'Three Crowns' plaque on Breadmarket Street and the 'Old Schoolmasters House' on St John Street. The latter features ornate screw covers, of which three replacements are required. The MHO has discussed this feature with the LDC Principal Conservation and Design Officer, and it has been agreed that a plain screw cover can be used as an interim measure while a specialist casting company to make replicas, or suitable salvaged features as replacements, can be identified.

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

## 6. FRANCIS BARBER/ANNA SEWARD PLAQUES

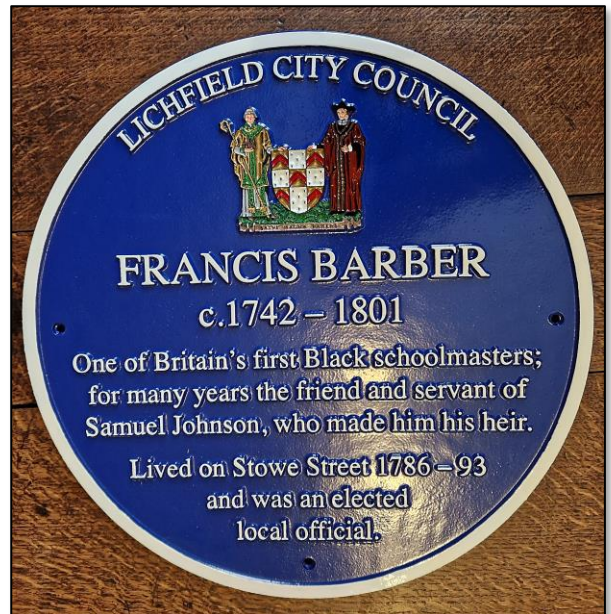
### Francis Barber

The Francis Barber plaque has been received and an unveiling event planned for Wednesday 29 March. Descendants of Barber had confirmed attendance and will unveil the plaque following words from the Mayor. Contractors Messenger are scheduled to mount the plaque into position on Cruck House after the Easter break.

### Anna Seward

The Cathedral Facility Advisory Committee considered the documents provided by the MHO at their meeting on 21 March. The outcome of that report was awaited at the time of writing; an update may be available prior to or at the NPIWP meeting.

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



## 7. POSSIBLE CIL ALLOCATION

To consider a possible CIL allocation following a bid from the Lichfield and District Allotments Society (LDAS) as detailed at **ENCLOSURE 1**. Members are reminded that allotment land within Lichfield City is owned by the City Council, with a lease in place between LDAS and the City Council to operate allotments on those sites.

**RECOMMENDED: The NPIWP to discuss the appropriateness of an allocation, the amount of any such allocation, and make a corresponding recommendation to Council.**

## 8. CIL ALLOCATION UPDATES

### **Lichfield Hockey Club**

At its meeting of 27 September 2022 the City Council resolved to allocate £12,200 of CIL to the provision of a tarmac pathway to provide improved access to the hockey pitch, notably to facilitate 'Flyerz Hockey' in Staffordshire which enables disabled and non-disabled players to play together. Having initially been advised that planning permission was not required, it subsequently emerged that it was actually necessary. The planners

have confirmed they see no issue with the proposal but it has caused delay, with Hockey Club representatives pushing LDC for progress at the time of writing this report.

### **Boley Park Community Hall**

Following adoption of the NPIWP's recommendation, quotations were confirmed for the CCTV and fire alarm. Both are scheduled to be installed during week commencing 3 April 2023.

### **Bus Shelter Reinstatement – Boley Park, Adjacent Boley Park Community Hall**

Following the adoption of the NPIWP's recommendation by Council on 12 December, the bus shelter was ordered on 13 December. The shelter was installed on 12 March 2023 and has attracted positive comment from local residents.



### **Footway Lighting – Cross Keys Car Park to Stowe Pool**

Members are asked to note that both the Conservation and Heritage Parks Officer have confirmed they have no objection to the proposed installation of a Victorian Style lamp on the junction of the new and old path. Planning officers have also confirmed this would fall under permitted development and therefore not require planning permission. The Deputy Town Clerk is in discussions with Eon to progress the installation as soon as possible.

### **EV Charging Points – Curborough CC and Darwin Hall**

Discussions with LDC revealed ongoing scoping work for EV charging points across the City. It was agreed that the two locations that this Committee was potentially interested in funding via CIL would be added to that feasibility assessment (Darwin Hall and Curborough Community Centre). LDC report they have met several EV providers and consultants and have mentioned the two sites where LCC would like to introduce EV points.

Most recently LDC spoke with a company called Zest, who are keen to work with LDC and Staffordshire County Council on a Staffordshire wide joined up approach. The Staffordshire EV strategy was approved at the Staffordshire Sustainability Board.

SCC are very keen for all district and local Councils to work together rather than going off single handed and working in silo, as such an approach should result in a far better deal for residents due to the economy of scale and the majority of funding being allocated to tier 1 authorities. SCC are also looking at ways to reduce residential charging by introducing discounted resident schemes.

While still in its infancy, the county-wide approach is seen as representing the best opportunity to progress the matter to its most cost-effective conclusion. Discussions with officers at LDC continue.

#### **Michael Johnson's Workroom - SJBM**

Architects have been instructed to prepare tender documentation to expediate the start date of the Birthplace yard works following approval from Council. This will in turn allow for the workroom installation to go ahead. It is hoped that this work will be scheduled over Summer 2023.

#### **Information Boards – Stowe Pool**

LDC has been informed of the adopted recommendation to allocate CIL monies to this project. Officers at LDC confirm a meeting was held on 14 March with the Friends of Lichfield Historic Parks to discuss the content. Further updates are awaited.

#### **Sound Infrastructure Improvements - The Hub at St Mary's**

Following adoption of the NPIWP's recommendation by council at its March meeting, the allocation has been reported to St Mary's representatives. LCC officers are in discussion with St Mary's as to the detail of the provision of the allocation/timings of installation etc.

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

### **9. ACTION PLAN UPDATE**

At its meeting on 15 April 2019 the Working Party resolved that the updating of the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 1**.

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

To be agreed by the Working Party. The Working Party may also wish to consider whether it wishes its first meeting after the election to be in person or via Zoom.

**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 20 February 2023 6.00pm

**PRESENT:** Councillors M Warfield (Chair), H Ashton, C Ball, G Boyle, J Checkland, P Jones, and M Trent

**APOLOGIES:** None

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

Councillor J Checkland declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 8 - Lichfield Hockey Club.

Councillor M Warfield declared an interest under appendix B of the City Council's code of conduct in relation to agenda item 8 - Boley Park Hall Community Hall.

#### 24. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on 14 November 2022 be confirmed as a correct record (Minutes adopted by Council on 12 December 2022).*

#### 25. MATTERS ARISING

None

#### 26. 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.*

#### 27. CITY CENTRE PLAQUES - UPDATE

Members considered the agenda report noting that twelve bronze plaques have now been renovated, four are currently being worked on leaving a further two outstanding.

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

#### 28. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques. Cllr C Ball commended the Museums and Heritage Officer for bringing this project to fruition and asked if it would be possible to have a notable black person present at the unveiling.

The Deputy Town Clerk informed members that all stakeholders involved in the reinstatement of the plaque would be asked to send a representative to the unveiling.

Noting the short timescales [it is hoped to unveil the plaque in early March/April] Cllr J Checkland suggested a historian from the Staffordshire Regimental Museum and requested the Deputy Town Clerk extend a formal invitation on behalf of the Council on receipt of contact details.

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

**29. POSSIBLE CIL ALLOCATIONS**

Members considered the agenda report which contained a request from The Hub at St Mary's for a CIL allocation. The Hub has sought expert advice from Sound Engineers and Audio/Cabling experts in order to cost a project to improve the sound infrastructure in the building. The suggested specification includes sound desk, microphones, speakers and cabling, plus optional trussing and further equipment. The cost of the overall project has been quoted at a little under £30,000, but without the optional items, the cost is £21,464.64.

Following discussion it was agreed that the NPIWP would make a recommendation to Council that an allocation to cover the 'core' elements rather than including optional elements.

*[a copy of the full submission from St Mary's is available to members on request to the Deputy Town Clerk.]*

***RECOMMENDATION TO COUNCIL: That £21,464.64 of CIL monies be allocated to the upgrading of the Sound Infrastructure for the Hub at St Mary's.***

**30. CIL ALLOCATION UPDATES**

Members considered the agenda report, giving updates on the installation of the additional 20MPH signs at Curborough, the replacement bus shelter at Boley Park, the boundary protection work to Festival Gardens, footway lighting at Stowe Pool, EV charging points and other ongoing matters.

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

**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.***

*[Cllr H Ashton entered the meeting at 6.22pm and extended his apologies for being late]*

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

Tuesday 4 April 2023 at 6.00pm via Zoom.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 6.24PM**

## NPIWP: 4 April 2023 APPENDIX 1

**Table 1: COMBINED CIL Forecast to March 2023**

Period	CIL Received £	CIL Allocations £	CIL Balance £
Balance as at 31 March 2022	175,736	69,679	106,057
Received/allocated to March 2023	131,191	34,964	96,227
Awaiting Invoice at March 2023		124,945	(124,945)
<b>Balance as at March 2023</b>	<b>£306,927</b>	<b>£229,588</b>	<b>£77,339</b>

**Table 2: Completed CIL Projects to Date**

Project	Amount Allocated  £	Actual Invoiced  £	Underspend*  £
Curborough Community Centre CCTV	3,000	3,000	0
Refurbishment of Entrance to Lichfield Signage	2,305	2,305	0
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
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	16,306	694
Lichfield Waterworks Trust – cycle shelter	2,175	2,175	0
Festival Gardens Boundary Protection	15,000	15,000	0
20MPH repeater signs – North Lichfield	2,500	2,145	355
Bus Shelter adjacent Boley Park Community Hall	5,500	5,268	232
<b>TOTAL</b>	<b>£85,027</b>	<b>£83,746</b>	<b>£1,281</b>

**\*underspends are returned to the overall CIL fund for reallocation**

- 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.

**Table 3: Ongoing CIL Projects**

Project	Amount Allocated	Actual Invoiced	Awaiting Invoice
	£	£	£
New City Centre Signage (LDC)	15,741	14,112	1,629
Refurbishment/replacement of selected City Centre plaques	1,870 + 1,650	1,523	347 1,650
Francis Barber/Anna Seward plaques	1,300	261	1,039
Michael Johnson's Workroom (SJBW)	14,625	5,000	9,625
LHCRT – restoration of Lock 23	54,000	0	54,000
Lichfield Hockey Club - Clubhouse to Pitch pathway	12,200	0	12,200
CCTV and Fire Alarm – Boley Park CC	8,000	0	8,000
Information boards Stowe Pool (LDC)	9,555	0	9,555
Pathway Lighting – Cross Keys to Stowe Pool	4,155	0	4,155
Sound Infrastructure Improvements, Hub at St Mary's	21,464.64	0	21,464.64
<b>TOTAL</b>	<b>£144,560.64</b>	<b>£20,896</b>	<b>£123,664.64</b>

**CIL Forecast – 2023/24****Table 4: CIL Forecast – April 2023**

Date	Site address	Parish %	Parish Allocation (£)
20/01742/FULM (2 of 2)	Former Windmill Public House, Grange Lane	25	8,688.69
<b>TOTAL</b>			<b>£8,688.69</b>

**Table 5: CIL Forecast – October 2023**

Date	Site address	Parish %	Parish Allocation (£)
18/01498/FUL (1 of 2)	Deanslade Farm, Claypit Lane	25	5,363.83
<b>TOTAL</b>			<b>£5,363.83</b>

**Table 6: CIL Forecast – April 2024**

Date	Site address	Parish %	Parish Allocation (£)
18/01498/FUL (2 of 2)	Deanslade Farm, Claypit Lane	25	5,363.83
<b>TOTAL</b>			<b>£5,363.83</b>



## NPIWP: 4 April 2023: APPENDIX 2

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report at Agenda item 5	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	As previously reported, the installation of the workroom is dependent on the scheduling of the Birthplace yard works. Budget for those works has now been approved in the LCC R&R schedule for 23/24, and Architects have been instructed to prepare tender documentation to expediate the start date. The MHO is in regular communication with the partners involved in the workroom installation.	It is hoped that installation could take place by the Summer.
Signs in the City Centre indicating walking direction to named carparks.	The Town Clerk 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
Stowe Pool Lighting	Members are asked to note the update at Agenda item 8	Discussions are ongoing with EON to facilitate installation.
City Council Bus Shelters/ Advertising	All the City Council Bus Shelters have now been refurbished.  As per the update at Agenda item 8. The bus shelter at Boley park has now been reinstated.	The new advertising has now been installed in five of the City Councils 14 bus shelters
Information Boards Stowe Pool	Following a request from LDC the NPIWP made a recommendation to Council to allocate £9,555 of CIL for the installation of three new information boards around Stowe Pool	LDC officers report that they are in discussions with the Friends of Lichfield Historic parks as to the content. A meeting was held on 14 March, to date no further update has been received.

Updated 17.03.23