



# Lichfield City Council

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

5 February 2024

**To: Members of the Grants Advisory Committee**

Councillor C Ball (Chair) and Cllrs H Ashton, D Baker, J Christie, K Farrelly, M Field, S Schafer, E Strain and R Yardley.

Dear Councillor

**Grants Advisory Committee**

You are invited to attend a meeting of the Grants Advisory Committee to be held in **The Moulton Room, Guildhall** at **6.30pm** on **Monday 12 February 2024** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

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 22 November 2023 (**attached**) and to consider any matters arising from those Minutes. *[Minutes adopted by Council on 11 December 2023.]*

Further to the grant request from Friends of Lichfield City Station (FoLCS) and this committee's recommendation to award the grant (see minute 23), officers were subsequently advised by FoLCS that the request has been withdrawn and that a new application would be made. The grant in the sum of £350 therefore remains unpaid.

At the meeting of the Grants committee on 22 November 2023 members declined the request for CIL funding from the Five Spires Academy to build an outdoor classroom. The Academy has communicated an intention to resubmit the application in six months time.

**4. GENERAL REVENUE GRANTS - 2023/24 BALANCES AND 2024/25 FUNDS**

The table overleaf reflects the current position of the council's revenue grant reserve/allocations. The allocation for 2024/25 is also included, providing members with the total grant monies available when considering agenda item 5.

Members attention is also drawn to agenda item 7 and the possibility of underspend (if available) being utilised for summer activities.

Budget Allocation	Amount (23/24)	Allocated (23/24)	Balance Available including 24/25 allocation
Earmarked Reserve	£9,531	£742	£8,789
General Grants 2023/24	£32,000	£32,000	0
Churchyards	£7,140	£7,140	0
General Grants 2024/25	-	-	32,000
<b>Total</b>	<b>£48,671</b>	<b>£39,882</b>	<b>£40,789</b>

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

## 5. **GENERAL REVENUE GRANT - 2024/25 GRANTS**

2024/25 grant applications and reports received *have been previously circulated*. All applicants from whom a report has been sought have provided this as requested, with the exception of Dovehouse Community Gardens who confirm the work to be funded by last year's grant needs to take place during the winter months and is currently underway.

The total sum of grants requested is **£45,348**. The total sum of grant budget and earmarked grant reserve is **£40,789**. The shortfall is **£4,559**.

No.	Applicant	Amount Requested (£)
1	South East Staffordshire Citizens Advice Bureau	6,750
2	Lichfield District Arts Association	5,000
3	Lichfield Greenhill Bower	3,000
4	Lichfield District Council, Proms In The Park	2,000
5	Lichfield Community Sports Club CIC	2,000
6	Erasmus Darwin Foundation	3,000
7	Voluntary Transport for the Disabled	1,000
8	Lichfield Festival	1,836
9	The City of Lichfield Concert Band	500
10	Lichfield Re:Cycle	450
11	Men's Shed Lichfield	396
12	Dovehouse Community Gardens	300
13	Lichfield Hockey Club	595
14	Forest Harvest	100
15	Gamers' Wellbeing	491
16	Lichfield Talking News	1,000
17	The Hub at St Mary's	619
18	Lichfield Bowling Club	480
19	Lichfield Waterworks Trust	5,200
20	The Well	3,000
21	Friends of Lichfield City Station	2,000
22	Dereck Jones (Games/Coffee morning)	1,718
23	Transition Lichfield - Nurture Community CIC	1,000
24	The Lichfield Trishaw Project (Big Red Bike)	1,000
25	The City of Lichfield Shrievally Association	700
26	Drama Teens	500
27	1 <sup>st</sup> Lichfield (St Chads) Scout Group	473
28	Lichfield Ladies' and Men's Probus Club	240
<b>Total</b>		<b>£45,348</b>

**RECOMMENDED:**

- 1. To consider the applications and make recommendations to Council on grants to be awarded to organisations as listed above.**
- 2. Any unallocated element of the grants budget be retained for possible allocation in 24/25/carried forward to 2025/26 as appropriate.**

**6. GENERAL REVENUE GRANT - GRANT AWARD POLICY REVIEW**

At its meeting of 5 March 2018, the City Council resolved that the Grants Advisory Committee reconvene to discuss future grant allocation processes and prepare formal proposals to Council. This meeting took place on 3 April 2018 and resulted in the creation of a draft Grant Award Policy and amended Grant Application Form which was adopted by Council on 23 April 2018.

The policy as adopted has undergone minor changes in the intervening years following recommendation of this Committee, with a further review now falling due. The policy has been revised slightly in readiness for this meeting (removal of a typographical error and updating the total number of councillors to 29). The Policy is included as **ENCLOSURE 1A**, the application form as **ENCLOSURE 1B**.

**RECOMMENDED:** *The Committee to consider the Grant Award Policy and Application form, with any changes agreed by the committee forming a corresponding recommendation to Council.*

**7. GENERAL REVENUE GRANT – SUMMER ACTIVITIES**

To consider the Town Clerk's report at **APPENDIX 1** (attached).

**RECOMMENDED:** *The Grants Committee to*

- 1. Consider and agree the funding allocation for summer grants 2024, being mindful of monies remaining in the 2024/25 grant allocation and earmarked grants reserve (if any) following discussions earlier in this agenda.**
- 2. Consider and agree the administrative process of the scheme.**
- 3. Make a corresponding recommendation to Council.**

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**8. CIL - MONIES RECEIVED, COMMITTED AND FORECAST**

To consider the Town Clerk's report at **APPENDIX 2** (attached). As is required by the relevant legislation, CIL is recorded separately to general revenue grants. The current CIL balance available for new allocations is **£41,462**.

**RECOMMENDED:** *That the updated CIL balance, commitments and forecast be noted.*

**9. CIL REQUEST – STOWE POOL/ST CHADS CYCLEWAY**

In November 2023, Cllr P McDermott contacted the Town Clerk following representations from members of the public as to pedestrians using the cycle path adjacent to Stowe Pool. It was felt that additional signage was required to ensure pedestrians were aware of the cycle path, and to alert cyclists to the possibility of pedestrians walking from the pathways that link to the cycle path.

The Town Clerk met with a representative from a line painting company on 15 November, with quotation and recommendations received shortly thereafter. In brief, the

recommendations are to paint 'repeater' cycle symbols along the route, plus specific markings for the start/end of the cycleway and where pedestrian pathways cross/terminate on to the cycle path. Additional fixed signage was also recommended at the pedestrian pathways to further improve safety.

Unfortunately, the contractor does not supply the fixed signage and this will need to be sourced separately. In addition, the line painting is best undertaken in spring/summer, causing some delay in installation. It is estimated that the line painting and fixed signage will cost in the region of £2,000+VAT.

The Committee is asked to note that Cllr H Ashton has been in discussions with LDC regarding improved 'no cycling' signage on their pathway around Stowe Pool that runs adjacent to this cycle path. The suggested provisions for the LCC cycle path would therefore compliment the signage improvements being undertaken by LDC.

**RECOMMENDED: The Committee to decide *whether or not* it wishes to allocate any CIL monies to this project, and the amount of any such allocation, and make a corresponding recommendation to Council. The estimated cost of the project is £2,000+VAT.**

#### 10. **CIL REQUEST - COURT REFURBISHMENT LICHFIELD FRIARY TENNIS CLUB**

A request has been received from Lichfield Friary Lawn Tennis Club for **£58,300** to refurbish two existing Tennis Courts. Further details are provided at **ENCLOSURE 2**.

The Tennis club was founded in 1937 at a site on Christchurch Lane but relocated to its current premises on the edge of Lichfield in 1985 after merging with Lichfield (Birmingham Road) Tennis Club. The club is outside of LCC's parish boundary.

LCC Officers have enquired with LDC as to the appropriateness of providing CIL funding to an organisation outside the parish boundary and therefore outside of the Neighbourhood Plan area. LDC Officers confirm that they "*would consider this a suitable use for NCIL monies, as long as it falls within the Lichfield District. It is OK for the spend to be slightly outside of the parish/city boundary.*" LDC referred officers to [associated guidance](#)

LCC officers have informed the applicant of this information and that the amount requested exceeds current LCC CIL funds. Officers have also advised the applicant to seek funding from LDC as the larger local authority with 75% of CIL allocation, and their own parish council. The applicant has noted this but still wishes to present their application, stating that any amount of funding would be welcomed.

Town Clerk's Note: LCC reports its CIL spend to LDC as the charging authority. If LDC gives approval for a CIL spend outside the parish boundary then that in theory is all the confirmation LCC needs as to appropriateness of spend. However, the Town Clerk is unsure upon what legislation LDC have formed the view set out above. An extract from the guidance is provided below, with added emphasis that appears to indicate the parish boundary is the boundary for CIL spend when authorised by the parish council:

*The parish council **must** use the CIL receipts passed to it to support the **development of the parish council's area** by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places **on the area**.*

A further extract is provided below, again with added emphasis:

*Once the levy is in place, parish or town councils should work closely with their neighbouring councils and the charging authority to agree on infrastructure spending priorities. **If the parish or town council shares the priorities of the charging authority,***

***they may agree that the charging authority should retain the neighbourhood funding to spend on that infrastructure. It may be that this infrastructure (for example, a school) is not in the parish or town council's administrative area but will support the development of the area.***

The only *clearly stated* method for allocating CIL outside of the council's administrative area is therefore to forfeit receipt of equivalent scheduled CIL. It may also be acceptable to return equivalent monies to LDC for them to allocate, assuming LDC agree to this being an infrastructure spending priority.

***RECOMMENDED: The Committee to decide whether or not it wishes to allocate any CIL monies to this project, and the amount of any such allocation, and make a corresponding recommendation to Council.***

**11. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS**

At the meeting of the Grants Committee held on 22 November it was agreed that potential sites for additional 20mph repeater signs be provided to the Deputy Town Clerk in order to progress with Staffordshire County Council (Minute 35). Suggestions were received from Cllrs Ashton and Ball, and are provided in list form for members at **APPENDIX 3** (attached). The Town Clerk has provided this list to SCC colleagues in order to obtain a quotation.

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

**12. CIL REQUEST UPDATE – ADDITIONAL FOOTPATH LIGHTING, DARWIN PARK**

At the meeting of this held on 22 July 2023 Members agreed in principle to the provision of additional footpath lighting on Darwin Park and agreed to defer a recommendation to Council until more definite costs could be determined.

The Deputy Town Clerk made further enquiries regarding an alternative power supply and planned a site visit with Eon to determine the feasibility of this, updating members at the Grants Committee meeting of 22 November 2023. At that meeting, Councillor J Christie agreed to provide the Deputy Town Clerk with contact details for Persimmon Homes and Taylor Wimpey in order that further representations could be made.

Upon receipt of this the Deputy Town Clerk made representations to both developers and was informed that this matter is already under discussion as the Darwin Park development is about to be adopted by LDC. Subsequently LDC officers and LDC Councillor A Smith have been liaising with the Deputy Town Clerk to ensure this additional lighting is not overlooked. At the time of writing this report LDC Officers are arranging a site visit with EON to discuss the possibility of taking a power supply from the lamps on Cathedral Walk which are already under the ownership of LDC.

LDC have indicated that if the developers are unwilling to bear the cost of installing additional lighting, then it may be appropriate to use LDC CIL monies.

Members of the Darwin Park Residents Association have been updated.

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

**13. CITY CENTRE DIGITAL DISPLAYS**

Councillor H Ashton recently met with the Deputy Town Clerk to present a proposal to install digital signage and information boards across the City. Following these discussions, the Deputy Town Clerk met with officers from LDC on 6 November who confirmed that LDC are looking at various forms of digital signage as part of the City Centre Masterplan and Visitor Economy Network. Variable Messaging signage (VEN) has now been installed at the entrances to the City providing up to date information on car parking facilities.

LDC Officers provided a brief discussion document for members information (circulated by email 21.11.23) detailing the current plans and aspirations.

Subsequently a small Project Board within the LDC Visitor Economy Network has been set up which includes key representatives from the City including the Cathedral, The Hub at St Mary's ,The George Hotel, and the City Councils' MHO. The Project Board will be working with LDC Comms officers to look at various options and content for digital displays within the City .Officers report that LDC has been successful in obtaining funding from the UK Shared Prosperity fund which they are hoping to allocate to this project. The board will revert in February and further updates will follow.

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

**14. CIL - ALLOCATION UPDATES**

A number of CIL funded projects have either been recently completed or are ongoing. A brief update on each of these projects is provided at **APPENDIX 4** (attached).

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

**15. ACTION PLAN UPDATE**

At its meeting on 15 April 2019 it was resolved that updating the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 5**.

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

To be decided by the Committee.

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

## Lichfield City Council

### Minutes of the Meeting of the Grants Advisory Committee held in the Moulton Room, Guildhall at 6.00pm on Wednesday 22 November 2023

**PRESENT:** Councillors C Ball (Chair), H Ashton, J Christie, and R Yardley.

**APOLOGIES:** Councillors D Baker, K Farrelly, M Field, S Schafer, and E Strain

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

Councillor J Christie declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 13 (minute 30) as a member of the Darwin Hall Committee.

Councillor J Christie declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 15 (minute 32) as his wife is a member of Lichfield District Allotment Society.

Councillor C Ball declared an interest under Appendix B of the City Council's Code of Conduct in relation to agenda item 15 (minute 32) as he is a member of Lichfield District Allotment Society.

#### 20. MINUTES

**RESOLVED:** *That the minutes of the meeting of the Grants Committee held on 13 July 2023 be confirmed as a correct record [Minutes adopted by council on 24 July 2023]*

#### 21. MATTERS ARISING

None.

#### 22. GENERAL REVENUE GRANT – 2023/24 BALANCES & 2024/25 GRANTS

Members noted that £7,889 remained available for allocation from the Grants Reserve and that the 2024/25 grant round was now open. The Deputy Town Clerk informed Members that the Grants are being widely publicised but to date the take up has been slow and Members are encouraged to also assist with publicising.

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

#### 23. GENERAL REVENUE GRANT REQUEST – FRIENDS OF LICHFIELD CITY STATION

Members considered a grant request in the sum of £340.00 from the Friends of Lichfield City Station (FoLCS). The grant would allow the installation of noticeboards at the station to display (for example) promotion of FoLCS, art from local schools, the history of the station etc. Members noted the lack of bank details currently, but that an account was in the process of being opened.

**RECOMMENDATION TO COUNCIL:** *That a grant in the sum of £340.00 be awarded to FoLCS, subject to the provision of bank account details that comply with the adopted Grant Award Policy.*

**24. GENERAL REVENUE GRANT – GRANT TO LICHFIELD PRIDE - CORRECTION**

Members considered the agenda report which detailed a typographical error in the minutes of the Council meeting of 17 April 2023, stating that a grant had been approved in the sum of £500 when the intended sum was £800 based on the request from the Grants Committee and discussions at Council.

**RESOLVED:** *The Committee confirms the grant award as intended was £800.00 (the amount actually awarded) rather than £500 as erroneously stated in the Council minutes and make the following recommendation to Council:*

**RECOMMENDATION TO COUNCIL:** *In light of the typographical error in the minutes, Council to confirm its intention that the recommendation of the Grants Committee be supported, and that the grant to Lichfield Pride was intended to be £800.00 rather than £500.00.*

**25. GENERAL REVENUE GRANT – SUMMER GRANTS (UPDATE)**

Members considered the agenda report and information submitted by those in receipt of 'Summer Grants' during 2023. Members noted the success of the scheme and agreed that a recommendation be made to Council that the scheme continues on an annual basis and is publicised more widely.

**RECOMMENDATION TO COUNCIL:** *That the Summer Grants provision continues annually subject to there being sufficient grant reserves available.*

**26. GENERAL REVENUE GRANT – LICHFIELD LITTER LEGENDS (UPDATE)**

Members considered the update from Lichfield Litter Legends following the award of a grant in the sum of £2,500 to cover the cost of skip hire for the 'Be proud of your community' event.

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

**27. CIL MONIES RECEIVED, COMMITTED AND FORECAST**

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £53,963.

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

**28. CIL REQUEST – FENCING ADJACENT TO CURBOROUGH COMMUNITY CENTRE**

Members considered the Town Clerk's agenda report regarding the fencing around the car park and play area at Curborough Community Centre. The report stated that the current provision had been regularly vandalised and at the end of its useful life. Quotations were provided for two options to replace the wooden fencing with a more permanent solution, and the direction of the Committee sought.

**RECOMMENDATION TO COUNCIL:** *That a CIL contribution of £9,500 be made to replace the fencing adjacent to Curborough Community Centre.*



**29. CIL REQUEST – OUTDOOR CLASSROOM, FIVE SPIRES ACADEMY**

Five Spires Academy submitted a CIL request in the sum of £17,830 to provide an outdoor classroom. To support their application, the academy provided further detail which was provided to the Committee. Members expressed concern that the costs were not being met by Staffordshire County Council. After consideration it was proposed by Councillor R Yardley and seconded by Councillor H Ashton and

***RESOLVED*** That the Five Spires Academy CIL request in the sum of £17,830 be refused.

**30. CIL REQUEST – ADDITIONAL FOOTPATH LIGHTING, DARWIN PARK**

Members noted the Deputy Town Clerks report and further information received from the Chair of the Darwin Hall Committee that the footpath remains unadopted. Councillor J Christie agreed to provide the Deputy Town Clerk with contact details for Persimmon Homes and Taylor Wimpey in order that further representation could be made.

***RESOLVED:*** That the report be noted, and the Deputy Town Clerk carry out further investigations to determine cost implications.

**31. CIL REQUEST – ROWLEY PLAQUE**

Members considered the additional information supplied at Agenda Enclosure 3 in support of the Rowley Plaque noting the refusal for the plaque to be attached to St Mary's. Before reconsidering the Committee have asked for alternative location suggestions.

***RESOLVED:*** That the report be noted, and alternative locations be suggested before reconsideration by the Committee.

**32. CIL REQUEST – LICHFIELD DISTRICT ALLOTMENT SOCIETY**

Lichfield District Allotment Society submitted a CIL request in the sum of £3,000 for the installation of appropriate access gates at three of their allotment sites; Nether Stowe, the Moggs and Christchurch. The current gates are reaching the end of their life, and it is hoped that new gates will improve security of the sites and reduce acts of vandalism.

***RECOMMENDATION TO COUNCIL:*** That a CIL contribution of £2,800 be made for the installation of new gates at three of the Lichfield District Allotment sites. [£200 remaining from previous allocation ]

**33. CITY CENTRE DIGITAL DISPLAYS**

Members noted the Deputy Town Clerk's report and Councillor H Ashton's update on his recent meeting with District Council Officers. The Committee wished to record its thanks to Councillor H Ashton for liaising with Lichfield District Council.

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

**34. CIL ALLOCATION UPDATES**

Members considered the agenda report detailing progress with several CIL allocations including pathways at the Hockey Club, allotment sites and on entrance to the Sports Club along Eastern Avenue, the Boley Park Community Hall play area, and footway lighting at Cross Keys car park.

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

**35. ACTION PLAN UPDATES**

Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes and requested the addition of further 20mph repeater signs. Members are asked to provide suggested locations for additional signage to the Deputy Town Clerk to progress with Staffordshire County Council .

***RESOLVED: That the update be noted and suggested locations of additional 20mph repeater signs be provided to the Deputy Town Clerk in order to progress with Staffordshire County Council.***

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

Monday 12 February 2024 At 6.30pm In The Moulton Room.  
*[Members are asked to note this is an in-person meeting]*

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 6.40PM**

**Grants Advisory Committee: 22 November 2023 APPENDIX A**

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report at <b>Appendix 3</b>	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Previously subject to yard work scheduling/toilet pod installation, the likely abandonment of the toilet pod due to costs (see JBAC minutes for adoption at December Council) allows progress to be made more quickly	Completion scheduled March 2024
Signs in the City Centre indicating walking direction to named carparks.	The City Council is a consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City. The Visitor Economy Network is also looking at signage, some of which will be digital as detailed at Agenda item 15	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 <b>APPENDIX 3.8</b>	The new lamppost has been ordered with a lead time of approx. 6 – 8 weeks.
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	Further updates have been requested as detailed at <b>APPENDIX 3.10</b>
20mph Repeater Signs	Members to supply suggested locations for additional 20mph repeater signs to the Deputy Town Clerk for progression with Staffordshire County Council	

# Grants Advisory Committee: 12 February 2024 APPENDIX 1

## GENERAL REVENUE GRANT ALLOCATION OF RESERVES TO SUPPORT SUMMER PROJECTS

In 2023, £10,000 of LCC's Grants Reserve was allocated towards provision of summer activities for children. It was hoped such grant provision would facilitate and/or expand such events and provide parents and families an increased choice of free/low-cost events that children can attend during the cost-of-living crisis.

The proposal was subsequently adopted and resulted in two grants totalling £2,150 being awarded. The award of both grants generated positive feedback, and it was agreed that earlier publicity for the scheme would be beneficial if it was to be repeated.

At its most recent meeting, this Committee considered updates from those in receipt of 'summer' grants and resolved that a recommendation to council be made that the provision continues annually subject to there being sufficient funds available in the earmarked grant reserve (Minute of 25). The recommendation was adopted on 11 December 2023.

Following allocation of the general grants as considered earlier in this agenda, the Committee is now asked to make a recommendation to Council as to the amount of the summer grant allocation based upon the grant monies now available. If the grant allocation and reserve have been exhausted, there is no budget for this provision.

If monies are available and the committee wishes to recommend an allocation, it is suggested that the same administrative process is followed as occurred in 2023:

- Delegated authority be given to the Town Clerk in consultation with the Chair and Deputy Chair of the City Council's Grants Committee and Group Leaders, to consider and approve (or reject) grants to organisations seeking to provide summer activities for families and/or children within the City.
- The grant requested must be via a duly completed LCC Grants application form, be compliant with LCC's adopted Grants Policy, and be to a maximum individual value of £2,000.
- Further authority is granted to the aforementioned role holders to exceed this limit only in the case where a community organisation is seeking a grant to provide additional staffing resources to support a coordinated effort to offer such provision alongside one or more partner organisations or authorities.
- Approval of any grant shall be by majority vote.
- Total grants awarded under this delegated authority not to exceed the amount recommended by this Committee.

### **RECOMMENDED: The Grants Committee to**

- 1. Consider and agree the funding allocation for summer grants 2024, being mindful of monies remaining in the 2024/25 grant allocation and earmarked grants reserve (if any) following discussions earlier in this agenda.**
- 2. Consider and agree the administrative process of the scheme (2023 provision detailed above).**
- 3. Make a corresponding recommendation to Council.**

## Grants Advisory Committee: 12 February 2024 APPENDIX 2

**Table 1: COMBINED CIL Forecast to January 2024**

Period	CIL Received £	CIL Allocations Minus any Underspend £	CIL Balance £
Balance as at 31 March 2023	306,927.45	104,642.77	202,284.68
Received/allocated to January 2024	22,053.61	105,841.78	-83,788.17
Awaiting Invoice at January 2024		76,833.65	-76,833.65
<b>Balance as at January 2024</b>	<b>£328,981.06</b>	<b>£287,318.20</b>	<b>£41,462.86</b>

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

Project	Amount Allocated  £	Actual Invoiced  £	Underspend*  £
New City Centre Signage	15,741	14,112	1,629
Curborough Community Centre CCTV (contribution)	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)	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)	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 (contribution)	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
CCTV and Fire Alarm – Boley Park CC	8,000	5,640	2,360
Lichfield Hockey Club - Clubhouse to Pitch pathway	12,200	12,200	0
Extended Footpath to Sports Club, Eastern Avenue	12,000	12,000	0
Boley Park Pre-School – funding for improved play area (contribution)	11,200	11,200	0
Replacement of birds mouth fencing – Curborough CC	9,500	9,500	0
Sound Infrastructure Improvements, Hub at St Mary's	21,465	21,465	0
<b>TOTAL</b>	<b>£175,133</b>	<b>£169,863</b>	<b>£5,270</b>

\*underspends are returned to the CIL balance

**Table 3: Ongoing CIL Projects**

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
Refurbishment/replacement of selected City Centre plaques Francis Barber ( <i>complete</i> ) and Anna Seward plaques	1,870 + 1,650 1,300	3,509	1,311
Michael Johnson's Workroom (SJBM)	14,625	9,813	4,812
LHCRT – restoration of Lock 23	54,000	0	54,000
Information boards Stowe Pool (LDC)	9,555	0	9,555
Pathway Lighting – Cross Keys to Stowe Pool	4,155	0	4,155
Allotment sites – access/infrastructure improvements ( <i>Access improvements complete</i> )	27,500	27,300	3,000
Allotment sites - Replacement Access Gates	2,800	0	
<b>TOTAL</b>	<b>£117,455</b>	<b>£40,622</b>	<b>£76,833</b>

**CIL Received****Table 4: CIL Received – October 2023**

Reference	Site address	Parish %	Parish Allocation (£)
18/01498/FUL (1 of 2)	Deanslade Farm, Claypit Lane	25	5,363.83
22/00212/FUL	Land to rear 119 Birmingham Rd	25	2,440.99
22/01680/FUL	15 Beecroft Avenue	25	5,179.19
22/01282/FUL	Land adjacent 121 Upper St John St	25	329.11
<b>TOTAL</b>			<b>£13,313.12</b>

**CIL Forecast****Table 5: CIL Forecast – April 2024**

Reference	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>

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

## Grants Advisory Committee: 12 February 2024 APPENDIX 3

### SUGGESTED LOCATIONS FOR ADDITIONAL 20MPH SIGNAGE

Submitted By	Road Name	Suggested Location
Cllr Ashton	Gaia Lane - westbound, towards Beacon St	Westbound traffic (towards Beacon St)
		Light pole 8 (by Star Croft)
		Light pole 16 (by number 82) – also recommend a junction sign
		Light pole 18 (opposite turning to The Parchments)
		Telegraph pole DP1183
Cllr Ashton	Gaia Lane - eastbound traffic towards Curborough Rd	Light pole 3 (by number 19A) – vegetation also needs to be cut back
		Light pole 12 (by number 63)
		DP27 (by number 78)
Cllr Ashton	Beecroft Avenue – southbound from Anson Avenue	DP498 (by number 6)
Cllr Ashton	Beecroft Avenue – northbound towards Anson Avenue	Light pole 1 (by The Coach House)
Cllr Ball	Curborough Road	E36 - bus stop opposite St. Mary's Road
		E14 - by Miller Close
		E44 - by 44 Curborough Road
		E1 by Gaia Lane
Cllr Ball	Weston Rd	E6 - opposite Willowtree Close
Cllr Ball	Purcell Avenue	E1 - on Purcell Avenue junction with Curborough Road,
		E5 - by lay-by
		E14 - by school
Cllr Ball	Meadowbrook Rd	E1 - opposite bus stop by junction with Purcell Avenue
		E5 - by car park on right
		E11 - near bus stop
		E18 - by 164 Meadowbrook Road
Cllr Ball	Harwood Rd	E1 - opposite Meadowbrook Road
<b>Total</b>		<b>23</b>

## Grants Advisory Committee: 12 February 2024 APPENDIX 4

### CIL ALLOCATION UPDATES

A number of CIL projects have either been recently completed or are ongoing. A brief update on each of these projects is provided below.

The full list of *completed* CIL projects can be found at Appendix 2 (Table 2).

#### 1. Anna Seward Plaque/City Centre Plaques – Kimberley Biddle MHO

A plaque commemorating Anna Seward will be located on Minister Pool Walk. The Mayor of Lichfield, Cllr Ann Hughes will unveil the plaque on International Women's Day (8 March 2024). The text for the plaque commemorates Seward as follows:

*ANNA SEWARD*

*1742-1809*

*'The Swan of Lichfield'*

*Poet, critic, biographer, and letter writer*

*Rose to nation-wide fame after her patriotic elegies*

*An independent and influential woman who helped reshape the area around her home in the Bishop's Palace*

#### City Centre Plaques

**Carriage-Drive plaque**, located at the rear of Lichfield District Council's offices – the plaque has been cleaned, waxed, and a new backboard was fitted. The sign was refixed in November 2023 by Sign Technology.

**Tamworth Gate plaque**, located on the side of Lee Garden on Tamworth Lane – Peter Cousins from the Civic Society notified the Museums and Heritage Officer (MHO) on 30 October 2023 that the plaque had been stolen. A new replacement plaque was fitted in December 2023 by Sign Technology.

**Richard Greene plaque**, located on Market Street – the plaque has been restored by Jones Carving and is currently located in his workshop. It will be re-fixed once the wall has been washed, repaired, and painted by the building owner.

**Beacon Street Tollgate plaque**, located on the Family Dental Centre on Beacon Street - a letter requesting agreement for the plaque to be removed for restoration was sent to the business on 15 August 2023. An in-person visit, and a second letter was issued on 31 October 2023. The MHO received confirmation in December 2023 that the business owners were supportive, however they do not own the building and were unable to provide further details. The MHO has located the building's owners, and a letter was sent to them on 11 January 2024, we are awaiting a response.

**Old Schoolmaster's House** – the plaque had a new backboard fitted, and was cleaned, waxed, and refixed by Sign Technology. The plaque requires further work to restore the decorative screw covers; Sign Technology are liaising with a casting specialist to complete this work.

**Bishop Langton's Bridge plaque** – the plaque was cleaned, waxed and corner pieces replaced by Sign Technology in 2021. The bronze infill corner pieces were not an appropriate match for the plaque; Sign Technology are working with a casting specialist to replace them.

**Sandford Gate plaque** – Peter Cousins from the Civic Society notified the MHO of a missing plaque which marked the site of the Sandford Gate. The exact location of the plaque is unknown, and it appears that the building or wall which it was fixed to has been demolished. The MHO is obtaining a quote for its replacement and is looking for a suitable new location.



## **2. Michael Johnson's Workroom, SJBM – Kimberley Biddle, MHO**

The MHO called a meeting to review the 2020 plan for the Workroom with designer Rhod Thomas from Vertigo, and Arthur Green the book binding consultant. Elements of the display have been altered to address the MHO's health and safety concerns. A tool rack has been designed to safely display reproduction hand tools; these sharp objects will be fixed in place so they cannot be handled or removed by visitors. It was agreed that larger bookbinding machinery, which could potentially act as finger traps, will be risk assessed and where possible equipment will be fixed and made immobile. A rope barrier has been reintroduced into the design for the safety of visitors.

Moving away from conventional text panels, the 2020 room plan incorporates digital interpretation on a screen, giving visitors the option to watch a video, or to read information about the room. The MHO highlighted the issues of having everything on one small screen, and it was decided that a combination of digital interpretation and a text panel is more accessible and increases the number of visitors able to engage with the room at any one time.

Rhod Thomas met the MHO on site in January to review the decoration; paint colours were carefully selected and it was agreed that mixed wood finishes should be used on furnishings to achieve the rustic look of a workshop. The decoration is scheduled to start in February, with the room due to be completed by the end of March 2024. However, there may be a small delay due to essential asbestos removal in the Basement, which is also planned for February/March, subject to Listed Building Consent.

## **3. Allotment Sites, Replacement Access Gates – Tony Briggs, Town Clerk**

Following the award of a CIL grant in the sum of £2,800, Lichfield District Allotment Society (LDAS) instructed the contractor to proceed as quoted. Unfortunately, the work could not be completed prior to Christmas due to the timescales for galvanising the new gates, but was instead completed in late January. At the time of preparing this report, the invoice from the contractor is awaited following 'sign off' from LDAS. The new gate at Christchurch is pictured below. The Town Clerk has been asked to convey the thanks of LDAS to the Committee for supporting this project.



#### **4. LHCRT, Restoration of Lock 23 - Tony Briggs, Town Clerk**

Following consideration of LHCRT's Planning and Technical Trustee's response to this Committee's request for an update as considered at the most recent meeting, there has been no further contact from the Trust on this matter, though progress continues at the adjacent Cricket Lane site, with the Town Clerk currently progressing land transfer arrangements to facilitate junction improvements that form part of this section of the canal; this is currently LHCRT's main focus locally.

#### **5. Boley Park Community Hall, Play Area – Tony Briggs, Town Clerk**

Further to updates previously provided, the official opening of the play area has now taken place and the project is complete, with all related CIL funded invoices received and paid.

#### **6. Replacement of Fencing – Adjacent Curborough Community Centre – Tony Briggs, Town Clerk**

This Committee recommended an allocation of up to £9,500 to replace the fencing around the perimeter of the car park at Curborough Community Centre with a sturdier and more long-lasting alternative. A site meeting was held on 27 November with the Open Spaces officer and contractor to confirm extent of work and the location of the removable bollard to allow access to the open space beyond by LDC Operational Services.

It was agreed that the new installation would be sited further from the car park itself to assist in avoiding unwanted collisions into the railing or bollard; the kerb acting as the 'stop' for vehicle wheels prior to impact.

The work was completed shortly before Christmas. An 'in progress' photograph is shown, illustrating the new provision adjacent to the old. The related invoice has been received and paid.



#### **7. Footway Lighting – Cross Keys Car Park to Stowe Pool – Sarah Thomas, Deputy Town Clerk**

Members are asked to note that the new Victorian style lamp was ordered in May 2023, however a query over the approved colour for street furniture in the City (exacerbated by a change in personnel at LDC) has resulted in a delay in installation. Officers can report details of the approved colour has now been confirmed and the order will be progressed with delivery expected to take around 6 – 8 weeks. The Deputy Town Clerk has requested that installation takes place as soon as possible after delivery.

#### **8. EV Charging Points – Curborough CC and Darwin Hall - Sarah Thomas, Deputy Town Clerk**

Members are reminded that 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 that these two sites where LCC would like to introduce EV points will be included as part of the wider project.

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 however officers have indicated that this could be a lengthy process with a contract with an EV supplier not being until March 2024.

LDC Officers have provided the following update for members information:

- SCC have now appointed a project manager to oversee the EV rollout.
- The sites being considered for the LEVI funding is being worked on and will be shared with LDC.
- LDC have been asked for feedback on third party lease agreements, which they have forwarded to their property and legal teams.
- LDC officers report that they have not met since early November and are not scheduled to meet again until the end of February when further updates will be provided.

Whilst the project is taking longer than anticipated, officers have been advised that should LCC decide to work in silo, the procurement of individual EV charging points could prove more costly. Such action may also result in becoming tied into an expensive fixed tariff for a considerable amount of time.

#### **9. Information Boards – Stowe Pool, Sarah Thomas, Deputy Town Clerk**

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 2023 with the Friends of Lichfield Historic Parks to discuss the content.

An update has been received from District Council officers to say that the text and suggested images for the interpretation boards has been forwarded to LDC Communications Team for editing and formatting before sending to the signwriters.

#### **10. Sound Infrastructure Improvements, Hub at St Mary's - Sarah Thomas – Deputy Town Clerk**

All works have now been completed and final invoices paid.

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

## Grants Advisory Committee: 12 February 2024 APPENDIX 5

ACTION	COMMENTS	TIMESCALE
City Centre Plaques	Members noted the updated report at <b>Appendix 3</b>	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Previously subject to yard work scheduling/toilet pod installation, the likely abandonment of the toilet pod due to costs (see JBAC minutes for adoption at December Council) allows progress to be made more quickly	Completion scheduled March 2024
Signs in the City Centre indicating walking direction to named carparks.	The City Council is a consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City. The Visitor Economy Network is also looking at signage, some of which will be digital as detailed at Agenda item 15	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 <b>APPENDIX 3.8</b>	The new lamppost has been ordered with a lead time of approx. 6 – 8 weeks.
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	Further updates have been requested as detailed at <b>APPENDIX 3.10</b>
20mph Repeater Signs	Members are asked to note the update at <b>AGENDA ITEM 10.</b>	The Town Clerk has forwarded the two suggestions from Cllrs Ball & Ashton to SCC for progression

Updated 30.1.24