



Lichfield City Council

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

1 July 2024

To: Members of the Grants Advisory Committee

Councillor C Ball (Chair) and Cllrs H Ashton, D Baker, J Blackman, J Christie, K Farrelly, A Hughes, J Marshall and R Yardley.

Dear Councillor

Grants Advisory Committee

You are invited to attend a meeting of the **Grants Advisory Committee to be held via 'Zoom' at 7.30pm on Monday 8 July 2024** at which the following business will be transacted.

A link enabling members to join the meeting will be circulated separately. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Members of the public can request the link to observe the meeting by contacting the Town Clerk (tony.briggs@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 8 April 2024 (**attached**) and to consider any matters arising from those Minutes. [*Minutes adopted by Council on 15 April 2024.*]
- 4. GENERAL REVENUE GRANTS - 2024/25 BALANCES/SUMMER ACTIVITIES UPDATE**
The table overleaf reflects the current position of the council's revenue grant reserve/allocations. This includes allocations of £31,363 as recommended by this committee, standard 'churchyard' payments, the £120 awarded to the Soroptimists at the most recent meeting of the Committee (see minute 56), and the £5,000 allocated for summer activities.

Of the summer activities fund, £4,248 of the £5,000 allocated has been committed:

Lichfield Community Sports Club CIC	2000
Curborough Community Centre	500
Liberty Jamboree	1748
TOTAL	£4,248

Reports from the above grant recipients as to the use of the grant monies and its impact will be provided to a future meeting of this Committee.

Revenue Grant reserve/Allocations:

Budget Allocation	Amount (24/25)	Allocated (24/25)	Balance Available
Earmarked Reserve	£8,789	£4,483	£4,306
General Grants 2024/25	£32,000	£32,000	0
Churchyards	£7,140	£7,140	0
Total	£47,929	£43,623	£4,306

RECOMMENDED: That the report be noted.

8. CIL - MONIES RECEIVED, COMMITTED AND FORECAST

To consider the Town Clerk's report at **APPENDIX 1** (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 £51,939.

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

9. CIL REQUEST – DEFIBRILATORS SITED IN REDUNDANT TELEPHONE BOXES

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

RECOMMENDED:

1. The Committee to decide whether or not it wishes to recommend a CIL contribution, and the amount of any such contribution.

2. In the event that the Committee wishes to award CIL for this project, a further recommendation be made to council that delegated authority be given to the Town Clerk to progress the adoption of the chosen phone boxes with BT and other stakeholders as needed.

10. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

Following consideration of a CIL request at the last meeting (see minute 61), this committee asked for additional information. Following further discussions with the Town Clerk, LDAS has submitted a report (**ENCLOSURE 1**) which presents a revised scheme and further detail. The revised sum requested is £7,584 (previously £10,224).

RECOMMENDED: The Committee to consider the application, decide whether or not it wishes to fund this project through CIL, and make a corresponding recommendation to Council.

11. **CIL REQUEST: DAISY SHAW PLAQUE**

During her Mayoral year, Councillor Ann Hughes suggested that consideration be given to a plaque to commemorate Daisy Stewart Shaw, the first woman Councillor in the city and first woman Mayor (1919 and 1927 respectively). She had been a suffragist and supervised medical care during the First World War in Lichfield.

Daisy Shaw lived at no.8 Bore St, and the Museums and Heritage Officer is in contact with the owners of the building. The owners are receptive to a plaque being placed there, and early discussions have taken place in regard to content and installation.

The plaque would be of the same design as the previous CIL funded Barber and Seward plaques, with costs including Listed Building Consent estimated to be in the region of £750; if this amount was taken from the existing 'City Centre Plaques' CIL allocation, there would be very little remaining in that fund for the ongoing general repair and maintenance to those plaques.

Members are therefore asked to consider a separate CIL allocation of £750 for this specific project. Members are reminded that any CIL underspend is returned to the CIL fund for reallocation.

RECOMMENDED: The Committee to consider a CIL award of £750 to facilitate a plaque to Daisy Shaw as set out above, and to make a corresponding recommendation to Council.

12. **CIL REQUEST: OUTDOOR CLASSROOM, FIVE SPIRES ACADEMY**

At its meeting of 22 November 2023, this Committee considered a CIL request from Five Spires Academy in the sum of £17,830. At that time, the Committee decided not to recommend a CIL application, the corresponding Minute is below:

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.

On being notified of the decision, the Academy advised of their intention to resubmit the application and circulated an email to members of the committee on 12 December 2023 to that effect. The Academy has now resubmitted the application and has provided further information to support the bid. The submission is provided at **ENCLOSURE 2**.

The Town Clerk circulated the application and covering letter for informal comment, with a request emerging that the Academy clarify whether internal funding had been applied for, and the result of any such application, plus confirmation as to any increase in pupil numbers that can be attributed to nearby development. This request was submitted by email on 17 June 2024, the response, as circulated to members by the Town Clerk on 25 June, is reproduced below:

Q/ Does the trust have internal sources of funding for school improvements, and if Five Spires has applied to them, and with what result.

REAch2 receive a limited amount of central funding each year from the Department for Education which is allocated following condition surveys carried out at each school. This would cover essential maintenance and enables the Trust to keep the schools, warm, dry and safe environments for the children: this is something the Trust are obliged to do under the lease agreements with each local authority.

Other projects are typically made possible through grants and fund-raising activities by the school and the PTFA.

Q/ Can you give figures as to increased numbers at the school arising from new developments, please?

A significant number of our pupils are from new developments across Lichfield - this is why the school opened in 2015 to help Lichfield meet the demands of new families moving into the area. The school is full at Published Admission Number (PAN) and in 3 classes we are currently over PAN.

RECOMMENDED: The Committee to discuss *whether or not* it wishes CIL to be allocated to this project, and the amount of any such allocation. A corresponding recommendation to be made to Council.

13. CIL UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

As reported at the previous meeting, on 22 March the Town Clerk received an update from SCC stating that checks needed to be made on the distances between the signs to make sure these comply with the TSRDG regulations.

On 25 April a further update was received from SCC stating that the SCC Projects Team do not recommend installing any further 20mph repeater signage until further investigation has taken place; next steps would be for SCC officers to request the accident data for Gaia Lane, Beecroft Avenue, Curborough Road, Weston Road, Purcell Avenue, Meadowbrook Lane and Harwood Lane to see if there is a discernible pattern of speed related collisions involving personal injury that may justify traffic calming features such as repeater signage.

This is listed on Cllr Silvester-Hall's community concerns to discuss at the next Divisional Highway Programme (DHP) meeting, but a date for the meeting is not set at the time of preparing this report. SCC are currently recruiting to this area, and once the new team is in place, it is hoped that progress will be made.

RECOMMENDED: That the report be noted.

14. CIL - ALLOCATION UPDATES

A brief update on each ongoing/recently completed project where CIL has been allocated is provided at **APPENDIX 3** (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 4**.

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 via 'zoom' at 6.30pm on Monday 8 April 2024

PRESENT: Councillors C Ball (Chair), D Baker, J Christie, M Field, S Schafer, E Strain and R Yardley.

APOLOGIES: Councillors H Ashton and K Farrelly.

Copies of applications for general revenue grant/CIL funding as detailed in these minutes are available to all members on request to the Town Clerk

51. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr J Christie declared an interest in agenda item 12 (Minute 61) as his spouse is an allotment plot holder.

Cllr E Strain declared an interest in agenda item 10 (Minute 59) as a Trustee of Lichfield Re:Cycle.

52. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 12 February 2024 be confirmed as a correct record [Minutes adopted by council on 11 March 2024]*

53. GENERAL REVENUE GRANTS – 2024/25 BALANCES

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,426 remains.

RESOLVED: *That the report be noted.*

54. GENERAL REVENUE GRANT – GRANT AWARD POLICY REVIEW

Members considered the Grant Award Policy and associated form. In the latter, the Chair had previously suggested an edit which was highlighted for members, confirming there was no requirement to meet the four stated priorities, but that the council would look favourably on grant applications that do meet them, and that it would be helpful if applicants could clearly highlight where priority/ies were met in any given application.

Cllr D Baker suggested amalgamating the third and sixth elements of the 'Benefits' section ('Tell us about the grant you are seeking', and 'Itemised and specific details of the purpose for which the grant is required...') due to repetition of information provided by applicants across the two sections. It was agreed this would also be an appropriate part of the form to remind applicants to state which (if any) of the four priorities the application met.

RESOLVED: *That the application form be updated in accordance with the draft version circulated with the agenda papers, and the amalgamation of the two elements of the 'Benefits' section as outlined above.*

55. GRANT/CONTRIBUTION TO LICHFIELD BOWER

Members considered the Town Clerk's report which requested consideration of the manner in which match funding of prizes has been awarded by LCC to the Lichfield Bower following council resolution in 1997. In brief, £225 had been awarded from the Arts/Tourism budget line to 'match fund' the (then) current prizes, and this had continued to the present day. It was felt appropriate by both the RFO and Internal Auditor to ask that consideration be given

to ending this arrangement and ensuring any grant given was a result of a grant request, thereby allowing annual variance and scrutiny. The Committee requested that the Bower be informed of their decision, and the Town Clerk confirmed this would be actioned upon council adoption of the recommendation.

RECOMMENDATION TO COUNCIL: *That the previous agreement cease, and that any match funding request be incorporated into the main grant request as submitted by the Bower Committee to LCC each year.*

56. GENERAL GRANT REQUEST - CLOCK TOWER

Members considered the grant request of £120 made by Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower in orange to highlight the global 16 Days of Activism against Gender-Based Violence and to call for an end to violence against women and girls (November 25, 2024); the grant requested being the equivalent cost incurred in arranging the provision.

RECOMMENDATION TO COUNCIL: *That a grant in the sum of £120 be awarded to Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower as set out in the application.*

57. 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 £41,462.

RESOLVED: *That the report be noted.*

58. CIL REQUEST – DEFIBRILLATORS SITED IN REDUNDANT TELEPHONE BOXES

Members considered the Town Clerk’s agenda report which provided details of the process to adopt surplus telephone boxes, the cost of defibrillators and associated equipment, the location of available phone boxes and their proximity to existing defibrillator provision. Considerable discussion followed, with concerns as to the appropriateness of certain locations and the potentially ‘gimmicky’ nature of repurposing phone boxes for this purpose.

It was agreed that the sites at Windmill Lane and St John St be progressed, and that the Mediana HeartOn was the preferred defibrillator. However, no CIL allocation was recommended pending further information as to costs of kiosk renovation and defibrillator installation and wiring at the preferred sites. It was further agreed that training in the use of defibrillators should be investigated in due course, to possibly include schools etc.

RESOLVED: *That the Town Clerk seek estimates for renovation and defibrillator provision at the sites listed below, and that the Committee then further consider a CIL allocation:*

- 1. Windmill Lane WS13 7HU – 01543 262138**
- 2. St John St, near crucifix conduit fountain – 01543 262169**

59. CIL REQUEST – CYCLE REPAIR STATIONS

Members considered the Town Clerk’s agenda report plus the verbal update and background information from both the Town Clerk and Cllr E Strain that followed the meeting of the City Council’s Climate Change and Biodiversity Committee (CCBD) on 3 April. From the CCBD meeting, a recommendation to favourably consider CIL funding for the provision of a cycle repair station on LDC land at Pool Walk had emerged.

Significant concern was voiced by several Committee members regarding the chosen location adjacent to Pool Walk. The Committee agreed to support the CIL allocation in principle, but this was subject to an acceptable location being identified, with the Grants Committee requesting the Climate Change and Biodiversity Committee re-examine the current preference.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £3,000 be made available for the provision of a cycle repair station in the City Centre, subject to an acceptable location being identified.*

60. CIL REQUEST – HUB AT ST MARY’S

Members considered the request from the Hub at St Mary’s for funding of the existing shortfall of £6,973 to repair the Church bells as part of the wider renovation of the St Mary’s tower, bells and clock. Following considerable discussion during which both positive and negative views on the proposal were aired, the Chair called a vote with the proposal to fund the provision being carried by four votes to three.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £6,973 be made to contribute towards the overall costs of the repair of the bells within the tower.*

61. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

Members considered the request from LDAS to fund of a project to install additional water troughs at allotment sites at The Moggs and Christchurch. Initial quotations and scoping work had revealed the estimated cost of the project to be £10,224. There was concern from some members as to cost and a desire for more detail both of the proposals and the existing provision before forming a recommendation as to support the request.

RESOLVED: *That the matter be deferred and the Town Clerk seek clarification from LDAS as to:*

- 1. Impact of reduced provision of troughs on overall costs*
- 2. Size of allotment site waiting list*
- 3. Number of plots*
- 4. The provision of a basic plan of the existing provision and the proposals*

Once received, the information to be submitted to a future meeting of the Grants Committee for further consideration of a CIL allocation.

62. CIL REQUEST – LICHFIELD WATERWORKS TRUST

Members considered the request from LWT to fund provision and installation of a defibrillator at Sandfields Pumping Station, the amount requested being £2,693. Members were in favour of the provision and were keen for LWT to publicise the provision locally once it has been installed. The Town Clerk confirmed he would convey this request.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £2,693 be awarded to Lichfield Waterworks Trust for the provision of a defibrillator at Sandfields Pumping Station as set out in the agenda report.*

63. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

Members noted the update, advising that quotations and further updates from SCC were awaited.

RESOLVED: *That the update be noted.*

64. CITY CENTRE DIGITAL DISPLAYS

Members noted the agenda update, confirming that no CIL had been requested at this time.

RESOLVED: *That the report be noted*

65. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the Anna Seward plaque and associated city centre plaques project, Michael Johnson's workroom at the Birthplace Museum and signage at the St Chad's cycle track.

RESOLVED: *That the report be noted.*

66. ACTION PLAN UPDATES

Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes.

RESOLVED: *That the update be noted.*

67. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate suggested meeting dates, the preference being for early July 2024, and for the meeting to be held via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.02PM**

Grants Advisory Committee Minutes: 8 April 2024 APPENDIX A

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 7	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 7	Completion scheduled April 2024
Signs in the City Centre indicating walking direction to named carparks	The City Council is a consultee on LDC's wider aims for signage around the City.	Work is ongoing – led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 7	Further updates awaited from LDC
Information Boards – Stowe Pool	Members noted the updated report at Appendix 7	Further updates awaited from LDC
20mph Repeater Signs	Members noted the update at agenda item 14	Further detail and quotation awaited from SCC

Updated 8 April 2024

Grants Advisory Committee: 8 July 2024 APPENDIX 1

Table 1: COMBINED CIL Balance to July 2024

Period	CIL Received £	CIL Allocations Minus any Underspend £	CIL Balance £
Balance as at 31 March 2024	328,981	213,331	115,650
Received/Processed to July 2024	23,544	3,726	19,818
Awaiting Invoice at July 2024		83,529	-83,529
Balance as at July 2024	£352,525	£300,586	£51,939

Table 2: Ongoing CIL Projects

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
Refurbishment/replacement of City Centre plaques	3,520		
Francis Barber/Anna Seward plaques (complete)	1,300	3,787	1,033
Michael Johnson's Workroom (SJBm)	14,625	9,812	4,813
Restoration of Lock 23 (LHCRT)	54,000	0	54,000
Information Boards Stowe Pool (LDC)	9,555	0	9,555
Pathway Lighting – Cross Keys to Stowe Pool (LDC)	4,155	0	4,155
Provision of Cycle Repair Station – City Centre	3,000	0	3,000
Hub at St Mary's – Bell Restoration	6,973	0	6,973
TOTAL	£97,128	£13,599	£83,529

CIL Forecast

Table 3: CIL Forecast – October 2024

Reference	Site address	Parish %	Parish Allocation (£)
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
TOTAL			£23,086.37

Table 4: CIL Forecast – April 2025

Reference	Site address	Parish %	Parish Allocation (£)
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
TOTAL			£23,086.37

Table 5: 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 – front and rear doors/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 (1 st phase)	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 – 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
Cycle track Improvements – Adjacent Stowe Pool	2,000	1,421	579
Allotment sites - access improvements	27,500	27,300	200
Allotment sites - replacement gates	2,800	2,410	390
Defibrillator at Sandfields Pumping Station	2,693	2,463	230
TOTAL	£210,126	£203,458	£6,668

***underspends are returned to the CIL balance**

- 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: 8 July 2024 APPENDIX 2

PROVISION OF DEFIBRILATORS IN REDUNDANT TELEPHONE BOXES

Following discussions at the previous meeting (see Minute 58), it was agreed that the Mediana HeartOn A15 was the preferred defibrillator, with the necessary ancillaries (cabinet, posters etc) to be provided. Two sites were selected for potential defibrillator installation:

1. Windmill Lane WS13 7HU – 01543 262138. Available for adoption but BT would need to put forward for representation with the District Council Planning Department; this will take a minimum of 90 days.

2. St John St, near crucifix conduit fountain – 01543 262169 Listed K6 kiosk that may need to be put forward for representation (To be confirmed).

The Town Clerk has received a budget cost for installation of £160+VAT per site. Both phone boxes will require some attention, and a provisional sum for repair is included within the budget below, based on quotations received and including a contingency. Members are reminded that any underspend is returned to the CIL balance for reallocation.

Project Costs (Forecast)

Item	Costs (£)
Adoption of x2 Kiosks	2
X2 Mediana Hearton Defibrillators	1790
X2 lockable cabinets	983.32
X2 10-year maintenance costs (est.)	1,379.90
Signage (approx.)	170
Repairs to telephone kiosks (including contingency)	850
X2 Installation (budget cost)	320
Total	£5,495.22

RECOMMENDED:

1. The Committee to decide whether or not it wishes to recommend a CIL contribution, and the amount of any such contribution.

2. In the event that the Committee wishes to award CIL for this project, a further recommendation be made to council that delegated authority be given to the Town Clerk to progress the adoption of the chosen phone boxes with BT and other stakeholders as needed.

Grants Advisory Committee: 8 July 2024 APPENDIX 3

CIL ALLOCATION UPDATES

Several CIL projects have either been recently completed or are ongoing. A brief update on each is provided below. The full list of *completed* CIL projects can be found at Appendix 1 (Table 5).

1. City Centre Plaques – Kimberley Biddle (MHO)

Anna Seward plaque - The new plaque commemorating the life and achievements of Anna Seward, which was presented in Lichfield on International Women's Day, was installed on Minister Pool Walk on 5 April 2024.

Richard Greene plaque, located on Market Street – the plaque has been restored by Jones Carving and is currently located in his workshop. The plaque will be re-fixed in its original location on 34-36 Market Street once exterior work to the building has been completed.

Beacon Street Tollgate plaque, located on the Family Dental Centre on Beacon Street - The Museums and Heritage Officer (MHO) has sent three letters to the building's owners requesting permission to access the plaque for restoration, we are awaiting a response.



Remembrance Garden plaque, located on Minster Pool Walk – the plaque has been professionally cleaned by Exterius; it looks much brighter, and the engraving is more legible.

Old Schoolmaster's House plaque – 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 have been trying to find a casting specialist to undertake this work.

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

In a recent update, Sign Technology informed the MHO that they are struggling to source a casting specialist. The MHO has begun looking for a metal casting technician or conservator to complete the outstanding work on the Old Schoolmaster's House and Bishop Langton's Bridge plaques.

2. Michael Johnson's Workroom, SJBM – Kimberley Biddle (MHO)

The Workroom is near completion; it has been redecorated and displayed to recreate Michael Johnson's book bindery. Authentic tools and equipment have been installed and set-up by Arthur Green, of Green's Books Ltd. Museum designer, Vertigo, and the MHO have dressed the space to create the illusion that Michael Johnson and his apprentices have just left the room. A brand-new interpretation panel has been installed alongside a new quill pen and stamp activity.

One outstanding item is the installation of a touch screen; Vertigo have confirmed that the screen will be installed by the end of July. The screen provides visitors with the option to find out more about Michael Johnson and watch a short film showing how a book is made. Once this is in place the room will be professionally photographed for a press release and to update the website.

A training session led by Arthur Green has been booked for Birthplace staff and volunteers. The session will cover the basics of 1700s bookbinding and explain how the tools and equipment on display would have been used.



3. LHCRT, Restoration of Lock 23

A further update was received from Derek Lord, LHCRT's Planning and Technical Trustee on 12 June:

I am pleased to confirm that the situation with the St Johns section of Lichfield canal restoration remains on track with the previous notification of progress.

The land transfer from Persimmon to LHCRT is well advanced with Ansons solicitors acting for LHCRT.

The preparation of documents for the planning application is underway. SSC has provided the as built drawings for the bypass which includes the 2 culverts. These will be incorporated into the design. We hope to submit the planning application in Autumn.

We have permission from Persimmon to undertake trial hole excavations at the buried lock and expect this to take place in the next 3 months.

Dependent on the timescale for planning determination, we expect to be in a position to start construction late this year.

4. Footway Lighting – Cross Keys Car Park to Stowe Pool

The Town Clerk pursued this matter as there appeared to be little progress. In discussions with E-on, it was stated that no colour for the lighting column had been confirmed to them. The Town Clerk confirmed requirements in mid-May, with E-on stating that the lamp would be ordered and installed as soon as possible. An update from E-on on 20 June stated that the lantern has an expected delivery date of August 16th, with the works likely to be completed by the end of September.

5. Signage – St Chad's Cycle Track

This project has been completed with new fixed signage and line painting. The invoices have been received and paid.

6. Information Boards – Stowe Pool

LDC previously advised that the text and suggested images for the interpretation boards had been forwarded to LDC Communications Team for editing and formatting before sending to the signwriters. The Town Clerk has been advised that drafts will be passed to LCC once completed.

7. Bell Restoration – Hub at St Mary's

Representatives have been advised of the successful CIL bid and they have asked that their thanks be conveyed to the Committee. Hub representatives are currently awaiting decisions on other funding sources to enable the overall project to be appropriately planned etc.

8. Defibrillator Provision – Sandfields Pumping Station

Representatives were advised of the successful CIL bid and asked that their thanks be conveyed to the Committee. Invoices related to the project were received between late April and mid-May and paid shortly thereafter, with the project now complete.

9. Provision of Cycle Repair Station – Lichfield City Centre

The location – adjacent to Speakers Corner – has been agreed by the Climate Change and Biodiversity Committee at its meeting on 26 June. The station has been ordered with delivery anticipated in early August.

RECOMMENDED: That the report be noted.

Grants Advisory Committee: 8 July 2024 APPENDIX 4

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 3	Members noted that this is an ongoing project which is being progressed in phases.
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 3	September 2024
Signs in the City Centre indicating walking direction to named carparks	The City Council is a consultee on LDC's wider aims for signage around the City.	Work is ongoing – led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 3	September 2024
Information Boards – Stowe Pool	Members noted the updated report at Appendix 3	Further updates awaited from LDC
20mph Repeater Signs	Members noted the update at agenda item 13	Further detail and quotation awaited from SCC

Updated 25 June 2024