



Lichfield City Council

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Town Clerk: Anthony D Briggs

21 December 2018

To: Members of the Neighbourhood Plan Implementation Working Party

Councillor D Dundas (Chairman), and Cllrs Mrs D Baker, Mrs S James, Miss J Marks, P Ray and A Thompson.

Dear Councillor

Neighbourhood Plan Implementation Working Party

You are invited to attend a meeting of the Neighbourhood Plan Implementation Working Party to be held in The Ashmole Room, Guildhall, at **6.30pm** on **Monday 7 January 2019** for the transaction of the following business.

Yours sincerely

Tony Briggs
Town Clerk

AGENDA

1 APOLOGIES FOR ABSENCE

2 MINUTES

To confirm as a correct record the Minutes of Meeting held on 29 August 2018 (**copy attached**). [Minutes adopted by Council on 10 September 2018]

3 MATTERS ARISING

4 CIL MONIES RECEIVED, COMMITTED AND FORECAST

To date the City Council has received £29,666 in CIL monies, £15,629 of which is currently committed but unspent (agenda item 5 provides further information on this point). No CIL monies were transferred in October 2018 but LCC is due to receive **£7,630.07** of CIL from the Wissage Lane residential development in April 2019 and then another instalment (from the same site) of **£7,630.07** in October 2019. The current CIL balance is therefore £14,037 with a further £15,260.14 currently payable.

RECOMMENDED: That the amount of CIL monies received, committed and forecast be noted.

5 UPDATE ON CITY CENTRE SIGNAGE – WELCOME TO LICHFIELD INFORMATION BOARDS

Following a recommendation from this Working Party, the City Council resolved that approximately £14,000+VAT of City Council CIL receipts be allocated to the provision of improved signage within Lichfield City. A further £1629.00 was allocated to fund an

additional sign at Lichfield City station at the Council meeting of 10 September 2018, again following a recommendation from this Working Party. The design and location of the new Welcome to Lichfield information boards has been agreed with Lichfield District Council in consultation with the Chairman of the NPIWP, Leader of the City Council and the Town Clerk as resolved by Council. It is anticipated that they will be installed in January 2019.

RECOMMENDED: That the update be noted.

6 EV CHARGING SIGN FOR FRIARY OUTER MULTI-STOREY CAR PARK

Following a request by the Chairman, the Town Clerk enquired as to the possibility of including an EV sign at the Friary Outer Car Park. A response has been received from John Roobottom at Lichfield District Council stating that;

Any sign put on the street should comply with the Department for Transport signing and lining guide but currently there is no sign for this purpose. It would be possible to get special approval from the Secretary of State but this is a lengthy and complicated process and LDC could not justify the Officer time.

The District Council also commented that the majority of EV owners rely on sat navs and internet information to indicate where the charging points are rather than signage. EV charging points are also listed on the District Council website and various dedicated EV map sites such as Zap Map.

RECOMMENDED: That the correspondence be discussed and a response sent if deemed necessary.

7 PAINTING OF LIGHT COLUMNS

At its meeting of 29 August 2018, the Working Party discussed the need to clean up the lampposts in the City and perhaps paint them to a uniform colour. Enquiries with Staffordshire County Council reveal that historically columns were not galvanised, so needed to be painted; more modern columns are galvanised and are only painted in conservation areas. As steel columns are replaced, unpainted galvanised columns are installed unless they are sited within the conservation area when they are painted dark green.

SCC do not have a 'per unit' rate to paint additional columns as prices vary enormously based on location and quantity, whether the column needs scraping and undercoating or just a top coat, and also whether they are just going to charge day rate (abortive weather/poor quantities).

However, a ball park cost of approx. £1,000 per day excluding VAT has been provided for this service, which should see (good weather permitting), at least 15x 6m high columns painted (approx. £70 per column). Taller columns would take longer to paint so the number of columns painted reduces. Staff time would also need to be added to manage the project and in certain areas extra traffic management may be required at additional cost.

RECOMMENDED: That the report be noted.

8 STREET FURNITURE SURVEY – U3A

Lichfield U3A has volunteered to survey the street furniture of the City free of charge, to establish what assets there are, their condition and also what is missing or could be improved. The first priority is main roads, then district streets, other important routes, car parks, public open spaces and the City footpaths. This is to be organised by areas, probably by City ward with a survey leader for each; the U3A will manage the groups and submit their findings to help inform the decisions of the Working Party

RECOMMENDED: That the Working Party accept U3A's offer of assistance and the best thanks of the Working Party be passed to U3A for their assistance in this matter.

9 ACTION PLAN AND FUTURE PROJECTS

Given the number of potential projects that have been identified, the Working Party may wish to produce an action plan to outline priorities and timescales for consideration and reference at future meetings. To that end, a list of projects is provided below in addition to those highlighted elsewhere on the agenda to assist with compiling such a Plan.

- The restoration of Chancellor Law's Mausoleum at St Michael's following the removal of the adjacent lime tree due to disease. Restoration to possibly include a clock (as was present originally), lighting and sympathetic planting. Support for the principle of the restoration has been sought and received from the Church Authorities.
- Repainting of the railway bridge on Upper St John Street.
- Promoting Lichfield to developers and businesses in an effort to get them to move to the City.
- Improvements to Lichfield City Council Community Halls.
- Improved lighting and signage on Footpaths.
- Publication of a new Lichfield Map, to be sold by the City Council.
- City Council to lobby for the construction of a new Health Centre in the South of Lichfield.
- Contributions to the Canal Trust tunnel project under the railway line.
- Supporting the reopening of Sandfields Pumping Station.
- The 7th Lichfield Scout Group are looking to rebuild their hut in Ash Grove as they have outgrown their current premises and are seeking to create an environment in which the group can thrive. Representations from the Scout Leader on this matter have been received with a request that an allocation from LCC's CIL monies be used to support this aim; the Town Clerk has confirmed to the group that the NPIWP will be made aware of their request for support but that the amounts of CIL available to the City Council would not be sufficient. Further information has been requested as to overall costs and funding and a response is awaited.
- The construction of a new Community Hall.
- The painting of the hoardings around the now demolished Ford Garage.
- Additional 20mph signs in North Lichfield
- No cycling signs (*cyclists dismount*) on the Windings and Bishops Walk.
- Signs in the City Centre indicating the walking direction to the named carparks.
- Hop-on-Hop Off bus around the City.
- Possible refurbishment of Welcome to Lichfield signs
- Flower Planters.

RECOMMENDED: That the Working Party compile an action plan to outline priorities and timescales for projects it may wish to support; the action plan to then form a standing agenda item at future meetings in order that it can be revised following completion of specific projects and/or amended in light of new priorities.

10 PUBLIC CONSULTATION

Further to Minute 6 (b) of the meeting of the Committee on 29 August 2018 an article was placed in the City Council's Newsletter and published in City Life Magazine, inviting suggestions from the community in regard to CIL allocation.

11 DATE AND TIME OF NEXT MEETING

To be agreed by the Working Party.

ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIRMAN

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held in the Ashmole Room at Guildhall, Lichfield, on Wednesday 29 August 2018 at 7.00pm

PRESENT: Councillors D Dundas (Chairman), Mrs D Baker, Mrs S James, P Ray and A Thompson.

APOLOGIES: Councillor Miss J Marks.

1. MINUTES

Councillor A Thompson stated that for accuracy Minute 4.2 should read 'tunnel' rather than 'culvert'.

RESOLVED: *That the minutes of the NPIWP meeting held on 4 June 2018 be confirmed as a correct record, subject to the inaccuracy highlighted by Councillor A Thomspom being noted.* [Minutes adopted by Council on 18 June 2018].

2. APPROPRIATE USE OF CIL MONIES

Members considered the Town Clerk's report at agenda Appendix 1. Cllr Baker queried point 6 as to why CIL monies could be used to create access but not to facilitate repairs.

RESOLVED: *That the report be noted and the Town Clerk seek clarification from LDC as to why CIL monies can be used for public access but not for repairs.*

3. CIL FORECAST

Members considered the CIL forecast and instalments policy received from LDC.

RESOLVED: *That the CIL forecast and instalments policy be noted.*

4. CIL CHARGING SCHEDULE

Members considered the CIL charging schedule included at agenda Appendix 2.

RESOLVED: *That the CIL charging schedule be noted.*

5. CITY CENTRE SIGNAGE

Following discussions at a meeting held in the Town Clerk's office and attended by the Chairman of the Committee, the Town Clerk, Deputy Town Clerk and Lisa Clemson (Tourism Manager) from LDC, Members considered the appropriateness of a recommendation to Council that approximately £1629.00 of CIL monies be allocated to the provision of a tenth sign, in addition to the nine already agreed at a cost of approximately £14,000, to be located at Lichfield City station. The Chairman expressed his view that the viewing area of the signage should be laminated toughened glass rather than polycarbonate; the latter being agreed at the aforementioned meeting held in the Town Clerk's office.

RESOLVED: *That the Committee recommend to Council that £1629.00 of CIL Monies be allocated to the installation of a tenth sign at Lichfield City Station.*

6. PUBLIC CONSULTATION AND NEXT STEPS

Members discussed various options for public consultation; these included an editorial piece in the next issue of City Life magazine; looking at the responses received from the Neighbourhood Plan consultation and contacting relevant businesses and attending local Breakfast meetings.

RESOLVED:

a) That the Town Clerk and Deputy Town Clerk consult those business identified as relevant from the Neighbourhood Plan Consultation.

b) The Deputy Town Clerk to provide editorial copy in consultation with the Chairman of the NPIWP for the November issue of City Life magazine.

7. DATE AND TIME OF NEXT MEETING

Members proposed Tuesday 4 December at 6:00pm.

8. ANY OTHER URGENT BUSINESS

The Chairman detailed a number of suggestions for use of CIL monies for the Committee's consideration. These included;

- Improvements to lamp posts, fingerposts and street furniture around the City Centre.
- Carrying out a survey of all signage around the City and undertaking a cleaning programme.
- Repainting of the Railway bridge on Birmingham Road.
- Decoration of the hording around Friarsgate.
- Additional 20mph limit signs around North Lichfield.

Suggestions from other members of the Committee included;

- Promoting the employment opportunities available in Lichfield outside the City in areas such as Birmingham in an aim to attract large scale employers.
- Contributing to the aims of the Lichfield and Hatherton Canal Restoration Trust supporting them in future projects, including the construction of a Tunnel.
- Feasibility study on parking in the City Centre and the inclusion of signposts to show the direction of the nearest carpark and the time to walk to it.
- A bus around the City centre which connects all the Tourist attractions.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.20PM**