



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU

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Town Clerk: Anthony Briggs

24 February 2020

To: Members of Lichfield City Council

Dear Councillor

You are hereby summoned to attend a meeting of **Lichfield City Council** to be held in the **Guild Room (ground floor)**, Guildhall, Lichfield, on **Monday, 2 March 2020 at 6.30 pm** 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

Please note that prayers will be said at 6.28pm before the opening of the meeting.

AGENDA

1. APOLOGIES FOR ABSENCE

2. MAYOR'S ANNOUNCEMENTS

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

[Following discussions with the Town Clerk and the Monitoring Officer, the Mayor wishes to declare an interest in agenda item 13 due to the proximity of her place of residence to the land that is proposed for lease. The Mayor will leave the room during discussion and voting thereon; the Deputy Mayor will chair discussions in the Mayor's absence]

4. COUNCIL MINUTES

To confirm as a correct record the Minutes of the Council Meeting held on 27 January 2020, Nos. 94 - 111 **(copy attached)**

5. MATTERS ARISING ON COUNCIL MINUTES

6. PLANNING COMMITTEE

The Chairman of the Planning Committee to move that the Minutes of the Planning Committee meeting held on 9 January 2020 be received (copies previously circulated).

7. TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2) IF ANY

THE MEETING TO ADJOURN FOR PUBLIC FORUM

8. GRANTS ADVISORY COMMITTEE

To consider the Minutes and recommendations of the Grants Advisory Committee meeting held on 4 February 2020 (copy attached). [A copy of all grant application forms considered by the Grants Advisory Committee is available at the City Council Offices].

Together with recommendations for grant award from 2020/21 budgets and following discussions at the meeting of the City Council held on 27 January 2020, the Committee considered how to address the balance between retaining some of the budgeted grant monies for those grants to be awarded later in the financial year or as a result of specific applications to be considered by council, and the potential for such monies to remain unspent (and return to general funds) if such applications were not forthcoming. The resulting recommendation to Council as contained in the Minutes is as follows:

That any estimated 'grants to outside bodies' underspend be added to the budget for such allocations in the subsequent financial year; the Town Clerk to include this estimate in the draft budget as presented to Council at its January meeting each year.

RECOMMENDED: That the Minutes and recommendations of the Grants Advisory Committee meeting held on 4 February 2020 be adopted.

9. JOHNSON BIRTHPLACE ADVISORY COMMITTEE

To consider the Minutes of the Johnson Birthplace Advisory Committee meeting held on 18 February 2020, **APPENDIX 1** attached.

RECOMMENDED: That the Minutes of the meeting of the Johnson Birthplace Advisory Committee held on 2 March 2020 be adopted.

10. NOMINATIONS FOR CIVIC OFFICE 2020/21

To consider and elect individuals to the following Offices:

- a) Mayor Elect
- b) Deputy Mayor Elect
- c) Sheriff Elect

11. CALENDAR OF MEETINGS 2020/21

To confirm the Calendar of Meetings for 2020/21, **APPENDIX 2** attached.

The meeting dates have been selected so that, **as far as possible**, they avoid conflict with any meetings in the District Council's calendar of meetings for 2020/21 as adopted on 18 February 2020.

12. OFFICERS' REPORT

To receive the Officers' Report on recent activity, **APPENDIX 3** attached.

RECOMMENDED: That the Report be noted.

13. LEASE OF CITY COUNCIL OPEN SPACE TO LICHFIELD AND HATHERTON CANALS RESTORATION TRUST (LHCRT)

To consider the Town Clerk's report, attached at **APPENDIX 4**.

RECOMMENDED: The City Council to confirm whether or not it wishes to grant a lease of Open Space 26c to LHCRT to enable phase 1a of the proposals for the site to be undertaken; the lease, if granted, to expire in July 2058 in line with existing leases to the Trust and to incorporate the recommendations of Ward members arising from the meeting of 10 February 2020 as outlined in the attached report.

14. GRANT APPLICATION – METHODIST WOMEN IN BRITAIN, LICHFIELD

A grant application has been received from the Lichfield branch of Methodist Women in Britain. The application was not submitted in time for the meeting of the Grants Committee as the applicant was previously unaware of the availability of the City Council's Grants programme. The Group meets weekly throughout the year to provide fellowship for those with faith and others, providing spiritual support and education. The Group counters social isolation by offering transport to meetings; members donate each week and there is no set fee. The Group receives no funding from the Methodist Church or the national headquarters of the 'Methodist Women in Britain' organisation.

The average attendance per week is 28, 90% of whom are over the age of 70 and there are a variety of age-related conditions prevalent within that number, notably arthritis, deafness, poor sight, cancer and low-level dementia.

The request is for a grant of £359.95 to provide five suitable chairs with arms in order that the most elderly or infirm attendees can more securely sit and raise themselves when they attend meetings, thereby reducing both the fear of falling and the likelihood of an actual incident. The chairs would also be utilised by a dementia group and the Lichfield and District 'Live at Home' scheme which provides services to tackle loneliness and isolation in people over 55.

A financial summary has been submitted but is not provided as part of this report – members who wish to view the summary may do so on request to the Town Clerk.

RECOMMENDED: Council to consider whether a grant should be awarded to the Lichfield branch of Methodist Women in Britain, and to confirm the amount of any such grant (the amount requested being £359.95).

15. PAYMENT OF ACCOUNTS

To confirm payments as listed in the attached schedule (**APPENDIX 5**) for the period 1 December 2019 to 31 December 2019 in the sum of £105,892.62 General Account, and £886.60 Imprest Account.

* * * * *

**PUBLIC PARTICIPATION SESSION
AT CITY COUNCIL MEETINGS**

Residents of Lichfield City have an opportunity to speak at each full City Council meeting. This brief Guide sets out the procedure to be followed.

1. *The public participation session will usually be held after the seventh item on the agenda – this will usually be about 5 to 10 minutes into the meeting.*
2. *The public participation session will last for up to 15 minutes at which residents of the City can ask the Council a question (or make a statement).*
3. *You must give advance notice **not later than NOON** on the day of the meeting, with brief details of the statement / question to be asked – we need to know what your question is so that we can provide as full an answer as possible. Forms are available and we would ask you to call in person at the Council Offices at Donegal House, Bore St so that your question/statement can be duly receipted.*
4. *Your statement/question must relate to a matter of special relevance to Lichfield City area, or within the responsibility of the City Council.*
5. *Matters relating to the conduct of any individual councillor or member of staff will not be allowed – in such circumstances you should write to the Council.*
6. *At the Council meeting statements/questions will be taken in the order in which they have been received. You will be allowed up to 3 minutes, and you can raise more than one issue within the overall limit of 3 minutes allowed to you, but you must have given advance notice of each statement/question.*
7. *After each speaker, the Leader of Council (or his/her representative) will respond, or give notice that he/she will provide a written response as soon as possible. If a written answer is to be given, this will be sent to you at your stated address, and a copy will be made available for public inspection at the Council Offices, Donegal House, Bore Street.*

Lichfield City Council

Minutes of the Meeting of Lichfield City Council held in the Guildhall, Lichfield, on Monday 27 January 2020 at 6.30pm

PRESENT: Councillors Mrs D Baker (Mayor), J Anketell, C Ball, Mrs G Boyle, J Checkland, D Dundas, Mrs J Eagland, M Field, C Greatorex, Mrs J Greaves, I Jackson, Mrs A Lax, Miss J Marks, T Matthews, S Pritchard, C Rapley, R Rathbone, P Robertson, A Smith, J Smith, C Spruce, M Warfield and R Yardley.

APOLOGIES: Councillors H Ashton, P Jones, P McDermott, P Ray and M Trent.

**A MINUTES SILENCE WAS HELD IN MEMORY OF FORMER COUNCILLOR AND MAYOR
BARRY WHITE, AND IN RECOGNITION OF THE 75th ANNIVERSARY OF THE LIBERATION OF AUSCHWITZ**

94 MAYOR'S ANNOUNCEMENTS

The Mayor reported on several recent engagements which she had attended including Foundation Day at Lichfield Cathedral School, Sunday Service at St Peter and Pauls RC Church and the Mayor & Sheriff's Charity Beer & Skittles event.

95 DECLARATIONS OF INTEREST

Councillor M Field declared an interest under Appendix A of the City Council Code of Conduct with respect to agenda item 8, Neighbourhood Plan Implementation Working Party as he is employed at Curborough Community Centre.

Councillor C Ball declared an interest under Appendix B of the City Council's Code of Conduct, also with respect to agenda item 8 as he is a volunteer at Curborough community Centre.

96 COUNCIL MINUTES

RESOLVED: That the Minutes of the Council Meeting held on 2 December 2019 (Nos 77-93) be confirmed and signed as a correct record.

97 MATTERS ARISING

None

98 PLANNING COMMITTEE

RESOLVED: That the Minutes of the Planning Committee meeting held on 20 November and 12 December 2019 be received.

99 TO ANSWER QUESTIONS UNDER STANDING ORDER 8(2)

None

THE MAYOR ADJOURNED THE MEETING FOR PUBLIC FORUM

A member of the public addressed the Council regarding political flyposting on City Council lampposts. There was considerable discussion following which the Leader of the Council asked the Liberal Democrat members to respond. All members condemned the practice of fly posting.

THE MEETING WAS RECONVENED

100 NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY (NPIWP)

Councillor Dundas drew members' attention to the minutes of the NPIWP meeting held on 8 January 2020 and the recommendations therein as detailed in the agenda.

RESOLVED: That the Minutes and recommendations of the meeting of the NPIWP held on 8 January 2020 be adopted.

101 MARKETS WORKING GROUP

Councillor Checkland drew members' attention to the minutes of the Markets Working Group at Agenda Appendix 2, together with the several recommendations that were made in regard to the discontinuation of the Farmers' Market, the establishment under the Food Act Part III of a new 'Producer's Market' to take place on the first Sunday of the month, and authority to enter into a preliminary agreement with CJ Events Limited to provide this market (all recommendations are detailed within the agenda). The recommendations were confirmed by vote prior to formal adoption of the Minutes.

RESOLVED: That the Minutes and recommendations of the Market Working Group meeting held on 17 December 2019 be adopted, to include the establishment of a 'Producer's Market' under the provisions of part III of the Food Act 1984.

102 SHERIFF'S RIDE WORKING PARTY

Members considered the Minutes of the Sheriff's Ride Working Party at Agenda Appendix 3

RESOLVED: That the minutes of the Sheriff's Ride Working Party held on 13 January 2020 be adopted.

103 OFFICERS' REPORT

The Mayor took each item from the Officers' Report in turn. Councillor Greatorex asked if the work of the PHD student at the Samuel Johnson Birthplace could be made accessible to the public, he also urged members to become involved in the forthcoming Twinning weekend in Limburg. Councillors Spruce and Lax commended Officers for an excellent report which reflected the work of the City Council. Councillor Mrs J Eagland informed members that the Officers report was now being used by Talking Newspapers.

RESOLVED: That the Report as contained in Agenda Appendix 4 be noted.

104 FEES AND CHARGES 2020/21

Members were asked to consider fees and charges for 2020/21.

RESOLVED:

- a) That no increase in charges for Market stalls or the associated service charge be levied for the 2020/21 financial year.***
- b) That due to combined low uptake amongst traders and administratively burdensome aspects of the incentive, the £1.00 per stall discount for transactions received in line with the conditions as set out above be withdrawn from 1 April 2020.***
- c) That with effect from 1 April 2020 Guildhall hire charges be as detailed in Agenda Appendix 5.***
- d) That no increase be applied to the charges for photocopying.***

105 FINANCIAL PROGRESS REPORT 1 APRIL 2019 TO 30 NOVEMBER 2019

Members considered the financial progress report for the period 1 April 2019 to 30 November 2019 as detailed in Agenda Appendix 6.

RESOLVED: That the eight-month Financial Progress Report be noted.

106 BUDGET ESTIMATES 2020/2021

Members considered the draft budget estimates as detailed in Agenda Appendix 7.

RESOLVED: That the Council approve the Budget Estimates and Report for the 2020/21 financial year totalling £964,571; and that the amount of precept for 2020/21 be set at £817,890.

107 REPAIR, RENOVATION AND SPECIFIC PROJECT PROGRAMME 2020/21

Members considered proposals for the repairs, renovation and specific projects as detailed in Agenda Appendix 8.

RESOLVED: That the report be noted.

108 SUBSIDY REVIEW – LICHFIELD ARTS AND LICHFIELD FESTIVAL

Further to Minute 99 of the City Council's meeting on 28 January 2019, the arrangements between the Council, Lichfield Arts and Lichfield Festival are to be reviewed annually by the City Council.

RESOLVED

- a) The current charges associated with the separate licences to occupy remain appropriate given the stability in market rent valuations and the charitable nature and positive impact on the City of both bodies.***
- b) That existing arrangements in regard to glass collection and hire of the Ashmole Room be confirmed as appropriate***
- c) That the City Council reconsiders this matter at its meeting scheduled for January 2021.***

109 NALC SPRING CONFERENCE

Members were asked to appoint a Councillor to attend the NALC annual Larger Councils conference on 17 March 2020, no nominations were received, and it was

RESOLVED:

- a) That any member wishing to represent the Council at the NALC Spring conference would inform the Leader***
- b) Delegated authority be given to the Town Clerk to make the necessary booking arrangements.***
- c) The Council meet the costs of the conference fee, (£224.14+VAT) and related subsistence and travel expenses.***

110 DRAFT CITY CENTRE MASTERPLAN

Members considered the City Council's draft response to the City Centre Master Plan as detailed at Agenda Appendix 9. Councillor Rapley proposed 3 amendments to the submission which were seconded by Councillor Rathbone. The proposal to include an overpass/underpass within the Birmingham Road Gateway and the provision for more car parking to service the Cathedral at the 'Bird Street Courtyard' were put to the vote and lost. Consideration was given to the third amendment - to change the City Council's response on Question 11 (Circular Minster Pool Walk), this was put to the vote and decided to change the response from 'No' to 'Yes' but to retain the existing comments regarding concerns as to the deliverability and effectiveness of the proposal.

RESOLVED: That the draft City Centre Masterplan Consultation response with the agreed amendments be adopted, and that the response be submitted to Lichfield District Council.

111 PAYMENT OF ACCOUNTS

RESOLVED: That payment of accounts be approved and confirmed as listed:

- a) For the period 1 October 2019 to 31 October 2019 in the sum of £103,014.23 General Account and £704.51 Imprest Account.***
- b) For the period 1 November 2019 to 30 November 2019 in the sum of £95,201.20 General Account and £1,294.56 Imprest Account***

THERE BEING NO FURTHER BUSINESS THE MAYOR DECLARED THE MEETING CLOSED AT 8.09PM

MAYOR

Lichfield City Council

Minutes of Grants Advisory Committee Meeting held in the Moulton Room, Guildhall, Lichfield, at 6.30 pm on Tuesday, 4 February 2020

PRESENT: Councillor Mrs D Baker (Chairman), Cllrs J Anketell, M Field, Mrs J Greaves, Miss J Marks, P McDermott, R Rathbone, M Warfield and R Yardley.

APOLOGIES: None

1 GRANTS TO OUTSIDE BODIES 2020/2021

Consideration was given to applications for financial assistance from the 2020/21 budget.

RECOMMENDED:

1. That the Council makes grants totalling £29,360 to the following organisations as indicated, with grants to organisations marked * being made under the General Power of Competence as adopted by Council at its meeting of 17 June 2019, this being expenditure which in the opinion of the Council is in the interests of the whole area or some or all of the inhabitants and which will bring benefit in a manner commensurate with the expenditure:

	No	Organisation	Amount
	1	Lichfield Arts	£4,100
*	2	South East Staffordshire Citizens Advice Bureau	£4,500
	3	Lichfield Greenhill Bower	£3,000
	4	Erasmus Darwin Foundation	£2,000
	5	Lichfield Festival Ltd	£2,000
*	6	Lichfield District Council, Proms In The Park	£1,500
*	7	Voluntary Transport for the Disabled	£1,000
	8	Support Staffordshire	£900
*	9	Lichfield Branch Royal British Legion	£520
	10	City of Lichfield Concert Band	£500
	11	MHA Lichfield & District Live At Home Scheme	£500
	12	City of Lichfield Friends	£500
	13	Open Door of Hope	£250
	14	Dovehouse Community Gardens	£300
	15	Friends 2 Friends	£400
*	16	Lichfield Festival of Music	£100
	17	Speakers' Corner Lichfield	£80
	18	Lichfield Waterworks Trust	£1,500
	19	The Hub at St Mary's	£920
	20	Curborough Community Association	£1,500
	21	Gartmore Riding for the Disabled	£1,000
	22	Kendall & Wall Charitable Trust	£250
	23	Monks Walk Group	£500
	24	St Michael's Church	0
*	25	Lichfield Christian Schools Work Trust	£490
	26	Fusion Credit Union Ltd	0

	27	Lichfield Winter League	£300
	28	Re-cycle	£300
	29	Lichfield Bowling Club	£375
	30	Lichfield Rail Promotion Group	£75
			£29,360.00

2 That the unallocated element of the grants budget be retained for 'Projects for Youth' grants, Twinning grants, and any urgent applications later in the year.

The following councillors declared an interest under Appendix A of the City Council's Code of Conduct and took no part in the discussion and voting thereon:

Curborough Community Centre – M Field
Fusion Credit Union – J Anketell
Lichfield Greenhill Bower – Mrs J Greaves

The following councillors declared an interest under Appendix B of the City Council's Code of Conduct in the applications from the undermentioned organisations:

City of Lichfield Branch Royal British Legion – R Rathbone, M Warfield
Citizens Advice South East Staffs – Mrs D Baker, Miss J Marks
Curborough Community Association – M Field
Dovehouse Community Gardens – Mrs J Greaves
Fusion Credit Union – M Field
Lichfield District Arts – Mrs J Greaves
Lichfield Greenhill Bower – Mrs J Greaves, Miss J Marks, M Warfield
Lichfield Rail Promotion Group – R Rathbone, M Warfield
Speakers' Corner Lichfield – Mrs D Baker
St Michael's Church – J Anketell
The Hub at St Marys – R Yardley

2 GRANT AWARD POLICY REVIEW

Members stated that the new Grant Award Policy was working well and there was no recommendation for change.

3 ANY OTHER BUSINESS

Following discussions at the meeting of the City Council held on 27 January 2020, the Committee considered how to address the balance between retaining some of the budgeted grant monies for those grants to be awarded later in the financial year or as a result of specific applications to be considered by council, and the potential for such monies to remain unspent (and return to general funds) if those applications were not forthcoming.

RECOMMENDATION TO COUNCIL: That any estimated 'grants to outside bodies' underspend be added to the budget for such allocations in the subsequent financial year; the Town Clerk to include this estimate in the draft budget as presented to Council at its January meeting each year.

THERE BEING NO FURTHER BUSINESS THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.50 PM

For Council: 2 March 2020 APPENDIX 1

Lichfield City Council

**Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room,
Guildhall at 10.30 am on Tuesday 18 February 2020**

PRESENT:

Representing Lichfield City Council: Councillor Mrs G Boyle (Chairman), and Councillors D Dundas, J Eagland, T Matthews, C Rapley and C Spruce.

In Attendance:

Joanne Wilson (Museums & Heritage Officer)
Penny Taylor (Museums Administration Assistant)
Tony Briggs (Town Clerk)
Mr Tony Thompson, Mr Robert Awty
Mr P Jones & Mr J Winterton (Johnson Society
representatives)

Apologies:

Councillor R Yardley

83 DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllrs Mrs Eagland and T Matthews declared an interest under agenda item 6 (Ground Floor Adaptations – Disabled Access) as members of Lichfield District Council's planning committee. The Town Clerk confirmed that the general dispensation to speak and vote on such matters allowed them to participate, but both wished to emphasise that their attendance at the meeting did not constitute the formation of an opinion prior to the matter being considered by the District Council's Planning Committee; neither Councillor voted on this matter.

84 MINUTES

RESOLVED: That the Minutes of the Meeting held on 5 November 2019 be confirmed as a correct record. [Minutes adopted by Council on 2 December 2019.]

85 MATTERS ARISING FROM JBAC MINUTES

Mr T Thompson requested feedback on the recommendations made at the previous meeting regarding the additional hours for the Museum Administration Assistant Post and the appointment of a Museum Attendant. The Town Clerk confirmed that the recommendations had been adopted but with a minor change; the additional fixed term hours for the Museum Administration Assistant being for a period of 24 months rather than the 36 recommended by the Committee.

86 OPTIONS FOR NATIONAL LOTTERY HERITAGE FUND APPLICATION

Members considered the Museum and Heritage Officer's (MHO) report (Agenda Appendix 1) which presented three funding options available for the redevelopment project and requested the Committee's guidance as to its preferred option. In brief, the three options were:

Option A - access to the largest single pot of funding, and a funded development phase but with the longest lead-in time and the possibility of not achieving funding for the delivery phase.

Option B - enables work to start much earlier, could be the most expensive option for LCC, but would achieve the whole project.

Option C – also enables work to start earlier, could be the most affordable option for LCC and would be seeking the least funding, but *only half of the Museum would be refurbished*, with further fundraising and contributions from LCC required to complete the project.

Considerable detailed discussion was held, with option C being the first to be discounted by majority vote and a further vote held in regard to options A and B.

Discussions were also held on the content of the Draft Expression of Interest form (agenda Appendix 2) and it was agreed that the first two paragraphs be amended to highlight the influence that the building and the City had on Johnson plus the links to other notable Lichfeldians.

RESOLVED:

- a) That the Committee believe Option B (as presented in the agenda report) to be the most appropriate and that this option for funding be pursued**
- b) The suggested amendments to the draft Expression of Interest form be made prior to submission**
- c) Contact be made with local consultancies who may be able to act as Project Managers and their advice sought**
- d) Advice be sought from Susan Dalloe Consultancy (who have already prepared some of the development project documentation) regarding assistance with funding bid applications and general guidance.**

87 GROUND FLOOR ADAPTATIONS – DISABLED ACCESS

Following recommendations by Susan Dalloe Consultancy, architects provided options for establishing disabled access to the ground floor of the Museum. These plans focussed on the Market Street steps as they are a relatively recent addition. A pre-planning application was submitted in order to receive feedback from the District Conservation Officer and Historic England; they requested an alternative plan, using the Market Square side of the building for disabled access provision.

The Committee expressed considerable concern with the proposal to site the disabled access on Breadmarket Street, highlighting several issues including:

- The narrow footpath along Breadmarket Street and the impact disabled access to the museum would have on this footpath
- In addition to the above, the narrow and potentially difficult access to the Museum itself that the Breadmarket street solution would provide for wheelchair users
- Loss of historic building fabric and the symmetrical appearance of this elevation as depicted in artwork and photographs across the centuries
- The compromises that are made to the internal ground floor layout as a result of this option.

The preference of the Committee was for a return to proposals for disabled access from Market Street.

There was also considerable concern from Johnson Society representatives regarding the proposal to remove a section of wall between the bookshop into Michael Johnson's workroom; the removal of this section of wall being designed to provide disabled access to the whole ground floor and proposed toilet. This matter to be discussed further at subsequent meetings.

RESOLVED: That the Town Clerk and MHO enter into further discussion with Historic England and the District Council's Conservation Officer, citing the concerns raised by the Committee regarding the proposals for a 'Breadmarket St' disabled access, and seeking responses from them regarding these concerns.

88 DATE AND TIME OF NEXT MEETING

10.30am on Tuesday 28 April 2020.

THERE BEING NO FURTHER BUSINESS

THE CHAIRMAN DECLARED THE MEETING CLOSED AT 12.00 MIDDAY

For Council: 2 March 2020: APPENDIX 2

Calendar of Meetings 2020/2021

DATE	TIME	MEETING
2020		
Monday, 11 May	6.30pm	ANNUAL COUNCIL
Wednesday, 20 May	7.30pm	ANNUAL TOWN MEETING
Wednesday, 27 May	6.30pm	Planning Committee
<i>Thursday, 4 June</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Monday, 15 June	6.30pm	COUNCIL (Year end accounts)
Thursday, 25 June	6.30pm	Planning Committee
Thursday, 23 July	6.30pm	Planning Committee
TUESDAY, 28 July	6.30pm	COUNCIL
Thursday, 20 August	6.30 pm	Planning Committee
Monday, 7 September	6.30pm	COUNCIL
Wednesday, 16 September	6.30pm	Planning Committee
Thursday, 15 October	6.30pm	Planning Committee
TUESDAY, 20 October	6.30pm	COUNCIL
<i>Tuesday, 3 November</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee*</i>
<i>Thursday, 5 November</i>	<i>6.30pm</i>	<i>Staffing Committee</i>
Wednesday, 11 November	6.30pm	Planning Committee
<i>Thursday, 3 December</i>	<i>6.30pm</i>	<i>Audit Committee</i>
Monday, 7 December	6.30pm	COUNCIL
Thursday, 10 December	6.30pm	Planning Committee
2021		
Thursday, 7 January	6.30pm	Planning Committee
Monday, 25 January	6.30pm	COUNCIL
<i>Monday, 1 February</i>	<i>6.30 pm</i>	<i>Grants Advisory Committee</i>
Thursday, 4 February	6.30pm	Planning Committee
Thursday, 4 March	6.30pm	Planning Committee
<i>Thursday, 11 March</i>	<i>6.30pm</i>	<i>Audit Committee</i>
TUESDAY, 16 March	6.30pm	COUNCIL
Thursday, 8 April	6.30pm	Planning Committee
Monday, 19 April	6.30pm	COUNCIL
<i>Tuesday, 27 April</i>	<i>10.30am</i>	<i>Johnson Birthplace Advisory Committee*</i>
Thursday, 6 May	6.30pm	Planning Committee
Monday, 17 May	6.30pm	ANNUAL COUNCIL
Wednesday, 26 May	7.30pm	ANNUAL TOWN MEETING
Wednesday, 3 June	6.30pm	Planning Committee

For Council: 2 MARCH 2020 APPENDIX 3

OFFICERS' INFORMATION REPORT

1. Civic Matters: Lucy Clarke, Civic Officer



On Sunday 12 January the Mayoral Service was held in the Guildhall. The Mayor's Chaplain, Revd Nest Bateman led the service which was attended by over 60 people. Duncan Moon kindly played piano and the Lichfield Singers gave fine voice in the choir. Donations totalled £72.00 for the Mayor and Sheriff's charities.

On Sunday 19 January a Civic Sunday Service was held at St. Peter & St. Pauls Roman Catholic Church. Father Anthony Dykes led the service which was thoroughly enjoyed by all those who attended.

On Friday 24 January the Mayor and Sheriff held a Charity Beer & Skittles evening in the Guildhall. The event proved very successful and was thoroughly enjoyed by over 80 guests. Brewhouse & Kitchen kindly sponsored the event by providing supplies of "Tricky Spires" Ale. A raffle, Guess the Number game and Beer Quiz also took place during the evening raising a total of £1,230.65 for the Mayor and Sheriff's charities.



On Sunday 9 February the Mayor's Sunday Service was held at Wade Street United Reformed Church. Revd Ian Hayter led the service. The Mayor and Sheriff then hosted



a Charity Sunday Lunch in the Guildhall. This event proved very successful with over 80 guests attending. Paul Smith from Lichfield General Market kindly provided the daffodils for the table decorations plus additional bunches were sold during the afternoon. A raffle was also held, the whole afternoon raised over a £1,000 for the Mayor and Sheriff's charities.

Preparations continue for the remainder of February & March events which include Pancake Races on Tuesday 25 February; Civic Sunday Church Service at

The Methodist Church, Tamworth Street on Sunday 15 March; Sheriff's Show at the Friary School on Friday 22 March; Sheriff's Darwin Walk on Sunday 29 March and Entertainment & Tea for over 70's on Monday 30 March.

2. Samuel Johnson Birthplace Museum: Jo Wilson, Museums and Heritage Officer

Visitor figures at Johnson's Birthplace continue to rise annually, with a record 21,555 visitors to the Museum in the 2019 calendar year.

January is the quietest month of the year, with 892 visitors to the house. The shorter opening hours and lower visitor numbers allow opportunity to work within the Museum displays, and our volunteer clean team returned to start their full bi-annual clean of the collection, from vacuuming out display cases to brushing books in the library and waxing Johnson's furniture.



Regular events started up again for the New Year including Latin classes, Book Club, Poetry Reading Group, Writing group and 'Words Alive' children's club. The 2020 events schedule was finalised, and arrangements made with partners including Lichfield Library, Lichfield Calligraphers, L2F folk festival, Lichfield Storytellers and local historian John Gallagher. A photoshoot was held with local collector, writer and guide Jonathan Oates for advance publicity of his pop-up exhibition event, taking place at the Museum in May. The March-September Events leaflet was published.



The painting of 'Johnson Visiting Lichfield Cathedral' by John Fulleylove returned, having been on loan to Lichfield Cathedral since September 2019.

Many enquiries have been received and bookings are being taken for school and group visits over the year ahead. An extensive mailshot was sent out to all Midlands-based local history groups, U3As and similar organisations to advertise guided tours and outreach talks, and a mailshot was also sent to all Primary and Secondary Schools within travelling distance to promote school visit opportunities

3. Open Spaces and Tree Management: Nick Burton, Open Spaces Officer

February was dominated by storms Ciara and Dennis. In anticipation of the high winds a mature Turkey Oak in Seckham Road had to be felled as residents had noticed the fungus following the roots. This indicated a *Meripilus Giganteus* infection which an air spade investigation confirmed, the extent of the root rot was found to be terminal. This was the first time an air spade test had been carried out in the District and although costly was necessary before losing a landmark tree. A Holm Oak will be planted in the Autumn near the original site as a replacement.



The storm also brought down several branches in the plantations north of Eastern Avenue and closed the footpaths at Christchurch and Manor Rise. As well as making these



footpaths safe again and clearing the debris, several other trees will require monitoring in the future for storm damage. There was considerable flooding at Curborough Brook, more detail on this and the actions taken will follow in the next Officers' report.

Staffordshire County Council Public Right of Way closure notices are in place on the Gazebo footpath where a mature black poplar will be felled during the school half term break.

The Open Spaces Officer's husbandry skills were put to the test recently when asked to return 8 wayward Swans to Minster Pool after they had wandered onto Pool Walk and were unable to regain access to the water. Aably assisted by several concerned citizens, the feathered family were soon once again gliding around the pool in the winter sunshine.

4. Markets Report: Jordan Appleyard, Markets Officer

Stall occupancy remains relatively consistent throughout January but with a slight drop in the Tuesday markets at 59% largely due to bad weather. Occupancy on Fridays is 55% and 78% on Saturdays. To try and address the low stall occupancy on Fridays the Markets Officer has been actively seeking new traders and contacting former traders to see if they wish to return. In addition, the Markets Social media platforms have been used to promote and generate interest.

The annual Shrovetide Fair took place on Fri 21 – Tues 25 February on the Market Square. Those permanent Traders affected were given the option to relocate to Market Street, however many decided not to as they would be subject to Street Trading charges.

Following a Council resolution on 27 January 2020 the final Farmers' Market took place on 6 February. A newly rebranded '*Producers Market*', operated by CJ Events will take its place on the first Sunday of the month. It is hoped that changing the day from Thursday to Sunday will increase the footfall to the market and encourage new traders; existing Farmers' Market traders have also been invited to be part of this new venture.

Repairs have been made to several blocks on the Market Square after they were damaged by plant equipment being used by contractors carrying out repairs to St Mary's roof, the cost of which will be reimbursed to the City Council.

Preparations continue for the next Community Day on Wednesday 18 March, several organisations have already expressed an interest following posts on Social Media. A full report and update will be provided to Council in April.

5. Twinning: Gabriele Lasch-Burden, Twinning Officer

The annual nursery nurse placement of students from Limburg in January was unfortunately cancelled due to the abolishment of Erasmus sponsorship to the UK by the German administration.

A student from Limburg will be taking part in an exchange with Lichfield's King Edward VI School at the beginning of March. King Edwards run yearly exchanges, along with Chase Terrace Technology College and a partner school near Frankfurt. Due to a German partner pupil being unable to take part in the visit to Lichfield, a Limburg pupil will take their place instead.

Preparation work is ongoing to facilitate the participation of a group from our twin town of Limburg to take part in this year's Lichfield Rotary Cars in the Park in July.

6. Guildhall: Helen Winter, Guildhall Bookings Secretary

Regular bookings in January and February have included Slimming World, Band Practice, Heyday Friendship, National Trust, Bridge, Chess, Italian Class, Ladies Cameo, RSPB, U3A and the Arts Society, Needwood Lichfield.

In addition there have been 19 meetings (including LCC meetings) in recent weeks, 2 craft fairs and 2 Cell Tours. Lichfield Arts have held 5 concerts as well as their Winter Beer Festival.

Future events include a Celebration of Life, Lichfield Gospel Choir and the Worshipful Company of Smiths Annual Feast; this will be the last booking before the first phase of the Main Hall renovation work commences.

The 2020 dairy is already quite full and bookings for 2021 are now being taken. The Guildhall Bookings Secretary has held numerous meetings with potential hirers and those who have booked wedding receptions/ceremonies up to June.

The annual PAT testing was carried out during January and the Skywinder was serviced on 14 February.

Bookings at Boley Park Community Centre remain busy with a Stamp Fair, 6 children's parties, a Christening Party, 2 exercise show rehearsals and the Lichfield Cruising Club AGM. There have been several enquiries requesting dates within the next couple of months.

7. Deputy Town Clerk: Sarah Thomas

The Deputy Town Clerk has been working closely with CJ Events to ensure an agreement is in place ahead of the first Producers Market on 1 March as well as collaborating on publicity and social media posts for this new event.

The City Council's Health & Safety Consultants, Terrain, were on site on 17 & 18 February to conduct a full review of the City Council's risk assessments, the outcome of which will be reported to April Council. Whilst on site they also conducted a manual handling course for City Council staff.

The Deputy has attended several site visits with contractors in preparation for the Guildhall renovations which will commence in March.

Preparations are ongoing for the annual staff performance and development reviews.

For Council: 2 March 2020 APPENDIX 4

LEASE OF CITY COUNCIL LAND TO LICHFIELD AND HATHERTON CANALS RESTORATION TRUST (LHCRT)

Background

At its meeting of 21 October 2019, and following earlier resolutions at its meeting of 17 June 2019, the City Council considered a request from the Lichfield and Hatherton Canals Restoration Trust (LHCRT) to lease LCC Open Space 26c (Tamworth Road to Long Bridge Road) and to make minor changes to the existing lease of former canal land between Cricket Lane and London Road; such changes being limited to the removal of a small piece of land from the lease, and the addition of the land immediately under the London Road bridge to the lease.

It was resolved as follows:

- a) That the City Council agree to remove from the lease a small section of land adjacent to Willow Court that is not required by the Trust; and subject to legally required processes the City Council agree in principle to lease the former canal land under the London Road bridge to LHCRT.*
- b) Subject to legal duties and additional consultation as set out at (c), (d) and (e) below, the Council agree in principle to lease LCC Open Space 26C to LHCRT.*
- c) That in accordance with the provisions of the Local Government Act 1972, and the General Disposal Consent 2003, the Council advertise its proposals to grant a 39-year lease (expiry July 2058) to the Lichfield and Hatherton Canals Restoration Trust.*
- d) At the request of Ward members, the advertisement of proposals be extended to include the distribution of information regarding the proposals to the occupiers of nearby homes and businesses.*
- e) That the Council consider any objections received following public consultation prior to any decision confirming the lease of the land. Should the lease be confirmed, the City Council would grant permission for 'Phase 1a' only as set out in the report.*

Consultation process

Following the resolution of Council, and in compliance with resolution (c) above, the City Council's proposals were duly advertised in the Lichfield Mercury on 9 and 16 January 2020. A report has been commissioned from the District Valuer to confirm the value of the land falls below the maximum £2million threshold for disposal by way of a long lease.

In compliance with resolution (d) above, literature was prepared and circulated to local residents and business owners on 8 January 2020. The literature contained detailed information regarding the proposals, including proposed phases and a separate 'Frequently Asked Questions' document. The literature was circulated following the approval of the content by Ward Councillors and representatives of LHCRT. The deadline for responses was given as Friday 7 February 2020.

This report is presented to the City Council in compliance with resolution (e) above, and the City Council is therefore asked to consider the representations made prior to finalising its decision as to whether to grant the lease to the canal trust.

A location map denoting Open Space 26c plus a table containing the proposed phases of work on site as considered by Council in October 2019 are provided at **APPENDIX A**.

Responses to Consultation

A total of 7 written responses were received to the direct consultation as referred to at resolution (d) above. Comments were positive from two respondents, praising the efforts of the Trust and supporting their vision, though there was concern that walking routes should be kept open and the impacts of mud mitigated, perhaps by using the wood chipping generated by tree work. Three respondents expressed concerns but supported the aims of the Trust, and two submitted formal objections to the proposal.

The concerns expressed by three respondents – who were nevertheless supportive of the Trust and its aims - are summarised below with comments in red beneath each point:

1. *The proposed footpath - work has already started - therefore are you seeking permission from residents, or simply telling us this is happening?*

The only work carried out on this area of open space is the planting of a yew tree that was donated by Lichfield District Council.

2. *I am extremely concerned about the loss of privacy and security which may result from the construction of the ramp. Any raising of the footpath above its current level will enable passers-by to easily look over fences into adjacent gardens. I fear that this will lead to a complete loss of the privacy residents currently benefit from and will also have obvious potential security implications. I understand that the Trust have stated that there will be additional planting in the area of the Open Space along the line of the new paths. I am worried that this planting may not be adequate to completely screen properties from view, unless the plants are of a sufficient size and density from the outset. Unless this is the case, I would much prefer it if there were to be a more substantial screen, such as a fence*

The ramps form part of phase 1b which is not subject to this consultation. However, mindful of adjacent houses' privacy we will be planting evergreen trees and hedging at strategic places in the near future. The bridge and access ramps will be fully compliant with H&S and Planning requirements.

3. *The gallows site is simply a mess and has been for months with no progress. Similar applies to the area by A38 towards Boley Park, branches left on footpaths and no consideration for walkers*

It is not practicable to work in a purely linear way for several reasons. Funding grants are for specific projects; other agencies, for e.g. Environment Agency; future building development plans mean it is prudent to defer restoration pending both finance and precise planning knowledge. Also environmental constraints, such as nesting season limit our actions.

4. *This is a charity that is being left to its own governance and has permission to run riot with diggers and spades. I don't see any project plan, timings or project management to deliver this, just a group of individuals who are left to do what they want. This group is not being governed correctly given at multiple locations along the route there appears to be a complete inability to finish the work they start.*

As per previous comment, it is not practical to work in a purely linear way. The Trust has considerable expertise amongst its membership and senior officers; the project is managed and governed to the highest standards as is demonstrated by its successes to date.

Formal Objections

Two respondents raised formal objections to the proposal, the second purporting to represent the views of several local residents and presented in a somewhat more colloquial manner than the

first. The grounds for objection overlapped considerably however and are combined below; comments from LHCRT are added in red below each point.

1. *Disruption to a footpath that many people, including my wife and I, use every day; this would be in addition to the existing loss of easy walking over public space land due to the work of the Trust.*

The footpath or an alternative will remain open throughout the restoration work.

2. *Your land at the back of the chip shop has literally been decimated by this dysfunctional crew. It was a fine patch of grass before, where kids and their parents went and kicked a ball around. Joggers jogged, hikers hiked and dog walkers were able to give their dogs a run. Not anymore. It has been replaced by an uneven narrow path, utilizing building rubble full of nails, screws, broken glass and sharp ceramic shards, an accident waiting to happen. Talking of accidents one elderly lady has already fallen over a "trip hazard" and ended up in hospital.*

in over 20 years of regularly walking the area Trust volunteers do not recall ever seeing ball games played in the area. People are still running, cycling and of course walking through and many stop to ask what we're doing; we have only had 2 people express dissatisfaction about it to any of us directly.

We have taken care to collect any vegetation into heaps away from the long existing never surfaced and soggy path, and to remove them as soon as possible. We have deposited wood chippings into the soggy sections to improve underfoot conditions while the nature trail was being constructed.

We have taken great care to scrape soil and debris from the footpath between Tamworth and Longbridge Roads at the end of each working day and minimised it during actual work. In restoring the Heritage Towpath Trail we create hard surfaced paths which are firstly filled with crushed recycled materials, which come from building demolition so may contain glass and crockery. This is immediately tamped down smooth with a whacker plate. As most of us are frequently on all our sites none of us has ever seen glass or crockery shards that would cause any injury to walkers, pets or cycles. It should also be noted that Trust volunteers routinely pick up litter (plastic and glass bottles, cans, paper, etc) and dispose of it in our domestic bins.

One volunteer routinely empties the dog waste bins which the Trust has bought and sited and she also does a dog waste pick up; on Saturday she picked up a half bucket of dog waste between Gallows Wharf and the chip shop.

Our volunteers are always concerned when members of the public are passing and we station a banksperson when necessary to advise passers by.

3. *Additional noise and dust to that which local residents have been experiencing for some time and continue to experience in what should be a quiet residential area. The work so far done shows a lack of project management within LHCRT, and sadly, a lack of policing by LCC. What will be different this time? Anything or nothing?*

We are very conscious of the possible impact of our restoration works on our neighbours and take extensive measures to mitigate the impact and only work within the hours of 9am – 5pm. If any residents are inconvenienced, we would encourage them to talk to us directly.

4. *If the Trust is found already to have been in contravention of the terms of its lease, I do not consider a further lease would be justifiable*

We have looked again at the lease and we do not consider to be in contravention of any of its terms.

5. *The basic information provided by LCC indicates some form of cheap wooden bridge is to be erected at the back of the chippy. Has any thought been put to the type of bridge, likely traffic, adequate surface when ice is prevalent etc? Or is it a case of lets look the other way and let them do whatever they want? When the bridge has been completed, it is likely that privacy would be compromised to those residents whose first floor windows would be more visible as a result.*

The construction of the ramps and bridge form part of phases 1b and 2; this will require a further resolution of the council at the appropriate time. Mindful of adjacent houses' privacy we will be planting evergreen trees and hedging at strategic places in the near future. The bridge and access ramps will be fully compliant with H&S and Planning requirements, the surfaces of both the path and the bridge will be 'non slip'.

6. *Works that are currently being undertaken should be fully completed before embarking on disrupting yet another area of land. There is more than enough to be done on what has commenced before starting another part of the project in a similar piecemeal fashion. No data is ever given as to when a particular project will be completed, when water is expected to be seen in any part of the canal. Do you actually know? We suspect not*

It is not practicable to work in a purely linear way for several reasons. Funding grants are for specific projects; other agencies, e.g. Environment Agency; future building development plans mean it is prudent to defer restoration pending both finance and precise planning knowledge. Also environmental constraints, such as nesting season limit our actions. We would welcome the opportunity to discuss these matters with objectors and to explain the detail to them.

The Trust aims to complete the heritage tow path from Gallows Wharf to Cricket lane, and (pending granting of the lease) phase 1a of the proposals for Open Space 26c by the end of 2020.

7. *Trees and hedges have been damaged. Wild birds struggle at this time of year to forage for food. LHCRT appear not to have much compassion for wild life. Trees; they have been building soil banked up against tree trunks to a height of approx 1 meter. According to a tree surgeon acquaintance, this is the third quickest way of killing a tree. It suffocates the feeder roots and the tree dies. Its a slow death. Some trees have had their roots purposely cut off. One has already become unstable and fallen over. As a fellow resident pointed out, every time he walks between the chippy and Cricket Lane another tree has been felled. Is there a conspiracy against trees in this area. How long before the complete area is sterile? Trees produce oxygen and lock away Co2. Does anyone actually care?*

Hedges and trees are indeed important for wildlife, and especially birds. Cutting them has to be done in the winter months and must stop when nesting starts. Regarding birds foraging for food, we take advice from RSPB which tells us that so long as there is similar habitat and food within 1sq mile it is not damaging.

The only trees which the Trust has felled have been either in the line of the restoration or were deemed dangerous or likely to become so, and we have talked with Open Spaces Officer and also our own arboriculturist.

We concede that our enthusiastic volunteers have indeed piled earth around the tree bases and we will be removing it and creating the same protection that the Trust did to the trees alongside the A38 when the bund in Darnford Park was built. We will also be shunting the habitat piles a little closer in and further away from Tamworth Rd.

8. *Finally, it would look from the tracks that a piece of plant has driven over the hedge, thus causing damage and disturbing \ killing any early nesting birds, and onto the land you guys plan to lease. Looks as if LHCRT have already decided that the decision has been made by LCC and the deal is in the bag. If this is the case, Its a shame for everyone else.*

Part of the hedge has been removed in readiness for the new pathway, the Trust is conscious that this work needs to be done before nesting season. The Plant that accessed the land did so in order to enable the planting of the donated yew tree mentioned above.

Other comments were received that, while not being objections, do ask questions of the Council. The Town Clerk's response is provided in red.

1. *Were other groups as in 5 above consulted with, prior to permission being granted to LHCRT to dig up another part of Lichfield? Bit unfair to them, don't you think? Will LCC be policing the situation any better in the future, than they have in the past? Obviously, another area of public open space has been lost to the general public. Just like that other travesty and injustice on the other side to the Shell Garage. More loss of public open space.*

The City Council has complied with – and exceeded in this case – the legal requirements for consultation prior to deciding upon whether to grant a lease to a third party. The area subject to the consultation would remain accessible by the public during the proposed work and would also remain as public open space once work is completed.

City Council officers work in close partnership with the Trust, notably in regard to tree work. If local residents have concerns, they are encouraged to report them to the Town Clerk, Ward Councillors and the Trust as soon as they are observed, together with photographic evidence wherever possible. Such matters would be treated seriously and investigated.

2. *Is LCC so hard up that they have to lease Public Open Space to external parties?*

The land would be leased at a peppercorn rent and would have no impact on the City Council's finances.

Though the past and current record of the Trust and its activities must be taken in to consideration when discussing the possible lease of OS26c, the Council is reminded that the scope of this consultation is limited to the lease of additional open space to the Trust and is not a referendum on their activities along the Tamworth Road.

Ward Member/LHCRT Meeting 10 February 2020

A meeting was held on 10 February 2020 to discuss the objection points raised and the responses from the Trust. Present at the meeting were all City Council St John's Ward Councillors, three senior representatives from LHCRT and both the Town Clerk and Deputy Town Clerk. Following the detailed discussions at this meeting, the unanimous recommendation of St John's Ward Members is as follows:

The lease of Open Space 26c be supported provided that the following clauses are included within the lease:

- ***The Heritage tow path from Cricket Lane to Gallows Wharf and phase 1a of the proposals for OS26c to be completed by the end of 2020 at the latest (subject to unknown variables such as archaeological discoveries etc that may extend timescales and are beyond the control of the Trust)***
- ***Working hours not to exceed 9-5 and due regard to be had for the impact on residents while work is underway and any representations made by those residents***
- ***Trust volunteers/employees not to park on Long Bridge Road***
- ***The tarmac path along the towpath to be cleared of mud and debris on a regular basis to ensure it remains as free from obstruction and debris as is reasonably practicable.***

Following consideration of the consultation responses, the comments of LHCRT and the recommendations of ward members, the council is asked to confirm its preferred option for Open Space 26c.

If the Council does wish to grant the lease, it would give permission (subject to any required planning consents, compliance with the terms of the lease etc) to carry out the work identified in phase 1a of the proposals as detailed in **APPENDIX A** (overleaf) in accordance with the detail provided during the consultation process.

RECOMMENDED: The City Council to confirm whether or not it wishes to grant a lease of Open Space 26c to LHCRT to enable phase 1a of the proposals for the site to be undertaken; the lease, if granted, to expire in July 2058 in line with existing leases to the Trust and to incorporate the recommendations of Ward members arising from the meeting of 10 February 2020 as outlined above.

APPENDIX A

Open Space 26c is bounded in red within the illustration below:



Phased Proposals for Open Space 26c; the City Council resolved that if the lease was to be granted it would include provision for the proposals set out in **Phase 1a** only.

Phase	Proposals
1a	To create a new 'low level' footpath connecting Longbridge Road, the canal towpath and temporary link with Tamworth Road. This new 'low level' path will be constructed to the west of the existing path and works will include early landscaping and planting. A temporary path(s) diversion will be laid across the line of the canal to ensure users of the existing footpath can pass through to Tamworth Road during the construction works.
1b	To create the approach ramp and footpath from Longbridge Road up to the location of the new footbridge over the canal. This approach ramp and footpath will be located approximately along the line of the existing footpath and will include footings for the new canal bridge abutments and will include landscaping and planting along the line of the new path. Pedestrians will use the 'low level' path during this phase.
2	<p>To construct the canal footbridge abutments, North side approach ramp adjacent to the car park and installation of the footbridge superstructure over the canal.</p> <p>The restoration/construction of the adjacent Nature Trail, environmental landscaping, canal towpath and towpath wall between London Road Bridge and Cricket Lane will be programmed around the above ramp and footbridge construction phases to ensure the earliest completion of the landscaping and planting to allow planting to become established at the earliest time.</p>

For Council: 2 March 2020 APPENDIX 5

LICHFIELD CITY COUNCIL - General Account Payment Schedule

From 1 December to 31 December 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
02/12/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - October	40.67	8.13	48.80
02/12/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - October	595.98	119.20	715.18
02/12/2019	DDebit	Lichfield District Council	ADMIN Offices Rates/Water	Rates 19/20 - 9th instalment (December)	908.00	0.00	908.00
02/12/2019	DDebit	Lichfield District Council	BIRTHPLACE Rates/Water	Rates 19/20 - 9th instalment (December)	34.00	0.00	34.00
02/12/2019	DDebit	Lichfield District Council	G/HALL Rates/Water	Rates 19/20 - 9th instalment (December)	530.00	0.00	530.00
02/12/2019	DDebit	Lichfield District Council	MARKET Rates/Water	Rates 19/20 - 9th instalment (December)	1,964.00	0.00	1,964.00
04/12/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon card and activity fees - November	4.53	0.00	4.53
04/12/2019	Debit	Elavon Financial Services	BIRTHPLACE Supplies & Services	Elavon PCI fee - December	6.00	1.20	7.20
04/12/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon card and activity fees - November	14.04	0.00	14.04
04/12/2019	Debit	Elavon Financial Services	MARKET Supplies/Services	Elavon PCI fee - December	6.00	1.20	7.20
09/12/2019	DDebit	Npower Ltd	G/HALL Energy	Electricity - October	544.69	108.94	653.63
10/12/2019	22099	ABC Training Services Ltd	ARTS/TOURISM Lights Costs	Paramedic services for Switch On	500.00	100.00	600.00
10/12/2019	22100	AKW Plumbing & Heating	BIRTHPLACE Repair/Maint	Repair of leaking pipe in basement	120.00	0.00	120.00
10/12/2019	22101	Cannock Sound Hire	ARTS/TOURISM Lights Costs	Sound system, lights and snow machine for Switch On	850.01	170.00	1,020.01
10/12/2019	22102	Eventmen	ARTS/TOURISM Lights Costs	Hire of stage and marquee for Switch On	1,140.00	228.00	1,368.00
10/12/2019	22103	Lichfield District Council	CIVIC Ride General	Various cutting back for Ride route	880.00	176.00	1,056.00
10/12/2019	22103	Lichfield District Council	CIVIC Ride General	Clearance of Vulcan Lane	1,000.00	200.00	1,200.00
10/12/2019	22103	Lichfield District Council	CIVIC Ride General	Mowing at Freeford for Ride lunch marquee	50.00	10.00	60.00
10/12/2019	22103	Lichfield District Council	PARKS Other Repair/Maint	Watering of hanging baskets for Summer 2019	3,946.00	789.20	4,735.20
10/12/2019	22104	R J Lift Services Ltd	G/HALL Repair/Maint	Replacement of hydraulic power pack in lift	5,557.50	1,111.50	6,669.00
10/12/2019	22104	R J Lift Services Ltd	G/HALL Repair/Maint	Replace lift brackets & switches to ensure floor levelling	2,641.38	528.28	3,169.66
10/12/2019	22006	Roger Craven	BIRTHPLACE 3rd Party Sales	Cancel chqs 22006 & 22060 - wrong payee name	-135.33	0.00	-135.33
10/12/2019	22105	C R Craven	BIRTHPLACE 3rd Party Sales	Replace chqs 22006 & 22060 - Booksale proceeds	135.33	0.00	135.33
10/12/2019	21810	Alison Swabey	BIRTHPLACE 3rd Party Sales	Cancel chq 21810 of 10/5 - misplaced & now out of date	-10.00	0.00	-10.00
10/12/2019	22106	Alison Swabey	BIRTHPLACE 3rd Party Sales	Replace chq 21810 of 10/5 - Booksale proceeds to 31/3/19	10.00	0.00	10.00
11/12/2019	22107	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 10/11	106.67	0.00	106.67
11/12/2019	22108	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 10/11	43.33	0.00	43.33
11/12/2019	22109	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 10/11	48.33	0.00	48.33
12/12/2019	DDebit	Npower Ltd	ADMIN Donegal House Energy	Electricity - October	220.42	44.08	264.50
12/12/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - October	48.29	2.41	50.70
12/12/2019	DDebit	Npower Ltd	BIRTHPLACE Energy	Electricity - April to October (adjusted)	23.10	1.14	24.24
12/12/2019	DDebit	Npower Ltd	MARKET Energy	Toilet Block electricity - October	33.08	1.65	34.73
12/12/2019	DDebit	Npower Ltd	MARKET Energy	Feeder Pillar electricity - October	96.16	4.81	100.97
12/12/2019	DDebit	Npower Ltd	PARKS Energy	Friary electricity - October	26.91	1.35	28.26
13/12/2019	DDebit	NatWest Autopay	CIVIC Mayor's Allowance - D Baker	Mayor's taxable clothing expenses less tax	103.00	0.00	103.00
13/12/2019	DDebit	NatWest Autopay	EMPLOYEE COSTS	Wages and salaries - December	24,316.48	0.00	24,316.48
16/12/2019	DDebit	MT Services Computer Sys	ADMIN Supplies & Services	Monthly IT support (antivirus,backups,Office365)-November	542.62	108.52	651.14
16/12/2019	DDebit	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Monthly internet service - November	45.00	9.00	54.00
16/12/2019	DDebit	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' email addresses - November	126.00	25.20	151.20
16/12/2019	DDebit	MT Services Computer Sys	G/HALL Supplies/Services	Monthly internet service - November	45.00	9.00	54.00
16/12/2019	DDebit	Nat West	ADMIN Supplies & Services	Monthly Bankline (online banking) fee - December	20.00	0.00	20.00
17/12/2019	22110	Acme Tree Services Ltd	PARKS Other Repair/Maint	St Chad's - Remove hanging branches over car park	480.00	96.00	576.00
17/12/2019	22110	Acme Tree Services Ltd	PARKS Other Repair/Maint	Greenwood Dr - Sever ivy & remove self-set sycamores	150.00	30.00	180.00
17/12/2019	22110	Acme Tree Services Ltd	PARKS Other Repair/Maint	Clock Tower - Fell & remove cedar tree	640.00	128.00	768.00
17/12/2019	22110	Acme Tree Services Ltd	PARKS Other Repair/Maint	Bishops Walk - Remove fallen ash branch	80.00	16.00	96.00
17/12/2019	22111	Adcocks Solicitors Ltd	ADMIN Professional Fees	Legal fees - option agreement for land at Tamworth Rd	1,500.00	300.00	1,800.00
17/12/2019	22112	Banner Group Ltd	ADMIN Supplies & Services	Stationery	40.81	8.17	48.98

17/12/2019	22113	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Parlour juice and snacks	77.22	0.00	77.22
17/12/2019	22113	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Parlour drinks and crisps	177.61	35.52	213.13
17/12/2019	22113	Mrs D Baker	CIVIC Mayor's Allowance - D Baker	Taxi fares for various Mayoral duties, May-Oct	37.00	0.00	37.00
17/12/2019	22114	Nicholas Bradshaw	BIRTHPLACE Stock for sale	Johnson collage Christmas cards	27.50	0.00	27.50
17/12/2019	22115	Brownhill Hayward Brown Ltd	R&R FUND Guildhall/Donnegal Hs	Architects' final account for Guildhall toilet refurbishment	100.00	20.00	120.00
17/12/2019	22116	Dr Daryl Brown	CIVIC Sheriff's Allowance - D Brown	Reimbursement for Shrievalty Weekend accommodation	250.00	50.00	300.00
17/12/2019	22117	CBS Complete Ltd	BIRTHPLACE Repair/Maint	Boiler safety inspection & check of pumps & radiators	114.00	22.80	136.80
17/12/2019	22118	City Life in Lichfield Ltd	BIRTHPLACE Adverts/promotion	3 event listings in City Life, December issue	15.00	3.00	18.00
17/12/2019	22119	Croft Building & Conservation	R&R FUND Guildhall/Donnegal Hs	Release of retention for Guildhall toilet refurbishment	281.14	56.23	337.37
17/12/2019	22120	Darwin Electrical Services	ARTS/TOURISM Lights Costs	50% contract payment for installation of Christmas lights	6,475.00	1,295.00	7,770.00
17/12/2019	22120	Darwin Electrical Services	ARTS/TOURISM Lights Costs	Supply of Christmas lights for front of Methodist Church	103.48	20.70	124.18
17/12/2019	22121	Eastern Shires Purchasing Org	G/HALL Supplies/Services	Cloakroom supplies	213.84	42.77	256.61
17/12/2019	22122	Focus Security & Surveillance	ADMIN Supplies & Services	Annual maintenance & monitoring of security system	617.57	123.51	741.08
17/12/2019	22123	Forward Cleaning Contractors	ADMIN Supplies & Services	Monthly window cleaning - November	16.00	3.20	19.20
17/12/2019	22124	Alison James	ADMIN Subscript/Training	AAT membership fee for Accounts Officer 19/20	157.00	0.00	157.00
17/12/2019	22125	G Keatley	ADMIN Subscript/Training	AAT membership fee for Internal Auditor 2020	165.00	0.00	165.00
17/12/2019	22126	Mrs J A Leytham-Gain	CIVIC Mayor's Allowance - D Baker	Floral pedestal arrangement for Mayor's Carols	50.00	0.00	50.00
17/12/2019	22127	Lichfield Lock & Key Repairs	G/HALL Repair/Maint	Supply & fit barrels for master locks in Guildrm & cloakrm	197.94	39.59	237.53
17/12/2019	22128	Lichfield Costume Hire	BIRTHPLACE Supplies & Services	Costumes for Intimate Theatre for Johnson Birthday	114.00	22.80	136.80
17/12/2019	22128	Lichfield Costume Hire	BIRTHPLACE Supplies & Services	Costumes for 'Girl in the Picture' performance	150.00	30.00	180.00
17/12/2019	22129	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Johnson CI - Remove broken branch; clear ivy from trees	250.00	50.00	300.00
17/12/2019	22129	Lichfield Tree Works Ltd	PARKS Other Repair/Maint	Samuel Close - Various tree work	400.00	80.00	480.00
17/12/2019	22130	Lyco Group Ltd	G/HALL Supplies/Services	Light bulbs	104.82	20.96	125.78
17/12/2019	22131	MT Services Computer Sys	ADMIN Supplies & Services	Data service update for Sage 50 Accounts software update	80.00	16.00	96.00
17/12/2019	22131	MT Services Computer Sys	BIRTHPLACE Supplies & Services	Supply hardware & install wireless internet provision	482.90	96.58	579.48
17/12/2019	22131	MT Services Computer Sys	DEM SERVICES Supplies & Services	Councillors' emails - device set up drop-in sessions	400.00	80.00	480.00
17/12/2019	22132	Museums Association	BIRTHPLACE Supplies & Services	Museums Assocn training course for Museum Assistant	115.00	0.00	115.00
17/12/2019	22133	Nisbets	G/HALL Supplies/Services	Large trolley for Guildhall kitchen	62.99	12.59	75.58
17/12/2019	22134	Oakwood Security Solutions Ltd	ARTS/TOURISM Lights Costs	Security staff and radios for Switch On	1,576.30	315.26	1,891.56
17/12/2019	22134	Oakwood Security Solutions Ltd	CIVIC Events	Security staff and radios for Remembrance Sunday	345.14	69.03	414.17
17/12/2019	22135	Mrs K Percival	ARTS/TOURISM Lights Costs	Switch On entertainment - The Hustle	150.00	0.00	150.00
17/12/2019	22136	Print & Digital of Lichfield Ltd	ARTS/TOURISM Lights Costs	Printing of 5,000 flyers for Switch On	145.00	0.00	145.00
17/12/2019	22136	Print & Digital of Lichfield Ltd	CIVIC Supplies/Services	Printing of Mayor & Sheriff's official Christmas cards	245.00	49.00	294.00
17/12/2019	22136	Print & Digital of Lichfield Ltd	CIVIC Mayor's Allowance - D Baker	Printing of personalised Christmas cards for Mayor	110.00	22.00	132.00
17/12/2019	22136	Print & Digital of Lichfield Ltd	MARKET Supplies/Services	Printing of 2 large posters for new market A-board	80.00	16.00	96.00
17/12/2019	22137	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 17/11 (12 hrs)	182.88	36.58	219.46
17/12/2019	22137	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 24/11 (23 hrs)	350.52	70.10	420.62
17/12/2019	22137	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 1/12 (12 hrs)	182.88	36.58	219.46
17/12/2019	22137	RBS Invoice Finance Ltd	MARKET Supplies/Services	Agency markets officer w/e 8/12 (12 hrs)	182.88	36.58	219.46
17/12/2019	22138	Safe Fence Ltd	ARTS/TOURISM Lights Costs	Plastic road barriers	206.94	41.39	248.33
17/12/2019	22139	Smart Sense	BIRTHPLACE Repair/Maint	Supply & install replacement CCTV camera in Introdn Rm	150.00	30.00	180.00
17/12/2019	22140	Taylor Maids UK Ltd	BIRTHPLACE Supplies & Services	Museum cleaning - November (24 hrs)	312.00	62.40	374.40
17/12/2019	22140	Taylor Maids UK Ltd	G/HALL Supplies/Services	Guildhall cleaning-November (58.5 hrs) less agreed reductn	722.50	144.50	867.00
17/12/2019	22141	Trix Group	ADMIN Supplies & Services	Replace ladies toilet & add thermal overload prevention	756.75	151.35	908.10
17/12/2019	22142	W Burns-Mace Ltd	ADMIN Supplies & Services	Fire escape licence to 16/12/20	1,911.34	0.00	1,911.34
17/12/2019	22143	Vision ICT Ltd	ADMIN Supplies & Services	Amendments to website for financial year to date	30.00	6.00	36.00
17/12/2019	22144	Weller Packaging Ltd	BIRTHPLACE Supplies & Services	Printed museum carrier bags	68.75	13.75	82.50
17/12/2019	22145	C R Craven	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 10/11/19	16.67	0.00	16.67
17/12/2019	22146	Shakespeare Antiques Ltd	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 8/12/19	26.27	0.00	26.27
17/12/2019	22147	Steve Brown	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 8/12/19	30.00	0.00	30.00
17/12/2019	22148	A & JM Carroll	BIRTHPLACE 3rd Party Sales	Booksale proceeds to 8/12/19	10.00	0.00	10.00

17/12/2019	22149	HM Revenue & Customs Only	CIVIC Mayor's Allowance - D Baker	Tax on Mayor's clothing expenses	25.60	0.00	25.60
17/12/2019	22149	HM Revenue & Customs Only	EMPLOYEE COSTS	Tax and NI contributions for employees - December	6,021.19	0.00	6,021.19
17/12/2019	22150	Staffordshire Pension Fund	EMPLOYEE COSTS	Pension Fund contributions - December	7,909.63	0.00	7,909.63
17/12/2019	DDebit	EE Ltd	MARKET Supplies/Services	Monthly markets mobile bill - December	15.00	3.00	18.00
18/12/2019	DDebit	Npower Ltd	PARKS Energy	Pool Walk electricity - November	43.81	8.76	52.57
20/12/2019	DDebit	Virgin Media Payments Ltd	ADMIN Tel/Postage	Phones/internet - November usage, December rental	141.28	28.26	169.54
24/12/2019	DDebit	NatWest Autopay	ADMIN Supplies & Services	Autopay online fee - November	24.80	0.00	24.80
27/12/2019	DDebit	Lichfield District Council	PARKS Contract Repair/Maint	Period 11/11 - 10/12	10,590.39	2,118.07	12,708.46
31/12/2019	DDebit	Biffa Waste Services Ltd	G/HALL Supplies/Services	Glass recycling - November	40.67	8.13	48.80
31/12/2019	DDebit	Corona Energy Retail 4 Ltd	Gas - Donegal 35% + Guildhall 65%	Gas - November	937.15	187.43	1,124.58
31/12/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - current account, 2/11 - 29/11	73.77	0.00	73.77
31/12/2019	DDebit	Ricoh UK Ltd	BIRTHPLACE Supplies & Services	Museum photocopier usage Jul-Sep, rental Oct-Dec	174.09	34.81	208.90
31/12/2019	DDebit	Wm Briers & Son (Tamworth)	MARKET Supplies/Services	Skip hire - November	711.00	142.20	853.20
					<u>95,803.21</u>	<u>10,089.41</u>	<u>105,892.62</u>

LICHFIELD CITY COUNCIL - Imprest Account Payment Schedule

From 1 December to 31 December 2019

Date	Chq	Payee	Budget Head	Details	Nett	VAT	Gross
03/12/2019	05357	Cash	Various	Petty cash vouchers 7563 - 7573	245.42	25.47	270.89
10/12/2019	05358	The Johnson Society	BIRTHPLACE Stock for sale	Share of sales of Johnson Society booklets	66.80	0.00	66.80
10/12/2019	05359	A D Thompson	CIVIC Mayor's Allowance - D Baker	Ingredients for mulled wine for Mayor's Carol Service	5.60	0.00	5.60
10/12/2019	05359	A D Thompson	CIVIC Mayor's Allowance - D Baker	Wine for Mayor's Carol Service	64.17	12.83	77.00
17/12/2019	05318	Lichfield Museum Bowling Club	CIVIC Mayor's Allowance - D Baker	Cancel chq 05318 of 9/7 - Lost in post	-70.00	0.00	-70.00
17/12/2019	05360	Lichfield Museum Bowling Club	CIVIC Mayor's Allowance - D Baker	Replace chq 05318 - Share of catering for Bowls match	70.00	0.00	70.00
17/12/2019	05361	H Bonser	G/HALL Lettings	Partial refund of booking - room not set up on time	86.89	17.38	104.27
19/12/2019	05362	Cash	Various	Petty cash vouchers 7574 - 7581	226.54	19.16	245.70
23/12/2019	05363	Mayor & Sheriff's charity account	CIVIC Mayor's Allowance - D Baker	Mayor's tickets for own Beer & Skittles and Sunday lunch	70.00	0.00	70.00
23/12/2019	05363	Mayor & Sheriff's charity account	CIVIC Sheriff's Allowance - D Brown	Sheriff's tickets for own Beer & Skittles and Sunday lunch	35.00	0.00	35.00
31/12/2019	DDebit	Nat West	ADMIN Supplies & Services	Bank charges - imprest account, 2/11 - 29/11	11.34	0.00	11.34
					<u>811.76</u>	<u>74.84</u>	<u>886.60</u>