



Lichfield City Council

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Town Clerk: Anthony D Briggs

10 July 2019

To: Members of the Neighbourhood Plan Implementation Working Party

Councillor D Dundas (Chairman), and Cllrs J Checkland, P Jones, Mrs G Boyle, M Trent and Mrs S Pritchard.

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 **Wednesday 17 July 2019** for the transaction of the following business.

Yours sincerely

Tony Briggs
Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS**
3. **MINUTES**
To confirm as a correct record the Minutes of the Meeting held on 15 April 2019 (**copy attached**). [Minutes adopted by Council on 23 April 2019]
4. **MATTERS ARISING**
5. **TERMS OF REFERENCE**
For the benefit of new members of the NPIWP, the terms of reference for the Working Party as adopted by Council are attached at **APPENDIX 1**.
6. **CIL MONIES RECEIVED, COMMITTED AND FORECAST**
To date the City Council has **received £37,296 in CIL monies, with £18,741 being allocated**. Of this £18,741, £17,112 has been invoiced (comprising City centre signage - £14,112 and Curborough Community Centre CCTV - £3,000). A further £1,629.00 is committed but unspent as the invoice for the final two City Centre signs is awaited.

LCC received £7,630.07 of CIL from the Wissage Lane residential development in May 2019; another instalment (from the same site) of £7,630.07 is due in October 2019.

The current CIL balance is therefore £20,184 (of which £1629.00 is committed), with a further £7,630.07 currently payable.

RECOMMENDED: That the updated CIL commitments and forecast receipts be noted

7. CURBOROUGH COMMUNITY CENTRE - UPDATE

At its meeting of 15 April 2019 the Working Party recommended an allocation of £3,000 of CIL monies to contribute towards the cost of the new CCTV at Curborough Community Centre. Together with funds from the Police and Crime Commissioner and use of reserves held by the Management Committee of Curborough CC, the work was completed in late June 2019 and the system is now functional and performing well. As CIL can be used for capital purposes only, it has been provided as a contribution towards the cost of the hardware required and has been invoiced accordingly.

Secondly, quotations are currently being sought for the replacement of the outer wooden doors for which the City Council has allocated £11,000 as part of its 2019/20 repair and renovation programme. The £11,000 estimate was based on an initial quotation but the specification of the doors as provided in that estimate was not considered acceptable. In the event that the additional quotes (to the required specification) differ significantly from the £11,000 budget, the matter will need to be reconsidered by Council. Councillor Dundas has been instrumental in sourcing the quotations and discussions with suppliers; the Chairman will therefore be able to provide an update at the meeting. If the anticipated costs are indeed significantly in excess of £11,000, the Working Party may wish to consider a recommendation to Council that the additional cost of the doors be met in whole or in part from CIL.

RECOMMENDED: That the update be noted and the Working Party formalise a view on the allocation of CIL monies to offset any additional cost of replacing the outer wooden doors at Curborough CC following an update from Councillor Dundas.

8. U3A STREET FURNITURE SURVEY

The completed street survey is due to be formally presented to the Mayor of Lichfield by U3A members on 15 July 2019. On receipt of the survey it will need to be collated and an action plan prepared in regard to next steps. It would appear appropriate to write in the first instance to the bodies concerned to advise of the issues as identified in the survey that relate to their own specific responsibilities. It is envisaged this will include Staffordshire County Council, Lichfield District Council and private companies such as British telecom and Network Rail.

As the instigator of this survey it would appear logical for the NPIWP to pursue this correspondence and to collate responses, but this falls outside of the current terms of reference for the Working Party.

RECOMMENDED:

- a) That the best thanks of the Working Party be passed on to U3A for their efforts***
- b) That the survey results be collated and analysed by the Working Party to identify potentially appropriate CIL spends***
- c) That the Working Party formally requests permission from the City Council to expand its terms of reference to include corresponding with relevant bodies to advise of the issues raised, to request action is taken to resolve such issues and to collate responses.***

9. REFURBISHMENT OF 'WELCOME TO LICHFIELD' SIGNAGE

The City Council owns and maintains the 'Welcome to Lichfield' signs that are placed at various entrance points into the City. The signs are in poor condition and are badly faded in some cases, the exception being the sign on the Stafford Road; this particular sign was attended to around three years ago, using the same technique as is now proposed for the remaining signs - removal, clean, new digital printed legend applied together with anti graffiti film, followed by reinstallation. The picture to the right illustrates the condition of the sign on the Birmingham Rd.



A quotation for this work has been provided for all eight signs, though the Stafford Rd sign as mentioned above does not currently require attention which gives some confidence in the longevity of the products used. Assuming seven signs are to be refurbished, the cost will be approximately £2,350+VAT; the cost per sign being approximately £330.

The Working Party may feel that it is appropriate for LCC to lead by example in this regard, especially following discussions of the U3A street survey at agenda item 8, and the possibility that the City Council may be contacting various bodies in an effort to encourage them to address the issues reported that fall within their remit. The refurbishment of these signs is listed within the NPIWP action plan and priorities (**APPENDIX 3**).

RECOMMENDED: *The Working Party to agree whether it wishes to make a recommendation to Council that some or all the cost of the improvements to the 'Welcome to Lichfield' signage be met from CIL funds.*

10. CITY CENTRE PLAQUES

At its meeting of 15 April 2019 the Working Party received a report from the Civic Society detailing the condition of the historical plaques that are located at various points around the City. Following consideration of the report the Working Party resolved that;

- a) *The Working Party are minded to recommend an allocation of a small proportion of CIL monies for the refurbishment of City Centre plaques upon the completion of the Street Survey at the end of May*
- b) *That the Civic Society provide the Working party with a further list of plaques in order of priority.*
- c) *That the Deputy Town Clerk write to the Civic Society to advise them of the Working Party's decision and request a priority list.*

The list of priority plaques as referred to at (b) above has now been provided and is attached in the form of a report from the Civic Society at **APPENDIX 2**. Furthermore, photographs of the plaques plus an email from a contractor providing brief guidance as to condition and costs are **ENCLOSED**.

RECOMMENDED: *If a CIL allocation is considered appropriate, guidance from the Working Party is requested as to an appropriate sum to be considered by Council.*

11. ACTION PLAN UPDATE

At its meeting on 15 April 2019 the Working Party resolved that the updating of the action plan would form a standing agenda item at future meetings; the action plan is attached at **APPENDIX 3**.

12. 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 Monday 15 April 2019 at 6.30pm

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

APOLOGIES: Councillors Miss J Marks and P Ray.

19. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 7 January 2019 be confirmed as a correct record (Minutes adopted by Council on 28 January 2019).*

20. MATTERS ARISING

The Committee provided an update on the Action Plan and Priorities detailed in Enclosure 1 of these minutes.

RESOLVED: *That the Working Party update the action plan as detailed in Enclosure 1 and that the action plan form a standing agenda item at future meetings.*

21. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members were asked to note that the City Council has received £29,666 in CIL monies, £15,741 of which is currently committed. Of this £15,741, £14,112 has been invoiced and a further £1,629.00 is committed but unspent (Minute 23 provides further detail).

As previously reported, 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 £15,554.18 (of which £1629.00 is committed), with a further £15,260.14 currently payable.

RESOLVED: *That the updated CIL commitments and forecast receipts be noted.*

22. CIL REPORT TO CHARGING AUTHORITY

Members considered the City Council's CIL report for 2018-19 at agenda Appendix 1, submitted to the District Council (as the charging authority) on 1 April 2019.

RESOLVED: *That the CIL report be noted.*

23. 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. Eight signs were installed within the City during February 2019. Proposals for the signs for the railway stations are still being finalised by LDC.

Cllr Thompson expressed his disappointment as to the content of these information boards as they do not direct visitors to the Market Square, the Samuel Johnson Birthplace Museum or St Marys.

RESOLVED: *That the update be noted.*

24. CURBOROUGH COMMUNITY CENTRE

The working party were asked to consider two separate projects being undertaken at Curborough Community Centre

Firstly, the replacement of the outer wooden doors for which the City Council has allocated £11,000 as part of its 2019/20 repair and renovation programme. Councillor Dundas informed members of the Committee that a quotation had been received to the appropriate specification and that a further two quotations have been requested but not yet received.

Secondly, the CCTV installation at Curborough is ageing and needs replacing. Councillor Dundas informed members of the Committee that Curborough Community Centre was in receipt of a grant of £3,000 from the Police and Crime Commissioner towards a new CCTV system which will cost a total of £6,000.

RECOMMENDATION TO COUNCIL: That CIL monies to the value of approximately £3,000 be allocated towards the cost of replacing the CCTV system at Curborough Community Centre.

25. STREET FURNITURE SURVEY – U3A

The Street survey is currently underway. The Chairman reported that he receives regular updates from the U3A and approximately 30 out of a total of 70 Streets have now been surveyed.

RESOLVED: That upon completion the results of the survey be collated, and an action plan agreed, and the best thanks of the Working Party be passed on to U3A for their work to date.

26. CITY CENTRE PLAQUES

The Civic Society has expressed the desire for CIL monies to be allocated to the repair and renovation of City Centre plaques. The Committee considered the report compiled by the Civic Society at agenda Appendix 2 and noted the quotation of £13,500 received in 2012 for repair/replacement of all plaques.

RESOLVED; That

- d) The Working Party are minded to recommend an allocation of a small proportion of CIL monies for the refurbishment of City Centre plaques upon the completion of the Street Survey at the end of May***
- e) That the Civic Society provide the Working party with a further list of plaques in order of priority.***
- f) That the Deputy Town Clerk write to the Civic Society to advise them of the Working Party's decision and request a priority list.***

27. PROMOTING LICHFIELD TO DEVELOPERS

The Committee noted the comments from the charging authority that a promotion event of this nature would not be appropriate use of CIL monies, however members felt that this was still an excellent idea which should be progressed by Council. The Committee agreed that this item should be removed from the NPIWP Action plan.

RECOMMENDATION TO COUNCIL: That the City Council considers whether it wishes to progress this project, and if it does, how best to do so.

28. 0% CIL CHARGING ON APARTMENTS

The Working Party questions the 0% CIL charge that currently applies to apartments and seeks to petition the charging authority to raise this charge. The Working Party also disputes the number of apartments that are needed in the City.

RECOMMENDATION TO COUNCIL: That the City Council petition the charging authority to revise the 0% CIL charge for apartments in the City; and that a formal letter be sent to the District Council requesting the CIL charge for apartments be reconsidered in the current Local Plan revision process.

28. DATE AND TIME OF NEXT MEETING

Wednesday 17 July at 6:30pm.

29. ANY OTHER BUSINESS

Cllr Mrs D Baker extended the thanks of the Committee to the Chairman and the Deputy Town Clerk for all their hard work.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 7.30PM**

NPIWP 17 July 2019: APPENDIX 1

BACKGROUND AND TERMS OF REFERENCE AS APPROVED BY THE CITY COUNCIL AT ITS MEETING OF 23 APRIL 2018

NEIGHBOURHOOD PLAN IMPLEMENTATION WORKING PARTY

BACKGROUND

At its meeting of 23 July 2013 the City Council resolved that a Neighbourhood Plan Committee be established as a sub-committee of the Planning Committee, comprising two Members from each of the City Wards and chaired by Councillor A Thompson. The Committee aimed to develop a Neighbourhood Plan for the City and to successfully put the document to the referendum vote.

With the successful referendum result being achieved in February 2018, the Neighbourhood Plan Committee has now carried out its remit. However, at its final meeting on 26 February 2018, the Committee recommended that a new Committee be established to oversee the implementation of the Lichfield City Neighbourhood Plan (LCNP) following its adoption.

At its meeting of 5 March 2018, the City Council resolved that;

- a) The Neighbourhood Plan Committee be disbanded having achieved its aim of developing a Neighbourhood Plan for the City of Lichfield that has successfully passed referendum stage*
- b) The City Council's Planning Committee be tasked with due consideration of the Neighbourhood Plan when employment is a factor in planning applications or as otherwise appropriate; and that the Planning Committee ensure that reference is made to this process in any responses submitted*
- c) The City Council's Planning Committee invite a speaker to explain the consequences of an approved Neighbourhood Plan and the process of applying for and receiving Community Infrastructure Levy (CIL)*
- d) That a small 'Neighbourhood Plan Implementation Working Party' be established to oversee the next stages of the Neighbourhood Plan; to consult with interested parties, to advise how CIL money is spent in line with the LCNP and to ensure the LCNP remains fit for purpose during its lifetime*
- e) That the Town Clerk compiles draft 'terms of reference' for the working party to be considered at a future meeting of the City Council.*

With particular reference to points (d) and (e) of the above, suggested basic terms of objectives were presented below for Members' consideration and subsequently adopted by Council on 23 April 2018.

TERMS OF REFERENCE

DESIGNATION

Neighbourhood Plan Implementation Working Party (NPIWP)

MEMBERSHIP

The Working Party to consist of a maximum of eight Councillors with cross-party representation. Membership (including Chairman and Deputy Chairman) to be decided upon by Council resolution and reviewed annually.

In the event of a Member or Members resigning from the Working Party, new appointments to be confirmed by resolution of the City Council.

NPIWP OBJECTIVES

1. Oversee the implementation of the LCNP
2. Ensure that CIL monies are appropriately applied for and received

3. To consult and engage with the community while having regard to the LCNP
4. Advise Council as and when the LCNP appears to require amendment and to oversee that process subject to Council resolution
5. To disseminate information regarding its activities to the residents of the City
6. In conjunction with the City Council's Planning Committee, to ensure that the priorities within the LCNP are conveyed as appropriate to other bodies such as the District and County Councils, developers etc
7. To be most appropriate contact point for consultees, the public and other interested parties in relation to the LCNP and the City Council's implementation of the document.

DECISION MAKING AND GOVERNANCE

All recommendations of the NPIWP to be subject to confirmation by resolution of the City Council. NPIWP meetings will be governed by the City Council's Standing Orders.

CONDUCT OF BUSINESS

Meetings of the NPIWP to be open to the press and public (who may be excluded by resolution in appropriate circumstances).

The working Party to meet as often as is considered appropriate for the conduct of its business, but no less than once in any given financial year.

Minutes of each meeting will be taken by the Clerk or nominated representative and circulated as soon as is practicable. All NPIWP Minutes to be submitted for consideration by the City Council at the earliest opportunity.

BUDGET AND FUNDING

The cost incurred in servicing this committee will be met by general council funding, but there is no further specific budget allocated.

TASK AND FINISH GROUPS

The NPIWP may appoint task and finish groups consisting of Councillor(s) and/or community members. Each task and finish group to be Chaired by a member of the NPIWP and all decisions subject to confirmation by the NPIWP and subsequent council resolution.

CONDUCT

All members of the NPIWP or any task and finish group associated with it are required to abide by the principles and practice of the City Council's code of conduct.

CHANGES TO TERMS OF REFERENCE

Recommendations for changes to these terms of reference can be made by the NPIWP by resolution. The recommendations will be subject to confirmation by resolution at a meeting of the City Council.

DISSOLUTION

Recommendation for the dissolution of the NPIWP can be made by resolution of the Working Party and is subject to confirmation by resolution of the City Council. The NPIWP can be dissolved by resolution of the City Council without prior recommendation for such action by the NPIWP.

NPIWP 17 July 2019: APPENDIX 2

Refurbishment of Plaques in Lichfield

As requested I am making some suggestions on the selection of wall plaques in the City that could be considered for refurbishment. All of the plaques discussed below, with the possible exception of the sandstone plaque in Dam Street commemorating the death of Lord Brooke, were first erected by either the former (pre-1974) City Council, or the current City Council.

1. The Bronze Plaques

It has been difficult to suggest priorities amongst these Bronze / enamel plaques as almost all of them need some maintenance which, in many cases, will require them to be taken down and re-mounted.

However, if we agree that the five plaques on St Mary's Church in the Market Square should be a priority (as they are very visible to tourists) then these can certainly be included in the first group.

As a second group I suggest the Council should consider renovating the "Three Crowns" plaque in Breadmarket Street, the "Friary Wall" plaque in St John Street, the "Parchments Factory" direction sign in Reeve Lane, the plaque on Donegall House recording the donation of the clock by Col. Swinfen Broun and the plaque recording the site of Bishop Langton's Bridge in Bird Street. There may be a case for replacing the first three of these with modern equivalents but the two larger bronze plaques should certainly be retained and restored.

Three plaques record the site of the early medieval "City Barrs"; at the Culstrubbe Gate in St John Street, at the Tamworth Gate and at the Stowe Gate in Lombard Street. All of these need some work, either re-mounting or cleaning or both. The Council may wish to simply renovate these, perhaps matching the Market Square design, or to replace them with modern equivalents. Please note that there were originally four in this set but the plaque that was previously in Sandford Street, near the junction with Swan Road (?), has been lost.

In addition to the above, there is the "Castle Dyke" plaque in the Carriage Drive (beside the Old Grammar School) and the older plaque on the Old Grammar School master's house in St John Street, which has paint splashes and heavily corroded screws.

As a first step an experienced conservation consultant should be engaged to assess the condition of the five Market Square plaques (and perhaps some others) and advise on what can be done to restore them. Rook Heritage has been recommended by York Civic Trust for this type of work, but there may be other qualified specialists who are locally based.

At this point it is worth noting that the City Council decided to replicate the design of the original three plaques in Market Square (dating from 1931) when ordering the Market Charter plaque in 1987, and then used the same design for the Edmund Gennings plaque in 1995 - creating the matching set that we see today. A slightly

modified version of this design was also used in 1991 for another new plaque at the Beacon Street Tollgate.

Note: There is a letter in your files from Howard Clayton recording that the "Gate" in Beacon Street was in fact a short lived Toll Gate erected to help pay for the new bridge, and not one of the original Barrs of the City. That, comparatively recent, plaque is in better condition than most.

A common theme with all of the City Plaques is that the mounting boards, where used, are in poor condition. Four of the Market Square plaques were re-mounted on "English Oak" backing boards as recently as 1987 but have now split. A company such as Sign Technology Ltd, who supplied the "Louis Paulham" plaque on the George Hotel for Lichfield Civic Society in 2013, may be able to suggest a more suitable alternative.

Finally, two plaques were omitted from my earlier report as they are mounted on plinths rather than walls. The plaque recording the "Site of the Lichfield Art School" on Minster Pool Walk is in reasonable condition apart from some staining where it has apparently been nailed to its plinth; but the relatively modern plaque on Prince Rupert's Mound does need cleaning and also some repairs to the cement mounting.

2. The Stone Plaques

The 200 year old plaque in Dam Street, recording the Death of Lord Brooke during the Civil War, is a special case. This plaque attracts a lot of attention from visitors but the original sandstone lettering has weathered badly and the text is now hardly visible. The only realistic option is to replace the tablet it with a new one, carrying the same text, preferably in a stone that is more resistant to weathering. Fortunately, I have a copy of the original text as recorded by Jackson in 1795 (and Harwood in 1806) when it was still fresh.

Most of the six limestone plaques that were erected in 1895 do not need any attention, other than perhaps re-pointing, as they are generally self-cleaning. However, the David Garrick plaque on the former Probate Court in Bird Street has carved mouldings that have absorbed some airborne soot and the relatively modern "Garden of Remembrance" plaque in Bird Street has attracted some lichen growth and mould. Cleaning these should be possible without damaging the limestone surface.

Note: The stonework of the Grade II listed Cardiff Central Station has recently been cleaned by "Centregreat Rail" using the "DOFF Process" (superheated steam) and they may be able to provide some advice.

3. Final Comments

It seems unlikely that any of the City's bronze plaques were given a wax coating when they were first installed. Indeed, several of the bronze plaques mentioned above are now in such poor condition that complete replacement may be preferable. If the Council does consider replacing any of these older plaques with modern equivalents then the policy adopted by Trafford Borough Council would be worth considering. That policy says that only plaques to commemorate a notable individual should be

"Blue", whereas plaques to identify a notable building, or former building, should generally be "Brown".

In contrast to the practice in many other towns it is notable that the City Council's name does not appear on any of the wall plaques in Lichfield.

Finally, it is worth noting that the Council was planning to refurbish all of the historic plaques in 1985 (both bronze and stone). Letters were sent to all of the property owners and positive replies were received from all but one (Lichfield City Council; Ref. C8/6). However, so far as I can see, no work was ever carried out and the same defects that were identified in the 1985 report can still be seen today.

*Peter Cousins,
June 28th, 2019*

References:

- Sign Technology Ltd:
16 Norton Terrace, NORTON CANES, Staffordshire. WS11 9RY
Tel: 01543 - 324410

OR Linford House, 29 Anson Avenue, LICHFIELD. WS13 7EU
Tel: 01543 - 416940
- Rook Heritage Consulting:
Alaina Schmisser, Principal Conservator,
2 Milton Street, YORK. YO10 3EP
- Centregreat Rail:
Ynys Bridge, Heol yr Ynys, Tongwynlais, CARDIFF. CF15 7NT
Tel: 02920 - 815662
- Leander Architectural:
Fletcher Foundry, Hallstead Close, Dove Holes, BUXTON. SK17 8BP
Tel: 01298 - 814941

NPIWP 17 July 2019: APPENDIX 3

ACTION IN ORDER OF PRIORITY	COMMENTS	TIMESCALE
Street Furniture Survey	To be conducted by U3A. Survey to include; <ul style="list-style-type: none"> • All street furniture • Lighting Columns, identifying those requiring painting. • Signage • Fingerposts • Flower Planters 	July 2019
Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's	Enquiries have already been made with Clock makers, Smiths of Derby.	TBC
Repainting of Railway Bridge on Upper St John Street.	Ownership to be confirmed before project can be progressed	TBC
Publication of new Lichfield Map to be sold by Lichfield City Council	It is believed that LDTA is already working on a similar project, this is to be confirmed before progressing further	Update to be given at the next NPIWP meeting.
Signs in the City Centre indicating walking direction to named carparks.	Enquiries to be made if direction signs to named carparks and public toilets could be added to the current fingerposts.	TBC
Possible refurbishment of Welcome to Lichfield Signs		TBC

The Following Projects To Be Kept In Abeyance Until Completion Of Above Priorities;

- Contributions to the Canals Trust tunnel project
- Improvement to Lichfield City Council Community Halls
- Additional 20mph signs in North Lichfield