



Lichfield City Council

Donegal House, Bore Street, Lichfield, Staffordshire, WS13 6LU
Tel: (01543) 250011 Fax: (01543) 258441 e-mail: townclerk@lichfield.gov.uk

Town Clerk: Anthony D Briggs

18 December 2019

To: Members of the Neighbourhood Plan Implementation Working Party

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

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 8 January 2020** 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 DISPENSATION**
3. **MINUTES**
To confirm as a correct record the Minutes of the Meeting held on 2 October 2019 (**copy attached**). [Minutes adopted by Council on 21 October 2019]
4. **MATTERS ARISING**
5. **CIL MONIES RECEIVED, COMMITTED AND FORECAST**
To consider the report at **APPENDIX 1 (attached)**
RECOMMENDED: That the updated CIL commitments and forecast receipts be noted
6. **U3A STREET FURNITURE SURVEY - UPDATE**
At its meeting of 2 October 2019 it was resolved that the survey be collated into Wards and then analysed by Ward Councillors to identify potential CIL priorities. Following analysis of the Curborough surveys, three priorities were identified and have been reported to the appropriate bodies as detailed in the table overleaf.

| Issue | Outcome |
|--|---|
| Poor condition of pavement surface on Curborough Rd opposite Gaia Lane | Reported to SCC – response received stating it would not be addressed at this time |
| Width restriction and damaged tarmac on pavement due to large tree outside 22 Curborough Rd | Reported to SCC – response received stating repairs to the pavement would be added to ‘non-urgent’ repair list |
| Lack of repeat ‘Curborough Road’ signs when exiting side roads onto Curborough Rd between Gaia Lane and Eastern Avenue | Reported to LDC – matter to be investigated by John Roobottom to establish if further signage is required; possibility of CIL contribution to be returned to the NPIWP as appropriate following these discussions |

Remaining surveys were collected by Ward members at the City Council meeting of 2 December 2019.

RECOMMENDED: That the update be noted.

7. CONVERSION OF LCC OWNED STREET LIGHTING TO LED

At its meeting of 28 January 2019 the City Council approved the first phase of a three year plan to replace all LCC owned SOX (Low Pressure Sodium) and SON (High Pressure Sodium) lighting with LED alternatives – 136 street lights in total. The total cost is around £30,000 with a roughly equal cost split across the first two phases and a slightly reduced cost of approximately £8,000 in year three. The first phase was completed on budget in Autumn 2019; the second phase is due to be considered by Council as part of the draft repairs and renewals programme at its meeting of 27 January 2020.

At its meeting of 21 October 2019 the City Council resolved that ‘a *climate emergency exists, and in consequence resolves to take this into account as a factor in all future deliberations of the Council*’.

The Committee is therefore asked to consider the appropriateness of a recommendation to Council that approximately £8,000 of CIL be allocated to fund the completion of the street light replacement project; this would allow the third phase to run concurrently with the second phase in 2020/21 rather than following in 2021/22 as originally scheduled.

Each light costs £202.00 to replace with an LED alternative, the latter having a 10 year warranty, a life expectancy of at least 25 years and approximately 65% reduction in electricity usage based on approximate like for like light output. The estimated installation costs vs electricity savings ‘break even’ point is around eight years.

Confirmation has been received from LDC that the replacement of the street lighting would be an appropriate CIL spend.

RECOMMENDED: That the Committee consider the appropriateness of a recommendation to Council that approximately £8,000 of CIL monies be allocated to the replacement of LCC owned SOX/SON street lighting with LED alternatives.

8. CITY CENTRE PLAQUES - UPDATE

At its meeting of 17 July 2019, the NPIWP recommended to Council that £1,870 of CIL monies be allocated to the restoration/replacement of up to 11 City Centre plaques. Following considerable discussion with the Conservation Officer and contractor, Leandor, it has been agreed that the ‘test’ plaque is to be the Stowe Gate Plaque on Lombard Street. The contractor

is preparing a method statement and timescale for the Conservation officer to approve and an initial site visit has taken place.

RECOMMENDED: That the update be noted.

9. CURBOROUGH COMMUNITY CENTRE

At its meeting of 8 April 2019 the Working Party made a recommendation to Council that a *sum of £837.24 be allocated from the City Council's CIL funds to contribute towards the cost of the replacement outer doors at Curborough Community Centre*, which was then budgeted at approximately £12,000. As a result of additional costs, the Working Party is asked to consider the appropriateness of an additional allocation of £2,500 of CIL funds to meet a further percentage of the cost to supply the new doors.

10. 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 2**.

11. DATE AND TIME OF NEXT MEETING

To be agreed by the Working Party.

ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIRMAN

Lichfield City Council

Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held in the Ashmole Room at Guildhall, Lichfield, on Wednesday 2 October 2019 at 6.30pm

PRESENT: Councillors D Dundas (Chairman), C Ball, Mrs G Boyle, P Jones and M Trent.

APOLOGIES: J Checkland

41. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

42. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 17 July 2019 be confirmed as a correct record (Minutes adopted by Council on 30 July 2019).*

43. MATTERS ARISING

None

44. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast as detailed at Agenda Appendix 1.

RESOLVED: *That the update be noted.*

45. U3A STREET FURNITURE SURVEY

The Working Party is now in receipt of the completed survey which also includes footpaths and highways. Members considered the most effective way to analyse the information, due to the size of the survey it was decided that the information would be divided between Ward Councillors who could then collate results and devise an action plan in order of priority. Upon completion of the action plan the Committee will correspond with the relevant bodies to request that action is taken to resolve the issues identified.

RESOLVED:

a) *That the survey results be collated and analysed by the Ward Councillors to identify potentially appropriate CIL spends and an Action Plan prepared in order of priority.*

b) *That upon completion of the Action Plan the Working Party corresponds with relevant bodies to advise of the issues raised, to request action is taken to resolve such issues and to collate the responses received*

46. REFURBISHMENT OF 'WELCOME TO LICHFIELD' SIGNAGE

Members were advised that all the 'Welcome to Lichfield' signage has now been replaced.

RESOLVED: *That the update on the 'Welcome to Lichfield' signage be noted.*

47. CITY CENTRE PLAQUES

Members were advised that the Museum & Heritage Officer is in discussions with members of the Civic Society, the contractor and the Conservation Officer at the District Council with regard to the best way to progress this project. A further update is anticipated at the end of October.

RESOLVED: *That the update be noted*

48. ACTION PLAN UPDATE

The Working Party considered the action plan; the updated document is included at ENCLOSURE 1 to these Minutes.

49. DATE AND TIME OF NEXT MEETING

Wednesday 8 January at 6:30pm.

50. ANY OTHER BUSINESS

CANALS TRUST TUNNEL PROJECT

The Chairman updated members on the Canals Trust tunnel project for which a total of £1,000,000 is required. To date the Canals Trust has raised almost £500,000 towards the project. The Committee is minded to allocate £10,000 of CIL monies to the Trust to be used on a specific project (to be identified by the Canals Trust) that is achievable within a short time frame and not dependant on the tunnel vision funding.

RECOMMENDATION TO COUNCIL: That £10,000 of CIL monies be allocated to the Lichfield and Hatherton Canals Trust for use on a specific project; the use of funds to be easily evidenced to allow for reporting of CIL spend to LDC.

COMMUNITY HALLS

The Chairman informed members that the building adjacent to Cruck House was in need of repair. It was suggested that the Chairman speak to Curborough Community Association (who operate Cruck House on behalf of the City Council) to identify priority improvements that may be an appropriate CIL spend.

BISHOPS WALK FOOTPATH

The Chairman proposed to members that the footpath on Bishops walk should be extended to alleviate the problems of the overgrowing hedgerow and weeds. The Deputy Town Clerk informed the committee that the City Council had re-tarmacked sections of this footpath at a cost of £4,320 as part of the 2019/20 Repair and Renewals programme.

NEW INFORMATION BOARDS

The Deputy Town Clerk updated members that of the 9 new noticeboard which the City Council have paid for through CIL monies, a total of 8 have now been installed around the City. The ninth noticeboard and an additional tenth are planned to be installed at Lichfield City and Trent Valley Train stations. However there has been some delay as West Midlands Trains insist that their contractors carry out the installation at what appears to be an inflated price, and are reluctant to install a new information board at Trent Valley until the lift has been completed.

RESOLVED:

- a) ***That an alternative location which is not on West Midlands Trains land be investigated for the installation of the information board at Lichfield City Train Station.***
- b) ***That the installation of an information board at Lichfield Trent Valley Train station be carried out upon completion of the new lift.***

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.05PM**

NPIWP: 8 January 2020 APPENDIX 1

CIL PAYMENTS ALLOCATIONS AND FORECAST INCOME

Table 1: COMBINED CIL Forecast

| CIL Received to December 2019 £ | April 2020 CIL Receipt Forecast (£) | Total CIL received (April 2020 Forecast) £ | CIL Allocations at December 2019 Total £ | Remaining Unallocated CIL (April 2020 Forecast) |
|---------------------------------|-------------------------------------|--|--|---|
| 52,324.10 | 5,618.23 | 57,942.33 | 33,798.24 | £24,144.09 |

Table 2: CIL Allocations to date (December 2019)

| Project | Amount Allocated (£) | Invoiced? |
|---|----------------------|-----------|
| New City Centre Signage | 15,741 | Yes* |
| Curborough Community centre CCTV | 3,000 | Yes |
| Refurbishment of Entrance to Lichfield Signage | 2,350 | Yes |
| Refurbishment/replacement of selected City Centre plaques | 1,870 | No |
| Renewal of outer doors, Curborough CC (contribution only) | 837.24 | Yes |
| Infrastructure support to LHCRT | 10,000 | No |
| TOTAL | 33,798.24 | |

*£1,629 of this amount remains committed but unspent as the invoice for the final two City Centre signs is awaited.

Table 3: CIL scheduled to be transferred to LCC April 2020 (included in forecast at Table 1)

| App No. | Site address | Parish Percentage | Parish Allocation (£) |
|---------------|--|-------------------|-----------------------|
| 16/00026/FULM | Land at Junction of Limburg Avenue and Walsall Road (2 of 3) | 15 | 5,618.23 |
| TOTAL | | | £5,618.23 |

Table 4: October 2020 CIL Payment Forecast

| App No. | Site Address | Parish Percentage | Parish Allocation | Expected Payment Date (to LCC) |
|---------------|--|-------------------|-------------------|--------------------------------|
| 16/00026/FULM | Land at Junction of Limburg Avenue and Walsall Road (3 of 3) | 15 | £11,236.46 | October 2020 |
| TOTAL | | | £11,236.46 | |

NPIWP: 8 January 2020 APPENDIX 2

| ACTION IN ORDER OF PRIORITY | COMMENTS | TIMESCALE |
|--|---|---|
| Street Furniture Survey | Completed survey received on 15 July. | Ward Councillors to identify potentially appropriate CIL spends collate an Action Plan prepared in order of priority. Upon completion of the action plan NPIWP to write to the relevant bodies to advise of the issues and request the relevant action is taken. |
| Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's | The Deputy Town Clerk reported that confirmation had been received from Smiths of Derby that it would not be possible to reinstate the clock without a power supply. | The Chairman to investigate further and approach an alternative supplier for their thoughts and report back to the NPIWP at its next meeting on 8 January 2020 |
| Repainting of Railway Bridge on Upper St John Street. | Deputy Town Clerk spoke to Network Rail again on 30 September who confirm the query has once again been passed to the local Structures Team | The Deputy Town Clerk to report back to the NPIWP at its next meeting on 8 January 2020. |
| Publication of new Lichfield Map to be sold by Lichfield City Council | The Deputy Town Clerk reported that the Cartographer who had produced the last map was no longer in business and a cost could therefore not be determined. | Cllr Jones to investigate alternative suppliers and report back to the NPIWP at its next meeting on 8 January 2020. |
| Signs in the City Centre indicating walking direction to named carparks. | The Deputy Town Clerk has consulted with Lichfield District Council regarding the feasibility of this. The District Council confirm that they are minded to refurbish the direction signs around the City and will consult with the City Council as to their requirements | The District Council have provided no timescale for this project |
| Possible refurbishment of Welcome to Lichfield Signs | This has now been completed | Completed |
| Contributions to the Canals Trust tunnel project | NPIWP is minded to allocate £10,000 to the Lichfield and Hatherton Canals Trust for a specific project | Resolution from Council required. |
| Improvement to Lichfield City Council Community Halls | Repairs required to Cruck House | Chairman to contact Curborough Community Association for their comments and report back to the NPIWP at its next meeting on 8 January 2020 |
| Additional 20mph signs in North Lichfield | At the request of Cllr Ball this has been reinstated onto the action plan following representations from his constituents. | On going |

Updated 2.10.19