

## For Council: 12 December 2022 APPENDIX 3

### Lichfield City Council

#### Minutes of the Meeting of the Neighbourhood Plan Implementation Working Party (NPIWP) held via 'Zoom' on Monday 14 November 2022 at 6.00pm

**PRESENT:** Councillors M Warfield (Chair), C Ball, J Checkland, P Jones, and M Trent

**APOLOGIES:** Councillor G Boyle

#### 10. ELECTION OF CHAIR

At the appointed start time, neither the Chairman nor Deputy were present. It was therefore proposed by Cllr M Trent and seconded by Councillor C Ball that Cllr J Checkland Chair. On being put to the vote, it was declared carried by the Deputy Town Clerk and Cllr J Checkland assumed the Chair.

#### 11. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor M Warfield declared an interest under appendix A of the City Council's code of conduct in regard to agenda item 5 (Boley Park Community Hall) and left the meeting during discussion and voting thereon.

Councillor J Checkland declared an interest under appendix A of the City Council's code of conduct in regard to agenda item 9 (Pedestrian Crossing/Path – Eastern Avenue) and left the meeting during discussion and voting thereon.

#### 12. MINUTES

**RESOLVED:** *That the minutes of the NPIWP meeting held on 11 July 2022 be confirmed as a correct record (Minutes adopted by Council on 25 July 2022).*

#### 13. MATTERS ARISING

None

#### 14. 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.*

*At this point, Cllr M Warfield entered the meeting and gave his apologies for lateness*

#### 15. CITY CENTRE PLAQUES - UPDATE

Members considered the agenda report which provided an update on this project, including a request to the Committee to decide whether it wished to continue to utilise the existing CIL allocation for the next batch of plaques as contained within the Civic Society's report.

**RESOLVED:** *That the plaque project be extended to include 'phase II' plaques utilising the existing CIL allocation.*

#### 16. FRANCIS BARBER/ANNA SEWARD PLAQUES

Members considered the Museum & Heritage Officer's agenda report which provided an update on the Barber/Seward plaques. Members asked that the best thanks of the Working

Party be conveyed to the Museums and Heritage Officer for all the work carried out on this project.

**RESOLVED:** *That the report be noted.*

## **17. POSSIBLE CIL ALLOCATIONS**

Members considered the agenda report as detailed at Agenda **Appendix 2** which contained several suggestions for possible CIL allocations:

### **1. Reinstatement Of Bus Shelter Adjacent To Boley Park Community Hall**

Following resident request, members considered the Agenda report at Appendix 2 and agreed to the reinstatement of the bus shelter adjacent to Boley Park Community Hall, requesting that the new shelter be black.

**RECOMMENDATION TO COUNCIL:** *That £5,500 of CIL be allocated for the purchase and reinstatement of a bus shelter adjacent to Boley Park Community Hall.*

### **2. Anna Seward Mural**

Members considered the request put forward by Councillor C Greatorox to commission a mural of Anna Seward on Wade Street but felt that there were more appropriate and pressing projects for CIL spend.

### **3. EV Charging points – Darwin Hall/Curborough Community Centre**

Members considered the request put forward by Councillor Colin Greatorox to install EV points at Curborough Community Centre and Darwin Hall. Mindful of ongoing maintenance costs and that the District Council is already working on installing more EV points, members asked the Deputy Town Clerk to investigate the costs involved and to see if the City Council could work in partnership with the District Council on the proposal.

### **4. Bench at the Pinfold**

Members considered the request put forward by Councillor Colin Greatorox to install a bench within the perimeter of the Pinfold on Beacon Street. Members felt that this was not a well-used area of Public Open Space and would not therefore benefit from the installation of a bench.

### **5. St Mary's – Various projects**

Members considered the request from St Mary's for £25,000 to facilitate various projects and agreed that the City Council should be supporting Arts within the City. Members agreed to allocate CIL funds for two of the projects (Sound disbursement and infrastructure) subject to the provision of more detailed costings and further consideration of the Working Party on receipt of such costings.

### **6. Boley Park Community Hall – Various Projects**

Members discussed the allocation of CIL funds for the remodelling of the kitchen at Boley Park Community Hall and the provision of a new fire alarm and CCTV system. Before allocating funds, members requested more detailed costings for the kitchen remodelling but did agree to recommend allocation of CIL monies for the new fire alarm and CCTV systems.

**RECOMMENDATION TO COUNCIL:** *That £8,000 of CIL be allocated for the Provision of a new fire alarm and CCTV system at Boley Park Community Hall.*

**7. Darwin Hall – Roof**

Members considered the report and agreed to hold the allocation of funds in abeyance pending a full report of costings to Council.

**8. Festival Gardens – Boundary Protection**

Members discussed the report and agreed the need to protect the boundary at Festival Gardens from unauthorised vehicular access.

***RECOMMENDATION TO COUNCIL: That £15,000 of CIL be allocated to install boundary protection at Festival Gardens including wooden bollards and additional benches.***

**9. Information Boards – Stowe Pool**

Members considered the request from Lichfield District Council regarding the installation of three information/interpretation boards around Stowe Pool. The boards would include an interpretation panel with details of Johnsons Willow for example as well as a cabinet for notices to promote local events.

***RECOMMENDATION TO COUNCIL: That £9,555 of CIL be allocated for the installation of three information /interpretation boards around Stowe Pool.***

**18. PATHWAY LIGHTING – CROSS KEYS CAR PARK TO STOWE POOL**

Members considered the agenda report as detailed at Agenda **Appendix 3** and were in favour of the installation of two new lights subject to approval by the conservation officer and asked that the Deputy Town Clerk progress the project to conclusion .

***RECOMMENDATION TO COUNCIL: That £4,154.98 (exc VAT) be allocated to the installation of two new lighting columns on the pathway from Cross Keys car park to Stowe pool.***

*Councillor J Checkland left the meeting at this point, Councillor M Warfield took the chair.*

**19. PEDESTRIAN CROSSING/PATH – EASTERN AVENUE**

Members considered the agenda report regarding the extension of a City Council footpath which runs alongside Eastern Avenue. An extension would ease access to the Sports Club however concerns were raised that in extending the path a further pedestrian crossing would be required which can only be facilitated by Staffordshire County Council Highways, with no confirmation of such provision being available. It was noted that fledgling plans are being developed by Staffordshire County Council Highways to make a number of improvements on Eastern Avenue.

***RESOLVED: That no CIL funds be allocated to the extension of the footpath on Eastern Avenue.***

*Councillor J Checkland returned and resumed the Chair.*

**20. CIL ALLOCATION UPDATES**

Members considered the agenda report, giving updates on the installation of the cycle shelter at Sandfields Pumping Station, additional 20MPH signs at Curborough, the repairs/polishing of the flooring at Boley Park Community Hall and other ongoing matters. Members noted the update from LHCRT and commented on the wish to see further progress being made on the project. Members asked that the best thanks of the Working Party be extended to the Deputy Town Clerk for pursuing the 20mph repeater signs project which was now near to completion.

***RESOLVED: That the report be noted.***

**21. ACTION PLAN UPDATE**

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

***RESOLVED: That the update be noted.***

**22. DATE AND TIME OF NEXT MEETING**

Monday 20 February 2023 at 6.00pm via Zoom.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 7.12PM**

**ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES**

| ACTION IN ORDER OF PRIORITY  | COMMENTS   | TIMESCALE  |
|--|--|--|
| Additional 20mph signs in North Lichfield                                | £2,500 CIL has been allocated to the provision of additional 20mph repeater signs on Anson Avenue, Dimbles Lane and Friday Acre which members of the committee approved via email on 27 October  | The Deputy Town Clerk has placed the order with SCC Highways who advise an installation lead time of approximately 6 -8 weeks. The cost has been confirmed as £2,145 inclusive of supply and installation. |
| City Centre Plaques  | Members noted the updated report at Agenda item 5  | Members noted that this is an ongoing project which is being progressed in phases.   |
| Samuel Johnson Birthplace Redevelopment                                  | Recommendation adopted by Council  | Work is in progress; no completion date has been given.  |
| Signs in the City Centre indicating walking direction to named carparks. | The Town Clerk recently met with District Council Officers who confirm that the City Council will be consultees on the City centre masterplan and public realm project which will, amongst other things look at signage around the City. | Work is ongoing, with the Town Clerk also attending LDC Masterplan Sounding Board meetings where this provision is being actively discussed  |
| Stowe Pool Lighting  | Members are asked to note the update at Agenda item 8 and Appendix 3   | Discussions are ongoing with LDC   |
| Crossing/Footpath to Sports Club on Eastern Avenue                       | Members are asked to note the update at Agenda item 9  |  |
| Mirror at Shaw Lane/Beacon St junction                                   | The Deputy Town Clerk has consulted with officers from SCC Highways and chased progression on 6 July, 11 July, 25 August, and 6 October – no response has been received  | Following the lack of response from SCC Highways members agreed that this should no longer be pursued  |
| City Council Bus Shelters  | The majority of bush shelters have now been refurbished. Community Artwork has been removed but not claimed. Signage advertising the Markets to be installed upon design approval from the MWG   | All City Council bus shelters have now been refurbished.<br><br>Amended artwork is awaited for approval by the MWG   |

Updated 7.11.22