

Lichfield City Council

Minutes of the Meeting of the Grants Advisory Committee Held via 'zoom' at 6.30pm on Monday 8 April 2024

PRESENT: Councillors C Ball (Chair), D Baker, J Christie, M Field, S Schafer, E Strain and R Yardley.

APOLOGIES: Councillors H Ashton and K Farrelly.

Copies of applications for general revenue grant/CIL funding as detailed in these minutes are available to all members on request to the Town Clerk

51. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr J Christie declared an interest in agenda item 12 (Minute 61) as his spouse is an allotment plot holder.

Cllr E Strain declared an interest in agenda item 10 (Minute 59) as a Trustee of Lichfield Re:Cycle.

52. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 12 February 2024 be confirmed as a correct record [Minutes adopted by council on 11 March 2024]*

53. GENERAL REVENUE GRANTS – 2024/25 BALANCES

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,426 remains.

RESOLVED: *That the report be noted.*

54. GENERAL REVENUE GRANT – GRANT AWARD POLICY REVIEW

Members considered the Grant Award Policy and associated form. In the latter, the Chair had previously suggested an edit which was highlighted for members, confirming there was no requirement to meet the four stated priorities, but that the council would look favourably on grant applications that do meet them, and that it would be helpful if applicants could clearly highlight where priority/ies were met in any given application.

Cllr D Baker suggested amalgamating the third and sixth elements of the 'Benefits' section ('Tell us about the grant you are seeking', and 'Itemised and specific details of the purpose for which the grant is required...') due to repetition of information provided by applicants across the two sections. It was agreed this would also be an appropriate part of the form to remind applicants to state which (if any) of the four priorities the application met.

RESOLVED: *That the application form be updated in accordance with the draft version circulated with the agenda papers, and the amalgamation of the two elements of the 'Benefits' section as outlined above.*

55. GRANT/CONTRIBUTION TO LICHFIELD BOWER

Members considered the Town Clerk's report which requested consideration of the manner in which match funding of prizes has been awarded by LCC to the Lichfield Bower following council resolution in 1997. In brief, £225 had been awarded from the Arts/Tourism budget line to 'match fund' the (then) current prizes, and this had continued to the present day. It was felt appropriate by both the RFO and Internal Auditor to ask that consideration be given to ending this arrangement and ensuring any grant given was a result of a grant request,

thereby allowing annual variance and scrutiny. The Committee requested that the Bower be informed of their decision, and the Town Clerk confirmed this would be actioned upon council adoption of the recommendation.

RECOMMENDATION TO COUNCIL: *That the previous agreement cease, and that any match funding request be incorporated into the main grant request as submitted by the Bower Committee to LCC each year.*

56. GENERAL GRANT REQUEST - CLOCK TOWER

Members considered the grant request of £120 made by Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower in orange to highlight the global 16 Days of Activism against Gender-Based Violence and to call for an end to violence against women and girls (November 25, 2024); the grant requested being the equivalent cost incurred in arranging the provision.

RECOMMENDATION TO COUNCIL: *That a grant in the sum of £120 be awarded to Soroptimist International Lichfield and District to cover the cost of lighting the Clock Tower as set out in the application.*

57. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered the agenda report which provided detail of completed and ongoing CIL funded projects. The current amount of CIL available for allocation being £41,462.

RESOLVED: *That the report be noted.*

58. CIL REQUEST – DEFIBRILATORS SITED IN REDUNDANT TELEPHONE BOXES

Members considered the Town Clerk's agenda report which provided details of the process to adopt surplus telephone boxes, the cost of defibrillators and associated equipment, the location of available phone boxes and their proximity to existing defibrillator provision. Considerable discussion followed, with concerns as to the appropriateness of certain locations and the potentially 'gimmicky' nature of repurposing phone boxes for this purpose. It was agreed that the sites at Windmill Lane and St John St be progressed, and that the Mediana HeartOn was the preferred defibrillator. However, no CIL allocation was recommended pending further information as to costs of kiosk renovation and defibrillator installation and wiring at the preferred sites. It was further agreed that training in the use of defibrillators should be investigated in due course, to possibly include schools etc.

RESOLVED: *That the Town Clerk seek estimates for renovation and defibrillator provision at the sites listed below, and that the Committee then further consider a CIL allocation:*

1. Windmill Lane WS13 7HU – 01543 262138

2. St John St, near crucifix conduit fountain – 01543 262169

59. CIL REQUEST – CYCLE REPAIR STATIONS

Members considered the Town Clerk's agenda report plus the verbal update and background information from both the Town Clerk and Cllr E Strain that followed the meeting of the City Council's Climate Change and Biodiversity Committee (CCBD) on 3 April. From the CCBD meeting, a recommendation to favourably consider CIL funding for the provision of a cycle repair station on LDC land at Pool Walk had emerged.

Significant concern was voiced by several Committee members regarding the chosen location adjacent to Pool Walk. The Committee agreed to support the CIL allocation in principle, but this was subject to an acceptable location being identified, with the Grants

Committee requesting the Climate Change and Biodiversity Committee re-examine the current preference.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £3,000 be made available for the provision of a cycle repair station in the City Centre, subject to an acceptable location being identified.*

60. CIL REQUEST – HUB AT ST MARY’S

Members considered the request from the Hub at St Mary’s for funding of the existing shortfall of £6,973 to repair the Church bells as part of the wider renovation of the St Mary’s tower, bells and clock. Following considerable discussion during which both positive and negative views on the proposal were aired, the Chair called a vote with the proposal to fund the provision being carried by four votes to three.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £6,973 be made to contribute towards the overall costs of the repair of the bells within the tower.*

61. CIL REQUEST – LICHFIELD AND DISTRICT ALLOTMENTS SOCIETY (LDAS)

Members considered the request from LDAS to fund of a project to install additional water troughs at allotment sites at The Moggs and Christchurch. Initial quotations and scoping work had revealed the estimated cost of the project to be £10,224. There was concern from some members as to cost and a desire for more detail both of the proposals and the existing provision before forming a recommendation as to support the request.

RESOLVED: *That the matter be deferred and the Town Clerk seek clarification from LDAS as to:*

1. Impact of reduced provision of troughs on overall costs

2. Size of allotment site waiting list

3. Number of plots

4. The provision of a basic plan of the existing provision and the proposals

Once received, the information to be submitted to a future meeting of the Grants Committee for further consideration of a CIL allocation.

62. CIL REQUEST – LICHFIELD WATERWORKS TRUST

Members considered the request from LWT to fund provision and installation of a defibrillator at Sandfields Pumping Station, the amount requested being £2,693. Members were in favour of the provision and were keen for LWT to publicise the provision locally once it has been installed. The Town Clerk confirmed he would convey this request.

RECOMMENDATION TO COUNCIL: *That a CIL contribution of up to £2,693 be awarded to Lichfield Waterworks Trust for the provision of a defibrillator at Sandfields Pumping Station as set out in the agenda report.*

63. CIL REQUEST UPDATE – ADDITIONAL 20MPH REPEATER SIGNS

Members noted the update, advising that quotations and further updates from SCC were awaited.

RESOLVED: *That the update be noted.*

64. CITY CENTRE DIGITAL DISPLAYS

Members noted the agenda update, confirming that no CIL had been requested at this time.

RESOLVED: *That the report be noted*

65. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the Anna Seward plaque and associated city centre plaques project, Michael Johnson's workroom at the Birthplace Museum and signage at the St Chad's cycle track.

RESOLVED: That the report be noted.

66. ACTION PLAN UPDATES

Members considered the action plan; the updated document is included as **APPENDIX A** to these minutes.

RESOLVED: That the update be noted.

67. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate suggested meeting dates, the preference being for early July 2024, and for the meeting to be held via Zoom.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 8.02PM**

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| Grants Advisory Committee: 8 April 2024 APPENDIX A |
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ACTION PLAN

| Action | Comments | Timescale |
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| City Centre Plaques | Members noted the updated report at Appendix 7 | Members noted that this is an ongoing project which is being progressed in phases. |
| Samuel Johnson Birthplace Redevelopment | Members noted the updated report at Appendix 7 | Completion scheduled April 2024 |
| Signs in the City Centre indicating walking direction to named carparks | The City Council is a consultee on LDC's wider aims for signage around the City. | Work is ongoing – led by LDC |
| Stowe Pool Lighting | Members noted the updated report at Appendix 7 | Further updates awaited from LDC |
| Information Boards – Stowe Pool | Members noted the updated report at Appendix 7 | Further updates awaited from LDC |
| 20mph Repeater Signs | Members noted the update at agenda item 14 | Further detail and quotation awaited from SCC |

Updated 8 April 2024

