

For Council 30 July 2019: APPENDIX 1

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 17 July 2019 at 6.30pm**

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

APOLOGIES: None

30. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

None

31. MINUTES

RESOLVED: *That the minutes of the NPIWP meeting held on 15 April 2019 be confirmed as a correct record (Minutes adopted by Council on 23 April 2019).*

32. MATTERS ARISING

None

33. TERMS OF REFERENCE

For the benefit of new members, the terms of reference for the Working Party were considered.
RESOLVED: *That the terms of reference be noted.*

34. CIL MONIES RECEIVED, COMMITTED AND FORECAST

Members considered CIL commitments, balances and forecast.

RESOLVED: *That the update be noted.*

35. CURBOROUGH COMMUNITY CENTRE UPDATE

The Working Party considered the update regarding provision of CCTV at Curborough Community hall that had been part funded by CIL and noted that the installation was now complete.

Following an update from the Chairman, the Working Party considered whether any CIL allocation should be recommended in the event that the final quotation for the replacement outer doors at the Community Centre differed significantly from the budgeted sum included within the City council's 2019/20 Repair and renewal programme. A total of three quotes have been received ranging from £15,000 - £11,837.24

RESOLVED: *That the update be noted.*

RECOMMENDATION TO COUNCIL: *That a sum of £837.24 be allocated from the City Council's CIL funds to contribute towards the additional cost of the replacement outer doors at Curborough Community Centre*

36. U3A STREET FURNITURE SURVEY

The Working Party was advised that the completed street survey was formally presented to the Mayor of Lichfield by U3A members on 15 July 2019. The Working Party agreed that an action plan should be prepared in regard to next steps, to include writing 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.

Cllr Checkland suggested that the relevant Ward Councillors may wish to work together to progress any action required.

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

RESOLVED:

- 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 spend*

RECOMMENDATION TO COUNCIL: *That the terms of reference of the NPIWP be expanded to include corresponding with relevant bodies to advise of the issues raised highlighted by the Street Survey, to request action is taken to resolve such issues and to collate responses.*

37. REFURBISHMENT OF 'WELCOME TO LICHFIELD' SIGNAGE

The Working Party considered the Town Clerk's agenda report concerning the condition of the 'Welcome to Lichfield' signs located at various entrance points into the City and the quotation received for the removal, cleaning, printing of new digital legend, application of anti-graffiti film and reinstallation (approximately £2,350+VAT)

RECOMMENDATION TO COUNCIL: *That approximately £2,350 of CIL monies be allocated to cover the costs of the quoted work to the 'Welcome to Lichfield' signage.*

38. CITY CENTRE PLAQUES

The Working Party considered the submission by the Civic Society regarding City centre plaques that should be considered for restoration as a priority

RESOLVED: *That the submission from the Civic Society be noted*

RECOMMENDATION TO COUNCIL: *That a sum of £1,870.00 be allocated from the City council's CIL funds to contribute towards the cost of the restoration of 11 City Centre plaques; and that the work be managed by City council officers in consultation with the Civic Society.*

39. ACTION PLAN UPDATE

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

40. DATE AND TIME OF NEXT MEETING

Wednesday 2 October at 6:30pm.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 8.15PM**

ENCLOSURE 1: NPIWP ACTION PLAN AND PRIORTIES

Updated 18.7.19

ACTION IN ORDER OF PRIORITY		COMMENTS	TIMESCALE
Street Furniture Survey		<p>To be conducted by U3A.</p> <p>Survey to include;</p> <ul style="list-style-type: none"> • All street furniture • Lighting Columns, identifying those requiring painting. • Signage • Fingerposts • Flower Planters 	<p>Completed survey received on 15 July.</p> <p>Working Party to collate the results and write to the bodies concerned to advise of the issues as identified in the survey.</p>
Reinstating the Clock in Chancellor Law's Mausoleum at St Michael's		<p>Enquiries have already been made with Clock makers, Smiths of Derby.</p>	<p>The Deputy Town Clerk reported that Smiths of Derby have been contacted and a price to replace the clock only is awaited.</p> <p>The Deputy Town Clerk to report back to the NPIWP at its next meeting on 2 October 2019.</p>
Repainting of Railway Bridge on Upper St John Street.		<p>Ownership to be confirmed before project can be progressed</p>	<p>Deputy Town Clerk has contacted Network Rail who confirm the enquiry has been passed to a member of the local route team, a response is awaited.</p> <p>The Deputy Town Clerk to report back to the NPIWP at its next meeting on 2 October 2019.</p>
Publication of new Lichfield Map to be sold by Lichfield City Council		<p>It is believed that LDTA is already working on a similar project, this is to be confirmed before progressing further</p>	<p>The Deputy Town Clerk reported that Lichfield District Tourism association and the Civic Society are working together to produce a visitor guide/tourist trail map of the City Centre.</p> <p>The Deputy Town Clerk to investigate the cost of producing an up to date street map of Lichfield and report back to the NPIWP at its next meeting on 2 October 2019</p>

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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.	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
Possible refurbishment of Welcome to Lichfield Signs			As per Agenda item 9 the working party recommends to Council that £2,350 from CIL funds be allocated to make improvements to the 'Welcome to Lichfield' signs.

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