



Lichfield City Council

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Town Clerk: **Anthony Briggs** B.A. (Hons), CILCA

4 November 2024

To: Members of the Grants Advisory Committee

Councillor C Ball (Chair) and Cllrs H Ashton, D Baker, J Christie, K Farrelly, A Hughes, P Knight, J Marshall and R Yardley.

Dear Councillor

Grants Advisory Committee

You are invited to attend a meeting of the **Grants Advisory Committee to be held via 'Zoom' at 6.00pm on Monday 11 November 2024** at which the following business will be transacted.

A link enabling members to join the meeting will be circulated separately. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Members of the public can request the link to observe the meeting by contacting the Town Clerk (tony.briggs@lichfield.gov.uk).

Yours sincerely

Tony Briggs
Town Clerk

AGENDA

1. APOLOGIES FOR ABSENCE

Councillor K Farrelly

2. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

3. MINUTES AND MATTERS ARISING

To confirm as a correct record the Minutes of the Meeting held on 16 September 2024 (**attached**) and to consider any matters arising from those Minutes. [*Minutes adopted by Council on 1 October 2024.*]

4. GENERAL REVENUE GRANTS - 2024/25 BALANCES

The table overleaf reflects the current position of the council's revenue grant reserve/allocations. This includes:

- allocations of £31,363 as recommended by this committee in March 2024
- Lichfield Bower prizes - £225.00 (see minutes of this Committee 8 April 2024)
- standard 'churchyard' payments - £7,140
- £120 awarded to the Soroptimists for Clock Tower lighting
- £500 awarded to Churches Together
- £5,000 allocated for summer activities
- £300 allocated to late Night Listeners

Of the summer activities fund, £4,248 of the £5,000 allocated was committed, the remainder returned to the grant fund (detail provided at the September meeting of the Committee).

Revenue Grant Reserve/Allocations:

Budget Allocation	Amount (24/25)	Allocated (24/25)	Balance Available
Earmarked Reserve	£8,789	£4,756	£4,033
General Grants 2024/25	£32,000	£32,000	0
Churchyards	£7,140	£7,140	0
Total	£47,929	£43,896	£4,033

The main 2025/26 grants round is now open, publicity surrounding this has been circulated via the City Council's City View supplement, local news outlets and the LCC website/social media.

All bodies who have received a grant within the past year are automatically contacted to advise that the forthcoming year's grant applications are now open.

RECOMMENDED: That the report be noted.

5. GENERAL REVENUE GRANT FUNDING 2025/26

At the previous meeting of this Committee, it was requested that an agenda item be added to discuss the grant budgets for 2025/26. The arrangements for grants to the Parochial Church Councils were considered by this Committee at its last meeting, with the recommendation adopted by Council. Members are therefore asked to consider the remaining matters:

- Any recommended change in the 'general grants' budget from its current £32,000/year. This has remained unchanged for several years
- Amendments to the 'Summer Grants' budget, both in terms of amount and scope, with the possibility of renaming it a 'School Holiday Activities Fund' or similar, with a budget of £10,000. This is currently limited to £5,000 and funded from the depleting Grants Reserve.

Members are asked to note the implications on the council's finances; the proposals set out above being an additional annual demand of approximately 2% of precept.

RECOMMENDED: The Committee to discuss and agree any changes it would wish to see made to the general revenue grant budgets and make a corresponding recommendation to council.

6. CIL - MONIES RECEIVED, COMMITTED AND FORECAST

To consider the Town Clerk's report at **APPENDIX 1** (attached). As is required by the relevant legislation, CIL is recorded separately to general revenue grants. The current CIL balance available for new allocations is **£27,236**.

RECOMMENDED: That the updated CIL balance, commitments and forecast be noted.

7. CIL REQUEST – GUILDHALL CCTV UPGRADE (£5,585.26)

Further to Cllr Marshall's comments at the last meeting (see Minute 26 (2)), an opportunity to utilise CIL to improve facilities at the Guildhall has emerged. In late September a fault developed in the hard drive that records the CCTV images at the Guildhall and while a short term and relatively inexpensive fix was put in place, professional advice was that most of the cameras covering the building should be updated to increase the quality of the recorded image and to generally provide a more modern CCTV system.

To allow the recorded images from these new cameras to be kept for any reasonable length of time, and to ensure system compatibility, a significant upgrade to the recording capacity of the hard drive and ancillaries would also be required.

The City Council utilises the services of a specialist installer and service provider for its alarm and CCTV facilities; this company has provided a quotation in the sum of **£5,585.26** to carry out the recommended upgrades/replacements to the CCTV system. In brief, this quotation includes for 17 new cameras of varying configurations, a 32 channel, 32TB DVR to record and store images – allowing approximately 1 months storage - plus various associated junction boxes, cabling etc.

RECOMMENDED: The Committee to decide whether or not it wishes to allocate CIL to this project, confirm any amount that it does wish to allocate, and make a corresponding recommendation to council.

8. CIL REQUEST – SAMUEL JOHNSON BIRTHPLACE MUSEUM (£15,000)

As part of the ongoing projects at the Birthplace Museum, LCC's Museums and Heritage officer (MHO) has highlighted that both the toilet and kitchen are in need of decoration and modernisation. The toilet has no sink; there is currently only one sink which is used for handwashing, drinking water, and for washing-up kitchen crockery and utensils. There is limited storage and preparation space, which is not sufficient for out-of-hours hires, talks, and events that the MHO and the Birthplace team are keen to develop. There is flaking paint on all walls in an area where food, crockery, and kitchen utensils are stored. The facilities should provide:

- Adequate and hygienic welfare facilities for staff, volunteers, contractors, and researchers working on site.
- Separate handwashing sink.
- Adequate washing-up area with high taps that flasks/jugs etc can fit under.
- Improved toilet facilities for out-of-hours activities when public toilets are closed.
- Improve storage and food preparation/hygiene practices

The MHO has been working closely with experienced contractors to create a sympathetic design, including surveys, proposed layouts etc which will assist with Listed Building Consent in particular. Quotations have been received, and including fees, listed building consent, contingencies etc the total budget for kitchen and toilet combined is likely to be approximately £15,000.

A report has been prepared for the meeting of the Johnson Birthplace Advisory Committee (JBAC) which takes place on 5 November. A verbal update on discussions at that meeting will be provided to the Grants Committee. Depending on the outcome of such discussions, the Committee may be asked to consider a CIL allocation to this project.

If there is a recommendation from JBAC to support the project then there are three realistic funding options:

- CIL
- LCC's capital reserve
- A combination of the above

The Town Clerk circulated an email to Committee members on 18 October, asking for an informal view as to whether a CIL allocation would be supported if JBAC wished this project to go ahead; responses received were in favour of CIL being utilised.

If JBAC does wish the project to go ahead but no CIL is forthcoming, council will be asked whether it wishes to fund the proposals from LCC's capital reserve as part of the budget setting meeting in January 2025.

RECOMMENDED: The Committee to decide whether or not it wishes to allocate CIL to this project, confirm any amount that it does wish to allocate, and make a corresponding recommendation to council.

9. CIL UPDATE

Matters where a CIL allocation *has not been agreed* due to the need for further information.

Digital Signage

At the most recent meeting of this committee, Councillor Ashton stated that he met with LDC officers to discuss the project and obtained agreement that digital signage aimed at residents would be piloted to prove the technology, with a view to visitor focussed boards being utilised thereafter. The next stage of the project being to compile detailed costings.

Cllr Ashton sought an assurance from the Committee that it would give favourable consideration to a request for a CIL contribution once a detailed proposal is put forward. The Committee agreed that any funding recommendation (if made) would be a contribution to overall costs, rather than funding the whole project. A corresponding recommendation to council was adopted on 1 October 2024.

10. CIL - ALLOCATION UPDATES

A brief update on each ongoing/recently completed project where CIL *has been* allocated is provided at **APPENDIX 2** (attached).

RECOMMENDED: That the report be noted.

11. ACTION PLAN UPDATE

At its meeting on 15 April 2019 it was resolved that updating 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

In the adopted calendar of meetings as **Monday 24 February 2025 at 6.30pm**. At this meeting the bulk of the annual general revenue grant applications are considered, and it is usually held in person in the Moulton Room, Guildhall.

ANY OTHER URGENT BUSINESS AT THE DISCRETION OF THE CHAIR

Lichfield City Council
Minutes of the Meeting of the Grants Advisory Committee
Held via 'zoom' at 6.00pm on 16 September 2024

PRESENT: Councillors C Ball (Chair) and Cllrs H Ashton, J Christie, A Hughes, J Marshall and R Yardley.

APOLOGIES: Councillors J Blackman, D Baker and K Farrelly.

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

14. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Cllr H Ashton declared an interest in agenda item 6 (minute 18) as Late Night Listeners is associated with Churches Together, the latter being an organisation in which Cllr Ashton is an active member.

15. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Advisory Committee meeting held on 8 July 2024 be confirmed as a correct record [Minutes adopted by council 24 July 2024]*

16. GENERAL REVENUE GRANTS – 2024/25 BALANCES

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,333 remains.

RESOLVED: *That the report be noted.*

17. GENERAL REVENUE GRANT – REQUEST FROM CHRIST CHURCH PCC

Members considered the Town Clerk's agenda report which detailed the current arrangements for grant payments to churchyards, together with a brief overview of the origin of such payments. The Committee was asked to consider a request from Christ Church PCC to increase the annual payment following increases to costs of maintaining the area, and the lack of any inflationary increase since 2015.

RECOMMENDATION TO COUNCIL:

- 1. The inflationary increase be reinstated for 2025/26, the 2015 baseline figure to be adjusted for inflation since that date to the forthcoming January 2025 RPI figure; the resulting figure to be the amount of grant awarded**
- 2. As with the original resolution, in order to make the grant equitable, a similar increase be applied to the grant given to the remaining churchyards.**
- 3. The Committee to recommend that, for 2026/27 and beyond, CPI rather than RPI is used to determine the annual inflationary increase.**

18. GENERAL REVENUE GRANT REQUEST – LATE NIGHT LISTENERS

The Committee considered a grant request in the sum of £300 to purchase public liability insurance to support volunteers offering assistance to those in need in the inner part of the City late at night.

RECOMMENDATION TO COUNCIL: *That a grant in the sum of £300.00 be awarded to Late Night Listeners to facilitate the purchase of Public Liability Insurance.*

19. 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 £38,088.

RESOLVED: *That the report be noted.*

20. CIL REQUEST – LIBERTY JAMBOREE

Members considered the agenda report and accompanying bid from Liberty Jamboree. The request was to fund the lift in the new Liberty Jamboree premises at a cost of £32,351.80. When circulated to the Committee for informal consideration previously, the general view of members was that the bid would be supported, but that only part funding would be given.

The Committee noted that the Town Clerk had approached the Chief Executive of LDC regarding the possibility of a contribution from District Council funds, and received confirmation on 29 August that LDC would indeed contribute £16,000 on a match funding basis. The Committee was therefore asked to consider a CIL allocation of £16,351.80 to both activate the £16,000 contribution from LDC and make up the remaining shortfall in project funds.

It was agreed by the Committee that Liberty Jamboree operated outside of, as well as within, the City and indeed the District, and following discussion of their published accounts, it appeared there was access to relatively significant funds. It was however also acknowledged that the organisation was deserving of support, and the match-funding with LDC was dependant upon the LCC allocation being made. Councillor H Ashton abstained from the vote.

RECOMMENDATION TO COUNCIL: *A CIL allocation of £16,351.80 be awarded to both activate the £16,000 contribution from LDC and to provide the remaining sum required for the installation of the lift at the new Liberty Jamboree premises.*

21. CIL REQUEST – JL PETIT PLAQUE

Members considered a CIL request to fund a plaque to the artist JL Petit, the request being received from representatives of the Bishop of Lichfield. The Committee noted that the location and detail of the plaque was to be agreed. The Committee also supported the creation of a draft policy document to assist with consideration of such requests in the future; the document to be prepared by the Museums and Heritage Officer and Town Clerk.

RECOMMENDATION TO COUNCIL: *That a CIL award of up to £750 be given to facilitate a plaque to J L Petit.*

22. CIL REQUEST – LICHFIELD COMMUNITY SPEED WATCH (CSW)

Members considered the CIL application from CSW for 12 signs, some of which are proposed to be located on the 'entrance to the city' signs that are owned by LCC. Based on costings provided by CSW, costs were likely to be in the region of £1,500. Cllr J Christie sought confirmation that SCC had approved the provision; the Town Clerk confirmed that while he has not seen an approval document, confirmation of approval from both CSW and SCC has been received in writing.

RECOMMENDATION TO COUNCIL: *That a CIL award of up to £1,500 be awarded to CSW to facilitate the provision of 12 Community Speed Watch signs in the City as detailed in their proposal.*

23. CIL REQUEST UPDATE

Additional 20mph Repeater Signs

Members noted the update, which requested consideration be given to funding a 'speed and volume count' for the areas where the additional signage had been suggested. The cost of this provision would be £2,100, with the decision as to whether to install the signage remaining with SCC. Councillor J Marshall stated this was a lot of money for a 'maybe' and that the provision of such signage should rest with SCC. The Committee agreed that it would not be appropriate for LCC to fund the speed and volume count.

RESOLVED: *That the Committee does not wish to fund the 'speed and volume count'.*

Additional Lighting – Festival Gardens

Members considered the Town Clerk's report which followed a request from Councillor Marshall. Unfortunately, while a quotation for the maximum scheme cost had been received from E-on, no plans had yet been provided for members to consider, and photometric calculations were awaited. Members supported the proposal but wished for further detail and discussion with other parties before a scheme was finalised. It was agreed that a recommendation be made to Council for 'in principle' funding, subject to informal/formal discussions with the Committee and other stakeholders.

RECOMMENDATION TO COUNCIL: *That up to £13,032.74 of CIL be allocated in principle to the improvement of lighting in Festival Gardens. The final lighting scheme to be discussed and agreed formally/informally as necessary with the Grants Committee and other stakeholders, notably Lichfield Historic Parks.*

24. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with several CIL allocations including the city centre plaques project, Michael Johnson's workroom at the Birthplace Museum, installation of the cycle repair station etc.

Cllr A Hughes commented on the draft text for the proposed Stowe Pool information boards that the Town Clerk circulated prior to the meeting; Cllr Hughes felt there was too much text and some of the subject matter should perhaps be reconsidered. The Chair echoed Cllr Hughes' comments. It was agreed that members comments would be fed back to the Town Clerk for collation and to send to LDC. The Town Clerk advised that he would circulate to the Committee the email response submitted to LDC on 12 September, following significant input from the Museums and Heritage Officer and Deputy Town Clerk.

RESOLVED: *That the report be noted.*

25. 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.*

26. ANY OTHER BUSINESS

1. Councillor H Ashton provided an update on the digital signage project with LDC. Cllr Ashton stated that he had met with LDC officers to discuss the project and obtained agreement that digital signage aimed at residents (rather than visitors) would be piloted to prove the technology, with a view to visitor focussed boards being utilised at a later date. Cllr Ashton advised the next stage was to compile detailed costings. It is intended that the screens are installed both within and outside the City boundary, with Burntwood Town Council to also be approached in due course regarding provision and possible funding contribution. Lichfield District Council would retain responsibility for hosting and updating the information provided. Cllr Ashton sought an assurance from the Committee that it would give favourable consideration to a request for a CIL contribution from LCC to the project once a detailed proposal is put forward. The Committee agreed to this, allowing Cllr Ashton to report back to LDC and others that 'in principle' support for the project had been confirmed by the Committee, but that an amount of any possible CIL allocation had not been discussed in detail. The Committee did however agree that any funding recommendation (if made) would be a contribution to overall costs, rather than funding the whole project.

RECOMMENDATION TO COUNCIL: That favourable consideration be given to funding a contribution to the project once further detail has been provided.

2. Cllr J Marshall asked whether CIL could be utilised for improvements to LCC property, notably the Guildhall. The Town Clerk confirmed that CIL had been used to fund improvements to LCC assets on several occasions, including Curborough Community Centre, Boley Park Community Hall and Festival Gardens, but never at the Guildhall.

Cllr Marshall asked if officers could advise on possible CIL-appropriate projects at the Guildhall that would improve the building. The Town Clerk confirmed that significant work had been carried out to the Guildhall in the past eight years, not least the refurbishment of the main hall in 2020, but also more minor upgrades to almost every room and corridor in the building, meaning that much of the obvious work that could be funded by CIL had been already completed. *[for example, first floor kitchen remodelling, ground floor kitchen refit, renovation of ground floor and upstairs toilet facilities, repairs to the 'stairwell' roof to address longstanding water ingress, new LED lighting to the Guildroom, main corridor, Ashmole Room and both kitchens, renovation of Minstrels' Gallery, redecoration etc]*

The Town Clerk stated that the Guildhall, as an impressive listed building, was still basically a community centre, and it would be extremely difficult and expensive to change the building significantly – for example into a conference centre with integrated technology and provision of drinks/meals etc. As a result, the focus is currently on improving the presentation of the Guildhall with regular maintenance, rather than significant upgrades to facilities.

27. DATE AND TIME OF NEXT MEETING

The Town Clerk to circulate dates following confirmation of the Chair's availability.

The Chair requested an item be added to the next agenda to consider the level of grant funding from 2025/26 budgets, the current sum having not increased for some years, and the possibility of a separate 'school holiday activities' fund; the outcome of the related discussions to form a recommendation to council and assist with the preparation of the draft 2025/26 budget.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.57PM**

Grants Advisory Committee Minutes: 16 September 2024 APPENDIX A

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 2	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 2	Imminent
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 2	September 2024
Information Boards – Stowe Pool	Members noted the updated report at Appendix 2	Following receipt of draft text, comments from the Committee to be collated and submitted to LDC. The Town Clerk to circulate the response already provided to LDC by LCC officers
20mph Repeater Signs	Members did not wish to fund the 'speed and volume count' as stipulated by SCC	N/A

Updated 16 September 2024

Grants Advisory Committee: 11 November 2024 APPENDIX 1

Table 1: COMBINED CIL Balance to November 2024

Period	CIL Received £	CIL Allocations Minus any Underspend £	CIL Balance £
Balance at September 2024	352,525	213,331	139,194
Received/Processed to November 2024	20,517	8,183	12,334
Awaiting Invoice at November 2024		124,292	-124,292
Balance as at November 2024	£373,042	£345,806	£27,236

Table 2: Ongoing CIL Projects

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
Michael Johnson's Workroom (SJBm)	14,625	9,812	4,813
Restoration of Lock 23 (LHCRT)	54,000	0	54,000
Information Boards Stowe Pool (LDC)	9,555	0	9,555
Pathway Lighting – Cross Keys to Stowe Pool (LDC)	4,155	0	4,155
Hub at St Mary's – Bell Restoration	6,973	0	6,973
Daisy Shaw Plaque	750	0	750
Outdoor Classroom, Five Spires Academy (contribution)	6,367	0	6,367
Allotment Sites – Water Troughs/Associated Pipework	7,584	1,321	6,293
Liberty Jamboree – Lift provision - match funding LDC	16,352	0	16,352
JL Petit Plaque	750	0	750
Festival Gardens Additional Lighting	13,033	0	13,033
Lichfield Community Speed Watch Signage	1,500	219	1,281
TOTAL	£135,644	£11,352	£124,292

CIL Received/Forecast

Table 3: CIL Received – October 2024

Reference	Site address	Parish %	Parish Allocation (£)
19/01284/FUL	The Cottage, Tamworth Road	25	1,061.94
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
20/00385/FUL ¹	Land at 25 Burton Road	25	-3,631.31
TOTAL			£20,517.00

¹notification from LDC 29 August 2024; CIL paid in error to LCC in 2022, land is in Streethay Parish.

Table 4: CIL Forecast – April 2025

Reference	Site address	Parish %	Parish Allocation (£)
21/01956/OUTFLM	Land South of Shortbutts Lane	25	17,755.68
20/01374/FULM	Land/Buildings - Angel Croft	25	5,330.69
TOTAL			£23,086.37

N.B. A forecast has also been provided by LDC for **October 2025** in the sum of **£28,417.05**, further detail will be provided in due course.

Table 5: Completed CIL Projects to Date

Project	Amount Allocated £	Actual Invoiced £	Underspend* £
New City Centre Signage	15,741	14,112	1,629
Curborough Community Centre CCTV (contribution)	3,000	3,000	0
Refurbishment of entrance to Lichfield signage	2,305	2,305	0
New external doors, Curborough CC (contribution)	837+2,500	3,337	0
Infrastructure support to LHCRT	10,000	10,000	0
Replacement of SOX/SON streetlighting with LED alternatives (contribution)	8,000	8,000	0
Sandfields Pumping Station - Lichfield Waterworks Trust (Council resolution, March 2021)	10,000	10,000	0
Curborough Community Centre - pathways (Contribution)	6,000	6,000	0
Improved cycle parking - Darwin Hall & Curborough Community Centre	210	210	0
Boley Park Community Hall – front and rear doors/screens & repairs/sanding/polishing of flooring in main hall	17,000	16,306	694
Lichfield Waterworks Trust – cycle shelter	2,175	2,175	0
Festival Gardens boundary protection (contribution)	15,000	15,000	0
20MPH repeater signs – North Lichfield (1 st phase)	2,500	2,145	355
Bus Shelter adjacent Boley Park Community Hall	5,500	5,268	232
CCTV and Fire Alarm – Boley Park CC	8,000	5,640	2,360
Lichfield Hockey Club - clubhouse to pitch pathway	12,200	12,200	0
Extended footpath to Sports Club, Eastern Avenue	12,000	12,000	0
Boley Park Pre-School – improved play area (contribution)	11,200	11,200	0
Replacement of birds mouth fencing – Curborough CC	9,500	9,500	0
Sound infrastructure improvements, Hub at St Mary's	21,465	21,465	0
Cycle track Improvements – Adjacent Stowe Pool	2,000	1,421	579
Allotment sites - access improvements	27,500	27,300	200
Allotment sites - replacement gates	2,800	2,410	390
Defibrillator at Sandfields Pumping Station	2,693	2,463	230
Provision of Cycle Repair Station – City Centre	3,000	2,150	850
City Centre Plaques Project/Barber & Seward Plaques	4,820	4,554	266
TOTAL	£217,946	£210,162	£7,784

*underspends are returned to the CIL balance

Grants Advisory Committee: 11 November 2024 APPENDIX 2

CIL ALLOCATION UPDATES

Several CIL projects have either been recently completed or are ongoing. A brief update on each is provided below. The full list of *completed* CIL projects can be found at Appendix 1 (Table 5).

1. Plaques – Kimberley Biddle (MHO)

Old Schoolmaster's House plaque – the plaque had a new backboard fitted, and was cleaned, waxed, and refixed by Sign Technology. Historic Metalwork Conservation Company (HMCC) were commissioned to replace three missing decorative screw covers using a cast of the remaining cover. The new covers were fitted on 6 October by Sign Technology. The restoration of this plaque is now complete.

Bishop Langton's Bridge plaque – the plaque was cleaned and waxed by Sign Technology in 2021. HMCC were commissioned to cast new corner pieces. The new pieces were fitted by Sign Technology on 6 October. The restoration of this plaque is complete, however HMCC will apply a finishing touch of patination fluid to blend the new with the old. This will be completed when HMCC visit Lichfield to return an object they are conserving for the Council.

Richard Greene plaque, located on Market Street – the plaque has been restored by Jones Carving and it is currently located in his workshop. The plaque will be re-fixed in its original location at 34-36 Market Street once exterior work to that building has been completed.

Beacon Street Tollgate plaque, located on the Family Dental Centre on Beacon Street - The Museums and Heritage Officer (MHO) has sent three letters to the building's owners requesting permission to access the plaque for restoration, she has received no response.

Daisy Shaw Plaque - The MHO obtained permission from the owners of number 8 Bore Street to install a plaque to commemorate Daisy Shaw. A Listed Building Consent application was submitted on 29 July 2024, and permission was granted on 4 October 2024. Work is underway to confirm the text for the plaque and to place the order with the supplier. The installation and unveiling are planned for March 2025 to mark Women's History Month and International Women's Day.

JL Petit Plaque – Confirmation of the CIL award has been fed back to the Bishop's Secretary. Further information is awaited from those who requested the Plaque as to preferred location which will dictate whether or not a Listed Building Consent is required etc.

2. Michael Johnson's Workroom, SJBm – Kimberley Biddle (MHO)

The installation of a touch screen is the last outstanding item to complete the Workroom project. Museum designers, Vertigo, have experienced delays from the contractor who is providing the content for the screen. The Birthplace had received assurances that it would be completed and installed by the end of September, however this has now been extended to the end of November 2024.

3. LHCRT, Restoration of Lock 23 (CIL allocation £54,000)

An update was received from Derek Lord, LHCRT's Planning and Technical Trustee prior to the last meeting:

As you will be aware we will be installing a lift bridge to link the public footpath on each side of the canal channel. We are required to maintain public access on this public footpath at all times. We have to remove a section of the footpath in order to construct the bridge and the future footpath will be on a slightly different alignment once the lift bridge is open.

Our proposed public footpath modification and lift bridge have been discussed and agreed in principle with SCC as highway authority. SCC issued a plan and legal notice of intent for the temporary diversion of the footpath, active from 21 July.

Please note that the footpath has not been diverted immediately as we need to discharge planning conditions before commencing on works between London Road and Cricket Lane. Under the conditions we are allowed to continue restoration to the east of Cricket Lane and you will be aware that this is progressing.

Further developments are awaited.

4. Pathway Lighting – Cross Keys Car Park to Stowe Pool (CIL allocation £4,155)

An update from E-on on 20 June stated the lantern had an expected delivery date of August 16th, with the works likely to be completed by the end of September. A request for confirmation of those timescales was made by the Town Clerk in late August, with such confirmation awaited at the time of the last meeting of this committee.

Subsequent enquiries revealed that the retirement of a member of staff from this department of E-on, plus the loss of a supervisor at E-on's Burton depot, had contributed to some confusion as to what stage this project had reached. An update received in late September stated that the lantern had been located in the stores, but because installation hadn't been programmed, it would be delayed. E-on assure that every effort is being made to have the lantern installed as soon as possible, with Christmas 2024 being given as a backstop.

5. Information Boards – Stowe Pool (CIL allocation £9,555)

Comments on the draft text from members of this Committee and officers have been passed to LDC; officer comments were submitted on 12 September and comments from Grants Committee members submitted on 18 September. Further developments are awaited.

6. Bell Restoration – Hub at St Mary's (CIL allocation £6,973)

Representatives of St Mary's advise they have commissioned Taylors of Loughborough to undertake the restoration. The work will take 2 to 3 months and it is hoped the restoration will be complete and bells refitted by early 2025.

7. Outdoor Classroom, Five Spires Academy (Contribution – CIL allocation £6,367)

The allocation of £6,367 was confirmed by email on 9 July 2024. On receipt, a representative from Five Spires Academy advised that whilst the offer of 30% of funding is appreciated, they do not currently have the remaining funds to cover the rest of the project costs.

The Town Clerk was advised that they will try to raise the additional amount needed as soon as possible. The Town Clerk confirmed that the Committee would likely wish to review the position, suggesting approximately 12 months from the date of the CIL award (July 2025) may be appropriate, and that the Committee may consider withdrawing the allocation at that time if there was little evidence of the funding target being within reach.

8. Allotment Sites – Water Troughs/Associated Pipework (CIL allocation £7,584)

Representatives of the Allotment Society have received confirmation of funding and have asked that their thanks be passed to the Committee. The troughs have been delivered and work on site is ongoing at the time of preparing this report.

9. Community Speed Watch (CSW) Signage (CIL allocation £1,500)

The CIL award of up to £1,500 to provide 12 CSW signs was communicated to CSW representatives who have requested their thanks be conveyed to the Committee. What had been assumed to be a relatively straightforward financial contribution has however turned into a project requiring far greater involvement from LCC.

The signage has been ordered via SCC with delivery awaited. The Town Clerk is currently working with a representative of the Lichfield Community Speed Watch branch to secure the services of a contractor to install the signs within the given budget.

10. Liberty Jamboree – lift Installation (CIL allocation £16,351 - LDC match Fund to project cost of £32,351)

Liberty Jamboree have asked that their thanks be conveyed to the Committee and advise that the lift is likely to be installed in early 2025. The Town Clerk and LDC representatives have agreed the process by which the 50% match funding will be claimed by LCC from LDC, and this has been conveyed to Liberty Jamboree to ensure all parties are aware of the process.

11. Festival Gardens Additional Lighting (CIL allocation up to £13,032.74)

Following adoption of the recommendation of this Committee and consultation with Friends of Lichfield Historic Parks (FOLHP), an informal agreement on the final specification was reached, with the Town Clerk conveying this to FOLHP representatives. The Town Clerk also sought a further assurance from LDC's Conservation Officer as to the appropriateness of the scheme once preferences were finalised, confirming that the posts would be coloured in the usual 'conservation area' green and the additional request that lamps would be fitted with shields to cast light downward and minimise light pollution to the sides. The addition of the shields has led to an increase in cost of £120 but the final cost of £11,499.96 remains within the overall CIL allocation.

Confirmation that LDC had no objections to the proposals as presented was received on 8 October, with the order placed formally with E-on on that day by the Town Clerk. E-on advise a lead time for the lamps of approximately 10 weeks from order, with installation being programmed in to correspond with those dates. Installation is therefore likely to take place in late 2024/early 2025, though exact dates are to be confirmed at the time of preparing this report.

RECOMMENDED: That the report be noted.

Grants Advisory Committee: 11 November 2024 APPENDIX 3

ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at Appendix 2	Project complete
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at Appendix 2	Imminent
Signs in the City Centre indicating walking direction to named car parks	The City Council is a consultee on LDC's wider aims for signage around the City.	Developments awaited - led by LDC
Stowe Pool Lighting	Members noted the updated report at Appendix 2	December 2024
Information Boards – Stowe Pool	Members noted the updated report at Appendix 2	Comments on draft text provided, further updates awaited from LDC

Updated 25 October 2024