



# Lichfield City Council

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

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13 February 2025

**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 in **The Moulton Room, Guildhall at 6.30pm on Monday 24 February 2025** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies to the Town Clerk.

Yours sincerely

Tony Briggs  
Town Clerk

## AGENDA

**1. APOLOGIES FOR ABSENCE**

**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 11 November 2024 (**attached**) and to consider any matters arising from those Minutes. *[Minutes adopted by Council on 16 December 2024.]*

#### 4. **GENERAL REVENUE GRANTS - 2024/25 BALANCES AND 2025/26 FUNDS**

Members are asked to note the changes to the LCC Grants provision as recommended by this Committee at previous meetings and subsequently adopted by Council:

##### **Churchyard Grants (meeting of 16 September 2024)**

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

##### **General Revenue Grants (meeting of 11 November 2024)**

1. An increase from the previous £32,000 general grant budget to £50,000 for 2025/26; this sum to include the previously separate funding for the 'Summer Grants' programme (£5,000 in 2024/25).
2. The ringfencing of the Summer Grants/General Grants funding is now removed, allowing the Committee greater flexibility in grant allocation.
3. To extend its scope to other school holidays rather than just the summer break, the 'Summer Grants' programme is renamed the 'School Holiday Activities Fund'.
4. The Committee to review the need for an inflationary increase to be applied to the General Grants budget head on an annual basis, based largely upon whether the existing budget has been (or is likely to be) wholly allocated.

The table below reflects the current position of the council's revenue grant reserve/allocations. The allocation for 2025/26 is also included:

<b>Budget Allocation</b>	<b>Amount (£) (24/25)</b>	<b>Allocated (£) (24/25)</b>	<b>Sum Remaining / 2025/26 Budget Allocation (£)</b>	<b>Balance Available (£)</b>
Earmarked Reserve	8,789	4,756	4,033	4,033
General Grants 2024/25	32,000	32,000	0	0
Churchyards	7,140	7,140	10,530	0 (ringfenced)
General Grants 2025/26	-	-	50,000	50,000*
<b>Total</b>	<b>£47,929</b>	<b>£43,896</b>	<b>£64,563</b>	<b>£54,033*</b>

*\*total sum includes the previously separate 'Summer Grants' fund, now renamed 'School Holiday Activities Fund'.*

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

## 5. **GENERAL REVENUE GRANT - 2025/26 GRANTS**

2025/26 grant applications and reports received have been previously circulated. The total sum of grants requested is **£72,492**. The total sum of grant budget and earmarked grant reserve is **£54,033**, including allowance for any general grants to be considered later in the year, and for the previously separate 'school holiday activities'.

<b>No.</b>	<b>Applicant</b>	<b>Amount Requested (£)</b>
1	South East Staffordshire Citizens Advice Bureau	7,000
2	Lichfield Community Sports Club CIC	3,000
3	Lichfield District Arts Association	4,995
4	Lichfield Greenhill Bower	3,225
5	Lichfield District Council, Proms In The Park	2,000
6	Liberty Jamboree	500
7	Dereck Jones (Games/Coffee Morning)	1,872
8	The Well	3,000
9	Erasmus Darwin Foundation	2,000
10	Voluntary Transport For The Disabled	1,000
11	Lichfield Waterworks Trust	11,000
12	Lichfield Festival	1,250
13	Lichfield Hockey Club	500
14	Curborough Community Association	750
15	The City Of Lichfield Concert Band	1,000
16	Churches Together	300
17	Lichfield Talking News	500
18	The Lichfield Trishaw Project (Big Red Bike)	1,000
19	Gamers' Wellbeing	1,500
20	Lichfield Twinning Association	594
21	Dovehouse Community Gardens	300
22	Late Night Listeners (Two Applications)	345
23	Lichfield Ladies' and Men's Probus Club	200
24	The City of Lichfield Shrievalty Association	1,234
25	Soroptimist international Lichfield And District	120
26	Lichfield Litter Legends	2,500
27	Lichfield District City of Sanctuary	4,100
28	Lichfield Pride	1,000
29	Transition Lichfield (Repair and Share Café)	320
30	Lichfield Garrick Theatre	1,000
31	Lichfield Bowling Club	478
32	Lichfield Festival of Music	500
33	Lichfield Trent Valley Community First Responders	3,770
34	Dementia Caring	2,470
35	Lichfield Table Tennis Club	2,350
36	Christchurch School Association	1,743
37	The Staffordshire Pathway Project	1,500
38	Lichfield Friendship Centre	598
39	Lichfield & District Over 60's Club	500
40	Pheonix Counselling Service	313
41	Read Easy, Birmingham North, Tamworth & Lichfield	165
<b>Total</b>		<b>£72,492</b>

**RECOMMENDED:**

**1. To consider the applications and make recommendations to Council on grants to be awarded to organisations as listed above.**

**2. Any unallocated element of the grants budget be retained for possible allocation either as a general grant or part of the School Holiday Activity fund across 2025/26 or carried forward to 2026/27 as appropriate.**

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**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 **£1,787**. The allocation for Darwin Hall (item 7, below) is included within this figure following the informal discussions with Committee members.

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

**7. CIL REQUEST – DARWIN HALL**

At a site meeting to complete the 'defects period' inspection at Darwin Hall relating to the roof/drainage works completed in 2023, the condition of the rear doors of the hall were highlighted by Management Committee representatives. It has been known that these are less than ideal for some time, but with the roof/drainage work they slipped somewhat in the list of priorities. It was noted that:

1. The internal ironmongery of the doors is defective, inoperative or missing
2. The result of (1) above is that a temporary bolt has been put in place to secure the doors in place
3. Unfortunately, the doors are not fully secure and move significantly when closed, notably in windy conditions. When this happens and the Hall alarm is armed, it moves the door from the sensor and sets off the alarm, requiring Management Committee members to attend site and disarm
4. The quick release pad is now inoperative – this is an obvious fire safety issue
5. There is a significant gap between the two opening doors making the Hall very draughty
6. The doors are regularly used by the on-site pre-school
7. They are generally towards the end of their service life

As with similar issues experienced at Boley Park Community Hall a couple of years ago, and prior at Curborough Community Centre, the Town Clerk obtained a quote to replace these doors to a specification approved by the Chair of the Management Committee – the quote is £6,633. The replacement doors would be of a better quality than those they replace.

As this matter has been brought forward by the Hall's Management Committee, is causing them significant inconvenience - notably with false alarm activations due to the door sensors not contacting the door in windy conditions - and there is an approximate 6-week lead-in time, the Town Clerk circulated an email to members of this Committee regarding a potential CIL allocation to cover the project cost on receipt of the quote. All responses received were positive and the matter was therefore progressed with the order being

placed on 13 December, pending formal consideration by the Committee. Arrangements have been made in the intervening period to install the doors on 15 February 2025, with Members now asked to formalise the CIL allocation. Darwin Hall Management Committee representatives have expressed their thanks for the quick progression of this matter.

This project is included within the CIL allocation calculations at Appendix 1.

***RECOMMENDED: The Committee to formalise the allocation of £6,633 of CIL to Darwin Hall for the purposes as set out in this report, and to make a corresponding recommendation to council.***

**8. CIL UPDATE**

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

**Digital Signage**

Cllr Ashton to provide a brief verbal update at the meeting.

**9. CIL - ALLOCATION UPDATES**

A brief update on each ongoing/recently completed project where CIL *has been* allocated is provided at **APPENDIX 2** (attached). Members' particular attention is drawn to the final item in the report, the Guildhall CCTV upgrade, and the request for the allocation to be amended by £1 due to a typographical error.

***RECOMMENDED:***

- 1. The report be noted.***
- 2. The allocation for the upgrade to Guildhall CCTV be formally amended from £5,585.26 to £5,586.26 for audit purposes.***

**10. 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**.

*The Committee is asked to consider whether the action plan is still useful, and whether it should continue to be included in the future.*

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

To be decided by the Committee.

**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 11 November 2024

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

**APOLOGIES:** Councillor 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.*

#### 28. **DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION**

Councillor A Hughes declared an interest in agenda item 8 (minute 34) both as Chair of the City Council's Johnson Birthplace Advisory Committee (JBAC) and, by virtue of her role as Chair of LDC, as *ex officio* member of the Johnson Council. Due to the latter role, Cllr Hughes abstained from voting on this item.

Councillors J Christie and R Yardley also declared an interest in this item as members of the City Council's Johnson Birthplace Advisory Committee.

As Deputy Leader who will be considering the budgetary needs of the council for 2025/26 prior to the budget setting meeting in January 2025, Cllr J Marshall took no part in the discussion or voting on agenda item 5 (minute 31).

#### 29. **MINUTES AND MATTERS ARISING**

**RESOLVED:** *That the minutes of the Grants Advisory Committee meeting held on 16 September 2024 be confirmed as a correct record [Minutes adopted by council on 1 October 2024]*

#### 30. **GENERAL REVENUE GRANTS – 2024/25 BALANCES**

Members considered the current position of the council's revenue grant reserve/allocations, noting that £4,033 remains.

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

#### 31. **GENERAL REVENUE GRANT FUNDING 2025/26**

Members considered a request to Council to amend the general revenue grants budget and to provide additional funding for school holiday activities. It was noted that the current £32,000 budget had not changed for at least 10 years and that a review of that budget was now required. Several members put forward suggestions as to the nature of any increases and how best to balance the desire to provide more grants with the impact on the precept.

It was agreed to recommend extending the 'Summer Grants' programme to include other school holidays and that it be renamed 'School Holiday Activities Fund'. It was further agreed that flexibility to award grants was essential, and combining the currently separate 'general grants' and 'summer grants' funding would allow the Committee to better allocate those funds in response to demand from either source. Discussion led to an agreement that a combined budget figure of £50,000 for 2025/26 would be put to council.

The possibility of an annual inflationary increase was discussed, but there was no desire to incorporate such an increase when there may not be demand for the additional funds. It

was agreed that an inflationary increase should only be applied if the budget had been fully committed in any given year.

**RECOMMENDATION TO COUNCIL:**

1. **Council to favourably consider increasing the current £32,000 general grant budget to £50,000 for 2025/26; this sum to include the previously separate funding for the 'Summer Grants' programme (£5,000 in 2024/25).**
2. **The current ringfencing of the Summer Grants/General Grants funding be removed, allowing the Committee greater flexibility in grant allocation.**
3. **To extend its scope to other school holidays rather than just the summer break, the 'Summer Grants' programme be renamed 'School Holiday Activities Fund'.**
4. **The Committee to review the need for an inflationary increase to be applied to the General Grants budget head on an annual basis, based largely upon whether the existing budget has been (or is likely to be) wholly allocated.**

**32. 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 £27,236.

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

**33. CIL REQUEST – GUILDHALL CCTV UPGRADE**

Members considered the agenda report and accompanying costs. The Committee agreed this presented an opportunity to significantly upgrade and improve the CCTV provision at the Guildhall and that what was proposed appeared good value.

Cllr H Ashton asked whether the maintenance costs would be affordable; the Town Clerk confirmed they would fall within the existing contract with the specialist installer who had provided the quotation and who maintains the current CCTV provision.

**RECOMMENDATION TO COUNCIL: A CIL allocation of £5,585.26 be awarded to facilitate the improvements to Guildhall CCTV provision as set out in the report.**

**34. CIL REQUEST – SAMUEL JOHNSON BIRTHPLACE MUSEUM**

Members considered a CIL request to fund the improvement to kitchen and toilet facilities at the Birthplace Museum. Members noted that this project and a proposal to fund via CIL had received support from the Johnson Birthplace Advisory Committee at its most recent meeting.

Cllr A Hughes stated that the hygiene and welfare facilities were not up to standard and should therefore be upgraded for staff, volunteers etc, and that CIL funding was an appropriate way to protect and improve the museum. Cllr R Yardley stated that the project had received support from JBAC and was clearly well considered. Cllr J Christie highlighted that this was a lower cost option after the installation of the 'toilet pod' in the rear yard had been discounted via JBAC due in part to cost.

**RECOMMENDATION TO COUNCIL: That a CIL allocation of up to £15,000 be awarded to facilitate the improvements to the Birthplace Museum kitchen and toilet facilities as set out in the report.**

**35. CIL UPDATE**

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

**Digital Signage**

Cllr H Ashton advised that he had received an email from LDC shortly before the meeting which stated that the assumed funding source for the project may no longer be available. Cllr Ashton advised he would make further enquires as to the situation and work with LDC and others to secure alternative funding if needed.

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

**36. 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, additional lighting at Festival Gardens etc.

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

**37. 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.***

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

In the adopted calendar of meetings as **Monday 24 February 2025 at 6.30pm**.

The meeting to be held in person in the Moulton Room, Guildhall.

**THERE BEING NO FURTHER BUSINESS  
THE CHAIR DECLARED THE MEETING CLOSED AT 6.35pm**



## Grants Advisory Committee Minutes: 11 November 2024 APPENDIX A

### ACTION PLAN

Action	Comments	Timescale
City Centre Plaques	Members noted the updated report at <b>Appendix 2</b>	Project complete
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at <b>Appendix 2</b>	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.	Developments awaited - led by LDC
Stowe Pool Lighting	Members noted the updated report at <b>Appendix 2</b>	December 2024
Information Boards – Stowe Pool	Members noted the updated report at <b>Appendix 2</b>	Comments on draft text provided, further updates awaited from LDC

Updated 11 November 2024

## Grants Advisory Committee: 24 February 2025 APPENDIX 1

**Table 1: COMBINED CIL Balance to February 2025**

Period	CIL Received £	CIL Allocations Minus any Underspend £	CIL Balance £
Balance at November 2024	373,032	213,331	159,701
Received/Processed to February 2025	-	29,823	-29,823
Awaiting Invoice at February 2025		128,091	-128,091
<b>Balance as at February 2025</b>	<b>£373,032</b>	<b>£371,245</b>	<b>£1,787</b>

**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	4,155	0	4,155
Daisy Shaw Plaque	750	0	750
Outdoor Classroom, Five Spires Academy (contribution)	6,367	0	6,367
Liberty Jamboree – Lift provision - match funding LDC	16,352	0	16,352
JL Petit Plaque (not led by LCC)	750	0	750
Festival Gardens Additional Lighting	13,033	0	13,033
Renovation of Birthplace Museum Kitchen and Toilet	15,000	0	15,000
Darwin Hall - Replacement Rear Doors (see agenda item 7)	6,633	3,317	3,316
<b>TOTAL</b>	<b>£141,220</b>	<b>£13,129</b>	<b>£128,091</b>

### CIL Received/Forecast

**Table 3: 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
<b>TOTAL</b>			<b>£23,086.37</b>

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 4: Completed CIL Projects to Date**

<b>Project</b>	<b>Amount Allocated £</b>	<b>Actual Invoiced £</b>	<b>Underspend* £</b>
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 (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
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 <sup>st</sup> phase)	2,500	2,145	355
Bus Shelter adjacent Boley Park Community Hall	5,500	5,269	231
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
Lichfield Community Speed Watch Signage	1,500	417	1,116
Upgrade to Guildhall CCTV	5,585	5,586	-1
Allotment sites – Water Troughs/Associated Pipework	7,584	6,921	663
Hub at St Mary's – Bell Restoration (Contribution)	6,973	6,973	0
<b>TOTAL</b>	<b>£239,588</b>	<b>£230,023</b>	<b>£9,565</b>

\*underspends are returned to the CIL balance

## Grants Advisory Committee: 24 February 2025 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 4).

#### 1. Plaques – Kimberley Biddle (MHO)

- **Bishop Langton’s Bridge plaque** – the restoration of this plaque is complete; however Historic Metalwork Conservation Company (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. The Museums and Heritage Officer (MHO) has been contacting the building owner for an update and is currently waiting for a 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. The text for the plaque has been confirmed and the order will be placed with the supplier once the design has been approved. The installation and unveiling are planned for March to mark Women’s History Month and International Women’s Day.
- **John Louis Petit Plaque** - The MHO is waiting for the plaque nominees to propose a suitable location that aligns with Historic England’s blue plaque criteria. Once a location has been agreed upon, the MHO will seek permission from the property owners and Lichfield District Council’s Conservation and Design Officer. After securing the initial permissions, a Listed Building Application will be submitted.

#### 2. Michael Johnson’s Workroom, SJBM – Kimberley Biddle (MHO)

Museum designers, Vertigo, delivered and installed the touchscreen in December 2024; however, their contractor made a few mistakes with the digital content. The MHO has been in touch with Vertigo to address the errors. They have apologised for the delay and have assured the MHO that the issues will be resolved. The touchscreen is the last remaining item required to complete the project.

#### 3. Renovation of Birthplace Museum Kitchen and Toilet (CIL allocation £15,000) Kimberley Biddle, MHO

The Listed Building Consent application is in progress. LAM Associates are preparing plan drawings that will detail the mechanical, electrical, and drainage services. Once these plans are received and reviewed, the application will be submitted.

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

Further developments are awaited.

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

Following a somewhat protracted process, the column was installed in late December 2024. Further issues emerged in attaching the lantern, with the latest update from E-on being that the project should be complete by the time this meeting is held. A verbal update will be provided at the meeting.

### **6. Information Boards – Stowe Pool (CIL allocation £9,555)**

Changes are being made to the design and text following submission of comments from this Committee and others in the late summer of 2024. A revised draft is being prepared and will be circulated by LDC representatives in due course.

### **7. Bell Restoration – Hub at St Mary's - Contribution (CIL allocation £6,973)**

St Mary's commissioned Taylors of Loughborough to undertake the restoration, with an interim invoice submitted by the contractor in December 2024 in the sum of £7,000. St Mary's representatives elected to claim the CIL allocation against this invoice, and it has subsequently been paid. The project is therefore listed in the 'completed CIL projects' table at Appendix 1 as the CIL allocation has been fully utilised and funds released. The bells are expected to be returned to site and installed before the summer.

### **8. 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.

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

Work on site was ongoing at the time of the last meeting, since then the project has been completed on time and under budget, and the invoices paid. One of the installed troughs is pictured opposite.

LDAS representatives have expressed their thanks to the Committee and the Town Clerk, and advise that the new installation is working well, is of significant benefit to plot holders, and has received positive feedback.



### **10. Community Speed Watch (CSW) signage (CIL allocation £1,500)**

The CIL award of up to £1,500 to provide and install the signs was communicated to CSW representatives. What had been assumed to be a relatively straightforward financial contribution turned into a project requiring far greater involvement from LCC, but installation of the signage was completed in November 2024 at significantly less than the budgeted cost. A CSW representative has thanked the Committee and the Town Clerk for their assistance in this matter.



### **11. Liberty Jamboree – Lift Installation (CIL allocation £16,351 - LDC match fund to project cost of £32,351)**

Liberty Jamboree advise that the lift is likely to be installed in 2025. The Town Clerk and LDC representatives have agreed the process by which the 50% match funding will be claimed by LCC from LDC, with further developments awaited. Liberty Jamboree representatives have requested their thanks be conveyed to the Committee.

### **12. Festival Gardens Additional Lighting (CIL allocation up to £13,032.74)**

The Town Clerk received confirmation from E-on that the scheme was 'in light' on 29 January. The only outstanding matter is the painting of the columns, which will likely take place in March. Once completed, the invoice will be submitted to LCC for payment, the project remaining in the 'ongoing projects' table at Appendix 1 until such time as the invoice is received and paid.



### **13. Upgrade to Guildhall CCTV (CIL allocation £5,585.26, actual cost £5,586.26)**

Following the allocation of CIL, the order was placed with the contractor and the installation completed. The invoice has been received and paid.

Members are asked to note that due to an error by the Town Clerk in transcribing the quoted amount for the previous Grants Committee report, the quote and corresponding invoice was £1 higher than the CIL allocation made. The Committee is therefore asked to increase the original allocation by £1 to ensure all sums correlate for audit/reporting purposes.

#### ***RECOMMENDED:***

- 1. That the report be noted.***
- 2. The allocation for the upgrade to Guildhall CCTV be formally amended from £5,585.26 to £5,586.26 for audit/reporting purposes.***

## Grants Advisory Committee: 24 February 2025 APPENDIX 3

### ACTION PLAN

Action	Comments	Timescale
Samuel Johnson Birthplace Redevelopment	Members noted the updated report at <b>Appendix 2</b>	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.	Developments awaited - led by LDC
Stowe Pool Lighting	Members noted the updated report at <b>Appendix 2</b>	February 2025
Information Boards – Stowe Pool	Members noted the updated report at <b>Appendix 2</b>	Comments on draft text provided, further updates awaited from LDC

Updated 11 February 2025