



Lichfield City Council

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

12 February 2026

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 person in the Moulton Room, Guildhall at 6.30pm on Monday 23 February 2026** 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 25 November 2025 (**attached**) and to consider any matters arising from those Minutes. *[Minutes adopted by Council on 8 December 2025.]*

4. **GENERAL REVENUE GRANTS – 2025/26 BALANCES**

The table below reflects the current position of the council's revenue grant reserve/allocations. The table includes the allocations from the main annual grants round, plus:

- £500 grant to Lichfield Society of Artists (June 2025)
- £1,714 grant to Liberty Jamboree (June 2025)
- £3,000 Lichfield Community Sports Club CIC (June 2025)
- £1,800 Lichfield Community Sports Club CIC (September 2025)
- £1,000 Lichfield Talking News (November 2025)
- £183 Dovehouse Community Gardens (November 2025)
- £2,000 Lichfield Community Sports Club CIC (January 2025)

Budget Allocation	Budget (£) (25/26)	Allocated (£) (25/26)	Balance Available (£)
Earmarked Reserve	4,033	-	4,033
General Grants 2025/26	50,000	45,370	4,630
Churchyards	10,530	10,587	0 (ringfenced)
Total	£64,563	£55,957	£8,663*

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

RECOMMENDED: *That the report be noted.*

5. **GENERAL REVENUE GRANTS - 2026/27 GRANTS**

2026/27 grant applications and reports received were circulated to members of this committee on 27 January, and are also provided for members as **ENCLOSURE 1**. The total sum of grants requested is **£74,393**. The total grant budget and earmarked grant reserve is **£58,633**, including allowance for any general grants to be considered later in the year, and for the previously separate 'school holiday activities'.

RECOMMENDED:

1. To consider the applications and make recommendations to Council on grants to be awarded.

2. Any unallocated element of the grants budget be retained for possible allocation across 2026/27 or carried forward to 2027/28 as appropriate.

6. **GENERAL REVENUE GRANTS - 2026/27 GRANTS – LATE SUBMISSIONS**

At the time of preparing this agenda, there is the possibility of late grant request submission/s. If funds permit following the allocations at agenda item 5 above, the Committee is asked to either consider these or defer to the next meeting. The Town Clerk will circulate any late submissions to the Committee on receipt.

RECOMMENDED: The Committee to consider/defer any late submissions as felt appropriate, and in accordance with any budget remaining.

7. 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 **£16,076**. CIL is transferred to LCC from LDC twice per year (April and October). The scheduled April 2026 payment to LCC is approximately £28,700.

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

8. CIL - ALLOCATION UPDATES

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

RECOMMENDED: The report be noted.

9. CIL REQUEST – CHRISTIAN FIELDS – UP TO £32,300

To consider the Town Clerk's report at **APPENDIX 3** (attached).

RECOMMENDED: The Committee to consider whether it wishes to make a CIL allocation toward this project, confirm the amount of any such allocation, and make a corresponding recommendation to council.

10. 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 Tuesday 25 November 2025

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

APOLOGIES: Councillor K Farrelly (apologies accepted following recent childbirth).

Members unanimously offered their congratulations and best wishes to Councillor K Farrelly

24. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATION

Councillor J Christie declared an interest in agenda item 9 (minute 31) as a former Chair of BSARA and current member.

Councillors A Hughes and R Yardley declared an interest in agenda item 10 (minute 32) as Chair and member respectively of the Johnson Birthplace Advisory Committee.

25. MINUTES AND MATTERS ARISING

RESOLVED: *That the minutes of the Grants Committee meeting held on 15 September 2025 be confirmed as a correct record [Minutes adopted by Council on 30 September 2025].*

26. GENERAL REVENUE GRANTS – 2025/26 BALANCES

It was noted that £11,846 remains in the 2025/26 General Grant fund.

27. GENERAL REVENUE GRANTS – INFLATIONARY INCREASE

The Committee considered whether it would be appropriate to recommend an inflationary increase to the general grant fund for 2026/27). As the current funds were not yet allocated, it was agreed that no request would be made for such an increase

RESOLVED: *That no request for an increase to the grants fund be submitted to Council at this time.*

28. GENERAL REVENUE GRANT REQUEST – LICHFIELD TALKING NEWS FOR THE BLIND

The Committee considered the grant application to fund the expansion of 'Talking News', and the possibility of replacing the current method of distribution with the provision of virtual assistants to service users that would allow quicker and easier distribution and dissemination of information. While supporting the aims of the group, the Committee also felt that the requested sum (£1,000 - £5,000) was somewhat speculative and agreed that £1,000 would be an appropriate grant to award. The Committee asked that Lichfield Talking News be advised of other potential sources of funding, including the Mary Slater Charity, which may be able to assist with their aims.

RECOMMENDATION TO COUNCIL: *That a grant of £1,000 be awarded to Lichfield Talking News for the Blind.*

29. GENERAL GRANT REQUEST AND IN PRINCIPLE CIL SUPPORT – DOVEHOUSE COMMUNITY GARDENS

The Committee considered the submission from representatives of Dovehouse Community Gardens which detailed the process and costs to establish the viability of a mains water supply to the former allotment site. The Committee was asked to consider:

1. Whether or not it would wish to award a grant of £183 to fund investigation into the viability of a mains water facility at Dovehouse Community Gardens.
2. Whether it would wish to support the use of CIL to facilitate mains water at Dovehouse Community Gardens based on an estimated cost of £5,000

Cllr D Baker advised that there was limited opportunity for additional rainwater capture at the site. Cllr Baker also asked whether, in addition to the benefits to the ploholders, the land itself as an LCC asset would benefit from having a mains water supply. Cllr A Hughes stated that the investigation work was supported, and future discussions should be informed by that process, rather than committing to any monetary support from CIL at this time.

RECOMMENDATION TO COUNCIL: That a grant of £183 be awarded to Dovehouse Community Gardens to fund investigation into the viability of mains water supply to the site.

RESOLVED: That the Committee reconsider any application for CIL on its own merits in due course, dependent upon additional information that will become available following initial investigations, the availability of CIL at the time any formal request is made etc.

30. 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 £86,865.

RESOLVED: That the report be noted.

31. CIL REQUEST – PARKING PREVENTION, BEACONFIELDS

Members considered the Town Clerk's agenda report which detailed issues experienced with parking on LCC land around Beaconfields/Swinfen Broun Road (open spaces 15a and 15c), especially when there are events in the city centre and/or Beacon Park. Beacon Street Area Residents Association (BSARA) had highlighted this issue and requested a permanent solution. The recommendations in the report – to utilise timber and duraplast bollards to prevent unwanted vehicular access but to still allow access for maintenance etc - followed a site meeting with representatives from BSARA, LCC, LDC and SCC Highways.

Cllr J Marshall asked whether other solutions had been investigated, such as planters. The Town Clerk advised that signage had been placed at the sites but this had been largely ineffective, and that it would require several planters to ensure no vehicular access to the areas, plus the associated maintenance. It was agreed the proposal be supported, but that efforts be made to improve the grassed areas as a result of restricted vehicle access, for example with bulb planting/wildflower areas. The Town Clerk confirmed he would discuss options with the Open Spaces Officer.

RECOMMENDATION TO COUNCIL: That up to £5,000 of CIL be allocated to install bollards at LCC open space 15a and 15c in accordance with discussions held with other stakeholders and detailed in the committee report.

32. CIL REQUEST – SJBM KITCHEN & TOILETS

Members considered the Museum and Heritage Officer's agenda report which provided an update on the costs associated with the proposed refitting of the Birthplace Museum's kitchen and toilet. Following professional advice, the scope and cost of the work has increased. The Committee considered the merits of the project, and the positive stance of the City Council's Johnson Birthplace Advisory Committee, which had considered the matter in detail.

RECOMMENDATION TO COUNCIL: That an additional £7,042 of CIL be allocated to the renovation of the SJBM kitchen/toilet facilities.

33. CIL REQUEST – GUILDHALL ROOF

Members considered the Town Clerk's agenda report which detailed the costs of the proposed works to the Guildhall roof, (budgeted at £150,000 to include fees and contingencies). Members agreed that the Guildhall is a community asset and should be well maintained, and that relieving pressure on the City Council's capital reserve – thereby allowing it to be utilised for other projects – was an appropriate way forward.

RECOMMENDATION TO COUNCIL: That £50,000 of CIL be allocated to the proposed replacement of the eastern pitch of the Guildhall roof.

34. CIL REQUEST – FRIARY CLOCK

Members considered the Town Clerk's agenda report which set out the professional advice and quotation for repairs to the Friary clock. The Town Clerk provided a verbal update, confirming that due to Smith of Derby's current lead in time, it would be January 2026 before repairs could begin.

RECOMMENDATION TO COUNCIL: That £7,611 of CIL be allocated to the repair of the Friary clock mechanism as detailed in the report provided by Smith of Derby.

35. CIL REQUEST – DRIVEWAY TO ST MICHAEL'S CHURCH

Members considered the representations made by St Michael's in regard to the condition of the driveway. The Town Clerk provided a verbal update on quotations received, being approximately £3,000 for basic repairs, and between £15,000 and £17,000 to prepare the surface and re-lay tarmac to the majority of the path where heavy wear is evident. The Town Clerk confirmed that no Plan had yet been provided by St Michael's to confirm the extent of the closed churchyard and therefore LCC's responsibility in the area.

The Committee was in agreement that, in the absence of a Plan that demonstrated the driveway was part of the Closure Order for the wider closed churchyard, it would not be appropriate for the council to admit liability or invest core funds in the repairs.

Cllr C Ball asked if there had been any recent burials in the 'closed churchyard'; the Town Clerk confirmed that there had been, but these were, to the best of his knowledge, all 'family plots' which are exempt from the normal rules of closed churchyards.

The Committee agreed that, as a gesture of goodwill, a CIL grant be awarded to cover the costs of the urgent repairs, but that St Michael's representatives could use this funding as a contribution towards wider driveway repairs if it so wished. The Committee wished it to be made clear to St Michael's representatives that the CIL grant was not an admission of responsibility for the driveway on the part of the council, and that a Plan of the closed churchyard would be required to establish this.

RECOMMENDATION TO COUNCIL: That £2,700+VAT of CIL be allocated to the repair of the driveway at St Michael's Churchyard.

36. CIL – SPEED INDICATOR DEVICES (SIDs)

Members considered the information and updates within the Town Clerk's report. This item followed a request from SCC Councillor Matthew Wallens to consider installation of SIDs on the following roads:

- Curborough Road
- Weston Road
- Purcell Avenue
- Dimbles Lane
- Trent Valley Road

As SCC no longer fund these devices it would likely fall to the City Council to do so, as would maintenance/repair and any public consultation associated with their provision. The City Council would also be required to satisfy Highways requirements as to exact location, obtain a licence from SCC to install etc.

Cllr A Hughes suggested that LDC CIL may be more appropriate for this project but also questioned the proposed locations. Cllr J Marshall stated that County Councillors can allocate their own funding to speed studies and that such a study should be essential in assessing whether or not to allocate funds in this case. Cllr R Yardley noted the significant cost variations in equipment that purports to carry out the same function. Cllrs Baker and Ashton echoed Cllr Hughes' comments regarding location, Cllr Ashton stating that he did not believe the devices would be effective in the locations chosen. Cllr C Ball stated that he would be more supportive if the devices had cameras and allowed the prosecution of offenders.

The Committee agreed that the proposal be rejected at this time but further evidence be requested in the form of a speed survey to inform future discussions.

RESOLVED: That the proposal be rejected at this time, but that a request for a speed survey be submitted; the survey being seen by the committee as essential to inform the evidence base for the proposal.

37. CIL ALLOCATION UPDATES

Members considered the agenda report detailing progress with ongoing CIL funded projects.

RESOLVED: That the report be noted.

38. DATE AND TIME OF NEXT MEETING

6.30pm, 23 February 2026, in person in the Moulton Room Guildhall, to consider the applications received to the main annual grants round.

**THERE BEING NO FURTHER BUSINESS
THE CHAIR DECLARED THE MEETING CLOSED AT 6.52PM**

Grants Advisory Committee: 23 February 2026 APPENDIX 1

Table 1: Combined CIL Balance to February 2026

Period	CIL Received £	CIL Allocations Minus Underspend £	CIL Balance £
Balance at November 2025	463,045	273,810	189,235
Received/Processed to February 2026	-	19,169	-19,169
Awaiting Invoice at February 2026		153,990	-153,990
Balance as at February 2026	£463,045	£446,969	£16,076

Table 2: Ongoing CIL Projects

Project	Amount Allocated £	Actual Invoiced £	Awaiting Invoice £
Michael Johnson's Workroom (SJBm)	14,625	9,813	4,812
Restoration of Lock 23 (LHCRT)	54,000	0	54,000
Information Boards Stowe Pool (LDC)	9,555	0	9,555
JL Petit Plaque (not led by LCC)	750	0	750
Renovation of Birthplace Museum Kitchen and Toilet	15,000+7,042	0	22,042
Additional Solar Panels – Darwin Hall	6,960	1,740	5,220
Guildhall Roof Repairs	50,000	0	50,000
Friary Clock Repairs	7,611	0	7,611
TOTAL	£165,543	£11,553	£153,990

Table 3: CIL Forecast

Date Payable	Allocation £
April 2026	28,682.50
October 2026	28,682.50
TOTAL	£57,365.00

Table 5: Completed CIL Projects to Date

*underspends are returned to CIL balance

Project	Allocated £	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 (contribution)	8,000	8,000	0
Sandfields Pumping Station - Lichfield Waterworks Trust	10,000	10,000	0
Curborough Community Centre - pathways (Contribution)	6,000	6,000	0
Cycle Parking - Darwin Hall & Curborough CC	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	5,269	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	4,781	39
Lichfield Community Speed Watch Signage	1,500	384	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
Darwin Hall - Replacement Rear Doors	6,633	6,633	0
Daisy Shaw Plaque	750	535	215
Pathway Lighting – Cross Keys to Stowe Pool	4,155	2,985	1,170
Liberty Jamboree – Lift Provision – Match Funding LDC	16,352	16,351	1
New Lighting – Sandfields (LWT)	5,500	5,500	0
Festival Gardens Additional Lighting	13,033	11,500	1,533
Parking Prevention - Beaconfields	5,000	4,430	570
Driveway to St Michael's Church	3,240	3,240	0
TOTAL	£294,251	£281,427	£12,824

Grants Advisory Committee: 23 February 2026 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.

1. John Louis Petit Plaque – Kimberley Biddle (MHO)

The status remains unchanged from the last report. The Museums and Heritage Officer (MHO) has not yet received a response from the plaque nominees regarding a proposed suitable location that aligns with Historic England's blue plaque criteria.

If a suitable location were to be identified, the next steps would be for the MHO to seek permission from the relevant property owners and Lichfield District Council, followed by the submission of a Listed Building Consent application if required. However, given the lack of response from the nominees to date, the committee may wish to reconsider the allocation of the associated funds.

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

The museum designers, Vertigo, delivered and installed a touchscreen in December 2024; however, subsequent delays were caused by issues with the digital content supplied by their contractor. This touchscreen represents the final outstanding element required to complete the project and will provide visitors with additional interpretation, including a film by Arthur Green illustrating the process of how books are made.

Since the last report, all required amendments to the digital content have been completed and fully coded. The revised CIL-funded content, together with an additional non-CIL-funded page, has now been finalised and approved. An installation date has been confirmed with Vertigo and is scheduled for 25 February. Following successful installation and final sign-off, the final invoice will be issued.

3. Birthplace Museum Kitchen and Toilet (CIL allocation £22,042) - Kimberley Biddle (MHO)

This project aims to provide adequate, safe, and hygienic welfare facilities for all staff, volunteers, contractors, student placements, and researchers working at the Birthplace. The proposed works will modernise and improve the functionality of the kitchen and toilet areas, while protecting the integrity of the Grade I listed building. The improvements include:

- Reconfiguration and upgrading of the kitchen, including new appliances (under-counter fridge and dishwasher), stainless-steel sink and taps, improved storage, new hygienic worksurfaces, replacing tiles, replacing shelving, and painting walls/ceiling/woodwork.
- Refurbishment of the WC, including the installation of a compact two-in-one toilet and sink unit for improved hygiene and painting walls/ceiling/woodwork.
- Improved heating and ventilation, including the installation of radiators and an extractor fan.
- Installation of a new water heater to replace a rusted and undersized unit, using the existing location and service routes.
- Plumbing and waste drainage upgrades, with new waste pipes serving the kitchen and cleaner's sinks, all connected to the existing ground drain and using existing holes.
- Installation of new electrical sockets.
- Installation of a new cleaner's sink repositioned slightly from its current location to improve usability.

Together, these works will ensure the facilities meet modern hygiene, health, and safety standards while respecting the historic character of the building.

Progress Since Last Report

Following approval of the revised budget and completion of all statutory and design requirements, the project has now moved into delivery.

- Works commenced on 2 February and are scheduled for completion on 27 February.
- Contractors are currently on site, and the project is progressing in line with the agreed programme.
- To minimise disruption to visitors, the programme was planned to require only a short site closure between 2 and 10 February.
- The Birthplace reopened to the public on 11 February, with works continuing in a managed way to limit operational impact.

At the time of reporting, no significant issues have been identified that would affect the delivery timetable or approved budget.

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

Further progress is being made by the Trust towards the restoration of lock 23 with significant developments along Tamworth Road, most recently including the commencement of work to install the swing bridge and associated work towards the project area, plus further work undertaken at Gallows Wharf. The overall project for this section of the canal remains on schedule.

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

An update from LDC in January 2026 stated that the aim was to have the signage nearly complete, if not installed, prior to the Green Flag judges' accreditation visit in May/June of this year.

6. Additional Solar Panels and Ancillaries – Darwin Hall (CIL allocation up to £6,960)

The Chair of the Management Committee has asked that his thanks be conveyed to the Committee. As required by council, the Town Clerk arranged for a survey of the roof to take place prior to installation of the panels. This survey revealed two small areas of poorly finished zinc; the contractor who installed the roof returned to site in August and completed repairs.

The Hall's Management Committee has completed the process of confirming with the National Grid that the installation complies with their cable loading requirements/restrictions. The new panels are due to be installed imminently.

7. Guildhall Roof (£50,000)

Preparations are ongoing with work scheduled to commence in May 2026.

8. Friary Clock Repairs (£7,611)

Smith of Derby were instructed to carry out the repairs. The lead-in time was relatively high, but the contractor attended on 19 January to remove the damaged/worn elements of the mechanism. Restoration/replacement is ongoing at their Derby base. Scheduled completion is currently mid-March.

9. Driveway to St Michael's Church (£3,240 inc VAT)

Following adoption of the recommendation, LCC officers liaised with St Michaels representatives and the contractor, with dates agreed for the work to take place. The poor weather in early January led to a minor delay, but the work is now complete and the invoice received and paid.

10. Parking Prevention, Beaconfields (up to £5,000)

Following adoption of the Committee's recommendation at December Council, the contractor was instructed to proceed. Despite a short delay resulting from an extended delivery time for the removable bollards, the project was completed just before Christmas. The invoices have been received and paid.



RECOMMENDED: That the report be noted.

Grants Advisory Committee: 23 February 2026 APPENDIX 3

CIL REQUEST – CHRISTIAN FIELDS – UP TO £32,300

Christian Fields is a popular open space off Eastern Avenue, with ownership split between Lichfield City Council and Lichfield District Council. With the development of the new leisure centre nearby, LDC are seeking to improve the site to strengthen the link between physical wellbeing, outdoor activity, and the natural environment.

Working in partnership with Liberty Jamboree, Lichfield City Council and the Friends of Christian Fields, the aim is to make Christian Fields a vibrant, accessible, and inclusive green space for everyone. The aim is to reflect local pride, support biodiversity, and provide welcoming facilities for people of all ages and abilities. This includes improving the entrance, restoring the various steps, improving pathways, parking etc.

As part of this partnership, there is also the opportunity to introduce inclusive outdoor learning and play experiences that particularly support children and young people, including those with special educational needs and disabilities, while remaining open and welcoming to the wider community. For their part, LDC are currently progressing:

1. Repair/replace steps leading to the parks different levels on land in LDC's ownership
2. Improvements to the boardwalk area, including the introduction of non-slip surfacing
3. Enhanced signage
4. Introduction of 'wilding' areas

The City Council has been asked by LDC to consider improvements to land in its ownership, which is critical for the overall success of the project. The areas of most concern are the access road, the lower car park and associated furniture, and the pathway that runs approximately westerly from the underpass to the car park and through the woodland, plus its associated steps and ramps.

Following separate site meetings with LDC representatives and contractors, the proposals are summarised in the table below, with more detail provided thereafter. A site plan also follows.

Item		Cost (plus VAT) £
1	Replace steps from underpass to car park	4,000
2	Extend lower car park, create new pathway, sundry repairs/improvements to area	10,400
3	Remove unused steps, improve graded pathway, create new accessible pathway	4,600
4	Access road patching or resurfacing	2000 or 9,700
5	Tree work across site	3,600
Total		£24,600 or £32,300

1. **Replace the current steps** to the car park from the east (from the underpass), with new and much improved provision together with handrail. Approximate location shown by double yellow lines towards the centre of the site plan overleaf. Representative photo of proposed steps shown opposite. **Cost £4,000**

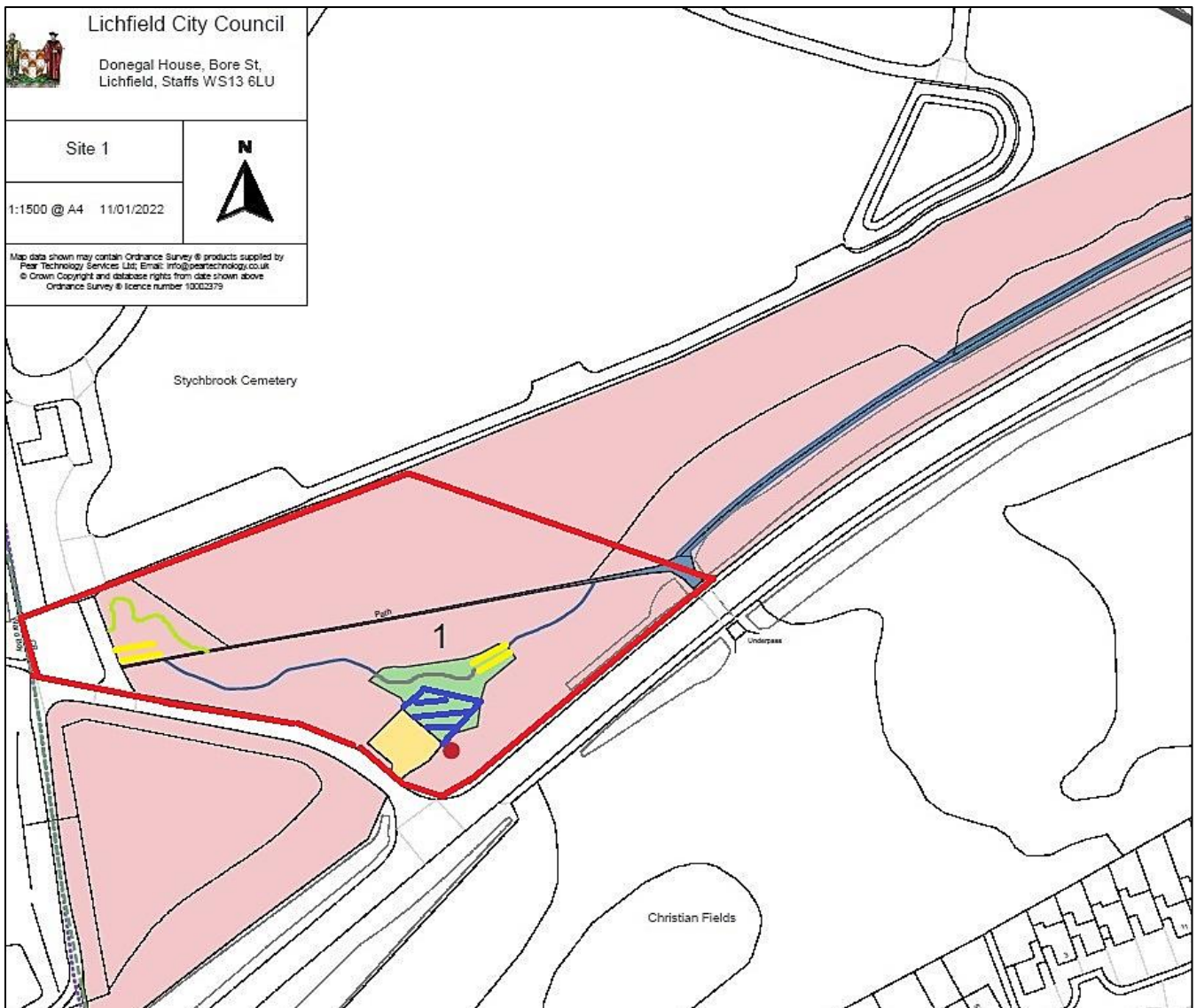


2. **Extend car park**, together with revised entrance and a wider barrier – approximately shown by the blue hatched area in the site plan overleaf. The existing bund to be reinstated on the edge of the extended car park for pedestrian protection. A gravelled pathway to be created next to the bund to allow easier access from the subway, via the proposed steps at (1) above and towards the further pathway at (3) below through the trees. Other sundry works to be completed such as replacement of damaged/rotted bollards, installation of kerb stones, clearing of intrusive vegetation along the car park edge etc **Cost: £10,400**
3. Remove the seemingly unused steps that lead from the path at (2) above to the access road to Stychbrook Cemetery and **improve the graded pathway** immediately adjacent. Approximate location shown by double yellow lines towards the left of the site plan overleaf. As the graded pathway is very steep, **create a new gravelled** pathway through the trees to the access road of the cemetery, providing an alternative and more accessible route for wheelchair users etc, together with sleeper edging and handrail as required. An example route is shown in green overleaf. **Cost £4,600.**
4. **Access road resurfacing** – there are several potholes and temporary repairs on the access road. These could be patched, though a more permanent solution is to resurface from the entrance apron to a point along the road as illustrated below, approximately 277m². However, a wider resurfacing project would create greater disruption, notably to Stychbrook cemetery. The cheaper, less disruptive, but less permanent option of filling the existing potholes may therefore be an attractive option. **Cost of pothole patching repair: £2,000 – resurfacing cost £9,700.**



5. Significant tree work (removal, deadwooding, reshaping, removal of 'hanging' branches etc), within the area outlined in red overleaf. **Cost £3,600**

Site Plan



Currently, there is approximately £16,000 of CIL to allocate, with a further £28,000 or so to follow in April. The tree work is time critical, as nesting season will begin shortly, though car park extension/improvement works and the proposals for the steps may benefit from taking place slightly later in the year with the hope of better weather.

LDC is aiming to have their improvement work completed by 31 March 2026, and it may therefore be advisable to delay any road resurfacing/pothole repairs until after that date due to the disruption it would cause and the potential for damage to a new road surface.

The Committee is asked to consider a CIL allocation to support this project. Should the Committee wish to allocate more CIL than LCC currently has available, much of the work could be scheduled for late April/early May 2026 and be dependent upon the receipt of the next scheduled CIL allocation from LDC; a recommendation from the Committee to proceed in this manner would, subject to council adoption, allow the work to be progressed at the earliest opportunity.

RECOMMENDED: The Committee to consider whether it wishes to make a CIL allocation toward this project, confirm the amount of any such allocation, and make a corresponding recommendation to council.