



CONNECTING PEOPLE AND WILDLIFE (COMMUNITY GRANT)

Guidelines and Useful Contacts

Other forms also available:

Application Form for Community projects	(CPW02)
Guidelines for Private projects	(LWG03)
Application Form for Private projects	(LWG04)



The Stepping Stones Partnership is funded by:

Leicestershire County Council
Blaby District Council
Charnwood Borough Council
Harborough District Council
Hinckley and Bosworth Borough Council
Oadby and Wigston Borough Council

Leicestershire County Council Environmental Management Group

Grant Aid for Connecting People and Wildlife Grants

Grants are assessed using a point scoring system. For your project to be considered for a grant, a minimum score must be achieved. Use the relevant sheets in this pack to assist you with scoring your project prior to sending in your application.

Please read the following guidelines before making your application.

STEPPING STONES Connecting People and Wildlife Grants are for parish/town councils, community groups and schools wishing to carry out environmental improvement schemes including:

- creation or improvement of public open spaces
- creation of outdoor public art works
- native tree and shrub planting
- field pond creation or renovation
- small woodland management
- pollarding black poplars, waterside willows and alders
- rural hedge planting
- renovation of rural drystone walls
- ornamental planting
- nature area creation
- hedge laying

Who can apply and how much can I apply for?

Any parish, town or district council, school, charity or properly constituted community groups.

Schemes submitted by parish/town councils, schools and community groups can be awarded grants of up to 75% of the cost for Environmental Improvement Grants. District Councils can apply for up to 50% of costs.

***Stepping Stones cannot fund any works retrospectively. Please discuss your application with an officer before submitting your application**

For the Connecting People and Wildlife grant there is no minimum value for the works. However applicants must be able to provide the balance of the money for the works, either from their own funds or other grant schemes or a mixture of both. Applicants must be able to demonstrate on their application form how they intend to raise the balance of funding.

In any one financial year the maximum accumulated value of STEPPING STONES Grants awarded to any organisation or individual shall not exceed £2,000. For funding of over £2,000 SHIRE Grants are available. For information on SHIRE Grants please contact the Grants Administrator on 0116 265 7305.

Consultancy fees incurred when professional advice is sought in preparing the application and implementing the project may also be payable (see page 12 for more details).

Guidelines for preparing your Application and carrying out the work

Plans and Specifications

You will need to supply the following, preferably drawn to scale:

tailed drawings of your proposed scheme including its relationship to its surroundings.
Schedules of all the work to be carried out including specifications for materials and workmanship.

plan, clearly showing the location of the works within the surrounding area, **must** be submitted with your application. This should show road names where possible. A grant offer cannot be made if the plan is not submitted. Please remember, however simply produced, the plan should enable our inspector to find the site of your project.

Quotations, Estimates and Tenders

The copies of quotations, estimates or tenders you enclose with your application must be fully itemised - single lump-sum figures are not acceptable. Please note that you must ensure this documentation covers **all** your anticipated costs. Once a grant is offered additional costs cannot be considered. **A minimum of two quotes are necessary for each element of the work**

Volunteer Time

To gain points in the assessment system, the use of volunteer time can form part of your application. To calculate the percentage for the assessment form, the rate of £7 per hour is to be used. You will need to submit full details of the work to be done by volunteers at the time of submitting your application, using the Volunteer Time Schedule attached to the application form. You will also be required to show proof of how the volunteer time was accrued (e.g. signed time sheets) when the work is complete. **Please note volunteer time will not form any part of your grant payment.**

What Can I Apply For?

Land Acquisition

Land purchase in order to allow a scheme to go ahead may be eligible for assistance. A copy of a valuation from the District Valuer must support your application. As well as the District Valuer, we can also accept valuations undertaken by members of the Royal Institute of Chartered Surveyors (RICS). All valuations must be undertaken in accordance with the guidelines laid down in the RICS 'Red Book'.

Ornamental Planting

Ornamental planting schemes comprising trees, shrubs or hedges should be carefully designed to take into consideration site conditions and long term maintenance. There is no minimum or maximum size of planting area nor any specific requirements with regard to species choice or size of planting stock, but such details should be clear in your proposals.

School Grounds

If you are seeking to undertake works within school grounds, these should be situated where they provide benefit for the general public as well as for the school community. Therefore, unless the school is open for community use outside of normal school hours, the application site must adjoin and be clearly seen from a public road, footpath or bridleway. Even when community use outside normal school hours takes place, grant aid for works set within an enclosed courtyard will not be available. **Stepping Stones supports schools working towards or that have achieved Eco-Schools status.**

Access for All

Schemes including public access should be accessible at all reasonable times and should be so designed to be available for all abilities. Further information and advice is available from the Disability Discrimination Act Helpline on either Text Phone: 0345 622 644 or Telephone: 0345 622 633

Successful applicants must prominently display a sign, provided by LCC, whilst the works are being carried out. This will say that the LCC are providing STEPPING STONES Grant aid towards the project.

Native Tree and Shrub Planting

Planting at 2 metre centres is recommended when using transplants, i.e. 40 - 90 cm in height. If larger trees are being used please seek advice from an LCC officer or the supplier. There is no minimum or maximum size of planting area.

Applicants are encouraged to use planting stock of local provenance wherever possible.

Small Woodland Management

Grants are available to assist in managing small areas of undermanaged woodland to enhance their biodiversity and to sustain them as landscape features. Assistance is available for the following operations:

- fencing against stock, deer or rabbits, but only as part of other funded works
- felling mature or over-mature trees to allow replanting or natural regeneration
- thinning operations
- coppicing of hazel, ash, willow or alder
- re-pollarding ancient boundary trees within the woodland area
- clearing open drains or ditches within the woodland area

It is important to seek professional advice on woodland management operations. Additional grants are available to help towards the cost of this.

Hedge Laying

Hedges to be laid should be staked and bound in the traditional manner; grant may be withheld if this is not done. Gaps greater than 1 metre should be planted up with new hedging.

Hedge and Hedgerow Tree Planting

New hedges should include at least 70% hawthorn and should be planted at 6 plants per metre in a double staggered row (i.e. 3 per metre per row).

Planting should include hedgerow trees, which should be planted at not more than one tree per 20m length of hedge. Trees, other than oaks, must be feathered, i.e. 1.75 - 2.50m in height with branches all the way up the stem. To protect them from accidental damage when hedge trimming, the positions of trees must be marked with clearly identifiable posts. Hedgerow trees can also be planted into existing hedges.

Field Pond Creation and Renovation

Grants are available to assist with the renovation of overgrown or dried out ponds and the creation of new ones, in order to maintain traditional field/dew ponds as landscape features and for wildlife conservation purposes.

Ponds should be:

- naturalistic in effect with gently shelving sides
- naturally filling
- not artificially lined
- not intended for commercial fishing or fish rearing
- not planned as a feature of a golf course or other sporting ground
- not part of a scheme of mineral extraction

The value of a pond is greatly increased when an area of non-intensive land use known as a buffer zone surrounds it. A buffer zone provides an essential terrestrial habitat for pondlife and adds to the diversity of the habitat. An additional payment is available to assist with stockproof fencing to create a buffer zone. Fencing should be set at an average minimum distance of 5 metres from the top of the pond bank and should close off at least 50% of the pond's circumference from grazing or ploughing activities.

Please think carefully before carrying out work to renovate or create ponds. Your chosen site may already be of importance for wildlife. Digging a new pond, in particular, may adversely affect local drainage patterns. Poorly drained areas where the water is held close to the surface are known as flushes and are increasingly rare features forming significant wildlife habitats. Similarly, areas of damp meadow are frequently of high conservation value.

As the location and restoration of ponds is such a sensitive issue, **we strongly recommend you seek professional advice before making an application – it is possible they support legally protected species.** An enhanced grant towards consultant's fees is available to assist with this.

Pollarding of Waterside Willows/Alders

Pollarding is a traditional form of management for these trees. Pollarding a minimum of 5 and a maximum of 25 trees is eligible for grant assistance. Grants for fewer than 5 trees can be offered where other works are included in the application.

Renovation of Rural Drystone Walls

The renovation of rural drystone walls is eligible. Schemes should comprise the renovation of an area averaging at least half the height of the wall. Walls must be of a traditional drystone construction and restoration should be carried out in a sympathetic manner.

The Use of Peat

The use of peat or peat based products is not acceptable.

The Use of Timber

All hardwoods should be British grown. Imported hardwoods will only be considered in exceptional circumstances and then only from certified sustainable sources.

Softwoods should be pressure treated with preservatives to the appropriate British Standard. Your timber merchant will be able to advise on the most appropriate treatment.

All timber must be from certified sustainable sources e.g. Forestry Stewardship Council (FSC).

Maintenance

It is a requirement of the grant offer that all assisted works be maintained in good order for at least 10 years. The works may be subject to a spot check at any time during that period. Failure to maintain the works may result in the grant being reclaimed. You must provide details of how the scheme will be maintained each year for the minimum 10 years. For landscape works this should include items such as frequency of weed control, pruning, watering, replacement of failed plants and adjustment of tree ties or rabbit guards. For play equipment and other structures, evidence of provision for regular checks in accordance with recommended standards should be presented.

STEPPING STONES Grants cannot be claimed to cover any maintenance costs of your scheme or any routine maintenance works to existing facilities.

Where can I get more advice about these grants?

You must discuss your proposals with an officer from Leicestershire County Council before submitting an application. Officers will be happy to give verbal advice and, if necessary, meet you to discuss the development of your scheme.

For advice on other environmental improvement projects telephone the Environmental Management Group on 0116 265 7264/7221.

What additional conditions apply to STEPPING STONES Environmental Improvement Grants?

- A grant application **must** be made in advance of any work being carried out.
- The site must be within the Stepping Stones Project area (see map front page).
- Where the site does not belong to the applicant, the applicant must hold a lease, licence or other written agreement with the owner for access to the land for a minimum of 10 years.
- The work should not be required either as part of a condition of planning permission or as a legal agreement associated with planning permission.
- All permissions necessary to enable the work to go ahead must have been obtained from the relevant authorities before a grant can be offered. These might include planning permission, conservation area consent, listed building consent, appropriate ecclesiastical permission, tree preservation order consent and the obtaining of a felling licence, or the approval of English Nature or the Environment Agency.
- Where the works are close to the highway the proposals must be agreed with Leicestershire County Council's Highways Divisional Engineer before a grant can be offered.
- The project should not include proposals for the removal of any hedgerow unless you have the prior consent of your district council.
- If your proposed works are within or close to a flood plain or an existing watercourse, they **must** be approved by the Environment Agency before a grant can be offered.
- If your proposed works are within or close to a Site of Specific Scientific Interest (SSSI), they must be approved by English Nature.
- Statutory undertakers such as the electricity, cable, gas and water companies should be consulted where any of the proposed works are in proximity to their services.
- The project must not include any commercial advertising.
- The site must not be located in a private garden.
- Stepping Stones Grants can be used to "top-up" grants received from other organisations, provided the grant does not lead to double funding or the scheme making a profit.
- Your County Councillor will be consulted for their views on your scheme. You are therefore strongly recommended to contact them prior to submitting the application form.

How will the application be assessed?

Your application will be assessed in accordance with the criteria listed elsewhere in these guidelines and with the aid of the self-assessment form sent with your application pack. These include reference to various Leicestershire County Council documents, which are summarised later on in these guidelines.

How will payment be made?

You should notify the Stepping Stones Project Officers (0116 265 7264/7221) at County Hall by letter, fax, telephone or e-mail when the work is complete. Payment is made following a site inspection and approval of the work by a County Council officer. You are strongly advised not to make payment until the work has been seen and approved by a County Council officer.

In addition the following payment provisions apply:

You will need to submit copies of all invoices and volunteer time sheets when claiming payment.

Applicants should note that if their scheme costs less than originally estimated, the amount of grant aid paid will not exceed the percentage stated in the offer letter.

Phased payments may be possible on larger schemes.

Help available in preparing the application

Employing a Consultant

Unless you are confident you can prepare the proposals yourself you will probably need to employ a consultant to give you advice and help in preparing the application. Grant is available towards the costs of professional fees incurred in this way. If you need help in finding a consultant you should contact the Project Officers at County Hall.

If you wish to include consultancy costs in your application:

- fees must have been charged
- the consultant concerned must be identified on the application form
- retained agents must have been required to carry out the work over and above their usual duties and to have incurred additional costs thereby

In addition to the above the following provisions apply:

Grant aid is payable towards professional fees in two phases for successful applications only. The first payment is to assist with costs incurred in the development and submission of your application. The second payment is to cover the professional time spent overseeing the implementation of the scheme.

No more than 15% of the total value of the scheme can be claimed as fees. Payment is split equally between the two phases. The professional fee element must be identified in the costings submitted on your application form.

The following conditions apply when claiming payment towards a Stepping Stones grant:

- Where the applicant has stated on the application form that they can reclaim VAT, the grant offer is based on the net value of the eligible scheme costs.
- Before grant payment can be made, the applicant must supply copies of relevant invoices to support their claim.
- Grant payments can only contribute towards work that has previously been agreed as eligible for STEPPING STONES funding and on which the grant offer has been based.
- Grants can only contribute to work or items of work already completed. In cases where the applicant is employing professionals such as architect(s), quantity surveyor(s) or consultant(s) to oversee work carried out by contractor(s), a copy of the professional certificate of progress or completion must also be supplied.
- Invoices and professional certificates (where relevant) must be made out to the applicant. If for any reason a contractor or professional is employed by an individual, organisation or group other than the applicant, we require a letter from the applicant explaining the reasons for this, and stating that the applicant intends to forward the grant payment(s) to that individual, organisation or group. **In such cases, each invoice or professional certificate submitted in support of a claim for grant payment must contain a declaration that the work is being carried out on behalf of the applicant.**

Disclaimer

The Stepping Stones Countryside Project Officers have the discretion to refuse a grant based on whether they feel that the proposed works and or the site on which the works are proposed conflict with the aims and objectives of the Stepping Stones Project, the development of the Action and Delivery Plan and any other strategies and documents to which the Stepping Stones Project and the County Council are in agreement with for example the Leicestershire Biodiversity Action Plan.

Additional Useful Information

Native Woodland Types

Woodland stand types are classified using the National Vegetation Classification (NVC) developed by Rodwell (1991). Three principal types of native woodland are found in Leicestershire and Rutland.

Ash – Field Maple with Dog's Mercury – NVC Woodland W8

This woodland type is found on the calcareous clay soils, basic brown earths and rendzinas that occur in eastern Leicestershire. Ash is the dominant tree with oak and field maple. Other trees found include birch, holly, crab apple and grey willow. The shrub understorey is predominantly hazel and hawthorn and, depending on local soil type, can include blackthorn, elder, guelder rose, goat willow, dogwood and wild privet.

Oak – Birch with Bluebell – NVC Woodland W10

This woodland type is found typically on moderately acidic brown earths and base - poor gley soils such as those of Charnwood Forest. Oak and silver birch are the dominant trees, with both pedunculate and sessile oak species occurring. Sessile oak is found principally in Charnwood Forest. Other trees associated with this oak woodland include holly, rowan and downy birch. The shrub layer consists of hazel and hawthorn, with other species such as blackthorn, elder, guelder rose, gorse and broom.

Alder Woodland with Stinging Nettle - NVC Woodland W6

This woodland type is restricted to the banks of streams and marshy ground - a good example can be found adjacent to Groby Pool. Alder and crack willow are the dominant tree species, with downy birch, ash, pedunculate oak, holly and goat willow. The shrub layer consists of grey willow, elder, hawthorn, guelder rose and blackthorn.

This grant can be used in conjunction with that for tree planting where replanting is to follow management operations.

As some of the grant offer may be based on an estimate of the costs of the work, you may be required to submit invoices when the completed work is ready for inspection.

Leicestershire Trees and Shrubs

Acer campestre

Field Maple

Aesculus hippocastanum

Horse Chestnut

Alnus glutinosa / incana

Common / Grey Alder

Betula pendula

Birch

Carpinus betulus

Hornbeam

Castanea sativa

Sweet Chestnut

Crataegus monogyna

Hawthorn

Cornus sanguinea

Dogwood

Corylus avellana

Hazel

Cytisus scoparius

Broom

Fagus sylvatica

Beech

Fraxinus excelsior

Ash

Ilex aquifolium

Holly

Juglans regia

Walnut

Malus sylvestris

Crab Apple

Pinus sylvestris

Scots Pine

Pinus nigra maritima

Corsican pine

Populus tremula

Aspen

Prunus avium

Wild Cherry

Prunus spinosa

Blackthorn

Quercus robur

Oak

Rosa canina / rubiginosa

Dog / Eglantine Rose

Salix alba / fragilis

White / Crack Willow

Salix caprea / cinerea

Goat Willow / Sallow

Sorbus aucuparia

Rowan

Taxus baccata

Yew

Tilia cordata / platyphyllos

Small / Large Leaved Lime

Ulex europaeus

Gorse

Viburnum opulus

Guelder Rose

Stepping Stones Environmental Improvement Grants Background Documents

The policies set out in the following documents may be used in assessing your application:

Local Area Agreement

Local Area Agreements are a policy initiative announced by the Office of the Deputy Prime Minister in July 2004. They are a three year agreement, based on local Sustainable Community Strategies, that set out the priorities for a local area agreed with Central Government and a range of service providers from both statutory and voluntary sectors.

The LAA for Leicestershire can be found at the following web address:

www.leicestershiretogether.org

The below mentioned sections are relevant to applicants, when self-assessing their applications. Please note that applicants should be able to show that their application supports at least one of the following strategic aims.

Older People

To increase the range and volume of cultural, leisure and recreational activities that older people participate in

Healthier communities

Increase participation in physical activity

Children and Young People

Improved physical health of children and young people

Improved life chances and better opportunities for vulnerable young people

Improved personal and social development and enjoyment of culture and recreation

Increase contribution of Hard to Reach groups in consultation/active involvement processes

Stronger Communities

Local people feel part of the decision making process and have a role in planning the future of their own community

Local people have a sense of community spirit and are supported in activities to bring people together

Equality of access to services for everyone

Vital and thriving market towns and village centres, which act as hubs for the surrounding communities.

Safer Communities

To build respect in communities and reduce the level of anti-social behaviour

Cleaner and Greener

Increase quality and use of green space

To increase walking, cycling and the level of outdoor physical activity

Improve bio-diversity and nature habitats

Economic Development

Increase the vitality and viability of town and rural centres

Local Area Agreement Priority Neighbourhoods are parts of:

Enderby	Bagworth
Loughborough East	Melton
Loughborough West	Greenhill
Mountsorrel	Coalville
South Charnwood	Thringstone & Whitwick
Market Harborough	Ashby
Fleckney	Castle Donington
Gartree	Moira
Hinckley	Measham
Burbage & St Catherines	Wigston
Earl Shilton & Barwell	

Boundaries of these areas are available at the Leicestershire Together website at:
www.leicestershiretogether.org

'Love Leicestershire' – Leicestershire Cultural Strategy Partnership

This document can be found in libraries. The below mentioned sections are relevant to applicants, when self-assessing their applications. Please note that applicants should be able to show that their application supports at least one of the following strategic aims.

Strengthening communities

Provide more support to encourage volunteers in the cultural sector

Develop more community and cultural use of public spaces

Celebrating Leicestershire

Conserve, enhance and promote Leicestershire's unique archive and object based history, landscape, ecology, built heritage and architecture. Data

Promote and protect Leicestershire's parks, gardens, open spaces, playing fields and rural assets

Involve local people in identifying and preserving what is special and important

Develop more community use of allotments – including young people's schemes and providing habitats for wildlife

Achieving Excellence for Leicestershire – Leicestershire Community Strategy

This document can be found in libraries. The below mentioned sections are relevant to applicants, when self-assessing their applications. Please note that applicants should ideally be able to show that their application supports at least one of the following strategic aims.

A clean and green environment

Support the implementation of the Biodiversity Action Plan, work to priority habitats and opportunities for further habitats

Thriving market towns and village centres

Contribute to the enhancement of market towns through townscape improvements

The countryside and green spaces to be conserved and enhanced

Support the Biodiversity Action Plan

The Leicester, Leicestershire and Rutland Landscape and Woodland Strategy

This document can be found in libraries. The below mentioned sections may be relevant to all applicants who are undertaking appropriate works. Leicestershire County Council, as a strategic planning authority, recognises the importance of the landscape character of Leicestershire and has published The Leicester, Leicestershire and Rutland Landscape and Woodland Strategy. The aims and objectives of this strategy are:

to conserve and enhance the character, diversity and local distinctiveness of the County's landscape
to identify appropriate opportunities for new woodland planting to increase the woodland cover of the County

to promote the sustainable management of the County's existing woodland resource to produce timber and provide environmental and social benefits

The Leicester, Leicestershire and Rutland Biodiversity Action Plan

This document can be found in libraries. The below mentioned sections are relevant to applicants who are undertaking relevant works. Leicestershire County Council recognises the importance of the biological diversity of the County and endorses the Leicester, Leicestershire and Rutland Biodiversity Action Plan.

Biodiversity is the variety of life in all its forms and the habitats where it occurs. The aim of the plan is to prevent the decline of biodiversity in the County and to identify habitats of the rarest and most threatened species. The most cost-effective means of conserving biodiversity is by conserving habitats that occur in woodland, scrub, wetlands and farmland.

The principal Action Plans within the Biodiversity Action Plan are:

Habitat Action Plans

- Wet woodland
- Rocks and built structures
- Broadleaved woodland
- Urban habitat - leicester
- Lowland wood pasture and Parkland
- Hedgerows
- Heath grassland
- Mature trees
- Calcareous grassland
- Neutral grassland
- Field margins
- Floodplain wetland
- Reedbeds
- Roadside verges
- Fast flowing streams
- Sphagnum ponds
- Springs and flushes
- Mesotrophic (narrow range of nutrient) lakes
- Eutrophic (nutrient rich) standing water

Species Action Plans

- Dormouse
- Violet Helleborine
- Bats
- Black Hairstreak Butterfly
- Barn Owl
- Purple Small Reed
- Black Poplar
- Nightingale
- Wood Vetch
- Sand Martin
- Otter
- Water Vole
- Redstart
- White Clawed Crayfish
- Dingy Skipper & Grizzled Skipper

Stepping Stones Project - Environmental Improvement Grants

Useful Contacts

There are various organisations who may be able to offer advice or additional financial assistance, or from whom you may need permission for certain works:

Environment Agency

The Environment Agency is the regulatory body with responsibility for the protection of natural water resources, conservation along waterways and water bodies, monitoring of water quality, pollution control and flood defence. You should contact them if you are undertaking works on or adjacent to any watercourse. For further information contact:

Lower Trent Area Office – covers most of Leicestershire with the exception of eastern and western margins – for those areas contact the Midlands or Anglian addresses.

Lower Trent Area Office
Trentside Offices
Scarrington Road
West Bridgford
Nottingham
NG2 5FA

Midlands Regional Office

Sapphire East
550, Streetsbrook Road
Solihull
West Midlands
B91 1QT

Anglian Regional Office

Kingfisher House
Goldhay Way
Orton Goldhay
Peterborough
PE2 5ZR

Central telephone number 08708 506506

Forestry Commission

The Forestry Commission can assist landowners to carry out large-scale tree planting through the English Woodland Grant Scheme. It is also the body with responsibility for regulating the felling of trees. For further information contact:

Fine Shade Area Office
Top Lodge House
Fine Shade
Corby
Northants. NN17 3BB
Tel. 01780 444 934/933

The National Forest Company

Community groups within the area of the National Forest may benefit from assistance provided by the National Forest Company. Landowners considering large-scale tree planting within the area may also be eligible for additional assistance through the Tender Scheme. For further information contact:

The National Forest Company
Enterprise Glade
Bath Lane
Moira
Swadlincote
Derbyshire DE12 6BD
Tel. 01283 551211

Natural England

For advice on Local Nature Reserves, Sites of Special Scientific Interest, Biodiversity and Planning in relation to nature conservation.

Natural England East Midland Region
1st Floor
The Maltings
Wharf Road
Grantham
Lincs
NG31 6BH
Tel. 01476 584800

Leicestershire & Rutland Wildlife Trust

The Wildlife Trust is an organisation promoting nature conservation. It owns and manages a number of ecologically important sites. The Trust has an officer in charge of the Biodiversity Action Plan who can offer advice and guidance upon improving biodiversity within Leicestershire. For more information contact:

Brocks Hill Environment Centre
Washbrook Lane
Oadby
Leicestershire
LE2 5JJ
Tel. 0116 272 0444

Leicestershire and Rutland Rural Community Council (LRRCC)

The L.R.R.C.C. produces an excellent information pack covering a very wide range of sources of grant aid. Contact the L.R.R.C.C. on 0116 266 2905 or view the information at www.ruralcc.org.uk

For village hall grants contact:

John Moore
Hon Secretary
Rural Community Council
133 Loughborough Road
Leicester
LE4 5LQ 18
Tel. 0116 268 9701

Issued by:



Stepping Stones Project
Leicestershire County Council
Community Services Department
Rutland Building, County Hall,
Glenfield, Leicestershire LE3 8TE

Telephone: 0116 305 7264 / 7221

Facsimile: 0116 305 7965

Minicom: 0116 305 7334

E-mail: steppingstones@leics.gov.uk

Information from this leaflet is also available in alternative versions (e.g. large print, Braille, tape or an alternative language) by contacting the numbers shown above.

Printed on recycled, chlorine-free paper.