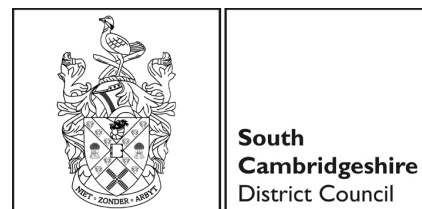


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17 September 2014

To: Councillor Ray Manning, Portfolio Holder

Lynda Harford
Bridget Smith
John Williams

Scrutiny and Overview Committee
Opposition Spokesman
Opposition Spokesman

Dear Sir / Madam

You are invited to attend the next meeting of **LEADER'S PORTFOLIO MEETING**, which will be held in **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 25 SEPTEMBER 2014 at 9.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 27 August 2014 as a correct record.	1 - 4
PRESENTATION		
3.	Orwell Parish Plan (Verbal)	
DECISION ITEM		
4.	Community Chest Funding Applications	5 - 10
INFORMATION ITEM		
5.	Community Triggers Report	11 - 16
STANDING ITEMS		
6.	Date of Next Meeting To agree the date of the next meeting.	

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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Security

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- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the fire brigade.
- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

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If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Wednesday, 27 August 2014 at 1.00 p.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Scrutiny and Overview Committee monitors: Lynda Harford

Also in attendance: James Hockney and Aidan Van de Weyer

Officers:

Patrick Adams
Gemma Barron

Senior Democratic Services Officer
Sustainable Communities & Partnerships Manager

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17 July 2014 were agreed as a correct record.

3. COMMUNITY CHEST: FUNDING APPLICATIONS

The Sustainable Communities and Partnerships Manager presented this report, which invited the Leader to consider the latest applications for funding from the Council's Community Chest grant funding scheme. It was noted that at the previous meeting the Leader had decided that all future Community Chest grants should be awarded at his Portfolio Holder meetings.

The Leader stated that if all the applications were agreed the budget would be overspent by £1,872 and he was hoping to fund a commemoration of VJ day from this budget. The Sustainable Communities and Partnerships Manager explained that some previously committed grants were likely to be repaid and she agreed to provide an update on the budgetary position at the next meeting.

The Leader considered each grant application in turn.

Cambridge Junior Cycling Club: It was noted that this club had not yet provided the Council with details of its organisation, such as its constitution and mission statement. The Leader suggested that as a district-wide initiative this project was likely to have access to alternative funding. On these grounds he decided that this project should not be prioritised and no grant be awarded.

Centre 33: It was noted that whilst community grants could be used for training materials this application included the funding of the costs of the trainer, which was not eligible. Whilst it was agreed that it was important to provide child protection training, it was noted that alternative training for a small number of delegates was already available. It was also suggested that this district-wide initiative was likely to have access to alternative funding. On these grounds the Leader decided that no grant be awarded.

1st Whittlesford & Duxford Scout Group: Whilst the proposed grant for new equipment was supported it was considered that the new "white goods" including a dishwasher were

not essential. Therefore the Leader decided that only a £690 grant for the new equipment be awarded, instead of the total £1,500 requested.

Great and Little Eversden Parish Council: It was noted that there was insufficient funding in the community grants budget to provide all parish buildings with defibrillators and that other parish councils had decided to purchase their own equipment. It was also suggested that it was the responsibility of parish councils to fund and train volunteers in the use of such equipment and that this was not an area that the District Council should be involved in. The Leader decided that no grant be awarded.

Shelford and Stapleford Youth Initiative: It was noted that other voluntary organisations had benefitted from the donation of IT equipment that were surplus to the Council's requirements. The Leader therefore decided to award a grant of £1,000, £500 less than requested, on the expectation that the organisation could receive second-hand IT equipment from the Council.

The Leader decided to award the total grant applied for to the other nine applicants.

The Leader **AGREED** to award the following grant amounts:

Name of applicant	Village(s) affected	Project description	Total applied for (£)	Total agreed (£)
Elsworth Sports Club	Elsworth	To purchase a replacement cricket square roller	1,500	1,500
The George Long Charity for Swavesey Memorial Hall	Swavesey	To replace the hall floor	1,500	1,500
Cambridge Junior Cycling Club	District-wide	Purchase of bicycles	1,500	0
Eltisley Parish Council	Eltisley	Purchase and installation of a pod-swing at Pocket Park	1,500	1,500
Grinnel Hill BMX Club	Melbourn	Purchase of a lawnmower	1,500	1,500
Comberton Tennis Club	Comberton	To build a new court gate and improve the existing pavilion	1,400	1,400
1st Whittlesford & Duxford Scout Group	Whittlesford and Duxford	To purchase equipment, including white goods for new club	1,500	690
Centre 33	District-wide	Child Protection Training	1,224	0
Gamlingay Football Club	Gamlingay	Installation of officials' shower room at the Ecohub	1,000	1,000
Cottenham United Sports and Social Club	Cottenham	Re-carpet clubhouse	834	834
Hinxton Parish	Hinxton	Replace village hall	1,500	1,500

Council		roof		
Great and Little Eversden Parish Council	Eversdens	Purchase of a Defibrillator for the pavilion	1,000	0
Shelford and Stapleford Youth Initiative	Shelford and Stapleford	Purchase of audio visual equipment, sports equipment and other resources.	1,499.03	1,000
St Mary's Church, Guilden Morden	Guilden Morden	New kitchen and toilet facilities	1,500	1,500
TOTAL				13,924

4. GRANT FUNDING SOFTWARE

The Sustainable Communities and Partnerships Manager presented this report, which detailed the annual usage figures for the web-based Open 4 Community (branded as GrantGrabber in South Cambridgeshire) and recommended that the Leader agree to extend the licence from December for a further two years.

It was noted that as at least £50,000 had been secured for organisations in the District in the trial year, the fee of £8,835 for a two year licence represented excellent value for money.

The Leader

AGREED to support the continued investment in Open 4 Community (GrantGrabber) for the period 1 December 2014 to 30 November 2016, by deciding to purchase a two-year licence.

5. DATE OF NEXT MEETING

It was noted that the next meeting will be held on:

- Thursday 25 September at 9am

The Meeting ended at 1.40 p.m.



Report To: Leader's Portfolio Holder Meeting
Lead Officer: Director, Health and Environmental Services

25 September 2014

COMMUNITY CHEST: FUNDING APPLICATIONS

Purpose

1. To consider the latest applications for funding from the Council's Community Chest grant funding scheme.
2. This is not a key decision, however, has been brought before the Leader following agreement at the Portfolio Holder meeting on 17 July 2014 to make decision on future Community Chest applications at his Portfolio Holder meetings.

Recommendations

3. It is recommended that the Leader:
 - (a) agrees to receive the proposed virement £2,000 from the Service Support Grants Independent Living theme into the Community Chest for allocation in 2014/15.
 - (b) considers all applications for funding that are set out in Appendix A of this report and makes a decision regarding the level of funding (£0 - £1,500) to be awarded for each or defer a decision if further information is required from grant applicants.

Reasons for Recommendations

4. The Leader makes all decisions regarding Community Chest grant funding applications unless there is a conflict of interest. On 17 July 2014 the Leader agreed to make decision on future Community Chest applications at his Portfolio Holder meetings.
5. The virement of the unallocated £2,000 from the Service Support Grants Independent Living theme into the Community Chest for allocation in 2014/15 would allow for the grant funding to continue to be allocated as grants and in an open and transparent way. A further application process under this theme would be costly in terms of staff time compared to the amount of funding available.

Background

6. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,500 for:
 - Improvements to community facilities (i.e. village halls / pavilions / play areas)
 - Repairs to historic buildings / monuments / memorials
 - The Tree and Hedge planting Scheme
 - Community Rights of Way (Parish Paths scheme)
 - Equipment / capital purchase

- Materials
- Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).

The guidance notes and eligibility criteria for 2014/15 can be found at <https://www.scambs.gov.uk/content/community-chest-grants-201314>

7. The total amount of funding made available in the Community Chest in 2014/15 was £52,000. In addition, £7,402.50 was carried forward from 2013/14. The funding is allocated on a first-come first-served basis.

Considerations

8. Grant funding to a total of £55,721.79 has been allocated since 1 April 2014, which includes £7,402.50 carried forward from 2013/14. The amount of budget currently remaining for allocation is **£3,680.71**, which includes £1,000 to be returned from Gamlingay Allotment Gardeners Association.
9. An additional £2,000 from the 3-year Service Support Grants Independent Living theme (Environmental Services Portfolio) remains unallocated from 2013/14 and could be added to the amount of Community Chest available for allocation in 2014/15. A further application process under the Independent Living theme would be costly in terms of staff time compared to the amount of funding available and the suggested approach would retain the funding as grant funding to be allocated in an open and transparent way. The Environmental Services Portfolio Holder has been consulted and supports this approach. If agreed by the Leader, the new total for allocation will be **£5,680.71**.
10. At the Joint Portfolio Holder Meeting on 23 May 2013 it was agreed that the unallocated funding of £8,461 (total for 2013/14 & 2014/15) under the 3-year Service Support Grants Community Transport theme (Strategic Planning and Transportation Portfolio) should be retained within this theme. A report will be submitted to the Strategic Planning and Transportation Portfolio Holder for a decision on allocating this funding.
11. The Leader stated at his meeting on 27 August 2014 that he would also like to allocate funding towards the planned August 2015 commemorations to honour local people who fought in the Far East during WWII. This will be budgeted for in 2015/16, the year in which the tribute will take place.
12. There are 4 applications for funding to be considered at this meeting. The applications were received between 14 August 2014 and 11 September 2014. The total funding requested equals £5,150. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

Options

13. The Leader may:
 - (a) agree to receive the proposed virement of £2,000 from the Service Support Grants Independent Living theme into the Community Chest for allocation in 2014/15.
 - (b) Suggest an alternative use for the unallocated £2,000 from the Service Support Grants Independent Living theme, which would need to be agreed with the Environmental Services Portfolio Holder.

14. The Leader may consider all applications for funding that are set out in Appendix A of this report and
 - (a) award the amount of funding requested
 - (b) award an alternative amount of funding
 - (c) defer a decision if further information is required from grant applicants.

Implications

15. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Risk Management

16. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

Consultation responses (including from the Youth Council)

17. Local members have been consulted on applications that directly affect their local area.
18. The Youth Council has made comment upon the applications. Appendix A sets out if the Youth Council supports each application and more detailed comments are on file.
19. The Environmental Service Portfolio Holder has been consulted regarding the proposed virement of unallocated funds from the Service Support Grants Independent Living theme into the Community Chest for allocation in 2014/15. He is in support of this approach.

Effect on Strategic Aims

20. The Corporate Aims are listed in the criteria and guidance notes for the Community Chest. Applications that meet our strategic aims are prioritised.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Report Author: Gemma Barron – Sustainable Communities and Partnerships Manager
Telephone: (01954) 713340

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COMMUNITY CHEST APPLICATIONS: 14 AUGUST 2014 – 11 SEPTEMBER 2014

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Comments from Councillors	Comments from Youth Council	Status of documentation
Cambourne Parish Council	Parish Council	Cambourne	Extension and enhancement of the Skate park	Improvements to Community Facilities	64,362	1,500.00	Supported by Cllr Elcox	Supported by Youth Council	All documents received
Willingham Photography Club	Members' Club	Willingham	Purchase of a new projector	Equipment/ Capital Purchase	1,267	1,500.00	No comments yet from Councillors	Supported by Youth Council	All documents received
The Ickleton Society	Members' Club	Ickleton	Purchase of archive storage	Equipment/ Capital Purchase	653	650	Supported by Cllr Martin	Supported by Youth Council	All documents received
The Phoenix Trust (Milton) Ltd	Charity	Milton	Purchase of a new hand tool wood work shed	Equipment/ Capital Purchase	3,000	1,500.00	Supported by Cllr Smith	Supported by Youth Council	All documents received
TOTAL						5,150.00			

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Agenda Item 5



REPORT TO: Leader's Portfolio Meeting

25 September 2014

LEAD OFFICER: Director, Health and Environmental Services

COMMUNITY TRIGGER PROCESS

Purpose

1. To inform the Leader about the Community Trigger process that comes into force on 20 October 2014.
2. This is not a key decision because the South Cambridgeshire Crime and Disorder Reduction Partnership (CDRP) has responsibility for the final decision to agree a local Community Trigger process.

Recommendations

3. It is recommended that the Leader supports the proposed Community Trigger process as set out at Appendix A.

Reasons for Recommendations

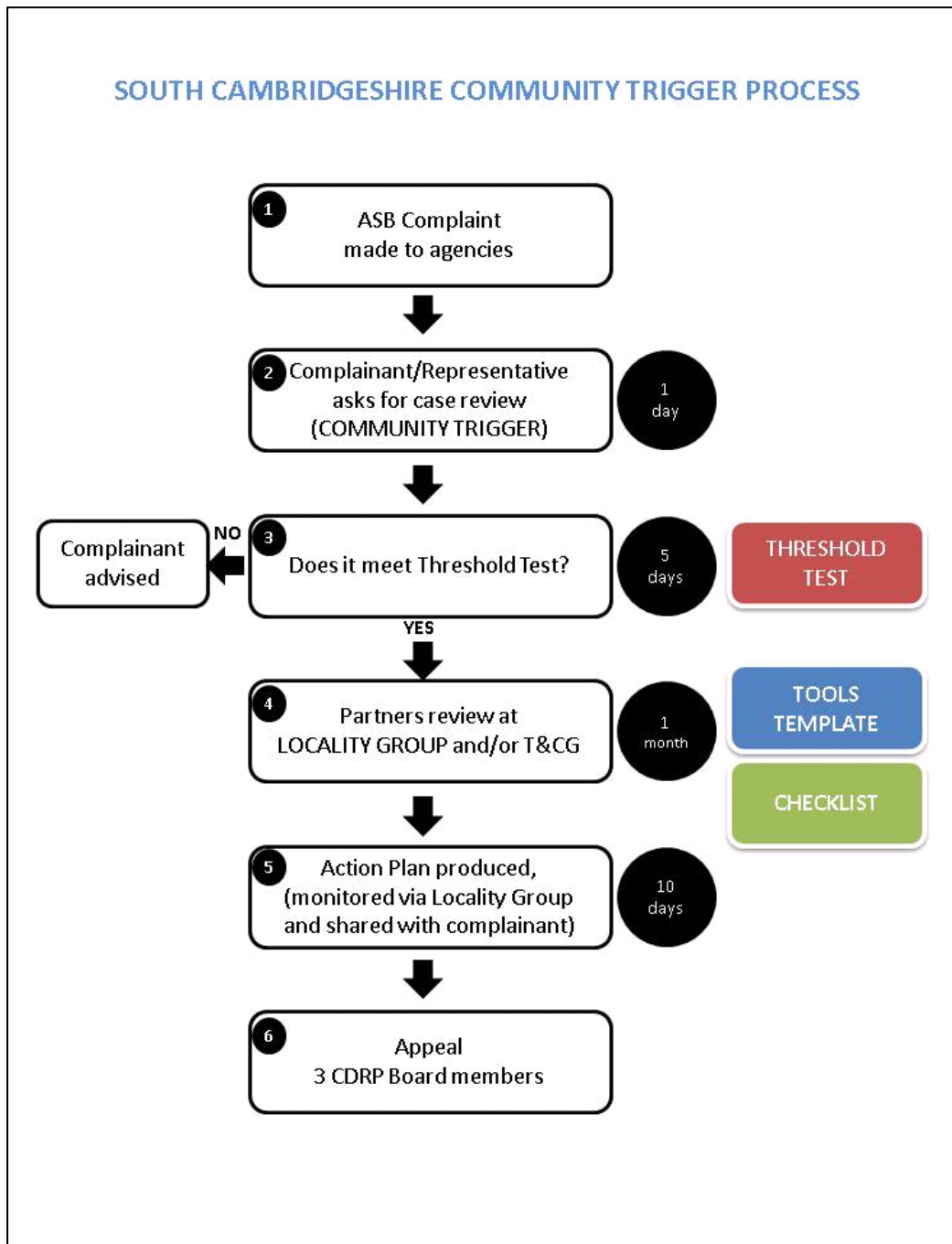
4. The proposals for the Community Trigger process are based on the new legislation and guidance and have been developed with partners and colleagues across the county to ensure a consistent approach is taken.

Background

5. The Anti Social Behaviour, Crime and Policing Act 2014 introduces the requirement for CDRPs to set up a "Community Trigger" process that allows victims of Anti Social Behaviour (or their representative) to ask for a case review. The CDRP is responsible for setting up a process for handling review requests and responding to them.
6. Each CDRP is now setting up a Community Trigger process. This work is being co-ordinated across Cambridgeshire by Inspector Terri Griffin. The Community Trigger processes need to be in place by 20 October 2014.

Considerations

7. The process below is the recommended way forward for South Cambridgeshire district based on the legislation, guidance and discussion at the countywide working group:



8. There is some flexibility about how we set up our process. The following overall approach for South Cambridgeshire district is based on county conversations, and existing organisational relationships.
- A. ONE POINT OF CONTACT (SPOC) FOR THE WHOLE DISTRICT:
Community Safety Officer, South Cambridgeshire District Council
 - B. CONSISTENT APPROACH ACROSS ALL PARTNERS: draft text agreed across the county on each relevant partner website pointing queries or “triggers” towards SCDC website
 - C. ONE COMMUNITY TRIGGER FORM: the SCDC ASB page will have an overview of the Community Trigger process (see Appendix A), and a web form

(based on a countywide template) for the request for a case review to be submitted.

- D. **FOCUS ON EXCELLENT CUSTOMER CARE:** As a Partnership we want to deliver the best services for our residents. The emphasis will therefore be on listening to the customer's concerns, and quickly reviewing to see what else, if anything, we can do. This may be challenging in terms of timescales and resources, however by listening and responding to concerns it provides an opportunity to deliver excellent services.
 - E. **USE ECINS TO SHARE INFORMATION QUICKLY:** Each agency will upload the relevant information it holds on the case to ECINS within 5 working days of being requested to. This will enable the review to take place quickly and thoroughly.
 - F. **WORKING EFFICIENTLY:** Rather than set up new groups to handle case reviews, we will add any Community Trigger cases to the agendas of the existing network of Tasking and Coordination Group (T&CG) meetings and Locality Groups to ensure cases are reviewed swiftly, with the potential of initially reviewing a case within one week.
 - G. **MONITORING:** We have to keep a record of how many applications for Community Trigger are received; this will be reported in a brief regular agenda item at the monthly CDRP T&CG.
9. The proposed approach has been considered by the CDRP Tasking & Coordination Group, and is recommended for approval at the CDRP Stakeholder Event on 9 October 2014.

Options

10. The Leader could:
- (a) support the proposed Community Trigger process as set out at Appendix A.
 - (b) suggest amendments to the proposed Community Trigger process (Appendix A) for inclusion in the report to the CDRP Stakeholder Event on 9 October.

Implications

11. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

Staffing

12. The District Council will record Community Trigger requests and co-ordinate the responses from partners, working through the existing monthly Locality Groups.

Risk Management

13. The CDRP will initially review the Community Trigger process, assessing functionality and number of reviews requested in January 2014.

Consultation responses (including from the Youth Council)

14. Partners that are represented on the CDRP T&CG have been consulted to date. All partners were happy to progress as recommended.

Effect on Strategic Aims

Aims 1 & 3 – ENGAGEMENT & WELLBEING

15. The Community Trigger will allow victims of Anti Social Behaviour (or their representative) to ask for a case review. The process is designed to give victims and communities reassurance that agencies are taking reports of anti-social behaviour seriously.

Background Papers

Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

Report Author: Philip Aldis – Community Safety Officer
Telephone: (01954) 713344

APPENDIX A

STAGE	WHAT HAPPENS	TIMESCALE
1.Acknowledge	Receipt of your Community Trigger application is acknowledged	Letter CT1 sent within 1 working days (automated)
2.Assess	We will check to see if your Community Trigger application meets the Threshold Test	Assessed within next 5 working days Letter CT2 sent if not Letter CT3 sent if yes
3.Analyse	<p>We will take your concerns seriously by referring it to a monthly group that looks at all the local issues in the District. We will refer your concern to the next appropriate meeting. Meetings are held on a monthly basis across the District.</p> <p>We will look at the:</p> <ul style="list-style-type: none"> • Persistency • Harm or potential harm caused to you • The adequacy of the response <p>We will use the tools template to see what has been done and what can be done. If we believe that we have taken appropriate action, you will be told and the Community Trigger closed.</p>	Discussed at meeting within ONE calendar month
4.Action	If we identify that a course of action can be taken, we will create a short action plan about what can be done next. This will be shared with you.	<p>This will be done within 10 working days of the above meeting take place.</p> <p>The action plan will then form part of our regular meeting agenda to monitor progress.</p>
5.Appeal	If you remain unhappy with our response, then you can appeal and we will ask 3 CDRP Board members to look at the case review	This will be done within 2 months of your appeal

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