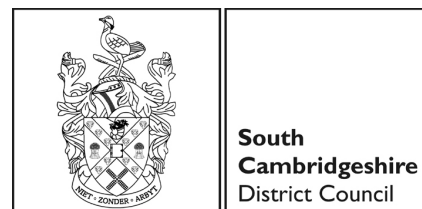


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19 November 2014

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 **SWANSLEY ROOM, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 27 NOVEMBER 2014** at **11.00 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
<b>PROCEDURAL ITEMS</b>		
1.	<b>Declarations of Interest</b>	
2.	<b>Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 25 September 2014 as a correct record.	1 - 4
<b>DECISION ITEMS</b>		
3.	<b>Grants to Voluntary Sector: 6-Monthly Update Report</b>	5 - 30
4.	<b>Community Chest: Funding Applications</b>	31 - 42
<b>INFORMATION ITEMS</b>		
5.	<b>Green Deal Partnership - Progress Report</b>	43 - 46
<b>STANDING ITEMS</b>		
6.	<b>Date of Next Meeting</b> Please bring your diaries.	

## **OUR LONG-TERM VISION**

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

## **OUR VALUES**

We will demonstrate our corporate values in all our actions. These are:

- Trust
- Mutual respect
- A commitment to improving services
- Customer service

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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#### **Disturbance by Public**

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#### **Smoking**

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# Agenda Item 2

## **SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

Minutes of the Leader's Portfolio Meeting held on  
Thursday, 25 September 2014 at 9.00 a.m.

Portfolio Holder: Ray Manning

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: Lynda Harford

Opposition spokesmen: Bridget Smith

Also in attendance: Bunty Waters

### **Officers:**

Patrick Adams

Senior Democratic Services Officer

Gemma Barron

Sustainable Communities & Partnerships Manager

### **1. DECLARATIONS OF INTEREST**

None.

### **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 27 August 2014, were agreed as a correct record.

### **3. ORWELL PARISH PLAN (VERBAL)**

Councillor Wayne Talbot, Chairman of Orwell Parish Council, gave a verbal presentation on the Orwell Parish Plan. He explained that the process had taken approximately six years, but many of the issues raised were ongoing. He advised that a number of different surveys had been carried out, to allow specific issues to be focussed on. The printed parish plan was well received, but the focus was on progressing the actions, which included:

- Tackling dog fouling, which had resulted in the provision of more dog bins.
- The organising of an annual litter pick by the Women's Institute.
- Liaising with Anglian Water over flooding issues.
- The reduction in the speed limit on the A603.
- An increase in the amount of voluntary work.
- Revitalisation of Neighbourhood Watch.
- The setting up of a junior parish council.
- Work with the District Council to introduce a Sunday bus service.
- The identification of an affordable housing site, where unfortunately the drainage capacity was insufficient.

One of the challenges was trying to manage expectations relating to issues that had not yet been addressed. This included the deterioration in the state of the footpaths, which was causing particular difficulties for those in heavy motorised wheelchairs.

The Leader thanked Parish Councillor Wayne Talbot for his informative presentation.

### **4. COMMUNITY CHEST FUNDING APPLICATIONS**

The Sustainable Communities and Partnerships Manager introduced this report, which

recommended that the Leader vire £2,000 from the Service Support Grants Independent Living theme into the Community Chest for allocation in 2014/15, a proposal that had the support of the Environmental Services Portfolio Holder. The report also recommended that the Leader consider applications for Community Chest grants, as laid out in appendix A. An additional grant application from Royston and District Volunteer Centre was also discussed.

The Leader agreed to vire £2,000 into the Community Chest budget. This increased the available funds to £5,680.71. It was noted that further funds could become available later in the year, either through virements from other budgets or from the return of unspent grants.

**Cambourne Parish Council – extension to skate park**

It was noted that the total cost of the project was £64,362, which would have to be paid for by the Parish Council or other grants. This project enjoyed the support of a local member and complied with the terms of the scheme. The Leader agreed to fund the total amount applied for of £1,500.

**Ickleton Society – archive storage**

It was noted that this project had the support of the local member and complied with the terms of the scheme. The Leader agreed to fund the total amount applied for of £650.

**Phoenix Trust (Milton) Ltd – new shed**

It was noted that this project had the support of a local member, made sense in terms of crime reduction and complied with the terms of the scheme. The Leader agreed to fund the total amount applied for of £1,000.

**Willingham Photography Club – new projector**

It was noted that the Leader delegated authority for the decision on this grant to the Deputy Leader, as the Leader was one of the local members for Willingham. Nevertheless the non-executive councillors present stated that:

- It did not seem realistic to award £1,500, when the cost of the project was only £1,267.
- Councillor Bunty Waters stated that she knew of a projector screen that the Club could have free of charge.
- There was no evidence that the projector would benefit other organisations.
- A grant of £1,000 was recommended.

**Royston and District Volunteer Centre**

It was noted that 45% of those who received advice from the Centre were from the District. The project met the scheme's criteria and the Leader agreed to award a grant of £1,030.71, which was all the money left in the scheme assuming that the above grant requests were agreed.

The Leader

**AGREED** to

- A)** 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)** Award the following amounts from the Community Chest scheme:

<b>Name of applicant</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Total applied for (£)</b>	<b>Total agreed (£)</b>
Cambourne Parish Council	Cambourne	Extension and enhancement of Skate park	1,500	1,500
The Ickleton Society	Ickleton	Purchase of archive storage	653	650
The Phoenix Trust (Milton) Ltd	Milton	Purchase of a new hand tool wood work shed	1,500	1,500
Royston & District Volunteer Centre	Residents south of the District	Purchase of a personal computer	1,410	1030.71

## 5. COMMUNITY TRIGGERS REPORT

The Sustainable Communities and Partnerships Manager presented this report on the Community Trigger process that comes into force on 20 October 2014. She explained that three reports of anti-social behaviour in a six month period were required for a case review.

It was noted that ECINS was a computer system that allowed partners to share sensitive information in a secure network.

The Leader expressed his support for the Community Trigger process.

## 6. DATE OF NEXT MEETING

The Leader **AGREED** to hold the next meeting on Thursday 27 November at 11am.

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**The Meeting ended at 10.00 a.m.**

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# Agenda Item 3



**REPORT TO:** Leader's Portfolio Meeting

27 November 2014

**LEAD OFFICER:** Director, Health and Environmental Services

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## **GRANTS TO VOLUNTARY SECTOR: 6-MONTHLY UPDATE REPORT**

### **Purpose**

1. To examine the delivery of grant programmes funded by the Council during the first six months of 2014/15.
2. This not a key decision because it reviews expenditure within current budgets. It has been brought before the leader following agreement within the Grants Review of 2013.

### **Recommendations**

3. It is recommended that the Leader approves the continued provision of grant assistance to the current grant recipients issued through the Service Support Grant fund (subject to three year funding agreements) as agreed (Joint Portfolio Holders Meeting September 23 2013).
4. It is recommended that the Leader approves the opening of a further round of grant applications under the Community Transport theme of the Service Support Grant fund, providing a further £8,461 of additional support to the Community Transport sector this financial year.
5. It is recommended the Leader notes the delivery of all other grant programmes within the scope of this report, as currently delivered.

### **Reasons for Recommendations**

6. The closed Capital Grants programme (Appendix 1) retained financial commitment to 23 projects at the beginning of the 2014/15 financial year. A further 6 projects have completed since 1 April 2014. For some applicants the search for match funding is still on-going, however, most are on a strong footing.
7. Regarding the open programmes (Appendix 2), the majority of organisations receiving grant support have delivered the agreed outputs to time and to budget, achieving the objectives of the individual grant programmes. All recipients are being actively monitored.
8. The three year programme of Service Support Grants (approved at the joint portfolio holder meeting 23 May 2013), saw the Community Transport strand of this grant fund undersubscribed by £3,626 in year 1 (13/14) and £4,835 in year 2 (14/15). It was agreed that these unallocated funds be held in reserve, in the light of reducing levels of subsidised bus services resulting from the on-going Cambridgeshire Future Transport review, with a view to offering further bidding rounds to Community Transport operators later in the three year program.

## Background

9. South Cambridgeshire District Council concluded its Grants Review in February 2013, a process first begun in 2011. As a result significant changes were introduced allowing a tighter focus on priorities, with grants and partnership funding arrangements simplified into six themes.
10. For each of the six themes lead responsibility was given to the respective Portfolio Holder (as detailed in Appendix 1 of the Background Paper, Leaders Portfolio Holders Meeting February 01 2013). These themes were:
  - (a) Supporting Parishes and Community Activities
  - (b) Voluntary Sector – Advice and other grants
  - (c) Sustainable Energy
  - (d) Housing and Independent Living
  - (e) Planning and Economic Development
  - (f) Young People
11. The scope of this report covers the outstanding payments from the closed Capital Grants programme, the transition arrangements to support community arts and the following on-going programmes:
  - (a) Supporting Parishes and Communities
    - (i) Community Chest
  - (b) Voluntary Sector – Advice and other grants
    - (i) Service Support Grants
      1. Generalist and Specialist Advice
      2. Community Transport
      3. Independent Living
      4. Support Parishes and Communities
      5. Homelessness Prevention
  - (c) Sustainable Energy
    - (i) Travel for Work and energy projects
  - (d) Housing and Independent Living
    - (i) Mortgage advice
    - (ii) Benefit Reform transition grant to CAB
    - (iii) Mobile Warden Scheme
  - (e) Planning and Economic Development
    - (i) Museum
    - (ii) Wildlife Enhancement
  - (f) Young people
    - (i) Young peoples partnership
    - (ii) Young peoples work
    - (iii) Elite Athletes grants programme

Out of scope: Home repairs (£100k); Disability Facilities Grant (£10k)

12. The maximum award for the Community Chest was increased from £1,000 to £1,500 in January 2014 following agreement at the Leader's Portfolio Meeting on 16 January 2014.

13. It was also agreed at the Leader's Portfolio Meeting on 16 January 2014 that the Youth Council review applications to the Community Chest benefitting 0-17 year olds and make recommendations to the Leader. This mechanism has now been applied, with the Youth Council considering the applications and subsequently making recommendations to the Leader.
14. On 17 July 2014 the Leader agreed to make decisions on future Community Chest applications at his Portfolio Holder Meetings. Applications were discussed in August and September.
15. The Independent Living theme of the Service Support Grant was underspent by £2,000 (Arts and Minds running only one of the two courses they had been supported to offer in year 1 of their grant agreement). With the approval of the Portfolio Holder for Environmental Services, this underspend was made available on 25 September 2014 to extend the Community Chest.
16. The three-year programme of Service Support Grants (approved at the joint portfolio holder meeting May 2013), saw the Community Transport strand of this grant fund undersubscribed by £3,626 in year 1 (13/14) and £4,835 in year 2 (14/15).
17. It was agreed that these unallocated funds be held in reserve, in the light of reducing levels of subsidised bus services resulting from the on-going Cambridgeshire Future Transport review, with a view to offering further bidding rounds to Community Transport operators later in the three year programme.

### **Considerations**

18. The now closed capital grants programme retains financial commitments to 15 projects currently being undertaken around the district. There are no significant issues affecting the progress of the remaining projects and these are anticipated to come in at the expected budget, with the possible exception of the Melbourn Play Parks Project (£2,120).
19. The grant programmes included in the Grants Review (set out in paragraph 7) are reported in detail in Appendix 2.
20. Intensified promotional effort and an increase in the maximum award has meant that demand for the Community Chest has grown and remained strong, resulting in the early closure on the scheme for this financial year. The scheme is advertised as being 'first come, first served'.
21. Possible further funding for the Community Chest in 2014/15 will be discussed as part of the Community Chest Report to the Leader's Portfolio Holder Meeting on 27 November 2014.
22. The under-subscribed Community Transport Service Support Grant fund stream for the current and previous financial year has a combined value of £8,461, which is sufficient to justify opening a new round of grant applications, for projects which can be completed within the existing three year programme.
23. The Cambridgeshire Future Transport review of subsidised bus services has achieved efficiencies, but services are likely to be further reduced as a result of the county's discussions on passenger transport services.

## **Options**

24. The Leader could approve, vary or discontinue with the current grant funding arrangements for the Service Support Fund (subject to three year funding agreements).

## **Implications**

25. 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:

## **Legal**

26. Arrangements are in place with grant recipients, which should be followed, if a variation or discontinuation of funding is agreed.

## **Consultation responses (including from the Youth Council)**

27. The Strategic Planning and Transportation Portfolio Holder is supportive of the proposal to open a further bidding round for the Community Transport strand of the three-year Service Support Grants.

## **Effect on Strategic Aims**

28. Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

## **Background Papers**

Leaders Portfolio Meeting 1 Feb 2013

<http://moderngov/ieListDocuments.aspx?CId=883&MId=5969&Ver=4>

Joint Leader, Planning Policy and Localism and Environmental Services Portfolio Holders Meeting 23 May 2014

<http://moderngov/ieListDocuments.aspx?CId=883&MId=6132&Ver=4>

Leaders Portfolio Meeting 16 Jan 2014

<http://moderngov/ieListDocuments.aspx?CId=883&MId=6032&Ver=4>

Leaders Portfolio Meeting 17 July 2014

<http://moderngov/ieListDocuments.aspx?CId=883&MId=6335&Ver=4>

**Report Author:** Clare Gibbons - Development Officer  
Telephone: (01954) 713290

## Appendix 1 Close grant programmes

### (a) Community Facility Grant

Year Grant Awarded	Applicant	Project Details	Grant Amount	Payments Made	Outstanding Amount	Status at 8th Sept 2014
			£	£	£	
2010/11	Cambourne Youth Partnership	Music and film-editing equipment	4,650.00	2,908.83	1,741.17	Claim now with Jackson Mazombe – Romsey Mill, August 2014.
2011/12	Townley Memorial Hall Trust	New Multi-Use Hall	15,000.00	15,000.00	0.00	Opening ceremony sept 2014.
	Swavesey VC	Satellite connections at Swavesey Screen	1,000.00		1,000.00	Ellen Nowak (new ADM) is now on the case and progressing well (aug 2014).
	Papworth Hospital Charity	Voices from the Village of Hope'	3,614.00	2,000.00	1,614.00	Awaiting final claim and sign-off, probably in May 2014 when final figures are known (expected October)
	Duxford Parish Council	Refurbishment of the play area	25,000.00	0.00	25,000.00	Work now complete for Phase 1 and inspected by RoSPA. Awaiting information re Phase 2
	St Andrews Centre, Histon	Redevelopment of the Church Halls	40,000.00	40,000.00	0.00	Opening ceremony - 7th June
	Arrington Assembly Rooms	Replacement windows and loft insulation	8,800.00	8,800.00	0.00	Work complete and claim made 4th June. Signed-off by BC and grant paid.
2012/13	Weston Colville Cricket Club	Upgrade of changing rooms	3,000.00	3,000.00	0.00	BC signed-off and final grant paid July 2014.
	Little Shelford Sports and Recreation Trust	New Sports Pavilion	32,500.00	29,250.00	3,250.00	Work now underway - 10th June, first payment paid July.
	Cottenham Parish Council	New changing rooms on recreation ground	40,000.00		40,000.00	Work to complete Sept/Oct 2014.
	Linton PC & Granta FC	Extension and improvements of pavilion	18,094.00	18,094.00	0.00	Final payment made April 2014.

	St Peter's Church, Papworth	New Community Room, kitchenette and toilet	10,000.00	10,000.00	0.00	Final claim paid June. Dedication ceremony June.
	Whittlesford & Duxford Scout Group	New extension and rebuild of existing hut	30,000.00	27,000.00	3,000.00	Planning permission granted and programme going forward - work now underway. First claim paid sept 2014.
	Hardwick Scout Group	New Community Building	30,000.00		30,000.00	Planning application approved. Work due to commence spring 2015.
	Hauxton Parish Council	New Village Hall - architects fees	7,500.00	6,259.00	1,241.00	First claim paid - awaiting further developments.
	The Kingston VH Management Committee	Refurbishment of the Village Hall	38,800.00		38,800.00	Split project into 3 phases. Work due to start in October 2014.
	Harston VH Trust	Refurbishment of the Village Hall	25,000.00	25,000.00	0.00	Final claim paid September.
	Steeple Morden VH Committee	Refurbishment of the Village Hall	18,093.00		18,093.00	Continuing efforts to raise funds - made aware of GrantGrabber.
	Willingham PC	New Youth Venue at the Ploughman Hall	13,000.00		13,000.00	Work due for completion end of October 2014..
	Comberton PC	Extension to the Recreation Ground	2,500.00	2,500.00	0.00	Work undertaken and grant paid Sept 2014.
	Histon and Impington PC	Purchase of Land for New Recreation Ground	2,500.00	2,500.00	0.00	Final claim paid September.
	Cottenham Parish Council	Improvements to Skatepark	2,500.00		2,500.00	Awaiting several quotes and continuing to seek funding.
	Longstowe VH & Sports Ground Committee	New village Hall and Pavilion	2,500.00	2,400.00	100.00	Planning application submitted. First claim for professional fees paid Dec. Project now under new Lead - new consultation with villagers and probable change of direction in plans.

	Melbourn Play Parks Project	Art in the Playpark	2,120.00	0.00	2,120.00	Project not undertaken - PC looking at options - may/may not choose to undertake project under the original remit. Await update.
<b>At the close of the program there were commitments of £537,371.00 to 37 on-going projects. Payments made since amount to £350, 911.83, with 22 projects now closed.</b>						<b>£186,459.17 outstanding</b>
						<b>15 projects open</b>

## (b) Arts Development Officers: transition arrangements

The council's contribution towards funding of Arts Development Managers, based at the village colleges was withdrawn July 2013, with £40,000 to be awarded as a one off grant allowing officers to work with the Village Colleges, StART, Wysing Arts and others to put in place new arrangements and business/transition were both under development in the first six months of the year.

Payments of £4,666 were made to Sawston Village College and to Melbourn Village (Swavesey and Impington Village Colleges had vacancies and therefore did not charge for ADM post salary).

The Transition Plan with outline Business Case was received 18 December 2013 and subsequently the payment of £40,000\* made to support the new arrangements (which has been matched with an additional sum of £20,000 from the Norfolk and Norwich Festival). A progress report is due in January 2015.  
Paid to Sawston Village College on behalf of stART.

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## Appendix 2 Open Grant programmes

### (a) Supporting Parishes and Communities

#### (i) Community Chest:

The following grants were awarded during Q1-2 of 2014/15

<b><i>Name of Organisation</i></b>	<b><i>Project Description</i></b>	<b><i>Amount approved by Pfh (£)</i></b>
Gamlingay Rainbow Pre-School	To purchase play equipment for the play area for the garden area.	1,500.00
Abington Pigotts Village Hall	For a Structional Engineer to survey for a new roof.	1,500.00
Longstanton Parish Council	To restore the village sign	1,000.00
Over Day Centre	To help purchase a new mini bus	1,500.00
South Cambs School Partnership	To purchase sports equipment to be held by the SSP and loaned to the schools.	1,500.00
Balsham Parish Council	Tree and hedge planting scheme	220.00
Balsham Parish Council	Purchase a new notice board	652.22
Cottenham Community Centre	Purchase and installation of Audio/Visual equipment	1,200.00
St Mary's Church, Shudy Camps	Repairs to the south section of the west churchyard wall	1,500.00
Papworth Tennis Club	Improvement of wheelchair access to tennis clubhouse	1,500.00
Fowlmere Recreation Ground and Village Hall	Improvements of sound quality.	1,500.00
Willingham Youth Trust	Equipment and furnishings for the new Youth Venue	1,500.00
Arrington Parish Council	Restoration of the Play Area	1,500.00
Little Shelford Parish Council	Creation of a Village Green	1,240.60
Light Up Cambourne	Installation of additional lamp post sockets and LEDs for Festive Lights	1,000.00
Steeple Morden Bowls Club	Replacement of inefficient heaters with convector heaters	600.00
Fulbourn United Reformed Church	Improvements to access to church hall, especially for those with mobility needs.	1,500.00

Great Shelford Parish Council	Hire of marquee and grandstand for Tour De France	750.00
Hatley Parish Council	New furniture for the village hall	1,426.44
Willingham Parish Council	Creation of a natural balance trail	1,500.00
Pampisford Parish Council	Tree and hedge planting scheme	1,427.58
1st Bar Hill Scout Group	Improvements to the layout of premises and renewal of heating system	1,500.00
Phoenix Acapella Showcase Chorus	To purchase a laptop computer	200.00
Willingham Bowls Club	Replace lawnmower	1,500.00
Meldreth Bowls Club	Repairs to the pavilion	1,038.00
Great Shelford Festival of Wheels	'Start-up costs' for the event	650.00
Harston Parish Council	Refurbishment of the village war memorial	1,000.00
Fen Drayton Village Hall	Improved disabled access	1,500.00
Coton Village Hall	Purchase of folding tables and trolleys	1,000.00
Stapleford Parish Council	Purchase a bench and boot scraper for the Pavilion	350.00
Ickleton Allotment Association	To supply mains water to allotments	1,500.00
Madingley Village Hall	Contribution towards electrical work. Improvements to lighting, background heating and mechanical ventilation	1,500.00
The Friends of St Mary's Church	For cleaning and restoration of the organ	1,500.00
Over Puddleducks Pre-School	To purchase outdoor equipment	1,411.72
Orwell Football Club	To purchase touchline barrier equipment	251.23
Fen Drayton Parish Council	To repair and clean the village war memorial	1,400.00
Elsworth Sports Club	To purchase a replacement cricket square roller	1,500.00
The George Long Charity for Swavesey Memorial Hall	To replace the hall floor	1,500.00

Eltisley Parish Council	Purchase and installation of a pod-swing at Pocket Park	1,500.00
Grinnel Hill BMX Club	Purchase of a lawnmower	1,500.00
Comberton Tennis Club	To build a new court gate and improve the existing pavilion	1,400.00
1st Whittlesford & Duxford Scout Group	To purchase equipment, including white goods for new club	690.00
Gamlingay Football Club	Installation of officials' shower room at the Ecohub	1,000.00
Cottenham United Sports and Social Club	Recarpet clubhouse	834.00
Hinxton Parish Council	Replace village hall roof	1,500.00
Shelford and Stapleford Youth Initiative	Purchase of audio visual equipment, sports equipment and other resources.	1,000.00
St Mary's Church, Guilden Morden	New kitchen and toilet facilities	1,500.00
Cambourne Parish Council	Extension and enhancement of the Skate park	1,500.00
Willingham Photography Club	Purchase of a new projector	1,000.00
The Ickleton Society	Purchase of archive storage	650.00
The Phoenix Trust (Milton) Ltd	Purchase of a new hand tool wood work shed	1,500.00
Royston and District Volunteer Centre	Purchase of new computer equipment	1,030.71
Grant returned, Gamlingay Allotment Holders Association	(Change of use not approved)	-£1000
	Budget allocation	£60,022.50
	Budget remaining	£0.00

**Status: The Community Chest received an additional £2,000 from the Independent Living strand of the Service Support Grant fund, underspent at the end of FY 2014/15. Grant fund now exhausted and as a result closed to new applications.**

## Voluntary Sector – Advice and other grants

### (i) Service Support Grants

#### 1. General and Specialist Advice themes (reporting to PfH Leader)

##### **General Welfare Advice:**

The provision of free, independent, confidential and impartial advice to South Cambridgeshire residents on their rights and responsibilities in all the following areas: debt, benefits, employment, housing, legal and relationship/family matters.

##### **Specialist Advice:**

The provision of free, independent, confidential and impartial advice and advocacy to residents who are disabled, carers and to families with disabled children.

Grant recipients are required to facilitate access to these services where residents are unable to travel to district centres.

The Service Support Grant fund incorporated this theme when it was re-launched in May 2013. This was in order to streamline the application process and optimise the administration of the scheme.

Allocations to the four CABx to provide these services are shown in the table below.

Bureau	Year 1 (Q2-4) allocation	Payment made for Q2-4	Allocation by CAB 14/15	Payment Made Q1-2	Payment due Q3-4
<b>General Welfare Advice</b>					
Cambridge CAB	£45,530	£45,530	£60,510	£30,255	£30,255
Uttlesford CAB	£4,700	£4,700	£6,250	£6,210	£40
West Suffolk CAB	£4,700	£4,700	£6,250	£6,210	£40
North Herts CAB	£14,070	£14,070	£18,990	£15,000	£3,990
Sub totals	£69,000	£36,995	£92,000	£57,675	£34,325
<b>Specialist Welfare Advice</b>					
Cambridge CAB	£2,475	£2,475	£3,290		£3,290
Uttlesford CAB	£255	£295	£345		£345
West Suffolk CAB	£255	£295	£345		£345
North Herts CAB	£765	£765	£1,020		£1,020
Sub totals	£3,750	£3,830	£5,000		
<b>Total Welfare Advice</b>					
	£72,750	£72,830	£97,000		

**Cambridge and District CAB** is the lead member of the four bureaux who together achieve 100% coverage across the district. The following report was prepared by Cambridge and District CAB on behalf of all four CAB. The other bureaux are:

**North Hertfordshire CAB** provides general welfare advice from its office in Royston, but also from Letchworth and Hitchin. It also operates an advice line. In addition to core activity, this grant funds a caseworker 10hrs/week dealing with welfare rights

(benefit reform) and debt (largely Council Tax and rent arrears). This service operates from the Royston office in the first instance, but now also operates two sessions per month from the Melbourn hub (from the beginning of March 2014).

**Uttlesford CAB** is situated in Saffron Walden. Last year it saw clients from 16 wards in South Cambridgeshire, with residents of Duxford, Sawston, Linton, Balsham and Whittlesford in particular opting to access services from this bureaux. In addition to advise on Debt, Employment, Housing, Legal, Immigration and Family/Relationship issues, they deliver specialist advice on disability benefit. They are soon to introduce services which cater for deaf clients, a specialism which South Cambs residents will be able to access by virtue of our core funding.

**West Suffolk CAB** provides access to South Cambs residents access at their Haverhill bureau. However, the phone network between the West Suffolk CABx offices is being upgraded, thus improving the remote access to their advice services. This bureau also provides training, including to school and college students, to assist financial capability and thereby enable better money management and avoidance of unmanageable debts in future.

#### **Summary of Activity in South Cambridgeshire undertaken by the four bureaux during 2014/15 during the first two quarters**

The following data relates to the sum of combined activity across the four bureaux serving the district.

Client numbers and activity: There were 1,456 unique clients, with 4,494 advice issues; their nature and number of these advice issues are detailed in the table below

Advice issue	Number	Advice issue	Number
Benefits	1,213	Housing	345
Consumer	150	Immigration	55
Debt	1,290	Legal	207
Discrimination	20	Other	107
Education	20	Relationships	339
Employment	414	Tax	22
Financial services	143	Travel	43
Health & community care	56	Utilities	70
<b>Total number of advice issues</b>			<b>4,494</b>

**Outreach:** Across the range of remote and self help advice resources throughout the district, 3035 (3863 for the whole year last year) people have used the touch screen kiosks in and visited 17,547 pages in the half year. The most popular topics in order were relationships; benefits; employment; debt; healthcare. The new kiosk at Cambourne is the most well used. The outreach/self help work is being further developed with the deployment of a new form of touch screen help – tablets – as part of the lottery funded SCAN project.

The benefit to the district is disproportionate to the level of funding attributable to the district, i.e. South Cambridgeshire clients represent 44% of their total work, but South

Cambs funding represents only 7% of their income, with new clients from South Cambridgeshire representing an increasing proportion of their workload (up during the reporting period to 47%). Of this work, only 1% results from referrals from another agency, reflecting the fact that in rural areas the CAB may be the only port of call available.

The intervention provided by the CAB results in a considerable collective financial benefit to the district, totalling a financial gain of £899,952.

The CAB advised on debt worth a total of £3,183,718.00. The table below shows the nature and value of this debt.

Debt Type	Total Debt Amount (£)	Debt Type	Total Debt Amount (£)
Benefit overpayment	£158,201.59	Mobile phone	£36,147.54
Business debt	£5,748.28	Mobile phone (essential)	£200.00
Cable/Satellite/Digital TV	£6,771.33	Mortgage arrears	£296,277.73
Cable/Satellite/Digital TV (essential)	£281.00	Mortgage shortfall debt	£242,988.53
Catalogue/Mail order	£116,756.91	Other	£187,781.32
Child Support/Maintenance arrears	£4,900.00	Overdraft	£120,963.23
Council Tax arrears	£169,765.33	Parking/Traffic penalty charges	£10,078.87
Credit card	£672,495.60	Payday lending	£55,184.05
Credit union	£6,830.50	Rent arrears	£85,895.84
Credit union loan	£583.00	Secured loan arrears	£16,449.54
Debt to friends or relatives	£35,855.00	Social fund loan	£5,236.81
Electricity	£30,018.70	Store card	£23,319.37
Former tenancy arrears	£26,099.78	Student loan company/fees	£11,686.51
Gas	£28,796.02	Telecom packages (TV, phone and internet)	£5,614.31
Hire purchase/Conditional sale	£54,800.24	Telephone	£4,880.65
Income tax/NI arrears	£150,428.70	Unsecured loan	£505,809.43
Magistrates' Court fine	£11,702.21	Water rates arrears	£95,170.08
<b>Total debt across all categories</b>			<b>£3,183,718.00</b>

**Case studies:** The Service Level Agreement requires the CABx to provide case studies to illustrate their work; received. These case studies are separately presented.

**Status:** Delivery is in accordance with the requirements of the Service Level Agreement

## 2. Community Transport

Community Transport Theme (formerly reporting to Planning Policy and Localism Portfolio Holder)

The fund was open to applications from

(a) Operators of community transport schemes currently delivering or

(b) Operators of community transport schemes planning to deliver Community Transport services within South Cambridgeshire and for South Cambridgeshire residents

(c) To Engage with geographic communities or user groups to

- Promote existing services to increase take up of provision
- Develop new services which meet identified need

(d) To develop the quality and capacity of community transport schemes, to include the development of learning networks to advance good practice and cooperation among Community Transport providers.

Allocation of Service Support Fund grants under the Community Transport theme are shown in the table below

Grant Recipient	Allocation 13/14	Payment made	Allocation 14/15	Payment made 14/15	Payment due Q3-4
Royston & District Community Transport	£3,077.75	£3,077.75	£3,165	£3,165	
Cambridge Dial-a-Ride	£4,030.00	£4,930.00	£5,333	£5,333	
3 Counties Transport	£1,523.75	£1,523.75	£2,000	£1,500	£500
Care Network	£2,000	£2,000.00	£2,667	£2,667	
Remains unallocated		£3,626	£4,835		

All existing recipients of Service Support Grant Community Transport theme funding were successful in the 2013-2016 application round.

**Royston and District Community Transport** consistently deliver a valued service for South Cambs residents. They provide low cost door-to-door transport through their scheme, which is open to anyone who cannot use public transport for reasons of age, impaired mobility or the lack of a public transport option. This is achieved, in part, by the voluntary effort of over forty volunteer drivers operating in the district. The grant awarded covered core funding support.

Funding agreed: YR1 Q1 £703.75; Q 2-4 £2,374; YR 2 £3,165; YR 3 £3,165, total £8,704

Key achievements in line with the schedule of grant:

Of RDCT's 1157 members, 244 of its users in the first six months were from South Cambridgeshire, covering 22 parishes.

1,883 journeys were undertaken in South Cambridgeshire; 30,051 miles driven.

**Cambridge Dial-a-Ride** provides a set fare service, visiting villages on a daily, weekly, fortnightly and monthly schedule, according to demand. They offer services into Cambridgeshire and group travel across the region. This grant affords a contribution towards core costs, although the grant awarded is small proportionate to their running costs.

Funding agreed: YR1 £4,000, YR2 £5,333, YR 3 £5,333, totalling £14,666

In the first six months of the year CAMDAR the South Cambridgeshire ridership figures are 771 passenger journeys under Dial-a-Ride and 2497 passenger journeys under group hire arrangements.

CAMDAR have reviewed their charging schedule in the light of the announcement from the county council of withdrawal of their 50% reimbursement to for concessionary bus pass holders on Section 19 services from April 1 2015. By raising their fares by £2 for a return journey this loss of funding should be offset by an additional £16,000 generated through revenue. So far the increase in fare does not appear to be deterring users. However, the prospect of withdrawal of their core award from April 1 2016 potentially jeopardises their entire operation and a pro-active response to these changes will be the prime focus for 2014/15. One possible outcome of reduced funding would be focus activity within the city of Cambridge, withdrawing the service from the district in its entirety. The uncertainty in funding has meant CAMDAR have opted for a three year rather than five year lease on renewal, which they have therefore had to take on less favourable terms, increasing overheads.

**3 Counties Transport**, based in Haverhill, serve South Cambridgeshire villages with wheelchair accessible minibuses for villages in the South East of the district, taking people into Haverhill on Mondays. Their vehicles are also available for group hire to South Cambridgeshire organisations. In addition they provide MIDAS driver training, an important element of support to fellow CT operators.

The grant awarded covered core costs.

Funding agreed: YR 1 £1,500, YR 2 £2,000, YR 3 £2,000, totalling £5,500

In the first six months of this financial year three new South Cambridgeshire groups have begun using 3CT for minibus group hire. There were 202 single passenger journeys on the Dial A Ride service; Dial a Ride and Group hire figures are up (providing transport to 285 group members in the first six months), although community car use is not increasing (210 passenger journeys).

**Care Network** This organisation was awarded grant to support ongoing work of establishing and supporting community car schemes, a vital component of the Community Transport offer across the district.

Funding agreed: YR1 £2,000, YR2 £2,667 YR3 £2,667 totalling £7,334

There are 28 car schemes that are supported in the South Cambridgeshire district.

There were a total of over 90 contacts with these schemes. Of these contacts, four schemes received a more substantive amount of support.



Car schemes recently launched or in their infancy include Bar Hill (this now has three regular clients, a temporary coordinator and two drivers, with a further driver awaiting their DBS check); Bourn (launched September 28<sup>th</sup> and to focus on medical journeys); Histon and Impington, launch is planned for October (over 20 users currently being served by the Cottenham Care Cars, part-time coordinator in place and two drivers).

A complaints procedure for car schemes has been developed and will be incorporated into the Car Scheme fact pack.

**Status: RDCT, Cambridge Dial-a-Ride, 3CT and Care Network have all broadly met the requirements of their SLA agreement for this F/Y. Areas of concern will remain financial sustainability issues given the reduction in county council funding to CT operators.**

### 3. Independent Living

Independent Living theme (reporting to the Health and Environmental Services Portfolio Holder)

This fund was open to organisations providing support to South Cambridgeshire residents to maintain their independence and reduce rural isolation, either through service provision or a means of access to services which

- Support the set up and continuation of good neighbour and befriending schemes (excluding Mobile Warden Schemes and Community Transport Schemes).
- Offer advice, information and support to those who would otherwise be unable to live independent lives;
- Support carers; and/or
- Tackle loneliness, dementia and depression.

Table 3: Allocation of Service Support Fund grant under the Independent Living theme

Grant awarded to	2013/14 (Q2-4)	Payment made (Q2-4)	Outstanding payment	Payment made 14/15	Allocation 14/15
Age UK Cambridgeshire	£ 1,750	£ 2,250	(£500 over-payment)	£4,000	£4,000
COPE	£ 3,750	£ 3,750			£5,000
Arts and Minds	£5,000	£0	£250	£7,250	£5,000
Care Network	£3,000	£3,000		£4,000	£4,000
Underspend	£2,000 underspend from 13/14 vired into the Community Chest				

**Age UK Cambridgeshire** - support older people to improve their experience of later life, through a range of preventative services and support which assist people to remain independent and increase their resilience to cope and be part of their local communities.

Funding agreed: FY1 £1,750, FY2 £4,000, FY3 £4,000 Total £9,750

Key achievements in line with the schedule of grant:

The SCDC funding awarded was used to raise the general awareness of AgeUK Cambridgeshire Information, Advocacy and Information Service through the 0300 666 9860 Helpline gateway number. The advice line is operated locally Monday – Friday, outside of these times callers are redirected to the national helpline, any locally specific issues the enquiry is transferred back to the local service for follow up.

In the first 6 months the South Cambs callers formed 8% of the total calls, up 3% on the same period last year. Of the 317 calls,  
210 were from older people themselves  
92 from relatives/concerned neighbours  
15 from Health Professionals

During this period 6 talks were given to older people's groups and meetings at the invitation of the clubs' organisers. Presentations were also given to the health professionals at GP surgeries in Cottenham, Waterbeach and Willingham. Each attendee is given a tailored information pack, for themselves, or to give to others.

#### **Age UK is on track to meet the grant requirements for 14/15.**

**COPE** - promote the interests of people aged 50 or over, through signposting, consultation, co-ordinating and advocacy, with the aim to reduce social exclusion, challenge ageism, promote active ageing, reduce isolation and demonstrate what older people can do in Cambridgeshire.

Funding Agreed FY1 £3,750, FY2 £5,000, FY3 £5,000

Key achievements in line with the schedule of grant:

Regular monthly newsletters have been distributed to all COPE members , of which there are 872 in South Cambridgeshire.

COPE has contributed at meetings of the AgeUK Policy Sounding Board, the Cambridgeshire Older Peoples Partnership Board, the Local Health Partnership, Futures East, Cambridgeshire Health and Wellbeing Board consultations and workshops, other Older Peoples groups and has reported back to members on the activities of these bodies.

COPE have consulted their members on the future of the Handyperson services as part of the countywide procurement of the Handyperson service with which South Cambridgeshire District Council is involved.

**Arts and Minds** - offer people living with mental health problems and their carers, opportunities for participation in, and experience of, high quality arts and culture, in order to maintain mental health and support recovery when they become ill in Cambridgeshire.

Funding Agreed FY1 £5,000, FY 2 £5,000, FY 3 £5,000

Arts and Minds were unsuccessful in securing enough match funding to run two courses over the last financial year. They were, however, able to run one course, which ran from March 11 2014 till June 06 2014 and were therefore eligible to claim an additional £2,500 from the sum rolled over from last financial year, in addition to their YR2 allocation. They are able to be paid a further £250.

The courses are 12 weeks in duration and offer weekly workshops plus a visit to an art gallery, culminating in a celebration event where participants can invite friends and family to see the work they have created. This is followed by a week-long exhibition open to the public.

In the first six months of the year the first of this financial year's two courses began in Cambourne, with 14 participants registered, from across South Cambridgeshire. The scheme is seeing increasing numbers of referrals from GPs as the sessions begin to gain profile.

#### **Grant funded activities are on track for 14/15.**

**Care Network** – through the development of community and voluntary groups it helps to establish and support, it aims to allow older and vulnerable adults to stay independent and live fuller lives.

Funding Agreed: FY 1 £3,000 FY2 £4,000, FY 3 £4,000

45 Community groups and schemes are supported in South Cambridgeshire. There were 200 separate contacts with these groups over the first six months, with 9 community groups receiving more substantive support.

New groups established:

1 new community group was established – “Singing for Fun” in Cottenham, which is proving popular. In addition, Haslingfield Meals on Wheels began operations in early September, Swavesey Social Circle, launched in June and Great Shelford Club, May.

Care Network has promoted opportunities for volunteering in South Cambridgeshire and has evidenced joint working with other organisations.

Care Network have rolled out the concept of Intergenerational Events (originating from the Cambridge Celebrates Age event hosted by Melbourn Village College), with the village colleges. An event planned during the last two quarters (but delivered in April 2014) was developed with Cambourne Village College and supported by Timebank, Cambourne Church and Community Car Scheme, with financial assistance from Cambourne Parish Council and Morrisons. The event proved so successful it will now be adopted by Cambourne Village College as a twice yearly fixture.

Cottenham Village College hosted an Intergenerational coffee morning in September (advertised within the Cambridgeshire Celebrates Age brochure). In Comberton intergenerational work is taking a different turn and intergenerational gardening is now being explored.

**Status: The budget underspend at the for this theme was redirected, (decision Leaders PfH ,,,,, ) with £2,000 vired into the Community Chest fund (with the agreement of the PfH for Environmental Service)**

#### **4. Support for Parishes and Communities**

Support for Parishes and Communities theme (reporting to the Leader)

This fund was open to applications from

1. Organisations providing support to local community groups and charitable bodies who themselves wish to provide services for South Cambridgeshire residents to deliver

- The provision of services and support to enable effective, sustainable and legal operation in the provision of services and activities for South Cambridgeshire residents, including Practical assistance and support including fundraising and training
- General support on governance, management and employment

The representation of the Voluntary Sector at a strategic level, facilitating third sector involvement in shaping the delivery of public services.

The facilitation of consultation and communication, including providing an effective liaison function between the District Council and the voluntary, community, charitable and social enterprise sector in South Cambridgeshire and assist in capacity building of the voluntary sector

2. Organisations providing training to parishes

- The provision of a bespoke training programme for Parish Councils, developed in cooperation with South Cambridgeshire District Council and parish councils, which may include such topics as Facilities Management, Business Planning and Fundraising

When awards were determined, no grants were offered to deliver activity (2); the Leader decided to take Parish Training in house (Decision, Joint Portfolio Holders Meeting May 23 2013).

Allocations given are recorded in the table below

Grant Awarded to	2013/14	2014/15	2015/16	Outstanding this F/Y
Cambridge CVS	£6,375	£8,700	£8,700	-
Care Network	£2,625	£3,300	£3,300	-

**Cambridge CVS** have delivered as agreed in the South Cambs schedule appended to the joint service level agreement between Cambridgeshire County Council, NHS Cambridgeshire CC, Fenland District Council, South Cambs DC and CVS5 (Cambridge CVS, VCA Hunts and Hunts Forum). Payment of grant is direct to Cambridge CVS.

Funding agreed: FY1 £6,375, FY2 £8,700, FY3 £8,700

Representation of the voluntary sector: C CVS represented the voluntary sector at key partnership meetings (attendances reported on its new C CVS blog and via its Newsletter).

Promotion of CVS to South Cambs District: Shape your place and Cambs.net entry updated regularly.

Support for voluntary organisations and community groups to fulfil their missions more effectively.

6 funding alerts were sent to member organisations and 15 1:2:1 advice sessions concerning funding were delivered

23 1:2:1 general support sessions were delivered over the first six months.

Training: In the first quarter 36 individuals working for 23 different groups in South Cambs attended C CVS training or events.  
In the second quarter, presentation of use of social media to parish clerks event (19 Sept).

C CVS continues to communicate via newsletter and e-bulletin to both its members and to non-member e-contacts.

**Care Network** reporting combined with the Independent Living theme, given above, due to the overlap in delivery against these two themes.

Funding agreed: FY 1 £2,625, £3,300, £3,300

**Status: Delivery against this theme is in accordance with the grant agreements.**

## 5. Housing

Grant support for organisations working for Homelessness Prevention was incorporated within the Service Support Grant Scheme (coordinating the administration of these schemes reduced the staff resource required for administration).

### 1.3 Activities supported under the Housing theme of the Service Support Grants

Organisation	Q1 2013/14	Q2-4 2013/14	Allocation 14/15	Payment 14/15
Cambridge Cyrenians	£328	£1272	£1,712	£1,712
Cambridge Re-Use (previously known as SOFA)	£269	£1095	£1,471	£1,471
Cambridge Women's Aid	£1595	£5707	£7,528	£7,528

**Cambridge Cyrenians.** The grant from South Cambridgeshire is contributing to the maintenance and upgrade of computers & IT support provided to service users. Cyrenians provides a PC and internet access for residents in each of the 11 properties. The ability to access the internet is becoming increasingly important, not just for bidding on Home-Link, but because most residents are job hunting on-line as the expectations of the DWP are increasing. Recently Cyrenians has begun a programme of upgrading our broadband packages so that each house has a fibre link as and when this becomes available at the nearest exchange.

New residents are encouraged to access a series of accredited, on-line, courses in tenancy management. Work is currently underway to train Digital Champions who will be able to assist other residents who have less computer experience.

Between April and September Cambridge Cyrenians accommodated 42 new residents, of which three are known to have a local connection with South

Cambridgeshire. Two of the residents are still accommodated by the Cyrenians and the third resident has now moved away from the area to pursue an offer of work.

**Cambridge Re-Use** provides low cost household goods to low income families in Cambridge and South Cambridgeshire.

During the first half of the 2014/15 Financial Year a total of 121 people living in the SCDC area accessed the service. This compares with a total of 114 people who accessed the service during the second half of the last Financial Year.

Cambridge Re-Use continue to put the grant funding towards the cost of running a furniture van which is used both for collecting donations of household goods and for delivering purchases to customers' homes.

### **Cambridge Women's Aid's (CWA)**

CWA offers (mainly) women one to one support and access to group support sessions. CWA also provides women with weekly activities to encourage them to come together and offer each other peer support. Support is provided by two full time workers during normal office hours. Service users can also access support in an emergency 24 hours a day, 365 days a year thanks to the CWA on call worker who is available outside of normal working hours.

From 1<sup>st</sup> April 2014 to 30<sup>th</sup> September the Outreach project they had contact with at least\* 177 women living in South Cambridgeshire. They had 226 children between them.

*\* The service also gave advice to 65 women in this period who did not disclose where they lived*

23 women were given one advice session

14 women were given a period of support

74 women were offered support but did not engage with our service

49 women are currently receiving significant support on an ongoing basis

1 woman was supported through advising her GP

3 women were referred to a more appropriate service

13 new referrals were received at the end of September and offered support

CWA also had contact with 11 men with 7 children. They were referred to the Respect or Men's Advice Line so they could get support whether they were a perpetrator or victim of domestic abuse.

**Status: All grant recipients under this theme are delivering planned activities to time and to budget. Annual grant payments have been made in full.**

## (b) Sustainable Energy

- (i) Travel for Work and Energy Projects (Sustainable Energy Committee, reporting to Leader pfH)

The Sustainable Energy Committee reporting to Leader PfH was decommissioned May 23 2013, decided at the Annual General Meeting 2013/14, Council  
<http://moderngov.ie/ListDocuments.aspx?CId=410&MID=5756#A150238>

With effect from the FY14/15 South Cambridgeshire District no longer contributes to the Travel for Work partnership. There are no further grants under this heading therefore in subsequent reports this section will be deleted.

## (c) Housing and Independent Living

### 4.1 Mortgage Advice (Homelessness prevention)

The fund available for specific money advice to prevent homelessness (£8,520) allows Cambridge and District CAB to deliver a weekly advice session at South Cambridgeshire Hall. Reporting has been combined with the report on Service Support Fund grant aided activity.

### 4.2 Benefit Reform Transition grant to CAB

The work funded under this arrangement (£8,520) has been incorporated into the general report on CAB activity as above.

### 4.3 Mobile Warden Scheme

Funding as been allocated to support mobile warden schemes in 2013/14 as detailed in the table below:

<b>Mobile Warden Scheme</b>	<b>Allocations 2014/15</b>
Milton Community Care Scheme	£1,250
Mordens & Littlington Mobile Warden Scheme	£1,250
Cottenham Mobile Warden Scheme	£1,200
Harston and District Community Warden Scheme	£800
Great Shelford Mobile Warden Scheme	£1,200
Haslingfield Community Warden Scheme	£250
Melbourn Mobile Warden Scheme	£2,600
AGE UK Cambridgeshire schemes:	
• Histon and Impington	£1,650
• Teversham	£1,700
• Swavesey	£1,250
• Small Villages	£3,000
• Linton	£2,400
<b>Total</b>	<b>£18,550</b>

In South Cambridgeshire there are 8 providers running 12 schemes covering 22 villages. Approximately 240 older people benefit directly across the schemes per

year. The schemes support older people in a number of different ways and each scheme runs differently reflecting local need and resources.

There are seven schemes supported by Care Network based schemes and one Age UK Cambridgeshire scheme (which covers five separate schemes). Age UK Cambridgeshire has been allocated 54% of the total budget and serves 37% of the number of people benefiting from the schemes. Age UK Cambridgeshire Schemes are more expensive to run as the staff are paid employees of Age UK Cambridgeshire and therefore Age UK Cambridgeshire incur additional employee related expenditure compared to the other schemes which tend to rely on a self employed or volunteer model.

All schemes are progressing according to the grant agreement, with an end of year report due from each scheme as part of next year's application procedure.

## (d) Planning and Economic Development

### (i) Farmland Museum

(reporting to Economic Development Portfolio holder)

Following the redevelopment of the Stone Barn over winter 2013, more useable space has been created within the barn for craft activities during 2014, including school sessions, traditional dancing (including Maypole) and craft fairs.

From 1 April 2014 the team have worked with new partners and participants to deliver a variety of events – some well established and some new ones. Partners include Cambridgeshire County Council's archaeology team and Cambridgeshire Music.

From 1 April 2014 the museum introduced a new lower priced Season Ticket aimed at people living locally to the museum, within the parishes of Waterbeach and Landbeach. This was enabled by grants from both parish councils and has proved successful.

**Status: Grant on track at the end of Q4 (a further two year funding agreement having been signed in October 2013, grant £12,650 in 2014/15 and £8,500 in 2015/16).**

### (i) Wildlife Enhancement

Discretionary awards and necessary purchases for council led projects have been made from this fund to the following projects in Q1 and Q2.

Project	Grant recipient	Measure grant aided	Sum awarded
Housing works -roofing	SCDC tenants of Bird Close, Ickleton	House martin boxes for two properties	£63.40
Churchyard, Hatley St George	Hatley St George Church	Three bat boxes	£86.85
St Mary's Churchyard, Gt Shelford		Mid-season tidy up	£100.00
Willingham Community Orchard	Willingham Community Orchard and Woodland	Meadow establishment	£200.00
Flower meadows	Various SCDC min-meadows and Willingham Orchard	Marker paint	£8.00



Abington Nature Watch	Abington Nature Watch	10T of gravel	£351.48
Flower meadows	Residents of Coolidge Gardens Sheltered Housing, Cottenham	Seat	£76
St Denis, East Hatley	Commissioned by SCDC to enable advice to be given to Friends of Friendless Churches of current bat status at St Denis.	Bat survey	£1,050.00
Flower Meadows	Fulbourn Forum	Scythe for Fulbourn Forum	£73.00
<b>Total allocation for 14/15 £10,500</b>		<b>Total Expenditure Q3-4</b>	<b>£2,008.73</b>
<b>Remaining in 2014/15 budget</b>			<b>£8,491.27</b>

At year end £208.86 remained unspent from the 13/14 budget, this was not rolled forward. The budget allocation for 14/15 is £10,500.

**Status: This fund continues to meet identified needs for wildlife enhancements measures.**

### (e) Young People

#### (i) Young people's partnership

£10,000 was allocated to the Children & Young People's Area Partnership in 2013/14 to support the delivery of SCDC children, young people and families priorities.

#### (ii) Young people's work

No separate allocation was made to fund young people's work. It was agreed at the Leader's Portfolio Meeting January 16 2014 that the Youth Council be permitted to consider all applications for projects targeting young people aged 0-17 years old and to make recommendations to the Leader. The last round of Community Chest applications, determined by Leader in September, had been submitted to the Youth Council for comment.

#### (iii) Elite Athletes grant

Applications to this fund were considered once during 13/14. 17 Athletes and Para-athletes were made awards, following determination of the applications to that date (October 23 2013). Applications are received in a rolling process across the year. £5,350 was spent and the remaining monies (£4,650) rolled forward into 2014/15.

In total £6,700 was rolled over into the 2014/15 budget, giving a total allocation of £16,700. The Elite Athletes Grant scheme offers grants of up to £2,000 to support athletes and para-athletes at all stages of their sporting careers. The application window lasts from early October to the end of December (and with therefore be reported on in the Q3-Q4 report).





**Report To:** Leader's Portfolio Holder Meeting

27 November 2014

**Lead Officer:** Director, Health and Environmental Services

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## **COMMUNITY CHEST: FUNDING APPLICATIONS**

### **Purpose**

1. To consider allocating an additional £10,000 to the Council's Community Chest for 2014/15 and consider the latest applications for funding from the grant funding scheme.
2. This is not a key decision, however, has been bought 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 of £10,000 from the Community Development budget 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 £10,000 from the Community Development budget into the Community Chest for allocation in 2014/15 would enable consideration of applications that were already in development prior to the closure of the Community Chest.

### **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 and £2,000 of unallocated Service Support Grant added on 25 September. The funding is allocated on a first-come first-served basis.
8. The Community Chest grant funding scheme was closed at the end of September 2014 following expenditure of all monies set out in paragraph 7.

### **Considerations**

9. An additional £10,000 from the Community Development budget is available to be added to the Community Chest for 2014/15.
10. Depending on the decision regarding the allocation of a further £10,000 to the Community Chest, there are two applications for funding to be considered at this meeting. The applications were received between 12 September 2014 and 18 November 2014. The total funding requested equals £2,100. 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).
11. Maps outlining the number of applications agreed by parish for 2012/13, 2013/14 and 2014/15 (to date) are included at Appendix B.

### **Options**

12. The Leader may:
  - (a) agree to receive the proposed virement of £10,000 from the Community Development budget into the Community Chest for allocation in 2014/15.
  - (b) refuse the proposed virement of £10,000 from the Community Development budget and keep the grant scheme closed for the remainder of the financial year.
13. 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, including zero funding
  - (c) defer a decision if further information is required from grant applicants.

### **Implications**

14. 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**

15. 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)**

16. Local members have been consulted on applications that directly affect their local area.
17. The Environmental Service Portfolio Holder has been consulted regarding the proposed virement of £10,000 from the Community Development budget into the Community Chest for allocation in 2014/15. He is in support of this approach.

### **Effect on Strategic Aims**

18. 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.

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# **COMMUNITY CHEST APPLICATIONS: 12 SEPTEMBER 2014 – 18 NOVEMBER 2014**

<b>Name of applicant</b>	<b>Type of organisation</b>	<b>Village(s) affected</b>	<b>Project description</b>	<b>Type of project</b>	<b>Total cost of project (£)</b>	<b>Total applied for (£)</b>	<b>Comments from Councillors</b>	<b>Comments from Youth Council</b>	<b>Status of documentation</b>
Grantchester Parish Council	Parish Council	Grantchester	Supply and planting of hedgerow along bridleway to Barton	Tree and hedge planting scheme	5,717	1,500	Supported by Cllr Burkitt	Not consulted	All documents received
Sawston Scene	Community Group	Sawston	Late night shopping events	Other	700	600	Supported by Cllrs Bard and Cuffley	Not consulted	All documents received
<b>TOTAL</b>						<b>2,100</b>			

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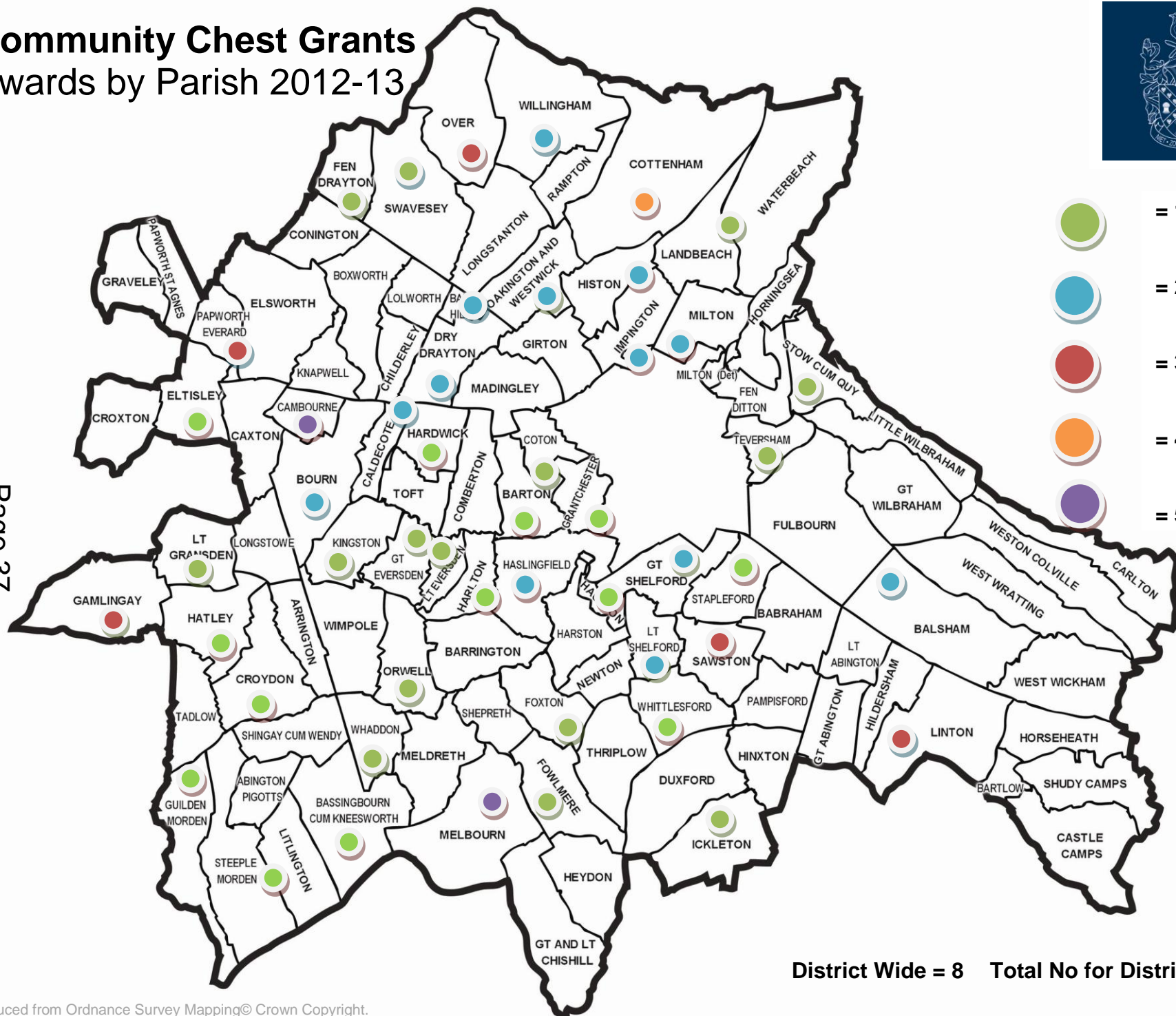


# Community Chest Grants

## Awards by Parish 2012-13



South  
Cambridgeshire  
District Council



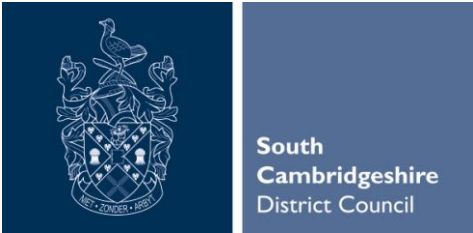
Number  
of grants  
per  
parish

District Wide = 8    Total No for District = 90

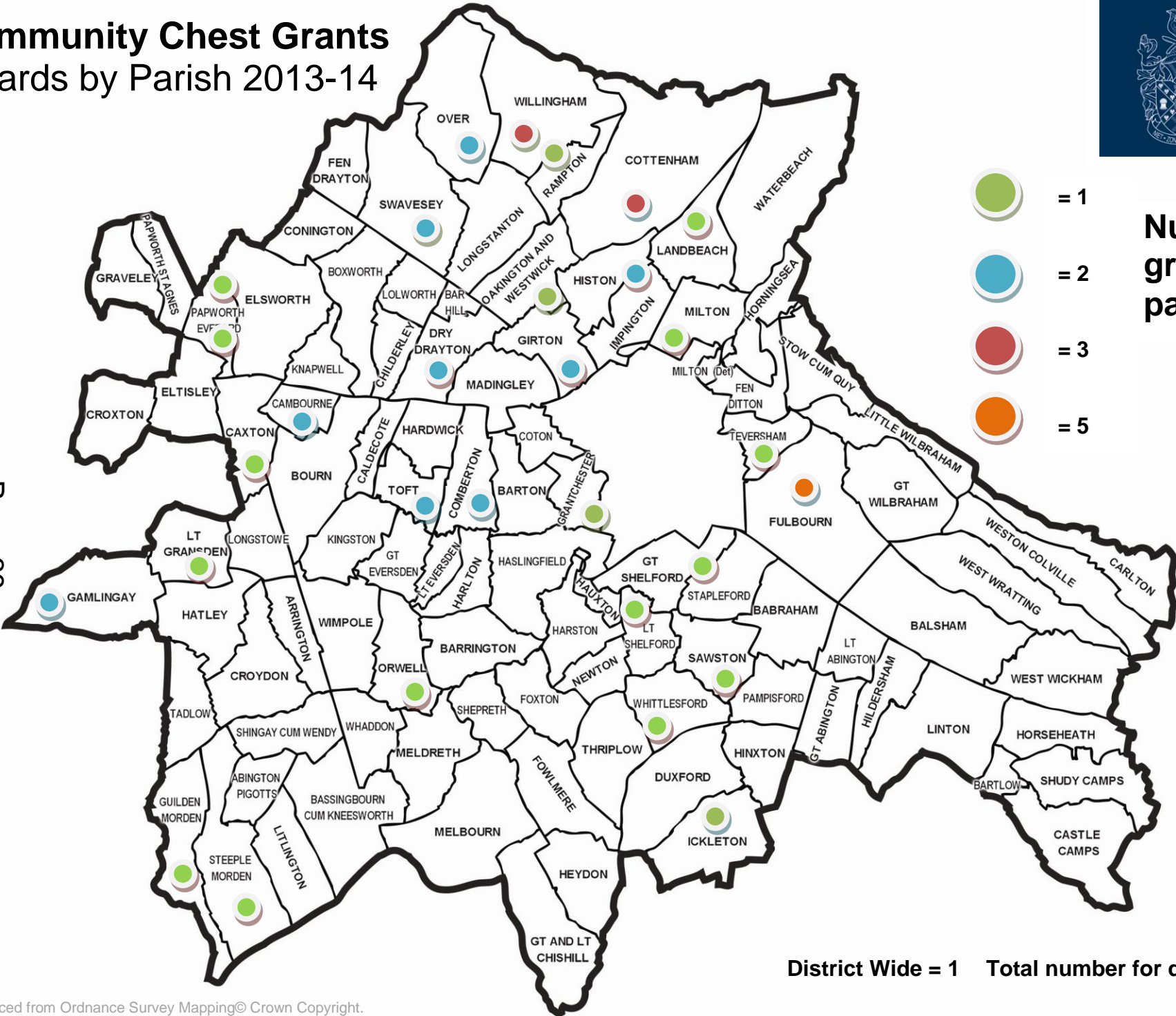
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# Community Chest Grants

## Awards by Parish 2013-14



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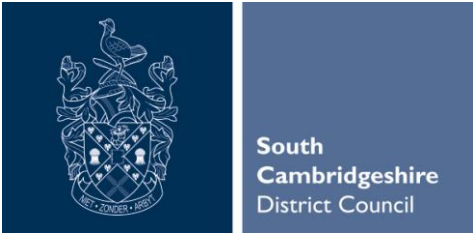
District Wide = 1    Total number for district = 48

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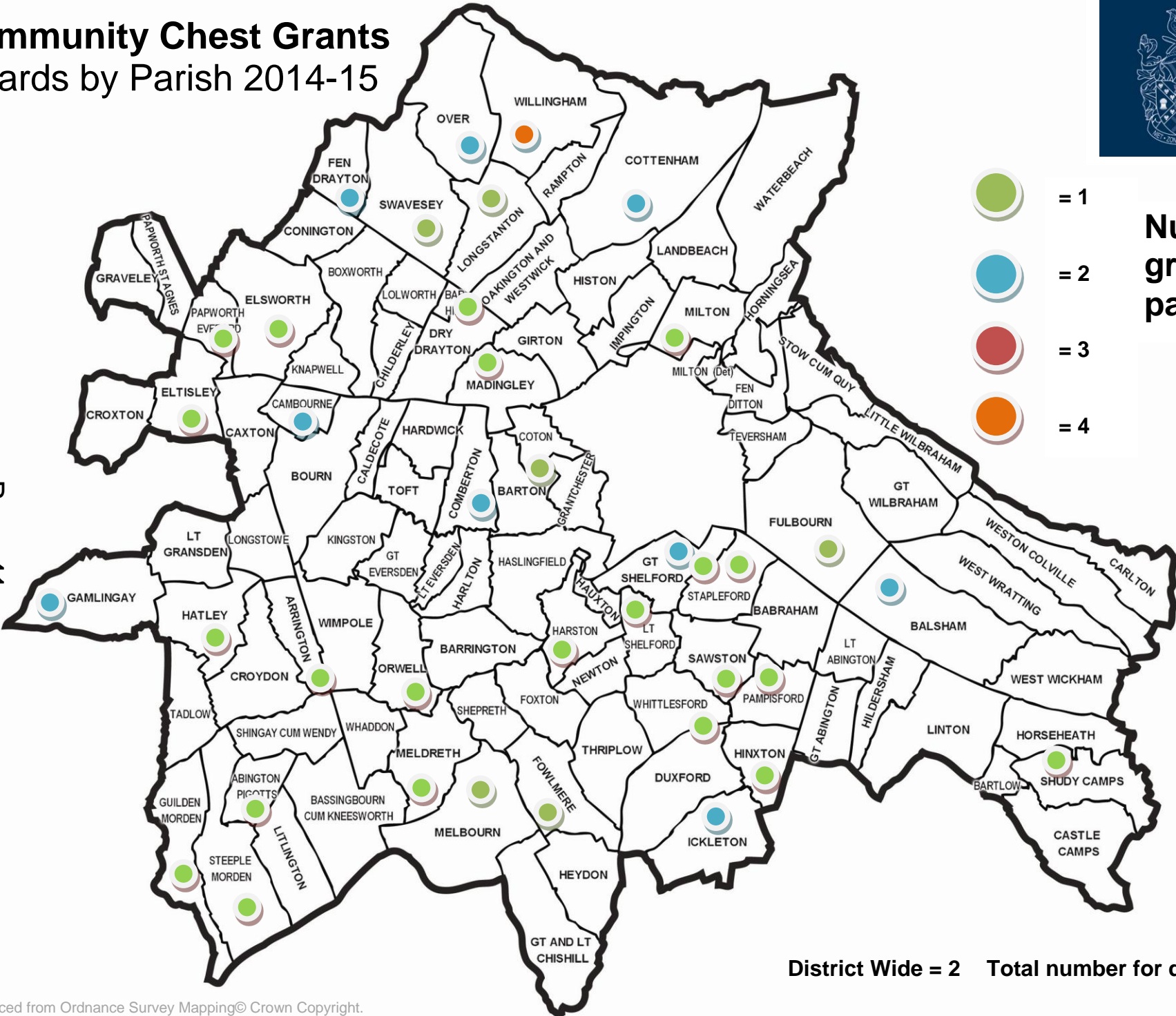


# Community Chest Grants

## Awards by Parish 2014-15



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District Wide = 2    Total number for district = 52

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# Agenda Item 5



**South  
Cambridgeshire**  
District Council

**REPORT TO:** Leader's Portfolio Holder Meeting

27 November 2014

**LEAD OFFICER:** Director, Health and Environmental Services

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## **GREEN DEAL PARTNERSHIP: PROGRESS REPORT**

### **Purpose**

1. To report on progress of the Green Deal Partnership in furthering the delivery of energy performance improvement measures for private housing in the district.
2. This is not a key decision.

### **Recommendations**

3. The Leader is recommended to note progress delivering solid wall insulation supported by the DECC Green Deal Communities Fund, through the Action on Energy scheme.
4. The Leader is recommended to note delays in reaching anticipated milestones, both of home energy measures generally through the Action on Energy scheme, and also of solid wall insulation supported by DECC Green Deal Communities funding. The Leader is recommended to note measures being taken to address the causes of these delays where possible.

### **Reasons for Recommendations**

5. In the period since the Leader's Portfolio Holder meeting on 17 July 2014, Climate Energy Ltd, commercial partner on the Action on Energy scheme, has switched all efforts to delivering solid wall insulation and other measures supported by the DECC Green Deal Communities funding award (other sources of funding, e.g. ECO have not been available to Climate Energy during this period). Although as of 7 November, only two installations have been completed in South Cambridgeshire, significantly more are in the pipeline, with 175 Green Deal Assessments (stage one in the process) completed, 30 quotes accepted and 11 jobs passed for install.
6. Although interest in solid wall insulation has been good, for a variety of reasons, it has not been possible to translate this quickly into completed works, and the number of completed installations is below the target level at this point. The Green Deal Project Board has been working closely with Climate Energy Ltd to identify issues and resolve them where possible, overseen by the Sponsors Board.

### **Background**

7. The Green Deal Partnership consists of Cambridgeshire County Council and the five Cambridgeshire district councils working together to secure the maximum benefit to Cambridgeshire residents from the government's Green Deal and associated programmes, including ECO.

8. A contract for the supply of services in respect of the Green Deal in Cambridgeshire was awarded in mid October 2013 to Climate Energy Ltd. The contract runs until September 2016, with an option to extend subject to review.
9. The scheme "Action on Energy Cambridgeshire" launched on 13 November 2013. Information about the scheme is available on the website [www.actiononenergy.net](http://www.actiononenergy.net).
10. In March 2014 the Green Deal Partnership was awarded £7.8M from the DECC Green Deal Communities Fund for the installation of solid wall insulation to 1,000 domestic properties across the county (£5.8M), plus additional projects including training of installers and installation of a range of energy efficiency improvements in the private rented sector (£2M).

### **Considerations**

11. Promotion of the scheme has been by Climate Energy advisors leafleting target streets and following up with door to door canvassing, following an area by area schedule, as reported to the last Leader's Portfolio Meeting. This has been supported by communications to local communities from the Parish Energy Project Officer.
12. Information about the scheme has also been disseminated through the Sustainable Parish Energy Partnership (SPEP). The second of two SPEP workshops on solid wall insulation took place in October.
13. As of 7 November, two installations have been completed in South Cambridgeshire, with significantly more are in the pipeline. 175 Green Deal Assessments (GDAs - stage one in the process) have been completed, 30 quotes accepted and 11 jobs passed for install.
14. The total figures for the five Cambridgeshire districts of nine installations completed, 38 jobs passed for install, 92 quotes accepted and 735 GDAs completed. 49% of completed GDAs are in Cambridge City, 24% are in South Cambridgeshire, and the remaining 26% are in Hunts, East Cambs and Fenland combined.
15. The Project Board are in close communication with DECC, who are aware of progress and risks to delivery of the project.
16. Regular monitoring meetings are in place with Climate Energy Ltd. A number of issues have been identified through monitoring arrangements and feedback from clients, which have been followed up and are being addressed where possible.

### **South Cambridgeshire Show Home**

17. A property in Whittlesford has been selected as a show home. Work is scheduled to begin on 3 December, and will be profiled on the Action on Energy blog – see <http://www.actiononenergy.net/in-action/blog/item/12-introducing-our-latest-action-on-energy-show-home>

### **Planning Considerations**

18. In some circumstances external solid wall insulation is permitted development. In other circumstances, e.g. in Conservation Areas and where the proposed materials will result in a change of appearance to the property, planning permission is required. Development Control has been assisting with this process. A Planning Officer has been assigned to external wall insulation and the documentation required has been clarified and, where possible, simplified.



## **Options**

19. This report is for noting and does not include decisions.

## **Implications**

20. 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: -

### ***Financial***

21. None other than previously noted, i.e. additional income from DECC Green Deal Communities fund of £16,823 (officer time 2 days per week at scale 5).

### ***Legal***

22. None other than previously noted, i.e. a contract has been entered into with Cambridge City Council as lead authority for the DECC project for work towards the delivery of the DECC project. This has been checked by our legal officer.

### ***Staffing***

23. As previously noted, officer time to take the project forward is being covered within existing resources.

### ***Risk Management***

24. As previously noted, the project is managed by a Project Board and overseen by a Sponsors Board providing strategic oversight and direction. Risks are managed via the Health and Environmental Services risk register.

### ***Equality and Diversity***

25. As previously noted, the Action on Energy scheme, including the DECC funded aspects, is open to all in private sector housing: ensuring that the benefits of energy efficiency improvements are experienced as widely as possible is a key objective of the scheme.

### ***Climate Change***

26. As previously noted, a core driver of the Green Deal is the reduction of carbon emissions from buildings in order to meet carbon budget targets arising from the Climate Change Act. Maximising uptake of Green Deal measures in South Cambs will contribute towards meeting these targets.

## **Consultation responses (including from the Youth Council).**

27. Progress with Action on Energy and the Solid Wall Insulation Fund in particular has been reported via the Sustainable Parish Energy Partnership. Local members and parishes are also contacted prior to targeted local publicity and asked for comments / feedback.

## **Effect on Strategic Aims**

28. Endeavouring to ensure that the Council secures a good deal from the Green Deal for its residents, businesses and local economy as a whole will support the following Council Strategic Aims:

(a) Delivering value for money and sound management of resources

- (b) Strengthening partnership working
- (c) Playing our part to improve rural services
- (d) Promoting economic growth
- (e) Encouraging low carbon and sustainable living

### **Background Papers**

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