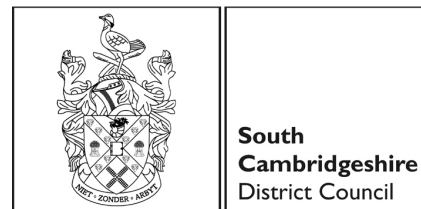


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Wednesday 21 January 2015

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 B, GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 29 JANUARY 2015 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
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 November 2014 as a correct record.	1 - 4
DECISION ITEMS		
3.	Community Chest Grants 2014/15	5 - 12
4.	Voluntary Sector Service Support Grants (Community Transport Theme) Applications for Decision	13 - 18
STANDING ITEMS		
5.	Date of Next Meeting 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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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Thursday, 27 November 2014 at 11.00 a.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Scrutiny and Overview Committee monitors: Lynda Harford

Opposition spokesmen: Bridget Smith

Also in attendance: Kevin Cuffley and Bunty Waters

Officers:

Patrick Adams

Senior Democratic Services Officer

Gemma Barron

Sustainable Communities & Partnerships Manager

Clare Gibbons

Development Officer

1. DECLARATIONS OF INTEREST

Councillor Kevin Cuffley declared a non-pecuniary interest in agenda item 4 regarding the grant application from Sawston Scene, as a local member for the Sawston ward.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 25 September 2014 were agreed as a correct record.

It was noted that following discussions made at the last meeting, the Deputy Leader had agreed to award a Community Chest grant of £1,000 to the Willingham Photography Club. The Leader had declined to make a decision on this matter as he was the local member for Willingham.

3. GRANTS TO VOLUNTARY SECTOR: 6-MONTHLY UPDATE REPORT

The Development Officer presented this item, which detailed the grant programmes funded by the Council during the first six months of 2014/15 and sought the approval of the Leader for the continued provision of grant assistance under the Service Support Grant and the further funding of grant applications under the Community Transport theme of the Service Support Grant.

Citizens Advice Bureaux

The Development Officer agreed to ascertain what the term "essential" meant with regard to "Cable/Satellite/Digital TV" and "mobile phone" regarding the advice given on debt types.

The Partnerships and Sustainable Communities Manager explained that the Council had not received requests for funding from Citizens Advice Bureaux in Bedford, St Neots and St Ives and the authority had insufficient funds in its budget to fund these bodies in addition to the Bureaux already funded.

Community transport

It was noted that there were community transport schemes within the District that had not applied to the Council for funding.

It was understood that the County Council was likely to reduce its funding for community transport, including the Dial-a-ride scheme. It was noted that to meet the criteria for a Service Support Grant a service would need to be available to more than one parish.

The Development Officer stated that voluntary drivers did not require PGV licences.

The Leader

NOTED The delivery of all other grant programmes within the scope of this report, as currently delivered.

The Leader

AGREED

- A)** 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).
- B)** 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.

4. COMMUNITY CHEST: FUNDING APPLICATIONS

The Sustainable Communities and Partnerships Manager presented this report, which invited the Leader to consider allocating £10,000 from the Community Development Budget to the Council's Community Chest for 2014/15 and then consider the latest applications for funding from the grant funding scheme.

The Sustainable Communities and Partnerships Manager was confident that if £10,000 was vired into the Community Chest budget, there would be sufficient demand to allocate it during 2014/15.

The Sustainable Communities and Partnerships Manager confirmed that the grant request from Sawston Scene for late night shopping events was for set up costs and so met the grant criteria.

The Leader

AGREED to receive the proposed virement of £10,000 from the Community Development budget into the Community Chest for allocation in 2014/15.

The Leader **AGREED** the following grants

Name of applicant	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Total grant awarded (£)
Grantchester Parish Council	Supply and planting of hedgerow along bridleway to	Tree and hedge planting scheme	5,717	1,500	1,500

Barton					
Sawston Scene	Late night shopping events	Other	700	600	600
TOTAL				2,100	

5. GREEN DEAL PARTNERSHIP - PROGRESS REPORT

The Sustainable Communities and Partnerships Manager presented this report, which gave an update on the progress of the Green Deal Partnership in furthering the delivery of energy performance improvement measures for private housing in the district.

The Sustainable Communities and Partnerships Manager explained that there was funding for the installation of 1,000 solid wall insulations across Cambridgeshire and 175 Green Deal assessments had been carried out in the county.

The Sustainable Communities and Partnerships Manager explained that the Council's Risk Register had been amended to include the possibility of the authority failing to meet the DECC Green Deal Communities Fund targets within the agreed timescales due to a slow take up of the installation measures and/or a poor service offered by the service provider. She added that the Council was working with the provider and carefully monitoring the contract to try and ensure that this did not happen.

The Sustainable Communities and Partnerships Manager reported that the cost of the assessment had been reduced from £99 to £29 and where solid wall insulation is sought the assessment cost could be redeemed against the cost of any work carried out under the scheme.

The Leader expressed the opinion that the national scheme could benefit from being simplified and then **NOTED** the report.

6. DATE OF NEXT MEETING

The Leader **AGREED** to hold his next meeting on Thursday 29 January 2015 at 11am.

The Meeting ended at 12.05 p.m.

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Agenda Item 3



South
Cambridgeshire
District Council

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

29 January 2015

COMMUNITY CHEST: FUNDING APPLICATIONS

Purpose

1. To consider the final applications for funding from the grant funding scheme during 2014/15.
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) considers the requested change of use for grant funding allocated to 1st Willingham Scout Group and agree (same or varied amount), refuse or defer the request.
 - (b) considers all new 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.

Background

5. 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>

6. 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, £2,000 of unallocated Service Support Grant added on 25 September and £10,000 additional funding from the Community Development budget added on 27 November. The funding is allocated on a first-come first-served basis.
7. The Community Chest grant funding scheme was closed at the end of September 2014 following expenditure of all monies set out in paragraph 7, but re-opened between 27 November and 14 January following the decision to allocate further funds to the scheme.

Considerations

8. There is £7,961.80 funding available for allocation at the meeting. A request for change of use of grant funding allocated to 1st Willingham Scout Group (decision April 2014) has also been made, which depending on the decision could result in a further up to £1,500 becoming available (see paragraph 10 below).
9. There are fourteen new applications for funding to be considered at this meeting. The applications were received between 27 November 2014 and 14 January 2015. The total funding requested equals £18,994.44. 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).
10. The 1st Willingham Scout Group was awarded £1,500 in April 2014 towards the cost of internal building works. This work has subsequently been refused planning permission and as such the group is requesting a change of use of the grant funding to camping equipment.

Options

11. The Leader may
 - (a) agree to a change of grant use for 1st Willingham Scout Group at the same level of funding awarded
 - (b) agree to a change of grant use for 1st Willingham Scout Group varying the level of funding awarded
 - (c) defer a decision if further information is required
 - (d) refuse the reallocation of grant funding to 1st Willingham Scout Group.
12. 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

13. 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

14. 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)

15. Local members have been consulted on applications that directly affect their local area.
16. The Youth Council has been sent the applications for consideration. Due to the tight turn around from the scheme closing date to the submission of this report, it is hoped to be able to provide any responses verbally at the meeting.

Effect on Strategic Aims

17. 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: 27 NOVEMBER 2014 – 14 JANUARY 2015

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Comments from Councillors	Proposed start date	Status of documentation
Fen Drayton Parish Council	Parish Council	Fen Drayton	Upgrade showers at pavilion	Improvements to community facilities	2,685	1,500	Awaiting comment	January 2015	All documents received
1 st Highfields Caldecote Scout Group	Members' Club	Caldecote	Purchase of tents	Equipment/capital purchase	1,560	1,500	Awaiting comment	January 2015	All documents received
Girton Parish Council	Parish Council	Girton	Install footpath for school children	Improvements to community facilities	52,000	1,500	Cllr de Lacey is Chairman of PC	February 2015	Awaiting quotes and accounts
Barrington Scout Group	Members' Club	Barrington	Purchase of tents	Equipment/capital purchase	1,800	1,500	Awaiting comment	February 2015	Awaiting accounts
Longstanton Parish Council	Parish Council	Longstanton	Restoration of 2 x Grade 2 listed village pumps	Repairs to historic buildings/monuments/memorials	3,212	1,500	Supported by Cllr Riley	February 2015	All documents received*
Over Community Association	Voluntary Org	Over	Refurbishment of toilets	Improvements to community facilities	1,500	1,500	Supported by Cllr Burling	February 2015	Awaiting quotes and accounts
St Thomas Indian Orthodox Church	Religious Group	Papworth Everard	Renovation of church	Repairs to historic buildings/monuments/memorials	70,000	1,500	Awaiting comment	January 2015	All documents received*

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Comments from Councillors	Proposed start date	Status of documentation
Longstowe Parish Council	Parish Council	Longstowe	Installation of notice boards	Equipment/capital purchase	2,700	1,500	Supported by Cllrs Smith & Kindersley	February 2015	All documents received
The Countryside Restoration Trust	Charity	Barton	Purchase of picnic benches for school visits	Equipment/capital purchase	675	675	Supported by Cllr Burkitt	April 2015	All documents received
Cottenham Charities	Charity	Cottenham	Erect gate at allotment entrance	Equipment/capital purchase	1,544	1,000	Cllr Harford is Trustee, Supported by Cllr Edwards	February 2015	All documents received
Weston Colville Parish Council	Parish Council	Weston Colville	Install play/exercise equipment for children & adults	Equipment/capital purchase	11,000	1,500	Supported by Cllr Barrett	July 2015	All documents received
Sawston Youth Group	Voluntary Org	Sawston	Contribution towards annual residential	Equipment/capital purchase	11,484	1,000	Supported by Cllrs Bard & Cuffley	July 2015	All documents received
Gamlingay & Hapley PCC	Religious Group	Hatley St George	Installation of disabled toilet in churchyard	Equipment/capital purchase	3,700	1,500	Supported by Cllrs Smith & Kindersley	April 2015	All documents received

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Comments from Councillors	Proposed start date	Status of documentation
The Gamlingay Post	Community Group	Gamlingay	IT equipment and software to produce a local newsletter	Start-up costs	14,819	1,319.44	Supported by Cllrs Smith & Kindersley	February 2015	No accounts – new organisation
TOTAL						18,994.44			

Total available = 7,961.80
Total requested = 18,994.44
Difference = -11,032.64

*Conservation Team would need more info about the listed status of each and further input into the work to be carried out

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Agenda Item 4



REPORT TO: Leader's Portfolio Meeting

29 January 2015

LEAD OFFICER: Director, Health and Environmental Services

Voluntary Sector Service Support Grants (Community Transport theme) Applications for Decision

Purpose

1. To decide the grants to be awarded to applications for a second wave of funding from the three year Service Support Fund (2013/14-2015/16) under the theme of Community Transport.
2. This is not a key decision.

Recommendations

3. It is recommended that the Leader of the Council agrees to make the following decisions:

Awards to be made to the following Community Transport Operators:

Community Transport Organiser / Operator	FY 14/15 (£)	FY 15/16 (£)
CareNetwork	215	4,835
HACT	1,388	
The Voluntary Network / 3CT	2,023	
Totals	3,626	4,835

Reasons for Recommendations

4. The table given in Appendix A summarises the applications, indicating assessment score and ranking and reasons for the awards recommended.

Background

5. On 28 March 2013 the Leader agreed the application criteria and arrangements for three-year service support grants for the voluntary and community sector (VCS). The grants were for the period 1 July 2013 – 31 March 2016.
6. Following the assessment and approval of applications in May 2013, the initial round of applications did not result in the full allocation of funds available under the

Community Transport theme (Joint Leader, Planning Policy and Localism and Environmental Services Portfolio Holders Meeting 23 May 2014).

7. The unallocated funds were held in reserve for later release, to meet the changing transport needs of the district, particularly in view of the effects of the programmed restructure of subsidised bus services known as “Cambridgeshire Future Transport”.
8. On 27 November 2014 the Leader agreed a second round of applications (open between 8 December 2014 and 19 January 2015) to provide support for the delivery of Community Transport services to the district. Approximately £8,500 is available allocation for the remainder of the programme, which ends 31 March 2016.

Considerations

9. The recent round of applications have been assessed, scored and ranked by officers at the Council. The scoring criteria is set out in the guidance note for applicants.
10. Activities eligible for funding remain as per those agreed at the outset of the programme (Planning Policy and Localism Portfolio Holders Report 21 March 2013):
 - Delivery of existing community transport services within South Cambridgeshire and to residents of South Cambridgeshire.
 - Engagement with geographic communities or user groups to
 - promote existing services to increase take up of provision
 - develop new services which meet identified need.
 - Organisations developing the quality and capacity of community transport schemes.
 - Development of learning networks to advance good practice and cooperation among Community Transport providers.
11. The district of South Cambridgeshire is not currently served by any one Community Transport Operator, but rather operators which are based outside the district and include parts of the district within the geographic area they serve.

Options

12. The Leader could agree the awards as recommended, vary or refuse the awards, or request the applications be reviewed.

Implications

13. There are no significant implications.

Consultation responses (including from the Youth Council)

14. No consultation responses were sought.

Effect on Strategic Aims

Aim 1 – Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents

15. The support for Community Transport services helps ensure that residents, irrespective of disability, age, infirmity or lack of private transport, can access vital services and participate in the social activities which contribute to quality of life.

Background Papers

Planning Policy and Localism Portfolio Holders Report 21 March 2013
<http://moderngov.ie/ListDocuments.aspx?CId=1024&MId=5951&Ver=4>

Joint Leader, Planning Policy and Localism and Environmental Services Portfolio Holders Meeting 23 May 2014
<http://moderngov.ie/ListDocuments.aspx?CId=883&MId=6132&Ver=4>

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

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Appendix A

Summary table: Reasons for recommendations for awards to Service Support Grant applicants under Round 2 of the Community Transport theme Service Support Grant Fund.

Applicant	Amount requested (£)	Score	Rank	Level of Award recommended and comment
CareNetwork	8,481.95	94	1	The proposal would enable additional support to be provided to Community Car Schemes. The activity planned would provide a better fit with one full year of funding, with the remaining activity combined within the next three year work programme. Therefore it is proposed that the applicant be awarded £215 for preparatory work in 14/15 and £4,835 in 15/16.
The Voluntary Network/3CT	2,023	82	2	Focused work on identifying and establishing links with voluntary groups in specific parishes to boost the number of users in South Cambridgeshire. It is recommended that the full amount be awarded of £2,023 from the 14/15 budget.
HACT	1,387.88	82	2	This project addresses the branding of the DRT service operating in South Cambridgeshire, with a view to boosting ridership and confidence amongst the user group. It is recommended that the full amount of £1388 be awarded from the 14/15 budget (as spend will be immediate).
Cam-DAR	8,500	74	4	The applicant seeks an increase in core funding, no additional services are being proposed within this application. The amount of grant applied for is not properly justified in the grant application. A proportion of the county's money also subsidises South Cambs activity for example. The disproportionate cost of South Cambs services should have been addressed at the outset of the three year funding agreement (to which CAM-DAR is currently committed).
RDCT	3,000	62	5	The need for a replacement vehicle is not disputed, but it is thought unlikely that the money can be spent by the close of 15/16, given the current target for fund raising (an additional £21,000 would be needed).
Cambourne Community Car Scheme	500	28	6	This application invites a substitution of district funding for county funding, which the scheme fears will be lost. There is no current justification for these concerns (county support for the current and following financial year appears at this time to be safe). Furthermore, the CareNetwork project addresses the needs of the community car schemes collectively.

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