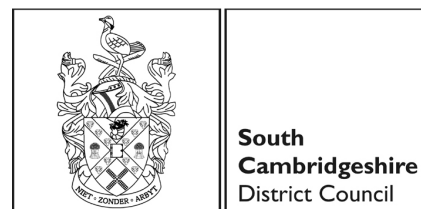


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10 April 2015

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 **MEZZANINE, SECOND FLOOR** at South Cambridgeshire Hall on **MONDAY, 20 APRIL 2015 at 10.00 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 11 March 2015 as a correct record.	1 - 2
DECISION ITEMS		
3.	Community Chest Grants 2015/16	3 - 10
INFORMATION ITEMS		
4.	Work Programme	11 - 14
STANDING ITEMS		
5.	Date of Next Meeting The next meeting will be held on Thursday 21 May at 11am.	

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:

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Notes to help those people visiting the South Cambridgeshire District Council offices

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

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

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

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

Toilets

Public toilets are available on each floor of the building next to the lifts.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

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

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Wednesday, 11 March 2015 at 10.00 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

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 29 January 2015 were agreed as a correct record.

3. COMMUNITY CHEST: ELIGIBILITY CRITERIA FOR 2015/16

The Sustainable Communities and Partnerships Manager presented this report, which invited the Leader to agree the eligibility criteria for the Community Chest 2015/16 grant funding scheme and approve the carry forward of uncommitted balances.

It was noted that no community chest grants had been awarded for parish paths during 2014/15. After a brief discussion it was generally agreed that defibrillators should not be funded by this scheme.

The Leader explained that the level of demand justified carrying forward the additional £20,000 allocated to the Community Chest budget by Cabinet on 12 February. The £72,000 in the 2015/16 grant fund would become available to applicants on 1 April.

The Leader

AGREED

- A) The eligibility criteria for the Community Chest 2015/16, making the following amendments to the existing scheme:
 - i. Removal of parish paths scheme, and
 - ii. Add specific mention of leaflets under "ongoing revenue costs or overheads" and defibrillators in the "what cannot be funded" section.
- B) To carry forward the additional £20,000 allocated to the Community Chest by Cabinet on 12 February.

4. HOME ENERGY EFFICIENCY ACT: PROGRESS REPORT

The Sustainable Communities and Partnerships Manager introduced this report, which

sought the Leader's approval for the South Cambridgeshire District Council Home Energy Conservation Act Progress Report. It was noted that the report title should read "Conservation Act" instead of "Efficiency Act".

The Sustainable Communities and Partnerships Manager explained that the authority had exceeded its targets regarding the installation of external wall insulations and roof mounted photovoltaic panel arrays on the Council's residential accommodation. She agreed to ascertain how the decision regarding the installing of air source heat pumps and/or photovoltaic panels was made on the Council's properties.

It was noted that the Department of Energy and Climate Change had recently extended the project delivery deadline for the local Green Deal Communities Fund project to the end of September 2015 for sign-ups by householders. This was primarily for solid wall insulation in South Cambridgeshire.

The Leader

AGREED To approve the publication of the South Cambridgeshire District Council Home Energy Conservation Act Progress Report, March 2015 (Appendix A).

5. FORWARD PLAN

The Leader **NOTED** the Forward Plan.

6. DATE OF NEXT MEETING

The Leader agreed the following meeting dates:

- Monday 20 April 2015 at 10am
- Thursday 21 May 2015 at 11am

The Meeting ended at 10.30 a.m.

Agenda Item 3



South
Cambridgeshire
District Council

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

20 April 2015

COMMUNITY CHEST: FUNDING APPLICATIONS

Purpose

1. To consider the final applications for funding from the grant funding scheme during 2015/16.
2. This is not a key decision, however, has been brought before the Leader following agreement at the Portfolio Holder meeting on 17 July 2014 to make decision on future Community Chest applications at his Portfolio Holder meetings.

Recommendations

3. It is recommended that the Leader:
 - (a) 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
 - 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/communitychest>

6. The total amount of funding made available in the Community Chest in 2015/16 is £72,286. The funding is allocated on a first-come first-served basis.

Considerations

7. There is £72,286 of funding available for allocation at the meeting (£52,000 plus a carry forward of £20,286 from 2014/15 as agreed on 29 January 2015 (£286) and 11 March 2015 (£20,000)).
8. There are fourteen new applications for funding to be considered at this meeting. The applications were received between 20 January 2015 and 7 April 2015 (two forms were submitted during 2014/15, however, missed the deadline for consideration on 27 January 2015). The total funding requested equals £19,992.49. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

Options

9. 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

10. 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

11. 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)

12. Local members have been consulted on applications that directly affect their local area. Due to a tight turn around their comments will be available at the meeting.
13. The Youth Council has been sent the applications for consideration. Due to the tight turn around, it is hoped to be able to provide any responses verbally at the meeting.

Effect on Strategic Aims

14. 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: 20 JANUARY 2015 – 7 APRIL 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	Comments from Youth Council	Status of documentation
Arrington Parish Council	Parish Council	Arrington	Purchase of new picnic tables and benches	Improvements to Community Facilities	2,758	1,500.00	TBC	TBC	All documents received
A Chain of Wildflowers	Community Group	Melbourn, Meldreth	Conservation community events, workshops, promotion and photography	Materials	2,715	1,489.53	TBC	TBC	All documents received
The George Long Charity for Swavesey Memorial Hall	Charity	Swavesey	New front door	Improvements to Community Facilities	1,130	630.00	TBC	TBC	All documents received
1st Whittlesford & Duxford Scout Group	Members' Club	Duxford, Hinxton, Ickleton, Thriplow, Whittlesford	Equipment to provide access to minority sports (fencing, archery, indoor caving)	Equipment/Capital Purchase	21,324	1,500.00	TBC	TBC	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	Comments from Youth Council	Status of documentation
Meldreth Preschool	Voluntary Organisation	Meldreth	Running costs		4,000	1,500.00	TBC	TBC	All documents received
Grinnel Hill BMX Club	Members' Club	Melbourn, Meldreth, Shpreth, Barrington, Foxton	Upgrade top end locks to secure site	Materials	1,448	1,448.16	TBC	TBC	All documents received
Reboot Cambridge Community Interest Company	Community Interest Company	Cottenham and other villages	IT equipment for resource centre to support employability/self employability project	Equipment/Capital Purchase	27,000	1,500.00	TBC	TBC	All documents received
Arrington Parish Council	Parish Council	Arrington	Purchase two replacement notice boards	Equipment/Capital Purchase	2,000	1,500.00	TBC	TBC	All documents received
Dry Drayton Village Hall Management Committee	Charity	Dry Drayton	Village hall car park refurbishment	Improvements to Community Facilities	6,000	1,500.00	TBC	TBC	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	Comments from Youth Council	Status of documentation
Wilbrahams' Memorial Hall & Recreation Ground Trustees	Committee	Great & Little Wilbraham	Memorial hall redevelopment	Improvements to Community Facilities	425,656	1,500.00	TBC	TBC	All documents received
All Saints, Rampton Parochial Church Council	Religious Group	Rampton, Cottenham, Willingham	Footpath repair and electrical upgrade	Repairs to Historic Buildings/Monuments/Memorials	38,018	1,500.00	TBC	TBC	All documents received
Horseheath Village Community Association	Voluntary Organisation	Horseheath	Toilet refurbishment	Improvements to Community Facilities	10,000	1,500.00	TBC	TBC	All documents received
The Waterbeach and Landbeach Action for Youth Project (WAY)	Voluntary Organisation	Waterbeach, Landbeach, Chittering, Milton, Cottenham	Acoustic sound boards for music and games room	Improvements to Community Facilities	1,425	1,424.80	TBC	TBC	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	Comments from Youth Council	Status of documentation
Castle Camps Bowls Club	Members' Club	Castle Camps, Horseheath, Linton	Purchase of a 510 Groomer/ Dethatcher	Equipment/Capital Purchase	2,160	1,500.00	TBC	TBC	All documents received
TOTAL						19,992.49			

Total available = 72,286.00
Total requested = 19,992.49

Leader's Portfolio Holder – Work Programme 2015/16

Date of meeting	Title of Report	Key or Non-Key?	Reason Key Specify no(s) listed below	Purpose of Report, ie For Recommendation / Decision / Monitoring	Lead Officer / Report Author	Date added to Corporate Forward Plan
May	Community Chest Grants 2015/16 (if required)	Non-Key		Decision	Gemma Barron	N/A for non-key decision
June	Grants to Voluntary Sector: 6-monthly Update Report	Non-Key		For Information	Clare Gibbons	N/A for non-key decision
June	3-year service support grants 2016/17-2018/19	Key		Decision	Gemma Barron	N/A for non-key decision
June	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
July	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
August	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

September	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
September	Sustainable Parish Energy Partnership Update and Future Direction	Non-key		Decision	Siobhan Mellon	N/A for non-key decision
October	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
November	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
December	Grants to Voluntary Sector: 6-monthly Update Report	Non-key		Information	Clare Gibbons	N/A for non-key decision
December	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
January (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

February (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision
March (2016)	Community Chest Grants 2015/16 (if required)	Non-key		Decision	Gemma Barron	N/A for non-key decision

Key Decisions

1. it is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or
2. it is likely to be significant in terms of its effects on communities living or working in an area of the District comprising two or more wards.
In determining the meaning of 'significant' for the purposes of the above, the Council must have regard to any guidance for the time being issued by the Secretary of State in accordance with section 9Q of the 2000 Act (guidance)).

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