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13 May 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 - GROUND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 MAY 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 20 April 2015 as a correct record.	1 - 4
DECISION ITEMS		
3.	Appointment of Representatives to Outside Bodies The Leader will be invited to appoint representatives to the attached outside bodies.	5 - 6
4.	Community Chest Grant Funding 2015/16	7 - 12
STANDING ITEMS		
5.	Date of Next Meeting Councillors are invited to bring their 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:

- Working Together
- Integrity
- Dynamism
- Innovation

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
Monday, 20 April 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: 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 11 March 2015 were agreed as a correct record.

3. COMMUNITY CHEST GRANTS 2015/16

The Sustainable Communities and Partnerships Manager presented this report, which invited the Leader to consider applications for Community Chest Grants for 2015/16. It was understood that the comments from local councillors would be reported at the meeting.

Arrington Parish Council – new picnic tables and benches

Councillor Bridget Smith, as local member for Arrington, expressed her support for this application as Arrington was a small village with no other obvious meeting point apart from the local pub. The Leader expressed his support for this grant.

A Chain of Wildflowers – paying for facilitators

The Leader explained that he could not support this application, as it was for revenue expenditure and so did not meet the scheme's criteria. It was noted that both local members, Councillors Val Barrett and Jose Hales, were supportive of the application and it was hoped that another grant scheme could fund the project.

The George Long Charity for Swavesey Memorial Hall – new front door

It was noted the local member, Councillor Sue Ellington, supported this application. The Leader expressed his support for this project, which met the criteria.

1st Whittlesford & Duxford Scout Group – sporting equipment

It was noted that the local members, Councillors Mick Martin, Tony Orgee and Peter Topping, supported this application for sporting equipment. The Leader expressed his support for this project, which met the criteria.

Meldreth Pre-school – running costs

The Leader stated that this application for running costs did not meet the scheme's criteria

and so could not be supported. It was hoped that the application could benefit from the support of the Pre-School Learning Alliance or from Section 106 funds.

Grinnel Hill BMX Club – locks to secure the site

It was noted that the Grinnell Hill BMX Club had previously received grants from the scheme. The Leader suggested that it should be possible for the Club to purchase cheaper alternative locks. He supported the need for a single container lock.

Reboot Cambridge Community Interest Company – IT equipment

The Sustainable Communities and Partnerships Manager explained that units 1-10 were to be demolished and as the above organisation resided at 9a it would presumably need to secure a new site. The Leader stated that he fully supported this application on principle, but wanted assurance that the company had a secure location before awarding any funding.

Arrington Parish Council – notice boards

Councillor Bridget Smith, local member, explained that the notice boards were required in a village with poor internet access and an elderly population. The Leader supported the application, which met the criteria.

Dry Drayton Village Hall Management Committee – car park repair

Councillor Buntly Waters, local member, and Councillor Lynda Harford, local County Councillor, both supported the proposed car park refurbishment. The Leader supported the application, which met the criteria.

Wilbrahams' Memorial Hall & Recreational Ground Trustees – hall repair

The Sustainable Communities and Partnerships Manager explained that this project had been delayed in the past resulting in grant money having to be returned. However, it was noted that the works were definitely going ahead now and the project met the scheme's criteria. The Leader supported this application.

All Saints, Rampton Parochial Church Council – repair of footpath

In response to questioning, the Sustainable Communities and Partnerships Manager explained that the footpath provided access to the Church and unlike public footpaths was not the responsibility of the County Council. The Leader supported this application.

Horseheath Village Community Association – toilet refurbishment

It was noted that the refurbishment of the toilets would improve the community facility and make it easier to hire out the village hall. The Leader supported this application.

Waterbeach & Landbeach Action for Youth Project – acoustic sound boards

The Sustainable Community and Partnerships Manager stated that acoustic sound boards would allow all the rooms to be used at the same time, whilst currently loud noise in one room made any adjoining rooms unusable. Councillor Bridget Smith stated that Gamlingay Records had some acoustic sound boards, which they could sell to Waterbeach & Landbeach Action for Youth Project. The Leader supported this application in principle but requested that the applicant contact Gamlingay Records to ascertain whether suitable sound boards could be acquired at a cheaper price than quoted.

Castle Camps Bowls Club – purchase of a groomer/dethatcher

It was noted that the groomer/dethatcher would lead to an improved playing surface. The Leader supported this application.

The Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project	Total applied for	Total Awarded
Arrington Parish Council	Arrington	Purchase of new picnic tables and benches	2,758	1,500.00	1,500.00
A Chain of Wildflowers	Melbourn, Meldreth	Conservation community events, workshops, promotion and photography	2,715	1,489.53	0 Did not meet the scheme's criteria
The George Long Charity for Swavesey Memorial Hall	Swavesey	New front door	1,130	630	630
1st Whittlesford & Duxford Scout Group	Duxford, Hinxtton, Ickleton, Thriplow & Whittlesford	Equipment to provide access to minority sports (fencing, archery, indoor caving)	21,324	1,500	1,500
Meldreth Preschool	Meldreth	Running costs	4,000	1,500	0 Did not meet the scheme's criteria
Grinnel Hill BMX Club	Melbourn, Meldreth, Shepreth, Barrington, Foxton	Upgrade top end locks to secure site	1,448	1,448.16	350 (for a container lock)
Reboot Cambridge Community Interest Company	Cottenham and other villages	IT equipment for resource centre to support employability/self employability project	27,000	1,500	Decision deferred
Arrington Parish Council	Arrington	Purchase two replacement notice boards	2,000	1,500	1,500
Dry Drayton Village Hall Management Committee	Dry Drayton	Village hall car park refurbishment	6,000	1,500	1,500
Wilbrahams Memorial Hall & Recreation	Great and Little Wilbraham	Memorial hall redevelopment	425,656	1,500	1,500

Ground Trustees					
All Saints, Rampton Parochial Church Council	Rampton, Cottenham, Willingham	Footpath repair and electrical upgrade	38,018	1,500	1,500
Horseheath Village Community Association	Horseheath	Toilet refurbishment	10,000	1,500	1,500
The Waterbeach and Landbeach Action for Youth Project (WAY)	Waterbeach Landbeach, Chittering, Milton, Cottenham	Acoustic sound boards for music and games room	1,425	1,424.80	1,424,80 agreed in principle, but cheaper boards may be available
Castle Camps Bowls Club	Castle Camps, Horseheath, Linton	Purchase of a 510 Groomer/Dethatcher	2,160	1,500	1,500

4. WORK PROGRAMME

The Leader **NOTED** the Work Programme.

5. DATE OF NEXT MEETING

It was noted that the next meeting will be held on Thursday 21 May at 11am.

The Meeting ended at 10.30 a.m.

Agenda Item 3

List of Outside Bodies

Joint Committees and Outside Bodies – To be appointed by Leader

Name	Representative(s)
Cambridge City, South Cambs and County Council Strategic Planning Group	Pippa Corney Sebastian Kindersley Tim Wotherspoon Subs: Ray Manning & Nick Wright
Greater Cambridge City Deal Assembly	Three Members
Health and Wellbeing District Members' Forum	Sue Ellington
Joint Strategic Planning and Transport Members' Group	Pippa Corney Sebastian Kindersley Tim Wotherspoon Subs: Ray Manning & Nick Wright
South Cambridgeshire Crime and Disorder Reduction Partnership	Ben Shelton
South Cambridgeshire Local Health Partnership	Sue Ellington

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Agenda Item 4



South
Cambridgeshire
District Council

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

21 May 2015

COMMUNITY CHEST: FUNDING APPLICATIONS

Purpose

1. To consider applications for funding from the grant funding scheme during 2015/16.
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 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.scamb.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 are nineteen new applications for funding to be considered at this meeting. The applications were received between 9 April 2015 and 5 May 2015. The total funding requested equals £23,083.80. 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

8. 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

9. 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

10. 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)

11. 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.
12. 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

13. 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

COMMUNITY CHEST APPLICATIONS: 9 APRIL 2015 – 5 MAY 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
Bassingbourn-cum-Kneesworth Parish Council	Parish Council	Bassingbourn-cum-Kneesworth	New village sign	Equipment/Capital Purchase	4,343	1,500.00	TBC	TBC	All documents received
Over Baptist Church	Members' Club	Over	Remove pews and replace with movable chairs to increase versatility for community	Equipment/Capital Purchase	6,000	1,500.00	TBC	TBC	All documents received
Papworth Bowls Club	Members' Club	Papworth Everard	Improvements/renovations to the bowls green	Materials	2,000	1,000.00	TBC	TBC	No quote - further information requested
Milton Football Club	Members' Club	Milton	Pavilion upgrade (changing facilities)	Improvements to Community Facilities	40,000	1,500.00	TBC	TBC	All documents received
St Mary's Church Voluntary Working Group	Community Group	Hardwick	Purchase gardening equipment and shed	Equipment/Capital Purchase	2,067	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
Hinxton Parish Council	Parish Council	Hinxton	Repaint and repair exterior woodwork, doors and fascias of Village Hall	Improvements to Community Facilities	840	840.00	TBC	TBC	All documents received
Castle Camps Playground	Community Group	Castle Camps, Shudy Camps	Purchase and install new play equipment	Equipment/ Capital Purchase	45,000	1,500.00	TBC	TBC	All documents received
1st Willingham Scout Group	Members' Club	Willingham, Longstanton	Purchase of tents and shelter	Equipment/ Capital Purchase	1,530	1,500.00	TBC	TBC	All documents received
Mary Challis Trust Limited	Charity	Sawston	Purchase of PC and printer	Equipment/ Capital Purchase	1,500	500.00	TBC	TBC	All documents received
Duxford Playgroup	Community Group	Duxford, Ickleton, Hinxton	Purchase reconditioned smartboard	Equipment/ Capital Purchase	1,666	1,266.00	TBC	TBC	All documents received
Friends of Girton Glebe Primary School	Community Group	Girton, Dry Drayton	Replace pool cover and reel with a GeoBubble cover (part of project aiming to open up pool to wider community)	Equipment/ Capital Purchase	1,391	1,390.80	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
Grantchester Cricket Club	Members' Club	Grantchester	Purchase of pop-up gazebo/marquee (4m x 8m) to serve teas and store bags	Equipment/ Capital Purchase	738	737.62	TBC	TBC	All documents received
Steeple Morden Bowls Club	Members' Club	Steeple Morden, Guilden Morden, Ashwell, Litlington	Replace 2nd half of pavilion roof	Improvements to Community Facilities	2,685	1,500.00	TBC	TBC	All documents received
Cottontails Pre-school		Girton	Outdoor Learning Project: installation of two benches	Equipment/ Capital Purchase	1,349	1,349.38	TBC	TBC	All documents received
Sawston Youth Group	Community Group	Sawston	Climbing Equipment	Equipment/ Capital Purchase	1,431	1,000.00	TBC	TBC	All documents received
1st Hardwick and Highfields Scout Group	Members' Club	Harwick, Kingston, Caldecote, Cambourne, Bourn, Toft, Madingly, Coton	Camping activity tent	Equipment/ Capital Purchase	1,775	1,500.00	TBC	TBC	All documents received
Linton Village Hall	Charity	Linton	Lighting renewal: main hall	Equipment/ Capital Purchase	2,370	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
Linton Players	Community Group	Linton	Hire of hall, scenery, props for charity fundraising pantomime		2,700	1,500.00	TBC	TBC	No constitution / mission statement; no accounts
TOTAL						23,083.80			

Total budget	=	72,286.00
Total previously allocated	=	14,404.80
Total remaining in budget	=	57,881.20
Total requested	=	23,083.80