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16 June 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 **LEADER'S ROOM - SOUTH CAMBS HALL** at South Cambridgeshire Hall on **WEDNESDAY, 24 JUNE 2015 at 9.00 a.m.**

Yours faithfully  
**JEAN HUNTER**  
Chief Executive

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

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<b>AGENDA</b>		<b>PAGES</b>
<b>PROCEDURAL ITEMS</b>		
<b>1.</b>	<b>Declarations of Interest</b>	
<b>2.</b>	<b>Minutes of Previous Meeting</b> The Portfolio Holder is asked to sign the minutes of the meeting held on 21 May 2015 as a correct record.	<b>1 - 6</b>
<b>DECISION ITEMS</b>		
<b>3.</b>	<b>Community Chest Grant Funding 2015-16</b>	<b>7 - 12</b>
<b>4.</b>	<b>Report from the VJ70 Task and Finish Group (Verbal Report)</b>	
<b>STANDING ITEMS</b>		
<b>5.</b>	<b>Date of Next Meeting</b> Councillors are asked 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**

### **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](mailto:democratic.services@scambs.gov.uk)

#### **Emergency and Evacuation**

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

#### **First Aid**

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#### **Access for People with Disabilities**

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#### **Toilets**

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#### **Recording of Business and Use of Mobile Phones**

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#### **Banners, Placards and similar items**

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#### **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.

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# Agenda Item 2

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on  
Thursday, 21 May 2015 at 11.00 a.m.

Portfolio Holder: Simon Edwards

### Councillors in attendance:

Scrutiny and Overview Committee monitors: Lynda Harford

Opposition spokesmen: Bridget Smith

Also in attendance: David Bard, Kevin Cuffley and Raymond Matthews

### Officers:

Patrick Adams	Senior Democratic Services Officer
Gemma Barron	Sustainable Communities & Partnerships Manager
Kirstin Donaldson	Project Officer
Mike Hill	Health and Environmental Services Director

## 1. DECLARATIONS OF INTEREST

None.

Councillor Simon Edwards explained that Councillor Ray Manning was attending a meeting with the Boundary Commission and so had asked him to chair the meeting as Deputy Leader.

## 2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 20 April 2015 were agreed as a correct record.

The Sustainable Communities and Partnerships Manager explained that the grant application from Reboot Cambridge Community Interest Company for IT equipment could be considered as its premises were not subject to planning enforcement. She further explained that Waterbeach and Landbeach Action for Youth Project were planning to purchase acoustic sound boards from Gamlingay Records and thus saving funds. The Deputy Leader stated that these applications would be considered by the Leader.

## 3. APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES

The Deputy Leader explained that Councillor Robert Turner was replacing Councillor Pippa Corney on the Cambridge City, South Cambs and County Council Strategic Planning Group as the Planning Portfolio Holder. The representatives on the Greater Cambridge City Deal Assembly had been proposed by the two main political groups.

The Deputy Leader **AGREED** the following appointments:

Outside Body	Representative(s)
Cambridge City, South Cambs and County Council Strategic Planning Group	Robert Turner Sebastian Kindersley Tim Wotherspoon Subs: Ray Manning & Nick Wright
Greater Cambridge City	Francis Burkitt

Deal Assembly	Bridget Smith Tim Wotherspoon
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

#### 4. COMMUNITY CHEST GRANT FUNDING 2015/16

The Sustainable Communities and Partnerships Manager presented this report, which invited the Deputy Leader to consider applications for Community Chest Grants for 2015/16. Comments from local councillors were reported at the meeting. Each application was considered in turn.

##### **Bassingbourn-cum-Kneesworth: New village sign**

The local members Councillors Nigel Cathcart and David McCraith supported this application. The Deputy Leader agreed the application, which met the scheme's criteria.

##### **Over Baptist Church: Replace pews with movable chairs**

Local member Councillor Brian Burling supported this application. The Deputy Leader stated that this application should be deferred to ensure that the wider community was consulted.

##### **Papworth Bowls Club: Improvements to green**

On being informed that the application did not include quotes for the recommended work, the Deputy Leader stated that the application should be deferred.

##### **Milton Football Club: Pavilion upgrade**

The local members Councillors Hazel Smith and Anna Bradnam both supported this application. The Deputy Leader agreed this application, which met the scheme's criteria.

##### **St Mary's Church Voluntary Working Group: Purchase gardening equipment and shed**

The local member Councillor Grenville Chamberlain supported this application. The Deputy Leader agreed this application, which met the scheme's criteria.

##### **Hinxton Parish Council: Repairs to village hall**

The Deputy Leader agreed this application, which met the scheme's criteria. He agreed that Hinxton Parish Council should be asked to include a plaque stating that the District Council had paid for these repairs.

##### **Castle Camps Playground: New play equipment**

The Deputy Leader agreed this application, which met the scheme's criteria.

##### **1<sup>st</sup> Willingham Scout Group: Purchase of tents**

The Deputy Leader noted the suggestion that scout groups should attempt to get a bulk

discount by purchasing their tents together. He agreed this application, which met the scheme's criteria.

**Mary Challis Trust Limited: Purchase of PC and printer**

This application received the support of all three local members, Councillors David Bard, Kevin Cuffley and Raymond Matthews, who were present at the meeting. The Deputy Leader agreed the application, which met the scheme's criteria.

**Duxford Playgroup: Purchase of smartboard**

The Deputy Leader agreed this application, which met the scheme's criteria.

**Friends of Girton Glebe Primary School: Replace pool cover**

Councillor Lynda Harford expressed her support for this application as the local County Councillor. The improvements planned would allow the pool to become available to the wider community. The Deputy Leader agreed this application, which met the scheme's criteria.

**Grantchester Cricket Club: Purchase of marquee**

The Deputy Leader noted that the Club had no changing area and he agreed this application, which met the scheme's criteria.

**Steeple Morden Bowls Club: Repair of pavilion roof**

The Deputy Leader agreed this application, which met the scheme's criteria. He also agreed that the Club should be asked to include a plaque stating that the District Council had paid over half the cost for these repairs.

**Cottontails Pre-school: Installation of two benches**

Councillor Lynda Harford expressed her support for this application as the local County Councillor. The Deputy Leader agreed this application, which met the scheme's criteria.

**Sawston Youth Group: Climbing equipment**

This application received the support of all three local members, Councillors David Bard, Kevin Cuffley and Raymond Matthews, who were present at the meeting. The Deputy Leader supported the application, which met the scheme's criteria.

**1<sup>st</sup> Hardwick and Highfields Scout Group: Camping equipment**

The local member, Councillor Grenville Chamberlain, supported this application. The Deputy Leader noted the suggestion that scout groups should attempt to get a bulk discount by purchasing their tents together. He agreed this application, which met the scheme's criteria.

**Linton Village Hall: Lighting renewal**

Local councillor, Councillor Henry Batchelor, supported this application. The Deputy Leader agreed this application, which met the scheme's criteria.

**Linton Players: Hire of hall, scenery and props**

The Deputy Leader noted that the Council had not yet received the applicant's constitution, mission statement or accounts. He also understood that the cost of hiring a hall did not come under the scheme's criteria. The Deputy Leader did not support this application.

The Deputy Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project	Total applied for	Total Awarded
Bassingbourn-cum-Kneesworth Parish Council	Bassingbourn-cum-Kneesworth	New village sign	4,343	1,500.00	1,500.00
Over Baptist Church	Over	Remove pews and replace with movable chairs to increase versatility for community	6,000	1,500	0 Deferred to consult residents
Papworth Bowls Club	Papworth Everard	Improvements/renovations to the bowls green	2,000	1,000	0 Deferred for more info
Milton Football Club	Milton	Pavilion upgrade (changing facilities)	40,000	1,500	1,500
St Mary's Church Voluntary Group	Hardwick	Purchase gardening equipment and shed	2,067	1,500	1,500
Hinxton Parish Council	Hinxton	Repaint and repair exterior woodwork, doors and fascias of Village Hall	840	840	840
Castle Camps Playground	Castle Camps Shudy Camps	Purchase and install new play equipment	45,000	1,500	1,500
1 <sup>st</sup> Willingham Scot Group	Willingham, Longstanton	Purchase of tents and shelter	1,530	1,500	1,500
Mary Challis Trust Limited	Sawston	Purchase of PC and printer	1,500	500	500
Duxford Playgroup	Duxford, Ickleton, Hinxton	Purchase of reconditioned smartboard	1,666	1,266	1,266
Friends of Girton Glebe Primary School	Girton, Dry Drayton	Replace pool cover and reel with a GeoBubble cover	1,391	1,390.80	1390.80
Grantchester	Grantchester	Purchase of	738	737.62	737.62



Cricket Club		pop-up gazebo/marquee (4m x 8m) to serve teas and store bags			
Steeple Morden Bowls Club	Steeple Morden, Guilden Morden, Ashwell, Litlington	Replace 2 <sup>nd</sup> half of pavilion roof	2,685	1,500	1,500
Cottontails Pre-school	Girton	Outdoor Learning Project: Installation of two benches	1,349	1,349.38	1,349.38
Sawston Youth Group	Sawston	Climbing Equipment	1,431	1,000	1,000
1 <sup>st</sup> Hardwick and Highfields Scout Group	Hardwick, Kingston, Caldecote, Cambourne, Bourn, Toft, Madingley, Coton	Camping activity tent	1,775	1,500	1,500
Linton Village Hall	Linton	Lighting renewal: Main hall	2,370	1,500	1,500
Linton Players	Linton	Hire of hall scenery, props for charity fundraising pantomime	2,700	1,500	0 (did not meet scheme's criteria)

#### 5. DATE OF NEXT MEETING

The Clerk agreed to arrange a date for the next meeting.

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**The Meeting ended at 11.35 a.m.**

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# Agenda Item 3



South  
Cambridgeshire  
District Council

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

24 June 2015

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

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## 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 2015/16 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 are eighteen new applications for funding to be considered at this meeting. The applications were received between 11 May 2015 and 12 June 2015. The total

funding requested equals £20,574.75. 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).

8. In addition, the application from Over Baptist Church (£1,500), deferred at the last meeting, is now ready for reconsideration. Further information from other applications that were deferred remain outstanding.

### **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:** Kirstin Donaldson – Project Officer  
Telephone: (01954) 712908

**COMMUNITY CHEST APPLICATIONS: DEFERED FROM PREVIOUS MEETING(S)**

<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>Status of documentation</b>
Over Baptist Church	Members' Club	Over	Remove pews and replace with movable chairs to increase versatility for community	Equipment/Capital Purchase	6000.00	1,500.00	All documents received
<b>TOTAL</b>						<b>1,500.00</b>	

**COMMUNITY CHEST APPLICATIONS: 11 MAY 2015 – 12 JUNE 2015**

<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>Status of documentation</b>
The Cygnets, Milton Pre-School	Charity	Milton	To purchase tables and chairs for new building	Equipment/Capital Purchase	3108.84	1,500.00	All documents received
Friends of Milton Country Park	Community Group	Milton	To purchase marquee and folding tables for regular events	Equipment/Capital Purchase	786.92	786.92	All documents received
The Almshouse and Pension Charity of the Julia Norris Trust	Charity	Little Gransden	Toward the refurbishment and remodelling of four almshouses	Improvements to Community Facilities	540000.00	1,500.00	All documents received
Gamlingay Allotment Gardeners Association	Community Group	Gamlingay	To purchase table and benches	Equipment/Capital Purchase	1000.00	1,000.00	All documents received

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Ladybird PreSchool	Charity	Cottenham	To purchase new metal storage shed	Equipment/Capital Purchase	1128.32	1,128.32	All documents received
Melbourn Amateur Dramatics Society	Community Group	Melbourn	To purchase costumes, scenery, microphones, materials to make props	Equipment/Capital Purchase	1200.00	500.00	Awaiting Documents
Litlington Recreation Centre Management Committee	Community Group	Litlington	To purchase replacement tables and chairs	Equipment/Capital Purchase	1558.75	1,000.00	All documents received
Lolworth Parish Meeting	Parish Council	Lolworth, Bar Hill, Boxworth	To purchase road planings, fuel and weedkiller to repair the millennium footpath between Lolworth and Bar Hill	Equipment/Capital Purchase	400.00	400.00	All documents received
Little Shelford Bowls Club	Members' Club	Little Shelford	To replace badly damaged fencing along one side of the green	Equipment/Capital Purchase	1876.21	1,000.00	All documents received
Longstanton Grasshoppers Cricket Club	Members' Club	Longstanton	To purchase a secure container to store the club's equipment.	Equipment/Capital Purchase	1530.00	1,500.00	All documents received
Whittlesford Parish Council	Parish Council	Whittlesford	To purchase a road sign reading 'Whittlesford. Please Drive Safely' for the Newton entrance to the village	Equipment/Capital Purchase	786.00	786.00	All documents received
Cambourne Comets	Members' Club	Cambourne	To purchase gymnastics/safety equipment	Equipment/Capital Purchase	2800.00	1,500.00	Awaiting Documents
Caldecote Scout Group	Members' Club	Caldecote	To purchase camping and orienteering equipment	Equipment/Capital Purchase	1500.00	1,500.00	All documents received
Comberton Bowls Club	Members' Club	Comberton	Towards the refurbishment of toilet facilities	Materials	4735.34	1,500.00	All documents received

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
The Phoenix Trust	Charity	Milton	To purchase two all-terrain pallet trucks	Equipment/Capital Purchase	1675.20	1,500.00	All documents received
1st Histon Scouts	Members' Club	Histon, Impington	To make repairs to the scout hut	Materials	10036.74	1,500.00	All documents received
Meadow Out of School Club	Charity	Balsham, West Wickham, West Wratting, Weston Colville	To purchase outdoor play equipment	Equipment/Capital Purchase	473.51	473.51	All documents received
<b>TOTAL</b>						<b>20,574.75</b>	

Total budget = 72,286.00  
 Total previously allocated = 33,488.80  
 Total remaining in budget = 38,797.20  
 Total requested = 22,074.75

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