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Wednesday 15 July 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 **THURSDAY, 23 JULY 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.**

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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 24 June 2015 as a correct record.	<b>1 - 6</b>
<b>DECISION ITEMS</b>		
<b>3.</b>	<b>Community Chest Grants</b>	<b>7 - 12</b>
<b>4.</b>	<b>Grants Monitoring Report</b>	<b>13 - 44</b>
<b>STANDING ITEMS</b>		
<b>5.</b>	<b>Date of Next Meeting</b> Members 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**

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- **Do not** re-enter the building until the officer in charge or the fire brigade confirms that it is safe to do so.

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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  
Wednesday, 24 June 2015 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: David Bard and Sue Ellington

### Officers:

Patrick Adams

Senior Democratic Services Officer

Gemma Barron

Sustainable Communities & Partnerships Manager

Kirstin Donaldson

Project Officer

## 1. DECLARATIONS OF INTEREST

None.

## 2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 21 May 2015 were agreed as a correct record.

## 3. COMMUNITY CHEST GRANT FUNDING 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. Comments from local councillors and youth councillors were reported at the meeting. Each application was considered in turn.

### **Over Baptist Church – new chairs**

This application had been deferred from the previous meeting, to ensure that the wider community had been consulted. The Project Officer explained that the application had been fully discussed at church meetings and the plans had been displayed on the village noticeboard without any dissent. The Leader decided to defer the matter to the Deputy Leader, as the church was in his ward. *Post meeting note: the deputy leader agreed the application.*

### **The Cygnets, Milton Pre-School – new chairs and tables**

The Leader noted that the application met the scheme's criteria, the parish council were paying the other half of the costs of the project and that the application had the support of both local members. The Leader agreed to award a grant of £1,500.

### **Friends of Milton Country Park – marquee and folding tables**

The Leader noted that the application met the scheme's criteria, a number of events were held at Milton Country Park and the application was supported by both local members. The Leader agreed to award a grant of £786.92.

### **Almshouse and Pension Charity of the Julia Norris Trust – refurbishment of almshouses**

The Leader noted concerns regarding the overall costs of the project, but acknowledged

that a grant from the Council could assist the applicants in accessing other funding. The funding from the Council would be used to refurbish one of the toilets. The application met the scheme's criteria and the Leader agreed to award a grant of £1,500.

**Gamlingay Allotment Gardeners' Association – table and benches**

Councillor Bridget Smith explained that whilst the Association's funds were limited there were a number of active volunteers within the association and there was a waiting list for allotments. The Leader noted that the local members supported this application, which met the scheme's criteria and he agreed to award a grant of £1,000.

**Ladybird Pre-School – metal storage shed**

The Leader noted that the storage shed would protect the Pre-school's equipment from damage and theft. The application met the scheme's criteria and the Leader agreed to award a grant of £1,128.32.

**Melbourn Amateur Dramatics Society – costumes, scenery, microphones and props**

The Leader noted that arguably an application for costumes, scenery and props did not meet the scheme's criteria, although microphones could be funded. In view of the fact that quotes from the applicant had not yet been received the Leader deferred making a decision on this application.

**Litlington Recreation Centre Management Committee – tables and chairs**

The Leader agreed to award a grant of £1,000 to this application, which met the scheme's criteria and had the support of local member Councillor David McCraith.

**Lolworth Parish Meeting – repair of footpath to Bar Hill**

The Leader noted that the footpath was on private land and it was unusual for the residents of Lolworth to ask for a grant. The application met the scheme's criteria and the Leader agreed to award a grant of £400.

**Little Shelford Bowls Club – mending fence**

The Leader agreed to award a grant of £1,000, as this application met the scheme's criteria. He asked officers to consider whether a plaque could be displayed on the fence, stating that the Council had paid for the repairs.

**Longstanton Grasshoppers Cricket Club – storage container**

The Leader agreed to award a grant of £1,500, as this application met the scheme's criteria.

**Whittlesford Parish Council – village road sign**

The Leader noted that this application had the support of the local councillor. However, the Leader suggested that this form of signage should be funded by either the County Council or the parish council and he decided not to award a grant.

**Cambourne Comets – gymnastics equipment**

Councillor Des O'Brien supported this application. The Leader agreed to award a grant of £1,500, as the application met the scheme's criteria.

**Caldecote Scout Group – camping and orienteering equipment**

The Leader noted that Caldecote Scout Group were a relatively new organisation, the application met the scheme's criteria and had the support of youth councillor Ellie Harris. The Leader agreed to award a grant of £1,500.

**Comberton Bowls Club – refurbishment of toilet facilities**

The Leader noted that the refurbishment would improve disabled access and he agreed to

award a grant of £1,500, to this application which met the scheme's criteria.

**Phoenix Trust – all-terrain pallet trucks**

The Leader agreed to award a grant of £1,500, to this application which met the scheme's criteria.

**1<sup>st</sup> Histon Scouts – repairs to scout hut**

The Leader expressed his support for the Scouts as an organisation and he agreed to award a grant of £1,500 to this application, which met the scheme's criteria.

**Meadows Out of Schools Club – purchase outdoor play equipment**

The Leader agreed to award a grant of £473.51 to this project, which met the scheme's criteria.

**Mother Goose Preschool – purchase of matting around play equipment**

The Leader agreed to receive this application, which had not been included in the report. He noted that it had the support of the local councillor for Wimpole, who had explained that there were few alternative pre-schools for local residents, which made it a valuable asset for the community. The Leader agreed to award a grant of £1,500 to this application, which met the scheme's criteria.

The Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project (£)	Total applied for (£)	Total Awarded (£)
The Cygnets, Milton Pre-School	Milton	To purchase tables and chairs for new building	3,108.84	1,500.00	1,500.00
Friends of Milton County Park	Milton	To purchase marquee and folding tables for regular events	786.92	786.92	786.92
The Almshouse and Pension Charity of the Julia Norris Trust	Little Gransden	Toward the refurbishment and remodelling of four almshouses	540,000	1,500	1,500
Gamlingay Allotment Gardeners Association	Gamlingay	To purchase table and benches	1,000	1,000	1,000
Ladybird Pre-school	Cottenham	To purchase new metal storage sheds	1,128.32	1,128.32	1,128.32
Melbourn Amateur Dramatics Society	Melbourn	To purchase replacement costumes, scenery, microphones, materials to make props	1,200	500	0 (Deferred for quotes)

Litlington Recreation Centre Management Committee	Litlington	To purchase replacement tables and chairs	1558.75	1,000	1,000
Lolworth Parish Meeting	Lolworth, Bar Hill, Boxworth	To purchase road planings, fuel and weedkiller to repair the millennium footpath between Lolworth and Bar Hill	400	400	400
Little Shelford Bowls Club	Little Shelford	To replace badly damaged fencing along one side of the green	1,876.21	1,000	1,000
Longstanton Grasshoppers Cricket Club	Longstanton	To purchase a secure container to store the club's equipment	1,530	1,500	1,500
Whittlesford Parish Council	Whittlesford	To purchase a road sign reading "Whittlesford. Please drive safely" for the Newton entrance to the village	786	786	0
Cambourne Comets	Cambourne	To purchase gymnastics/safety equipment	2,800	1,500	1,500
Caldecote Scout Group	Caldecote	To purchase camping and orienteering	1,500	1,500	1,500
Comberton Bowls Club	Comberton	Towards the refurbishment of toilet facilities	4,735.34	1,500	1,500
The Phoenix Trust	Milton	To purchase two all-terrain pallet trucks	1,675	1,500	1,500
1 <sup>st</sup> Histon Scouts	Histon, Impington	To make repairs to the scout hut	10,036.74	1,500	1,500
Meadows Out of School Club	Balsham, West Wickham, West Wrating, Weston Colville	To purchase outdoor play equipment	473.51	473.51	473.51
Mother Goose Pre-School	Wimpole	To purchase matting material to be placed around play equipment	2,624.40	1,500	1,500



**4. REPORT FROM THE VJ70 TASK AND FINISH GROUP (VERBAL REPORT)**

Councillor David Bard, Chairman of the VJ70 Task and Finish Group, gave a verbal update on the work of the Group and its recommendations for the commemoration of the 70<sup>th</sup> anniversary of the end of the Second World War.

The Leader supported the proposed design for the commemorative plaque and the plans for the unveiling event as recommended by the VJ70 Task and Finish Group. The Leader **NOTED** that the VJ70 Task and Finish Group had now disbanded, as the officers now had clear instructions on how to commemorate the event.

**5. DATE OF NEXT MEETING**

The Leader agreed that the next Leader's Portfolio Holder's meeting should be held on Thursday 23 July at 11am.

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**The Meeting ended at 9.45 a.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

23 July 2015

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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.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 seventeen new applications for funding to be considered at this meeting. The applications were received between 15 June 2015 and 10 July 2015. The total funding requested equals £21,292.80. 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:** Kirstin Donaldson – Project Officer  
Telephone: (01954) 712908

**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>
Robinson Hall	Charity	Lolworth, Bar Hill, Boxworth	To purchase chairs for the village hall.	Equipment/Capital Purchase	1191.00	1,191.00	All documents received
Cambridge Junior Cycling Club	Members' Club	Milton	Purchase and installation of 20ft by 10ft shed for storage and maintenance sessions	Equipment/Capital Purchase	2400.00	1,200.00	Awaiting documents
Bassingbourn Cricket Club	Members' Club	Bassingbourn-cum-Kneesworth, Litlington, Shingay, Melbourn, Meldreth +	Wicket Refurbishment - as part of larger refurbishment plans for youth cricket club	Equipment/Capital Purchase	840.00	640.00	All documents received
Eltisley Parish Council	Parish Council	Eltisley	To purchase a mobile, flashing, speed warning sign	Equipment/Capital Purchase	4000.00	1,500.00	All documents received
Eltisley Cricket Club	Members' Club	Eltisley	To purchase a new pitch roller	Equipment/Capital Purchase	2500.00	1,500.00	All documents received
St Peter's Church	Charity	Horningsea	Improving church facilities/ installing a new disabled toilet	Materials	114000.00	1,500.00	All documents received
Linton Heights Junior School	School	Linton	To install a new kitchen in the Domestic Science area, to provide children and community with cookery lessons	Materials	6851.48	1,500.00	All documents received
The Countryside Restoration Trust	Charity	Barton	To replace old and damaged notice boards and guided walk signs for community recreation and learning	Equipment/Capital Purchase	1000.00	1,000.00	Awaiting documents

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Elsworth Sports Club	Members' Club	Elsworth	To purchase a shipping container (to be clad) to provide secure storage for groundcare equipment	Equipment/Capital Purchase	3000.00	1,500.00	All documents received
Fulbourn Pre-School	Charity	Fulbourn	To make repairs to outdoor wendy house and purchase books and bookcases for the space	Equipment/Capital Purchase	350.00	350.00	All documents received
Harston Parish Council	Parish Council	Harston	To replace village noticeboard	Equipment/Capital Purchase	996.80	996.80	All documents received
Melbourn Village College	School	Melbourn	To purchase Computer Numeric Control Equipment for use in Technology Subjects	Equipment/Capital Purchase	4600.00	1,500.00	All documents received
1st Over St Mary's Scout Group	Charity	Over	To build fire pits that allow the group to teach basic fire lighting and cooking in safe environment	Materials	2000.00	1,500.00	Awaiting documents
Whaddon Village Hall and Recreation Ground Trust	Charity	Whaddon	To provide a parking area for the playground	Materials	16700.00	1,500.00	All documents received
Cambridge Sport Lakes Trust	Charity	Milton	To purchase multiple items associated with all-ability biking: an adaptive seat, ramp for container to allow wheelchair bike access. Also, a sign, noticeboard, allan keys, volunteer tshirts, magnetic postcards (for public £348)	Equipment/Capital Purchase	915.00	915.00	All documents received
Linton Infants Parent Teacher Friends Association	Charity	Linton	To purchase Playground equipment	Equipment/Capital Purchase	32000.00	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
Cambridge Sport Lakes Trust	Charity	Milton (Entire District)	redecking a pedestrian bridge (badly damaged accident hazard)	Materials	8861.70	1,500.00	All documents received1

**TOTAL**

**£21,292.80**

Total budget	=	72,286.00
Total previously allocated	=	54,277.55
Total remaining in budget	=	18,008.45
Total requested	=	21,292.80

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# Agenda Item 4

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

23 July 2015

**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 last 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 supported 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 the Leader notes the delivery of all other grant programmes within the scope of this report, as currently delivered.

### **Reasons for Recommendations**

5. The closed Capital Grants programme (Appendix 1) retained financial commitment to 17 projects midway through the 2014/15 financial year.
6. Substantial progress has been made over the last six months by the projects supported by the Capital Grants programme. A further £117,239 of payments were made in the last two quarters, reducing the outstanding sum to £69,220.
7. Of the ten projects remaining open in the Capital Grants programme, all bar three projects are awaiting a completion certificate to enable the final payment. Of these three the projects that remain to be of concern are the Hardwick Scout Group's new community building (the group has not been forthcoming about the progress made with the project) and the Melbourn Play Parks Project (no recent communication has been received).
8. 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.

### **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 applications of interest 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.
15. On 11 March 2015 the Leader agreed amendments to the Community Chest eligibility criteria, removing the parish paths scheme and also agreed to carry forward the additional £20,000 allocated to the Community Chest by Cabinet 12 February.
16. 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.
17. 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). 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.
18. The under-subscribed Community Transport Service Support Grant fund stream for the first two years of the programme had a combined value of £8,461, which was deemed sufficient to justify opening a new round of grant applications, for projects which could be completed within the existing three year programme. A further round of applications was held at the Leader's agreement and funds distributed following a competitive bidding process. Activity supported by these additional grants is reported in Appendix 2, along with the pre-existing grants.

### **Considerations**

19. The now closed capital grants programme retains financial commitments to ten 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).
20. The grant programmes included in the Grants Review (set out in paragraph 7) are reported in detail in Appendix 2.
21. Intensified promotional effort, including by elected members, and an increase in the maximum award has meant that demand for the Community Chest grew and remained strong throughout the remainder of 2014/15, resulting in the early closure on the scheme for that financial year. The scheme was advertised as being 'first come, first served'.
22. Further funding for the Community Chest in 2014/15 was discussed as part of the Community Chest Report to the Leader's Portfolio Holder Meeting on 27 November 2014, with a further £10,000 vired into the fund.
23. The Community Chest received a further boost of £20,000 (decision, paper) and as a result the fund as since re-opened as of 1 April 2015 with a combined value of £72,000.

## **Options**

24. The Leader could approve, vary or discontinue the current grant funding arrangements for the Service Support Grant Fund (subject to three year funding agreements).
25. To note the delivery of all other grant programmes within the scope of this report, as currently delivered.
26. Following the October and January grant rounds of Elite Athletes fund the fund was underspent by £14,400 due to fewer than expected athletes coming forward for support. The underspend in the Elite Athletes fund was vired to provide additional support to the Citizens Advice Bureaux during the current financial year, given the increasing demand evident for their services (Environmental Services Portfolio Holder meeting, 25 February 2015 plus virement signed by the Leader and The Environmental Services Portfolio Holder in April 2015).

## **Implications**

27. 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***

28. 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)**

29. None.

## **Effect on Strategic Aims**

30. 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&MIId=5969&Ver=4>

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

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

Leaders Portfolio Meeting 16 Jan 2014

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

Leaders Portfolio Meeting 17 July 2014

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

Cabinet, 12 February 2015

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=293&MId=6280&Ver=4>

Environmental Services Portfolio Holder Meeting 25 February 2015

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=868&MId=6510&Ver=4>

Leaders Portfolio Meeting 11 March 2015

<http://scams.moderngov.co.uk/documents/s79459/Community%20Chest%20Eligibility%20Report%20110315.pdf>

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## Appendix 1 Closed grant programmes

### (a) Capital Grant programme

Applicant	Project Details	Grant Amount	Payments Made	Outstanding Amount	Current status	
		£	£	£		
Coton Village Hall	Refurbishment of Village Hall	6,400.00	6,400.00	0.00	Final payment made April 2014.	Project closed
Whaddon PC	Refurbishment of Village Hall	25,000.00	25,000.00	0.00	Final payment made May 2014.	Project closed
Cambourne Youth Partnership	Music and film-editing equipment	4,650.00	4,650.00	0.00	Final payment made Feb 2015.	Project closed
Castle Camps PC	New Changing Rooms	5,000.00	0.00	5,000.00	Returned to balance.	Project closed
Fowlmere Recreation Ground and Village Hall	Improvements to the Village Hall	3,000.00	3,000.00	0.00	Signed off by BC and final instalment paid.	Project closed
Townley Memorial Hall Trust	New Multi-Use Hall	15,000.00	15,000.00	0.00	Final payment made. Opening ceremony September 2014.	Project closed
Great Shelford PC	New Sports Pavilion	40,000.00	40,000.00	0.00	Existing building demolished, new one underway.	Project closed
Sawston VC	Satellite connections at	1,000.00	1,000.00	0.00	Completed, installed and grant paid.	Project closed

	cinema					
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 - pitching for funds to local parish councils - Jan 2015.	
Papworth Hospital Charity	Voices from the Village of Hope'	3,614.00	2,000.00	1,614.00	Project complete and no further claims - returned £1,614 to balances Jan 2015.	Project closed
Duxford Parish Council	Refurbishment of the play area	25,000.00	22,500.00	2,500.00	First payment made March 2015. Final 10% withheld until completion certificate received and final invoice	
St Andrews Centre, Histon	Redevelopment of the Church Halls	40,000.00	40,000.00	0.00	Final payment made.	Project closed
Arrington Assembly Rooms	Replacement windows and loft insulation	8,800.00	8,800.00	0.00	Final payment made.	Project closed
Great Shelford PC	New Sports Pavilion (Top-up)	10,000.00	10,000.00	0.00	Final payment made.	Project closed
Weston Colville Cricket Club	Upgrade of changing rooms	3,000.00	3,000.00	0.00	Final payment made.	Project closed
Coton Cricket Club	Practice cricket nets	5,800.00	5,800.00	0.00	Final payment made.	Project closed



Little Shelford Sports and Recreation Trust	New Sports Pavilion	32,500.00	32,500.00	0.00	(Final payment has been made April 2015.)	Project closed
Cottenham Parish Council	New changing rooms on recreation ground	40,000.00	36,000.00	4,000.00	Final 10% withheld until completion certificate and final invoice received.	
Linton PC & Granta FC	Extension and improvements of pavilion	18,094.00	18,094.00	0.00	Final payment made.	Project closed
St Peter's Church, Papworth	New Community Room, kitchenette and toilet	10,000.00	10,000.00	0.00	Final payment made.	Project closed
Whittlesford & Duxford Scout Group	New extension and rebuild of existing hut	30,000.00	30,000.00	0.00	Opening ceremony 10th March 2015. Final payment made.	Project closed
Hardwick Scout Group	New Community Building	30,000.00		30,000.00	Planning permission approved by SCDC - no further update received from applicant to date.	
Hauxton Parish Council	New Village Hall - architects fees	7,500.00	6,836.58	663.42	Awaiting final claim.	
Toft People's Hall Management	Extension of the Village Hall	14,300.00	14,300.00	0.00	Final payment made.	Project closed

Committee						
The Cade Management Committee	Extension of Eltisle Village Hall	24,600.00	24,600.00	0.00	Final payment made.	Project closed
The Kingston VH Management Committee	Refurbishment of the Village Hall	38,800.00	34,920.00	3,880.00	Final 10% withheld until completion certificate and final invoice received.	
Caxton Parish Council	Refurbishment of the Play Area	5,000.00	5,000.00	0.00	Final payment made.	Project closed
West Wickham Council	Refurbishment of the Play Area	18,600.00	18,600.00	0.00	Final payment made.	Project closed
Harston VH Trust	Refurbishment of the Village Hall	25,000.00	25,000.00	0.00	Final payment made Sept 2014.	Project closed
Steeple Morden VH Committee	Refurbishment of the Village Hall	18,093.00		18,093.00	Works to begin in spring 2015. (Tenders were due 1st week in June and hoped to start work at end July 2015.)	
Willingham PC	New Youth Venue at the Ploughman Hall	13,000.00	13,000.00	0.00	Grant paid Jan 2015.	Project closed
Comberton PC	Extension to the Recreation Ground	2,500.00	2,500.00	0.00	Grant paid Sept 2014.	Project closed
Hinxton PC	Redevelopment of Playground	2,500.00	2,500.00	0.00	Final payment made.	Project closed
Histon and Impington PC	Purchase of Land for New	2,500.00	2,500.00	0.00	Claim paid Sept 2014	Project closed

	Recreation Ground					
Cottenham Parish Council	Improvements to Skatepark	2,500.00	2,250.00	250.00	Final 10% withheld until completion certificate and final invoice received.	
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 2013. 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 Sept 14. Now passed to Bryony Graham at Melbourn VC – no further information on this project.	
		<b>£537,371</b>	<b>£468,150.58</b>	<b>£69,220.42</b>		
			<b>37 projects</b>	<b>10 projects open</b>		<b>27 projects closed</b>

Substantial progress has been made over the last six months by the projects supported by the Capital Grants programme. A further £117,239 payments were made in the last two quarters, reducing the outstanding sum to £69,220.

Of the 10 projects remaining open, all bar three projects are awaiting a completion certificate to enable the final payment. Of these three the projects that remain to be of concern are the Hardwick Scout Group's new community building (the group has not been forthcoming about the progress made with the project) and the Melbourn Play Parks Project (no recent communication has been received).

## (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.

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 was received in January 2015. This covered the following:

- draft business plan
- the organisational development work completed: needs identified, role options set out, recommendations made and actions agreed
- Impact and finances report
- Outlined future commitments:
  - To continue to work under the stART banner on appropriate shared projects and share expertise
  - To disband the stART consortium and transfer governance for individual stART work to individual line managers
  - To raise the profile of the ADMs in schools to strengthen the roles and the schools
  - To discuss the strategic involvement in rural arts with other local organisations such as CS3 and Wysing Arts Centre

## Appendix 2 Open Grant programmes

### (a) Supporting Parishes and Communities

#### (i) Community Chest:

The grants awarded from the Community Chest during Q3-4 of 2014/15 are summarised in table 1, below.

Date	Applicant	Purpose	Grant Awarded
27/11/2014	Grantchester Parish Council	Planting hedgerow on the bridleway to Barton	£1,500
27/11/2014	Sawston Scene	To host late night shopping events	£600
29/01/2015	Fen Drayton Parish Council	Upgrade showers at Pavilion	£1,000
29/01/2015	1st Highfields and Caldecote Scout Group	Purchase of tents	£750
29/01/2015	Barrington Scout Group	Purchase of tents	£750
29/01/2015	Longstanton Parish Council	Restoration of two Grade2 listed village pumps	£1,000
29/01/2015	Longstow Parish Council	Installation of Notice Boards	£1,000
29/01/2015	The Countryside Restoration Trust	Purchase of picnic benches for school visits	£675
29/01/2015	Cottenham Charities	Erect a gate at allotment entrance	£1,000
29/01/2015	Weston Colville Parish Council	Install play/exercise equipment for children and adults	£1,000
29/01/2015	Gamlingay and Hatley PCC	Installation of Disabled Toilet in churchyard	£1,000
29/01/2015	The Gamlingay Post	Purchase IT equipment and software to produce local newsletter	£1,000
<b>Total allocated to Q3 and Q4 2013/14</b>			<b>£11,275</b>
<b>Budget allocated 2014/15</b>			<b>£70,697.50</b>
<b>Budget allocated to 30/09/2014</b>			<b>£61,922.50</b>
<b>Returned to budget (project underspend)</b>			<b>£2,500</b>
<b>Total spend 2014/15</b>			<b>£71,797.50</b>

Table 1: Grants awarded from the Community Chest, Q3-4 2014/15

## 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 table 2 below.

Table 2

Bureau	Allocation by CAB 14/15	Payment Made Q1-2	Payment Made Q3-4
<b>General Welfare Advice</b>			
Cambridge CAB	£60,510	£30,255	£30,255
Uttlesford CAB	£6,250	£6,210	£40
West Suffolk CAB	£6,250	£6,210	£40
North Herts CAB	£18,990	£15,000	£3,990
Sub totals	£92,000	£57,675	£34,325
<b>Specialist Welfare Advice</b>			
Cambridge CAB	£3,290		£3,290
Uttlesford CAB	£345		£345
West Suffolk CAB	£345		£345
North Herts CAB	£1,020		£1,020
Sub totals	£5,000		
<b>Total Welfare Advice</b>			
Total allocation 14/15	£97,000	Total payments	£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) a

**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 bureau. 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.

**Suffolk West CAB** provides access for South Cambridgeshire's residents via their Haverhill bureau. The phone network between the West Suffolk CAB offices has been 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: Their nature and number of the advice issues dealt with in the first and second halves of the year are detailed in table 3 below:

<i>Advice issue</i>	<i>Number Q1-2</i>	<i>Number Q3-4</i>	<i>Year total</i>
Benefits	1,213	1753	2,966
Consumer	150	248	398
Debt	1,290	2731	4021
Discrimination	20	30	50
Education	20	37	57
Employment	414	1,136	1550
Financial services	143	305	448
Health & community care	56	81	137
Housing	345	505	850
Immigration	55	63	113
Legal	207	344	551
Other	107	176	283
Relationships	339	521	860
Tax	22	58	80
Travel	43	54	97
Utilities	70	106	176
<b>Totals</b>	<b>4,494</b>	<b>7,012</b>	<b>12,223</b>

**Outreach:** Across the range of remote and self help advice resources throughout the district, 3035 used the touch screen kiosks in the first half of the year, with a further

4965 using them in the second half, viewing 44,500 pages. This is doubles the number of users on last year. The newly installed kiosk at Cambourne community café has performed very well attracting the most users, overtaking the well-established kiosk at Sawston Medical Centre. The most popular topics in order were relationships; benefits; employment; debt; healthcare. The outreach/self help work has been further developed with the deployment of a new form of touch screen help – tablets – as part of the lottery funded SCAN project.

North Hertfordshire and District CAB opened a new outreach at The Limes, Bassingbourn, March 2015. Initially, open from 14.00 – 15.30 on the second Thursday of every month. This, together with the existing outreach at Melbourn, open from 9.30 – 12.00 on the first and third Thursday of each month, aims to serve potential clients from Litlington, Bassingbourn, Meldreth, Melbourn and surrounding villages.

Cambridge and District CAB has developed the Cambourne and Sawston outreaches to include appointments for money management (financial literacy) support as part of the “Smart Money” project.

### **Value for Money**

The benefit to the district is disproportionate to the level of funding attributable to the district, i.e. South Cambridgeshire clients represent 43% 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.

45% of work was at generalist and casework advice level, of this 19% was specialist casework; 51% is basic information and form filling; 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 in the first six months, the second six months £6,922,117. Table 5 overleaf below shows the nature and value of this debt for the whole year across categories.

In terms of Debt Advice, the top issues with debt were debt relief orders, credit store and charge card debts, council tax arrears, unsecured personal loans, catalogue mail order debts and fuel debts.

With respect to Benefit Advice, the top issues were Housing Benefit, Employment Support Allowance, Working and Child Tax Credits, Personal Independence Payments, Council Tax Reductions and Jobseekers Allowance.

The collective financial benefit gained by the District, as a result of CAB interventions is shown below in Table 4:



Table 4 : Financial Benefit gained by the District as a result of CAB interventions

<i>Financial Outcome Category</i>	<i>Total £ amount recorded</i>
Debts written off	£1,714,147
Income gain	£2,922,677
Income loss	£58,378
Re-imbursments, services, loans	£159,213
Repayments rescheduled	£230,660
<b>Total</b>	<b>£5,085,075</b>

Table 5: Total Debt advised on during 14/15, by category and value

<i>Debt Type</i>	<i>Total Debt Amount (£)</i>	<i>Debt Type</i>	<i>Total Debt Amount (£)</i>
Benefit overpayment	£792,784.87	Mobile phone	£119,837.41
Business debt	£76,743.46	Mobile phone (essential)	£4,388.92
Cable/Satellite/Digital TV	£14,310.73	Mortgage arrears	£334,944.33
Cable/Satellite/Digital TV (essential)	£978.50	Mortgage shortfall debt	£261,535.23
Catalogue/Mail order	£289,054.22	Other	£689,871.22
Child Support/Maintenance arrears	£40,076.86	Overdraft	£426,801.25
Council Tax arrears	£594,453.47	Parking/Traffic penalty charges	£24,439.71
Credit card	£2,304,066.62	Payday lending	£155,454.53
Credit union	£7,815.50	Rent arrears	£354,199.49
Credit union loan	£2,560.68	Secured loan arrears	£167,487.29
Debt secured by bill of sale	£1,279.33	Social fund loan	£26,461.44
Debt to friends or relatives	£186,075.54	Store card	£81,090.91
Electricity	£97,949.11	Student loan company/fees	£30,165.38
Former tenancy arrears	£51,974.04	Telecom packages (TV, phone and internet)	£20,113.02
Gas	£89,965.46	Telephone	£16,835.32
Hire purchase/Conditional sale	£166,090.98	Telephone (essential)	£72.78
Income tax/NI arrears	£372,936.76	Unsecured loan	£1,977,559.24
Loan shark debt	£2,777.34	Water rates arrears	£276,504.92
Magistrates' Court fine	£46,178.94	<b>Total Debt</b>	<b>£10,105,834.80</b>

Significant additional funds have been levered with Council funding over 14/15:

- Scottish Power – Energy People project **£48,000** for one year financial literacy work.
- John Paul Getty Jnr grant for developing increased pro bono work **£50,000**.
- Lottery Transition funding **£53,422** and Lottery reaching Communities **£38,122**.
- Citizens Advice Consumer Empowerment Partnership work, **£15,000** working with Trading Standards particularly on scams.

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

Below are the client demographics for the full year:

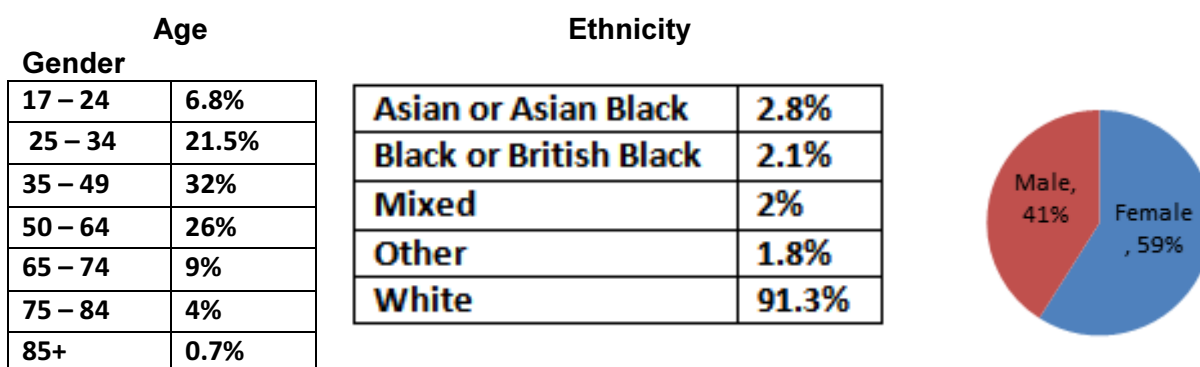


Table 6, below shows that one third of the clients seen by the CAB during 14/15 had a disability of some form.

Table 6

<b>Disabled or long term health condition</b>	<b>33%</b>
<b>Not disabled / no health problems</b>	<b>67%</b>
<b>Disability Type</b>	
Hearing Impairment	1.60%
Learning Difficulty	2.70%
Long Term Health Condition	41.10%
Mental Health	21.90%
Multiple Impairments	5.80%
Other Disability	9.60%
Physical Impairment	15.30%
Visual Impairment	1.90%

**Status: Delivery is in accordance with the requirements of the Service Level Agreement and continues to offer good value for money**

## 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 table 7 below

Table 7: Community Transport Service Support Fund grant recipients

Grant Recipient	Allocated 14/15	Payment made 14/15	Payment due Q3-4	Additional Allocation	Payment Made
RDCT	£3,165	£3,165			
CAMDAR	£5,333	£5,333			
3 CT	£2,000	£1,500	£500	£2,023	£2,523
Care Network	£2,667	£2,667		£215	£215
HACT				£1,388	£1,388

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

The initial grant round covering the period 2013-16 did not result in the full allocation of funds available under the Community Transport Theme<sup>1</sup>

A subsequent round of applications to VCS organisations to provide support for the delivery of Community Transport services to the district, to allocate approximately £8,500 for the remainder of the programme. The additional allocations are shown in the table above.

**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

<sup>1</sup> (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>).

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:

At the end of 2013/14 there were 1095 registered members of RDCT, of these 197 users were in South Cambridgeshire, across 57 parishes.

In 13/14 4,259 journeys were undertaken in South Cambridgeshire, with 69,110 miles driven (of which 2,183 were medical in purpose, accounting for 42,494 of these miles). This is an increase in journeys of approximately 14% and an increase of over 10% in the number of miles driven, on the previous year, with.

3 presentations were given to promote the service.

RDCT have been successful in bidding into the government's minibuss fund for CT operators and are awaiting delivery of a new vehicle, a low floor vehicle suitable for running DRT services, which form part of the plan for their service development.

**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 second six months of the year CAMDAR the South Cambridgeshire ridership figures are 828 passenger journeys under Dial-a-Ride, of which 116 were made by wheelchair users, and 2317 passenger journeys under group hire arrangements, of which 54 were made by wheelchair users.

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. It is worth noting that collectively car scheme services transported 29,676 passengers throughout 2104/15 and covered 215,470 miles between them. The use of car schemes as gone up by 19% between 2011/12 and 2014/15.

Funding agreed: YR1 £2,000, YR2 £2,667 YR3 £2,667 totalling £7,334  
Additional funding: YR2 £215 YR3 £4,835

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.

Bourn (launched September 2014 and to focus on medical journeys); Histon and Impington, launched in October 2014 (taking on over 20 users previously served by the Cottenham Care Cars). The recently opened Bar Hill scheme closed as they could not replace a key team member who passed away, underlining the vulnerability of such schemes.

A complaints procedure for car schemes has been developed and will be incorporated into the Car Scheme fact pack and “passenger booklet” to help manage relationships with passengers more effectively.

The additional funding was awarded to increase the capacity of the Community Development Worker for South Cambridgeshire to assist the Community Car Schemes, providing a support and networking function, in addition to instigating new car schemes. It seeks to increase the resilience of car schemes by encouraging more joint working between neighbouring schemes.

**HACT** is a registered charity in the Huntingdonshire Area which offers a door-to-door service for people who cannot access local bus routes due to age and disability, people living in rural locations with limited or no access to local bus routes or those without access to a car.

HACT received a small grant (£1, 388) from the Service Support fund applicant to promote a service which this CT operator delivers under Section 22 provisions; the Service 28 DRT service is essentially a publically funded subsidised bus service (operating under contract to the county council). However, it is the first of its kind in South Cambridgeshire and resulted in part from a substantial investment by this council in a needs assessment for the area. The grant funded measures to promote the service and its unique mode of operation with a view to raising ridership.

**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 8: 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.

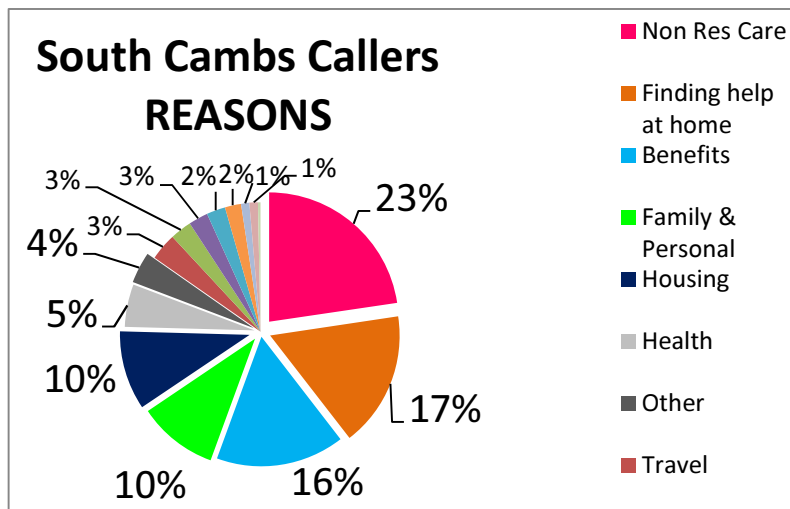
Funding agreed: FY1 £1,750, FY2 £4,000, FY3 £4,000 Total £9,750

Key achievements in line with the schedule of grant:

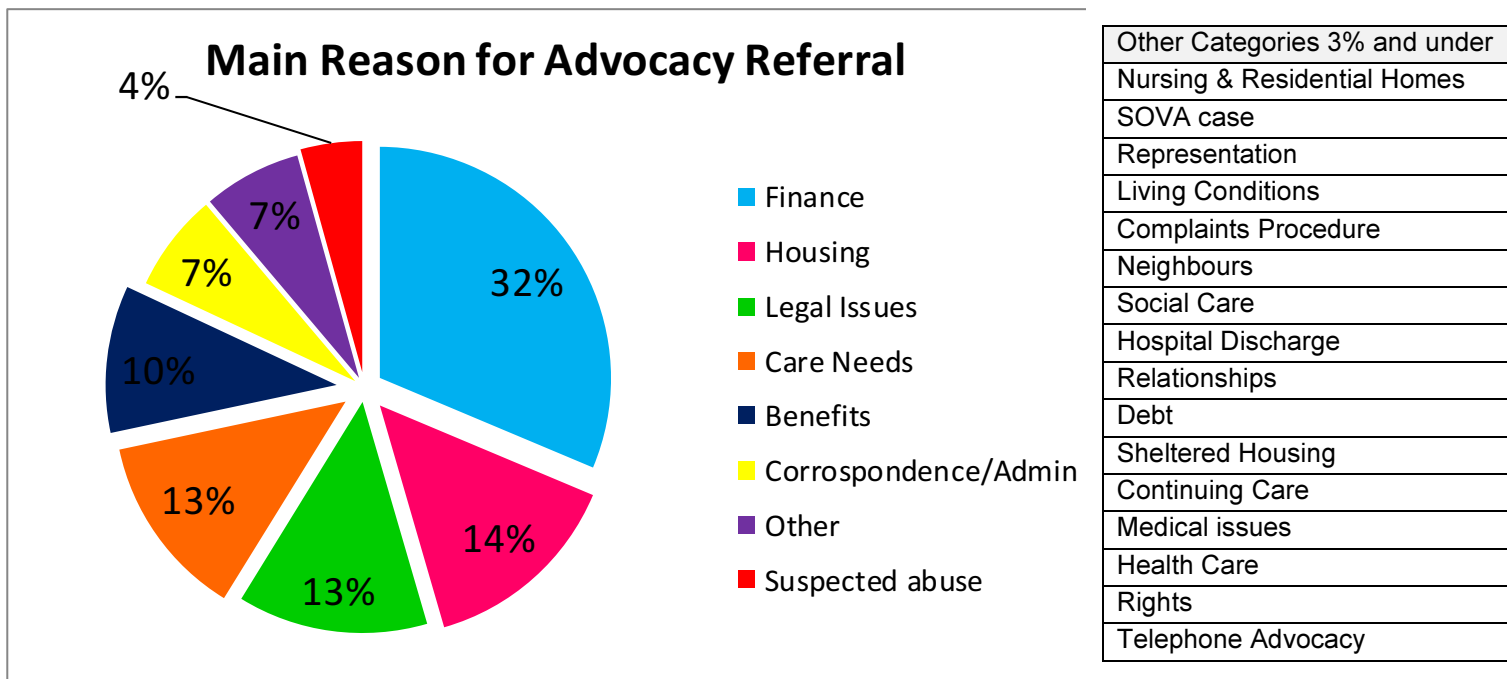
The SCDC funding awarded was used to raise the general awareness of AgeUK Cambridgeshire Information, Advocacy and Information Service through the 0300 666 9860 Helpline gateway number. The advice line is operated locally Monday – Friday, outside of these times callers are redirected to the national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

During the year South Cambs callers formed 16% of the total calls, up 100% on the first six months of the year. Of the 944 calls, 30% were from older people themselves 23% from relatives/concerned neighbours 16% from Social Care professionals

The main reasons for calling the advice and information service are given in the table below.



In addition the reasons for contacting the advocacy service are show below.



Other Categories 3% and under
Nursing & Residential Homes
SOVA case
Representation
Living Conditions
Complaints Procedure
Neighbours
Social Care
Hospital Discharge
Relationships
Debt
Sheltered Housing
Continuing Care
Medical issues
Health Care
Rights
Telephone Advocacy

During the year 4 talks were given to older people's groups and meetings at the invitation of the clubs' organisers.

**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. On the second course (run between January and April 2015) held in Cambridge, there were 8 participants from South Cambridgeshire. However, 2 other series ran in the year and these also attracted 6 participants from South Cambridgeshire.

There are schemes planned for 2014/16, however this is subject to receiving match funding to out £5000 commitment.

**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.

**44** Community groups and schemes in South Cambridgeshire have been supported by Care Network in the financial year 14/15. All groups received a quarterly Newsletter, which includes news from other organisations and training opportunities such as Mental Health Awareness run through CHS housing.

Groups are also emailed with details of other training opportunities on relevant topics, which in this reporting period have included first aid and food hygiene.

One to one support to the mobile warden schemes and invitations to knowledge sharing events were made, though these were less supported than anticipated.

New groups established:

Haslingfield Meals on Wheels (started delivery September 2014)

Cottenham Singing for Fun group (launched October 2014)

Hardwick Lunch-club. The club launched in February 2015 and has a regular attendance of between 6 and 8.

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.

Cottenham Village College hosted an Intergenerational coffee morning in September (advertised within the Cambridgeshire Celebrates Age brochure) and a Christmas meal.

**Status: The grant recipients under this theme are now largely performing as per their grant agreement, although in some instances continued delivery is dependent on them achieving match funding.**

#### **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: Cambs.net entry updated regularly and e-bulletins sent to member and non-member contacts

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

5 funding alerts were sent out over the last two quarters of 14/15; 6 newsletters were sent out and made available on their website; 30 e-bulletins were sent to member/non-member contacts. 133 groups working in South Cambridgeshire received advice and support, 17 of these were about funding. An Awards for All workshop was delivered in Bar Hill during March, with a parallel session delivered profiling other funding organisations. 24 1:2:1 sessions were delivered over the last six months.

**C CVS continues to provide the representation and support functions it is grant aided to do in accordance with our grant agreement.**

**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).

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

Organisation	Allocation 14/15	Payment 14/15
Cambridge Cyrenians	£1,712	£1,712
Cambridge Re-Use (previously known as SOFA)	£1,471	£1,471
Cambridge Women's Aid	£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.

Between October 2014 and March 2015, Cambridge Cyrenians accommodated 22 new residents, of which two are known to have a local connection with South Cambridgeshire. In addition, the Cyrenians continued to support three existing residents with a local connection to South Cambridgeshire, one of whom has been supported into long term housing.

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

During the period 1<sup>st</sup> October 2014 – 31<sup>st</sup> March 2015, 102 people living in the SCDC area accessed the service. A total of 223 people living in the SCDC area accessed the service during the course of the entire 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.

For the period 1<sup>st</sup> October 2014 – 31<sup>st</sup> March 2015 the service has had contact with at least 180 people living in South Cambridgeshire. In addition, the service gave advice to 108 people in this period who did not disclose where they lived.

terms of the annual figures, from 1<sup>st</sup> April 2014 to 31<sup>st</sup> March 2015 the Outreach project has had contact with at least 357 people living in South Cambridgeshire. The service also gave advice to 173 people in this period who did not tell us where they lived.

The annual break down of support is as follows:

133 people from South Cambridgeshire received a support service and 76 were still receiving significant support at the year end.

187 people from South Cambridgeshire were offered support but didn't engage with the service (virtually all of the non-engaging referrals were from the police)

37 people were contacted CWA for support but did not meet the criteria. All were given advice on accessing appropriate support for their issues.

**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://modern.gov/ieListDocuments.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 & Littleton 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 Q3 and Q4.

Flower seed	Willingham Community Orchard and Woodland	2kg of wildflower seed	£112.32
Willingham community orchard	Willingham Community Orchard and Woodland	Meadow est. of 2 herbicide applications plus flail	£144.00
Flower meadows	Mike Watson (grass contractor)	To grass cut flower areas	£114.50
Community Orchard project, Milton Country Park	Community Orchard Project, Milton Country Park	To est com orchard	£500.00
Orchard Park Wildlife Survey	Orchard Park Wildlife Group	WiT to complete site survey	£300.00
Coploe Chalk Pit	Ickleton Parish Council	Sheep fencing and management	£337.50
Bourn Meander restoration	CRT	Excavator to reform channel alignment	£750
St Denis, East Hatley	N/A enables SCDC to advise the Friends of Friendless Churches of current bat status at St Denis	Bat survey (less than expected)	£600.00
Bar Hill Wetland	Bar Hill PC	Additional stone to complete weir	£48.00
Bar Hill Wetland	Bar Hill PC	1T bag to move stone down slope	£4
Fulbourn Community Orchard	Fulbourn residents	Tree etc	£295.95
Fulbourn Community Orchard	Fulbourn residents	Shrubbery maintenance	£275
Ground prep for flower patches	SCDC residents	Herbicide application	£450.00
Ground prep for flower patches	project equipment	Paint, stakes and tape	£71
Total payments Q3-4			£4,002
Total payments 13/14			£5,531.66

- The budget allocation for 14/15 was £10,500. Total expenditure in Q102 was £1,529.32 – a slight discrepancy on the figure published in the last report due to issues around the recoverability of VAT. Total payments at year end

amounted to £5,531.66, when further commitments (including £2,000 for tree works and desilting of the Hodder Brook (match funding for Cameo bid) and £2,000 for Great Shelford Riverside Frontage works (match funding for HLF bid) £99.43 was left uncommitted at year end.

**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 the following awards were made:

- Sophie Lamkford, 18-year old cyclist from Girton. Awarded £300
- Finn Barnes, 15-year-old roller triathlete from Impington. Awarded £700
- Evie Joseph, 11-year-old trampolinist from Highfields Caldecote. Awarded £450
- Emily Biggs, 15 year-old swimmer from Cambourne. Awarded £300
- Harry Wendelken, 13 year-old tennis player from Horseheath. Awarded £500
- Albert Pavelin, 17 year-old javelin-thrower from Ickleton. Awarded £250
- Rosannah Cormack, 23 year-old touch rugby player from Whittlesford. Awarded £500
- Sorcha Barnes, 14 year-old triathlete from Impington. Awarded £300

Total awards - £2,300.

Total underspend of £14,400 at the end of the second grant round.