

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 03450 450 500
f: 01954 713149
dx: DX 729500 Cambridge 15
minicom: 01480 376743
www.scambs.gov.uk



Wednesday 16 September 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 **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **THURSDAY, 24 SEPTEMBER 2015 at 10.00 a.m.**

Yours faithfully
JEAN HUNTER
Chief Executive

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

AGENDA		PAGES
PROCEDURAL ITEMS		
1.	Declarations of Interest	
2.	Minutes of Previous Meeting The Portfolio Holder is asked to sign the minutes of the meeting held on 23 July 2015 as a correct record.	1 - 6
DECISION ITEMS		
3.	Service Support Grants to the Community and Voluntary Sector	7 - 14
4.	Community Chest Grants 2015/16	15 - 20
INFORMATION ITEMS		
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STANDING ITEMS		
6.	Date of Next Meeting Please bring your diaries.	

OUR LONG-TERM VISION

South Cambridgeshire will continue to be the best place to live, work and study in the country. Our district will demonstrate impressive and sustainable economic growth. Our residents will have a superb quality of life in an exceptionally beautiful, rural and green environment.

OUR VALUES

We will demonstrate our corporate values in all our actions. These are:

- Working Together
- Integrity
- Dynamism
- Innovation

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Thursday, 23 July 2015 at 11.00 a.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Opposition spokesmen: Bridget Smith

Also in attendance: Anna Bradnam, Janet Lockwood and Bunty Waters

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

Councillor Anna Bradnam declared a non-pecuniary interest as Secretary of the Friends of Milton Country Park.

2. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 24 June 2015 were agreed as a correct record.

3. COMMUNITY CHEST GRANTS

The Sustainable Communities and Partnerships Manager presented this report, which invited the Leader to consider applications for Community Chest Grants for 2015/16. The Leader announced that there had been agreement between himself, the Finance and Staffing Portfolio Holder and the Executive Director to vire an extra £10,000 to this grant scheme from the Business Efficiency Reserve.

Grants to Milton

The Leader noted that the Council's policies restricted each parish to a maximum of five Community Chest grants for the year and Milton had already received four grants for 2015/16. The Leader suggested that as Milton Country Park clearly benefitted many people from outside the parish of Milton one extra grant should be permitted. All councillors present agreed with this approach.

Cambridge Sports Lake Trust (Milton Country Park) – redecking a pedestrian bridge

The Leader noted that the bridge was an access route for cyclists, pedestrians and vehicles. The application met the criteria and had the support of both local members. The Leader awarded a grant of £1,500.

Cambridge Sports Lake Trust (Milton Country Park) – to help facilitate all-ability biking

The Leader noted that part of the application was for £348 of advertising, which did not meet the scheme's criteria. The Leader noted that the application had the support of the local member and the request for adaptive equipment met the scheme's criteria. The Leader awarded a grant of £567, which was £348 less than the amount requested.

Cambridge Junior Cycling Club (Milton Country Park) – storage shed

The Leader noted that this application had been received after the other two Milton applications and he considered that as the parish of Milton had already received one more than the maximum of five community chest grants a year, this request for a grant should be rejected.

Robinson Hall – Chairs

The Leader noted that the application met the scheme's criteria and had the support of both local members and the County Councillor. The Leader agreed to award a grant of £1,191.

Bassingbourn Cricket Club – pitch refurbishment

The Leader noted that Bassingbourn Cricket Club had a large membership and the grant had the support of the local member. The application met the scheme's criteria and the Leader agreed to award a grant of £640.

Eltisley Parish Council – speed warning sign

The Leader noted that this application did not have the support of the local member. The Leader suggested that other funding streams were available for this application and that traffic control was a County Council function. The Leader rejected this application.

Eltisley Cricket Club – new roller

The Leader noted that this application met the scheme's criteria and had the support of the local member. The Leader agreed to award a grant of £1,500.

St Peter's Church – Improving facilities – disabled toilet

The Leader noted that this application met the scheme's criteria and St Peter's Church was used by the wider community. The Leader agreed to award a grant of £1,500.

Linton Heights Junior School – new kitchen

The Leader noted that there was little evidence that the new facility would be available for wider community use. The Leader considered that other funding streams could be available for the school, including those from the County Council, and he rejected the application.

The Countryside Restoration Trust – new noticeboards and signs

The Leader noted that this application had the support of the local member and met the scheme's criteria. The leader agreed to award a grant of £1,000.

Elsworth Sports Club – storage container

The Leader noted that this application had the support of both local members and met the scheme's criteria. The leader agreed to award a grant of £1,500.

Fulbourn Pre-School – repair work

The Leader noted that this application had the support of the local member and met the scheme's criteria. The Leader agreed to award a grant of £350.

Harston Parish Council – new village noticeboard

The Leader noted that the local member supported this application, which met the scheme's criteria. The Leader agreed to award a grant of £996.80.

Melbourn Village College – new computer equipment

The Leader noted that there was no evidence that the wider community would benefit from this equipment and he rejected the application.

1st Over St Mary's Scout Group – build fire pits

The Leader noted that quotes for the work had not yet been received by the Council. Councillors present expressed surprise at the quoted cost for this project. The Leader deferred making a decision until quotes for the work were received from the applicant.

Whaddon Village Hall and Recreation Ground Trust – parking area

The Leader noted that this project would benefit the wider the community. It had the support of the local member and met the scheme's criteria. The Leader agreed to award a grant of £1,500.

Linton Infants Parent Teacher Friends Association – playground equipment

The Leader noted that there was no evidence that this project would benefit the wider community and other funding streams could be available. The Leader rejected the application.

The Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project (£)	Total applied for (£)	Total Awarded (£)
Robinson Hall	Lolworth, Bar Hill, Boxworth	To purchase chairs for the village hall.	1,191.00	1,191.00	1,191.00
Cambridge Junior Cycling Club	Milton	Purchase and installation of 20ft by 10ft shed for storage and maintenance sessions	2,400.00	1,200.00	0
Bassinbourn Cricket Club	Bassingbourn, Litlington, Shingay, Melbourn, Meldreth	Wicket refurbishment – as part of larger refurbishment plans for youth cricket club	840.00	640.00	640.00
Eltisley Parish Council	Eltisley	To purchase a mobile flashing, speed warning sign	4,000.00	1,500.00	0
Eltisley Cricket Club	Eltisley	To purchase a new pitch roller	2,500.00	1,500.00	1,500.00
St Peter's Church	Horningsea	Improving church facilities/ installing a new disabled toilet	114,000.00	1,500.00	1,500.00
Linton Heights Junior	Linton	To install a new kitchen in the Domestic	6851.48	1,500	0

School		Science area, to provide children and community cookery			
The Countryside Restoration Trust	Barton	To replace old and damaged notice boards and guided walk signs for community recreation and learning	1,000.00	1,000.00	1,000.00
Elsworth Sports Club	Elsworth	To purchase a shipping container (to be clad) to provide secure storage for groundcare equipment	3,000.00	1,500.00	1,500.00
Fulbourn Pre-School	Fulbourn	To make repairs to outdoor Wendy house and purchase books and bookcases for the space	350.00	350.00	350.00
Harston Parish Council	Harston	To replace village noticeboard	996.80	996.80	996.80
Melbourn Village College	Melbourn	To purchase computer numeric control equipment for use in technology subjects	4,600.00	1,500.00	0
1 st Over St Mary's Scout Group	Over	To build fire pits that allow the group to teach basic fire lighting and cooking in safe environment	2,000.00	1,500.00	0 (deferred)
Whaddon Village Hall and Recreation Ground Trust	Whaddon	To provide a parking area for the playground	16,700	1,500.00	1,500.00
Cambridge Sport Lakes Trust	Milton	To purchase multiple items associated with all-ability biking: an adaptive seat, ramp for	915.00	915.00	567.00

		container to allow wheelchair bike access. Also a sign, noticeboard, allan keys, volunteer tshirts, magnetic postcards (for public £348)			
Linton Infants Parent Teacher Friends Association	Linton	To purchase playground equipment	32,000.00	1,500.00	0
Cambridge Sports Lakes Trust	Milton (Entire District)	Re-decking a pedestrian bridge (badly damaged accident hazard)	8,861.70	1,500.00	1,500.00

4. GRANTS MONITORING REPORT

The Sustainable Communities and Partnerships Manager presented this report, which examined the delivery of grant programmes funded by the Council during the last six months of 2014/15 and invited the Leader to approve the continued provision of grant assistance.

The Leader

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

The Leader

APPROVED the continued provision of grant assistance to the current grant recipients supports through the Service Support Grant fund (subject to three year funding agreements) as agreed at the Joint Portfolio Holder Meeting on 23 September 2013.

5. DATE OF NEXT MEETING

The Leader agreed to hold his next portfolio meeting on Thursday 24 September at 10:30am.

The Meeting ended at 1.00 p.m.

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Agenda Item 3

REPORT TO: Leader's Portfolio Meeting

24 September 2015

LEAD OFFICER: Director, Health and Environmental Services

Service Support Grants to the Community and Voluntary Sector

Purpose

1. To examine the justification and scope for a further three year programme for Service Support Grant funding, 2016/17-2018/19 to the Community and Voluntary sector.
2. This is a key decision because it commits the Council to a further three years of expenditure via the Service Support Grant fund. It has been brought before the leader following agreement within the Grants Review of 2013.

Recommendations

3. It is recommended the Leader approves the proposal for a further three year programme of the Service Support Grant fund (subject to three year funding agreements) to run from April 2016 to March 2019.
4. It is recommended the Leader approves the reworked priorities for the Service Support Grant fund and agrees the proposed schedule for the application process.

Reasons for Recommendations

5. The refined priorities reflect the outcomes of the member lead Task and Finish Group which addressed this Council's work around Localism, Health and Wellbeing, Ageing Well and Children and Young People's agendas.

Background

6. 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.
7. 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 1 February 2013). These themes and grant programmes were:
 - (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)

8. 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.

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.

9. Over the course of 2014 a member-led Task and Finish Group examined the work that the Council undertakes (whether by ourselves or in conjunction with partners or via our grant programmes) with regard to the Localism, Health and Wellbeing, Ageing Well and Children and Young People's agendas. This review achieved a refreshed focus and refined corporate priorities for action.
10. Although many of the existing priorities remain key for this district, such as the provision of Community Transport to support independent living, others emerged from the process as priorities for action, such as the increasing need to provide support to carers and the need for interventions to support children and families so that youngsters are "fit to learn" when of school age.
11. We are currently in the third year of the three year Service Support Grant fund, which has seen a planned reduction in budget to £134,000 as a result of a tapering of 15% applied to the allocation for General Welfare Advice in the third year. as agreed on 23 May 2013 (Joint Leader, Planning Policy and Localism and Environmental Services Portfolio Holders). Historical inflationary pressures have been considered when allocating current levels of grant funding and thus £134,000 should be seen as a starting point for future allocations.

Considerations

12. The grant programme to support services provided by the community and voluntary sector should align with our corporate objectives and the schemes funded be both

effective (i.e. evidence based) and offer good value for money. The proposed priorities for a further three year Service Support Grant programme have been refined to align with these refreshed corporate priorities (see Appendix 1) and developed with the benefit of further discussions with the Portfolio Holders responsible.

13. The allocation between the themes has also been revised to reflect the change in emphasis. The proposed outline allocations by theme are as follows:

Theme	Services supported	Indicative allocation p.a.
Community Transport	Delivery, development and promotion of Community Transport services	£15,000
Specialist Welfare Advice	Free, independent, confidential and impartial advice and advocacy to residents who are disabled, carers and to families with disabled children	£5,000
General Welfare Advice	Free, independent, confidential and impartial advice to residents on their rights and responsibilities in the following areas: Debt, Benefits, Employment, Housing, Legal, Relationship and Family matters	£80,000
Independent Living	Delivery of services that allow residents to maintain their independence; reduce rural isolation; tackle loneliness, depression and isolation; offer support to carers	£20,000
Fit to Learn	The delivery of services that help pre-school children develop strength, coordination, language and communication skills and good mental health	£4,000
Support for parishes and communities	Delivery of services to support and enable effective, sustainable and legal operation of community and voluntary sector organisations and their representation at a strategic level	£10,000

14. Accepting that the community and voluntary sector is well positioned to offer services which the Council is itself unable to directly provide or are best placed to provide, one strand of this programme is proposed to continue to support the sector to support and enable itself into a flourishing community and voluntary sector and the entire fund operate in a way that supports the healthy functioning of that sector, i.e. adhere to Compact principals.
15. Funding agreements lasting only a year do not encourage or allow longer term planning on the part of community and voluntary organisations delivering valued services. Compact principles invite statutory organisations to support the community and voluntary sector through longer term funding arrangements, therefore a three year programme is a reasonable period over which community and voluntary sector organisations can properly plan the development and delivery of their services.
16. Currently funded organisations will need to be given an adequate period of notice if the grant fund from which they currently benefit substantially alters in nature or terminates, in order that they can plan appropriately. For this reason the renewed focus for any subsequent grant round should be made available at the earliest opportunity.

17. Similarly, should a currently funded organisation be unsuccessful in any subsequent bidding round Compact principals require a 12 week period of notice before their current grant comes to an end. Therefore the outcome of any bidding round should be determined within a timescale which allows for this period of notice.
18. For the reasons given above the following timetable is proposed:

Activity	Timescale
Bidding round launches	Monday 12 October 2015
Bidding round closes	Friday 20 November 2015
Applications assessed and panel meets	Assessment week commencing 23 November, panel meets 30 November
Officer recommendations brought to Portfolio Holder meeting	16 December 2015
Organisations notified of decisions, following call-in	23 December 2015
Grant schedules agreed and signed	March 2016
First funding instalments payable	April 2016

19. The Leader will be expected to make a decision on grants under all of the themes set out in paragraph 13; officers will discuss the scoring with other relevant Portfolio Holder's prior to the meeting. The Homelessness Prevention theme will be run concurrently by staff in Affordable Housing.

Options

20. The Leader could approve or vary the proposal for a further three year grant funding proposal for the Service Support Grant fund (subject to three year funding agreements).
21. The Leader could approve, vary or reject the refined priorities for a further three year programme of the Service Support Grant fund and associated schedule for inviting and approving bids to this fund.
22. The Leader could reject in principal the renewal of the three year service support programme (if conforming to Compact principles this decision should be the subject of general consultation, to include the community and voluntary sector).

Implications

23. 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:

Financial

24. The proposed programme requires the Council to make a three year financial commitment of £402,000, however, grant agreements will make clear that funding beyond year is subject to the continued availability of budget. There is also a staffing implication; there is a staff requirement to monitor and oversee the work of the grant recipients, report on activity and administer payments.

Legal

25. Arrangements would be put in place with grant recipients, which would allow variation or termination of grant under certain circumstances.

Consultation responses (including from the Youth Council)

The themes proposed in this paper were put before the Compact group; no objections to the themes proposed were raised.

The Portfolio Holders for Environmental Services and Strategic Planning and Transportation were supportive of the themes relating to their Portfolio Holder activities.

Effect on Strategic Aims

26. 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&MId=5969&Ver=4>

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

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

Leaders Portfolio Meeting 16 Jan 2014

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

Leaders Portfolio Meeting 17 July 2014

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

Cabinet, 12 February 2015

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

Leaders Portfolio Meeting 11 March 2015

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

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

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Appendix 1

Theme	Who can apply?	Activities supported
Community Transport	Operators of community transport schemes and parish councils delivering / planning to deliver transport services within South Cambridgeshire and for South Cambridgeshire residents.	<ul style="list-style-type: none"> (a) Delivery of existing community transport services within South Cambridgeshire and to residents of South Cambridgeshire (b) Engagement with geographic communities or user groups to <ul style="list-style-type: none"> o Promote existing services to increase take up of provision o Develop new services which meet identified need. (c) Development of the quality and capacity of community transport schemes. (d) Development of learning networks to advance good practice and cooperation among Community Transport providers.
Generalist Welfare Advice	Not for profit organisations	<p>The provision of free, independent, confidential and impartial advice to South Cambridgeshire residents on their rights and responsibilities in the following areas: Debt, Benefits, Employment, Housing, Legal, Relationship and Family matters.</p> <p>Applicants must describe how residents will access the services offered and demonstrate capacity to meet the needs of those unable to travel to district centres.</p>
Specialist Advice	Not for profit organisations	<p>The provision of free, independent, confidential and impartial advice and advocacy to South Cambridgeshire residents who are disabled, carers and to families with disabled children.</p> <p>Applicants must describe how residents will access the services offered and demonstrate that they have capacity to meet the needs of those unable to travel to district centres.</p>
Independent Living	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.	<ul style="list-style-type: none"> (a) Support the set up and continuation of good neighbour and befriending schemes (excluding Mobile Warden Schemes and Community Transport Schemes). (b) Offer advice, information and support to those who would otherwise be unable to live independent lives; (c) Support carers; and/or (d) Tackle loneliness, dementia and depression.
Fit to learn	Not for profit organisations	The delivery of services which help pre-school children develop strength, coordination, language & communication skills and good mental health
Support for Parishes and Communities	Organisations providing support to local community groups and charitable bodies who themselves wish to provide services for South Cambridgeshire residents.	<ul style="list-style-type: none"> (a) 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 <ul style="list-style-type: none"> o Practical assistance and support including fundraising and training o General support on governance, management and employment (b) The representation of the Voluntary Sector at a strategic level, facilitating third sector involvement in shaping the delivery of public services. (c) 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

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Agenda Item 4



South
Cambridgeshire
District Council

Report To: Leader's Portfolio Holder Meeting

24 September 2015

Lead Officer: Director, Health and Environmental Services

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 £82,286 following a top-up of £10,000 made in July 2015. The funding is allocated on a first-come first-served basis.

Considerations

7. There are fifteen new applications for funding to be considered at this meeting. The applications were received between 13 July 2015 and 9 September 2015. The total funding requested equals £19,787. 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 – Development Officer
Telephone: (01954) 712908

COMMUNITY CHEST APPLICATIONS: 11 MAY 2015 – 12 JUNE 2015

Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
Comberton Crusaders Football Club	Members' Club	Comberton	To purchase football goals	Equipment/Capital Purchase	1428.49	1,400.00	Received
Whittlesford Warriors Football Club	Members' Club	Whittlesford Duxford Thriplow, Hauxton, Ickleton	To purchase goals and corner flags necessitated by club expansion	Equipment/Capital Purchase	5392.00	1,500.00	Received
Linton Parish Council	Parish Council	Linton	To rebuild flint wall in Grade 1 listed churchyard	Materials	3283.00	1,500.00	Received
Litlington Village Hall Committee	Charity	Litlington	To purchase new kitchen equipment: cooker, fridge, dishwasher	Equipment/Capital Purchase	5500.00	1,500.00	Received
Toft People's Hall Management Committee	Charity	Toft (Comberton Hardwick, Eversden, Hardwick)	To purchase six LED theatre lights and mounting bars	Equipment/Capital Purchase	1251.14	1,250.00	Received
Hinxton Parish Council	Parish Council	Hinxton	To build a disabled access ramp from car park into village hall	Materials	3840.00	1,500.00	Received
Fowlmere Recreation Ground and Village Hall Committee	Charity	Fowlmere	To replace kitchen in village hall	Materials	5705.00	1,500.00	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
Linton Village Cricket Club	Members' Club	Linton	To purchase a new pitch roller	Equipment/Capital Purchase	4950.00	1,500.00	Received
Six Mile Bottom Sports and Social Club	Members' Club	Linton, Wilbrahams	To refurbish the interior of the Village Hall to improve security and meet fire regulations	Materials	8000.00	1,500.00	Received
Trustee's of the Willy's Almshouses Fen Ditton	Charity	Fen Ditton	To reinstate iron railings in front of the Almshouses	Materials	13363.00	1,500.00	Received
Royston and District Volunteer Centre	Charity	SG8 postcodes in SC account for 45% of activity	updating Vbase contact management system that matches volunteers and volunteering opportunities based on skills	Equipment/Capital Purchase	1040.00	1,040.00	Received
Dry Drayton Parish Council	Parish Council	Dry Drayton	To purchase two replacement noticeboards for each end of geographically divided village	Equipment/Capital Purchase	1675.23	1,500.00	Received
Stevens Close Sheltered Housing Scheme Residents Group		Cottenham	To purchase slabs, shrubs/plants, roses bird bath and compost	Equipment/Capital Purchase	200.00	200.00	Received
Waterbeach Parish Council	Parish Council	Waterbeach	To have the edges raised around the village bowls green	Materials	5990.00	1,500.00	Received
Great Wilbraham Parish Council	Parish Council	Great Wilbraham	To purchase two benches for parish cemetery	Equipment/Capital Purchase	1345.50	897.00	Received

TOTAL

£19,787.00

Total budget	=	82,286.00
Total previously allocated	=	66,522.35
Total remaining in budget	=	15,763.65
Total requested	=	19,787.00

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Agenda Item 5



REPORT TO: Leader's Meeting
LEAD OFFICER: Director, Health and Environmental Services

24 September 2015

Sustainable Parish Energy Partnership

Purpose

1. To review the Sustainable Parish Energy Partnership (SPEP). To present details and outcomes of public consultation and suggest improvements going forward.

Recommendations

2. It is recommended that Leader
 - (a) Notes the history and achievements of SPEP.
 - (b) Notes the successful engagement achieved by consultation.
 - (c) Notes outcomes of consultation.
 - (d) Approves the re-visioning and rebranding of SPEP to improve engagement and meet needs and interests of communities.

Background

3. SPEP was formed in 2009. It received £200k reward grant funding from South Cambs Local Strategic Partnership (SCLSP). The original intention was that it should run for a period of three years, working with twelve parishes per year to improve energy efficiency standards and popularise the use of micro-generation in people's homes.
4. The delivery of SPEP was expected to cover two phases: Phase One was allocated £50k, and intended to focus on energy *efficiency*. It proposed
 - (a) to offer a flexible package of direct support tailored to individual partner parishes;
 - (b) establish a network of volunteers;
 - (c) facilitate the running of small-scale projects aimed at improving energy efficiency.
5. Phase Two was allocated £150k of the original budget, and intended to focus on the transition from basic energy efficiency to *generation*. It proposed to:
 - (a) focus on community level micro-generation;
 - (b) encourage the take-up of small-scale microgeneration technologies (pv panels and wind turbines) at domestic and small-to-medium sized business level;
 - (c) promote the Government's Clean Energy Cashback Feed-in Tariff (FiT);
 - (d) assist customers with grant applications;
 - (e) to actively engage in installation of energy conservation and efficiency measures following successful grant applications.
6. One option considered for the delivery of Phase Two was to develop Histon and Impington Climate Change Action's (HICCA) proposal 'Project Lighthouse'. Project Lighthouse proposed "seeding the community with low cost PV home lighting systems."

7. It was proposed that for the purpose of SPEP Phase Two, the District Council would purchase 75 PV home lighting system 'modular kits' (5 each for 15 SPEP parishes) and fund installations and de-installations for a period of 18 months (Jan 2011 – June 2012). It was expected that this would reach 225 households at a total cost of £153,375.
8. Changes in government, and the removal of vital funding streams marked an important juncture for SPEP. Phase Two was abandoned (although the focus on generation was referred to other initiatives including the Green Deal and Action on Energy).
9. However, Phase One of SPEP had gained considerable popularity at a local level. A total of 31 parishes signed-up as members of the programme.
10. Via the original partnership scheme, SCDC had made contact with established community groups and interested individuals committed to tackling climate change and promoting sustainability. These groups appreciated and continued to take advantage of the smaller-scale support initiatives offered by SCDC. These services include:
 - (a) thermal imaging camera training and loan;
 - (b) electricity monitor borrowing scheme
 - (c) energy saving lightbulb library;
 - (d) a programme of evening events
11. Following the removal of grant funding for the original two-phased SPEP project, and also following the restructure of the Sustainable Communities and Partnerships Team, it was considered an appropriate juncture at which to review the project.

Considerations

12. From 21 May 2015 to 31 August 2015 we ran a public consultation of the Sustainable Parish Energy Partnership. This consultation took the form of an online survey, details of which were widely disseminated.
13. The consultation was publicised in the following locations:
 - (a) South Cambridgeshire District Council Website
 - (b) South Cambridgeshire District Council Facebook page
 - (c) South Cambridgeshire District Council Twitter feed
 - (d) South Cambridgeshire District Council Parish eBulletin
 - (e) Via Sustainable Parish Energy Partnership Mailing List
 - (f) In parish magazines of partner parishes, including:
Barton Parish Magazine; Bassingbourn Village Voice; Bourn Church and Parish Magazine; Comberton Contact; Coton Community News; Gamlingay Gazette; Girton Parish News; Gransden News; Horningsea Herald; Madingley Newsletter; Meldreth Matters; Orwell Bulletin; Panser News; Sawston Scene; Shelford News; Teversham News; The Abingtons and Hildersham News; Whittlesford Website.
14. The aim of the public consultation was two-fold: to generate data on existing SPEP services and to identify the areas of sustainability that interest the residents of South Cambridgeshire.
15. The level of engagement achieved by the consultation was high: there were a total of 107 responses.

16. The distribution of responses by patch can be seen in Appendix 1 and Appendix 2.

Survey Results

17. Key statistics from the survey are as follows:
Of the 107 respondents
- (a) 75 had previously heard of the Sustainable Parish Energy
 - (b) 53 had previously used SPEP services
 - 41 had used the thermal imaging camera
 - 27 had used the electricity monitor borrowing scheme
 - 14 had used the energy saving lightbulb library
 - 44 had attended evening events
 - (c) 86 said that they would use SPEP services in the future
 - 65 said they would use the thermal imaging camera
 - 40 said they would use the electricity monitor borrowing scheme
 - 36 said they would use the energy saving lightbulb library
 - 59 said they would attend evening events
 - (d) 67 said that they would like to be kept up-to-date on SPEP and registered their details.
 - (e) Furthermore, 25 stated that they would be either 'Very Likely' or 'Likely' to register as a local SPEP volunteer.
18. Appendix 3 shows the number of respondents that registered their details and their answers in the above categories (personal information redacted).
19. Survey respondents were also asked what aspects of sustainability most interested them (see: Appendix 4.1):
- (a) 78.57% are interested in energy saving/ carbon reduction
 - (b) 76.76% are interested in recycling/ waste management
 - (c) 65.98% are interested in sustainable transport
 - (d) 60.83% are interested in water conservation
 - (e) 55.10% are interested in sustainable food/ grow-your-own initiatives
20. We also asked participants what factors impacted upon their interest in sustainability (see: Appendix 4.2):
- (a) 75.26% felt the moral obligation to tackle climate change was an important factor
 - (b) 62.62% felt money saving was an important factor
 - (c) 80.80% felt seeing improvements in their communities was an important factor
 - (d) 75.75% felt that improving their personal health and wellbeing was an important factor
21. Participants were also asked how likely they would be to engage with SPEP in a variety of mediums (see: Appendix 4.3):
- (a) 75.26% said they would be likely to visit a dedicated website for further information
 - (b) 57.74% said they would be likely to sign up to an online newsletter
 - (c) 58.16% said they would be likely to attend a one-off event
 - (d) 59.18% said they would be likely to attend a meeting locally
 - (e) 35.05% said they would be likely to register as a volunteer

Options

22. The Leader could decide to
- (a) allow the Sustainable Parish Energy Partnership to continue to run with no changes;
 - (b) disband the Sustainable Parish Energy Partnership;
 - (c) permit officers to re-vision and rebrand the Sustainable Parish Energy Partnership to reflect the outcomes of the public consultation.
23. If the Leader agrees to re-vision and rebrand the Sustainable Parish Energy Partnership (paragraph 22, option (c)), officers will
- (a) set out a clear vision and purpose for SPEP
 - establishing firm objectives that meet the Council's corporate objectives around sustainability
 - (b) put together a programme of projects with
 - clear timescales
 - measurable outcomes
 - firm objectives directed by the Council's Corporate Plan
 - reference and relevance to the outcomes of the public consultation
 - (c) establish a dedicated webpage that brings together all of the Council's sustainability work in one place and signpost to relevant organisations / websites
 - Vision
 - Projects
 - Local partners
 - Contacts
 - Useful resources

Implications

24. 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: -

Financial

25. The cost of running SPEP is currently being operated within budget and the end of the year forecast is also within budget.

Staffing

26. The re-visioning and rebranding of SPEP will be carried out in house and tasks will be distributed amongst existing staff.

Risk Management

27. There is a small risk that rebranding SPEP will encounter slight opposition from existing groups. The risk ought to be mitigated by the fact that the rebrand will refocus the Council's objectives around sustainability while continuing to deliver existing services.

Climate Change

28. The project's focus is upon sustainable energy and carbon reduction. Improving the delivery of SPEP to meet the needs and interests of South Cambridgeshire residents is integral to fulfilling the objectives laid out in the Corporate Plan 2015-2020.

Consultation responses (including from the Youth Council)

29. See paragraphs 15-21. The Youth Council also participated in the online survey consultation.

Effect on Strategic Aims

Aim 1 - Engagement

30. The Sustainable Parish Energy Partnership contributes to the Council's objective of working with tenants, parish councils and community groups to create sustainable, successful and vibrant villages.

Background Papers

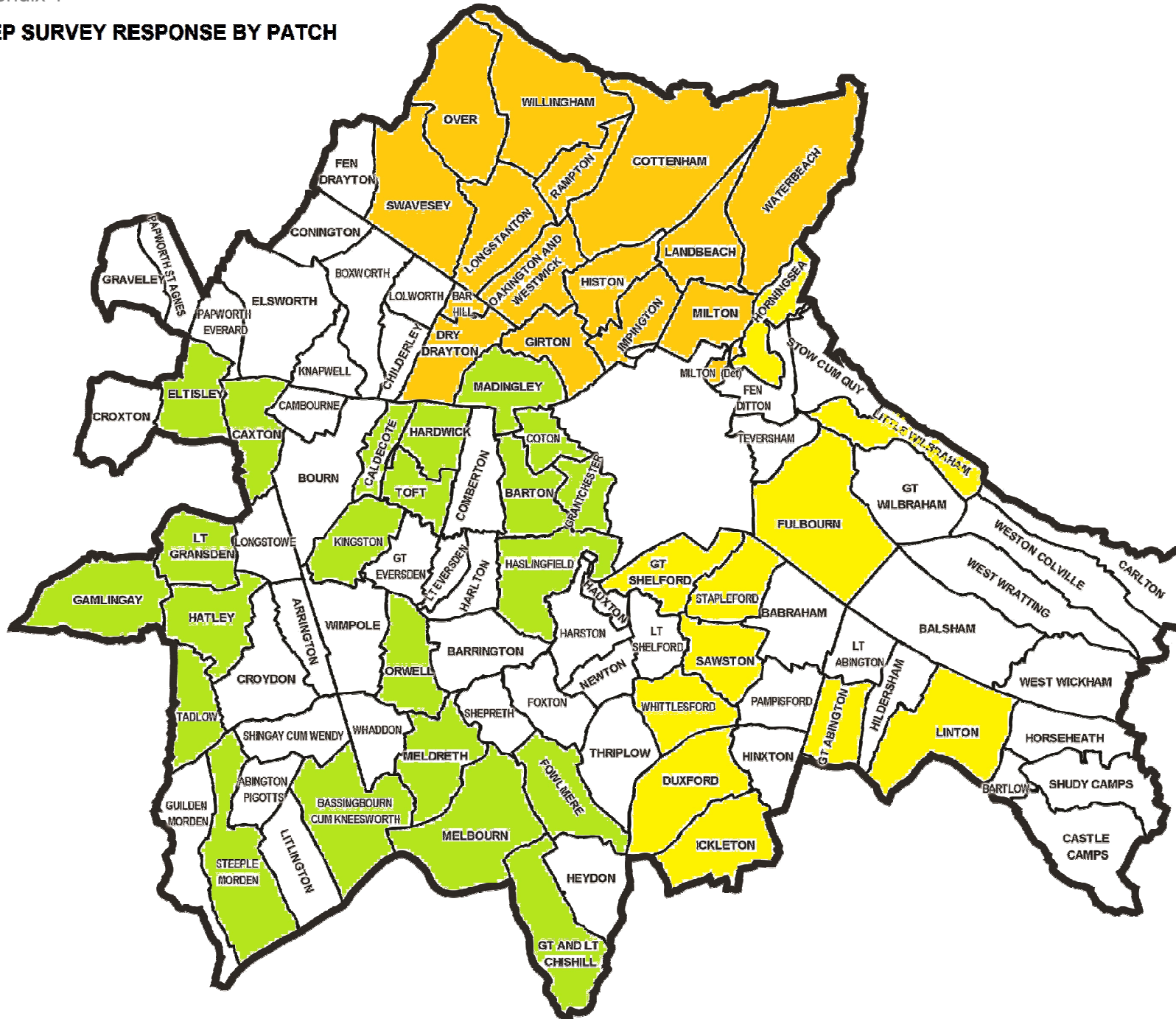
Where [the Local Authorities \(Executive Arrangements\) \(Meetings and Access to Information\) \(England\) Regulations 2012](#) require documents to be open to inspection by members of the public, they must be available for inspection: -

- (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 – Development Officer
Telephone: (01954) 712908

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SPEP SURVEY RESPONSE BY PATCH



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Respondents by Patch

North Area	Responses
Bar Hill	1
Cottenham	4
Dry Drayton	1
Girton	4
Histon	3
Impington	1
Landbeach	1
Longstanton	2
Milton	3
Oakington	2
Rampton	10
Swavesey	1
Waterbeach	4
Willingham	1
Total	38

Southwest Area	Responses
Barton	6
Bassingbourn	1
Caldecote	2
Caxton	1
Coton	1
Eltisley	2
Fowlmere	8
Gamlingay	1
Grantchester	1
Great Chishill	1
Hardwick	2
Haslingfield	2
Hatley	3
Kingston	1
Little Gransden	3
Madingley	1
Melbourn	3
Meldreth	3
Orwell	1
Steeple Morden	1
Tadlow	1
Whaddon	1
Total	46

Southeast Area	Responses
Duxford	1
Fulbourn	1
Great Abington	1
Great Shelford	3
Horningsea	1
Ickleton	1
Linton	5
Little Wilbraham	1
Sawston	3
Stapleford	1
Whittlesford	2
Total	20

Outside Area	Responses
Cambridge City	2
St Ives	1
Total	3

Final Total 107

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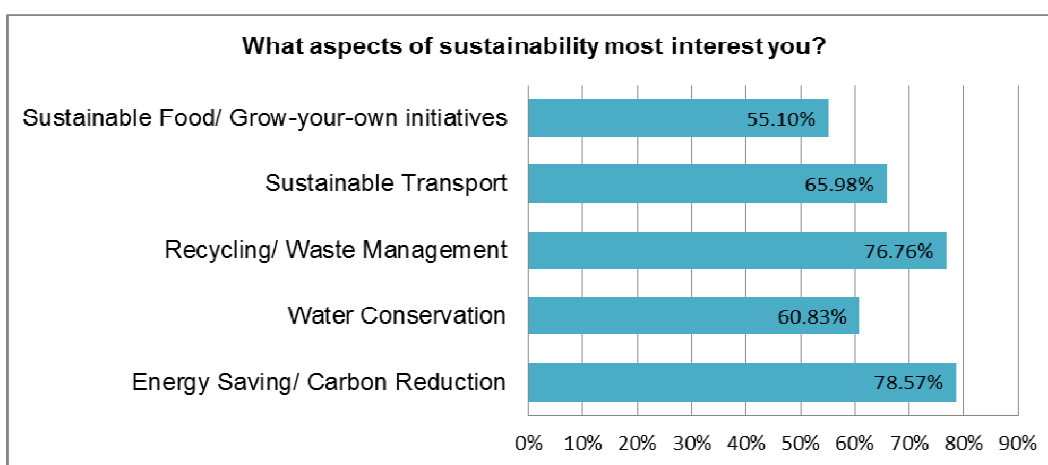
Sustainable Parish Energy Partnership
Appendix 3

SPEP Consultation Response		Services Used				Potential Future Use				
Village	Postcode	Thermal Imaging Camera	Electricity Monitor Borrowing Scheme	Energy Saving Lightbulb Library	Evening Events	Thermal Imaging Camera	Electricity Monitor Borrowing Scheme	Energy Saving Lightbulb Library	Evening Events	Volunteer Score <4 = Unlikely
1	Cottenham	CB24 8QY								1
2	Dry Drayton	CB23 8BT								2
3	Girton	CB3 0GP								3
4	Girton	CB3 0NR								5
5	Histon	CB24 9ES								2
6	Histon	CB24 9EZ								1
7	Histon	CB24 9AL								4
8	Impington	CB24 9LU								5
9	Milton	CB24 6DU								5
10	Milton	CB24 6AQ								2
11	Milton	CB24 6DG								3
12	Oakington	CB24 3AT								5
13	Rampton	CB24 8QD								0
14	Rampton	CB24 8QG								1
15	Rampton	CB24 8QE								3
16	Rampton	CB24 8QD								4
17	Rampton	CB24 8QE								5
18	Rampton	CB24 8QG								3
19	Waterbeach	CB25 9RH								2
20	Waterbeach	CB25 9NJ								3
21	Willingham	CB24 5JH								4
22	Great Shelford	CB22 5AY								4
23	Great Shelford	CB22 5EY								5
24	Great Shelford	CB22 5LH								2
25	Ickleton	CB10 1SL								1
26	Linton	CB21 4JF								5
27	Linton	CB21 4JF								1
28	Little Wilbraham	CH21 5LB								2
29	Sawston	CB22 3EA								3
30	Stapleford	CB22 5DR								3
31	Sawston	CB22 3BG								2
32	Whittlesford	CB22 4LX								3
33	Barton	CB23 7BG								0

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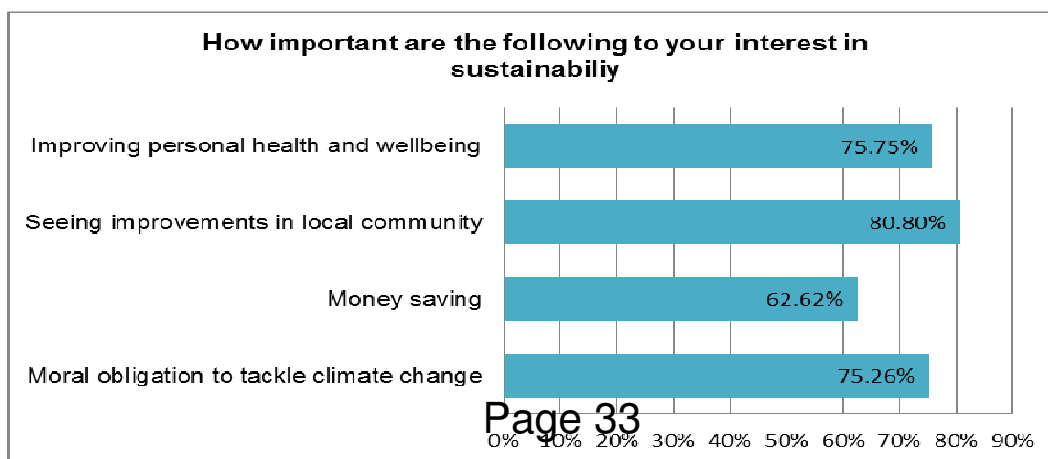
4.1 **What aspects of sustainability most interest you?** (1 being not at all and 5 being very much)

	1	2	3	4	5	Total	Weighted Average
Energy Saving/ Carbon Reduction	3.06%	6.12%	12.24%	12.24%	66.33%	98	4.36
Water Conservation	5.15%	10.31%	23.71%	27.84%	32.99%	97	3.78
Recycling/ Waste Management	3.03%	7.07%	13.13%	32.32%	44.44%	99	4.11
Sustainable Transport	6.19%	9.28%	18.56%	26.80%	39.18%	97	3.90
Sustainable Food/ Grow-your-own initiatives	7.14%	17.35%	20.41%	21.43%	33.67%	98	3.64



4.2 **How important are the following to your interest in sustainability?** (1 being not at all important and 5 being extremely important)

	1	2	3	4	5	Total	Weighted Average
Moral obligation to tackle climate change	9.28%	3.09%	12.37%	22.68%	52.58%	97	4.06
Money saving	6.06%	7.07%	24.24%	34.34%	28.28%	99	3.72
Seeing improvements in local community	3.02%	2.02%	14.14%	47.47%	33.33%	99	4.06
Improving personal health and wellbeing	5.05%	9.09%	10.10%	35.35%	40.40%	99	3.97



4.3

What is the likelihood you would participate in the following? (1 being not at all likely and 5 being extremely likely)							
	1	2	3	4	5	Total	Weighted Average
Visit a dedicated website for further information	5.15%	7.22%	12.37%	29.90%	45.36%	97	4.03
Sign up to a newsletter	4.12%	14.43%	23.71%	28.87%	28.87%	97	3.64
Attend a one-off event	9.18%	12.24%	20.41%	26.53%	31.63%	98	3.59
Attend a meeting locally	7.14%	13.27%	20.41%	23.47%	35.71%	98	3.67
Register as a local volunteer	21.65%	20.62%	22.68%	13.40%	21.65%	97	2.93

