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9 October 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 **MONDAY, 19 OCTOBER 2015** at **3.30 p.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 September 2015 as a correct record.	<b>1 - 6</b>
<b>INFORMATION ITEMS - PRESENTATION</b>		
<b>3.</b>	<b>Weston Colville Community Led Plan Presentation - To be Confirmed</b>	
<b>DECISION ITEMS</b>		
<b>4.</b>	<b>Community Chest: Funding Applications</b>	<b>7 - 10</b>
<b>STANDING ITEMS</b>		
<b>5.</b>	<b>Date of Next Meeting</b> The next meeting will be held on Thursday 12 November at 4pm.	

## **OUR LONG-TERM VISION**

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

## **OUR VALUES**

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

- Working Together
- Integrity
- Dynamism
- Innovation

## **GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL**

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

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#### **Security**

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#### **Emergency and Evacuation**

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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  
Thursday, 24 September 2015 at 10.00 a.m.

Portfolio Holder: Ray Manning

### **Councillors in attendance:**

Scrutiny and Overview Committee monitors: Lynda Harford

Opposition spokesmen: Bridget Smith

Also in attendance: Anna Bradnam, Hazel Smith and Bunty Waters

### **Officers:**

Patrick Adams	Senior Democratic Services Officer
Gemma Barron	Sustainable Communities & Partnerships Manager
Kirstin Donaldson	Development Officer
Clare Gibbons	Development Officer
Kirsty Human	Programme Manager

### **1. DECLARATIONS OF INTEREST**

None.

### **2. MINUTES OF PREVIOUS MEETING**

The minutes of the meeting held on 23 July 2015 were agreed as a correct record.

### **3. SERVICE SUPPORT GRANTS TO THE COMMUNITY AND VOLUNTARY SECTOR**

The Development Officer presented this item which proposed a three year programme for Service Support Grant funding, 2016/17-2018/19 to the Community and Voluntary sector. The Development Officer explained that the Council was in the third year of the three year Service Support Grant fund and so it was time for a review. The overall budget had been reduced by 15%.

The Leader explained that by pledging grants for three years instead of just one, the Council allowed community and voluntary organisations to plan for the future.

#### **Fit to Learn**

In response to questioning, the Development Officer explained that the Fit to Learn project aimed to help pre-school children from deprived backgrounds to develop their co-ordination, language and communication skills.

#### **Independent Living**

The Sustainable Communities and Partnerships Manager explained that evidence from Care Network and Age UK supported this theme and the Council was working in partnership with the County Council on this issue.

#### **Mobile Warden Scheme**

It was noted that the Mobile Warden Scheme was funded by a different budget which was under the auspices of the Environmental Services Portfolio Holder.

The Leader

**AGREED**

- A) To 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.
- B) To approve the reworked priorities for the Service Support Grant fund and agreed the proposed schedule for the application process.

**4. COMMUNITY CHEST GRANTS 2015/16**

The Development Officer presented this report, which invited the Leader to consider applications for Community Chest Grants for 2015/16. The Leader explained that as there were insufficient funds to award grants of £1,500 to all applicants, the maximum that he would award was £1,000. He examined each application in turn.

**Comberton Crusaders Football Club – football goals**

The Leader noted that this was an expanding club and the application met the scheme's criteria. It had the support of the local member Councillor Scott and the Youth Council. The Leader agreed to award a grant of £1,000.

**Whittlesford Warriors Football Club – football goals and corner flags**

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

**Linton Parish Council – rebuilding of flint wall**

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

**Litlington Village Hall Committee – to purchase kitchen equipment**

The Leader noted that the application met the scheme's criteria and had the support of both the Youth Council and local member Councillor McCraith. The Leader agreed to award a grant of £1,000.

**Toft People's Hall Management Committee – to purchase theatre lights**

The Leader noted that the application met the scheme's criteria and had the support of both the Youth Council and local member Councillor Hawkins. The Leader agreed to award a grant of £1,000.

**Hinxton Parish Council – build a disabled access ramp**

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

**Fowlmere Recreation Ground and Village Hall Committee – to replace village hall kitchen**

The Leader noted that the application met the scheme's criteria and agreed to award a grant of £1,000.

**Linton Village Cricket Club – to purchase a new pitch roller**

The Leader noted that the application met the scheme's criteria and had the support of the Youth Council, Councillor Batchelor and Councillor Hickford. The Leader agreed to award a grant of £1,000.

**Six Mile Bottom Sports and Social Club – to refurbish village hall**

The Leader noted that the application met the scheme's criteria and agreed to award a grant of £1,000.

**Trustee's of the Willy's Almshouses Fen Ditton – to reinstate iron railings**

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

**Royston and District Volunteer Centre – to update database**

The Development Officer explained that approximately 45% of those who contacted the Centre lived in the District. The Leader suggested that this application did not meet the scheme's criteria as it was neither a start-up cost nor a capital cost. The Leader decided not to award a grant to this applicant.

**Dry Drayton Parish Council – for two noticeboards**

The Leader noted that the application met the scheme's criteria and agreed to award a grant of £1,000.

**Stevens Close Sheltered Housing Scheme Residents Group – for plants**

The Leader noted that the application met the scheme's criteria and agreed to award a grant of £200.

**Waterbeach Parish Council – raise edges of bowling green**

The Leader noted that the application met the scheme's criteria and had the support of both the Youth Council and local member Councillor Johnson. The Leader agreed to award a grant of £1,000.

**Great Wilbraham Parish Council – two benches for parish cemetery**

The Leader noted that the application met the scheme's criteria and had the support of the Youth Council. The Leader agreed to award a grant of £897.

**Willingham Parish Council – three picnic benches**

It was noted that the Deputy Leader had already approved this application in principle. The Leader noted that the application met the scheme's criteria and with no objections from the councillors present he agreed to award a grant of £1,000.

The Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project (£)	Total applied for (£)	Total Awarded (£)
Comberton Crusaders Football Club	Comberton	To purchase football goals	1,428.49	1,400.00	1,000.00
Whittlesford Warriors Football Club	Whittlesford Duxford Thriplow Hauxton Ickleton	To purchase goals and corner flags necessitated by club expansion	5,392.00	1,500.00	1,000.00

Linton Parish Council	Linton	To rebuild flint wall in Grade 1 listed churchyard	3,283.00	1,500.00	1,000.00
Litlington Village Hall Committee	Litlington	To purchase new kitchen equipment: cooker fridge, dishwasher	5,500.00	1,500.00	1,000.00
Toft People's Hall Management Committee	Toft (Comberton, Hardwick, Eversden)	To purchase six LED theatre lights and mounting bars	1,251.14	1,250.00	1,000.00
Hinxton Parish Council	Hinxton	To build a disabled access ramp from car park into village hall	3,840.00	1,500.00	1,000.00
Fowlmere Recreation Ground and Village Hall Committee	Fowlmere	To replace kitchen in village hall	5,705.00	1,500.00	1,000.00
Linton Village Cricket Club	Linton	To purchase a new pitch roller	4,950.00	1,500.00	1,000.00
Six Mile Bottom Sports and Social Club	Linton, Wilbrahams	To refurbish the Village Hall to meet security and fire regs	8,000.00	1,500.00	1,000.00
Trustees of the Willy's Almshouses Fen Dittton	Fen Dittton	To reinstate iron railings in front of the Almshouses	13,363.00	1,500.00	1,000.00
Royston and District Volunteer Centre	45% of users are from South Cambs	To update database to match volunteers with opportunities	1,040.00	1,040.00	0 (not capital spend so not eligible for grant scheme)



Dry Drayton Parish Council	Dry Drayton	To purchase two replacement noticeboards for each end of geographically divide village	1,675.23	1,500.00	1,000.00
Stevens Close Sheltered Housing Scheme Residents Group	Cottenham	To purchased slabs, shrubs/plants, roses bird bath and compost	200.00	200.00	200.00
Waterbeach Parish Council	Waterbeach	To have the edges raised around the village bowls green	5,990.00	1,500.00	1,000.00
Great Wilbraham Parish Council	Great Wilbraham	To purchase two benches for parish cemetery	1,345.50	897.00	897.00
Willingham Parish Council	Willingham	To purchase three picnic benches	1568.48	1500.00	1,000.00

## 5. SUSTAINABLE PARISH ENERGY PARTNERSHIP

The Development Officer introduced this report by explaining that a public consultation on the Sustainable Parish Energy Partnership had taken place and the Leader needed to decide whether to continue the scheme with no changes, amend the scheme to reflect the outcomes of the public consultation or to disband the scheme.

The Leader explained that he fully supported the setting up of a dedicated webpage to assist residents who wished to investigate options with regard to sustainable energy. However, he stated that the Partnership was formed in 2009 and the original intention was that it should run for three years. He suggested that as the Government's rules and tariffs had changed, the Partnership had run its course and should be disbanded at the end of the financial year.

Councillor Bridget Smith stated that the Partnership had been a success, was something the Council should be proud of and should be maintained.

The Leader

**AGREED**

- A) To establish a dedicated webpage that brings together all of the Council's sustainability work in one place and signpost to relevant organisations' websites.
- B) To disband the Sustainable Energy Partnership at the end of March 2016.

**6. DATE OF NEXT MEETING**

Leader agreed to hold the next meetings will on:

- Monday 19 October at 3:30pm
- Thursday 12 November at 4pm

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**The Meeting ended at 11.00 a.m.**

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# Agenda Item 4



South  
Cambridgeshire  
District Council

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

19 October 2015

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

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## COMMUNITY CHEST: FUNDING APPLICATIONS

### Purpose

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

### Recommendations

3. It is recommended that the Leader:
  - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a decision regarding the level of funding (£0 - £1,500) to be awarded for each or defer a decision if further information is required from grant applicants.

### Reasons for Recommendations

4. The Leader makes all decisions regarding Community Chest grant funding applications unless there is a conflict of interest. On 17 July 2014 the Leader agreed to make decision on future Community Chest applications at his Portfolio Holder meetings.

### Background

5. The Community Chest is grant funding available to voluntary and community sector groups, charities, parish councils and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £1,500 for:
  - Improvements to community facilities (i.e. village halls / pavilions / play areas)
  - Repairs to historic buildings / monuments / memorials
  - The Tree and Hedge planting Scheme
  - Equipment / capital purchase
  - Materials
  - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).

The guidance notes and eligibility criteria for 2015/16 can be found at <https://www.scambs.gov.uk/communitychest>

6. The total amount of funding made available in the Community Chest in 2015/16 is £83,286 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 four new applications for funding to be considered at this meeting. The applications were received between 10 September 2015 and 24 September 2015. The total funding requested equals £4,724. A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).

## **Options**

8. The Leader may consider all applications for funding that are set out in Appendix A of this report and
  - (a) award the amount of funding requested
  - (b) award an alternative amount of funding, including zero funding
  - (c) defer a decision if further information is required from grant applicants.

## **Implications**

9. In the writing of this report, taking into account financial, legal, staffing, risk management, equality and diversity, climate change, community safety and any other key issues, the following implications have been considered:

### ***Risk Management***

10. Applicants are required to provide supporting documents such as copies of their constitution and quotes where applicable. Applicants must agree to the grant conditions before funds are released.

## **Consultation responses (including from the Youth Council)**

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

## **Effect on Strategic Aims**

13. The Corporate Aims are listed in the criteria and guidance notes for the Community Chest. Applications that meet our strategic aims are prioritised.

## **Background Papers**

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

- (a) at all reasonable hours at the offices of South Cambridgeshire District Council;
- (b) on the Council's website; and
- (c) in the case of documents to be available for inspection pursuant to regulation 15, on payment of a reasonable fee required by the Council by the person seeking to inspect the documents at the offices of South Cambridgeshire District Council.

**Report Author:** Gemma Barron – Sustainable Communities and Partnerships Manager  
Telephone: (01954) 713340

**COMMUNITY CHEST APPLICATIONS: 10 SEPTEMBER 2015 – 24 SEPTEMBER 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>
Caxton Parish Council	Parish Council	Caxton	To purchase four "thank you for driving carefully" signs for village	Equipment/Capital Purchase	1264.00	1,264.00	Received
Great and Little Abington Parochial Church Council	Charity	Great and Little Abington	To replace and repair two heating radiators	Equipment/Capital Purchase	2566.80	1,500.00	Received
Linton Action for Youth	Charity	Linton	To repair leaking roof	Materials	460.00	460.00	Received
Steeple Morden Parish Council	Parish Council	Steeple Morden , Odsey	To repair and refurbish the war memorial	Materials	3350.00	1,500.00	Received

**TOTAL**

**£4,724.00**

Total budget	=	83,286.00
Total previously allocated	=	81,777.75
Total remaining in budget	=	1,508.25
Total requested	=	4,724.00

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