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4 November 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, 12 NOVEMBER 2015** at **4.00 p.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		1 - 4
The Portfolio Holder is asked to sign the minutes of the meeting held on 9 October 2015 as a correct record.		
PRESENTATION		
3. Croydon Community Led Plan (verbal presentation)		
DECISION ITEMS		
4. Community Chest: Eligibility Criteria for 2016/17		5 - 14
STANDING ITEMS		
5. Date of Next Meeting		
Attendees are asked to bring their diaries.		

OUR LONG-TERM VISION

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

OUR VALUES

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

- Working Together
- Integrity
- Dynamism
- Innovation

GUIDANCE NOTES FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

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Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

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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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If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you. All meeting rooms are accessible to wheelchair users. There are disabled toilet facilities on each floor of the building. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

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Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. We allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. Failure to do so, will result in the Chairman suspending the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chairman may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one is allowed to smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

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Agenda Item 2

SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of the Leader's Portfolio Meeting held on
Monday, 19 October 2015 at 3.30 p.m.

Portfolio Holder: Ray Manning

Councillors in attendance:

Also in attendance: Anna Bradnam and Hazel Smith

Officers:

Patrick Adams

Senior Democratic Services Officer

Gemma Barron

Sustainable Communities & Partnerships Manager

Kirstin Donaldson

Development Officer

1. DECLARATIONS OF INTEREST

None.

2. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24 September 2015 were agreed as a correct record, subject to the following amendments:

- The last sentence of the first paragraph on minute 3 was amended to read: "The general welfare advice budget had been reduced by 15% in year 3 of the current programme, which has been observed in the proposed programme and historical inflationary pressures have also been taken into account."
- In the paragraph under the heading "Fit to Learn" the word "strength" was added after the word "co-ordination".
- The paragraph under the heading "Independent Living" was amended to read "... supported the effectiveness of befriending schemes and the Council was working in partnership".

The Leader explained that he had taken the decision to pass responsibility for the Sustainable Energy Partnership and the wider issue of tackling the effects of climate change to the Corporate and Customer Services portfolio. The decision to establish a webpage to bring together all of the Council's sustainability work in one place and signpost to relevant organisations' website still stood, whilst the decision to disband the Sustainable Energy Partnership at the end of March 2016 had been rescinded.

3. WESTON COLVILLE COMMUNITY LED PLAN PRESENTATION - TO BE CONFIRMED

In the absence of a representative from Weston Colville, this item was withdrawn from the agenda.

4. COMMUNITY CHEST: FUNDING APPLICATIONS

The Development Officer presented this report, which invited the Leader to consider applications for Community Chest Grants for 2015/16. The Sustainable Communities and Partnerships Manager explained that an applicant had returned £1,500 to the scheme's budget after a project had not gone ahead. As a consequence the funds available increased to £3,008.25. The Leader explained that the maximum he would award to each

applicant was £1,000, as there were insufficient funds to award grants of £1,500 to all applicants and the maximum awarded at September's meeting was also £1,000. The Leader examined each application in turn.

Caxton Parish Council – “thank you for driving carefully” signs

The Leader noted that there were other funding streams available for these signs, the Council had rejected similar applications in the past and there were plans to amend the scheme's criteria to exclude the funding of such signage. The Leader decided not to award a grant to this applicant.

Great and Little Abington Parochial Church Council – to repair radiators

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

Linton Action for Youth – to repair leaking roof

The Leader noted that this application met the scheme's criteria and agreed to award a grant of £460.

Steeple Morden Parish Council – to repair and refurbish the war memorial

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

The Sustainable Communities and Partnerships Manager reported that the 2015/16 scheme was now closed. Any new applications would have to be considered from 5 April 2016.

The Leader **AGREED** the following grants:

Applicant	Village(s) affected	Project Description	Total Cost of project (£)	Total applied for (£)	Total Awarded (£)
Caxton Parish Council	Caxton	To purchase four “thank you for driving carefully” signs for village	1,264.00	1,264.00	0
Great and Little Abington Parochial Church Council	Great and Little Abington	To replace and repair two heating radiators	2,566.80	1,500.00	1,000.00
Linton Action for Youth	Linton	To repair leaking roof	460.00	460.00	460.00
Steeple Morden Parish Council	Steeple Morden, Odsey	To repair and refurbish the war memorial	3,350.00	1,500.00	1,000.00

5. DATE OF NEXT MEETING

Those present noted that the next meeting will be held on Thursday 12 November 2015 at 4pm.

The Meeting ended at 3.45 p.m.

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Agenda Item 4



South
Cambridgeshire
District Council

Report To: Leader's Portfolio Holder Meeting

12 November 2015

Lead Officer: Director, Health and Environmental Services

COMMUNITY CHEST: ELIGIBILITY CRITERIA FOR 2016/17

Purpose

1. To agree the eligibility criteria for the Community Chest 2016/17 grant funding scheme and approve the carry forward of uncommitted balances.
2. This is not a key decision, however, has been brought before the Leader because the Constitution states that
 - (a) policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000) are for decision by the Portfolio Holder and the Portfolio Holder.
 - (b) approval to carry forward uncommitted balances on reserve account for grants is for decision by the Portfolio Holder.

Recommendations

3. It is recommended that the Leader:
 - (a) agrees eligibility criteria for the Community Chest 2016/17, making the following amendments to the existing scheme:
 - (i) amending the criteria to state that the Community Chest will not fund Community Speedwatch Schemes OR 'other traffic initiatives'
 - (ii) remove the specification that projects that involve building works to Community Buildings or Historic Buildings/Monuments/Memorials, the grant will be paid once the work has been completed.
 - (iii) amend the criteria to state that each parish can receive five awards OR 'a maximum of £7500'.
 - (iv) Approve the carry forward of remaining balance.

Reasons for Recommendations

4. Since the grants review in 2013, the Community Chest grant funding criteria has evolved into its current form. The amendments suggested to the grant criteria reflect recent decisions by the Leader.

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 in 2015/16 could 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

- Community Rights of Way (Parish Paths 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 was £84,786 following a top-up of £10,000 made in July 2015 and the return of an unclaimed grant for £1,500 made in 2014. The funding was allocated on a first-come first-served basis.

Considerations

7. Applications have been received in the past year for road signage and speed monitoring equipment. The eligibility criteria already states that funding cannot be used towards Community Speedwatch Schemes, however, adding a further qualification of 'or other traffic initiatives' will hopefully ensure less ineligible applications.
8. In some instances parishes/groups applied for small amounts of grant funding. If the criteria is amended to state 'five applications OR a total of £7500', this should ensure fairness and value for money.
9. The Community Chest grant funding scheme was closed following the Leader's meeting on 24 September 2015. Applications that had been submitted but not heard before this date were heard on 19 October 2015. £548.25 is remaining in the Community Chest budget following allocations made in October 2015.
10. From 1 April 2015 to 19 October 2015 the Leader awarded 73 grants across 47 parishes. A map of these allocations can be found at Appendix A.

Options

11. The Leader may
- (a) agree the eligibility criteria for the Community Chest 2016/17, making the following amendments to the existing scheme:
 - i. amending the criteria to state that the Community Chest will not fund Community Speedwatch Schemes OR 'other traffic initiatives'
 - ii. remove the specification that projects that involve building works to Community Buildings or Historic Buildings/Monuments/Memorials, the grant will be paid once the work has been completed.
 - iii. amend the criteria to state that each parish can receive five awards OR 'a maximum of £7500'.
 - (b) agree alternative amendments to the eligibility criteria for the Community Chest 2016/17.
 - (c) agree to continue using the existing eligibility criteria.

A draft of the amended criteria can be found at Appendix B.

12. The Leader may:
- (a) agree to carry forward the remaining £548.25 in the Community Chest budget following allocations made in October 2015.

- (b) refuse to carry forward the £548.25 remaining in the Community Chest budget for 2015/16.

Implications

- 13. 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

- 14. 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.

Effect on Strategic Aims

- 15. 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

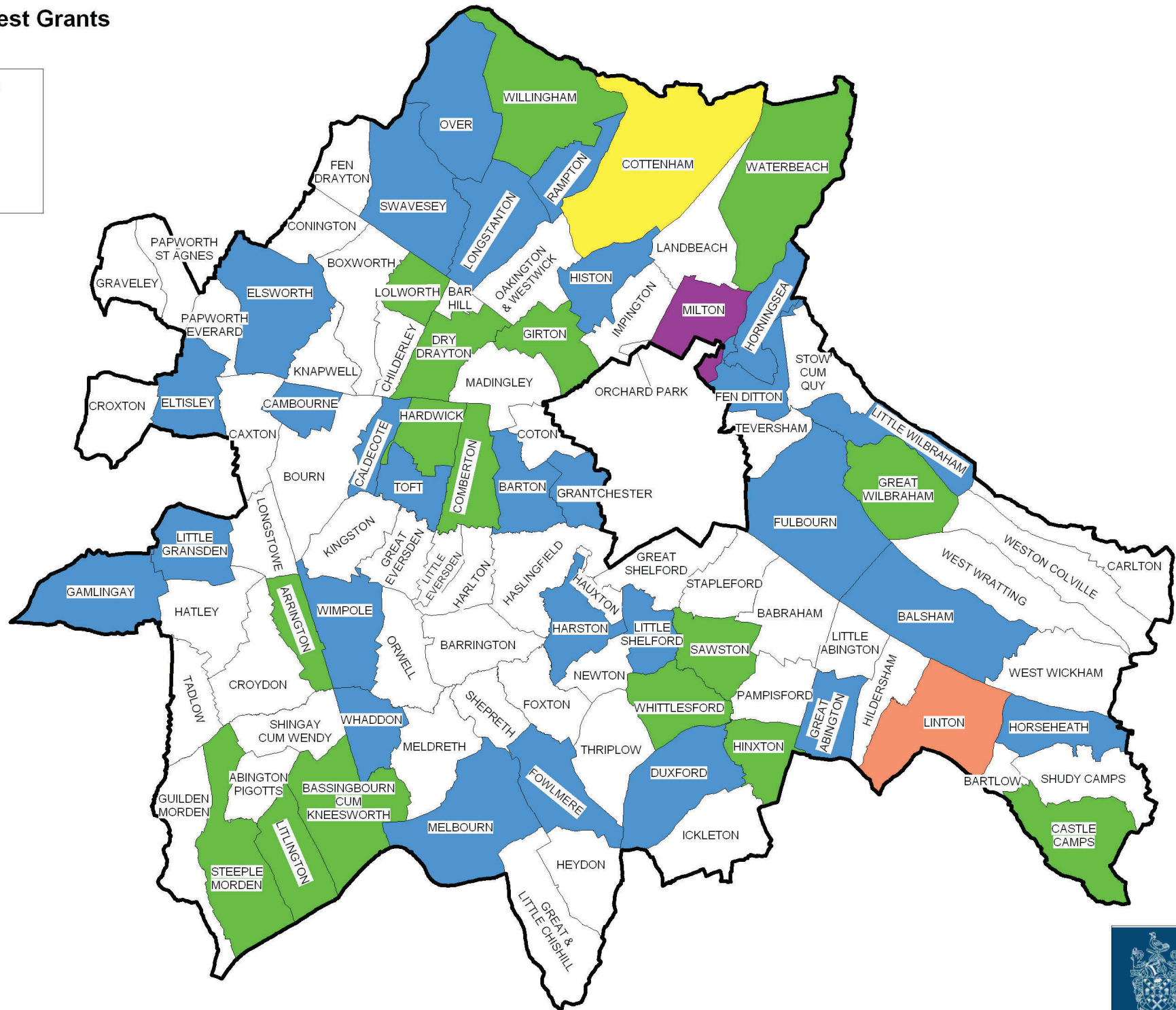
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Community Chest Grants

October 2015

Awards per Parish

1	(28)
2	(16)
3	(1)
4	(1)
6	(1)



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Community Chest 2016-17

Criteria & Guidance Notes

What is the Community Chest?

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.

The total amount of funding available for 1 April 2016 – 31 March 2017 is: £XX,XXX

Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire Parish Council, OR a public sector body with a demonstrable community focus (Individuals or businesses are not eligible).
- Have a written constitution or mission statement.
- Have an elected committee or representative steering group.
- Be able to provide an up to date copy of their accounts and any relevant protection policies. *Please note: Parish Councils can signpost us to relevant online documentation and do not need to submit hard copies.*
- Be a Parish Council for a public right of way project

If you have questions about these criteria, please contact us using the details overleaf. Examples of what has been funded before can be found on our website.

If your organisation does not have a written constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvcs.org.uk.

What must the project deliver ?

The project must:

- Helps us deliver one or more of the SCDC priorities/aims listed below.
 - Meet local need and leave a legacy for the community.
 - Ensure equality of access.
-

What can be funded?

The project should be one of the following:

- Improvements to Community Facilities (i.e Village Halls/Pavilions/Play Areas)
- Repairs to Historic Buildings/Monuments/Memorials
- The Tree and Hedge planting Scheme
- Community Rights of Way (Parish Paths scheme)
- Equipment/Capital Purchase
- Materials
- 'Start-up costs (May include training of staff/volunteers, hall hire and other revenue costs)

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising).
- Projects that replace funding by other public sector bodies (e.g. youth services, highways).
- Costs associated with preparing/printing Parish Plans.
- Costs associated with Neighbourhood Watch schemes.
- Costs associated with Community Speedwatch schemes or other traffic initiatives.
- Items that would only benefit 'individuals' and not the group (i.e. sports kits).
- Projects that have previously received Community Chest funding in the same financial year.
- Projects that directly benefit a community already in receipt of Community Chest funding (up to a maximum of 5 applications per parish in one financial year – this is to ensure good geographical coverage of the district).

How much can be applied for?

The maximum award is £1,500 in the financial year (April-March) and can be for 100% of the project's costs. However, high demand for funding may mean that the Council is only able to make a contribution to your project.

When can groups apply?

Groups can apply at any time during the financial year; there are no closing dates for applications.

How will the grant be paid?

If successful, the applicant will receive the grant payment once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

What are the conditions of funding?

Groups that are awarded a grant will be expected to comply with the following conditions as a *minimum*:

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing).
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to South Cambridgeshire District Council.
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website.

Please note: eligibility does not guarantee grant funding. The Council reserves the right to prioritise based on funding available, number and type of applications received at any given time, priorities for the financial year and value for money.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the Parish Council who may have funds available through planning developments (S106).

Community Chest 2016- 2017: SCDC Priorities/Aims

- We will listen to and engage with residents, parishes and businesses to ensure we deliver first class services and value for money
 - We will work with partners to create and sustain opportunities for employment, enterprise, and world-leading innovation
 - We will make sure that South Cambridgeshire continues to offer outstanding and sustainable quality of life for our residents
-

For further information please go to:

<http://www.scambs.gov.uk/services/community-and-grants>

For process and general enquiries about the scheme:-

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