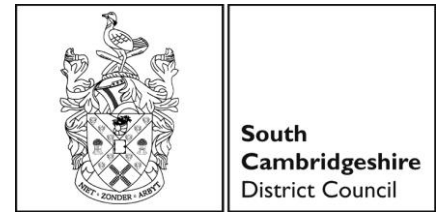


South Cambridgeshire Hall  
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13 June 2018

To: Chairman – Councillor Jose Hales  
Vice-Chairman – Councillor Clare Delderfield  
All Members of the Grants Advisory Committee - Councillors Dr. Claire Daunton,  
Sue Ellington and Peter McDonald

Quorum: 3

Copy sent to Councillor John Williams – Finance Portfolio Holder

Dear Councillor

You are invited to attend the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the **MEZZANINE, SECOND FLOOR** at South Cambridgeshire Hall on **THURSDAY, 21 JUNE 2018 at 10.00 a.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution *in advance of* the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully  
**Beverly Agass**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its 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.**

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## AGENDA

## PAGES

1. **Apologies for Absence**
2. **Declarations of Interest**

### **DECISIONS TO BE MADE BY THE FINANCE PORTFOLIO HOLDER**

Notice is hereby given that Agenda items 3 to 7 in this agenda include recommendations for determination by the Finance Portfolio Holder, Councillor John Williams. Councillor Williams will consider each recommendation from the Grants Advisory Committee as soon as it has been made, and his Executive decisions will be both recorded in the Committee's Minutes and published separately in a Decision Sheet.

3. **Community Chest: Funding Applications** 1 - 14
4. **Community Energy Grant: Funding Applications** 15 - 24

<b>5.</b>	<b>Community Chest Review 2018</b>	<b>25 - 32</b>
<b>6.</b>	<b>Community Energy Grant Review 2018</b>	<b>33 - 40</b>
<b>7.</b>	<b>Grants to Voluntary Sector: six-monthly review</b>	<b>41 - 88</b>
<b>8.</b>	<b>Date of next meeting</b>	

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

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

### **Security**

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

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

### **Emergency and Evacuation**

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this would be via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

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

### **First Aid**

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**

Public toilets are available on each floor of the building next to the lifts.

### **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**

Vending machines and a water dispenser are available on the ground floor near the lifts at the front of the building. You are not allowed to bring food or drink into the meeting room.

## **EXCLUSION OF PRESS AND PUBLIC**

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) ..... in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) ..... of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

## **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.

# Agenda Item 3



South  
Cambridgeshire  
District Council

**Report To:** Grants Advisory Committee and Finance  
Portfolio Holder Meeting  
**Lead Officer:** Director, Health and Environmental Services

21 June 2018

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## COMMUNITY CHEST: FUNDING APPLICATIONS

### Purpose

1. To consider recent applications for funding from the Community Chest grant funding scheme during 2018/19.
2. This is not a key decision, however, has been brought before the Grants Advisory Committee and Portfolio Holder following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

### Recommendations

3. It is recommended that the Grants Advisory Committee:
  - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a recommendation regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.
4. It is recommended that the Portfolio Holder:
  - (a) considers all new applications for funding that are set out in Appendix A of this report, taking into account the recommendations of the Grants Advisory Committee, and makes a decision regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision if further information is required from grant applicants.

### Reasons for Recommendations

5. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
6. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. The Grants Advisory Committee's role is to consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:
  - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.

## **Background**

7. 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 £1,000 for:
  - Improvements to community facilities (i.e. village halls / pavilions / play areas)
  - Repairs to historic buildings / monuments / memorials
  - Tree and hedge planting
  - Equipment / capital purchase
  - Materials
  - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
8. The guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.
9. The total amount of funding made available in the Community Chest in 2018/19 is £57,000. The funding is allocated on a first-come first-served basis.

## **Considerations**

10. There are 49 applications for funding to be considered at this meeting. 3 of the applications were deferred at the portfolio holder meeting held on 20 March 2018 for consideration in the new financial year. A further 3 applications were received in March after the 2017/18 financial year closed. 43 applications were received between 1 April 2018 and 31 May 2018. The total funding requested equals £44,395.14. The amount of funding remaining for allocation is £57,000. 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).
11. There are 4 applications relating to Melbourn which total £3,552. Under the conditions of the scheme, if all 4 applications were to be funded, this would take them over the £3,000 per parish threshold.
12. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.

## **Options**

13. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to
  - (a) award the amount of funding requested
  - (b) award an alternative amount of funding, including zero funding, or
  - (c) defer a decision if further information is required from grant applicants.
14. The Portfolio Holder may consider all applications for funding that are set out in Appendix A of this report and
  - (d) award the amount of funding requested
  - (e) award an alternative amount of funding, including zero funding, or
  - (f) defer a decision if further information is required from grant applicants.

## **Implications**

15. 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***

16. 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**

17. Local members have been consulted on applications that directly affect their local area.

### **Effect on Strategic Aims**

18. The corporate aims are referenced in the criteria and guidance notes for the Community Chest.

**Report Author:** Gemma Barron – Head of Sustainable Communities and Wellbeing  
Telephone: 01954 713340

Ryan Coetsee – Project Officer  
Telephone: 01954 713461

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**COMMUNITY CHEST APPLICATIONS RECEIVED: 2017/18 FINANCIAL YEAR**

	<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>
<b>1</b>	Waterbeach and Landbeach Action for Youth	Community Group	Waterbeach & Landbeach	Purchase of music equipment and games console	Equipment Purchase	1,139.00	<b>1,000.00</b>	Complete
<b>2</b>	A.M. Challis Trust Ltd	Charity	Sawston	Purchase a scrapper, press and sterilising unit to hold own apple pressing day	Equipment Purchase	1,104.95	<b>885.00</b>	Complete
<b>3</b>	Swavesey Badminton Club	Sports Club	Swavesey	Purchase of junior squash rackets and shuttlecocks	Equipment Purchase	2,707.00	<b>529.00</b>	Complete
<b>4</b>	1 <sup>st</sup> Hardwick and Highfields Caldecote Scouts	Community Group	Hardwick and Caldecote	Purchase of a kayak trailer	Equipment Purchase	1,689.00	<b>1,000.00</b>	Complete
<b>5</b>	Gamlingay Parish Council	Parish Council	Gamlingay	Picnic Table for the off road bike track	Equipment Purchase	994.80	<b>994.80</b>	Complete
<b>6</b>	Hardwick Play Parks Group	Community Group	Hardwick	Purchase of a climbing wall for the playground	Improvement of Community Facilities	7,183.00	<b>1,000.00</b>	Complete

**COMMUNITYCHEST APPLICATIONS RECEIVED: 1 APRIL – 30 APRIL**

	<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>
<b>7</b>	Litlington Congregational Church	Church	Litlington	Replacement of the church sound system	Equipment Purchase	1,818.00	<b>1,000.00</b>	Complete
<b>8</b>	Mother Goose Pre-school	Charity	Wimpole	Purchase of a storage shed	Improvement of Community Facilities	3,474.38	<b>1,000.00</b>	Complete

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
9	Fulbourn Primary School PTA	Charity	Fulbourn	Purchase of new play equipment	Improvements to Community Facilities	57,000.00	<b>1,000.00</b>	Complete
10	Bassingbourn Cricket Club	Sports Club	Bassingbourn	Purchase of a roller for the cricket square	Equipment Purchase	4,890.00	<b>1,000.00</b>	Complete
11	Linton Jazz	Community Group	Linton	Banners to hang over music stands	Equipment Purchase	904.80	<b>900.00</b>	Complete
12	Cambridge Open Art Exhibition	Community Group	Rampton	Purchase of replacement exhibition stands	Equipment Purchase	5,227.00	<b>1,000.00</b>	Complete
13	Swavesey Community Choir	Community Group	Swavesey	Purchase of music books	Equipment Purchase	817.90	<b>818.00</b>	Complete
14	Lolworth Parish Meeting	Civil Local Authority	Lolworth	Resurface of the footpath to All Saints Church	Improvements to community facilities	11,700.00	<b>1,000.00</b>	Complete
15	Bassingbourn Air Cadets	Youth Group	Bassingbourn	Purchase of drums for the marching band	Equipment Purchase	892.36	<b>892.36</b>	Complete
16	Linton Village Cricket Club	Sports Club	Linton	Purchase of an auto rotorake for the cricket wicket	Equipment Purchase	2,000.00	<b>1,000.00</b>	Complete
17	Friends of Saint Mary's Church Comberton Trust	Charity	Comberton	Restoration and repair works to prevent water ingress	Repairs to historic buildings & improvements to community facilities	48,000.00	<b>1,000.00</b>	Complete
18	Sawston Youth Group	Youth Group	Sawston	Purchase of musical equipment including, 4 bugles with retaining chain and case and 10 Bell Lyre Cord Kits	Equipment purchase	1,110.00	<b>870.00</b>	Complete
19	Milton Cricket Club	Sports Club	Milton	Coaching training to enable launch of a youth section through liaison with local schools	Start up costs	1,760.00	<b>1,000.00</b>	Complete
20	Oakington & Westwick Parish Council	Parish Council	Oakington & Westwick	Installation of 22 flower planters in the village	Materials/Star up costs	1,694.00	<b>1,000.00</b>	Complete

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
21	Linton United Reformed Church	Church	Linton	Lowering of the step from the pavement to make premises wheelchair accessible	Improvements to community facilities	6,297.00	<b>1,000.00</b>	Complete
22	Duxford Pre-school	Charity	Duxford	Refurbishment of storage shed	Equipment Purchase	1,411.90	<b>1,000.00</b>	Complete
23	Abington Allotment & Leisure Gardeners Association	Community Group	Abingtons	Purchase of a secure steel storage shed	Equipment Purchase	1,674.00	<b>1,000.00</b>	Complete
24	Duxford Bowls Club	Sports Club	Duxford	Replacement of uneven & dangerous paving	Improvements to community facilities	500.00	<b>500.00</b>	Complete
25	Revitalise Respite Holidays	Charity	Bartlow, Cottenham, Linton & Milton	Volunteering opportunity at a centre for respite care breaks	Start up costs	708.00	<b>708.00</b>	Complete
26	All Saints' Playgroup	Community Group	Melbourn	50 <sup>th</sup> anniversary book	Materials/Other	600.00	<b>600.00</b>	Pending
27	Whittlesford Parish Council	Parish Council	Whittlesford	Purchase of litter bins	Improvements to community facilities	1,500.00	<b>1,000.00</b>	Complete
28	Gamlingay with Hatley St.George & East Hatley Parochial Church Council	Church	Gamlingay, Hatley St George & East Hatley	Repair and redecoration of the north wall of the church	Repairs to historic buildings/monuments/memorials	13,895.00	<b>750.00</b>	Pending
29	Little Shelford Bowls Club	Sports Club	Little Shelford	Re-wiring of changing room and equipment shed	Improvements to community facilities	1,200.00	<b>1,000.00</b>	Complete
30	Madingley Parochial Church Council	Church	Madingley	Protection of 16 <sup>th</sup> century stained glass panel	Repairs to historic buildings/monuments/memorials	3,001.00	<b>1,000.00</b>	Complete
31	Bottisham Swimming Club	Sports Club	Histon & Impington	Purchase of hand paddles, kick boards & pull buoys	Equipment Purchase	5,800.00	<b>1,000.00</b>	Complete
32	Barton Parish Council	Parish Council	Barton	Fencing for play area	Improvements to community facilities	3,600.00	<b>1,000.00</b>	Complete

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
33	Magpas Air Ambulance	Charity	District Wide	Purchase seven 'Resus dummies' for CPR training	Equipment Purchase	148,000.00	1,000.00	Complete
34	Gamlingay School's Out Club	Community Group	Gamlingay and surrounding villages	Start-up costs for club	Start-up	2,200.00	£750.00	Complete
35	Cottenham Colts FC	Football Club	Cottenham	Purchase portable football posts	Equipment purchase	2,500.00	1,000.00	Complete
36	Fulborn Parish Council	Parish Council	Fulbourn	Purchase and install hexagonal tree seat	Equipment Purchase	900.00	900.00	Complete

**COMMUNITYCHEST APPLICATIONS RECEIVED: 1 MAY – 31 MAY**

Page 8

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
37	Horseheath Cricket Club	Sports Club	Horseheath	Refurb of toilets and showers. Work to be done by member.	Improvement of Community Facilities	1,500.00	1,000.00	Pending
38	Melbourn Amateur Dramatics Society	Society	Melbourn	Purchase new wireless microphones	Equipment/Capital purchase	998.00	998.00	Complete
39	Melbourn Community Hub Management Group	Community Group	Melbourn	Replacement of old non-stackable chairs	Equipment Purchase	1,554.00	954.00	Complete
40	Fen Drayton Pre-School	Pre-School	Fen Drayton	Purchase shed & trampoline	Equipment Purchase	985.98	985.98	Complete
41	Meldreth Pre-School	Pre-School	Meldreth	Financial support for premises move incl table purchases	Premises move and equipment purchase	1,589.97	1,000.00	Complete
42	The Ickleton Society	Society	Ickleton	Book about Ickleton and the Great War	Printing Costs	2,820.00	1,000.00	Complete
43	Willingham Combined Charity	Charity	Willingham	Purchase fencing for allotment	Materials	1,002.00	1,000.00	Pending

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Status of documentation
44	Gallery Writers	Society/Group	Meldreth	Purchase of a website package so community can access media relating to river Mel	Website purchase	2,600.00	800.00	Complete
45	Community Sparx CIC	Community Interest Group	Hardwick	Purchase of a licence/service agreement	Start-Up	1,200.00	1,000.00	Complete
46	Granchester Parish Council	Parish Council	Grantchester	Removal and replanting of a tree as well as reduction of existing tree	Tree removal and planting scheme	2,540.00	1,000.00	Complete
47	Meldreth Bowls Club	Sports Club	Meldreth	Purchase a new mower	Equipment Upgrade	1,600.00	1,000.00	Complete
48	Melbourn Parish Council	Parish Council	Melbourn	Replacement of the hardstanding surrounding the war memorial	Repairs to historic monuments	3,200.00	1,000.00	Complete
49	Ladybird Playgroup	Charity	Thriplow	Purchase of a giant slide, wall-mounted chalkboard set & Tike Town playhouse	Equipment Purchase	560.00	560.00	Complete

**TOTAL**

**£45,395.14**

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Total budget	=	£57,000.00
Total previously allocated	=	£ 0 .00
Total remaining in budget	=	£57,000.00
Total requested	=	<b>£45,395.14</b>

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## Guidance notes for Community Chest 18/19

### 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.

### 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

If you have questions about these criteria, please contact us using the details below.

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@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk).

### What must the project deliver?

The project must:

- Help 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 buildings land spaces (i.e village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Tree and hedge planting
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (May include training of staff/volunteers, hall hire and other revenue costs)

**Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest.**

### 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
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. 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 £3000 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 £1,000 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?

The Community Chest opens in April each year. Groups can apply at any time during the financial year; there are no closing dates for applications. Grants are allocated on a first come, first served basis.

### What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

### 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 2018- 2019: 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:**

<https://www.scambs.gov.uk/services/grants>

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) , 01954 713070

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**Report To:** Grants Advisory Committee and Finance  
Portfolio Holder  
**Lead Officer:** Director, Health and Environmental Services

21 June 2018

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## COMMUNITY ENERGY GRANT: FUNDING APPLICATIONS

### Purpose

1. To consider recent applications for funding from the Community Energy grant funding scheme during 2017/18 and 2018/19.
2. This is not a key decision, however, has been bought before the Grants Advisory Committee and Portfolio Holder following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

### Recommendations

3. It is recommended that the Grants Advisory Committee:
  - (a) considers all new applications for funding that are set out in Appendix A of this report and makes a recommendation regarding the level of funding (£0 - £3,000) to be awarded for each or defer a decision if further information is required from grant applicants.
4. It is recommended that the Portfolio Holder:
  - (a) considers all new applications for funding that are set out in Appendix A of this report, taking into account the recommendations of the Grants Advisory Committee, and makes a decision regarding the level of funding (£0 - £3,000) to be awarded for each or defer a decision if further information is required from grant applicants.

### Reasons for Recommendations

5. The Portfolio Holder has responsibility to approve policies and criteria for the approval of grant schemes under which no award exceeds level one (£5,000).
6. The Portfolio Holder makes all decisions regarding grant funding unless there is a conflict of interest. The Grants Advisory Committee's role is to consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:
  - (a) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.
7. The Community Energy Grant Scheme opened on 1 March 2018.

## **Background**

8. The Community Energy Grant is funding available to voluntary and community sector groups, charities, parish councils seeking to deliver local energy saving and green initiatives in South Cambridgeshire. Applicants may apply for up to £3,000 for projects. These must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. E.g. :
  - Internal wall insulation
  - Loft/roof insulation
  - Electric vehicle charging points
  - Secondary glazing
  - Replacement windows/doors
  - Energy efficient lighting
  - Energy efficient boiler
  - Battery storage for solar panel or other low carbon energy generation measures
9. The guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.
10. The amount of funding made available in the Community Energy Grant fund in 2018/19 is £55,000. The funding is allocated on a first-come first-served basis.

## **Considerations**

11. There are eight applications for funding to be considered at this meeting. The applications were received between 1 March 2018 and 31 May 2018.
12. The total funding requested equals £18,534.00. The amount of funding remaining for allocation is £55,000.00. 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).
13. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.

## **Options**

14. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to
  - (a) award the amount of funding requested, or
  - (b) award an alternative amount of funding, including zero funding, or
  - (c) defer a decision if further information is required from grant applicants.
15. The Portfolio Holder may consider all applications for funding that are set out in Appendix A of this report and

- (d) award the amount of funding requested, or
- (e) award an alternative amount of funding, including zero funding, or
- (f) defer a decision if further information is required from grant applicants.

### **Implications**

- 16. 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**

- 17. 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**

- 18. Local members have been consulted on applications that directly affect their local area.

### **Effect on Strategic Aims**

- 19. The corporate aims are referenced in the criteria and guidance notes for the Community Energy Grant.

**Report Author:** Gemma Barron – Head of Sustainable Communities and Wellbeing  
Telephone: 01954 713340

Ryan Coetsee – Project Officer  
Telephone: 01954 713461

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**COMMUNITY ENERGY GRANT APPLICATIONS: 1 March – 31 May 2018**

<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>
Milton Community Centre	Charity	Milton	To provide loft insulation above suspended ceiling	Roofing Insulation	1,187.00	1,187.00	Complete
Fowlmere Recreation Ground & Village Hall	Group	Fowlmere	Upgrading/ converting outside lighting around the village hall and exit road	Conversion to energy efficient lighting	1,380.00	1,380.00	Complete
Cambridge Sea and Royal Marines Cadets	Group	Over Caldecote Barton Girton Bar Hill Bourn Lolworth	Energy saving roof insulation and panel lighting to replace fluorescent tubes	Loft insulation and conversion to energy efficient lighting	2,950.00	2,650.00	Complete
Little Gransden Village Hall	Group	Little Gransden	Replace windows for A-rated, uPVC, argon filled alternatives	Replace double-glazed windows	3,379.80	3,000.00	Complete
Hatley Parish Council	Parish Council	Hatley	Replace one pair French doors with A-rated uPVC and one black composite rebate door	Replacement doors	2,922.00	2,435.00	Complete
Fen Drayton Village Hall	Group	Fen Drayton	Replace all internal lighting with energy efficient alternatives	Conversion to energy efficient lighting	2,482.00	2,482.00	Complete

Meldreth Bowls Club	Sports Club	Meldreth	Change existing lighting in the entire clubhouse to LEDs	Conversion to energy efficient lighting	2,400.00	2,400.00	Complete
Foxton Village Hall	Group	Foxton	Change lighting in foyer, meeting room, lounge and pavilion to LEDs	Conversion to energy efficient lighting	10,000.00	3,000.00	Pending

**TOTAL**

**£18,534.00**

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Total budget	=	£55,000.00
Total previously allocated	=	N/A
Total remaining in budget	=	£55,000.00
Total requested	=	<b>£18,534.00</b>





## Guidance notes for Community Energy Grants 18/19

### What is the Community Energy Grant Fund?

The Community Energy Grant fund is available to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives.

### 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. Individuals, businesses and educational establishments 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. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on [duty.communities@scams.gov.uk](mailto:duty.communities@scams.gov.uk) or 01954 713070

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@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

### Eligibility Criteria - What must the project deliver?

Projects must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. This must be outlined in your application.

Grants can also be awarded for the purpose of energy surveys for community buildings and village halls to allow organisations to investigate and consider which measures would be most suitable for their building.

### Examples of what can be funded?

- Internal wall insulation
- Loft/roof insulation
- Electric vehicle charging points
- Secondary glazing

- Replacement windows/doors
- Energy efficient lighting
- Energy efficient boiler
- Battery storage for solar panel or other low carbon energy generation measures

### What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim feed in tariffs or renewable heat incentive payments. (If public grants are used to fund any part of such installations, they become ineligible for such payments).
- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Organisations that have previously received the maximum £3,000 of Community Energy Grant funding in the same financial year (including grants that may have been received for different projects, such as to fund the completion of an energy survey).
- Items that would only benefit individuals rather than community groups.
- Environmental education projects.

**Please note that in any financial year (running from April to end of March) Community Groups and Parish Councils will only be eligible to receive either a Community Energy Grant, or a Green Energy Loan (set to launch later in the year). This is to ensure that funding is distributed to a broad range of organisations and projects.**

### How much can be applied for?

The maximum award is £3,000 per organisation in each 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?

Applications for Community Energy Grant funds can be accepted from 1 March each year. Groups can apply at any time during the financial year; while funds are available. Grants are allocated on a first come, first served basis.

### What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition, the following will be required if relevant to the project:

- Public Rights of Way consent from landowner
- Any other relevant material that would support your application, such as a recent energy survey if one has been completed, or a community building energy self-survey.

### 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)
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- 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, value for money, and the geographical spread and range of projects across South Cambridgeshire.

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).

### For further information please contact:

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) or 01954 713070

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# Agenda Item 5

**REPORT TO:** Grants Advisory Committee and Finance Portfolio Holder 21 June 2018  
**LEAD OFFICER:** Head of Sustainable Communities and Wellbeing

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## Community Chest Review 2018

### Purpose

1. To review the criteria and decision-making timeline for the Community Chest grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet.
2. This is not a key decision.

### Recommendations

3. It is recommended that the Grants Advisory Committee reviews the Community Chest grant scheme and makes recommendations to the Finance Portfolio Holder and Cabinet to:
  - (a) amend the Community Chest grant scheme criteria and/or decision-making timeline; or
  - (b) make no changes to the Community Chest grant scheme criteria and/or decision-making timeline.

### Reasons for Recommendations

4. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
5. The terms of reference for the Grants Advisory Committee state that the Committee's function is:

“To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:

- Review of the Council's grant schemes to ensure they reflect Council priorities.
- Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- Consideration of applications made under the Council's grants schemes.”

6. The Community Chest is a popular grant scheme and there have been a number of enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May. A swift recommendation by the Committee will allow the scheme to re-open promptly following a decision by the Finance Portfolio Holder and Cabinet.

### Background

7. The Community Chest was first set up by the South Cambridgeshire Local Strategic Partnership in 2008/09 with funding provided by government. In 2011/12, once the government funding had stopped, the Council decided to continue to fund the scheme. The scheme has evolved and developed over the years.
8. The base budget for the Community Chest has remained stable since 2012/13. The base budget in 2011/12 was £30,000 and from 2012/13 to 2018/19 is £57,000. The amount of funding actually awarded has varied each year due to additional funding sometimes being vired into the Community Chest where, for example, other grants schemes have underspent or been returned.
9. The number of grants awarded per annum, plus the total amount of funding awarded each year is set out below:

Year	Number of Awards	Funding allocated (£)
2011/12	46	29,457
2012/13	78	56,762
2013/14	58	50,213
2014/15	65	73,678
2015/16	73	84,470
2016/17	63	78,977
2017/18	103	88,963

10. Applications are mainly submitted online, via a short online form. Paper copies are available where this is not possible.
11. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
12. The terms of reference for the Grants Advisory Committee state that the Committee's function is:
 

“To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:

  - Review of the Council's grant schemes to ensure they reflect Council priorities.
  - Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - Consideration of applications made under the Council's grants schemes.”

### **Considerations**

13. The existing Community Chest guidance notes, which include the criteria, can be found at Appendix A. In order to review the criteria, the Grants Advisory Committee could consider the following questions:
- (a) Do you agree with the Community Chest description under the heading “What is the Community Chest?” If not, what should it say?
  - (b) Do you agree with the list of eligible groups who can apply? Are there any you would like to add or remove?
  - (c) What do you think projects should be required to deliver? The Grants Advisory Committee’s terms of reference state that you should review the Council’s grant schemes to ensure they reflect Council priorities. Does it?  
(See ‘What must the project deliver?’ and ‘Community Chest 2018-2019: SCDC Priorities/Aims’ and the end of the document.)
  - (d) Should the scheme be limited to ‘projects’?
  - (e) Do you agree with the list of projects that can and cannot be funded? Do they meet Council priorities? Should anything be added or removed?
  - (f) Do you think that the maximum award should remain at £1,000?
  - (g) Should the limit of £3,000 per parish per annum remain in place?
  - (h) Should match funding be required?
  - (i) Do you think that grants should continue to be awarded on a first come first served basis starting in April each year?
  - (j) Is there any further documentation that you feel officers should require in order to process a grant application? (It has been highlighted recently that the form should require applicants to state the length of lease and lease end date if they are leasing land/property and requesting funding for improvements.)
  - (k) Do you agree with the list of funding conditions? Should anything be added or removed?
14. The Community Chest is a popular grant scheme and there have been a number of enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May.

### **Options**

15. The Grants Advisory Committee could:
- (a) review the Community Chest grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet to amend the Community Chest grant scheme criteria and/or decision-making timeline; or
  - (b) review the Community Chest grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet make no changes to the Community Chest grant scheme criteria and/or decision-making timeline; or
  - (c) start to review the Community Chest grant scheme, requesting further information or work to be carried out by officers in advance of a second-stage discussion at its next meeting and/or consultation, prior to making recommendations to the Finance Portfolio Holder and Cabinet.

### **Implications**

16. 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***

17. This report is not seeking to amend the amount of funding available in the Community Chest. It is assumed that the funds, as agreed by Council in February remain in place for 2018/19.

***Risk Management***

18. Risk to the Council is managed via the documentation that is required of applicants plus agreement of the grant conditions.

***Equality and Diversity***

19. Depending on the amount of changes recommended it may be necessary to carrying out an EQIA screening.

**Consultation responses**

20. None.

**Effect on Strategic Aims**

21. The review will ensure that the Community Chest grant scheme reflects Council priorities.

**Report Author:** Gemma Barron – Head of Sustainable Communities and Wellbeing  
Telephone: (01954) 713340



## Guidance notes for Community Chest 18/19

### 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.

### 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

If you have questions about these criteria, please contact us using the details below.

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@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk).

### What must the project deliver?

The project must:

- Help 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 buildings land spaces (i.e village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Tree and hedge planting
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (May include training of staff/volunteers, hall hire and other revenue costs)

**Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest.**

### 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
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. 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 £3000 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 £1,000 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?

The Community Chest opens in April each year. Groups can apply at any time during the financial year; there are no closing dates for applications. Grants are allocated on a first come, first served basis.

### What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition the following will be required if relevant to the project:

- Appropriate protection policies: children, young people, vulnerable adults
- Public Rights of Way consent from landowner
- Any other relevant material that would support your application

### 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 2018- 2019: 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:**

<https://www.scambs.gov.uk/services/grants>

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) , 01954 713070

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# Agenda Item 6

**REPORT TO:** Grants Advisory Committee

21 June 2018

**LEAD OFFICER:** Head of Sustainable Communities and Wellbeing

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## **Community Energy Grant Review 2018**

### **Purpose**

1. To review the criteria and decision-making timeline for the Community Energy Grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet.
2. This is not a key decision.

### **Recommendations**

3. It is recommended that the Grants Advisory Committee reviews the Community Energy Grant scheme and makes recommendations to the Finance Portfolio Holder and Cabinet to:
  - (a) amend the Community Energy Grant scheme criteria and/or decision-making timeline; or
  - (b) make no changes to the Community Energy Grant scheme criteria and/or decision-making timeline.

### **Reasons for Recommendations**

4. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
5. The terms of reference for the Grants Advisory Committee state that the Committee's function is:

"To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:

- Review of the Council's grant schemes to ensure they reflect Council priorities.
- Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- Consideration of applications made under the Council's grants schemes."

6. The Community Energy Grant scheme is a new grant scheme and there have some enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May. A swift recommendation by the Committee will allow the scheme to re-open promptly following a decision by the Finance Portfolio Holder and Cabinet.

### **Background**

7. The Community Energy Grant Scheme first opened on 1 March 2018. The first applications will be reviewed by Grants Advisory Committee on 21 June 2018.
8. The Community Energy Grant is funding available to voluntary and community sector groups, charities, parish councils seeking to deliver local energy saving and green initiatives in South Cambridgeshire. Applicants may apply for up to £3,000 for projects. These must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. E.g.
  - Internal wall insulation
  - Loft/roof insulation
  - Electric vehicle charging points
  - Secondary glazing
  - Replacement windows/doors
  - Energy efficient lighting
  - Energy efficient boiler
  - Battery storage for solar panel or other low carbon energy generation measures
9. The amount of funding made available in the Community Energy Grant fund in 2018/19 is £55,000. The funding is allocated on a first-come first-served basis.
10. Applications are mainly submitted online, via a short online form. Paper copies are available where this is not possible.
11. On 24 May the Leader and Finance Portfolio Holder decided to temporarily close the Community Chest and Community Energy Grants scheme to allow elected members to review the schemes' criteria. It was also agreed that applications received on or before 31 May 2018 would be considered using the schemes existing criteria.
12. The terms of reference for the Grants Advisory Committee state that the Committee's function is:
 

“To consider and make recommendations to the Portfolio Holder responsible for grants, or Cabinet as appropriate, including, but not limited to:

  - Review of the Council's grant schemes to ensure they reflect Council priorities.
  - Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - Consideration of applications made under the Council's grants schemes.”

### **Considerations**

13. The existing Community Energy Grant scheme guidance notes, which include the criteria, can be found at Appendix A. In order to review the criteria, the Grants Advisory Committee could consider the following questions:

- (a) Do you agree with the Community Energy Grant scheme description under the heading “What is the Community Energy Grant Fund?” If not, what should it say?
- (b) Do you agree with the list of eligible groups who can apply? Are there any you would like to add or remove?
- (c) What do you think projects should be required to deliver? The Grants Advisory Committee’s terms of reference state that you should review the Council’s grant schemes to ensure they reflect Council priorities. Does it? (See ‘Eligibility Criteria - What must the project deliver?’.)
- (d) Do you agree with the examples of what can and cannot be funded? Do they meet Council priorities? Should anything be added or removed?
- (e) Do you think that the maximum award should remain at £3,000?
- (f) Should match funding be required?
- (g) Do you think that grants should continue to be awarded on a first come first served basis starting in April each year?
- (h) Is there any further documentation that you feel officers should require in order to process a grant application? (It has been highlighted recently that the form should require applicants to state the length of lease and lease end date if they are leasing land/property and requesting funding for improvements.)
- (i) Do you agree with the list of funding conditions? Should anything be added or removed?

14. The Community Energy Grant scheme is a new grant scheme and there have some enquiries regarding the timeline for re-opening the scheme since its temporary closure on 31 May.

### **Options**

15. The Grants Advisory Committee could:
- (a) review the Community Energy Grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet to amend the Community Energy Grant scheme criteria and/or decision-making timeline; or
  - (b) review the Community Energy Grant scheme and make recommendations to the Finance Portfolio Holder and Cabinet make no changes to the Community Energy Grant scheme criteria and/or decision-making timeline; or
  - (c) start to review the Community Energy Grant scheme, requesting further information or work to be carried out by officers in advance of a second-stage discussion at its next meeting and/or consultation, prior to making recommendations to the Finance Portfolio Holder and Cabinet.

### **Implications**

16. 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***

17. This report is not seeking to amend the amount of funding available in the Community Energy Grant scheme. It is assumed that the funds, as agreed by Council in February remain in place for 2018/19.

***Risk Management***

18. Risk to the Council is managed via the documentation that is required of applicants plus agreement of the grant conditions.

***Equality and Diversity***

19. Depending on the amount of changes recommended it may be necessary to carrying out an EQIA screening.

**Consultation responses**

20. None.

**Effect on Strategic Aims**

21. The review will ensure that the Community Chest grant scheme reflects Council priorities.

**Report Author:** Gemma Barron – Head of Sustainable Communities and Wellbeing  
Telephone: (01954) 713340





## Guidance notes for Community Energy Grants 18/19

### What is the Community Energy Grant Fund?

The Community Energy Grant fund is available to voluntary and community sector groups, charities and parish councils seeking to deliver local energy saving and green initiatives.

### 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. Individuals, businesses and educational establishments 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. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If you have questions about these requirements please contact us on [duty.communities@scams.gov.uk](mailto:duty.communities@scams.gov.uk) or 01954 713070

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@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

### Eligibility Criteria - What must the project deliver?

Projects must deliver one or more environmental benefit, for example, the installation of energy efficiency measures, reduced carbon emissions as a result of reduced energy consumption, or increased use of low carbon energy sources. This must be outlined in your application.

Grants can also be awarded for the purpose of energy surveys for community buildings and village halls to allow organisations to investigate and consider which measures would be most suitable for their building.

### Examples of what can be funded?

- Internal wall insulation
- Loft/roof insulation
- Electric vehicle charging points
- Secondary glazing

- Replacement windows/doors
- Energy efficient lighting
- Energy efficient boiler
- Battery storage for solar panel or other low carbon energy generation measures

### What cannot be funded?

Grant funding cannot be awarded for/to:

- Renewable energy installations where it is intended to claim feed in tariffs or renewable heat incentive payments. (If public grants are used to fund any part of such installations, they become ineligible for such payments).
- On-going revenue costs or overheads (e.g. salaries, rent, advertising)
- Projects that replace funding by other public sector bodies (although it can be used to top up funding from other public sector bodies)
- Organisations that have previously received the maximum £3,000 of Community Energy Grant funding in the same financial year (including grants that may have been received for different projects, such as to fund the completion of an energy survey).
- Items that would only benefit individuals rather than community groups.
- Environmental education projects.

**Please note that in any financial year (running from April to end of March) Community Groups and Parish Councils will only be eligible to receive either a Community Energy Grant, or a Green Energy Loan (set to launch later in the year). This is to ensure that funding is distributed to a broad range of organisations and projects.**

### How much can be applied for?

The maximum award is £3,000 per organisation in each 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?

Applications for Community Energy Grant funds can be accepted from 1 March each year. Groups can apply at any time during the financial year; while funds are available. Grants are allocated on a first come, first served basis.

### What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project

In addition, the following will be required if relevant to the project:

- Public Rights of Way consent from landowner
- Any other relevant material that would support your application, such as a recent energy survey if one has been completed, or a community building energy self-survey.

### 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)
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council
- 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, value for money, and the geographical spread and range of projects across South Cambridgeshire.

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).

### For further information please contact:

Contact Details: [duty.communities@scambs.gov.uk](mailto:duty.communities@scambs.gov.uk) or 01954 713070

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# Agenda Item 7

**REPORT TO:** Grants Advisory Committee and Finance 21 June 2018  
Portfolio Holder/Cabinet  
**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 in 2017-18.
2. This not a key decision because it reviews expenditure within current budgets.

### **Recommendations**

3. The Grants Advisory Committee is asked to review the report and make recommendations to the Portfolio Holder to inform his decision-making.
4. It is recommended that the Portfolio Holder/Cabinet
  - (a) notes the delivery of all grant programmes within the scope of this report, as currently delivered; and/or
  - (b) highlights any concerns for further investigation or action; and/or
  - (c) agrees to reallocate the £4,000 from the Cambourne Children's Church/Cambourne Children's Centre Fit to Learn project 2018/19 to the Community Chest.

### **Reasons for Recommendations**

5. All organisations receiving grant support, except Cambourne Church / Children's Centre, are on track to deliver the agreed outputs to time and to budget, achieving the objectives of the individual grant programmes. All recipients are being actively monitored.

### **Background**

6. This report provides an overview of grant aid from South Cambridgeshire District Council to the voluntary sector.
7. The scope of this report covers the following grant funds:
  - (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. Fit to Learn

## 6. Homelessness Prevention

- (c) Housing and Independent Living
  - (i) Mortgage advice
  - (ii) Mobile Warden Scheme
- (d) Planning and Economic Development
  - (i) Museum
  - (ii) Wildlife Enhancement
- (e) Young people
  - (i) Young People's Partnership
  - (ii) Elite Athlete Award Scheme

### Considerations

8. Funding agreements for grants provided through the Service Support Grants programme are for three years, subject to satisfactory performance at annual review. This report is on the second year for funding agreements for 2016-19. Monitoring and reporting on grants takes place at six monthly intervals.
9. A summary report of progress including an officer opinion on status against agreed targets is provided in Appendix 1.
10. A summary of Community Chest applications granted in 2017/18 are provided in Appendix 2.
11. Further detailed reports as provided by recipients of Service Support Grants are provided in Appendix 3.
12. A report from the Farmland Museum is provided in Appendix 4.
13. Cambourne Church/Children's Centre was unable to progress its Fit to Learn project during 2017/18 due to staffing issues. It had been hoped that these would be resolved and that the project could be continued in Year 3. However, at the time of writing this report it had not been possible to contact the new Head of Centre despite repeated attempts.
14. During 2018/19 a review of the Service Support Grants will need to take place to inform future decisions regarding the scheme, which is just entering Year Three of the three year grant agreements. A review of Citizens Advice Bureaux (CABx) will also take place following concern regarding access to CAB services by some residents.

### Options

15. The Portfolio Holder could:
  - (a) note the delivery of all grant programmes within the scope of this report, as currently delivered; and/or
  - (b) highlight any concerns for further investigation or action; and/or
  - (c) agree to reallocate the £4,000 from the Cambourne Church / Children's Centre for 2017/18 to the Community Chest, return the funding to the General Fund or vire the amount to another budget.

## **Implications**

16. 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**

17. Arrangements are in place with grant recipients, which should be followed, if a variation or discontinuation of funding is agreed.

### **Consultation responses**

18. None.

### **Effect on Strategic Aims**

19. 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>

Leaders Portfolio Meeting, 16 December 2016

<http://moderngov/ieListDocuments.aspx?CId=883&MId=6680&Ver=4>

Leaders Portfolio Meeting, 28 January 2016

<http://moderngov/ieListDocuments.aspx?CId=883&MId=6699&Ver=4>

**Report Author:** Siobhan Mellon – Development Officer  
Telephone: (01954) 713395

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## **Appendix 1 Grant programmes 2017-18**

### **(a) Supporting Parishes and Communities**

#### **(i) Community Chest**

The Community Chest provides grants of up to £1,000 to community groups, charities and parish councils towards the costs of projects, equipment or work to improve the quality of life for South Cambridgeshire residents.

£89,000 was available through the Community Chest for 2017-18. £55,000 was originally available, and two additional sums were added during the year: £30,000 at the Finance & Staffing Portfolio Holder meeting on 22 August 2017 from the now closed Capital Grants programme, having been allocated through the Capital Grants programme to a project which had not, in the end, taken place, and £4,000 at the Finance & Staffing Portfolio Holder meeting on 19 December 2017 from the Fit to Learn theme of the Service Support grant programme, having been allocated to a project which was not delivered.

A total of 103 awards from the Community Chest were made in 2017-18, totalling £88,962.64. Awards were made to 102 organisations. A summary of allocations is presented in Appendix 3.

**STATUS: ON TRACK**

### **(b) Voluntary Sector – Advice and other grants**

#### **(i) Service Support Grants**

##### **1. General Welfare Advice and Specialist Advice**

Funding is granted under this theme for the provision of free, independent, confidential advice and advocacy in two categories:

- i. to residents on their rights and responsibilities in the areas of debt, benefits, employment, housing, legal and relationship/family matters (General Welfare Advice)
- ii. to residents who are disabled, to carers and to families with disabled children (Specialist Advice)

Funding for the delivery of General Welfare Advice and Specialist Advice was allocated to four Citizens Advice Bureaux (CABx) as shown below:

Table 1

		2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
Cambridge and District CAB	<i>General</i>	52,000	52,000	52,000	165,750
	<i>Specialist</i>	3,250	3,250	3,250	
North Herts CAB	<i>General</i>	16,800	16,800	16,800	53,550
	<i>Specialist</i>	1,050	1,050	1,050	
Suffolk West CAB	<i>General</i>	5,600	5,600	5,600	17,850
	<i>Specialist</i>	350	350	350	
Uttlesford CAB	<i>General</i>	5,600	5,600	5,600	17,850
	<i>Specialist</i>	350	350	350	
Totals		85,000	85,000	85,000	255,000

The four CABx report jointly with Cambridge and District CAB compiling the report on behalf of the others.

Specific measures agreed with the four CABx for Year 2 of the funding agreement were as follows, to:

- Provide a free advice service to South Cambridgeshire residents, recording all client data (using the PETRA reporting system), tracking the number of people helped, topic of advice and repeat visits
- Log outcomes from the advice given, recording the value of income gained, problems resolved, homelessness prevented, and effect on clients
- Measure and record client satisfaction with the services provided and record customer complaints
- Report the nature and number of advice requests generated through the touchscreen kiosks and tablets forming one element of the outreach strategy
- Monitor, on a monthly basis, the quality of advice given, to ensure the advice consistently meets the criteria set out by the CiTA QAA system

All specific measures were delivered during Q3 and Q4.

Headline figures for services provided by the four CABx for South Cambridgeshire residents during 2017/18 are as follows.

5255 clients seen  
 10,567 sessions held (most clients need more than one session to get to point of resolution)  
 12,841 questions answered/issues addressed

A full report including case studies is provided in Appendix 2.

**STATUS: ON TRACK**

## **2. Community Transport**

Funding is provided for the delivery, development and promotion of Community Transport services within South Cambridgeshire and for South Cambridgeshire residents.

Funding for Community Transport services was allocated to three organisations as shown below:

*Table 2*

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
The Voluntary Network/3CT (Three Counties Transport)	3,835	3,835	3,835	11,505
Royston and District Community Transport (RDCT)	3,165	3,165	3,165	9,495
Care Network	8,000	8,000	8,000	24,000
Totals	15,000	15,000	15,000	45,000

Taking each organisation in turn,

### **The Voluntary Network**

The Newmarket based Voluntary Network delivers community transport services for residents in the southeast of South Cambridgeshire through the operation of Three Counties Transport (3CT), formerly Haverhill Community Transport. Services comprise:

- a community car service providing by volunteer drivers using their own cars and enabling door to door transport for medical journeys (usually hospital appointments).
- A Dial-a-Ride minibus service providing door to door transport for those who find it difficult to use public transport
- Minibus hire for groups including non profit organisations and residential homes

Specific measures agreed with the Voluntary Network for Year 2 of the funding agreement were as follows, to:

- Maintain a steady flow of new members
- Recruit new group members eg residential homes and non-profit making local groups
- Maintain a steady flow of new voluntary car drivers covering South Cambridgeshire
- Publicise actively the services of 3CT to key potential client groups
- Deliver at least one presentation to a new group to promote services and work with the Council to identify groups.
- Share good practice with other service providers and co-deliver the implementation of the South Cambridgeshire Community Transport Strategy
- Provide monitoring information by village and report on marketing activity
- Deliver services in line with the Cambridgeshire County Council guidelines for community transport services

All specific measures agreed with the Voluntary Network for Year 2 of the funding agreement were delivered in Year 2. There were 3 new Dial a Ride passengers from Nichols Court in Linton, a new passenger using the Wheels within Wheels service to get to a centre in Saffron Walden and a new passenger with learning difficulties using the service to get from Balsham to the Meadows or Eddies in Waterbeach. No new drivers had been recruited but none had been necessary since a strong team is in place. Leaflets promoting the service have been dropped in Abington, Balsham, Horseheath and Linton.

Trip numbers during 2017-18 are provided in Appendix 2.

## **STATUS: ON TRACK**

### **Royston and District Community Transport (RDCT)**

Royston based RDCT deliver community transport services for residents in 57 South Cambridgeshire parishes, mainly those in the southwest, through the operation of a community car service, minibus and a wheelchair accessible multi-purpose vehicle (MPV).

Specific measures agreed with RDCT for Year 2 of the funding agreement were as follows, to:

- Provide monitoring information by village of journeys undertaken in South Cambridgeshire, and relate to baseline figures for 2016/17
- Promote the uptake of RDCT services in South Cambridgeshire, through targeted publicity and presentations (at least one per quarter)
- Promote volunteering to support RDCT South Cambridgeshire services in communities to meet demand for services, through targeted publicity and presentations (at least one per six months)
- Continue to work with South Cambridgeshire District Council and others to explore opportunities to develop DRT style services

All specific measures agreed with RDCT for Year 2 of the funding agreement were delivered during Year 2.

Headline figures for services provided by RDCT are as follows:

5522	journeys made by South Cambridgeshire residents in Year 2
341	residents of South Cambridgeshire regularly use the service (as at May 18)
57	parishes covered
45	volunteer drivers operating in South Cambridgeshire
11	presentations given to promote the service; also poster placements and press coverage

A report for Q3 &4 is provided in Appendix 2.

## **STATUS: ON TRACK**

### **Care Network**

Care Network provides help for older, isolated and vulnerable people – enabling them to remain independent and maintain social contact with friends and the community.

SCDC has funding agreements with Care Network to support Community Transport and also Independent Living (reported below).

Specific measures to support Community Transport agreed with Care Network for Year 2 of the funding agreement were as follows, to:

- Deliver six short Community Car training and networking events, delivered each year for South Cambs car scheme drivers and coordinators
- Provide on-going 121 support to the existing car schemes in South Cambs, recording the nature of the enquiry, the advice given and the outcome for the scheme
- Target support for car schemes identified as at risk on Care Network's Resilience measure
- Represent Community Car Schemes across the county at relevant meetings and events, to share good practice with other service providers and co-deliver the implementation of South Cambridgeshire District Council's Community Transport Strategy
- Represent Community Car Schemes with strategic partners such as hospitals with a view to improve barriers raised by the schemes
- Provide one community car scheme case study with each 6 month monitoring report

All specific measures agreed were delivered during 2017-18. A full report can be found in Appendix 2.

**STATUS: ON TRACK**

### **3. Independent Living**

Funding is provided under this theme for the delivery of services that allow residents to maintain their independence; reduce rural isolation; tackle loneliness, depression and isolation; and offer support to carers.

Funding for the delivery of services to support independent living was allocated to four organisations as shown below:

*Table 3*

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
Arts and Minds	2,500	2,500	2,500	7,500
Care Network	6,500	6,500	6,500	18,500
Cambs Older People's Enterprise (COPE)	4,000	4,000	4,000	12,000
Disability Information Service Hunts (DISH)	3,000	3,000	3,000	9,000
Totals	16,000	16,000	16,000	48,000

#### **Arts and Minds**

Arts and Minds provide therapeutic arts interventions for adults and young people experiencing depression and anxiety.

Specific measures agreed with Arts & Minds for Year 2 of the funding agreement were as follows, to provide:

- Three series of Arts on Prescription in Cambridge and one series in a hub outside of Cambridge, for adults experiencing depression, stress or anxiety, to be attended by a total of at least 21 South Cambridgeshire residents, each series to be led by a professional artist and a qualified counsellor and to include at least 12 two hour sessions and a visit to a local heritage site or gallery

In Year 2, two series of Arts on Prescription in Cambridge and one in St Ives ran. Twenty one participants attended from South Cambridgeshire. A full report on Q3 and 4 with case studies is included in Appendix 2.

**STATUS: ON TRACK**

## Care Network

Care Network provides help for older, isolated and vulnerable people – enabling them to remain independent and maintain social contact with friends and the community.

SCDC has funding agreements with Care Network to support Independent Living and also Community Transport (reported above).

Specific measures agreed with Care Network for Year 2 of the funding agreement under the Independent Living theme were as follows, to:

- Provide general support to 22 community social groups or schemes that in turn support older and vulnerable people, through newsletters, other mailings and invitations to training and events
- Work closely to support at least six groups or schemes tackling loneliness and/or depression or supporting people with dementia or their carers. This is likely to include both working with communities to establish new groups or schemes and supporting existing groups or schemes to sustain themselves or expand and may include one or more intergenerational projects.
- Maintain a physical base in South Cambridgeshire, with staff ready to respond to enquiries and facilities such as meeting room, photocopying etc available to local groups
- To ensure the opportunities for volunteering in South Cambridgeshire are well publicised and promoted
- To capitalise on links with other voluntary organisations and evidence joint working, the sharing of information and signposting of volunteers to other groups, to include attendance at Local Health Partnership meetings and events
- To provide one social group case study with each six month monitoring report

All specific measures agreed for 2017-18 were delivered by the end of the year.

### Headline achievements in South Cambridgeshire

- 453 contacts (visits, calls or emails) with CCS and groups in South Cambs recorded
- 54 groups supported (as at May 2018)
- Two dementia singing groups supported (Sawston and Landbeach)
- Farming Memories group at Wimpole Home Farm supported
- New dedicated Volunteer Manager post created

A full report can be found in Appendix 2.

**STATUS: ON TRACK**

## **Cambridgeshire Older People's Enterprise (COPE)**

COPE promotes the interests of people aged 50 and 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.

Specific measures agreed with Care Network for Year 2 of the funding agreement were as follows, to:

- Disseminate news and information of interest to older people in South Cambridgeshire
  - Produce a bi-monthly newsletter and circulate to members, libraries, GP surgeries, and other groups for older people
  - Provide representation for older people of the district
- Provide representation for older people in South Cambridgeshire
  - Provide representation on appropriate bodies including South Cambridgeshire's Local Health Partnership and relevant local government scrutiny committee meetings. Respond to consultations including those of the Cambridgeshire Health and Wellbeing Board
  - Provide an older people's forum meeting, (which may include the COPE AGM)
  - Run one or more campaigns to promote the interests of older people
- Provide a social programme attracting participants from South Cambridgeshire
  - Host monthly meetings encouraging social interaction, friendships and self-help, thereby reducing isolation and loneliness. Record the number of South Cambridgeshire residents attending
  - Organise monthly outings, encouraging social interaction, friendships and self-help, thereby reducing isolation and loneliness. Record the number of South Cambridgeshire residents attending

All specific measures agreed were delivered by the end of the year. A report can be found in Appendix 2.

**STATUS: ON TRACK**

## **Disability Information Service Huntingdonshire (DISH)**

DISH provides advice, information and advocacy services to people with disabilities, carers and families with disabled children in South Cambridgeshire. The organisation undertakes home visits in order to complete assessments and



applications, holds office based interviews and provides over the phone advice. It prepares appeals and provides representation for clients.

Specific measures agreed with DISH for Year 2 of the funding agreement were as follows, to:

- Make at least 15 home visits to complete assessments and applications
- Provide at least 15 face to face advice at DISH offices
- Provide a telephone advice and signposting service, dealing with at least 90 enquiries
- Prepare and take to court at least 3 benefits appeals
- Monitor the effectiveness of services provided, conducting an annual client survey providing qualitative information
- Provide at least one case study with each 6 month activity report
- Record using the AIMS database the sum of benefits obtained for clients on an annual basis

DISH are on track to meet or exceed all specific requirements.

Headline figures are shown in the table below..

*Table 4*

<b>Annual SLA report for 2016 to 2017</b>				
<b>Subject</b>	<b>DISH Outcomes</b>			<b>SCDC requirements</b>
	<b>1st April to 30th September 2017</b>	<b>1<sup>st</sup> October 2017 to 31<sup>st</sup> March 2018</b>	<b>Total for 2017-2018</b>	
<b>Advice at DISH offices (face to face)</b>	80 visits (by 20 clients)	33 visits (by 18 clients)	113	15 per annum
<b>Home Visits</b>	7	6	13	15 per annum
<b>Telephone and signposting</b>	122 contacts (33 clients)	51 contacts (25 clients)	173	90 per annum
<b>Appeals</b>	5 supported	4 supported	9	3
<b>Annual Equivalent in Benefits</b>	£66,237.00	£22,322	£88,559	£12,000 in year 1

A full report is provided in Appendix 2.

**STATUS: ON TRACK**

#### 4. Support for Parishes and Communities

Funding is provided under this theme for organisations providing services and support to local community groups and charitable bodies which are themselves providing services for South Cambridgeshire residents.

All funding under this theme was allocated to Cambridge Council for Voluntary Service (CCVS).

Table 5

	2016/17 (£)	2017/18 (£)	2018/19 (£)	Total (£)
CCVS	10,000	10,000	10,000	30,000

Specific measures agreed with CCVS for Year 2 of the funding agreement were as follows:

- Organisational development - improvements in the confidence and knowledge of people who run local community and voluntary activities.
  - Step by step support and advice with start-ups, growth and service development for all groups that need it to include 1-2-1 support, email and phone support and access to factsheets and information
  - Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders
  - One training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested
  - One attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)
- Representation – provision of a collective voice for the voluntary and community sector, offering expert and impartial representation, so that the views of the sector be taken into account as statutory policy makers make decisions
  - Representation on the South Cambs Local Health Partnership
  - Representation on the CDRP
  - Representation at other occasional and ad hoc district forums and meetings that require a VCS voice
- Networking and communications - sharing knowledge and experience within the sector; bringing people together to share common issues, identify complementary activities and develop joint solutions:
  - 11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information

- Regular e-bulletins to all CCVS members giving them additional local information, news and advice
- 11 funding bulletins to CCVS members
- Social media updates and promotion
- 2 newsletters to local councillors to promote CCVS and the work of the sector
- 2 newsletters to parish clerks to promote CCVS and the work of the sector
- Communicate by any or all of these means to share appropriate information and consultation opportunities highlighted South Cambridgeshire District Council

CCVS has delivered all measures agreed. A full report is provided in Appendix 2.

**STATUS: ON TRACK**

**5. Fit to Learn**

Funding is provided under this theme to support the delivery of services that help pre-school children develop strength; co-ordination; language and communication skills; and good mental health.

Funding under this theme was allocated to two organisations as shown in Table 16.

*Table 6*

	Year 1 (£)	Year 2 (£)	Year 3 (£)	Total (£)
Cambourne Church	4,000	4,000	4,000	12,000
Home Start Royston & South Cambs	4,000	4,000	4,000	12,000
Total	8,000	8,000	8,000	24,000

**Cambourne Church / Children’s Centre**

The Cambourne Church project is a collaboration with the Bassingbourn-Melbourn-Cambourne Children Centres Group to deliver a ‘Ready Steady Go’ school readiness programme to children identified as most in need of the intervention.

Specific measures agreed with Cambourne Church for Year 2 of the funding agreement were as follows:

- To identify and recruit a further ten children from Cambourne and 10 from the Melbourn area, within the 20% lowest scoring band on the Early Years Foundation Stage (EYFS) Profile

- A family worker to meet with all parents in this cohort, at the outset of the program and a play worker to work with each individual child
- To provide sessions for parents, and for parents with their children, either as a course, or one-to-one as meets the need, to empower the parent to be their child's first educator and help the child become ready for school.
- To assess children in terms of progress made, through the EYFS framework
- To provide a written report of progress at the end of the first two quarters (October 2017) and then for the last two quarters (at April 2018)

Cambourne Church/Children's Centre were unable to progress their Fit to Learn project during 2017/18 due to staffing issues. Funding was returned to the Council.

**STATUS: NO PROGRESS DURING 2017/18**

**Home Start Royston and South Cambridgeshire**

Home-Start Royston & South Cambridgeshire provide support to families in crisis or under stress. They have been funded to roll out the Big Hopes Big Future school readiness programme to ten families in South Cambridgeshire.

Specific measures agreed with Home Start for Year 2 of the funding agreement were as follows, to:

- Deliver a volunteer training event
- Hold briefing sessions for Health Visitors on the aims of the programme and the referral process
- Match a volunteer to each family identified, who will provide them with weekly support sessions (for between four and six months)
- Provide 6 weekly volunteer supervision (undertaken by the scheme coordinator) for the duration of the support
- Monitor the effectiveness of the services provided; the coordinator will conduct a review visit with each family supported every three months and at the end of support record the feedback from the family through a review questionnaire, in a final meeting between the family and the coordinator
- Provide a written report of progress at the end of the first two quarters (October 2017) and then for the last two quarters (at April 2018).

All measures agreed have been met. A volunteer training event was held on 7<sup>th</sup> November, with a total of 11 volunteers attending. Ten families engaged with the project. A full report is provided in Appendix 2.

**STATUS: ON TRACK**

## 6. Homelessness Prevention

Funding is provided under this theme to support the prevention of homelessness in the district.

Funding under this theme for 2017/18 was allocated to three organisations as indicated below:

Table 7

	2016/17 (£)	2017/18 (£)
Cambridge Cyrenians	1,712	1,717
Cambridge Re-Use (formerly SOFA)	1,471	1,515
Cambridge Women's Aid	7,528	8,181
Total	10,711	11,413

### 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.

During 2017/18 Cambridge Cyrenians were able to accommodate 10 residents with a connection to South Cambridgeshire. Although this is slightly less than in previous years, the support needs of those referred tend to be higher.

In addition, in January Cambridge Cyrenians took over the running of the specialist housing and support services previously provided by Riverside Housing. The transfer brings the total number of Cyrenian bed spaces up to 101. Non of the transferring residents have been included in the report figures for 2017/18 but any with a South Cambridgeshire connection will be included in future reports.

### Cambridge Re-Use

This organisation provides low cost household goods to low income families in Cambridge and South Cambridgeshire. 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. During April 20167 – March 2018 a total of 194 households living in the SCDC area accessed the service. Overall the take up of the service remains at approximately 100 households per 6 months.

### **Cambridge Women's Aid**

Cambridge Women's Aid (CWA) has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years. Currently, CWA does this through the provision of refuge for eleven women and their children and by offering tailored specialist support to survivors living in Cambridge city, South Cambridgeshire and East Cambridgeshire.

### **Refuge**

CWA offers a high standard of modern refuge accommodation to women and children. In 2017-18, CWA accommodated 46 women and 60 children in refuge. The refuge service focused on the safety of each family and worked with them to reduce their risk of harm while supporting them to recover from their experiences. In addition to in house individual support, staff also provided various groups and activities to build women and children's confidence and support their independence. CWA continued supporting women and children who left the refuge through resettlement support for as long as necessary.

### **Outreach**

CWA provided a highly valued needs-led support service that could be accessed through our telephone helpline, one to one appointments with a specialist worker or through one of our many groups on offer. This service offers a free and confidential service based in the community to support those affected by domestic abuse, either directly or by supporting those who know them or work with them.

The Outreach Project provided specialist support to 151 people from the South Cambridgeshire area during 2017/18.

CWA also provided an emergency out of hours service 24 hours a day, 365 days a year to ensure that refuge and outreach service users could access advice and support in a crisis.

**STATUS: ON TRACK**

## **(c) Housing and Independent Living**

### **(i) Mortgage Advice (Homelessness prevention)**

Funding of £8,250 per annum is provided for specific money advice to prevent homelessness.

This funding has been allocated to Cambridge and District CAB to deliver a weekly advice session at South Cambridgeshire Hall. Reporting of this has been combined

with the report from Cambridge and District CAB on Service Support Fund grant aided activity.

**STATUS: ON TRACK**

**(ii) Mobile Warden Scheme**

Funding of £19,250 to support mobile warden schemes in 2017/18 was allocated by the Health & Environmental Services Portfolio Holder in December 2016 as follows:

*Table 8*

	Grant Awarded 2017-18(£)
Cottenham Mobile Warden scheme	1050
Harston & District Village Warden scheme	850
Haslingfield Community Warden scheme	250
Histon & Impington Community Warden scheme (Age UK)	2520
Linton Community Warden scheme (Age UK)	2500
Melbourn Mobile Warden scheme	2200
Milton Community Care scheme	2000
The Mordens & Litlington Mobile Warden scheme	2000
'Small villages' Community Warden scheme (Age UK) (Balsham, Western Colville, West Wrattling, Horseheath, West Wickham, Castle Camps and Shudy Camps)	3040
Swavesey Community Warden scheme (Age UK)	1240
Teversham Community Warden scheme (Age UK)	1600
TOTAL	19250

Reports from all these schemes were received as part of the application process for funding for 2018/19. All schemes were delivering services as expected and all were allocated continued funding for 2018/19.

**STATUS: ON TRACK**

**(d) Planning and Economic Development**

**(i) Farmland Museum**

Funding of £8,500 per annum is given to support this heritage resource for the benefit of residents as well as further afield for education, recreation and relaxation. The aim is to ensure that the museum is as accessible to as many people as possible and to keep costs to visitors affordable.

A report is included in Appendix 4.

**STATUS: ON TRACK**

## **(ii) Wildlife Enhancement**

The Wildlife Enhancement Scheme (WES) provides grants to parish councils, conservation bodies, community groups to support special activities that conserve, enhance, restore or create habitats or features that sustain biodiversity. Grant allocation is decided by the Consultancy Unit Team Leader in consultation with the Ecology Officer.

Two projects were funded through this scheme in 2017/18. These were:

1. Great Crested Newt Pond Restoration, Oakington Parish Council: £3,471
2. The Wild Walk Project, Milton Country Park: £1,200

**STATUS: ON TRACK**

## **(e) Young People**

### **(i) Young People's Partnership**

In previous years funds have been allocated to the Children & Young People's Area Partnership to support the delivery of SCDC children, young people and families' priorities. No funds were requested by the Partnership for 2017/18 because existing reserves were adequate for its purposes during the year.

### **(ii) Elite Athlete Award scheme**

The Elite Athlete Award scheme supports sporting talent with grants awarded on an annual basis. Grant allocation was decided by the Environmental Services Portfolio Holder. Awards for 2017-18 totalling £17,100 were allocated to 29 applicants in January 2018.

**STATUS: ON TRACK**



## Appendix 2 Community Chest awards 2017-18

Date	Applicant	Purpose	Amount
16/05/2017	Steeple Morden Bowls Club	Replacement of windows and fire escape doors	£ 1,000.00
16/05/2017	Bottisham Swimming Club	Purchase of starting blocks for pool	£ 1,000.00
16/05/2017	Mother Goose Pre School	Installation of New Climbing Frame	£ 1,000.00
16/05/2017	Bar Hill Pre-school	Safer Play Area	£ 1,000.00
16/05/2017	Barton Bowls Club	Coaching Evenings for 11-18 yrs Recruit youth coach for 11-18 year olds.Purchase 4 x sets of woods (Bowls) and club shirts for new youth members. Lay a new rink surround "ditch bottom" surface to stop damage to bowls. Open evenings and coaching sessions & work with the South Cambs School Sports Partnership to promote the sport in scodary schools and sixth forms	£ 1,000.00
16/05/2017	Coton Village Hall	Replacement of 50 chairs.	£ 1,000.00
16/05/2017	Waterbeach Toddler playgroup	Moving to new - larger premises on the barracks site after years in portacabins. Need to create an outside space for children to play.	£ 1,000.00
16/05/2017	Dry Drayton School & Village Ass	Purchase of a secure shed for storage of 2 marquees which are owned by the School & Village Assoc + mountain bikes that were funded by another grant for the children at the school.	£ 1,000.00
16/05/2017	Fen Drayton Village Hall	New sign	£ 648.00
16/05/2017	St Mary he Virgin Church	Community Peace Garden	£ 805.88
16/05/2017	Cambridge Open Art Exhibition	Replacement exhiton boards and hanging equipment to enable this year's exhibition and allow other art groups and village colleges to borrow them for exhibitions	£ 1,000.00
16/05/2017	Granchester Cricket Club	Prevent games being cancelled	£ 1,000.00

16/05/2017	Hale Road Allotment and Gardening	To spread planings on allotment carpark. The aim is to encourage more children to eat fresh fruit and veg dn get older people taking exercise in the fresh air	£ 384.00
16/05/2017	Arthur Rank Hospice	Therapeutic gardening project. Funding required to purchase initial equipment for the shed such as work tables, stools and chairs, storage shelves as well as gardening tools, propagators, seeds and compost. A space set slightly away from the more clinical environment can bring a sense of normality, espeically for those who have enjoyed gardening in the past. Project will also provide a good opporunity for local residents who are interested in gardening to volunteer to share their knowled and skills.	£ 900.00
16/05/2017	1st Orwell Guides	To buy new lightweight tents to enable us to take the girls to an activity camp at Grafham Water	£ 600.00
16/05/2017	Linton Action for Youth	LA4Y is a drop in centre which facilitates youth work activities in partnerships with the Beacon Trust. Repair of roof.	£ 440.00
16/05/2017	Comberton Baptist Church	Purchase games consoles to help create an attractive youth club that can be used as a regular meeting place	£ 516.73
16/05/2017	Fen Drayton Parish Council	Purchase a notice board to be positioned at the west end of the village.	£ 1,000.00
16/05/2017	Great Chishill Windmill Trust Ltd.	Repair and painting of the trestle of Great Chishill Windmill	£ 1,000.00
16/05/2017	Linton Village Cricket Club	Purchase of Safety Helmets	£ 956.25
16/05/2017	Avenelles Way OAP Group	Purchase of Chest Freezer	£ 375.00
16/05/2017	Cabridge St Giles Cricket Club	Installation of showers in the pavilion at Cambridge St Giles Cricket Club	£ 1,000.00
16/05/2017	Whittlesford Warriors Football Club	Purchase of goal posts	£ 1,000.00
16/05/2017	Cambridge Past Present & Future	Purchase Lawn mover and accessories (loppers & bowswas)	£ 959.36

16/05/2017	Croydon Rading Room	Eco Lighting	£ 1,000.00
16/05/2017	Friends of Girton Glebe	Purchase of hall projector and screen project	£ 1,000.00
16/05/2017	Linton Heights Junior Sch	Forest School Equipment	£ 797.86
16/05/2017	Flambards Residents Ass	Purchase specimen trees	£ 840.50
16/05/2017	Pampisford Village Hall	Replacement of rotten fencing at front and rear of Pampisford village	£ 330.00
16/05/2017	Swavesey	Purchase of 2 x Gazebos, for community use	£ 425.00
16/05/2017	Barrington	Renovation/upgrading of footpath	£ 1,000.00
16/05/2017	Lt Shelford	Raising funds and managing renovation of playgroup	£ 1,000.00
16/05/2017	Granchester Parish Council	To purchase all weather table tennis table for rec ground	£ 1,000.00
16/05/2017	Cherry Hinton Baptist Church	To purchase chairs for the Family Centre	£ 452.88
20/06/2017	Melbourn Amateur Dramatics Society	To purchase Lights	£ 987.00
20/06/2017	Horseheath Cricket Club	To repair and replace the windows in the pavilion and also equipment to maintain the playing field	£ 1,000.00
20/06/2017	Smarties Pre School	To create a sensory garden	£ 1,000.00
20/06/2017	Hinxton Parish Council	To help pay the costs of buying and installing a set of baby swings	£ 1,000.00
20/06/2017	Hardwick Pre School	To repair outdoor decking area	£ 1,000.00
20/06/2017	Hardwick Play Parks Group	Re-develop worn out play area	£ 1,000.00
20/06/2017	Power 2 Inspire	Inclusive Sports Festivals	£ 398.95
20/06/2017	Bethel Baptist Church	Kitchen Refurbishment	£ 1,000.00
20/06/2017	Green Minds	To provide people with an opportunity to get involved in ourtdoor activities that will help their recovery from a range of health problems, increase self-confidence and create new social networks	£ 890.00
20/06/2017	Great Shelford Playscape	To transform the play provision for all on the Great Shelford Recreation Ground	£ 1,000.00

18/07/2017	Humpty Dumpty Pre-school	Tp provide sensory rquipment	£ 1,000.00
18/07/2017	Wilbrahams Memorial Hall & recreation Ground Trustees	To manage acoustics in the main hall	£ 1,000.00
18/07/2017	1st Comberton Scout Group	Refurbish box trailer	£ 936.00
18/07/2017	1st Oakington Scout Group	Purchase two new patrol tents	£ 1,000.00
18/07/2017	Horseheath Parish Council	Purchase of 2 12 ft x 6 ft steel goalposts	£ 1,000.00
18/07/2017	Castle Camps Playground Group	To part fund a roundabout in the new playground	£ 1,000.00
18/07/2017	Castle Camps Parish Council	Buy new CCTV equipment	£ 1,000.00
18/07/2017	Willingham Parish Council	Funding to improve current pedestrian entrance to the Ploughman Hall	£ 1,000.00
18/07/2017	The Thriplow Sociiety	Purchase:New table top display Boards and stands	£ 492.40
18/07/2017	Cambridge Cangaroos Trampoline	Upgrade of safety matting	£ 1,000.00
18/07/2017	Willingham Action Group	Additional seating for play area	£ 1,000.00
18/07/2017	Gt Shelford Bowling Club	Provides sport and socail interation for resident	£ 362.40
18/07/2017	Cambourne Basketball Club (Raptors)	Increase Coaching and purchase equipment	£ 740.00
22/08/2017	Icklestock Festival	Start up costs for a festival	£ 425.00
22/08/2017	South Cambs School Sport Partnership	To purchase equipment	£ 999.99
22/08/2017	1st Harston Scout Group	Equipment/capital purchase and Materials	£ 1,000.00
22/08/2017	Elsworth CE Primary School	After school childcare program	£ 1,000.00
22/08/2017	Cambridge Sport Lakes Trust		£ 898.18
22/08/2017	Cottenham Community Centre		£ 1,000.00
22/08/2017	Dry Drayton Village Hall	Replace old lamps with modern LED panels which are more economical to run	£ 500.00

22/08/2017	Granchester Village Hall Committee	To Make Internet accessible to those in the village less familiar with it	£ 1,000.00
19/09/2017	Willingham Bowls Club	Set up of junior school, sports curriculum for 11 y olds to attend club to introduce and learn bowling. Refurm toilets. Treatment and care of bowls green	£ 648.00
19/09/2017	Great Shelford FC	Ropes	£ 500.00
19/09/2017	Hatley Parish Council	Timber play equipment to be replace	£ 1,000.00
19/09/2017	Cambridge Sea Cadets and Royal Marines Cadets	Purchase of two trailers	£ 1,000.00
19/09/2017	1st Papwoth Scouts Group	Purchase of Tents	£ 1,000.00
19/09/2017	Hatley Parish Council	Set up new website	£ 500.00
17/10/2017	Ladybird Preschool	Create a sensory Garden	£ 1,000.00
17/10/2017	ESOL Café	First Aid Training	£ 500.00
17/10/2017	Cambourne Parish Council	Replace destroyed tennis equipment	£ 827.00
17/10/2017	Sing Papworth	Replace Stage Piano	£ 895.00
17/10/2017	All saints Melbourne Comm Hall	Improve quatity of sound for existing monthly cinema	£ 399.00
17/10/2017	1st Whittlesford Scouts Group	Provide adventurous activities indoors and outdoors to children and young adults ages 8 to 18	£ 1,000.00
17/10/2017	Friends of Pendragon Primary School	Renovating outdoor area and fundraising for a new trim trail, Funding will buy 3 picnic tables to use on the school field.	£ 1,000.00
17/10/2017	Bar Hill Parish Council	Purchase of benches and plants for play area	£ 1,000.00
21/11/2017	Littlington Parish Council	To produce an A1 steel information lectern to advertise the site, pathways, flora and fauna, and to deter illegal motorbike use.	£ 879.00
21/11/2017	Parish of Great & Little Abington	Repair of the gas supply pipes for the heating	£ 1,000.00
21/11/2017	Litlington Pre School	Structure for preshcool garden ie climbing fram	£ 1,000.00

21/11/2017	Friends of Hatton Park PTA	Purchase of noticeboard in front of school to help raise awareness of upcoming events and activities	£ 968.80
21/11/2017	Melbourn Bowls Club	Purchase a new set of bowls scoreboards to replace existing handmade boards over 20 years old	£ 599.70
21/11/2017	The Whittlesford Lawn Trust	Replacement play area	£ 1,000.00
21/11/2017	Shepreth Spitfires FC	New equipment	£ 1,000.00
21/11/2017	Cambourne United FC	Start up costs for girls football club	£ 1,000.00
21/11/2017	Caxton Village Hall	Caxton Village Hall Refurbishment	£ 1,000.00
21/11/2017	Home Start Royston and South	Equipment required by the home start Royston and South Cambridgeshire fundraising events group to help raise awareness as well as new funding donations	£ 936.00
21/11/2017	Friends of Petersfield	Sensory Garden	£ 1,000.00
19/12/2017	Milton Guides & Seniors	Camping Equipment	£ 700.00
19/12/2017	Friends of Histon & Ipington	Exercise	£ 1,000.00
19/12/2017	Duxford Parochial Church Council	Clock Restoration	£ 1,000.00
19/12/2017	Parochial Church Council of All Saints	Structural Repairs	£ 1,000.00
19/12/2017	Cottenham United FC	Purchase of mobile football goals	£ 1,000.00
19/12/2017	CamCare UK		£ 1,000.00
16/01/2018	Comberton Crusaders Football Club	Container for storing goals and equipment	£ 547.28
16/01/2018	Haslingfield Parish Council	Skatepark repairs	£ 1,000.00
16/01/2018	Little Shelford Parish Council	Viewing Platform	£ 860.00
20/02/2018	Oakington Vikings Youth FC	To purchase portable floodlights	£ 1,000.00
20/03/2018	Willingham Parish Council	To purchase informative sign for the entrance to the recreation ground	£ 141.48
17/04/2018	Horningsea Millennium Green Trust	To improve general safety around the pond	£ 1,000.00

17/04/2018	Eddies	To purchase materials to expand monthly Saturday group sessions to include art materials, film project and drama workshops	£ 1,000.00
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## Appendix 3 Reports from organisations funded by Service Support grants 2017-18

1. Citizens Advice Bureaux (CAB)
2. Three Counties Transport (3CT)
3. Care Network
4. Royston & District Community Transport (RDCT)
5. Arts & Minds
6. Cambridgeshire Older Persons Enterprise (COPE)
7. Disability Information Service Huntingdonshire (DISH)
8. Cambridge Council for Voluntary Service (CCVS)
9. Homestart Royston & South Cambridgeshire

### 1. Citizens Advice Bureaux (CAB)

Highlight figures from the CAB service in South Cambridgeshire 2017-2018

**Figures, case studies and client feedback have been provided by the 4 supported by SCDC:**

- Citizens Advice North Herts
- Suffolk West Citizens Advice
- Cambridge and District Citizens Advice Bureau
- Citizens Advice Uttlesford

#### Summary of key statistics:

South Cambridgeshire DC people seen = **5255 unique clients**

Amount of work generated by clients = times seen (most need more than one session to get to point of resolution) = **10,567 sessions**

Questions answered/ advice issues = **12,841**

#### Of those questions asked the top topic areas:

- Welfare rights = **3545 (28%)** Top benefit work = PIP, ESA, HB\*
- Debt and money advice = **2193 (17%)** Top areas = DRO\*\* and Council Tax Arrears
- Employment = **1216 (10%)**
- Housing = **1133 (9%)** Of these **118 cases related to preventing Homelessness** (Shelter values this at an average of £25k per case i.e. a possible **saving to the local authority of £2,950,000** through CAB intervention)

\*PIP (Personal Independence Payment – usually takes 3 hours to complete applications correctly); ESA (Employment Support Allowance); HB (Housing Benefit)

\*\*DRO = Debt Relief Order

#### Case studies:

Mr A from Orwell came to Citizens Advice to ask if we could help with an overpayment of benefit following his partner's death. He was hugely distressed by this and worried about the implications. When his partner died DWP and other organisations failed to notify him about the tell us once service and benefits that they had been receiving as a couple continued for 3

months after her death.

We helped him to challenge the overpayment which was subsequently written off and related benefits were reassessed causing an increase in his income.

We also helped him to apply for benefits in his own name. He was able to claim ESA and bereavement payments. He was placed in the support group for ESA without the need to attend a medical assessment as this would have been hugely distressing for him. This was achieved by liaising with his GP and psychologist and submitting the evidence to DWP.

We have also submitted a further challenge to DWP as the rate of ESA being paid is too low due to them incorrectly treating his bereavement lump sum award as savings.

We have helped him to budget and to pay the correct amounts for rent and council tax. He has reported that our help and advice has been hugely beneficial and that he couldn't have coped without this level of support.

Mr J from Barrington lives in a housing association property and has two jobs. He came to us as he couldn't manage his debts particularly a large credit card debt and an overdraft. He was struggling with budgeting and working out what he should be paying and stated that a lot of his spending were impulse purchases.

He had learning difficulties and needed support and attended all appointments with his mother. We helped him to speak to his bank and work out what expenses were essential and to cancel non essential payments so that he could manage his budget in the future. The bank agreed to write off overdraft charges and repaid these to him.

We prepared a financial statement for him and advised him about his debt options and helped him to negotiate a fair payment plan with his credit card company. He reports that he is happy that he is now able to keep out of debt.

**Client feedback: (We survey clients 6 weeks after they have had advice and these are some of their comments on the service):**

- *'The lady that helped me made me feel valued as a person, located information and read through it with me to ensure that I understood it.'*
- *'It was the first visit and I appreciate that the staff gave me sympathetic words and gave me an appropriate advice.'*
- *"Thank you for your help.'*
- *'From beginning to end, the officer was sympathetic and helpful.'*
- *'Help was fantastic and made to feel at ease. Representative kept me informed with updates.'*
- *'A great service to have!'*
- *'I'd like to say thank you very much.'*
- *'Brilliant support and service, I pray it receives more funding not just for people like me but for more vulnerable people.'*

## 2. Three Counties Transport (3CT)

### Dial-a-Ride Group hire figures 2017-18 (all return journeys)

CAMBRIDGESHIRE	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH
Great Abingdon	2	2	2	2	2	2	2	2	2	2	2	2
Little Abingdon	0	0	0	0	0	0	0	0	0	0	0	0
Balsham	1	1	1	1	1	1	1	1	1	1	1	1
Horseheath	12	12	12	12	12	12	12	12	14	12	12	14
Linton	16	16	16	16	16	16	16	16	16	18	20	18
Hildersham	4	4	4	4	4	4	4	4	2	4	4	4
Castle Camps	0	0	0	0	0	0	0	0	0	0	0	0
Shudy Camps	0	0	0	0	0	0	0	0	0	0	0	0
Camps End	0	0	0	0	0	0	0	0	0	0	0	0
Cardinals Green	0	0	0	0	0	0	0	0	0	0	0	0
Bartlow	0	0	0	0	0	0	0	0	0	0	0	0
West Wrattling	0	0	0	0	0	0	0	0	0	0	0	0

	Day Centre	Hospital appt	Medical appt	Other	Shopping	Visiting relatives	Total
3CT	1	7	2	0	4	20	34
D-A-R	2	3	12	1	527	15	560
WwW	2	11	8	0	0	4	25
Total	5	21	22	1	531	39	619

### 3. Royston & District Community Transport (RDCT)

Royston and District Community Transport have consistently delivered a valued service for South Cambs residents. They have provided 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 social exclusion owing to the lack of a public transport option. This has been achieved, in part, by the voluntary effort of forty-five volunteer drivers operating in the district. The grant awarded covered core funding support.

Funding agreed:

Key achievements in Q3 and Q4 in line with the schedule of grant:

2,540 journeys (1,179 health-related), 43,247 miles (22,359 health-related), 341 regular users in South Cambs, covering 57 parishes

7 presentations given to promote the service; press coverage and poster placements during the Q3 & Q4 period.

05/2018

### 4. Care Network

APPENDIX 2 – SERVICES TO BE PROVIDED IN YEAR 2	
<b>Overall Mission</b>	To provide community transport development services and support services to organisations supporting elderly and vulnerable residents of South Cambridgeshire.
<b>Key Deliverables</b>	To develop, deliver and publicise community car scheme training, provide support to individual car scheme and establish new community car schemes to meet the needs of South Cambridgeshire residents. To sustain and develop schemes to support the elderly and vulnerable and encourage an inter-generational approach to support for the elderly within communities.
<b>Specific Measures</b>	<p><b>Community Transport</b></p> <p>To deliver six short Community Car training and networking events, delivered each year for South Cambs car scheme drivers and coordinators.</p> <ul style="list-style-type: none"> <li>Delivered sessions about transporting people with dementia to drivers and coordinators from Hardwick, Caldecote and Dry Drayton, Cambourne, Histon, Impington and Girton, Toft and Granchester. Co-hosted with Alzheimer's Society and Dementia Friends. Session included sharing ideas and best practice</li> <li>Developed bite size dementia training for Community Development to use and delivered to North Hunts CCS with Hunts CD worker Susan.</li> </ul> <p>To provide on-going 121 support to the existing car schemes in South Cambs, recording the nature of the enquiry, the advice given and the outcome for the scheme.</p>

	<ul style="list-style-type: none"> <li>• Attended car scheme AGMs and regular meetings as invited</li> <li>• Responded to enquiries i.e. minimum charge for short journeys and changes to GDPR (GDPR - ongoing piece of work)</li> </ul>
	<p>To target support for car schemes identified as at risk on Care Network's Resilience measure.</p> <ul style="list-style-type: none"> <li>• We sent a survey monkey questionnaire to the car schemes with a deadline of April 30<sup>th</sup>. Dependant on feedback we will seek to support any schemes deemed at risk</li> <li>• Support has been given throughout the year as needed</li> </ul>
	<p>To represent Community Car Schemes across the county at relevant meetings and events, to share good practice with other service providers and co-deliver the implementation of South Cambridgeshire District Council's Community Transport Strategy. Sarah B has given talks and presentations to groups about good practice</p> <ul style="list-style-type: none"> <li>• Cambourne Network and Natter group</li> <li>• Town and Parish Countywide Conference</li> <li>• Making Money Count Conference</li> <li>• Meeting with Jean Newman, Older People's Co-ordinator, Histon and Impington</li> <li>• Future East Open Meeting and AGM</li> <li>• Talk to Society of Local Council Clerks at their meeting in Sawtry.</li> </ul>
	<p>To represent Community Car Schemes with strategic partners such as hospitals with a view to improve barriers raised by the schemes.</p> <ul style="list-style-type: none"> <li>• Meeting with Gavin from CCC, David from Royston &amp; District Community Transport, Karen and Samantha from Access Office regarding ongoing difficulties with access cards supplied to CCS drivers – a new system in place has been very challenging for some schemes and we have had to heavily support this transition</li> <li>• Agreeing new access system, cascading system to car schemes and supporting schemes with any difficulties – this has settled down but was quite time consuming for a while</li> </ul>
	<p>To provide one community car scheme case study with each 6 month monitoring report.</p> <p><b>Histon, Impington and Girton Community Car Scheme Case Study</b></p> <p>We have been providing support in the following areas:</p> <p><b>CCS Training with Dementia Friends Speaker</b></p> <p>This training was particularly aimed at community car scheme drivers who are supporting a growing number of passengers and families where a client may have dementia or some sort of memory loss. The training was open to all car schemes with various dates proposed.</p> <p>The HIG Car Scheme coordinator offered the training out to all her drivers. One of her drivers attended the community car scheme training on the 31 January 2018 and the driver would feedback to the scheme.</p> <p><b>Dementia Specific Leaflet</b></p> <p>Find attached a leaflet that has been produced in addition to support community car scheme training. – This is now being printed by CNC and offered across the county for general use. The leaflet has been approved by The Alzheimer's Society</p> <p><b>GDPR</b></p> <p>We have sent an email to all CCS in preparation for GDPR. We will also support all other Care Network 'supported' social groups in South Cambridgeshire in preparation for when the rules become enforceable on 25th May 2018. We have given guidelines on issuing a Privacy Notice.</p> <p>Care Network have been closely liaising with CCVS on a possible template should schemes require further help in contacting their members. Additional information includes the GDPR Advice line and the ICO website's self-assessment and making records about their decision about registering with the ICO in their official minutes.</p> <p>HIG scheme has also asked about best practice for data storage of paper files and other general advice.</p> <p>Care Network is liaising with CCVS about setting up additional training for small voluntary groups should they wish to attend.</p> <p><b>Swivel Seats</b></p> <p>HIG scheme had requested sources of funding for a swivel car seat for a particular passenger. We have been in touch with the County Council but they would not be able to support this request due to setting a precedent. We have supplied local and national sources of funding information. There are several local charities that are supportive of the CCS.</p> <p><b>Minimum Charge</b></p> <p>HIG Scheme has raised the issue about a minimum charge. Care Network have liaised</p>

	<p>with the County Council and the Community Transport Association. The issue is now resolved and the HIG Coordinator is happy and has advised her drivers.</p> <p><b>Driver /Passenger Leaflets</b></p> <p>We have been supporting HIG with supplying additional driver and passenger leaflets.</p>
	<p><b>Independent Living</b></p>
	<p>To provide general support to 22 community social groups or schemes that in turn support older and vulnerable people, through newsletters, other mailings and invitations to training and events</p>
	<p>To work closely to support at least six groups or schemes tackling loneliness and/or depression or supporting people with dementia or their carers. This is likely to include both working with communities to establish new groups or schemes and supporting existing groups or schemes to sustain themselves or expand and may include one or more intergenerational projects.</p> <ul style="list-style-type: none"> <li>• The Generation Game, Cottenham. Joint working with Andrea Cowley, Youth Worker and DofE students from Cottenham Village College. This is a 10-week course teaching young people the skills to be a confident visitor to older people.(see case study below) <ul style="list-style-type: none"> <li>• Little Shelford supporting setting up of Good Neighbour scheme or mobile warden scheme</li> <li>• Oakington and Westwick Neighbours (OWN) providing support and ideas to sustain the group</li> <li>• Hauxton Lunch Club – assist with organisation’s policies and procedures</li> </ul> </li> </ul>
	<p>To maintain a physical base in S Cambs, with staff ready to respond to enquiries and facilities such as meeting room, photocopying etc available to local groups</p> <ul style="list-style-type: none"> <li>• Hardwick Office</li> </ul>
	<p>To ensure the opportunities for volunteering in South Cambridgeshire are well publicised and promoted</p> <ul style="list-style-type: none"> <li>• We have recruited a new volunteer Manager Christina Perea – who is guiding us through the Investing in Volunteers Accreditation. We will make our submission to this in August. Christina also supports publicity and promotion for all volunteers.</li> </ul>
	<p>To capitalise on links with other voluntary organisations and evidence joint working, the sharing of information and signposting of volunteers to other groups, to include attendance at Local Health Partnership meetings and events</p> <ul style="list-style-type: none"> <li>• Orwell Chair Based exercises – following an enquiry by Liz Williams, a retired lady who had recently moved to Orwell. She was aware of the Community Room in Meadowcroft Way and wanted to set up ‘something’ to make use of it. We discussed many possibilities and finally settled on an exercise session for older people. I contacted Ellen Bridges, Physical Activity Locality Coordinator, Let’s Get Moving Cambridgeshire and Forever Active to set up a new group.</li> <li>• LHP has been superseded by Cambridge Health and Wellbeing Board – we keep up to date with information and attend when requested.</li> <li>• Housing Options For Older People – we have been working in partnership with this new initiative from CCC by promoting the service – designing posters and PR – talking at events and giving leaflets out and by providing peer volunteers to talk to people who might be worried about housing needs in later life..</li> <li>• Cambourne Network and Natter group</li> <li>• Town and Parish Countywide Conference – Care Network stall</li> <li>• Making Money Count Conference</li> <li>• Meeting with Jean Newman, Older People’s Co-ordinator, Histon and Impington</li> <li>• Future East Open Meeting and AGM- Care Network stall</li> <li>• Meeting with Hugh Cripps of Groundworks</li> <li>• Meeting with Jennifer Denton of DISH re. setting up coffee morning once café at Papworth reopens</li> </ul>
General statistics	<p>In the 12 month period the team have made 453 recorded contacts with CCS and groups in South Cambs – a contact is defined as a visit – a telephone call – an email ( as recorded on our case management system Charity Log)</p> <p>The CD Team South are currently supporting (actively) 54 CCS and small groups.</p>
	<p>To provide one social group case study with each six month monitoring report</p> <p>The Generation Game – a ten week inter-generational project bringing older people and teenagers together.</p> <p>We were approached by Andrea Cowley, assistant manager (Youth Clubs) Connections Bus Project in Histon to assist in delivering sessions to students at Cottenham Village</p>

	<p>College as part of their Duke of Edinburgh Bronze Award. We shared ideas and helped with session plans and delivered two sessions to fifteen Year 9 students.</p> <p>The first of our sessions, looked at reminiscing, that a memory can be from yesterday back to childhood; how to reminisce with someone and using 'tools' such as a mixed bag of sweets to begin the conversation. Another idea was called 'Tips for Life' or what helpful saying or tip would an older person like to pass on to a younger person to help them through their life.</p> <p>The second session we delivered was all about sharing activities across the generations. Older people from Cottenham came along, including a few residents of Cottenham Court Care Home, and we invited Ross Smith, from Oakington, who has designed the Short Chess Game to bring chess sets along for games lasting about thirty minutes each with a young person playing against an older one. Alternative games were dominoes, a Beetle Drive, and a Higher or Lower Card Game, which few of the students had ever played. This was a chance for older participants to show the students what to do. Everyone really enjoyed playing and talking to each other, sharing memories and experiences. The session concluded with refreshments served by the students.</p> <p>It is hoped that further funding might be found to continue running the Tea and Games sessions as everyone enjoyed it so much.</p>
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## 5. Arts & Minds

### Report to South Cambridge District Council

#### Arts on Prescription October 17 to March 2018

#### Arts on Prescription for Working Age Adults

The Autumn saw two modifications to the way in which Arts on Prescription is delivered:

1. As a result of our ongoing partnership with the Museum of Archaeology and Anthropology the Museum has offered the use of a room for all Arts on Prescription workshops. The sessions take place there, each week, which gives participants the opportunity to get to know the museum well and feel comfortable there. The sessions also include visits to other museums including the Fitzwilliam Museum and the Botanic Gardens.
2. We are gradually moving towards a new model for delivery in Cambridgeshire which is to establish an ongoing rolling programme of 42 sessions each year in three hubs – Cambridge, Huntingdon/St Ives and Peterborough. This enables us to offer the programme to the greatest number of people because a). the workshops take place in locations that are most easily accessible and b). the rolling nature of the sessions enables new participants to join as soon as a place becomes available. rather than having to wait for the beginning of a new series. The new system started in Cambridge and St Ives in September 2017 and a pilot project will take place in Peterborough next year.

Workshops began in September and with a break for Christmas, ran weekly through until March. All workshops took place at the Museum of Archaeology and Anthropology and were led by a professional artist and supported by a counsellor and volunteer (a previous participant in Arts on Prescription). A variety of art techniques were explored during the sessions including clay, Chinese ink, collage, drawing and needlework. Visits were also made to the Fitzwilliam Museum and the Botanic Gardens. During the six months, 52 people took part, 12 of those were residents of South Cambridgeshire (from Haslingfield, Histon, Cambourne (x2), Waterbeach, Great Wilbraham, Great Shelford, Papworth Everard, Meldreth, Fen Ditton (x2), Milton).

### **St Ives Hub**

Workshops began in September and with a break for Christmas, ran weekly through until March. All workshops took place at the newly re-opened Norris Museum and were led by a professional artist and supported by a counsellor and volunteer (a previous participant in Arts on Prescription). A variety of art techniques were explored during the sessions including clay, Chinese ink, collage, drawing and needlework. Visits were also made to the St Ives Bridge museum and a local wildlife reserve. During the six months 42 people took part, 6 of those were residents of South Cambridgeshire (from Milton, Elsworth, Cottenham (x2), Cambourne and Willingham).

### **Evaluation**

We continued to evaluate the scheme by asking participants to complete relevant questionnaires, to measure their levels of anxiety and depression, when they started the session and again, at the end. This showed statistically significant improvements in wellbeing and social inclusion and a statistically significant decrease in levels of anxiety and depression. 64% of participants showed an improvement in social inclusion, 72.5 % an improvement in well-being whilst 70% saw a decrease in anxiety and 74% a decrease in depression

The attached sheet includes comments from participants, the session counsellor and case studies.

### **Arts on Prescription for Young People**

Funded by Cambridgeshire County Council, a programme of Arts on Prescription has taken place in 10 schools across Cambridgeshire. The final 7 sessions took place during the last six months and the evaluation statistics are now being collated. We hope to produce a report on this initiative in the next couple of months.

## **Arts on Prescription**

### **Case Study 1**

Client X, a man in his early fifties, joined the Arts on Prescription series in Huntingdon central library in XXXX. He was experiencing depression and anxiety and had a history of self-harm. His health had deteriorated to such an extent that he had had to take early retirement from work.

He enjoyed the series very much and specifically, the visits to the museums and in particular, the Museum of Anthropology and Archaeology with which he felt a particular affinity. He completed the Arts on Prescription series and was encouraged to apply to the Museum of Anthropology and Archaeology as a volunteer. He was accepted and attended regularly. He also offered to volunteer for Arts & Minds for the Arts on Prescription sessions – moving chairs, setting up materials and clearing up afterwards as well as helping the facilitators to create a relaxed and friendly environment at the sessions. He helped at several sessions in Cambridge and Huntingdonshire and also began to accompany the Arts on Prescription Manager to events where they talked to people, who were experiencing depression, about the project. At the same time he had a small part-time job at a local bike shop and despite the occasional lapse and dip in his wellbeing, he continued all these activities.

He was an extremely helpful and effective volunteer and his confidence has grown markedly over the last year. In the summer the Museum of Archaeology and Anthropology presented him with a certificate recognising him as a most valued volunteer. He has been particularly helpful to Arts & Minds as he provided Arts on Prescription on participants with a friendly

presence, who identified with their experience and feelings, from his own experience. He also, obviously, was of value to the bike shop as he has now been offered a full time job with them. Although this means he no longer has the time to volunteer for us and we miss him, we are delighted that he has moved on so well towards recovery.

### **Case Study 2**

Sara: 'Having experienced throughout my life, anxiety, depression and intermittent serious alcohol abuse, I had become so low and inefficient that I had lost my confidence. Until recently I had avoided medical and formal help. I self referred to 'Inclusion' for support with my alcohol problems, who referred me to the course with Arts & Minds.

I arrived feeling a mixture of hope and scepticism. I have painted in the past, but not had the motivation, confidence or even been able to concentrate sufficiently. The group represented a cross section of people. Despite having felt withdrawn for quite some while, I felt comfortable socially very quickly. This was thanks to [the artists & counsellor]. They all generated an upbeat, lively and creative environment.

As the weeks passed, I was gently encouraged to take risks and mess up, and make my own decisions to experiment with all sorts of media. It felt unthreatening, I seemed to think I should be able to do everything ...which of course I couldn't, which is OK. Somehow I had missed that option! We were all keen to get stuck in, and have a go. We began to look forward to Tuesdays.

I began to feel I could change, my concentration did improve over the weeks. We were kept informed of exhibitions and events around Cambridge. I began to feel more alive and part of the human race, It felt safe. We were given a sketch book which was small , so encouraged me to carry it and use it, which I did. I have some lovely work, some my old self-conscious work, but some more reckless and free. A good memory. I usually tear up or give up with sketch books, judging them negatively.

We even got to exhibit our work in Cambridge Central Library ...even more amazing, someone donated some money for one of my paintings!

I cannot be grateful enough. I am painting again at home, I am able to sit down and concentrate sometimes. I feel some release from a false sense of perfectionism, what is right, what I should do, be. It's OK not to be able to get everything right, not to be able to do everything well. Somehow I had paralysed myself this way in many aspects of my life, through fear. I have a long way to go and lots to change, but it's a big step in the right direction. Huge thanks to everyone involved. What a wonderful, but crucial project.'

### **Comments from Participant**

'I really enjoyed being at the classes. As you say, just being in the room with everyone with no expectations but plenty of support, focusing on making things, was very helpful. It was the most calming and nurturing and encouraging place I've been...'

Maryam

### **Comments from Participants when followed up some time after they completed the course**

Sandie:

'I am off my antidepressants totally.

Have made new friends and been in charge of some activities, I still run the card making once a month. The communal gardens which I started to look after have been admired by residents.

I continue to go to Richard's art classes and am enjoying it.

I would recommend the sessions to anyone who suffers from depression, it was a way I could express myself and allow how I was really feeling to surface.

Keep up the good work folks you are very much needed.'

Evelyn:

'I think I was at Arts on Prescription on the Oct 2012 course. It was very beneficial to me. It helped me to get a routine going. It was good to have a counsellor there to be listened to. The art teacher was very professional. It was good to be with other people doing art and to have work shown at the end of each session and get a critique.

Since then I have been sorted out more with medication, and did some workshops at Recovery College East, attended an adult education watercolour course and I now do some voluntary work.

Hannah:

'My experience of the sessions was really good. I was possibly the most cynical I could have been about a group art session for people with mental health issues, but I found it surprisingly calming and it really did help with levels of anxiety at the time. Unfortunately I have had to



visit my GP a lot more than usual recently, but this is because I have only recently been diagnosed with Bipolar Disorder, which I was unaware of or being treated for at the time of the sessions. Generally though the sessions have made me a lot more confident and I have actually been discharged from mental health services and my psychiatrist since then.'

Sally:

'Just a quick message to say I did attend Arts on Prescription in Wisbech and thoroughly enjoyed it.

It made me do something I enjoyed without feeling guilty.

It was my time to feel well, meet new people, hear their stories and develop new skills.

I am now a part time Art Teacher at Home Tree School, Friday Bridge, Wisbech who educate children with Mental illness.

Although I still suffer with Anxiety, the knowledge that there is a facility like Art on Prescription, makes me feel there is hope to destroy the stigma of Mental Health and that we, the Mental Health Sufferers, are a worthwhile commodity.

I believe Art on Prescription, for me anyway, was good use of Government resources.'

Elaine:

'Since Arts on Prescription I have found a course with Cambridge Community Arts for Drawing and Painting Level 2. I've had a couple of sessions and I'm really enjoying it. If I hadn't done the Arts on Prescription sessions I would not have had the confidence to go on and enrol in an art course. I am forever grateful to you all for taking my life in this direction and wish you well for funding future courses.'

Sarah:

'...I have always dabbled in abstract art really enjoying and recognizing the calming effect it had on me but never setting enough or even any time in my busy life to do it.

It was wonderful to commit to the course and therefore concentrate on something I really enjoy. The class was very relaxed and we were really looked after, there was a lovely atmosphere and I enjoyed losing myself in the task of the day, I learnt a variety of different techniques that took me out of my comfort zone and I look forward to making use of when I set to dabbling again.

I was amazed at the talent in our group and it was lovely to slowly get to know people and admire their work.'

Tracey (15 January 2017):

Just a little update of what I've been up to since my Arts and Minds course in Cambourne last year. I really missed the classes after they finished and inspired my kids to join me in the summer holidays on small art and craft projects. In September when they went back to school, I spoke to the Head teacher of their school and started an arts and crafts lunchtime club for 5 to 10 year olds. It was lots of fun, a good challenge (as we had only half an hour to get our projects done) and a great confidence booster. I was asked to stay on as a volunteer teaching assistant for the art classes on Wednesday afternoon at Caldecote Primary, helping the Art teaching with the year 5 and 6 art projects.

This has led to me getting a paid job as a teaching assistant at the Cabin at Comberton Village College working with children with additional needs. I had been looking for a part time job for over a year before doing my Arts and Minds art course and think, alongside my illness, it was part of the reason I was feeling so depressed as I not even been able to get an interview up until that point. I would send my CV in and then just get a rejection letter or hear nothing at all.

Thank you for all that you have done for me. This is such a wonderful organisation and I am grateful to you all for how you have made a difference in my life. I look forward to seeing you all in the future.

I think it's really important for the funding to continue for Arts and Minds and Arts on Prescription. It can make such a difference and I know that these types of projects need feedback for the funding to continue. I think more people would benefit from more healthy, creative treatment for mental health issues such as Arts on Prescription rather than relying on drugs which themselves can produce unwanted side effects.

Thank you for all your help and for the information about the work going on in the schools. I do feel that the children don't get enough "making" time in school, something which other parent's also commented on when I started the lunchtime Arts and Crafts club.

**Janet Barraclough, Lead Counsellor for Arts on Prescription, on the rolling programme at the MAA:**

'[A] was very sad to be finishing but feels the sessions have made a big difference to her. She likes the way people finish and start at different times as she thinks it makes the group very accepting and it builds resilience by having to get used to new people.'

'Before the start of the session there was an interesting conversation with the early arrivals saying to me how much they are enjoying coming to the MAA. They feel there is a really nice atmosphere about the place, and they feel inspired to be there. They loved S-J's talk and particularly her enthusiasm for the objects she was talking about.'

Yesterday was a very good session. Caroline started with exploring the fascinating handling collection with the group. There was some really good and lively discussion going on round the table. They then started large scale drawing using charcoal. Having the handling collection on the table we were not able to have refreshments on the table, so about half way through the session I set up refreshments in the corner, and asked them to help themselves. Caroline and I both noticed this created a space where small groups started to talk to each other, it felt much more sociable and gave them a break from their creativity. We intend to carry on doing refreshments this way - which is how they are in the St Ives group, where they are set out in the kitchen. Interesting, how small changes can have such an effect.'

**Janet Barraclough, Lead Counsellor for Arts on Prescription, on the talk given by Jacqui Strawbridge, Outreach and Access Officer at The Fitzwilliam Museum:**

'As I travelled back to St Ives in a taxi with two of our group, all they talked about was how wonderful it was to be at The Fitzwilliam [Museum]. They had both been before, but not for some years, and your talk has reignited a passion in each of them to come back to The Fitzwilliam and explore some more. They loved everything you showed them.'

## **6. Cambridgeshire Older Persons Enterprise (COPE)**

During the last two quarters of the year COPE produced three 20 page Newsletters which were distributed to its members either by post (majority) or email. It was also distributed to local government offices, GP surgeries, Community Centres and Clubs. The membership of COPE during this period was 2602 people, of which 785 live in the South Cambs District Council area.

COPE continued its campaign against loneliness in association with the Campaign to End Loneliness which identified Cambridgeshire as its initial project area in its National Campaign. COPE membership was kept informed of the Campaign through articles in its Newsletters and COPE members attended several seminars throughout the County on how to combat loneliness. The Executive Director of the Campaign to End Loneliness, Laura Alcock- Ferguson will be giving the lead speech at COPE AGM in July 2018. Other campaigns on matters of importance to older people (pension age, computer information and training, avoiding scams etc) are also dealt with on a regular basis in the Newsletter, and COPE is actively establishing a Community Telephone Chatline for its members especially those who are lonely.

There was a very active social programme during the period. Outings to Sheringham, Cam Trip, Garden Centres, BBC Studios, Fitzwilliam and Cambridge Folk Museums were made. In December, a Xmas Lunch was held at Hallmark Hotel, Bar Hill for 80 members and in January a New Year Lunch at the Slepe Inn, St Ives for 50 members. Both Lunches were subsidised by COPE and 30% of those attending were from the South Cambs Area. Then in March there

was a lunch at the Cambridge Regional College at which 42 members attended, again a third of those attending were from the South Cambs Area.

Smaller social groups at which there are talks on health and fitness, gardening, travel and local history, continue to be held at St Lukes Church, Queen Ediths and in St Ives. It is planned to hold similar activities in other community centres where there are facilities and local volunteers available. To enable us to identify our members needs we have conducted a survey among our members. This is being analysed and the results will be published in the Newsletter, and sent to Local Authorities.

David Bailey,  
Chairman COPE

## **7. Disability Information Service Huntingdonshire (DISH)**

We have to date exceeded all measures except home visits which are down by 2 on the agreed metric. This is likely due to the changeover in caseworkers, as our new caseworker, Tracey Woodhouse, took over from Audrey in January, but only started home visits in late March after training.

The number of visits in the office and phone calls has also decreased, although if you look at the number of clients the decrease is not nearly so dramatic. Again this is likely due to the change in caseworker and a dramatic increase in appeals in Huntingdonshire, which has taken much of Michael's time. I'm pleased to say these figures are still comfortably over the requirements for the period.

Although we will continue to serve any South Cambridgeshire clients who come to us, we are not actively advertising our services at the moment as we are at full capacity. We believe we are now the only organisation apart from the County Council's Welfare Benefits Team which offers home visits and tribunal support in this area and the Council's team has seen significant cuts in recent years. As such we are the last hope for more people than we can help at our current size, but our budget is being squeezed along with everyone else's.

We cover areas of work which are particularly time consuming and therefore more expensive to provide than other services. A home visit can take anything from 1-4 hours, not including travel time and the copying, form filling and correspondence that continues for each claim back in the office. Tribunal support sees us travel to Bedford, Peterborough and Cambridge to support clients at the most stressful point of their claim. But we believe these services are absolutely essential – it is ironic that it is those most in need who find it hardest to access support. Our clients often have multiple, complex conditions which make filling in the arduous requirements of the DWP impossible for them to do and they are also terrified of an arbitrary decision that could mean they lose their only means of supporting themselves.

We are looking into new ways of working and new funding streams that will enable us to increase the number of people we help and empower more people to help themselves. However these will take some time to come into effect, if they are deemed to be feasible.

We are also seeing pressure on our premises and it looks like we will be needing to move within the next couple of months. We are actively looking at options for new premises, but only one of those potential options at the moment would see us to continue to operate out of Papworth.

Given these factors, we will likely be looking to do some gentle promotional work in South Cambridgeshire later in the year to ensure we are meeting your requirements and we would appreciate any promotion you can provide through areas like your Citizen's Advice services or other related services.

We set out below a table of work completed for the financial year 2017-2018.

Annual SLA report for 2016 to 2017				
Subject	DISH Outcomes			SCDC requirements
	1st April to 30th September 2017	1 <sup>st</sup> October 2017 to 31 <sup>st</sup> March 2018	Total for 2017-2018	
Home Visits	7	6	13	15 per annum
Advice at DISH offices (face to face)	80 visits (by 20 clients)	33 visits (by 18 clients)	113	15 per annum
Telephone and signposting	122 contacts (33 clients)	51 contacts (25 clients)	173	90 per annum
Appeals	5 supported	4 supported	9	3
Annual Equivalent in Benefits	£66,237.00	£22,322	£88,559	£12,000 in year 1

### SCDC Case Study (Ms E)

Ms E is in her early 60s and wrestles with an increasing number of physical issues including arthritis and fibromyalgia, the combined pain and stress of which means that she is often exhausted by even the smallest tasks. Her mental health has been worsening since 2000, and though she used to be very sociable she has been cutting back on seeing people, making her depression and anxiety worse.

She came to us concerned about losing her PIP payments. It is common knowledge in the disabled community that benefits are being rejected more frequently and that even the most obviously in need often aren't safe. The stress of the approaching renewal was making her mental health worse and she was finding it impossible to face the task of wading through the various papers and putting together a response. On top of everything else, her arthritis and fibromyalgia mean she suffers daily pain and is physically unable to write.

One of our caseworkers walked her through what she needed to do and helped to meet her needs at every step to reduce her stress and make her feel confident that she would be heard. Working together, we were able to put in a claim that we feel should easily receive the standard rate for mobility and daily living and has a good chance at receiving the enhanced rate for both. Ms E is now much more confident about the process, stabilising her mental health. And she knows that, if for any reason her claim is rejected, that she has a team she can rely on to help her navigate the next steps.

### 8. Cambridge Council for Voluntary Service (CCVS)

Key deliverable	Specific measures	Activity
Organisational development Improvements in the confidence and knowledge of people who run local community and voluntary activities	Step by step support and advice with start-ups, growth and service development for all groups that need it. This will include 1-2-1 support, email and phone support and access to factsheets and information;	CCVS delivered 259 support sessions organisations that work in South Cambs. Of these sessions 38 were 1-2-1 sessions.  <i>“CCVS has been a lifeline in supporting the Trustees whilst we establish xxx. Thank you for everything you and the team do to push us forward to where we need to be, it is fantastic</i>

	<p>Advice, information and support on all aspects of financial management to small community and voluntary organisations to ensure they meet their legal requirements and the requirements of any funders</p>	<p><i>to work with you.”</i></p> <p>CCVS delivered 41 Finance and Fundraising sessions.</p> <p><i>“I am delighted to let you know that we have received an offer letter from Big Lottery Reaching Communities for the full amount of £323,172 over 4 years!</i></p> <p><i>MASSIVE thanks to you for your support with the bid - we have stopped holding our breath now!”</i></p>
	<p>1 training, information and advice giving event per patch (3 in total) to cover topics highlighted by the CCVS annual survey and agreed with South Cambs District Council, which will also include funding elements and 121 support if requested</p>	<p>The new format for the events in South Cambs is to have a short training session from 4-6pm and then have a funding session from 6:30 to 8:00. At the second session we invite funders to come along and tell people about their funds and answer questions, we are also able to do a short presentation on good practice in making applications. These events are run with input from the parish councils where possible, and have proved popular following the pilot in Histon last year. We will be building on this format into 2018-19.</p> <ol style="list-style-type: none"> <li>1. Event held in Sawston on 10<sup>th</sup> July. 12 people attended the sessions and all rated the event as Excellent or Good.</li> <li>2. Event held in Swaversey on 10<sup>th</sup> October. 15 people attended the sessions and all rated the event as Excellent or Good.</li> <li>3. Event held in Cambourne on 21<sup>st</sup> Feb. 24 people attended the sessions and all rated the event as Excellent or Good.</li> </ol> <p><i>“Brilliant. Very varied information. Thank you very much”</i></p> <p><i>“Really friendly session, good to discuss with other trustees and understand some of their challenges.”</i></p>

		<i>"Thank you - you created a welcoming, informal atmosphere"</i>
	Attendance at up to 6 SCDC-led patch or districtwide events if requested by SCDC to provide advice, information and support to local community and voluntary organisations (and/or parish councils if relevant to the work of CCVS)	Attended the 2 <sup>nd</sup> South Cambs event for groups working with Children and Young people 7 Nov
<b>Representation</b> Provision of a collective voice for the voluntary and community	Representation on the Local Health Partnership; Representation on the CDRP; Representation at other occasional and adhoc district forums and meetings that require a VCS voice.	Attended CDRP and LHP meetings . Attend Children and Young People's partnership meetings.
<b>Networking and communications</b> Sharing knowledge and experience within the sector, bringing people together to share common issues, identify complimentary activities and develop joint solutions.	<p>11 newsletters sent to all contacts. These will include updates on good practice as well as local and national news and information;</p> <ul style="list-style-type: none"> <li>• Regular e-bulletins to all CCVS members giving them additional local information, news and advice;</li> <li>• 11 funding bulletins to all CCVS members;</li> <li>• Social media updates and promotion;</li> <li>• 2 newsletters to local councillors to promote CCVS and the work of the sector;</li> <li>• 2 newsletters to parish clerks to promote CCVS and the work of the sector.</li> </ul> <p>We will utilise our communications platforms to share appropriate information and consultation opportunities highlighted by South Cambs District Council.</p>	<p>Over the period CCVS sent out</p> <ul style="list-style-type: none"> <li>• 12 editions of the <u>Monthly newsletter</u>.</li> <li>• 18 e-bulletins to members,</li> <li>• 4 bulletins to the CEO group.</li> <li>• 11 editions of the funding bulletin that is produced in partnership with another County CVS</li> <li>• 2 bulletins to all councillors</li> <li>• 2 bulletins to all parish clerks</li> </ul> <p>We regularly update the website to include information relevant to the sector and continue to refine the factsheets that we email to people requesting help. The <u>latest information</u> is on the new rules around Data protection. The CCVS <u>twitter</u> feed has 2150 followers and has been averaging an engagement rate of over 40,000 a month recently. We have developed our Facebook page and our Supported Volunteering Facebook page (both have around 100 followers) and have used local Facebook groups to advertise events and our offer to groups, this has been especially useful in South Cambs.</p> <p><i>"Very useful organisation to keep us up-to-date with funding"</i></p>

		<p><i>alerts, changes in charity legislation and other relevant topics."</i></p>
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## 9. Homestart Royston & South Cambridgeshire

1<sup>st</sup> May 2018

**Report to:** South Cambridgeshire District Council

**Report from:** Home-Start Royston & South Cambridgeshire

**Programme:** Big Hopes Big Futures

Overall Mission: To provide support to families in crisis or under stress in South Cambridgeshire

Key Deliverables: To deliver "Big Hopes, Big Future" school readiness programme to 10 families

Specific Measures as detailed in Agreement dated 25<sup>th</sup> May, signed 8<sup>th</sup> July 2016

### 1. To deliver a volunteer training event

We have delivered this training to a total of 11 volunteers over two training events, one taking place on the Tuesday the 7<sup>th</sup> November and the other taking place on Wednesday 28<sup>th</sup> February 2017. One of our volunteers said:

***"As a home visiting volunteer with a background in early years, I found the training to be a useful reminder of the important role that parents play in their child's education at home. The Big Hopes Big Future programme provides lots of useful resources and practical ideas that will be really helpful when offering advice and support to a family who have asked for help with getting their child ready to access the next stage of schooling."***

### 2. To hold briefing sessions for Health Visitors on the aims of the programme and the referral process

Over the course of this year we have been in contact with various different referrers including Health Visitors, Children's Centre's, Pre-schools and Schools where we have discussed details of the programme. We have made this contact by emailing promotional leaflets, conducting face to face meetings where we share materials used by the volunteers when delivering the course and follow up phone contact to support ease of referrals. We have also had some referrers visit our offices to gain a better understand the project. A change in staffing in November has enabled increased networking in the Cambourne area promoting increased awareness of the project.

### 3. To match a volunteer to each family identified, who will provide them with weekly support sessions (between four and six months)

Over this period of funding we have had a total of 10 families who have engaged in the BHBF project. The referrals have come from a number of different professionals, 7 from health visitors, one from a GP and 2 from children's centres. Of the 10 families 8 have been matched with a volunteer, two decided they didn't want to engage after the initial visit.

### 4. To provide 6 weekly volunteer supervision (undertaken by scheme coordinator) for the duration of support

All volunteers who have provided weekly support to families have received 6 weekly supervision sessions. Supervision is face to face between the co-ordinator and the volunteer and takes place at the office in a confidential environment. Supervision in this way enables the co-ordinator to keep well informed of the support that the volunteer is providing, the

opportunity to consider any changes that may be necessary and plan future support, taking into account any contact and/or reviews between the family and coordinator. The coordinator can support the volunteer to make use of the activity cards and the resource bags available so that support can be planned in the most effective way for each family. This is also an excellent opportunity to provide positive feedback to volunteers that families have articulated at review visits with coordinators. For this period a total of 20 face to face supervision sessions have taken place to support the volunteers in providing school readiness support to these families.

**5. To monitor the effectiveness of the services provided; the coordinator will conduct a review visit with each family supported every three months and at the end of the support record the feedback from the family through a review questionnaire, in a final meeting between the family and the coordinator**

For each of the families that we have worked with review visits have been completed where the coordinator is able to work with the family to re-assess their needs and adjust support accordingly.

Family feedback from review and ending questionnaires:

- *“My volunteer gives me tips on games to play”*
- *“My volunteer has ideas around how to help calm him which has been really useful”*
- *“The support I have received from Home-Start has really helped me to not feel so overwhelmed with everything and has been a massive help to me and my son”*
- *“My volunteer helped me sort out a preschool place and access funding (2 year funding)”*
- *“My volunteer helped with routines – especially discussing and helping with bedtime routines”*
- *“My volunteer helped with anxiety when going to appointments”*
- *“Sometimes you just need reassurance that you’re doing ok”*
- *“My volunteer helped me feel confident to contact people that I was always worried about contacting”*
- *“My volunteer helped me to learn to distract my son with another activity when he was distressed which helped me keep calm, which helped him keep calm”*
- *“I am so grateful for the help Home-Start has given me. I feel a lot less overwhelmed with life and am able to control things better and understand my son’s needs more”*

**6. Provide a written report of progress at the end of the first two quarters (October 2017) and then for the last two quarters (at April 2018)**

Over this financial year we have trained a total of 11 new volunteers to deliver the BHBF project to families in South Cambridgeshire. We have maintained contact with referrers by visiting settings as well as sharing literature about the project and encouraging emails through regular follow up contact via phone and email. The additional impact of these relationships is that we have seen other referrals into our organisation. We have had a total of 10 families referred into the BHBF project and we have provided weekly home visiting support to 8 of those families. For 2 of the families referred, after an initial visit from the coordinator they decided that it wasn't the right time for them to engage with the support that was offered. For both of these families this was largely due to a number of other agencies



being involved and therefore they felt that they did not have the time to commit to being available for home visiting. Of the 8 families that we have worked with 2 have children with additional needs. Two of the families have had Early Help Assessments in place and one family had a Child In Need Plan in place.

The role of the volunteer when working with the families has been:

- Modelling play and engaging with different aged children, taking and suggesting activities
- Providing positive reassurance and feedback to parents
- Supporting families to think creatively around play to encourage development, particularly when supporting families with children with additional needs
- Supporting families to access other services outside of the home including preschool, play groups and parent and toddler groups
- Supporting families to feel confident to engage with other more specialist agencies for example Occupational Health, Physiotherapy, Speech and Language
- Support to establish routines including better after school and bedtime routines
- Support to establish and implement more consistent boundaries for children
- Support to implement behaviour management strategies both at home and outside of the home
- Support to understand and utilise increased learning opportunities, both at home and when out and about.
- Modelling reading, singing and talking with children to encourage improved communication

Outcomes for families include:

- Parents feel more able to play with their children, they are more confident at selecting appropriate activities
- Parents have a better understanding of how learning can be incorporated into 'every day' without needing high tech gadgets and technology
- Parents mental health is improved, they feel more confident with better self-esteem and this impacts positively on relationships between parents and children
- Parents are able to consider different and more creative ways to encourage children to participate in activities resulting in better engagement and development for the children
- Parents feel more confident to engage with additional services that may be able to offer support and therefore children are able to benefit from that additional support
- Children are more self-confident and able to move away from parents including when joining preschool settings
- Children feel more secure and settled with improved boundaries and routines in place
- Parents are able to better manage children's behaviour which impacts positively on their confidence in taking children out
- Parents have a better understanding of the importance of reading, singing and talking to children which improves children's language development

We continue to liaise with other professionals involved with the families we are providing support to, including referrers, Children Centres and other more specialist services. Where appropriate co-ordinators have attended around the Family meetings and Child In

Need meetings to ensure that other agencies are aware of the volunteers role with the family and the focus being around school readiness.

Sarah Mascal  
Scheme Manager  
Home-Start Royston & South Cambridgeshire

## Appendix 4 Report on Farmland Museum

The Farmland Museum and Denny Abbey are open from April 1st to the end of the October half term from Tuesday to Sunday and on Bank Holiday Mondays from 11.00 am until 5.00pm. The Museum manages Denny Abbey under a management agreement with English Heritage (EH). Most visitors are unaware that they are visiting two different sites and see it as a whole.

The management agreement with EH is being renegotiated and will result in a financially less generous arrangement for the Farmland Museum. We are beginning to look at how we manage this next year and already have made some adjustments as preparation. However we have a good working relationship with our contacts there .

We have recently appointed two new Trustees. One is also an active volunteer, has managed a large department at Addenbrookes and also has extremely valuable management skills experience. The other works at Duxford and is involved in sales and marketing; he too will be an extremely valuable addition to the team

Currently there are two permanent part-time office staff (Manager 0.6 FTE and Assistant Curator 17.5 hours per week). There are also two permanent Tea Room staff who work during the open season at weekends, bank holidays and on two days a week in the school holidays when there are Family Activities .There is a third café assistant who is on a seasonal contract for the season only . The are two Visitor Services Assistants sell tickets and shop items and open and close the site as well as doing a number of other tasks. They are seasonal and the post acts as a good stepping post for recent graduates looking for work in the heritage sector. They have been paid for by EH and this is the last year of that arrangement so we are looking at ways of managing how the shop and admissions process is run in future years.

There were 9902 visitors in 2017 - up 10% on 2016. The feature in S Cambs magazine last summer was greatly appreciated. We also receive coverage in the Urban and Civic magazine. We make much more use of Social Media with Facebook, Twitter and Instagram. Cafe income was significantly up on 2016 partly because we were finally able to install a card machine.

We did fewer outside talks to groups and schools because these were not felt to be a cost effective use of staff time. However there was and continues to be outreach by volunteers with stalls at local events (eg Fen Ditton Medieval Fair, Milton Country Park, Ely Harvest Festival weekend) and occasional talks by volunteers or trustees.

Final accounts are not yet complete but we appear to have made a surplus of about £2000 for 2017. The S Cambs grant is a very important part of our budget. A grant was received early in 2018 from SHARE to enable the museum to start to work on promoting hire of site. A grant of £3500 has been received from the Litchfield Trust for a Marketing Consultant; the post has been advertised and applicants will be interviewed now that the Manager has returned from Jury Service.

In October a meeting was held with a number of stakeholders to explore the ways in which the Museum and Abbey could become an important heritage, recreational and community asset for the proposed Waterbeach New Town . The meeting started at the Control Tower on the Barracks and then moved to the Abbey and Museum. People were able to walk

along the existing part to the medieval causeway which linked the Abbey to Waterbeach village (see report to SCDC for Oct 2017).

An application to HLF for a 3 year part time Community Education Officer is to be resubmitted with a more detailed project plan; the basic application was considered to be strong. The post is for someone to work with groups from areas with higher levels of deprivation who do not tend to visit museums (and have been identified as missing from our audience through postcode analysis) and with residents in the new developments in the District (in particular to prepare for the new residents to Waterbeach New Town) to help them understand the story of the region, and how it has changed. The Abbey and Museum also have the potential for schemes to promote health and wellbeing through enjoyment of its very serene setting and through volunteering. The reopening of the Medieval Causeway route through the new town and down to waterbeach village will provide an enjoyable healthy, safe and non vehicular way of reaching the site on foot or cycle.

A second round of consultation for The Amey Energy from Waste planning application has recently closed. The EfW plant will have a significant impact on the setting of Denny Abbey and the Farmland Museum.. The planning application includes a package of measures to mitigate the effects on the setting of Denny Abbey and the Farmland Museum and the impact on their viability and sustainability as a very important and significant visitor attraction.

The Denny Abbey Dawn service organized by local churches was broadcast on BBC Radio Cambridgeshire and Jane Williamson (Chair of Trustees) did a brief interview at the end of it.

On April 16<sup>th</sup> we were visited by HRH the Princess Royal. SCDC was represented by Cllr Burling Vice Chairman of the Council and he and his wife were presented to HRH. The visit celebrated 21 years of the successful partnership of the Farmland Museum with English Heritage. Cllr Peter Johnson attended as the S Cambs representative on the Trustee board at the time and Cllr Anna Bradnam was present in her role as County Councillor. After the event there was another interview on BBC Radio Cambridgeshire.

We are working on a Masterplan to cover not only managing the immediate future but also how the Farmland Museum and Denny Abbey can be developed to provide an important amenity for residents in the area offering a serene place to visit, opportunities for community engagement through volunteering and through use of the site for community activities and events and as a place where people can learn about the story of the area where they are now living and understand how it has changed so dramatically in the last 70 years.

Jane Williamson  
12<sup>th</sup> June 2018