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Thursday 21 September 2023

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Sue Ellington
All Members of the Grants Advisory Committee - Councillors Bill Handley,
Sunita Hansraj and Peter Sandford

Quorum: 3

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell, Bunty Waters,
Dr. Shrobona Bhattacharya, Richard Stobart, Peter McDonald and
Dr. Martin Cahn

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 29 September 2023 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

Liz Watts

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.

Agenda		Pages
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GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

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.

Notes

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Thursday, 27 July 2023 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chair
Councillor Sue Ellington – Vice-Chair

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

Officers in attendance for all or part of the meeting:
Laurence Damary-Homan (Democratic Services Officer), Emma Dyer
(Project Officer [Communities Team]) and Orla Gibbons (Project Officer
[Climate and Environment])

Councillor John Williams was in attendance remotely.

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

With respect to Minute 4, Councillor Jose Hales declared that he was a trustee of the Melbourne Mobile Warden Scheme. Councillor Sue Ellington declared that she was a member of the Community Warden Scheme in Swavesey.

With respect to Minute 6, Councillor Sue Ellington declared that she was a member of Swavesey Parish Council, who had applied to the grant fund, but that she had taken no part in the application process.

3. Minutes of Previous Meeting

The Democratic Services Officer advised the Committee that officers had proposed amendments to the Minutes of the meeting held on 30 June 2023 which were as follows:

Minute 6- The paragraph following Councillor Jose Hales returning to the Committee was amended to read:

“The Committee discussed the promotion options available and the needs of the various funded schemes in the district and highlighted that some schemes may have requirements for more than £2,000 of funding whilst others may not have the need for the full £2,000. It was concluded that a targeted approach to promotion would likely be more effective than running a grant scheme. It was also suggested that it would be beneficial to hold consultations with Cambridgeshire County Council on how the Care Together Seed Funding could be used in this way.”

Minute 7- The first bullet point was amended to read:

“Some schemes were still recovering from the effect of the COVID-19 pandemic.”

The second bullet point was amended to read:

“Most schemes were running at a deficit and there was a need to assess how to manage this.”

The penultimate paragraph was amended to read:

“The Lead Cabinet Member for Resources (Councillor John Williams) and Lead Cabinet Member for Communities (Councillor Bill Handley) stated that the approach to the future of the Mobile Warden Scheme grant fund would be taken away and discussed with Cambridgeshire County Council, with a decision to be made by September in advance of the budget.”

The Committee agreed to the changes by affirmation. With the amendments, the Committee authorised the Chair to sign the Minutes of the meeting held on 30 June 2023 as a correct record, by affirmation.

4. **Care Together Seed Funding for Mobile and Community Warden Schemes**

The Development Officer (Communities Team) presented the report and clarified that a decision had been made to allocate £7,500 of the funding at the previous meeting, and the recommendation in front of the Committee was for the deferred allocation of the remaining £21,000.

Members expressed reservations about the effectiveness of using the funding for promotion. It was felt that the concerns raised at the last meeting had not been fully addressed by the changes to the criteria and that most schemes had tried the examples listed on page 13 of the report. Members felt that traditional fundraising methods for Mobile Warden Schemes (MWS) were unlikely to be sufficient in the future and it was stated that the County Council and Integrated Care System (ICS) needed to be more creative with their approach to funding MWS.

Members representatives of the ICS be invited to a discussion on the work undertaken by MWS and how they could be effectively funded, once the data from Rose Regeneration had been received. The Committee felt that another deferral would not be appropriate and that the recommendation in the report was the best course of action.

Councillor John Williams joined the meeting remotely

The Committee **recommended** to the Lead Cabinet Member for Resources that £21,000 of the Cambridgeshire County Council Care Together Seed Funding be allocated through a one-off grant scheme administered by SCDC, using the criteria laid out in Appendix A of the report.

5. **Community Chest: Funding Applications**

The Development Officer (Communities Team) presented the report. The Committee reviewed the applications to the Community Chest Grant funding scheme received between 6 May 2023 to 6 June 2023.

After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- Bar Hill Village Hall (FKMCBWSZ) be **approved and funded at the full amount requested** of £2,000.
- The Well-brahams (GRLQHMPG) be **approved and funded at the full amount requested** of £1,300. Members requested that an update on the progress of the group be brought to the Committee at a later date.
- Cottenham Community Centre (KBMBWFCQ) be **approved and funded at the full amount requested** of £250. Members advised that the Community Centre should approach the Parish Council for funding in future.
- EDGE Community Youth Club (ZFPZXJJN) be **approved and funded at the full amount requested** of £1,092.24.
- Swavesey Parish Council (ZBJPCSSH) be **approved and funded at the full amount requested** of £329.71, with the funding to be drawn from the Community Chest rather than the Biodiversity fund.

6. Zero Carbon Communities Grant 2023-24

The Project Officer (Climate and Environment) presented the report and informed the Committee that the application from Landbeach Village Hall was for £15,000, rather than £14,000 as listed in Appendix A of the report, and it was recommended that the full amount be awarded. The total recommendation for funding was subsequently £125,90.67 and the Project Officer advised that this was £900.67 over the allocated funding, but this could be absorbed by an underspend from a project funded in previous rounds of the grant. It was also clarified that the application from Townley Memorial Hall had been listed as having a funding recommendation of £4,000 in table in error and no funding was recommended.

The Vice-Chairs of the Climate and Environment Advisory Committee, Councillors Dr Martin Cahn and Geoff Harvey, were present and stated that they agreed with the Officer Panel Scores and Funding Recommendations, as laid out in Appendix A of the report. Comment was made on the variations in costs between projects that appeared to be quite similar with regard to PV panels, and it was suggested that expanded guidance on costs and energy efficiency be given to future applicants. The Project Officer advised that some applications were for part funding of a wider scheme which could account for some variances in cost and agreed to explore expanding guidance to include information on averages for PV panels. The Lead Cabinet Member for Resources commented that he had been through the applications and was happy with the recommendation.

After consideration of the applications, the Committee agreed to recommend to the Lead Cabinet Member for Resources that:

The following applications in the carbon emission reduction/ locking up carbon category of the Zero Carbon Communities Grant fund for 2023/24 be **approved and awarded the full amount requested** (of):

- Wysing Arts Centre – (£15,000)
- Duxford Community Centre – (£15,000)
- Hope Against Poverty – (£15,000)
- Swavesey Squash Club (Cavity Wall) – (£1,484)
- Milton Community Centre – (£8,321.87)
- Landbeach Village Hall – (£15,000)

The following applications in the community engagement on climate change category of the Zero Carbon Communities Grant fund for 2023/24 be **approved and awarded the full amount requested** (of):

- Cambridge Carbon Footprint (Repair Cafes) – (£15,000)
- Cambridge Carbon Footprint (Thermal Imaging) – (£11,095)
- Cambridge Sustainable Food (£15,000)
- Let's Cook Project – (£15,000)

7. Date of next meeting

The Committee was informed that the next meeting was due to be held on Thursday 24 August 2023.

The Meeting ended at 10.45 a.m.

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Thursday, 24 August 2023 at 10.00 a.m.

PRESENT: Councillor Jose Hales – Chair
Councillor Sue Ellington – Vice-Chair

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

Officers in attendance for all or part of the meeting:
Laurence Damary-Homan (Democratic Services Officer), Emma Dyer
(Development Officer [Communities Team]) and Ben Truett (Physical
Activity Locality Coordinator)

Councillors Cllr John Williams was in attendance remotely.

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

With respect to Minute 6, Councillor Jose Hales declared that he was a member of the Melbourn Mobile Warden Scheme and would leave for the discussion, after the presentation from the guest speaker.

3. Minutes of Previous Meeting

The approval of the Minutes of the meeting held on 27 July 2023 was deferred.

4. Physical Activity Grants for Dual Use Leisure Centres

The Physical Activity Locality Coordinator presented the report. Members discussed a number of points:

- Numbers of people using the leisure centres- members felt it was important to encourage people to make use of facilities funded by the Council and requested that membership be reviewed in 6 months' time with the results informally presented to the Committee.
- Promotion- it was clarified that the grant was to assist centres in boosting membership by increasing the range of programmes they held. It was clarified that the exercise referral programme, in which GPs referred patients for exercise programmes, was a separate pot of funding. It was suggested that GPs could be informed of activity classes that could benefit their patients.
- Number of applications- it was clarified that the application limit was £1000 as higher uptake of the grant was expected, with the funding surplus being a result of a lack of applications. Officers felt it would be inappropriate to change the maximum award during the application period.
- Discussions with the County Council and Integrated Care System (ICS)- Members noted that the Chief Executive was due to speak with representatives from Cambridgeshire

County Council and Cambridgeshire & Peterborough ICS and requested that officers ask her to raise the topic of leisure centres and getting residents of South Cambridgeshire into exercise, as well as other topics such as Mobile Warden Schemes and Day Care Centres.

After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- Anglian Leisure Linton (LDFWFMXC) be **approved and awarded the full amount** requested of £1000.
- Anglian Leisure Sawston (KXKCPBNH) be **approved and awarded the full amount requested** of £798.
- Cambourne Leisure Centre be **approved and awarded the full amount requested** of £1000.
- Gamlingay Leisure (TJVNXMKW) be **approved and awarded the full amount requested** of £900.
- Melbourn Sports Centre (JVZCRDXH) be **approved and awarded the full amount requested** of £1000.

5. **Grant applications for voluntary sector and specialist groups to offer physical activity programmes for people with chronic long-term conditions**

The Physical Activity Locality Coordinator presented the report and informed the Committee that application QMPKVZCX (Histon & Impington Sports Centre) had mistakenly been coloured green when the recommended funding was £0. Members felt that many of their comments in the previous discussion were also relevant in the current discussion. It was requested that information on the area of operation of applicants be included in future reports. Officers confirmed that applicants would receive notification of the outcome of their application, accompanied by information explaining the decision, and that unsuccessful applicants would only be able to reapply if another round of funding was made available. It was clarified that, where appropriate, applicants would be informed of other grant funds that would be more relevant to the application.

After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- Imagination Dance CIC (TSVGWTKZ) be **approved and awarded the full amount requested** of £1937.50.
- Active with Parkinson's Cambs (PKXRMBKG) be **approved and awarded the full amount requested** of £2000.
- Anglian Leisure Sawston (CFBQBQLR) be **approved in part and awarded £675 of the full amount requested of £1320**, as recommended in Appendix A of the report.
- Cambourne Leisure Centre (KXMGCXRC) be **approved in part and awarded £1500 of the full amount requested of £2000**, as recommended in Appendix A of the report.
- Shelford Cancer Centre (GRDDGBLS) be **approved and awarded the full amount requested** of £2000.
- HI Friends (RFSWHFJL) be **approved and awarded the full amount** as requested of £950.
- Bar Hill Hub (RFSWHFJL) be **approved and awarded the full amount** requested of £350.
- Forever Active (FJRFPLBH) be **approved and awarded the full amount requested** of £1920.00.
- Run for Health (No ref [RFYL]) be **approved and awarded the full amount requested** of £1979.60, with £1667.50 being drawn from the Long Term Condition grant scheme and the remaining £312.10 being drawn from the unspent funding from the Dual Use Leisure

Centre grant.

6. Mobile Warden Scheme Grant Review 2024-28

The Committee was addressed by a guest speaker, Jessica Sellick, from Rose Regeneration regarding the work they had undertaken regarding Mobile Warden Schemes in South Cambridgeshire.

Councillor Jose Hales withdrew from the Committee

The Development Officer (Communities Team) presented the report. Members expressed support for the recommendation and felt that the proposed one-off funding for 2024-25 would be fairer to schemes with their need to plan for the future. The Committee noted that the support of Mobile Warden Schemes was not a statutory responsibility and commended the Council for its continued support of the schemes and expressed a desire to see further cooperation between the Council and bodies that held the responsibility for Social Care.

The Committee recommended that the Lead Cabinet Member for Resources:

- approve the sum of £100,000 to provide a one-year extension in funding for 2024-25 to Mobile and Community Warden Schemes operating in the district currently in receipt of funding (to include a contingency fund for any new schemes expressing an interest in setting up in the 2024-25 period).

- approve the principle of offering a three-year grant scheme from April 2025 to March 2028, which will include adapted criteria and the requirement for an annual report at the end of each year detailing outputs and outcomes.

- agree that further development work is required to support the sustainability of the schemes and this work will include an in-depth review in advance of a decision on funding allocation for the next three-year funding cycle.

Councillor Jose Hales rejoined the Committee

7. Community Chest: Funding Applications

The Development Officer (Communities Team) presented the report. The Committee reviewed the applications to the Community Chest Grant funding scheme received between 7 July 2023 to 7 August 2023.

After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- Swavesey Spartans Football Club (XFMFPBKM) be **approved and awarded the full amount requested** of £2000.
- Gamlingay School's Out Club (JFNVD BHR) be **approved and awarded the full amount requested** of £500. Members requested that it be confirmed that the Club had been run in August as described in the application.
- Abington Village Institute (GLCTVTDW) be **deferred** pending further information on:
 - Whether they have sought permission to use a combustible material adjacent to a fire exit.
 - Details of what material the wall surrounding the fire exit is composed of.
 - Confirmation if the building is owned or leased, and if it is leased what type of

lease is in place and whether it includes a repairing lease.

- When confirmation will be received from Great and Little Abington Parish Council on the request for funding.

- 1st Comberton Scout Group (KXKVVVRJ) be **approved and awarded the full amount requested** of £2000 for the storage container only and not the contents.
- Litlington Congregational Church (WSQGJSKL) be **refused**. Members felt that, whilst the application itself was very good, the project was not in line with the Council's policy of being 'Green to our core'.
- Huntingdon Hockey Club (FJBQZZSG) be **approved and awarded the full amount requested** of £1981.75, subject to the following conditions:
 - The name of the Club is changed to include Northstowe (e.g. Northstowe and Huntingdon Hockey Club) in recognition that the application asked the Council for the total project costs, and to help put Northstowe on the map.
 - That this is the only Hockey Club operating in Northstowe.
 - There is no S106 funding available for sport development in Northstowe.
- Milton Outdoor Bowls Club (CSCCWQCT) be **approved and awarded the full amount requested** of £520.
- Marvell Green Management Company (WZFKKHFR) be **deferred** pending more information on the management structure, including what involvement each of the members have in the scheme, and whether members will be remunerated through this grant and, if so, how much.
- Cambourne Town Football Club (PTWFCWHV) be **approved and awarded the full amount requested** of £1143.96.

8. Date of next meeting

The Committee was informed that the next meeting was due to be held on Friday 29 September.

The Meeting ended at 12.00 p.m.

Agenda Item 4



REPORT TO: Grants Advisory Committee

29/09/2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell

Care Together Seed Funding for Mobile and Community Warden Schemes

Executive Summary

1. £28,500 of funding from Cambridgeshire County Council has been provided to enable individual Mobile and Community Warden Schemes across South Cambs to seek innovative ways to promote and expand their service at a very local level. This funding, known as 'Seed Funding', is part of Cambridgeshire County Council's Care Together Programme, which was approved by the Adult Social Care Community Board on 6 April 2023. Its key objective is to support older adults to live independently in their own homes for longer.
2. The purpose of this report is to consider the applications for funding received from Mobile and Community Warden Schemes between 7 August 2023 and 31 August as agreed at the June and July meetings of the Grants Advisory Committee.

Key Decision

3. No. This is not a key decision because it relates to external funding and does not impact on the expenditure within the 2023-2024 budget for this Council.

Recommendations

4. The Grants Advisory Committee may consider all applications for funding that are set out in **Appendix A** of this report and recommend to the Lead Cabinet Member for Resources to:
 - A) award the amount of funding requested,
 - B) award an alternative amount of funding, including zero funding, giving reasons,
 - C) defer a decision, if further information is required from grant applicants, or
 - D) reject an application giving the reasons for this.

Reasons for Recommendations

5. A decision was made on 30 June 2023 to accept the recommendation of the Grants Advisory Committee (GAC) to administer a direct grant of £7,500 to Melbourn Mobile Warden Scheme (MMWS) for taking over the management of the Harston & District Village Warden Trust (HVWT). A decision was made on 27 July 2023 to accept the recommendation to administer £21,000 of funding through a one-off grant scheme for Mobile Warden Schemes in South Cambridgeshire.
6. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - A) Reviewing the Council's grants schemes to ensure they reflect Council priorities.
 - B) Designing any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - C) Considering applications made under the Council's grants schemes.

Details

General

7. Mobile Warden Schemes were developed in recognition that there was a need to provide a service to support and take care of older, more vulnerable members of society. Schemes within some parishes of South Cambridgeshire have been in existence for over 20 years.
8. Currently there are 19 funded schemes covering 50 parishes across the district; 13 are run by Age UK and 6 are independent community schemes (5 are charities and 1 is run by the Parish Council). Some schemes operate to support one parish whereas others provide support to multiple parishes.
9. Enabling older and/or vulnerable people to have greater access to a local warden scheme is a key priority of this Council's Business Plan 2019-2024. This priority is aligned to the predicted high growth in the over 65-year-old population over the next 20 years. It recognises that with age comes increased risk of deteriorating physical and mental health, including feelings of loneliness and isolation, as well as a desire on the part of the majority of older people to live independently in their own homes.
10. Providing this financial support will help Cambridgeshire County Council and SCDC align to two of the priorities outlined by the Integrated Care System Health Strategy published in December 2022:
 - Creating an environment to give people the opportunities to be as healthy as they can be.
 - Promoting early intervention and prevention measures to improve mental health and wellbeing.
11. On 24 August 2023 the Grants Advisory Committee also agreed to

- approve the sum of £100,000 to provide a one-year extension in funding for 2024-25 to Mobile and Community Warden Schemes operating in the district currently in receipt of funding (to include a contingency fund for any new schemes expressing an interest in setting up in the 2024-25 period).
 - approve the principle of offering a three-year grant scheme from April 2025 to March 2028, which will include adapted criteria and the requirement for an annual report at the end of each year detailing outputs and outcomes.
 - agree that further development work is required to support the sustainability of the schemes and that this work will include an in-depth review in advance of a decision on funding allocation for the next three-year funding cycle.
12. Officers at this Council (and in the Care Together team) are continuing to play a role in promoting and supporting schemes (with training opportunities, for example) and, where appropriate, will facilitate opportunities for district-wide promotion and discussion with other potential funders of the schemes. Officers will also aim to attend any Warden-led sessions that are funded through the grant.
13. SCDC officers are already working to update flyers for the promotion of all Community Warden Schemes, and to increase promotion to those organisations with a direct link to elderly people. For example, the Council's Service Support Grant recipients, Community transport schemes, Social Prescribers, GP's, Primary Care Networks, the Home Improvement Agency, as well as through the Council's visiting support team, lifeline service and the sheltered housing team. An online toolkit for the setting up of new schemes is also currently being developed.
14. The Council commissioned an independent organisation to evaluate the social value and costs that could be avoided in other parts of the health and social care system by providing Mobile and Community Warden Schemes. Results of this evaluation will hopefully also provide further insights on how schemes can increase numbers of service users.
15. Almost all Mobile and Community Warden Schemes have felt an impact on client numbers following the Covid pandemic and as a result of the current cost of living crisis. This has, in many cases, adversely affected their finances. Additional funding of this nature will help to ensure the sustainability of the schemes at a reasonable cost to the client.
16. Promotion of the grant was through emails to the schemes currently operating in the district and to ward members whose parishes operate schemes.
17. Schemes were allowed to bid for up to £2,000 provided they could demonstrate a genuine need for funding and an intention to expand and promote. Full Guidance notes and full eligibility criteria can be found at **Appendix B**
18. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
19. When assessing the grant applications, officers also took the following into account:

- The amount of grant funding requested.
- The fees charged to the client.
- The number of clients supported in the previous year.
- Income and expenditure for the previous year.
- The financial position of the scheme.

20. A total of two applications were received totalling £15,092.

- The Mordens & Litlington Mobile Warden Scheme- £1,710
- AGE UK Cambridgeshire and Peterborough (11 schemes)- £13,382

21. If approved, the £5,908 in unspent funds will be returned to Cambridgeshire County Council and the two grants will be paid as soon as possible after 7 October 2023. Schemes will have from October 2023 to 31 April 2024 to spend their grant. End of Project Reports will need to be received by the end of June 2024.

Options

22. The Grants Advisory Committee may consider all applications for funding that are set out in **Appendix A** of this report and recommend to the Lead Cabinet Member for Resources to:

- A) award the amount of funding requested,
- B) award an alternative amount of funding, including zero funding, giving reasons,
- C) defer a decision, if further information is required from grant applicants, or
- D) reject an application stating the reason for this.

Implications

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

Legal

24. An agreement is in place with Cambridgeshire County Council for the management of the total £28,500 fund. Any unallocated funding after this round of applications must be returned to the County Council. Agreements will be put in place with all grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Alignment with Council Priority Areas

A modern and caring Council

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.

Appendices

Appendix A: Care Together Applications received

Appendix B: Care Together Seed Fund criteria

Report Author:

Emma Dyer - Development Officer

emma.dyer@scambs.gov.uk

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Applications received

The Mordens & Litlington Mobile Warden Scheme

Application reference No: MQPWCPRC

Parishes covered: Guilden Morden, Steeple Morden, Litlington and Bassingbourn

Number of committee/board members are involved in running of scheme: 6

Number of volunteers involved in running of scheme: 1

Number of paid staff members are involved in running of scheme: 1

Number of hours volunteers (excluding board members) worked last year to deliver the service: 50

highest number of people directly benefitting from the scheme at any one time during the last year:12

lowest number of people directly benefitting from the scheme at any one time during the last year:10

Number of organisations and/or individuals indirectly benefitting last year:15

Weekly charge: £8 for single clients and £12 for couples

Project/activity funding requested for: Promotion throughout the four parishes by

- Warden and Trustees visiting community organisations and events and interacting with other agencies
- extending their use of social media and their website
- leaflet drops to all households in the four parishes.

How the project/activity will increase awareness and promote the service

offered to potential clients/family/referring agencies: The project will raise awareness by reaching all households in the area, users of village based social media (for example Facebook pages) and participants in local organisations. A new explanatory brochure will also be distributed at events and meetings.

How the project/activity will help to ensure continued availability of face-to-face visits for service users at a reasonable cost: The project will not impact on the current level of face to face or telephone contact with clients. An increase in client numbers as a result of the project will require increased warden hours offset by the increased level of subscription income.

Additional value provided: The additional value will come from new members joining the Scheme as a result of the increased awareness achieved. The new members will enjoy greater health and security benefits resulting in increased ability to remain in their own homes. In the past membership has reached 25. The applicant believes this project will significantly increase their membership. The warden is motivated to support this.

How progress will be monitored: The Warden will provide written reports each month showing the activities carried out e.g. events attended, social media initiatives, events organised (a quiz evening is planned) and enquiries received. New members will be monitored and this will include how they heard of the Scheme. Leaflets will be printed and distributed before Christmas.

Plans for continuing the funded work after this funding finishes: Promotion of the Scheme will continue through local advertising and the anticipated increased membership will result in increased word of mouth referrals. The work done on social media will continue to benefit the Scheme.

SCDC funding provided for 2023-24: £3,737

Total project costs: £1,710 (Salaries £600; Mileage £100; Printing Leaflets £400; Leaflet distribution £450; Promotional materials £160)

Total amount requested: £1,710

AGE UK Cambridgeshire and Peterborough

Application reference No: VJBLXJZN

Parishes covered: 11 AGE UK CAP schemes operating in South Cambridgeshire:

- Small villages (Balsham, West Wrating, Weston Colville, West Wickham, Horseheath, Castle Camps, Shudy Camps)
- Histon & Impington
- Linton
- Stapleford
- Waterbeach, Landbeach and Chittering
- Cambridge South (Sawston, Whittlesford, Pampisford, Duxford, Hinxton, Ickleton)
- Willingham & Over
- Cambs South West Scheme (Papworth, Hardwick, Caldecote, Comberton, Wimpole, Bourn, Toft)
- Longstanton
- Swavesey
- Fen Drayton and Lolworth

Number of committee/board members are involved in running of scheme: 10

Number of volunteers involved in running of scheme: 349

Number of paid staff members are involved in running of scheme: 129

Number of hours volunteers (excluding board members) worked last year to deliver the service: 52

highest number of people directly benefitting from the scheme at any one time during the last year: 222

lowest number of people directly benefitting from the scheme at any one time during the last year: 211

Number of organisations and/or individuals indirectly benefitting last year:

66% of those supported live alone so this is indirectly supporting family, friends and neighbours knowing they have support from the warden scheme. Referral pathways for last year 30% Health Professionals, 22% Self referrals, 20% Family/Friends, 15% Adult Social Care and 13% other such as internal referrals.

Weekly charge: 2 week free trial for all new referrals. Thereafter, £10 per week for single person and £12 per week for a couple

Project/activity funding requested for: South Cambs Community Warden Schemes – Care Together Seed Funding

How the project/activity will increase awareness and promote the service offered to potential clients/family/referring agencies: By being able to offer additional hours to wardens/relief staff with the sole focus on promoting the warden schemes, this will include having attendance at the community hubs delivered by Cambridgeshire Acre, reaching out to local community groups and attendance at professionals team meetings/MDT to raise awareness. A 'how to guide/toolkit' will be created for all wardens to have required documentation and guide on how to promote, this will be generic, though sensitive to the hyper local needs.

How the project/activity will help to ensure continued availability of face-to-face visits for service users at a reasonable cost: The community warden schemes will still be operating in the usual manner, and it is hoped, the promotional drive will support an increase in number of older people being supported weekly, therefore increasing income into the budget. The funds will also be used to allow the current 2 week free trial to be increased to 4 weeks during the project timeline.

Additional value provided: By providing the opportunity to reach more older people across the district to support them to remain living at home independently, safely and accessing their local communities where appropriate. By having the support of the warden, can reduce/delay the need for more intensive, costly care packages, as well as improving mental health and well-being for older people. The warden role, is a link to the outside world, providing reassurance to families and reducing isolation, preventing loneliness.

How progress will be monitored: Attendance will be recorded at all events and will include the details of new partnerships (professionals and service users). The number of new referrals received during the project timeline will be recorded along with the referral sources to gain insight into the most effective ways to reach more people.

Plans for continuing the funded work after this funding finishes: The production of a toolkit, will remain in use for all schemes with the flexibility of adapting to each local community remaining current at all times, along with a continued presence and outreach at community level. This exercise will allow community warden to have a greater insight into schemes that they would not ordinarily cover.

SCDC funding provided for 2023-24: £47,225 for above 11 schemes

Total project costs: £13,382:

- Additional staff time for promotional activities, including oncosts (19 weeks) £3,352
- Senior Management time for promotion and support @ £200 per week (21 weeks) £4,200
- Travel and expenses £1,330
- Marketing materials £3,000
- Venue hire and associated costs £1,500

Total amount requested: £13,382

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Care Together Seed Fund for Mobile and Community Warden Schemes in South Cambridgeshire: a one-off fund for 2023-24

Criteria and guidance notes

Summary

The Care Together Seed Fund uses funds provided by Cambridgeshire County Council to assist with the increasing costs and expansion of Community Warden Schemes in South Cambridgeshire. This one-off grant scheme is separate from the existing Mobile Warden Scheme grants provided by South Cambridgeshire District Council (SCDC).

Applications invited from	Parish councils and community groups (see full list of eligibility criteria below)
Total available	£21,000
Max grant	£2,000
Grant scheme open	7 August 2023
Application deadline	5pm 31 August 2023
Allocation of funding decided	End of September 2023
Grants paid	October 2023

All eligible grant applications will be reviewed by the SCDC Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Resources for decision.

Objectives:

- To increase awareness of, and promote the services offered by, Community Warden Schemes.
- To enable continued availability of face-to-face visits at a reasonable cost to the service user.

Examples of what can be funded:

Community Warden Schemes are run independently of the County and District Councils and will have different funding needs. For example, a scheme may have already carried out a promotional campaign but could instead apply for additional warden hours or provide a number of free introductory taster sessions. Below is a list of examples applicants could consider. Please note, this is not an exhaustive list:

- Providing free taster sessions or reduced fees for new clients for a limited introductory period.
- Producing promotional material to be distributed to every household in the villages covered by the mobile warden scheme.
- Funding additional warden hours, or for the employment of additional wardens to serve additional clients.
- Funding additional warden hours to run a series of coffee mornings or drop-in sessions to promote the service to new clients.
- Working with stakeholders such as the Council's [Visiting Support service](#), GP's, social prescribers, hospitals and family members to increase the number of referrals.
- Working with volunteers at local Hub venues to promote the service available to potential clients and their families.

Full list of eligibility criteria

Applicants must provide evidence that they:

- are set up for charitable (not-for-profit), benevolent or philanthropic purposes.
- decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- have a written constitution or mission statement.
- meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- research and meet the needs of South Cambridgeshire residents and are open to all eligible users as defined by the constitution or rules.
- have systems and structures in place to manage their affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- involve users and members in policy-making and management, where appropriate.
- recruit and support volunteers in line with a volunteers policy, where appropriate.
- adopt appropriate child and vulnerable adult protection, health and safety and Disclosure and Barring Scheme (DBS) checking policies.
- prepare budgets, keep relevant financial records (adhere to Making Tax Digital if relevant), monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch.
- demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines.
- have a 'business' bank account.
- charge service users at an appropriate rate in line with other local services, where applicable. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.

How much can be applied for?

The upper limit on grant funding is £2,000. However, please be mindful that funding is limited, and applications should reflect your organisation's genuine need for funding and your intention to promote and expand.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What we fund

We can support the following revenue costs:

- Salaries of project workers and wardens where there is an identified and evidenced need.
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project.
- Reasonable expenses of project staff and volunteers.

Appendix B

- Marketing and publicity for the project.
- Equipment.
- Capital costs.
- Engagement activities.

We cannot pay for the following:

- Activities, events or services which have *already taken place*, including staff development time.
- Activities that generate profits for private gain.
- Loan repayments.

What are the conditions of funding?

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

- Only one application per organisation will be accepted. If in doubt, applicants should seek advice before making their application as changes cannot be made after the closing date for the scheme.
- A clear description of how this funding will be spent must be included, for example for increased promotion, or warden hours, or for the employment of additional wardens.
- Funding must only be used for the agreed purpose and must be spent within 6-months of the award being made (except where exceptional circumstances apply and an extension is agreed with the grants officer in writing).
- Any requests to amend the Project or to use the Grant for other purposes, will need to be agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by Cambridgeshire County Council in partnership with South Cambridgeshire District Council. Logos will be provided.
- Any unused grant must be returned to South Cambridgeshire District Council.
- Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.

Where appropriate, applicants are encouraged to seek part-funding from other sources. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value. We ask that you demonstrate your commitment to the financial sustainability of the scheme.

South Cambridgeshire District Council endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.

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
- Equal opportunities policy
- Health and safety policy

- Policy for the protection of the environment
- Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures and your policy on appropriate training for wardens.

For further information please contact:

Contact details: emma.dyer@scamb.gov.uk or 01954 713344

Guidance Note A - Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

Guidance Note B – About your organisation

1. **Is your organisation a charity?** Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

2. **Does your organisation or project have a website?** Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

3. **Is your organisation affiliated to another body?** Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

4. **When was your organisation set up?**

5. **What was your organisation set up to do? Please give details of your main aims and objectives and any criteria which clients have to meet.**

6. **How many people are involved in running your organisation?**

- Committee / Board Members-
- Other Volunteers-
- Paid Staff-

7. **Do you know how many hours your volunteers (excluding board members) gave last year to deliver the service relevant to this application? If yes, please state how many.**

8. **Please state the geographical area/s covered by this application? Please see Guidance Notes for information.**

9. **What is the highest and lowest number of people you have had directly benefitting from the scheme at any one time during the last year?**

10. **How many organisations and / or individuals indirectly benefited from these activities last year (if relevant)? (Not including committee members and volunteers).**

11. **What were the outcomes of your activities? Please use case studies to demonstrate the impact.**

12. **Please explain your charges / charging structure.**

Guidance Note C - About your proposal

13. What project / activity are you applying for funding for?

14. Over what timescales will the project / activity take place? Please include the date when your project is likely to be undertaken/started. Funding must be spent within 6 months of the award being made (unless otherwise agreed in writing)

15. How will your project/activity increase awareness and promote the service offered to potential clients / family / referring agencies?

16. How will your project/activity help to ensure continued availability of face-to-face visits for service users at a reasonable cost?

17. What additional value do you think your project provides?

Please provide details of any co-benefits, expected or otherwise, resulting from your project

18. How will you monitor your progress? Please give details of the individual activities you / partners plan to undertake and the impact this will have.

Activity (Describe what your organisation will do)	Impact / Outcome (What difference will this make for your target group?)
1.	
2.	
3.	
4.	
5.	

19. Please describe your plans for continuing the funded work after this funding finishes

20. Does your organisation have appropriate insurance in place for your project? Please answer Yes/No. If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

Guidance Note D - Financing your project

21. Please give a breakdown of total project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole project cost and not just the amount you are asking for funding for. Where applicable, please upload quotes. If you do not provide accurate information, this may jeopardise your application's success.

Item / Activity	Cost (£)

22. Please state the amount of funding requested within this grant application.

Appendix B

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

23. What funds do you have / have you raised or applied for so far for this project?

Where from?	Amount (£)	Is this confirmed? If not, when will you know?

Please note, if you do not provide accurate information, this may jeopardise your application's success.

24. Please provide the following information about the finances of your organisation.

Details	(£) or (dd/mm/yyyy)
Date of financial year end	
Total income in last financial year	
Total expenditure in last financial year	
Current unrestricted reserves or savings	
Current restricted reserves or savings	

25. Where does your organisation get its funding from?

Funder (include client fees)	Amount (£)

26. **If there is a shortfall in funding, what steps will you take to overcome this?** We encourage you to approach other funding bodies for part-funding. The SCDC grants officer can offer advice on sources of funding. Applications with part-funding in place will be looked upon favourably.

27. Please give details of your organisation's policy on reserves.

Organisations with high unrestricted reserves based on charity commission recommendations will not be prioritised for funding.

Guidance Note E - Checklist

28. All applicants must submit, or have submitted within the last year, the following information – documents in **bold** are required for this funding scheme. Assessment of applications may be delayed if relevant documents are not submitted. If your organisation does not have a written

constitution, mission statement and/or relevant protection policies please contact Cambridge Council for Voluntary Service for advice in meeting these requirements. Please call 01223 464696 or email enquiries@cambridgecvcs.org.uk

Documentation	Enclosed	Previously submitted	To follow	Not applicable
1. Aims and objectives of your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Programme of activities (if appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Report of activities for the last year (your annual report).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Most recent annual accounts, audited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Budget for this financial year with revisions for actual figures to date, including opening and closing balances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Budget for the next financial year, including projected spend for your whole organisation, opening and closing balances and what you are applying for in this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Constitution or set of rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of your committee members or trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Policy for the protection of the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Safeguarding training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. First Aid training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Volunteers policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Comments or complaints procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Evidence of a business account with at least 2 cheque signatories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Quotes for any equipment or services you intend to fund through this grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Any recent publications or leaflets about your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Any other material you feel would support your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Report to:	Grants Advisory Committee	29 September 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 August 2023 to 7 September for the Community Chest Grant funding scheme.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member for Resources regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant criteria.

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - a) Reviewing the Council's grant schemes to ensure they reflect Council priorities.
 - b) Designing any new or revised grant schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - c) Considering applications made under the Council's grant schemes.

Details

5. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £2,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e., village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs)
 - Costs involved with the creation of a Community-Led Plan (not the resulting projects)
 - Enhance the natural environment / result in a sustainable increase in local biodiversity
 - Provide a benefit to those affected by the cost-of-living crisis

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund

Parish Councils are also eligible to apply if they are using funds to deliver community engagement for the creation of a Community-Led Plan.

Parish Councils are also eligible to apply if they are using funds to provide a benefit to those affected by the cost-of-living crisis.

6. Guidance notes and full eligibility criteria can be found at **Appendix B**.
7. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**.
8. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**.
9. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
10. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000)	31 March 2024	£32,498.78	6	£9,831.57	£22,667.21
Biodiversity (£10,000)	31 March 2024	£10,000.00	2	£4,000.00	£6,000.00
Community-Led Plans (£45,780)	October 2023	£43,780	0	0	£43,780
Cost- Of Living (£18,468.08)	31 March 2024	£17,324.12	0	0	£17,324.12
Total	-	£103,602.90	8	£13,831.57	£89,771.33

Options

11. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member for Finance to:

- A) award the amount of funding requested,
- B) award an alternative amount of funding, including zero funding,
- C) defer a decision, if further information is required from grant applicants, or
- D) reject an application stating the reason for this.

Implications

12. There are no significant implications

Consultation responses

13. Wherever possible, local members have been consulted on applications that directly affect their local area.

Alignment with Council Priority Areas

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

Background Papers

Grants Advisory Committee Meetings

<https://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Emma Dyer –Development Officer

e-mail: emma.dyer@scambs.gov.uk

Telephone: (01954) 713344

Appendix A

Reference	JNLXLZHX	Community Chest Grant		
Name of Organisation	The Farmland Museum			
Organisation Type	Charity 289555			
CCVS Registered	Yes			
Parish	Waterbeach			
Landowner	We own or have a long term lease on the venue			
Project Type	Equipment / capital purchase			
Green option considered?	Yes- more energy efficient			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs Anna Bradnam, Judith Rippeth (Cllr Paul Bearpark pending)			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	The museum received around £1,000 in funding from the PC about 10 years ago in return for offering a discounted season ticket to local residents			
Officer Summary				
<p>The Farmland Museum (www.dennyfarmlandmuseum.org.uk) started in 1997. Situated in Waterbeach, the museum showcases artefacts and displays which tell the story of rural life in Cambridgeshire and the Fens, as well as engaging our changing communities with the history of our unique landscape. Visitors come from across South Cambridgeshire, with many local families returning regularly to take part in educational and craft activities for children. Educational visits and outreach sessions are also offered to local schools and youth groups.</p> <p>Currently there are three members of staff, 35 regular volunteers and over 11,000 visitors per year. Visitors pay admission charges to access the museum and all tickets are valid for 12 months.</p> <p>The Farmland Museum is working hard to become a sustainable, self-funded organisation. As part of this drive, the ‘Docky Box’ café at the museum was improved in 2021 to generate much-needed income to fund their core activities. Since then, the café has gone from strength to strength and is generating higher than anticipated returns.</p>				

To date, the cafe has been using domestic appliances, including domestic fridges. However, the success of the café means that the current 10-year-old fridge is working beyond its intended capacity and it is struggling to maintain the correct temperature through the constant opening of its doors. To enable the service to be quicker and safer they would like to install a commercial prep counter fridge. This would not only support the café staff in delivering the best possible experience for visitors, but it will keep food at safe temperatures all year round. It is also set up in a way that doors can be kept closed throughout service, meaning the overall energy usage will be reduced.



Total costs including VAT are £1,799.99, all of which are being requested from the Community Chest. The museum received around £1,000 in funding from the PC about 10 years ago in return for offering a discounted season ticket to local residents.

Cllr Anna Bradnam:

I am more than happy to support your application to the Community Chest Grant Fund for funding for a commercial fridge. I know how hard you have worked to improve the café over the years "...". All of the refurbishment work has been done in house and with the help of staff and volunteers. You really make every penny count.

The Docky Box café has grown in scope and reputation and offers delicious food and drinks. The Annual Pass for the Museum, "...” means the café has become a welcome drop-in for many local residents including myself and in turn this earns welcome and much-needed income for the Museum. Supporting the purchase of a commercial fridge will make it easier and safer for the café to continue to provide an excellent range of food.

"..." This sounds a very reasonable and justifiable application from the Farmland Museum.

Cllr Judith Rippeth:

Yes, I support as a catering fridge will help with the smooth and safe running of the café which plays an important part in the income that the Farmland Museum receives. The museum is a valuable community asset and somewhere which many local people enjoy visiting.

Cllr Paul Bearpark:

Parish Council:

Waterbeach Parish Council have nothing but good to say about the Farmland Museum, and we are in full support of your project.

Total Project Cost:	£1799.99	Total Applied For:	£1799.99
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Reference	PQRNWJDZ	Community Chest Grant
Name of Organisation	Sawston Youth Group	
Organisation Type	A limited company registered by guarantee and an	

Appendix A

	independent registered charity- 1136849			
CCVS Registered	Yes			
Parish	Sawston			
Landowner	Sawston Village College			
Project Type	Equipment / capital purchase			
Green option considered?	Rechargeable equipment			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllr Brian Milnes (Cllr Libby Earle pending)			
Parish Council Support – does the PC support this project in principle	Not asked – advised to ask			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes- £1,500 in 2020			
Officer Summary				
<p>Sawston Youth Group (www.syg.org.uk) formed in 2001 and is one of the biggest and well-known youth groups in South Cambridgeshire. Currently 72 children attend along with 23 adult volunteers- from the parishes of Sawston, Great Shelford, Stapleford and Whittlesford. Based at Sawston Village College Marven Centre, fun activities are provided each week for four difference age groups, and these include a marching band on a Thursday night, educational programmes (planning a first aid course in November) and the DofE award scheme. They have also supported many local events with their band - Sawston Fun Run, Sawston Remembrance Day, RBL events, Parish Council events. Leaders also provide free support to run the Soham Brigade Youth Group each week.</p> <p>The group is also affiliated to the Boys' Brigade movement who provide staff training, staff qualifications, public liability insurance and safeguarding.</p> <p>Members are charged £45 per term but for only two terms as summer activities are not charged for.</p> <p>The group would like to provide the children (plus other local groups such as Scouts, 1st Sawston Boys' Brigade, Guides) with activities that encourage team building, co-operation, strategic skills and physical wellbeing and exercise. A request has come from the children to do Laser Tag. This would encourage the young people to learn cooperation and strategy skills and hopefully strengthen bonds and improve communication skills. Exercise being an active game and can be a stress relief. It would also have a lasting impact and could be used many times as part of their programme.</p> <p>Total costs for 8 rechargeable Laser Tag sets (enough for up to 32 players) and 30 nerf guns are £1,731.58, all of which is being requested from the Community Chest:</p> <ul style="list-style-type: none"> • 8 rechargeable Laser Tag sets including vests- £1,279.92 • 30 nerf guns- £368.70 • Extra foam bullets- £19.98 • 48 Safety glasses- £62.98 				

There is no lease or agreement in place with the college, but the group pay for hire of the Marven Centre (Youth Centre) and have been meeting here for the past 22 years.

Cllr Brian Milnes:

I'm happy to support you in this bid. Good luck with the bid.

Cllr Libby Earle:

The Chair of Sawston Parish Council attended the group's presentation evening as guest of honour on April 24 2023, where he presented many DofE awards and, met with the young people and parents. Financial support of £1,500 was granted by Sawston Parish Council in 2020 to help pay for the annual insurance and capitation fee as the group could not meet during lockdown. No further request has been made since then.

Total Project Cost:	£1,731.58	Total Applied For:	£1,731.58
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Reference	ZHTWSJHB	Community Chest Grant	
Name of Organisation	Sew Positive		
Organisation Type	Charity 1192682		
CCVS Registered	Yes		
Parish	Haslingfield		
Landowner	This question is not relevant to my project		
Project Type	Materials Startup costs		
Green option considered?	Recycling materials used		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	No	Mission Statement
District Councillor Support	Yes- Cllrs Lisa Redrup and Michael Atkins (Cllr Ariel Cahn pending)		
Parish Council Support – does the PC support this project in principle	Yes		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	PC next meeting takes place on 11 September and a decision will be made after this		
Officer Summary			

'Sew Positive' (www.sewpositive.org) was formed in December 2020 and helps people mend, repair, upcycle and repurpose clothes to calm the mind, improve mental health and wellbeing, and contribute towards a more sustainable and climate-positive approach to textile waste.

Their sewing workshops and community groups (virtual and real) bring people together to have a collective sense of purpose in the creation of a simple sewing project or product, while also

encouraging a social dynamic and meeting place. Those attending learn skills to mend their clothes rather than throwing them away, make different choices in terms of fabrics they might use, and are encouraged to use of various charities for upcycled fabrics including Emmaus, Re-imagine and Re-Use Centre, and charity shops. Embroidery threads and other donated materials are used as much as possible and volunteers help with the repair of their sewing machines.

Sew Positive would like to run the following community workshops to engage communities into projects:

- The City Council Communities Event 'Food for the Planet' at Akeman Community Centre, Cambridge on 27 October.
- The 'Let's Go Circular' festival of events at Grand Arcade, Cambridge on 23 October-A drop-in Sewcialise event will take place in the morning for general sewing and mending, then an activity based on recycling textiles in the afternoon.
- An event with South Cambridgeshire library service
- A 'Taster event' in Northstowe (date tbc)

Total project costs are 2,000:

- Event and Public liability insurance- £100.80
- JustGiving fees for 12 months online donation platform and sponsorship processes- £216
- Zoom licence for 12 months- £172.68 for online workshops.
- Hire of venues for face-to-face workshops- £500
- Materials for workshops and volunteer expenses- £1010.52

The Cole Trust are providing £2,000 to pay for the salary to delivery of projects.



A number of approaches are used to identify those facing social exclusion, covering unemployment, financial hardship, ill health (mental and physical), discrimination, poor education, relationship and family breakdown, poor housing, crime, substance abuse and dependency. This includes targeting housing associations based on their knowledge of the area, social prescribers, GP practices, health and social care providers and leafleting in public spaces such as community centres and libraries, advertising across different media (e.g. radio and newspaper) and social media, as well as setting up stalls in public spaces such as supermarkets and at community events. Individual social exclusion is a big area of need, but groups also face social exclusion. Examples include university students arriving in Cambridge to start their studies mid-epidemic and unable to take part in the usual student social activities; people working for employers who have newly moved to Cambridge for work, but are now working at home, unable to socialise or meet new colleagues or working alone.

The Charity already benefitted from Community Chest funding of £1,000 back in March 2021 (application DFGDHTLL) for start-up costs and £1,800 in March 2022 (application GBWVCCSF) for set up costs and materials to support their workshops and charity.

Cllr Lisa Redrup:

Thank you for the information about Sew Positive and for discussing Sew Positive's activities and your Community Chest application with me. It was good to be reminded of how the CommunityMasks4NHS initiative raised over £40,000 for the NHS, as well as to learn about your community workshops and how they support social inclusion and positive mental health while also teaching how to upcycle textile waste. I fully support your application.

Cllr Michael Atkins:*I am similarly delighted to support.***Cllr Ariel Cahn:**

Total Project Cost:	£2,000	Total Applied For:	£2,000
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Reference	FZDBPPQK	Community Chest Grant		
Name of Organisation	Emmaus Cambridge			
Organisation Type	Charity 1064473			
CCVS Registered	No			
Parish	Landbeach			
Landowner	Emmaus Cambridge			
Project Type	Start-up costs			
Green option considered?	Distance travelled will be less			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Anna Bradnam, (Cllrs Paul Bearpark and Judith Rippeth pending)			
Parish Council Support – does the PC support this project in principle	Not asked			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Not asked			
Officer Summary				

Emmaus Cambridge (<https://emmaus.org.uk/cambridge/>) is a charity superstore, formed in 1992 that provides meaningful work, companionship and accommodation for up to 50 People. Based in Landbeach, the Emmaus community gives people the opportunity to take stock of their lives, deal with any issues they might have, and often re-establish relationships with loved ones. People can stay as long as they need it- the longest resident has been there for 18 years and is 77 years old.

Residents (Companions) come from far and wide including Italy, Lithuania, Latvia, Poland, Ukraine plus every part of the U.K. Companions have to fill out an application and then be interviewed before being accepted. Those accepted will receive their accommodation, food, utilities and all other essentials for daily living. They must sign up to working 40 hours per week within the community and social enterprise and sign off all benefits except housing benefits.

Fitness Rush Mobile (<https://www.fitnessrush.co.uk/mobile/>) is a mobile gym in a van that visited Emmaus Cambridge for six weeks with the last session ending on 30 August. It proved very successful and was well attended by the companions since they have limited access to

local gyms because of the cost and location. These sessions had a maximum capacity of eight people and were funded by The Evelyn Trust and Fitness Rush. The same eight people attended these sessions, but others have shown interest in joining. Although already in existence for 6 weeks, Community Chest Grant funding for start-up costs are being requested to provide 3 more 6 week sessions at a total cost of £1,800.

If successful, future funding will come from local fundraising and other grants.

Cllr Anna Bradnam:

I fully support the application from Emmaus to the SCDC Community Chest Fund, for funding to enable the Fitness Rush Mobile Gym to attend Emmaus. The encouragement, guidance and support that the mobile gym and its trainer is giving the Companions will give them the confidence to have a go at exercise and give them a huge boost to their confidence. Having lost funding from another charitable body, I hope SCDC feels able to support this application.

Cllr Paul Bear Park:

Cllr Judith Rippeth:

Total Project Cost:	£1,800	Total Applied For:	£1,800
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Reference	VRGQPVTC	Community Chest Grant	
Name of Organisation	Brainstrust		
Organisation Type	Charity-1114634		
CCVS Registered	No		
Parish	Bassingbourn		
Landowner	N/A		
Project Type	Equipment / capital purchase and Materials		
Green option considered?	Yes- Runners are encouraged to car share/walk/cycle to the event where appropriate.		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	No	Mission Statement
District Councillor Support	Yes-Cllr Susan van de ven		
Parish Council Support – does the PC support this project in principle	Yes		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes		
Officer Summary			

Brainstrust (<https://brainstrust.org.uk/>) was formed in 2006 to provide personalised support and build resources that help people with a brain tumour and their loved ones live the life they want after diagnosis. They work with people in the clinical setting to secure the best possible care for people with a brain tumour and campaign to solve real issues. The organisation is made up of 19 staff. volunteers, patients and supporters come from across the whole of the UK. In Cambridgeshire alone there are 137 team Brainstrust members/supporters.

The Brainstrust bass belle 10 miler (<https://brainstrust.org.uk/get-involved/bass-belle-10-miler/>) is an annual 10 mile running event starting and finishing at Bassingbourn Village College with the route including Litlington and Abington Pigotts. This year the event will take place on Sunday 26th November 2023. The race limit is 465 and runners can be of any ability although need to be over 16 to take part. The event was originally set up by the applicant as part of his previous business which organised events with a charitable element. In 2023 the race was incorporated into the Brainstrust portfolio and is now a full charity event with all proceeds going to the charity. The run allows community groups (in the past this has included scout groups, sports clubs and school PTA's) to fundraise and to encourage more people to take up running for their health and wellbeing.

Early bird entry costs to take part were £22 affiliated or £24 unaffiliated until 31st July and £25.50 and £27.50 from 1st August. Finishers receive a race pack by post prior to the event and a bespoke medal, water and chocolate on completion, with winners and the highest fundraiser also receiving a trophy. Runners can come from anywhere in the UK but are mainly from Bassingbourn, Litlington, Abington Pigotts and Melbourn. A few runners also come from Arrington, Barton, Bourne, Cambourne, Caxton, Comberton, Cotton, Duxford, Fowlmere, Foxton, Guilden and Steeple Morden, Meldreth, Orwell, Papworth, Wimpole, Whaddon, Shepreth and Sawston.

Costs to put on the event are on average £3,500-£4,000 and this is needed for the chip timing, medals and trophies, first aid cover, publicity costs, venue costs, race number costs and racepacks. £500 has been requested from the Community Chest to help cover these costs. Remaining costs will come from

- sponsorship from 10 local businesses-£2,000
- Herts County Council Locality Budgets and some other donations-£450
- The entry fee from the first 50 runners

Bassingbourn Parish Council have provided marshal support for the event and will possibly provide a financial contribution for the drinks for the marshals -to be confirmed.

All remaining money generated from ticket sales will go directly to the charity.

Runners are encouraged to car share/walk/cycle to the event where appropriate. To minimise the use of plastic, runners are asked to bring their own water bottles. Those plastic bottles that are provided at the water stations will be collected and recycled.

Cambridgeshire County Council Traffic Management Centre are aware of the event..

Cllr Susan Van De Ven:

Appendix A

Total Project Cost:	£3,500- £4,000	Total Applied For:	£500
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Biodiversity Application:

Reference	HBCKJJQW	Community Chest Grant		
Name of Organisation	Cambridge Past Present & Future			
Organisation Type	Charity- 204121			
CCVS Registered	Yes			
Parish	Stapleford			
Landowner	own or have a long term lease on the venue			
Project Type	Materials			
Green option considered?	The estate management team will be overseeing the project and will make the most sustainable choices when it comes to using equipment and third party contractors			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs Peter Fane and (Cllr William Jackson-Wood pending)			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Have stated that legislation prevents the Parish Council providing financial support to other organisations			
Officer Summary	<p>Cambridge Past, Present & Future (CPPF) has been operating for more than 95 years. The Charity owns, cares for and opens to the public the following sites:</p> <ul style="list-style-type: none"> • Wandlebury Country Park • Coton Countryside Reserve • Cambridge Leper Chapel • Bourn Windmill • Hinxton Watermill <p>CPPF is the only independent, local charity that looks at the bigger picture of the development of Cambridge and works to protect the amenities, green spaces, historic buildings, character and setting of Cambridge and its neighbourhood for the benefit of the public. A programme of 100+ educational, cultural and recreational events for take place. Currently there are 2000 members, each paying £27 or £37 a year.</p> <p>Wandlebury Country park has been welcoming visitors since the 1960s. They host more than 100,000 visits a year and the park is open from dawn until dusk all year round and is free to enter, although there is a small charge for parking.</p>			



History: After the last ice age, the Gog Magog Hills would have been covered in trees. The woodland would have been gradually cleared for use in building, fires and to create land for agriculture. Eventually it would have been an open landscape of grassland grazed by sheep and this probably made Wandlebury an attractive location for training horses. The establishment of a significant stables and country estate at Wandlebury in the 1700s resulted in trees being planted for the purpose of landscaping the grounds and to provide a source of wood for the estate. These are now the very old trees that can be found at Wandlebury. Since CPPF took ownership of the estate in 1954, thousands of trees have been planted, creating the avenues of trees which are enjoyed by visitors as well as new blocks of woodland. Many trees were planted following the great storm of 1987 when Wandlebury sadly lost many of its large trees. This history means that Wandlebury now has a diversity of trees and woodlands: old trees which are in decline and need care, young trees and woodlands that need nurturing and woodland coppice that requires ongoing management.

CPPF manages the woodlands with the following objectives:

- Biodiversity: to maintain and improve value for nature.
- Public enjoyment: to allow the public access to woodland.
- Safety: to manage the risks of harm to people and property posed by trees.
- Heritage & Landscape: to manage the damage that trees pose to the nationally important archaeology and built heritage and to have consideration of the historic estate.
- Tree health and resilience: to manage the risks posed by pests, disease, climate change and visitor pressure.

How these objectives are achieved:

Veteran Trees: Old trees which are in decline provide valuable wildlife habitat and also provide aesthetic character. CPPF try and prolong their lives by carrying out arboriculture work to reduce the risk that the tree will collapse. This work can also help to make the tree safer and avoid it having to be taken down for safety reasons. Even when the tree dies, ideally, they try and retain a standing trunk because of its habitat value. This work is carried out by professional contractors. The amount of work required varies from year-year but would average out at 1-2 trees per year.

Restoration, Diversity & The Next Generation CPPF carry out a range of tasks to improve the value of the woodland for nature, ideally creating a woodland which has a diversity of ages, species composition and light. Many of the newer woodlands need thinning out, this reduces the number of trees allowing those that remain to grow large and to provide more benefits for nature (and are more aesthetically pleasing). Other work includes coppicing, tree planting, creating rides, planting woodland ground flora, installing bird and bat boxes and a woodland wildlife

feeding station. This work is mainly carried out by the Estate Team supported by volunteers but they can also use contractors for coppicing works.

Safety: This work involves regularly checking trees which grow near roads, paths, seating or buildings – and then dealing with any trees which are considered to pose a safety risk, or which have already fallen down. This work is carried out by the Estate Team and specialist contractors depending on the work required. Work on large trees that are still standing is carried out by contractors. As an example, one of the paths at Wandlebury because awns closed as there are several large Ash trees which are dying from Ash-die back disease. The cost of making them safe was quoted at £8,000 and CPPF have taken the decision to close the path for several years as they do not have sufficient budget to carry out the safety works.

People: CPPF manage an area of woodland for school educational visits so that children can catch and learn about woodland mini-beasts. A den-building area is provided for informal play- this is also designed to discourage den building in other areas of the park (dead wood is an important habitat). They also maintain paths through woodland (some of which require wood chippings) and carry out work to minimise the impact of visitors on the woodlands (removing litter, providing dog bins, blocking up informal paths). This work is carried out by the Estate Team with support from volunteers.

Heritage: Wandlebury is a nationally important archaeological site, designated as a Scheduled Ancient Monument. The remains of the iron-age fort were planted with trees during the 18th century, some of these have grown at angles and are likely to damage the archaeology of the ditch if they are uprooted. As a result, Historic England have designated the heritage as being “at risk”. CPPF are now managing the trees to minimise the risk of damage to archaeology, this typically means carrying out work on those trees which may cause damage. This work is carried out by professional contractors usually as one large project but due to the sensitivity of the work also involves staff costs to manage this work and deal with statutory agencies.

Landscape: Unfortunately, the avenues of trees at Wandlebury have not been managed since they were planted. The trees should have been thinned but are now too close together, so can't grow to their full potential. Many are also suffering from pest damage. The avenues are very popular with visitors and CPPF would like to be able to manage them so that they can be enjoyed by future generations. These would be one-off projects which would involve devising solutions and carrying out tree works. This work would be carried out through a mix of Estate Team and contractors.

Equipment, Materials & Training: In order for the Estate Team to carry out this work they use a variety of equipment and materials which must be regularly replaced through wear and tear. This includes chainsaws, bow saws, tree saws, loppers, litter pickers, PPE, all-terrain vehicle, etc. Tools and machinery also have to be cleaned, maintained and serviced. Working with dangerous equipment such as chainsaws requires certificated training qualifications which have to be maintained.

Cost of managing Wandlebury woods and trees: The costs vary from year-year but those provided below are based on these being averaged out. Inevitably all these costs will rise with inflation but are based on recent figures. Staff costs include only wages, NI and pension and those people directly doing the work. They do not include the overhead costs associated with employing these staff such as work premises, heating, etc and management costs. VAT is included. Contractors' costs are mostly based on their experience of similar works and are not quotes. The costs in the project budget do not include those associated with the general management of the country park, such as wardening and the provision of visitor facilities such as toilets, litter bins, benches, car parking etc.

Woodland Management Costs – Wandlebury

Item	Staff Costs £	External costs £	Total £
Veteran Trees	362	1,150	1,512
Restoration, Diversity & Next Generation	4,706		4,706
Safety	949	1,000	1,949
People	2,173		2,173
Equipment, materials & training	777	4,750	5,277
Ongoing Annual Costs	8,967	6,900	15,617
Project: Heritage	1,130	10,000	11,130
Project: Ash Die-back Path	150	8,000	8,150
Project: Beech Tree Avenue	1,836	14,000	15,836
Project: Varley's Tree Avenue	475	4,000	4,475
Project: The Slip Tree Avenue	475	4,000	4,475
Total Projects Costs	4,066	40,000	44,066

£2,000 has been requested from the community Chest to assist with the above woodland management costs. Requests for funding have been made to the following organisations and outcomes will be announced at the end of September:

- Chapman Charitable Trust £1,500
- Illumina Community Grant £15,000

The shortfall will be met by the CPPF charitable reserves and through fundraising every year to make sure as much of the most urgent work can take place.

Stapleford Parish Council:

Stapleford Parish Council writes in support of your biodiversity project which involves undertaking extensive woodland management on veteran trees, improved safety, woodland management and biodiversity, education at Wandlebury. The Parish Council wishes to support all endeavours which increase biodiversity, and it is more important than ever, given the critical situation we find ourselves in. Unfortunately, legislation prevents the Parish Council providing financial support to other organisations, so it is unable to provide any funds toward your project. We wish you every success with your project.

Please note CPPF were also awarded £2,000 Community chest funding for a pollinator garden project in Sep 2022.

Cllr Peter Fane:

I'll be happy to support this

Cllr William Jackson-Wood:

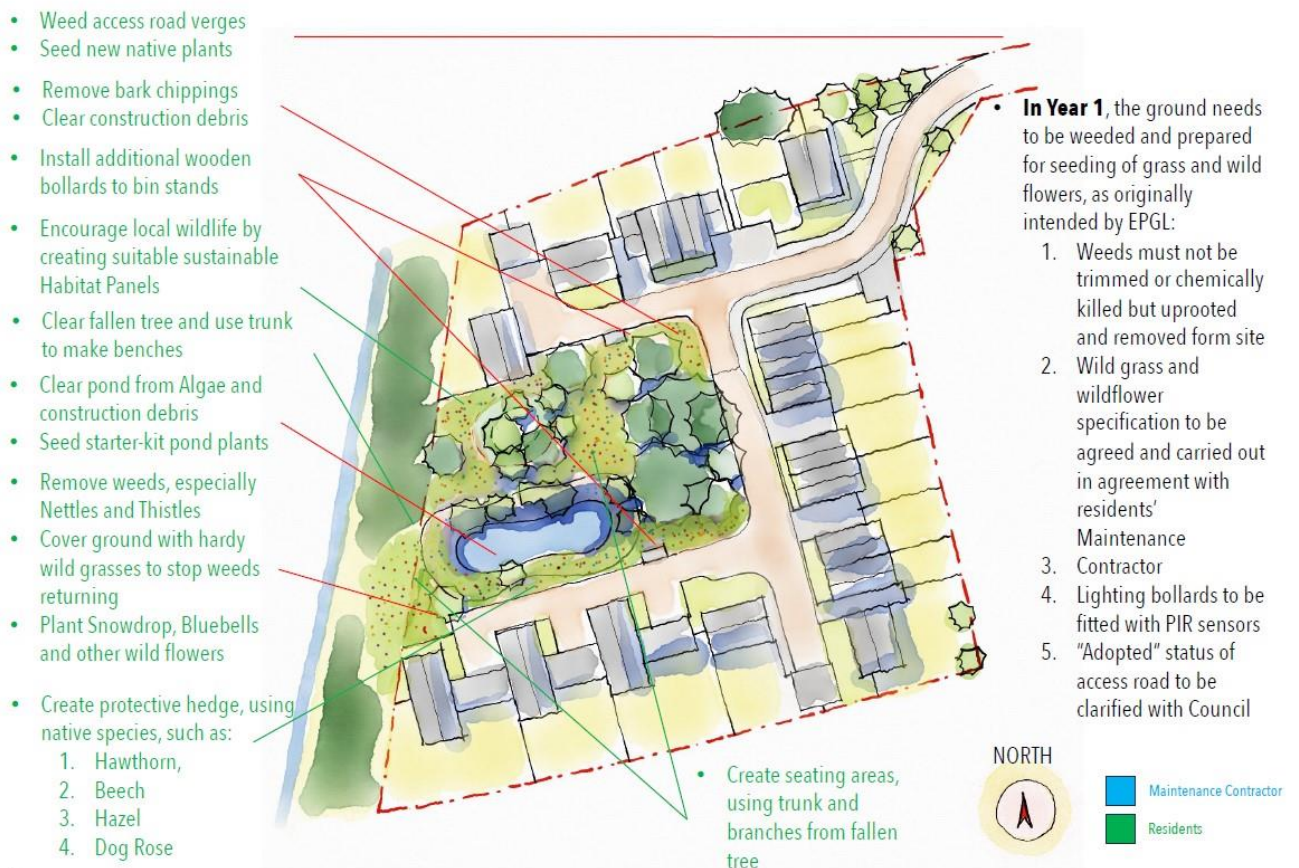
Total Project Cost:	£44,066	Total Applied For:	£2,000
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Deferred applications:

Reference	WZFKKHFR	Biodiversity		
Name of Organisation	Marvell Green Management Company			
Organisation Type	Private Company Ltd by Guarantee (not for profit)			
CCVS Registered	No			
Parish	Meldreth			
Landowner	18 homeowners and Marvell Green (Meldreth) management company limited			
Project Type	Start-up costs			
Green option considered?	Biodiversity project			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Jose Hales and Cllr Sally Ann Hart			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Awaiting outcome			
Officer Summary				
<p>Marvell Green is a collection of 18 homes set back from Meldreth High Street. The homeowners of Marvell Green are members of Marvell Green Management Company, and each own a share of the freehold of a wooded 'green' piece of land. SCDC are the owners of seven of these properties (4 affordable rent properties, and three Shared Ownership properties). The ownership and maintenance of the common area are regulated by a covenant, which is administered by the Management Company. The sale of any given property transfers that share of ownership to the new owner. Each homeowner pays a service charge of around £350 annually. SCDC also pays a service charge to the management company for the affordable rent properties.</p> <p>The site has its own approach road from Meldreth High Street, leading to shared grounds, where a pond was created. The latter connects to a stream which bounds the eastern edge of the site and separates it from an adjoining nature reserve. Inhabitants of the land include Muntjacs, rabbits, bats, frogs, dragonflies, bees and a variety of birds.</p> <p>Marvell Green Wildlife Corridor Project: Both the residents of Marvell Green and South Cambridgeshire District Council planners are keen to preserve this land and enhance it as a natural wildlife environment. Therefore, in the Spring of this year, residents came together and started clearing the site from construction rubble, nettles and thistles.</p>				

Development Control Policies DPD NE/6 states that priority for habitat creation should be given to sites which assist in achieving targets in the Biodiversity Action Plans". After many months of workshops and meetings, residents came to an agreement on a vision for enhancing the biodiversity of the site for the benefit of the local wildlife. This will involve planting native hedges and trees, aquatic plants and a wildflower meadow:

Phase 1 / 2023 - **Clear & Seed**



Plans for the wildlife corridor include:

- promoting wildlife on the Green
- actively preventing monocultures from forming to ensure that the Green remains a wildlife corridor
- retain the ivy, as it is 'one of the last nectars' for wildlife
- asking a tree surgeon to assess the health of our trees, and prune them as necessary
- add to the Big Sow, by collecting seeds from surrounding areas.

The residents intend to link the Marvell Green project to both the Arts and Science, in terms of:

1. Research, monitoring the development of the site's wildlife as a prototype for new residential biodiversity enhancing developments
2. Projects, that involve children and adults in the creation of nature-inspired Art by opening up Marvell Green to the public as a garden on an annual basis and use the occasion to raise both awareness and funds.

Total project costs towards the rewilding of the Green (800m² of shady area and 350m² of sunny area, plus the banks of the pond) are £2,000 all of which has been requested from the Community Chest:

- Rotavator hire- £120
- Skip hire- £300
- Grass and wildflower seeds- £900
- 20kg slow grow grass (shady area)- £110
- 1kg woodland and heavy shade wildflower mix (shady area) - £190
- 10kg species rich grass (sunny area)- £90
- 2kg chalk and limestone wildflower mix (sunny area)- £320
- 1kg pond edge wildflower mix- £190
- Aquatic plants for pond- £340
- Equipment - seed spreader, rakes, shovels, wheelbarrows- £340

With eight people working full days, this could be done in one weekend to avoid labour costs. All costs are based on quotes and estimates obtained from Boston Seeds and Wrights Mowers in Shepreth.

Lee Hillam (Principal Operations Manager – Environment):

Our current involvement with this works is advisory and permissive in respect of the SCDC Drainage Bye-Law's (this is an SCDC Awarded watercourse), However, we are supporting what is being suggested (we have not taken sight of an official proposal as yet). Our watercourse team and equipment have also been offered to assist with this project but this will not happen now until the Spring as the project organiser has said he is looking to take up a slower start to the works.

Cllr Jose Hales:

I know about this application as I recommended that the group apply to the community chest. The intention is that the land once completed will be open to all, in fact the group want to encourage the primary school in the village to engage too. They also hope that they will be able to arrange the site in such a manner that also allows children from the scope school and older residents from the dementia unit at Maycroft care home.

Cllr Sally Ann Hart:

I feel pleased to confirm I am able to support this application - I visited the site recently with my colleague, Jose Hales and it was wonderful to see what a fantastic job the community has already done to nurture and improve this open space.

This application was deferred from the August Grant's Advisory Committee meeting pending further information regarding:

- The management structure, including what involvement each of the members have in the scheme.
- Whether members will be remunerated through this grant and if so, how much.
- Whether any of the annual service charge is allocated to this project or will SCDC be funding all the costs

The Applicant has provided responses as below:

Appendix A

<ul style="list-style-type: none"> The structure of our management company is nothing unusual. It was set up by the developer to enable the maintenance of all shared areas. Any residents, who chooses to, can be a director, while our managing agent is currently JanetEva Ltd., based in Melbourn. All residents are therefore members of the management company by virtue of paying a service charge towards maintenance. This includes the Council itself, who owns some of the properties at Marvell Green. We are NOT seeking to be remunerated through this grant, which would only cover plants and equipment. We have already allocated £925 out of our service charge towards the project; this is the maximum we are able to afford under our “gardening budget”, as we are only in the first year of accruing our maintenance fund. 			
Total Project Cost:	£2,000	Total Applied For:	£2,000

Reference	GLCTVTDW			Community Chest Grant
Name of Organisation	Abington Village Institute			
Organisation Type	Charity- 300358			
CCVS Registered	No			
Parish	Great Abington			
Landowner	Own or have a long-term lease on the venue			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes- recycled plastic is being used			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs John and Henry Batchelor			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Both Great and Little Abington Parish Councils have been asked to support the project. A decision is awaited.			
Officer Summary				
<p>Abington Village Institute is a community hub and village hall serving the villages of Great and Little Abington. The Institute is accessed widely by the local community. There are many, wide ranging, regular user groups. It offers a community cafe facility three times a week, hosts many private bookings for family gatherings and events, plays a central role in most major community events and celebrations and is the normal polling station venue for Great and Little Abington.</p>				

At the rear of the building there is an area of raised decking which forms part of the emergency exit for Institute users. The timber substructure which supports the decking is showing signs of failure. On several occasions repairs have been carried out to replace sections where the timber has rotted due to the damp environment. The Institute would like to replace the substructure with structural, recycled plastic to provide a long-term solution to the problem and make it safe the Institute for users. Some time ago the timber surface was replaced with recycled plastic. The success of this material further influenced their decision to use the same material for the substructure.

Total project costs for materials and labour are £12,800 and £2,000 has been requested from the Community Chest to:

- Dismantle existing structure.
- Clear ground and dig two shallow trenches. One parallel and next to the building the other parallel at the outer edge of the decking.
- Fill with hardcore and concrete to form solid base for the supporting posts.
- Build new decking and steps in recycled plastic.
- Refit existing decking boards.
- Close in under deck with spaced decking boards.
- Horizontal plastic planks for handrails



Both Great and Little Abington Parish Councils have been asked to support the project. A decision is pending.

Cllr John Batchelor:

I am aware of this organisation which runs the primary meeting facility and café on Abington High Street. The building has been there for many years and is in need of significant work to its foundation. I fully support their application which will allow them to continue to provide this important facility for the community.

Cllr Henry Batchelor:

Equally happy to support, they did approach me before submitting the bid, so am well aware of the proposal and the vision of the project.

This application was deferred from the August Grant's Advisory Committee meeting pending further information regarding:

- whether they have sought permission to use a combustible material adjacent to a fire exit
- details on what material the wall surrounding the fire exit is composed of
- confirmation if the building is owned or leased and if it is leased what type of lease is in place and whether it include a repairing lease.
- when confirmation will be received from Great and Little Abington Parish Councils on the request for funding

The Applicant has provided responses as below:

- We have not sought permission to use this material in this location. We are seeking to replace an existing structure which is made of timber with recycled plastic which will not

Appendix A

deteriorate in the same way that the timber does. The existing timber is clearly combustible but this does not present a hazard in this location.

- The wall either side of the fire exit is timber and glass. The structure which we are going to replace is actually outside the building and is not enclosed.
- The building is fully owned by Abington Village Institute charity
- Great Abington Parish Council agreed at its last meeting to provide just over £9,000 towards this project.

Total Project Cost:	£12,800	Total Applied For:	£2,000
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Guidance notes for Community Chest

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Either be a non-profit group or organisation (including Community Interest Companies, CIC) based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- 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

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

*Please note:

The Committee reserves the right to supersede this clause should the Parish Council or Parish Meeting show good cause, for example:

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- a) The Parish Council or Parish Meeting have multiple settlements and the application pertains to any one of these which satisfies the 160-electors threshold or
- b) Registered electors are within 10% of the threshold.

What must the funded project deliver?

The community activity or project must:

- Meet local need and leave a legacy for the community
- Ensure equality of access
- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment / a sustainable increase in local biodiversity
 - Deliver community engagement through the undertaking, creation or refreshing of a Community-led Plan
 - Provide a benefit to those affected by the cost-of-living crisis

What can be funded?

The activity or project should be one of the following:

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)
- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)
- Costs involved with undertaking and creating or refreshing a [Community-Led Plan](#) (resulting projects will only receive funding where they would have been eligible for the Community Chest anyway).
- Regarding cost-of-living projects, examples could include repair cafes where the local community can help in getting household items fixed for free; Timebanking projects (an exchange-based work trading system in which hours are the currency instead of money); lunch clubs (excludes the cost of food); Community support initiatives that provide food/ activities/ support services/ educate individuals on reducing food waste and cooking low-cost meals; setting up/running a group or charity where people can obtain free furniture, clothing, food, toys (Free, impartial legal guidance can be found on the [Business Companion website](#)); establishing or building the capacity of food hubs, food banks or community fridges; Capital costs needed to set up a warm hub

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(excluding warm hubs run by Cambridgeshire ACRE and any ongoing revenue costs, for example, heating costs)

- Regarding biodiversity projects: the purchase and planting of native trees, hedgerows, wildflower meadows or other vegetation in appropriate and suitable locations and their ongoing maintenance; the construction and erection of bird and bat boxes in suitable locations; the creation or improvement of wildlife habitats (terrestrial or aquatic); the improvement of existing habitat.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials). There are 2 exceptions to this. Exception 1 - The creation of Community-led Plans (revenue costs associated with the resulting projects will not be funded). Exception 2 - Cost-of-living projects (revenue costs cannot be used to cover the cost of food or the ongoing costs needed to run a warm hub, such as heating costs)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Projects that have not received the support of all [local District Councillor\(s\)](#) for the ward/s concerned. Please ensure when contacting your local District Councillor(s) that they are all provided with full details of your project or a copy of your application form.
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Non-native flower tubs

How much can be applied for?

The maximum award is £2,000 in any single financial year (April-March) and can be for 100% of project costs unless the initiative is on parish council land, in which case a 50% financial contribution from the parish council is expected.

If a group is awarded funding of less than £2,000 in any single financial year, an application can be made again within the same year for extra funding, providing the total allocation for that year does not exceed £2,000.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, an application can be made again within the same year for (up to and including £2,000) for funding of other Community Chest themes.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, applications

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can be made to any other Council funded grants within the same financial year, and vice versa.

If there is high demand for funding, it may mean that the District Council is only able to make a contribution to your project. The Council reserves the right to prioritise based on funding available, size of electorate, parish precept, indices of deprivation, number and type of applications received at any given time, priorities for the financial year and value for money. Eligibility does not guarantee grant funding.

When can groups apply?

Subject to availability of funds, successful applicants will be funded after each Grant's Advisory Committee meeting. Applications will need to be received by the 7th day of any given month to be considered at the Grant's Advisory Committee meeting within the same month. This also applies at the end of each financial year - applications received after 7 March will be held over and considered within the new financial year (at April GAC), along with any held over from the March meeting itself.

Additional funding has been allocated until October 2023 for the creation of Community-led Plans, and until the end of March 2024 for cost-of-living crisis and biodiversity projects

Preferred green options

We will always ask applicants to seek a green option when purchasing items for their projects and this must be evidenced within the application.

For example, a group may be looking to purchase a new minibus for their community. We would expect the group to evidence and include market research with their application demonstrating that a similar electrically powered vehicle has been considered. However, if the electric alternative is not within price range, or would not be fit for purpose this must be explained before we would consider contributing towards an alternative

Regarding biodiversity projects: planting of trees, hedgerows, wildflower meadows or other vegetation must be native. The construction and erection of bird and bat boxes must be in suitable location

Natural Cambridgeshire have produced a useful [Local Nature Recovery Toolkit](#) which provides guidance, advice and support for Communities wanting to create nature recovery plans.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project
- A copy of your safeguarding policy

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- A copy of any correspondence from your [local District Councillor\(s\)](#) showing they are supportive of your project
- A bank statement for the account you wish the funds to be paid into. Statement must be dated within the last month.
- Applications for funding towards the creation of Community-led Plans that are not made by the Parish Council itself should demonstrate that the Parish Council is supportive of the application.
- For biodiversity projects please include:
 - A plan of the proposed work, including a project map and project outcomes
 - A timeline of the proposed work indicating mileposts and delivery dates
 - A brief management plan which describes how the project will be sustainable
- For Community-led Plan applications, details should be supplied of any funding being allocated by the Parish Council to the creation of the Plan.

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 South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times.
- Where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.

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) or through its precept (S137).

For further information please go to:

- [South Cambridgeshire District Council Community Chest webpage.](#)
- [Community-Led Plan toolkit - South Cambs District Council \(scambs.gov.uk\)](#)
- Contact Details: community.chest@scambs.gov.uk

Explanatory table

The Community Chest is made up of 4 streams of funding, below:

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £58,000	✓	✓	✗
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £45,780	✓	✓	✓
Cost-Of-Living (£18,468.08)	✓	✓	✓

Notes to help those attending meetings in person at South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the Covid-security measures relating to meetings in the Council Chamber which are on the website page for each relevant meeting.

Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.

Members of the public wishing to attend the meeting in person, please contact Democratic Services at democratic.services@scambs.gov.uk

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

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 is 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 and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service 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. The Council Chamber is accessible to wheelchair users. 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. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but 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. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair 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 Chair 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 can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Until the lifting of Covid restrictions, no vending machines are available. Bottled water is available for attendees at meetings.

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