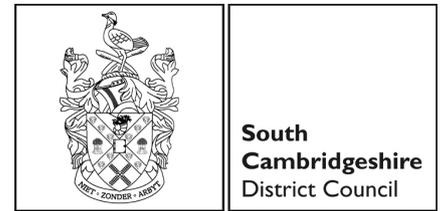


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17 January 2019

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

Quorum: 3

Dear Councillor

You are invited to attend the next meeting of **GRANTS ADVISORY COMMITTEE**, which will be held in the **MONKFIELD ROOM, FIRST FLOOR** at South Cambridgeshire Hall on **FRIDAY, 25 JANUARY 2019 at 10.00 a.m.**

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

Yours faithfully  
**Beverly Agass**  
Chief Executive

**The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.**

#### AGENDA

	PAGES
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of Previous Meeting To authorise the Chairman to sign the Minutes of the meeting held on 13 December 2018 as a correct record.	1 - 4
4. Community Chest: Funding Applications	5 - 18
5. Grants to Voluntary Sector: Service Support Grants 2019/20-2021/22 - Awarding of additional funds	19 - 22
6. Farmland Museum: Proposed Funding Agreement 2019/20-2021/22	23 - 48
7. Elite Athlete Award Scheme: 2018/19 Review	49 - 54

8. **Date of next meeting**  
Friday 22 February 2019 at 10.00am



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

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

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

#### **Security**

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

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

#### **Emergency and Evacuation**

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

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

#### **First Aid**

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

#### **Access for People with Disabilities**

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

#### **Toilets**

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

#### **Recording of Business and Use of Mobile Phones**

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

#### **Banners, Placards and similar items**

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

#### **Disturbance by Public**

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

#### **Smoking**

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

#### **Food and Drink**

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

## **EXCLUSION OF PRESS AND PUBLIC**

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

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

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

### **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'.

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# Agenda Item 3

## SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL

Minutes of a meeting of the Grants Advisory Committee held on  
Thursday, 13 December 2018 at 10.00 a.m.

PRESENT: Councillor Clare Delderfield – Vice-Chairman in the Chair

Councillors: Sarah Cheung Johnson                      Dr. Claire Daunton  
(substitute)  
Bill Handley (substitute)                      Heather Williams (substitute)

Officers in attendance for all or part of the meeting:

Gemma Barron (Head of Sustainable Communities and Wellbeing), Ryan Coetsee (Project Officer), Siobhan Mellon (Development Officer) and Ian Senior (Democratic Services Officer)

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance, by invitation.

### 1. APOLOGIES FOR ABSENCE

Councillors Sue Ellington, Jose Hales and Peter McDonald sent Apologies for Absence. Councillors Heather Williams, Bill Handley and Sarah Cheung Johnson attended the meeting as substitutes.

In the absence of Councillor Hales, Councillor Clare Delderfield took the Chair.

### 2. DECLARATIONS OF INTEREST

Councillor Clare Delderfield declared a non-pecuniary interest in the grant application by the Friends of Duxford School as a former member.

Councillor Bill Handley declared a non-pecuniary interest in the grant application by the Bethel Baptist Church. The church meeting room is often used for meetings by the Hale Road Allotment Society of which he is a member.

### 3. MINUTES OF PREVIOUS MEETING

The Grants Advisory Committee authorised the Chairman to sign, as a correct record, the Minutes of the meeting held on 27 November 2018.

### 4. COMMUNITY CHEST: FUNDING APPLICATIONS

The Grants Advisory Committee considered grant applications deferred from the Committee meeting on 27 November 2018, and new applications received between 12 November and 30 November 2018.

In relation to the Countryside Restoration Trust, Committee members noted the extent of its membership and that it did not receive income from corporate away-days. Councillor Claire Daunton raised the possibility of a link with the Farmland Museum should funding be approved. The Lead Cabinet Member for Finance indicated that he was minded to support the application on health and safety grounds, linking an award with encouraging the greater involvement of local schools in CRT activities.

Members considered the application from Disability Cambridgeshire in the context of

support from Cambridge City Council and the way Disability Cambridgeshire could benefit South Cambridgeshire residents and advise South Cambridgeshire District Council in becoming an employer of choice for disabled people.

In connection with Linton Action for Youth, the Committee noted that District Councillor John Batchelor was its Chairman. South Cambridgeshire District Council had advanced several sums of money in the past for “patching” repairs, and Members indicated that, if recommended for approval, this further grant should be the last one made for this purpose.

Following further discussion, the Grants Advisory Committee **recommended** as follows to the Lead Cabinet Member for Finance:

Applicant	Village(s) affected	Description	Total applied for (£)	Total recommended (£)	Additional conditions/ comments
The Countryside Restoration Trust	Barton and Comberton	Purchase of pitchforks, hay rakes and scythes to manage hay meadows	1,000.00	1,000.00	Invite schools to take part in education days to learn traditional methods
Disability Cambridgeshire	Multiple	Upgrade IT	1,020.00	1,000.00	
Linton Action for Youth	Linton	Roof repairs	460.00	460.00	Councillor Heather Williams abstained from voting
Northstowe Sports and Wellbeing Group	Northstowe, Willingham Longstanton	Community development – fitness and wellbeing	988.00	528.00	Equipment only
Bethel Baptist Church	Swavesey	Replace disabled access ramp to church hall	1,000.00	Deferred	More info needed
Friends of Duxford School	Duxford	Equipment for airday events held for	622.91	Nil	No benefit to the wider community

		fundraising purposes			
Save Linton Heights Swimming Pool Fund-raising Committee	Linton	Repair of Linton Heights' decommissioned swimming pool	1,000.00	Deferred	More info needed

## 5. GRANTS TO VOLUNTARY SECTOR: SERVICE SUPPORT GRANTS 2019/20-2021/22

The Grants Advisory Committee considered a report containing officer recommendations for awards from the Service Support Grant Fund for 2019-2022, with reasons for recommendations, background and considerations. All 17 applications received were outlined in an appendix to the report.

Councillor Claire Daunton regretted that limited resources meant that the Committee could not currently offer funding under the Service Support Grants scheme either to Disability Cambridge or to Reach. The Committee had to strive for the best possible value for money, and felt that Disability Cambridge clients could be catered for by Citizens Advice Bureaux funded by South Cambridgeshire District Council. And while Reach should be congratulated on their work, a possible alternative source of funding might be from the Community Chest.

Following consideration, the Committee recommended to the Lead Cabinet Member for Finance that the following awards be made, subject to agreement by Council on budget, and subject to annual funding agreements with the organisations concerned:

Applicants	Applied for pa £k	Year 1 £k	Year 2 £k	Year 3 £k	Total £k
<b>Community Transport</b>					
Cambridge Dial-a-Ride	11.666	-	-	-	-
Care Network	7.616	7	7	7	21
Royston & District Community Transport	10	6	6	6	18
The Voluntary Network	7.288	3	3	3	9
<b>Fit to Learn</b>					
Home-Start Royston & S Cambs/H-S Cambs	4	4	4	4	12
<b>Independent Living</b>					
Arts & Minds	3	2.5	2.5	2.5	7.5
Camsight	8.063	-	-	-	-
Care Network	7.616	7.7	7.7	7.7	23.1
Cambridge Older People's Enterprise	5	2	2	2	6
Disability Cambridgeshire*	16.833	-	-	-	-

Disability Information Service Hunts (DISH)*	5.675	3	3	3	9
Headway*	20	-	-	-	-
<b>Support for Parishes and Communities (Councillor Heather Williams abstained from voting)</b>					
Cambridge Council for Voluntary Service	10	10	10	10	30
Care Network	3.808	3.8	3.8	3.8	11.4
<b>Welfare Advice – General</b>					
Consortium of Citizens Advice Bureaux**	80	80	80	80	240
Reach	10	-	-	-	-
<b>Welfare Advice – Specialist</b>					
Consortium of Citizens Advice Bureaux**	5	5	5	5	15
<b>Housing-related</b>					
Cambridge Cyrenians	1.78	1.78	1.78	1.78	5.34
Cambridge Re-Use	1.8	1.8	1.8	1.8	5.4
Cambridge Women's Aid	8.5	8.5	8.5	8.5	25.5
<b>Totals</b>					
	<b>227.645</b>	<b>146.08</b>	<b>146.08</b>	<b>146.08</b>	<b>438.24</b>

**6. FREQUENCY OF MEETINGS BETWEEN NOW AND MAY 2020, AND DATE OF NEXT MEETING**

The Democratic Services Officer would arrange a meeting for late in January 2019.

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**The Meeting ended at 12.20 p.m.**

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**Report To:** Grants Advisory Committee

25 January 2019

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

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## Community Chest: Funding Applications

### Purpose

1. To consider deferred applications from the Grants Advisory Committee of 13 December as well as new applications received between 1 December and 31 December to the Community Chest Grant funding scheme during 2018/19.
2. This is not a key decision, however, has been bought before the Grants Advisory Committee following agreement of Terms of Reference for the Grants Advisory Committee at Council on 23 May 2018.

### Recommendations

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

### Reasons for Recommendations

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

### Background

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 £1,000 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).

6. The Community Chest Grant was suspended between 1 August and 7 October 2018 in order to review the criteria and aims so as to ensure alignment with the Council's priorities. Following a workshop between the Grants Advisory Committee and Officers, the revised criteria and guidance was put forward to Cabinet and agreed on 5 September 2018.

Two notable changes are:

- (a) Parish Councils with 160 registered electors or more are ineligible to apply.
- (b) Projects or initiatives on Parish Council land, if successful, will only receive a 50% grant with the other half expected to be match-funded by the Parish Council.

The revised guidance notes and eligibility criteria for 2018/19 can be found at Appendix B.

7. The total amount of funding made available in the Community Chest in 2018/19 was £57,000. It was agreed at the Grants Advisory Committee meeting of 27 November 2018 that £4,000 be reallocated to the Community Chest Grant Fund. This was originally awarded under the Grants to Voluntary Sector Scheme to Cambourne Church / Cambourne Children's Centre project which did not go ahead with their intended project. The total amount available for allocation during 2018/19 is therefore £61,000.

### **Considerations**

8. There are two deferred applications for funding totalling £2,000.00 and five new applications totalling £5,000.00 to be considered at this meeting. The total funding requested equals £7,000.00. The amount of funding remaining for allocation is £13,443.32 (which includes the additional £4,000.00 referred to in paragraph 7 of this report). A summary of the applications can be found at Appendix A (copies of the application forms are available from the Sustainable Communities and Partnerships Team upon request).
9. Further evidence to support Bethel Baptist Church's deferred application can be found at Appendix C.

### **Options**

10. 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 to
  - (a) award the amount of funding requested,
  - (b) award an alternative amount of funding, including zero funding, or
  - (c) defer a decision if further information is required from grant applicants.

### **Implications**

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

***Risk Management***

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

**Consultation responses**

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

**Effect on Strategic Aims**

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

**Report Author:** Ryan Coetsee – Project Officer, Sustainable Communities and Wellbeing  
Telephone: 01954 713461

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**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 12 NOV – 30 NOV 2018/19**

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
1	Bethel Baptist Church	Church	Swavesey	Disabled Access Ramp to Church Hall	Improvements to community buildings and spaces	4,850.00 - 6,450.00	1,000.00	No	Complete
2	Save Linton Heights Swimming Pool fundraising Committee	Group	Linton	Repair of Linton Heights' Decommissioned Swimming Pool	Improvements to community buildings and spaces	18,000.00 – 19,000.00	1,000.00	No	Complete

**COMMUNITY CHEST GRANT APPLICATIONS RECEIVED: 1 DEC – 31 DEC 2018/19**

	Name of applicant	Type of organisation	Village(s) affected	Project description	Type of project	Total cost of project (£)	Total applied for (£)	Land owned by PC	Status of documentation
3	Cambourne United Football Club	Sports Club	Cambourne	Provide new equipment for FA's new 'Just Play' project	Equipment/ Capital Purchase	2,529.00	1,000.00	Unknown at time of publishing	Pending
4	Quy Village Association	Group	Stow Cum Quy	Upgrade toilets which are 25 years old	Improvements to community buildings and spaces	1,500.00	1,000.00	Yes	Pending
5	1 <sup>st</sup> Whittlesford and Duxford Scout Group	Group	Whittlesford and Duxford	Extension of mobile caving system	Equipment/ Capital Purchase	5,000.00	1,000.00	Yes	Complete
6	1 <sup>st</sup> Over St Mary's Scout Group	Group	Over	Purchase of new tents for camping events	Equipment/ Capital Purchase	1,167.99	1,000.00	Unknown at time of publishing	Pending
7	St Catherine's Parochial Church Council	Church	Litlington	Installation of kitchen and toilet facility	Improvements to community buildings and spaces	55,598.00 + VAT	1,000.00	No	Complete

## Guidance notes for Community Chest 18/19

### What is the Community Chest?

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

### Who can apply?

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents OR a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with less than 160 registered electors
- 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](mailto:enquiries@cambridgecvs.org.uk)

### What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
  - Promote healthy and active communities
  - Enable inclusive communities
  - Develop skills
  - Enhance the natural environment
- Meet local need and leave a legacy for the community
- Ensure equality of access

### What can be funded?

The community 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)

**Applications for projects that are considered more suitable for the Community Energy Grant will be transferred for consideration under that scheme rather than the Community Chest – additional questions may need to be asked.**

### What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year

### How much can be applied for?

The maximum award is £1,000 in any financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.

If there is high demand for funding it may mean that the 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?

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is fully allocated for that period.

### 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

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

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

### How will the grant be paid?

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

### **What are the conditions of funding?**

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

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

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:**

<https://www.scams.gov.uk/communitychest>

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

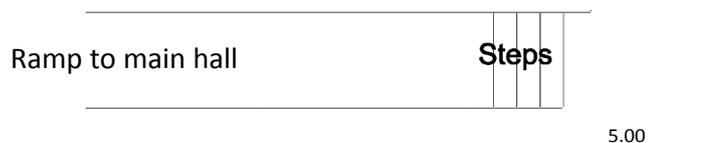
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## Community Chest Grant - CC2018068 - Bethel Baptist Church

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## Main Hall



Bethel Baptist Church, Swavesey - Community Chest Application – Photos of existing ramp access



**Figure 1: Overview. Ramp to Main Hall on right, ramp to Meridian Hall on extreme left, towards the rear of the church building.**



**Figure 2: Ramp to Meridian Hall.**



Figure 3: Ramp to Meridian Hall viewed from rear of church building.



Figure 4: Deterioration of existing wooden structure.



Figure 5: Example of a replacement metal ramp similar in dimensions to that proposed at Bethel. (Preferred Access Ramp Systems Ltd)

# Agenda Item 5

**REPORT TO:** Grants Advisory Committee

25 January 2019

**LEAD OFFICER:** Director of Housing, Health and Environmental Services

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## **Grants to Voluntary Sector: Service Support Grants 2019/20-2021/22 Awarding of additional funds**

### **Purpose**

1. To determine the award of an extra sum of funding to community and voluntary sector organisations for three year programmes for 2019/20 to 2021/22.
2. This is not a key decision. However, it is subject to Council's decision on budgets in February 2019.

### **Recommendations**

3. That the Grants Advisory Committee recommends to the Lead Cabinet Member for Finance that, subject to agreement by Council on budget, and subject to annual funding agreements with the organisations concerned, the following awards be made from the Service Support Grant Fund for 2019/20 to 2021/22:
  - (a) £5,000 per year to Disability Cambridgeshire
  - (b) £4,110 per year to Reach

### **Reasons for Recommendation**

These awards are in addition to those made as a result of recommendations of the Grants Advisory Committee at their meeting on 13 December 2018.

### **Background**

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) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.
5. At the meeting on 13 December 2018 the Grants Advisory Committee recommended three year funding awards to voluntary and community sector organisations totalling £227,645 per year. It has since come to light that the 2019-20 allocation for grants to the voluntary sector (excluding housing related grants) is £143,110, i.e. £9,110 more than previously realised. The higher figure includes annual inflationary increases since 2016 which were not included in the original figure.

6. The discrepancy relates only to the non housing-related grants as housing-related grants are managed through a different account.
7. The original recommendations for funding through the Service Support Grant scheme were made by an Officer Panel consisting of five officers using an agreed assessment framework. Views of these officers were sought regarding recommendations for allocating the additional funding available.

### **Considerations**

8. Officers considered various options including increasing the awards agreed at the 13 December meeting.
9. Officers considered a number of options including recommending passing all of the extra funding to the organisations for which awards were agreed at the last meeting of the Grants Advisory Committee.
10. Officers unanimously agreed to recommend funding Disability Cambridgeshire and Reach on the grounds that these were the organisations who would have been recommended for awards at the original Officer Panel had the additional funds been known about, and that making awards to these organisations would likely result in best value.
11. Disability Cambridgeshire are a small user-led charity providing advice and information for disabled people, older people, their families and carers. Their original application was for £16,833 pa to provide specialist welfare advice including support for initial benefit form filling and support and representation at appeal tribunals. Home visits are offered where necessary. During the year from November 2017 the organisation provided a service to 203 clients, including 50 residents of South Cambridgeshire.
12. Reach are a Haverhill-based charity providing a range of services including a foodbank, a money advice service, and financial assistance for clients. Reach asked for funding towards the costs of a Community Outreach Advisor working in South Cambridgeshire three days per week carrying out home visits and running monthly surgeries in Linton. During the year from October 2017 Reach supported approximately 500 families/individuals including 48 from South Cambridgeshire.

### **Options**

13. The Grants Advisory Committee may recommend to the Lead Cabinet Member to
  - (a) agree the two funding awards recommended, or
  - (b) agree an alternative allocation of the additional funding (giving reasons), or
  - (c) not allocate the funding (giving reasons).
14. All awards would be subject to agreement of the budget by Council in February, and subject also to agreement of specific details of services to be delivered each year, with the organisations concerned.

### **Implications**

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

### ***Financial***

16. The awards recommended are within the Council's proposed budget for 2019/20. Agreements with grant recipients will make clear that funding in Year 1 is subject to confirmation of the Council's budget in February 2019, and that funding in Years 2 and 3 is subject to the continued availability of funds and confirmation of annual budgets by Council.
17. Where budgets in future years for Service Support grants allow inflationary increases, these will be passed on to the organisations concerned.

### ***Legal***

18. Agreements with grant recipients will allow variation or discontinuation of the grant in specified circumstances.

### **Effect on Strategic Aims**

19. Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

### **Background Papers**

Grants Advisory Committee Meeting minutes, 13 December 2018  
<http://scamb.moderngov.co.uk/ieListMeetings.aspx?Committeed=1096>

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

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# Agenda Item 6

**REPORT TO:** Grants Advisory Committee

25 January 2019

**LEAD OFFICER:** Director of Housing, Health and Environmental Services

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## **Farmland Museum: Proposed Funding Agreement 2019/20-2021/22**

### **Purpose**

The purpose of this report is to:

1. Propose a new three-year funding agreement for the Farmland Museum for 2019/20 through to 2021/22.
2. This is not a key decision. However, it is subject to Council's decision on budgets in February 2019.

### **Recommendations**

That the Grants Advisory Committee

3. recommends to the Lead Cabinet Member for Finance that, subject to agreement by Council annually on budget, he approves a three-year funding agreement providing £8,500 to the Farmland Museum for 2019/20 through to 2021/22.

### **Reasons for Recommendations**

4. To support the continued development of the Farmland Museum's services and financial independence within the context of a continuing partnership with the Council.

### **Background**

5. The Farmland Museum was established in 1969 and has been located on the Denny Abbey site to the north of Waterbeach since 1997.
6. It is the only independent museum which is regularly open to the public in South Cambridgeshire. The Museum buildings - which include a Grade 2 listed 17<sup>th</sup> century threshing barn, an early Grain Store and a purpose built visitor centre – complement the story of the Abbey and the site tells the story of rural life locally from the 12<sup>th</sup> century onwards.
7. The Museum and the Abbey – which is managed by the Museum for English Heritage – are open Tuesday to Sunday plus bank holiday Mondays from April to October. Visitor numbers totalled 6,778 during 2018 with around 700 additional encounters during half-term activities in February and at talks and public events given by trustees, staff and volunteers. The Museum hosts visits from local schools and trustees and volunteers visit schools to give assemblies and run activities.
8. The Museum's services and the way it reinforces a sense of place and identity are of particular relevance in the context of the new development at Waterbeach. Consultation is currently in progress on a planning application for up to 6,500 new

homes and associated facilities on land to the north of Waterbeach in close proximity to the Farmland Museum.

9. The Museum is a registered charity and company limited by guarantee. Staffing has recently been restructured and the Museum currently employs two part-time staff members – a Museum Officer responsible for the collections, displays, events, school visits etc and a Commercial Officer with overall financial and site management responsibility and whose role will include developing new sources of income. The Museum has a six-strong Trustees Board and 15-20 active volunteers.
10. The Council has been a partner of the Museum since 1992 and has provided core funding support since that time. In 2011/12 annual funding from the Council was £30,500. This was progressively reduced to £16,875 in response to the financial constraints facing the Council over the period 2011/12 to 2013/14 (Leader's Portfolio meeting 15 September 2011). It was further progressively reduced to £8,500 in a two year agreement approved at the Planning and Economic Development Portfolio meeting 22 October 2013, and has remained at that level since 2015/16.
11. The Council's current representative on the Trustee Board is Cllr Anna Bradnam.
12. Services agreed under the current funding agreement are at Appendix 1. The current funding agreement covers the financial year 2018/9 and is due to expire at the end of March 2019.
13. Progress in delivering against measures specified in funding agreements is reported in the six monthly Grants to Voluntary and Community Sector updates, the most recent of which was to the Grants Advisory Committee meeting on 27 November 2018.

### **Considerations**

14. The current funding agreement with the Council requires the Farmland Museum develop a plan which will enable it to operate beyond a time when no further funding is provided by the Council. The Museum is in the process of developing its new business plan. The most recent draft of this plan is at Appendix 2. Slides from a Masterplanning Discussion held in November 2017 and giving an indication of the proposed vision for the Farmland Museum are at Appendix 3.

### **Options**

15. The Grants Advisory Committee may recommend to the Lead Cabinet Member for Finance, that, subject to agreement by Council annually on budget, he
  - a. approves a three year funding agreement providing £8,500 to the Farmland Museum for 2019/20 through to 2021/22, or
  - b. approves an alternative amount of funding, including zero funding (giving reasons).

### **Implications**

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

### ***Financial***

16. The award recommended is within the Council's proposed budget for 2019/20. Agreements with the Farmland Museum will make clear that funding in Year 1 is subject to confirmation of the Council's budget in February 2019, and that funding in Years 2 and 3 is subject to the continued availability of funds and confirmation of annual budgets by Council.
17. Where the budget in future years allows an inflationary increase this will be passed on to the Farmland Museum.

### ***Legal***

18. The funding agreement with the Farmland Museum will allow variation or discontinuation of the grant in specified circumstances.

### ***Risk Management***

19. The main risks are that:
  - a) The Council is unable to give the funding contribution agreed because of unforeseen events
  - b) The future of the Museum is put a risk and it is unable to respond to future demands and opportunities.
20. The identified risks will be managed through the Museum and Council's risk management procedures.

### ***Equality and Diversity***

21. The operation and development of the Museum will take account of equality and diversity issues, for example, in providing appropriate access.

### ***Climate Change***

22. The Museum supports environmental education and the sustainable use of resources.

### **Consultation responses**

23. A statement in support of the Farmland Museum from Cllr Anna Bradnam, local ward member and the Council's nominee to the Trustees of the Farmland Museum, is at Appendix 4.

### **Effect on Strategic Aims**

24. Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

## Background Papers

Leader's Portfolio Holder meeting 15 September, 2011: Agenda reports pack, decisions and minutes

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=883&MId=5494&Ver=4>

Planning and Economic Development Portfolio Holder meeting 22 October 2013: Agenda reports pack, decisions and minutes

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=600&MId=6164&Ver=4>

Grants Advisory Committee meeting 27 November 2018: Agenda reports pack

<http://scams.moderngov.co.uk/ieListDocuments.aspx?CId=1096&MId=7433&Ver=4>

## Appendices

1 - Services to be provided by the Farmland Museum under the current funding agreement

2 - Farmland Museum Business Plan

3 - Farmland Museum Masterplanning Discussion presentation slides

4 - Statement in support of the Farmland Museum from Cllr Bradnam

**Report Author:** Siobhan Mellon – Development Officer

Telephone: (01954) 713395

<b>FUNDING AGREEMENT between SCDC and the Farmland Museum SERVICES TO BE PROVIDED 2018-2019</b>	
<b>Overall Mission</b>	To provide a valuable visitor attraction and leisure amenity for the benefit of residents of South Cambridgeshire
<b>Specific Deliverables</b>	<ul style="list-style-type: none"> <li>• To continue to operate the Farmland Museum as a visitor attraction and leisure amenity</li> <li>• To develop a plan which will enable the Farmland Museum to continue to operate beyond a time when no further funding is provided by South Cambridgeshire District Council</li> <li>• To provide reports on activities and including visitor number data at the end of the first six months of the funded period (April to September) and also at the end of the year.</li> </ul>

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## The Farmland Museum and Denny Abbey Provisional Business Plan 2019

Appendix 2

### Summary

(To be discussed with new staff before being finalized)

This document outlines the main headings for the Business Plan for the Farmland Museum for 2019. Behind it are more details of actions, responsibilities, targets, specific details and cost implications some still to be finalized. Before being finally adopted it will be shared with the new staff who started on 9<sup>th</sup>/10<sup>th</sup> January this year to ensure that they feel that targets in the plan whilst being challenging are achievable and relevant.

We are also working on a Forward Plan for the next three- four years and working with English Heritage on a Masterplan to look at how Museum and Abbey site can be developed to modernize the infrastructure, accommodate more visitors and provide a unique visitor destination for visitors from the proposed new town and the wider area.

### Our Vision

That the Farmland Museum will develop into a truly independent organization, attractive to funders and businesses, which will become the centre for rural heritage and social and agricultural history of Cambridgeshire.

### Our Mission Statement.

- To enable a wider audience to participate in and enjoy the Museum's work, enabling every individual to gain an understanding of rural life as it was in Cambridgeshire until it started to change at an increasing rate during the mid 20<sup>th</sup> century.
- to provide visitors to the Farmland Museum and Denny Abbey and those participating in the Museum's outreach work with a sense of change, while evoking an equally strong sense of stability and continuity with the past, which helps in the development of an individual's sense of self worth, place and sense of community.

We want the Farmland Museum and Denny Abbey to be a place where people can come to learn about land people's daily lives in the past. This is in the context of the rapid pace in technology and the increasing use of ag land for development. Meaning a traditional way of has changed for ever.

We also want the Farmland Museum and Denny Abbey to be a place where people can come for rest and recreation in a unique and peaceful setting which seems to be far away from the world as it is now.



### Overall objectives for this plan

1. To raise the profile of the Farmland Museum and Denny Abbey with the general public, local communities and academics and others.
2. To improve the financial sustainability of the Farmland Museum by providing a more diverse use of the site and increasing visitor numbers and visitor spend, working towards financial independence.
3. To increase visitor numbers especially targeting new residents in the area and visitors who do not usually tend to visit museums.
4. To build up the use of the site for other purposes, including formal and informal learning.

### Summary of key targets for 2019:

Visitors numbers at least average of last 4 years plus 10%	10,000
Income from ticket sales (reduction from 2018 because all EH visitors will have free entry to the whole site)	£15,000
EH contribution towards free entry ticket	£5,000
Secondary spend per visitor: aim for £2 per head (to include café, shop plant sales and bookshop)	£20,000
Increase Gift Aid from admissions to at least 50% of all tickets sold	£1,900
Income from site hire	£1000
Number of new volunteers recruited	At least 5
Number of trustees recruited	At least 3

## 2019 Business Plan Summary

### 1. Staffing:

#### Objective:

To create a strong and clearly understood management structure with confident staff who work well together and with volunteers, trustees and stakeholders (Note – this is the first year of a new management and staffing structure – both permanent staff are new appointments)

### 2. Finance

#### Objectives:

To set realistic but challenging financial targets.

To set a realistic budget and to have clear systems in place for purchasing, bill payments etc.

To have readily available understanding of the financial situation through regular monthly reports.

2(a) increase income from secondary spend in shop and café

2(b) Family Activities - introduce charge for participating children

2(c) Increase income from donations and sponsorship

- By raising awareness of donation boxes on site and the need for extra income above the price of a ticket from people who are able to afford a little more.
- From appeals to newsletter recipients and on website.
- Seeking sponsorship for projects from local businesses or high net worth individuals.

2(d) Increase Gift Aid income

2(e) Increase income from site hire - promote the site for business meetings, private events such as parties etc with a structured strategy. This is a key task for the new Commercial Officer.

### 3. ICT

#### Objectives:

To make the best use of existing resources.

To make best use of ICT for record keeping, financial management and collections management, and marketing including social media.

### 4. Community Engagement

#### Objectives :

To engage with as wide an audience as possible - this includes casual visitors, groups visits, coach tours, people using the site for commercial hire and schools.

- 4(a) Increase number of visitors to the site.
- 4(b) Build up number of visits from schools.
- 4(c) Develop outreach programmes for e.g. care homes, talks to local groups (e.g. village history societies).
- 4(d) Have a presence at some local village events (e.g. Waterbeach Feast, Ely Cathedral Harvest Festival).
- 4(e) Promote events run by external bodies on the site.
- 4(f) Promote site hire for meetings and private functions.

## **5. Collections.**

### **Objectives:**

- (a) To ensure that the collection is store in as suitable environmental conditions as can be given our current storage facilities
- (b) To ensure that we continue to conform to all the requirements for Accreditation.
- (c) To review improve existing systems and procedures for keeping track of all accessioned or handling items.
- (d) To keep displays clean and attractive and create a programme for refreshing them.

## **6. Volunteers and trustees**

### **Objectives**

- To build up the volunteer numbers both in specialist and general roles.
- Recruit new Trustees – at least 3

## **7. Site maintenance**

### **Objective:**

- To continue to ensure that site is well maintained and is safe for staff, volunteers and visitors.

## **8. Stakeholders and others**

### **Objective**

- To continue to build supportive relationships and develop a realistic masterplan for the future

- 8(a) English Heritage
- 8(b) South Cambridgeshire District Council
- 8(c) Amey
- 8(d) Urban and Civic and RLW
- 8(e) Work to develop links with companies on the Research Park, Industrial Estates and other local businesses to promote use of the facilities at the Farmland Museum and Denny Abbey and potentially provide sponsorship or other support.

# MASTERPLANNING DISCUSSION

## DENNY ABBEY AND FARMLAND MUSEUM

17 OCTOBER 2017



## Introduction

### Denny Abbey and Farmland Museum

Denny Abbey and the Farmland Museum are a serene oasis less than a minute's drive from the A10 and described by many as 'a hidden gem'. The unique Grade 1 listed Abbey and Refectory, set on slightly higher ground than the surrounding area, have been a dominant and important feature of the landscape since the 12th century.

The Farmland Museum is the only independent museum which is regularly open to the public in South Cambridgeshire (excluding the IWM at Duxford which is on a very different scale).

The Farmland Museum buildings - which include a Grade 2 listed 17th century threshing barn, an early Grain Store built in 1959/60, converted farm buildings and a purpose built visitor centre- complement the story of the Abbey which itself became a farmhouse after the Dissolution of the Monasteries.

The site tells stories of the way in which local people have lived and worked from the 12th century onwards. The staff and Trustees of the Farmland Museum are working on a five year strategic plan to develop these stories and bring them up to date so that they are more easily accessible both to the new community and to future generations of local families.

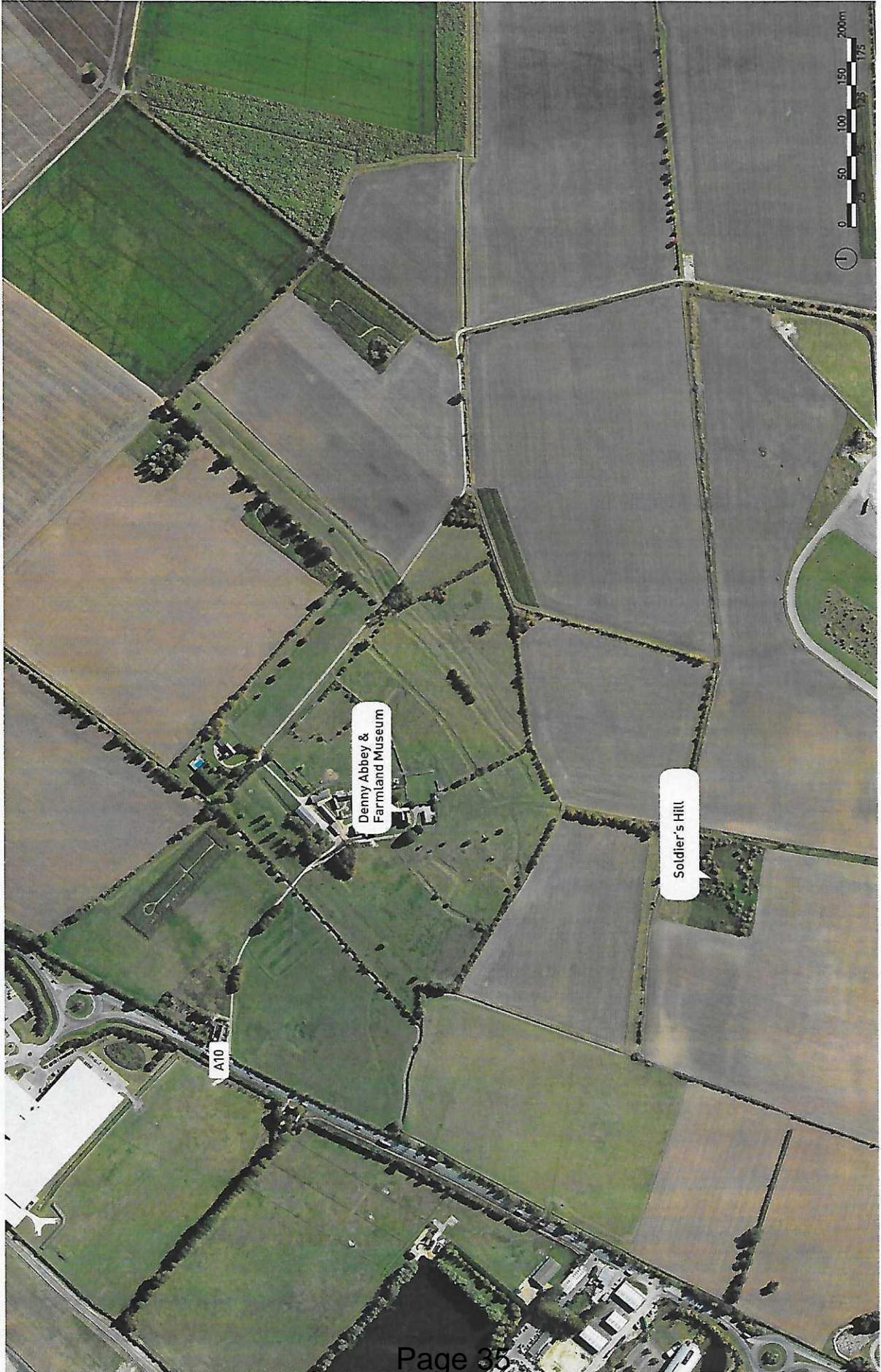
New residents may know little about the area, and it is more important than ever to ensure future generations feel a connection with the environment and heritage around them, and understand how farming and the agricultural life has changed during the last century and continues to shape the landscape around them. The story told by the museum and Abbey will help them to feel that they too belong to the unfolding story of the region.

The possibility of collaboration between visitors to Wicken Fen and the Denny Abbey site has been identified, including making use of potential future river and rail crossings to create cycle and pedestrian connections to the Wicken Fen Area, alleviating the pressures on the existing entrance and visitor centre and potentially increasing the opportunities for activities at the Museum. This would impact on the number of visitors and core focus of the site.

Working through the potential issues and opportunities through a masterplanning process, will help the Farmland Museum and Denny Abbey to lead a shared vision with partners and identify future funding, planning and project options moving forward.

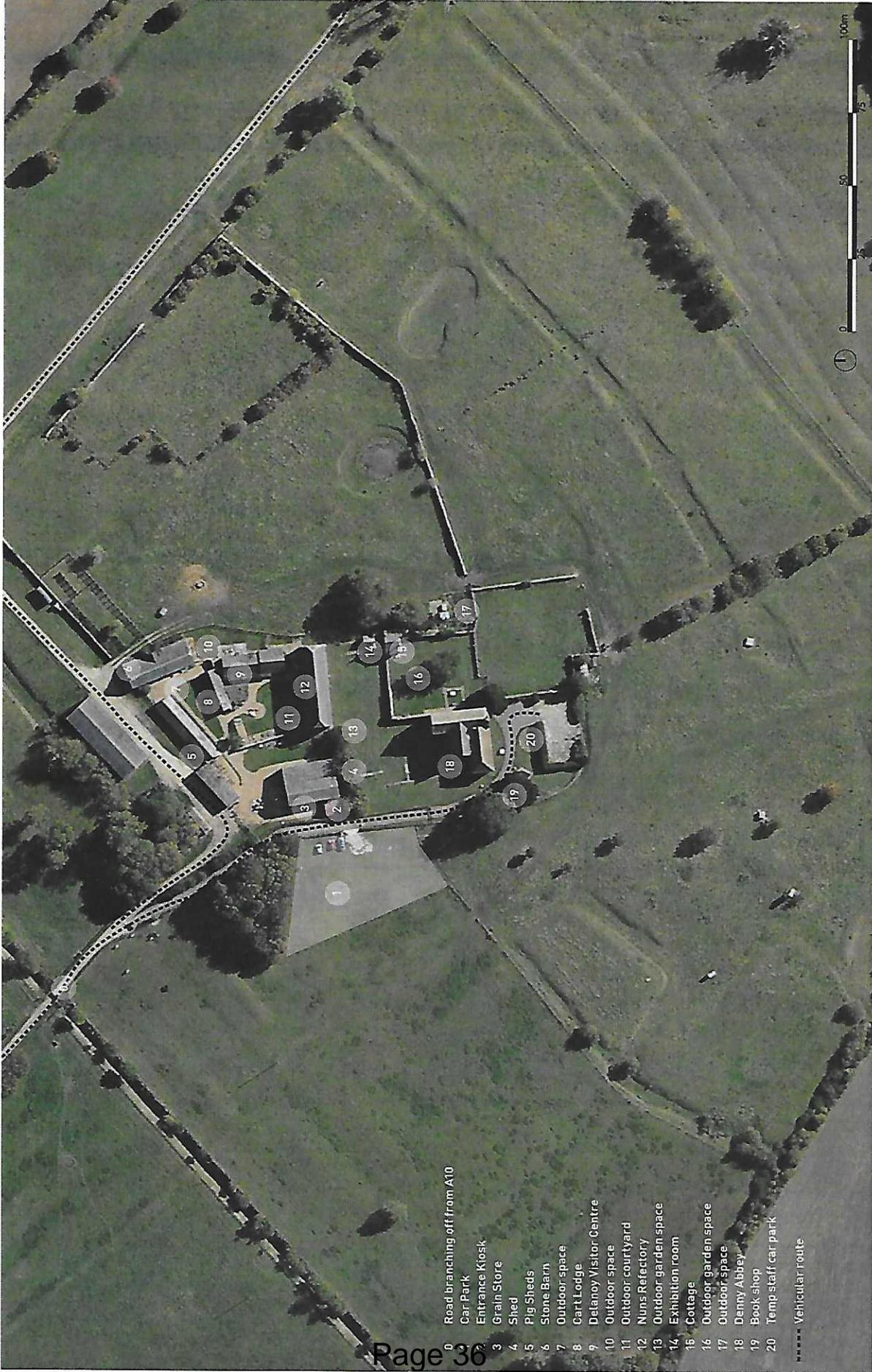


**Existing context**  
Denny Abbey and Farmland Museum



# Existing buildings and functions

## Denny Abbey and Farmland Museum

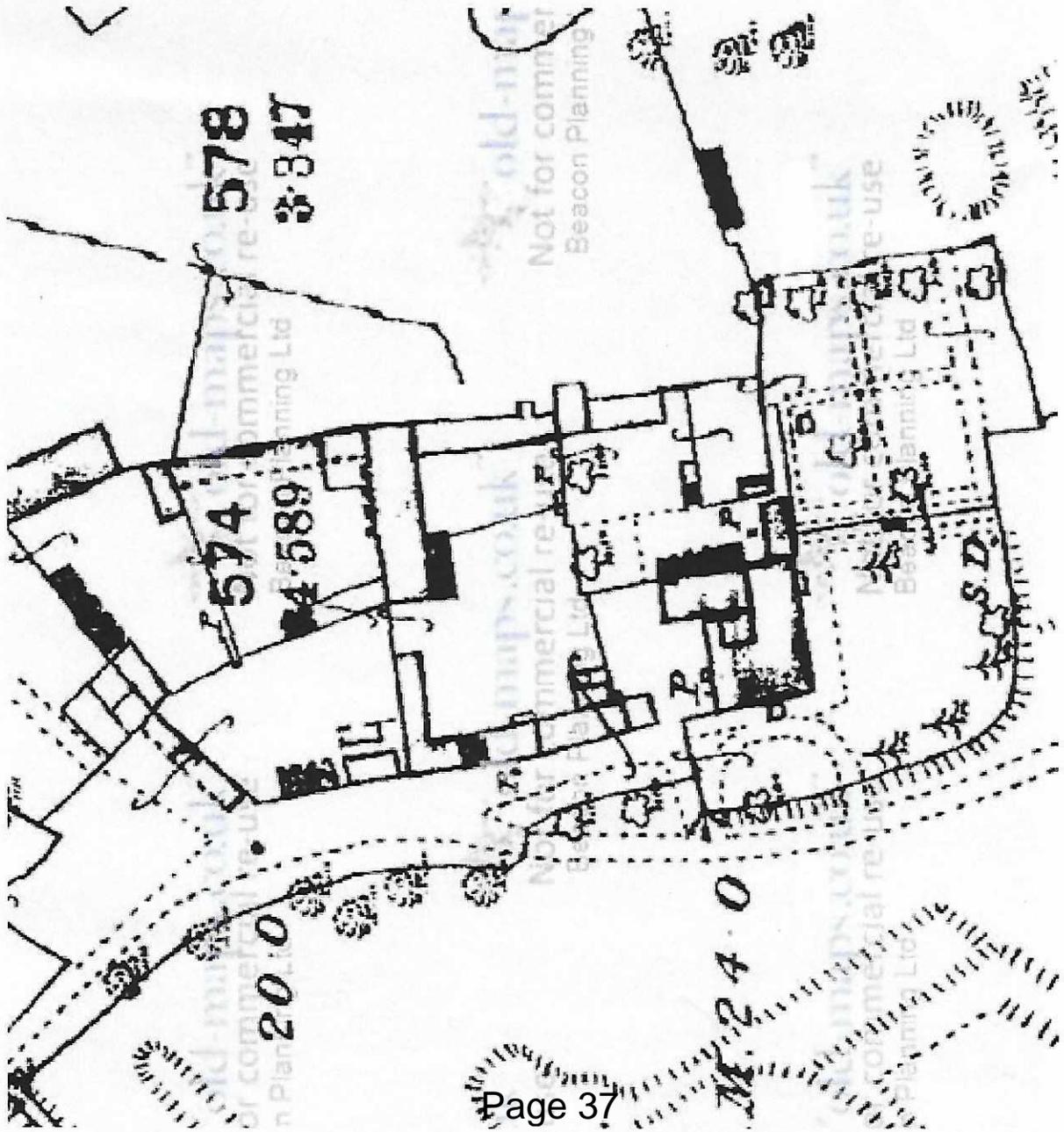


- 0 Road branching off from A10
- 1 Car Park
- 2 Entrance Kiosk
- 3 Grain Store
- 4 Shed
- 5 Pig Sheds
- 6 Stone Barn
- 7 Outdoor space
- 8 Cart Lodge
- 9 Delaney Visitor Centre
- 10 Outdoor space
- 11 Outdoor courtyard
- 12 Nuns Refectory
- 13 Outdoor garden space
- 14 Exhibition room
- 15 Cottage
- 16 Outdoor garden space
- 17 Outdoor space
- 18 Denny Abbey
- 19 Book shop
- 20 Temp staff car park

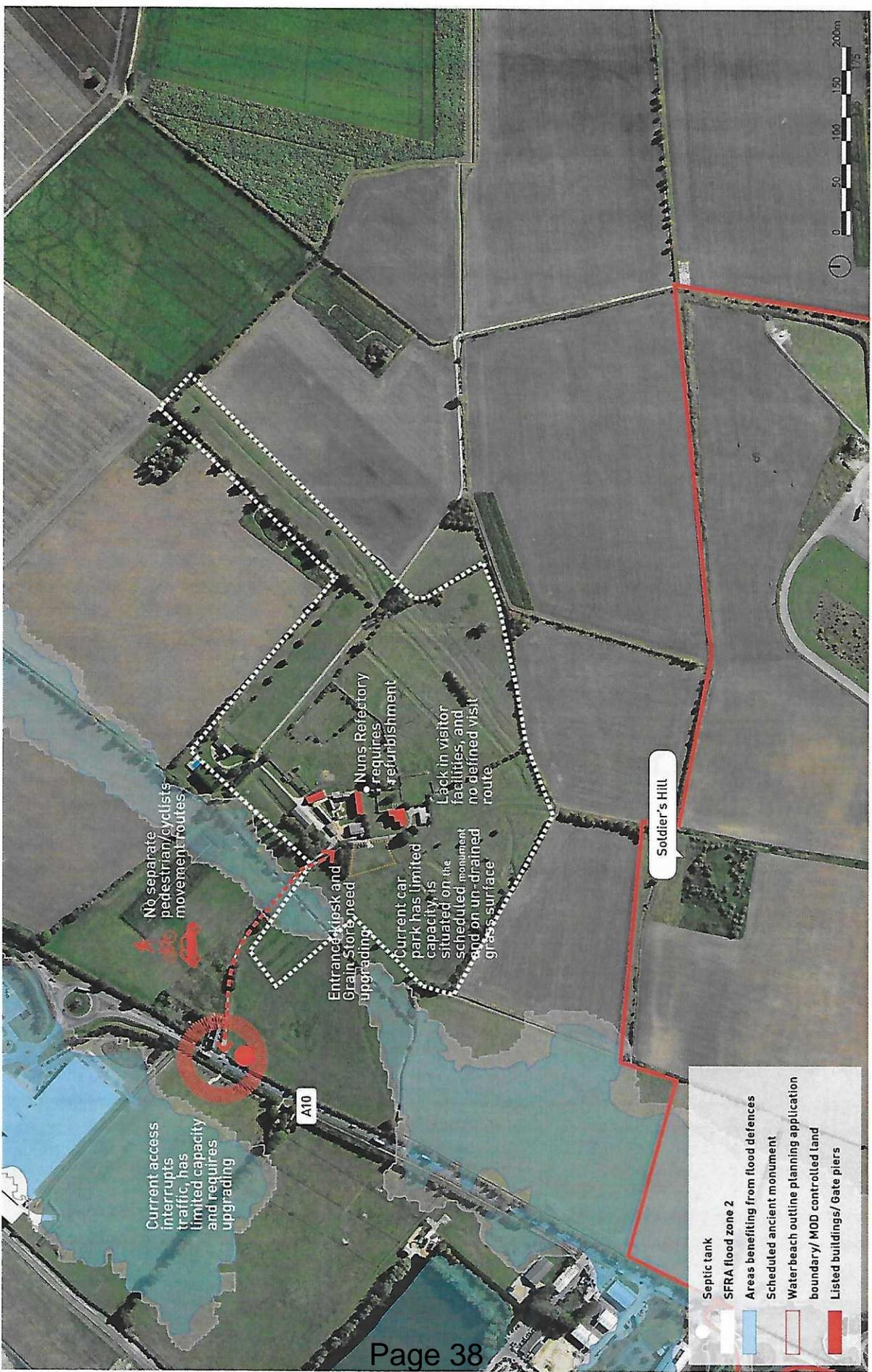
----- Vehicular route



Historic layout of the Farmland Museum Cluster  
1887-1888 OS Plan



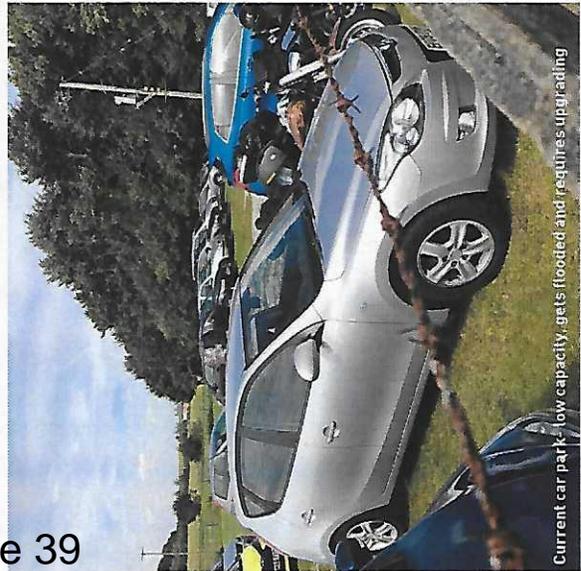
# Site constraints



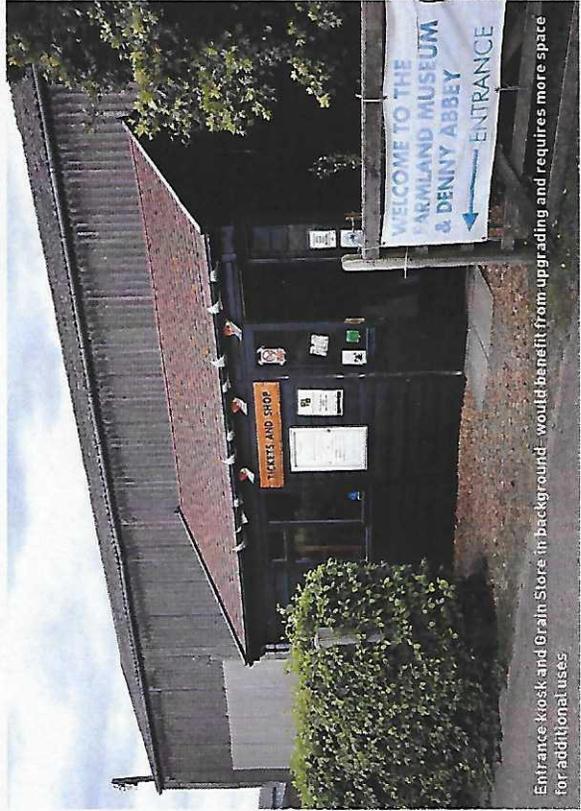
Site constraints



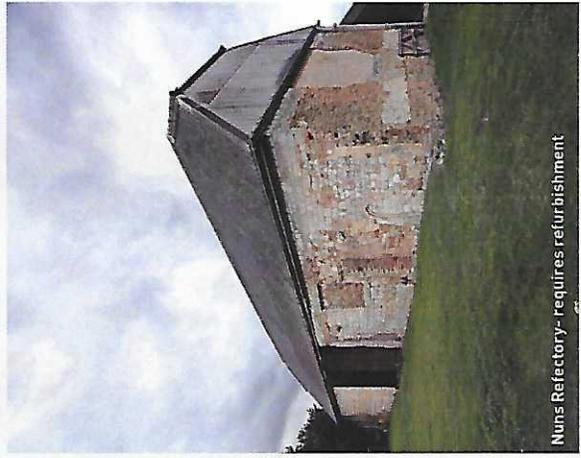
Current access of the A10 - low capacity, interrupts traffic and requires upgrading



Current car park - low capacity, gets flooded and requires upgrading



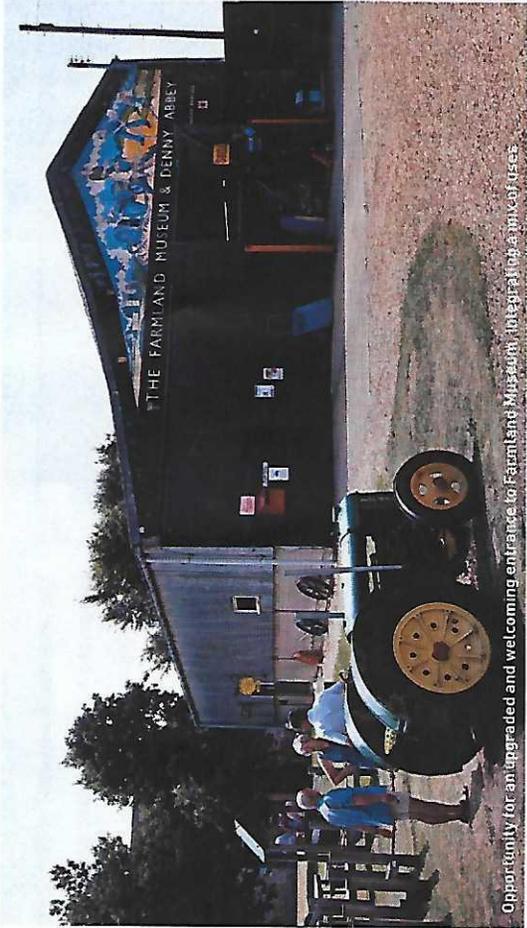
Entrance kiosk and Grain Store in background - would benefit from upgrading and requires more space for additional uses



Nuns Refectory - requires refurbishment



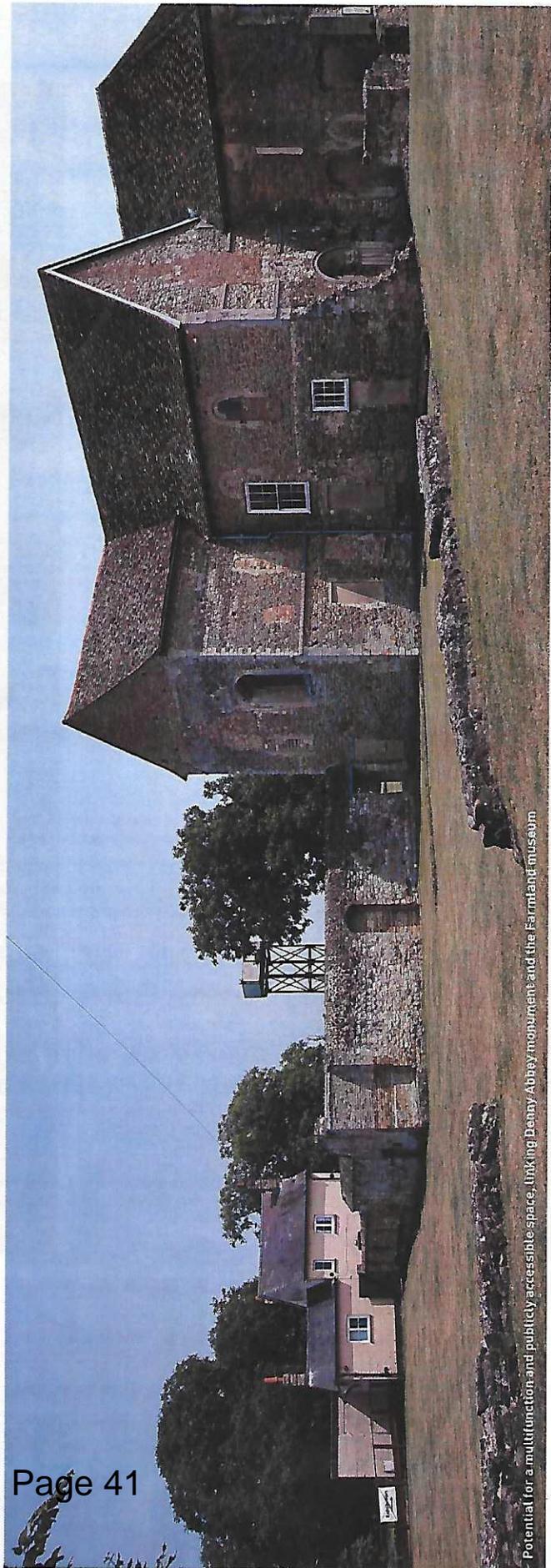
# Site opportunities



Opportunity for an upgraded and welcoming entrance to Farm and Museum, integrating a mix of uses.



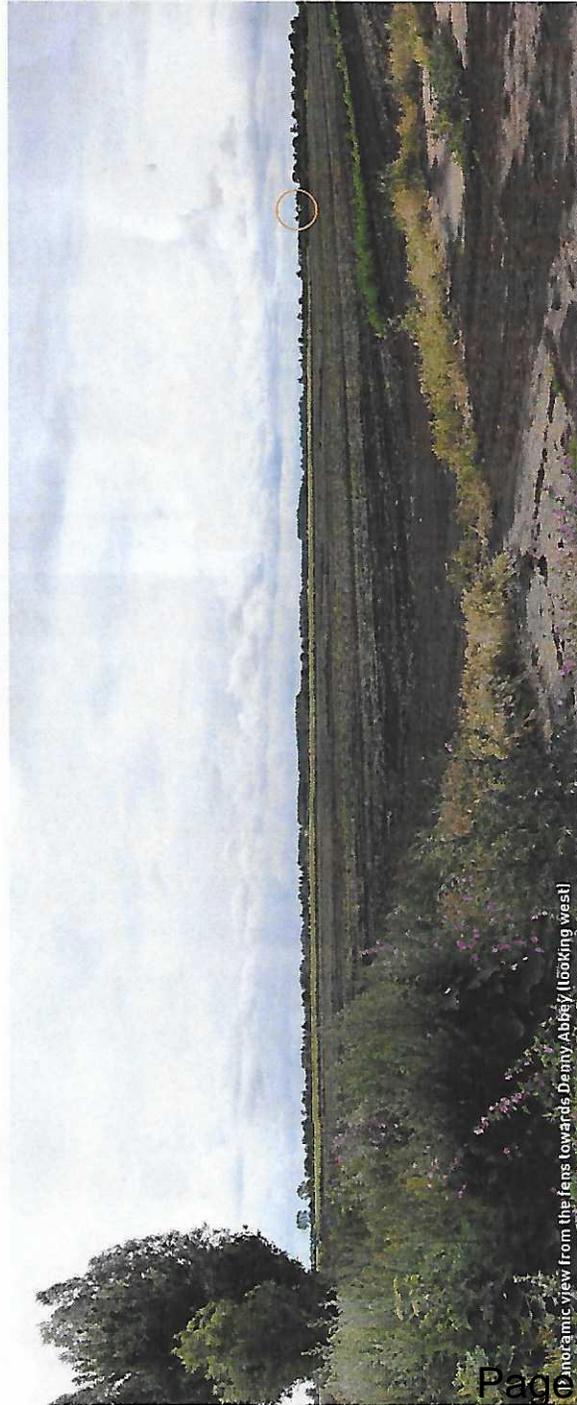
Enhanced views and stronger storytelling by a new pedestrian and cyclist route, linking the site to the new development at Water beach.



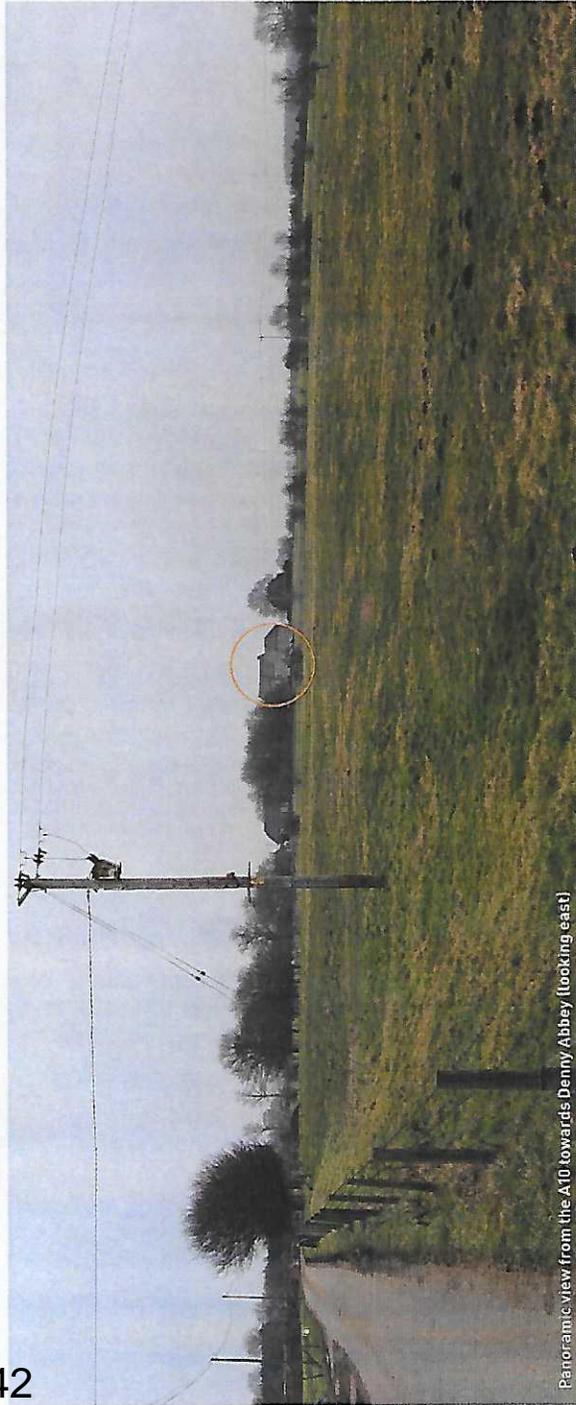
Potential for a multifunction and publicly accessible space, linking Denny Abbey monuments and the Farmland museum

## Visual context and important views

Denny Abbey and Farmland Museum



Panoramic view from the fens towards Denny Abbey (looking west)



Panoramic view from the A10 towards Denny Abbey (looking east)

The area north and east of Denny Abbey comprises a characteristic pattern of regular rectangular fields created as a result of drainage and 17th century enclosure. This character is described in the Landscape and Heritage Appraisal of Denny Abbey and its Setting (October 2013, LDA Design) as follows:

"It is a large open landscape and although appearing monotonous, it is in fact characterised by continuous subtle change as the visual characteristics of one fen merge into the next. The open landscape provides distant views where the scattering of clumps and individual trees merge together to produce a feeling of a more densely tree-covered horizon."

Maintaining the open character of the rural landscape surrounding Denny Abbey and rationalising the location of parking infrastructure is clearly of vital importance to preserve and enhance the setting of this heritage asset. Improving access and enhancing views both to and from Denny over the surrounding rural landscape would reinforce the relationship between the medieval history of Denny and its modern landscape setting and help improve people's appreciation of this important site.

# Proposed buildings and functions

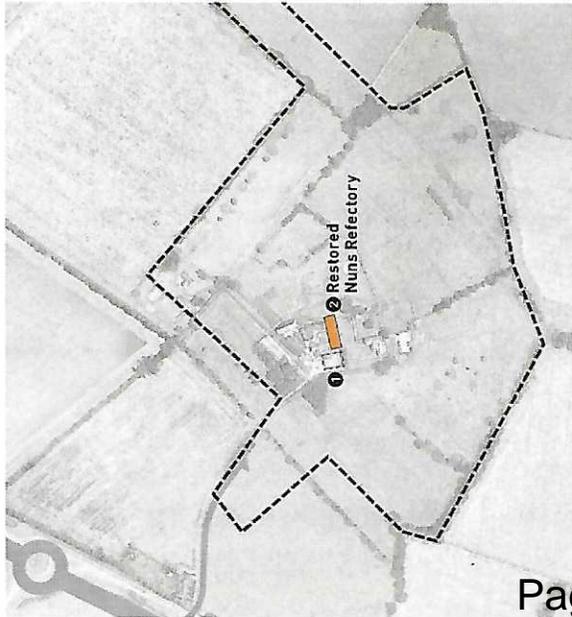
## Denny Abbey and Farmland Museum



Top: Stone Barns Visitor Centre, Buckingham  
 Bottom Eltham Palace Visitor Centre, London



Potential view towards the multifunctional space, linking Denny Abbey monument and the Farm and Museum



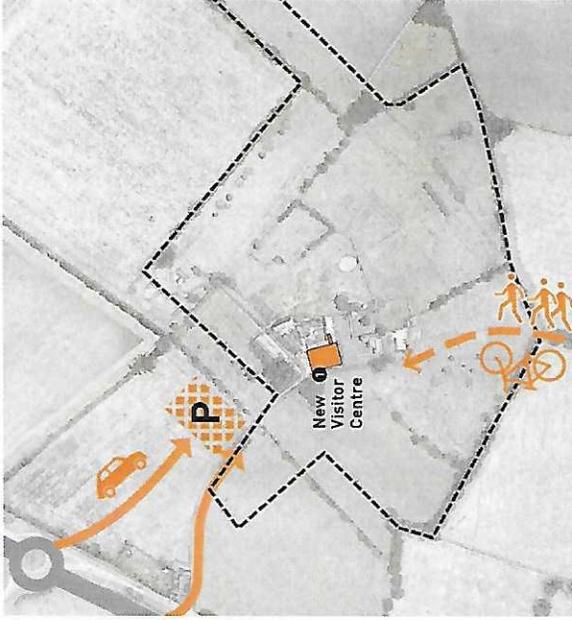
**Stage 1 - immediate requirements**  
(1-2 years)

- Improved cafe, shop and toilet facilities (1)
- Temporary storage and display space for the collection
- Temporary training and office space
- Restoration of Nuns Refectory (2)



**Stage 2**  
(2-5 years)

- Potential temporary parking on runway surface in Waterbeach scheme
- Establishment of Causeway link to Waterbeach Village and station through Waterbeach new scheme



**Stage 3**  
(5-10 years)

- Relocated car park with engineered surface with drainage, lighting and bike hire facility
- Upgraded or relocated junction with the A10- potential for access from the existing roundabout to the north
- New enlarged visitor centre, including a cafe, kitchen and dining tables, shop, ticket sales, collection space, storage space and offices (1)

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ISO 14001  
RIBA Chartered Practice



**Statement in support of The Farmland Museum's SCDC grant support for 2019/20.**

South Cambridgeshire District Council were instrumental in establishing the museum at Denny Abbey; storing the collection when the Delanoy's retired, until the Denny Abbey site was acquired. The Council has provided substantial financial and other support since then. Whilst this has been at a greatly reduced level in the past few years, the Museum could not survive without it.

As South Cambridgeshire District Council's nominee to the Trustees of the Farmland Museum, I wholeheartedly request that you continue this funding in 2019/20 and in the future.

Since I was appointed in May 2018, I have enjoyed meeting the staff and volunteers and understanding more about the agricultural collection and the complicated architectural history of Denny Abbey. What comes over loud and clear is how much the enthusiasm of Trustees, staff and volunteers enables the museum to provide insight into our rural history and our connection with it.

The Museum is an asset to the District and will be to Waterbeach New Town, offering as it does, a place for learning, an opportunity for social inclusion and volunteering, a focal point for visits on foot, bicycle and on horseback for residents of the new town and a walk through time, from the recent history of the airfield and its Military Heritage Museum to the agricultural heritage of the Fens. Visitors I've spoken to say how much they appreciate the peace and quiet of the site, while children and adults alike can see, touch and smell the past, play in safety and enjoy tea and cake in the café. The Museum offers a place to learn, understand and to breathe.

You will have read in the Report from the Chairman of the Trustees, October 2018 about the broad range of activities volunteers and Trustees run - encouraging local people to understand what agricultural life was like in the Fens and to engender a sense of place and community.

The involvement of volunteers is essential to the Museum, in everything from the outreach work described above, through - running children's activities and education events, maintaining the site and equipment, tending the allotment and garden, running the second hand book shop, helping with cataloguing the collection and managing the accounts - to producing a Newsletter. The Board does a fantastic job of harnessing the skills and interests of volunteers, enabling the Museum to run as efficiently as possible on its very limited budget.

Despite financial constraints, the Museum has Full Accreditation with Arts Council England, which requires compliance with standards of management, services and care for the historic collection of over 10,000 objects. The Farmland Museum has a vision to become a truly independent organisation, attractive to funders and businesses and to become THE centre for rural heritage in Cambridgeshire. There are great opportunities for the site but it is limited by the current car parking, toilets and rather dangerous access from the A10.

Meantime the Museum is undergoing a period of considerable change, with English Heritage revising its funding offer. The Trustees are being assisted by a marketing consultant (funded by a grant from the Cambridgeshire Community Foundation) who is advising the Museum on how it can become more financially sustainable. The Trustees have also instigated a re-organisation to employ a Commercial Officer and to make the very best use of staff skills and abilities.

The funding that South Cambridgeshire District Council provides is essential to the continuing success of this gem in our District and County. Please continue to support The Farmland Museum.

Anna Bradnam, District Councillor for Milton and Waterbeach Ward  
South Cambridgeshire District Council's nominee to the Trustees of the Farmland Museum

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# Agenda Item 7

**REPORT TO:** Grants Advisory Committee

25 January 2019

**LEAD OFFICER:** Director of Housing, Health and Environmental Services

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## **Elite Athlete Award Scheme: 2018/19 Review**

### **Purpose**

1. To review the Elite Athlete Award Scheme to ensure that it reflects Council priorities and make recommendations to Cabinet.
2. This is not a key decision.

### **Recommendations**

3. It is recommended that Grants Advisory Committee recommends to Cabinet that:
  - (a) the Elite Athlete Award Scheme is discontinued, and that
  - (b) the £10,000 funding for 2018/19 is reallocated to:
    - (i) another grant scheme (to be specified, with reasons, by the Committee), or
    - (ii) the General Fund, or
    - (iii) another purpose (to be specified, with reasons, by the Committee).
  - (c) the £10,000 funding for 2019/20 is reallocated to:
    - (i) another grant scheme (to be specified, with reasons, by the Committee), or
    - (ii) the General Fund, or
    - (iii) another purpose (to be specified, with reasons, by the Committee).

### **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) Review of the Council's grants schemes to ensure they reflect Council priorities.
  - (b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
  - (c) Consideration of applications made under the Council's grants schemes.
5. The Elite Athlete Award Scheme, whilst beneficial for the individuals that receive it, is not currently reflective of the Council's draft priorities for 2019 to 2024. There is £10,000 set aside in the 2018/19 budget and 2019/20 draft budget towards the scheme, which could be reallocated if a decision is made to discontinue with the scheme.

### **Background**

6. South Cambridgeshire District Council was inspired by the London 2012 Olympic and Paralympic Games to invite all elite athletes to apply for an elite athlete award to

support their sporting talent. The Elite Athlete Awards Scheme was launched by Lord Sebastian Coe in July 2009.

7. The scheme is open to both able-bodied and disabled athletes, with priority going to those taking part in Olympic, Paralympic and Commonwealth sports.
8. The scheme supports any athlete who lives in South Cambridgeshire. If an applicant studies or trains outside South Cambridgeshire they can still apply, provided their family home is in the district. Applicants who are studying at a College or University within South Cambridgeshire are not eligible unless they also have a family home within the district.
9. All grant recipients are expected to provide a short end of year report including details of their performance and how the grant has been spent in accordance with the information provided in the application. A further condition of grant is that recipients are able to attend at least one community event within a 12 month period following receipt of the grant.
10. Grants are awarded to athletes competing at all levels from regional level (up to £500), national level (up to £1,000), to world class level (up to £2,000). It is a competitive process and applications are assessed with regard to eligibility, performance and potential.
11. The scheme was originally set up to run from 2009 until 2012, however, has since been extended as a legacy to the London 2012 Olympic and Paralympic Games.
12. Historically, a multi-agency grants panel has made award recommendations to members for decision. In recent years, the panel has been made up of representative from the South Cambs School Sports Partnership, Living Sport and the Council.

### Considerations

13. The budget for the scheme was initially £20,000 per year, which was reduced to £10,000 in 2012/13. The budget was increased in each of the previous two years to accommodate additional applicants.

Year	Budget <sup>1</sup> (£)	Total Amount Awarded (£)	Number of applicants
2017/18	10,000	16,350	35
2016/17	10,000	12,000	32
2015/16	10,000	10,050	16
2014/15	10,000	3,300	8
2013/14	10,000	5,350	17
2012/13	10,000 <sup>2</sup>	10,000	19

<sup>1</sup> A small amount of funding has been allocated to publicity each year.

<sup>2</sup> Uncommitted balances from previous years.

2011/12	20,000	12,700	33
2010/11	20,000	14,550	26
2009/10	20,000	14,250	24

14. Prior to 2015/16 the awards were made twice a year. This was amended to ensure that all applications could be viewed together and to ensure that the most deserving athletes were awarded the grants. Additional publicity was also put in place from 2015/16, with social media, radio and film being utilised as well as the South Cambs Magazine and other media outlets.

15. At a workshop of the Grants Advisory Committee, held on 11 September 2018, the following points/questions were raised. Information is also provided below following investigation into the points/questions raised.

(a) Are there other grants available for South Cambridgeshire applicants?

Many grant funding schemes are only available to groups. Schemes that we believe are available to individuals include:

- Sports Aid (Cambridgeshire Sports Aid) – typically 12-18 year olds, must be nominated by their sport governing body.
- TASS (Talented Athlete Scholarship Scheme) – up to £3,500
- The Ron Pickering Memorial Fund – typically 15-23 year olds
- The Dickie Bird Foundation – children under 16, varying amounts
- GLL Sports Foundation – all ages, £250-£1,500
- Johanna Brown Trust – young people, £100-£1,000
- Prices Trust – 16-30 year olds, up to £500
- Get Kids Going (Disabilities) – up to 26 year olds
- Caudwell Children ‘Enable Sport’ (Disabilities) – under 19 years old

Most of the funds are national pots.

(b) The scheme is not currently means tested. How can the Council be sure that the grants are being awarded to those most in need?

Looking at other grant funding schemes available, some are means tested. Examples of questions include “do the child's parents/guardians earn less than £45k gross per annum?”. It should be remembered that the South Cambs Elite Athlete Award Scheme has historically been available to people of any age.

Feedback from previous recipients show that the grants are appreciated because it

- provided a welcome additional contribution to equipment and training,
- allowed sportmen and women to take their sport to the next level,
- allowed opportunities to train and compete abroad, and
- is a positive scheme for young people.

16. In reviewing the scheme against the current Corporate Plan and the Council's draft priorities for 2019-2024, it is difficult to see a clear fit:

(a) The ‘housing that is affordable for everyone to live in’ priority area includes reference to encouraging more people to participate in active and healthy lifestyles. Whilst there is a wealth of evidence to support that participation in

regular physical activity has both direct and indirect impacts on people's physical and mental health, and enables people to build social capital<sup>3</sup>, there is a lack of evidence to support that the Olympic Games, or individual elite athletes, can encourage the wider population into physical activity<sup>4</sup>. According to the most recent UK Physical Activity Report published by the British Heart Foundation 2017<sup>5</sup>, 39% of adults in the UK still do not meet the recommended physical activity levels and the number of children meeting the recommended amount of physical activity for healthy development drops by 40% as they progress through primary school<sup>6</sup>. It is likely that the people being supported by the scheme would continue to remain active and healthy if the grant scheme was discontinued.

- (b) The draft 'economic development' priority area includes a focus on skills, however, these are in the context of developing skills needed by local businesses.

### Options

- 17. The Grants Advisory Committee could recommend to Cabinet that:
  - (a) the Elite Athlete Award Scheme is discontinued, or
  - (b) the Elite Athlete Award Scheme is continued under the same terms and conditions as the existing scheme, or
  - (c) the Elite Athlete Award Scheme is continued, with amendments (to be specified) to the existing scheme,
  
- 18. The Grants Advisory Committee could recommend to Cabinet that, if discontinued,
  - (a) the £10,000 funding for 2018/19 is reallocated to:
    - (i) another grant scheme (to be specified, with reasons, by the Committee), or
    - (ii) the General Fund, or
    - (iii) another purpose (to be specified, with reasons, by the Committee).
  - (b) the £10,000 funding for 2019/20 is reallocated to:
    - (i) another grant scheme (to be specified, with reasons, by the Committee), or
    - (ii) the General Fund, or
    - (iii) another purpose (to be specified, with reasons, by the Committee).

### Implications

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

#### ***Equality and Diversity***

- 20. It is difficult to quantify the potential impact of discontinuing the Elite Athlete Award Scheme because equality and diversity information has not been required of applicants and the scheme has not been means tested.

### Consultation responses

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<sup>3</sup> Improving the public's health: A resource for local authorities, The King's Fund, 2013.

<sup>4</sup> [Can the London 2012 Olympics inspire a generation to do more physical or sporting activities. An overview of systematic reviews](#)

<sup>5</sup> [BHF Physical Inactivity and Sedentary Behaviour Report 2017](#)

<sup>6</sup> <https://www.gov.uk/government/news/number-of-children-getting-enough-physical-activity-drops-by-40>

21. There has been no consultation carried out, however, the recommendations are linked to the current Corporate Plan and draft priorities for 2019-2024, which has recently been consulted upon. The consultation responses for the draft priorities for 2019-2024 were published with the agenda for the Scrutiny and Overview Committee on 22 January 2019. There were no significant comments that relate to this report.

**Effect on Strategic Aims**

22. See paragraphs 16 above.

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