

South Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridge
CB23 6EA

t: 01954 713000

f: 01954 713149

www.scambs.gov.uk



22nd September 2022

To: Chair – Councillor Jose Hales Vice-Chairman – Councillor Sue Ellington All Members of the Grants Advisory Committee - Councillors, Bill Handley and Judith Rippeth

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell, Bunty Waters, Dr. Shrobona Bhattacharya, Peter McDonald and Peter Sandford

Dear Sir / Madam

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 30 September 2022 at 10.00 a.m.**

Yours faithfully

Liz Watts

Chief Executive

Requests for a large print agenda must be received at least 48 hours before the meeting.

| | Agenda | Pages |
|----|---|---------------|
| 1. | Apologies for Absence | |
| 2. | Declarations of Interest | |
| 3. | Minutes of Previous Meeting To authorise the Chair to sign the Minutes of the meeting held on Friday, 26 August 2022 as a correct record. | 1 - 4 |
| 4. | Community Chest: Funding Applications | 5 - 28 |
| 5. | Date of next meeting Friday 28 th October 2022 at 10:00 | |

Guidance For Visitors to South Cambridgeshire Hall

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 26 August 2022 at 2.00 p.m.

PRESENT: Councillor Dan Lentell– Chair
Councillor Sue Ellington – Vice-Chair

Councillors: Bill Handley Judith Rippeth

Officers in attendance for all or part of the meeting:

Aaron Clarke Democratic Services Technical Officer
Emma Dyer Development Officer (Community-Led Plans)
Eleanor Haines Project Officer (Climate and Environment)
Jonathan Malton Cabinet Support Officer

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

1. Apologies for Absence

There was an apology for absence from Councillor Jose Hales.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 29 July 2022.

Subject to a correction with regards to the Milton Community Centre applications for a Zero Carbon Grant. The minutes should state that the battery storage application, for £13,296, was granted the funding request and that the interior and exterior lighting application, for £6,847 was not successful.

4. Zero Carbon Communities Grant

It was noted that there had been an IT error that had resulted in the application from Ickleton Village Hall not being included in the pack for the previous month. It was commented that this IT error had been resolved and would not occur again.

The application from Ickleton Village Hall was agreed and funded for the requested amount of £8,000.

5. Community Chest: Funding Applications

- Abington History Group (AHG) (CBPGHVXV) be approved and funded at the full amount requested of £850

- Cambridgeshire Search and Rescue (CamSAR) (CBPGHVXV) be approved and funded at the full amount requested of £2,000
- Hope against Poverty CIC (QXHTKXPD) is not funded, but deferred as detailed below.
- Abington History Group provides information on who owns the portacabin and if their group has sole use of it.
- Cambridgeshire Search and Rescue provide details on what the difference is between a £300 and a £250 underwater search pole and what security measures are in place for where the items are stored.

Abington History Group

Costs of £850 – requested through the community chest.

Who owns the portacabin?

It was agreed that officers would inquire and find this out.

Is the information to be put online or in a digital format? Yes – 4000 documents to be digitised. Over 4000 images linked to descriptions.

Agreed

Cambridgeshire Search and Rescue

£2,000 requested

Agreed

Hope against Poverty CIC

Free Christmas hampers for those struggling to afford to celebrate Christmas with their families.

£2,000 requested

How are the hampers going to be distributed out?

Need to know how this will be managed, particularly with self-referral.

Are unwanted toys checked that they are fire safe?

Where are the parcels coming from? Is it volunteers creating these parcels or a company that is making a profit from the creation of such parcels? If there is a profit, where is that profit going?

Application deferred pending the receipt of further information.

6. Date of next meeting

Friday 30 September 2022 at 10:00am.

The Meeting ended at 10.30 a.m.

This page is left blank intentionally.



| | | |
|-----------------------------|--|-------------------|
| Report to: | Grants Advisory Committee | 30 September 2022 |
| Lead Cabinet Member: | Councillor John Williams Lead Cabinet Member for Finance | |
| Lead Officer: | Gareth Bell | |

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 10 August 2022 and 12 September 2022 to 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 Finance 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 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

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

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund if they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund for the current financial year.

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

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 2022/23 has been amended from **£61,768.83** to **£48,225.31**. The former was calculated by adding the £58,000 annual fund for 2022/23 to the remaining £3,768.83 rolled over from the 2021/22 financial year.
8. However, to account for the fact that applications received in March are funded at the April Grant's Advisory Committee meeting, and that the period when the annual allocation is spent actually runs from the end April to end April, this adjustment means that the Community Chest Grant budget was fully spent in 2021/22. The actual budget for 2022/23 of **£48,225.31** has been re-calculated as £58,000 (annual allocation) minus £9,774.69 (- £9,774.69 being the balance after the applications received in March were funded in April). All other figures, including the remaining budgets within the summary tables provided since April 2022 have not been affected by this change. The table at the bottom of both this report and Appendix B has also been amended to reflect the true sum available of **£48,225.31**.

9. In addition, there is **£20,000**** ringfenced for 2022/23 for **Biodiversity Grants** and **£48,000** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans**.

10. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Communities Team upon request).

11. 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 (£48,225.31)* | 31 March 2023 | £25,867.95 | 6 | £10,298.60 | £15,569.35 |
| Biodiversity (£20,000) ** | 31 March 2023 | £19,045.01 | 1 | £2,000.00 | £17,045.01 |
| Community-Led Plans (£48,000) | October 2023 | £48,000 | 0 | 0 | £48,000 |
| Total | - | £92,912.96 | 7 | £12,298.60 | £80,614.36 |

* £58,000 (annual allocation) minus £9,774.69 (- £9,774.69 being the balance after the applications received in March were funded in April).

**£10,000 plus remaining £10,000 from 2021/2022 financial year

Options

9. 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

10. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

12. 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 | SBBJBLPX | Community Chest Grant | |
| Name of Organisation | Meldreth, Shepreth and Foxton Community Rail Partnership | | |
| Organisation Type | Community Interest Company | | |
| CCVS Registered | No | | |
| Parish | Meldreth, Shepreth and Foxton | | |
| Landowner | Cambridgeshire County Council | | |
| Project Type | Improvements to community buildings and spaces | | |
| Green option considered? | Yes - Solar Dial timeclock controller | | |
| Documentation Status | Safeguarding | Yes | Accounts |
| | Quote | Yes | Mission Statement |
| District Councillor Support | Yes, Cllr 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? | Amount to be confirmed | | |
| Officer Summary | | | |

The Meldreth, Shepreth and Foxton Community Rail Partnership was formed in 2013 and aims to develop links with schools and local businesses associated with our local rail services, and to enhance sustainable transport links in the wider area. There are 519 members.

Activities include:

- Recognising the key role of rail to the local community and promoting it as a sustainable mode of transport
- Improving and enhancing the station environments and promoting green projects

Meldreth to Melbourn A10 Underpass Improvement Project

The A10 underpass forms part of the off-road walking route that links Meldreth Station to the village of Melbourn. In December 2020 there was a sexual assault at the Underpass. A survey of local residents, commuters and school children was carried out, which identified that the underpass is considered intimidating due to the lack of lighting, the overgrown vegetation and the out of date and graffitied artwork. The Community Safety Partnership at SCDC set up a Task and Finish Group to address the issues at the underpass:



Lighting

The survey showed that 26% of respondents would avoid using the underpass in the evening and 50% would avoid using it at night. 62% of respondents did not feel that the underpass was well

enough lit at dusk, and 81% said it was not well enough lit at night. The first stage of the project will be to follow advice from the Cambridgeshire County Council Highways team on how to improve the lighting in the underpass. This will include:

- Pressure washing the underpass to remove existing dirt and grime
- Painting the ceiling, floors and walls white to improve the Light Reflectance Value in the underpass (this will reduce the level of light needed, and reduce the energy requirements)
- Installing new lighting controls so that control of the lighting inside the underpass can be separated from the lights outside the underpass, allowing lights to come on earlier and stay on later.

Vegetation

From the survey responses, overgrowth was mentioned many times with comments about hiding places and lack of visibility adding to feelings of discomfort for users of the path and underpass, further respondents believed overgrowth makes the underpass look ill-cared for, leaving it vulnerable to further anti-social behaviour. The second stage of the project will be to cut back some of the existing vegetation. This will improve sight lines on the approach to the underpass and tackle the feelings of intimidation. 38% of respondents said that the plants and shrubs either side of the underpass should be trimmed and kept neat.

Artwork

The survey also asked what should be done about the existing artwork in the underpass. Originally a community project, this now dates back around 15 years and has become disfigured by graffiti in many places. Whilst 23% of respondents were in favour of retaining the existing artwork, 49% preferred new artwork to be designed by the community and local students. Additionally, a visit by the Cambridgeshire County Council Think Communities team to Melbourn Village College (MVC) identified the need to provide creative activities to enhance the mental health of young people. The third stage of the project will be to follow the advice of the Head of Art at MVC to employ an artist to run workshops for students and local residents to design artwork to decorate the underpass. If the artwork is designed in lighter colours and does not cover the walls fully top to bottom this will have an improved effect on the Light Reflectance Value. The artist will then transfer the artwork onto the underpass walls. which will then be covered in anti-graffiti paint.

Project Benefits

The survey showed that in addition to travelling to work (20%) and school (8%), the underpass is also used extensively for exercise (22%). The project will benefit residents of Melbourn and Meldreth, plus commuters from other villages travelling from Meldreth Station to Melbourn for work, school or leisure. The benefits of the project will be:

- Tackling anti-social behaviour
- Enhancing the environment around the station to encourage use of active travel and public transport
- Providing creative activities for local residents, especially young people, to support their mental health and develop skills.

Cambridgeshire County Council's Highway Dept. have approved the project.

Total project costs are £7,075:

- To supply and install a Small Feeder Pillar with a Solar Dial timeclock controller including electrical works and the design drawing- ~. £1,020 + VAT
- Art workshops labour- £2,400
- Art workshops materials- £455
- Art installation- £3,200

£875 has been secured from the Govia Thameslink Railway Passenger Benefit Fund and £1,200 secured from Office of the Police and Crime Commissioner (OPCC).

Appendix A

£2,000 has been applied for from the Community Chest. Applications have also been made to the following organisations to cover the shortfall and the costs needed for cleaning and clearing of vegetation:

- The Community Rail Development Fund-£2,500
- SDC (contractors to the Science Park) and Bruntwood SciTech- to be announced
- Melbourn and Meldreth Parish Councils - to be confirmed

Cllrs Jose Hales and Sally Ann Hart are both members of the Task and Finish Group set up by the Community Safety Partnership, so are very much in support.

| | | | |
|---------------------|---------|--------------------|--------|
| Total Project Cost: | ~£7,075 | Total Applied For: | £2,000 |
|---------------------|---------|--------------------|--------|

| Reference | TLKRPHNV | Community Chest Grant | | |
|---|---|-----------------------|-------------------|-----|
| Name of Organisation | Swavesey Squash Club | | | |
| Organisation Type | Community Group | | | |
| CCVS Registered | No | | | |
| Parish | Swavesey | | | |
| Landowner | long-term lease on the venue-The freeholder is Cambridge Meridian Academies Trust | | | |
| Project Type | Improvements to community buildings and spaces | | | |
| Green option considered? | Yes | | | |
| Documentation Status | Safeguarding | Yes | Accounts | Yes |
| | Quote | Yes | Mission Statement | Yes |
| District Councillor Support | Yes- Cllr Sue Ellington | | | |
| 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? | Application made, awaiting decision at end of September | | | |
| Officer Summary | | | | |

Swavesey Squash Club (also known as Fenland Squash Club) is a not-for-profit community sports facility. It formed in 1975 and currently has 220 members who pay £17/month for full adult membership (which includes court bookings). The Committee is run by volunteers and the Club aims are:

1. To enable and encourage people to play squash.
2. To encourage new players and improve playing standards.
3. To arrange and hold matches and competitions.
4. To provide squash playing/sports facilities for all.

The Club is very active, affordable and welcomes players of all ages from every socio-demographic group. There are not that many squash courts in South Cambridgeshire, so some members and users come to play from all over the district and beyond. Excellent road connections, parking and access via the guided bus and cycle way also make the Club a convenient location.

Appendix A

The Club house has three squash courts, changing facilities, a balcony/viewing area, and a lounge area. However, all squash courts are now in a state of disrepair due to their age and wear-and-tear from high activity and usage levels. The recommendation is that a court should last around 30 years before replacement and these courts are 47 years old with some large parts needing replacement urgently. Most urgent are the walls on court 1 which need replastering as the current plaster is falling off in chunks where balls have been hit repeatedly against the wall over the years. Holes in the wall have appeared that the ball cannot bounce properly against, ricocheting at odd angles. The wooden floors of all courts need replacing as they are increasingly splitting and breaking, sometimes springing up and causing a tripping hazard, sometimes breaking away and leaving a hollow in the floor. The broken boards mean that the players get 'dead' bounces with the ball not acting as it should.

Total project costs have been provided from a court specialist and are £19,100+VAT

- Court 1 Replaster- £4,250 + VAT
- Court 1 Floor- £5,150 + VAT
- Court 2 Floor- £4,750 + VAT (discounted for two floors)
- Court 3 Floor- £4,950+ VAT

The Club have sufficient reserves to cover most of the outlay but require help with the final £4,500; £2,000 has been requested from the Community Chest. Further applications have been made to:

- The Mick George Fund- £1500 (awaiting outcome)
- Swavesey Parish Council- £1000 (awaiting outcome)

(The Club are not VAT registered)

Green Options:

1. Flooring-The supplier chosen uses solid wood (beech) that is produced as sustainably as possible. This can be sanded up to 10 times (compared with engineered or laminated wood which can only be sanded around 2 times) which will extend the longevity of the floors. The old floor can still be re-used for domestic use and will be advertised for this purpose.

2. Plastering- Armourcoat plaster will be used which is durable and approved by the World Squash Federation (normal plaster cannot be used on a squash court as it needs to withstand constant pounding from balls and rackets). The main ingredient is recycled marble powders, the use of which ensures marble offcuts do not end up in landfill. Plastering is preferred to painting as it requires less maintenance and is not prone to the condensation problems as often seen on painted surfaces.

3. Court contractor

The court contractor is based in South Cambs, minimising the environmental impact of travel.


Cllr Sue Ellington:

I would love to visit some time.... of course, I will support your application - the community staff will contact me, I am sure [ref a visit].

| | | | |
|---------------------|-------------|--------------------|--------|
| Total Project Cost: | £19,100+VAT | Total Applied For: | £2,000 |
|---------------------|-------------|--------------------|--------|

| | | |
|----------------------|--|-----------------------|
| Reference | ZRCKJJJQ | Community Chest Grant |
| Name of Organisation | Meldreth Crisis Community Support (MCCS) | |
| Organisation Type | Community Group | |
| CCVS Registered | No | |
| Parish | Meldreth | |

Appendix A

| | | | | |
|---|--|-----|--------------------|--------|
| Landowner | South Cambs District Council | | | |
| Project Type | Equipment / capital purchase | | | |
| Green option considered? | Pending | | | |
| Documentation Status | Safeguarding | Yes | Accounts | Yes |
| | Quote | Yes | Mission Statement | Yes |
| District Councillor Support | Yes-Cllr Jose Hales. Cllr Sally Ann Hart 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? | Pending | | | |
| Officer Summary | | | | |
| <p>Meldreth Crisis Community Support (MCCS) is a venture that was initially set up during the 2020 COVID-19 pandemic and was previously known as Meldreth Coronavirus Community Support.</p> <p>MCCS would like to set up The Meldreth Winter Emergency Food Bank, using existing expertise and cash reserves to help support members of the community during cost-of-living crisis, in the most difficult months of the year. The foodbank will be housed in storage cupboards at Elin Way community centre and opened once a week and accessible by direct mobile to the foodbank coordinator. Drop-off boxes for contributions will be located in the village.</p> <p>Communication will go out to every household- through the monthly parish magazine, village notice boards and a dedicated Facebook Page. The primary school, parish and district councils, and a network of Neighbourhood Zone Leaders will be able to refer residents in need to the food bank.</p> <p>£1,145 is being requested through the Community Chest:</p> <ul style="list-style-type: none"> • £645 (steel storage cupboards with three shelves) • £500 (3 hours weekly x 26 weeks room hire payable to SCDC) <p>The remaining funds needed for the project will come from existing funds raised from crowdfunding. Further crowdfunding is planned and they anticipate some spontaneous cash and goods donations from within the community. They are not yet aware of any other relevant grant funding possibilities but are ready to apply for any as and when.</p> <p>The cupboards will remain in the Elin Way community centre and be available for others to use in the event of the Food Bank discontinuing after the planned term.</p> <p>Cllr Jose Hales: <i>I'm delighted to hear that this application is being submitted to SCDC Community Chest Grant Fund. I have long admired the work of the MCCS in Meldreth and the great community work they do. This initiative is another great example. I fully support the application.</i></p> | | | | |
|  | | | | |
| Total Project Cost: | £1,145 | | Total Applied For: | £1,145 |

Appendix A

| | | | | |
|---|--|-----------------------|-------------------|-----|
| Reference | QLSNJCNL | Community Chest Grant | | |
| Name of Organisation | The A10 Corridor Cycle Campaign | | | |
| Organisation Type | Community Group | | | |
| CCVS Registered | No | | | |
| Parish | Foxton | | | |
| Landowner | Foxton Village shop and the Star Pubs and Bars | | | |
| Project Type | Equipment / capital purchase | | | |
| Green option considered? | Yes- promotes active travel | | | |
| Documentation Status | Safeguarding | No | Accounts | Yes |
| | Quote | Yes | Mission Statement | Yes |
| District Councillor Support | Yes- Cllr Dr James Hobro | | | |
| Parish Council Support – does the PC support this project in principle | Yes, but pending confirmation | | | |
| Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much? | No | | | |
| Officer Summary | <p>The A10 Corridor Cycle Campaign formed in 2013 to promote and to provide a coherent body of public support with a view to ensuring the area between Royston and Cambridge was considered for improvements to active travel schemes such as improved cycling and walking infrastructure.</p> <p>The group, which currently has 150 members, represents a broad range of people (such as those wishing to shop locally, commute to work or school or simply to cycle for leisure) and raises awareness of active travel routes and options. This is achieved through an annual awareness ride, path maintenance activities (e.g., Keeping the path free of brambles A10 Corridor Cycling Campaign) and activities such as wildflower seeding the verges. They also engage with local businesses, both large and small, to help gain support for improved active travel links. One example is AstraZenca providing funds to maintain the verges of the A10 path (https://a10corridorcycle.com/2020/12/21/thank-youastrazeneca/)</p> <p>Funding is currently required to install six secure cycle racks at Foxton Village Shop and the White Horse Pub. These are key amenities in the centre of Foxton which currently do not have any facilities for customers arriving by bicycle. This project will encourage active travel by facilitating more local trips by bicycle, as well as raising the profile of everyday cycling within the village.</p> <p>Total project costs are £1,353.60 of which £1,153.60 is being requested from the Community chest:</p> <ul style="list-style-type: none"> • Supply of 6 Sheffield stands- £753.60 • Fitting of Sheffield stands- £600.00 <p>Foxton Village Shop and The White Horse Pub in Foxton will each contribute £100.00 to make up the shortfall.</p> <p>Cllr Dr James Hobro: <i>I understand that the A10 Corridor Cycling Campaign has applied for Community Chest funding to install cycle stands in Foxton outside the village shop and the pub. As District Councillor, I am strongly in favour of this proposal as it will provide facilities for everyday cycling that are needed in the village,</i></p> | | | |

Appendix A

as well as raising the profile of everyday cycling for daily travel, with all the benefits for carbon and traffic reduction that this is likely to create.

| | | | |
|---------------------|-----------|--------------------|-----------|
| Total Project Cost: | £1,353.60 | Total Applied For: | £1,153.60 |
|---------------------|-----------|--------------------|-----------|

Biodiversity

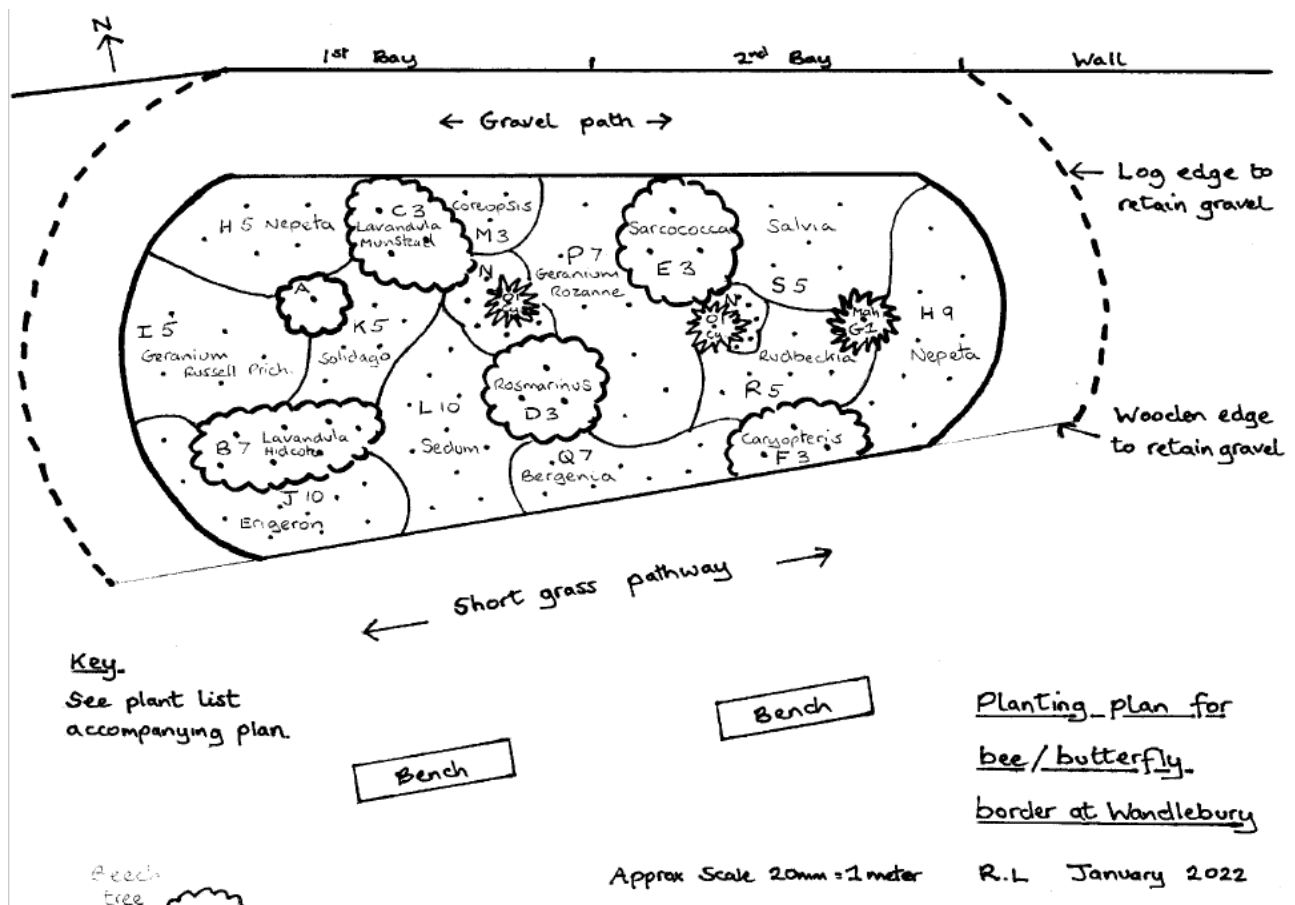
| Reference | FZTDTFQL | | | Biodiversity |
|---|--|-----|-------------------|--------------|
| Name of Organisation | Cambridge Past, Present & Future | | | |
| Organisation Type | Charity-no 204121 | | | |
| CCVS Registered | Yes | | | |
| Parish | Stapleford | | | |
| Landowner | own or have a long-term lease on the venue | | | |
| Project Type | Materials | | | |
| Green option considered? | Yes | | | |
| Documentation Status | Safeguarding | Yes | Accounts | Yes |
| | Quote | Yes | Mission Statement | Yes |
| District Councillor Support | Yes, Cllr Peter Fane. 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? | No- legislation prevents Stapleford Parish Council providing financial support to other organisations, so it is unable to provide any funds | | | |
| 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"> • 120 acres at Wandlebury Country Park (scheduled monument, grade II listed buildings and County Wildlife Site) • 300 acre Coton Countryside Reserve • Cambridge Leper Chapel (grade I listed) • Bourn Windmill (scheduled monument, grade I listed) • Hinxton Watermill (grade II listed). | | | |

CPPF 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.

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.

CPPF wish to enhance biodiversity and improve Wandlebury Country Park with a small-scale nature project. In response to the invertebrate biodiversity crisis CPPF will create a new 9m x 3m pollinator garden to provide a food source and habitat for invertebrates, there will also be seating for people to sit and enjoy this area. The pollinator garden will also help to support the pollination of a nearby orchard whose fruit goes to foodbanks, it will also help an observation beehive that is used for school visits and it will give joy to local residents who use the park.

The planting plan and design of the new area has been carried out by a volunteer, who is a retired horticulturalist. The area is within the former walled garden of the Wandlebury Estate and has been chosen because it is warm and sheltered meaning that it is a good place to establish new planting and for invertebrates to overwinter. The planting scheme will be a mulched dry garden to minimise water use with a choice of mostly native plants with year-round food sources to attract pollinators such as bees, butterflies, moths, wasps and hoverflies. There will be a new path so that visitors can get up close to the garden. The project involves engaging with visitors and volunteers with the initial planting, watering and weeding the garden. Visitors will be able to spend time enjoying the pollinator garden all year round, observing the plants and insects, using the area for picnics and can learn about the links between plants and pollinators to encourage them to take action on climate change.



Appendix A

The charity receives no statutory funding and is reliant on gifts, donations, grants and memberships to carry out its charitable purposes.

Total project costs are £3,720 and £2,000 has been requested from the Community Chest:

- Preparation of the area CPPF staff costs – 2 people x 6 days- £895
- Pollinator Friendly Plants-£700
- Various material costs to create the new planting area - top soil, edging, weed mat and mulch- £800
- New visitor seating handmade by a local craftsman- £950
- hire of essential equipment that CPPF do not own e.g. rotavator, bark chipper- £375

Other grant applications have been made to:

- Cambridge Community Foundation £2,520 (awaiting outcome)
- Pebble Fund £2,750 (which was unsuccessful)
- Great Big Green Week £1,750 (which was unsuccessful)

Any shortfalls will be met through public fundraising. If they are in a position of having excess funds, then they have confirmed that discussions will take place with SCDC and Cambridge Community Foundation on how the money is to be allocated/returned/accepted.

Cllr Peter Fane:

I will be very happy to support any grant application to SCDC.

| | | | |
|---------------------|--------|--------------------|--------|
| Total Project Cost: | £3,720 | Total Applied For: | £2,000 |
|---------------------|--------|--------------------|--------|

Deferred Applications

| Reference | JBCXXSBXW | Community Chest Grant |
|-----------------------------|--|-----------------------|
| Name of Organisation | Cambourne Church | |
| Organisation Type | Charity 1149312 | |
| CCVS Registered | No | |
| Parish | Cambourne | |
| Landowner | Shared Churches Ely- an organisation set up solely to purchase and commission the Church Building, Charity Number 257853 | |
| Project Type | Equipment – Replacement oven | |
| Green option considered? | An electric oven was sought but is too expensive | |
| Documentation Status | Safeguarding | Yes |
| | Quote | Yes |
| | Accounts | Yes |
| | Mission Statement | Yes |
| District Councillor Support | Cllr Helene Leeming, Cllr Stephen Drew and Cllr Shrobona Bhattacharya | |

| | |
|---|--|
| 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 Town Council under current legislation is not permitted to contribute towards faith buildings. |
| Officer Summary | |
| <p>This application from Cambourne Church was deferred from July’s Grant’s Advisory Committee meeting. Below is a summary provided in that meeting:</p> <p>Cambourne Church began in 2000 and is a local ecumenical partnership of four mainstream churches - Church of England, Baptist, URC and Methodist. They provide an environment for local people to meet and worship or meet as a local community group and consist of 130 members.</p> <p>Cafe 19 is a not-for-profit enterprise which runs from the Church Hall. It is open to anyone in the Cambourne Community and beyond and provides low-cost food and drinks and a place where people can meet and chat. Customers can stay as long as they like in the cafe and this is usually taken advantage of by child minders and others with children who come to have a coffee, lunch and socialise. It is also used to supply free lunches on recommendation by the food bank.</p> <p>The gas oven used by Café 19 and the Church is now 18 years old and after a lot of heavy use, it is in need of replacement. It is used to prepare food for many community events such as the Remembrance Services and during the Open Gardens. It is also used by community groups such as the Guides who access the church hall and annexe. Ideally the Church would like to purchase an electric oven to take advantage of renewable electricity. However, quotes for electric ovens are around £3,000 in excess of the equivalent gas oven.</p> <p>Total costs for a gas oven is £2,298 which includes installation and VAT. This is slightly more expensive than other quotes obtained but is from a local (Cambridge) company who installed all the original equipment. £2,000 is being requested from the Community chest and the Church (who are not able to reclaim VAT) will meet the remaining costs if this application is successful.</p> <p>The Town Council are happy to support the application but under current legislation, they are not permitted to contribute funding towards faith buildings.</p> <p>Cllr Shorobona Bhattacharya: <i>I have full support for your grant application. I could also help the Cambourne Church buying any items of equipment for the future from our charity. We would like to start the Timebank Coffee Morning as soon as cafe 19 will be in action.</i></p> <p>Cllr Stephen Drew: <i>Thank you for sharing this with us as district councillors. I am happy to be completely supportive of this application, and I am sure my colleagues will be as well.</i></p> <p>Cllr Helene Leeming:</p> | |

Appendix A

I would also like to add my support to your grant application. I know from the value of the kitchen in the church building to many members of the Cambourne Community, not only Café 19, but to many groups that meet there.

The application was deferred pending details on whether an electric oven can be considered as an alternative to a gas oven which uses fossil fuels. This information has now been provided:

The management council have stated that their preferred option is an electric oven (~£5,034 including VAT) and if they are awarded £2,000 from the Community chest, the Church will contribute the remaining £4,000 or so needed for the oven and its installation.

| | | | |
|---------------------|--------|--------------------|--------|
| Total Project Cost: | £2,298 | Total Applied For: | £2,000 |
|---------------------|--------|--------------------|--------|

| | | | | |
|---|---|-----|-------------------|-----|
| Reference | QXHTKXPD | | | CCG |
| Name of Organisation | Hope against Poverty CIC | | | |
| Organisation Type | Community Interest Company | | | |
| CCVS Registered | No | | | |
| Parish | Cambourne | | | |
| Landowner | To confirm with applicant where production will be | | | |
| Project Type | Start-up cost - planning to deliver Christmas Hampers | | | |
| Green option considered? | Unwanted toys in good condition are also being collected for the families with children and re-used cardboard boxes will be used for the hampers. | | | |
| Documentation Status | Safeguarding | Yes | Accounts | Yes |
| | Quote | Yes | Mission Statement | Yes |
| District Councillor Support | 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? | Pending | | | |
| Officer Summary | | | | |

This application from Cambourne Church was deferred from August's Grant's Advisory Committee meeting. Below is a summary provided in that meeting:

Hope Against Poverty CIC, formed in November 2020 has over 200 members and provides support to people to be free from poverty and improve their lifestyles and wellbeing.

Activities include:

- regular drop-in sessions to provide one to one support to men suffering from abuse
- volunteering and work placement opportunities

- skill development opportunities for the unemployed.
- welfare projects such as free food and essential items for those in need.

A pilot community food project in partnership with Cambourne Town Council and South Cambridgeshire District Council (for which £2,000 was provided in January 2022) has also started which enables anyone facing hardship across the district to access free emergency and affordable food and other essentials to improve their life standards. This is located at The Hub, Cambourne on Monday, Wednesday and Fridays and supports 60-80 families a week with free parcels; delivery is also provided for those who can't access the Hub due to various reasons. Advertising is via various community groups and through print and display posters in various places in South Cambridgeshire.

Free Christmas Hampers are also planned this year for the residents of South Cambridgeshire who are struggling to afford to celebrate Christmas with their families. Nominations will come via communities or through self-requests from those families who think they are eligible. Last year 36 Christmas Hampers were packed and delivered in South Cambridgeshire. Total project costs for the 50 hampers needed this year are £2,750 and £2,000 is being requested from the Community Chest:

- £50x50 Parcels-£2,500
- Delivery and packaging Cost- £250

Depending on demand, the shortfall will be covered from existing funds.

Green options:

Unwanted toys in good condition are also being collected for the families with children and re-used cardboard boxes will be used for the hampers.



The application was deferred pending details of the following details:

1. Information about the measures in place to assess eligibility for the hampers
2. Where toys are provided, do they comply with fire and health and safety standards?
3. Further information about how the £250 delivery cost was calculated
4. Information about the beneficiary of any profit made?

This information has now been provided:

1. Referrals for the food project come from various organisations such as Cambridge County Council, SCDC, Camborne Town Council, Cambridge Sustainable Food, Papworth Trust, etc. They do not operate as a food bank, but as a "food project" and the target groups are those who don't have access to benefits- for example- people who are working full time on minimum wages or on a zero hour contract with two or three children. The food project has been running for the last 11 months and there are 178 registered members who are eligible for a free food parcel once a week. When they receive new nominations, the beneficiary is invited to the food project where data is collected and eligibility assessed.
2. No toys are included unless there is a special request and in these cases they are carefully selected to ensure they comply with fire and health and safety standards.
3. The £250 includes the following costs:
 - delivery at 30p per km- £35
 - packaging cost- £25
 - delivery driver cost- £150 (16 hours)

Appendix A

| | | | |
|---|--------|--|--------|
| <ul style="list-style-type: none">• volunteers cost £40 (refreshments/travelling etc) <p>4. Hope Against Poverty does not make any profits.</p> | | | |
| Total Project Cost: | £2,750 | | £2,000 |

This page is left blank intentionally.

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*
Exemption: 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). Parish Councils of any size can also 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.
- 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:

- 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.

Appendix B

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

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 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). The exception to this is the creation of Community-led Plans. However, revenue costs associated with the resulting projects will not be funded.
- 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

Appendix B

- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest or Zero Carbon Communities Grant funding in the same financial year
- 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 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?

Groups can apply at any time during the financial year until the funding is fully allocated for that period. Additional funding has been allocated until October 2023 for the creation of Community-led Plans.

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)

Appendix B

- A quote for the community activity or project
- A copy of your safeguarding policy
- 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.

Appendix B

- 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.

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 \(scamb.gov.uk\)](#)
- Contact Details: community.chest@scamb.gov.uk

Explanatory table

The Community Chest is made up of 3 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 £48,225.31 | ✓ | ✓ | x |
| Biodiversity Grants £20,000 | ✓ | ✓ | ✓ |
| Community-Led Plans £48,000 | ✓ | ✓ | ✓ |

This page is left blank intentionally.

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.

This page is left blank intentionally.