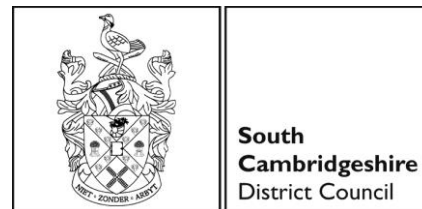


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Wednesday 18 October 2023

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

Quorum: 3

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

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Thursday, 26 October 2023 at 10.00 a.m.**

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

Yours faithfully
Liz Watts
Chief Executive

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

Agenda		Pages
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 29 September 2023 as a correct record.	3 - 6
4.	Community Chest: Funding Applications	7 - 28

5. **Date of next meeting**
Friday 1 December 2023

**GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE
HALL**

Exclusion Of Press And Public

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

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

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

Notes

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

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 29 September 2023 at 10.00 a.m.

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

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

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

1. Apologies for Absence

There were no Apologies for Absence from Members of the Committee. Apologies from Councillor John Williams (Lead Cabinet Member for Resources) were noted.

2. Declarations of Interest

With respect to Minute 4, Councillor Jose Hales declared that he was a member of the Melbourn Mobile Warden Scheme.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meetings held on 27 July and 24 August 2023 as correct records.

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

The Development Officer (Communities Team) presented the report and informed the Committee that since publication of the report, a meeting had been held with Cambridgeshire County Council representatives who agreed that unspent funding could be added to the 2024-25 budget for funding Mobile and Community Warden schemes operating in the District, instead of being returned to the County Council as described in paragraph 21 of the report. This was under the condition that the unspent £5,908 be used for promotion and expansion of Mobile and Community Warden Schemes; the Committee stated their thanks to the County Council for allowing the unspent funding to remain with South Cambridgeshire District Council for future funding. The Committee reviewed the applications received from Mobile and Community Warden Schemes between 7 August and 31 August 2023.

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

- The Mordens & Litlington Mobile Warden Scheme (MQPWCPRC) be **approved and awarded the full amount requested of £1,710.**
- AGE UK Cambridgeshire and Peterborough (VJBLXJZN) be **approved and**

awarded the full amount requested of £13,382. This funding was to be spread across 11 AGE UK run schemes.

5. Community Chest: Funding Applications

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

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

- The Farmland Museum (JNLXLZHX) be **approved and awarded the full amount requested of £1,799.99.**
- Sawston Youth Group (PQRNWJDZ) be **approved and awarded the full amount requested of £1,731.58.**
- Sew Positive (ZHTWSJHB) be **approved and awarded the full amount requested of £2,000** on the condition that numbers of South Cambridgeshire residents attending the events are recorded and included in the end of project evaluation.
- Emmaus Cambridge (FZDBPPQK) be **approved and awarded the full amount request of £1,800** on the condition that more detail was provided on how Emmaus Cambridge planned to continue with the project once funding ends and that a breakdown is provided showing exactly what is included for £1,800.
- Brainstrust (VRGQPVTC) be **approved and awarded the full amount requested of £500** on the condition that a specific list of items required for funding is provided and that this list does not include publicity costs.
- Cambridge Past Present & Future (HBCKJJQW) be **deferred** pending the details of specific item(s) that the funding would be used for as opposed to a contribution towards the total project costs.
- Marvell Green Management Company (WZFKKHFR) be **approved and awarded the full amount requested of £2,000** on the condition that an update is provided to the Committee in 6 months' time in addition to the end of project evaluation report.
- Abington Village Institute (GLCTVTDW) be **approved and awarded the full amount requested of £2,000** on the condition that the applicant complies with any and all relevant regulations.

6. Date of next meeting

The Committee was informed that the next meeting was to be held on Thursday 26 October 2023.

The Meeting ended at 10.58 a.m.

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Report to:	Grants Advisory Committee	26 October 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 September and 7 October for the Community Chest Grant funding scheme.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member for Resources regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant criteria.
4. It is also recommended that the Grants Advisory Committee considers an amendment to the Community Chest Grant Guidance in Appendix B to include a link to 'Defib Finder' which provides up to date information on defibrillator locations across the UK.

Reasons for Recommendations

5. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - a) Reviewing the Council's grant schemes to ensure they reflect Council priorities.

- b) Designing any new or revised grant schemes, including consideration of criteria and guidance applicable in respect of each scheme.
- c) Considering applications made under the Council's grant schemes.

Details

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

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

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

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

7. Guidance notes and full eligibility criteria can be found at **Appendix B**.
8. The funding of defibrillators is currently permitted within the Community Chest Grant Guidance provided the associated accessories and ongoing maintenance/training will be funded by the applicant and they are located where they can be accessed by the public at all times. Officers have recently been made aware of [Defib Finder](#) which provides up to date information on defibrillator locations across the UK, using data from The Circuit, the national defibrillator network. If included in the guidance, potential applicants will be aware of their nearest defibrillator before making (or deciding to make) an application.

9. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**

10. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) for **cost-of-living crisis projects**.

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

12. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000*)	31 March 2024	£22,667.21	3	£6,000	£16,667.21
Biodiversity (£10,000)	31 March 2024	£8,000	1	£2,000	£6,000
Community-Led Plans (£45,780)	October 2023	£43,780	0	0	£43,780
Cost- Of Living (£18,468.08)	31 March 2024	£17,324.12	0	0	£17,324.12
Total	-	£91,771.33	4	£8,000	£83,771.33

Options

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

The Grants Advisory Committee may also want to consider and recommend to the Lead Cabinet Member for Resources to:

- A) include an amendment to the Community Chest Grant Guidance in **Appendix B** to include a link to 'Defib Finder' which provides up to date information on defibrillator locations across the UK.
- B) defer a decision, if further information is required from grant applicants, or
- C) reject an application stating the reason for this.

Implications

14. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

16. 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	JWHVTQTK	Community Chest Grant		
Name of Organisation	Melbourn Community Hub Management Group			
Organisation Type	Charity 1152407			
CCVS Registered	Yes			
Parish	Melbourn			
Landowner	Building is owned by Melbourn Parish Council on a 35 year lease with 26 Years left on lease			
Project Type	Improvements to community buildings and spaces/ Equipment / capital purchase / Materials			
Green option considered?				
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Jose Hales and 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?	S137 Funding has been discussed formally with Melbourn Parish Council but was declined because this funding stream is presently over-subscribed. Melbourn Parish Council fully support this project Ref. Agenda and Full Council minute under PC243/22 (b) 24th April 2023.			
Officer Summary	<p>Melbourn Hub (https://melbournhub.co.uk) opened in 2014 and will have served the residents of South Cambridgeshire for 10 years by February 2024. The mission of the Hub is to provide benefits and services to the local rural communities, supporting healthcare by addressing loneliness and isolation, the needs of the elderly, dementia support and in particular giving a permanent dedicated venue for NHS outreach and surgery overflow clinicians through the Primary Care Network platform. The list of services is too comprehensive to properly cover here but they include:</p> <ul style="list-style-type: none"> • a home for a Community Library (an extension of the Cambridgeshire County Library Service) • a permanent office space for Melbourn Parish Council • a state-of-the-art meeting rooms for local community groups and others to access • a highly popular Community Café that offers a safe and welcoming place for all. <p>The Hub building is situated in the centre of Melbourn village and represents a very significant venue and landmark. The site is fully disability compliant.</p> <p>There are 6 Directors (Unpaid), 11 Paid Staff (all part time) and roughly 40 other regular, registered support volunteers.</p> <p>Project to improve and upgrade the external spaces around the Melbourn Hub.</p>			

The internal public spaces of the Melbourn Hub have been recently upgraded. Increasing levels of demand for Hub services now require the constant use of outside space to satisfy resident needs. However, the outside areas need to be adapted and made more attractive to meet this challenge. This is essential for the function of the café and for large village functions that take place such as the Platinum Jubilee and the King's Coronation.

The project aims to provide:

- more hard landscaping offering clean dry access
- more space for the community to safely come together
- secure storage for furniture and equipment
- the creation of green landscaping that will substantially improve the High Street 'street scene'. This will include the full replanting of the green boundary to the side and frontage of the Hub.

The vision for the project is provided below- please note this is a general overview/schematic impression only and not to scale.



This scheme is designed to offer a seasonal variation of colour and interest to the Melbourn High Street scene.

The Hub building is owned by Melbourn Parish Council on a 35-year Lease. The Melbourn Community Hub Management Group have complete operational responsibility for the delivery of Melbourn Hub Services and pay a Peppercorn rent only for the remaining term.

Total projects costs are £11,224.83 and £2,000 has been requested from the Community Chest to go towards the landscaping costs:

- Asgard Storage Unit- £1,298.33 (Already Purchased and Installed)
- Terrace Preparation for Asgard Unit- £2,880 (Works already completed)
- Materials for Terrace Preparation- £476.50 (Materials already purchased)
- Safety Railings to Terrace- £900 (In Progress)
- Frontage Landscaping - £3,100 (Pending Funding Approval)
- Materials for Frontage Landscaping- £2,570 (Pending Funding Approval)

Grant Bruntwood Sci Tech have funded £5,000 towards the project and the balance of 4224.83 Costs will be met by Melbourn Hub Reserves.

S137 Funding has been discussed formally with Melbourn Parish Council but was declined because this funding stream is presently over-subscribed. Melbourn Parish Council fully support this project Ref. Agenda and Full Council minute under PC243/22 (b) 24th April 2023.

Melbourn Community Hub will be making the purchase, will own the purchased items and provide the necessary maintenance. Assurance has also been provided that only native plants will be purchased.

Cllr Jose Hales:

I would be delighted to support this project. The upgrading of the Hub frontage is very much in keeping with the various projects running out of the Hub, such as the recent NHS community health delivery. All bring an element of improved community cohesion and benefit. The current project will add so much more street scene to the high street as well as the Hub.

Cllr Sally Ann Hart:

Thanks for updating me regarding the upgrade to the front open space at The Hub - great to see so many people making use of the outside facilities already. Please accept this email as support for the continuation of the project to further enhance this area so more people from Melbourn and the surrounding villages can enjoy it.

Total Project Cost:	£11,224.83	Total Applied For:	£2,000
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Reference	DPSSSWKL	Community Chest Grant
Name of Organisation	Active with Parkinson's Cambs	
Organisation Type	Community Group	
CCVS Registered	Yes	
Parish	Sawston	
Landowner	Sawston Parish Council	
Project Type	CCG Equipment / capital purchase/ Start up	
Green option considered?	Outdoor activity	
Documentation Status	Safeguarding	Yes
	Accounts	Yes

Appendix A

	Quote	Yes	Mission Statement	Yes
District Councillor Support	Requested Cllr Libby Earle and Cllr Brian Milnes			
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?	Has asked PC for £1,000 in funding			
Officer Summary				
<p>Active with Parkinson's Cambs was established in February 2022 to provide a very specific type of exercise class to address the symptoms of Parkinson's Disease. The group were previously awarded Community Chest grant funding of £1,000 in April 2022 (application GWPXHSXX) to help the group with its startup costs by subsidising both the weekly costs of room hire at St Mary's Hall, Sawston and instructor fees.</p> <p>Since then, the group has grown and now supports to 41 people by providing three classes per week. Those attending are from villages in South Cambridgeshire and are charged £45 in class fees every six weeks.</p> <p>There is currently no provision for those who have reached stage three of Parkinson's Disease. Those in this category include original members who have now deteriorated to the extent where they should not be attending their current exercise classes. Freezing is often experienced in this stage and is where sufferers feel as though their feet are glued to the ground and it's very difficult to overcome without 'counting it out'. This then causes exhaustion.</p> <p>As social contact and interaction is vital to support those in this stage of the disease, a new seated class for a maximum of eight people is required. This will be a one-year trial project. The instructor is qualified in remedial and rehabilitation exercise with a wealth of experience and training and has worked with clients with Parkinson's and other neurological conditions for many years. Total costs are £4,900 and £2,000 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • Instructor for 48 weeks- £4,080 • venue hire for 48 weeks (Sawston Parish Council owned Pavilion on Mill Lane, Sawston)- £720 • resistance bands and soft balls- £100 <p>The group were recently told that they were unable to apply to Parkinson's UK for a Physical Activity grant of £3,000 as all funding has now been allocated (two months before the deadline). As this funding was needed to cover the shortfall, an application to Sawston Parish Council for £1,000 has also been made and they are awaiting the outcome of this. If successful with this and the Community Chest grant, they will be able to provide a 6-month trial and then apply to Parkinson's UK again which would cover the remaining six-month period.</p>				

Appendix A

The group work closely with GP practices across South Cambs area, Parkinson's UK Cambridge branch, Parkinson's UK area manager and the NHS PD teams based in Cambridge for their referrals.

Cllr Libby Earle:

Cllr Brian Milnes:

Total Project Cost:	£4,800	Total Applied For:	£2,000
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Reference	ZCFQPKXB	Community Chest Grant	
Name of Organisation	Newton Village Rooms		
Organisation Type	Charity 300415		
CCVS Registered	No		
Parish	Newton		
Landowner	Charity Commission Custodian		
Project Type	Improvements to community buildings and spaces		
Green option considered?	Reusing second hand kitchen		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes-Cllr Richard Williams		
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 – applicant is going to ask them		
Officer Summary			

Newton Village Rooms have provided a venue for the village of Newton since 1924 when they were gifted to the village by Lord Walston. Ownership is vested with the Charity Commission Custodian. Newton Village Rooms cannot own the property and there is no lease in place. The building includes a hall, a stage with excellent stage lighting, a kitchen, toilets and wi-fi and it is available for hire 356 days of the year to village residents and the wider community. Advertising is by word of mouth, posters and on the Parish Council web site. They are also in the process of developing their own web site.

The committee is eager to improve the facilities for users of the hall and this includes the kitchen which is regularly used to prepare and serve refreshments for events such as village coffee mornings, the village monthly lunch club, annual harvest supper, various fundraising events, parties, receptions and regular WI meetings.

Replacing the existing kitchen units with modern equivalents will provide a more functional space to cook and prepare food. A second-hand, almost new kitchen consisting of cupboard units, sink, surfaces has been donated for free from JLL Real Estate. However, funding is still required to cover the cost of removal, transport and fitting out the kitchen- including electrical works and plumbing. The existing electric cooker and dishwasher at the hall are still usable and will be kept.

Photo of the kitchen as it is now before removal and refitting:



Total estimated costs are £2,200 and £2,000 has been requested from the Community Chest:

- Removal and transport kitchen units to the village hall- £500 (local delivery firm will be used)
- Removal of existing kitchen and making good-£500
- Fitting out new kitchen-£1,000
- Contingency 10%- £200

Please note- these estimates may change as it is hoped some of the work will be undertaken by volunteers, although this is yet to be confirmed. Any additional funding over £2,000 will be covered using existing Village Rooms funds- they have already had one fundraising event which raised £750.

Green options-They are reusing a kitchen that would otherwise be discarded. Also an energy audit of the Village rooms has been carried out (Utility Aid) and they are aware of their responsibilities and efficiencies that can be made. The kitchen does not have access to gas and is entirely electric.

Cllr Dr Richard Williams:

It is my pleasure to write in support of the application by the Newton Village Room for a community chest grant to help with refurbishing the kitchens at the village rooms.

The Room, or Village Hall, as a vital community asset for Newton and is a focal point for the village. There are regular village coffee mornings held at the Room, the annual village pantomime is held there as well as many other events and gatherings. The kitchens at the Room are in desperate need of upgrading and this application, if successful, will allow the Room to be able to offer appropriate facilities for the village in the coming years, which will be of benefit to the whole community.

The application therefore has my strongest support.

Cllr Louise Peden (Chair of Newton PC):

Thank you for your email informing me of your intention to refurbish the kitchen area in the Village Rooms. I'm pleased to hear this as I'm sure a newer, more fit for purpose one will be much appreciated by the volunteers who organise the lunch club and for other users in general. Hopefully the improved facilities will attract new bookings and improve income for the charity too. The Village Rooms are an important asset for our little village and offer a wide range of events to residents, so I do hope that you are successful in your bid to raise funds to help with the refurbishment. May I also take this opportunity to thank you and the other volunteers who work tirelessly to maintain this much valued space. Your hard work and dedication are greatly appreciated by the Parish Council and the wider community.

Total Project Cost:	~£3,200	Total Applied For:	£2,000
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Deferred Biodiversity Application:

Reference	HBACKJJQW	Community Chest Grant		
Name of Organisation	Cambridge Past Present & Future			
Organisation Type	Charity- 204121			
CCVS Registered	Yes			
Parish	Stapleford			
Landowner	own or have a long term lease on the venue			
Project Type	Materials			
Green option considered?	The estate management team will be overseeing the project and will make the most sustainable choices when it comes to using equipment and third party contractors			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllrs Peter Fane and (Cllr William Jackson-Wood pending)			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Have stated that legislation prevents the Parish Council providing financial support to other organisations			
Officer Summary				
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:				
<ul style="list-style-type: none"> Wandlebury Country Park 				

- Coton Countryside Reserve
- Cambridge Leper Chapel
- Bourn Windmill
- Hinxton Watermill

CPPF is the only independent, local charity that looks at the bigger picture of the development of Cambridge and works to protect the amenities, green spaces, historic buildings, character and setting of Cambridge and its neighbourhood for the benefit of the public. A programme of 100+ educational, cultural and recreational events for take place. Currently there are 2000 members, each paying £27 or £37 a year.

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.



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

CPPF manages the woodlands with the following objectives:

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

How these objectives are achieved:

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

Restoration, Diversity & The Next Generation CPPF carry out a range of tasks to improve the value of the woodland for nature, ideally creating a woodland which has a diversity of ages, species composition and light. Many of the newer woodlands need thinning out, this reduces the number of trees allowing those that remain to grow large and to provide more benefits for nature (and are more aesthetically pleasing). Other work includes coppicing, tree planting, creating rides, planting woodland ground flora, installing bird and bat boxes and a woodland wildlife feeding station. This work is mainly carried out by the Estate Team supported by volunteers but they can also use contractors for coppicing works.

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

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

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

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

Team and contractors.

Equipment, Materials & Training: In order for the Estate Team to carry out this work they

use a variety of equipment and materials which must be regularly replaced through wear and tear. This includes chainsaws, bow saws, tree saws, loppers, litter pickers, PPE, all-terrain vehicle, etc. Tools and machinery also have to be cleaned, maintained and serviced. Working with dangerous equipment such as chainsaws requires certificated training qualifications which have to be maintained.

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

Woodland Management Costs – Wandlebury

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

£2,000 has been requested from the community Chest to assist with the above woodland management costs. £2,000 has recently been awarded from the Chapman Charitable Trust and the outcome of an application to Illumina for a Community Grant of £15,000 will be known by the end of the year.

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

Stapleford Parish Council:

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

We wish you every success with your project.

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

Cllr Peter Fane:

I'll be happy to support this

Cllr William Jackson-Wood:

This application was deferred from the September Grants Advisory Committee, pending the details of specific item(s) that the funding would be used for as opposed to a contribution towards the total project costs.

The applicant has responded as below:

We would gladly welcome a contribution of £2,000 from the community chest towards our external contractor costs which are required for the works where we are undertaking arboriculture work and have to engage the services of tree surgeons and hire in specialist equipment such as a chipper to dispose of the wood and brash.

Total Project Cost:	£44,066		Total Applied For:	£2,000
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Guidance notes for Community Chest

What is the Community Chest?

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

Who can apply?

Applicants must:

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

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

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

*Please note:

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

Appendix B

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

What must the funded project deliver?

The community activity or project must:

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

What can be funded?

The activity or project should be one of the following:

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

Appendix B

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

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

What cannot be funded?

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

How much can be applied for?

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

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

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

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

Appendix B

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

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

When can groups apply?

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

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

Preferred green options

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

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

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

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

What supporting documentation is required?

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

Appendix B

- 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.
- Where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

For further information please go to:

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

Explanatory table

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

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

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

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

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

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

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

Security

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

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

Emergency and Evacuation

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

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give

protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the Fire and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service confirms that it is safe to do so.

First Aid

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

Access for People with Disabilities

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

Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

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

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

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

Smoking

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

Food and Drink

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

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