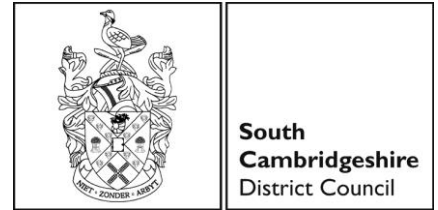


South Cambridgeshire Hall
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Wednesday 17 April 2024

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

Quorum: 3

Substitutes: Councillors Heather Williams, Graham Cone, 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 **Swansley Room A, Ground Floor** at South Cambridgeshire Hall on **Thursday, 25 April 2024 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

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 28 March 2024 as a correct record.	5 - 8
4. Public Questions If you would like to ask a question or make a statement, then please refer to the Document called Public Speaking Scheme (Physical Meetings) and contact Democratic Services by no later than 11.59pm three clear working days before the meeting.	
5. Community Growing Small Grant	9 - 16
6. Community Chest: Funding Applications	17 - 36

7. Date of next meeting

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'.

The Council is committed to improving access to its agendas and minutes for all members of the community. We try to take all circumstances into account, but if you have any specific needs we will do what we can to help you. Please contact Democratic Services on 01954 713 000 or email democratic.services@scams.gov.uk.

Further information for members of the public can be found at the below link.
[Link to further information for members of the public attending South Cambridgeshire District Council meetings.](#)

If you wish to ask a question or make a statement at a meeting, please refer to the Public Speaking Scheme at the below link.
[Link to the Public Speaking Scheme](#)

Further information for Councillors
[Declarations of Interest – Link to Declarations of Interest - Information for Councillors](#)

Councillors are reminded that Democratic Services must be advised of substitutions in advance of meetings. It is not possible to accept a substitute once the meeting has started.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Thursday, 28 March 2024 at 10.00 a.m.

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

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

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

Councillor John Williams was in attendance as Lead Cabinet Member for Resources.

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

With respect to Minute 5, application MSWSJGHW, Councillor Sue Ellington declared that she would withdraw from the Committee for the discussion of the application.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 22 February 2024 as a correct record.

4. Public Questions

There were no public questions.

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 February and 7 March 2024. After consideration of the applications, the Committee recommended to the Lead Cabinet Member for Resources that the application from:

- The George Long Charity for Swavesey Memorial Hall (MSWSJGHW) be **approved and awarded the full amount requested** of £876. Councillor Sue Ellington withdrew from the Committee and did not take part in the discussion, in line with her declaration of interest.
- Fowlmere Recreation Ground Village (LCVTNCRN) be **approved and**

- **awarded the full amount requested** of £2,000.
- Linton Community Quilt (LJWQZPSD) be **approved and awarded the full amount requested** of £593.98.
- Carlton Parish Council (TPFSNJQB) be **approved and awarded the full amount requested** of £681.90.
- Bar Hill Community Association (CGCTDGCS) be **deferred**, pending further information on:
 - whether the children attending the club were limited to the Bar Hill County Primary School or whether it was open to all children in years 5 and 6 in Bar Hill,
 - clarification on who would fund the Club going forwards, and
 - whether the Lego equipment would be owned by the school at the end of the project and if so, could this become the property of Bar Hill Community Association instead.
- Hope Against Poverty (FHRZHFDR) be **deferred**, pending further information on:
 - whether assurance could be provided that the conditions of the Zero Carbon Communities grant award provided in 2023 have been adhered to,
 - how the Zero Carbon Communities grant awarded by SCDC, along with other grant funding sought by Hope Against Poverty for their projects, related to this application for funding, and
 - whether assurance could be provided that any future letters appealing for funding highlight all organisations who have already provided them with funding.
- Reach Community Projects (NDPQLJJD) be **approved and awarded the full amount requested** of £2,000.
- Melbourn Fete Committee (QQVVSZQL) be **approved and awarded the full amount requested** of £2,000.
- Cambourne Church (QDJLVXNV) be **deferred**, pending further information on:
 - whether a detailed design plan of the memorial garden could be provided showing the area that will become the wildlife garden, the area

that that would become the produce garden and the exact location of the rainwater harvesting area,

- details on what content would be included in the interpretation and education information, and
- an example of what the prayer prompts would look like.

6. Date of next meeting

The Committee was informed that the next meeting was due to be held on Thursday 25 April 2024.

The Meeting ended at 11.20 a.m.

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Agenda Item 5



Report to:	Grants Advisory Committee	25 April 2024
Lead Cabinet Member:	Cllr Bill Handley – Lead Member for Communities	
Lead Officer:	Gareth Bell – Communications and Communities Service Manager	

Community Growing - Small Grant

Executive Summary

1. It is proposed to create a new Community Growing Small Grant to support community growing initiatives across the district as part of our ongoing cost of living and sustainable food work. The launch of this grant scheme is timed to follow on from Good to Grow week 2024, from 22 to 29 April, supporting growing initiatives across the UK. Groups in South Cambridgeshire will be able to apply for up to £500 for capital start-up costs with officers judging applications to ensure a quick turnaround.

Recommendations

2. The Committee are asked to note the content of the report and the appendix and offer comments and/or make recommendations to the Lead Member for Resources as appropriate.

Details

Background

3. Part of the 'cost-of-living project' initiated in March 2023 included a commitment to support groups to grow their own food for the benefit of their community.
4. Support and advice has already been provided to allotment associations across the district to support better allotment provision, including the creation of an allotment toolkit. There are also plans to support allotments to donate their excess food to those in need, likely through their nearest foodbank.
5. The Good to Grow week 2024 runs from 22 to 29 April. This celebrates the new growing season and aims to inspire the next generation of growers. This grant proposal is timed to follow on from the Good to Grow week and supports the work of local groups promoting this.

Community Growing grant

6. It is proposed to create a new grant scheme for groups to apply for a maximum of £500 to be spent on capital infrastructure required to start a community growing project.
7. The initial fund pot will total £5,000 to fund at least 10 projects across the district, however it is possible to increase this should there be excess demand.
8. Any groups wishing to apply, whether a formal constituted group or an informal group of local residents, will be able to apply to the fund and officers will ensure that the necessary plans are in place for the project to be successful.
9. To ensure that each project benefits the community, each application will be required to demonstrate how they intend to share their produce should there be a surplus. This could be through a donation to their nearest foodbank, or a 'help yourself' box placed nearby. It will also be encouraged for groups to share photos of their produce and any donations to foodbanks to help promote this scheme.
10. For most projects, it is anticipated that a community growing project will likely involve the purchase of raised beds to transform previously unused pieces of land. The grant will also cover other start-up capital expenditure, such as seed and sowing compost, tools, trays, and pots.
11. Officers will ensure each application meets the conditions for the grant and will score each of the three questions in the application form out of ten. Where an initial application may be denied, officers will work with the applicant to make the necessary changes for it to meet the criteria.
12. Decisions on each application will be communicated to the applicant within two weeks of their application to ensure the projects can start as soon as possible. Each decision will be communicated to the Grants Advisory Committee at the next available opportunity.
13. It is not anticipated that the number of applications will exceed the funding available. Should this occur, applications receiving the highest scorers will be prioritised.
14. Once the grant is paid, it will be up to each community group to look after their community growing project and share the produce. Each group will be asked to fill out a short evaluation for their project one year after they receive the grant, and a grant adherence agreement will be put in place for each successful application.
15. The grant will run until 31 March 2025, or until funds are exhausted.
16. Full guidance documentation is set out in Appendix A.

Reasons for Recommendations

17. The new grant scheme is required to encourage communities to start a community growing project.

Options

18. The Grants Advisory Committee may consider to

- a. agree to recommend the new grant proposal and proposed guidance under Appendix A to the Lead Cabinet Member for Resources.
- b. agree to recommend the new grant proposal to the Lead Cabinet Member for Resources, with suggestions to alter the proposed amount and/or guidance and criteria.
- c. defer a decision if further information is required.
- d. not recommend the proposal to the Lead Cabinet Member for Resources stating the reasons for this.

Implications

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

Financial and Fraud Risk

20. An initial £5,000 of funding will be ringfenced from the cost-of-living budget assigned in March 2023. Should there be a high number of good quality applications, it is possible to increase this to £10,000 from the same budget.

Climate Change

21. The grant will have a positive effect on climate change as it will increase biodiversity and transform previously unused pieces of land.

Health and Wellbeing

22. The grant will have positive effects on Health and Wellbeing. Not only will it improve the mental health and wellbeing of those taking part, but it will also encourage people to eat a healthier diet leading to improved physical health outcomes.

Alignment with Council Priority Areas

Being green to our core

23. The creation of the new grant scheme for community growing projects will increase biodiversity and supports the Good to Grow week 2024.

A modern and caring Council

24. This grant scheme is one part of the cost-of-living project, supporting residents with various pressures through the cost-of-living crisis.

Appendices

Appendix A: Guidance notes

Report Author:

Chris Riches – Cost of Living Project Officer
Telephone: (01954) 713036

Community Growing Grant Application Guidance notes

All eligible grant applications will be reviewed by Council Officers, who will make decisions on funding. We aim to let applicants know of the decision within two weeks of the application submission date and the grant will run until 31 March 2025 or until funds are exhausted.

What you can apply for:

- Up to £500 grant to be awarded per Community Growing project.
- The grant can cover any capital costs to help set up a Community Growing project. It is anticipated that this will be for some raised beds, gardening equipment, soil, seeds, and anything else needed to help set it up.
- Quotes are welcome but not essential. However, please ensure you include a breakdown of anticipated costs in your application. If you are requesting an amount towards a bigger sum needed for a project, please also include the total project costs and what part of the project funding is required for.
- If there is high demand for funding, it may mean that the District Council is only able to make a contribution to your project rather than fund the full amount. The Council reserves the right to prioritise based on such factors as the funding available, the number and type of applications received at any given time and a fair geographical spread of applications. Eligibility does not guarantee grant funding.

Who can apply?

An applicant might be:

- A Parish / Town Council
- Community group (constituted and with a bank account)
- A School
- Informal group (with the written support of their [Parish Council/Town Council](#) or [District Councillor/s](#) for the project)

Payments can be made to any of the above, including informal groups where they have the written support of their Parish / Town Council or District Councillor/s.

What you can't apply for:

- A Community Growing venture that is solely used to provide produce that is sold for private profit.
- A project which only benefit individuals, rather than groups (for example: a small growing plot in an individual's garden)
- A Community Growing project that helps to promote political activities or religious beliefs.
- A project that has already been set up (funding cannot be used retrospectively to pay for things that have already been delivered. However, you can use it to extend further provision of a project you have already started, for example a Community Orchard that wishes to add a raised bed).

How will the grant be paid?

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

What are the conditions of funding?

Organisations 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 must be spent within 12 months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing.
- Support of a local District Councillor and the Town/Parish Council is required for applications from Informal Groups. Please ensure when contacting your local District Councillor(s) and Town/Parish Council that they are all provided with full details of your project.
- Any publicity that takes places must acknowledge that the award is provided by South Cambridgeshire District Council.
- You must obtain the landowners permission to start a community growing project.
- Any unused grant must be returned to South Cambridgeshire District Council.
- Where possible, a portion of the produce grown should be shared with the community for free. Applications must demonstrate how they intend to do this should there be surplus produce. This can be donated into a nearby foodbank or food hub or community pantry, by setting up a 'help yourself' box, or by any other means.

Support Officer:

All applicants will be able to email any clarification questions prior to the submission of their bid irrespective of whether they request more in-depth support. These should be emailed to duty.communities@scambs.gov.uk.

In recognition that some organisations may not be used to submitting bids for funding there is support available from Cambridge Council for Voluntary Service who

are well placed to offer local voluntary organisations a range of support, advice and information on matters concerning funding bids. Please call [01223 464 696](tel:01223464696) or email enquiries@cambridgecvs.org.uk

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Agenda Item 6



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	25 April 2024
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	
Key Decision:	No	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 7 March and 7 April 2024 for the Community Chest Grant funding scheme.

Recommendations

2. 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.

Details

3. 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.

4. Guidance notes and full eligibility criteria can be found at **Appendix B**.
5. The total amount of funding available for Community Chest Grants in 2024/25 is **£59,160** (includes a 2% inflationary uplift from 2023/24).
6. In addition, there is **£10,200** (includes a 2% inflationary uplift from 2023/24) ringfenced for 2024/25 for **Biodiversity Grants, £43,249** ringfenced (expiring 31 March 2025) for the creation of **Community-Led Plans** and **£11,324.12** ringfenced until end March 2025 (obtained from a successful bid to the Integrated Care System) for **cost-of-living crisis projects**.
7. Changes to the **cost-of-living crisis** criteria were assessed at the end of March 2023 with regards to whether continued funding is still needed to support 'cost-of-living' work. Officers have confirmed that this support is still required. Consequently, the criteria will be reviewed again at the end of March 2025 with a view to assessing whether continued funding is needed to support 'cost-of-living' work or whether **the changes to the criteria should revert back to the current position**.
8. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
9. The following table 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 (£59,160)	31 March 2025	£59,160	4	£7,796.68	£51,363.32
Biodiversity (£10,200)	31 March 2025	£10,200	0	0	£10,200
Community-Led Plans (£43,249.00)	31 March 2025	£43,249	0	0	£43,249
Cost- Of Living (£11,324.12)	31 March 2025	£11,324.12	0	0	£11,324.12

Total	-	£123,933.12	4	£7,796.68	£116,136.44
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Reasons for Recommendations

10. 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.

Options

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

Implications

12. There are no significant implications.

Consultation responses

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

Alignment with Council Priority Areas

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

Background Papers

15. 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
email: emma.dyer@scambs.gov.uk
Telephone: (01954) 713344

Appendix A

Reference	PBLMGLFV			Community Chest Grant
Name of Organisation	1st Hardwick and Highfields Scout Group			
Organisation Type	Charity 1062410			
Role of Applicant	Chairperson of the Trustees Committee			
CCVS Registered	No			
Parish	Hardwick and Highfields Caldecote			
Landowner	Own or have a long-term lease on the venue			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Enhance insulation and weather proofing.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Cllrs Lina Nieto (Hardwick) and Tumi Hawkins (Caldecote)			
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 but will put the project on the agenda for their next meeting on 17th April			
Officer Summary				
<p>The 1st Hardwick and Highfields Scout Group was formed in 1977 and is a local branch of the Scouts organisation. Around 85 young people currently attend the group to make new friends, have amazing adventures, and learn new skills. The group is divided into three sections: Beavers, Cubs and Scouts covering those aged 6 to 14 years and are supervised by 13 adult volunteer leaders and three young Leaders. A subscription of approximately £8 per month is levied to cover ongoing costs for members. Since the group was established, it has been at the heart of community life, and generally has a waiting list to join, showing its popularity.</p> <p>The group, along with the local Guides group, own the Hardwick Scout Hut and the land is on a long lease from the Parish Council. Plans are to improve the insulation and durability of the Scout hut by cladding the existing wooden building. This will not only enhance durability to weather but also aid energy efficiency.</p> <p>Funding of £ 6,320.06 (including VAT) is needed for materials and delivery costs and £2,000 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • Stone Hyperion Cladding - £ 4,794.45 (EX VAT) • Stone Corner Trim - £ 205.11 (EX VAT) • Stone Fascia - £ 187.73 (EX VAT) • Hidden Starter Fasteners -£ 26.33 (EX VAT) • Countersunk Stone/Slate 4 x 35 mm screws-£ 53.09 (EX VAT). <p>The shortfall will be met by existing money raised by fundraising in the past. The Scouts are also planning a car wash in the summer and will be selling of books/DVD's online throughout</p>				

the year. Planting of Daffodil bulbs is also scheduled for the Autumn. The Parish Council have not provided the group with funding in the past but will discuss the project at their next meeting on 17th April (see response below).

Green considerations:

Other work has been carried out in the scout hut by volunteers in recent years, including the addition of extra insulation and electrical timer switches. These have had a material impact in energy usage and the proposed cladding will continue this drive for energy use reduction.

Cllr Tumi Hawkins (Caldecote):

Thank you for contacting me with regards to the grant application for the Scouts Group. Yes, I confirm that I fully support the application by the Scouts Group Trustee Committee for a £2,000 grant from the Community Chest Fund for the improvement of the Scout Hut in Hardwick.

The Scout Group is doing a fantastic job in providing a wholesome, much needed and appreciated opportunity for the young people in Hardwick and Caldecote to engage with their peers and learn skills whilst having fun, which is important at that age. And for which I thank all the volunteers who make it happen. It is therefore important that the Scout Hut where many of the meetings takes place is in good shape. Making it more energy efficient is definitely important and shows that Scouts are doing their best to reduce carbon footprint and contribute to the net zero target in the district.

I whole heartedly support this application.

Cllr Lina Nieto (Hardwick):

I am writing to recommend the approval of funding for the proposed project to increase the weatherproofing and insulation of the Scout hut in Hardwick and Highfields. This initiative is an integral part of the ongoing efforts to enhance insulation and decrease electricity consumption in the Scout Hut, all of which have been carried out by dedicated volunteers over several years.

The project entails the purchase of appropriate cladding, with an estimated cost of £6320. However, the group is only seeking £2000 from the community chest fund, demonstrating a commitment to maximizing resources and leveraging volunteer labour. The installation of the cladding will also be undertaken by volunteers, further underscoring the community-driven nature of this endeavour.

It's worth noting that the Scout group has been serving the community since its establishment in 1977, providing valuable opportunities for the youth of Hardwick and Highfields. By investing in this project, we ensure the sustainability of the Scout Hut, safeguarding its functionality and accessibility for generations to come.

In light of the tangible benefits to the community, the prudent allocation of resources, and the long-standing service of the Scout group, I urge the council to support this project and allocate the requested funding from the community chest fund.

Total Project Cost:	£6,320	Total Applied For:	£2,000
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Appendix A

Reference	BMCPQGTF	Community Chest Grant		
Name of Organisation	Bar Hill Memorial Garden Group			
Organisation Type	Community Group			
Role of Applicant	Chairperson			
CCVS Registered	No			
Parish	Bar Hill			
Landowner	Shared Churches Ely			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Outside project			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Bunty Waters			
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?	02/11/2023 - £500			
Officer Summary	<p>Prior to 1992 there was a Memorial Garden in Bar Hill, but this was lost when the Worship Hall was built on the site. In 2009 an appeal was launched for village volunteers to come forward to offer to help get the Memorial Garden resurrected and this is when the Bar Hill Memorial Garden Group formed.</p> <p>Permission was verbally granted by the Shared Churches Ely to use a piece of their unused land for this purpose- between the Octagon and the Parish Council Offices. The Parish Council offered £3,000 towards the project and the Older Person Group (now known as Knit and Natter) gave £3,000. Many local people also provided donations following publicity.</p> <p>Nowadays the garden is quite well used either by people from the community for sitting, eating their lunch or for seeking time and space for reflection-particular those coping with bereavement. The garden is open 24 hours a day and is wheelchair / pushchair friendly. Plaques cost £110 and are available for anyone who has lived in Bar Hill and are not just for the church going community. A team of 11 volunteers from the Bar Hill Memorial Garden Group maintain the garden. In 2022 the group replaced the circular seat by appealing to the village. In 2023 The Bow Top Fencing was extended to the Spine Path. This was funded by private donations and erected by members of Crafts Shed.</p> <p>The group would now like to replace the 72 original Oak Sleepers on the two upright beds. Normally a sleeper last for up to ten years, but the current sleepers are approaching 14 years old and beyond their life. The new sleepers will be treated in a way that they should last longer than the current ones. The existing Memorial Plaques will also need to be removed and then added to the new upright sleepers.</p>			



Total costs are £4,400 and £2,000 has been requested from the Community Chest for the following work:

- Clear away current sleepers in memorial garden.
- Cut out memorial plaque for keeping.
- Supply and fit of oak sleepers in replacement of old ones.
- Sleepers to be set in concrete approx. 400mm and backs of sleepers to be painted with blackjack to make them water resistant.
- All rubbish and debris to be cleared and taken away off site.

They have already received the following donations:

- £500 from the Parish Council
- £150 from The Community Association
- £500 from a private individual

They are also appealing to the Barchester Charitable Trust and awaiting a donation of £20 from the Co-Operative Society.

The Memorial Garden Committee have confirmed that they will be purchasing, owning and maintaining the sleepers.

Cllr Bunty Waters:

I am very pleased to support your application to the Community Chest for the replacement of upright sleepers in the Memorial Garden. The Memorial Garden is a well loved area in Bar Hill by residents, which provides a quiet place for peaceful contemplation, a quiet place to meet with like minded friends. It is well kept by residents who love to see the flowers and trees there. It is an especially good place for the Remembrance Day observation, where children, adults and many residents gather to commemorate the fallen in the wars. The replacement of the sleepers is urgent, the Memorial Garden does not receive monies and this application for funds to replace them will mean a great deal to the residents of Bar Hill and allow the Garden to be enjoyed in its tranquil place. I do offer my full support for this application.

Total Project Cost:	£4, 400	Total Applied For:	£2,000
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Appendix A

Reference	FRGTVWKW	Community Chest Grant
Name of Organisation	Little Shelford Cricket Club (LSCC)	
Organisation Type	Community Group	
Role of Applicant	Club Captain	
CCVS Registered	No	
Parish	Little Shelford	
Landowner	The land is owned by the village after it was given to them by the Wale family. It is licensed to use by the cricket club, and this is administered by the Parish Council.	
Project Type	Equipment / capital purchase	
Green option considered?	British company to minimise embedded carbon costs and is opting for a high-quality option to ensure the long-term viability/sustainability of the net.	
Documentation Status	Safeguarding	Yes
	Quote	Yes
	Accounts	Yes
	Mission Statement	Yes
District Councillor Support	Yes-Cllrs Peter Fane and William Jackson-Wood	
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 Parish Council will make a decision at their meeting on 15th April 2024	
Officer Summary	<p>Little Shelford Cricket Club is a small but vibrant cricket club, serving the communities of Little Shelford and surrounding areas since 1877. Currently there are two adult cricket teams and four junior teams, including one girls' team. The club, which operates from The Wale recreation ground, is inclusive to all within the district and although the club operates a member system, there are no restrictions on joining and no fees for adult membership. Junior members pay a single fee of £90 for the entire year (with discounts for further children from the same family) and adult members pay per session. Last season there were approximately 70 Junior members and approximately 45 playing adult members. There are also other members of the club/board who are involved but do not play. The club is an important part of the local cricketing community and due to its successes, it is growing.</p> <p>Match days often see locals coming to watch and enjoy the cricket; young children are often seen playing with children's cricket sets in the net, getting a taste of the game at an early age. The Wale also sometimes hosts cricket matches for other teams (mostly junior County Cricket games).</p> <p>As with any sport, practice is integral to success. A new batting cage and net is needed to allow for effective practice sessions which will help with the development of all players as well as helping to train and coach the juniors. It would also likely to be used for warm up activities by visiting teams.</p>	



The total cost of the cage and net is £1,989.94 is being requested from the Community Chest which includes a delivery cost of £189.95. At the current time, there is an offer on the product, but they would like to apply for the maximum cost in case this expires by the time they are able to make the purchase. If a discount/offer can be taken up the unused funds will be returned to the Council.

The Parish Council discussed the proposal at their meeting on March 18th 2024, and full support given with a suggestion that there may be funds available in the new financial year. Therefore, the applicant has asked for the matter to be raised again at the 15th April meeting where a final decision can be made.

Green Considerations:

The Club is seeking to source from a British company to minimise embedded carbon costs and is opting for a high-quality option to ensure the long-term viability/sustainability of the net. A fuel surcharge is additional to the delivery fee, but the Club would cover this.

Cllr Peter Fane:

I support this application by LSCC for a new batting cage and net to enable allow for effective practice sessions which will help with effective training and coaching of juniors. As such, this will help to promote a healthy, active and also inclusive community, as well as to develop skills. LSCC has members from both within and outside Little Shelford Parish, where it is an important part of the community, helping to develop community cohesion.

Cllr William Jackson-Wood:

Let me know if there is anything you need from me in order to support – very supportive of enabling sporting initiatives.

Total Project Cost:	£1,989.94	Total Applied For:	£1,989.94
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Deferred Application:

Reference	CGCTDGCS	Community Chest Grant
Name of Organisation	Bar Hill Community Association	

Appendix A

Applicant	Volunteer			
Organisation Type	Charity 1195382			
CCVS Registered	No			
Parish	Bar Hill			
Landowner	Bar Hill Community Primary School			
Project Type	Equipment / capital purchase Materials Startup costs			
Green option considered?	Yes- reusable materials			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes – Cllr Bunty Waters			
Parish Council Support – does the PC support this project in principle	Yes- Cllr Bunty Waters is Chair of the Parish Council			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Will be asking in the future			
Officer Summary				
<p>Bar Hill Community Association supports residents and visitors to the village of Bar Hill by serving as an umbrella organisation supporting individuals and events within the village and the surrounding area. This includes the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interests of social welfare and with the object of improving the condition of life of the said inhabitants.</p> <p>The Charity would like to offer an after-school club at Bar Hill County Primary School (BHCPs), based on the First Lego League. This will involve STEM Coaching Years 5 and 6 to learn to program a Lego Robot to carry out various challenges on a Lego League Playmat. Children will then develop their programming to compete in a 2.5-minute challenge to complete as many activities as possible. They will also learn to investigate and generate their own ideas and potential solutions for a specific problem and give a presentation to their school/parents on the project. T-shirts will also be provided to help the children feel part of a team, which is one of the core requirements of this activity. It also provides an opportunity for the children to create their own design (which would then be ironed on to each t-shirt), thus encouraging creativity in arts (STEM is now becoming STEAM to encompass ART).</p> <p>The project will run for one term after the volunteer/club leader from the Bar Hill Community Association has been on a coaching course- this will be at the end of March. The recommended number of children for the club is 10.</p> <p>Once established at BHCPs, it is hoped the after-school club can continue during next year's autumn /winter terms, so that the children can be enrolled in a finals event. Other schools in the area will then be approached to see if they would also like to take up this opportunity. If so, the club organiser will then train up others to take over the Bar Hill Club.</p>				

Total project costs are £ 1,806.74, all of which has been requested from the Community Chest:

- 3 x LEGO® Education SPIKE™ Prime Sets-£1,289.97
- 12 x t-shirts- £90
- 1 x Transfer Sheet (for children to design their own team t-shirt)-£ 8.99
- 2 x Packs of 6 Medals (as reward for completion of tasks)- £15.78
- 12 x Centres for Medals-£12
- 1 x First Lego league Challenge Class Pack- £290
- 1 x Wood for Base-£100



The school have not been approached for funding as this is intended to introduce them to the project but going forwards the intention is that they will be able to fund this themselves. Although the Parish Council have not been approached on this occasion, it is the intention that the Charity will seek funding for other community projects in the future.

Green Options:

The equipment will become the property of the school, but will be available to use in subsequent years, with the exception of the t-Shirts and medals, which will be for the children to keep as a reward and memento of their First Lego League activity. One robot will also be retained by the club leader to promote this STEM activity at other schools in subsequent years. There will be no waste created and the children will be taught to incorporate green activities into their solution to the problem.

Cllr Bunty Waters:

I would like to offer my full support for the application made by Bar Hill Community Association for the after-school club which is based on the first Lego League and this application for £1806.74 to purchase the pack. This is such an excellent project for young people, who often voice their concerns that there is 'nothing to do'. The challenges which will be given to them will be investigative, finding solutions to problems and generally being coached to develop their own ideas. What a great idea to learn to programme a Lego Robot, especially as robots are very newsworthy now. I am very pleased, as the local councillor to fully support this application and hope that the committee will be encouraged to give the full amount to this project.

The above Application was deferred from the March 2024 Grant's Advisory committee pending further information on:

1. whether the children attending the club are limited to the Bar Hill County Primary School or whether it is open to all children in years 5 and 6 in Bar Hill
2. clarification on who will fund the Club going forwards and
3. whether the Lego equipment will be owned by the school at the end of the project and if so, could this become the property of Bar Hill Community Association instead.

The applicant has responded with the following:

1. in the initial instance it will be limited to Year 5 and 6 children from Bar Hill Primary School, (however, Waterbeach Primary school have already been approached with a view to running a similar club in their school too).

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2. this costs less than £300 per year, and the applicant would work with the schools to obtain a regular sponsor from local businesses (which is common in other schools in the Peterborough area) The bulk of the cost in this initial funding request is to get them the basic Robot kits (one for each school, and one to demonstrate and coach with), and a base board on which the playmat is mounted.
3. the equipment will remain owned by the applicant and the robots will be loaned out to Bar Hill Primary School and any other school wanting to participate.

Total Project Cost:	£1,806.74	Total Applied For:	£1,806.74
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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 200 registered electors*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

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

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

*Please note:

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

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- a) The Parish Council or Parish Meeting have multiple settlements and the application pertains to any one of these which satisfies the 200-electors threshold or
- b) Registered electors are within 10% of the threshold.

What must the funded project deliver?

The community activity or project must:

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

What can be funded?

The activity or project should be one of the following:

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

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

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

What cannot be funded?

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

How much can be applied for?

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

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

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

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

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

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

When can groups apply?

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

Additional funding has been allocated until March 2025 for the creation of Community-led Plans, and until the end of March 2025 for cost-of-living crisis and biodiversity projects

Preferred green options

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

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

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

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

What supporting documentation is required?

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

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

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

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

How will the grant be paid?

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

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times. [Defib Finder](#) provides up to date information on defibrillator locations across the UK, using data from The Circuit, the national defibrillator network.
- 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 \(scamb.gov.uk\)](#)
- Contact Details: community.chest@scamb.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 200 registered electors	Parish Council of any size
Community Chest £59,160	✓	✓	✗
Biodiversity Grants £10,200	✓	✓	✓
Community-Led Plans £43,249	✓	✓	✓
Cost-Of-Living (£10,000)	✓	✓	✓