

## 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 (<a href="https://melbournhub.co.uk">https://melbournhub.co.uk</a>) 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"> <li>• a home for a Community Library (an extension of the Cambridgeshire County Library Service)</li> <li>• a permanent office space for Melbourn Parish Council</li> <li>• a state-of-the-art meeting rooms for local community groups and others to access</li> <li>• a highly popular Community Café that offers a safe and welcoming place for all.</li> </ul> <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><b>Project to improve and upgrade the external spaces around the Melbourn Hub.</b></p>				

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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.

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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

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	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"> <li>• Instructor for 48 weeks- £4,080</li> <li>• venue hire for 48 weeks (Sawston Parish Council owned Pavilion on Mill Lane, Sawston)- £720</li> <li>• resistance bands and soft balls- £100</li> </ul> <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>				

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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.



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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.*

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*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				
<p>Cambridge Past, Present &amp; Future (CPPF) has been operating for more than 95 years. The Charity owns, cares for and opens to the public the following sites:</p> <ul style="list-style-type: none"> <li>• Wandlebury Country Park</li> </ul>				

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- 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**

<b>Item</b>	<b>Staff Costs £</b>	<b>External costs £</b>	<b>Total £</b>
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
<b>Ongoing Annual Costs</b>	<b>8,967</b>	<b>6,900</b>	<b>15,617</b>
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
<b>Total Projects Costs</b>	<b>4,066</b>	<b>40,000</b>	<b>44,066</b>

£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.*

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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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