

**MELBOURN PARISH COUNCIL
MINUTES**

Minutes of a Meeting of the Parish Council held on Tuesday 2nd May 2017 in the Atrium of Melbourn Community Hub at 7.15pm.

Present: Cllrs Norman (Chair), Cross, Hales, Hart, Kilmurray, Porter, Sherwen and Travis.

In attendance: The Clerk, District Cllr Barrett, and approximately 15 members of the public.

PC413/16 To receive apologies for absence

Cllr Gatward, Harrington, Regan, Shepherd and Siva for personal reasons

PC414/16 a) To receive any declarations of pecuniary and non-pecuniary interest and reasons from councillors on any item on the agenda.

Cllr Norman – non pecuniary interest as friends of residents who live down The Moor. The Chair Announced she will still Chair the meeting but will abstain from voting and commenting on PC418/16

Cllr Travis, Cross, Hales and Porter – pecuniary interest as members of the Hub Management Group. – PC424/16 i)

Cllr Hales and Cllr Hart non pecuniary interest – PC424/16 e).

Cllr Hales and Cross – non pecuniary interest in MAYD PC424/16 d)

Cllr Cross, Cllr Hales non pecuniary interest - Melbourn and Meldreth Lunch Club, PC424 f)

Cllr Hales and Cllr Kilmurray Non Pecuniary interest – Celebrating Ages

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

The Chair explained in order to be quorate Cllrs Travis and Cross have asked for a pecuniary dispensation on PC424/16 i) . This was granted by The Clerk.

c) To grant any requests for dispensation as appropriate

PC415//16 To approve the minutes of the Parish Council Meeting 24th April 2017

Cllr Kilmurray stated the Appendix relating to the Vexatious Complaints appear to be the old version and could this be changed. ACTION: THE CLERK

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR HART TO ACCEPT THE MINUTES OF MEETING WITH THE ABOVE CHANGES. ALL WERE IN FAVOUR APART FROM CLLR CROSS AND SHERWEN WHO ABSTAINED WHO WERE NOT AT THE LAST MEETING. THIS WAS CARRIED.

The Chair stated did Councillors agree with the in camera session. **IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR HART. ALL WERE IN FAVOUR APART FROM CLLR CROSS**

AND SHERWEN WHO ABSTAINED.

PC416/16 To report back on the minutes of the Parish Council Meeting 24TH April 2017

The Clerk explained it was agreed all Council Employees to receive a 1% pay rise from 1 April 2017 in line with the NALC recommendation for Clerks. The Assistant to Parish Clerk's probation period has been successfully completed and she is now a permanent Melbourn Parish Council Employee.

The Clerk explained Mr Forbes had raised the issue that no information relating to the Car Park Working Party was available on the website. The Clerk confirmed Members of the Working Party for Phase 1 and 2 have now been listed on the website and also the dates of when the meetings have taken place.

Dates of Parish Council meetings being held in May are now available on the website and noticeboard.

The Clerk, The Chair and War Memorial Working party have a meeting with Hibbitts Stonemasons to discuss the location of the Kohima stone location at 83 High Street on 10 May 2017. District Cllr Barrett suggested that Anita Cook should be asked to attend this meeting. **ACTION: THE CLERK**

The Clerk stated the signed documentation relating to Mr Brian Tyler, Granary Development has been sent back to the solicitors.

CCC has put in writing that the Parish Council can hand back the grass cutting contract at any time.

PC417/16 Public Participation (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item).

The Chair suspended Standing Orders 7.25pm

Comments on Planning Application The Moor – Hanson Services Ltd

Mr and Mrs Heath – expressed their concerns that they do not wish for this to happen and how is the Council dealing with this application. The Chair explained Melbourn Futures Working Party will be looking at the wider picture and cumulative impact of the planning proposals as they come through.

The Chair explained to Ms Anne Harding and Mr and Mrs Heath they should write with their objections to SCDC.

Mrs Howard - A Trustee of All Saint Community Hall was disappointed with the information received from The Clerk stating the Parish Council was unable to process the Community Grant Application for Wi-Fi in the Community Hall and that the information The Clerk received from CAPALC was incorrect.

Mrs Howard went onto to say Alan Brett had circulated the correct information and all the facts to Councillors to explain that the Community Hall is a Hall and not a Church Hall and therefore the Parish Council should consider reversing their decision this evening. The Chair explained The Parish Clerk did not ask CAPALC for the status of the All Saints Community Hall it was general advice about what type of applications are eligible.

Mrs Meliniotis – asked if Councillors knew of what is happening with The Star. Councillors stated they were not aware.

At 7.32pm The Chair reinstated Standing Orders

PC418/16 Notification of Full Planning Application for the construction of 23 dwellings with associated access from The Moor, infrastructure and open space at Land to the rear of numbers 46-56 (eve, Land to the rear of numbers 46-56 (even), The Moor, Melbourn. John Hanson, Hanson Services Ltd. S/1032/17/FL

The Chair brought to the attention of Councillors a letter received from Mr Smart of Thatcher Stanfords Close (**APPENDIX A**) about sewage issues and reminded members it was these issues which led to the Melbourn Futures Committee having discussions with Anglian Water and persuading Anglian Water to do proper modelling of the Melbourn sewage system's capacity. This showed that the current pumping station is at capacity and led to the Appeal Inspector for the 199 homes putting in place what is known as a Grampian condition, which is new homes that cannot be occupied until the sewage system has been upgraded.

The Chair asked members whether Melbourn Parish Council should apply to SCDC for a similar Grampian order for the area down The Moor. Members felt it should include any development that Melbourn receives between now and when the sewage system being updated. **MEMBERS AGREED TO ADD GRAMPIAN ORDER INTO THEIR COMMENTS BACK TO SCDC**

Members raised their concern that when Hanson Services Ltd presented at a previous Parish Council meeting there were many comments from residents and Councillors about the traffic on The Moor and vague commitments regarding the monitoring of this and asked if there had been any feedback from Hanson Services Ltd? The Chair explained the Council had received an email from Hanson Services Ltd stating they were carrying out another traffic survey but no information has been supplied to the Parish Council and can the questions asked at the previous meeting be brought to the attention of SCDC.

Members stated until there is a local plan in South Cambridgeshire signed off by the Planning Inspector, parishes are going to be vulnerable. Members felt the application should be rejected.

Members asked could The Clerk chase SCDC for the slide presentation which was presented at the planning training on 22 April 2017. **ACTION: THE CLERK**

The Chair explained the Planning Process to members of the Public.

IT WAS AGREED THAT CLLR PORTER, HART AND HALES MEET WITH THE CLERK TO DECIDE ON A RESPONSE TO SCDC AFER THE MEETING AS THE DEADLINE IS FRIDAY 5TH MAY 2017.

The Chair asked did members wish to ask SCDC Planning Committee to consider this application. **IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR PORTER. ALL WERE IN FAVOUR APART FROM CLLR NORMAN AND CLLR HALES WHO ABSTAINED.**

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR HALES TO OBJECT WITH THE COMMENTS LISTED BELOW. ALL WERE IN FAVOUR. APART FROM CLLR NORMAN WHO ABSTAINED.

Reject with following comments:

Policy ST/5 To protect the varied character of the villages of South Cambridgeshire by ensuring that the scale and location of development in each village is in keeping with its size and character and that the buildings and open spaces which create their character are maintained and where possible

enhanced.

- Accumulative effect of this development on the individual village characteristics of Melbourn. As well as this request for 23 houses off The Moor there is existing approval for 199 houses and a 75 bed Care Home off New Road – 84 Affordable Units, plus developments off New Road: Victoria Heights – 64 houses - 24 Affordable Units (In addition to the 24 Affordable homes the developer will also pay £150,000 'commuted sum' towards further Affordable Housing, 36 New Road – 18 houses – 7 Affordable Units.

Recently constructed: 10 houses opposite this proposed development in The Moor of – 4 of which are Affordable. Star Mews: 5 houses of which 2 are Affordable

To summarise, in total there are plans to build 296 houses to our stock of which 121 are Affordable. At present time Melbourn has an Affordable Housing requirement of 94. Recent approved applications generate 121 therefore Melbourn has fulfilled its obligation under housing needs.

This request for 23 further homes off The Moor will add another 9 Affordable Units. The total of Affordable Units would then be 130, 36 more than required under SCDC housing needs.

(MPC is also aware of a request for planning permission for 164 houses off Cambridge Road – approx. 70 of which will be affordable).

With regards to the wider area housing need, there are major applications that will service the needs of those areas. It is therefore considered 'unreasonable' by MPC that Melbourn should take a higher proportion of housing.

DP/3 Development Criteria

- Traffic Density & Highway Safety

The Traffic Survey completed in November 2016 was not reflective of the flow due to where the equipment was stationed. MPC received communication from Hanson Homes agreeing to complete a further survey and share this with the Parish Council*, concentrating on the junction with the High Street into the Moor as this would capture the 'true' movements for The Village College, Sports Centre, Little Hands Pre-School, Children's Play Park, Sports Pavilion, Moorlands Care Home and the Taxi business all of which generate large movements of traffic throughout the day.

*MPC understands via an email dated 24th March from John Hanson that a further survey was conducted, however this information was not shared with Melbourn Parish Council and does not seem to appear in the current planning documentation.

Policy NE/9 Water and Drainage Infrastructure

Policy NE/10 Foul Drainage

Inadequacy of Services: Accessibility, Sewage & Drainage

MPC understands that access to this development will be via the current private road and is therefore not available for public adoption. It is also not adequately wide enough to accommodate access to the development proposed.

It has also been brought to MPC's attention by the current owners that the provision for sewage is only sufficient for the existing properties - the owners of these properties are unwilling to give consent for access to permit a new sewer to be installed; and, since the proposed new estate cannot adequately be drained, permission should be refused.

Policy TR/I Air Pollution: To reduce the environmental impact of travel, to conserve energy and reduce air pollution by limiting the growth in road traffic.

Due to an increase in vehicle movements associated with this development the air quality in this area will be of poorer quality and experienced by children walking to and from school and pre-school, Monday to Friday.

PC419/16 To agree Highways Volunteer Scheme

The Chair explained at the Parish Council Meeting on 24th April Country Cllr van de Ven discussed the volunteer scheme and members were interested in supporting this.

Members stated there will be safety issues and risk assessments to consider but fully support this scheme.

IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY. ALL WERE IN FAVOUR. THIS WAS CARRIED.

ACTION: THE CLERK TO MAKE CONTACT WITH COUNTY CLLR VAN DE VEN.

PC420/16 To agree the documentation and process to be issued for running the pavilion – APPENDIX B

The Chair explained that at the 27th March 2017 meeting Cllrs agreed that rather than preparing a lengthy tender document, the Council would prepare some basic criteria about what it is looking for and then invite possible bidders to come and make a presentation.

The Chair explained discussions need to include a) agreeing the process to be used to make the selection and b) agree the document setting out the basic criteria – explained below:

- a) As agreed by the Parish Council, businesses and charitable groups interested in running the Pavilion and Recreation Grounds on behalf of the Council will, in the first instance, be invited to make a presentation to the Council. The Assistant Clerk has been contacting a number of bodies to see if they are aware of organisations which might want to apply so that the Council has as wide a pool of applicants as possible to choose from.

A selection will be made on the basis of the presentation and questions relating to it. The Parish Council will then work with the chosen party to develop a new Service Level Agreement (SLA).

The presentation and Q&A session will be held *in camera*. Any Councillor can be part of the selection process but Cllrs will be requested to state in advance that they wish to take part. This is so they can receive a briefing on how the process will be run and the applicants scored.

The recommendation of the selection group will then be put to Council in an open session for formal agreement.

A 1hr slot will be allotted to each applicant and they will be told that they have 45 minutes of

this to make the presentation and respond to questions.

- b) Agree the document setting out the basic criteria

The Chair stated the document is not intended to be a detailed exposition of how the Council expects the Pavilion and sports field to be run.

Members felt Cllr Bridget Smith would not be required to be involved with the selection process.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT THE DOCUMENTS AS DRAFTED. ALL WERE IN FAVOUR. THIS WAS CARRIED.

The Chair explained the agreement between BeActive and Melbourn Parish Council expires at the end of July 2017 and presentations to Council will take place in 3-4 weeks' time. **ACTION: THE CLERK TO ARRANGE AND INFORM COUNCILLORS**

PC421/16 To receive any notifications or planning consultation documents

- a) **Any other notifications at the time of meeting**

Notification of refusal of Planning Permission for householder application for single storey extension and associated internal remodelling at 30 Russet Way, Royston, Cambridgeshire, SG8 6HE. Olga Leonardova. WAS NOTED.

PC422/16 To consider the following Planning Applications

- a) Application from Cambridge County Council proposing to introduce an advisory disabled persons parking bay in the vicinity of 13 Palmers Way, Melbourn. No Application number available.

IT WAS PROPOSED BY CLLR SHERWEN AND SECONDED BY CLLR KILMURRAY TO ACCEPT THIS APPLICATION WITH THE COMMENT 'PLEASE REMOVE THE EXISTING MARKS FOR THE PARKING BAY LOCATED ON THE OPPOSITE SIDE OF THE ROAD.' ALL WERE IN FAVOUR. THIS WAS CARRIED.

PC423/16 Correspondence:

- a) **Any other correspondence at time of meeting – APPENDIX C**

- Correspondence from Melbourn Community Hub about fencing the perimeter of the grass. The Chair explained as there was no cost to the Council and a Health and Safety Issue The Clerk has already approved this request.

PC424/16 Community Grant Funding APPENDIX D

The Chair explained that on this round of applications, 3 had been rejected. They were from Melbourn Village College, Melbourn Primary School and All Saints Community Hall. All 3 bodies have received grants from the Parish Council in previous years and The Chair spoke about why they were rejected this time.

The Chair explained it is the Clerk's duty to ensure that the Parish Council makes lawful decisions and reminded members when the Council considered the last round of applications individual Councillors expressed concerns that some applicants were not exploring other avenues of funding before applying to the Parish Council. The Clerk asked CAPALC for advice at that stage and was told that the Parish Council needed to be careful, when the applications were received this time round The Clerk sought

CAPALC's advice on 3 of them and CAPALC advised that all 3 were potentially unlawful.

The Chair explained that All Saints Community Hall has chosen to challenge CAPALC's advice. The Parish Council pays a subscription to CAPALC, in return legal advice is provided which can serve as a basis for certain Council decisions.

The Council is seeking further clarification with CAPALC and once a final verdict has been reached a decision can be made. All Saints has been informed that it has the opportunity to apply in the autumn round of applications by which time there will have been time to clarify the legal position.

The Chair said that it is The Clerk's decision whether an item is included on the agenda. Members of the public should not begin to correspond directly with Councillors when they do not agree with the Clerk's decision.

The Chair explained the amount of funding for 2017/2018 is £39215.52 and the applications which the Council has received comes to a total of £28,464 so potentially all can be made leaving, at least £10,750 to allocate in the next round.

The Chair explained Councillors have the accounts which applicants have provided in their packs. There are no accounts for MAYD and Celebrating Ages as both have their money administered by the Parish Council and until the Clerk has been able to complete the year end for the accounts, they cannot be presented.

a) Grinnell Hill BMX Insurance

The Chair explained back in November 2016 it was agreed by the Council the insurance would be taken from the Community Grant Funding. The insurance documentation for 2017/2018 has not been sent to the Parish Office as yet, but last year's premium was £1362.50.

IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR HALES TO ACCEPT £1500.00 FOR BMX INSURANCE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

b) Allotment Association

The Chair explained The Parish Council agreed back in 2011 they would pay for the skip hire for the Allotment Association each year.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HART TO ACCEPT £264.00 FOR ALLOTMENT ASSOCIATION. ALL WERE IN FAVOUR. THIS WAS CARRIED.

c) Relate

Councillors commented how this scheme is helping the community and it is very popular and members were fully in support of this.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR HALES TO ACCEPT £1750.00 FOR RELATE. ALL WERE IN FAVOUR. THIS WAS CARRIED.

d) MAYD

Cllr Hales and Cross left the room

Councillors commented how successful this has been and have increased sessions to two in the one evening.

IT WAS PROPOSED BY CLLR KILMURRAY AND SECONDED BY CLLR HART TO ACCEPT £11,000.00 FOR MAYD. ALL WERE IN FAVOUR. THIS WAS CARRIED.

e) Melbourn Mobile Warden Scheme

Cllr Hart left the room and Cllr Hales remained out of the room. Cllr Cross returned to the room

Councillors commented how this is and has been a very successful scheme.

IT WAS PROPOSED BY CLLR PORTER AND SECONDED BY CLLR TRAVIS TO ACCEPT £7500.00 FOR MELBOURN MOBILE WARDEN SCHEME. ALL WERE IN FAVOUR. THIS WAS CARRIED.

f) Melbourn and Meldreth Lunch Club

Cllr Hales remained out the room and Cllr Cross and Kilmurray left the room

Members felt this was a vibrant and useful event that is well attended. **IT WAS PROPOSED BY CLLR TRAVIS AND SECONDED BY CLLR KILMURRAY TO ACCEPT £650.00 FOR MELBOURN AND MELDRETH LUNCH CLUB. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

g) Celebrating Ages Event

Cllrs Hales remained out of the room, Cllr Cross returned to the room.

Councillors felt this event was lovely and it brings both the young and old generations together. **IT WAS PROPOSED BY CLLR TRAVIS AND HART TO ACCEPT £2400.00 FOR CELEBRATING AGES. ALL WERE IN FAVOUR, THIS WAS CARRIED.**

h) Melbourn Netball

Cllr Kilmurray returned to the room. Councillors felt it was a brilliant way to give money to the community. **IT WAS PROPOSED BY CLLR CROSS AND SECONDED BY CLLR KILMURRAY TO ACCEPT £400.00 FOR MELBOURN NETBALL. ALL WERE IN FAVOUR. THIS WAS CARRIED.**

i) Melbourn Community Cinema

Cllr Cross and Travis remained in the room as they had a dispensation. Cllr Kilmurray, Porter and Hales left the room.

The Chair explained The Clerk had asked Mr Pollock to speak with the Hub Management group about his Grant Application. The Chair also read out an email from Cllr Travis on behalf of the Hub Management Group.

Councillors felt more information was required before agreeing to support this application.

IT WAS PROPOSED BY CLLR HART AND SECONDED BY CLLR NORMAN TO INVITE MR POLLOCK TO RESUBMIT HIS APPLICATION WITH MORE DETAILED INFORMATION IN THE NEXT ROUND OF COMMUNITY GRANT FUNDING IN NOVEMBER 2017. CLLR HART, NORMAN AND SHERWEN WERE IN FAVOUR AND CLLRS CROSS AND TRAVIS ABSTAINED. THIS WAS CARRIED.

The Chair then closed the meeting at 21.02PM.

APPENDIX A

Mr Thompson
23 The Moor
Cambridgeshire Hall
Cambourne Business Park
Cambourne
Cambridgeshire
CB23 6EA

Your Ref: S/1032/17/FL

Dear Mr Thompson,

I am writing with respect to the above referenced planning application for 23 new houses on the land to the rear of 46-56 The Moor.

As a long term resident of Thatcher Stanfords Close, I have witnessed a number of occasions when the sewerage system has been unable to cope with demand, resulting in raw sewerage bubbling up through manhole covers in the middle of the road. On the worst occasion, my wife had to hose faeces, toilet tissue and other unsavoury items off the pavement to prevent children who were playing in the street at the time from coming into contact with it. As a result she contracted an E. coli eye infection which took over six months to cure.

Melbourn's overloaded sewerage system has been the subject of many a discussion in the Melbourn Parish Council meetings and I am certain that they would be able to furnish you with details upon request. The sewerage system failure dates that I am aware of are given below. This is far from a comprehensive list and I know that many of the occurrences were during good weather.

Not wishing to return to this situation, I am mindful of restrictions placed upon housing development S/2048/14/FL whereby an on-site sewerage store with a 24 hour capacity was mandated. A maximum flow rate to the local pumping station was also imposed to minimise the risk of overloading the pumping system.

I would request that similar restrictions be placed upon this development should it go ahead, together with any other upgrades and improvements to the system as a whole, that are necessary to prevent a recurrence of the overflow.

Yours sincerely,

Robert Smart.



Sewage pump failure dates that I'm aware of:

15/07/2012
21/07/2012
20/12/2012
23/12/2012
02/01/2013
03/01/2014

APPENDIX B

CONCESSION TO MANAGE THE PAVILION AND 2 RECREATION GROUNDS ON BEHALF OF MELBOURN PARISH COUNCIL

Please contact the Parish Clerk if you wish to discuss anything in this document or require further background information.

If you wish to be considered to run this concession, please notify the Parish Clerk by ??????Please provide details of your business, Charitable organisation or yourself as appropriate.

You will then receive an invitation to make a presentation to a group of Councillors. The points to be covered in the presentation are set out in Annex 1 to this document.

Following the presentation, a decision will be made by Council on who it wishes to work with and a Service Level Agreement will then be developed.

The period of the Concession will be a maximum of 5 years with a review after the first year. Either side can terminate the agreement at that point. If the agreement continues, the terms of the SLA will stand for the following 4 years.

What facilities are included in the concession?

Melbourn Pavilion was refurbished 3-4 years ago. It is heated by air source pumps to reduce running costs. It has facilities for sports use (Home and Away changing rooms and showers). It is also suitable for community uses such as birthday parties, classes and events such as football tournaments. There is a small kitchen which provides basic food preparation and serving facilities. There is also a fenced off area at the rear. The Pavilion can also be used in conjunction with the recreation grounds for larger events.

The Pavilion is surrounded by open space and has the potential to be used for musical activities. It does not have an alcohol or music licence but a temporary events licence can be obtained as required. Car parking is available at the edge of the New Recreation Ground and, if necessary, the Old Recreation Ground on the other side of the road can be used as a car park. Access to the Pavilion can be requested through opening the gates and driving up to the Pavilion.

The 2 recreation grounds lie on either side of The Moor road. In winter they are marked out for a number of different sized football pitches. There is a basketball training facility on the New Recreation Ground.

What aims does Melbourn Parish Council have for the concession?

- The aim is to have regular use (particularly in the evenings) so as to reduce the chance of an empty facility being vandalised. The Council wants to attract

users from the village and surrounding area, across all ages and physical abilities. The users should include commercial, corporate, community and charitable interests.

- The Council wishes the concession holder to manage the day to day running and maintenance of the facilities to ensure that they remain in excellent condition.
- The Council expects the concession holder to deliver the Council's Sports Development Plan

How much are the facilities used now?

The Old Recreation Ground is used for the annual Melbourn Fair. It and the New Recreation Ground are used (by Melbourn Men's Football Team and Melbourn Dynamos Football Club) for football. The season runs September to May, with occasional matches over the summer.

In the summer, the Melbourn Village Fete is usually held in June (based around the Pavilion) and there may be a couple of other events, including 1 or 2 football tournaments. *The Council feels there is the potential for more events to be held for the village throughout the year.*

The Pavilion is the home of the Melbourn Area Youth Development [MAYD]. Meetings are held each Tuesday evening during term time. There is some use of the Pavilion for birthday parties and classes *but the Council feels that the occupancy rate could be increased with better marketing.*

What is involved in the day to day maintenance and running of the facilities (that is, the pavilion and 2 recreation grounds with football pitches)?

The Council expects the concession holder to take responsibility for ensuring that the facilities are treated with respect and the condition maintained. This includes:

- Inspecting the condition of the football pitches before games and calling matches off if the conditions are not suitable.
- Liaising with users of the facilities to ensure that they leave the facilities in the state they find them in and seeking reparation if damage occurs.
- Dealing with day to day wear and tear to maintain the agreed standard of the facilities.
- Maintain and service equipment in use.
- Carrying out regular inspections of the facilities to ensure there are no on-going problems and report to the Parish Council on a quarterly basis.

The day to day running of the facilities includes:

- Marketing the facilities
- Managing bookings for Pavilion and Recreation Grounds.

- Cleaning: employ and manage work of cleaner and deal with giving instructions and paying
- locking and unlocking for users

What is the Council's Sports Development Plan?

The Council received a grant from Sport England to refurbish the Pavilion. A condition of the grant is that the range of sports within the parish is increased and that the community is involved in developing and participating in those sports. A summary of the proposed outcomes suggested to Sport England is given in Annex 2. The Parish Council is making annual returns on progress to Sport England, and this will continue for another 2 years.

The Parish Council expects the concession holder to scope out and deliver a Sports Development Plan on behalf of the Parish Council. The concession holder will be responsible for collecting the information to be reported to Sport England.

The focus of Sport England's interest is understandably sport. However, the Melbourn Village Plan (2011) also showed that Melbourn residents have an interest in general well-being. Applicants are advised to read the report and see whether aspects of well-being can be incorporated into the Sports Development Plan.

The concession holder will be expected to deliver a report on the delivery of the Sports Development Plan each year at the Annual Parish Meeting in May.

What costs are associated with running the facilities?

The Parish Council will insure the facilities and any council-owned assets therein, including public liability insurance.

The Parish Council will retain responsibility for the fabric of the Pavilion. It will conduct an annual inspection of the fabric of the Pavilion and record the findings in a log. This will be used to prepare an annual maintenance schedule.

The Parish Council will also be responsible for wear and tear to the fabric of the building, including replacement of assets such as furniture and fixed installations, except where that has been caused by lack of maintenance and/or negligence.

The concession holder will be responsible for running costs including Rates (£2,423) and utility bills. Cosmetic decoration and replacement of consumables is the responsibility of the concession holder.

Routine grounds maintenance is set out in the contract currently between the Parish Council and Herts and Cambs Ground Maintenance. The concession holder will be expected to take over responsibility for administration of the current contract (until ??) and then put in place arrangements to cover the remainder of their tenure.

ISSUES TO BE ADDRESSED IN THE PRESENTATION

These issues are a minimum. Applicants are encouraged to give the Council as specific an idea as possible about their plans developing the use of the Pavilion and recreation grounds, and for a Sports Development Plan for Melbourn.

- What uses do you think the facilities are suited for? Are there any ways in which you can add value to the available facilities?
- How would you market the facilities?
- How will you deal with day to day wear and tear issues?
- What sports and activities do you think are a priority for introduction to Melbourn? What else would be in your suggested Sports Development Plan?
- What are your plans for appointing a person to oversee delivery of the Sports Development Plan? How would this person increase the uptake of sport in Melbourn?
- How will you engage with the community to see what they want?
- How will you seek to access additional external funding to support the development and delivery of sport and community development in Melbourn?
- How do you think any profit should be split between the concession holder and the Parish Council?
- How will you provide the management and staffing to support your proposals?

Melbourn Pavilion: Sport England application summary

The full application document is available on request to the Parish Clerk.

Proposed Outcomes:

- Sports: Table tennis, rambling, petanque, bowls, cricket, football, archery, outdoor badminton, cycling, rounders, track running, walking, skateboarding.
- Programmes for sports development, sport participation and capacity building e.g. coaching programmes etc.
- Girls' football
- Disabled people's participation include SCOPE school pupils.
- Inclusion of gypsy traveller community
- Inclusion of residents of sheltered housing schemes and care homes.
- More football teams
- New cricket club
- Regular taster sessions for new and existing sports.
- Pavilion to be used by bowls club, skateboarding group, BMX group and archery club to run exhibitions and training events.
- Warden run elderly walking group.
- Recruitment of Sports Facilities Manager
- Recruitment of volunteers to support running of pavilion.
- Establishment of Melbourn Pavilion Group
- Holiday Clubs
- Marketing of facility for small meeting room and children's parties.

Stakeholders:

- MAYD
- Bowls Club
- Football club
- Elderly Care Homes
- Meldreth Manor School
- Village Wardens
- Skateboarding and BMX groups
- Archery Club
- Cricket Club
- Other village groups.

APPENDIX C



Melbourn Community HUB



Melbourn Parish Council
30 High Street
Melbourn
Hertfordshire
SG8 6DZ

27th April 2017

Dear Sarah

I am writing to inform you of the near miss that occurred on Friday 07 April 2017. The weather was fine and people were seated outside. The Atrium doors were open and the hub was very busy.

A mother came into the Hub to make a video with a colleague and both brought their five young children with them. Whilst one of the mothers was preoccupied feeding her baby, one of her children went outside and ran towards the road. Steve Kilmurray and Jose Hales were outside at the time and thankfully with Steve's warning call, Jose was just able to prevent the child from running into the road. The child had actually got as far as one foot from the kerb.

As a result of this incident, Jose and Steve have drawn up a plan for the fence they wish to erect to the front of both grassed areas and have made enquiries with local suppliers. The approx height of the fence will be much less than 1 meter (approx 700mm), an attractive picket style and will not require planning permission. Jose has contacted SCDC on the subject and has this in writing. Building control has also been contacted and again no permission is required.

The local supplier has offered to fund the project completely and has asked that their name be recognised. This would most likely be in the form of a small sign on both sides of the fence.

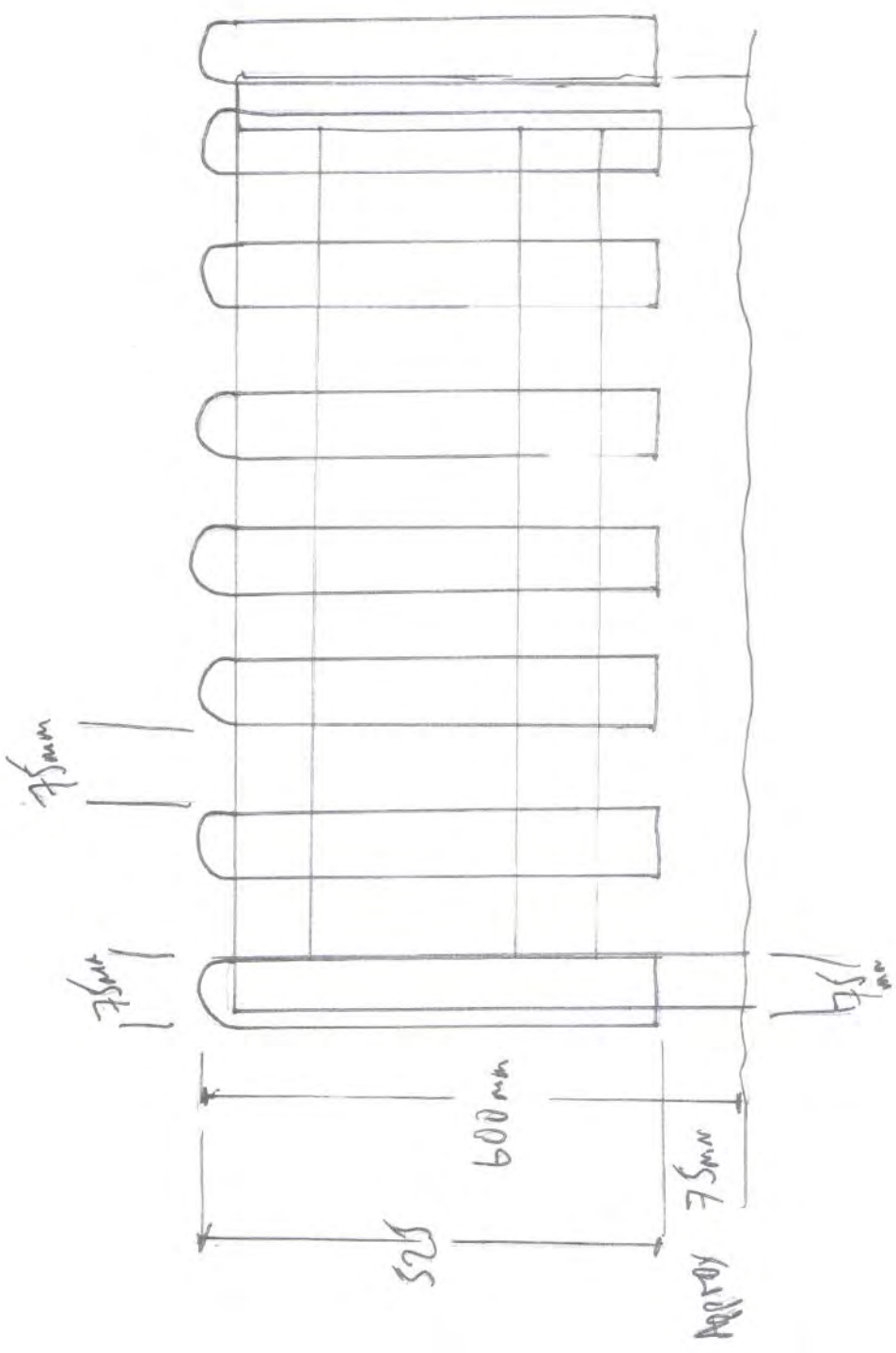
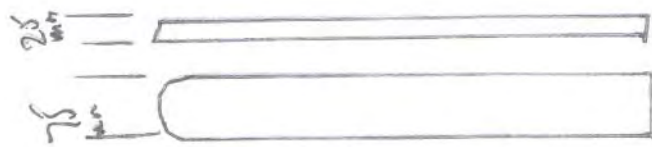
As landlord for the Community Hub we felt it polite to seek permission from you to erect the fence. We are now entering the summer season and we expect large numbers of families to be using the Hub and the outside space and customer safety is our priority.

I attach the plans for your records.

Kind regards

Centre Manager

Melbourn Community Hub Management Group
Registered Office: Melbourn community Hub, 30, High Street, Melbourn, Cambs. SG8 6DZ
A company limited by guarantee registered in England and Wales no. 8320569
Registered Charity no. 1152407
Tel: + 44 1763 263303

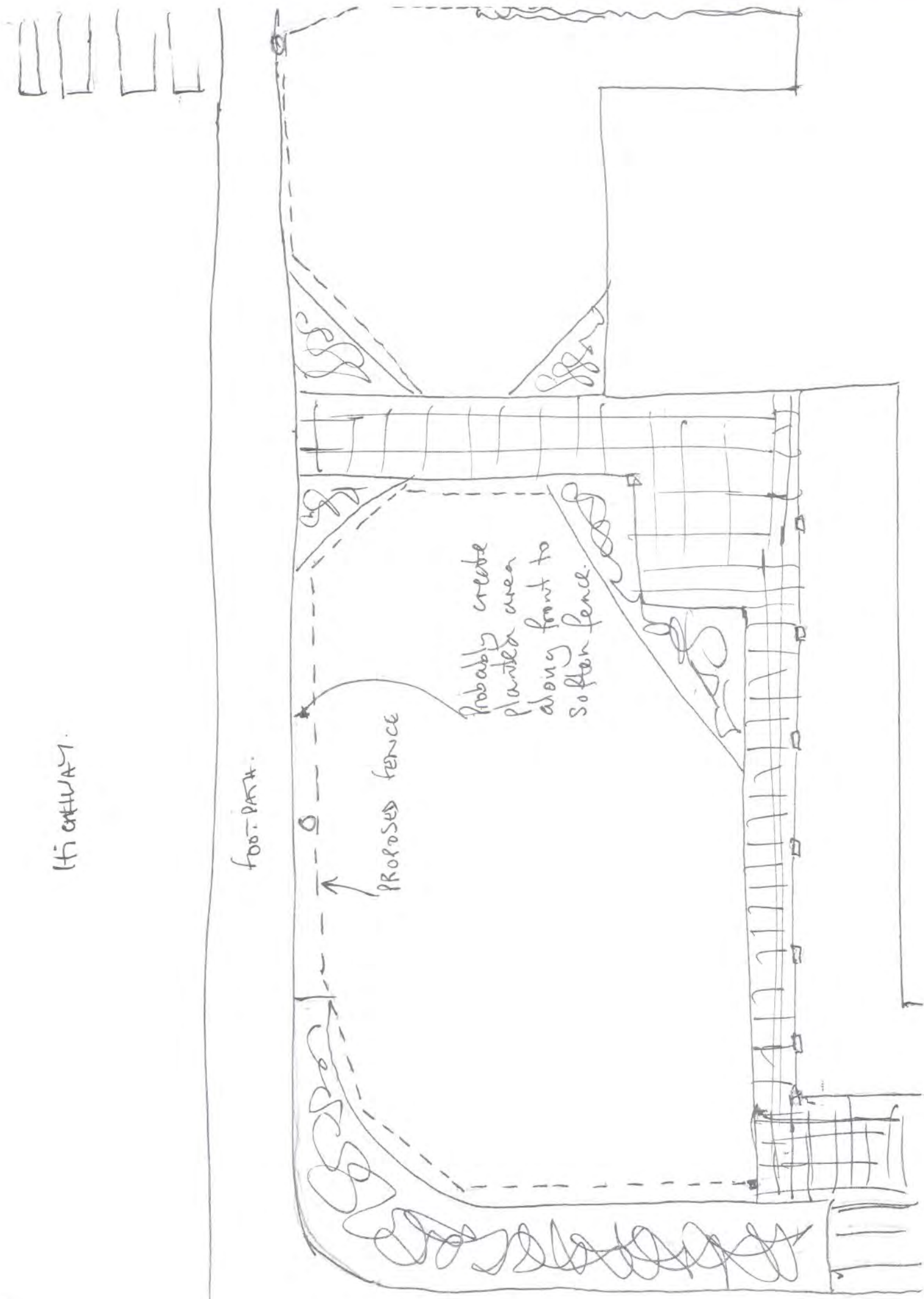


Highway

Foot Path

Proposed fence

Probably create
planted area
along front to
soften fence.



APPENDIX D

Parish Clerk

Subject: RE: Community Grant Application April 2017 -- All Saints' Community Hall
Assistant Clerk <assistantclerk@melbournpc.co.uk>

From: Alan Brett [
Sent: 02 May 2017 13:42
To: Parish Clerk

Cc: Assistant Clerk; julie.norman; John Travis; Jose Hales; Sashi Siva; ian cross; Rosemary Gatward; Kerry Harrington; Sally Ann Hart; Steve Kilmurray; John Regan; j.shepherd; Mike Sherwen; Chris Stead; Clive Porter
Subject: Re: Community Grant Application April 2017 -- All Saints' Community Hall

Dear Sarah

Thank you for your appreciation of my zealousness in carrying out my obligations to the charity as a charity trustee!

We had assumed that your letter of 26 April fully disclosed the technical objection causing you to decide not to include our application in the Agenda. We believe that subsequent correspondence has shown that that technical objection was misconstrued on both legal and factual grounds. Presumably you are therefore now exploring whether **another** technical objection can be raised, for which you need time? Indeed, I had not previously construed your reason to be such.

The charity's application was submitted on 10 April. Did that not that give you sufficient time to reject the application on disclosed technical grounds before your acknowledgement and response on 26 April? Subsequent correspondence since then has been rapid, demonstrating the correct background. Your decision nevertheless to block discussion of our application has prejudiced and disadvantaged this charity, which submitted the application in good faith (including the disclosure to you of a copy of the charity's accounts).

I of course understand your duty as clerk to ensure the council does not make an unlawful decision. Do you also have an obligation not wrongfully to block a legitimate issue to the detriment of a charity in the community that the council serves? I am conscious that it is the councillors who are democratically elected to represent the interests of, and make decisions for, the community, and in whom the community has placed its faith. I am sorry about (and genuinely understanding of) the position this puts you in, and I had sought to help with the earlier explanatory correspondence. A well-meaning suggestion to break your conundrum: could not the councillors make their decision this evening on the assumption and condition that the application is technically valid? If within a reasonable time you are clear (to our reasonable satisfaction as well) that it is, after all, invalid, the decision would fall away according to its terms.

Thank you for your assurance of your best intentions; I never doubted them!

Kind regards

Alan

On 2 May 2017 at 10:32, Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Dear Alan

You may have misconstrued my reason for not having enough time. Distributing the application to the Council is not the issue. It is purely to do with legitimacy of the application on technical grounds. As Clerk, I have to ensure that the Council does not make an unlawful decision and there was not time to establish the eligibility of the All Saints Application before the meeting.

All Community Grant applications will be made available to the Council and in the pursuit of transparency will also be available in the public domain together with all relevant correspondence.

I appreciate the zealous nature of your approach but I'm afraid this grant application will not be discussed/debated as an agenda item during tonight's meeting until its validity can be established and this will not be the responsibility of the Councillors during a meeting.

I note your point that the grant for the Broadband is important for your planning and cannot wait until later in the year. Please advise me whether you will nonetheless wish to make an application in the next round of applications.

Assuring you of our best intentions

Regards

Sarah Adam

Melbourn Parish Clerk

From: Alan Brett [mailto:
Sent: 29 April 2017 16:47
To: Parish Clerk
Cc: Assistant Clerk; julie.norman; John Travis; Jose Hales; Sashi Siva; ian cross; Rosemary Gatward; Kerry Harrington; Sally Ann Hart; Steve Kilmurray; John Regan; [jane.shepherd](#); Mike Sherwen; Chris Stead
Subject: Re: Community Grant Application April 2017 -- All Saints' Community Hall

Dear Sarah

Thank you for your speedy reply. I am sorry you have insufficient time to deal with this issue before the PC meeting on Tuesday, but can quite understand that. In case it helps you, I am copying this reply to all councillors for whom I have email addresses (I believe all except Clive Porter), so that they have an opportunity, if they wish, to consider the matter and discuss it on Tuesday in the context of item PC424/16 (Community Grant Funding) in your published Agenda. To help easy reference for councillors, I attach a copy of your letter of 26 April to Peter Hills, as the basis of our correspondence since then.

The ultimate freehold of the ASCH premises is, I believe, held by The Ely Diocesan Board of Finance, and the previous old and dilapidated building on the site was used historically as a church hall. About ten years ago, the use of the property was 'secularised' so that it could be used for the benefit of the community as a whole. The negotiated transaction involved the setting up of a new charity, to be entirely separate from the Church and its various bodies, which charity would take a Lease of the premises for fifty years. As that charity has recently been incorporated as a CIO (Charitable Incorporated Organisation) the replacement Lease is being granted to the CIO for the same term, giving the long leasehold ownership to the current charity.

In addition to taking the long Lease, the negotiations in 2007 required the secular charity to build the new Hall premises and to procure the funding for that from the community and grants. So far as I am aware, no contribution for this was made by the Church or any of its bodies, so the charity had (and still has) to operate on its own independently from the Church.

To illustrate further the separateness of the applicant charity from its ultimate landlord, in comparison for example with the structuring of the Hub: (a) we had to fund the building construction, (b) we have to pay rent to the landlord, (c) we are not supported financially by our landlord, (d) our landlord does not occupy the building with us, and (e) our constitution provides that not more than three of our trustees (out of eleven) can be members of All Saints' PCC.

This application was discussed at a board meeting of the charity this morning, and I was instructed to reply to you along these lines. The grant for the broadband is very important for our planning and is in fact quite urgent -- we feel it cannot sensibly wait "until the next round of applications later in the year". We therefore put in our supplicant plea for Tuesday's meeting!

I hope this rather lengthy reply to your email is helpful. Various of the charity trustees said they would be attending Tuesday's meeting, and so would no doubt be able to answer any further questions then.

Kind regards

Alan

On 28 April 2017 at 14:03, Assistant Clerk <assistantclerk@melbournpc.co.uk> wrote:

Email sent on behalf of Sarah Adam:

Dear Alan

I note your points and will follow them up. However, there is insufficient time to do this before Tuesday's meeting and I will hold over the application until the next round of applications later in the year.

Can you please clarify who owns All Saints Community Hall

Kind regards

Sarah

Claire Littlewood

Assistant to Melbourn Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel: 01763 263303 (option 3)

assistantclerk@melbournpc.co.uk

<http://www.melbournparishcouncil.co.uk>

Please note new Parish Office opening hours: **Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm.** Alternatively, please call to arrange an appointment.

My working days are Wednesday, Thursday and Friday

From: [Alan Brett](#)

Sent: Thursday, April 27, 2017 2:38 PM

To: Parish Clerk

Cc: Sarah Adam ; julie.norman ; John Travis ; Jose Hales

Subject: Community Grant Application April 2017 -- All Saints' Community Hall

Dear Sarah

Peter Hills has forwarded to me a copy of your letter to him of yesterday. I am a co-trustee of the community hall and Peter has asked me to reply to you.

There appear to be several misconceptions in your letter which the trustees are anxious to correct:

1. The applicant charity is not part of the Church. It is a separate CIO whose objects "are for the benefit of the inhabitants of Melbourn and the surrounding areas by providing and assisting in the provision of facilities for the recreation and other leisure time occupation of the said inhabitants in the interests of social welfare and with the objective of improving their conditions of life". There is no (and cannot be) any limitation based on the Church or ecclesiastical adherence.
2. The 19th century legislation that you quote is not relevant to the ability of the Parish Council to grant loans for community purposes. It was an Act which set up parish councils and by which certain functions and properties were transferred to those new bodies. As your quote says, it gave powers to "execute any works....incidental to" the powers granted to it "or in relation to any parish property". It excluded the right to carry out works to properties "relating to affairs of the church or held for an ecclesiastical charity". Those exclusions are defined specifically (in s75) and do not cover ASCH or our application. The legislators made it clear that Church properties and responsibilities were not being transferred to the new bodies, and so the new bodies should not, as a result of that Act, interfere with them. A reading of the Act (or a commentary on it) makes this obvious, and we are surprised that you refer to it in this context.
3. There is a clear distinction between authorities given to parish councils to "execute any works" and those to grant loans for community purposes. We are not asking the Parish Council themselves to execute any works.
4. For legislative backing, surely s19 of the Local Government (Miscellaneous Provisions) Act, 1976 and/or s137 of the Local Government Act, 1972 (amongst others) cover the ability to make a grant for community purposes?
5. We fully appreciate that the Parish Council has a discretion whether or not to grant the loan on other grounds -- for example (and perhaps most obviously) that they feel ASCH may be 'business' competitors with their own Community Hub for room hire to the community. However, if this is the case, it is important that the real reason is considered, discussed and recorded. To allege instead inapplicable grounds purporting to show the parish council are prohibited from making the grant appears to us to be unworthy and disingenuous. We feel that transparency, openness and integrity are, as always, important in dealing with this issue. We applied hoping also for the possibility of magnanimity towards your smaller and less well-resourced competitor!. This is because we are all 'volunteers' aiming for similar benefits to our mutual community.

6. Finally, to reject an application administratively without even giving the councillors an opportunity to discuss it surely derogates from your duty to the community to whom you are presumably answerable. We believe CAPALC may have advised you of this in a situation that arose last year?

We therefore look forward to your magnanimous response and decision.

Kind regards

Alan

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

All Saints Community Hall
c/o PL Hills
65 Greengage Rise
Melbourn
Royston
Herts
SG8 6DS

26 April 2017

Dear Mr Hills

Applicant for Community Grant Funding : All Saints Community Hall

I am in receipt of your application for Community Grant Funding. I am writing to advise that, unfortunately your application will not be included on the Agenda for the meeting of the Parish Council on 2 May 2017. We have been advised by CAPALC (Cambridgeshire and Peterborough Association of Local Councils) that it is not appropriate for the Parish Council to contribute towards projects that include improvements to the infrastructure of the Church. The Parish Council Act, 1894 states that the Parish Council shall have powers to '*execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity*'. It is the view of the Parish Council that 'providing wi-fi facilities in the hall' would be considered as an improvement to the infrastructure of the Church and therefore falls outside of the criteria for grant funding.

Yours sincerely



Sarah Adam
Clerk to the Parish Council

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

Mrs Natalie Mulvey
PA to Headteacher
Melbourn Primary School
Mortlock Street
Melbourn
Royston
Herts
SG8 6DB

26 April 2017

Dear Natalie

Applicant for Community Grant Funding : Melbourn Primary School

I am in receipt of your application for Community Grant Funding. I am writing to advise that, unfortunately your application will not be included on the Agenda for the meeting of the Parish Council on 2 May 2017. We have been advised by CAPALC (Cambridgeshire and Peterborough Association of Local Councils) that it is not appropriate for the Parish Council to contribute towards projects that include improvements to the infrastructure of the school as this should be funded by the Local Authority. It is the view of the Parish Council that the 'purchase of chairs and chair store unit for the school hall' would be considered as an improvement to the infrastructure of the school and therefore falls outside of the criteria for grant funding.

Yours sincerely



Sarah Adam
Clerk to the Parish Council

MELBOURN PARISH COUNCIL

Clerk: Sarah Adam
Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

E-mail: parishclerk@melbournpc.co.uk

Telephone: 01763 263303

<http://www.melbournparishcouncil.co.uk>

Please note: New Parish Office opening hours:

Monday: 10.00am-1.00pm, Wednesday: 1.00pm-3.00pm, Friday: 10.00am-1.00pm

Alternatively, please call to arrange an appointment.

Mrs Alison Friday
Melbourn Village College
The Moor
Melbourn
Royston
Herts
SG8 6EF

26 April 2017

Dear Mrs Friday

Applicant for Community Grant Funding : Melbourn Village College

I am in receipt of your application for Community Grant Funding. I am writing to advise that, unfortunately your application will not be included on the Agenda for the meeting of the Parish Council on 2 May 2017. We have been advised by CAPALC (Cambridgeshire and Peterborough Association of Local Councils) that it is not appropriate for the Parish Council to contribute towards projects that include improvements to the infrastructure of the school as this should be funded by the Local Authority. It is the view of the Parish Council that 're-marking of the indoor and outdoor sports areas' would be considered as an improvement to the infrastructure of the school and therefore falls outside of the criteria for grant funding.

Yours sincerely



Sarah Adam
Clerk to the Parish Council

MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation ST. GEORGE'S ALCOHOLIC ASSOCIATION	
2.	Name, Address, and Status of Contact BOGHAN CROFTON TREASURER	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 264
6.	For what purpose of project is the grant requested. PROVISION OF STEEP AND SODA TO ALCOHOLICS	
7.	What will be the total cost of the above project?	£ 264

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

Doc. No.4.04

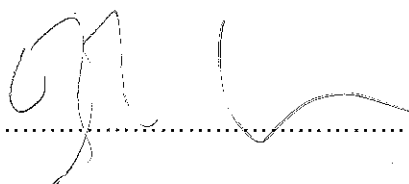
Version 1

Review Date: May 2017

8.	If the total cost of the project is more than the grant, how will the residue be financed? N/A	
9.	Have you applied for grant for the same project to another organisation? N/A If so, which organisation and how much?	
10.	Who will benefit from the project? All ALLOTMENT HOLDERS	
11.	Approximately how many of those who will benefit are parishioners? 90-95% ARE PARISHIONERS. PARISH CLERGY SHOULD HAVE DETAILS	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed.....



Date.....

18/4/17

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

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If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Relate Cambridge
2.	Name, Address, and Status of Contact	Claire Godward Centre Director 3 Brooklands Avenue Cambridge CB2 8BB
3.	Telephone Number of Contact	01302 347710
4.	Is the organisation a Registered Charity?	Yes No. 1096975
5.	Amount of grant requested	£1,750 please this offers a subsidy to the local residents and meets the shortfall in donations.
6.	For what purpose of project is the grant requested.	To support the delivery of Relate services locally from the Melbourn Hub. This is an accessible service for the local residents which we have been offering for several years thanks to the support of the Parish Council.
7.	What will be the total cost of the above project?	£2,860

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8.	If the total cost of the project is more than the grant, how will the residue be financed?	From our reserves and other grants.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Who will benefit from the project?	All local residents and those choosing to access our services. They are open to all.
11.	Approximately how many of those who will benefit are parishioners?	Please see the attached report of the service offered last year. The outpost at the Hub is very popular. We delivered 52 sessions to 31 local residents. Demand continues to rise and we have increased the hours we offer at the hub from 3 per week to 5, 2 of which are in the evening to meet local demand.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed



Date

25/04/17

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

Doc. No.4.04
Version 1
Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

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If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MAYD (Melbourn Area Youth Development)
2.	Name, Address, and Status of Contact	Melbourn Parish Council Cllr Jose Hales - Chair
3.	Telephone Number of Contact	01763 263303 #3
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£11,000
6.	For what purpose of project is the grant requested.	To continue the unique collaborative working between Melbourn, Meldreth, Shepreth and Foxton for the provision of a youth club, located in Melbourn.
7.	What will be the total cost of the above project?	£14,500

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

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Review Date: May 2017

8.	If the total cost of the project is more than the grant, how will the residue be financed?	From scheme reserves Meldreth PC - £1,200 Shepreth PC - £400 Foxton PC - £800
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	As Above
10.	Who will benefit from the project?	Any young person from 11 – 16 who lives in the catchment area of Melbourn Village College. The project is now running two sessions back to back to accommodate younger children in the first session followed by the older children. This was requested by the young people themselves.
11.	Approximately how many of those who will benefit are parishioners?	Approx 80% of the young people attending are drawn from Melbourn Village.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed..........Date 18th April 2007

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

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If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Mobile Warden Scheme
2.	Name, Address, and Status of Contact	Cllr Val Barrett 2 Station Rd, Melbourn Chair of Charity
3.	Telephone Number of Contact	01763 261227
4.	Is the organisation a Registered Charity?	Yes No 1059815
5.	Amount of grant requested	£7500
6.	For what purpose of project is the grant requested.	To continue with the purpose of the scheme in delivering assistance to residents who are mobility impaired.
7.	What will be the total cost of the above project?	circa £ 30,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Cambridgeshire County Council. South Cambs District Council

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

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Version 1

Review Date: May 2017

		Meldreth Parish Council Shepreth Parish Council Client fees
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Cambridgeshire County Council. £7721.05 South Cambs District Council £2100 Meldreth Parish Council £300 per client Shepreth Parish Council £300 per client
10.	Who will benefit from the project?	Any qualifying resident of Melbourn, Meldreth and Shepreth.
11.	Approximately how many of those who will benefit are parishioners?	54 clients (3 of which are Meldreth, 2 in Shepreth) In the region of 230 – 330 family members who are assured their loved ones are cared for whilst they are away or at work.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed.....



Date.....

18/4/17

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

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Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn and Meldreth Lunch Club
2.	Name, Address, and Status of Contact	Mr Barry Fennings [REDACTED]
3.	Telephone Number of Contact	01763 [REDACTED]
4.	Is the organisation a Registered Charity?	NO The lunch club is however administered by the Melbourn Mobile Warden Scheme Charity No 1059815
5.	Amount of grant requested	£650
6.	For what purpose of project is the grant requested.	To assist in providing members of the older generation regular weekly access to a hot meal in a social atmosphere.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

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Review Date: May 2017

		The aim is to help reduce loneliness and isolation of older people.
7.	What will be the total cost of the above project?	£6400
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Diners contribute weekly to the cost of their meals. The grant will also be used to assist the lunch club in providing community transport to get residents to the lunch club.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	We will apply to Meldreth PC for a smaller sum as only a few residents come to lunch club from Meldreth. We intend to apply for £200
10.	Who will benefit from the project?	Residents of Melbourn and some in Meldreth who are potentially at risk of social isolation.
11.	Approximately how many of those who will benefit are parishioners?	On a monthly basis of attendance, approx 90% are Melbourn residents.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed..........Date

19/4/17

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Celebrating Ages Events
2.	Name, Address, and Status of Contact	Melbourn Parish Council Cllr Jose Hales
3.	Telephone Number of Contact	01763 263303 #3
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£2400
6.	For what purpose of project is the grant requested.	To continue with the twice yearly events that are held in the village college. The events invite upwards of 160 older residents who enjoy a two course meal, with entertainment provided by the college students. In addition the students host and serve the guests.
7.	What will be the total cost of the above project?	£2700

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

MELBOURN PARISH COUNCIL

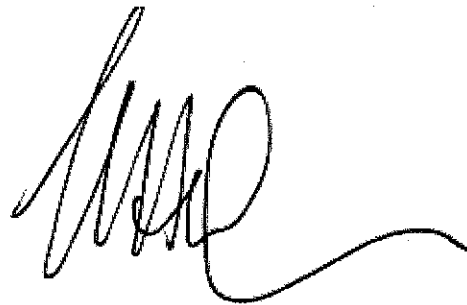
Doc. No.4.04

Version 1

Review Date: May 2017

8.	If the total cost of the project is more than the grant, how will the residue be financed?	By requests for funding from other parish councils whose residents also attend the event.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Both Meldreth and Shepreth will be approached. Sums in the region of £200-£300 will be requested.
10.	Who will benefit from the project?	A minimum of 160 older residents, some from the sheltered housing schemes in Melbourn, some residents from the Moorlands Extra care home. 15-20 young people from the college who give their time to help run the event.
11.	Approximately how many of those who will benefit are parishioners?	Approx 95%

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.



Signed.....

....Date.....18th April 2017

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Melbourn Netball

We are a local adults back to netball team, we have played weekly for approximately the last 10 years at Melbourn Community Sports Centre. Our main aim is to encourage local women of all ages and levels of fitness to get back into sport and make some new friends. We also encourage our players to bring along their daughters aged 14 and above. Most of us haven't played netball since our school days!

We play social netball, which essentially means that we play for fun, although for those who wish to play competitively we enter the Adult Friendly Winter League which is run by South Cambridgeshire District Council.

We currently have approximately 18 members who play on a regular basis. We have kept our subscriptions deliberately low (£2 per week) so that anyone can come along and join in. This fee covers our court hire and costs such as first aid kit, entry fees to the AFL League. We do not pay a coach or an umpire (our umpire is a volunteer).

We are hoping that a grant will allow us to purchase new netball bibs (our current set is quite threadbare), a new match ball and other training equipment. If the full grant is received we would like to obtain some printed kit to wear for training, friendly games and the league matches. We would be happy for this kit to display 'Supported by Melbourn Parish Council' or something similar.

Thank you for your consideration



Elaine Taylor

Melbourn Netball

MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Netball
2.	Name, Address, and Status of Contact	Elaine Taylor
3.	Telephone Number of Contact	01763
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 400-00
6.	For what purpose of project is the grant requested.	printed kit & equipment - eg bibs, balls etc.
7.	What will be the total cost of the above project?	£ 400-00

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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8.	If the total cost of the project is more than the grant, how will the residue be financed?	from team member contributions
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	NO
10.	Who will benefit from the project?	melbourn women of all ages wishing to get fit and have fun.
11.	Approximately how many of those who will benefit are parishioners?	75% of our players are melbourn residents.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed.....Elaine Taja.....Date.....2.3.17

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Dear Parish Councillors

Melbourn Community Cinema

Please find attached an Application Form for Community Grant funding to assist Melbourn Community Cinema.

This project arose from research and discussion conducted in Melbourn last year which led to the screening of the 1987 John Huston film "The Dead" on 6 January in the Community Hub. The screening brought together individuals, groups and institutions from within the village, including the Village College Principal and staff members responsible for the student's Melbourn Film Club at the College. It was a successful screening enjoyed by all who attended, including some from outside Melbourn.

Since that date extensive contacts and discussion was had with several very successful Community Cinema ventures all highly relevant to Melbourn. They included: Letchworth Film Club; Pirton Film Club: A Community Cinema for Pirton; and Hitchin Films – also several others. All such individuals and groups were very open and helpful and gave freely of their time. They were also very helpful when their advice, support and guidance was requested concerning the project **Melbourn Community Cinema**.

In regard to the community cinema groups identified above, the Chairperson of Pirton Film Club: A Community Cinema for Pirton, Anton Jungreuthmayer, was particularly helpful. The model adopted by that group – in continuous existence for the last two years – is highly relevant to the circumstances of Melbourn. The founder of Hitchin Films, Tim Ray – with more than 30 years experience of screening community-based film – was also very helpful. Most importantly he has agreed to act as an unpaid advisor to the Melbourn Community Cinema project. Through his good offices discussion was also had with the national film advisory persons and bodies in the field of Community Cinema.

I believe that Melbourn Parish Council will not have occasion to regret a decision to support the attached application for Community Grant funding

Yours sincerely



Hugh Pollock
Co-ordinator
Melbourn Community Cinema

Cc Anton Jungreuthmayer, Pirton Film Club: A Community Cinema for Pirton
Tim Ray, Hitchin Films

From: John Travis [
Sent: 25 April 2017 14:51
To: Parish Clerk
Cc: julie.anorman@ntlworld.com; Jose Hales; Hugh Pollock; Sharon Bridgeman
Subject: Re: Grant Application
Dear Sarah,

Thank you for forwarding Hugh Pollock's message to me. This matter relates to a proposal to start a Film Club, using the Hub as the venue. As you are aware, Hugh has submitted a grant application for this.

I think it might be useful if I set out the position as I see it from the perspective of the Hub management group, as opposed to the Parish Council. This is because, when the item comes forward to the Council, I (and others who are conflicted) will either have to withdraw, or seek dispensation to stay but not vote.

I confirm that Hugh Pollock and I have discussed the proposal. It has not yet been put to the Hub Management group as a whole due to the timing of the Grants Meeting and that we have only just been made aware of what is involved. However, I suspect that the principle of running a Film Club will be seen very positively by other directors, as a means of attracting more people to the Hub, bringing in revenue and also as general benefit to the community .

I understand that Hugh is using a contact who is providing the technical expertise and costs for the basic equipment needed. It will be suggested that the Large Meeting room be used, although the Atrium might also be a consideration. My concerns listed below involve those aspects of Hub operation that would be affected or that require adjustment, should the Council grant the requested monies.

In particular we would need to address the following:

- **The blacking out of windows.** This would be easier in the Large meeting room. The Atrium would pose an almost impossible problem I suspect. The Hub cannot afford to pay any costs arising for this.

- **Noise.** Films sound tracks might adversely affect the use of nearby meeting rooms and the Parish Council office. This is dependent to some extent on the time of day.

- **Storage of equipment between sessions:** who owns the equipment and who needs to insure it or have custody of it? The Hub has no spare storage space.

- **Health and Safety** - darkened rooms with a seated audience would need to be risk-assessed. This is probably not a show-stopping issue but would need to be done. Toilets are downstairs.

In a nutshell, this project requires a bit of background work to get it off the ground. I think the directors will support it, but not if it adversely affects other Hub users or adds unforeseen costs to the company.

Kind regards

John

MELBOURN PARISH COUNCIL

Doc. No.4.04


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Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation <i>Melbourn Community Cinema</i>	
2.	Name, Address, and Status of Contact <i>Hugh Follock The Waples 52 Orchard Road Melbourn SG8 6BB</i> Co-ordinator	
3.	Telephone Number of Contact <i>01763</i> 	
4.	Is the organisation a Registered Charity? <i>It is a volunteer-led & not for-profit-making to provide a self-financing "Community Cinema" in Melbourn for all residents to enjoy.</i>	<i>Yes/No</i>
5.	Amount of grant requested <i>£3000</i>	<i>£</i>
6.	For what purpose of project is the grant requested. <i>The purpose is to provide equipment in order that a "Community Cinema" can be created in Melbourn in the form of a much needed social & cultural activity based around the screening of film - as is available to residents in similar villages.</i>	
7.	What will be the total cost of the above project? <i>The cost after start up of £3000 will be self-financing determined by the films screened, with an admission charge set to cover screening costs including distribution, licensing & all other rights legally held which have fees payable.</i>	<i>£</i>

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8.	If the total cost of the project is more than the grant, how will the residue be financed? <i>Corporate grant funding + individual contributors if required - although this is believed to be neither necessary or desirable.</i>	
9.	Have you applied for grant for the same project to another organisation? <i>No</i> If so, which organisation and how much? _____	
10.	Who will benefit from the project? <i>All residents: young, old, from all backgrounds & of all abilities. All residents who make a low cost social occasion in a pleasant setting while engaging in an enjoyable activity. Melbourne as a community will also enjoy great benefits.</i>	
11.	Approximately how many of those who will benefit are parishioners? <i>The vast majority if not all.</i>	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

See attached one page letter

Signed.....*[Signature]*.....Date *18/4/17*.....
(Christ Pollack)

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ