Directory of Services for Cambridgeshire Town and Parish Councils

Version 2 produced in April 2017 in association with

SLCC
Society of Local Council Clerks
Professional Supportive Innovative

Cambridgeshire & Peterborough Association of Local Councils

Cambridgeshire ACRE

Introduction

This Service Directory outlines the different services provided by local and national support organisations and local authorities. It is intended to show the range of support services available to town and parish councils in Cambridgeshire and beyond.

The purpose of the Directory is to distinguish between the different services offered by the different support organisations and provide contact details so that Town and Parish Councils understand the most appropriate organisation to ask for support in any given situation.

The Directory will be reviewed twice yearly or when information is known to have changed to ensure that it is kept up to date. Although a number of hard copies will be made available, we will mostly keep the Directory as an electronic document so that it is always up to date.

About Support Cambridgeshire and the Town & Parish Council Development Project

support cambridgeshire

Support Cambridgeshire is a partnership between Cambridgeshire ACRE, Hunts Forum of Voluntary Organisations and Cambridge Council for Voluntary Service which aims to help community groups and organisations to strengthen and grow, providing a range of advice training and support.

Through Support Cambridgeshire, Cambridgeshire ACRE has been funded by Cambridgeshire County Council to deliver a Town & Parish Council Development project and has employed a dedicated Town & Parish Council Development Officer.

Through this project, Cambridgeshire ACRE, Cambridgeshire and Peterborough Association of Local Councils and the Cambridgeshire Branch of the Society of Local Council Clerks will be working together to improve networking between town and parish councils and to raise the overall level of support provided by their organisations to town and parish councils.

Contact: Diane Bayliss, Town & Parish Council Development Officer

Tel: 01353 865040

Email: diane.bayliss@cambsacre.org.uk

Website: www.cambsparishes.wordpress.com

Twitter: @cambsparishes

Facebook: www.facebook.com/cambsacre

Cambridgeshire ACRE

About:

Cambridgeshire ACRE is the rural community council for Cambridgeshire and Peterborough. It provides encouragement, practical help and support to member communities across Cambridgeshire and Peterborough to enable them to plan and develop as vibrant places to live, work and visit.

How they can help:

Cambridgeshire ACRE provides advice and support to town and parish councils on such things as neighbourhood planning, parish planning and community facilities management. The organisation also provides a payroll service suitable for town or parish councils with a small number of staff to pay.

The organisation hosts the Town & Parish Council Officer for the County, who is tasked with bringing together organisations who provide services to town and parish councils and facilitating closer working relationships so a better level of service is provided.

Tel:	Email:	Web:
01353 860850	enquiries@cambsacre.org.uk	www.cambsacre.org.uk

Cambridgeshire and Peterborough Association of Local Councils

About:

Cambridgeshire and Peterborough Association of Local Councils (CAPALC) is a membership organisation which provides expertise, practical support, advice, training and mentoring to help parish, town or community councils realise their goals and maximise their potential.

How they can help:

Via its helpdesk, CAPALC provides expert advice on legal, finance, HR, planning, facilities and ecclesiastical matters affecting town and parish councils.

CAPALC offers new Councillor, Chair and Clerk training (including CiLCA training), Clerk Catch Up Days and support with the Local Council Award Scheme. Membership of CAPALC gives automatic membership of NALC (National Association of Local Councils). CAPALC's Chief Executive is also the designated National Asset Transfer Officer for the East of England.

Tel:	Email:	Web:
01480 375629	helpdesk@capalc.org.uk	www.capalc.org.uk

Society of Local Council Clerks

About: The Society of Local Council Clerks is the professional body for local council clerks and exists to promote the professional standing and knowledge of its members throughout England and Wales.

How they can help: Town and parish councils benefit from having a clerk who is properly trained, fully briefed on the issues of the day and can get fast, accurate advice to problems that they may face. SLCC offers a wide range of national and regional training events and seminars covering a wide range of topics.

Locally, the Cambridgeshire branch of the SLCC meets four times a year and provides clerks with networking opportunities, as well as training on current sector topics and round table discussions.

Tel:	Email:	Web:
None	slcccambssec@gmail.com	www.slcc.co.uk/branch/cambridgeshire/

Cambridgeshire Timebanking Partnership

About: The Timebanking Partnership brings together representatives from timebanks across Cambridgeshire to collaborate and develop a sustainable Timebanking model and a supportive network. Timebank Co-ordinators and other stakeholders come together every few months to; share learning, support new timebanks and look for opportunities to work together to fundraise. The Partnership occasionally runs campaigns and events.

How they can help: For advice on setting up a Timebank in your community.

Tel:	Email:	Web:
01223 713768	gerrycano@chsgroup.org.uk	www.facebook.com/Timebanking-Cambridgeshire

Cambridge Council for Voluntary Service

CCVS
Support for community & voluntary groups

About:

Cambridge Council for Voluntary Service (CCVS) is the Council for Voluntary Service for Cambridge City, South Cambridgeshire and Fenland. CCVS is a membership organisation and exists to provide help and support to community and voluntary groups. CCVS have three main functions:

- To act as a voice for the sector contributing to partnerships and committees that meet to determine public policy and action.
- To bring groups and individuals together through themed and geographical networks
- To provide training and one-to-one advice sessions to enable groups to become stronger and more sustainable'.

How they can help:

CCVS can help parish councils that are branching out to provide other services to their community. This includes helping groups find and apply for funding, providing advice on policies and procedures and advising on project management.

CCVS can also help parish councils who want to support community and voluntary groups in their area by putting on joint events and training.

Tel:	Email:	Web:
01223 464696	enquiries@cambridgecvs.org.uk	www.cambridgecvs.org.uk

Hunts Forum of Voluntary Organisations

huntsforum
Of Voluntary Organisations

About:

Hunts Forum of Voluntary Organisations is the Council for Voluntary Service for Huntingdonshire. Hunts Forum is a membership organisation and exists to provide help and support to community and voluntary groups.

How they can help:

Hunts Forum provides a range of support services for starting and running a community group, including specific advice and guidance on constitutions, organisational development, charity law, governance, networking, and the role of trustees. Town and parish councils are invited as members, and can take advantage of a comprehensive training programme; information and advice on funding; and the services of a Development Worker on matters of development and planning.

Tel:	Email:	Web:
01480 420601	info@huntsforum.org.uk	www.huntsforum.org.uk

Voluntary and Community Action East Cambridgeshire

About:

Voluntary and Community Action East Cambridgeshire provides a number of (mostly free) services to its membership. It operates as a voice for VCS organisations within East Cambridgeshire and also runs the Ely Volunteer Centre providing support for organisations to find volunteers and also for volunteers to find suitable placements.

How they can help:

The East Cambridgeshire Social Car Scheme uses volunteer drivers to offer door to door transport to people who do not have their own transport and who are unable to use public transport. The Helping Hands volunteer gardening scheme gives users who are unable to do their own garden, access to a range of gardening services from grass cutting to complete garden makeovers. A voluntary contribution from each job helps cover running costs.

Tel:	Email:	Web:
01353 666166	info@vcaec.org.uk	www.vcaec.org.uk

Cambridgeshire and Peterborough Campaign to Protect Rural England

About:

CPRE Cambridgeshire and Peterborough is the local branch of the Campaign for Rural England, the national charity that speaks up for the English countryside: protects it from the threats it faces, and shapes its future for the better. CPRE is a membership organisation and as a member you will enjoy:

- *Fieldwork* newsletter, three times a year. Every issue of this in-depth, specialist publication includes a section packed with information, news and ideas aimed solely at Parish Councils.
- *Countryside Voice* magazine, also three times a year, keeping you up to date with the latest countryside issues and solutions.

How they can help:

The local Cambridgeshire branch understands local issues at a grass roots level and can provide help with everything from fighting inappropriate planning applications to campaigning to protect a threatened beauty spot. Contact Tracey Hipson for more details.

Tel:	Email:	Web:
01480 396698	office@cprecambs.org.uk	www.cprecambs.org.uk

Care Network Cambridgeshire

About: Care Network Cambridgeshire is a local charity giving free help to older or vulnerable people through their 'Help at Home' service' offering short term practical help and emotional support to people during difficult times; their 'Community Navigator' volunteers provide information and help so that older people can get to activities and services; and their 'Community Development' team helps start up and support local community groups that offer practical help and social contact for older and vulnerable people.

How they can help: Care Network can advise town and parish councils on such things as setting up community car schemes; lunch clubs; friendship clubs; and inter-generational events.

Tel:	Email:	Web:
01954 211919	admin@care-network.org.uk	www.care-network.org.uk

Age UK Cambridgeshire and Peterborough

About: Age UK Cambridgeshire and Peterborough provides practical and social support for older people. Practical support services include information and advice; gardening; home help and a handyperson scheme. Social support services include community wardens; day services; and a visiting/befriending scheme.

How they can help: Contact Age UK Cambridgeshire and Peterborough for information about providing services to older people in your community.

Tel:	Email:	Web:
0300 666 9860 (Cambs) 01733 564185 (P'boro)	informationservices@ ageukcap.org.uk	www.ageuk.org.uk/ cambridgeshireandpeterborough

Cambridgeshire Community Foundation

About: Cambridgeshire Community Foundation (CCF) provides grants and other support to groups and individuals, thanks to the donors who choose to give through them. CCF matches applications from groups and individuals to their donors' interests.

How they can help: Contact Cambridgeshire Community Foundation if you are looking for funding support for a community project.

The Cambridgeshire Communities Innovation fund is also being administered by the Cambridgeshire Community Foundation.

Tel:	Email:	Web:
01223 410535	info@cambscf.org.uk	www.cambscf.org.uk

Cambridgeshire County Council

About: Cambridgeshire County Council recognises the vital role Parish Councils play in their communities. In order to benefit the communities we all serve and make sure our resources go as far as they can, the Council would like to work as closely as it can together. The Council is funding Support Cambridgeshire to provide an annual Parish Council conference and peer learning events throughout the year.

How they can help: Cambridgeshire County Council responsibilities include social care services, roads and traffic, libraries, education, waste disposal and registration of births, marriages and deaths. Parish Councils can contact the Council for advice and support on these matters.

Key Contact: Visit www.cambridgeshire.gov.uk, click on 'Contact us' at the bottom of the page and then 'Customer services and contact details' where you can find details of each service and ways to report issues online. For all other queries, please call 0345 045 5200.

District Councils

Each District Council – including Peterborough City Council as a Unitary Authority – interacts with the towns and parishes within its area in a slightly different way.

The listings on pages 9 - 11 give details of the way each District Council liaises and the opportunities for town and parish councils to talk directly to the Districts.

East Cambridgeshire District Council

East Cambridgeshire District Council
www.eastcambs.gov.uk

Offer to town and parish councils

The Communities and Partnerships department provide support to the District's town and Parish Councils by:

- Delivering Parish Conferences to provide a forum for communication amongst parish councils and other agencies across the District;
- Providing information regarding play and open space requirements;
- Managing Asset of Community Value applications and providing guidance on the process.

Licensing: The Licensing Authority regulates a large number of activities in the District from holding entertainment and selling alcohol through to running an animal boarding establishment, or driving a taxi. ECDC's website pages provide information on which activities require permission, and how to obtain permission when required. Officers are also available to assist if you are unable to locate answers to your specific questions on our website.

Planning: ECDC's Planning department provide Parish Councils with payment free pre-application advice upon request. The Planning department is also available to attend Parish Council meetings to discuss planning matters.

Reprographics: The East Cambridgeshire District Council Reprographics team has provided the local authority with all its design and printing needs for the past 30 years. It now welcomes the opportunity to quote for any design, digital print and large format plans printing requirements you might have. Contact Andy Dicks for a free no-obligation quotation by emailing: andy.dicks@eastcambs.gov.uk

Key Contact:

Lewis Bage, lewis.bage@eastcambs.gov.uk or tel: 01353 665555

Fenland District Council

Offer to town and parish councils	Fenland District Council provides a range of local services to the 12 parish councils in the District and the market towns of Chatteris, March, Whittlesey and Wisbech including Golden Age Events; Funding for Community Led Plans; A Rural Housing Enabler; Street Pride; and Garden Waste Service.
Key Contact:	info@fenland.gov.uk or Carl Suckling, csuckling@fenland.gov.uk or tel: 01354 654321

Huntingdonshire District Council

Offer to town and parish councils	The Community Resilience Team at Huntingdonshire District Council (HDC) is based in Pathfinder House in Huntingdon. The team work with town and parish councils as well as other districts and Cambridgeshire County Council on a range of community development projects. Staff can add value at many levels from developing ideas at initial meetings, to helping on the ground at events and supporting communities to set up new groups or invigorate existing groups, according to need. The team consist of: • Claudia Deeth – Community Resilience Manager • Penny Litchfield/Mandi George – Senior Community Development Officers (Job Share) • Yasmin Arshad - Community Development Officer
Key Contact:	To contact the team, please email in the first instance with a brief outline of your request and one of the team will contact you within 24 hours: Claudia Deeth, claudia.deeth@huntingdonshire.gov.uk or tel: 01480 388388

Peterborough City Council

Offer to town and parish councils	Peterborough City Council has mutually agreed a Parish Charter with Parish Councils to improve joint working between the City Council and Parish Councils so that services are delivered more efficiently and meet the needs of the local community.
Key Contact:	Sylvia Radouani, Parish Council Community Co-ordinator sylvia.radouani@peterborough.gov.uk or tel: 01733 588359

South Cambridgeshire District Council

Offer to town and parish councils	South Cambridgeshire District Council believes that parish councils are key to helping communities influence district-wide and countywide priorities and to achieving an excellent quality of life in local communities. The Council has put in place a number of forums and liaison meetings in order to work closely with parishes, including twice yearly meetings with the Council's Cabinet, twice yearly planning forums and regular locality meetings on topics chosen by parishes. Parish councils are allocated a single point of contact and also receive an e-Bulletin six times a year. Specific support can be given in a range of topics, including neighbourhood planning, assets of community value, community led plans, funding and community initiatives. Training is also provided on a number of topics including planning.
Key Contact:	Sustainable Communities and Partnership Team - duty.communities@cambs.gov.uk To work out which locality your parish falls into, please view the online map. You can then contact your Locality Lead as follows: North: north@scambs.gov.uk South West: south.west@scambs.gov.uk South East: south.east@scambs.gov.uk Tel: 01954 713070

National Contacts

We would always suggest contacting the relevant local support organisation in the first instance but if you find you need further support then the following may also be useful contacts:

National Association of Local Councils www.nalc.gov.uk

Society of Local Council Clerks www.slcc.co.uk (Tel: 01823 253646 national office)

Department for Communities and Local Government (DCLG) www.gov.uk/government/organisations/department-for-communities-and-local-government

Local Government Association www.local.gov.uk

Locality www.locality.org.uk

Plunkett Foundation: www.plunkett.co.uk

Campaign to Protect Rural England www.cpre.org.uk

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