

CAMBOURNE PARISH COUNCIL

District of South Cambridgeshire

COUNCIL MEETING 5th August 2014

GENERAL CORRESPONDENCE

FROM	SUBJECT
Cambridgeshire County Council	Questionnaire Regarding flooding history.
Passenger Transport Cambridgeshire County Council	Email Regarding changes to local bus services.
Amanda Davies - Communications Officer- Cambridgeshire County Council	Email Regarding Carers Away Day.
Cambridge Gliding Centre	Email Regarding 2014 Regional competition.
Lynn Norris – Cambridgeshire County Council	Email Regarding Case study – Cambourne with Kiosk & Carers Peer Support Bursary Scheme Final.

Countywide Surface Water Management Plan (Update) Flooding History Questionnaire

Cambridgeshire County Council (CCC) has commissioned Hyder Consulting to undertake an update of the Surface Water Management Plan (SWMP) for the county – previously issued in April 2011. The information you provide will help us update the Surface Water Management Plan (SWMP) which will then be used to collate additional historic flooding information **from 2011 onward**, and reappraise the prioritisation exercise of ‘wetspot’ areas across the County, to ensure that future work is targeted appropriately by CCC and partners ensuring we understand and alleviate the risk of flooding from surface water.

In order to support the SWMP update, it is necessary to provide records of previous flood events, for which **we welcome any information that you can provide** to supplement the data already held.

As a reminder, this study is primarily interested with flooding from **surface water sources**, including drainage features and sewers after 2011. Flooding from Main Rivers is well documented, and further information on river flooding is **not required** for this study.

Hyder Consulting already have copies of:

CCC Highways Log – records of highway flooding complaints across the County for 2012

CCC Customer Incident Reports / Flood Incidents / Action log – records up to and including July 2014

Historic flooding information - up to April 2011 provided as part of the 2011 SWMP by Parish/District/City Councils, with more recent data provided for incidents in Ely, Histon & Impington, Godmanchester, St. Neots, March, Cambridge City & Milton

Weather Charts – data provided by CCC in 2010 outlining all news articles regarding flooding across the County

Flood Memories – the results from the questionnaire/consultation exercise carried out by the Cambridgeshire Flood Risk Management Partnership in 2010

This questionnaire is provided as a convenient form for returning information. However, if you wish to return additional information, such as press cuttings, photographs, or more detailed descriptions, they will also be very useful to support the study. If you return photographs or other records, please send a copy and keep the originals.

Please complete and return your questionnaire by the **7th August** to the following address – information received after the 7th August cannot be included in the study:

Cambridgeshire County Council

Shire Hall

Castle Hill

Cambridge

CB3 0AP

Or email them to: floodandwater@cambridgeshire.gov.uk

THANK YOU for taking the time to complete this questionnaire. This data will be held in strict confidence and will not be sold or passed on for marketing or other commercial purposes.

Once the information provided in the completed questionnaires has been examined and the historical flooding data updated, this will feed in to the ‘wetspot’ prioritisation process. Additionally, the data will be provided back to CCC as one complete dataset.

Date and Duration of Flood Event		
Name(s) of Property(s) Flooded		
Depth of Flooding Observed Inside Each Property		
Name of Street Flooded		
Depth of Flooding Observed In The Street		
Location of Flooding In The Street (adjacent to house.....)		
Cause of Flooding (please tick one or more relevant boxes)	<input type="checkbox"/> Blocked drain <input type="checkbox"/> Surface water network <input type="checkbox"/> Flooding from a ditch/ ordinary watercourse <input type="checkbox"/> Ponding of water in road <input type="checkbox"/> Ponding of water behind an obstruction	Other.....
Other Infrastructure Damage (other than properties)		
Reference to Photographs or Other Information		

Additional flood events can be entered overleaf and on additional questionnaire forms – available on request.

Date and Duration of Flood Event		
Name(s) of Property(s) Flooded		
Depth of Flooding Observed Inside Each Property		
Name of Street Flooded		
Depth of Flooding Observed In The Street		
Location of Flooding In The Street (adjacent to house.....)		
Cause of Flooding (please tick one or more relevant boxes)	<input type="checkbox"/> Blocked drain <input type="checkbox"/> Surface water network <input type="checkbox"/> Flooding from a ditch/ ordinary watercourse <input type="checkbox"/> Ponding of water in road <input type="checkbox"/> Ponding of water behind an obstruction	Other.....
Other Infrastructure Damage (other than properties)		
Reference to Photographs or Other Information		

Would you be happy to be contacted at a later date if we require further information or clarification of the information you have provided?

- Yes (please provide contact details below)
 No

Respondent's Name:

Respondent's Organisation (if applicable):

Address:

Tel. No.:Email:

John Vickery

From: Passenger Transport <Passenger.Transport@cambridgeshire.gov.uk>
Sent: 08 July 2014 09:11
To: Passenger Transport
Subject: Changes to Local Bus Services

We are writing to notify you that the County Council has received registrations for the following new services:

Dews BikeBus Explorer A & B

We have taken this opportunity to break down the changes and their impact into the table below.

Service	Operator	Date of Change	Route	Days of Operation	Description of change
BikeBus ExplorerA	Dews	27-07-14	Cambridge – Wimpole Estate – Gamlingay	Sun & BH's	<ul style="list-style-type: none">▪ New service providing link to Cambridge on Sunday for South Cambridgeshire villages, as well as providing link to recreational activities in the district for those travelling from Cambridge▪ Vehicle will include a trailer capable of carrying cycles▪ Four round trips each day (Sunday and bank holidays)
BikeBus ExplorerB	Dews	27-07-14	Gamlingay – Arrington – Cambridge	Sun & BH's	<ul style="list-style-type: none">▪ New service providing link to Cambridge on Sunday for South Cambridgeshire villages, as well as providing link to recreational activities in the district for those travelling from Cambridge▪ Vehicle will include a trailer capable of carrying cycles▪ Four round trips each day (Sunday and bank holidays)

Full details and copies of the timetable can be obtained by contacting South Cambs District Council on 01954 713290

Should you require any further information, please do not hesitate to contact us.

Yours sincerely

Passenger Transport Team

Phone: 0345 045 0675

Email: passenger.transport@cambridgeshire.gov.uk

Post: Passenger Transport Team, Box CC 1301, Castle Court, Shire Hall, Cambridge CB3 0AP

The information in this email is confidential and may be legally privileged. It is intended solely for the addressee. If you receive this email by mistake please notify the sender and delete it immediately. Opinions

John Vickery

From: Davies Amanda <Amanda.Davies@cambridgeshire.gov.uk>
Sent: 08 July 2014 16:02
To: Davies Amanda
Subject: Carers Away Day 2014
Attachments: Carers Away Day Article 2014 (Short).doc; Carers Away Day 2014 Poster.pdf

Dear Colleagues,

The Carers Away Day is a free annual event organised by the County Council's Carers Support Team.

This year's Carers Away Day is being held on Friday 3rd October and is open to carers from across Cambridgeshire.

I have attached a short article about the day which I would be grateful if you would consider for inclusion in your village/parish newsletters and where applicable on websites. Also attached is a poster advertising the event for display on noticeboards or to cascade to your contacts who may be interested in the event.

A carer is a person of any age - adult or child - who provides unpaid support to a partner, child, relative or friend, who could not manage to live independently or whose health and wellbeing would deteriorate without this help.

We are advertising this year's event at the earliest possible opportunity in the hope that information can be included in as many communications as possible that go out to local communities. We hope that in addition to people already identifying themselves as carers that 'hidden carers' - people who have not previously identified themselves as carers - may see the information and come along to the event to find out about the support that may be available to them.

Any help you are able to give to promote the opportunity for people who care for someone to book a place at the Carers Away Day will be much appreciated.

Many thanks as always for your help in raising awareness about adult social care, kind regards.

Amanda

This information has been sent to our distribution lists for Parish Clerks and village and community newsletter editors and webmasters where we have these details. Apologies for any duplication of information. If you no longer wish to receive articles about adult social care, or if your contact details are incorrect, please email your details to Amanda.Davies@cambridgeshire.gov.uk and I will remove you from our lists/update your details.

Amanda Davies
Communications Officer, ASC Personalisation Cambridgeshire County Council Box CC1316, Castle Court, Castle Hill,
Cambridge CB3 0AP
Tel: 01223 699650

Your Life Your Choice answering your questions about adult social care www.yourlifeyourchoice.org.uk

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Book your place at this year's Carers Away Day

Do you care for someone?

A carer is a person of any age – adult or child – who provides unpaid support to a partner, child, relative or friend, who could not manage to live independently, or whose health and wellbeing would deteriorate without this help. Those receiving this care may need help due to frailty, disability or a serious health condition, mental ill health or substance misuse.

Cambridgeshire's Carers Away Day 2014 is being held on Friday 3rd October from 10am to 4pm at the Marriott Hotel in Huntingdon. This free annual event provides carers with the opportunity to take part in informal discussion groups with expert speakers, relax, get creative and have fun by taking part in a range of afternoon activities, and to visit the marketplace of information and advice stands. Lunch and refreshments are provided.

This is an opportunity to meet other carers and share your stories and experiences. Places are limited so please book early to avoid disappointment. To book your place at the Carers Away Day 2014 contact the Carers Support Team on 01480 377616 or by emailing: CarersSupportTeam@cambridgeshire.gov.uk

***There may be support for carers to attend the event so please ask for any assistance you might need to enable you to come.*

For more information about the day visit www.cambridgeshire.net



Are you caring for someone?

A carer is a person of any age - adult or child - who provides unpaid support to a partner, child, relative or friend who could not manage to live independently or whose health or wellbeing would deteriorate without this help. Those receiving this care may need help due to frailty, disability or a serious health condition, mental ill health or substance misuse.

Carers Away Day



Friday 3 October 2014

10am - 4pm

Huntingdon Marriott Hotel

Kingfisher Way, Hinchingsbrooke Business Park, Huntingdon PE29 6FL

Expert Speakers will host small informal discussion groups:

- The Mental Capacity Act
- Lasting Power of Attorney
- Safeguarding Vulnerable Adults
- Welfare Benefits
- finding good quality support
- Carers Trust Cambridgeshire.

Free buffet lunch followed by:

- Opportunities to meet other Carers, relax and get creative including Yoga, Swimming, Gym and other activities.
- Information and advice stands
- Unlimited tea and coffee throughout the day

Places are limited, please book early to avoid disappointment.

Tel: 01480 377616 Email: CarersSupportTeam@cambridgeshire.gov.uk

There may be support for carers to attend the event so please do not hesitate to ask for any assistance you might need to enable you to come.

Cambridge Gliding Centre is the premier gliding site for Eastern England and designated as a National 'Significant Area for Sport' by Sport England.

The Centre facilities, which consist of a 100 acre airfield with three runways, a large fleet of gliders, aerotow and winch launch facilities, is situated at Gransden Lodge, on the road from Longstowe to Gamlingay.

We also host our own annual Regional gliding competition and periodically run one of the British Gliding Association's National gliding competitions.

In 2014 our Regional competition will run from the 16-24 August.

During this competition, if the weather is suitable, we will have a brief period of around an hour each day when we will launch the gliders by aircraft aerotow.

We apologise for any inconvenience caused when we launch gliders by aerotow, but please contact us if you wish to provide feedback to our agreed tow-out procedures.

Cambridge Gliding Centre is a member of the British Gliding Association (BGA), which is the UK regulatory body for gliding, with delegated powers from the Civil Aviation Authority. Our operational procedures are defined by BGA requirements and all our Instructors are trained and regulated in accordance with BGA regulations. Safety is of the greatest importance.

The Centre operates with a highly effective mixture of employed staff and volunteers, with members contributing to the management and day to day running of the Club by acting as instructors, tow plane pilots, winch drivers, launch point co-ordinators.

From April through September our reception and office are manned by employed staff 7 days a week and we employ professional instructors and winch drivers to provide mid week facilities.

Subject to suitable weather we operate 7 days a week from the beginning of April to end of September, and for 4/5 days a week from October to end of March.

The Centre offers trial flights and also training from absolute beginner to international competition level training.

For further details, or to provide feedback, please call 01767 677077 or visit our website:

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

John Vickery

From: Norris Lynn <Lynn.Norris@cambridgeshire.gov.uk>
Sent: 10 July 2014 17:11
To: Aldridge Caroline; Alix Clark; Andrew Church; Anouska Holland; Diana Cook; Fran Panrucker; Henderson Linda; Jo Christy; John Vickery; Julie Chivers; Reid Karen; Laura Pugh; Veit Lisette; Lynne McAulay; Matthew Trick; Neil Nineham; Richard Brown ; Sam Greenley ; Smith Marjorie; Tanis Paulin; Tracy Mann; Tricia Bush
Subject: FW: Cambourne Working Group
Attachments: Case study - Cambourne with Kiosk.pdf; Carers Peer Support Bursary Scheme Final LM July.doc

Hi

Please find attached the information from Lynne on the focus group facilitated by Care Network. There are several points here that we can discuss at the next Cambourne Working Group on September 24th. Also the information on the Carers Peer Support Bursary scheme.

I attended the newly convened Breakfast Meeting for employers at the Belfry yesterday, which was both interesting and useful. I can't go to the next two meetings on 13th August and 10th September - so if anyone feels that they would like to go, please let me know and I'll put you on touch with Jo Christy, the organiser.

Best wishes

Lynn

From: Lynne McAulay [<mailto:Lynne.M@care-network.org.uk>]
Sent: 07 July 2014 16:31
To: Norris Lynn
Subject: Cambourne Working grp

Lynn,
Please find attached the information from the focus group in Cambourne that I promised I would circulate –I'm happy for this to go round the Cambourne Working Grp. The information on where the kiosk should be hosted is academic, as it is in the café and doing well!
Thanks,

Lynne
Lynne McAulay
SCAN Coordinator &
Community Development
Manager
T: 01954 211919
E: lynne.m@care-network.org.uk



[@CareNetworkCamb](#)



Unit 18, Broadway House
149-151 St Neots Road, Hardwick
CB23 7QJ

Charity No: 1120693

Case Study: SCAN Community Consultation May 2014

Cambourne



Introduction

Cambourne is 9 miles east of Cambridge with nearby centres at St Neots and Bedford. As a newly developed village it is now quite large with 8186 residents in Upper, Lower and Greater Cambourne. It has a large supermarket, ecumenical church, estate agent, community centre (The Hub with the Parish Council office and meeting rooms), a combined library, health centre and children's centre, pub, cafe, pharmacy, police and fire station, sports centre and sports fields. The nearest train station is St. Neots and bus services run to Cambridge and St. Neots.

Consultations were held at Cambourne Church community cafe and the library. Interviews were held with Linda Henderson, Children's Centre District Manager; Rev. Matthew Trick, Cambourne Church and three members of the Timebank team. Interviews were also carried out with a sample of 20 people who were visiting the community centre for a parent and toddler group and visitors to the Cafe 19, at Cambourne Church and library using a pre-prepared questionnaire.

Main issues identified in Cambourne

- Lack of local employment opportunities
- Employment is limited for those relying on public transport – bus routes to Cambridge not seen as frequent and the service to St. Neots will be stopping.
- There is one GP surgery for 8,000 residents with expanded housing planned for Bourne Airfield in coming years.
- Rising concern about poverty and people needing support with debt has been seen recently. Cambourne Church supports the food bank and is considering setting up a credit union.

- There used to be a community officer in Cambourne who was linked to CHS. This was a useful person for information and support but the post was made redundant 2 years ago.
- Lack of post office.
- There is also isolation felt by older people in their own homes and some sheltered housing schemes.

Feedback on using the internet for advice

20 people: 3 Male, 17 Female
Participants aged from 20 – 69 years
Multiple answers permitted

- 9 out of 20 had used CAB or another advice agency before. Of these 5 had visited and 6 had telephoned. 3 had used the internet.
- 16 had access to the internet and 5 commented that broadband was 'good', 10 'OK', 3 'poor'
- 14 out of 20 people expressed their preference to obtain advice by telephone, 6 face to face and 8 online.
- 7 out of 20 said they would like a person to guide them through using the kiosk/ internet. 10 would prefer to search themselves.
- 19 said they like to print or receive written information and 8 said they would also like to save advice obtained online.

Case Study: SCAN Community Consultation May 2014

Cambourne



Feedback about accessing advice online

Some feedback on using the internet in general found that:

- Support with form filling is needed for people job seeking and benefit applications which is more in depth support
- There is a mixture of people who do not have access to the internet because of cost or because of mobility "Not everyone has a computer or knows how to use it"
- Because people have found their problems involve several overlapping issues they often need help finding out who provides what service and how to contact the right agency first time. There were many people who said they prefer to look online first before deciding who to contact – this was generally stated by people in the age groups under 39. "Easier to look online first – no car to get to Cambridge and wouldn't take kids to CAB office."
- There were perceptions that older people might need more support to use the kiosk or those not confident using the internet.
- "People who don't have access to the internet or are not confident. Might need other facilities to help people like an advisor."

Voices from the Community

"The main kinds of advice and support people obtain from the Children's Centre are debt advice, benefit advice and help with housing issues. The Centres supports mainly young parents who are not confident dealing with

statutory services and need face to face support in the first instance to:

- Help sort out what the real problems are
- Give advice about what support is available and where
- Often supporting people through telephone calls and even visits.

Support offered here is very hands on and the needs of people coming to the Children's Centre are high with a high percentage covering domestic abuse, child protection and some mental health support for families"

"It would be useful to combine services for a joined up approach to offering help e.g. job club comes to the library on the same day as the health visitors in the clinic. Having CAB advisors available like this on a weekly/fortnightly basis would knit well with people being able to access support at the same time".

Linda Henderson, Children's Centre District Manager, South Cambridgeshire

"As well as spiritual support for personal issues the plan is to be able to use the advice kiosk in the community church cafe to signpost people to other support and agencies for specific problems.

The church is seeing issues with poverty for young families and there is increasing support being given around debt and housing issues. The church is looking to set up a Credit Union and/or debt counselling advice."

Reverend Matthew Trick, Cambourne Church

'A kiosk isn't going to reach the people who really need help'

Cambourne Time banker

"It would be helpful to have someone from CAB as part of a wider surgery each week or fortnight to help go through the process of

Case Study: SCAN Community Consultation May 2014

Cambourne



finding information. It is tiring and demoralising to go through several forms and still find out that I have done it wrong or not contacted the right person”.

Cambourne resident

Potential site for the Advicehub Kiosk.

The community cafe and library are central and accessible – there was a wide range of people using both sites.

The library has an IT area at the entrance to the library rooms where a freestanding kiosk could possibly go. This is next to seating and next to desks which might be useful. This is a very busy area so there would be a lack of privacy in that other library computer users would hear discussions if the kiosk was used together with an advisor for someone.

The library staff, however, commented on the fact that people use the computers on site to access that kind of information already with their support.

At Cambourne church cafe, there is space but no quiet area at the moment. The footfall here is less than the library and it is only open until 12pm each day. However, there is a very informal atmosphere and the church would like to use it as a support tool to help with individual counselling meetings.



Photo 1: The library/health centre building in Cambourne. There is a freestanding touch screen on the right outside the children’s centre office which has information about health, education, employment, benefits but not about debt and housing.



Photo 2: Cafe 19 at Cambourne Church - an informal space with peak times. There may be a problem with creating a quiet, private space and also at the moment the cafe closes at 12 noon.

Case Study: SCAN Community Consultation May 2014

Cambourne



Key Learning

It was noted that while there was a large section of Cambourne with access to cars, the internet, employment and networks, there is also a growing percentage of people who are seeking guidance and support for services not available in the village. The growing population and reduction in community support staff (at the Children's Centre and Housing Association) means that there is a need for a way for people to obtain general advice and more in depth support

Cambourne Church has identified a use for the kiosk to support their work in pastoral care, money advice clinic and in offering general advice to people in a neutral environment. Most people felt that it is useful to have a combination of advisor on site with other advice agencies and having the kiosk as a tool.

Residents noted that there was no seating or printing facility associated with a kiosk and thought that both were important.

Residents also valued the direct links to safe and recognised sites.

About Cambridgeshire ACRE

Cambridgeshire ACRE is the rural community council for Cambridgeshire and Peterborough.

We provide encouragement, practical help and support to communities throughout Cambridgeshire and Peterborough to enable them to plan and develop as vibrant places to live and work. We identify what local people need and the issues that are important to them. We then champion these things with those who set policy and make decisions in the county, helping to ensure that rural Cambridgeshire has a voice.

For more information about our support for communities wishing to undertake a community led plan, please contact us:

Tel: 01353 860850

Email: enquiries@camsacre.org.uk

Web: www.camsacre.org.uk



CARERS PEER SUPPORT BURSARY SCHEME

ADULT SOCIAL CARE

DOCUMENT CHANGE HISTORY

DOCUMENT NAME : CARERS PEER SUPPORT BURSARY SCHEME

DOCUMENT TYPE : OPERATIONAL PROCEDURE

Date	Version	Author(s)	Details of Change	Review Date
March 2014	0.1	B Cassey L Green P Treasure Adult Social Care	First Draft – approved by Adult Social Care Operations Group	
April 2014	1.0	"	Signed-off for publication by Quality Governance Group	April 2015

CONTEXT

Local Authorities have a duty to promote the well-being of Family Carers and to provide services which aim to prevent, reduce or delay needs for care and support. Access to emotional support and the opportunity to take a break from the caring role have been recognised as key components in enabling Family Carers to continue in their caring role. Talking about your worries and problems can be a very good way of releasing some of the stress that can build up when you are a Carer, sometimes it's best to talk to someone who knows exactly what you are going through, because it's happening to them too. Other Carers can offer kindness, understanding and advice, and they can make you feel less isolated.

Cambridgeshire County Council ('the Council') has set up a bursary scheme to encourage local Carers to establish social groups to enable them to get together, relax and offer mutual support. This scheme is intended to be flexible and encourages Family Carers to establish groups which suit their individual needs and interests. Carers are encouraged to apply for the one-off bursary of up to £250.00 to help them with the start up costs of setting up and establishing a group (though the Council has the discretion to award higher sums in exceptional circumstances).. Whether you have a clear idea about the group that you would like to establish in your local community or if you would like to talk through an idea with one of our local Carer's Support Managers, the Carers Support Team are happy to offer advice and guidance on getting your group up and running.

Members of the Carers Support Team can be contacted by telephone on 01480 377616 or by e-mail CarersSupportTeam@cambridgeshire.gov.uk

The following procedure is a simple guide to applying for a Carers Peer Support Bursary

PROCEDURE

- All applications for a Carers Peer Support Group Bursary should be submitted on an application form (see Appendix)
- Applicants should identify a key volunteer who will be responsible for the bursary application and for ensuring this is administered within the guidelines. This person should be willing and able to receive the bursary payment by cheque.
- Applicants should provide a brief overview describing the aims of their group, how often they are planning to meet and the number of carers they hope will participate.
- Applicants should also provide details of the start up costs that they expect to incur. A suggested check list has been provided.
- The bursary is intended to cover initial start up costs only such as communication, advertising, refreshment and venue. (Carers are encouraged to make best use of community resources such as access to free community rooms) where ever possible to minimize future costs which will be incurred by the group.
- Completed applications should be submitted to the Carers Support Team Manager and applicants will receive a response within 14 days. The Carers Support Team will maintain a register of those receiving the bursary.
- Successful applicants will receive a letter confirming that their application for a bursary has been successful enclosing a cheque for £250.
- They will also receive a letter explaining that the money is not for personal use, but is specifically for the purpose of setting up a carers support group. This letter should therefore be able to assist individuals in receipt of benefits when they might have to account for a sudden increase in the monies in their account.
- The key volunteer is responsible for taking appropriate independent advice and ensuring that the group adheres to any relevant legal requirements or health and safety legislation necessary if the group is not meeting in a public venue. Community Development Officers at Care Network can offer one to one support to get started. An officer can work with key volunteers to develop their ideas, produce marketing materials and attend initial meetings to help with any start up issues. Lynne McAulay, Community Development Manager, can be contacted on 01954 211919 for further information. Cambridge Council for Voluntary Services can also offer help and support on these and other issues concerning setting up a community group.
- The key volunteer will receive a letter after 6 months requesting a brief report on the progress of the group and will be asked to provide an overview of how the bursary has been spent. See next section on how this feedback can be undertaken. Receipts for any items with a cost of more than £50 should be included in this report.
- Cambridgeshire County Council reserve the right to withdraw the bursary where it is deemed that it has not been used for the purpose intended or described within this procedure.

FEEDBACK

Although the Council must account for the spend of public money, the process needs to be as straightforward as possible. As groups will vary, feedback on what they purchase, their achievements and outcomes can be reported in a number of ways. All feedback should be sent to the Carers Support Team at Amundsen House, Compass Point Business Park, Stocksbridge Way, St Ives.

Method One

The key volunteer will write a brief report on the progress of the group and how the bursary has been spent. This will be accompanied by any receipts of more than £50.

Method Two

The group will keep an ongoing register listing the date, venue, purpose of meeting, numbers of new / existing members and their names. For example:

Key Volunteer	Venue	Dates	Nos	New	Names	Activity	Comment / Feedback
Mary Green 31, Heycroft, Caxton	MazCafé Cambourne	10/4	4	4	Alice Sophie Derek John	Tea & Chat	Relief to talk to others in same boat.
		8/5	6	2	Alice Sophie Derek John Mavis Joan		
		5/6	5	0			

Method Three

To send in a photo of the group with case studies / example(s) of how the group has helped one or more individuals

Method Four

The group should prepare a video / recording to explain what they have done and what difference it has made to members.

CARERS PEER SUPPORT BURSARY APPLICATION

Name of applicant:

Address:

Contact Telephone

E Mail:

Brief Overview of the aims of the proposed group, e.g. purpose of the group, venue, frequency of meetings etc.

CARERS PEER SUPPORT BURSARY APPLICATION

Estimated Start Up Costs for Carer’s Peer Support Group

Examples of this might include, advertising, communication (telephone, postal charges etc..), cost of venue hire, refreshment.

Item	Cost

I have read and understood the Cambridgeshire Carer’s Peer Support Bursary procedure and agree to use the bursary payment to purchase goods and services for the purpose of starting up a Carers Peer Support Group as outlined within the procedure. I will ensure that appropriate receipts and feedback is provided. I understand that if the payment is not used for the purpose outlined within this procedure I may be asked to make a repayment. I will ensure that the group adheres to any relevant legal requirements and Health and safety legislation.

Signature of Key Volunteer.....

Print Name

Date

Authorised Carers Support Team Manager

Print Name

Date.....