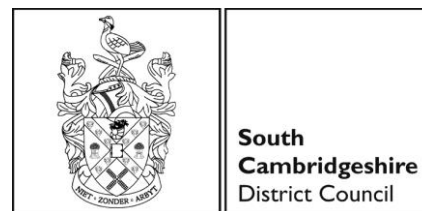


South Cambridgeshire Hall
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17 June 2021

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Sue Ellington
All Members of the Grants Advisory Committee - Councillors
Dr. Claire Daunton, Bill Handley and Peter McDonald

Quorum: 3

Substitutes: Councillors Bunty Waters, Dr. Shrobona Bhattacharya, Mark Howell,
Heather Williams, Tom Bygott, Dr. Martin Cahn and
Sarah Cheung Johnson

Dear Councillor

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in the **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 25 June 2021 at 2.00 p.m.**

Members are respectfully reminded that when substituting on committees, subcommittees, and outside or joint bodies, Democratic Services must be advised of the substitution ***in advance*** of the meeting. It is not possible to accept a substitute once the meeting has started. Council Standing Order 4.3 refers.

Yours faithfully
Liz Watts
Chief Executive

The Council is committed to improving, for all members of the community, access to its agendas and minutes. We try to take all circumstances into account but, if you have any specific needs, please let us know, and we will do what we can to help you.

Agenda		Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chair to sign the Minutes of the meeting held on Friday 28 May 2021 as a correct record.	1 - 2
4.	Community Chest: Funding Applications	3 - 16

5. **Date of next meeting**
Friday 27 August 2021 at 10:00am.

GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Exclusion Of Press And Public

The law allows Councils to consider a limited range of issues in private session without members of the Press and public being present. Typically, such issues relate to personal details, financial and business affairs, legal privilege and so on. In every case, the public interest in excluding the Press and Public from the meeting room must outweigh the public interest in having the information disclosed to them. The following statement will be proposed, seconded and voted upon.

"I propose that the Press and public be excluded from the meeting during the consideration of the following item number(s) in accordance with Section 100(A) (4) of the Local Government Act 1972 on the grounds that, if present, there would be disclosure to them of exempt information as defined in paragraph(s) of Part 1 of Schedule 12A of the Act."

If exempt (confidential) information has been provided as part of the agenda, the Press and public will not be able to view it. There will be an explanation on the website however as to why the information is exempt.

Notes

- (1) Some development control matters in this Agenda where the periods of consultation and representation may not have quite expired are reported to Committee to save time in the decision making process. Decisions on these applications will only be made at the end of the consultation periods after taking into account all material representations made within the full consultation period. The final decisions may be delegated to the Corporate Manager (Planning and Sustainable Communities).
- (2) The Council considers every planning application on its merits and in the context of national, regional and local planning policy. As part of the Council's customer service standards, Councillors and officers aim to put customers first, deliver outstanding service and provide easy access to services and information. At all times, we will treat customers with respect and will be polite, patient and honest. The Council is also committed to treat everyone fairly and justly, and to promote equality. This applies to all residents and customers, planning applicants and those people against whom the Council is taking, or proposing to take, planning enforcement action. More details can be found on the Council's website under 'Council and Democracy'.

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 28 May 2021 at 10.00 a.m.

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

Councillors: Dr. Claire Daunton Bill Handley

Officers in attendance for all or part of the meeting:

Aaron Clarke	Democratic Services Officer
Jason Clarke	Programme Manager
Kathryn Hawkes	Programme Manager
Vicky Hoover	Compliance Officer

Councillors John Williams (Lead Member for Finance) and Richard Williams were in attendance remotely, by invitation.

1. Apologies for Absence

There was an apology for absence from Cllr Peter McDonald.

2. Declarations of Interest

Cllr Handley declared a non-pecuniary interest as a member of the Over Day Centre.

Cllr Jose Hales declared a non-pecuniary interest as a board member of the Melbourn Community Hub but stated that he would take no part in the vote on the item.

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 30 April 2021.

4. Criteria for grant awards for Dual Use Leisure Facilities

The Committee noted that there were 11 Dual Use Facilities that could apply for funding, were the grant to be set-up and Members commented that this would be a good use of the relevant funding.

It was noted that the evaluation method for applications would be the same as was used by the Zero Carbon Communities Grant.

The Grants Advisory Committee recommended the Lead Cabinet Member for Finance to:

- I. agree the criteria and evaluation methodology for applications, with award recommendations made by officers and agreed by the Lead Member for Finance, as presented.

5. Gamlingay Guardians Community Warden Scheme update

The Committee noted that Gamlingay Guardians had struggled during Covid because there had been a difficulty to attract members, partially due to a positive volunteer response during Covid.

It was commented that the group was restructuring their service to enable them to lower their costs and become more attractive to clients. It was noted that as such, the Guardians no longer required the money that had been ringfenced for them at the previous meeting of the Grants Advisory Committee on Friday 30 April 2021.

It was commented that while these schemes are often aimed at older people, that they are there to support all vulnerable people.

Grants Advisory Committee recommended to the Lead Member for Finance, the following:

- I. to continue to support the service in accordance with the new proposal, i.e. fewer client contacts, reduced fees (and with no requirement for additional funding); and
- II. to re-assign the c. £8k funding that was ring-fenced for the Gamlingay Guardians Community Warden Scheme and use it instead towards the agreed increase in Service Support Grants for 2022-25 (along with the remaining unspent Mobile Warden Scheme funding agreed at GAC 30 April 2021).

6. Community Chest: Funding Applications

To follow.

7. Covid Recovery Grant Applications

To follow.

8. Date of next meeting

Friday 25 June 2021 at 2:00pm.

The Meeting ended at 1.00 p.m.

Agenda Item 4



**South
Cambridgeshire
District Council**

Report to:	Grants Advisory Committee	25 June 2021
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Finance	
Lead Officer:	Jeff Mambery	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 15 May 2021 and 15th June 2021 to the Community Chest funding scheme during 2021/22.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member regarding the level of funding (£0 - £1,000) to be awarded for each or defer a decision, if further information is required, or reject an application if it doesn't comply with the grants' criteria

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for grants, or Cabinet as appropriate, including, but not limited to:
 - a) Review of the Council's grants schemes to ensure they reflect Council priorities.
 - b) Design of any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - c) Consideration of applications made under the Council's grants schemes.

Details

5. Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire Applicants may apply for up to £1,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e. village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs).
6. Guidance notes and eligibility criteria can be found at Appendix B.
7. Total amount of funding made available for 2022/21 is £58,140.00
8. There are 4 new applications totalling **£3,987.23** for consideration. The amount of funding remaining for allocation is **£47,573.34**. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Sustainable Communities and Wellbeing Team upon request).

Options

9. The Grants Advisory Committee may consider all applications for funding that are set out in Appendix A of this report and recommend to the Lead Cabinet Member to:
 - A) award the amount of funding requested,
 - B) award an alternative amount of funding, including zero funding,
 - C) defer a decision, if further information is required from grant applicants, or
 - D) reject an application stating the reason for this.

Implications

10. There are no significant implications

Consultation responses

11. Local members have been consulted on applications that directly affect their local area.

Alignment with Council Priority Areas

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

Background Papers

Grants Advisory Committee Meetings

<https://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Appendices

Appendix A: Applications Summary

Appendix B: Guidance notes for Community Chest

Report Author:

Vicky Hoover – Community Development Officer

e-mail: Vicky.Hoover@scambs.gov.uk

Telephone: (01954) 713218

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Reference	RRLDXXNX	NEW		
Name of Organisation	Eltisley Parochial Church Council			
Organisation Type	Charity			
CCVS Registered	No			
Parish	Eltisley			
Land Owner	Chancellor of Ely Diocese			
Project Type	Repairs to historic buildings			
Green option considered?	n/a			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Cllr Contacted			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?				
Officer Summary				
<p>Project: Urgent fabric repairs – essential fabric repairs to ensure the church is watertight and retain the integrity of the building for the community for years to come.</p> <p>Eltisley Parochial Church, affiliated to Church of England, started out in 1936. The church provides weekly services and weddings, funerals and christenings when required. It is open daily for visitors and the school use it for half termly assemblies and class visits. They hold occasional special interest talks and concerns often in tandem with other village groups, and they hold a village coffee morning once a month.</p> <p>Repairs are needed to the village church, parts of which date back to 1200AD. A recent inspection revealed the urgent need to undertake repairs to the church roof, masonry, the North transept exterior and certain exterior walls where water had gained access. Renovation and replacement of rainwater systems is also necessary.</p> <p>Applying to the Amey Foundation for £15,000, Cambs Historic Churches Trust for £3,000 and the Wolfson Foundation for £3,000 but is too soon to know the outcome of these applications. They also hope to continue with their own fundraising efforts and hope to raise £3,500.</p>				
Total Project Cost:	£36,000		Total Applied For:	£1,000

Reference	QCGTMWZZ	NEW		
Name of Organisation	Cottenham Day Centre			
Organisation Type	Charity			
CCVS Registered	No			
Parish	Cottenham			
Land Owner				
Project Type	Start up			
Green option considered?	n/a			
Documentation Status	Safeguarding	Yes	Accounts	Yes

	Quote	Mission Statement	Yes
District Councillor Support	Yes advised on application they have support		
Parish Council Support – does the PC support this project in principle	Yes		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?			
Officer Summary			
<p>Cottenham Day Centre opened in 1986 as a social club for people of pensionable age to enable members to socialise with their peers and enjoy a home cooked two course meal once a week. It is run by a group of volunteers, some cook meals etc and some are drivers, collecting members from their homes and returning them. Members organise their own entertainment such as bingo and raffles etc.</p> <p>Volunteers arrange for outings such as a trip to the garden centre or a trip on the river etc. They have been in touch with members who have said that they are desperately missing their friends and peers. Enabling members to leave their homes for a few hours is really stimulating for them and the happiness and wellbeing of their members is very important.</p> <p>There are currently 24 members and 2 on a waiting list. Members pay £5 per week which covers their meals and the cost of room hire and minibus.</p> <p>Cottenham Day Centre has been closed since March 2020 due to the pandemic and had to discard all food products which now need replacing. The minibus used to transport their elderly, disabled members needs a new battery, service, MOT and tail lift service and certification. They will also need to purchase PPE for the re opening of the Day Centre.</p> <p>They have not obtained any other funding for this project as of yet. They missed the deadline to apply for the Covid related grant.</p>			
Total Project Cost:		Total Applied For:	£1,000

Reference	DGFKFBRZ	NEW	
Name of Organisation	Cambridge Curiosity and Imagination		
Organisation Type	Charity		
CCVS Registered	Yes		
Parish	Shelford and various		
Land Owner			
Project Type	Improvements to community buildings and spaces		
Green option considered?	n/a		
Documentation Status	Safeguarding	Yes	Accounts
	Quote		Mission Statement
District Councillor Support	Yes have advised on application they have support		
Parish Council Support – does the PC support this project in principle	Awaiting response		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?			
Officer Summary			

Project: Forest of Imagination 2021

Cambridge Curiosity and Imagination is an arts and well-being charity formed in 2002 and working locally, nationally and internationally to build creatively healthy communities. Children and young people are the heart of the charity's work. CCI explored how their ideas and questions can lead the way in creative explorations with artists working alongside to support the process. Their work is driven by a vision of an inclusive, accessible and creative society. They have worked with people of all ages in all sorts of spaces, including most recently woods, hospitals, libraries, playgrounds, new developments and recycling centres.

Programmes aim to help participants foster deep connections with each other and the world on their doorsteps, and often take place in communities with particular challenges. They have developed long and fruitful relationships with many Cambridge institutions, including both universities, Addenbrooke's hospital, the city and county councils, many schools, and several mental health charities. Recently they were proud to receive the 2020 BioMed Realty Award for Social Entrepreneurship at the Cambridgeshire Live Business Awards. CCI are a member of the All Party Parliamentary Group on art, craft and design in education, and actively contribute to their evidence gathering work to demonstrate best practice.

There are currently 8 trustees, 3 part time staff, 8 associate artists and 2,230 people on their mailing list.

This grant will enable them to grow Forest of Imagination 2021. Forest of Imagination 2020 was a strikingly successful environmental art project delivered in collaboration with two Cambridge Primary Schools, the Cambridge City Council tree team and the Urban Canopy Project. 18 forest inspired hangings from CCI's Artscapers projects were installed at Wandlebury Country Park on southern edge of the city, attracting more than 500 visitors in a single day.

This year, CCI will create a more ambitious and meaningful celebration of creativity and the natural world for the city that also offers a unique opportunity for reflection and remembrance after their collective experience of the pandemic. The vision is to grow the original Forest idea, creating a collective artwork that nourishes the imagination and fosters the connectedness with nature that is so important for our mental wellbeing. CCI aim to enable inclusive participation and engagement, signposting ways of supporting nature recovery for local people, and leaving a lasting legacy and the opportunity for further growth in future.

The project will grow throughout the Autumn culminating with two large-scale immersive installations bookending National Tree Week (27 November – 5 December). The first, on Tree Charter Day (27 November), will see the beautiful artworks installed in Wandlebury as in 2020, filling the magnificent avenue for people to wander through and be nourished by. Then on the 5 December, these same hangings will be installed on Christ's Pieces in Cambridge thus enabling a wider reach and impact for the project. Both aim to briefly disrupt normal life, inviting the audience to slow down and enter the world of the imagination. Visitors will wander freely between the gauze artworks, and will be invited to listen to a sound installation recreating the sounds of the forest commissioned for the original project, to be accessed via a QR code.

Funds from the community chest will enable CCI to directly involve a new community of South Cambs residents in the project – children and their educators from Shelford Primary School. CCI is seeking to involve as many local people of all ages as possible and want to open out opportunities for involvement with some of the youngest residents of the area. They would work with the school to make best use of this day – previous days with similar projects have seen two workshops during the school day for two different classes (60 children in total) with families invited to visit the space at the end of the day too to celebrate and enjoy the creative work.

Whilst the workshops will take place with children, teachers and families at Shelford Primary School, they will be contributing new creative work for the Forest of Imagination 2021 which will be installed in the Beech Avenue at Wandlebury and on Christ's Pieces in Cambridge. These two days will enable people from across the county and city to access the work.

Project costings:

Shelford Primary School Workshops - £500

Art Materials - £20

Travel from CB4, 14 miles @ 45p - £6.30

Design and production of two new hangings for Forest of Imagination x2 - £220

CCI project management, 1 day - £250

Total project cost: £996.30

No other funding is being received.

Total Project Cost:	£996.30	Total Applied For:	£996.30
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Reference	MQDSPCZT	NEW
Name of Organisation	Meldreth, Shepreth and Foxton Community Rail Partnership	
Organisation Type	Community Group (Community Interest Company CIC)	
CCVS Registered	No	
Parish	Shepreth	
Land Owner		
Project Type	Improvements to community buildings and spaces	
Green option considered?	n/a	
Documentation Status	Safeguarding	Accounts
	Quote	Mission Statement
District Councillor Support	Yes confirmed on application they have support	
Parish Council Support – does the PC support this project in principle	Yes	
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	Yes – all local Parish Councils contribute to the partnership	
Officer Summary		

The Meldreth, Shepreth and Foxton Community Rail Partnership (affiliated to Community Rail Network) started in 2013 and aims to develop links with schools and local businesses associated with local rail services, and to enhance sustainable transport links in the wider area. Activities include:

- Recognising the key role of rail to the local community and promoting it as a sustainable mode of transport
- Improving and enhancing the station environments and promoting green projects

There are currently 358 members.

The Shepreth Memorial Garden at Shepreth Station lies adjacent to the Cambridge platform. This was designed to be left as a wildlife area, but it had become choked with litter and brambles. The first stage of the project was to litter pick the site and cut back the brambles, which was carried out by volunteers on 3rd May 2021. The area is now ready for improvement. They intend involve volunteers in sowing a wildflower meadow to improve biodiversity and the look and feel of the station. They will work with a local school (Barrington Primary) to produce artwork reflecting the new biodiversity, and these works will be displayed in lockable cases attached to the fence behind the Memorial Garden. Insect houses will also be installed on the fence.

The British Transport Police inform them that well-kept stations have a significantly lower incidence of vandalism and anti-social behaviour. The platform at Shepreth station is accessible to all, and the garden area can be enjoyed by local commuters and visitors to the station. Maintenance of the gardens and tubs by volunteers have led to Govia Thameslink Railway waiving the parking charges at Shepreth Station.

Parishes to benefit are Barrington, Foxton, Melbourn, Meldreth and Shepreth.

The memorial garden at Shepreth Station is adjacent to the Cambridge Platform. The platform is accessible to all via a ramp up to the platform. The improved garden can be enjoyed by local commuters and visitors to the station. Because the Community Rail Partnership maintains the gardens and platform tubs at Shepreth Station, Govia Thameslink waive any parking fees at Shepreth so parking at the station is free.

Project cost:

A1 lockable outdoor poster holders x 10 - £729.50

Poster holder fixings x 2 – £19.98

Bee and Insect Houses x 5 - £32.50

Wildflower instant sunshine mini meadow - £124.00

Buddleia plants - £84.95

Total project cost = £990.93

Total Project Cost:	£990.93	Total Applied For:	£990.93
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Guidance notes for Community Chest

What is the Community Chest?

The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire.

Who can apply?

Applicants must:

- Either be a non-profit group OR organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

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

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

*Please note: The Committee reserves the right to supersede this clause should the PC or PM show good cause, for example:

- a) The PC or PM have multiple settlements and the application pertains to any one of these which satisfies the 160 elector threshold or
- b) Registered electors are within 10% of the threshold.

What must the project deliver?

The community activity or project must:

- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment
- Meet local need and leave a legacy for the community
- Ensure equality of access

What can be funded?

The community activity or project should be one of the following:

- Improvements to community buildings and spaces (i.e. village halls/pavilions/play areas etc)

- Repairs to Historic Buildings/Monuments/Memorials
- Equipment/Capital Purchase
- Materials
- 'Start-up' costs (may include training of staff/volunteers, hall hire and other revenue costs)

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Costs associated with preparing/printing Parish Plans
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Costs associated with purchasing defibrillators
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Projects that have previously received Community Chest funding in the same financial year

How much can be applied for?

The maximum award is £1,000 in any single financial year (April-March) and can be for 100% of the project's costs unless the initiative is on parish council land, in which case a 50% contribution from the parish council is expected.

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

When can groups apply?

The Community Chest opens in April and October each year, with 50% of the annual budget released at each point. Groups can apply at any time during the financial year until the funding is fully allocated for that period.

Preferred green options

Applications to the Community Chest to renovate or purchase items that include an internal combustion engine (including accessories) will not normally be considered.

For such an application to be considered evidence must be provided to demonstrate why an electric variant is not being considered. Such evidence should include market research demonstrating that a similar electrically powered variant is not within price range, or that due to technical differences such a unit would not be fit for purpose.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)

- A quote for the community activity or project
- A copy of your safeguarding policy

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

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

How will the grant be paid?

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

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the SCDC website

Any award will not be means tested but applicants will be expected to have sought other means of local funding, especially from the parish council who may have funds available through planning developments (S106) or through its precept (S137).

For further information please go to:

<https://www.scambs.gov.uk/communitychest>

Contact Details: community.chest@scambs.gov.uk

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South Cambridgeshire District Council

Protocol for attendance at physical meetings held before 21 June 2021

1. General

The Government “roadmap” to coming out of COVID-19 restrictions indicates a possible date of 21 June 2021 for easing all restrictions.

Meetings of the Council, its Committees and the Cabinet will be held in person, in compliance with legislation and the Council’s Constitution.

The risks associated with COVID-19 mean the Chief Executive is obliged to require attendees at meetings to comply with safety measures.

The safety measures which have been put in place are based on risk assessment of the venue in which meetings will be held, and with regard to government guidance.

The Chief Executive has consulted with the Chair and Leader of the Council in order to ensure that access to meetings continues to be fully upheld, whilst protecting those whose presence is necessary.

Attendance by decision-makers

Members of the decision-making body must attend the meeting in person if they intend to vote on decisions. The quorum of a meeting is based on physical attendance in the place in which the meeting is held.

Attendance by others

For meetings held in the Council Chamber, all other participants can join the meeting remotely and contribute directly to the meeting. This means:

- Members of the public, agents and applicants, and parish or town council representatives who have registered to speak on planning applications can do so by joining the meeting online
- Ward Members wishing to speak on an application may do so by addressing the meeting online
- Officers may present reports to the meeting online

For anyone other than the Members who are voting in a meeting, this method of participation in a meeting is strongly recommended, rather than attending in person.

Accessing the webcast

Anyone may watch and listen to the meeting remotely by means of the live webcast. This method of observing the meeting is strongly recommended, rather than attending in person.

Safety measures which will apply to meetings

Public attendance

Participation for members of the public is strongly encouraged to be by means of online access, as set out above. However, for those who do attend in person, it is important to be aware of the following provisions which will apply.

Seating for members of the public will generally be restricted to no more than 4 places at meetings held in the Council Chamber.

A queue system will be operated so that attendees who are present for a particular application or item on the agenda will only be able to enter the Council Chamber when that item is considered. Until that point any attendees will need to wait outside the Council Chamber in a queue, which would be subject to social distancing.

No refreshments will be available at South Cambridgeshire Hall, so any attendees will need to bring their own and food must be eaten outside in their car.

Public Health Guidance

South Cambridgeshire District Council has had regard to the following guidance and is implementing appropriate measures to follow this guidance. The Chair of the meeting and officers arranging meetings have been made aware of the hazards and appropriate risk mitigation from the risk assessment carried out.

1) Reduce the number and/or the duration of interactions between people

- Only absolutely necessary participants should physically attend meetings. Consider the number of Members and officers required to be physically present to carry out essential business/be quorate
- Until full easing of the roadmap (Step 4), the meeting should facilitate remote access for the public where possible.
- The venue needs to enable all attendees to maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable), if the Risk Assessment shows this is not possible – hire a larger venue. For any venue, consider:
 - Using screens or barriers to separate people from each other
 - Members to sit side-to-side rather than face-to-face whenever possible
- Keep the meeting as short as possible, consider
 - Only dealing with essential business
 - Standing orders on duration of speaking, right to reply etc.
- For communal areas make sure there is an efficient flow in/out of the venue/Council Chamber for officers and members, ensure any queueing is outside, safe and indoor interactions are limited
- For areas where regular meetings take place, using floor signage to help people maintain social distancing.

2) Controlling the source of the virus and exposure through face coverings

- Face coverings control the source of the virus and provide some protection against exposure to virus particles.
- Members and officers are also strongly encouraged to wear a face covering in enclosed public spaces where social distancing may be difficult and where you come into contact with people you do not normally meet.

3) Reducing small aerosol transmission by effective ventilation

- Ideally the room should be well ventilated. The Council Chamber has very limited ventilation. However, the benefits of the hybrid technology mean that fewer people need to be present in person, and steps have been taken to advise members to use their substitute options where possible to ensure as many members in the room have received their vaccination. This decision is up to members, and was agreed by the group leaders.
- Guidance is available from: <https://www.gov.uk/government/publications/covid-19-ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus/ventilation-of-indoor-spaces-to-stop-the-spread-of-coronavirus-covid-19>

4) Reducing transmission from hands and surface

- Avoid transmission during meetings, for example avoiding sharing pens, documents and other objects.
- Good hand hygiene thorough hand washing and provision of hand sanitiser both in the venue and the meeting room itself for officers and Members (and public after 21st June).
- Frequent, focused cleaning of high hand-touch surfaces at venue including communal areas and items such as microphones/electronic voting system.
- Follow the HSE deep and periodic [cleaning guidance](#) for workplaces and gov.uk advice on cleaning after a confirmed case. If the Council Chamber/meeting room is currently used by an alternative service, contingency plans should be in place to ensure there is sufficient time for cleaning if there is a confirmed case identified just before the day of the meeting.
- Cleaning after somebody with symptoms/confirmed coronavirus – if the Council Chamber/Venue has had some one with symptoms/confirmed coronavirus in it in the day prior to the meeting day – the expectation is that it will be cleaned according to this guidance <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>.

5) High adherence to testing and self-solation

- It is recommended that staff, members and any members of the public who choose to attend in person should have two negative rapid tests in the run up to the day of the meeting through options such as [Pharmacy collect](#).
- All attendees should be reminded if they have Covid-19 symptoms or are a contact of someone with confirmed Covid-19 they should not attend the meeting and should remain home to isolate.

6) Support changes in behaviours through clear communication and training

- There are going to be many differences to usual way Council meetings are run for both officers and members and the public. Clear communication and training will be required to help support the necessary changes in behaviour.

Liz Watts, Chief Executive

May 2021

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