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Wednesday 19 July 2023

To: Chairman – Councillor Jose Hales
Vice-Chairman – Councillor Sue Ellington
All Members of the Grants Advisory Committee - Councillors Bill Handley,
Sunita Hansraj and Peter Sandford

Quorum: 3

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell, Bunty Waters,
Dr. Shrobona Bhattacharya, Richard Stobart, Peter McDonald and
Dr. Martin Cahn

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 **Thursday, 27 July 2023 at 10.00 a.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.

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| 5. | Community Chest: Funding Applications | 21 - 40 |
| 6. | Zero Carbon Communities Grant 2023-24 | 41 - 70 |
| 7. | Date of next meeting
To inform the Committee that the next meeting will be held on 24 August 2023 | |

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'.

Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 30 June 2023 at 10.00 a.m.

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

Councillors: Bill Handley Sunita Hansraj
Peter Sandford

Officers in attendance for all or part of the meeting:
Laurence Damary-Homan (Democratic Services Officer), Emma Dyer
(Development Officer [Communities Team]) and Luke Waddington (Climate
and Environment Project Officer)

Councillor John Williams was in attendance

1. Apologies for Absence

There were no Apologies for Absence.

2. Declarations of Interest

With respect to Minute 4, Councillor Bill Handley declared that the community centre applying for the grant was in his ward and that he used the centre but was not a trustee and had no conflict of interest.

With respect to Minute 5, Councillor Jose Hales declared that he was a trustee of the Melbourn Mobile Warden Scheme and declared a pecuniary interest as his partner was employed by the scheme. Councillor Hales declared that he would withdraw from the Committee for the discussion of the item. The same declaration applied to the part of Minute 6 that was relevant to the Melbourn Mobile Warden Scheme.

3. Minutes of Previous Meeting

By affirmation, the Committee authorised the Chair to sign the Minutes of the meeting held on 26 May 2023 as a correct record.

4. Electric Vehicle Charging Point Grant: Funding Applications

The Committee was asked to consider the application to the Electric Vehicle Charge Point Fund 2023/24 from the Over Community Centre (reference XMQWGLVX).

The Climate & Environment Project Officer presented the report and informed Members that the title listed in Appendix A was incorrect but all other information listed in the appendix related to the application in question.

Following discussion regarding solar panels on the Community Centre and mitigation methods to prevent overstaying at the charge point, the Committee expressed support for the application.

By affirmation, the Committee **recommended** that the Lead Cabinet Member for Resources approve the application from the Over Community Centre (reference XMQWGLVX) to the Electric Vehicle Charge Point Fund and award the full amount of funding requested in Appendix A of the report (£5000).

5. Harston & District Village Warden Trust - Status Update

Councillor Jose Hales offered a brief update on the proposal which did not conflict with his declaration of interest.

Cllr Jose Hales withdrew from the Committee, in line with his Declaration of Interest. Councillor Sue Ellington assumed the role of Chair

The Development Officer (Communities Team) presented the report and furthered the comments provided by Councillor Hales. The Committee felt that the recommendation was a straightforward, operational matter and that it was a good conclusion to the situation.

By affirmation, the Committee **recommended** that the Lead Cabinet Member for Resource allocate all remaining unspent funds from the Harston & District Village Warden Trust (HVWT) to the Melbourn Mobile Warden Scheme (MMWS) to provide continued support until March 2024.

Councillor Jose Hales returned to the Committee

6. Care Together Seed Funding for Mobile Warden Schemes

The Development Officer (Communities Team) presented the report.

Councillor Jose Hales withdrew from the Committee for the discussion of the second part of the recommendation (allocation of funds to the Melbourn Mobile Warden Scheme)

The Committee discussed the recommendation to allocate £7,500 to the MMWS for the purposes of taking over the management of the HVWT. The Members discussed the purpose of the funding and it was clarified that it was to be provided through a one-off payment.

The Committee supported the proposal and, by affirmation, **recommended** that the Lead Cabinet Member for Resources allocate £7,500 of the £28,500 Care Together Seed Funding to the Melbourn Mobile Warden Scheme.

Councillor Jose Hales returned to the Committee

The Committee discussed the promotion options available and concluded that a localised approach would likely be most effective. Members discussed the needs of the various funded schemes in the district and stated that some schemes may have requirements for more than £2,000 of funding whilst others may not have the need for the full £2,000. The Committee agreed that consultation with the schemes to establish their needs would be useful in informing an approach that would ensure that the funding would be allocated in the most effective way. It was also suggested that it would be beneficial to hold consultations with Cambridgeshire County Council on how the Care Together Seed Funding could be used most effectively.

The Committee agreed, by affirmation, to **defer** the decision in order to gather further information from consultations and legal advisors.

7. **Mobile Warden Scheme Grants - End of Year Progress Report 22/23**

The Development Officer (Communities Team) presented the report. Members made comment regarding:

- Schemes running in deficit and the need to assess how to manage this
- The need to promote schemes and increase the number of service users
- Working with Cambridgeshire County Council on how to best fund and manage the schemes

The Lead Cabinet Member for Resources (Councillor John Williams) and Lead Cabinet Member for Communities (Councillor Bill Handley) stated that the approach to the management of Mobile Warden Schemes would be taken away and discussed with Cambridgeshire County Council, with a decision to be made by September in advance of the budget.

The Committee commended the work of Mobile Warden Schemes and **noted** the report.

8. **Service Support Grants: End of Year Progress Report 22/23**

The Development Officer (Communities Team) presented the report. The Committee thanked the Development Officer for the report and commended the successes of the Service Support Grants.

The Committee **noted** the report.

9. **Community Chest: Funding Applications**

The Development Officer (Communities Team) presented the report and informed Members that the application from the Melbourn County Primary School Parents Teachers and Friends Association (FXMVHNL) had been withdrawn. The Committee reviewed applications to the Community Chest Grant funding scheme received between 6 May 2023 to 6 June 2023.

After consideration of the applications, the Committee **recommended** to the Lead Cabinet Member for Resources that the application from:

- Cambridge Open Art Exhibition (TCQSHLPT) be approved and funded at the full amount requested of £1,880.09
- The Papworth Team Ministry (XNRGJBBD)
- Great Chishill Windmill Trust CIO (MXXWLFWB) be approved and funded at the full amount requested of £2,000
- Melbourn Dynamos Football Club (WLHRBQLX) be approved and funded at the full amount request of £2,000
- Cottenham United Colts FC (SXMWXKDN) be approved and funded at the full amount requested of £2,000
- Madingley Parish Council (XNSLMRPP) be rejected as the Committee felt that it was uncertain if the management of drainage was the responsibility of the Parish Council or the leaseholder, the University of Cambridge, and that it was not appropriate to fund the proposal via the Community Chest. The Committee suggested that an application from the Parish Council for new play equipment would likely be more appropriate.
- Fowlmere Community Led Plan (NWVFGJMM) be approved and funded at the full

amount of £2,000

10. Date of next meeting

The Chair stated that the next meeting would be held on Thursday 27 July 2023.

The Meeting ended at 11.20 a.m.

Agenda Item 4



REPORT TO: Grants Advisory Committee

27/07/2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell

Care Together Seed Funding for Mobile and Community Warden Schemes

Executive Summary

1. On 30 June 2023 the Grants Advisory Committee reviewed the Care Together Seed Funding proposal for Mobile Warden Schemes as detailed in [agenda item 6](#) of the meeting reports pack.
2. A decision was made to accept the recommendation of the Grants Advisory Committee to administer a direct grant of £7,500 to Melbourn Mobile Warden Scheme (MMWS) for taking over the management of the Harston & District Village Warden Trust (HVWT).
3. The decision to administer the remaining £21,000 through a one-off grant scheme was deferred, pending the creation of alternative options to increase awareness of the schemes and promote the services offered, the aim being to increase numbers of service users and ensure the continuation of face-to-face visits at a reasonable cost.
4. Following discussion with Cambridgeshire County Council where alternative options were explored, Grants Advisory Committee (GAC) is asked to make a recommendation to the Lead Member for Resources for the funding to be used as originally proposed at the June 2023 GAC through the administration a one-off grant fund for Mobile Warden Schemes in South Cambridgeshire.
5. The purpose behind the funding from Cambridgeshire County Council is to enable individual schemes to seek innovative ways to promote and expand their service at a very local level and the criteria for the funding has been adapted with this in mind.
6. Officers at this Council (and in the Care Together team) will continue to play a role in promoting and supporting schemes (with training opportunities, for example) and, where appropriate, will facilitate opportunities for district-wide promotion and discussion with other potential funders of the schemes.

Key Decision

7. No. This is not a key decision because it relates to external funding and does not impact on the expenditure within the 2023-2024 budget for this Council.

Recommendations

8. It is recommended that the Grants Advisory Committee makes a recommendation to the Lead Member for Resources to approve the allocation of £21,000 of Care Together Seed Funding, in accordance with the grant funding agreement in place with Cambridgeshire County Council, to create of a one-off grant scheme administered by SCDC, with adapted criteria as proposed in **Appendix A**.

Reasons for Recommendations

9. This funding, known as 'Seed Funding', is part of Cambridgeshire County Council's Care Together Programme, which was approved by the Adult Social Care Community Board on 6 April 2023. Its key objective is to support older adults to live independently in their own homes for longer.
10. Following the June meeting of Grants Advisory Committee, officers met with the lead officer for the Cambridgeshire County Council Care Together team. Alternative options for the use of the £21,000 funding were discussed, including an option to co-ordinate promotion centrally without the need to run a grant scheme. Since Cambridgeshire County Council intends this particular fund to reach individual organisations and for them to seek innovative ways to promote their schemes, it was agreed to return to Grants Advisory committee with a recommendation to run the grant scheme as proposed but with some amendments to the criteria to provide examples of alternative methods of promotion. For example, the option to fund wardens to hold a number of outreach sessions and coffee mornings to attract potential clients.
11. SCDC officers are already working to update flyers for the promotion of all Community Warden Schemes, and to increase promotion to those organisations with a direct link to elderly people. For example, the Council's Service Support Grant recipients, Community transport schemes, Social Prescribers, GP's, Primary Care Networks, the Home Improvement Agency, as well as through the Council's visiting support team, lifeline service and the sheltered housing team. An online toolkit for the setting up of new schemes is also currently being developed.
12. The Council is also currently working with an independent organisation to evaluate the social value and costs that could be avoided in other parts of the health and social care system by providing Mobile Warden Schemes. Results of this evaluation will hopefully also provide further insights on how schemes can increase numbers of service users.
13. SCDC officers will be able to attend any Warden-led sessions that are funded through the grant, as well as provide pre-application advice.

14. Enabling older and/or vulnerable people to have greater access to a local warden scheme is a key priority of this Council's Business Plan 2019-2024. This priority is aligned to the predicted high growth in the over 65-year-old population over the next 20 years. It recognises that with age comes increased risk of deteriorating physical and mental health, including feelings of loneliness and isolation, as well as a desire on the part of the majority of older people to live independently in their own homes.
15. To provide this financial support would help Cambridgeshire County Council and SCDC align to two of the priorities outlined by the Integrated Care System Health Strategy published in December 2022:
- Creating an environment to give people the opportunities to be as healthy as they can be
 - Promoting early intervention and prevention measures to improve mental health and wellbeing.
16. Almost all Mobile and Community Warden Schemes have felt an impact on client numbers following the Covid pandemic and as a result of the current cost of living crisis. This has, in many cases, adversely affected their finances. Additional funding of this nature would help to ensure the sustainability of the schemes at a reasonable cost to the client.

Details

General

17. Mobile Warden Schemes were developed in recognition that there was a need to provide a service to support and take care of older, more vulnerable members of society. Schemes within some parishes of South Cambridgeshire have been in existence for over 20 years.
18. Currently there are 19 funded schemes covering 50 parishes across the district; 13 are run by Age UK and 6 are independent community schemes (5 are charities and 1 is run by the Parish Council). Some schemes operate to support one parish whereas others provide support to multiple parishes.
19. As has been the case when SCDC has allocated its own Mobile Warden Scheme grants, it is recommended that grant awards take the following into account:
- The amount of grant funding requested.
 - The fees charged to the client.
 - The number of clients supported in the previous year.
 - Income and expenditure for the previous year.
 - The financial position of the scheme.
20. Proposed Timeline for grant scheme is as follows:
- Scheme launch and applications open - 7 August 2023
 - Application deadline - 5pm, 31 August 2023
 - Applications reviewed by officers and recommendations brought to September GAC (see draft application/criteria in Appendix A)

- Grants paid – as soon as possible after 7 October 2023
- Schemes have from October 2023 to 31 April 2024 to spend their grant
- End of Project Reports to be received by the end of June 2024

21. The proposed grant fund, as administered by SCDC, is detailed in **Appendix A**. Applicants can bid for up to £2,000 but will need to demonstrate a genuine need for funding and an intention to expand and promote.

22. Any unspent funds will be returned to Cambridgeshire County Council's Care Together team.

Options

23. The GAC may:

- agree to recommend to the Lead Cabinet Member for Resources, the allocation of £21,000 of Cambridgeshire County Council Care Together Seed Funding through a one-off grant scheme administered by SCDC, with updated criteria as proposed in **Appendix A**.
- agree to recommend to the Lead Cabinet Member for Resources, the allocation of £21,000 of Cambridgeshire County Council Care Together Seed Funding as presented, with alterations to the criteria at **Appendix A**, to be specified.
- Defer a decision if further information is required
- Reject the proposal and not recommend it to the Lead Cabinet Member for Resources, stating the reason for this.

Implications

24. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Legal

25. An agreement is in place with Cambridgeshire County Council for the management of the total £28,500 fund (£7,500 of which was allocated at the June GAC meeting and is subject to a grant agreement). Agreements will be put in place with all grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Alignment with Council Priority Areas

A modern and caring Council

Ensure that South Cambridgeshire continues to offer an outstanding quality of life for our residents: the grant programmes promote a good quality of life for all residents, assisting directly or indirectly through voluntary organisations schemes which help overcome the challenges faced by residents imposed by age, infirmity, disability, low income or rurality.

Appendices

Appendix A: Care Together Seed Fund criteria

Report Author:

Emma Dyer - Development Officer

emma.dyer@scambs.gov.uk

01954 713344

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Care Together Seed Fund for Mobile and Community Warden Schemes in South Cambridgeshire: a one-off fund for 2023-24

Criteria and guidance notes

Summary

The Care Together Seed Fund uses funds provided by Cambridgeshire County Council to assist with the increasing costs and expansion of Community Warden Schemes in South Cambridgeshire. This one-off grant scheme is separate from the existing Mobile Warden Scheme grants provided by South Cambridgeshire District Council (SCDC).

Applications invited from	Parish councils and community groups (see full list of eligibility criteria below)
Total available	£21,000
Max grant	£2,000
Grant scheme open	7 August 2023
Application deadline	5pm 31 August 2023
Allocation of funding decided	End of September 2023
Grants paid	October 2023

All eligible grant applications will be reviewed by the SCDC Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Resources for decision.

Objectives:

- To increase awareness of, and promote the services offered by, Community Warden Schemes.
- To enable continued availability of face-to-face visits at a reasonable cost to the service user.

Examples of what can be funded:

Community Warden Schemes are run independently of the County and District Councils and will have different funding needs. For example, a scheme may have already carried out a promotional campaign but could instead apply for additional warden hours or provide a number of free introductory taster sessions. Below is a list of examples applicants could consider. Please note, this is not an exhaustive list:

- Providing free taster sessions or reduced fees for new clients for a limited introductory period.
- Producing promotional material to be distributed to every household in the villages covered by the mobile warden scheme.
- Funding additional warden hours, or for the employment of additional wardens to serve additional clients.
- Funding additional warden hours to run a series of coffee mornings or drop-in sessions to promote the service to new clients.
- Working with stakeholders such as the Council's [Visiting Support service](#), GP's, social prescribers, hospitals and family members to increase the number of referrals.
- Working with volunteers at local Hub venues to promote the service available to potential clients and their families.

Full list of eligibility criteria

Applicants must provide evidence that they:

- are set up for charitable (not-for-profit), benevolent or philanthropic purposes.
- decide policy and overall management practice through a committee of elected, unpaid volunteers (a management committee or board of trustees).
- have a written constitution or mission statement.
- meet relevant legal responsibilities, including those of an employer, and adopt, implement and monitor good employment practices, including having relevant insurances to cover operations.
- research and meet the needs of South Cambridgeshire residents and are open to all eligible users as defined by the constitution or rules.
- have systems and structures in place to manage their affairs efficiently, hold regular meetings to plan and monitor activities, keep minutes and circulate information to group members.
- involve users and members in policy-making and management, where appropriate.
- recruit and support volunteers in line with a volunteers policy, where appropriate.
- adopt appropriate child and vulnerable adult protection, health and safety and Disclosure and Barring Scheme (DBS) checking policies.
- prepare budgets, keep relevant financial records (adhere to Making Tax Digital if relevant), monitor income and expenditure at least quarterly and prepare proper accounts. If part of a national or regional organisation, please only provide information relating to your branch.
- demonstrate a *need* for financial help. You will be asked for details of your policy on unrestricted reserves, based on Charity Commission guidelines.
- have a 'business' bank account.
- charge service users at an appropriate rate in line with other local services, where applicable. SCDC will not subsidise projects that are deemed to be under or over-charging clients.

Applications will be accepted from individual organisations and from consortia, where one lead agency has been identified. For consortium applications, details must be given throughout of all partners involved and how grant funding will be allocated. The lead agency must consider funds held on behalf of partners as 'restricted'.

How much can be applied for?

The upper limit on grant funding is £2,000. However, please be mindful that funding is limited, and applications should reflect your organisation's genuine need for funding and your intention to promote and expand.

How will the grant be paid?

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant.

What we fund

We can support the following revenue costs:

- Salaries of project workers and wardens where there is an identified and evidenced need.
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project.
- Reasonable expenses of project staff and volunteers.

- Marketing and publicity for the project.
- Equipment.
- Capital costs.
- Engagement activities.

We cannot pay for the following:

- Activities, events or services which have *already taken place*, including staff development time.
- Activities that generate profits for private gain.
- Loan repayments.

What are the conditions of funding?

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

- Only one application per organisation will be accepted. If in doubt, applicants should seek advice before making their application as changes cannot be made after the closing date for the scheme.
- A clear description of how this funding will be spent must be included, for example for increased promotion, or warden hours, or for the employment of additional wardens.
- Funding must only be used for the agreed purpose and must be spent within 6-months of the award being made (except where exceptional circumstances apply and an extension is agreed with the grants officer in writing).
- Any requests to amend the Project or to use the Grant for other purposes, will need to be agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by Cambridgeshire County Council in partnership with South Cambridgeshire District Council. Logos will be provided.
- Any unused grant must be returned to South Cambridgeshire District Council.
- Organisations in receipt of funding will need to submit monitoring information, details of which will appear in accompanying funding agreements and grant paperwork. Lead agencies in consortium applications will be responsible for monitoring project and financial information on behalf of partners.

Where appropriate, applicants are encouraged to seek part-funding from other sources. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value. We ask that you demonstrate your commitment to the financial sustainability of the scheme.

South Cambridgeshire District Council endeavours to put in place joint funding agreements and monitoring processes with other relevant funders where this is of benefit to the funded organisation.

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- A quote for the project
- Equal opportunities policy
- Health and safety policy
- Policy for the protection of the environment

- Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures and your policy on appropriate training for wardens.

For further information please contact:

Contact details: emma.dyer@scambbs.gov.uk or 01954 713344

Guidance Note A - Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

Guidance Note B – About your organisation

1. **Is your organisation a charity?** Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

2. **Does your organisation or project have a website?** Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

3. **Is your organisation affiliated to another body?** Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

4. **When was your organisation set up?**

5. **What was your organisation set up to do? Please give details of your main aims and objectives and any criteria which clients have to meet.**

6. **How many people are involved in running your organisation?**

- Committee / Board Members-
- Other Volunteers-
- Paid Staff-

7. **Do you know how many hours your volunteers (excluding board members) gave last year to deliver the service relevant to this application? If yes, please state how many.**

8. **Please state the geographical area/s covered by this application? Please see Guidance Notes for information.**

9. **What is the highest and lowest number of people you have had directly benefitting from the scheme at any one time during the last year?**

10. **How many organisations and / or individuals indirectly benefited from these activities last year (if relevant)? (Not including committee members and volunteers).**

11. **What were the outcomes of your activities? Please use case studies to demonstrate the impact.**

12. **Please explain your charges / charging structure.**

Guidance Note C - About your proposal

13. What project / activity are you applying for funding for?

14. Over what timescales will the project / activity take place? Please include the date when your project is likely to be undertaken/started. Funding must be spent within 6 months of the award being made (unless otherwise agreed in writing)

15. How will your project/activity increase awareness and promote the service offered to potential clients / family / referring agencies?

16. How will your project/activity help to ensure continued availability of face-to-face visits for service users at a reasonable cost?

17. What additional value do you think your project provides?

Please provide details of any co-benefits, expected or otherwise, resulting from your project

18. How will you monitor your progress? Please give details of the individual activities you / partners plan to undertake and the impact this will have.

Activity (Describe what your organisation will do)	Impact / Outcome (What difference will this make for your target group?)
1.	
2.	
3.	
4.	
5.	

19. Please describe your plans for continuing the funded work after this funding finishes

20. Does your organisation have appropriate insurance in place for your project? Please answer Yes/No. If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

Guidance Note D - Financing your project

21. Please give a breakdown of total project costs.

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole project cost and not just the amount you are asking for funding for. Where applicable, please upload quotes. If you do not provide accurate information, this may jeopardise your application's success.

Item / Activity	Cost (£)

22. Please state the amount of funding requested within this grant application.

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

23. What funds do you have / have you raised or applied for so far for this project?

Where from?	Amount (£)	Is this confirmed? If not, when will you know?

Please note, if you do not provide accurate information, this may jeopardise your application's success.

24. Please provide the following information about the finances of your organisation.

Details	(£) or (dd/mm/yyyy)
Date of financial year end	
Total income in last financial year	
Total expenditure in last financial year	
Current unrestricted reserves or savings	
Current restricted reserves or savings	

25. Where does your organisation get its funding from?

Funder (include client fees)	Amount (£)

26. If there is a shortfall in funding, what steps will you take to overcome this? We encourage you to approach other funding bodies for part-funding. The SCDC grants officer can offer advice on sources of funding. Applications with part-funding in place will be looked upon favourably.

27. Please give details of your organisation's policy on reserves.

Organisations with high unrestricted reserves based on charity commission recommendations will not be prioritised for funding.

Guidance Note E - Checklist

28. All applicants must submit, or have submitted within the last year, the following information – documents in **bold** are required for this funding scheme. Assessment of applications may be delayed if relevant documents are not submitted. 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@cambridgecvs.org.uk

Documentation	Enclosed	Previously submitted	To follow	Not applicable
1. Aims and objectives of your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Programme of activities (if appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Report of activities for the last year (your annual report).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Most recent annual accounts, audited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Budget for this financial year with revisions for actual figures to date, including opening and closing balances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Budget for the next financial year, including projected spend for your whole organisation, opening and closing balances and what you are applying for in this application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Constitution or set of rules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. List of your committee members or trustees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Equal opportunities policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Health and safety policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Policy for the protection of the environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Child and vulnerable adult policy, including details of your DBS checking and safer recruitment procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Safeguarding training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. First Aid training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Volunteers policy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Comments or complaints procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Evidence of a business account with at least 2 cheque signatories.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Quotes for any equipment or services you intend to fund through this grant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Any recent publications or leaflets about your organisation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Any other material you feel would support your application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Report to:	Grants Advisory Committee	27 July 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 6 June 2023 to 7 July 2023 for the Community Chest Grant funding scheme.

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 for Finance regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant 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) Reviewing the Council's grants schemes to ensure they reflect Council priorities.
 - b) Designing any new or revised grants schemes, including consideration of criteria and guidance applicable in respect of each scheme.
 - c) Considering applications made under the Council's grants schemes.

Details

5. 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. Applicants may apply for up to £2,000 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)
 - Costs involved with the creation of a Community-Led Plan (not the resulting projects)
 - Enhance the natural environment / result in a sustainable increase in local biodiversity
 - Provide a benefit to those affected by the cost-of-living crisis

In accordance with the criteria, Parish Councils of any size can apply for biodiversity grants through this fund

Parish Councils are also eligible to apply if they are using funds to deliver community engagement for the creation of a Community-Led Plan.

Parish Councils are also eligible to apply if they are using funds to provide a benefit to those affected by the cost-of-living crisis.

6. Guidance notes and full eligibility criteria can be found at **Appendix B**.
7. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**.
8. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**.
9. A summary of the applications can be found at **Appendix A** (copies of the applications forms are available from the Communities Team upon request).
10. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000)	31 March 2024	£44,472.48	4	£4,642.24	£39,830.24
Biodiversity (£10,000)	31 March 2024	£10,000	1	£329.71	£9,670.29
Community-Led Plans (£45,780)	October 2023	£43,780	0	0	£43,780
Cost-Of Living (£18,468.08)	31 March 2024	£18,468.08	0	0	£18,468.08
Total	-	£116,720.56	5	£4,971.95	£111,748.61

Options

11. 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 for Finance 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

12. There are no significant implications

Consultation responses

13. Wherever possible, local members have been consulted on applications that directly affect their local area.

Alignment with Council Priority Areas

14. 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:

Emma Dyer –Development Officer

e-mail: emma.dyer@scambs.gov.uk

Telephone: (01954) 713344

Appendix A

Reference	FKMCBWSZ	Community Chest Grant		
Name of Organisation	Bar Hill Village Hall			
Organisation Type	Charity 1002579			
CCVS Registered	No			
Parish	Bar Hill			
Landowner	A charity owns or has a long term lease on the venue			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Floor will be linoleum to keep costs down			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Cllr Bunty Waters			
Parish Council Support – does the PC support this project in principle	Yes			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No – states they will ask for support			
Officer Summary	-			
<p>Bar Hill Village Hall has been running since 1978 and currently has five Trustees. The Hall is available for hire by the inhabitants of the Parish of Bar Hill and surrounding areas for meetings, lectures, classes and other forms of recreation and leisure-time activities with the object of improving the conditions of life for the said inhabitants. Examples include dance and keep fit classes, karate and judo, children's activities, bingo, live music events and private parties.</p> <p>The Trustees would like to replace the existing vinyl hall floor with a new vinyl floor. As can be seen in the photo, the current floor is 'bubbling' up in several places and poses a health & safety risk.</p> <p>Total costs to uplift and remove the existing floor, screed and supply and lay a new vinyl floor are £8,883.18 + VAT. £2,000 has been requested from the Community Chest.</p>  <p>The Parish Council will be contacted to see if they can provide part funding. The trustees also work closely with Cambridgeshire ACRE to search for other funding. As it stands, the Village Hall are able to meet the shortfall from their reserves should additional funding not be possible.</p> <p>Although wood flooring for a sustainable source was considered, it was found to be cost prohibitive.</p> <p>Parish Council:</p>				

It was resolved at the Full Council meeting on 15 June 2023 (FC154.23) for Bar Hill Parish Council to support the Bar Hill Village Hall Management Committee's SCDC Community Chest application

Cllr Bunty Waters:

Thank you for the opportunity to support this excellent application by the Bar Hill Village Hall Management Committee for their proposal to replace the flooring to the Village Hall. This Hall is and has been extremely well used and enjoyed by a large variety of people, taking bookings, including from villages, companies, Councils etc. It is of a good size and can accommodate many people, recently a booking by the Duke of Edinburgh Awards, a ceremony which required a good space to accommodate many people and equipment. However, over the years it has taken high usage and now deserves and needs to be replaced to be able to continue with events. I fully endorse this application and feel the grant applied for will be very well used in the replacement flooring.

Total Project Cost:	£8,883.18 + VAT	Total Applied For:	£2,000
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Reference	GRLQHMPMG	Community Chest Grant		
Name of Organisation	The Well-brahams			
Organisation Type	Community Group			
CCVS Registered	Yes			
Parish	Great and Little Wilbraham			
Landowner	Great Wilbraham Memorial Hall			
Project Type	Start-up costs			
Green option considered?	Yes-requesting participants to walk or cycle to the venue, we will provide recycled plates and cups at lunchtime.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Graham Cone and Carla Hofman			
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- £200 from Little Wilbraham Parish Council			
Officer Summary	-			
<p>The Well-brahams (https://thewell-brahams.weebly.com) who are based in Great and Little Wilbraham and Six Mile Bottom, formed 10 years ago as a group of volunteers who attended Mental Health First Aid training in the village. Since then, they have worked to reduce the discrimination around mental ill-health by providing information and education, also to give</p>				

support to people and their carers experiencing mental ill health. One of the principles of the Well-brahams is that all their initiatives are provided free to ensure equal access for all. Currently the group has 10 members. Examples of their work have included providing:

- educational evenings inviting experts to talk about dementia, antidepressants, optimal nutrition, rewilding etc.
- a youth group in the village for two years, stopped because of lockdown.
- a group of volunteers maintaining the village orchard.
- Carrying out bulb bombing days, planting throughout the village.
- Warm Mornings, coffee and cake throughout last winter.
- Five sports days for village children last year, alongside Creative Mindfulness.

According to the Young Minds website "1 in 6 children were identified as having a mental health problem in 2020" and only "1 in 3 children with a diagnosed mental health condition get access to NHS care and treatment".

The group would therefore like to deliver three days of multisport activities combined with integrated sessions of creative mindfulness during the school summer holidays. These days are specifically designed for children aged four to 11 and not only support physical wellbeing but also mental and emotional wellbeing. They also offer a safe space to experience a variety of sports and mindful communal activities as well as essential tools for leading a healthier happier life.

The two specialist facilitators are fully trained and DBS checked. Helpers will be volunteers from the Well-brahams who are also DBS checked. The sessions will take place on the recreation ground of Great Wilbraham and in the adjacent sports club (permission has been granted) and will be open to residents of Great & Little Wilbraham and Six Mile Bottom and the surrounding parishes.

Total costs are £1,500 and £1,300 has been requested from the Community Chest:

- Qualified Sports Trainer-£350 (Per Day)
- Qualified Mindfulness Practitioner- £150 (Per Day)

Little Wilbraham Parish Council are contributing the remaining £200. Great Wilbraham Parish Council were contacted but they suggested an application was made to the Community Chest instead.

Publicity will be through the school mailing list, Facebook, the Well-Brahams and Wilbraham websites and posters around the villages.

Cllr Graham Cone:

I am happy to support this application this group does a huge amount of good work in the village.

Cllr Carla Hofman:

Yes I support it.

Total Project Cost:	£1,500	Total Applied For:	£1,300
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Appendix A

Reference	KBMBWFCQ	Community Chest Grant		
Name of Organisation	Cottenham Community Centre			
Organisation Type	Charity-1128604			
CCVS Registered	No			
Parish	Cottenham			
Landowner	own or have a long-term lease on the venue			
Project Type	Materials			
Green option considered?	All group members regularly walk or cycle to the Community Centre.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	No	Mission Statement	Yes
District Councillor Support	Cllrs Annika Osbourn and Eileen Wilson			
Parish Council Support – does the PC support this project in principle	Have not asked			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	This information has not been provided			
Officer Summary	-			
<p>Cottenham Community Centre (www.cottenhamcc.org) is centrally located within Cottenham has been in existence since 2009. The building is well used by a wide cross-section of the community touching all age groups; perhaps 300-plus individuals during a typical week. It includes a Community Coffee Shop (open 6 days each week), a hall and dance studio which are well used by a range of community groups and for activities and events which the committee organise and promote.</p> <p>The Cottenham Knitting Group is one of the local groups which meets regularly in the community centre and is regularly attended by 15 members. Although currently comprising only older ladies, it is open to and is welcoming to all members of the local community who might wish to join them. Members are very productive in making items for various charities and individuals in need, locally and beyond. Examples of the type of items knitted by the group are hats, mittens and bags for babies supplied to The Rosie Hospital and beyond, similar items for children supplied to Operation Christmas Child (Samaritan's Purse) and cat blankets for Wood Green Pets Charity. The nit and natter sessions also provide much needed social benefits.</p> <p>Since re-opening after COVID, The Community Centre have asked members to make a small donation to cover the cost of heat and light for these sessions – this is £1.50 per weekly session, although they are happy to waive this for those that might find this a problem; Members pay no annual subscription. In the past, members have provided their own wool and materials or the Community Centre have helped them to obtain funds from elsewhere.</p> <p>However, due to significant increases to costs of materials and the general cost of living pressures, the group are no longer able to fund these materials themselves. The materials</p>				

required are mostly knitting wool and also postage and packing costs for distributing the finished items.

The costs of materials required to be funded for this group are around £250 per year. Fen Edge Community Association provided £200 in October 2022, but this funding is mostly exhausted, expecting to be fully spent during July or August 2023. Therefore, a request for the full £250 has been requested from the Community Chest to continue the support to this group for a further year or so.

£2.50 is the cost for one ball of wool - although they get through a lot. For their donated items, they pay £1.75 for packaging and £3.95 for postage although this covers a bundle of items, between 10 and 50, depending on the size of the items.

All group members regularly walk or cycle to the Community Centre.

Cllr Eileen Wilson:

I am very pleased to support this application. The knit and natter group contributes to the prevention of social isolation for those participating. The group also produces knitted items that benefit the wider community. The group is also open to other members who wish to join. In addition to this, the Cottenham Community Centre is a valued meeting place that is mainly staffed by volunteers. It provides a welcoming and friendly venue for all members of the community.

Cllr Annika Osborne:

I echo Eileen's comments and am also happy to support this as it benefits our community.

Total Project Cost:	£250	Total Applied For:	£250
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Reference	ZFPZXJJN	Community Chest Grant	
Name of Organisation	EDGE Community Youth Club		
Organisation Type	Community Group		
CCVS Registered	No		
Parish	Comberton		
Landowner	own or have a long term lease on the venue		
Project Type	Materials		
Green option considered?	Yes- recycled materials will be used where appropriate, and. Single use plastics avoided where possible		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes- Cllrs Michael Atkins and Ariel Cahn		
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- £3,750
Officer Summary	-
<p>EDGE is a youth club open to all young people from year 7 to Year 13 and seeks to provide a safe place for young people to meet, to take part in activities together and to find support. Most children come along after attending the local secondary school and although the majority live in Comberton some live in the villages of Eversden, Hardwick and Caldecote. The group was formed in 2017 and currently hosts an average of over 50 young people each week. There is no charge for this club. Activities on offer include board games, video games, pool, table tennis, basketball and weekly craft activities.</p> <p>The Club is advertised locally through the Village magazine, through social media and within the local Village College - including mailings home to parents. Visits are made to local primary schools in the summer term to invite the year 6 pupils to EDGE for the final half-term of the summer. This has proved a very successful strategy with around half of the potential year 6s coming that half term with a significant number of these children continuing to come in September.</p> <p>The Parish Council funds three sessional youth workers at a cost of £3,750 and Comberton Baptist Church provides two additional adult volunteers.</p> <p>The Club would like to enhance their craft provision. The craft area at EDGE provides a space for young people to explore their creativity and learn new skills. It particularly assists young people struggling with anxiety and Social, Emotional and Mental Health issues to engage with adults and other young people. It provides a focused activity allowing them the opportunity to talk and to grow in confidence. For some of the young people, the craft table is their only engagement at EDGE and they remain there for the whole two hours. A youth worker runs the table for the whole session, helping with the crafts and engaging them in conversation.</p> <p>Total project costs are £1092.24 for a variety of different art/craft materials, and all is being requested from the Community Chest.</p> <p>Recycled materials will be used where appropriate, and any leftover materials will be stored to be used at a future date rather than thrown away. Single use plastics are avoided where possible and many of the crafts will include natural options - for example the use of natural products in the lip balm, soy wax rather than a paraffin-based wax for the candles, wood and glass. The aim is to provide quality crafts that are functional so that young people are more inclined to keep and use them rather than thrown them away.</p> <p>Cllr Ariel Cahn: <i>Having looked at your request and into EDGE a little, I can confidently say that I fully support your community chest application for funding. For young people, a space such as the one EDGE provides is worth its (metaphorical) weight in gold, and I am very happy to see that Comberton Baptist Church seems to feel the same. I wish you many long years of further success in this venture, and once more reiterate my firm and full support.</i></p> <p>Cllr Michael Atkins: <i>Likewise, very happy to support!</i></p>	

Appendix A

Total Project Cost:	£1,092.24	Total Applied For:	£1,092.24
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Biodiversity Application

Reference	ZBJPCSSH			Community Chest Grant
Name of Organisation	Swavesey Parish Council			
Organisation Type	Parish Council			
CCVS Registered	No			
Parish	Swavesey			
Landowner	Parish Council			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes- Biodiversity Project			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes- Cllr Sue Ellington			
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	-			

Swavesey Parish Council currently has 11 members.

Members would like to create a community garden for residents- to be located at the 1970's Carters Way/Priory Avenue housing site of 98 dwellings. This is currently an empty area of public open space, completely devoid of any planting- with a large tarmac rectangular area surrounded by the brick walls of properties backing onto it. Three passageways lead to/from the area, but it is rarely used due to its uninspiring condition and lack of facilities.



The proposal is to provide five large, raised planting beds in which to plant drought tolerant species, to create a community garden and to encourage insects and pollinators back into the area. It is also hoped that this will create a welcoming, useful, and pleasant community space for all local residents to benefit from. Free herbs will be available for anyone to use

Around the raised planting beds, on the existing tarmac surface, painted games for younger children will be provided, similar to those often found in primary school playgrounds. This will provide a play space for local children surrounded by planting, which could also encourage young children to connect with the garden aspect of the area. A few of the surrounding walls will also be painted with murals, to help brighten the space. A local artist has offered to do the painting, with only the cost of the paint to be funded.

As the area does not have a water supply, careful consideration will be given to the type of soil provided in the raised beds and type and species of plants. Plants will be drought tolerant, to survive the changing climate and maintenance regime. 98 leaflets have been delivered to local residents and comments received have shown they are very much in support of the project- they have also agreed to help water and maintain the planted areas.

Advice on planting has been sought from a local gardener and from <https://www.rhs.org.uk/plants/for-places/sandy-soils>. The local Biodiversity and Sustainability Community Group are also involved in the project and would be able to use this new area for biodiversity and community activities. It will hopefully also encourage further village groups to use the site e.g., for fetes, workshops, etc.

Total project costs are £1,770.08 and Community Chest grant funding has been requested for the raised herb garden area and towards plants for the other raised beds:

- Pine sleepers x12-£219.00
- 3m 4" Fence post cut to 60cm height-£10.71
- Herbs (Large plants to establish this year, plus seeds for next season's planting-Mix of Rosemary, Thyme, Sage, Buddleia, Choisya, Lavandula, Verbena, Bonariensis, Geranium Rozanne-£100.00
- Pine sleepers 2.4m long 100 x 200mm- £876.00
- 3m 4" fence post Cut to 40cm height x 4 £42.84
- Timber screws pk 50 x 2-£20.90
- Joining plate to fix together sleepers pk 10 x 2- £10.00
- Damp proofing black membrane 3x4m pack x 7-£58.24
- Playground paint £50 / 5l tin 3 colours + sample tins for others-£200
- Litter Bin (Glasdon UK Topsy 90L bin)-£194.50
- Delivery-£37.50

The Parish Council are funding the remaining: 1,440.08

It is hoped that many of the plants will be donated. The raised beds will be filled with soil which has been dug out when creating a wildlife pond in the community orchard. As this is re-using soil from within the village, so no cost involved and no transport costs (volunteers are helping to move the soil).

Siobhan Mellon (Development Officer, Climate & Environment):

This project would support pollinating insects, but this aspect of the project is pretty marginal. If funding is to come from the Biodiversity pot I would like a clear commitment from the applicant to take into account the needs of pollinator insects in deciding plant species. This is almost there in the application, but not explicit.

John Cornell (Natural Environment Team Leader):

This project looks to be quite light on Biodiversity Net Gain and is in the mould of a more community-based ask where general improvements to a village area (kids play area) are enhanced by some planters with pollinating plants.

Cllr Sue Ellington:

Of course I will support a grant application. It sounds interesting.

Total Project Cost:	£1,770.08	Total Applied For:	£329.71
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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 (including Community Interest Companies, CIC) 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*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- 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@cambridgecvs.org.uk

*Please note:

The Committee reserves the right to supersede this clause should the Parish Council or Parish Meeting show good cause, for example:

Appendix B

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

What must the funded project deliver?

The community activity or project must:

- Meet local need and leave a legacy for the community
- Ensure equality of access
- Help us deliver one or more of the following aims:
 - Promote healthy and active communities
 - Enable inclusive communities
 - Develop skills
 - Enhance the natural environment / a sustainable increase in local biodiversity
 - Deliver community engagement through the undertaking, creation or refreshing of a Community-led Plan
 - Provide a benefit to those affected by the cost-of-living crisis

What can be funded?

The 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)
- Costs involved with undertaking and creating or refreshing a [Community-Led Plan](#) (resulting projects will only receive funding where they would have been eligible for the Community Chest anyway).
- Regarding cost-of-living projects, examples could include repair cafes where the local community can help in getting household items fixed for free; Timebanking projects (an exchange-based work trading system in which hours are the currency instead of money); lunch clubs (excludes the cost of food); Community support initiatives that provide food/ activities/ support services/ educate individuals on reducing food waste and cooking low-cost meals; setting up/running a group or charity where people can obtain free furniture, clothing, food, toys (Free, impartial legal guidance can be found on the [Business Companion website](#)); establishing or building the capacity of food hubs, food banks or community fridges; Capital costs needed to set up a warm hub

Appendix B

(excluding warm hubs run by Cambridgeshire ACRE and any ongoing revenue costs, for example, heating costs)

- Regarding biodiversity projects: the purchase and planting of native trees, hedgerows, wildflower meadows or other vegetation in appropriate and suitable locations and their ongoing maintenance; the construction and erection of bird and bat boxes in suitable locations; the creation or improvement of wildlife habitats (terrestrial or aquatic); the improvement of existing habitat.

What cannot be funded?

- On-going revenue costs or overheads (e.g. salaries, rent, advertising, promotional materials). There are 2 exceptions to this. Exception 1 - The creation of Community-led Plans (revenue costs associated with the resulting projects will not be funded). Exception 2 - Cost-of-living projects (revenue costs cannot be used to cover the cost of food or the ongoing costs needed to run a warm hub, such as heating costs)
- Projects that replace funding by other public sector bodies, including parish councils (e.g. youth services, highways)
- Projects that have not received the support of all [local District Councillor\(s\)](#) for the ward/s concerned. Please ensure when contacting your local District Councillor(s) that they are all provided with full details of your project or a copy of your application form.
- Costs associated with Neighbourhood Watch schemes
- Costs associated with Community Speedwatch schemes or other traffic initiatives
- Items that would only benefit 'individuals' and not the group (e.g. sports kits)
- Non-native flower tubs

How much can be applied for?

The maximum award is £2,000 in any single financial year (April-March) and can be for 100% of project costs unless the initiative is on parish council land, in which case a 50% financial contribution from the parish council is expected.

If a group is awarded funding of less than £2,000 in any single financial year, an application can be made again within the same year for extra funding, providing the total allocation for that year does not exceed £2,000.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, an application can be made again within the same year for (up to and including £2,000) for funding of other Community Chest themes.

If a group is awarded funding (up to and including £2,000) for any of the Community Chest themes in the explanatory table below in any single financial year, applications

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can be made to any other Council funded grants within the same financial year, and vice versa.

If there is high demand for funding, it may mean that the District 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?

Subject to availability of funds, successful applicants will be funded after each Grant's Advisory Committee meeting. Applications will need to be received by the 7th day of any given month to be considered at the Grant's Advisory Committee meeting within the same month. This also applies at the end of each financial year - applications received after 7 March will be held over and considered within the new financial year (at April GAC), along with any held over from the March meeting itself.

Additional funding has been allocated until October 2023 for the creation of Community-led Plans, and until the end of March 2024 for cost-of-living crisis and biodiversity projects

Preferred green options

We will always ask applicants to seek a green option when purchasing items for their projects and this must be evidenced within the application.

For example, a group may be looking to purchase a new minibus for their community. We would expect the group to evidence and include market research with their application demonstrating that a similar electrically powered vehicle has been considered. However, if the electric alternative is not within price range, or would not be fit for purpose this must be explained before we would consider contributing towards an alternative

Regarding biodiversity projects: planting of trees, hedgerows, wildflower meadows or other vegetation must be native. The construction and erection of bird and bat boxes must be in suitable location

Natural Cambridgeshire have produced a useful [Local Nature Recovery Toolkit](#) which provides guidance, advice and support for Communities wanting to create nature recovery plans.

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

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- A copy of any correspondence from your [local District Councillor\(s\)](#) showing they are supportive of your project
- A bank statement for the account you wish the funds to be paid into. Statement must be dated within the last month.
- Applications for funding towards the creation of Community-led Plans that are not made by the Parish Council itself should demonstrate that the Parish Council is supportive of the application.
- For biodiversity projects please include:
 - A plan of the proposed work, including a project map and project outcomes
 - A timeline of the proposed work indicating mileposts and delivery dates
 - A brief management plan which describes how the project will be sustainable
- For Community-led Plan applications, details should be supplied of any funding being allocated by the Parish Council to the creation of the Plan.

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 South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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- Defibrillators: only the cost of defibrillators is funded through the Community Chest Grant scheme and the associated accessories and ongoing maintenance/training (the provision of which the Committee will want assurance) will be funded by the applicant. Defibrillators must be located where they can be accessed by the public at all times.
- Where infrastructure improvements are funded through the Scheme, applicants will be expected to demonstrate that the same organisation will be purchasing, owning and maintaining the equipment/items.

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:

- [South Cambridgeshire District Council Community Chest webpage.](#)
- [Community-Led Plan toolkit - South Cambs District Council \(scambs.gov.uk\)](#)
- Contact Details: community.chest@scambs.gov.uk

Explanatory table

The Community Chest is made up of 4 streams of funding, below:

Community Chest funding	Community Group (including CIC)	Parish Council or Parish Meeting with fewer than 160 registered electors	Parish Council of any size
Community Chest £58,000	✓	✓	✗
Biodiversity Grants £10,000	✓	✓	✓
Community-Led Plans £45,780	✓	✓	✓
Cost-Of-Living (£18,468.08)	✓	✓	✓

Agenda Item 6



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee 27/07/2023
Lead Cabinet Member:	Lead Cabinet Member for Resources
Lead Officer:	Head of Climate, Environment and Waste

Grants to Voluntary Sector: Zero Carbon Communities Grant 2023/24

Executive Summary

This report sets out proposals to the Grants Advisory Committee (GAC) for awards from the Zero Carbon Communities (ZCC) Grant Scheme. Members are asked to consider the grant applications (details in **Tables 1 and 2 of Appendix A**) and officer panel recommendations and make a recommendation to the Lead Cabinet Member for Finance.

Key Decision

1. This is not a key decision as the Zero Carbon Communities grant scheme will be funded from within existing budgets.

Recommendations

2. It is recommended that the GAC:
 - a. reviews all applications to the Zero Carbon Communities (ZCC) Grant Fund for 2022/23 as set out in **Tables 1 and 2 of Appendix A** to this report; and
 - b. agrees recommendations to the Lead Cabinet Member for Finance for allocating the ZCC grant funding with reference to the eligibility and assessment criteria as set out in the [ZCC Criteria and Guidance](#), and the officer panel scores in **Appendix A**.

Reasons for Recommendations

3. The priorities for the ZCC grant fund were recommended by CEAC (4 Feb 2019) and by GAC (29 Mar 2019) and approved by Cabinet on 01 May 2019. The grant enables parish councils and community groups to deliver projects which reduce carbon emissions/lock up carbon and engage communities on climate change.
4. The ZCC grant first funded projects in 2019/20; in four rounds of the scheme since the Council has funded 61 projects across the District, amounting to approximately £416,000.

A total of £125,000 is available for funding in this fifth round of the ZCC grant. This includes the 25% uplift Members agreed for 2023-24 to increase funding for such community-led carbon reduction schemes.

5. In 2022/23, applications were accepted for two categories, carbon emission reduction/ locking up carbon, and community engagement on climate change. These revisions were made following the Grants Advisory Committee meeting on 25 February 2022, having received approval from the Climate and Environment Advisory Committee. These categories were allocated the following percentages of the total grant fund:
 - a. Carbon emission reduction/locking up carbon (70%)
 - b. Community engagement on climate change (30%)

In 2023/24, the grant has been run with the same categories and nominal allocation of the total grant fund across the categories.

6. Case studies for all previously grant funded projects are available on the Council's website: <https://www.scambs.gov.uk/nature-and-climate-change/zero-carbon-communities/zero-carbon-communities-grant-funded-projects/>.
7. A workshop was held on 26 April 2023 to provide those interested in applying with further information and support. This included an overview of the grant, examples of previous projects, and guidance on submitting a successful application.
8. Applications for the **Carbon emission reduction/locking up carbon** category were assessed and scored independently by three officers – all from the Climate and Environment team.

Applications for the **Community engagement on climate change** category were assessed and scored independently by four officers – two from the Climate and Environment team, one from the Waste Policy team and one from the Communications and Communities team.

All officers provided a range of prior experience, including low carbon strategy and policy, community sustainability and the making, awarding and monitoring of grant schemes.

9. Independent assessments were made using the weightings shown in **Table 3, Appendix B**. The scores were calculated using the methodology shown in **Table 4, Appendix B**. Where there were declarations of interest by the officers, their scores would have been excluded from the average weighting – there were no declarations. Each project was discussed, and the officer panels confirmed their scores after which an average score was calculated. The officer panel rankings were then agreed.

10. **Appendix A** details the officer scores for each theme, ranked in order of highest to lowest. The projects which could be funded under the nominal allocation for each theme are shown as shaded.

In the Community Engagement category, this year the two highest scoring applications, by a considerable margin, were both made by Cambridge Carbon Footprint. Members are invited to consider funding both of these projects; CCF have a strong record of delivering grant funded work and the home energy project aligns particularly well with the Council's own work on private housing decarbonisation with Cambridgeshire Energy Retrofit Partnership. Furthermore, their previous ZCC-funded project 'Net Zero Now', which trained parish-based climate champions, continues to be oversubscribed and is now being delivered for a second time. It was the focus of a case study by the Local Government Association, viewable [here](#).

The decision to fund both CCF projects was supported by members of the officer panel who felt the option to fund the two CCF projects was truer to the aims of the grant than discounting the second strongest application overall (their home energy project), in favour of a lower-scoring application.

Members are also invited to fund two food related projects – Cambridge Sustainable Food and Let's Cook. It is felt these projects compliment the Climate and Environment team's work with the Communities team to establish a sustainable food network in the District and pursue a Sustainable Food Places Bronze award. Officers have proposed we include a requirement in the funding agreement of these projects to liaise carefully with the Council, beyond the usual reporting commitments – to avoid duplication in our work, and coordinate our efforts towards the Bronze award.

11. The project scores (**Tables 1 and 2 in Appendix A**) align with the priorities for the grant fund and show a wide geographical spread across South Cambridgeshire.

Details

12. The Council is committed to supporting the shift to zero carbon emissions in the district by 2050, as demonstrated by the motion passed at its November 2018 meeting.
13. Round five of the ZCC grant scheme was launched on 3 April 2023 for non-profit groups or organisations based in South Cambridgeshire (or benefiting South Cambridgeshire residents) and South Cambridgeshire Parish Councils.
14. The ZCC grant scheme builds upon the Council's strong record of supporting community level action on sustainable energy through SPEP (now the Zero Carbon Communities Programme) and the previously launched, but discontinued, Community Energy grant.

15. The funds available for the ZCC grant will be taken from the Renewables Reserve (business rates retained from commercial renewable energy projects in the district). The 2023/24 total grant fund is £125,000.
16. The scheme provides for one-year funding agreements, where projects are required to be completed within one year of awards being made.

Applicants were invited to apply for £1,000-15,000 per project which needed to meet the following objectives:

Carbon emission reduction / locking up carbon:

- a. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere.
- b. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community).
- c. The project is sustainable and will have a 'lifetime' impact on the local and wider community.

Community engagement on climate change:

- a. Achieving wider community engagement and behaviour change around climate change.
- b. Additional value (e.g. funding contributions or contributions in kind, e.g. volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support).
- c. The project is sustainable and will have a 'lifetime' impact on the local and wider community.

Average Officer scores for each objective of each category are shown in **Tables 1 and 2 in Appendix A.**

17. The fund was open for applications for an eight-week period between 3 April and 2 June 2023. Applications were invited from Parish Councils and local community groups in South Cambridgeshire. Promotion of the scheme was through an online ZCC grant workshop in April, press release, ZCC newsletter, social media posts across the ZCC and South Cambs platforms, the Cambridge Council for Voluntary Service (CCVS) newsletter, Cambridge Carbon Footprint Newsletter, the weekly bulletin for district councillors and the e-bulletin to parish councils.
18. Information for Applicants can be found on [our Guidance Notes and Criteria webpage](#). Full grant criteria and guidance, and further information were provided in dedicated Criteria and Guidance and Information documents during the application window.
19. Eighteen applications were received from sixteen different parish councils and local community groups. All were deemed eligible for consideration at the Council Officers' panels held between 21 – 22 June.

20. The total funding requested from the 18 applicants was £200,641. This exceeds the total grant fund available in 2023/24 of £125,000. Summaries of the applications can be found in **Appendix C**.
21. Each application was discussed by the officer panel and listed in order of the average score within each stream. (**Tables 1 and 2 in Appendix A**)
22. Applicants will be notified of award decisions following call-in, and before the end of August.

Options

23. Following consideration of all applications, the GAC could recommend to the Lead Cabinet Member to:
 - a. award funding as recommended by the officer panel,
 - b. award some or all of the funding in an alternative allocation to that recommended by the panel, stating the reasons for this.

Such consideration should be given to the applications listed in **Appendix A, Tables 1 and 2**.

Implications

24. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered: -

Financial

25. The awards recommended are within the Council's proposed budget for 2022-23.

Legal

26. Funding agreements with grant recipients will be drawn up in accordance with templates approved by the legal team. Funding agreements will allow variation or recovering of the grant in specific circumstances.

Consultation responses

27. This report has been circulated to the Climate and Environment Advisory Committee and Members of this committee have been invited to attend the GAC meeting to contribute their views.

Effect on Council Priority Areas

28. The Zero Carbon Communities grant scheme has attracted significant interest. All the aims below from the SCDC Business plan 2019-24, will be furthered by one or more of the projects recommended for funding.

Growing local businesses and economies

29. Promoting village-based businesses to encourage people to use local shops and food outlets.
30. Investing in renewable technologies.
31. Helping to ensure people's homes are close to their jobs and can be accessed by walking, cycling and using public transport.

Being green to our core

32. Supporting community groups to promote behavioural change and reduce the reliance on fossil fuels.
33. Helping communities to secure grants to fund green projects.
34. Protecting and enhancing the district's heritage and environment.

A modern and caring Council

35. Funding community and voluntary groups that benefit local people.

Background Papers

Climate and Environment Advisory Committee Meeting – 4 February 2019:
<http://moderngov/mgCommitteeDetails.aspx?ID=1095>
<http://moderngov/ieListDocuments.aspx?CId=1095&MId=7489>

Grants Advisory Committee Meeting – 29 March 2019:
<http://moderngov/mgCommitteeDetails.aspx?ID=1096>
<http://moderngov/ieListDocuments.aspx?CId=1096&MId=7487&Ver=4>

Cabinet - 01 May 2019:
<http://moderngov/ieListDocuments.aspx?CId=293&MId=7365&Ver=4>

[Grants Advisory Committee – 26 November 2021:](#)
[Agenda for Grants Advisory Committee on Friday, 26 November 2021, 8.30 a.m. \(moderngov.co.uk\)](#)

[Grants Advisory Committee - 25 February 2022:](#)
[Agenda for Grants Advisory Committee on Friday, 25 February 2022, 11.00 a.m. \(moderngov.co.uk\)](#)

Appendices

Appendix A: Officers Scores and Amounts Requested

- **Table 1:** Officers' scores and amounts requested for Carbon Emission Reduction / Locking up Carbon.

- **Table 2:** Officers' scores and amounts requested for Community Engagement on Climate Change.

Appendix B: Scoring Methodology

- **Table 3:** Weighted Scoring Matrix
- **Table 4:** Scoring Example

Appendix C: Officer Summary of all eligible applications

Appendix D: Officer scores by each objective

- **Table 5:** Carbon emission reduction / locking up carbon: Average officer scores for each objective
- **Table 6:** Community Engagement on Climate Change: Average officer scores for each objective

Report Author:

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Appendix A: Officer Panel Scores and Funding Amounts

Table 1: Projects to reduce carbon emissions/lock up carbon

Applicant	Carbon Emission Reduction / Locking up Carbon (%)	Additional Value (%)	Sustainable / Lifetime Impact (%)	Officers' scores (%)	Amount Applied for (£)	Cumulative Amount (£)	Funding Recommendation (£)
Wysing Arts Centre	70	93	83	82	£15,000	£15,000	£15,000
Duxford Community Centre	100	53	83	79	£15,000	£30,000	£15,000
Hope Against Poverty	80	66	80	76	£15,000	£45,000	£15,000
Swavesey Squash Club (Cavity Wall)	90	46	86	74	£1,484	£46,484	£1,484
Milton Community Centre	70	73	70	71	£8,321.67	£54,805.67	£8,321.67
Landbeach Village Hall	80	53	76	70	£14,000	£68,805.67	£14,000

Cambridge Carbon Footprint (Thermal Imaging)	93	93	81	89	£11,095	£26,095	£11,095
Cambridge Sustainable Food	93	83	81	85	£15,000	£41,095	£15,000
Let's Cook Project	80	60	85	75	£15,000	£56,095	£15,000
Sheddit!	75	70	75	73	£12,645	£68,740	£0
Cambourne VC	70	80	64	71	£4,100	£72,840	£0
Cambridge Past, Present & Future	75	63	75	70	£5,600	£78,440	£0
Little Shelford Community Orchard and Woodland Project	58	58	76	64	£4,395	£82,835	£0

*Projects recommended for funding highlighted in green

Grand Total: **£200,641**

Total Recommended for Funding: **£124,900.67**

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Appendix B: Scoring Methodology

Table 3: Weighted Scoring Matrix

CRITERIA		WEIGHTING
Carbon emission reduction or locking up carbon	The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere.	33.3%
	The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community).	33.3%
	The project is sustainable and will have a 'lifetime' impact on the local and wider community.	33.3%
Community Engagement on Climate Change	Achieving wider community engagement and behaviour change around climate change	33.3%
	Additional value (e.g. funding contributions or contributions in kind, e.g. volunteer time/expertise from other sources, collaboration between organisations, and/or evidence of local and/or Member support)	33.3%
	The project is sustainable and will have a 'lifetime' impact on the local and wider community.	33.3%

Table 4: Scoring Example

Project	x
Objective 1 (33.3%)	33.3
Points /10	7
Score	233
Objective 2 (33.3%)	33.3
Points /10	6
Score	200
Objective 3 (33.3%)	33.3
Points /10	5
Score	167
Total Score	600
/10	60

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Appendix C: Officer Summary of Eligible Applications

Carbon Emission Reduction / Locking up Carbon

Cottenham Community Centre

Who are they? A community centre for the residents of Cottenham and the local area. Services to the community include a Community Coffee Shop (open 6 days each week), a hall and dance studio which are well used by a range of community groups and for activities and events which we organise and promote.

What is the proposal? To replace existing heating controls with a 4-zone heating control system with much greater flexibility in time-of-day and day-of-week programmability - and with remote access; upgrade TRV's in public areas to a tamperproof type. Also, to integrate control of existing IR heaters into this system and add stratification fans into the Coffee Shop area to prevent warm air from concentrating in the vaulted spaces above head-height.

Comments:

The Community Centre is primarily heated through a natural gas boiler-fed wet radiator system. This is supported in our main hall by electric Infra-Red heaters. The gas boiler, most radiators and the IR heaters were installed reasonably recently and are efficient. The monitoring and controls though are limited and antiquated which leads to significant inefficiencies due to poor control of temperature and times of operation. The project will reduce the building's consumption of natural gas by at least 15%, which would reduce its carbon footprint by 1,052 kg CO₂e. The Community Centre is contributing 10% of the overall project cost itself, and has a further £10,200 in grant funding pending, following the outcome of two other grant applications. Cllr Eileen Wilson is supportive, and the Community Centre hope to promote the project and the benefits of such building upgrades to the wider community. The lease on the Centre has 37 years remaining and this project is compatible with plans to further upgrade the building.

How much requested? £15,000.00

Score (%) 66

Rationale: This project offered fewer carbon savings for the max amount requested than comparable projects in the carbon reduction category.

Duxford Community Centre

Who are they? Community Centre in Duxford

What is the proposal? Installation of a Solar Electricity Generation System

Comments:

The Community Centre has a large roof ideal for the installation of Solar Panels. The installation of these will reduce the carbon footprint by 52% (13 tCO₂e) and reduce electricity costs by 26%. The building is 3 years old and was designed to be as energy efficient as possible. Heating is by Air Source Heat Pumps with a sophisticated control system and there is LED lighting throughout. The Community Centre will contribute £30,000 of its own funds and potentially has a further £46,835 secured from two other grant applications, pending outcomes. Following project completion, the reduction in electricity cost would assist in ensuring that the DCC charity operates sustainably for the foreseeable future and continues to deliver social benefits to Duxford and surrounding villages.

Installed capacity of PV system (kWp) – 67.2

How much requested? £15,000.00

Score (%) 79

Rationale: This project scored well under the carbon reduction criteria as the large solar array offered significant carbon savings for the money. Officers were also impressed by the amount of funding from other sources (£15,000 requested from ZCC out of £87,840 total project cost).

Gamlingay Leisure

Who are they? Gamlingay Leisure is a community gym offering health and leisure benefits to Gamlingay and the wider community.

What is the proposal? The MUGA lamps are now not fit for purpose due to high mercury content and need to be replaced by modern, low carbon emission LEDs.

Comments:

These lights were put in when the MUGA was built 10 years ago. As of Sept 2022, the lamps used in the existing floodlights have been banned from being produced due to high chemical content in the lamp, particularly Mercury. They are expensive to run and this has made it hard to offer the pitch to smaller community groups at prices they can afford. The lighting upgrades would result in carbon savings of 174 kgCO₂e pa. The community tithe fund will contribute £2000 to the project and the new lighting is estimated to last 70+ years.

How much requested? £14,000.00

Score (%) 66

Rationale: This project scored lower under the carbon reduction criteria as it did not offer significant carbon savings for the amount requested. Officers felt this was more of a 'business as usual' project to replace lights and would have liked to see a more ambitious project to decarbonise the leisure centre.

Hope Against Poverty

Who are they? A community interest company dedicated to combating poverty and improving the lives of vulnerable individuals and families. Its work encompasses areas such as food, education, and employment, aiming to empower individuals and communities to break free from the cycle of poverty

What is the proposal? Funding to replace conventional van with an electric van.

Comments:

Hope CIC provides free parcels to families and individuals who are going through hardships. They recently launched a Mobile Food Hub to visit villages across South Cambridgeshire where the residents do not have access to a food bank within a reasonable radius. An electric van would save 4800 kgCO₂e versus a conventional diesel van. Hope CIC plan to sell their current van for £5000 to make up the £20,000 total cost and wish to set an example to other voluntary/charity groups to make the switch to carbon neutral transport.

How much requested? £15,000.00

Score (%) 76

Rationale: This project scored well as an electric van represents significant carbon savings over the conventional diesel van currently in use.

Landbeach Village Hall

Who are they? Village hall providing a space for local organisations to use

What is the proposal? Install 27,360-watt solar panels on the roof of the Village Hall to provide carbon free electricity to the Village Hall.

Comments:

Efforts to reduce electricity consumption have already seen the building's consumption reduce from 20,000 to 16,000 kWh over the past two years. This equates to a reduction of 3600kgCO₂e. The new system is expected to generate 7916 kWh of electricity which equates to 6728kgCO₂e. The Parish Council and Village Hall between them will contribute £3830. The panels are expected to last 25 years.

Installed capacity of PV system (kWp) – 9.72

How much requested? £15,000.00

Score (%) 79

Rationale: This project scored decently for carbon savings/£. The officer panel would have liked to see more funding contributed from the PC and Hall themselves but overall the carbon reduction potential of the project is solid enough to be recommended for funding.

Milton Community Centre and Rec

Who are they? Milton Community Centre and Recreation Grounds (MCC)

What is the proposal? Replace inefficient lighting with energy efficient and modern LED lighting at MCC Main Building interior and exterior and Five-a-side cage and interior at Sycamores Youth Building.

Comments:

Project is to replace remainder of indoor and outdoor lighting at the MCC main building and at Sycamores Youth Building at a different location in Milton. The changes are expected to save 2648 kgCO₂e; LED bulbs are more expensive per unit than the current inefficient High Pressure Sodium lighting, but have lower carbon emissions from manufacture, significantly longer life and consume significantly less energy and therefore have lower carbon emissions during their lifetime.

How much requested? £8,321.67

Score (%) 71

Rationale: Again, this project scored well using the carbon reduction/£ metric. Officers were also glad to see MCC's experience in delivering similar projects and this project's place as a step in a programme of works.

Swavesey Squash Club (Cavity Wall)

Who are they? Community squash club, run on a not-for-profit basis, with the aim of encouraging participation in squash

What is the proposal? To install cavity wall insulation into the external walls of the club building

Comments:

The insulation is expected to save 930kgCO₂e pa and should last the entire lifetime of the building. The Club are working from the energy hierarchy, in which the first step is to conserve energy by making the building more efficient.

How much requested? £1,484.00

Score (%) 74

Rationale: This project is recommended for funding given the significant carbon savings/£ of funding requested.

Swavesey Squash Club (Solar PV)

Who are they? Community squash club, run on a not-for-profit basis, with the aim of encouraging participation in squash

What is the proposal? Installation of a Solar Electricity Generation System (solar panels and battery storage)

Comments:

The Club has taken several measures already to reduce their carbon footprint including heating controls and timers, LED lights, closer seals on doors, cavity wall in the original part of the building and a ventilation system to reduce heat loss. Solar PV and battery will reduce the Club building's emissions by an estimated

2009kgCO₂e pa. They have consulted an electrician specialising in renewables for this project and will contribute the additional £3700 themselves to cover excess costs. The lifetime of the Solar PV is 25 years.

Installed capacity of PV system (kWp) – 8.8
Capacity of battery (kWh) – 5.12

How much requested? £15,000.00

Score (%) 67

Rationale: Officer noticed this solar PV project was more costly and offered less carbon savings than comparable solar PV projects in this category. Officers would also liked to have seen more funding put towards the project by the club.

Townley Memorial Hall

Who are they? Townley Memorial Hall Ltd manages the Fulbourn Centre which is a large community building that provides leisure facilities and meeting rooms for use by villagers and others

What is the proposal? Replacement of lights with LED lights to reduce carbon emissions and electricity costs in the Fulbourn Centre

Comments:

The Trust have audited the likely cause of high electricity requirements and identified ways to reduce both requirements and cost. Many of the light bulbs in the Centre are non-LED – replacing them will reduce the building’s emissions by an estimated 2380kgCO₂e. The Trust has already replaced all the Sports Hall lights with LEDs, funded by a grant from the local Multi-Use Games Area. Further work will be undertaken to explore use of sensors to automatically switch on/off the lighting (already in place in some areas). The Trust believe that reduction in energy consumption and costs is vital part of future-proofing this important community facility and that cost savings and reductions in carbon emissions would be realised immediately.

How much requested? £4,000.00

Score (%) 79

Rationale: The project scored in the bottom half for carbon reductions/£, and officers were concerned by a £700+ shortfall in funding – the application did not state where this was to come from.

Wysing Arts Centre

Who are they? A cultural institution set across an 11-acre rural site in South Cambs. There are 20 artist's studios, a public gallery, recording studio, ceramics facilities, educational and project spaces, accommodation for visiting artists, and outdoor space with sculpture

What is the proposal? Purchase of solar PV system and inverter

Comments:

The solar panels will go in a field on site and will supply Wysing with 11,007 kWh of electricity annually which converts to around 2 tonnes of CO2 saved. Wysing have worked with an Environmental Consultant focusing on Net Zero strategies, Scope 3 emissions calculations and reporting, and science-based target setting at Carbon Intelligence. Wysing has a designated reserves budget of £30,000 and an annual budget of £23,000 for building maintenance and upgrades. This will ensure that the new system is well maintained, lasting and sustainable. They will also contribute £19,370 to cover the rest of this project's costs.

Installed capacity of PV system (kWp) – 13.92

Capacity of battery (kWh) – 10

How much requested? £15,000.00

Score (%) 79

Rationale: Officers were particularly impressed by the additional value promised by the project, in particular the expert volunteer input and match funding in excess of the amount requested. This, combined with acceptable carbon savings/£, led to the project being the highest scorer in the carbon reduction category.

Community Engagement

Cambourne Village College

Who are they? Secondary School

What is the proposal? A one-day pupil-led eco festival for students and the wider community.

Comments:

The eco festival will consist of interactive stands ranging from fast fashion (including mobile phones and gadgets), energy, food and diet, recycling and waste, transport, buildings, and packaging. Featured stands will include Cambridge Sustainable Food, Cambourne Repair Café, the Wildlife Trust, Hope CIC and Cambridge Carbon Footprint. There will also be a gallery of Cambridgeshire wide school art competition entries, and a VR experience. The event is planned to directly influence 200 people and the art competition is extended to all Cambridgeshire schools.

How much requested? £4,100.00

Score (%) 71

Rationale: Officers were impressed by the level of collaboration between organisations in this project, but the one-day nature of the event limited the application's score in the lifetime impact criteria and resulted in a middling score.

Cambridge Past, Present & Future

Who are they? Cambridge, Past, Present & Future is an independent, local charity that looks at the bigger picture of the development of Cambridge, safeguarding historic buildings, green spaces and nature.

What is the proposal? The aims of the project are to promote volunteering opportunities to tell people how they can get involved with nature recovery to combat climate change and biodiversity loss.

Comments:

PPF cares for 550 acres of green spaces which are open to the public and free to access across the Greater Cambridge Area – Wandlebury Country Park, Coton Countryside Reserve and Barnwell Meadows. Each year Cambridge Past, Present & Future welcomes 120,000 visitors, teaches 2,000+ school children, hosts 100+ cultural events and works with more than 200 volunteers. The project involves the following activities: coppicing - managing woodland to capture carbon and provide habitat; replacing lost trees - assess loss and replace; laying hedges and rewilding through scrub control; orchard management - pruning mature trees, mulch, weed control, water; distributing fruit crops to food banks; installing 15 new bat and bird boxes and providing food sources and habitat through woodland thinning and seeding an underlayer. 50 volunteers will be directly influenced.

How much requested? £5,600.00

Score (%) 70

Rationale: Officers would have preferred this project to have been more geared towards educating people/affecting behaviour change – although CPPF’s sites are well-visited, the 50 volunteers directly influenced proved too low in comparison to the other projects in this community engagement category.

Cambridge Sustainable Food

Who are they? Cambridge Sustainable Food’s mission is to build a fairer, sustainable food system which supports the community and the environment. CSF runs festivals, events and activities ranging from last year's Food for the Future Climate Festival to cookery workshops and participatory Holiday lunches. They work with networks and alliances throughout the County to foster community solutions to food insecurity, and are part of the Sustainable Food Places network.

What is the proposal? To develop, showcase and make available tools for a network of community food projects working with the existing eco groups/climate leaders network, working with 2G3S and HH Eco to embed and build participation and knowledge at the community level about food and GHG reduction through events and activities.

Comments:

The project will develop/update materials and run a stall engaging visitors on climate diets and food waste reduction at local fair days across South Cambs, hosted in partnership with eco groups eg: 2G3S, Burwell or HH Eco Group; develop dedicated web pages and host a S Cambs community food projects directory; run a district wide Good to Grow Campaign and enlist at least 6 gardens to sign up to the good to grow weekend of action Good to Grow Day is a national weekend of action for edible gardens to celebrate the new growing season, open their doors to the local community and encourage people to volunteer. 264 people will be directly influenced through the project and a further 3500 influenced via social media and stalls at events.

How much requested? £15,000.00

Score (%) 85

Rationale: This project’s direct teaching/informing around food and climate, combined with the network of food/growing projects it establishes, resulted in high

scores under the community engagement and lifetime impact criteria and a high score overall.

Cambridge Carbon Footprint – Repair Café Network

Who are they? Cambridge Carbon Footprint (CCF) helps individuals and organisations to make meaningful reductions in carbon emissions, engaging them in the circular economy, sustainable food, and energy reduction.

What is the proposal? To deliver 'How to Run a Repair Cafe in your Community' workshops, training at least 6 new groups in South Cambs; support three new Repair Cafes to get started in South Cambridgeshire, where possible prioritising gaps in coverage; to fundraise for a new communal toolkit to ensure South Cambs groups have access to a local toolkit; develop a Repair Cafe Hub in South Cambridgeshire, which would host the new toolkit and provide a prototype for more decentralised Repair Cafe hubs/support; to rollout and provide training for existing and new groups in how to use the Fixometer, supporting them to demonstrate their emissions savings with local residents; to recruit new repairers; develop relationships with local businesses looking to collaborate on organising repair cafes, engaging employees as volunteer organisers and repairers and opportunities for sponsorship and funding and consult with members to develop a plan for sustainable growth.

Comments:

Repair Cafes are community events that match people who need stuff fixed with people who are passionate about fixing things. 65% of people are frustrated at how quickly products break, and 62% of people find it difficult to get things repaired. The Cambridgeshire Repair Cafe Network (CRCN) aims to plug that gap, by providing training, resources and support for a growing group of community repairers and organisers who give their time and expertise to run free community repair events.

40 Repair Cafes over the next 12 months, with 50% within SCDC. On average each Cafe sees approximately 40 items, and has a 65% successful repair rate. We estimate therefore that we would be able to fix 1,040 items (50% in SCDC), preventing as many households from having to purchase new items.

How much requested? £15,000.00

Score (%) 90

Rationale: With the project's emphasis on training and establishing a central hub, volunteer register and toolkit, foundations are laid for a network of repair cafes that can operate in South Cambs and self-support beyond the funded project's lifetime.

Cambridge Carbon Footprint – Home Energy Support

Who are they? Cambridge Carbon Footprint (CCF) helps individuals and organisations to make meaningful reductions in carbon emissions, engaging them in the circular economy, sustainable food, and energy reduction.

What is the proposal? To support individuals and communities to upgrade homes and reduce energy use, offering information and support via a series of expert talks, free tours of low carbon homes, a free thermal imaging training and loan scheme, and our newly recruited Home Energy Officer.

Comments:

The Open Eco Homes and Thermal Imaging projects help people improve the energy efficiency and sustainability of their homes. The grant funding would expand these programmes. A key element of this is the recent recruitment of a Home Energy Officer Fran Sutton to work on this year-round. The TI season runs from November to early April and last season saw a surge in demand that CCF were unable to fully meet, even with 315 loans of 9 cameras (5 of which belong to SCDC). 100 people have already requested email alerts when next season's training and camera loan bookings open.

Volunteer hosts for each camera are evenly spread around SCDC and Cambridge City areas, enabling most camera loans to be local, but the availability of cameras limits the number of people the TI project can reach, so, to meet the expected demand, CCF will buy and borrow more cameras and recruit more volunteer hosts. The scheme is expected to directly influence 1365 people: 75% of 2022 OEH questionnaire respondents said they would be making changes to cut their home energy consumption as a result of OEH. This equates to 555/740 participants. 85% of recent TI questionnaire respondents said they would be making home energy improvements as a result. This equates to 688/820 people with TI surveys.

How much requested? £11,095.00

Score (%) 89

Rationale: The officer panel felt this project's local, interpersonal approach to educating around home energy upgrades was likely to affect real behaviour change.

Let's Cook Project

Who are they? A social enterprise based in South Cambs that is on a mission to equip the local community with the skills, knowledge and confidence to cook from scratch, providing training and support for communities to run cooking activities for children, young people and adults.

What is the proposal? 30 representatives from 10 community facing settings will attend a one-day training event. Attendees will be equipped with the skills, knowledge and confidence to deliver practical cookery sessions with their own beneficiaries with a focus on reducing avoidable food waste.

Comments:

Training will show delegates how to portion plan meals, how to safely batch and store food and how to 'love your leftovers'. It will use and pass on the Love Food Hate Waste campaigns such as 'complete it', 'eat what you buy' and 'buy what you eat'.

The recipes used in the training and in the toolkits will be focused on food waste and will encourage ingredient swaps wherever possible to use up food that would otherwise go to waste. The training will de-mystify food labelling, explaining the differences between 'use by' and 'best before' dates. It will also tackle packaging waste and how this can be reduced or re-used. The project will have 270 direct beneficiaries. These 270 directly trained pass on knowledge and skills to the equivalent of 1.5 people, increasing this reach to 405. Each community event is likely to attract on average 50 people, 10 settings x 50 people at a community event (x2) = 1000 people. Publicity could reach an additional 500 people.

How much requested? £15,000.00

Score (%) 75

Rationale: The project scored highly under community engagement for expanding an existing network into community settings which can access a range of groups/demographics.

Little Shelford Community Orchard and Woodland Project

Who are they? A group of volunteers managing the planning, implementation and maintenance of

woodland/orchard/meadowland on behalf of the landowners (Little Shelford Parish Council).

What is the proposal? Hedge restoration. Preparing the ground for and planting a wildflower meadow. Purchase of hosepipe and hose cart for ongoing watering.

Comments:

The project will be maintained by volunteers, overseen by the Committee. It is hoped that over time other areas in the village can be 'greened', with reference to the Little Shelford Village Design Guide (adopted December 2021). Working with the Parish Council, a grant has been secured from UTCF for trees to be planted on both our project and the village recreation ground.

There are approx. 12 volunteers currently involved in maintenance – the project could potentially reach 1000 people including villagers and the children of Great and Little Shelford School.

How much requested? £4,395.00

Score (%) 75

Rationale: Although officers thought this was a thoughtful and positive project, they felt the main aim was to improve biodiversity in the village rather than engaging people around nature recovery/biodiversity. Officers felt that the project was better suited to the Community Chest Biodiversity Pot, and would invite the Parish Council to apply there.

Sheddit!

Who are they? Sheddit! is a community organisation that organises activities for local people. These are aimed at reducing social isolation and promoting opportunities for social engagement, skill sharing and building friendships. Members meet and carry out creative projects of their own choosing, individually, jointly and for the benefit of the wider community.

What is the proposal? Biodiversity Art workshops - 15 over 12 months, free for all ages in the community. Identifying further areas for biodiversity development in the village. Biodiversity map of the village

Comments:

The project will enable people to learn about the huge carbon store that is the soil, and provide them with the equipment, help and understanding to cultivate it and protect it through such means as composting, creating healthy soil through such practises as hügelkultur* and planting native species, and avoiding chemicals and other damaging practises. This naturally also encompasses cultivating and protecting biodiversity. It will also encourage them to think of the circular economy in their day-to-day practises, and how our actions can deplete or enrich our environment and therefore affect climate change. Creative art workshops will facilitate this learning, exploring using recycled and natural materials combined with expert led investigation into nature and the environment.

The number of people directly influenced will be 40-300, depending on event turnout.

*a horticultural technique where a mound constructed from decaying wood debris and other compostable biomass plant materials is planted as a raised bed.

How much requested? £12,645.00

Score (%) 73

Rationale: Officers valued the different methods of engagement this project proposed – e.g., workshops, art, map, planting areas – but felt the core engagement was potentially limited to those who booked onto the workshops. The project scored decently but did not fall in the top half, so is not recommended for funding.

Appendix D: Officer scores for each objective

Table 5: Carbon emission reduction / locking up carbon: Average officer scores for each objective (%)

Applicant	Carbon Emission Reduction / Locking up Carbon	Additional Value	Sustainable / Lifetime Impact	Overall score
Cottenham Community Centre	60	66	70	65
Duxford Community Centre	100	53	83	79
Gamlingay Leisure	70	56	70	65
Hope Against Poverty	80	66	80	76
Milton Community Centre and Recreation Grounds	70	73	70	71
Landbeach Village Hall	80	53	76	70
Swavesey Squash Club, Cavity Wall	90	46	86	74
Swavesey Squash Club, Solar PV	70	50	80	67
Townley Memorial Hall	90	50	67	69
Wysing Arts Centre	70	93	83	82

Table 6: Community Engagement on Climate Change: Average Officer scores for each objective (%)

Applicant	Engaging the Community on Climate Change	Additional Value	Sustainable / Lifetime Impact	Overall score
Cambourne VC	70	80	64	71
Cambridge Carbon Footprint, Repair	93	93	86	90
Cambridge Carbon Footprint, Home Energy	93	93	81	89
Cambridge Past, Present & Future	75	63	75	70
Cambridge Sustainable Food	93	83	81	85
Let's Cook Project	80	60	85	75
Little Shelford Community Orchard and Woodland Project	58	58	76	64
Sheddit!	75	70	75	73

Notes to help those attending meetings in person at South Cambridgeshire Hall

Notes to help those people visiting the South Cambridgeshire District Council offices – please also refer to the Covid-security measures relating to meetings in the Council Chamber which are on the website page for each relevant meeting.

Members of the public wishing to view the meeting will be able to watch the livestream via the link which will be publicised before this meeting.

Members of the public wishing to attend the meeting in person, please contact Democratic Services at democratic.services@scambs.gov.uk

While we try to make sure that you stay safe when visiting South Cambridgeshire Hall, you also have a responsibility for your own safety, and that of others.

Security

When attending meetings in non-public areas of the Council offices you must report to Reception, sign in, and at all times wear the Visitor badge issued. Before leaving the building, please sign out and return the Visitor badge to Reception.

Public seating in meeting rooms is limited. For further details contact Democratic Services on 03450 450 500 or e-mail democratic.services@scambs.gov.uk

Emergency and Evacuation

In the event of a fire, a continuous alarm will sound. Leave the building using the nearest escape route; from the Council Chamber or Mezzanine viewing gallery this is via the staircase just outside the door. Go to the assembly point at the far side of the staff car park opposite the staff entrance

- **Do not** use the lifts to leave the building. If you are unable to use stairs by yourself, the emergency staircase landings have fire refuge areas, which give

protection for a minimum of 1.5 hours. Press the alarm button and wait for help from Council fire wardens or the Fire and Rescue Service.

- **Do not** re-enter the building until the officer in charge or the Fire and Rescue Service confirms that it is safe to do so.

First Aid

If you feel unwell or need first aid, please alert a member of staff.

Access for People with Disabilities

We are committed to improving, for all members of the community, access to our 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. The Council Chamber is accessible to wheelchair users. Infra-red hearing assistance systems are available in the Council Chamber and viewing gallery. To use these, you must sit in sight of the infra-red transmitter and wear a 'neck loop', which can be used with a hearing aid switched to the 'T' position. If your hearing aid does not have the 'T' position facility then earphones are also available and can be used independently. You can get both neck loops and earphones from Reception.

Toilets

Public toilets are available on each floor of the building next to the lifts. These include facilities for disabled people.

Recording of Business and Use of Mobile Phones

We are open and transparent about how we make decisions. Public meetings are webcast and are also recorded, but we allow recording, filming and photography at Council, Cabinet and other meetings, which members of the public can attend, so long as proceedings at the meeting are not disrupted. We also allow the use of social media during meetings to bring Council issues to the attention of a wider audience. To minimise disturbance to others attending the meeting, please switch your phone or other mobile device to silent / vibrate mode.

Banners, Placards and similar items

You are not allowed to bring into, or display at, any public meeting any banner, placard, poster or other similar item. If you do so, the Chair will suspend the meeting until such items are removed.

Disturbance by Public

If a member of the public interrupts proceedings at a meeting, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room. If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared. The meeting will be suspended until order has been restored.

Smoking

Since 1 July 2008, South Cambridgeshire District Council has operated a Smoke Free Policy. No one can smoke at any time within the Council offices, or in the car park or other grounds forming part of those offices.

Food and Drink

Until the lifting of Covid restrictions, no vending machines are available. Bottled water is available for attendees at meetings.

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