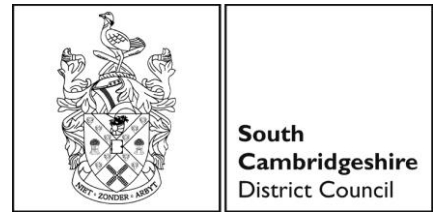


South Cambridgeshire Hall
Cambourne Business Park
Cambourne
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CB23 6EA

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Thursday 20 October 2022

To: Councillors Jose Hales, Sue Ellington, Bill Handley, Sunita Hansraj and
Judith Rippeth

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell,
Bunty Waters, Dr. Shrobona Bhattacharya, Peter McDonald and
Peter Sandford

Dear Sir / Madam

You are invited to attend the next meeting of **Grants Advisory Committee**, which will
be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on
Friday, 28 October 2022 at 10.00 a.m.

Yours faithfully
Liz Watts
Chief Executive

**Requests for a large print agenda must be received at least 48 hours before the
meeting.**

	Agenda	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chair to sign the Minutes of the meeting held on ... as a correct record.	
4.	Electric Vehicle Charge Point Grant scheme	1 - 12
5.	Community Chest: Funding Applications	13 - 24
6.	Date of next meeting	

Guidance For Visitors to South Cambridgeshire Hall

Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee 28 th October 2022
Lead Cabinet Member:	Environment
Lead Officer:	Bode Esan

Electric Vehicle Charge Point Grant

Executive Summary

1. This report sets out the proposals for a new grant scheme to parish councils and operators of community buildings, for grants of up to £5,000 to support installation of publicly accessible electric vehicle charge points (EVCPs) in order to encourage electric vehicle (EV) uptake within the district. Members are asked to consider the proposed structure and funding criteria (**Appendices A and B**) and make a recommendation to Lead Cabinet Member for Finance.

Key Decision

2. No. This is not a key decision as the proposed grant scheme would be funded from within existing budgets.

Recommendations

3. It is recommended that Grants Advisory Committee:
 - a. reviews the proposed structure and funding criteria for the grant set out in **Appendices A and B**; and
 - b. agrees a recommendation to the Lead Cabinet Member for Finance to approve the establishment of an Electric Vehicle Chargepoint Grant.

Reasons for Recommendations

4. An ongoing objective of the Business Plan 2022-23 is to “encourage the expansion of electric vehicle charging points across our sub-contractors and partners”. An overall budget of £150,000 was approved to assist delivery of this objective in 2022/23.
5. Circa £125,000 of this amount has been allocated to projects with an anticipated figure of £22,000 to £25,000 remaining, which would be available for other projects within this year. A grant scheme for parish and community buildings to provide publicly accessible EVCPs would meet this objective by engaging

partners in parish councils and community buildings and enabling the expanded provision of EVCPs in the district.

6. A decision is required with reference to the Council's Constitution Part 3.a Table 4: Responsibility for Executive Functions which states that approval of policies and criteria for grant schemes for which no award exceeds £5,000 is for decision by the Lead Cabinet member following consultation with the Grants Advisory Committee.

Details

7. The Council is committed to supporting the shift to net zero carbon emissions in the district by 2050, as demonstrated by the motion passed at its November 2018 meeting.
8. Supporting the transition to decarbonisation of transport and adoption of zero emissions vehicles is an important aspect of this commitment. With the Government's announcement in that sale of new petrol and diesel vehicles will end by 2030, it is evident that electric vehicles will form a key aspect of this transition.
9. A significant barrier to EV adoption is the lack, or perceived lack, of suitable EV charging infrastructure. This is a particular issue in rural areas, where demand is less concentrated than in urban areas, meaning EVCPs are less commercially attractive.
10. Sources of funding for public EVCPs are available to help address this disparity, notably through UK Government's On-street Residential Chargepoint Scheme (ORCS) which is available to Local Authorities including parish councils. However, funding through ORCS has been recently reduced from 75% to 60% of a project's capital costs, leaving new applicants to make up the increased gap themselves. Therefore, an SCDC grant could supplement funding received through ORCS, in addition to any funds raised through other sources.
11. The main focus of ORCS is to facilitate EVCPs in areas with high numbers of properties that do not have off-street parking, as it is harder for occupants of these properties to charge at home.
12. Due to the rural nature of South Cambridgeshire there are more detached and semi-detached houses than the national average, and these typically have their own off street parking where EVs can be charged.
13. However there are still locations in SCDC where houses are without off-street parking, albeit somewhat more scattered than in more urban areas. Furthermore, other amenities such as shops, public houses, rail stations and other attractions can create demand for EV charging.
14. Village halls and community buildings already offer a range of amenities to residents and frequently benefit from adjacent car parks, and so would lend

themselves well to EVCP installations to support EV uptake in our villages, provided there is a good prospect of demand for their use by residents and visitors.

15. The Climate and Environment Team has been contacted by several parish councils and community organisations who wish to install EVCPs at their community buildings in response to the climate emergency and to provide a service for their residents.
16. This grant scheme would therefore enable and encourage such action by providing financial support in addition to other funding sources raised by the applicants.

Proposed Grant Criteria

17. Grant of funds would be subject to completion of an application form (**Appendix B**) which would be assessed by officers alongside the guidance notes (**Appendix A**) before a recommendation is made to the Grants Advisory Committee.
18. The application form requires applicants to describe and justify the location for the EVCP. There must be a good prospect of current or future demand for the EVCP, for the installation to be worthwhile. Demand may be from nearby residents who do not have access to on-street parking, or from nearby amenities such as shops, public houses, rail stations or other attractions where EV users may benefit from being able to charge their vehicle nearby.
19. There are many factors that influence demand for an EVCP; these can vary from site-to-site and there will always be an element of uncertainty. As such the justification for an EVCP will be assessed on a case-by-case basis for each application.
20. The application site will need to be accessible to the public, ideally for 24 hours a day, to maximise opportunities for charging and allow flexibility of use.
21. Applicants will also need to provide some level of match funding, either through their own funds or other grants or funding schemes.
22. Applicants will need to provide details of estimated project costs and timescales.
23. The application form also requires a commitment to manage and maintain the EVCPs and provide usage data for a minimum of 3 years from installation. Grant funding must be for the agreed purpose and spent within 12 months of award of the grant.
24. Proposals that meet these criteria will be funded on a 'first come first served' basis until the remaining funds are all allocated.
25. There would be a limit of a £5000 grant per project in accordance with Part 3.a Table 4 of the SCDC constitution. This limit may be subject to change, and could be revised down if demand for funding is shown to be high.

26. This upper limit is considered reasonable, as the cost of installing a standard 7kW EVCP with two sockets (able to charge 2 cars at once) is around £5000 - £7000 depending on the circumstances of the site.

Options

27. Following consideration of the above, the GAC could recommend to the Lead Cabinet Member to:

- a. Approve the proposed grant scheme
- b. Approve the proposed grant scheme with alterations
- c. Not approve the proposed grant scheme, giving reasons for this

Implications

28. In the writing of this report, considering financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:

Financial

29. The proposed grant scheme would be funded via funds already allocated in the 2022/23 budget to public EV charging infrastructure.

Legal

30. 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.

Alignment with Council Priority Areas

Growing local businesses and economies

31. EV chargers at community buildings and village halls could encourage and support local businesses in their switch to zero emissions vehicles by increasing charging opportunities and supporting charging infrastructure at business premises

Being green to our core

32. Visual presence of EV chargers can promote behavioural change by encouraging uptake of EVs, reducing reliance on fossil fuels and reducing tailpipe emissions from petrol or diesel vehicles that would otherwise have been used.

33. This grant funding would represent encouragement from SCDC for the uptake of electric vehicles by supporting provision of public EVCPs and therefore addressing wider district emissions

A modern and caring Council

34. EV chargers at parish and community buildings would be used by, and benefit local people as well as visitors to the area

Appendices

Appendix A: Grant Criteria and Guidance Notes

Appendix B: Application Form

Report Author:

Luke Waddington – Project Officer

Telephone: 01954 713493

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Assessment Criteria and Guidance Notes

What is the grant?

A grant to support the installation of electric vehicle charge points (EVCPs) for use by the public, in off-street car parks associated with community buildings and village halls within South Cambridgeshire.

Who can apply?

- Parish councils
- Village hall or community centre/community building Trusts,
- charitable and not-for-profit organisations directly involved in running village halls, community centres, and community buildings with parking.

What can be funded?

Capital costs for purchase and installation of Electric Vehicle Charge Points for public use, including associated costs such as electrical works, enabling ground works, bay markings, barriers, and signs.

What cannot be funded?

- On-going revenue costs (for example, maintenance, software, electricity costs).
- EVCPs at locations which already have an EVCP(s) installed.
- EVCPs that are restricted in use to an individual, business or organisation. Chargers must be for public use.

How much can be applied for?

The maximum award for any EVCP installation is £5,000.

What supporting information is needed?

- A completed application form and any attached documentation that is needed to support responses to the questions in the form.
- A copy of confirmation of support from your local district councillor by letter or email.

- Confirmation of match funding including the source and amount of match funding.

How are applications assessed?

- Applications will need to meet the criteria set out in this guidance document, which will be demonstrated by completing by the application form.
- In addition, the applicant will need to demonstrate consideration of current or demand for EVCPs at their chosen location to provide evidence that the chargers in the chosen location have a good prospect of being used.

What are the conditions of funding?

- Funding must only be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing)
- Successful applicants are to notify SCDC on commissioning of EVCPs installed as a result of the funding.
- Usage data from the EVCP must be provided to SCDC quarterly for 3 years from the date of successful commissioning.
- The successful applicant must commit to maintaining the EVCP in good working condition for 3 years from the date of commissioning.
- Any publicity must acknowledge the award provided.
- Unused grant must be returned to South Cambridgeshire District Council.

How are successful applicants paid?

- If successful, the applicant will receive the grant payment into the account stated on the application form, once we have received acknowledgement of the grant offer and acceptance of the terms and conditions.

Parish and Community building Electric Vehicle Charge Point Grant

Application Form

Part A: Applicant information

1. Name of organisation	
2. Address of organisation	
3. Contact name, email address, and phone	
4. Please describe what the organisation does	
5. Is the organisation a charity? If yes, please provide the registered charity number	
6. Bank account details (for payment of grant upon successful application)	

Part B: Site information

1. Is the site a village or community hall with an associated car park?	
2. Does the applicant own the site? If not, please describe the ownership status of the site.	
3. Please provide a site address and description of the proposed location of proposed Electric Vehicle Charge Points (EVCPs) within the site.	
4. Is the site open to the public and accessible 24/7? If not, please provide details of opening arrangements.	

<p>5. Please submit a plan view or aerial photograph which identifies the proposed location, and a photograph of the proposed location.</p>	
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Part C: Eligibility

<p>1. Describe the number of proposed EVCPs and their power rating in kilowatts (kW).</p>	
<p>2. Please explain the demand for EVCPs at this location and describe who the potential users might be (for example demand from nearby amenities such as shops, or nearby residential properties with no provide off-street parking)</p>	
<p>3. Have you ensured that the site has sufficient electricity capacity to power the EVCPs, and if so, how has this been done? (for example by undertaking or commissioning a site survey)</p>	
<p>4. Does the project have the support of your District Councillor? If so please provide confirmation of this.</p>	

Part D: Requested funding

<p>1. Please give a breakdown of project costs including copies of any quotes obtained</p>	
--	--

2. Please provide details of amount of SCDC funding requested	
3. Please provide details of additional funding sources/match funding	

Part E: Project delivery

1. Please provide a timeline of the proposed work including a delivery date (this can be submitted as a separate document)	
--	--

Part F: Ongoing commitments

1. Do you commit to providing South Cambridgeshire District Council with quarterly usage data for 3 years following commissioning of the EVCPs?	
2. Will you commit to maintaining the EVCP in serviceable condition for 3 years following commissioning of the equipment?	

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Report to:	Grants Advisory Committee	28 October 2022
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell	

Community Chest Grant Criteria: Cost of Living Crisis Adaptations

Executive Summary

1. The purpose of this paper is to propose time-limited alterations to the criteria for the Community Chest Grant (CCG) funding scheme. The proposals will enable CCG funding to reach projects that have a positive impact for residents and communities affected by the cost-of-living crisis.

Key Decision

2. No

Recommendations

3. The Grants Advisory Committee is asked to make recommendations to the Lead Cabinet Member for Resources with regard to:
 - expanding the CCG criteria to allow Parish and Town Councils of any size to bid for Community Chest grants that provide a benefit to those affected by the cost-of-living crisis
 - expanding the criteria to allow applications for revenue costs or overheads (for example, salaries, rent, advertising, promotional materials) to be included for all projects that provide a benefit to those affected by the cost-of-living crisis
 - including a £20,000 ringfenced sum for applications referred to in the previous two recommendations. It is proposed that this £20,000 would come from the Integrated Care System funding, which SCDC is administering, and which must be committed by end March 2023, for the purposes of delivering projects that provide a benefit to those affected by the cost-of-living crisis.

- reviewing these changes to the criteria at the end of March 2023 with a view to assessing whether continued funding is needed to support ‘cost-of-living’ work or whether the changes to the criteria should revert back to the current position.

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.
5. A motion was agreed at Full Council on Thursday, 22 September 2022 September to declare a cost-of-living crisis. One element of the motion was to “ask the Grants Advisory Committee to review the Community Chest Grant Scheme to consider having applications that demonstrate not only wellbeing benefits to their community but also support for those on low incomes and make recommendations to the Lead Cabinet Member for Resources or Cabinet as appropriate.” The changes proposed are designed to deliver on this commitment.

Details

6. The cost-of-living crisis is having a major impact on:
 - individuals, families, and businesses nationally, including those living and working in South Cambridgeshire.
 - people with moderate to good incomes as well as those already in hardship. The increase in day-to-day bills, especially energy and food, is pushing those struggling deeper into hardship and poverty. We know from news reports, and from feedback from our own service areas including Housing, Revenues and Benefits, that some families will have to choose between “heating and eating” this winter.
7. The cost-of-living crisis may also present more problems for our Health Services, which are still recovering from the demands caused by the Covid pandemic. Individuals who are unable to keep themselves warm, or feed themselves sufficiently, many of whom have underlying health conditions or are considered vulnerable, may develop health conditions as a result which require GP or hospital treatment.

8. A successful funding bid from the Council was made to the Integrated Care System (Health) for £220,000 to develop projects to mitigate the impact of rising fuel prices on health inequality. Key outcomes should include a reduction in health harms as a result of the cost-of-living crisis and the empowerment of local communities through engagement and co-production of schemes and ideas.
9. The Council has been working with the Integrated Care System to pursue a range of initiatives that will address the cost-of-living crisis. £20,000 of the Integrated Care System funding would be ring-fenced for projects to address the impacts of the cost-of-living crisis.
10. This funding would cover the period to end March 2023 at which point the Grants Advisory Committee would be asked to review the impact of the changes and decide whether to seek to continue to offer CCG funding on these terms and, if so, to identify Council funding for this.
11. The total amount of funding made available for Community Chest Grants 2022/23 is detailed in the below table, with the grey highlighted section showing the proposed cost-of-living crisis ringfenced fund:

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 (£48,225.31)*	31 March 2023	£15,569.35	0	0	£15,569.35
Biodiversity (£20,000) **	31 March 2023	£17,045.01	0	0	£17,045.01
Community-Led Plans (£48,000)	October 2023	£48,000	0	0	£48,000
Cost Of Living (£20,000)	31 March 2023	£20,000	0	0	£20,000
Total	-	£100,614.36	0	0	£100,614.36

* £58,000 (annual allocation) minus £9,774.69 (- £9,774.69 being the balance after the applications received in March were funded in April).

**£10,000 plus remaining £10,000 from 2021/2022 financial year

12. Communications on any decision to amend the CCG criteria would include a press release and all other usual comms channels, including social media and direct communications with Parish Councils and community groups and organisations.
13. Examples of projects that might be considered cost-of-living crisis projects:
- 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 - low-cost meals for those in need
 - 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
 - Establishing or building the capacity of food hubs, food banks or community fridges.
14. It is proposed that the existing funding within the Community Chest remain unaffected and that voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire may apply for up to £2,000 to 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
15. All other criteria (e.g. the upper funding limit, monitoring requirements and the need to return unspent funds) would remain in place.
16. Guidance notes and full eligibility criteria, including changes (highlighted in grey) to reflect the proposals in this paper, can be found at Appendix A. This is being provided now to ensure the decision and changes can be implemented as quickly as possible to benefit communities as the colder weather and increased cost pressures begin.

Options

17. The Grants Advisory Committee may consider the information provided in this report and recommend to the Lead Cabinet Member for Finance to:

- A) expand the criteria to allow parish and town Councils of any size to apply for funding, providing projects to support those affected by the cost-of-living crisis
- B) expand the criteria to allow applications for capital and/or on-going revenue costs or overheads (for example, salaries, rent, advertising, promotional materials) for all projects that provide a benefit for those affected by the cost-of-living crisis
- C) include a £20,000 ring-fenced fund for projects that have a positive impact for communities affected by the cost-of-living crisis
- D) defer a decision on any or all of the above if further information is required or
- E) reject any or all the above options, stating the reason(s) for this and proposing alternatives to support the delivery of the commitment made at Full Council on 22 September 2022.

Implications

18. There are no significant implications

Alignment with Council Priority Areas

19. The corporate aims are referenced in the criteria and guidance notes for the Community Chest and the proposals within this paper support the Council's commitment to support those affected by the cost-of-living crisis.

Background Papers

Grants Advisory Committee Meetings

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

Appendices

Appendix A: Guidance notes for Community Chest

Report Author:

Emma Dyer –Development Officer
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Telephone: (01954) 713344

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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 (low-cost meals for those in need); 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; establishing or building the capacity of food hubs, food banks or community fridges.
- 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

Appendix B

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). The exception to this is the creation of Community-led Plans (however, revenue costs associated with the resulting projects will not be funded) and cost-of-living projects
- 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)
- Projects that have previously received Community Chest or Zero Carbon Communities Grant funding in the same financial year
- 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 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?

Groups can apply at any time during the financial year until the funding is fully allocated for that period. Additional funding has been allocated until October 2023 for the creation of Community-led Plans.

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

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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
- 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.

Appendix B

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.
- 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.

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 3 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 £48,225.31	✓	✓	x

Appendix B

Biodiversity Grants £20,000	✓	✓	✓
Community-Led Plans £48,000	✓	✓	✓
Cost Of Living (£20,000)	✓	✓	✓

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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