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17 November 2022

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

Quorum: 3

Substitutes: Councillors Heather Williams, Graham Cone, Mark Howell, Bunty Waters,
Dr. Shrobona Bhattacharya, Peter McDonald, Peter Sandford 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 **Friday, 25 November 2022 at 10.00 a.m.** A weblink to enable members of the press and public to listen to the proceedings will be published on the page of the Council's website containing the online version of this agenda, normally, at least 24 hours before the meeting.

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

Yours faithfully

Liz Watts

Chief Executive

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

Agenda

	Pages
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of the meeting on Friday 30 September 2022 To authorise the Chair to sign the Minutes of the meeting held on	1 - 2

Friday 30 September 2022 as a correct record.

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|-----------|--|----------------|
| 4. | Minutes of the meeting on Friday 28 October 2022
To authorise the Chair to sign the Minutes of the meeting held on Friday 28 October 2022 as a correct record. | 3 - 6 |
| 5. | Service Support Grants: 6-month Progress Report | 7 - 14 |
| 6. | Service Support Grants: Funding Applications April 2023 - March 2026 | 15 - 38 |
| 7. | Electric Vehicle Charge Point Grant | 39 - 48 |
| 8. | Community Chest: Funding Applications | 49 - 66 |
| 9. | Date of next meeting
Friday 27 January 2022 at 10:00am. | |

GUIDANCE FOR VISITORS TO SOUTH CAMBRIDGESHIRE HALL

Exclusion Of Press And Public

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

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

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

Notes

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

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Agenda Item 3

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 30 September 2022 at 10.00 a.m.

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

Councillors: Sunita Hansraj Judith Rippeth

Officers in attendance for all or part of the meeting:
Emma Dyer (Development Officer (Community-Led Plans)) and Jane
Mountain (Customer Service Adviser)
Jonathan Malton Cabinet Support Officer
Keira Mbye Democratic Service Officer

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance remotely,
by invitation.

1. Apologies for Absence

There was an apology from Councillor Bill Handley.

2. Declarations of Interest

Councillor Jose Hales declared a non-pecuniary interest in relation to the application from Meldreth, Shepreth and Foxton Community Rail Partnership and that he was a member of the Community Safety Partnership Task and Finish Group for the Meldreth to Melbourn A10 Underpass Improvement Project emphasising he would not vote in the decision.

Councillor Sue Ellington declared a non-pecuniary interest in relation to the application from Swavesey Squash Club.

3. Minutes of Previous Meeting

The Grants Advisory Committee authorised the Chair to sign, as a correct record, the minutes of the meeting held Friday 26 August 2022.

4. Community Chest: Funding Applications

The Grants Advisory Committee reviewed all Community Chest applications received between 10 August 2022 and 12 September 2022, and recommended to the Lead Cabinet Member for Resources that:

- Meldreth, Shepreth and Foxton Community Rail Partnership (SBBJBLPX) to be approved and funded at the full amount requested of £2000
- Swavesey Squash Club (TLKRPHNV) to be approved and funded at the full amount requested of £2000

- Meldreth Crisis Community Support (MCCS) (ZRCKJJJQ) to be approved and funded at the full amount requested of £1,145
- The A10 Corridor Cycle Campaign (MCCS) (QLSNJCNL) to be approved and funded at the full amount requested of £1,153.60
- The Cambridge Past, Present & Future (FZTDTFQL) to be approved and funded at the full amount requested of £2000
- Previously deferred, Cambourne Church (JBCXXSBXW) confirmed an electric oven would be their preferred option and any remaining funds needed would be funded by the church - to be approved and funded at the full amount requested of £2000
- Previously deferred, Hope against Poverty CIC (QXHTKXPD) to be approved and funded at the full amount requested of £2000 with the understanding of records being kept and provided for the delivery costs of the hampers for travelling expenses, distribution quantity and the number of people using the delivery service totalling to £250 in the January/February 2023 meeting.

5. Date of next meeting

Friday 28 October 2022 at 10:00am.

The Meeting ended at 10.55 a.m.

Agenda Item 4

South Cambridgeshire District Council

Minutes of a meeting of the Grants Advisory Committee held on
Friday, 28 October 2022 at 10.00 a.m.

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

Councillors: Sunita Hansraj Peter Sandford
Dr. Martin Cahn Geoff Harvey

Officers in attendance for all or part of the meeting:

Emma Dyer (Development Officer - Community-Led Plans)
Siobhan Mellon (Development Officer - Climate and Environment)

Councillor John Williams (Lead Cabinet Member for Finance) was in attendance remotely, by invitation.

1. Apologies for Absence

There were apologies from Councillor Judith Rippeth and Councillor Bill Handley with Councillor Peter Sandford and Councillor Dr Martin Cahn as substitutes.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of Previous Meeting

4. Electric Vehicle Charge Point Grant scheme

The report set out the proposals for the 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 were asked to consider the proposed structure and funding criteria and make a recommendation to Lead Cabinet Member for Finance.

It was noted that there was no requirement for a legal agreement to install the Electric Vehicle charging points but it was unclear whether planning permission was needed.

It was suggested by the Grants Advisory Committee that a charge card or debit/credit cards should be used as opposed to apps as many used different ones which were often time consuming.

It was suggested that organising further sessions between Parish Councils and trusted partners to represent the scheme and answer any questions would be

beneficial.

It was emphasised Electric Vehicle charging points were just as important to residents as visitors as many had no driveways.

It was explained that a full charge on average would be approximately six hours, but it was not believed that they would be used as a drivers main point of charge but as a top up.

It was explained that although solar Electric Vehicle points were beneficial to the environment, they were often unreliable and required frequent repairs so other options should be considered which could help keep the maintenance and repair costs down.

It was advised that 'Cambridgeshire Council' should be added to the Details section on Page 2, point 10.

The recommendations were unanimously agreed.

5. Community Chest: Funding Applications/Cost of Living Crisis Adaptations

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

It was explained to the Grants Advisory Committee that due to the Cost of Living crisis, people who were on a moderate to good wage and those who were already in hardship were struggling with the increase of day to day bills, energy and food. People who were unable to keep themselves warm could develop health conditions which would put further pressure on the health care system.

The Grants Advisory Committee were advised of the motion agreed at full council on Thursday 22 September 2022 to declare a cost of living crisis with a recommendation that the Grants Advisory Committee would consider and make recommendations to the Lead Cabinet Member for resources.

The four following points were made:

- To expand the criteria to allow Parish Councils and Town Councils of any size to bid for Community Chest Grants to provide the benefit to those affected by the Cost of Living crisis.
- An expansion of the criteria to allow applications for revenue costs or overhead costs, including salaries, rent and promotional materials for all projects.
- There was a £20,000 ring fenced sum for applications that referred to the previous two recommendations which would be funded by the Integrated

Care System funding which South Cambridgeshire District Council would be administrating, which would be committed by the end of March 2023 to deliver projects.

- Reviews to change the criteria would happen at end of March 2023 with a view to assess if funding was still required or if it would revert to the original criteria.

It was noted that, communications on any decision to amend the Community Chest Grants 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.

The following examples of what would be provided were presented:

- Repair cafes where the local community could help in getting household items fixed for free.
- Time banking 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 would 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 could obtain free furniture, clothing, food and toys.
- Establishing or building the capacity of food hubs, food banks or community fridges.

It was emphasised that all other criteria requirements including the upper funding limit, monitoring requirements and the need to return unspent funds would remain in place.

It was emphasised the application was for set up costs only but the wording on page 13, bullet point 2 and page 16, paragraph 13, bullet point 4 suggested foods would be included, it was stressed they would need re-wording.

It was emphasised that the funding was there to help set up projects but there would be no top ups to help with buying food as there were not enough resources to provide subsidised food for everybody, therefore it was expected that communities would help contribute towards obtaining it. It was also explained that local Supermarkets were often generous with their food donations.

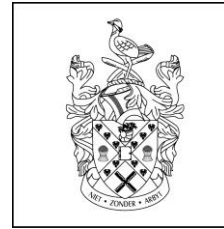
The recommendations were approved unanimously.

6. Date of next meeting

Friday 25 November 2022 at 10:00 a.m.

The Meeting ended at 11.00 a.m.

Agenda Item 5



**South
Cambridgeshire
District Council**

Report to:	Grants Advisory Committee	25 November 2022
Lead Cabinet Member:	Lead Cabinet Member for Resources Cllr John Williams	
Lead Officer:	Gareth Bell, Service Manager, Comms and Communities	

Grants to the Voluntary Sector – Service Support Grants: 6 month progress report

Executive Summary

1. To examine the delivery of grant programmes funded by the Council for 2022.
2. 6-monthly reports have been requested from organisations in receipt of sums greater than £15,000 per annum unless specifically requested by the Council.
3. The reports provide a review of activity for Q1-Q2 only.

Key Decision

4. No

This is not a key decision.

Recommendations

5. The Grants Advisory Committee is asked to review the report and make recommendations to the Lead Cabinet Member for Finance to inform his decision making in respect of service support grants to the voluntary sector. Reports have been requested specifically for those organisations in receipt of £15,000 funding per annum or greater or due to a specific request by the Committee Members.

Reasons for Recommendations

6. All organisations in receipt of funding are on track to deliver the agreed outputs on time and to budget, achieving the objectives of individual grant agreements.

Details

7. The scope of this report covers the following grant funds:
Voluntary Sector Advice and other grants
 1. Service Support Grants:
 - a. Community Transport
 - b. Independent Living
 - c. Generalist and Specialist Advice
8. Q1 and Q2 requested reports have been received from
 - Care Network Cambridgeshire
 - Citizens Advice
9. A summary report of progress during quarters one and two for these grant programmes is provided in appendix A. The summary also gives an officer opinion on the status against targets agreed within the grant agreements. Full organisational reports can be made available on request.
10. Funding agreements for grants provided through the Service Support Grants programme are for three years, subject to satisfactory performance at annual review. This report covers the first two quarters of the previously agreed extension year (2022-23) for funding agreements for 2019-2022.
11. Monitoring grants takes place at six monthly intervals for organisations in receipt of funding sums greater than £15,000 per annum. Monitoring takes place annually for organisations in receipt of funding sums less than £15,000 per annum unless specifically requested otherwise.
12. This report also presents some key updates regarding Disability Cambridgeshire who received a grant of £5000 this year.
13. Grant recipient Disability Cambridgeshire (2019-22), have had ongoing operational and structural difficulties. Since April 2022, they have had no paid employees owing to large numbers of employees on long-term sickness and have been reliant on one casework volunteer to deliver their service, who themselves then became ill. After two unsuccessful recruitment drives, they were unable to recruit to key positions. On 3 October 2022 the trustees, having sought to keep the service nominally open, took the unfortunate decision to

close the charity and will ratify this decision at an Extraordinary General Meeting, to be arranged.

14. Disability Cambridgeshire received £5000 from South Cambridgeshire District Council in 2022-23. In the first half of the year, they have provided a service to 10 South Cambridgeshire clients, of which 8 cases are now closed. Two cases relating to Personal Independence Payments remain open, and Disability Cambridgeshire have agreed with Cambridge Ethnic Community Forum (CECF) that these clients are a priority and will be supported by a CECF case worker. Disability Cambridgeshire intends to make the necessary legal arrangements and to reimburse CECF for the costs associated with this work.

15. Disability Cambridgeshire have requested that South Cambridgeshire District Council permits them to transfer the remaining £2,500 of their grant, for the second half of the 2022-23 financial year, to Disability Huntingdonshire (DISH) who also receive funding from South Cambridgeshire. DISH will use this to extend their support, advice and advocacy service to clients in South Cambridgeshire in the remaining months of the 2022-23 period.

Options

1. With regard to the Disability Cambridgeshire grant, Grants Advisory Committee could:
 - a) request that unspent funds of £2,500 be returned to the Council; or
 - b) agree to the transfer of the remaining £2,500 to DISH, subject to agreement with DISH about how the funds will be used to increase capacity for their work to support South Cambridgeshire residents

2. With regard to the remainder of the report, Grants Advisory Committee could:
 - a) Note the progress of funded projects within the scope of this report, including officer summaries, as presented and/or
 - b) Highlight any concerns for further investigation or action.

Implications

16. There are no significant implications.

Legal

17. Arrangements are in place with grant recipients, which should be followed if a variation or discontinuation of funding is agreed.

Alignment with Council Priority Areas

A modern and Caring Council

South Cambridgeshire District Council will provide their customers with high-quality services, strive to reduce costs, build on what they are good at to generate their own income and make decisions in a transparent, open and inclusive way. The ongoing objectives into 2022-23 include continuing to work with public sector partners and a network of parish councils and voluntary groups to support the most vulnerable people in the district throughout the phases of the Covid-19 pandemic. The Council is committed to creating and supporting local community groups and organisations to deliver services for South Cambridgeshire residents. The Service Support Grant funding scheme to the Voluntary and Community Sector (VCS) has been designed as a contribution to meeting this commitment.

Background Papers

None

Appendices

Appendix A: Officer report

Report Author:

Cecilia Murphy-Roads – Development Officer
Telephone: (01954) 713379

Appendix A

Grant Programmes 2019-22 (with extension year 2022-23) Q1 & Q2

Service Support Grants to the Voluntary Sector

Care Network

Community Transport

Funding is provided for the delivery, development and promotion of Community Transport Services with South Cambridgeshire and for its residents.

Care Network to report Q1, Q2 outcomes as they fall within the funding criteria of granting funding exceeding £15,000 per annum.

Community Transport – Specific Measures:

- Deliver a community car schemes sustainability project via community-based participatory research activity
- Develop an area-based initiative and collaborative approach to community transport via Care Network Transport membership scheme
- Raise awareness of Care Network and other local services and connections to all community car schemes in South Cambridgeshire to enable them to identify and signpost lonely service users to Care Network
- Use social network theory to increase awareness of community car schemes
- Redesign the annual community car schemes survey
- Provide 1-1 support for community car schemes as required
- Provide 6 networking and training events /year for community car schemes

Achieved so far:

- **April** CNC meeting with Community Transport Network – fuel price increase, HMRC mileage rate remains the same since 2012 so CTA advocacy for review of current rate, working with local car schemes on this.
- **May** Updated Coordination Pack distributed, Car scheme leaflet updates, South Cambridgeshire District Council & CNC/ CPCA updating online directory
- **June** Presentation given on recruitment & retention of volunteers
- **July/Aug** Hot weather warning and management, follow up CTA meeting with national petition information.
- **Sept** Safeguarding updates and signposting, Parkinson's UK meeting, GCP congestion charge discussions.
- **Oct** Liaising with South Cambridgeshire District Council re transport for Ukrainians; connecting with Cambridge Dial a Ride and St Ives Volunteer Bureau. Stagecoach has pulled out of a number of villages therefore there was an urgent bus service retender by Cambridgeshire and Peterborough Combined Authority– resulting in all bar one route being covered. CN worked to distribute information re the retender and also managed an enquiry re Caldecote, Dry Drayton and Hardwick car schemes to help villagers should the need arise.

Challenges:

Ongoing pandemic volunteer numbers have dropped, therefore not all schemes returning to capacity. Concerns re Cambridge Congestion charging.

STATUS: ON TRACK

Care Network

Independent Living / Support for Parishes and Communities- Specific Measures:

- Offer support to established community groups as well as new, responsive, informal community groups, and in so doing, provide information and support to 100 South Cambridgeshire residents/year on how to increase their community involvement. (186 contacts made).
- Trial ways of connecting self-isolating and / or vulnerable residents and carers with community groups and activities. via a range of different communication methods. (Face to face and access to Zoom)
- Set up 6 intergenerational befriending and good neighbour projects, (2 formally structured and 4 informally structured)/year.
- Offer general support and information regarding formal and informal volunteering to help combat social isolation and loneliness to all parish councils within South Cambridgeshire. (All parishes contacted).
- Develop a profile of informal group activity across South Cambridgeshire.
- Support communities with a consistent presence for community development activity across the district.

Care Network's Project Catalyst – supports people who may have been shielding or who may be anxious about getting back out and about in their community, helping to boost their confidence and independence. It provides free, short-term support for people not already receiving similar support elsewhere and not living with more complex and enduring mental ill health. Project Catalyst volunteers can accompany individuals to go out for a walk, take their first trip to the local shops, get back to a group or social activity or to take their first steps in attending a group. It also includes the Check-in-and-Chat Service.

Achieved so far:

- The Project Catalyst wellbeing team received 19 referrals from South Camb: 7 did not progress to support. 12 supported: 5 in depth support and 7 accessed Check and Chat service.
- Example wellbeing scores of one client dealing with an adult child with mental health issues, before and after support offered:

Wellbeing Scores	Before	After
Social Relationships	2	4
Social Activity	2	4
Positive Outlook	2	4
Maintaining Independence	3	5
General Wellbeing	1	4

Challenges:

Client health is pausing or preventing service provision. Training new staff members

STATUS: ON TRACK

Citizens Advice (CABx)

General Welfare Advice and Specialist Advice

Funding is provided to give free, independent, confidential and impartial advice to residents of South Cambridgeshire. To develop, deliver and publicise advice service to residents in a manner which takes account of the rural nature of the district.

We ask CAB to log outcomes from the advice given, recording the value of income gained, problems resolved and homelessness prevented as well as detailing the range of issues dealt with including demographic data.

Summary of key statistics:

South Cambridgeshire DC people helped = 2,679

Amount of work generated by clients = times seen (most need more than one session to get to point of resolution) = 4,371

Questions answered/ advice issues = 5,310

Of those questions asked the top topic areas:

Welfare rights = 1,268

Debt and money advice = 638

Housing = 537

Income gains and debts written off for clients:

Total = £1,342,141

North Herts: Main issues: Accessing of social care especially around mental health in South Cambs for vulnerable adults. Increased energy, benefits and housing enquiries due to the ongoing “Cost of Living Crisis”. Increased numbers of clients who do not have access or capability to use the internet in applying for blue badges and bus passes etc as paper forms no longer available. Returned to delivering face to face appointments at the Melbourn Hub when they reopened. They have moved away from drop-in sessions and now offer face to face appointments to those people who really need them.

Cambridge and District:

Continued to deliver all services including outreach by phone, email, Webchat and video. All workers – volunteers included – have been fully kitted up with secure IT and have been hybrid working. They have a small contingent in the main office but that is growing and now have appointments in the main office every day and have opened up face to face at outreach locations.

All outreaches continue to have their own dedicated email for direct email into the specialists and this has proved useful and they get a steady flow of requests. An advantage of delivering services remotely is that it has cut down a lot of travel – lowering our carbon footprint. They know that there is still a need for face to face work and are gradually opening this up e.g. will be visiting John Huntingdon Charity in Sawston once a month and hope to extend that when they are able to accommodate it. They have now added in a local (rather than worldwide) webchat. At present that is reserved to admin only but will roll out advice when they have completed a staffing restructure. They continue to provide debt appointments referred from SCDC at Cambourne on Tuesdays. They plan to open up their face to face service there in the not too distant future.

Additional outreach (other funding sources):

CAB have agreed to an updated contract with John Huntingdon Charity in Sawston to deliver debt appointments (funded by that charity)

Bar Hill: new outreach initiated by one of very experienced advisers during lockdown who lives there. They continue to service the Northstowe and Willingham outreach and are in negotiations with the Foodbank to provide CAB advice at their Cambourne and Northstowe sites – funded by the Trussell Trust.

STATUS: ON TRACK

Organisations' reports are available on request

Agenda Item 6



REPORT TO: Grants Advisory Committee 25/11/2022

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Gareth Bell, Service Manager, Comms and Communities

Service Support Grants (SSG) to the Voluntary and Community Sector: Funding Applications April 2023 – March 2026

Executive Summary

1. The purpose of this report is to provide information to support the Grants Advisory Committee in making recommendations to the Lead Cabinet Member for Resources, regarding grant allocations for the new funding cycle of the Service Support Grants to the Voluntary and Community Sector. These grants will be for three years, April 2023 to March 2026.

Key Decision

2. No

This is not a key decision because it decides grant recipients within previously agreed budgets.

Recommendations

3. The Grants Advisory Committee is asked to review the report and make recommendations to the Lead Cabinet Member for Resources regarding the allocation of funding and to inform his decision-making in respect of concerns, if any, for future monitoring and/or investigation.
4. The Committee is asked to review the applications in light of the cost-of-living emergency that was declared at a meeting of the Council on 22 September this year, where it was acknowledged that the Council should seek to support those residents most at risk from the impacts of the cost-of-living crisis, particularly those residents on low incomes who will face unprecedented hardship this winter. The cost-of-living emergency was declared after the themes for the SSGs were considered and agreed by members and a bidding process initiated.

Reasons for Recommendations

5. Funding agreements for grants provided through the SSGs to the Voluntary and Community Sector are for three years, subject to satisfactory performance at each review stage and subject to the confirmation of Council budgets in February, ahead of each new financial year.
6. The majority of the themes within this grant scheme are aimed at providing funding to organisations who support residents to live and travel independently, and get the support, advice and advocacy that they need. While these services are not designed exclusively for those experiencing difficulties as a result of the recent rise in living costs, these residents are certainly among those to whom these services are targeted.

Details

7. Following a review of the existing SSG agreements with members of the Grants Advisory Committee in Summer 2021, it was recommended to the Lead Cabinet Member for Finance (now the Lead Cabinet Member for Resources) that the existing grant agreements between the Council and recipient organisations would be extended by one year with no alterations to the terms and conditions. It was felt that the prior eighteen months had been exceptional and turbulent for the voluntary sector due to the pandemic and that it would not be the right time to ask organisations to forecast future business projections and performance in an environment of ongoing economic uncertainty.
8. The SSG scheme was reviewed again by the Grants Advisory Committee in July 2022. This was to ensure a more streamlined and equitable approach and to ensure better alignment with renewed Council priorities.
9. As part of the latest review of the scheme, an adjustment was made to the funds available that reflects average inflation rates over the last five years. Funds to be made available went from £151,610 to £167,400.
10. The review also resulted in a revision of the grant themes within the scheme from eight to five as set out in the table below.

11.

Previous Funding Cycle themes 2019-22	Funded amounts £	New Funding Cycle themes 2023-26	Indicative funding amounts £
Independent Living	4,500	Mental Health and Wellbeing	24,000
Advice Services	97,110	Advice Services	100,000
Community Transport	9,000	Independent Living	22,000
Fit to Learn	4,000	Support for the VCS	11,400
Support for the VCS	10,000	Arts, Culture and Heritage	10,000
Combined Community Transport & Independent Living	18,500	-	-
Planning and Economic Development	8,500	-	-
SSG TOTAL	151,610	-	167,400
Housing and Homelessness (service budget)	12,520	Housing and Homelessness (service budget)	14,250
TOTAL (with additional Housing and Homelessness Grant)	164,130	-	181,650

12. The Housing and Homelessness Grants are part of a service budget and while treated in the same way as the other themes and advertised publicly for transparency, they are not considered from a financial perspective to be part of the SSG grant scheme. Any uplift was applied separately.

13. Appendix A includes all details relating to the award decisions agreed by the Lead Cabinet member for Housing.

14. Applications for the new three-year agreements were invited from 5 September to 14 October 2022 for the period April 2023-March 2026.

15. Since the scheme was reviewed and opened, at its meeting on 22 September 2022 the Council declared a cost-of-living emergency.

16. There is evidence to suggest that some people are less able to cope with the cost-of-living crisis so soon after the pandemic. Households, particularly those with low incomes, have now run down savings and increased debt. The Office for National Statistics found that by December 2020, nearly 9 million people had to borrow more money than usual because of the Coronavirus pandemic. Groups which are more likely to have taken on more debt since the start of the pandemic include renters, people from minority ethnic groups, parents and carers, disabled people, and young people.

17. This situation will not improve soon, and it will certainly worsen during the winter months. The Council agreed to support those who are most at risk from the impacts of the rising costs of food, fuel and other utility bills, particularly those on low incomes who will face unprecedented hardship this winter.
18. The Committee may wish to consider the 6-month SSG monitoring update also submitted to this meeting as valuable supporting information on how the current funding is being utilised by grant recipients over £15,000. Similarly, appendix B, the End of Year summary report of all awarded SSGs 2021-22 may also support and give context to the current recommendations for the new funding.
19. Previous grant recipient for 2019-22, Disability Cambridgeshire, has not reapplied due to ongoing operational and structural difficulties which have caused the charity to close.
20. Following the closure of the bidding process, a panel of officers met week commencing 17 October 2022 to review and assess the applications against the scoring matrix.
21. The officer panel assessment and suggested funding allocations are included within Appendix C. As the bids received exceed the funding available and a cost-of-living emergency has been declared, the recommended allocation of the funding includes additional consultation with the Lead Cabinet Member for Resources, the Chair of Grants Advisory Committee and the Lead Cabinet Member for Communities. This aims to support GAC to discuss the SSG scheme and allocations more effectively.
22. The full applications from bidders contain commercially sensitive information and are therefore not published.
23. In the new funding cycle for 2023/24 to 2025/26, organisations in receipt of annual grants greater than £10,000 are required to submit performance reports at 6-monthly intervals; those in receipt of funding of less than £10,000 are required to submit performance reports annually.
24. Grants over £15,000 will be made in two six monthly instalments and only on receipt of approved monitoring information.

Options

The Grants Advisory Committee could recommend to the Lead Cabinet Member for Resources to:

1. agree all the recommendations as presented by the officer panel and/or
2. agree an amended set of recommendations, detailing any changes and giving reasons, and/or
3. highlight any concerns for further monitoring, investigation or action giving reasons, and request that a follow up report be returned to GAC within appropriate timescales.

Implications

25. 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

26. Arrangements are in place with grant recipients, which should be followed should a variation or discontinuation of funding be proposed and agreed.

Consultation responses

27. Officers have consulted with the Lead Cabinet Member for Resources, the Chair of Grants Advisory Committee and the Lead Cabinet Member for Communities regarding the number and type of applications received as it is clear that despite the review, the applicants are by and large the same as in previous years. It had been hoped that the scheme would attract new organisations. Despite no significant increase in new organisations coming forward to bid, it was felt that the process of assessing applications and allocating funding should continue.

Alignment with Council Priority Areas

A modern and caring Council

South Cambridgeshire District Council will provide their customers with high-quality services, strive to reduce costs, build on what they are good at to generate their own income and make decisions in a transparent, open and inclusive way. The ongoing objectives into 2022-23 include continuing to work with public sector partners and a network of parish councils and voluntary groups to support the most vulnerable people in the district throughout the phases of the Covid-19 pandemic. The Council is committed to creating and supporting local community groups and organisations to deliver services for South Cambridgeshire residents. The Service Support Grant funding scheme to the Voluntary and Community Sector has been designed as a contribution to meeting this commitment.

Appendices

Appendix A Housing Grant Decisions 2023-26

Appendix B End of Year SSG summary report 2021-22, reviewed by GAC on 24/06/2022

Appendix C SSG assessment and recommendations 2023-26

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Housing: Support grants – proposed allocations for 2023-2026

The Housing Related Grants scheme offers 3-year funding support to voluntary organisations for the delivery of housing advice and homeless prevention related services across South Cambridgeshire.

During the period 2019-2022, the following three organisations received an annual grant.

Organisation	2022/23 (£)	Grant Usage
Cambridge Cyrenians	1845	<p>During the 21/22 financial year the Cyrenians accommodated 21 residents with a connection to South Cambridgeshire.</p> <p>Referrals are typically for people with an increasing level of need, including successful referrals from ex-offenders, many coming directly from prison, with significant drug and mental health issues.</p>
Cambridge Re-Use (previously known as SOFA)	1865	<p>Re-use provides low cost household goods to low income families in Cambridge and South Cambridgeshire.</p> <p>During the financial year 21/22, the work of Re-Use benefitted 236 beneficiaries in total in South Cambridgeshire: 151 adults and 85 children under 16.</p>
Cambridge Women's Aid (CWA)	8809	<p>CWA has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years.</p> <p>The outreach team offer emotional and practical support, including expert guidance and advocacy to help women access their legal, welfare, housing and justice rights. The grant contribution from South Cambridgeshire helps finance the Outreach worker for the South Cambridgeshire area.</p> <p>During 2021/22 CWA received 73 referrals from women in South Cambridgeshire.</p>
Total	12,519	

Bidding for the funding period 2023-26 closed in October 2022. A sum of £14,250 has been agreed for each of the years: 2023/24, 2024/25 and 2035/2026. Three

grant applications were received and these were from Cambridge Cyrenians, Cambridge Re-Use, Cambridge Women’s Aid. All applications were scored against the published criteria and the following recommendations made by the Service Lead for Housing Advice and Options.

Award Proposals for 2023-2026

Organisation	Proposed Award	Comments
Cambridge Cyrenians	2,000	Full amount requested and represents good value for money given the specialist nature of the accommodation.
Cambridge Re-Use (previously known as SOFA)	2,750	Amount requested was £3,450 which is a significant increase from previous years (£1,865). Service has a good reach in terms of the number of people reached and funding will be used to reimburse expenses of the volunteers who help provide the service. The organisation has over £7K in unallocated reserves which could be used to help offset any shortfall from the requested grant amount.
Cambridge Women’s Aid (CW)	9,500	Full amount requested – outreach service is considered good value for money due to the specialist nature of the service and the number of women supported. A new, county-wide service has recently been commissioned but this offers a different, lower level of service to the CWA outreach provision (which provides an out of hours response and specialises in support for women). The CWA outreach is therefore still required. In addition, the council has been able to benefit from the specialist knowledge held by CWA in terms of working with survivors to develop/improve the council’s response to domestic abuse.
Total	£14,250	

These award proposals were agreed by the Lead Cabinet Member for Housing on 4th November 2022.

**Appendix B: Service Support Grants - End of Financial Year summary
2021/2022**

Category 1: Independent Living

	2019/20 (£)	2020/21(£)	2021/22 (£)	2022/23(£)*	Total (£)
Arts and Minds	2,500	2,500	2,500	2,500	10,000
Cambs Older People's Enterprise (COPE)	2,000	2,000	2,000	2,000	8,000
Totals	4,500	4,500	4,500	4,500	18,000

*Agreed extension year to all funding greyed on all tables of costs.

Arts & Minds

To provide a rolling series of Arts on Prescription in Cambridge and one series outside of Cambridge for adults experiencing depression, stress or anxiety. To be attended by a minimum of 7 South Cambs residents with an aspirational target of 21.

Number of participants = 10 + 1 carer
South Cambs residents reached = 4

One Arts on Prescription programme was organised over the past twelve months funded by SCDC from Sept to Dec 2021. Another programme run by the charity, 'Creative Excursions' allowed for visits to the museum of Archaeology and Anthropology and the Fitzwilliam Museum, where participants had private access to work directly from collections. Further programmes include pottery for dementia, a choir and a creative café. Having altered delivery of their service over an extended period of time due to the pandemic they were finally able to offer a face-to-face programme at the Cambridge University Botanic gardens. Both the Creative Excursions and the Arts on prescription allowed for social distancing with ease and were COVID 19 friendly.

Arts & Minds have had a challenging few years and in response to that have adopted a new three year strategic plan 2021-24 which will include: a new organisational structure, building a bigger more secure staffing structure, developing programme delivery and referral pathways, fundraising to increase capacity and investing in social media resources and strategy.

STATUS: Below target – unavoidably affected by Covid 19 pandemic and an inability to run face to face sessions.

COPE

To develop the capacity and skills of members of the socially disadvantaged community of older people within Cambridgeshire so they are better able to identify and help meet their needs and to participate more fully in society. To disseminate news and information of interest to older people in South Cambridgeshire and provide representation of older people on some public sector meetings and groups as appropriate.

Membership = 2734 older people, of which 833 are registered in South Cambs.

All COPE members in South Cambs received the Newsletter either by post or if requested electronically. Copies are also sent to Council Offices, Libraries, GP Clinics, and Community Centres. As they have 833 South Cambs members, plus those distributed to councils etc there is approx 950+ distributed in South Cambs either by email or printed.

Social events and outings: Activities cancelled due to the pandemic are being reinstated successfully. Encouraging more groups in villages to socialise with choirs due to the known benefits for dementia sufferers. New members are joining especially due to the website encouraging membership.

Cope have maintained contact with their members, keeping the office open and producing the Newsletter every two months. They have maintained regular phone contact and made contact with each of their 1200 members to ensure they were ok. Fortunately, hardly any were ill, or had been affected.

They continued successfully operating "Talking Together" a free telephone-based series of discussions on specific areas of interest e.g. history, Fitzwilliam museum, gardening, poetry etc. Additional funding also received from City Council, Cambridge Community Foundation and the Evelyn Foundation to keep this initiative going.

STATUS: On Track

Category 2: Advice Services

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Citizens Advice	85,000	85,000	85,000	85,000	340,000
Disability Cambridgeshire	5,000	5,000	5,000	5,000	20,000
Disability Huntingdon (DISH)	3,000	3,000	3,000	3,000	12,000
Reach	4,110	4,110	4,110	4,110	16,440
Totals	97,110	97,110	97,110	97,110	388,440

Citizens Advice

Specific measures agreed with the four CABx service South Cambridgeshire residents for Year 3 of the funding agreement were as follows:

- Provide a free advice service to South Cambridgeshire residents, recording all client data (using the PETRA reporting system), tracking the number of people helped, topic of advice and repeat visits
- Log outcomes from the advice given, recording the value of income gained, problems resolved, homelessness prevented, and effect on clients
- Measure and record client satisfaction with the services provided and record customer complaints
- Report the nature and number of advice requests generated through the touchscreen kiosks and tablets forming one element of the outreach strategy
- Monitor, on a monthly basis, the quality of advice given, to ensure the advice consistently meets the criteria set out by the CiTA QAA (quality assurance) system

All specific measures will continue to be delivered during the extension year.

Headline figures for services provided by the four CABx for South Cambridgeshire residents during 2021/2022 are as follows:

Number of Clients from South Cambs helped 5081 (last year 5451)

Topic areas:

- Welfare rights: 3,482. Mostly Personal Independence Payments (PIP) Employment and Support Allowance (ESA) and Housing Benefit (HB)
- Debt and money advice: 1,439. Mostly tax arrears and fuel debt.
- Housing 1361
- Employment: 966 (this was the 2nd highest at the half year point)

Income gains and debts written off for clients: £3,949,851

A new outreach has been started at Bar Hill by one of their most experienced advisers who lives there and is part of the community.

For a full break down of all CAB issues and client profile please see full report in Appendix B.

STATUS: On track

Disability Cambridgeshire

Overall mission is to empower people with disabilities and older people and their families and carers by providing information and advice about their rights, entitlements and the options available to them. Supporting and representing clients during all stages of benefit applications and representation at appeal tribunals where necessary.

The activities of Disability Cambridgeshire's caseworkers have been constrained by the Covid-19 restrictions in force throughout the reporting year. They were unable to undertake home visits or see clients at Addenbrooke's Hospital Advice Centre. All communications with clients were by telephone, post, e-mail or the occasional video call. Also, all caseworkers worked from home throughout the year. All appeal hearings were conducted over the telephone as were accompanied PIP Health Care Professional assessments.

- Income gains for clients amounted to £45,804.20 (last year £81,403.40), mainly in respect of PIP.
- 31 enquiries from residents in South Cambs
- 55% relating to PIP
- 19% of enquiries were from those with physical disabilities
- 19% of enquiries were from those with developmental or learning disabilities
- 49% female

As was the case in the previous year, the processing of claims, reviews, outcomes, mandatory reconsiderations and appeals has been very much delayed by the effects of the pandemic.

NB: They lost their previous Chair last May and more recently have had the Casework Manager and Mental Health Caseworker leave their roles. Therefore, the service that they can provide to clients is affected at present. The Disability Cambridgeshire Board has made the decision to only take referrals via email on advice@disability-cambridgeshire.org.uk . They will only be fulfilling their current binding contractual obligations, which are to help clients who live in Cambridge City or South Cambs, who meet the additional funding criteria. They are working hard to resolve the situation.

STATUS: On track for the reported year

Disability Huntingdon (DISH)

Provide South Cambridgeshire residents with disabilities, and their families and carers, with an advice and information service, at an accessible location or, where necessary, in the client's home.

- 23 clients from South Cambs supported for the period April 2021 – Mar 2022.
Sum of benefits secured £24,100
 - 3 home visits achieved – recently recommenced in last 3 months.
 - 0 face to face visits at the office (moved offices April 2021 and new office did not open to public till Feb 2022)
 - 4 appeal cases – all successful.

STATUS: Below target for face to face and home visits but largely unavoidably impacted by Covid restrictions. Above target (3) for appeal cases. See report in Appendix B for more information.

REACH

To tackle poverty in and around Haverhill, providing outreach debt advice, and income maximisation services via home visits in villages in the South East of South Cambridgeshire with monthly surgeries in Linton.

- 30 families were assisted totalling 58 beneficiaries.
- 5 families with debt issues
- 16 families were assisted with benefit issues
- 11 food boxes distributed

STATUS: On track. They have seen an increase of people reaching out for help after the Covid-19 pandemic, since the associated relief measures have slowed, the reduction in Universal Credit and the current rise in the cost of living.

Category 3: Community Transport

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
RDCT	6,000	6,000	6,000	6,000	24,000
Voluntary Network	3,000	3,000	3,000	3,000	12,000
Totals	9,000	9,000	9,000	9,000	36,000

RDCT

Provide a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport. Their role is to develop, deliver and publicise flexible community transport services across the District in conjunction with other service providers.

- Total number of journeys provided: 2023, 32% increase compared to 2021 with 1530)
- Types of journey: A very wide range of journey types have been recorded but the majority involved medical appointments (29%), and shopping (77%).
- Total no of passengers: 292 (last year 244)
- Total no of villages served: 29

STATUS: On track. Community transport schemes struggled throughout the pandemic with a large fall in the number of passengers and trips undertaken. With restrictions ceasing journey numbers have had a steady increase.

The Voluntary Network

Provide a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport. Their role is to deliver and publicise flexible transport services to South Cambridgeshire residents in the Haverhill area. Their COVID affected service has been reintroduced since Sept 2021, during that period of hiatus they provided transport using their Dial A Ride service.

They have an ongoing issue with a lack of volunteer drivers, particularly for Group Hire. They are going to launch a volunteer campaign on social media.

Updating all printed marketing material across operational area as most removed from publicity points during COVID.

Total No of journeys provided: 723, in 2020 this figure was 1220

STATUS: Below target but clearly unavoidably impacted by the Covid pandemic and people's inability (for various reasons) to travel. They are making better progress than anticipated.

Category 4: Fit to Learn

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Home Start	4,000	4,000	4,000	4,000	16,000
Totals	4,000	4,000	4,000	4,000	16,000

Home Start Royston

To provide support to families in crisis or under stress in South Cambridgeshire. Key projects were to deliver “Big Hopes, Big Future” school readiness programme to 10 families.

- 10 families referred
- 8 volunteers trained (4 last year)
- Work closely with Health Visitors
- Promotion of project through their website plus contacts with local preschools and schools.
- 3 monthly reviews with families

STATUS: On track. A significant increase in referral rates, through Health Visitors, family support workers and NCT community supporter. Covid has impacted some service delivery - weekly visits have been predominantly face to face but some adjustments made such as walk and talk sessions outside and online in some instances.

Category 5: Support for VCS

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
CCVS	10,000	10,000	10,000	10,000	40,000
Totals	10,000	10,000	10,000	10,000	40,000

CCVS

Provide support services to community and voluntary groups in South Cambridgeshire; support and advise parish councils on community related projects and advise on non-statutory governance matters and to provide representation on the behalf of the Voluntary and Community Sector in South Cambridgeshire.

- 647 queries of which 304 (47%) were delivered as 1-2-1 sessions, by video call, phone or extended email, for organisations working across Cambridgeshire.
- 78 of these were around finance or funding.
- 64 online training sessions and support events, three specific events funded by SCDC and badged with logo.
- Networking and communications goals all met, however moving to new email/ newsletter system for councillors in next year as not engaging with comms.

- 38 e-bulletins 883 contacts. Open rate 35.8% Click rate 6.3%
- 2 councillor email 179 contacts. Open rate 13.9% Click rate 0.6%
- 1 parish clerk email 97 contacts. Open rate 35.1% Click rate 3.2%
- 11.5% increased reach across all social media platforms in last 6 months.

SCDC makes an additional contribution of £4000 a year from service budgets towards the cost of the [Support Cambridgeshire Funding site](#). 19% of total users of this 'grant finder' tool (formerly hosted on the Council's website) have a South Cambs postcode.

STATUS: On track

Category 6: Combined Community transport and independent living

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Care Network	18,500	18,500	18,500	18,500	74,000
Totals	18,500	18,500	18,500	18,500	74,000

Care Network Cambridgeshire (CNC)

Support communities to involve local people to support each other both individually and through groups and activities. The funding specifically covers community transport and independent living schemes.

Car Scheme

Develop a care network car membership scheme. Connecting local people with local schemes to improve sustainability.

Four Car Scheme Networking and information events run Oct 21- March 22
 Linkied Car schemes with organisations who can help them with practical issues e.g. Community Transport Action
 Provided practical support for car schemes this year, GDPR compliance review with car schemes, developing guidance for drivers in emergencies/ non-emergencies when passengers in distress.
 Offering support re Covid, fuel costs and accessibility.
 CNC thinks there is significant need to provide additional advocacy support through all networks possible to support car schemes with increased cost of living, particularly rises in fuel prices.

Independent Living

Community Development

Undertake community based participatory research activity (extended to include the impact of Covid-19).

Project Catalyst has been able to offer small grants to help both new and re-opening groups cover initial costs such as PPE, insurance or publicity.

CNC joined newly formed East Anglia Good Neighbour Network, launching a virtual Good Neighbour Week programme of training and networking opportunities for local schemes.

Covid impacts on venues, co-ordinators and membership. Community groups concerned with increase in fuel costs and cost of hiring venues – CNC has facilitated solutions to venue and logistical concerns.

All groups that CNC supports in South Cambs are aware of CV-19 recovery and support fund they can access should they need this to re-establish community activity.

Wellbeing

- New publicity for wellbeing provisions
- Staff provisions, 'check and chat' and Trusted Friend volunteer support.
- Received 7 referral with South Cambs.
- Client hospitalisation has disrupted 2 wellbeing interventions
- Regular South Cambs partnership group has evolved with 3 meetings to date of South Cambs professionals networking and collaborating.
- Aim to increase awareness of the wellbeing service and through this the numbers of individuals we support within the South Cambs area.

STATUS:

Independent living – Community development and wellbeing components are being strongly promoted and community groups and voluntary organisations are being proactively supported. On track with grant outcomes.

Community Car Scheme – Demand for the car schemes has returned. All activity to promote, inform and support schemes remain on track.

Category 7: Planning and Economic Development

	2019/20 (£)	2020/21 (£)	2021/22 (£)	2022/23 (£)	Total (£)
Farmland Museum	8,500	8,500	8,500	8,500	34,000
Totals	8,500	8,500	8,500	8,500	34,000

Farmland Museum

Provide a valuable visitor attraction and leisure amenity for the benefit of residents of South Cambridgeshire. Working towards the development of a sustainable business model.

Volunteers are key to the museum business model. In 2020/21 volunteers offered a total of 3,340 hours to the museum. The volunteers reported in a survey that they felt the museum kept them connected and gave them a sense of wellbeing during lockdown and beyond.

Preparations for regular seasonal opening in early April 2021 were hampered by lockdown and Covid restrictions, but they reopened the museum as an outdoor attraction on 15th April, followed by some indoor spaces, with Covid restrictions in place, on 20th May and a full reopening on 22nd July.

Visitor numbers were low initially, given the restrictions in place, but increased as the season progressed, with a 25% increase of visitors between June and October 2021 when compared to the same period in 2019.

STATUS: On track.

Category 8: Housing and Homelessness

Organisation	2019/20 (£)	2020/21(£)	2021/22 (£)	2022/23 (£)	Total (£)
Cambridge Cyrenians	1780	1807	1845	1845	7,277
Cambridge Re-Use (previously known as SOFA)	1800	1827	1865	1865	7,357
Cambridge Women's Aid	8500	8627.50	8809	8809	34,745.50
Total	12080	12261.5	12,520	12,520	49,379.50

Cambridge Cyrenians

The grant from South Cambridgeshire District Council is contributing to the maintenance and upgrade of computers; Cyrenians provide a PC and internet access for residents in each house to enable them to bid on-line for housing, apply for benefits and search for work. This equipment has proved invaluable throughout the pandemic providing residents with more options to remain in contact with friends, family and external support. The Cyrenians also have continued to support residents

with applications to Cambridge Online to equip them with their own IT equipment, enabling them to better engage with online support and families in the privacy of their own room.

During the 2021/22 period the Cyrenians accommodated 21 new residents with a connection to South Cambridgeshire. This represents 22% of the people accommodated over the year having a connection to South Cambs. Although there was a slight decrease in the number of referrals to the service (221 for the period) the number housed in this same period rose to 97. This continues to demonstrate high demand for the service.

Many of the referrals accepted were from ex-offenders who typically come directly from prison, with significant drug and mental health issues and nearly all referrals are for people who have medium to high support needs. Accepting referrals from people with multiple needs does increase the risk of placements breaking down but it is important that housing options continue to be available for clients with more complex housing and support requirements.

In the 2021/22 period there were 9 evictions for rent arrears and 14 residents were evicted due to their behaviour. A further 6 residents were recalled to prison. However despite the pandemic and the challenges in supporting residents with multiple needs, some residents move on successfully into social housing, private tenancies or return to friends and family. There was a 70% planned move on rate. STATUS: On track

Cambridge Re-Use

Re-use provides low cost household goods to low income families in Cambridge and South Cambridgeshire. Cambridge Re-Use continue to put the grant funding towards the cost of running a furniture van which is used both for collecting donations of household goods and for delivering purchases to customers' homes.

During the financial year 21/22, the work of Re-Use benefitted 236 beneficiaries in total in South Cambridgeshire: 151 adults and 85 children under 16. This is a significant improvement on the numbers supported in 2020/21 when only 36 adults and 18 children from the South Cambridgeshire area were able to benefit from the service. The reduced figure for 20/21 is a direct result of the pandemic and the curbs on social contact. The residue of some of these restrictions continued into 2021 which did have some impact on the business. For example, restrictions in terms of the number of people able to access and move around the store at any time and challenges relating to the collection and delivery of furniture items during the strictest pandemic restrictions. This means that pre-pandemic levels of service have not yet returned, although good progress has been made in resuming the business.

In terms of the customer profile, all households from South Cambridgeshire who utilised the service were wholly reliant in benefits – with no income from work. Of these, 38% of applicants had some form of disability, some of whom continued to experience concerns about venturing out and remaining socially distant from others. As a result, Re- made a number of improvements to their operations including on-line shopping and payment by phone to help address these concerns.

STATUS: On track

Cambridge Women's Aid's (CWA)

CWA has been providing specialist services to survivors of domestic abuse in Cambridge and the surrounding areas for over forty years.

CWA continues to offer a free and confidential service based in the community to support those affected by domestic abuse, either directly or by supporting those who know them or work with them. The outreach team offer emotional and practical support, including expert guidance and advocacy in navigating systems to help women access their legal, welfare, housing and justice rights. The grant contribution from South Cambridgeshire helps finance the Outreach worker for the South Cambridgeshire area.

Across the year 2021-22, CWA received 261 new referrals directly into the Outreach service (across all areas, not just South Cambridgeshire), with the vast majority of these coming from self-referrals (78%), followed by police notifications and the IDVA service. April-July saw the highest number of new referrals per month, with the lowest new referrals in December 2021 and February 2022. Referrals came from the following areas:

Cambridge city - 122
East Cambridgeshire – 40
South Cambridgeshire – 73
Out of area – 14
Unknown - 12

CWA have continued to offer Zoom, Live Chat, email and telephone support to women, and several women have been supported by the online art group throughout the year. CWA have also worked on setting up a new mental health support group for women, due to start May 2022. During the year, they also built on the existing partnership with St. Catharine's College, Cambridge to be able to offer a survivors' conference planned for Autumn 2022, as well as developing the community education project.

Status: All grant recipients under this theme are delivering planned activities to time and to budget. The impact of the pandemic, including the social distancing measures in place at the start of 2021/22 mean that grant recipients continued to offer adapted service provision such as offering more online options alongside a return to face to face services. Category 8 grant payments for 2022/23 will be paid in early June to recipients.

Appendix C

SSG assessment and recommendations 2023/24 to 2025/25

Table 1 (below) shows the key details of each application and the final panel score both in percentage and points out of 5 (with Table 2 explaining the point values below).

Organisation	Theme	Amount applied for Annually £	Officer Panel Score (Average)	%
Arts & Minds	MHW	£6,000	3.50	70%
Farmland Museum	ACH	£10,000	4.00	80%
Home Start	MHW, AS	£13,711	4.20	84%
Citizens Advice	AS	£100,000	4.60	92%
Cambridge Dial a Ride	IL	£15,000	3.25	65%
Care Network Cambridgeshire	MHW, IL, VCS	£23,009	4.20	84%
Cambridge Council for Voluntary Service	VCS	£11,400	4.70	94%
Cambridgeshire Older People's Enterprise	MHW, IL, VCS, ACH	£3,333	3.90	78%
Disability Huntingdonshire	AS	£34,186	4.10	82%
Royston & District Community Transport	IL	£7,000	4.00	80%
Reach Community Projects	AS	£10,000	4.20	84%
The Voluntary Network	MHW, VCS	£8,807	4.20	84%

Legend	
Mental Health and Wellbeing	MHW
Advice Services	AS
Independent Living	IL
Support for the voluntary and community sector	VCS
Arts, Culture and Heritage	ACH

Appendix C

Table 2

Evaluation of answers under each heading	Scoring
Proposals meet the required standard in all material respects	5
Proposals meet the required standard in most material respects, but are lacking or inconsistent in others	4
Proposals fall short of achieving expected standard in a number of identifiable respects	3
Proposals significantly fail to meet the standards required, contain significant shortcomings and/or are inconsistent with other proposals	2
Completely fail to meet required standard	1
Nil response (no answer provided)	0

Table 3 Shows the recommendations for grants following further consultation with the Lead Member for Resources, Chair of Grants Advisory Committee and Lead Cabinet Member for Communities. This table fully allocates the available funding.

Organisations	Requested Amounts	Mental Health and Wellbeing	Advice Services	Independent Living	Support for the voluntary and community sector	Arts, Culture and Heritage
		£17,711.00	£111,289.00	£27,000.00	£11,400.00	£0.00
Farmland	£10,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
CCVS	£11,400.00	£0.00	£0.00	£0.00	£11,400.00	£0.00
CDAR	£15,000.00	£0.00	£0.00	£5,000.00	£0.00	£0.00
CNC	£23,009.00	£0.00	£0.00	£8,000.00	£0.00	£0.00
COPE	£3,333.00	£0.00	£0.00	£2,000.00	£0.00	£0.00
RDCT	£7,000.00	£0.00	£0.00	£7,000.00	£0.00	£0.00
TVN	£8,807.00	£0.00	£0.00	£5,000.00	£0.00	£0.00
CAB	£100,000.00	£0.00	£100,000.00	£0.00	£0.00	£0.00
Reach	£10,000.00	£0.00	£5,000.00	£0.00	£0.00	£0.00
DISH	£34,186.00	£0.00	£6,289.00	£0.00	£0.00	£0.00
Home start	£13,711.00	£13,711.00	£0.00	£0.00	£0.00	£0.00
Arts & Minds	£6,000.00	£4,000.00	£0.00	£0.00	£0.00	£0.00
Total		£17,711.00	£111,289.00	£27,000.00	£11,400.00	£0.00
	£167,400.00					

Appendix C

Organisation and summary of activity

Farmland Museum

Provide a valuable visitor attraction and leisure amenity for the benefit of residents of South Cambridgeshire. Working towards the development of a sustainable business model.

Arts & Minds

To provide a rolling series of Arts on Prescription in Cambridge and one series outside of Cambridge for adults experiencing depression, stress or anxiety. To be attended by a minimum of 7 South Cambs residents with an aspirational target of 21.

Home Start Royston & South Cambridgeshire

To provide outreach support to families in crisis or under stress in South Cambridgeshire.

Citizens Advice (CAB)

The four Citizens Advice organisations covering South Cambridgeshire offer: free, independent, confidential advice service to South Cambridgeshire residents; in person over the phone, by email and online.

Cambridge Dial-a-Ride (CDAR)

Provides local transport services via a Membership Scheme that are safe, affordable, and accessible to community groups and to individuals who have difficulty in accessing public transport.

Care Network Cambridgeshire (CNC)

Support communities to involve local people to support each other both individually and through groups and activities. Specifically through community transport and independent living schemes.

Cambridge Council for Voluntary Service (CCVS)

Provide support services to community and voluntary groups in South Cambridgeshire; support and advise parish councils on community related projects and advise on non-statutory governance matters and to provide representation on the behalf of the Voluntary and Community Sector in South Cambridgeshire.

Cambridgeshire Older People's Enterprise (COPE)

To develop the capacity and skills of members of the socially disadvantaged community of older people within Cambridgeshire so they are better able to identify and help meet their needs and to participate more fully in society. To disseminate news and information of interest to older people in South Cambridgeshire and provide representation of older people on some public sector meetings and groups as appropriate.

Disability Huntingdon (DISH)

Provide South Cambridgeshire residents with disabilities, and their families and carers, with an advice and information service, at an accessible location or, where necessary, in the client's home.

Royston & District Community Transport (RDCT)

Provide a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport. Their role is to develop, deliver and publicise flexible community transport services across the District in conjunction with other service providers.

Appendix C

REACH Community Projects

To tackle poverty in and around Haverhill, providing outreach debt advice, and income maximisation services via home visits in villages in the South East of South Cambridgeshire with monthly surgeries in Linton.

The Voluntary Network (TVN)

Provide a transport service for the benefit of those persons who do not have access to a private car and are unable to use public transport. Their role is to deliver and publicise flexible transport services to South Cambridgeshire residents in the Haverhill area.

Agenda Item 7



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	25 th November 2022
Lead Cabinet Member:	Lead Cabinet Member for Finance	
Lead Officer:	Head of Climate, Environment and Waste	

Electric Vehicle Charge Point Grant: Funding Applications

Executive Summary

1. This report summarises a grant application and recommendation to Grants Advisory Committee (GAC) for an award to SCDC's Electric Vehicle Charge Point Fund 2022/23. Members are asked to consider the grant application (detailed in Table 1 of Appendix A) and make a recommendation to the Lead Cabinet Member for Finance.

Key Decision

2. This is not a key decision as the funding amount is below the value for £200,000.

Recommendations

3. It is recommended that the GAC:
 - a. reviews the application to SCDC's Electric Vehicle Charge Point Fund 2022/23 as set out in **Table 1 of Appendix A** to this report;
and
 - b. agrees the recommendation to the Lead Cabinet Member for Finance for allocating the requested funding with reference to the application criteria and guidance set out at **Appendix B**.

Reasons for Recommendations

4. Officers consider that the application has demonstrated that the project meets the key criteria for grant funding, as set out in detail below.

Details

5. 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 and set out in the Council's Zero Carbon Strategy (2020) and Zero Carbon and Doubling Nature Action Plan 2020-2025 supporting the transition to decarbonisation of transport within the district is a crucial aspect of the Council's approach. Electric vehicles (EVs) are likely to play a key role in this transition.
6. However, one barrier to EV adoption is the lack of suitable EV charging infrastructure particularly issue in rural areas. To help address this, aim the Grants Advisory Committee recommended to the Lead Cabinet member for Finance that the Electric Vehicle Charge Point Grant was to be established. The decision to establish the grant scheme was issued on 2nd November 2022.
7. This grant scheme is therefore intended to enable and encourage parishes, village halls and community buildings to install public EVCPs by providing financial support in addition to other funding sources raised by the applicants.
8. The grant is available to fund capital costs towards installation of public EVCPs, and associated works, in the car parks of community buildings and village halls within South Cambridgeshire.
9. Applicants may apply for up to £5,000 per project, with funding awarded on a first come first served basis.
10. Full application criteria and guidance notes as published on the SCDC website can be found at Appendix B. Scoring methodology for applications is set out in Appendix B
11. The total amount of funding available for the EVCP Grant for the remainder of 2022/23 is £20,000. The below table sets out funding applied for and remaining funding.

Total Grant Available Budget (of £20,000 for 2022/23)	Applications received	Total applied for	Remaining budget
£20,000	1	£3,500	£16,500

12. There is one application for consideration by the Grants Advisory Committee, submitted by Steeple Morden parish council, for installation of a dual socket 7kW EVCP at Steeple Morden Village Hall. A detailed summary of the submitted application can be found at Appendix A. The applicant requests £3,500 towards the total project capital cost of £12,196. The project has received an offer of £5,780 funding from the Government's On-street Residential Chargepoint

Scheme (ORCS), and the remaining £2,916 would be funded from the Steeple Morden parish council project fund reserves.

13. Officers consider that the application demonstrates a likely prospect of demand and future use, due to nearby amenities and 63 nearby properties who rely on on-street parking. A project plan, timescales, supplier quotes and financial breakdown including match funding have been provided, showing that the project is deliverable. Using the methodology in Appendix B the application has been given a score of 86.6/100. Taking the above into account, the application is considered to comply with the criteria and conditions of the grant fund.

Options

14. The Grants Advisory Committee may consider the application for funding as 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

15. There are no significant implications

Consultation responses

16. The Lead Member for Climate has been consulted on this report and its recommendations.

Alignment with Council Priority Areas

Growing local businesses and economies

17. By funding EV chargers at community buildings and village halls, the EV Charge Point Grant 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

18. 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.

19. EVCPs funded though this grant 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

20. EV chargers at parish and community buildings that are funded by this grant would be used by, and would benefit local people as well as visitors to the area

Background Papers

Grants Advisory Committee – 28th October 2022:

[Agenda for Grants Advisory Committee on Friday, 28th October 2022, 10:00 am \(moderngov.co.uk\)](https://moderngov.co.uk/Agenda-for-Grants-Advisory-Committee-on-Friday,-28th-October-2022,-10:00-am)

Appendices

Appendix A: Application summary

Appendix B: Application criteria and guidance notes for the SCDC Electric Vehicle Charge Point Grant

Report Author:

Luke Waddington – Project Officer

Telephone: (01954) 713493

Appendix A: Steeple Morden Parish Council application summary

Reference	SQJNGBNN
Organisation	
Name of organisation	Steeple Morden Parish Council
Organisation Type	Parish council
Site details	
Location	Land adjacent to village hall, 29 Hay Street, Steeple Morden, SG8 0NQ
24/7 Public access	Yes
Landowner	The parish council owns the land
Map location (red marker)	
Photograph of site	
Eligibility	
Proposed EVCPs	1x Project EV 7kW charger with dual output.
Demand for EVCPs	Strong support for public charging from Parish Council AGM.

Nearby village facilities including recreation ground.
 Local survey of 430 homes showed 80% of respondents supported the public EVCPs.
 63 homes within the village and with only on-street parking. The below map indicates the number of properties at each location without off-street parking.



Sufficient power at site	Yes, the DNO has visited the site and installed a new 100A main supply fuse.															
District Cllr Support	Yes, Cllr Heather Williams has confirmed support by email dated 11 November 2022.															
Funding																
Total project cost	£12,196															
Total applied for	£3,500															
Project cost breakdown	<table border="0"> <tr> <td>Step 1</td> <td>Electricals preparation</td> <td>Complete</td> </tr> <tr> <td>Step 2</td> <td>DNO preparation</td> <td>Complete</td> </tr> <tr> <td>Step 3-4</td> <td>Trenchwork/Parking bays</td> <td>£7000</td> </tr> <tr> <td>Step 5-6</td> <td>Charger equipment/Install and Commission:</td> <td>£5196</td> </tr> <tr> <td></td> <td>Project total</td> <td>£12196</td> </tr> </table>	Step 1	Electricals preparation	Complete	Step 2	DNO preparation	Complete	Step 3-4	Trenchwork/Parking bays	£7000	Step 5-6	Charger equipment/Install and Commission:	£5196		Project total	£12196
Step 1	Electricals preparation	Complete														
Step 2	DNO preparation	Complete														
Step 3-4	Trenchwork/Parking bays	£7000														
Step 5-6	Charger equipment/Install and Commission:	£5196														
	Project total	£12196														
Quotes provided	Yes, detailed quotes dated November 2022 provided from two contractors for EVCP purchase and installation, and car park works.															
Match funding	£5,780 from the On-street Residential Chargepoint Scheme £2,916 from the Steeple Morden Parish Council Projects fund reserves															
Project delivery																
Timeline	Yes. A Gantt chart has been submitted showing project delivery timescales, targetting installation of EVCPs in December 2022 and completion in January 2023, with submission of completion evidence to SCDC in February 2023.															
Commitments																
Provide usage data to SCDC for 3 years	Yes															
Maintain for 3 years	Yes															
Register EVCP on map	Yes															
Officer Score /100	86.6															

Appendix B: EV Charge Point Grant Criteria and Guidelines

What is the grant?

The Electric Vehicle Charge Point Grant is available to fund installation of electric vehicle charge points (EVCPs) for use by the public, and related works, in the car parks of 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, ground works, bay markings, barriers, and signs.
- The EVCPs must be located in off-street car parks.

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 is £5,000.
- Applicants can apply at any time during the financial year until the funding is fully allocated for that period.

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.
- The form requires 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.
- A bank statement for the account you wish the funds to be paid into, dated within the last month.

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.
- Applications will then be scored out of 100 based on how well they have addressed the criteria of site suitability, project management and delivery, and ongoing commitments.
- Grant applications are discussed and decided at the [Grants Advisory Committee](#). Grants Advisory Committee usually meets monthly.
- Of particular importance is the need to demonstrate consideration of likely demand for EVCPs at the 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 completion of the funded project.
- 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.
- EVCPs installed as a result of funding shall be registered on an online EV charging directory such as ZapMap or similar.
- 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.

Where to begin?

When first considering a site for an EVCP, think about what might make it attractive to EV drivers. For instance:

- Are there nearby attractions or facilities for drivers to access, ideally more than one and within walking distance?
- Would the EVCP be publicly visible, making it more likely to be noticed and used?
- Are there nearby homes without private driveways who could benefit from a public charger?
- Does the location feel safe for an EV to be left while charging?

Here are some other factors to consider:

- Signs and/or bay markings can be used to denote parking spaces for EV use only, to discourage parking by petrol and diesel cars
- Minimising the distance between EVCPs and the electricity supply can reduce installation costs
- Ensure there is pedestrian accessibility to the charger and parking space
- Barriers or wheel stops in front of an EVCP can reduce damage from collisions
- EVCPs capable of taking contactless payments are easier to use for drivers

If you think your site might be suitable then EVCP installers can provide site surveys free of charge.

Application Scoring Methodology

- Each application is assessed on the below criteria, derived from the application form and conditions set out in the application guidance.
- Each criterion is given a weighting of 33%, and applications are scored out of 10 for each one.
- The scores are then added together, and the application given a total score out of 100.

Criteria	Weighting
Site suitability: The applicant has shown that the site is suitable for the proposed installation, has demonstrated likely demand (such as nearby amenities, and lack of residential off-street parking), has conducted resident surveys and ensured there is sufficient electricity capacity.	33%
Project management and delivery:	33%

The applicant has shown their ability to manage project timelines and funding by providing project timescales, evidenced costings, quotes, and other sources of funding.	
<p>Ongoing commitments: The applicant has agreed to meet the ongoing commitments to SCDC to provide charger usage data for 3 years, maintain the EVCP(s) in a working condition, and register the EVCP(s) on a national charge point map.</p>	33%

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Report to:	Grants Advisory Committee	25 November 2022
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 12 September 2022 and 7 November to 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 if they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund for the current financial year.

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. This includes the newly included cost-of-living crisis criteria

7. The total amount of funding available for Community Chest Grants in 2022/23 is **£48,225.31**.

8. In addition, there is **£20,000**** ringfenced for 2022/23 for **Biodiversity Grants**, **£48,000** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£20,000** ringfenced until end March 2023 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**

9. Cambridge Past, Present & Future was granted £2,000 at the September Grants Advisory Committee. Since this decision was made, other grant applications have been successful, and a request has been made to adjust this figure to £1780.60; this new amount has been accounted for in the summary table below paragraph 11.

10. A summary of the applications can be found at Appendix A (copies of the applications forms are available from the Communities Team upon request).

11. 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 (£48,225.31)*	31 March 2023	£15,569.35	5	£9,998	£5,571.35
Biodiversity (£20,000) **	31 March 2023	£17,264.41	0	0	£17,264.41
Community-Led Plans (£48,000)	October 2023	£48,000	1	£2,000	£46,000
Cost-Of Living (£20,000)	31 March 2023	£20,000	0	0	£20,000
Total	-	£100,833.76	6	£11,998	£88,835.76

* £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

Options

12. 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

13. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

15. 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	JXCZXQNK	Community Chest Grant		
Name of Organisation	Mother Goose Pre School			
Organisation Type	Ofsted registered Pre-school			
CCVS Registered	No			
Parish	Wimpole			
Landowner	A Charity-Wimpole village hall owns or has a long-term lease on the venue			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes-Local company to install			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes-Cllr Aidan Van de Weyer (Barrington)			
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			
Officer Summary	<p>Mother Goose Pre School is an Ofsted registered Pre School, that has been providing childcare and early years education from Wimpole Village Hall since 1992. Currently 22 children aged between two and four years of age attend from all the local villages- Wimpole, Orwell, The Eversdens, Barrington, Whaddon, Arrington, Croydon, Tadlow, and Bassingbourn. Some children attend from Cambourne, Sandy and Shepreth. Opening times are Monday to Friday 9am to 3pm.</p> <p>Although Wimpole Village Hall is available to hire for private or public events, Mother Goose Pre School is the main 'full time' hirer during term time, and this is renewed on a rolling basis. Rent is charged at £1,200 per academic term.</p> <p>The preschool (and village hall) requires replacement perimeter fencing around the garden. For the safety of the children, 6ft fencing is required on 2 sides, with a 5ft fencing with a trellis, on the car park side, to allow staff to monitor who is entering the car park effectively. The fence height is still being agreed currently, but as it will be shorter than 6.5ft, it would not need planning permission.</p> <p>Total project costs as quoted from a local gardening company are £5,245 of which £2,000 is being requested from the Community Chest:</p> <ul style="list-style-type: none"> • Concrete corner fence posts- £69.81 • concrete fence posts intermediate- £318.32 • timer gate posts 4x4, green -£29.28 • 12inch concrete gravel boards- 300.16 • concrete end fence posts- 59.04 • 6x5 closed board fence panels, green- £847.22 • 6x4 closed board fence panels, green- £221.34 • 1ft square trellis, green- £81.12 • 3x5 closed board wooden gate, green- £88.38 • Post mix- £242.00 			

Appendix A

- Heavy duty Tee hinge 2pk- £14.50
- ring handled gate latch- £4.68
- Black tower bolt- £2.38
- Delivery charges for materials- £316.80
- Skip Hire - 4 Yard- £200.00
- Labour to remove existing old fence panels, posts, gate and old concrete. Fill in and compact old post holes. Installation of new fence panels, trellis and gate. Up to 2 years aftercare for workmanship related issues included- £2,450.00

The village hall committee have not confirmed if and how much they will contribute. An application has also been made to Tesco for a Community Grant, however Tesco will not review this application until the Pre School have obtained some funding from elsewhere. The parish council have not offered any financial assistance, although they are in support.

Cllr Aidan Van de Weyer:

I would be very happy to support your application

Total Project Cost:	£5,245.03	Total Applied For:	£2,000
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Reference	SFPKJMDZ	Community Chest Grant	
Name of Organisation	Whittlesford United Reformed Church		
Organisation Type	Community Group		
CCVS Registered	No		
Parish	Whittlesford		
Landowner	Own or have a long-term lease on the venue		
Project Type	Equipment / capital purchase		
Green option considered?	Yes		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes - Cllr Richard Williams		
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		
Officer Summary			

Whittlesford United Reformed Church, formed in 1972 is a village church being developed into a village hub based around wellbeing activities.

The Church would like to promote a healthier and more active eco-friendly lifestyle in the village. They are working towards an A Rocha Eco Church award and host the village Eco Group: 'Eco Whittlesford'. Their project is to install a Bicycle Repair Station - a stand-alone unit equipped with the tools needed for people to fix, tune and repair the most common mechanical problems with their

Appendix A

bikes. This will be situated outdoors, easily visible from the main road and accessible to all at all times.

This will serve the village, those who pass through on the way to or from Whittlesford Station and the many riders who pass through Whittlesford along the Duxford Road - a well-established and popular cycle-route.

Total project costs are £1,998, all of which is being applied for through the Community Chest:

- Repair Station & Pump-£1,410
- Repair Station Door (with Key-Turn Lock)- £372
- Carriage-£216

The Church will provide and fund the costs for the base and installation. They will also fund and install bike racks when they have sufficient funds.



Cllr Richard Williams:

I fully support the application of the Whittlesford United Reformed Church for a Community Chest Grant to support a bicycle repair station as part of the Church's establishment of a community café at the heart of the village. The community facility that the URC is developing is responding to the clear need in the village for more facilities and, indeed, the need for a community café strongly emerged in a recent village consultation linked to the development of our neighbourhood plan. The new café puts sustainability at the heart of its ethos and the bicycle repair shop fits the objective perfectly. It will, in itself, provide a valuable facility for the village that will support sustainable travel and healthy lifestyles, as well as helping to sustain the new community café. The application has my enthusiastic support and I hope that the committee is able to approve this application.

Total Project Cost:	£1,998	Total Applied For:	£1,998
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Reference	HFGVDRJJ	Community Chest Grant	
Name of Organisation	Ickleton Cricket Club		
Organisation Type	Community Group		
CCVS Registered	No		
Parish	Ickleton		
Landowner	Ickleton Parish Council		
Project Type	Improvements to community buildings and spaces		
Green option considered?	N/A		
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes-Cllr Peter McDonald		
Parish Council Support – does the PC support this project in principle	Yes		
Have the parish council supported the group financially previously? If yes when,	PC meeting 16th Nov, will then find out if any funding is offered		

<p>what did the group purchase? and how much?</p>	
<p>Officer Summary</p>	
<p>Ickleton Cricket Club, re-formed in 2012 after a long break. The Club currently has 125 members and provides training and matches for men, women and children. It is affiliated to the England and Wales Cricket Board through the Cambridge Cricket Board.</p> <p>The extension of an adjacent property is taking place taking place in the autumn and winter of 2022. For a number of years, cricket balls have entered this property during matches and all efforts that the club has made have not mitigated the situation. With the new extension, the problem is likely to get worse and the club will have to suspend cricketing activities unless it can erect a ball stop net.</p> <p>All cricket clubs require a number of expensive pieces of equipment, which require ongoing maintenance. Many of these are coming to the end of their useful life and will need replacing over a period of time. Without being able to raise the extra funds to make playing cricket safe, the cricket club faces the possibility of having to close for a season whilst it raises the necessary funds. This would mean that there would be no facility for community members to train or compete. Many members would no doubt move on to other clubs. Also, a year break in the youth development programme (which is currently growing year-on-year) would deplete numbers for following years too. It is essential that the club finds the funds now, in the off season, so that it is ready to start the season in 2023.</p> <p>The ball stop netting would enable the following to take place in the 2023 season:</p> <ul style="list-style-type: none"> • Approximately 33 adult cricket matches and 30 training and development sessions • Approximately 12 sessions of youth cricket involving a minimum of 64 children <p>Many residents who don't play cricket come and watch the matches and training sessions. They provide an opportunity for people to meet one another and build bridges. These opportunities are rare in small villages and with a population of approximately 700, the club engages over 200 people either as players, students, teachers, helpers and spectators. It is also a vital source of income to Ickleton Village Hall providing £1,000 for them every year.</p> <p>The erection of a ball stop net will:</p> <ul style="list-style-type: none"> • Provide essential development, and secure the future for a community that clearly has demonstrated its interest in participating in cricket • Enable the community of Ickleton to engage in healthy sporting activities open to everyone, regardless of gender, age or ability • Enable training sessions to take place that will enhance the skills of local residents • Encourage social interaction for those who can't play cricket by providing opportunities for community members to engage with each other through watching sport • Be placed along the current fence line of the property ensuring that it embraces the aesthetic beauty of the cricket ground and neighbouring properties <p>Total project costs are: £5034.88. £2,000 has been requested through the community chest:</p> <ul style="list-style-type: none"> • Netting and poles: £3401.11 • Concrete: £780 • Digger hire: £242.77 • Skip hire: £311 • Labour: £300 <p>The club has been offered £3,000 by a local resident to help with the costs of erecting the net, leaving a shortfall of approximately £2000 and a small excess can be covered by the cricket club. The next Parish Council meeting is 16th November when any offers of funding will be confirmed.</p>	

Appendix A

Cllr Peter McDonald: <i>Very happy to support.</i>			
Total Project Cost:	£5,034.88	Total Applied For:	£2,000

Reference	KFJPFMTS			Community Chest Grant
Name of Organisation	Bourn Sports Club			
Organisation Type	Community Group			
CCVS Registered	Yes			
Parish	Bourn			
Landowner	Bourn Parish Council own the pavilion but there is a lease for the tennis courts from South Cambridgeshire District Council to Bourn PC.			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Yes			
Documentation Status	Safeguarding	No	Accounts	No
	Quote	No	Mission Statement	No
District Councillor Support	Yes- Cllr Tumi Hawkins			
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- The Parish Council has agreed to contribute £9,790			
Officer Summary				

Bourn Sports Club is a registered Charity formed in 1995 which aims to prioritise the wellbeing of all children and adults at risk and to provide community sports activities for residents of Bourn and nearby villages. Currently there are 140 members. 2022 prices are:

- £12 Junior (under 18)
- £12 Concession (students, unemployed, seniors over 65)
- £25 Adult
- £50 Family (up to 2 adults and any number of children living at the same address)

The main users of the tennis courts are members of Bourn Tennis Club. Court charges are £5 an hour for non-members.

The Sports Club would like to replace the luminaires and drivers on their tennis court floodlights as well as replace the current halogen bulbs with low-energy LED bulbs. Halogen bulbs are being phased out Nationally as part of a series of measures to address climate change and the halogen bulbs used for floodlights are no longer manufactured for sale in the UK. LED floodlights use just 10% of the electricity used by Halogen bulbs and are the recommended solution to replacing floodlights.

The following work is required:

- Take down and store/remove from site all existing floodlight luminaires and control gear.
- Supply and install 6 LED floodlight luminaires complete with attached drivers.

Appendix A

Total costs are £11,944 plus VAT and £2,000 has been requested from the Community chest.

Bourn Sports Club have agreed to pay the VAT if the Parish Council cannot recover it. The Parish Council have also agreed to contribute £9,790 which will come from a successful bid made to the Mick George Community Fund. (please note, as part of the grant conditions, a third party needs to pay 11% of any grant back to Mick George. The Tennis club elected to be the third-party contributor so, the net grant from Mick George is £11,000 minus £1,219 = £9,781)

Cllr Tumi Hawkins:

I have received the information on your proposed project and am completely in support of the Bourn Sports Club's application for the Community Chest Grant.

The project to replace the halogen bulbs with low energy LED bulbs is nature friendly, and will be great for reducing energy use, the cost to run the club and reducing the carbon footprint of the Club. It is in alignment with the Council's net zero drive, and so I am pleased to fully support your application. I hope that it is successful.

Total Project Cost:	£11,944 plus VAT	Total Applied For:	£2,000
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Reference	MLWXPVRR	Community Chest Grant	
Name of Organisation	Cambridge Online		
Organisation Type	Charity-1097218		
CCVS Registered	Yes		
Parish	Based in Cambridge but will benefit Waterbeach, Cambourne, Fen Ditton		
Landowner	N/A		
Project Type	Equipment / capital purchase and materials		
Green option considered?			
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	N/A- benefits multiple parishes		
Parish Council Support – does the PC support this project in principle	N/A		
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	N/A		
Officer Summary			

Cambridge Online is an educational charity and social enterprise consisting of 32 members (15 of these are from from South Cambridgeshire). The charity helps people in Cambridgeshire get online by teaching digital skills and providing a range of courses to help people make the most of being online – for example, searching and applying for jobs, shopping online, using Facebook and socialising online, contacting government and health services, and for leisure and healthy living purposes.

Appendix A

IT services and support to the community are provided through their community hub and digital outreach sessions. Support is also given to charities, voluntary and non-profit organisations in Cambridge City, including equipment loans. The Charity also specialises in helping disadvantaged and disabled people and have donated over 100 laptops this year. Three more workstations have also opened at the Hester Adrian Centre in Cambridge as the average numbers per session have grown.

The charity is currently in need of purchasing new tablets and smart phones to loan out to those disadvantaged as the cost-of-living crisis has meant demand has greatly increased over the last six months. It is estimated that 1 in 6 families will not have access to a device and the internet, this in part widens the gap for the poorer families, with no chance of finding cheaper deals on the internet, or to search for employment, fill out important online submissions or keep in contact with family and friends.

Funding is requested for 10 tablets and 8 mobile phones for donation to be shared between clients at Fen Ditton, Cambourne and Waterbeach (clients will be shown how to use the devices and to access google, set up email addresses and bank accounts online etc). Total project costs are £2,000 all of which is requested through the Community Chest:

- 10 New Tablets for Donation £1,100
- Connectivity for Tablets £ 175
- 8 mobile telephones (reconditioned) £ 640
- Set up Costs £ 85

Applications for laptops, tablets and mobile phones can be made online and those with no internet access can either call the centre or come into the centre where staff will help the client to fill in the form. Promotion will include a feature in their monthly newsletter which is sent to everyone who has provided an email address, and this is also available to collect from their main office.

Assessments of eligibility depend on need- for example, low-income and unemployed families, those needing help to complete training courses and those wanting to search for jobs.

Cllr Graham Cone:

I am happy to support you in your bid for a Community Chest Grant.

Total Project Cost:	£2,000	Total Applied For:	£2,000
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Community-Led Plans

Reference	NMTTGWBR			CLP grant
Name of Organisation	Willingham Community Plan Group			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Willingham			
Landowner	N/A			
Project Type	Improvements to community buildings and spaces			
Green option considered?	N/A			
Documentation Status	Safeguarding	No	Accounts	Yes
	Quote	No	Mission Statement	Yes
District Councillor Support	Yes- Cllrs Bill Handley and Dan Lentell			

Appendix A

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- £4,500		
Officer Summary	<p>Willingham Community Plan Group formed in February 2021 to organise, prepare and produce a Community Led Plan so the wishes of residents can be implemented. The steering group comprises of 10 members.</p> <p>Total project costs are approximately £6,500 (depending on quotes which will be provided soon). Funding of £2,000 is required to prepare, distribute and collect a questionnaire, analyse the results and prepare the necessary survey reports needed for the Plan. This will include utilising the services of a consultant with the correct professional skills to merge the results into a coherent report</p> <p>The Parish Council have funded the group £4,500 for the subsequent public meetings, printing and distribution costs needed once the survey reports have been completed</p> <p>Cllr Bill Handley: <i>I certainly support your application and will say so when it is considered. I hope you are successful.</i></p> <p>Cllr Dan Lentell: <i>I would be very happy to meet with you and offer any assistance that is mine to give.</i></p>		
Total Project Cost:	£6,500	Total Applied For:	£2,000

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 (however, revenue costs cannot be used to cover the cost of food).
- 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 and until the end of March 2023 for cost-of-living crisis 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.

Appendix B

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
- 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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