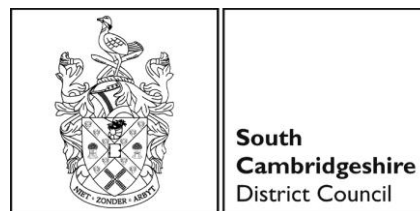


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18 May 2023

To: Councillor Jose Hales – Chair
Councillor Sue Ellington – Vice-Chair
Councillors Bill Handley, Sunita Hansraj, Judith Rippeth, John Williams

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

Dear Sir / Madam

You are invited to attend the next meeting of **Grants Advisory Committee**, which will be held in **Council Chamber - South Cambs Hall** at South Cambridgeshire Hall on **Friday, 26 May 2023 at 10.00 a.m.**

Yours faithfully
Liz Watts
Chief Executive

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

	Agenda	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Minutes of Previous Meeting To authorise the Chair to sign the Minutes of the meeting held on Friday, 28 April 2023 as a correct record.	
4.	Electric Vehicle Charge Point Grant: Funding Applications	5 - 14
5.	Grant Funding for Health Condition Specific Activity Programmes	15 - 22
6.	Grant Funding for South Cambridgeshire Leisure Centres	23 - 30
7.	Harston & District Village Warden Trust - Status Update	31 - 34

8. **Orchard Park Community Council's Children and Young People's Grant update** 35 - 42
9. **Community Chest: Funding Applications** 43 - 60
10. **Date of next meeting**
The next meeting to be held on Friday, 30 June 2023 at 10:00

Agenda Item 4



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	26 th May 2023
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 2023/24. 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 2023/24 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 2023/24 is £46,500. This includes £30,000 allocated to the 2023/24 grant fund and rolled over funding of £16,500 from the 22/23 fund. The below table sets out funding applied for in 2023/24 and remaining funding to be allocated.

Total Grant Available Budget 2023/24	Applications received to date in 2023/24	Total applied for	Remaining budget
£46,500	2	£10,000	£36,500

12. There is one application for consideration by the Grants Advisory Committee, submitted by Cambridge Sport Lakes Trust (CSLT), for installation of two single socket wall mounted 22kW EVCPs in the car park at Milton Country Park, which CSLT hold on a 99-year lease that started on 01/04/2008. A detailed summary of the submitted application can be found at Appendix A. The applicant requests £5,000 towards the total project capital cost of £5,739. The remaining shortfall would be paid by Cambridge Sport Lakes Trust.

13. Officers consider that as a registered charity (Number 1040693), CSLT would be eligible as an organisation to receive funding under this grant scheme, and that the site as a whole has a community use providing recreation, education activities, a venue for hire and a café.
14. The application form states the car park typically opens between 7:30am and 7pm. It is preferable for EVCPs to be able to provide overnight charging for residents. However, the immediate vicinity of the park is commercial in character, with approximately 30 businesses in walking distance that could benefit from a fast charger (22kW chargers can charge a typical EV in less than 2 hours) to assist their operations or for use by their customers. These groups would typically not require overnight use and so the closure of the car park would not be overly detrimental to charger uptake in this location.
15. Therefore, the application demonstrates a likely prospect of demand and future use, due to the good range of nearby amenities both within the park itself and nearby, and due to its location within a commercial area of Milton which would benefit local businesses and their customers.
16. Also, the site is located near to the A14 and A10, where the faster charge time may benefit EV users on longer journeys who are seeking a top-up charge.
17. Although the application has made no assessment of resident demand for a charger, it is noted that the speed of the proposed chargers is suitable for the context described above. Nevertheless, there would be nothing to prevent use by residents when the car park is open during the day, and the 22kw rating means faster charge speeds, potentially negating the need for overnight charging.
18. Estimated timescales, installer quotes and a financial breakdown including match funding have been provided, showing that the project is deliverable. The applicant's proposal has the support of the District Councillor for Milton. Using the methodology in Appendix B the application has been given a score of 76/100. Taking the above into account, the application is considered to comply with the criteria and conditions of the grant fund.

Options

19. 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

20. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

Growing local businesses and economies

22. 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

23. 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.

24. EVCPs funded through 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

25. 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://www.moderngov.co.uk/2022/10/28/grants-advisory-committee-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: Cambridge Sport Lakes Trust application summary

Reference	KRPQCHBP
Organisation	
Name of organisation	Cambridge Sport Lakes Trust
Organisation Type	Charity
Site details	
Location	Milton Country Park, Cambridge Rd, Milton, Cambridge CB24 6AZ
24/7 Public access	No – car park opens from 7:30am to 7pm
Landowner	No - Cambridge Sports Lake Trust have a 99-year lease on Milton Country Park starting 1 st April 2008
Map location (red marker)	
Photograph of site	
Eligibility	
Proposed EVCPs	2x wall mounted 22kW chargers with single socket output each.

Demand for EVCPs	Demand is likely from users of Milton Country Park which provides recreation to local residents and visitors, and other community functions such as venue hire, education and a coffee shop. The site's location near to the A14 and A10 may also benefit EV drivers passing by. There are also approximately 30 businesses in the immediate vicinity of the site, whose business operations and customers may also benefit from a fast (under 2 hour) charge.				
Sufficient power at site	Yes, as confirmed by three competing installers when surveying site to provide quotes.				
District Cllr Support	Yes, Cllr Anna Bradnam confirmed support by email dated 12 April 2023.				
Funding					
Total project cost	£5,739				
Total applied for	£5,000				
Project cost breakdown	Item	Description	Cost £ (exl VAT)	Grant Request £	In kind contribution £
	Installation of two ICS W22B 22KW Intelligent chargers	2x fast chargers to be installed and mounted on the external cladding of the existing toilet block	5739	5000	Remainder will be paid directly by Cambridge Sport Lakes Trust (CSLT)
	Supply and fit a 4 way TP&N Memshield 3 MCB electric panel	Needed because the existing electric board is not suitable for expansion			
	Install cabling to provide power to the charger units from the electric panel	4 core 4mm ² SWA cabling on 100mm wide medium duty galvanised tray will be fixed to brickwork, below timber fascia on exterior of building			
	Install load management infrastructure	Will be achieved using CT coils clamped to incoming meter tails and connected to an ICSLMPs device fitted inside the new 4 way DB			
ICS Intelligent Charging	Used to manage the charging and payment system			£6 per month - CSLT	
Quotes provided	Yes, three quotes were provided, including quote from the winning installer dated 2 March 2023.				
Match funding	The remaining capital cost will be met by Cambridge Sports Lakes Trust				
Project delivery					
Timeline	Yes. An approximate delivery timeline has been provided, based upon timescales and lead times given by the chosen installer. Officers have produced the below table to summarise this.				
	Action				Date
	Install 4 way TP&N Memshield 3 MCB electric panel				Jun-23
	Install cabling to provide power to the charger units from the electric panel				Jun-23
	Install two ICS W22B 22KW Intelligent chargers				Jun-23
	Install load management infrastructure				Jun-23
	Set up ICS Intelligent Charging Management Software – ICS2.0				Jul-23
	Anticipated Delivery Date				Aug-23
Commitments					
Provide usage data to SCDC for 3 years	Yes				
Maintain for 3 years	Yes				
Register EVCP on map	Yes				
Officer Score /100	76				

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 application shows 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: The applicant has shown their ability to manage project timelines and funding by providing project timescales, evidenced costings, quotes, and other sources of funding.	33%
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.	33%

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Agenda Item 5



**South
Cambridgeshire**
District Council

Report to:	Grants Advisory Committee	26 May 2023
Lead Cabinet Member:	Cllr Bill Handley	
Lead Officer:	Jeff Membery	

Grant Funding for Health Condition Specific Activity Programmes

Executive Summary

1. Grants Advisory Committee is asked to make a recommendation to the Lead Member for Resources regarding the creation of a grant fund to the Voluntary, Community and Social Enterprise Sector (VCSE), and Leisure Centres offering physical activity programmes to support people living with chronic long-term conditions, using £13,000 from available funding held by the Council's Physical Activity Coordinator (Helen Stepney).
2. Such a grant scheme would support the ongoing delivery of physical activity programmes for those living with chronic, long-term conditions e.g. Parkinson's, Cardiac, Stroke, Cancer pre/rehabilitation and Type 2 Diabetes.
3. To provide this financial support would help the Council align to two of the priorities outlined by the Integrated Care System Health Strategy published in December 2022:
 - Creating an environment to give people the opportunities to be as healthy as they can be
 - Promoting early intervention and prevention measures to improve mental health and well-being

Key Decision

4. No

Recommendations

1. It is recommended that the Grants Advisory Committee makes a recommendation to the Lead Member for Resources to approve the allocation of £13,000 of available funding to this scheme, with criteria as proposed

below. From 2024/25 an ongoing allocation for this grant scheme has been set aside to the value of £6,500.

Reasons for Recommendations

2. 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

3. The District Council plays a key role in helping improve population health by creating opportunities to promote physical and mental health and wellbeing and reduce health inequalities.
4. Specific health condition physical activity programmes offer condition-specific activity to individuals to help manage their condition on a day-to-day basis, to provide peer support for individuals and carers, and to improve quality of life and better management of their physical condition and mental health.
5. It is often the only activity they may do each week, which gives something to look forward to, provides goals to aim for and some temporary relief for themselves and their carers.
6. It is recognised that such organisations require ongoing financial support to sustain these programmes due to fluctuating attendance figures resulting from changes in an individual's condition on a day-by-day basis or sadly due to premature death.
7. The importance of physical activity in ill-health prevention and improved quality of life is well documented. Please refer to Appendix A for further supporting information.
8. Applications will be sought from VCSE sector organisations, specialist groups or Leisure Centre providers.
9. The aim of the funding will be for the organisation to
 - i. Re-start/establish any classes/session/activity that ceased due to the covid pandemic
 - ii. Start a new class/session/activity

- iii. Maintain an existing programme of class/session/activity's that can demonstrate it requires annual funding support
 - iv. Train existing and new staff to deliver class/session/activity as per aim i, ii or iii above.
10. The grant scheme would use already allocated and available funds and be made up of £6,500 of unspent funds from 2022-23 (rolled over) and £6,500 from the 2023-24 budget. From 2024-25 onwards, the £6,500 in this budget could be allocated to the same grant scheme if appropriate, or an alternative that would align the Council's work to the ICS objectives and priorities at that time, and in accordance with the Council's Health and Wellbeing Strategy.
11. The £6,500 within each financial year had previously been allocated to Physical Activity already, as follows:
- a) £2,000 for new communities work (now funded by S106 instead)
 - b) £2,000 general start up costs for activities (now funded by the Let's Get Physically Active contract instead)
 - c) £2,500 for Dual Use Centre activity start-up costs (this proposal builds on the original purpose for this element of the funding and pulls in elements a. and b. to bolster the sum available per annum).

12. Proposed Criteria

- Applicant must be a voluntary sector organisation, specialist group or leisure centre.
- The maximum amount of funding that can be applied per applicant is £2,000
- Activity must be specific for a health condition.
- Funds to be used for hall hire, training of staff and other revenue costs.
- Organisation's rationale for application must be included in their application.
- Evidence of benefit to participants of proposed class/session/activity.
- Evidence for the total amount required annually.
- Include details of expenditure in last financial year for the class/session/activity, including other sources of income.
- Demonstrate how participants are made aware of the class/session/activity.

13. Proposed Timeline

- Scheme launch June 2023.
- Applications reviewed by officers and recommendations brought to August GAC
- Centres have from September 2023-31 March 2024 to spend their grant.
- End of Project Reports to GAC by end May 2024, to include proposals for the use of the £6,500 allocated to 2024-25 financial year.

Options

14. The Grants Advisory Committee may consider to
 - a. Agree to recommend the new grant proposal and proposed criteria to the Lead Cabinet Member for Resources
 - b. Agree to recommend the new grant proposal to the Lead Cabinet Member for Resources, with suggestion to alter the proposed amount and/or criteria
 - c. Defer a decision if further information is required
 - d. Not recommend the proposal to the Lead Cabinet member for Resources, stating the reason for this

Implications

15. 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:-

Consultation responses

16. Internal with officers and with voluntary sector organisations.

Alignment with Council Priority Areas

Growing local businesses and economies

17. The proposal supports the investment and growth in local voluntary sector organisations, specialist groups and leisure providers; providing volunteering opportunities, job security and growth in an area of the economy which has taken longer to recover since the covid pandemic and which is susceptible to further negative impacts resulting from increased energy costs incurred by the leisure sector and the cost of living squeeze on personal budgets.

A modern and caring Council

18. Increasing access to community support programmes to help people living with chronic long term health conditions, offering improved access to support, ongoing management of condition and positively impacting on quality of life.

Appendices

Appendix A: supporting information and data

Report Author:

Lesley McFarlane – Development Officer, Health and Wellbeing
Telephone: (01954) 713443

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Appendix A: Supporting information/evidence for Grant Scheme

Membership levels as reported by our Leisure Centres (in the main report) remain lower than pre-pandemic levels although there has been some improvement this past year. Across the leisure sector nationally there are 29.1 million people meeting the guideline of 150 minutes or more of moderate intensity physical activity each week, representing 63.1% of the population (1). In South Cambridgeshire 73.4% of the adult population are physically active, with 16.5% of the population reported as inactive (2).

Health benefits of physical activity (3)

In the new [UK Chief Medical Officers' \(CMOs\) physical activity guidelines](#) launched in September 2019, the CMOs reiterated a clear message about physical activity:

“If physical activity were a drug, we would refer to it as a miracle cure, due to the great many illnesses it can prevent and help treat.”

Regular physical activity provides a range of physical and mental health, and social benefits, many of which are increasing issues for individuals, communities and society. These include:

- reducing the risk of many long-term conditions
- helping manage existing conditions
- ensuring good musculoskeletal health
- developing and maintaining physical and mental function and independence
- supporting social inclusion
- helping maintain a healthy weight
- reducing inequalities for people with long-term conditions

The government's [prevention green paper](#) (4) highlights that becoming more active is good for our mental and physical health, and reduces our risk of developing a number of health conditions. It also sets out the ambition of getting everybody active in the 2020s, including those of us who are already living with a health condition.

One in 3 adults in England live with a long-term health condition and they are twice as likely to be amongst the least physically active. However, evidence shows that regular physical activity can help prevent or manage many common conditions such as type 2 diabetes, cardiovascular disease and some cancers. It also helps keep symptoms under control, prevent additional conditions from developing, and reduce inequalities.

1. [Active Lives 2023](#)
2. [Fingertips Public Health Profiles \(South Cambridgeshire\)](#)
3. Health Matters: physical activity – prevention and management of long term conditions published 23 January 2020 (link to paper [here](#)).
4. Advancing our health: prevention in the 2020s- consultation document ([link](#))

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Agenda Item 6



South
Cambridgeshire
District Council

Report to:	Grants Advisory Committee	26 May 2023
Lead Cabinet Member:	Cllr Bill Handley	
Lead Officer:	Jeff Membery	

Grant Funding for South Cambridgeshire Leisure Centres

Executive Summary

1. Grants Advisory Committee is asked to make a recommendation to the Lead Member for Resources regarding the creation of a one-off grant fund for Dual Use Leisure Centres using £9,000 from the Council's existing and available funding held by the Physical Activity Coordinator.
2. Such a grant scheme would enable our leisure centres to introduce classes to help draw back people to pre-pandemic activity levels and build and maintain membership.
3. To provide this financial support would help the Council align to two of the priorities outlined by the Integrated Care System Health Strategy published in December 2022:
 - Creating an environment to give people the opportunities to be as healthy as they can be
 - Promoting early intervention and prevention measures to improve mental health and well-being

Key Decision

4. No

Recommendations

5. It is recommended that the Grants Advisory Committee makes a recommendation to the Lead Member for Resources to approve the allocation of £9,000 of existing and available funding to a one-off scheme, with criteria as proposed below.

Reasons for Recommendations

6. 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

7. The District Council play a key role in helping to improve population health by creating opportunities to promote physical and mental health and wellbeing and reduce health inequalities, obesity rates and physical inactivity.
8. Our leisure centres play a key role in this agenda through provision of local place-based initiatives. Attendance figures at leisure centres remain lower than pre-pandemic levels (table 1).
9. The combination of rising inflation, high interest rates and energy bills is proving to be a difficult economic environment for Centres to introduce classes which may not attract full attendance initially.
10. The table below illustrates the change in membership numbers from pre-Covid to current levels. With the exception of Linton and Gamlingay, all centres continue to operate with reduced membership numbers.

Table 1	Membership			
Centre	Pre-Covid	Post-Covid	Mar-23	% Change from pre covid to current
Cambourne	1010	515	738	-27%
Comberton	472	230	395	-17%
Gamlingay	65	**0	129	50%
Impington	1614	894	1374	-15%
Linton	72	14	*120	66%
Melbourn	1036	510	787	-24%
Sawston	375	125	300	-20%
Swavesey	55	16	22	60%

* increase in membership attributed to investment from SCDC and Anglia Learning Trust

** Following change in ownership

11. We asked our Centres if there were any classes that were offered prior to Covid that have yet to begin again, where cost was the barrier to re-starting. The table below provides a synopsis of responses.

Centre	Which classes would you like to introduce or reintroduce where cost might be a barrier?
Cambourne	Group exercise classes (including Yoga, Body Combat, KettleBells etc)
Comberton	Zumba, over 60's keep fit
Gamlingay	Group sessions, netball, tennis, badminton and pilates
Impington	No classes but biggest barrier is recruitment and retention of staff
Linton	None
Melbourn	Pilates, 'dry-side' classes and more trampoline sessions
Sawston	Soft play, cardiac phase 4, swimming teaching
Swavesey	Martial arts, climbing club,

12. The aim of this grant is for the dual use Centres to either:
- Re-start/establish any classes/session/activity that ceased due to the Covid pandemic
 - Start a new class/session/activity which fulfils a gap or need identified via member/public request/consultation
 - Train existing and/or new staff to deliver new classes/sessions/activities.
13. The grant scheme would use existing and available funds and be made up of £6,500 of unspent funds from 2022-23 (rolled over) and £2,500 from the 2023-24 budget. From 2024-25 onwards, the £2,500 in this budget could be allocated to the same grant scheme if appropriate, or an alternative that would align the Council's work to the ICS objectives and priorities at that time, and in accordance with the Council's Health and Wellbeing Strategy.
14. The £6,500 unspent funds had previously been allocated to Physical Activity, specifically the Exercise Referral Scheme (yet to return to pre-covid referral levels) and savings from the delivery of the holiday sports camps.

Proposed Criteria

15. Applicants must be a Dual Use Leisure Centre within South Cambridgeshire.
16. The maximum amount of funding that can be applied for per Centre is £1,000.
17. Funds are to be used for training staff, purchase of capital equipment and other revenue costs associated with the set up or re-launch of classes.
18. The funds should be used within 6 months of receipt and no later than 31 March 2024.
19. The funds should be used to support up to the first 10 sessions of an activity.
20. Each centre would be asked to report:
- Attendance at each of the classes/sessions/activities
 - Number of existing members attending

- Number of new members attending
- Summary of how successful the class/session/activity has been
- Confirm whether the class/session/activity will continue beyond the term of the funding.

21. Where the funding is used to train staff, the training must be undertaken within 3 months of receipt of funding.

22. Proposed Timeline

- Scheme launch June 2023
- Applications reviewed by officers and recommendations brought to August GAC (see draft application/criteria in Appendix 1).
- Centres have from September 2023 to 31 March 2024 to spend their grant.
- End of Project Reports to GAC by end May 2024, to include proposals for the use of the £2,500 allocated to 2024-25 financial year (see point 13 above).

Options

23. The Grants Advisory Committee may consider to:

- Agree to recommend to the Lead Cabinet Member for Resources the new grant proposal and proposed criteria
- Agree to recommend to the Lead Cabinet Member for Resources the new grant proposal with suggestion to alter the proposed amount and/or criteria
- Defer a decision if further information is required
- Reject the proposal and not recommend it to the Lead Cabinet Member for Resources, stating the reason for this

Implications

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

Consultation responses

25. Internal engagement with officers and leisure centre operators.

Alignment with Council Priority Areas

Growing local businesses and economies

26. The proposal supports the investment in vital community assets, providing jobs, training and increased revenues in the leisure industry which continues to feel the impacts of the economic environment. It has taken longer to recover since the Covid pandemic and continues to be negatively impacted by increased energy costs and the cost-of-living squeeze on personal budgets.

A modern and caring Council

27. Increasing access to locally-based physical activity programmes for residents, to help prevent ill-health and maintain happy, healthy and active lives.

Appendices

Appendix A: Draft application and scoring matrix

Report Author:

Lesley McFarlane – Development Officer, Health and Wellbeing

Telephone: (01954) 713443

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South Cambridgeshire District Council

Leisure Centre Grant Application

Public leisure plays an important role in the delivery of local sport and leisure and since the Covid-19 pandemic, levels of physical activity are still well below that recorded prior to Lockdown closures. Recovery in the sector is being hampered by a continued squeeze on public funding as a result of rising inflation, interest rates and the high cost of energy.

Aim

The aim of this grant funding therefore is to support dual use leisure centres in South Cambridgeshire to either:

1. Re-start/establish any classes/session/activity that was popular prior to the pandemic which they have not been able to afford to restart since.
2. Start a new class/session/activity that fulfils a gap in their programme, or a need identified through member/public requests.
3. Train a staff member to deliver a class/session/activity as per aim 1 or 2.

Criteria

The criteria of the funding to meet aim 1 or 2 above is as follows:

1. The class/session/activity would have to be set up within 6 months of the date of receiving the funding.
2. The funding is to support up to the first 10 classes/sessions/activities
3. Provide a report after the funded class/session/activity have taken place to include:
 - Attendance at each of the classes/sessions/activities
 - Number of existing members attending
 - Number of new members attending
 - Summary of how successful the class/session/activity has been
 - Confirm whether the class/session/activity will continue

The criteria of the funding to meet aim 3 above is as follows:

1. A staff member identified must undertake the training within 3 months of receipt of funding.
2. Part of the funding can be used for training and part for class set as per aim 1 or 2 criteria above.

Terms

The maximum funding that any one centre can apply for is £1000.

Only one application per leisure centre can be accepted.

The Centre must have a Dual Use Agreement with South Cambridgeshire District Council.

Application timeline:

1. Submit the application no later than 24 July 2023.
2. Confirmation of funding will be by 10 September 2023.
3. Successfully applications will submit an invoice by 20 September 2023.

Scoring Matrix:

Name of Leisure Centre:		
Name of person completing this application:		
Contact email address:		
Describe your plans for this funding: (max 1000 words)		
10%	State the amount you are applying for:	
30%	Outline the reasons for your plan (including the evidence base and any data to support your request) :	
15%	Detail the costings of your plan :	
15%	Outline the timeline for your plan :	
30%	Details how you plan to promote the class/session/activity	



Report to:	Grants Advisory Committee	26 May 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Harston & District Village Warden Trust – Status Update

Executive Summary

1. Grants advisory committee (GAC) is asked to review the report and make recommendations to the Lead Member for Resources regarding the re-allocation of monies from the Harston & District Village Warden Trust (HVWT)

Key Decision

2. No. This report to GAC seeks to make recommendations to the Lead Member for Resources regarding the re-allocation of funds from the HVWT.

Recommendations

3. It is proposed that GAC recommends to the Lead Member for Resources, to allocate all remaining unspent funds from the HVWT to the Melbourn Mobile Warden Scheme (MMWS) to provide continued support until March 2024.

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider options and make recommendations regarding grants to the Lead Cabinet Member for Resources (or to Cabinet as appropriate), including, but not limited to:
 - a) Reviewing the Council's grants schemes to ensure they reflect Council priorities;
 - b) Designing new or revising existing grants schemes, including consideration of criteria;
 - c) Consideration of applications made under the Council's grants schemes.

Details

5. HVWT is a local charity that provides support to 14 clients (with another 2 clients joining imminently) in Barrington, Grantchester, Harston, Hauxton, and, until recently, Orwell and Newton. From 2021-2024 the Council provided a total of £5,500 to this scheme.
6. MMWS is also a local charity and it provides support to 48 clients in the neighbouring parishes of Melbourn, Meldreth, Shepreth and, more recently, Whaddon. From 2021-2024 the Council provided a total of £12,000 to this scheme.
7. Age UK Cambridgeshire and Peterborough also run 13 community warden schemes in the district. These schemes operate in a different way to independent schemes by employing the wardens and providing the management that is required for them to operate.
8. In 2022 the HVWT approached both Age UK and MMWS to see if either would be in a position to take over their scheme. The reasons given by HVWT were:
 - Age of current trustee board – many wanting to stand down.
 - Inability to attract younger or new trustees.
9. At a first meeting of representatives of the MMWS and HVWT, MMWS was informed that Age UK had indicated they would not seek to take over the running of HVWT.
10. MMWS agreed to take over HVWT and has already entered into a formal negotiation process which is nearing completion (in approximately 6 weeks' time). The final stages are as follows:
 - A Memorandum Of Understanding (MOU) is nearly completed (the schemes created the MOU together in a bid to demonstrate a transparent process, which both schemes believe has been achieved).
 - Each trustee board is to meet individually to formally agree hand over
 - Both boards are then to meet together, formally to complete the hand over
 - HVWT wardens will visit and brief/inform their clients of the transfer (they have already been informed the discussions were taking place and why).
 - Both boards will issue via HVWT Wardens a Welcome Pack (MMWS already does this with all new clients) that will inform both clients and client family members of the transfer. The pack will contain all the usual documents MMWS issue such as contact details, complaints and compliments process, details of community transport groups, payment instructions etc, and a letter from both trusts saying goodbye and hello!

The above processes will include necessary formal notification to the Charity Commission of the changes.

11. MMWS are requesting that the current 3-year funding award for HVWT be transferred back to South Cambridgeshire District Council to be re-allocated to the MMWS to extend their support services to clients of the HVWT for the remainder of the 2023-24 period.

12. It has been arranged that HVWT will continue to maintain their current bank account so that any imminent donations can be transferred easily to the MMWS bank account. It is expected that the HVWT scheme including bank accounts will be fully closed by the end of 2023.
13. All previous funding by parish councils has been agreed to continue. MMWS will be contacting all parish councils towards the end of August/September to discuss future funding for 2024 onwards. MMWS will do this with all parish council funders, to both schemes.
14. There will be minor changes to the delivery of the scheme for HVWT in that weekend calls will end. MMWS will re-employ the HVWT wardens who have elected to become contractors with the same arrangements as MMWS contracted wardens. They will continue to serve their existing clients so that clients remain secure. The HVWT wardens will also take part in training sessions in the coming weeks with the MMWS wardens. This has been planned as part of the amalgamation to the two warden teams into one warden team.

Options

15. The Committee is asked to recommend that SCDC grant funding to HVWT is returned to SCDC for reallocation to MMWS who will continue to use the funding for its original purpose, i.e., to support older people to live independently in their own homes. This will continue for the duration of the funding, until 31 March 2024.
Alternative options:
 - a) Allocate the remaining funds from the HVWT elsewhere following closure of the scheme (giving details and reasons).
 - b) Defer a decision if further information is required.

Implications

16. There are no significant implications

Background Papers

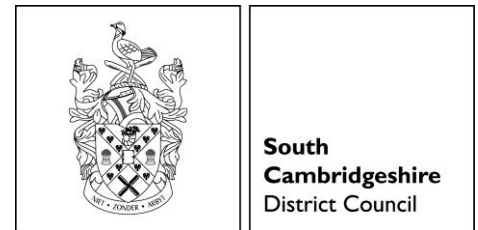
Grants Advisory Committee Meetings
<https://scambs.moderngov.co.uk/ieListMeetings.aspx?CId=1096&Year=0>

Report Author:

Emma Dyer –Development Officer
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Agenda Item 8



REPORT TO: Grants Advisory Committee

26 May 2023

LEAD CABINET MEMBER: Cllr John Williams

LEAD OFFICER: Jeff Membery

Orchard Park Community Council's Children and Young People's Grant update - May 2023

Executive Summary

1. This report follows on from the Children and Young People's Grant Review end of year update provided to Grants Advisory Committee (GAC) on 28 April 2023 and gives a further update from Orchard Park Community Council as to how their funding was spent and the outcomes attained.

Key Decision

2. No. This report provides information only.

Recommendations

3. Members of the Grants Advisory Committee are asked to note the content of the report and offer comments and/or make recommendations to the Lead Member for Resources as appropriate. Specifically, whether an extension to the timescale originally set can be granted.

Reasons for Recommendations

4. The Grants Advisory Committee's role is to consider and make recommendations to the Lead Cabinet Member responsible for Finance, 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 Children and Young Peoples grant scheme was a one-off grant fund making best use of £38,000 of unspent funds for the expansion across the district of the Mobile Warden Schemes (as agreed at Grants Advisory Committee in August 2021).
6. The fund was subsequently increased by an additional £40,000 from Cambridgeshire County Council, bringing the total available to £78,000 for this one-off grant fund.
7. Applications were open to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life for the children and young people of South Cambridgeshire. Applicants were invited to apply for sums £4,000 - £8,000 with the objective that the initiative/activity or project must deliver one or more of the following:
 - Help children, young people and their communities to develop their own initiatives and by doing so contribute to their own resilience and well-being and that of their community
 - Motivate and empower other children and young people and their community members to take part and, by doing so, develop social capacity.
 - Develop opportunities for children, young people and their families to engage in positive activity which is beneficial to their physical and mental health and well-being
 - Address social disadvantage and equality of opportunity.
8. Orchard Park Community Council received £8,000 from The Children and Young Peoples grant to help address anti-social behaviour.
9. An end of year summary of Orchard Park Community Council's project which included officer comments was provided in April's GAC. This is provided again in Appendix A with a further update on the outcomes achieved to date. Officers are satisfied that the project is on track and GAC is asked to consider recommending an extension to the original timescales until 30 October 2023.

Background Papers

Grants Advisory Committee Meetings

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

Appendices

Appendix A: Orchard Park Community Council Application Summary Report

Report Author:

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Orchard Park Community Council Application Summary Report

About the applicant: Community Council for Orchard Park.

Grant awarded: £8,000

Category: Anti-Social Behaviour

Proposals for Grant Funding: The aim was to engage with the young people of Orchard Park, make them feel connected to their community and support them to make a difference.

- 1) Engage with young people at risk of entering the criminal justice system and those undertaking low level ASB in the community
- 2) To connect young people into the wider Orchard Park Community and develop positive social networks
- 3) To reduce feelings of isolation experienced by young people and improve overall mental health of the young people living in Orchard Park
- 4) To motivate and empower young people by providing a platform for them to collaborate with others in their community and give them a voice to shape their community

Status: Not on track. Project did not get under way until March 2022 and a further update will be provided verbally at GAC

Outputs/outcomes of funding:

- Two Romsey Mill youth workers engaged with Orchard Park's socially disadvantaged young people through detached work, gave them opportunities and activities that they would not otherwise have been able to enjoy.
- They have made connections and started to build relationships with around 10 young people to date.
- Through working with Orchard Park's young people during detached sessions and on trips out, a group of young women suggested the boxing project, to help boost self-confidence, personal safety, fitness.
- To date Romsey Mill have invoiced for £5,952.93 representing 42 detached sessions, 9 boxing sessions and 2 trips out.

Challenges:

- The organisation commissioned to carry out the engagement work with Orchard Park's young people are still completing the work and will be gathering feedback.
- There are quite a few objectives to fulfil in a relatively short space of time, and some overlap between them. It might be more achievable to focus on empowering young people to build self-confidence and resilience and developing opportunities to engage in positive activities. Developing social capacity could be a longer-term project.

May 2023 update:

A meeting between Romsey Mill and Orchard Park Community Council took place on 9 May 2023 and provided further outputs/outcomes of the project:

- The detached work served the purpose of both engaging with a number of young people involved in anti-social behaviour and also signposting them to a range of other activities available. Initially the sessions were on Thursday afternoons which meant they could be directed to the Connections Bus when it was there. They were also informed about the Football projects that were running with Cambridge Utd Community Trust.

Appendix A

- Whilst doing detached work a strong relationship was built up with a group of girls aged 14-15 who were causing a number of issues in the Orchard Park community. There was a lot of anti-social behaviour including graffitiing around the Skate Park, stealing from Tesco and cycling dangerously on the roads in front of cars. They were challenged on this behaviour and also encouraged to get involved in more positive activities.
- Some of the young people engaged with were not from Orchard Park, but their behaviour had negatively impacted on residents. Getting them involved in self-defence and then as young leaders has started to build confidence and more productive social networks.
- Girls group - it was suggested to the girls that a group could be set up just for them which would provide fun activities and give them the chance to talk. The girls were keen to do this, and a weekly group was set up. Discussions within the group highlighted that there was a need for much more in-depth support around a number of issues including mental health, sexual health, and feeling safe in their community. These issues were discussed in more detail with them, including the support that is available.
- 100% of those engaged with reported an improvement in their wellbeing and in their ability to get on with others.
- Five Youth work Training sessions were provided and three girls have now gone on to volunteer at a local youth club and start training in youth work.
- A focus group held with three of the young people in March 2023. The following is an excerpt of conversation that took place:

What keeps you coming back to this project?

"I just feel safe there"

And why is that?

"Much prefer Romsey mill, it's much more nicer. I don't feel judged by the workers, whereas other places I have felt judged."

"They have all been really nice."

"My relationship with Mark and Yasmin is brilliant. I feel I can trust you more than most people."

"If I am going to tell someone something it's going to be you (Yasmin)"

How have we helped you?

"You have helped me a lot, I don't know how to explain what"

"You support us emotionally quite a bit"

"Being a young leader has helped with my social anxiety, helped me feel more confident to speak to more people."

"Feel a purpose to be a part of something"

"I have got used to going somewhere and being sociable, and it's something to look forward to in the week"

Do you have any final comments or any further questions about how we will use your comments from today?

"I just like talking to you, I feel like it makes me happier than I have been."

Future Plans:

Appendix A

The young people have identified some structured graffiti work that they would like to work on with a professional graffiti artist. This will be a constructive and creative project where the young people can learn new skills. The Community Council has agreed that the skate park can be used for this project and established graffiti artist Kilo, from Splash and Dash Creations, has agreed to work alongside the young people. This project will take place over the Summer of this year and the Community Council have requested that they utilise the remaining balance of their funding for this purpose. An extension until 30 October 2023 has also been requested to allow enough time to get the young people together with the artist and do the work. This will hopefully produce a positive outcome as mindless and offensive graffiti created by young people has been a cause of concern for Orchard Park's residents.

Additional Information:

- Two Officers from the Communities team attended the Orchard Park Public Meeting on 10 May 2023 and discussed how the sustainability of the project could be improved by linking in with the Council's Community Safety Partnership and Community Led Plan work. This was met with positive responses.
- In addition to this project, the Community Council are running/have run a number of other initiatives to support Orchard Park's more disadvantaged young people such as free-to-access sports, a youth zone, further detached work and they have just been successful in securing a grant from Cambridgeshire County Council to support the engagement of a youth worker working specifically with Orchard Park's young people

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Report to:	Grants Advisory Committee	26 May 2023
Lead Cabinet Member:	Councillor John Williams Lead Cabinet Member for Resources	
Lead Officer:	Gareth Bell, Communications and Communities Service Manager	

Community Chest Grant: Funding Applications

Executive Summary

1. To consider new applications received between 1 April 2023 to 6 May 2023 the Community Chest Grant funding scheme.

Key Decision

2. No

Recommendations

3. It is recommended that the Grants Advisory Committee considers all applications for funding that are set out in Appendix A to this report and makes a recommendation to the Lead Cabinet Member for Finance regarding the level of funding (£0 - £2,000) to be awarded for each, or defers a decision, if further information is required, or rejects an application if it doesn't comply with the grant criteria.

Reasons for Recommendations

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

Details

5. The Community Chest is grant funding available to voluntary and community sector groups, charities and public sector bodies wishing to further improve quality of life in South Cambridgeshire. Applicants may apply for up to £2,000 and the community activity or project must deliver one or more of the following:
 - Improvements to community buildings and spaces (i.e., village halls / pavilions / play areas etc)
 - Repairs to historic buildings / monuments / memorials
 - Equipment / capital purchase
 - Materials
 - Start-up costs (may include training of staff / volunteers, hall hire and other revenue costs)
 - Costs involved with the creation of a Community-Led Plan (not the resulting projects)
 - Enhance the natural environment / result in a sustainable increase in local biodiversity
 - Provide a benefit to those affected by the cost-of-living crisis

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

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

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

6. Guidance notes and full eligibility criteria can be found at Appendix C. This now includes a monthly application deadline of the 7th day of any given month in order to be included in the Grants Advisory Committee of the same month. This change (highlighted in grey) also applies to the last month of the financial year to help simplify the accounting process.
7. The total amount of funding available for Community Chest Grants in 2023/24 is **£58,000**.
8. In addition, there is **£10,000** ringfenced for 2023/24 for **Biodiversity Grants**, **£45,780** ringfenced (expiring in October 2023) for the creation of **Community-Led Plans** and **£18,468.08** ringfenced until end March 2024 (obtained from a successful bid to the Integrated Care System) **for cost-of-living crisis projects**.
9. At the end of the 2022/23 financial year the -£10,445.59 Community Chest Grant deficit was cleared using existing Council funds.
10. At the end of the 2022/23 financial year, £9,608.41 was reported as remaining in the Biodiversity Grant Fund. However, this figure was based on the assumption

that the funding from 2021/22 had been carried forward to 2022/23. This was not, in fact, the case and so the actual figure remaining at end 2022/23 is -£391.59. This small deficit has been cleared using existing Council funds and now for the 2023/24 financial year, the normal biodiversity budget of £10,000 is available.

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

12. The table below details the budget remaining at the time of this report within each subsection of the Community Chest, as well as the number of applications made, and the total amounts applied for.

Type (total fund for the period)	Date fund expires	Total budget at last month	Applications received this month	Total applied for this month	Remaining budget if all projects funded this month
Community Chest (58,000)	31 March 2024	£58,000	4	£7,047.43	£50,952.57
Biodiversity (£10,000)	31 March 2024	£10,000	0	0	£10,000
Community-Led Plans (£45,780)	October 2023	£45,780	0	0	£45,780
Cost- Of Living (£18,468.08)	31 March 2024	£18,468.08	0	0	£18,468.08
Total	-	£132,248.08	4	£7,047.43	£125,200.65

Options

13. 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

14. There are no significant implications

Consultation responses

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

Alignment with Council Priority Areas

16. 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

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Telephone: (01954) 713344

Appendix A

Reference	TKWGH SQW	Community Chest Grant		
Name of Organisation	Cambridge Acorn Project			
Organisation Type	Charity - 1175019			
CCVS Registered	Yes			
Parish	Cambourne			
Landowner	To be confirmed at GAC			
Project Type	Start-up costs			
Green option considered?	Central location will mean young people will have the option to travel on foot to access the support.			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes - Cllr Leeming			
Parish Council Support – does the PC support this project in principle	Not asked			
Have the parish council supported the group financially previously? If yes when, what did the group purchase? and how much?	No			
Officer Summary	<p>Cambridge Acorn Project (www.cambridgeacornproject.org.uk) formed in 2014 to undertake therapeutic work with children and families who have experienced trauma and/or attachment/relational disruption. The Charity delivers long term work due to the severe nature of the trauma the children have suffered. The organisation works closely with other voluntary sector agencies, statutory services and schools and are currently trying to develop their work in South Cambridgeshire as they have identified a gap in provision of such services. They are soon to launch a family wellbeing drop-in in Northstowe.</p> <p>Cambourne Drop-In Pilot Project: The Charity would like to partner with Romsey Mill at the Romsey Mill Youth Cafe which currently takes place in the centre of Cambourne on Friday afternoons. Romsey Mill have identified a clear need for additional therapeutic provision for children and young people in Cambourne and The Cambridge Acorn Project would like to provide a therapist to co-facilitate an open access youth-club drop-in to enable different, therapeutic, conversations to take place.</p> <p>The project is a new one-year pilot – total costs for the therapist to provide half a day (term-time) for an entire year at cost price are £3,150 (their therapeutic practitioners are paid £31,500 FTE so this figure has been prorated for half a day per week for a year) and £2,000 has been requested from the Community Chest.</p>			

If they are successful with their application, they will approach other funders for the remaining £1,150, including Cambridgeshire County Council and Cambridgeshire Community Foundation. If all these plans fail, they will use funding from their reserves to fund the balance. Romsey Mill will also look to continue to place the therapist in Cambourne for a half day and potentially co-deliver a course on mental health/anxiety.

Cllr Helene Leeming:

I would be happy to support such a project-work that focuses on Cambourne's mental health needs is a priority for me.

Cllr Shrobona Bhattacharya:

Yes, I have consent to this project, so count my yes to this application, though I could not see the financial breakup, hope, that will be decided at the meeting.

Cllr Stephen Drew:

I support this application.

Total Project Cost:	£3,150	Total Applied For:	£2,000
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Reference	LHQVMVNT	Community Chest Grant		
Name of Organisation	Linton Village Cricket Club			
Organisation Type	Community Group			
CCVS Registered	No			
Parish	Linton			
Landowner	Parish council			
Project Type	Equipment / capital purchase			
Green option considered?	Yes – see below			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes			
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?	Have not asked the Linton Parish Council for funding towards these items as they have already funded essential pitch work that is being carried out this season			
Officer Summary				

Linton Village Cricket Club was founded in 1852 and consists of a First XI, Second XI and Third XI team as well as two midweek teams. They are an inclusive club that believes cricket should be fun and enjoyable and most importantly, accessible to all. There are 80 members, and the annual fees are £30 for adults and £10 for juniors and students.

From the end of April until the beginning of September there is a game most Saturdays and Wednesdays on the recreation ground at the heart of the village. Throughout the summer months this becomes a meeting place for both the young and old as well as providing an opportunity to mix with those from other communities. As well as providing a welcome source of exercise and social activity, it helps to improve both physical and mental health.

The Cricket Club would like to apply for Community Chest funding for all the costs needed to purchase three pieces of equipment. The total cost is **£1,718.43**:

- **Two rolls of rope** (24mm x 220m) to mark the boundary and allow fielders to run hard at the ball right up to the point where it hits the boundary; they can throw themselves at the ball knowing that they won't injure themselves if they roll over it. **(£409.43)**
- **A Bowdry Water Removal System**. This machine is designed to effectively and efficiently remove standing water. It offers a light, strong, cost-effective solution that will mean that games can still go ahead when under normal conditions, standing water would prevent play. The machine incorporates a durable foam roller that efficiently absorbs the water and does not damage turf. An integrated storage tank collects the excess water at a rate of 60 litres per minute, which is easily emptied from a valve located on the side panel. This machine can be operated by one person. **(£870)**
- **A Verticut Quick Change Cartridge** for their mower. This allows the grass to grow more upright to give a cleaner more consistent cut, and weeds and weed grasses are controlled without using harmful chemicals. This cartridge is easy to use can be used every two weeks during the season. **(£439)**

They have not asked the Parish Council to contribute financially to this project as they have already provided funding this year- for the complete renovation of their pitches which included professional scarification, and the supply of seed, loam and fertiliser.

Green options: The Bowdry water removal machine does not need any fuel. Their mower is powered by unleaded petrol.

Cllr Henry Batchelor:

I know the cricket club has been the recipient of this grant before and I'm happy to support another bid by them for funds.

Cllr John Batchelor:

Linton Village Cricket Club is at the heart of our community and plays an important role in encouraging healthy sporting activity and supporting young people. I am very happy to endorse their funding request.

Appendix A

Total Project Cost:	£1,718.43	Total Applied For:	£1,718.43
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Reference	JZWFVZDF	Community Chest Grant	
Name of Organisation	Shelford & Stapleford Strikers FC		
Organisation Type	Community Group		
CCVS Registered	No		
Parish	Stapleford, Shelford, Sawston, Hauxton, Trumpington		
Landowner	Stapleford Community Primary School		
Project Type	Improvements to community buildings and spaces		
Green option considered?			
Documentation Status	Safeguarding	Yes	Accounts
	Quote	Yes	Mission Statement
District Councillor Support	Yes – Cllr Peter Fane		
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			

Formed in 1992, Shelford & Stapleford Strikers are a grassroots youth football club that provides over 300 children and young people aged 6 - 18 with football opportunities, competitive fixtures, coaching & social events. The Club now has 300 members including those from the neighbouring parishes of Sawston, Hauxton and Trumpington. The membership fees are £75 per year for under 6's and £130 per year for all ages above (under 7 to under 18) which the Club believe are the lowest in the area.

The football Club uses the playing field at Stapleford Community Primary School for both training and matches- this is also a public recreation ground for the under 14's (known locally as the Collier Rec). Rent is charged at £1,000 for 12 months for use of the playing field. The school has just had a change in Head Teacher and although they are unable to contribute

financially, they have recently provided an extension to the current lease from 10 months to three years.

The Football Club are running the "SASS Sport For All" fundraising campaign (<https://www.gofundme.com/f/sass-sport-for-all>) to help develop football facilities at the playing field, for the benefit of both the football club, the school and the local community. This will include pitch surface upgrades, toilets and changing rooms and a secure area for housing goalposts & equipment. Plans are to also include litter bins & dog bins to ensure the upkeep of the Rec. They have also recently widened the scope of the project to include Repairs to Wale Rec in Little Shelford which is another of their training and match facilities. A 10-year lease agreement between SASS and Little Shelford Parish Council for the use of Wale Rec has also been recently signed. The Greater Cambridge local Plan has also been updated.

Total costs are £1,584 and £1,329 has been requested from the Community Chest. The Go Fund me campaign has currently raised £255

Cllr Peter Fane:

I am very happy to support this application. It seems to me this will help to meet an identified local need, to promote healthy and active communities and to develop useful skills.

Total Project Cost:	£1,584	Total Applied For:	£1,329
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Reference	NHLSTMSR			Community Chest Grant
Name of Organisation	Hardwick Pre-School			
Organisation Type	Charity 1059361			
CCVS Registered	No			
Parish	Hardwick			
Landowner	Cambridgeshire County Council			
Project Type	Improvements to community buildings and spaces			
Green option considered?	Nature area including hedgehog house, plus use of natural materials			
Documentation Status	Safeguarding	Yes	Accounts	Yes
	Quote	Yes	Mission Statement	Yes
District Councillor Support	Yes - Cllr Lina Nieto			
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?	Have requested £1,000; the PC approved the small grant application, but they are waiting on confirmation of the precise amount to be issued.
Officer Summary	
<p>Hardwick Pre-School (https://hardwick-preschool.chessck.co.uk/) is an Early Years setting providing childcare for children aged from 2.5 years old until their commencement at Primary School. The Pre-School began in 1982 and currently looks after 32 children.</p> <p>The Pre-School is a purpose-built mobile classroom and enclosed outdoor area within the grounds of Hardwick Community Primary School. They would like to improve the outside area of the pre-school- a large section of which is shaded bare ground. This area used to be a grassed but overhanging neighbouring trees mean it does not get sun anymore and has a lot of leaf fall- efforts to reseed with grass have repeatedly failed. During the autumn, winter and early spring the children are unable to use the area as it is very muddy and slippery. This mud has already caused damage to Pre-School indoor and outdoor carpets</p> <p>Staff and committee have agreed the best solution is to resurface the area with a mix of tarmac and artificial grass. While they will be losing some bare natural surface, the children would then be able to access to the school grounds and pond. Within the middle of the resurfaced area, they would like to include an embedded nature area for the children to explore. The new tarmac area will allow a mud kitchen space with natural resources to be installed, allow staff to chalk various activities such as hopscotch, toy car tracks and enable the children themselves to get creative. The artificial grass will provide an outdoor soft surface area where wooden tree stumps, a wooden bridge and a planting area can be installed. A soft boundary will be installed to help keep trikes away from the mud kitchen area.</p> <p>The canopy-covered area will allow for future community events to take place where the wider community can interact with the Pre-school- for example when hosting fundraising events. The improved ground will be accessible to wheelchair users. They are also planning an 'opening' of resurfaced areas once completed, inviting current and prospective preschool parents and the wider local community</p> <p>Total costs are approximately £6,000 and £2,000 has been requested from the Community Chest:</p> <ul style="list-style-type: none"> • Resurfacing works-£5,748.96 • creation of the embedded nature area ~ £250 <p>For the shortfall, they are seeking a contribution from Hardwick Parish Council and have requested £1,000 (please note, although they have been successful in securing a grant, the exact amount is yet to be confirmed). Fundraising has also begun with further events also</p>	

planned (<https://hardwick-preschool.chessck.co.uk/Fundraising>). Local businesses have also been contacted to see if they can support the project financially.

The Pre-School is situated on land owned by Cambridgeshire County Council. There is no fixed term lease, and they currently pay rent to the council for the building and land. The Pre-School have always paid for the development and repair of the outdoor space and the building and the head of the primary school is aware of the planned project.

Green options: Including a nature area within the resurfacing project-includes a hedgehog dwelling. Various natural materials will be used to enhance the area (tree stumps, bark etc).

Cllr Lina Nieto:

As South Cambs District Councillor including the Ward of Hardwick, I am writing in support of Hardwick Pre-School's application to the Community Chest Grant scheme to seek funding for their outdoor resurfacing project.

Hardwick Pre-School is a busy, thriving, non-profit charity organisation which provides a highly regarded early years setting for 2.5 year old children through to the start of Primary School. In all OFSTED inspections since 2012 it has received an 'Outstanding' rating. Hardwick Pre-School's staff and volunteer committee are proactively renovating and improving the outdoor play and educational space it provides for children in the village of Hardwick and beyond. By resurfacing a currently muddy, bare area of ground, the full outdoor area around the Pre-School building will become useable and accessible by children, their families and the wider community, providing a marked improvement (and increase) to the space available. This space will enable Pre-School children to exercise and play more outside during the autumn, winter and early spring. It will enable further inclusivity of community participation in Pre-School activities by increasing the size of the space available for use. The Pre-School practitioners intend to embed a nature area within the project, working creatively to develop activity stations to enhance the children's skills development. The project will also visually enhance the approach to the Pre-School and provide a robust, easy-to-maintain and functional space for many years ahead.

The resurfacing project is an important and cost-effective improvement servicing the local communities and I am very happy to support this initiative.

Total Project Cost:	~£6,000	Total Applied For:	£2,000
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Guidance notes for Community Chest

What is the Community Chest?

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

Who can apply?

Applicants must:

- Either be a non-profit group or organisation (including Community Interest Companies, CIC) based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR be a public sector body with a demonstrable community focus (individuals and businesses are not eligible)
- Be a Parish Council or Parish Meeting with fewer than 160 registered electors*
Exemptions:
 1. Parish Councils of any size can apply for funding for costs involved in the undertaking, creation or refreshing of a [Community-Led Plan](#) (Parish Plan). This does not cover the costs of delivering projects emerging from a Community-led Plan (further details below)
 2. Parish Councils of any size can apply for biodiversity grants through this fund provided that they are not already in receipt of a grant from the Council's Zero Carbon Communities grant fund
 3. Parish Councils of any size can apply for grants that provide a benefit to those affected by the cost-of-living crisis.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Be able to provide an up to date copy of their accounts and any relevant protection policies

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

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

*Please note:

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

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a) The Parish Council or Parish Meeting have multiple settlements and the application pertains to any one of these which satisfies the 160-electors threshold or

b) Registered electors are within 10% of the threshold.

What must the funded project deliver?

The community activity or project must:

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

What can be funded?

The activity or project should be one of the following:

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

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

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

What cannot be funded?

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

How much can be applied for?

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

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

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

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

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

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

When can groups apply?

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

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

Preferred green options

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

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

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

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

What supporting documentation is required?

- A copy of your organisation's constitution or mission statement
- A copy of your latest accounts (audited if available)
- A quote for the community activity or project
- A copy of your safeguarding policy

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

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

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

How will the grant be paid?

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

What are the conditions of funding?

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

- Funding must only be used for the agreed purpose and spent within 12-months of the award being made (unless otherwise agreed in writing)
- Any publicity must acknowledge the award provided
- Unused grant must be returned to South Cambridgeshire District Council
- An end of project evaluation must be submitted to South Cambridgeshire District Council within 3-months of project completion. Details about this are available on the South Cambridgeshire District Council website
- For biodiversity projects: the project must deliver a sustainable increase in local biodiversity, known as Biodiversity Net Gain. An increase means that you should be able to demonstrate positive change in biodiversity from pre-project conditions (for example, number of trees, number of square metres of land either created or improved). Sustainability means that it should persist over time and not be a temporary change.

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

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

For further information please go to:

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

Explanatory table

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

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

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@scamb.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@scamb.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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