



Cambridge City Council  
**Community Services Scrutiny Committee**

**Date:** Thursday, 18 January 2018

**Time:** 5.00 pm

**Venue:** Committee Room 1 & 2, The Guildhall, Market Square, Cambridge, CB2 3QJ

**Contact:** [democratic.services@cambridge.gov.uk](mailto:democratic.services@cambridge.gov.uk), tel:01223 457013

**Agenda**

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- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 14)
- 4 Public Questions

**Decisions for the Executive Councillor for Streets and Open Spaces**

- 5 Policy for Use of Events on Parks and Open Space (Pages 15 - 56)
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- 7 Streets and Open Spaces Portfolio Revenue and Capital Budget Proposals for 2018/19 to 2022/23 (Pages 83 - 96)

**Decisions for the Executive Councillor for Communities**

- 8 Communities Portfolio Revenue and Capital Budget Proposals for 2018/19 to 2022/23 (Pages 97 - 104)
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**Community Services Scrutiny Committee Members:** Ratcliffe (Chair), Sinnott (Vice-Chair), Abbott, Austin, Barnett, Bird, Gillespie and O'Connell

**Alternates:** Gawthrope, Nethsingha and Sargeant

**Executive Councillors:** Johnson (Executive Councillor for Communities) and Smith (Executive Councillor for Streets and Open Spaces)

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## **COMMUNITY SERVICES SCRUTINY COMMITTEE**

5 October 2017

5.00 - 6.35 pm

**Present:** Councillors Ratcliffe (Chair), Sinnott (Vice-Chair), Abbott, Austin, Barnett, Bird, Gillespie and O'Connell

Executive Councillors: Johnson (Executive Councillor for Communities) and Smith (Executive Councillor for Streets and Open Spaces)

### **Officers:**

Strategic Director: Suzanne Hemingway

Head of Corporate Strategy: Andrew Limb

Head of Environmental Services: Joel Carré

Strategy and Partnerships Manager: David Kidston

Project Officer: James Ogle

Committee Manager: James Goddard

<b>FOR THE INFORMATION OF THE COUNCIL</b>
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### **17/19/Comm Apologies**

No apologies were received.

### **17/20/Comm Declarations of Interest**

No declarations of interest were made.

### **17/21/Comm Minutes**

The minutes of the meeting held on 29 June 2017 were approved as a correct record and signed by the Chair.

### **17/22/Comm Public Questions**

Members of the public made a number of statements, as set out below.

- 1. (Reference item 17/27/Comm) Mr Whyte was pleased that £200,000 was being spent on Arbury Court.**
- 2. (Reference item 17/26/Comm) Ms Rundblad had contacted various Councillors by email regarding walkabouts by Officers and Councillors in her area. Histon Road Residents Association requested this type of community engagement continued.**

The Chair noted that Councillor Holland had responded to Ms Rundblad and that the Executive Councillor for Streets and Open Spaces would also respond in future.

### **17/23/Comm Record of Decision Taken by Executive Councillor for Communities, Community Services Chair and Spokes**

The decision was noted regarding Community Facilities Funding for Refurbishment of Memorial Hall and Church Hall, Cherry Hinton Road.

### **17/24/Comm Re-Ordering the Agenda**

Under paragraph 4.2.1 of the Council Procedure Rules, the Chair used his discretion to alter the order of the agenda items. However, for ease of the reader, these minutes will follow the order of the agenda.

### **17/25/Comm Anti-Poverty Strategy Review**

#### **Matter for Decision**

The Council's first Anti-Poverty Strategy was approved by the Executive Councillor for Finance and Resources at Strategy and Resources Committee on 23 March 2015. The strategy set out the Council's strategic approach to addressing poverty in Cambridge during the period April 2014 to March 2017.

The Council's Anti-Poverty Strategy aimed to improve the standard of living and daily lives of those residents in Cambridge who currently experienced poverty; and to help alleviate issues that could lead households on low incomes to experience financial pressures.

The Council has produced a revised and updated Anti-Poverty Strategy for the period from April 2017 to March 2020, which was presented at committee for approval by the Executive Councillor. The revised Anti-Poverty Strategy set out 5 key objectives and 57 associated actions to reduce poverty in Cambridge over the next three years.

**Decision of Executive Councillor for Communities**

Approved the revised Anti-Poverty Strategy for 2017-2020.

**Reason for the Decision**

As set out in the Officer's report.

**Any Alternative Options Considered and Rejected**

Not applicable.

**Scrutiny Considerations**

The Committee received a report from the Strategy and Partnerships Manager.

Opposition Councillors made the following comments in response to the report:

- i. Sought clarification on whether projects that received funding from the Sharing Prosperity Fund delivered value for money. Requested quantifiable details such as return on investment data.
- ii. Requested that future officer reports included additional information on the impact of projects funded through the Sharing Prosperity Fund so Members could properly scrutinise them and assess whether they are effective and were delivering value for money.
- iii. Sought clarification regarding the respective contributions to some anti-poverty projects made by the Council and partners, such as the Living Wage campaign and the collective energy-switching scheme.

The Strategic Director undertook to put measurable details of impacts in future officer reports where available, so that councillors could scrutinise projects.

- iv. The Anti-Poverty Strategy approach was working well where it had been introduced by Labour Councils across the country.
- v. Requested the Anti-Poverty Strategy looked at the impact of general long term risks (eg Brexit, low income families not being able to afford food due to rising cost of living). Particularly for disabled people in poverty as they were hit harder than able bodied people and had less access to resources (eg education and leisure facilities).
- vi. Suggested that community centres could provide more free ICT facilities.

The Strategy and Partnerships Manager said the following in response to Members' questions:

- i. The table in Appendix A (P31 Sharing Prosperity Fund expenditure to date and future allocations to projects) showed time limited (1-3 years)

- funding for projects. Some projects had funding until 2017-18 whereas others also received it for 2018-19. Funding would be reviewed in future.
- ii. The Officer's report set out a cost/benefit analysis for funding allocations, where available. Overall projects delivered value for money, but some led to more direct cost savings than others. For example the fuel and water poverty project led to direct cost savings for residents by providing support for measures such as switching energy providers, energy efficiency improvements to properties, energy debt write-offs, and installing water metres. However, the project was resource intensive as many people who were in fuel poverty were vulnerable and required a high level of face-to-face support from officers in order to make these changes.
  - iii. Both the original and revised Anti-Poverty Strategy emphasise that the City Council could not undertake work on its own and would have to deliver initiatives alongside partners. This was one of the learning points from the original strategy.
  - iv. (Reference P31 of the agenda) The City Council was working in partnership to deliver a number of anti-poverty projects which had received funding from the Sharing Prosperity Fund. The Council has worked in partnership with the national Living Wage Foundation (LWF) to promote the Living Wage, with the LWF focussing on national employers based in Cambridge, and the City Council focussing on independent employers in the city. The Council has carried out additional promotion of the county-wide collective energy-switching scheme organised by Cambridgeshire County Council. Data was available on the number of Cambridge residents that have switched providers through the scheme, but it was not possible to identify how many of these have done so as a direct result of the Council's promotional activity.
  - v. The Council works in partnership with a number of churches and other partners to provide free holiday lunches to low income families in venues across the city. This project will continue in future, but the Council is not required to continue funding it through the SPF as the project is sustained by contributions from mainstream Council budgets and voluntary and private sector partners.
  - vi. Additional resources have been allocated the Sharing Prosperity Fund through the Mid Term Financial Strategy. Prior to this allocation being made, the Strategy and Partnerships Manager had worked with officers across the council to identify initial project ideas which would achieve the Strategy's objectives. These projects would be worked up into more detailed proposals in due course and progress will be reported back to the Community Services Scrutiny Committee in future.

- vii. The City Council had various projects that addressed multiple priorities eg the Sharing Prosperity Fund has funded Cambridge Sustainable food to deliver cookery lessons for low income residents, which addresses poverty, healthy eating and sustainable food issues. The Digital Skills Strategy focussed on increasing people's access to the internet, but also helping them to upskill so they could apply for better jobs. Once they were on-line, people were more able to change tariffs and get better deals.
- viii. The City Council was working with private sector providers to increase access to, and reduce costs from, broadband services. For example, people could access free wi-fi in community centres and some other council buildings. The Strategy and Partnerships Manager was unable to go into detail of other projects due to commercial sensitivity.
- ix. It was sometimes hard to quantify which benefits to residents were due to the input of the City Council when working in partnership with other organisations, but that we valued working together and believed that those partnerships were the best way to use council resources alongside others to help communities. Other partners and services were also facing diminishing resources from Central Government.

The Executive Councillor said:

- a. Digital skills were important as people had to access more (services) on-line, for example Universal Credit.
- b. Undertook to follow up concerns about Clay Farm ICT facilities with the Centre Manager.
- c. The revised Anti-Poverty Strategy contained a stronger reference to the dual impact of poverty on disabled people and people with other protected characteristics.
- d. £1.3m of dedicated Sharing Prosperity Fund funding had been spent to date through the Strategy.
- e. The City Council would do what it could to mitigate the impact of County Council Children Centre closures on City Council services (ie greater strain due to increased demand).

The Committee resolved by 6 votes to 0 to endorse the recommendation.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

## **17/26/Comm Streets and Open Spaces Development Strategy Implementation Plan (Phase 1)**

### **Matter for Decision**

As the Council's largest frontline service, Streets and Open Spaces (S&OS) has undertaken a review to consider how best to deliver the service in future, taking into account the increasing demand placed on the service by growth, as well as the need to continuously deliver value for money for the Council.

At the 29 June 2017 Community Service Scrutiny Committee, the Executive Councillor for Streets and Open Spaces accepted the findings of the service review and approved a four year service development strategy (2017-21).

The Officer's report set out the first phase programme of proposed service changes to deliver the approved strategy and achieve the target outcomes. Subsequent programme phases, detailing further proposed changes, would be developed and reported to future Committees as required.

### **Decision of Executive Councillor for Streets and Open Spaces**

- i. Approved the proposed review of the following operational service areas, with the aim of aligning resources to service needs:
  - a. Operational management and supervision structure and capacity.
  - b. Operational overlap in City Ranger and Grounds Maintenance and Street Cleansing service activities.
  - c. Community engagement and education service structure and capacity.
- ii. Supported, as a stakeholder, the proposed joint streets and open spaces and waste ICT management systems project involving Cambridge City and South Cambridgeshire and Huntingdonshire District Councils.
- iii. Approved the proposed rescheduling of cleaning to the following public toilets:
  - a. Arbury Court.
  - b. Barnwell Road.
  - c. Chesterton Recreation Ground.
  - d. Chesterton Road.
  - e. Coleridge Recreation Ground.
  - f. Jesus Green.
  - g. Lammas Land.
  - h. Mill Road.



- i. Nightingale Recreation Ground.
  - j. Romsey Recreation Ground.
  - k. Kings Hedges.
  - l. Victoria Avenue.
- iv. Requested a report to Committee on the events service review and associated recommendations, including changes to fees and charges and protection of the green spaces, in January, 2018.
- v. Approved the introduction of car park charges at Lammas Land car park, to deter long stay commuter and shopper use; and delegation of authority for approving final charging system to the Strategic Director, in consultation with Executive Councillor for S&OS.
- vi. Approved the roll out of pictorial meadows and other such attractive and environmentally friendly planting schemes in place of ornamental bedding on city-managed sites.
- vii. Delegated authority to the Strategic Director, in consultation with Executive Councillor for S&OS, to approve any resulting changes to the staffing structure arising from any approved phase 1 programme proposals.

### **Reason for the Decision**

As set out in the Officer's report.

### **Any Alternative Options Considered and Rejected**

Not applicable.

### **Scrutiny Considerations**

The Committee received a report from the Head of Environmental Services. He tabled an addendum to the report to clarify Kings Hedges and Victoria Avenue public toilets would be included in the rescheduled cleaning arrangements. This was set out in the main body of the report, but omitted from the covering report recommendations.

- iii. Approve the proposed rescheduling of cleaning to the following public toilets:
  - a. Arbury Court.
  - b. Barnwell Road.
  - c. Chesterton Recreation Ground.
  - d. Chesterton Road.

- e. Coleridge Recreation Ground.
- f. Jesus Green.
- g. Lamma Land.
- h. Mill Road.
- i. Nightingale Recreation Ground.
- j. Romsey Recreation Ground.
- k. Kings Hedges.**
- l. Victoria Avenue.**

The Executive Councillor said the strategy was about how actions would be undertaken, not what would be undertaken. The review would be staff led if it were approved by committee today.

Opposition Councillors made the following comments in response to the report:

- i. Expressed concern about perceived cuts to services such as toilet cleaning on Jesus Green.
- ii. Sought reassurance that the service review would not lead to staff reductions.
- iii. Suggested that members of the public did not have time to undertake volunteer maintenance work.
- iv. Sought clarification about who paid for repairs to the public realm after events. If it was the event holders, sought reassurance maintenance would be done immediately after events as sometimes this did not occur eg after the Beer Festival.

The Head of Environmental Services said the following in response to Members' questions:

- i. Frequency of cleaning times were proposed to be reduced for toilets identified as low usage facilities. The Head of Environmental Services was confident that services could be reduced and cleaning standards maintained. The situation would be monitored and cleaning times amended if required. Usage could be monitored through coin box deposits of pay-for-use facilities and data extrapolated for nearby 'free' toilets.
- ii. The service review had 3 themes:
  - 1. Improving operational efficiency while maintaining high standards.
  - 2. Making Cambridge 'greener'.
  - 3. Increasing income generation.
- iii. The strategy aimed to address service overlap. There was no clear idea how to do so at present, which was the point of the review. There was no plan to delete services that people valued, the intention was to keep

these and give them the resources they needed but remove the overlap in services.

- iv. There was no fixed plan on how to resolve issues or the impact of proposals on staff. There were some vacancies in the service at present. If some staff implications arose from the review it was hoped some staff could be transferred to the vacant posts or new ones created in future.
- v. The future of the Jesus Green toilet was uncertain, so there was no plan to invest in it at present but necessary maintenance work would be undertaken.

The Strategic Director said that a decision on the pool and pavilion were due in Spring 2018, which would enable officers to take a decision on the best way forward in relation to the Jesus Green toilets. In the meantime issues such as anti-social behaviour would be monitored and any necessary refurbishment undertaken.

- vi. Volunteer/community work on the public realm was popular at present and this side of the service was growing. Officers would cover what volunteers could not.
- vii. Making Cambridge Greener was a corporate priority to make the public realm more environmentally friendly such as re-routing vehicles to reduce mileage. The Service was committed to this through actions such as changing diesel vehicles to electric.
- viii. Event organisers had to pay for maintenance work to repair the public realm after events. This was part of their licence. The Head of Environmental Services undertook to follow up concerns about damage caused to the public realm as a result of the Beer Festival.

In responses to questions the Strategic Director said work was currently underway to procure a new single integrated ICT management system, including mobile working technologies, for the streets and open spaces and waste services of Cambridge City and South Cambs and Hunts District Councils. This would be an integrated customer service system that councillors and officers could follow progress against 'tickets' (reported issues) once they were raised by members of the public etc. The Strategic Director undertook to brief Councillors on the current position after the meeting.

The Committee resolved by 6 votes to 2 to endorse the recommendations (as amended).

The Executive Councillor approved the recommendations as amended.

## **Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

### **17/27/Comm     Arbury Court Local Centre Improvements**

#### **Matter for Decision**

The Officer's report detailed the development, proposed improvements and completed consultation for Arbury Court Local Centre Project.

The scheme involved soft and hard landscaping, upgraded crossing point across Arbury Road, improved lighting and public realm in and around Arbury Court. The City Council part of the project has been developed as part of the Local Centres Improvement Programme, for which approval was granted by the Executive Councillor for City Centre and Public Places in October 2014, to improve two local centres (Cherry Hinton High Street and Arbury Court) with a third to be determined.

#### **Decision of Executive Councillor for Streets and Open Spaces**

- i. Noted the results of public consultation on improvements to Arbury Court as set out in Appendix A of the Officer's report.
- ii. Noted that the scheme was being proposed for funding through the Mid-Year Financial Review (MYFR), following Capital Programme Board approval 04/07/2017.
- iii. Supported the proposed improvements to Arbury Court Local Centre as illustratively set out in Appendix B of the Officer's report for further development and implementation.

#### **Reason for the Decision**

As set out in the Officer's report.

#### **Any Alternative Options Considered and Rejected**

Not applicable.

#### **Scrutiny Considerations**

The Committee received a report from the Project Officer.

The Committee made the following comments in response to the report:

- i. Expressed concern that opening up Arbury Court (eg removing planters) may lead to safety concerns if cyclists used it as a thoroughfare, which may result in collisions with pedestrians.

- ii. Sought clarification on the type of trees proposed for the area, their suitability and impact on residents' light levels.

The Project Officer said the following in response to Members' questions:

- i. Trees were chosen to ensure they had appropriate height/foliage so they had the least impact on residents' light.
- ii. Planters were removed as they were a maintenance issue, in need of refurbishment and to fit in with a modern urban design.
- iii. Trees would act as discreet barriers to prevent the court becoming a cyclist thoroughfare. Some drop bollards would be in place too. Cyclists currently passed through and only irresponsible ones caused a danger to the pedestrianized area, so the new proposal should not worsen residents' safety. Physical barriers to improve safety for pedestrians against irresponsible cyclists would be extensive and very intrusive on the space.
- iv. The amount of cycle parking facilities was not being reduced, the parking bays were being moved to the edges of the Court (from the middle) to discourage cycling in the Court. The number of useable cycle parking bays would increase overall.
- v. Following concerns raised in consultation feedback an improved seating area was proposed nearer Arbury Road, outside the Library and Gurdwara, rather than the central square of Arbury Court. A number of the seats would have arms.
- vi. Undertook to review seat location with the designer to determine if seats could be located to act as discreet barriers to discourage high speed cycling in the Court.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

**Conflicts of Interest Declared by the Executive Councillor (and any Dispensations Granted)**

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 6.35 pm

**CHAIR**

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## **A Policy For The Use Of Parks And Open Spaces For Events**

**To:**

Councillor Anna Smith, Executive Councillor for Streets and Open Spaces  
Community Services Scrutiny Committee 18/01/18

**Report by:**

Alistair Wilson, Streets and Open Spaces - Development Manager  
Tel: 01223 – 458514; email: alistair.wilson@cambridge.gov.uk

**Wards affected:**

All

### **Not a Key Decision**

#### **1. Executive Summary**

- 1.1 The hosting of events on our parks and open spaces has become increasingly popular with both local and national event providers. The Council receives around 300 enquiries for events every year, hosting between 80 and 100 with a range of individual and very different activities.
- 1.2 The proposed new policy aims to manage the expectations of those seeking to host events in our parks and open spaces, as well as establishing, from the outset, a greater understanding of the constraints, within which event organisers must operate. These constraints include the importance we place on minimising the impact of events on the physical fabric of our parks and open spaces, local ecology, other park users, local residents and our cleansing and grounds maintenance operations.
- 1.3 This report explains and evaluates the way in which the Council allocates and charges for outdoor events based from an informed position, having undertaken a comprehensive review of events on

Council parks and open spaces, having sought the views of stakeholders and event providers and included benchmarking data gathered from other local authorities.

- 1.4 The report examines the suitability of our parks and open spaces to host events and concludes with a recommended policy on the use and management of parks and open spaces for events.
- 1.5 The work, leading up to the formulation of the policy, takes into consideration the context of the event market and an understanding that events play an important part in the cultural offer of Cambridge.<sup>1</sup>

## **2. Recommendations**

The Executive Councillor is recommended to:

- a) Approve and adopt the policy for the management and use of our parks and open spaces for events, as set out in appendix A;
- b) Approve the proposed new fees and charges pricing structure for events on our parks and open spaces, as set out in appendix B;
- c) Instruct Officers to pursue the use of information technology to bring efficiencies to the event application process; and
- d) Instruct officers to seek and profile funding to make improvements to utility infrastructure to reduce the environmental impact of events, and training/ advice to local community groups to support improvements in the management of events.

## **3. Background**

- 3.1 The Council's annual programme of events on parks and open spaces has been developed to provide cultural, social and sporting activities; to mark ceremonial, unique and one-off events of a national or historic importance; and to promote a wider appreciation of our parks and open spaces and a diverse range of visitors. The annual event programme therefore directly supports the delivery of our corporate plan objectives.
- 3.2 Since 2011, the programme of events on parks and open spaces has contributed a valuable source of additional income to the Council, through the provision of fees and charges for events.
- 3.3 The event programme also has a positive contribution to the wider Cambridge economy, in particular the hospitality, tourism and retail sectors, which benefit from the additional secondary spending of those who attend the events.

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<sup>1</sup> The programme of Council events, currently provided by Cambridge Live is outside the scope of the review and this report. Cambridge Live have contract with the City Council for which the Executive Councillor for Communities responsibility.



3.4 To help manage the impact of events on the local community, we have developed clear set of guidelines and an events framework. This was approved at Community Services Scrutiny Committee in January, 2011 and had not been reviewed since. The events framework sets upper limits on the number of major events hosted on our premier sites, including Parker's Piece, Midsummer Common and Jesus Green.

3.6 The need to undertake a review of events on our parks and open spaces was identified in the Streets and Open Spaces Operational Plan 2017/18 as follows:

*“To undertake a strategic review of events on open spaces, including site capacity, environmental/ social constraints, benchmarking of events programmes delivered and management arrangements and associated fees and charges”*

3.7 The review was conducted with the support of an external events consultant, who was engaged to undertake an impartial review of the parks and open space events service with the following key objectives:-

- a. *“To make recommendations to the Council and its partners for improvements in the arrangements for future events that is consistent with current policy, including the aims and objectives of the Arts Plan Delivery Framework and seeks to minimise any potential adverse effect on parks.*
- b. *To identify potential improvements in the administration process for letting outdoor spaces for events.*
- c. *To gain a greater understanding of the impact of events, including on the culture of the City, local people and businesses.*
- d. *To gain a greater understanding of the financial impact and budget implications of events on parks and open spaces.*
- e. *To provide benchmark fees and charges for each category of event and show how current charging might be improved.*
- f. *To reflect and comment on recent large events that have taken place in Cambridge.*
- g. *To identify each park in Cambridge that is considered viable for events and suggest suitable events for them.*
- h. *Review infrastructure for each location, identifying restrictions and Health & Safety issues and make recommendations for improvement where applicable.”*

3.8 The review is now complete and is available as a background document to this report. The following section summarises the key findings from this work.

#### **4. Analysis of key findings**

- 4.1 The number of events on the City's premier sites, namely Parker's Piece, Midsummer Common and Jesus Green, is approaching capacity<sup>2</sup> as defined by the 2011 framework. The research suggests however that there is the potential for smaller and more diverse community based events on these popular central sites, as well as ample opportunities for such events on some of the smaller local open spaces in the city.
- 4.2 The programme of events on parks and open spaces is organised and managed by a single officer, who fulfils a range of other duties. The application process for events can prove to be labour intensive, for both the applicant and Council officer, and is very much dependent on the event provider's experience of putting on events generally, but also of Cambridge. Whilst already a robust process, the efficiency of the administration process requires review and improvement, which could, in part, be achieved by greater use of information technology, particularly during the early stages of the application process and onward in the sharing of information.
- 4.2.1 There is also an ever increasing event compliance monitoring requirement, particularly on site during 'set up' and 'take down' phases of the event, to ensure general compliance with terms and conditions and minimum safety standards and evidence that all appropriate approvals have been obtained and are followed.
- 4.3 The current fee structure has only been incrementally increased, since its introduction in 2011, and benchmarking suggests it has lost pace with the current market, particularly for the more commercial events. The event review has identified that there is scope to set more realistic prices and raise additional commercial income in the context of medium term contracts<sup>3</sup> without losing custom or increasing pressure on the space. This is particularly relevant to commercially oriented events. This is achievable by increasing prices to market levels, charging according to the number of attendees, particularly for race events, and greater enforcement of charges for sports and fitness activities where they operate for private commercial return.

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<sup>2</sup> A number of stakeholders felt that many sites, particularly Jesus Green, Parker's Piece and Midsummer Common, were approaching their capacity for events. There was feedback that there had sometimes been too many events in close succession. However, there was a consensus that the number and nature of events in 2016/17 was about right.

<sup>3</sup> A term of between 3 and 5 years (3 years with 1 + 1 year) is recommended for some events as this affords the event organiser the opportunity to invest in an event, building up on its capacity and therefore the opportunity to improve, and also allows the Council to negotiate the most favourable terms within an longer (more than one year) relationship subject to an annual review and with appropriate break clauses.

- 4.4 The current process for deciding on what events to include in the annual programme of events on parks and open spaces was identified as needing to be more systematic in approach and clearly defined. This has led to the development of a strategic policy (Appendix A) and procedure, using the Event Management Framework for Outdoor Events 2011 as a basis and including values such as: maintaining natural ecology, encouraging informal recreational use, encouraging smaller and diverse community events and discouraging overly private or commercial corporate events.
- 4.5 Officers will continue the current process of consulting on event applications with local councillors and making recommendations. The current diary of events will be made more widely available to all stakeholders involved in permissions and scrutiny, so that they can consider the cumulative impact of events across the year. Communication and information sharing between stakeholders will be developed through the publication of a calendar, updated monthly, on the council's web page for the public to view.
- 4.6 It is important to mitigate the environmental impact of events. For example, a number of the key event sites would benefit from the addition of localised power and water outlets and such improvements should be considered wherever site infrastructure improvement work takes place and/ or capital funding is available. Shared waste commissioning should form part of the hire agreement with event providers' asked to recycle and re-use event waste where practicable to do so. Importantly, the framework recognises that many users of our open spaces value the beauty and peace of our park environments, and seeks to incorporate this at the heart of the policy.
- 4.7 The recommendation in Section 2 of this report, seeks approval of a new policy for the use of parks and open spaces for events, to revise our current fees and charges, seek efficiencies through the use of IT and look at investments to reduce environmental impacts and make improvements in how events are managed.
- 4.8 In response to the event review findings and recommendation in Section 2 of the report, a proposed new policy for the use of parks and open spaces for events has been developed and is included in appendix A. In support of this new policy, a proposed new events pricing structure of fees and charges has been developed and is included in appendix B.

## **5. Implications**

### **(a) Financial Implications**

There are financial implications identified, in that the review recommendations will increase net revenue income from event activities.<sup>4</sup>

### **(b) Staffing Implications**

There are no staff implications identified; redefining the current role for supporting events to streamline the application process will be required.

### **(c) Equality and Poverty Implications**

An EQIA has been completed and the proposed changes overall are deemed to have a positive impact. Access to and skills to use IT were considered a negative impact, which can be overcome with paper based applications.

### **(d) Environmental Implications**

There is the opportunity of a positive impact by improvement to infrastructure on key sites by provision of electricity to reduce the requirement of generator use and also by the encouragement of on-site waste reuse and recycling.

### **(e) Procurement Implications**

There are no procurement issues identified at this time.

### **(f) Community Safety Implications**

All events on the Council's annual events programme on our parks and open spaces are required to submit a proposed event plan, which details how the event, and associated health and safety and environmental issues, will be managed. These plans are assessed by relevant officers and where appropriate, presented to the Cambridge Safety Advisory Group (multi agency forum involving police, fire, ambulance, councils, etc.) for input and advice. This ensures that the community safety implications of events are properly considered and addressed.

## **6. Consultation and communication considerations**

The report produced by the independent event consultant undertook a significant and wide consultation of key stakeholders including event providers, Friends /local user groups, City Council officers and councillors. It also sought views and data from other local authorities as part of the benchmarking exercise.

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<sup>4</sup> The current contractual arrangements with Cambridge Live will not be affected by this change, as the fees and charges are set out in their Licence to occupy terms and conditions

## **7. Background papers**

- a) Event Capacity Framework 2011
- b) Review of Parks and Open Space Events – Splendid Events, 1<sup>st</sup> December 2017.

## **8. Appendices**

Appendix A – Policy for the use of Parks and Open Space for Events;  
Appendix B – New Events pricing structure – effective 1<sup>st</sup> April 2018;  
and  
Appendix C – EqiA of the Policy for the use of Parks and Open Space for Events.

## **9. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Alistair Wilson, Streets and Open Space - Development Manager, tel: 01223 - 458514, email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk).

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**Appendix A**

**Cambridge City Council –**

**A Policy for the use of parks and open spaces for events**

**From 2018**



## **1. INTRODUCTION TO THE POLICY**

- 1.1 Cambridge City Council recognises the value and benefit which a culturally diverse and well-designed events programme in its parks and open spaces can bring to both residents of the city but also to draw in visitors, which may also result in extended benefits. This Policy is provided to assist the decision making process behind building a sustainable and varied programme of events for the city. It also seeks to protect the community and the Council's parks and open space's infrastructure from any negative impacts, which events may cause. The policy aims to guide:
- a. The number of events that can be held in each park and open space
  - b. The size of events that can be held in each park and open space
  - c. The nature of events that can be held in each park and open space
- 1.2 This policy also aims to communicate the obligations, responsibilities and limitations, which all event organisers have in relation to staging an event in any park or open space managed by Cambridge City Council.



## **2. THE POLICY'S SUPPORTING DOCUMENTATION AND LEGAL POSITION**

2.1 This Policy should be considered within the context of the other historic and current strategic documents, which are referred to below. These documents underpin and provide the detailed procedures and protocols, which support this policy document:

- Cambridge City Council Events Review November 2017;
- Cambridge City Council Events Capacity Framework 2011;
- Terms and Conditions for Hire of Parks and Open Spaces ;
- Application form for the Hire of a Parks and Open Spaces ;
- Community Services Committee approved events fees; and
- Community Services approval of this Policy on the 18<sup>th</sup> January 2017

2.2 Events became established in Cambridge City Council parks & open spaces in the 1960's and continue to be an important financial assist for Cambridge City Council.

Cambridge City Council is permitted to hold events under section 145 of the Local Government Act, 1972, which gives power to authorities to allow entertainment events in parks. Section 44 of the Public Health Amendment Act 1890 permits certain entertainments in parks, although subject to a limit on the duration of the event. Both acts provide slightly different, though overlapping, powers, and Cambridge City Council is entitled to pick which one it wants to use for the purpose.

Local authorities are sometimes challenged by certain stakeholders when a large percentage of the park is used to hold an event, especially when a large percentage of the park being used excludes the public from their everyday use. For example Cherry Hinton Hall is closed to the public for the duration of the Cambridge Folk Festival.

However, Section 145 of the Local Government Act, 1972, speaks of "enclosure", and does permit the public to be excluded, if the open space has been hired and an event is taking place.

### **3. THE POLICY IN A STRATEGIC CONTEXT**

3.1 This Policy takes into consideration the key corporate priorities of Cambridge City Council, including:-

- delivering sustainable prosperity for Cambridge and fair shares for all;
- making Cambridge safer and more inclusive;
- protecting our City's unique quality of life;
- transforming Council delivery; and
- Tackling climate change, and making Cambridge cleaner and greener.

#### **3.2 Aims**

3.2.1 It is intended that this Policy will balance the interests of residents and local businesses and allow the Council to:

- a) Demonstrate best practice in all aspects of event management, including the event application process and event evaluation;
- b) Ensure that the number of events is sustainable and continues to operate within the defined limits set out in the Events Capacity Framework 2011;
- c) Encourage local events that have strong community benefit and engagement;
- d) Allow open and effective communication about events with key stakeholders (eg. Local councillors, friend/resident associations)
- e) Support community event organisers and park and open space user groups through the development of tools and resources to streamline the event application process and
- f) Develop events that support strategic priorities in 3.1 above.

#### **3.3 Objectives**

3.3.1 The key objectives of this Policy are to:

- a) Ensure all events are run effectively and comply with relevant legislation;
- b) Ensure the health and safety for event attendees, the wider public and for those working at the event;
- c) Protect the reputation and promote a positive image of Cambridge City Council;
- d) Ensure that events are only approved if organisers can clearly demonstrate they are able to deliver effective planning of an event which is robust and safety focussed.;
- e) Encourage, facilitate and initiate events which align with the Council's corporate vision;
- f) Encourage and initiate events which involve localised community participation and delivery;
- g) Ensure protection of the natural environment by communicating clear environmental, biodiversity and sustainability policies;

- h) Ensure that every effort is made to avoid damage to the park or open space and its contents and that, should damage occur, this is mitigated at the soonest possible opportunity at the expense of the event provider.
- i) Ensure that all pre-event communications with key stakeholders is carried out in a timely and considered manner and accounting for local views as far as permissible;
- j) Encourage and support an annual programme of quality, culturally diverse and sustainable events;
- k) Encourage a culturally diverse range of community and commercial orientated events, which have wide appeal for the Cambridge community as well as tourists and visitors;
- l) Minimise and mitigate disruption to local residents, businesses and transport networks through best practice management;
- m) Promote the use of Cambridge's parks and open spaces for high quality public art and performance through encouragement and appropriate fees and charges;
- n) Support with the help of partners the production of an annual events calendar; and
- o) Generate a proportionate and reasonable net income for the Council which can be used both to care for our open spaces and in the wider carrying out of our duties.

## 4. EVENT CATEGORIES AND DEFINITIONS

### 4.1. Scale and definition

4.1.1 To first determine whether an activity should be formalised into an event in its own right, the organiser is asked to consider whether the proposal hits **one** or more of the following trigger points:

- The event introduces any formalised infrastructure onto the park or open space using a large area which impacts on general public usage (to include gazebos/ tables/ chairs/ etc.)
- Whether the event attendees exceed 50 in number and, therefore, remove space for others, not associated with the event, to use for normal recreational pursuits.
- Includes a fee to enter;
- A transaction to buy or supply a service takes place;
- The scale of the activity is beyond permitted recreational use of the park or open space

4.1.2 Once determined using the above triggers, the scale of events in Cambridge's parks and open spaces are defined according to their scale. The following table 1 outlines the parameters that Cambridge City Council works to in classifying event scale and impact:

4.1.3 If the estimated capacity/ scale of an event is very close to the limit of the classification type (i.e. major, large, etc.), officers reserve the right to have delegated authority to choose which category the event is best placed

4.1.4 The maximum limits for the key central spaces in the city are set out in Appendix 1. These limits were defined in the Events Capacity Framework and approved at Committee in 2011. This is the primary existing policy document determining the number and nature of events that can take place. This framework was approved at a Council Committee in 2011 and outlines types and suggests the maximum numbers of events on larger open spaces, and neighbourhood parks. Sports tournaments, recurring sports fixtures, internally run events, charity/fun runs or school sports which are small in participant numbers are considered to be beyond scope and may be given permission in addition to the capacities defined.

4.1.5 The following table 1 shows the existing and future (unchanged) classifications which define event scale and impact;

Classification of the proposed Event	Size and definition of Event
Major	<p>Likely to be over 10,000 attendees at any one time</p> <p>Involve a large footprint 50% of land area</p> <p>Potential for ground reinstatement – large area</p> <p>Change of use over whole site</p> <p>Major impact on surrounding environment</p> <p>Event lasting over 4 weeks</p> <p>Temporary structures with build/take down period of over 7 days</p>
Large	<p>Likely to be between 5-10,000 attendees at any one time</p> <p>Has footprint of 30-50% of land area</p> <p>Change of use some areas restricted for the duration</p> <p>Potential for some ground re-instatement</p> <p>Some impact on surrounding environment</p> <p>Temporary structures with build/take down period of over 3-7 days</p>
Medium	<p>Likely to be between 500-5,000 attendees at any one time</p> <p>Has footprint of 30-50% of land area Some change of use but note sole temporary</p> <p>Unlikely to involve ground re-instatement</p> <p>Minimal impact on surrounding environment</p> <p>Minimal infrastructure build period of 1 day</p>
Small	<p>Likely to be up to but no more than 499 attendees at any one time</p> <p>No or minimal impact on other users</p> <p>No measurable impact on surrounding area</p> <p>Unlikely to cause damage</p> <p>Minimal infrastructure build period on the day</p>
Minor	<p>One or more of the following trigger points:</p> <p>Formalised infrastructure onto the park or open space (to include gazebos/ tables/ etc.)</p> <p>attendees exceed 50 in number and, therefore, remove space for others, not associated with the event, to use for normal recreational pursuits.</p> <p>Includes a fee to enter, or a transaction to buy or supply a service takes place;</p> <p>The scale of the activity is beyond permitted recreational use of the park or open space</p>

Table 1 shows the classifications which define event scale and impact

## 4.2 Local Community/Charity Events

- 4.2.1 Community events are those which are organised by a Cambridge local community or voluntary group in support of the community and, where monies are derived, for the sole (100% contributions made after costs) benefit of the group or charity organising. A community event must always be offered with no entrance fees to the public. They will not provide significant advertising or other commercial benefit opportunities to a profit making business or organisation. The organiser may be asked to provide proof that they are not profiting from allowing third party contractors, e.g. commercial stallholders to attend their event. Entrance fees, where levied for community and third sector stallholders, will be set at an affordable and accessible level and agreed with the City Council during the event process.
- 4.2.2 Charity events should be for the sole benefit of a Registered Charity and not for profit. Applications must be received from the charity themselves, or include a signed letter of endorsement from the charity. The charity will ultimately be responsible for the event. Not for profit and/or charitable organisations must be able to provide a UK charity number and also demonstrate that **all** proceeds (over and above costs) will be for the charity.
- 4.2.3 Many of Cambridge's Parks and Open Spaces have "Friends Groups" who work with the council helping to oversee the maintenance, development and enjoyment of the Council's parks and open spaces. The Council should support applications from these groups (at an appropriate size to the associated open space) in recognition of the invaluable role played, hire fees will not be charged for such events.

## 4.3. Commercial Events

- 4.3.1 This category is for all events which the organiser has the intention to generate a profit. Commercial events are typically accessible to the general public but in some cases will include events which have an entrance fee attached to enter a closed arena or partake in the activity. This category includes funfairs and circuses although these have separately defined hire costs within the fee structure. Although Commercial activity has a defined fee structure the City Council also reserves the right for officers to have delegated authority to negotiate the best deal where there is a major impact or significant commercial return anticipated.

## 4.4. Corporate Events

- 4.4.1 Corporate team building, brand events, VIP functions and incentive events are covered within the Commercial category with similar fees and negotiations applicable. Corporate events attract a slightly higher rate than commercial events as these are essentially closed events and therefore remove space from the general public for the event period. Officers will ensure that any given park or open space does not become occupied in its entirety and that publically accessible recreational space is still available whilst the event is on.

#### 4.5. **Private hire**

4.5.1 Events included in this category may include weddings, private parties and other similar events, and will be assessed on a case-by-case basis and will have the same process applied as those of a corporate nature.

## 5. EVENT APPLICATION, BOOKING AND APPROVAL PROCESS

### 5.1 Application Process

- 5.1.1 A comprehensive application and approval process ensures that park and open space events are only approved once all steps in the process have been correctly carried out by the applicant. The application process is outlined on Cambridge City Council's website <https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event> and described in 6.1 of this policy.
- 5.1.2 Event applications must be received no later than 4 weeks prior to the event date to allow officers to complete the required event consultations and full application process. Should applications not be received within these lead times, event proposals may be declined. All requests will be subject to set application fee which is non-returnable. This fee is to contribute to time spent by officers at the outset of the application, whether the event proceeds or not, it **does not** form part of, or have any relation to the 'Hire Fee'
- 5.1.3 No more than one event will normally be approved on the same day in each park or open space (exceptions may be made for smaller/private events which do not adversely impact on daily recreational use of remaining space). Should multiple applications be received for the same park or open space on the same date, one or both of the organisers may be offered an alternative date or park. As a general principle, officers will try to ensure that the spaces, which attract the most event demand, operate on a 'one week on-one week off' basis, during peak periods (i.e. the space to remain free on alternate weekends to allow full, uninterrupted public recreational use).
- 5.1.4 Applications will be subject to consultation with the elected members for the ward in which the space requested is within. Based on the initial Statement of Intent there must be a general consensus of permission for the event to proceed with the full application process. Where consensus cannot be arrived at, the Executive Councillor for Streets and Open Spaces will make the final decision guided by officer recommendation and Councillor feedback.

### 5.2 Approvals

- 5.2.1 Once 'Permission in principle' has been made through initial application process the following processes may apply, this dependant on size/impact of the proposal: Appendix 3 sets out the scoring matrix to determine the level of information required.
- For higher impact events further consultation engagement may be required will involve with key stakeholders, including Friends Groups and other internal departments (e.g. Safer Communities Team & Licensing)
  - Attendance at a Cambridge Safety Advisory Group (SAG) meeting (this determined by use of the triage matrix shown as appendix )



- Pre/post event debriefs may take place for large and regular events. These meetings may include some or all of the following:
  - Council Officers with vested interest in the event activities
  - Ward and/or Executive Councillors (who put forward any issues which residents may raise as concerns)
  - Police/Fire officers (may attend although more likely to attend SAG)
  - Local stakeholders including friends groups.

5.2.2 Permission in Principle may be conditioned to one or all of the above processes and Cambridge City Council and subsequent outcomes as a result of these may impact on approval or change of decision to refuse the event after all considerations above have taken place and this shall then be considered to be final. An applicant having held a previous event does not make any presumption in favour of it being accepted as an annual occurrence unless they have a longer term contractual agreement made.

Further Event information is can be found in Appendix 2

## 6. EVENTS WHICH WOULD NOT BE GRANTED APPROVAL IN CAMBRIDGE'S PARKS AND OPEN SPACES

6.1 Events which would not be granted permission are those which are deemed to be inappropriate, contravene any conditions set-out in the Terms and Conditions of Park and Open Space Hire, or are considered to have a detrimental impact on the "normal day to day recreational use" of the park or open space. Failure to comply with Terms and Conditions will prejudice future event applications. Specific attention is drawn to the potential for noise nuisance as a result of amplified music. Limits to the number of event days featuring licensable activities for spaces for which Cambridge City Council holds a premises licence (see 8.1.1) are outlined in Appendix 3.

6.2. Further reasons for **refusal** may include:

- a) Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site.
- b) Any event which does not provide adequate documentation or certification and cannot demonstrate through this process that it should progress to the next stage of the application process.
- c) Any event which fundamentally changes its offer as originally submitted by the statement of intent.
- d) Any event which is not able to demonstrate or respond adequately to SAG members recommendations and to which officer feel should be to ensure the activity is delivered in a safe and robust manner.
- e) Any event which discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation or disability.
- f) Any event that wishes to include non-domesticated animals for performance purposes.
- g) Any event that does not agree to and sign the set terms and conditions of hire prior to the event.
- h) Any event to which the Council have previously experienced undue, late or non-payment of fees as agreed or where other conditions were not adhered to.

6.3. The following general principles will be applied to the timing and frequency of events:-

- No more than one event (other than private events) will normally be approved on the same day in each park or open space unless considerable space remains for general public recreational use.
- The timing of events approved will be structured to maintain a balance between events and informal/casual use of parks and open spaces
- There is a general presumption against events taking place on consecutive weekends in any park or open space and officers will try to ensure this balance is maintained as far as practicable.

## **7. APPEALS**

- 7.1 Streets and Open Space will use the Cambridge City Council corporate policies and procedures for complaints when dealing with 'appeals'.
- 7.2 Appellants will receive a copy of the corporate complaints form which describes how and whom to contact and a form on which complaints may be made.
- 7.3 All letters of complaint should be recorded on the Corporate Complaints software.
- 7.4 If an appellant disagrees with a decision made by Streets and Open Space Officers s/he may appeal the decision.
- 7.5 The appellant should write to the Head of Service and request an appeal within fourteen days of being informed of the decision, stating their wish to appeal against the decision.
- 7.6 A senior member of staff, not connected with the original decision, shall review any written information connected with the case, and if necessary invite the appellant to attend an appeal interview where his/her views will be heard.
- 7.7 The determining officer should write to the appellant to explain the decision within three days of the appeal being heard.
- 7.8 If the appellant is still not satisfied they may refer the matter to the Independent Complaints Investigator.

## **8. LICENSING**

### **8.1. Premises Licenses for Parks and Open Spaces held by Cambridge City Council:**

8.1.1 The following parks and open spaces have overarching Premises Licenses which allow regulated entertainment, as defined in the Licensing Act of 2003, and are held by Cambridge City Council:

- Parker's Piece
- Jesus Green
- Midsummer Common
- Coldhams Common
- Cherry Hinton Hall

8.1.2 These sites are licensed for sale of alcohol, plays, exhibition of film, live music, recorded music, performance of dance, boxing/wrestling for a specified number of attendees.

8.1.3 Event organisers, who are proposing to stage events on these sites, which include licensable activities, may be able to operate under the overarching licences in the above Parks and Open Spaces. The City Council pays an annual fee for the overarching licence, which permits a set number of days of use (Appendix 3). Event providers will be required to pay a pro-rata sum for the licence use according to the days required for their event. Some licences have their own conditions imposed where the offer is bespoke (e.g. requiring an unusual operating detail falling outside the main terms of hire)

8.1.4 Event organisers are also able to submit their own Premises Licence application for any site. This provision would, normally, only be applicable for large special events, or where the Council cannot permit use of its own overarching licence.

### **8.2. Temporary Event Notices (TENs)**

8.2.1 Event organisers are able to apply for a Temporary Event Notice (TEN) to cover licensable activities in non-licensed parks and open spaces (i.e. those not covered by Council's own overarching licence (ref. 8.1.3-4); or to enable alcohol to be sold at events in a Cambridge City Council licensed location. It must be noted that TENs are only for an attendance of 499 people or more. TENs will only be granted by Cambridge City Council Licencing Department if a corresponding event application has been submitted.

## **9. TERMS AND CONDITIONS**

- 9.1 Set terms and conditions exist for the hire of Cambridge City Council's parks and open spaces for events. These conditions form the final part of the application process and communicate to the event organiser their obligations should they wish to formally commit to the hire of a Council park or open space. Event organisers will be asked to sign and return their application no later than 14 days prior to the proposed occupation of the site. Failure to return this document prior to this date will mean that the event cannot proceed. Compliance with the conditions (some may contain specific conditions tailored to a specific event) will be monitored, and failure to comply will prejudice future event applications and may result in corresponding legal action.

## 10. PRICING FRAMEWORK - FEES & CHARGES

10.1 A pricing framework exists to cover events in parks and open spaces. The current framework, devised in 2011, has been re-evaluated as part of the 2017 events review in parks and open spaces. The review benchmarked Cambridge City Council against prices charged by a wide spectrum of national and local government authorities to determine the City's market position. Notable additions to the fee structure as a result of the review now include:

- A non-refundable application fee upon application;
- Removal of hire fee for local community based events;
- Uplift in hire fee for events with commercially focussed outputs;
- Introduction of 3-5 year contracts;
- Option to replace hire fee with a 'per ticket' surcharge approach for participant or ticket events; and
- Delegated authority to officers to negotiate most advantageous remuneration where events are high impact, commercial/ private with limited public benefits.

10.2 The proposed new fees and charges schedule is shown in Appendix 4 (or found on the web link <https://www.cambridge.gov.uk/environmental-events-in-cambridge>) and will continue to be reviewed annually to ensure both market competitiveness and maximisation of potential income to Cambridge City Council.

10.3 Full recharge (at cost) is made as part of hire conditions with any activity or attendance by City Council staff that is deemed to be over and above the normal day-day service offer/ duties. This may include:

- Full repair of any damage caused to the park as a direct result of an event;
- Attendance by City Council staff outside normal working hours;
- The testing, connectivity and metered use of water supplies;
- Use of electricity;
- Use of Cambridge City Council Premises Licence (as a pro-rata sum); and
- Additional waste collection over and above normal daily park use and as a result of waste generation by an event.

## Appendix 1 - Event Number and Limits by location

A1.1 Cambridge City Council is responsible for managing 85 parks and open spaces across the city. The city centre sites at Parker's Piece, Jesus Green, and Midsummer Common are the most requested sites for events, especially commercial events, due to their central location, subsequent high footfall and good transportation linkages.

A1.2 The event limits for these key sites has been set via a review of the Event Framework Capacity Policy 2011 and these limits will remain unaltered and therefore continue to be adhered to going forward. These limitations are defined in the table below.

It should be noted that small events are only classified where numbers exceed 50 or there is infrastructure added that starts to impact on public use of the space.

Park/Open Space	Small up to 499	Medium 500-4,999	Large 5,000-9,999	Major 10,000+
Cherry Hinton Hall	4	2	2	1
Christs Pieces	10	5		
Coldhams Common	2	2	2	2
Jesus Green	8	4	3	
Midsummer Common	4	4	4	4
Parkers Piece	4	4	3	3
Stourbridge Common	10	3		
Lammas Land	8			
Queens Green	4	2	2	
Neighbourhood Parks	4			

**NB – Columns Grey shaded indicate site not suitable for size of event defined**

- A1.3 It is notable, however, that it is not possible to devise an event size/ scale limit purely based on the size of the park or open space, as only portions of each park or open space are licensed for such events. Some are split into different sections, and some have various features that prevent or place limitations on where, in the park, the events can be held (e.g. access points/ routing/ water/ electric supplies/internal fencing/ roads/ sports facilities/ water bodies, etc.). In principle, the larger parks and open spaces are able to support more events of a larger size than those smaller sites in the outer wards of the city but without exceeding the capacities set out in the table A1.2.
- A.1.4 Applications are particularly encouraged for parks and open spaces, which do not have many established activities and/ or which are situated within new development areas and help to build the strength, resilience and cohesion of new communities



## **APPENDIX 2: Event Management Information**

### **A2.1 Health & Safety**

Each and every event organiser is responsible for the health and safety at their event and must demonstrate that they are adhering to all relevant health and safety legislation by completing comprehensive risk and fire risk assessments, and including the submission of hygiene certificates and food safety plans for all caterers. Where appropriate, safety certificates will require to be submitted (e.g. for fairgrounds, bouncy castles, marquees, etc.) Sub-contractors that are engaged by the organisers must also provide all relevant documentation.

### **A2.2. Pre and post inspection**

Where damage to the park or open space, or litter concern, prevails, the Council's events officer and a representative from the event organiser will undertake a joint condition assessment of the site before and after the event. Any defects or additional services provided will be rectified/recovered at full cost to the organiser.

### **A2.3 Environmental sustainability**

The organiser will be required to demonstrate that they have considered as far as practicable the environmental impact of the event. All events should minimise waste, maximise recycling, use where possible sustainable resources and manage and mitigate ecological/biodiversity impacts with clear guidance on how these will be achieved set out in the Event Management Control Document.

### **A2.4. Advertising**

There is limited provision for marketing and advertising of events, as follows:

- Cambridge City Council has an Arts Distribution Service which can place posters from A0 to A4 size at a range of locations (80 in number) across the city at a small fee to promote the event. This services also offers targeted leaflet and promotional material distribution into key outlets within the city boundary – please see <https://www.cambridge.gov.uk/cambridge-arts-distribution-service>
- Requests for short term vinyl banners may be submitted to the events officer for consideration. As not all railings surrounding a site are owned by Cambridge City Council (some are owned by Cambridgeshire County Council) the events officer will advise the organiser if consent can be granted and if there is an associated cost or where permission might be obtained.
- Where permission is granted the banners shall be erected not sooner than 14 days before the event date and must be removed within two days after the event.
- If these conditions are not adhered to, signs and advertisements will be removed by Cambridge City Council and associated costs of this removal will be re-charged directly to the organiser.
- Fly posting in the City is not permitted:

## **A2.5 Event Concerns**

Event Organisers of larger events will be required to advertise site, health and safety and noise enforcement contacts. Residents wishing to express a concern, whilst an event is taking place, should contact Customer Services on 01223 457000 in normal office hours.

Outside of these hours contact should be made with the Cambridge City Council Out of Hours Service on 0300 3038389

Larger events may also provide a dedicated public contact point which will be well publicised in the period leading up to the event.

## **A2.6 Administration Charge**

From 1 April, 2018, any applicant submitting a full application, after being granted permission in principle, at the Statement of Intent stage, will be required to make a deposit payment of £100.00+Vat (at the same time as the submission) to help cover the costs of the administration required to process the application. This fee is non-refundable, should the organiser decide not to proceed with the event.

## **A2.6 Waste Management Conditions**

Payments for waste or damage at the event site will be charged after consultation with the Parks Operations Manager to determine the cost for a clean-up operation by the Operations Team. Event organisers expecting more than 200 attendees will be required to

- Use a professional licensed waste management service provider and show evidence of payment for their services, or;
- Ask Cambridge City Council's waste management service for a quotation to provide.

## **A2.7 Community commitment by commercial event organisers**

Commercial event organisers will be required to take steps to make their event accessible to local residents. This may be through the provision of free tickets to locals or reduced concession tickets. Measures will be agreed on an event by event basis.

## **A2.8 Public art installations and performance**

These are short and long term art installations and/or performances which are open and free for the public to engage in. These are not technically events, and will be decided on a case by case basis.

## A2.9 Sports Tournaments

School sports days attract no hire fee, unless pitch or track markings are required, or the event involves large amounts of infrastructure, Council operational staff provide assistance or the ground is damaged as a result of the activities. This will be determined on a case by case basis.

## A2.10 Internal Events

Internal Cambridge City Council events will generally be charged on a cost recovery basis and where there is no cost to the authority, such events will be free of charge. Internal events will be considered in the same way as all other events and included in the proposed event limits.

## A2.11 Barbecues

Barbecues are not generally permitted on Council parks and open spaces, except for two designated areas on Jesus Green and Sheep's Green. Cooking and catering are a key element of many events, and may be permitted if requested through the events approval process. Event Organisers will need to be able to demonstrate that they have completed a risk and environmental impact assessment to run any barbeque or cooker safely; and satisfy any required food standards and licensing requirements.

## A2.12 Cambridge Safety Advisory Group (SAG)

The Cambridge Safety Advisory Group (SAG) was established to provide a forum for key stakeholders, both internal and external, including all Emergency Services, to offer expert advice and provide guidance to event organisers. The SAG is an advisory forum which meets monthly (with forthcoming events 2-3 months away on the agenda) meeting to ensure that organisers receive advice on how to deliver a well-managed and robust event plan and can demonstrate that they are knowledgeable of its contents and the practical actions which are necessary to deliver the event safely. Attendance to SAG is determined by a triage system (see appendix 3 below) which marks each application on consideration of a number of factors outlined in the main body of this policy.

## A2.13 Online Support

Further information can be found at <https://www.cambridge.gov.uk/hire-a-park-or-open-space-for-your-event> with areas of coverage including:

- Popular event locations
- Event safety
- Event licensing
- Risk assessments
- Safety Advisory Group
- Guide to the application process

- Pricing guide
- Statement of intent
- Framework for outdoor events

### Appendix 3 – Event Triage scoring matrix to determine SAG attendance

Event Details	
Name of Event Organiser	
Plan Production and Control	
Date (of this check):	
Title/reference/revision: <i>of document being reviewed</i>	
Name of reviewer:	

Table 1:- Event Nature		
Item	Details	Score
(A) Nature of event	Classical performance	2
	Public exhibition	3
	Pop/rock concert	5
	Dance event	8
	Agricultural/county show	2
	Motorcycle display	3
	Aviation	3
	Circus	3
	Fun Fair	3
	Sporting event	3
	Theatre	2
	Food Festival	2
	VIP visits / summit	2
	Music festival	3
	Bonfire / pyrotechnic display / Fire Works	4
New Year celebrations	7	

	<u>Demonstrations / marches / political events</u>	
	Low risk of disorder	2
	Medium risk of disorder	5
	High risk of disorder	7
	Opposing factions involved	9
(B) Venue	Indoor	1
	Stadium	2
	Outdoor in confined location, e.g. park	2
	Other outdoor, egg festival	3
	Widespread public location in streets	4
	Temporary outdoor structure	4
	Includes overnight camping	5
(C) Standing / seated	Seated	1
	Mixed	2
	Standing	3
(D) Audience profile	Full mix, in family groups	2
	Full mix, not in family groups	3
	Predominately young adults	3
	Predominately children and teenagers	4
	Predominantly elderly	4
	Full mix, rival factions	5
Add A+B+C+D	Total score for Table 1	

Table 2: - Event intelligence		
Item	Details	Score
(E) Past History	Good data, with little or no incidents recorded/reported	-1
	Good data, with a few incidents recorded/reported	1
	Good data, with a number of incidents recorded/reported	2
	First even, no data	3
(F) Expected numbers	< 1000	1
	<3000	2
	<5000	8
	<10,000	12
	<20,000	16
	<30,000	20
Add E+F	Total score for Table 2	

Table 3: Sample of additional considerations		
Item	Details	Score
(G) Expected Time on Site	Less than 4 hours	1
	More than 4 hours	2
	More than 12 hours	3
(H) Time of year (Outdoors events)	Summer	2
	Autumn	1
	Winter	2
	Spring	1
(I) Additional hazards	Carnival	1
	Helicopters	1
	Motor sport	1
	Parachute display	1
	Street theatre	1
(J) Additional on-site support during the event. (Full event duration)	Event Manager	-2
	Health and Safety Officer	-2
	Specialist Event Safety Personnel (Event Marshalls)	-2
<i>Please note only one deduction is allowed.</i>		
Add G+H+I		
Subtract J	Total score Table 3	
To calculate the overall score for the event, do the following:  Add the total scores for Table 1+2+3 above to give an overall score for the event		

## OVERALL SCORE

Score	Criteria	Timings
<14	<p>Temporary Event Notice (Up to 499 people for 4 days)</p> <p>Pre Event Checklist</p> <p>Hire Agreement</p> <p>Insurances</p> <p>Event Risk Assessment</p>	<p>All Documentation to be submitted for consideration no less than 4 Weeks prior to the event</p>
14-26	<p>Temporary Event Notice</p> <p>Pre Event Checklist</p> <p>Hire Agreement</p> <p>Insurance</p> <p>Event Specific Risk Assessment</p> <p>Event Management Plan</p> <p>Traffic Management Plan</p> <p>Inspection by relevant Officer or Nominated Contractor (1/5 Events)</p>	<p>All Documentation to be submitted for consideration no less than 8 Weeks prior to the event.</p> <p>Submitted to the Safety Advisory Group x 1 Meeting</p>
26-50	<p>Temporary Event Notice</p> <p>Pre Event Checklist</p> <p>Hire Agreement</p> <p>Insurance</p> <p>Event Specific Risk Assessment</p> <p>Event Management Plan</p> <p>Traffic Management Plan</p> <p>Inspection by relevant Officer or Nominated Contractor (Identified by SAG)</p>	<p>All Documentation to be submitted for consideration no less than 3 Months prior to the event.</p> <p>Submitted to the Safety Advisory Group x 2 Meetings</p>
Additional Criteria	<p>All events subject the criteria below</p> <ol style="list-style-type: none"> <li>1. Temporary demountable structures – to which the Constructive Design Management regulations apply</li> <li>2. Large vehicular movement ( plus 7 tonnes ) in proximity to pedestrians</li> <li>3. Any licensable/regulated activity (alcohol &amp; entertainment)</li> </ol>	<p>Submitted to the Safety Advisory Group</p>



**Appendix B (also forms appendix 4 of Events Policy) – New Events pricing structure  
– effective 1<sup>st</sup> April 2018**

<b>Charging Category &amp; Description</b>	<b>Event Charges 18/19</b>
<b>Parks &amp; Open Spaces Lettings</b>	£
Application Fee (Non-returnable)	100 + Vat
Filming on parks and open spaces (Non Commercial)	Free
Filming on parks and open spaces (Commercial)	Negotiable
Daily Hire – Fairs	450
Daily Hire - Circuses	380
Setting up/Pulling down days (for events where hire fee is more)	220
Ongoing business use e.g. Fitness classes (per quarter)	350
Non Commercial Public Events ‡	250
National Charities ‡	200
Local events / demos ‡	Free
Fun Runs and Charity Walks (local charity run/100% beneficiary) (under 500 participants)	Free
Commercial Public Events on City Centre Parks: * †	Negotiable
- minimum charge for lettings up to and over 1,000 sq. metres	850
- Additional charge per square metre for lettings over 1,000 sq. metres	2.00
Commercial Public Events on Other Parks & Open Spaces: * †	Negotiable
- minimum charge for lettings up to and over 1,000 sq. metres	450
- Additional charge per square metre for lettings over 1,000 sq. metres	2.00
Use of a Premises Licence for external event providers	at pro rata cost per day of total licence fee
Performing Rights - Administration	Delete
Performing Rights Fees	Delete
Provision of Wi-Fi facility for commercial events	Free where existing
Internal Event/Cambridge Live - No Fees	120
Internal Event/Cambridge Live - Fee Paying	160

‡ To include fun runs, cycle rides and charity walks, up to 500 participants or where Management Company is organiser

† to include fun runs, cycle rides and charity walks, over 500 participants or where management company is organizer

<b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>
A Policy for the use of Parks and Open Space for Events
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
<a href="https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=176&amp;MId=3289&amp;Ver=4">https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=176&amp;MId=3289&amp;Ver=4</a>
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
<p>To make recommendations to the Council and its partners for improvements in the arrangements for future events that is consistent with current policy, including the aims and objectives of the Cultural Strategy and seeks to minimise any potential adverse effect on parks.</p> <ul style="list-style-type: none"> <li>a) To identify potential improvements in the administration process for letting outdoor spaces for events.</li> <li>b) To gain a greater understanding of the impact of events, including on the culture of the City, local people and businesses.</li> <li>c) To gain a greater understanding of the financial impact and budget implications of events on Parks and Open Spaces.</li> <li>d) To provide benchmark fees and charges for each category of event and show how current charging might be improved.</li> <li>e) To reflect and comment on recent large events that have taken place in Cambridge.</li> <li>f) To identify each park in Cambridge which is considered viable for events and suggest suitable events for them.</li> <li>g) Review infrastructure for each location, identifying restrictions and Health &amp; Safety issues and make recommendations for improvement where applicable</li> </ul>
<b>4. Responsible Service</b>
Environment – Streets and Open Space

**5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)**

Residents of Cambridge City

Visitors to Cambridge City

Staff

Please state any specific client group or groups (e.g. City Council tenants, tourists, people who work in the city but do not live here):

**6. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)**

New

Major change

Minor change

**7. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service? (Please tick)**

No

Yes (Please provide details):

Community Development

**8. Has the report on your strategy, policy, plan, project, contract or major change to your service gone to Committee? If so, which one?**

Community Services Scrutiny Committee – January 2018

## **9. What research methods/ evidence have you used in order to identify equality impacts of your strategy, policy, plan, project, contract or major change to your service?**

The review was divided into three distinct phases; research, analysis, and report writing.

### **Research**

A variety of methods were used to gather information including; review of existing documentation and policies, desk top research, conversations with other authorities, meetings with stakeholders, site visits to parks and open spaces and events.

Existing document research included licensing information, hire documentation, the Council's website and key policy documents such as: previous outdoor events policy decisions, existing classification sizes and number of events as approved by Community Service Scrutiny Committee Jan 2011, Streets & Open Spaces Operational Plan, management and conservation plans for various open spaces, Cambridge City Council Corporate Plan, The Arts Plan 2015-18.

Benchmark information was collated from websites, including policies, prices, and safety guidance and application forms. Authorities were then contacted by phone for clarification and to discuss the advantages and disadvantages of their processes.

Benchmarking was completed with: Birmingham; Brighton; Bristol; Glasgow; Huntingdon; Nottingham; and Oxford.

Partial benchmarking and useful information was also obtained from: East Cambs; Edinburgh; Liverpool; London Royal Parks; Norwich; Sheffield; South Cambs; Sheffield; York; and the Association for Public Service Excellence (APSE).

The following stakeholders were invited to provide feedback towards the review:

Executive Councillor; Ward Councillors; Cambridge BID; Cambridge Live; event organisers; Friends groups; Licensing Officer; Cambridgeshire Police Service; Safety Advisory Group (SAG) members; Cambridge City Council internal stakeholders including Community Services, Enforcement and Corporate Health & Safety.

Information regarding the cultural impacts of events was supplied by the Culture and Community Manager, Cambridge City Council.

Financial information regarding the income derived from events was supplied by Streets and Open Spaces.

### **Analysis**

Site suitability assessments were initially conducted with the Streets and Open Spaces Development Manager, Cambridge City Council, by completing a pre-prepared matrix of all parks & open spaces.

Each of the top scoring sites was then visited and a more detailed site suitability assessment form completed.

### **Report Writing**

Initial findings, format and content of report were reviewed with the Development Manager and the Senior Asset Development Officer in June. This report was completed on 29th August 2017.

## 10. Potential impacts

For each category below, please explain if the strategy, policy, plan, project, contract or major change to your service could have a positive/ negative impact or no impact. Where an impact has been identified, please explain what it is. Consider impacts on service users, visitors and staff members separately.

### **(a) Age - Any group of people of a particular age (e.g. 32 year-olds) , or within a particular age range (e.g. 16-24 year-olds) – in particular, please consider any safeguarding issues for children and vulnerable adults**

Older people are less likely to use internet: Recent research shows that virtually all adults aged 16 to 34 years were recent internet users (99%), in contrast with 41% of adults aged 75 years and over.

Office for National Statistics (ONS) publication Internet Access:

<https://www.ons.gov.uk/peoplepopulationandcommunity/householdcharacteristics/homeinternetandsocialmediausage/bulletins/internetaccesshouseholdsandindividuals/2017>

The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

### **(b) Disability - A person has a disability if she or he has a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities**

22% of disabled adults had never used the internet in 2017 compared to 11% of the population as a whole. The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

### **(c) Sex – A man or a woman.**

None specific to this protected characteristic.

**(d) Transgender – A person who does not identify with the gender they were assigned to at birth (includes gender reassignment that is the process of transitioning from one gender to another)**

None specific to this protected characteristic.

**(e) Pregnancy and maternity**

None specific to this protected characteristic.

**(f) Marriage and civil partnership**

None specific to this protected characteristic.

**(g) Race - The protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

None specific to this protected characteristic.

**(h) Religion or belief**

None specific to this protected characteristic.

**(i) Sexual orientation**

None specific to this protected characteristic.

**(j) Other factors that may lead to inequality – in particular – please consider the impact of any changes on low income groups or those experiencing the impacts of poverty**

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage.

**11. Action plan – New equality impacts will be identified in different stages throughout the planning and implementation stages of changes to your strategy, policy, plan, project, contract or major change to your service. How will you monitor these going forward? Also, how will you ensure that any potential negative impacts of the changes will be mitigated? (Please include dates where possible for when you will update this EqlA accordingly.)**

The data collection, equalities monitoring and review of applicants, the type of event and the anticipated audience profiles will allow Officers to identify if our existing policies may be having an impact on those with protected characteristics either in a positive or negative way. The new policy is intended to encourage new applications, for local venues and from groups that offer a broader range of diverse cultural offers.

## 12. Do you have any additional comments?

An explanation and statement of a vision for events on open space has been created, and it is required so as to achieve a balance in the number of events at a location vs over use.

There needs to be a change of emphasis to smaller more diverse events on parks and open space, and this is deemed as a **(positive impact)**.

To create a charging model that allows for free community events **(positive impact)**.

Fees (not charges) for small, free and community events, not taking place on premier sites, should be waived in favour of a nominal administration cost and that there should be no charge for free, volunteer community activities which promote health and wellbeing or other community wellbeing objectives, and do not take away use from others or cause damage. **(Positive impact)**.

A variety of stakeholders requested a clearer and more prominent timetable for the notification and processing of applications, **(positive impact.)**.

There is general support from the majority of event organisers for the introduction of an electronic booking and the ability to be able to upload applications and documentation **(positive impact.)**

Not all applicants will have access to IT to support them in their application **(negative impact)** The continuation of a paper based application process will allow those that do not use the internet to be able to make an application to hold an event.

## 13. Sign off

Name and job title of lead officer for this equality impact assessment:

Alistair Wilson – Development Manager

Names and job titles of other assessment team members and people consulted:

Jane Wilson - Culture and Community Manager

Eddie Barcan - Splendid Events

Date of EqIA sign off: 14 July 2017

Date of next review of the equalities impact assessment: July 2020

Sent to Helen Crowther, Equality and Anti-Poverty Officer?

Yes

No

Date to be published on Cambridge City Council website (if known):





Item

## **S106 PUBLIC ART AND PUBLIC REALM FUNDING**

**To:**

Community Services Scrutiny Committee – 18 January 2018  
Councillor Anna Smith, Executive Councillor for Streets and Open Spaces

**Report by:**

Alistair Wilson – Streets and Open Space – Development Manager  
Tel: 01223 - 458514 Email: alistair.wilson@cambridge.gov.uk

**Wards affected:** All

### **Key Decision**

#### **1. Executive Summary**

- 1.1 One of the ways in which the Council has mitigated the impact of development in Cambridge is through public art and the wider benefits that it brings to the city. However, changes to the national planning system and planning regulations mean that (similar to other S106 contribution types) the scope for doing this is becoming ever more challenging. Working with Planning Services colleagues, officers are exploring options for enabling new public art in future.
- 1.2 In the meantime, this report focuses on making good use of the off-site public art S106 contributions that the Council used to be able to collect for public art projects beyond the developments themselves. It sets out:
  - (a) a three-pronged approach, starting with a small-scale public art grant round in 2018 (open to applications from those parts of the city where sufficient funding is still available);
  - (b) proposals for the River Cam public art residency, from the S106 funding already allocated to the River Cam public art programme; and
  - (c) updates on other public art projects and a public realm project allocated funding in previous priority-setting rounds.

## **2. Recommendations**

The Executive Councillor is recommended to:

- 2.1 note the changing context for securing public art and the steps being taken to develop new planning policy guidance and a strategy for new public art in Cambridge, in order to set the future direction for enabling high quality public art (see paragraphs 3.4-3.5);
- 2.2 note the off-site S106 funding availability for public art in Cambridge and the approach to making good use of it through small-scale and larger public art grants and Council-commissioned public art (see section 4);
- 2.3 agree the arrangements for the 2018 small-scale public art S106 grant funding round (see section 5), including
  - (a) the timetable for seeking public art grant applications between late January and mid-March 2018, with a priority-setting report back to Community Services Scrutiny Committee in June 2018, and
  - (b) the selection criteria for public art S106 grant applications in 2018;
- 2.4 approve the use of up to £120,000 (from the £450,000 allocated to the River Cam public art programme) for the River Cam public art residency, delegating authority to the Head of Environmental Services, in consultation with the Executive Councillor, Opposition Spokes and Community Services Scrutiny Committee Chair, to appoint the artist and finalise with the artist the nature of the public art outcomes of the residency (see section 6);
- 2.5 de-allocate the current £75,000 allocated to public realm improvements on Cherry Hinton Road between Hills Road and Rock Road (see section 7).

## **3. Background**

- 3.1 S106 developer contributions help the Council to mitigate the impact of development (see [www.cambridge.gov.uk/s106](http://www.cambridge.gov.uk/s106)). In line with its Planning Obligations Strategy 2010, these contributions have been collected from developers or property owners for a range of infrastructure types, including 'community facilities' (mentioned elsewhere in these agenda papers). This report focuses on public art

S106 contributions, although it refers to the 'public realm' type too, which also come within the Executive Councillor's portfolio<sup>1</sup>. Please note that each S106 contribution type is separate, for distinct purposes: S106 contributions cannot be transferred from one category to another.

- 3.2 For more than 25 years, the Council has secured high quality public art in Cambridge, either provided by developers on-site or by itself commissioning or grant-funding projects off-site using public art S106 contributions. For more details, visit [www.cambridge.gov.uk/public-art](http://www.cambridge.gov.uk/public-art) for the recently expanded and improved web pages.
- 3.3 This has been based on the Public Art Supplementary Planning Document (SPD), adopted in January 2010, which emphasises:
- high quality public art in Cambridge which inspires people;
  - the role of artists in the design process;
  - engaging local people in the development of public art; and
  - reinforcing local distinctiveness and cultural identity.
- 3.4 Whilst the Public Art SPD 2010 informs the use of the existing, off-site public art S106 contributions secured after January 2010, there have been some important changes since then.
- (a) Statutory tests governing S106 contributions<sup>2</sup> require them to be:
- (i) necessary to make the new development acceptable in planning terms; (ii) directly related to the new development; and (iii) fairly and reasonably related in scale and kind to the development.
- (b) New regulations from April 2015 have changed the nature of the off-site S106 contributions that can be sought from developers<sup>3</sup>. As a result, the Council no longer seeks off-site public art S106 contributions<sup>4</sup>. Instead, on-site public art can be secured via planning conditions in the context of the Public Art SPD 2010.

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1. More details about public realm S106 contributions can be found in section 7.
  2. Set out in the Community Infrastructure Levy Regulations since April 2010.
  3. Contributions now have to be for specific purposes, with no more than five for any particular project and with even greater emphasis on clear evidence to justify them.
  4. Section 7.4 of the Council's Draft Planning Obligations Strategy 2014 says "S106 planning obligations will not be used to secure public art, but all major development ...will be required to make provision for public art in order to mitigate its impact on its physical environment and setting....Public Art is likely to be dealt with by way of a planning condition to reinforce the normal design/development requirements."

- (c) However, the current Public Art SPD 2010 will fall away on adoption of the Council's new Local Plan (probably, sometime in 2018). From then, the Council may not be in a position to seek further on-site public art through planning conditions until an appropriate new SPD is in place<sup>5</sup>.

3.5 Alongside current workloads related to the examination and adoption of the draft Local Plan, Planning Services are exploring what form this new planning policy guidance may take and how it might sit alongside a new Public Art Strategy being developed by Streets and Open Spaces.

- (a) Taking forward these next steps is likely to involve reports to this Committee in June 2018 (including more details on timescales) and the Development Plan Scrutiny Sub-Committee.
- (b) This will be informed by a review report (called 'Making Public Art Work') from visual art consultants, Commission Projects (see Appendix A). This highlights the benefits of, and possible objectives for, public art in future, where the Council's role is likely to be more focussed as an enabler and champion of high quality public art.

3.6 In the meantime, this latest report focuses on making good use of the remaining off-site public art S106 funds. It follows on from the public art S106 report to this Committee last March, which promised to come back later in 2017/18.

3.7 Over the last three years, the Council has run small-scale public art S106 grant-funding rounds (normally up to £15,000 per grant) to enable local groups to take forward new and original public art projects in Cambridge, involving a public artist and engaging the local community.

- (a) With all available public art S106 contributions held in a single, central fund<sup>6</sup>, the Executive Councillor with responsibility for public art has awarded 25 public art grant projects so far, following the steer provided this Committee.

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5. Policy 56(j) of the Local Plan (proposed submission) 2014 refers to the need for development to embed public art as an integral part of the proposals as identified through the Public Art SPD (although this might be through a new Planning Obligations Strategy SPD instead).

6. The decision to bring all available all remaining off-site public art S106 contributions into a single, central fund was made in October 2014 by the Executive Councillor at the same, following a report to this Committee.

- (b) As with all other S106 priority-setting rounds, the Council has been able to strengthen the process from year-to-year. This has included developing clearer public art grant selection criteria (based on Public Art SPD principles), involving the Public Art Panel<sup>7</sup> and improving the evaluation of public art outcomes.

3.8 Alongside these grants, a number of the Council's own public art commissions have progressed. In March 2016, the (then) Executive Councillor allocated £450,000 for a River Cam public art programme which, it was envisaged, would involve a number of projects.

#### 4. Approach to the use of remaining off-site public art S106 funding

4.1 **Current position:** Given the context set out in paragraph 3.4, the off-site S106 funding available for public art needs to be recognised as a finite resource. As it can no longer be topped up with new off-site contributions, it will run down as further projects are allocated funding. The remaining funding availability is spread unevenly. This reflects:

- (a) the uneven distribution of off-site public art S106 funding received<sup>8</sup> (see Appendix B): 59% derive from developments in just four wards (Trumpington, Romsey, Coleridge and Market), while Arbury and Petersfield only account for around 1% each; and
- (b) completed and on-going public art projects allocated off-site S106 funding since 2009/10<sup>9,10</sup> (see Appendix C). Alongside permanent artworks in many parts of the city, local communities and schools across Cambridge have been engaged in developing local projects and temporary artworks.

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- 7. The Public Art Panel comprises local experts offering specialist advice. Decision-making over public art S106 funding use remains with the Executive Councillor, following scrutiny on S106 priority-setting reports by this Committee .
  - 8. The nature and amount of development (for which public art planning obligations were requested up to April 2015) varies considerably across the city. Also, many S106 agreements gave developers a choice between providing on-site public art (in line with an agreed scheme) or making S106 payments towards off-site public art.
  - 9. The list of S106-funded projects since 2009/10 includes 10 public art commissions, which, before officer/other costs, have tended to cost between £50k and £100k each.
  - 10. Appendix C also refers to a number of projects which have been adapted since they were first selected, albeit that S106 funding levels have not changed. This includes the Southern Connections commission as well as grants to Cambridge Live (for what was the 'Colours in the Community' project) and Kettle's Yard (for performance art relating to Antony Gormley artwork).

4.2 S106 contributions are managed carefully in line with the regulations and policies in place at the time they were agreed.

- (a) Local projects tend to be funded from off-site public art contributions from developments in the same ward and/or neighbouring wards.
- (b) Major public art projects with a city-wide impact (such as the ‘Cambridge Rules’ project and the River Cam public art programme) tend to be allocated half the public art contributions from major developments (10 or more homes) from across the city.
- (c) An on-going review of funding allocations is helping to (i) further strengthen links between where public art S106 contributions come from and where they are spent and (ii) make sure that any S106 contributions with expiry dates (particularly before the end of 2019) can be spent on time. The latest provisional analysis of public art S106 funding availability is set out in Table 1 and considered further in paragraph 4.5. The details are subject to checking and may change: an updated version will be tabled at the meeting.

**Table 1:** Latest provisional analysis of off-site public art S106 funding availability by ward<sup>11</sup> (subject to further checks / changes)

<b>NORTH AREA</b>		<b>EAST AREA</b>	
Arbury	< £15,000	Abbey	£25,000
East Chesterton	< £15,000	Coleridge	> £100,000
King’s Hedges	£35,000	Petersfield	< £15,000
West Chesterton	£15,000	Romsey	> £75,000
<b>SOUTH AREA</b>		<b>WEST/CENTRAL AREA</b>	
Cherry Hinton	£35,000	Castle	£0
Queen Edith’s	£50,000	Market	< £15,000
Trumpington	> £100,000	Newnham	< £15,000

11. The S106 funding availability by ward in Table 1 is based primarily on all remaining contributions from minor developments and half the contributions from major developments in each ward. In most cases, the other half of contributions from major developments has been allocated to strategic projects (eg, the River Cam public art programme). The figures in Table 1 are rounded down to the nearest £5,000. ‘<’ denotes ‘less than and ‘>’ denotes ‘more than’.

- 4.3 **Proposed way forward:** The Commission Projects review has confirmed the usefulness of taking forward a mix of public art projects (both small and large and grant-based projects and Council-commissioned projects). This has helped to identify three possible ways for making effective use of the remaining off-site, public art S106 funding (where available):
- (a) small-scale S106 grants up to £15,000 each;
  - (b) larger grants (above £15,000) for future public art projects;
  - (c) public art commissions by the Council (typically for larger amounts).
- 4.4 The first step is to take forward another small-scale public art grant application round in 2018 (with grants, normally, up to £15,000 each). The emphasis will be on encouraging (only) high quality public art.
- (a) Whilst a ward may have £15,000 or more of off-site public art S106 funds available, that does not mean that a grant will have to be funded in that ward – it will depend on the quality of the proposal.
  - (b) At the same time, where sufficient and relevant public art S106 contributions are available from a ward, more than one public art grant award from that ward may be considered if the quality of the application warrants it (as decided by the Executive Councillor).
- 4.5 There are three key issues to highlight from Table 1.
- (a) It will be difficult to support public art grant applications from wards with no public art S106 funding remaining<sup>12</sup> (eg, Castle ward<sup>13</sup>).
  - (b) Whilst Table 1 presents funding availability by ward, the benefits of projects to mitigate the impact of development are not confined by ward boundaries: it may, therefore, be possible (not least, for wards with less than £15,000 available) to draw on funding from neighbouring wards where those other wards may also benefit<sup>14</sup>.

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12. ...particularly in cases where there is no public art S106 funding available in neighbouring wards either.

13. Public art S106 contributions from Castle ward have been spent on the 'flocking birds' sculptures at the entrances of Histon Road Recreation Ground and allocated to grants for the Eddington Flag Parade and performance art relating to an Antony Gormley exhibition at Kettle's Yard, as well as the River Cam public art residency.

14. This might apply, for example, to public art proposals on Mill Road, which runs through two wards, even though S106 funding availability in Petersfield is limited.

(c) Table 1 represents a point-in-time snapshot of current off-site public art S106 funding availability. Depending on the priority-setting outcomes of the 2018 grant round, officers will continue to review how remaining unallocated contributions are allocated to projects<sup>15</sup>. As a result, the profile of off-site public art S106 funding availability from ward to ward may change.

4.6 Following on from decision-making on the 2018 grant round applications (next June), the Executive Councillor will be able to take stock later in 2018 of opportunities for larger grants or Council commissions, particularly in those parts of the city where significant amounts of funding still exist. In this context, it is possible that the 2018 small-scale public art grant round could be the last of its kind.

## 5. 2018 Public art grant funding round: arrangements

5.1 It is proposed that the small-scale public art S106 grants process would remain largely the same as similar funding rounds over the last three years, albeit with the improvements suggested in paragraph 5.4. As before, applicants are invited to apply for grants up to £15,000, although slightly larger grants may be considered for projects which span more than one ward (provided that relevant S106 funding is available locally).

5.2 The public art grant round would take place at the same time as the separate application process for S106 ‘community facilities’ funding.

**Table 2:** 2018 small-scale public art grant round: timescales

Grant applications invited	Late January 2018
Applications deadline	Mid-late March 2018
Applications assessed against selection criteria, including input from the Public Art Panel and relevant ward councillors (see paragraph 5.4[d]).	During April–May 2018
Priority-setting report to this Committee, including assessment of applications & recommendations <sup>16</sup>	28 June 2017

15. For example, if (after funding decisions are made next June) there were still some public art S106 funding availability in wards close to the River Cam, in particular, these might be assigned to the remaining River Cam public art programme budget (£330,000) in place of some current contributions currently allocated.

16. If any grant proposals selected are over £15,000, these will be subject to business case sign-off by the Capital Programme Board to check that delivery arrangements are realistic, achievable and in line with relevant official regulations.



5.3 The selection criteria for small-scale public art grants will follow the same approach as before, but will be expanded in order to clarify expectations, particularly about the quality of public art proposals.

To be eligible for public art funding, projects should:

- [1] be publicly accessible;
- [2] be within the city of Cambridge;
- [3] engage local communities;
- [4] be unique and original;
- [5] be led by a professional artist or craftsperson;
- [6] involve the appropriate remuneration of professional artists;
- [7] be site or context sensitive;
- [8] demonstrate excellent artistic quality;
- [9] have a lasting legacy; and
- [10] be feasible, deliverable and have appropriate project management plans in place.

As decisions will not be made until June 2018 (with grant agreements likely to be finalised in/from July), the Council will not be able to provide grant-funding for public art proposals planned to take place before then.

5.4 This latest grant round will incorporate a number of improvements to the process, building on learning from previous years.

- (a) Awareness-raising about the grant round will be widened to reach out more to local artists as well as to local community groups<sup>17</sup>. Whilst the application process will continue to require artists and community groups to work together on public art proposals, it will now be possible for the artist to lead on making the application.
- (b) The selection criteria will be supported by clearer guidance for applicants (including details of officer contacts who can give advice), taking account of feedback from the Public Art Panel.
- (c) The assessment of applications by officers and members of the Public Art Panel will give greater weight to the likely quality of the public art proposals, as well as to their eligibility for S106 funding.

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17. As before, the small-scale public art grant round will also be publicised via the Council's website, on social media and via email to individuals and groups who have already expressed an interest in the next funding round. Details will be sent to local councillors in case they wish to get in touch with local artists and community groups (in wards where public art S106 funding is available).

- (d) Once any ineligible proposals have been filtered out, officers will contact the councillors for the ward(s) to which the applications relate in order to seek their views. These comments will be mentioned in the June 2018 report to this Committee, so that they can be taken into account.

## 6. River Cam public art residency

- 6.1 Since the overall River Cam public art programme was allocated £450,000 of public art S106 funding in March 2016, officers have developed the proposals for a 12-month artist in residence as a stand-alone commission in its own right. The officer-level Capital Programme Board has signed off the business case and the project is ready to move forward, provided that the Executive Councillor approves the funding. The project would have a total budget of £120,000, to be taken from the £450,000 programme budget.
- 6.2 The key features of the artist residency project are as follows:
  - (a) The Council is seeking an artist to appoint to a part-time, year-long residency involving extensive research (with knowledge-building and resource-mapping) and community engagement, culminating in a work (or works) of public art with a long-lasting legacy<sup>18</sup>.
  - (b) The aim of the project is to explore the relationship of the river to the foundation of Cambridge as a city, in terms of its social, economic, geographical, historic and ecological impact. The project will promote the use of the river and its environs, aid understanding of its heritage, and encourage social engagement and leisure activities to the wider residents of, and visitors to, Cambridge.
  - (c) The research and engagement at the crux of this residency will inform artistic outcomes that have meaning to the people of Cambridge, which are sensitive to the site context, have resonance across the city and comply with funding requirements.
  - (d) Use of the public art S106 funding must relate to those parts of the river (upper, middle and lower sections) within the city boundary.
  - (e) The artist will be given access to considerable research, already conducted, on the river's history and surrounding landscape.

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18. The artwork may be permanent or temporary. Any proposals for temporary artwork will need to demonstrate how they would deliver a long-lasting legacy.

- (f) The appointed artist will be invited to consider potential themes for the project, such as: trees; tributaries; the convergence of land types (chalk, clay and fenland); the journey of water; hidden water; wildlife and biodiversity; water shortages, floods or the future of water; water quality; navigation, tourism and bridges; goods and trade along the river; and connections and commonalities.
- (g) A Project Advisory Group<sup>19</sup> will be involved in artist short-listing, recommending the selection of the artist, and overseeing the development and delivery of the residency.

**Table 3:** Indicative timetable for the River Cam artist residency project

February / March 2018	Assess proposals against the Artists' Brief, select the artist and finalise the contract.
April/May 2018	Residency begins
October 2018	Artist to put forward artwork proposals, to be considered by the Project Advisory Group before the details are finalised (see paragraph 6.3).
May 2019	Residency completes
October 2019	Artwork(s) completed

**Table 4:** Breakdown of £120,000 budget for the River Cam artist residency

Artist fee (research and engagement time)	£26,000
Artist fee (for artwork[s])	£64,000
Grant to Museum of Cambridge Grant to provide desk space and share existing research and networks	£10,000
Grant to Children & Young People's Participation Service for use of Play Boat for touring, workshops and artistic activities.	£2,000
Officer time involved in co-ordinating the commissioning process and overseeing the progress of the artist residency.	£10,000
Contingency funding	£8,000

19. The Project Advisory Group will comprise a member of the Public Art Panel, the Museum of Cambridge, Cam Conservators, councillors as well as relevant officers (eg, public art & nature conservation). An oral update will be provided at the meeting.

- 6.3 As well as requesting S106 funding approval for the £120,000 project, recommendation 2.4 seeks delegated authority to the Head of Environmental Services to appoint the artist and finalise with the artist the nature of the public art outcomes of the residency (in autumn 2018). This will follow liaison with the Project Advisory Group and will be in consultation with the Executive Councillor, Opposition Spokes and Committee Chair. The aim is to expedite project progress and delivery.
- 6.4. Once the £120,000 project costs have been deducted from the overall River Cam public art programme budget, the remaining £330,000 will continue to be allocated to the project (on the Council's 'Project Under Development' list), albeit that the particular contributions that make up this amount may be subject to change (in line with footnote 15).
- (a) The plan is for other River Cam public art projects to come forward, in due course, recognising the appetite for permanent artwork(s).
  - (b) Central to this is the need to make sure that such artworks can be of high quality, affordable and deliverable (for example, in the context of land ownership considerations).
  - (c) To this end, officers envisage a report back to this committee in autumn 2019 or early 2020 in order to take stock of key issues and findings arising from the artist residency. Given that this will be in addition to the separate report (envisaged in paragraph 4.6) in late 2018 to consider possible uses of unallocated S106 funding for larger grants or Council commissions, it is expected that this will leave sufficient time to make use of any S106 allocations that would need to be de-allocated by any expiry dates (say, in 2022).
- 6.5 One factor that will need to be addressed in the 2019/2020 follow-up report is the possible location of projects which could be funded from the public art contributions that make up the allocated £330,000. Current allocations are predominantly from major developments in the city's South and East areas, which might be more suited to public art around the upper and lower sections of the River Cam in Cambridge<sup>20</sup>. Particularly if there is a desire for further public art projects for all three sections of the River Cam within the city, further attention will need to be given to the scope for securing external sources of funding to supplement the availability of public art S106 contributions.

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20. This is still likely to be the case even if there is some modest reassignment of contributions to the River Cam programme, as suggested in footnote 15.

## 7. Proposed changes to public realm improvement projects

- 7.1 Separate from the S106 priority-setting processes for public art, in January 2016, the (then) Executive Councillor agreed to allocate up to £75,000 of public realm S106 contributions<sup>21</sup> to a public realm improvement project on Cherry Hinton Road between the Hills Road junction and the corner of Rock Road.
- (a) Beyond broad suggestions of improved paving, tree-planting and seating, the exact nature of the project was not clear and subject to local consultation and further research into land ownership. Subsequent scoping work has, however, highlighted the practical difficulties of bringing together a viable scheme of public benefit.
- (b) A primary consideration in January 2016 was the need to make sure that time-limited public realm S106 contributions from East Area could be used on time. However, an update to this Committee in October 2016 reported that it had been possible to overcome this immediate pressure<sup>22</sup>.
- 7.2 Since then, the County Council has been developing a cycle infrastructure improvements scheme on Cherry Hinton Road between Hills Road and Perne Road. Options being considered may affect any public realm improvements.
- 7.3 Paragraph 2.4 recommends de-allocating the £75,000 for this public realm improvement project. This would make then be available to other projects in East Area in future to mitigate the impact of development.

## 8. Implications

- 8.1 **Financial implications:** This report has highlighted that off-site public art S106 funding is running down and is not evenly spread. The three-pronged approach of smaller and larger grant-funded public art and

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21. Decisions about the use of public realm S106 funding have been made by the Executive Councillor since it was agreed to return them to a single, central S106 fund in October 2014.

22. The October 2016 report explained that this had been done by reassigning time-limited contributions to earlier appropriate spend in a swap that meant that public realm projects identified via the S106 priority-setting process could be funded from resources not carrying the same restrictions about where/by when it should be spent.

Council-led commissions aims to enable the Council to make effective use of the remaining resources and secure high quality public art.

- 8.2. **Staffing implications:** The small-scale public S106 grant funding round and commissioning and supervision of the River Cam public art residency will be co-ordinated within existing staffing resources in Streets and Open Spaces.
- 8.3 ***Equality and Poverty implications:*** The proposed arrangements and selection criteria for S106 funding aim to provide a fair and consistent approach for grant-funding decisions. Based on a previous equality impact assessment of the S106 grant-funding process, officers will, again, raise awareness of the bidding process amongst groups representing the range of equality strands, whilst managing expectations about the availability of S106 funds.
- (a) It is important to remember that the purpose of S106 funding is to mitigate the impact of development, rather than addressing pre-existing need or deprivation. That said, there is a recognition that development in parts of the city with higher deprivation levels can have a greater impact on local communities and their facilities.
  - (b) All successful public art S106 grant applicants are required to sign a grant agreement about how the project should be conducted.
- 8.4 ***Other implications:*** Environmental, community safety and procurement implications are addressed as part of the business case appraisal for projects that are selected via the S106 priority-setting process.

## 9. Consultation and communication considerations

- 9.1 This report aims to make sure that the arrangements for the next small-scale public art S106 grants round are open and transparent. Paragraph 5.4 sets out how the process will be better communicated.
- 9.2 Once the Executive Councillor has considered the recommendations, officers will contact those community groups and artists who have expressed an interest in the next grant round to encourage them to consider applying.

## 10. Background papers

Background papers used in the preparation of this report:

- (a) 'Making Public Art Work' guide for Cambridge City Council by Commission Projects, December 2017;
- (b) River Cam Artist Residency public art project – Part B business case to Capital Programme Board, Cambridge City Council, December 2017;
- (c) 'To the River' Artist Brief for River Cam Artist Residency project', Cambridge City Council, December 2017 (draft);
- (d) 'S106 priority-setting (Streets and Open Spaces)' report to Community Services Scrutiny Committee on 16 March 2017;
- (e) 'River Cam Public Art Commission' report to Community Services Scrutiny Committee, 17 March 2016;
- (f) 'S106 priority-setting process (Streets and Open Spaces)' report to Community Services Scrutiny Committee on 6 October 2016.
- (g) 'S106 Developer Contributions: taking stock' report to Community Services Scrutiny Committee on 17 March 2016;
- (h) '2015/16 S106 priority-setting follow-up: public realm improvement proposals' report to Community Services Scrutiny Committee on 14 January 2016.
- (i) 'S106 funding and interim arrangements ahead of the local introduction of the Community Infrastructure Levy' report to Community Services Scrutiny Committee on 6 March 2015.
- (j) 'S106 priority-setting and devolved decision-making' report to Community Services Scrutiny Committee on 16 October 2014;
- (k) Cambridge Local Plan: proposed submission, 2014, Cambridge City Council (<https://www.cambridge.gov.uk/local-plan-review-proposed-submission-consultation>);
- (l) Draft Planning Obligations Strategy, 2014, Cambridge City Council (<https://www.cambridge.gov.uk/planning-obligations-strategy-spd>).

Further information can be found on the council's website at [www.cambridge.gov.uk/s106](http://www.cambridge.gov.uk/s106) and [www.cambridge.gov.uk/public-art](http://www.cambridge.gov.uk/public-art)

## **11. Appendices**

- A. Extracts from the 'Making Public Art Work' guide
- B. Off-site Public Art S106 contributions received by ward
- C. S106-funded public art S106-funding projects since 2009/10

## **12. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Alistair Wilson, Streets and Open Spaces Development Manager  
(tel: 01223 - 458514, email: [alistair.wilson@cambridge.gov.uk](mailto:alistair.wilson@cambridge.gov.uk)) or

Tim Wetherfield, Urban Growth Project Manager  
(tel: 01223 - 457313, email: [tim.wetherfield@cambridge.gov.uk](mailto:tim.wetherfield@cambridge.gov.uk)).



## **Extracts from the ‘Making Public Art Work’ guide commissioned by Streets and Open Spaces from visual arts consultancy, Commission Projects**

The findings from this guide will be taken into account in the development (during 2018) of the Council’s future Public Art Strategy.

### **Justification and Benefits**

Public art has been demonstrated to contribute social, economic and cultural benefits, informing the quality of built and landscape developments, contributing to places of distinction and character.

Public art has contributed to the mitigation of these developments, contributing to local identity and a sense of place.

‘The Value of Arts and Culture to People and Society: An Evidence Review’ (2014), published by Arts Council England in 2014, concluded that the arts and culture boost the economy through attracting visitors, creating jobs and developing skills, attracting and retaining business, revitalising places and developing towns. They also noted the positive impact arts and culture can have on health and well-being, and wider social benefits contributing more to social capital and community cohesion.

Benefits for public art in Cambridge include:

- place-making and the public realm;
- improved quality of life;
- development of new skills;
- new learning opportunities;
- contribution to civic pride and sense of identity;
- improved city profile and tourism offer;
- contribution to social cohesion;
- investment;
- contribution to legacy

## **[Public Art Vision]**

The vision will contribute to the city's profile as a leading advocate for public art, which shares knowledge with places and communities throughout the UK and beyond.

[It needs to be] informed by the City Council Vision, the Arts Plan, 'Inspiring Cambridge'<sup>23</sup> and other key initiatives. A strong, coherent approach should be taken to public art throughout the city, contributing to its identity, benefitting its residents and building on the city's rich cultural legacy.

Public art will:

- contribute to a dynamic public realm
- be available throughout the city, benefiting all of its citizens
- celebrate the city's creative industries
- encourage new investment in the city
- celebrate change and create legacy
- reflect Cambridge's status as a global city

## **[Suggested] Strategic Objectives**

These [suggested] objectives have been developed in response to the justification for public art, the City Council Vision and local cultural policies.

### ***Public Realm***

- Develop dynamic usable places.
- Contribute to a better understanding of context.
- Encourage involvement in planning the public realm.
- Contribute to the visual character of the city.
- Contribute to orientation and place-making.

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23. 'Inspiring Cambridge' is a group of organisations working together to embed the arts and culture in the development of the city, for the benefit Cambridge residents, workers and visitors.

## ***Community Development***

- Involve residents in discussion, decisions and activities about their city.
- Encourage involvement of all, addressing inequality and social exclusion.
- Encourage social cohesion between existing and new communities.
- Develop new skills.
- Promote social engagement.
- Encourage wellbeing and good health.

## ***Creative Industries***

- Promote the understanding of, and benefits of public art.
- Encourage involvement with arts and cultural organisations.
- Encourage new investment for the cultural sector and creative industries.
- Acknowledge the role of artists in creating exceptional places and engage people in the creative process.

## ***Economic Development***

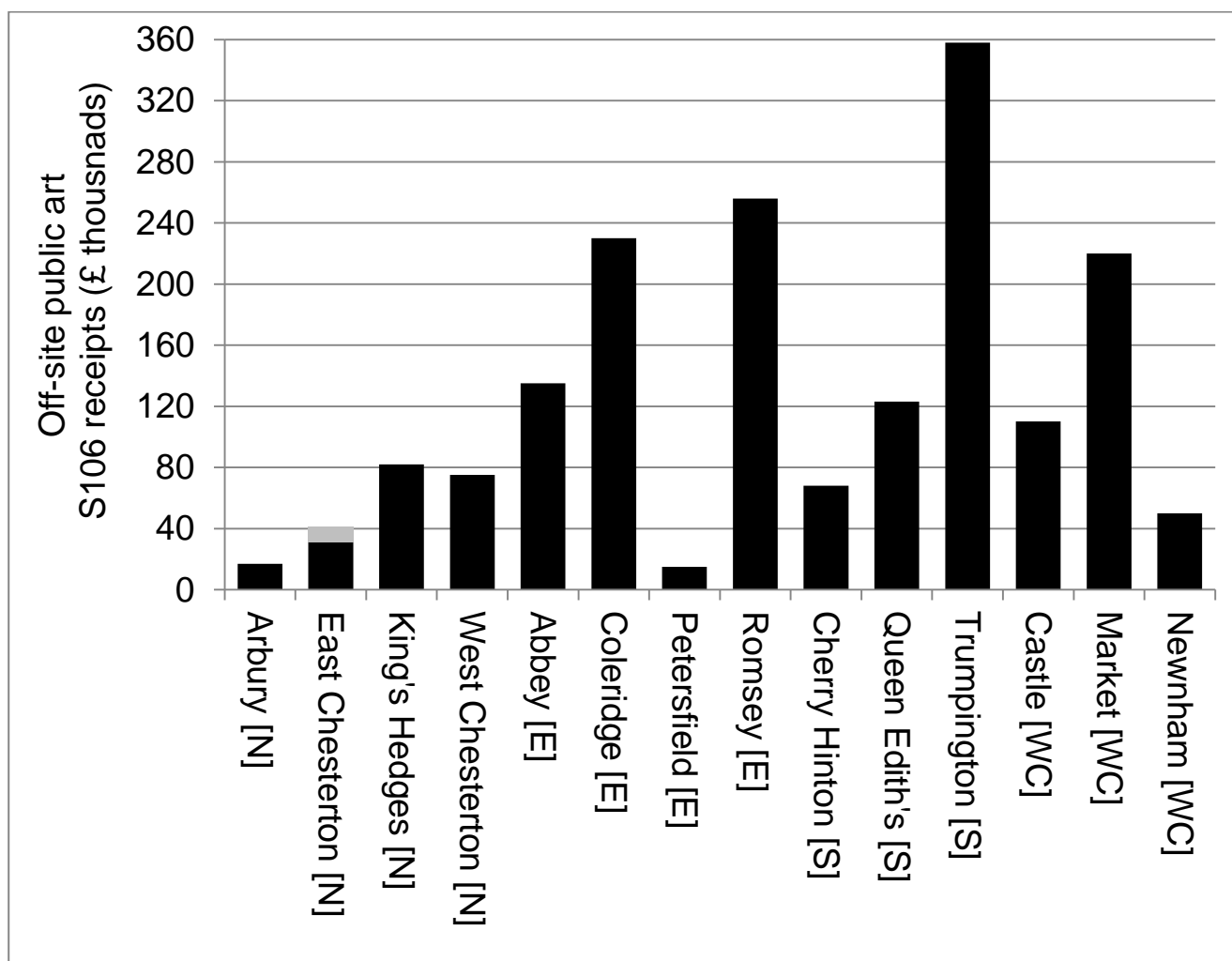
- Contribute to the city's economic development.
- Develop a vibrant and successful cultural and artistic sector.

## ***Change and Legacy***

- Develop projects with people that celebrate and mark change.
- Ensure that change is seen as an opportunity and benefit.
- Contribute to the city's on-going legacy.

## Off-site Public Art S106 contributions received by ward

Based on current records of off-site contributions received since 2004/05



Note: The availability of public art funding in East Chesterton (specifically, a £10,000 contribution which has been paid provisionally) is subject to confirmation in May 2017 (hence the grey shading in the East Chesterton column). The report back to this Committee in June 2018 will be able to clarify whether or not it can be used for local, off-site public art.

## Public art projects funded from off-site S106 public art contributions

Public art project title (and grant recipient)	Year allocated	Type of project	Area / (ward)	Project Budget <sup>24</sup>	Status
Mill Road Cemetery	2009/10	Commission	East (Petersfield)	£69,900	Completed
Snowy Farr	2009/10	Commission	West/Central (Market)	£72,400	Completed
Swift Tower on Logan's Meadow	2009/10	Commission	North (East Chesterton)	£39,900 <sup>25</sup>	Completed
Olympics 2012	2011/12	Commission	City-wide <sup>26</sup>	£99,000	Completed
Wulfstan Way 60/60	2011/12	Commission	South (Queen Edith's)	£45,000	Completed
Histon Road Recreation Ground Entrances	2012/13	Commission	West/Central (Castle)	£69,600 <sup>27</sup>	Completed
Cambridge Rules	2012/13	Commission	West/Central (Market)	£115,000	Due to complete in 2018.

24. Figures rounded down to nearest £100. Grant projects also incur an additional small charge in recognition of officer time in processing and monitoring the grant award.

25. Includes £24,900 of public art S106 funding.

26. Involved local communities across all four areas of the city, plus an event on Parker's Piece.

27. Includes £56,300 of public art S106 funding.

Public art project title (and grant recipient)	Year allocated	Type of project	Area / (ward)	Project Budget <sup>24</sup>	Status
Southern Connections	2012/13	Commission	South (Q.Edith's /Trumpington)	£107,400	In progress <sup>28</sup>
Railway worker's commemorative public art	2013/14	Commission	East (Romsey)	£60,000	In progress. Due to complete: 2018.
Mitcham's Models (Friends of Mitcham's Corner)	2014/15	Grant	North (West Chesterton)	£2,000	Completed
Cambridge Sculpture Trails Leaflet	2014/15	Grant	City centre <sup>29</sup>	£2,600	Completed
Chesterton Community Association - Big Draw Chesterton	2014/15	Grant	North (East Chesterton)	£1,000	Completed
Creating my Cambridge: Clicking to Connectivity (HistoryWorks)	2014/15	Grant	East (Abbey) <sup>30</sup>	£15,000	Completed
Friends of Rock Road Library - Rock Road Library Garden	2014/15	Grant	South (Queen Edith's)	£6,400	Completed
University of Cambridge Museums Twilight at the Museum	2014/15	Grant	City-wide <sup>31</sup>	£14,000	Completed

28. The artist has completed his inputs into the project. Officers are now finalising arrangements to bring the project to a conclusion within the budget allocation.

29. The trails relate to public art in Market and Trumpington wards. See <https://www.cambridge.gov.uk/cambridge-sculpture-trails>.

30. Involved Abbey Meadows Primary School.

31. The creation of the artwork involved Abbey Meadows [Abbey], Shirley [East Chesterton] and The Spinney Primary Schools [Cherry Hinton] as well as engaging school-children from across the city who took part in the Twilight at the Museums event.

Public art project title (and grant recipient)	Year allocated	Type of project	Area / (ward)	Project Budget <sup>24</sup>	Status
Chesterton Mural (Chesterton Community Association)	2015/16	Grant	North (King's Hedges)	£5,200	Completed
Growing Spaces – Daily Bread (Transition Cambridge)	2015/16	Grant	North (King's Hedges)	£2,000	Completed
History Trails 1 (HistoryWorks)	2015/16	Grant	North, East, South <sup>32</sup>	£15,000	Completed
'Mitcham's Models at Christmas' (Friends of Mitcham's Corner)	2015/16	Grant	North (West Chesterton)	£6,000	Completed
'Sounds of Steam' [4 schools] (HistoryWorks) <sup>33</sup>	2015/16	Grant	North & East	£15,000	Completed
'Syd Barrett Memorial' at Corn Exchange (Cambridge Live)	2015/16	Grant	West/Central (Market)	£10,000	Completed
'The Place Where We Stand' performance (St Matthews School)	2015/16	Grant	East (Petersfield)	£15,000	Due to complete in February 2018.
'Trumpington Stitchers' wall-hanging' (Trumpington Residents Association)	2015/16	Grant	South (Trumpington)	£7,500	Await Clay Farm Centre opening for final exhibition.

32. Involved the following primary schools: Abbey Meadows [Abbey], Milton Road [West Chesterton], Morley [Queen Edith's], Ridgefield [Coleridge], St Matthew's [Petersfield], St Paul's [Trumpington] and St Philip's [Romsey].

33. Involved the following primary schools: Abbey Meadows [Abbey], Chesterton [East Chesterton], St Matthew's [Petersfield] and St Philip's [Romsey].

Public art project title (and grant recipient)	Year allocated	Type of project	Area / (ward)	Project Budget <sup>24</sup>	Status
Public art in Rowan Centre front garden on Humberstone Road (Rowan Centre)	2015/16	Grant	North (West Chesterton)	£2,000	Completed
North Cambridge Academy public art (Kettle's Yard)	2015/16	Grant	North (King's Hedges)	£15,000	Completed
River Cam artist residency	2015/16	Commission	City-wide	£120,000	See Section 6 of report.
Stained-glass window (Newnham Croft Primary School)	2015/16	Grant	West/Central (Newnham)	£12,000	Completed
[As yet untitled] public art (Cambridge Live) <sup>34</sup>	2016/17	Grant	North (Arbury & Chesterton)	£16,500	In progress
'Bright Lights of CB4' <sup>35</sup> (Oblique Arts)	2016/17	Grant	North (West Chesterton)	£13,000	In progress
'Eddington Flag Parade' (University of Cambridge Primary School)	2016/17	Grant	West/Central (Castle)	£25,000	Due to start in January 2018.

34. At the time that the project was allocated S106 funding in March 2017, this was known as the 'Colours in the Community' project. The original application from Cambridge Live involved a different lead artist. Whilst the project will have the same budget and will involve the same communities as previously envisaged (from Arbury, Chesterton and the Asian Women's Network), the process methodology and outcomes will be specific to the new lead artist, Emma Smith. The final artwork will involve a light installation as part of Cambridge e-Luminate 2019. The business case for the project (taking account of the revised details) was signed off by the Council's Capital Programme Board in December 2017.

35. This was previously referred to in the March 2017 S106 report as the 'Mitcham's Moving' public art project.



Public art project title (and grant recipient)	Year allocated	Type of project	Area / (ward)	Project Budget <sup>24</sup>	Status
'History Trails 2' [for 8 schools] (HistoryWorks) <sup>36</sup>	2016/17	Grant	North, South & West/Central	£15,000	Due to commence soon.
'Performance Art relating to Antony Gormley exhibition' (Kettle's Yard) <sup>37</sup>	2016/17	Grant	West/Central (Castle)	£15,000	In progress.
'Radio Local' (Cambridge Junction)	2016/17	Grant	East (Coleridge)	£15,000	Completed
'Rhyme, Rhythm and Railways' (HistoryWorks)	2016/17	Grant	East (Coleridge and Romsey)	£15,000	In progress
'Showcase of Queer Arts' (Pink Festival Group)	2016/17	Grant	City-wide	Up to £30,000	Under development / being scoped
'Trumpington Voices' (Menagerie Theatre Company)	2016/17	Grant	South (Trumpington)	£19,000	In progress

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36. The application for 'History Trails 2' identified eight primary schools likely to be involved in this project: Arbury, Chesterton and Shirley [East Chesterton], Mayfield [Castle], King's Hedges, Newnham, Queen Edith's and Trumpington Federation.
37. There has been a slight change which does not affect the performance art project to which the Executive Councillor allocated a small-scale grant in March 2017. The original grant application placed the performance art proposal in the context of a sculpture by Antony Gormley, which was planned for display on Northampton Street green (and did not form part of the grant award anyway). It has been clarified that this sculpture will not take place. Instead, the performance art will take inspiration from the wider Antony Gormley exhibition, which will be taking place at Kettle's Yard.

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Item

## Streets and Open Spaces Portfolio

### Revenue and Capital Budget Proposals for 2017/18 to 2022/23

**To:**

Councillor Anna Smith, Executive Councillor for Streets and Open Spaces

**Report by:**

Chief Executive, Strategic Directors, Head of Finance

**Wards affected:**

(All) Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

## Key Decision

### 1. Executive Summary

#### Revenue and Capital Budgets

- 1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2018/19 which will be considered at the following meetings:

Date	Committee	Comments
22 January 2018	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
25 January 2018	The Executive	Budget amendment may be presented
12 February 2018	Strategy & Resources	Consider any further amendments including opposition proposals
22 February 2018	Council	Approves General Fund Budget and sets Council Tax

- 1.2 The report also includes a recommendation concerning the review of charges for this portfolio.

## 2. Recommendations

The Executive Councillor is recommended to:

### **Review of Charges:**

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A to this report.

### **Revenue:**

- b) Consider the revenue budget proposals as shown in Appendix B.

### **Capital:**

- c) Consider the capital budget proposals as shown in Appendix C.
- d) Adjust capital funding for item 2 (c).

## 3. Background

- 3.1 At its meeting on 19 October 2017, Council gave initial consideration to the budget prospects for the General Fund for 2018/19 and future years in the Medium-Term Financial Strategy (MTFS) 2017.
- 3.2 The overall BSR to Strategy & Resources Scrutiny Committee on 22 January 2018 will include a review of all the factors relating to the overall financial strategy that were included in the MTFS.
- 3.3 The report to The Executive on 25 January 2018 may include details of the Government's Final Settlement for 2018/19. The announcement is likely to be made shortly after the conclusion of the consultation period in January 2018.
- 3.4 Further work may be required on detailed budgets, so delegation to the Head of Finance will be sought from Council for authority to finalise changes relating, for example, to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

### **Budget 2018/19 - Overall Revenue Budget Position**

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by The Executive at its meeting on 25 January 2018.

**Table 1: Overall Revenue Proposals (see Appendix B)**

<b>Savings and Bids</b>	<b>2018/19 Budget £</b>	<b>2019/20 Forecast £</b>
<b>Savings:</b>		
Increased Income	(130,000)	(150,000)
Savings	(180,000)	(230,000)
<b>Total</b>	<b>(310,000)</b>	<b>(380,000)</b>
<b>Bids:</b>		
Unavoidable Revenue Pressures	-	-
Reduced Income	-	-
Bids	5,000	5,000
<b>Total</b>	<b>5,000</b>	<b>5,000</b>
<b>Net (savings)/bids</b>	<b>(305,000)</b>	<b>(375,000)</b>

<b>External Bids</b>	-	-
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<b>Non-Cash Limit Items</b>	-	-
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### **Capital**

- 3.6 The majority of capital bids address the on-going renewal, updating and major repairs of the council's buildings and operational assets. As such they support income generation (car parks, commercial property), and the delivery of services (vehicles, building repairs, etc). New capital proposals for this portfolio are shown in Appendix C and summarised in Table 2.

**Table 2: Overall Capital Proposals (see Appendix C)**

	<b>2017/18 £</b>	<b>2018/19 £</b>	<b>2019/20 £</b>	<b>2020/21 £</b>	<b>2021/22 £</b>	<b>2022/23 £</b>
<b>New Capital Bids</b>	-	<b>766,000</b>	<b>283,000</b>	-	-	-

## **Public Consultation**

- 3.7 The Council has carried out a budget consultation exercise annually since 2002.
- 3.8 This year the Council chose to focus its budget consultations on finding out what a representative sample of local people think about approaches to finding savings that the Council is either currently following or considering. As a part of this participants were also invited to offer any other additional saving ideas that the Council could investigate. This approach was followed this year because it was felt, based on previous experience, wider residents' views about services or the Council were unlikely to have changed since 2016, when a broader residents' survey was carried out.
- 3.9 The budget consultation was undertaken by an independent market research company during September 2017, with 445 randomly selected households participating. In addition two workshops were held with people from low income households to get their perspective. Local businesses were also invited to participate in the consultation and 74 returned completed questionnaires.
- 3.10 The results of the consultation can be found on the council's website at: <https://www.cambridge.gov.uk/budget-consultation>

## **4. Implications**

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have financial, staffing, equality and poverty, environmental, procurement or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

### **(a) Financial Implications**

Financial implications of budget proposals are summarised in the General Fund BSR 2018/19.

### **(b) Staffing Implications**

Staffing implications of budget proposals are also summarised in the General Fund BSR 2018/19.

### **(c) Equality and Poverty Implications**

A consolidated Equality Impact Assessment for the budget proposals is included in the BSR, reporting separately to Strategy and Resources Scrutiny Committee. Individual

Equality Impact Assessments have been conducted to support this and will be available on the Council's website.

A local poverty rating (using the classifications outlined in the BSR) has been included in each budget proposal to assist with assessment.

#### **(d) Environmental Implications**

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

#### **(e) Procurement Implications**

Any procurement implications will be outlined in the BSR 2018/19.

#### **(f) Community Safety Implications**

Any Community Safety Implications will be outlined in the BSR 2018/19.

### **5. Consultation and communication considerations**

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year and can be seen at:

[cambridge.gov.uk/current-consultations](http://cambridge.gov.uk/current-consultations)

### **6. Background papers**

These background papers were used in the preparation of this report:

- Budget-Setting Report 2018/19
- Medium-Term Financial Strategy October 2017
- Individual Equality Impact Assessments

## 7. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Review of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	✓
C	Capital Budget Proposals for this portfolio	✓

## 8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Authors' Names: Lisa Dick, Karen Whyatt  
Authors' Phone Numbers: 01223 - 458142, 01223 - 458145  
Authors' Emails: [lisa.dick@cambridge.gov.uk](mailto:lisa.dick@cambridge.gov.uk)  
[karen.whyatt@cambridge.gov.uk](mailto:karen.whyatt@cambridge.gov.uk)

O:\accounts\Committee Reports & Papers\Community Services Scrutiny\2018 January\Streets and Open Spaces\Final\Budget Report Jan 2018 - Streets and Open Spaces.docx



Charge Type and description	Charges 2017/18	Proposed Charges 2018/19	% increase 2018/19
<b>Allotments</b>			
Standard size is 10 rods (300 m2)			
Allotment Full size	41.50	42.50	2.4%
Allotment Half size	21.50	22.00	2.3%
Allotment starter plot	13.50	13.80	2.2%
Refundable Key Deposit (where applicable)	30.00	30.00	-
<b>Parks, Commons &amp; Open Spaces</b>			
<b>Grazing</b>			
Horses - Other Commons	177.00	181.40	2.5%
Cows	58.00	59.50	2.6%
Cows - 10 or more (per beast)	36.50	37.40	2.5%
<b>Parks &amp; Open Spaces Lettings</b>			
Application Fee (Non-Returnable) (Plus VAT)	51.30	120.00	133.9%
Filming on parks and open spaces (Non Commercial)		Free	
Filming on parks and open spaces (Commercial)		Negotiable	
Daily Hire - Fairs	410.00	450.00	9.8%
Daily Hire - Circuses	358.80	380.00	5.9%
Setting up/Pulling down days (For events where hire fee is more)	205.00	220.00	7.3%
Ongoing business use e.g. fitness classes (per quarter)	348.50	350.00	0.4%
Non Commercial Public Events ‡	225.50	250.00	10.9%
National Charities ‡	153.80	200.00	30.0%
Local events / demos ‡	102.50	Free	N/A
Fun Runs and Charity Walks (Local Charity Run/100% beneficiary)(under 500 participants)	102.50	Free	N/A
Commercial Public Events on City Centre Parks: * †		Negotiable	
- minimum charge for lettings up to and over 1,000 sq metres	615.00	850.00	38.2%
- additional charge per square metre for lettings over 1,000 sq metres	1.40	2.00	42.9%
Commercial Public Events on Other Parks & Open Spaces: * †		Negotiable	
- minimum charge for lettings up to and over 1,000 sq metres	410.00	450.00	9.8%
- additional charge per square metre for lettings over 1,000 sq metres	1.40	2.00	42.9%
Use of a Premises Licence for external event providers **	184.50	At Pro rata cost per day of total licence fee	N/A
Provision of Wi-Fi facility for commercial events	-	Free Where Existing	N/A
Internal Event/Cambridge Live - No Fees	102.50	120.00	17.1%
Internal Event/Cambridge Live - Fee Paying	153.80	160.00	4.0%

‡ to include fun runs, cycle rides and charity walks, up to 500 participants

† to include fun runs, cycle rides and charity walks, over 500 participants

## Review of Fees & Charges - Bereavement Services

## Appendix A2

<b>CAMBRIDGE CITY CREMATORIUM</b>	Charge 2017/18 £	Charge 2018/19 £	Increase / (Decrease ) £	% Increase	Charge incl VAT (where appropriate) £
<i>Adult - Band 1 (before 9:30am and after 4pm)</i>	534.00	<b>602.00</b>	68.00	12.73%	
<i>Adult - Band 2</i>	718.00	<b>740.00</b>	22.00	3.06%	
Adult - Body Part	92.00	<b>95.00</b>	3.00	3.26%	
Child - (2yrs-16yrs) (2017/18 was 2yrs-12yrs)	122.00	<b>0.00</b>	(122.00)	(100.00%)	
Child - Body Part	20.00	<b>0.00</b>	(20.00)	(100.00%)	
Infant - (under 2yrs & stillborn)	68.00	<b>0.00</b>	(68.00)	(100.00%)	
Infant - Body Part	10.00	<b>0.00</b>	(10.00)	(100.00%)	
Baby - Pre 24 weeks gestation	39.00	<b>0.00</b>	(39.00)	(100.00%)	
Bearer	25.00	<b>25.00</b>	0.00	0.00%	
Use of Organ	23.00	<b>0.00</b>	(23.00)	(100.00%)	
Extended Service	255.00	<b>265.00</b>	10.00	3.92%	
Over running allotted service time by more than 5 minutes	68.00	<b>70.00</b>	2.00	2.94%	
Adult - Saturday service by request	1,255.00	<b>1,286.00</b>	31.00	2.47%	
Child - Saturday service by request	241.00	<b>0.00</b>	(241.00)	(100.00%)	
Infant - Saturday service by request	137.00	<b>0.00</b>	(137.00)	(100.00%)	
Baby (pre 24 weeks gestation) - Saturday service by request	77.00	<b>0.00</b>	(77.00)	(100.00%)	
Adult - Sunday service by request	1,571.00	<b>Price on Application</b>	N/A	N/A	
Child - Sunday service by request	275.00	<b>Price on Application</b>	N/A	N/A	
Infant - Sunday service by request	156.00	<b>Price on Application</b>	N/A	N/A	
Baby (pre 24 weeks gestation) - Sunday service by request	97.00	<b>Price on Application</b>	N/A	N/A	
<b>ADDITIONAL CHARGES (IF APPLICABLE)</b>					
Memorial Service **	255.00	<b>314.00</b>	59.00	23.14%	376.80
Audio (CD) Recording**	45.00	<b>45.00</b>	0.00	0.00%	54.00
Visual (DVD) Recording**	45.00	<b>45.00</b>	0.00	0.00%	54.00
USB Recording **	45.00	<b>45.00</b>	0.00	0.00%	54.00
Web Cast**	89.00	<b>89.00</b>	0.00	0.00%	106.80
Visual Tribute (West Chapel only) - price on application** (minimum charge shown)	20.00	<b>20.00</b>	0.00	0.00%	24.00
Outside Broadcast (West Chapel only)	51.00	<b>51.00</b>	0.00	0.00%	
Wooden casket	39.00	<b>39.00</b>	0.00	0.00%	
Witness scattering	26.00	<b>0.00</b>	(26.00)	(100.00%)	
Witness scattering with service	53.00	<b>N/A</b>	N/A	N/A	
Witness scattering - Saturday	38.00	<b>0.00</b>	(38.00)	(100.00%)	
Witness scattering with service - Saturday	78.00	<b>N/A</b>	N/A	N/A	
Witness scattering - Sunday	48.00	<b>Price on Application</b>	N/A	N/A	
Witness scattering with service - Sunday	100.00	<b>N/A</b>	N/A	N/A	
Scattering from another crematoria (inc witness fee)	75.00	<b>75.00</b>	0.00	0.00%	
Scattering from another crematoria (inc witness fee) - Saturday	87.00	<b>87.00</b>	0.00	0.00%	
Scattering from another crematoria (inc witness fee) - Sunday	96.00	<b>Price on Application</b>	N/A	N/A	
Duplicate Cremation Certificate	42.00	<b>20.00</b>	(22.00)	(52.38%)	
Postage & Packing	At Cost	<b>At Cost</b>	0.00	0.00%	
Disposal Certificate - copy	42.00	<b>20.00</b>	(22.00)	(52.38%)	
Safe keeping of Ashes (per month)	78.00	<b>80.00</b>	2.00	2.56%	
Customs Certificate	42.00	<b>20.00</b>	(22.00)	(52.38%)	

## Review of Fees & Charges - Bereavement Services

Appendix A2

	Charge 2017/18	Charge 2018/19	Increase / (Decrease )	% Increase	Charge incl VAT (where appropriate)
<b>CAMBRIDGE CITY CREMATORIUM</b>					
Cancelling service within 4 working days of the allotted time	86.00	<b>90.00</b>	4.00	4.65%	
Late receipt of cremation papers (per day after the deadline)	29.00	<b>0.00</b>	(29.00)	(100.00%)	
Exhumation of Ashes**	118.00	<b>145.00</b>	27.00	22.88%	174.00
<b>NEWMARKET ROAD &amp; HUNTINGDON ROAD CEMETERY</b>					
<b>Exclusive Right of Burial – Adult</b>					
<b>City resident</b>	622.00	<b>645.00</b>	23.00	3.70%	
5 year top up extension to reinstate Exclusive right to 50 years	63.00	<b>65.00</b>	2.00	3.17%	
<b>Non-City resident</b>	2,162.00	<b>1,290.00</b>	(872.00)	(40.33%)	
5 year top up extension to reinstate Exclusive right to 50 years	219.00	<b>135.00</b>	(84.00)	(38.36%)	
<b>Exclusive Right of Burial – 2 years and under</b>					
<b>City resident</b>	77.00	<b>79.00</b>	2.00	2.60%	
5 year top up extension to reinstate Exclusive right to 50 years	10.00	<b>11.00</b>	1.00	10.00%	
<b>Non-City resident</b>	219.00	<b>160.00</b>	(59.00)	(26.94%)	
5 year top up extension to reinstate Exclusive right to 50 years	25.00	<b>16.00</b>	(9.00)	(36.00%)	
<b>All Interments - Traditional and Green burials</b>					
Adult	643.00	<b>775.00</b>	132.00	20.53%	
Adult - Saturday	964.00	<b>988.00</b>	24.00	2.49%	
Adult - Sunday	1,285.00	<b>Price on Application</b>	N/A	N/A	
Child (2-16yrs) Interment fee applicable (2017/18 was 2-12yrs)	122.00	<b>0.00</b>	(122.00)	(100.00%)	
Child (2-16yrs) Saturday - Interment fee applicable (2017/18 was 2-12yrs)	184.00	<b>0.00</b>	(184.00)	(100.00%)	
Child (2-16yrs) - Sunday (2017/18 was 2-12yrs)	245.00	<b>Price on Application</b>	N/A	N/A	
Infant (under 2 & stillborn) Interment fee applicable	70.00	<b>0.00</b>	(70.00)	(100.00%)	
Infant (under 2 & stillborn) Saturday - Interment fee applicable	103.00	<b>0.00</b>	(103.00)	(100.00%)	
Infant (under 2 & stillborn) - Sunday	138.00	<b>Price on Application</b>	N/A	N/A	
Baby - pre 24 weeks gestation	39.00	<b>0.00</b>	(39.00)	(100.00%)	
Baby - pre 24 weeks gestation - Saturday - Interment Fee applicable	61.00	<b>0.00</b>	(61.00)	(100.00%)	
Baby - pre 24 weeks gestation - Sunday - Interment Fee applicable	82.00	<b>Price on Application</b>	N/A	N/A	
Ashes	184.00	<b>189.00</b>	5.00	2.72%	
Ashes - Saturday	270.00	<b>280.00</b>	10.00	3.70%	
Ashes - Sunday	362.00	<b>Price on Application</b>	N/A	N/A	
Burial within 24 hours notice	61.00	<b>65.00</b>	4.00	6.56%	
Permanent (Wooden) Shoring (single depth grave)	224.00	<b>230.00</b>	6.00	2.68%	
Permanent (Wooden) Shoring (double depth, closed boarding) (For use with oversized coffin)	1,035.00	<b>1,061.00</b>	26.00	2.51%	
Topsoil (single depth grave)	342.00	<b>351.00</b>	9.00	2.63%	
Oversize interment - 36"	N/A	<b>320.00</b>	N/A	NEW	
Headstone (up to 18"x18") plus memorial inspection fee ***	99.00	<b>102.00</b>	3.00	3.03%	
Infant Kerbset including headstone (36"l x 24"w x 24"h) plus memorial inspection fee ***	131.00	<b>135.00</b>	4.00	3.05%	
Adult Headstone (up to 36"h) plus memorial inspection fee ***	192.00	<b>197.00</b>	5.00	2.60%	
Adult Half Kerb including headstone (36"l x 36"w x 48"h) plus memorial inspection fee ***	504.00	<b>197.00</b>	(307.00)	(60.91%)	
Adult Full Kerbset including headstone (84"l x 36"w x 48"h) plus memorial inspection fee ***	N/A	<b>295.00</b>	N/A	NEW	

## Review of Fees & Charges - Bereavement Services

## Appendix A2

	Charge 2017/18	Charge 2018/19	Increase / (Decrease )	% Increase	Charge incl VAT (where appropriate)
<b>CAMBRIDGE CITY CREMATORIUM</b>					
Adult Full Kerbset including headstone (up to 84"l x 36"w x 54"h) plus memorial inspection fee ***	N/A	<b>445.00</b>	N/A	NEW	
Adult Full Kerbset including headstone (up to 84"l x 36"w x 60"h) plus memorial inspection fee ***	N/A	<b>665.00</b>	N/A	NEW	
Adult Full Kerbset including headstone (up to 84"l x 36"w x 66"h) plus memorial inspection fee ***	N/A	<b>995.00</b>	N/A	NEW	
Memorial inspection fee ***	74.00	<b>74.00</b>	0.00	0.00%	
<b>ADDITIONAL CHARGES (IF APPLICABLE)</b>					
Use of chapel - Funeral service	92.00	<b>94.00</b>	2.00	2.17%	
Use of chapel - Saturday	184.00	<b>188.00</b>	4.00	2.17%	
Use of chapel - Sunday	224.00	<b>Price on Application</b>	N/A	N/A	
Memorial service**	255.00	<b>Price on Application</b>	N/A	N/A	Price on Application
Use of organ	24.00	<b>0.00</b>	(24.00)	(100.00%)	
Grave Plot prepurchase - Huntingdon Road (Single)	N/A	<b>2,500.00</b>	N/A	NEW	
Assignment of grave ownership	51.00	<b>55.00</b>	4.00	7.84%	
Transfer of Ownership	51.00	<b>55.00</b>	4.00	7.84%	
Duplicate Deed of Grant	29.00	<b>20.00</b>	(9.00)	(31.03%)	
Late receipt of burial papers (waived for burial within 24 hours)	29.00	<b>29.00</b>	0.00	0.00%	
Permit for cleaning and renovation only	30.00	<b>30.00</b>	0.00	0.00%	
Amendment to original instructions	30.00	<b>30.00</b>	0.00	0.00%	
Cancelling service after the grave has been dug	173.00	<b>180.00</b>	7.00	4.05%	
Exhumation**	Price on Application	<b>1,500.00</b>	N/A	N/A	1,800.00
Exhumation (non-viable foetus) **	Price on Application	<b>235.00</b>	N/A	N/A	282.00
Commercial photography (per hour or part thereof)	184.00	<b>N/A</b>	N/A	N/A	
Minor filming or video recording (per hour or part thereof)	316.00	<b>N/A</b>	N/A	N/A	
Major filming (per hour or part thereof)	454.00	<b>N/A</b>	N/A	N/A	
Photograph of floral tributes	24.00	<b>N/A</b>	N/A	N/A	
**Subject to VAT @ 20%					

## 2018/19 Budget - Revenue Proposals

Page 1 of 3

Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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## Bids

## Streets &amp; Open Spaces

B4111	Trees for Babies project	0	5,000	5,000	5,000	5,000	Matthew Magrath	+L
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The Trees for Babies scheme offers the opportunity for parents to receive a free tree to commemorate the birth of their baby and so help to increase the tree cover of Cambridge City. The tree can be planted at home or, with the agreement of a third party, such as a school, on other non-City Council land within the City. If the target of increasing tree cover in the City is to be achieved, supporting planting on non-City Council land has an important part to play. The number of households receiving a free tree under the scheme has risen from 25, in 2013-14; to 221, in 2016-17. This budget proposal will enable the scheme to respond to this significant increase in demand and to continue to grow, including through modest marketing activity and an extension of the target-age range to those starting schooling, in order to ensure maximum opportunity for take-up.

## Total Bids in Streets &amp; Open Spaces

0	5,000	5,000	5,000	5,000
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## Total Bids

0	5,000	5,000	5,000	5,000
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## 2018/19 Budget - Revenue Proposals

Page 2 of 3

Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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## Increased Income

## Streets &amp; Open Spaces

<b>II4044</b>	<b>S&amp;OS service review - Lammas Land Car Park</b>	0	(80,000)	(80,000)	(80,000)	(80,000)	Joel Carre	Nil
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*Introduce an appropriate car park charging scheme at Lammas Land car park to deter inappropriate long stay use parking by commuters and shoppers. [Linked to C4116]* None

<b>II4048</b>	<b>S&amp;OS service review - Events income</b>	0	(40,000)	(40,000)	(40,000)	(40,000)	Joel Carre	Nil
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*Secure additional income from Council's current commercial events programme through adopting a more appropriate charging structure for commercial organisations. This will be achieved without increasing size or number of commercial event on Council open spaces, or alter the level of space available to the public* None

<b>II4049</b>	<b>S&amp;OS service review - Waste management</b>	0	(10,000)	(30,000)	(30,000)	(30,000)	Joel Carre	Nil
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*Bring the Council's depot waste handling service 'in house', following the approval of a 2017/18 capital plan allocation to purchase a 32 tonne grab lorry. This will deliver savings on current waste handling contract (see separate 'linked' budget proposal) and provide capacity to secure additional income from other Council services and external clients.* None

<b>Total Increased Income in Streets &amp; Open Spaces</b>		0	(130,000)	(150,000)	(150,000)	(150,000)		
<b>Total Increased Income</b>		0	(130,000)	(150,000)	(150,000)	(150,000)		

## 2018/19 Budget - Revenue Proposals

Page 3 of 3

Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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## Savings

## Streets &amp; Open Spaces

<b>S4050</b>	<b>S&amp;OS service review - Service restructure</b>	0	(180,000)	(230,000)	(230,000)	(230,000)	Joel Carre	Nil
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Undertake review of S&OS operational service with aim of improving operational efficiency and lines of reporting; addressing areas of operational overlap and aligning resources to service need. The achievement of the proposed saving target is subject to the outcome of the operational service review process in March 2018. This is anticipated to deliver £130k annual saving. None

Expand the area of pictorial meadow and other such attractive and environmentally friendly perennial planting on Council managed sites across the city, including introducing such planting in existing ornamental bedding schemes. This is anticipated to deliver £50k annual saving starting in 2019/20.

Manage toilet cleaning frequencies better so that the number of cleaning visits per day corresponds more closely with its level of use. This will result in a reduction in cleaning visits per day from 4 to 2-3 visits at 12 toilet facilities. This is anticipated to deliver £50k annual saving.

<b>Total Savings in Streets &amp; Open Spaces</b>	0	(180,000)	(230,000)	(230,000)	(230,000)		
<b>Total Savings</b>	0	(180,000)	(230,000)	(230,000)	(230,000)		
<b>Report Total</b>	0	(305,000)	(375,000)	(375,000)	(375,000)		

## 2018/19 Budget - Capital Proposals

Page 1 of 1

Reference	Item Description	2017/18 Budget £	2018/19 Budget £	2019/20 Budget £	2020/21 Budget £	2021/22 Budget £	Contact	Climate Effect & Poverty Ratings
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## Capital Bids

## Streets &amp; Open Spaces

<b>C4046</b>	<b>S&amp;OS and shared waste service review - ICT management system</b>	0	453,000	0	0	0	Joel Carre	+L
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Invest in single, new integrated ICT operational management system for S&OS, the shared waste service and Hunts DC, including mobile working technologies. Currently, S&OS has no such digital operational management system in place. The City Council has Contender for their waste system and SCDC have the Whitespace system. To increase efficiency of the shared waste service one system needs to be in place.

<b>C4112</b>	<b>Redevelopment of Silver Street Toilets</b>	0	283,000	283,000	0	0	John Richards	+M
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The toilets were originally constructed in 1985 and have received no modernisation. The condition of the toilets is aesthetically poor with the underground facilities reported wet under foot during heavy rainfall. Tourism to the city has seen a large rise in numbers which has also placed considerable demand on the current provision situated at an important historical destination. The current proposal is an opportunity to bring the toilets up to current standards befitting the city with an emphasis on preserving the integrity and character of its location.

<b>C4116</b>	<b>Lammas Land car parking infrastructure</b>	0	30,000	0	0	0	Anthony French	Nil
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To purchase, deliver and install a pay machine to collect car parking charges at Lammas Land car park to encourage short term stay parking for the park users and discourage long-term stay parking for visitors attending city centre activities. Works also to include relining of car park and bays, improving the surface, displaying signage, purchasing and installing CCTV, fitting suitable lighting. [Linked to the Increased Income proposal 114044.]

## Total Capital Bids in Streets &amp; Open Spaces

0	766,000	283,000	0	0
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## Total Capital Bids

0	766,000	283,000	0	0
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## Report Total

0	766,000	283,000	0	0
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Item

## Communities Portfolio

### Revenue and Capital Budget Proposals for 2017/18 to 2022/23

**To:**

Councillor Richard Johnson, Executive Councillor for Communities

**Report by:**

Chief Executive, Strategic Directors, Head of Finance

**Wards affected:**

(All) Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

## Key Decision

### 1. Executive Summary

#### Revenue and Capital Budgets

- 1.1 The following report details the budget proposals relating to this portfolio that are included in the Budget-Setting Report (BSR) 2018/19 which will be considered at the following meetings:

Date	Committee	Comments
22 January 2018	Strategy & Resources	Consider proposals / recommendations from all Scrutiny Committees in relation to their portfolios
25 January 2018	The Executive	Budget amendment may be presented
12 February 2018	Strategy & Resources	Consider any further amendments including opposition proposals
22 February 2018	Council	Approves General Fund Budget and sets Council Tax

- 1.2 The report also includes a recommendation concerning the review of charges for this portfolio.

## 2. Recommendations

The Executive Councillor is recommended to:

### **Review of Charges:**

- a) Approve the proposed charges for this portfolio's services and facilities, as shown in Appendix A to this report.

### **Revenue:**

- b) Note that there are no revenue bids or savings presented for this portfolio.

### **Capital:**

- c) Note that there are no capital bids or savings presented for this portfolio.

## 3. Background

- 3.1 At its meeting on 19 October 2017, Council gave initial consideration to the budget prospects for the General Fund for 2018/19 and future years in the Medium-Term Financial Strategy (MTFS) 2017.
- 3.2 The overall BSR to Strategy & Resources Scrutiny Committee on 22 January 2018 will include a review of all the factors relating to the overall financial strategy that were included in the MTFS.
- 3.3 The report to The Executive on 25 January 2018 may include details of the Government's Final Settlement for 2018/19. The announcement is likely to be made shortly after the conclusion of the consultation period in January 2018.
- 3.4 Further work may be required on detailed budgets, so delegation to the Head of Finance will be sought from Council for authority to finalise changes relating, for example, to the reallocation of departmental administration, support service and central costs, in accordance with the CIPFA Service Reporting Code of Practice for Local Authorities (SeRCOP).

### **Budget 2018/19 - Overall Revenue Budget Position**

- 3.5 The budget proposals for this portfolio, as summarised in table 1, will be considered by The Executive at its meeting on 25 January 2018.

**Table 1: Overall Revenue Proposals (see Appendix B)**

<b>Savings and Bids</b>	<b>2018/19 Budget £</b>	<b>2019/20 Forecast £</b>
<b>Savings:</b>		
Increased Income	-	-
Savings	-	-
<b>Total</b>	-	-
<b>Bids:</b>		
Unavoidable Revenue Pressures	-	-
Reduced Income	-	-
Bids	-	-
<b>Total</b>	-	-
<b>Net (savings)/bids</b>	-	-

<b>External Bids</b>	-	-
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<b>Non-Cash Limit Items</b>	-	-
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### **Capital**

- 3.6 The majority of capital bids address the on-going renewal, updating and major repairs of the council's buildings and operational assets. As such they support income generation (car parks, commercial property), and the delivery of services (vehicles, building repairs, etc). Note that there are no new capital proposals for this portfolio.

### **Public Consultation**

- 3.7 The Council has carried out a budget consultation exercise annually since 2002.
- 3.8 This year the Council chose to focus its budget consultations on finding out what a representative sample of local people think about approaches to finding savings that the Council is either currently following or considering. As a part of this participants were also invited to offer any other additional saving ideas that the Council could investigate. This approach was followed this year because it was felt, based on previous experience, wider residents' views about services or the Council were unlikely to have changed since 2016, when a broader residents' survey was carried out.

- 3.9 The budget consultation was undertaken by an independent market research company during September 2017, with 445 randomly selected households participating. In addition two workshops were held with people from low income households to get their perspective. Local businesses were also invited to participate in the consultation and 74 returned completed questionnaires.
- 3.10 The results of the consultation can be found on the council's website at: <https://www.cambridge.gov.uk/budget-consultation>

## 4. Implications

All budget proposals have a number of implications. A decision not to approve a revenue bid will impact on managers' ability to deliver the service or scheme in question and could have financial, staffing, equality and poverty, environmental, procurement or community safety implications. A decision not to approve a capital or external bid will impact on managers' ability to deliver the developments desired in the service areas.

### (a) Financial Implications

*Page: 4*

Financial implications of budget proposals are summarised in the General Fund Budget Setting Report 2018/19.

### (b) Staffing Implications

Staffing implications of budget proposals are also summarised in the General Fund Budget Setting Report 2018/19.

### (c) Equality and Poverty Implications

A consolidated Equality Impact Assessment for the budget proposals is included in the BSR, reporting separately to Strategy and Resources Committee. Individual Equality Impact Assessments have been conducted to support this and will be available on the Council's website.

A local poverty rating (using the classifications outlined in the BSR) has been included in each budget proposal to assist with assessment.

### (d) Environmental Implications

Where relevant, officers have considered the environmental impact of budget proposals which are annotated as follows:

- +H / +M / +L: to indicate that the proposal has a high, medium or low positive impact.
- Nil: to indicate that the proposal has no climate change impact.
- -H / -M / -L: to indicate that the proposal has a high, medium or low negative impact.

## (e) Procurement Implications

Any procurement implications will be outlined in the BSR 2018/19.

## (f) Community Safety Implications

Any Community Safety Implications will be outlined in the BSR 2018/19.

## 5. Consultation and communication considerations

As outlined in 3 above, budget proposals are based on the requirements of statutory and discretionary service provision. Public consultations are undertaken throughout the year and can be seen at:

[cambridge.gov.uk/current-consultations](http://cambridge.gov.uk/current-consultations)

## 6. Background papers

These background papers were used in the preparation of this report:

- Budget Setting Report 2018/19
- Medium-Term Financial Strategy (MTFS) October 2017
- Individual Equality Impact Assessments

## 7. Appendices

The following items, where applicable, are included for discussion:

Appendix	Proposal Type	Included
A	Review of Fees & Charges	✓
B	Revenue Budget Proposals for this portfolio	N/A
C	Capital Budget Proposals for this portfolio	N/A

## 8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

Authors' Names: John Harvey  
Authors' Phone Numbers: 01223 – 458143  
Authors' Emails: [john.harvey@cambridge.gov.uk](mailto:john.harvey@cambridge.gov.uk)

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**Community Services Scrutiny Committee  
Communities - Fees and Charges**

**Appendix A**

Charge Type and description	Charges 2017/18	2.0% increase 2018/19	Proposed Charges 2018/19	Increase	% increase
				£	%
<b>Sports &amp; Recreation Charges (including VAT where appropriate)</b>					
<b>Sports Facilities</b>					
<b>Cricket</b>					
Adult Per pitch	£42.00	£42.84	£42.75	£0.75	1.8%
Including Pavilion	£57.00	£58.14	£58.00	£1.00	1.8%
Junior per pitch (Under 16's)	£27.00	£27.54	£27.50	£0.50	1.9%
Including Pavilion	£33.50	£34.17	£34.00	£0.50	1.5%
<b>Football/Rugby/Hockey</b>					
Per pitch including Pavilion	£54.50	£55.59	£55.50	£1.00	1.8%
Junior per pitch including Pavilion (Under 16's)	£30.00	£30.60	£30.50	£0.50	1.7%
8-a-side pitch	£22.00	£22.44	£22.50	£0.50	2.3%
<b>American Football</b>					
Per pitch including Pavilion	£70.00	£71.40	£71.50	£1.50	2.1%
Junior per pitch including Pavilion (under 16's)	£43.00	£43.86	£44.00	£1.00	2.3%
<b>Rounders</b>					
Per Pitch	£23.00	£23.46	£23.50	£0.50	2.2%
Per Pitch - Junior (Under 16's)	£12.00	£12.24	£12.25	£0.25	2.1%
<b>Tennis</b>					
Jesus Green - Per hour	FREE	FREE	FREE	£0.00	0.0%
Nightingale Avenue, Lammas Land, Coleridge, Barnwell, Christs	FREE	FREE	FREE	£0.00	0.0%
<b>Abbey Artificial Pitch</b>					
<b>Peak Time</b>					
Mon-Fri 17.00-22.00/Sat 11.00-19.00/Sun 12.00-16.00					
Whole Pitch	£56.50	£57.63	£57.75	£1.25	2.2%
Whole Pitch - Junior	£31.00	£31.62	£31.50	£0.50	1.6%
Half Pitch	£37.00	£37.74	£37.75	£0.75	2.0%
Half Pitch - Junior	£21.00	£21.42	£21.25	£0.25	1.2%
<b>Off-Peak Time</b>					
Whole Pitch	£44.50	£45.39	£45.50	£1.00	2.2%
Whole Pitch - Junior	£29.50	£30.09	£30.00	£0.50	1.7%
Half Pitch	£31.00	£31.62	£31.50	£0.50	1.6%
Half Pitch - Junior	£18.00	£18.36	£18.25	£0.25	1.4%
<b>Lighting per hour</b>					
Whole Pitch max lux	£17.00	£17.34	£17.50	£0.50	2.9%
Half Pitch max lux	£9.50	£9.69	£9.75	£0.25	2.6%
<b>Swimming Services</b>					
The charges relating to the swimming services are the <b>HEADLINE</b> prices					
These charges are the <b>MOST</b> the Leisure Contractor can charge for an activity					
The Leisure Contractor can <b>REDUCE</b> any or all of the activity prices <b>BELOW</b> the headline price if they wish.					
<b>Juniors are 17 years and under; Under 3's are FREE</b>					
<b>Parkside Pools</b>					
Adult	£4.60	£4.69	£4.70	£0.10	2.2%
Junior	£2.40	£2.45	£2.45	£0.05	2.1%
Main Pool Hire - per hour (Non Commercial)	£126.00	£128.52	£128.50	£2.50	2.0%
Main Pool Hire - per hour ( <b>Commercial</b> )	£322.00	£328.44	£330.00	£8.00	2.5%
Lane Hire	£23.00	£23.46	£23.50	£0.50	2.2%
Diving Pool - per hour (Non Commercial)	£72.00	£73.44	£73.50	£1.50	2.1%
Diving Pool - per hour ( <b>Commercial</b> )	£100.00	£102.00	£102.50	£2.50	2.5%
Children's Pool Hire - per hour (Non Commercial)	£47.00	£47.94	£48.00	£1.00	2.1%
Children's Pool Hire - per hour ( <b>Commercial</b> )	£55.00	£56.10	£56.50	£1.50	2.7%
Flumes	£56.00	£57.12	£57.00	£1.00	1.8%
Non-City LEA School Swim	£1.90	£1.94	£1.95	£0.05	2.6%
<b>Abbey Pool</b>					
Adult	£4.60	£4.69	£4.70	£0.10	2.2%
Junior	£2.40	£2.45	£2.45	£0.05	2.1%
Pool Hire - per hour (Non Commercial)	£81.00	£82.62	£82.50	£1.50	1.9%
Pool Hire - per hour ( <b>Commercial</b> )	£100.00	£102.00	£102.50	£2.50	2.5%
Learner Pool Hire - per hour (Non Commercial)	£41.00	£41.82	£42.00	£1.00	2.4%
Learner Pool Hire - per hour ( <b>Commercial</b> )	£55.00	£56.10	£56.50	£1.50	2.7%
Gala Hire - per hour (City Clubs)	£153.00	£156.06	£156.00	£3.00	2.0%
Gala Hire - per hour ( <b>Commercial</b> )	£204.00	£208.08	£210.00	£6.00	2.9%
Non-City LEA School Swim	£1.90	£1.94	£1.95	£0.05	2.6%
<b>Kings Hedges Pool</b>					
Pool Hire - per hour - Non Commercial	£39.50	£40.29	£40.00	£0.50	1.3%
Pool Hire - per hour - ( <b>Commercial</b> )	£55.00	£56.10	£56.50	£1.50	2.7%

**Community Services Scrutiny Committee  
Communities - Fees and Charges**

**Appendix A**

Charge Type and description	Charges 2017/18	2.0% increase 2018/19	Proposed Charges 2018/19	Increase	% increase
<b>Jesus Green Outdoor Pool</b>					
Adult	£4.60	£4.69	£4.70	£0.10	2.2%
Adult - Season Ticket	£104.50	£106.59	£106.50	£2.00	1.9%
Adult - Season Ticket with Sauna	£155.00	£158.10	£158.00	£3.00	1.9%
Junior	£2.40	£2.45	£2.45	£0.05	2.1%
Junior - Season Ticket	£36.75	£37.49	£37.50	£0.75	2.0%
Pool hire per Hour - Non Commercial	£104.50	£106.59	£106.50	£2.00	1.9%
Pool hire per Hour - <b>(Commercial)</b>	£165.00	£168.30	£168.50	£3.50	2.1%
<b>Health Suites</b>					
<b>Abbey Pool</b>					
Sauna & Swim	£7.20	£7.34	£7.30	£0.10	1.4%
<b>GP Referral</b>					
<b>Swimming Session - Abbey, Parkside, Kings Hedges</b>					
Induction	£8.00	£8.16	£8.00	£0.00	0.0%
Session	£3.00	£3.06	£3.00	£0.00	0.0%
<b>Membership Cards</b>					
Adult Residents (upto 30% discount)	£10.00	£10.20	£10.00	£0.00	0.0%
Adult Students & 60+ (upto 35% Discount)	£7.50	£7.65	£7.50	£0.00	0.0%
Adult Concessions (upto 50% Discount)	£5.00	£5.10	£5.00	£0.00	0.0%
Junior Residents (upto 30% discount)	£5.00	£5.10	£5.00	£0.00	0.0%
Junior Concessions (upto 50% Discount)	£2.50	£2.55	£2.50	£0.00	0.0%
<b>Cherry Hinton Village Centre</b>					
<b>Activity</b>					
Main Hall per Hour - Adult	£45.00	£45.90	£46.00	£1.00	2.2%
Main Hall per Hour - Junior (17yr & Under)	£26.50	£27.03	£27.00	£0.50	1.9%
Large Meeting Room per hour - (Community)	£20.40	£20.81	£21.00	£0.60	2.9%
Large Meeting Room per hour - <b>(Commercial)</b>	£28.50	£29.07	£29.00	£0.50	1.8%
Small Meeting Room per hour - (Community)	£11.00	£11.22	£11.00	£0.00	0.0%
Small Meeting Room per hour - <b>(Commercial)</b>	£17.50	£17.85	£18.00	£0.50	2.9%
Admission on Sports Bookings per person	£0.30	£0.31	£0.30	£0.00	0.0%
<b>Badminton Court per hour - Adult</b>	£12.75	£13.01	£13.00	£0.25	2.0%
<b>Badminton Court per hour - Junior (17yr &amp; Under)</b>	£7.15	£7.29	£7.30	£0.15	2.1%
<b>Activities - (Sessions, Schools Out, etc.)</b>					
Per person	£1.75	£1.79	£1.80	£0.05	2.9%
<b>Tea Dances per person</b>	£5.00	£5.10	£5.25	£0.25	5.0%

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## **S106 COMMUNITY FACILITIES FUNDING: UPDATE AND WAY FORWARD**

**To:**

Community Services Scrutiny Committee – 18 January 2018  
Councillor Richard Johnson, Executive Councillor for Communities

**Report by:**

Tim Wetherfield, Urban Growth Project Manager  
Tel: 01223 – 457313. Email: [tim.wetherfield@cambridge.gov.uk](mailto:tim.wetherfield@cambridge.gov.uk)

**Wards affected:** All

### **Key Decision**

#### **1. Executive Summary**

- 1.1 The Council secures S106 contributions to mitigate the impact of new development. Projects funded by 'community facilities' S106 funds have included improvements to community halls/meeting rooms in Cambridge (which are open to all and benefit local residents) and/or upgrades to their kitchens, toilets, storage space and furniture/equipment. Every ward has benefitted from new/improved community facilities as a result.
- 1.2 This report has two purposes. Firstly, it takes stock of several complex community facility improvement projects, already allocated/earmarked S106 funding, and sets out the next steps to move them forward. It then proposes the approach to the next 'community facilities' S106 funding round in the context of the remaining availability of S106 funding and the new Building Stronger Communities Strategy (BSCS).
- 1.3 Following changes to the national regulations in 2015, the finite pot of available S106 funding, which is unevenly spread across the city, is shrinking. This underlines the need to manage the expectations of prospective grant applicants and to change decision-making arrangements (bringing them into line with the way that indoor and outdoor sports S106 contributions are allocated) in order to maximise spending power.

## 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 Combine all 'community facilities' S106 funding available to enable the Executive Councillor to make all future decisions on the use of these funds in the context of the official S106 regulations and any comments from local councillors on eligible local proposals (see section 4);
- 2.2 Confirm the existing community facilities S106 allocations for grants to Cambridgeshire County Council (see paragraphs 5.1 – 5.4), which are
  - (a) £100,000 for additional community meeting space within the new Milton Road Library, subject to community use agreement, and
  - (a) £255,000 for additional community meeting space within the new East Barnwell Community Centre, subject to planning permission, business case approval and community use agreement;
- 2.3 Allocate to the Cherry Hinton Community Hub improvement project (see paragraphs 5.5–5.9), subject to planning and business case approvals
  - (a) all available generic 'community facilities' S106 contributions from Cherry Hinton ward and/or from developments in other wards within a 15 minute walking distance (around £163,700).
  - (b) all available specific S106 contributions (around £37,600) for the Cherry Hinton Community Hub from nearby developments;
- 2.4 Agree the arrangements for the 2018 'community facilities' S106 funding round (see section 6), including the timetable for seeking proposals and grant applications between late January and mid-March 2018, with a priority-setting report back to Community Services Scrutiny Committee in June 2018.

## 3. Background

- 3.1. The [www.cambridge.gov.uk/s106](http://www.cambridge.gov.uk/s106) web pages explain what S106 contributions are and how S106 priority-setting rounds since 2012/13 have helped executive councillors and area committees decide how to spend this funding on projects in Cambridge to mitigate the impact of development.
- 3.2 Over the years, the Council has secured S106 funding under a range of different contribution types, of which 'community facilities' is one. This

category is, basically, for the provision or improvement of buildings in which local people/groups can meet for social or community activities.

- (a) This can include the Council awarding S106 grants for improvements to buildings owned by local organisations or community groups, which they make available to the wider community (say, during the evenings and weekends).
- (b) Grant awards are under-pinned by community use agreements to ensure that the wider community benefit is realized.

Appendix A lists community facility improvements funded by generic 'community facilities' S106 contributions since 2010.

- 3.3 The use of generic<sup>1</sup>, off-site 'community facilities' S106 funding is governed by the official regulations, which require a clear link between where the S106 contributions comes from (where the developments are) and the projects which they helps to fund (where they are spent).
- (a) As a general rule, the council applies this approach by funding local community facility improvements from 'community facilities' S106 contributions from developments in the same ward or nearby ones in neighbouring wards in the same area of the city.
  - (b) Improvements to community facilities close to the border of wards in different areas of the city (often referred to as 'strategic projects') have normally been funded from half the 'community facilities' S106 contributions from major developments in those wards.
- 3.4 In October 2016, the Executive Councillor agreed to defer the next 'community facilities' S106 grant-funding round until after the strategic review of community provision. This Committee considered the final report for this strategic review last June. The BSCS highlights some key gaps and the need to increase access to community facilities provision:
- (a) in areas of Queen Edith's and East Chesterton wards;
  - (b) in Abbey ward, through S106 investment in the county council's East Barnwell redevelopment (see paragraphs 5.3 – 5.4); and
  - (c) by supporting the development of a community hub at Cherry Hinton Library (see paragraphs 5.5 – 5.9).

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1. Generic 'community facilities' contributions tended to be for 'the provision of, improvement of or better access to community facilities within the city of Cambridge'. Decisions over how and where these contributions were spent were made after the S106 funding was received, typically through the S106 priority-setting/funding rounds.

- 3.5 **S106 funding availability:** Changes in 2015 to national regulations over S106 funding usage mean that the Council can no longer secure generic contributions for broad categories (like ‘community facilities’)<sup>2</sup>. As anticipated in previous S106 reports to this Committee, new receipts of generic S106 funding (agreed before the regulation changes) are tapering off. As a result, overall generic S106 funding availability is running down as remaining contributions are spent on new projects.
- 3.6 The latest provisional analysis of S106 funding availability by ward is set out in Table 1. The details are subject to checking and may change and an updated version will be tabled at the meeting. This is based on an on-going review of previous S106 allocations to projects in order to strengthen the links between where developer contributions are from (which ward) and where they are spent. Even so, S106 funding availability is distributed unevenly across the city. This is a reflection of:
- (a) the varying levels of development from ward to ward (as set out in Appendix B – for example, developments in Trumpington ward have generated almost thirteen times the amount of ‘community facilities’ S106 contributions as development in neighbouring Newnham ward); and
  - (b) the value of completed or current S106-funded projects across the city<sup>3</sup> (as already mentioned in Appendix A), including significant investment in community facility improvement projects in Castle, Market, Newnham and West Chesterton wards.
- 3.7 There are four key issues to highlight from this table.
- (a) In wards where there is no ‘community facilities’ S106 funding available<sup>4</sup>, it will be difficult to support grant applications. If recommendation 2.3 is approved, this will include Cherry Hinton.
  - (b) The ability of projects to mitigate the impact of developments is not necessarily confined by ward boundaries. It may, therefore, be possible to draw on funding from a number of neighbouring wards, particularly, in more densely populated parts of the city, where the

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2. The Council can now only secure no more than five specific contributions (only from major developments) for particular projects which cannot be used for other purposes.

3. The analysis of ‘community facilities’ S106 funds by ward (Appendix B) is not directly comparable with the Appendix A list of S106-funded community facility projects since 2010 (eg, given projects funded before 2010 and contributions not yet allocated). Even so, it helps to indicate the scale of differences in S106 income between wards.

4. ...particularly in cases where there is no funding either in neighbouring wards.

**Table 1:** Latest provisional analysis of generic ‘community facilities’ S106 funding availability by ward<sup>5</sup> (subject to further checks / changes)

<b>NORTH</b>		<b>EAST</b>	
Arbury	£0	Abbey	£50,000
East Chesterton	£50,000	Coleridge	£100,000
King’s Hedges	£50,000	Petersfield	£75,000
West Chesterton	£0	Romsey	£50,000
<b>SOUTH</b>		<b>WEST/CENTRAL AREA</b>	
Cherry Hinton	£150,000 <sup>6</sup>	Castle	£0
Queen Edith’s	£200,000 <sup>7</sup>	Market	£0
Trumpington	£100,000	Newnham	£0

*Paragraph 3.7(b) continued:*

wards are close to one another. At the same time, it is more difficult to justify the use of S106 funds from one ward for a project more than a mile or so away in another ward, even in the same area<sup>8</sup>.

- (c) As many ‘community facilities’ S106 grants are often around £100k-£150k<sup>9</sup>, future opportunities for grants of a similar size are limited.
- (d) This analysis represents a point-in-time snapshot of current S106 funding availability. Depending on the priority-setting outcomes of the 2018 grant round, officers will continue to review how remaining unallocated contributions are allocated to projects. As a result, the profile of funding availability from ward to ward may change.

5. These figures are based on funding availability prior to the 2018 funding round and the new funding recommendation in paragraph 2.3. The figures are rounded down to nearest £25,000.

6. This does not include specific contributions for Cherry Hinton Community Hub (see Table 2 under paragraph 5.9).

7. This includes over £125,000 for new/improved community facilities in the vicinity of the Bell School site (which might, in part, be used to fund additional furnishings and equipment for community facilities on Cambridge’s Southern Fringe).

8. For example, this applies to contributions from developments in Trumpington and parts of Queen Edith’s ward not in close proximity to projects in Cherry Hinton.

9. Alternatively, grant applicants may wish to seek funding for smaller projects (for example, to improve furniture and equipment within their existing community facilities) in order to make them more accessible and fit-for-purpose to meet the needs of increasing local populations. If this were to happen, it may be possible to fund a larger number of smaller projects.

#### 4. Review of decision-making arrangements

4.1 **Current position:** In line with the principles set out in paragraph 3.3, for S106 priority-setting rounds since 2012/13, available 'community facilities' S106 contributions have been split into 'strategic funds' for Executive Councillor decision and 'devolved funds' for decision by the relevant area committee<sup>10</sup>.

- (a) 'Strategic funds' for strategic projects benefitting more than one area of the city have drawn on half the contributions from major developments (of ten or more homes) in Cambridge.
- (b) 'Devolved' funds for local projects have comprised the other half of contributions from major developments and all contributions from minor developments in the wards covered by the area committee.

4.2 In the context of dwindling S106 funding availability, the October 2016 S106 (Communities) report anticipated the need to review before the next round the current 'strategic' / 'devolved' funding split and sharing of decision-making for the use of these contributions between the Executive Councillor and the area committees.

4.3 **Proposed way forward:** Paragraph 2.1 recommends combining all 'community facilities' S106 funding available into a single, central fund, with the Executive Councillor making all future decisions on the use of these funds in line with agreed strategic priorities. This would still allow key features of the current system to continue, namely:

- (a) there will still be opportunities for local organisations and community groups to apply for grants for improvements to their community facilities, which enable wider community use;
- (b) S106 contributions from local developments will still be used on projects that mitigate the impact of those developments, as now;
- (c) local councillors will still be able to comment on community facility proposals that benefit their wards and that are eligible for S106 funding, albeit no longer at area committee meetings. Officers will seek written comments from local councillors, which can then be included in S106 priority-setting reports to this committee.

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10. Whilst 'community facilities' S106 contributions have been assigned to 'strategic' or 'devolved' funds, the focus has been on allocating them to projects that mitigate the impact of those developments. Local projects tend to be funded from developments in the same ward and neighbouring ones and strategic projects from major developments in the same area and nearby ones in other areas.

- 4.4 Moving to a single, central fund for 'community facilities' S106 contributions would also bring the following advantages. It would:
- (a) maximise the spending power of remaining 'community facilities' contributions, rather than diluting them into separate funds;
  - (b) place decision-making on the use of remaining contributions more in the context of the BSCS;
  - (c) make it easier to fund improvement projects at facilities whose catchment areas straddle area committee boundaries; and
  - (d) make the priority-setting report process more efficient (with just one scrutiny committee report, rather than four area committee reports too), enabling more effective use of officer resources.
- 4.5 Of the seven contribution types for which strategic and devolved funds were introduced in 2012/13, 'community facilities' is the only one which still shares decision-making between the Executive Councillor and area committees.
- (a) Four have already reverted to single, central funds ('indoor sports', 'outdoor sports'<sup>11</sup>, 'public art' and 'public realm').
  - (b) Whilst the 'informal open space' and 'play provision' categories were fully devolved to area committees for the 2016/17 S106 funding round, this was because there was more scope for local choice. Such projects tend to be less expensive than constructing, refurbishing or extending community and sports centres.
  - (c) Beyond the 2016/17 round for play area and open space projects, these 'all devolved' arrangements will probably need to be reviewed again, given the low levels of generic S106 funds now remaining.

## **5. Taking stock of projects allocated/earmarked S106 funding**

- 5.1 In June 2016, this Committee was updated on delays to the progress of two S106 grant to the county council for providing additional community meeting space at Milton Road Library and East Barnwell Community Centre<sup>12</sup>. The latest position is as follows.

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11. The Executive Councillor for Communities agreed to bring 'outdoor sports' contributions back into a single, central fund in October 2016.

12. In 2013/14, North Area Committee allocated £100,000 of devolved 'community facilities' S106 contributions for 60m<sup>2</sup> of additional community meeting space at Milton Road Library and East Area Committee allocated £255,000 for 100m<sup>2</sup> more as part of the East Barnwell Community Centre redevelopment.

- 5.2 ***Milton Road Library redevelopment:*** This project received planning permission in summer 2017. The City Council's business case for awarding the grant to the County Council for the community meeting space was passed in the autumn. The community use agreement is being finalised, which will allow the use of meeting space during weekdays, evenings and weekends. The County Council expects the project to be completed by the end of 2018.
- 5.3 ***East Barnwell Community Centre redevelopment:*** The project designs have gone through a number of iterations, involving changes to the nature and scale of the proposed development. Once the outcome of on-going discussions with stakeholders and partners is known, the County Council intends to submit a planning application, hopefully in the first half of 2018.
- 5.4 City Council officers are engaged in regular dialogue with County Council colleagues and the project steering group in order to help achieve the best possible outcomes as the need for the East Barnwell Community Centre redevelopment has been recognised in the BSCS.
- (a) The grant applicant has been advised of the need to seek pre-application planning advice, to ensure that the planning application can take account of City Council planning policies.
  - (b) The project continues to be monitored closely and officers will keep Members informed. It is envisaged that, once the outcome of the planning application is known, the business case can be reported to the Council's officer-level Capital Programme Board for sign-off.
  - (c) Paragraph 2.2 recommends that the current allocation levels for these projects should remain in place. These contributions are already allocated, so this has no impact on the latest S106 funding availability.
- 5.5 ***Proposed new allocations for Cherry Hinton Community Hub:*** Over recent years, local groups in Cherry Hinton have been advocating the development of a community hub at Cherry Hinton Library. The first phase was based on the creation of community meeting space, which was provided over £10,000 of S106 funding in 2012/13. Since then options for further phases have been discussed in conjunction with the local community and ward councillors, the County Council (as leaseholder and manager of the library), the City Council (as land-owner) and potential other sources of funding (including the Royal British Legion).



- 5.6 Whilst a S106 ‘community facilities’ grant of £121,000 for improvements to the family centre at Cherry Hinton Baptist Church has helped to meet some need, the BSCS has highlighted that there is still a gap in local community provision<sup>13</sup>. In June 2016, the Executive Councillor agreed to place the community hub on the target list being used as a starting point for negotiating specific S106 contributions.
- 5.7 In the last ‘community facilities’ S106 funding round (in 2015/16), officers advised Cherry Hinton ward councillors that it would be premature to allocate S106 funding to the community hub project until clear proposals and designs have been developed. In the interim, the available devolved contributions have been earmarked for the project.
- 5.8 Although the scale and design of the project are still being scoped with the local community and the County Council, a funding allocation would now be appropriate as a signal to potential other funding sources of the Council’s commitment to the project. It is timely to make allocate the available S106 funding now, rather than defer this until the next S106 priority-setting report to this Committee in June. This may help to lever in further external funding in the meantime<sup>14</sup>.
- 5.9 Recommendation 2.3 proposes a ‘community facilities’ S106 allocation to this project of over £201,000, as set in Table 2.

**Table 2:** Proposed S106 allocation for Cherry Hinton Community Hub

(i)	Available generic contributions from Cherry Hinton, previously assigned to ‘devolved’ funds	£71,800
(ii)	Available generic contributions from Cherry Hinton, previously assigned to ‘strategic’ funds <sup>15</sup>	£90,000
(iii)	Available generic contributions from other wards within a 15-minute walk.	£1,900
(iv)	....plus specific contributions secured so far, which can only be used for this purpose <sup>16</sup>	£37,600

13. The BSCS shows that the Cherry Hinton Community Hub would help to mitigate the impact of development within a 15-minute walking distance, which includes parts of Coleridge and Queen Edith’s wards.
14. There is still some way to go in finalising the project design details and securing all the necessary funding, as well as planning permission and business case sign-off.
15. The availability of devolved ‘community facilities’ S106 contributions for this project has been maximised by making use of contributions from nearby parts of Coleridge and Queen Edith’s wards to help fund the improvements at the Cherry Hinton Baptist Church family centre.

## 6. Arrangements for the 2018 S106 funding round

- 6.1 The next 'community facilities' S106 funding round will follow much the same approach as has been taken to previous rounds
- (a) Grant applications for improvements to community facilities in Cambridge will be invited from local groups and organisations<sup>17</sup>.
  - (b) Applications will be invited between late January and mid-March 2018 (at the same time as the small-scale public art S106 application round (before the official run-up period to the City Council elections). The overall timetable is set out in Table 3.

**Table 3:** Community facilities S106 grant-funding timetable

Invite applications	From late January
Applications deadline	Mid-March 2018
Officer assessment of all proposals received against S106 selection criteria. This will include seeking comments from local councillors on eligible project proposals	From late March to end May
S106 priority-setting report to Community Services Scrutiny Committee	28 June 2018

- (c) The application round will be publicised amongst individuals and groups who have been in contact with the Council and/or have already expressed an interest in putting forward proposals in 2018.
  - (i) Wider publicity about the funding round will also involve Council news releases, social media, the Council's Developer Contributions web pages and links on other relevant websites.
  - (ii) Contact will also be made with a range of equality and diversity groups to ask them to raise awareness of the opportunity to put forward eligible proposals.
  - (iii) Details will also be emailed to all city councillors and county councillors for Cambridge, so that they can pass this on to local groups (in wards where S106 funding is available).

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16. This is based on two specific contributions for the Cherry Hinton Community Hub project. There is the potential for up to three more specific contributions from major developments in/around Cherry Hinton.

17. Proposals for improving community centre owned and/or managed by the Council will also be invited from the Council's Communities Service.

(d) There will be an application form (based around the S106 selection criteria) with accompanying guidance notes.

6.2 The S106 selection criteria will be much the same as in recent S106 funding rounds, based around seven key factors. To be suitable for 'community facilities' S106 funding, project proposals need to:

- [1] be eligible for 'community facilities' S106 funding;
- [2] be affordable within the 'community facilities' S106 funding available within that part of the city to which the proposal relates;
- [3] demonstrate that it would represent an effective use of resources in line with the city council's strategic objectives;
- [4] provide additional benefit;
- [5] be accessible, in line with the Council's grants and equalities policies;
- [6] be realistic, achievable and ready to be considered; and
- [7] be financially viable with robust management plans.

6.3 Given that decisions will not be made until June 2018, subject to business case approval and grant agreements, the Council is unlikely to be able to provide grant-funding for community facility improvements due to start before September 2018 at the earliest.

## 7. Implications

7.1. **Financial implications:** This report has already highlighted that generic S106 funds are running down and are not evenly spread. The recommendations aim to maximise the spending power of these available resources and ensure that developer contributions are used appropriately, effectively and on time.

7.2 Depending on the projects allocated S106 funding in this grant round (in terms of size and ward location), future rounds may need to be more narrowly focused on certain parts of the city. Consideration may also need to be given to using residual generic contributions to supplement the funding of projects for which specific projects are being collected.

7.3. **Staffing implications:** The priority-setting processes will be co-ordinated within existing staffing resources. Most projects funded from 'community facilities' S106 contributions tend to be based on

grants to community groups and local organisations. Council officers are involved in developing business cases and community use agreements (before grants can be issued) and then monitoring the grant recipients' project delivery progress and compliance with grant agreements.

- 7.4 ***Equality and Poverty implications:*** The proposed arrangements and selection criteria for S106 funding aim to provide a fair and consistent approach for priority-setting decisions. In line with the existing equality impact assessment of the arrangements for S106 priority-setting rounds, officers will, again, raise awareness of the S106 funding round and bidding process amongst groups representing the range of equality strands, whilst managing expectations about the availability of S106 funds. An EQIA has been undertaken on the BSCS.
- 7.5 It is important to remember that the purpose of S106 funding is to mitigate the impact of development, rather than addressing pre-existing need of deprivation. That said, there is a recognition that development in parts of the city with higher deprivation levels can have a greater impact on local communities and their facilities.
- 7.6 All successful S106 grant applicants are required to sign a community use agreement. This confirms that the facilities being improved through an S106-funded project will be made publically accessible to the public.
- 7.7 ***Other implications:*** Environmental, community safety and procurement implications are addressed as part of the business case appraisal for projects that are selected via the S106 priority-setting process.

## **8. Consultation and communication considerations**

- 8.1 This report aims to make sure that the arrangements for the next 'community facilities' S106 grants round are open and transparent. Paragraph 6.1(c) sets out the steps to be taken to publicise the process.

## **9. Background papers**

Background papers used in the preparation of this report:

- (a) 'Building Stronger Communities: Community Centres Strategy' report to Community Services Scrutiny Committee on 29/6/2017;
- (b) 'S106 priority-setting (Communities)' report to Community Services Scrutiny Committee on 6/10/2016;

- (c) 'S106 priority-setting (Streets and Open Spaces)' report to Community Services Scrutiny Committee on 6/10/2016;
- (d) 'Use of generic S106 contributions (Communities)' report to Community Services Scrutiny Committee, 30/6/2016; and
- (e) 'Follow-up on S106 interim approach (Communities)' report to Community Services Scrutiny Committee, 30/6/2016.

Further information (can be found at the Council's Developer Contributions web page ([www.cambridge.gov.uk/s106](http://www.cambridge.gov.uk/s106))).

## **10. Appendices**

- A. Community facility improvements funded by generic S106 'community facilities' contributions since 2010.
- B. Off-site 'community facilities' S106 contributions received by ward

## **11. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Tim Wetherfield, Urban Growth Project Manager

(tel: 01223-457313, email: [tim.wetherfield@cambridge.gov.uk](mailto:tim.wetherfield@cambridge.gov.uk)) or

Jackie Hanson, Community Funding Development Manager

(tel: 01223-457867, email: [jackie.hanson@cambridge.gov.uk](mailto:jackie.hanson@cambridge.gov.uk)).

## Community facility improvements funded by generic S106 'community facilities' contributions since 2010

Notes:

- (a) Funding availability rounded down to nearest £1,000.
- (b) Projects are complete apart from on-going schemes in *italics*.
- (c) '■' denotes S106 grant award.
- (d) '❖' denotes strategic projects which have drawn on S106 funding from neighbouring wards in different areas of the city. This is in addition to the Playboat facility, which received around £11,000 in 2010/11.

<b>AREA / Ward</b>	<b>Community facility improvements at:</b>	<b>S106 funding</b>
<b>NORTH</b>		
Arbury	St Luke's community centre ■ Akeman Street community room	£30,000 £5,000
East Chesterton	St Andrew's Hall extension ❖ ■	£140,000
King's Hedges	Buchan Street Neighbourhood Centre Arbury Community Centre	£100,000 £80,000
West Chesterton	Rowan Centre meeting space ■ <i>Milton Road Library meeting space</i> ■	£71,000 £100,000
<b>EAST</b>		
Abbey	Stanesfield Road Scout Hut ■ Barnwell Baptist Church ■ (kitchen improvements) <i>East Barnwell Community Centre</i> ■	£100,000 £3,000 £255,000
Coleridge	St Martin's Community Centre ■ The Junction ❖ Flamsteed Road scout hut ■ Greek Orthodox Church Hall ❖ ■	£235,000 £128,000 £120,000 £150,000
Petersfield	King's Church Community Centre ■ Cherry Trees Day Centre ❖ ■ Squeaky Gate project ■	£100,000 £80,000 £26,000
Romsey	St Philip's Community Centre ■ Ross Street Neighbourhood Centre Cambridge Community Church for additional equipment/facilities ■	£122,000 £70,000 £53,000

AREA / Ward	Community facility improvements at:	S106 funding
<b>SOUTH</b>		
Cherry Hinton	Cherry Hinton Baptist Church centre ■ Phase 1 of Cherry Hinton Hub ■	£121,000 £10,000
Queen Edith's	Rock Road library ■ Nightingale Avenue Rec Pavilion	£36,000 £33,000 <sup>18</sup>
Trumpington <sup>19</sup>	Hanover Court/Princess Court King George V Pavilion Centre@ St Paul's ❖ ■	£99,000 £299,000 <sup>20</sup> £68,000
<b>WEST/CENTRAL</b>		
Castle <sup>21</sup>	St Augustine's Hall extensions ■ <i>Darwin Green centre furnishings</i>	£187,000 £25,000
Market	St Mary's Church ■ Centre 33 ■ <i>New pavilion on Jesus Green<sup>22</sup> ❖</i>	£50,000 £12,000 £125,000
Newnham	St Mark's hall extension & kitchen ■	£150,000

18. The £33,000 'community facilities' S106 funding allocated to this project is part of a wider £403,000 to provide a new sports pavilion at Nightingale Avenue Rec Ground.

19. The new Clay Farm Centre has also received S106 funding from major growth site developments on the Southern Fringe.

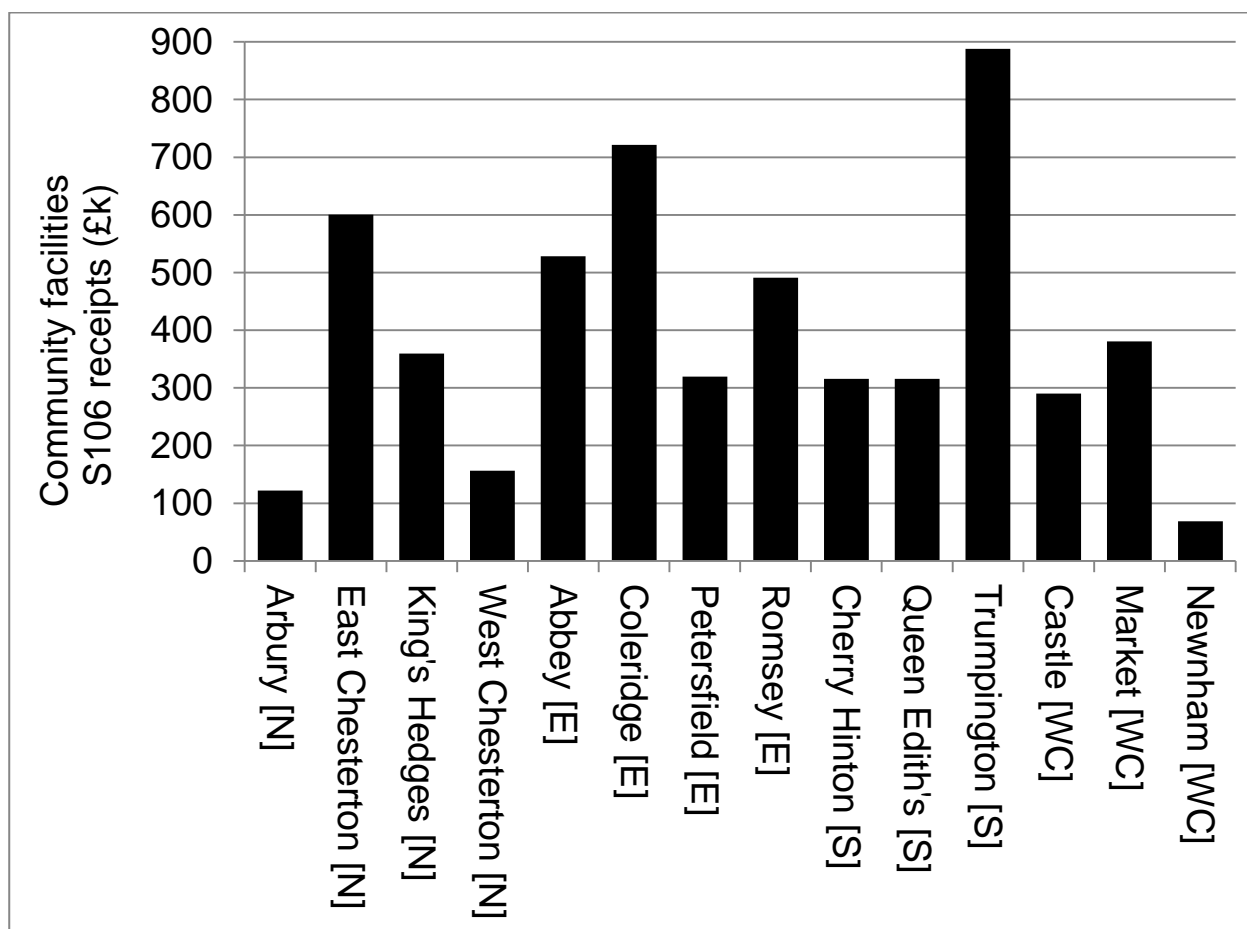
20. The community facility provision at King George V Sports Pavilion in Trumpington was part of a wider project, totalling around £582,000.

21. The new Storey's Field Community Centre has also received S106 funding from major growth site developments in the North West Quadrant.

22. The proposed pavilion on Jesus Green, alongside Jesus Green pool, currently includes £125,000 of 'community facilities' S106 contributions. The current allocations include contributions from Market, Arbury and West Chesterton wards. An update on the development of this project is planned for consideration by the Community Services Scrutiny Committee later this year.

## Off-site ‘community facilities’ S106 contributions received by ward

Based on current records of S106 contributions received since 2002/03. Does not include specific/on-site contributions from major growth sites on Cambridge’s Southern Fringe and North West Quadrant







Item

## COMMUNITY GRANTS 2018-19

**To:**

Community Services Scrutiny Committee – 18<sup>th</sup> January 2018  
Councillor Richard Johnson, Executive Councillor for Communities

**Report by:**

Jackie Hanson, Community Funding & Development Manager  
Tel: 01223 - 457867 Email: jackie.hanson@cambridge.gov.uk

**Wards affected:**

All

### Key Decision

#### 1. Executive Summary

- 1.1 This is the annual report for the Community Grants fund for voluntary and community not-for-profit organisations. It provides a brief overview of the process, eligibility criteria, support provided and Appendix 1 details the applications received with recommendations for awards.
- 1.2 This report also provides updates on:
- Area Committee Community Grants 2018-19
  - Volunteer for Cambridge 2017
  - the Compact refresh
  - process review of all Council grants to the voluntary sector

#### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 approve the Community Grants to voluntary and community organisations for 2018-19, as set out in Appendix 1 of this report, subject to the budget approval in February 2018 and any further satisfactory information required of applicant organisations.

- 2.2 note the updates on Volunteer for Cambridge and the Compact.
- 2.3 note the corporate review of grant funding to the voluntary sector to ensure transparent, accountable process are implemented.

### 3. Background

3.1. The Community Grants fund was established in 2015-16 following a review of Community and Arts and Recreation Development Grants with a budget of £900,000. This was frozen until 2017-18 and remains unaltered for 2018-19, subject to approval of the Council's budget in February 2018. The budget is split into £840k for the main round and £60k for Area Committee Community Grants.

3.2 The priorities and outcomes for the Community Grants fund remains as follows:

**Priorities** - All applications must demonstrate how the funding will reduce social and/or economic inequality, by removing barriers for City residents with the most need, to enable them to access one or more of the funding priorities:

- Sporting activities
- Arts and cultural activities
- Community development activities
- Legal and/or financial advice<sup>1</sup>
- Employment support or
- Capacity building of the voluntary sector to achieve the above

**Primary Outcome** - Reduce social and/or economic inequality for City residents with the highest needs

**Strategic Outcomes** - As well as the primary outcome activities must achieve one or more of the following strategic outcomes:

- Improved health and wellbeing
- Communities come together and bring about change
- More people have better opportunities to gain employment
- Stronger voluntary sector in the city

3.3 The 2018-19 Community Grants opened in August for applications and closed on 2<sup>nd</sup> October 2017. A communications and publicity plan was

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<sup>1</sup> Organisations applying to give legal advice and support must have the Advice Quality Standard (AQS) or equivalent

implemented including a press release, newsletter articles, emails, networks and targeted conversations to promote the grant fund.

- 3.4 A range of activities have been undertaken to support organisations to understand the funding criteria and requirements needed for a successful application, including:
- attending group committee meetings, 1-2-1 meetings
  - training sessions and application workshops held jointly with Cambridge Council for Voluntary Service (CCVS)
  - Application Guide and help notes detailing the priorities, outcomes and eligibility criteria and giving guidance on requirements question by question
  - Factsheets, templates and signposting to other funder providers
  - engagement with the Ethnic Community Forum and individual BAME organisations
- 3.5 Even though organisations were encouraged to engage with us for help and support with their applications some chose not to and some applications were received which did not meet the basic criteria of the fund, requesting funds for non-targeted activity.
- 3.6 The Community Grants fund continues to accept Discretionary Rate Relief (DRR) applications that meet the funding priorities, outcomes and eligibility criteria. DRR contributions from this fund will need to be kept under review to ensure it responds to any changes in Business Rates policy and currently represents good value for money with this budget having to find 40% of any award made under the Business Rate Retention Scheme.
- 3.7 All applications were assessed against the same assessment matrix developed around the priorities and outcome used in previous years, ensuring a consistent approach. These assessments were then moderated by strategy officer meetings informing the award recommendations detailed in Appendix 1. The Executive Councillor attended a meeting with officers to review the process and outcomes.
- 3.8 Where no funding is proposed it will be due to one or more of the following not being adequately met:
- grant scheme priorities
  - grant scheme outcomes
  - identifying need
  - quality or viability of the project, or

- proposals were the remit of another service or organisation such as the County Council, Health, Housing etc
- organisations did not demonstrate the beneficiaries could not fund the activity themselves, or that reserves could not be used to fund the activity

3.9 Two projects listed in Appendix 1, submitted by Cambridge City Foodbank and Cambridge Sustainable Food, are more aligned to the anti-poverty objectives of the Council and have been referred to the Sharing Prosperity Fund for consideration.

#### **4. Community Grants 2016-17 Monitoring**

- 4.1 A video and annual report was prepared to feedback on the activities funded and the difference these have made to people in high need. Both were well received by Councillors, officers and externally by groups and other agencies.
- 4.2 Officers will continue to undertake analysis work on the outcomes of this fund and continue to develop the understanding of organisations of what this fund is seeking to achieve. In addition, communication with other agencies is required to keep up to date on their changing priorities and funding available. Other changes in public sector funding has resulted in some instability within the sector.
- 4.3 This monitoring, evaluation, research and partnership work will continue to inform the future direction of the Community Grants fund to ensure it meets its primary outcome to reduce social and economic inequality for city residents with the highest need.
- 4.4 We actively encourage organisations we fund that employ to pay, or work towards paying, the Real Living Wage. We include information about this in our application guide, form, funding agreement and monitoring form. Although it was agreed that we do not have a criterion that all funded organisation must pay the Real Living Wage we monitor this closely and work with those organisations that do not, to see if there is any support we can give to change this.
- 4.5 Successful organisations will be required to display a logo that will be developed , acknowledging support from this grant fund and this will be a condition of all awards effective from 2018-19.

## **5. Volunteer for Cambridge 2017**

- 5.1 Following the success of the events in 2015 and 2016 a review was undertaken to learn from these to develop future activity, taking into account the needs, issues and capacity of the voluntary sector.
- 5.2 A Programme Development Workshop was held in February 2017 with the voluntary sector to review previous events and contribute to the planning and focus of activity for 2017.
- 5.3 A range of activities identified from the Development Workshop to celebrate and support volunteering in Cambridge (capacity building, celebration event, training etc.) was held during national Volunteer week – June 2017
- 5.4 The Volunteer for Cambridge Fair at the Guildhall in October 2017 was very successful with 843 public attendees and over 90 organisations. An evaluation of the event is currently be undertaken.

## **6. The Compact refresh**

- 6.1 The Cambridgeshire Compact Partnership has refreshed the Local Compact, 10 years on, to embed the adopted national principles and commitments. The partnership is planning activities in 2018 to celebrate the 20th anniversary of The National Compact. The draft refresh is attached for information in Appendix 2.

## **7. Council grant funding to the voluntary sector**

- 7.1 One of the activities the Council will undertake in 2018 will be to review grant funding to the voluntary sector across different service areas to ensure efficient, transparent, accountable and joined up processes are in place and that they are Compact compliant. Officers managing funds, along with audit and procurement, will be engaged in this work.

## **8. Implications**

### **(a) Financial Implications**

- The £900,000 Community Grants budget is subject to the Council's budget approval February 2018
- The recommended awards from the Community Grants budget are as set out in Appendix 1

- A £60k contribution from this fund is available for Area Committee Community Grants for 2018-19

**(b) Staffing Implications** - None

**(c) Equality and Poverty Implications** - Equalities Impact Assessments were carried out as follows:

- December 2013 to inform the Community and Arts and Recreation Development grants review process.
- July 2014 in the context of the findings from the review and desktop research to inform the new Community Grants priorities and outcomes.
- January 2015 on the implementation of the Community Grants Fund 2015-16.

**(d) Environmental Implications** - Funded organisations are expected to have or develop environmental policies.

**(e) Procurement Implications** - None. The Council's approach to grant aid through the Community Grants is via an application process rather than through the direct commissioning of services.

**(f) Community Safety Implications** - A £10k contribution from Safer City to Area Committee Grants will be included.

**(g) Consultation and communication considerations** - As set out in the report. Applicants were notified when this report was published detailing recommended awards, giving an indication of proposed funding from April 2018. This adhered to the Cambridgeshire Compact framework to give three months' notice of funding changes. Officers will continue the process of award notification, signposting and support, and implementing and monitoring awards.

**9. Background papers** - None

**10. Appendices**

Appendix 1 – Community Grants 2018-19 Award Recommendations  
Appendix 2 – The draft Cambridgeshire Compact refresh

**11. Inspection of papers** - To inspect the background papers, or if you have a query on the report, please contact:  
Jackie Hanson, Community Funding & Development Manager  
tel: 01223 - 457867, email: jackie.hanson@cambridge.gov.uk.

## Appendix 1- Community Grant Award Recommendations 2018-19

The following recommendations are subject to the confirmation of the Council's budget in February 2018 and, in some cases, the receipt of satisfactory information from applicant organisations (this could include projects, programmes, finances, governance etc).

- The funding purpose will be detailed in funding agreements
- Figures in brackets are the numbers of beneficiaries
- Where no funding is recommended it is due to one or more of the reasons stated in 3.8 of the report

**DRR** = Discretionary Rate Relief - amount to be confirmed when rateable values for 2018-19 are available (Council pays 40% of actual cost)

**DP** = Different project was funded in 2017-18

<b>Priority (P) Key:</b>
P1 - Sport
P2 - Art
P3 - Community Development
P4 - Employment Support
P5 - Advice
P6 - Capacity Building

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
1	Acting Now - transform lives via social theatre for people with disabilities	<b>P2</b>	12 social theatre workshops in partnership with YMCA leading to 2-3 theatre performances for socially excluded young people seeking asylum / at risk of social exclusion. Work towards Bronze Arts Award (14 city)	£4,610	£3,650	<b>2,100</b>	2,693 <i>DP</i>
2	Age UK Cambridgeshire and Peterborough - improve the lives of older people, provide a range of services and prevent isolation	<b>P3</b>	20% DRR Cherry Trees, St Matthews Street CB1 2LT (286 city bens per week)			<b>339</b>	20% <i>DRR</i>
3	Allia Ltd - issues social investment bonds nationally to raise money for charitable activities and provides supportive workspace for social enterprises, charities and small businesses in Cambridge via Future Business Enterprise Hub	<b>P6</b>	Support for social enterprises with the greatest potential to address the city's grant priorities and benefitting city residents. Work with mature social enterprises; identify new social impact start-ups; nurture next generation of social entrepreneurs via 1-1 business advice for 7 existing and 8 new start-up social ventures; 4 workshops to address issues around starting up and running a social enterprise; 6 community innovation challenges to address social challenges in the city; 6 Passion and Possibilities workshops; community group meetings. Strategic role with LEP and raise profile of Social Enterprises (387 city)	£27,710	£17,216	<b>7,000</b>	7,000
4	Allia Ltd	<b>P6</b>	10% DRR The Future Business Centre, Kings Hedges Road CB4 2HY 10% DRR 47-51 Norfolk Street CB1 2LD. Future Business Enterprise Hub			<b>3,487</b>	10% <i>DRR</i>
5	Arbury Community Association - affordable venue for a range of groups and activities	<b>P6</b>	Arbury Community Centre - 7 day operation of the centre for use by local and community groups (55,000: 54,000 city) and activities for older people.	£9,849	£2,000	<b>2,000</b>	1,028

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
6	Arbury Community Association	P6	20% DRR Arbury Community Centre, Campkin Road, CB4 2LD (59,000 all city; 80 organisations)			700	20% DRR
7	Arts and Minds - Cambs and Peterborough Foundation for the Arts and Mental Health - high quality arts and culture to maintain mental health, well-being and support recovery	P2	Evidence based early intervention project with adults with mental health issues - 3 x 14 visual art workshops hosted by the University Museums (42 sessions); public exhibition (45:40 city) <i>Fund artist's fees only</i>	£22,760	£10,000	4,000	5,000
8	Arts and Minds	P2	Weekly 2 hour Arts on Prescription x 10 weeks for school pupils aged 13-16 experiencing depression and anxiety to maintain attendance and academic attainment (36 all city)	£13,374	£6,500	0	
9	Bangladesh Welfare and Cultural Association Cambridge - facilitate the effective integration of the Bengali and British Bengali community	P1	Coach costs for 30 youth football sessions at Abbey Muga (age 18-24) and female only badminton sessions (200:130 city)	£5,500	£3,700	1,000	
10	Bangladesh Welfare and Cultural Association Cambridge	P3	Independence Day cultural event and day trip (300:165) <i>Fund hall hire and coach costs only</i>	£2,110	£1,010	560	
11	Bath House Association - affordable community meeting/office space	P6	20% DRR The Bath House, Gwydir Street, CB1 2LW (898:646 city / 9 orgs)			136	20% DRR
12	Boishakhi Cultural Association - promotes Bangladeshi culture, organises social/cultural activities	P3	1 seaside summer trip (150 all city); 1 community event with cultural activities, music, dance, comedy (150:140 city). <i>Fund hall hire and coach only</i>	£2,525	£1,450	730	800
13	Cambridge 105 FM Radio - OFCOM licensed community radio station; volunteers trained to produce/broadcast programmes	P2	20% DRR Unit 9a, 23-25 Gwydir Street, CB1 2LG (7000 + 40 groups + 130 volunteers)			209	20% DRR
14	Cambridge and District Citizens' Advice Bureau - provide advice people need for the problems they face, influence change for the better	P5	Provide free generalist legal and specialist debt and money advice to city residents. Open 5 days a week, drop in, phone, email and appointments providing gateway assessments, generalist and specialist advice. Outreach generalist advice and virtual services including at City Council Customer Contact Centre;	£831,897	£200,000	200,000	200,000



No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
			development of advice website, virtual advice services via touch screen kiosks with information assistants at partner organisations; volunteer promotion, recruitment and training (100); further development of partnership working, eg Help Through Crisis network and with Centre 33 to engage more young people; "Support @ Court" scheme; apprenticeship scheme to help vulnerable and excluded people. Complete debt and income maximisation service; training opportunities to key partners so they can deliver basic level advice. Consumer hub, social policy campaigns, anti-poverty initiatives, maximise use of information collected (22,200:15,000 city)				
15	Cambridge and District Citizens' Advice Bureau	P5	Outreach work - 3 sessions pw in 3 targeted city areas + 1 day pw follow up work. Specialist workshops in partnership with BPP Law School to community groups on topics such as housing, employment, consumer etc and sessions for after school club children on how the justice system works based around interactive fairy tales. (350 city)	£42,650	£35,000	15,000	Area Committee £10k
16	Cambridge and District Citizens' Advice Bureau	P5	Specialist welfare rights casework service 5 days a week, central and outreach, benefits appeal and representation service, training and updates in welfare benefits both internal and to external agencies, attend stakeholder meetings and forums, to respond to consultations on welfare reform and evidence the impact (300 city)	£48,513	£30,000	30,000	30,000
17	Cambridge and District Citizens' Advice Bureau	P5	Deliver financial capability to debt clients, groups and frontline organisations to enable people facing financial hardship and associated social issues to learn how to better manage their money, reduce take up of inappropriate and illegal financial services, improve access to affordable and more appropriate services - financial, energy efficiency + switching, develop money advice services, aim to reduce repeat clients, target those with limited financial skills (720:620 city)	£77,754	£20,000	20,000	20,000
18	Cambridge and District Citizens' Advice Bureau	P5	20% DRR 66 Devonshire Road, CB1 2BL			3,238	20% DRR

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
19	Cambridge Art Salon - local community gallery, studios and business support to artists. Creative projects and events	P2	Family/Intergenerational Arts Toolkit to support regular community workshops in care-homes, community events and schools in Cambridge; capacity build artists and volunteers via workshops (105 all city)	£4,310	£3,000	0	714 <i>DP</i>
20	Cambridge Chesterton Indoor Bowls Club - indoor bowls providing social and sporting activities and available for hire	P1	10% DRR Logan's Way, CB4 1BL (950:807 city; 10 other orgs)			1,893	10% <i>DRR</i>
21	Cambridge City Foodbank - help people in crisis via food donations distributed by process backed by the Trussell Trust plus the energy voucher scheme	P3	Provision of foodbank (6,110 - 4,500 city)	£76,750	£18,000	0	
22	Cambridge Community Arts - art, music and drama courses in the community targeting people at risk of social exclusion mainly due to mental ill-health	P2	Next Steps project to support "graduating" learners to set up art clubs in Cambridge and to take "Next Steps" for those in social isolation, unemployed/low income to help them re-engage with their community. Next Steps Fair (150:105 city)	£8,873	£8,034	5,000	5,000 <i>DP</i>
23	Cambridge Council for Voluntary Service (CCVS) - supports community and voluntary groups, provides training, advice, information and acts as a voice for the sector	P6	Support for city voluntary and community groups by offering organisational development and support (advice and support for start-up, growth and development through 1-2-1, email, phone, factsheets and information; 8 training courses; financial management support work with a focus on impact + 2 workshops). Representation on partnerships and forums + training for representatives. Networking and partnerships via 4 networking events, 1 funding event; networking and communications via 4 events, 1 funding event, 11 newsletters, 25+ e-bulletins, website, networking. Annual survey (280 voluntary groups)	£166,832	£40,000	40,000	40,000
24	Cambridge Council for Voluntary Service (CCVS)	P6	Increasing volunteering opportunities for everyone and improving the volunteering experience via helping organisations improve recruitment, retention and management of volunteers; supported volunteering; awareness raising and promotion of volunteering. (400 city residents 60 organisations)	£38,348	£28,000	28,000	28,000
25	Cambridge Council for Voluntary Service (CCVS)	P6	20% DRR 16-18 Arbury Court, Arbury Court CB4 2JQ			986	20% <i>DRR</i>

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
26	Cambridge Disabled Kid's Swimming Club - swimming for children with disabilities of different ages, needs and abilities	P1	Weekly swimming sessions (42 weeks) for young children with disabilities and families who need a warm, quiet environment at the Windmill hydrotherapy pool (31:23 city)	£4,200	£3,200	<b>3,000</b>	3,000
27	Cambridge Ethnic Community Forum - capacity building for the Black, Asian and Minority Ethnic voluntary sector in Cambridge to meet the needs of their members. Race Equality Service and cohesion projects	P6	Capacity building service open 3 days a week, training and skill development programme for Asian women (4 sessions); capacity building training (2 for City Council grant applications) (4-10 groups); + 2 joint training with CCVS; fortnightly advice surgeries (6-12 groups); engage with groups via 2 consultation meetings (10-15 groups); supported volunteer placements (6 city); civic engagement development via 1 training and 1 survey of users; website, 3 newsletters (20 city groups; 2000:1900 city individuals)	£56,723	£52,523	<b>25,000</b>	25,000
28	Cambridge Ethnic Community Forum	P3	Race equality services (3 days pw) working towards elimination of discrimination and reducing social and economic inequality by improving access to services via drop in, telephone helpline (500 calls), partnership work with statutory sector organisations and key voluntary organisations, and training. Advice, information and good practice to the general public and voluntary organisations, and promoting Living Wage. 6 voluntary organisations, 8 statutory sector, 2 private organisations (300:270 city)	£19,590	£18,090	<b>8,000</b>	8,000
29	Cambridge Ethnic Community Forum	P3	Cohesion events and activities - promoting community cohesion and good relations; annual event at a community venue (200); 3 collaborative events (450). (650:585 city) <i>Fund annual event only</i>	£4,718	£4,418	<b>1,000</b>	1,000
30	Cambridge Ethnic Community Forum - (CHESS /Disability Cambridgeshire)	P5	Partnership project to provide free, confidential, independent, impartial, specialist face to face advice, advocacy, casework and representation in relation to welfare benefits, social care, health, education, housing, employment, criminal justice, equalities and human rights via office and home visits. (105:90 city)	£64,276	£38,966	<b>10,000</b>	10,000
31	Cambridge Gateway Club - befriending, social, and leisure activities for people with learning difficulties	P3	Fortnightly club including cooking, arts and crafts, games, karaoke, ten pin bowling, seaside trip, cinema night (24:17 city)	£1,868	£800	<b>800</b>	800

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
32	Cambridge Gymnastics Academy C.I.C - inclusive classes at North Cambridge Academy for men, women, people with disabilities, over 50s, young people, children and preschool	P1	Subsidy for women's, over 50's, disability (38 sessions pa) and youth night sessions (48 sessions pa) (62 all city)	£14,952	£5,000	2,784	
33	Cambridge Hindu Samaj - spiritual classes and programmes for children; learning of Hindu language; pilgrimages to temples; festivals and celebrations	P3	Monthly Satsang focussing on Vedic studies, yoga for children; hall hire for cultural events - Oman, Vishnu, Diwali and Ayyappa Pooja (69:31 city)	£2,800	£1,428	0	
34	Cambridge Housing Society (CHS) Group - social enterprise and charitable housing association that helps people and communities overcome challenges	P4	Digital inclusion project leading to employability in partnership with other social housing providers via 1-1 tuition x 6 weeks with flexible delivery and loan of equipment. Connect into other provision eg time credits network, Building Better Opportunities project, eLearning, volunteering etc (50 city)	£71,578	£34,147	12,000	12,000
35	Cambridge Lawn Tennis Club - community amateur club - court hire, coaching, tournaments, classes, schools programmes	P1	20% DRR Stacey's Lane, Wilberforce Road CB3 0EQ (943:583 city)			0	
36	Cambridge Literary Festival Ltd (previously Wordfest) - aims to advance education for the benefit of the public by promoting literature, language and the arts at 2 festivals per annum	P2	To enable inclusion of city centre children on low income and ethnic minority backgrounds via partnership with Abbey Meadows and St Luke's primary schools giving free tickets for a Festival event of their choice. Includes transport (410 all city)	£6,922	£5,566	0	2,000
37	Cambridge Malayalee Association - promotes social, artistic, cultural, sports activities for Malayalee residents	P1	Promote sports via sport camps, annual athletics sports day, badminton court hire, annual 4 day cricket tournament (310:290 city ) <i>Fund: sport camp, athletics and badminton only</i>	£2,000	£2,000	1,000	
38	Cambridge Malayalee Association	P3	4 cultural events - Onam, Christmas / New Year, Easter and Vishu; 4 events to promote arts and culture leading to a competition; engages in participation of national solo and group competitions in the field of dance and drama. Free yoga sessions for all (310-290 city) <i>Fund: towards hall hire for 2 events - Christmas / New Year and Easter events</i>	£1,080	£1,080	100	

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
39	Cambridge Online - volunteer based educational charity providing disabled and disadvantaged people with access to computers, the internet, training and technology advice	P4	Provide services 5 days a week to help people use computers and mobile technology with adaptive hardware and software for all disabilities and supportive and specially trained staff, tutors and mentors. Training and support includes: basic skills, website design, internet searches, CVs and applying for jobs, social media, You Can Do It online project. Recruiting and training volunteers, some progressing from learners and outreach services. (297:250 city)	£69,710	£20,000	20,000	20,000
40	Cambridge Re-Use - help people on low income or benefits to buy furniture, electrical and white goods and other household items	P4	Volunteering opportunities for people with health, confidence or competence issues (58:37 city)	£125,016	£11,550	0	
41	Cambridge Science Centre - science and discovery charity inspiring people in wide ranging STEM (science, technology, engineering and mathematics) through hands-on activities	P2	10 weeks of high quality community "roadshows" across the 14 city wards - provide quality "hands-on" pop-up science and discovery centres in shop spaces, schools, bank branches, libraries and other community locations to underserved, disadvantaged and disengaged children, families and communities (10,000 all city)	£63,330	£50,000	0	
42	Cambridge Sustainable Food - network of individuals and organisations who support local sustainable food	P3	Pilot project - consultation with residents at risk of food poverty + food providers assessing how best to support and facilitate people's participation in community food initiatives (205 all city) <i>Refer to Sharing Prosperity Fund</i>	£5,593	£5,000	0	
43	Cambridge United Community Trust - delivering sport, disability football sessions; providing opportunities to play sport.	P1	Community health programme for children unable to access exercise via 2 x 1 hour free weekly multi-sport events for children at 3 locations (aged 5-16) (96 all city) <i>Discuss with officers</i>	£12,550	£9,950	0	
44	Cambridge United Community Trust	P1	Stadium-based fitness programme for inactive and low income residents in deprived area in the evenings (80:72 city)	£9,300	£7,100	3,400	1,460
45	Cambridge United Community Trust	P3	Intergenerational awareness programme tackling social isolation and developing literacy - weekly visits for primary school children into care homes + follow up writing project (600:480 city)	£8,170	£5,670	2,500	
46	Cambridge Women's Aid - information, advice, support for women who have experienced domestic violence	P3	School holidays and half term play schemes for families living in the women's refuge. Activities and trips (120 all city)	£9,000	£5,000	5,000	5,000

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
47	Cambridge Women's Resources Centre - specialised support, information and training for women to increase skills, confidence, self-esteem and employability	P4	Employability programme of 104 workshops, courses and groups, 80 1-1 guidance and coaching sessions enabling skills and confidence building for women. User led groups (338:281 city)	£47,390	£39,300	39,300	44,700
48	Cambridge Women's Resources Centre	P4	20% DRR 10 Signet Court Swann Road, CB5 8LA (338:281 city)			552	20% DRR
49	Cambridge SCD Youth Club - social inclusion youth club for 11-16 year olds with social communication difficulties	P3	Costs of clubroom hire + 1 seaside trip (25:19 city)	£2,629	£2,629	2,000	
50	Cambridgeshire Older People's Enterprise - information and events for older people: signposting, discussion, consultation, and advocacy	P3	Promote and activate the interests of older people via bi-monthly newsletter, 1 forum, daytime social meetings, activities and trips; representation, sponsor campaigns (2641:1268 city) <i>Fund newsletter, and proportion of rent and admin costs only.</i>	£36,600	£10,000	7,500	7,500
51	Cambridgeshire Older People's Reference Group - strengthen older people's voice by promoting their well-being and interests; reduce social isolation; support international day of older people	P3	Cambridge Celebrates Age - production, promotion and distribution of City programme. Support for key activities, website, database, evaluation report (6,000:6,000 city)	£5,000	£4,000	4,000	4,000
52	Cambridgeshire Society for the Blind and Partially Sighted (Camsight) - supports 1,500 visually impaired children and adults to maintain independence and well-being and the wider community to ensure the needs of visually impaired people are met	P3	2 monthly peer support groups for adults with low vision and blindness - one for over 65s; one for under 65s (33:32 city)	£2,829	£2,000	1,000	1,000 DP
53	Cambridgeshire Society for the Blind and Partially Sighted	P3	10% DRR 167 Green End Road, CB4 1RW (1557; 438 city)			591	10% DRR
54	Cambridgeshire Vietnamese Refugee Community - cultural and social activities and advocacy services for older Vietnamese people	P3	Community activities: Lunar New Year, Mid-Autumn Festival and summer outing (395:320 city)	£3,000	£1,950	1,000	1,000

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
55	CamKerala Cricket Club - provide access to sports activities for people from Kerala	P1	14 cricket matches in Junior League; pre-season cricket nets, 2 friendly games. Aiming to set up second team.(59:22 city) <i>Fund non-competitive activities only</i>	£5,050	£2,338	350	700
56	Centre 33 - support for young people to overcome their problems through a range of free, confidential services - information and advice, counselling and mental health, and young carer's services	P3	Information, advice and support for young people via the triage assessment and information services which deliver immediate and intermediate outcomes that underpin further work to ensure young people make a successful transition to adulthood and progress towards social, economic and emotional well-being. Embeds financial inclusion, offered to all who use the service. (3,500:3,000 city)	£63,127	£54,289	36,500	36,500
57	Centre 33	P3	20% DRR 33 Clarendon St, CB1 1JX (3,500:3000 city)			640	20% DRR
58	Changing Directions - self-help group for adults; all members are disabled	P3	Social activities, monthly meetings, 6 outings to enhance self-esteem, social skills and confidence (22:12 city)	£650	£350	350	350
59	Chinese Families Together - traditional celebrations to maintain / raise awareness of the Chinese culture, sports sessions and activities to enhance family values	P1	Weekly badminton sessions, targeting women, young and older people. 48 x 2hrs (250:200 city)	£5,550	£4,000	2,670	2,000
60	Chinese Families Together	P3	Traditional English and Chinese festival celebrations and outdoor events. Easter, Middle Autumn Festival, Dragon Boat Festival, Christmas celebration, Chinese New Year. (750:600 city) <i>Fund venue hire only towards Mid-Autumn Festival and Chinese New Year.</i>	£5,580	£2,500	780	780
61	Connaught Opera - offer free concerts in care settings and heritage properties to older people	P2	Free concert at Audley End for older, isolated, disabled Cambridge City residents (40 all city)	£1,280	£1,280	0	
62	Eddie's Trust - befriending service for young people with learning disabilities ; family support service; daily arts, crafts & drama workshops	P3	Befriending service for young people aged 13-25 - fortnightly visits for friendship and practical support to participate in community activities (92:81 city)	£32,788	£7,000	2,000	2,000

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
63	Encompass Network - supports, represents and empower LGBT+ people, communities and organisations. Strengthen visibility and bring people together	P3	Programme of activities including themed networking events; co-ordinate LGBT+ History Month (comprising 22 events); co-ordination of Safer Spaces campaign (1600:1500 city)	£13,078	£9,880	8,500	8,500
64	Forever Active Forum - increase the number of people aged 50+ participating in safe and effective exercise and activity sessions	P1	Subsidy for strength and balance classes in the city for particularly vulnerable and disabled participants (169:154 city)	£13,440	£5,376	5,000	
65	Forever Active Forum	P1	Part-time City Development Officer to increase capacity to develop more programmes to operate especially in Trumpington, Queen Ediths and Cherry Hinton (693:576 city)	£17,619	£10,119	0	
66	Friends with Disabilities - meetings and activities to negate social isolation and loneliness and to give disabled members a voice	P3	11 meetings with speakers and activities for people with disabilities + 1 day trip with disability access coach (60:58 city) <i>Fund: £1072 for meetings and £600 for trip</i>	£5,482	£1,672	1,672	1,260
67	Groundwork East - create better places; encourage greener living and working; improve people's prospects	P4	Green Team - landscaped based 14 week employment programme for people furthest from employment or education. Gain qualifications in practical horticulture; employability skills; functional skills in maths and English; CSCS card (8 city)	£33,525	£14,207	2,000	5,000
68	Guidance, Employment and Training Ltd (GET Group) - specialist infrastructure group comprising and supporting groups that provide guidance, employment and training related support to the most disadvantaged and vulnerable people	P4	5 GET group meetings, adult guidance and employment provision, policy, member updates, presentations, networking. Information distribution, Celebration of Adult Learning event, 1-1 support to member organisations on partnerships, structure, signposting, funding applications, strategic representation, surveys and case studies (54:51 city groups; 9 statutory organisations)	£20,100	£12,000	12,000	12,000
69	Hammer and Tong Productions Ltd - help young people to engage in self-help projects through filmmaking, music, art, drama and creative writing projects	P2	Film making Summer School - workshops for young people 6 x 6 hours (15 all city)	£7,600	£4,000	0	



No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
70	Headway Cambridgeshire - provides advice, information and support to people who have suffered head injuries	P3	Weekly communication group for people with a range of communication challenges facilitated by a rehabilitation worker and supported monthly social events for people with a brain injury and their families (17 : 7 city)	£2,458	£1,008	1,000	3,120 DP
71	Homestart Cambridgeshire - family group providing support to families with at least one child under 5 and when family life becomes difficult	P3	Peer support for isolated mums with mental health issues with a child under 5. 38 sessions to share experiences. Children are supported by staff to play, be creative and socialise with other children and interact with their mothers. (22 city) 11-12 families	£6,600	£5,000	5,000	5,000
72	Illuminate - provide confidence and personal development to those most disadvantaged	P4	One day pilot personal development coaching workshop for women only with mental health issues, out of work and who have experienced significant life setbacks. (10:8 city)	£1,380	£1,280	1,000	
73	Indian Community & Culture Association - preserve the Hindu culture, customs and religion to benefit future generations and the wider community	P3	Hall hire for events celebrating the Hindu culture and defined in the Hindu calendar, sports day, celebrating diversity day, coach trip. Women's Day celebration Musical Cultural exchange between generations, Celebrating Children's Day event run by children (2,440:2,150 city) <i>Fund Children's, Sports + Diversity Days only</i>	£11,750	£8,000	500	700
74	Indian Community & Culture Association	P3	Over 50s Club. 20 x 4hrs. Chair based exercises, transport, Celebrates Age Event and trip (60:49 city)	£4,720	£4,665	2,000	2,000
75	Indian Community & Culture Association	P3	10% DRR Barat Bhavan, Mill Road CB1 2AZ			143	10% DRR
76	Indian Cultural Society - promote awareness of Indian culture for local residents via cultural and social activities	P3	Cultural workshops x 4 for children and adults in South Asian music, arts and performing arts (400:315 city). South Asian Big Dance Celebration Music and Food festival (220:180 city) <i>Fund £200 towards hall hire and children's workshops</i>	£6,500	£1,000	200	200
77	Junction CDC - arts centre where arts meets life. Audiences and artists explore contemporary art, popular culture and creative learning	P2	Community engagement programme: 1) Activity by and for people from diverse backgrounds, including 2 festivals, 8 music performances, 6 arts performances and 10 events. 2) Community access, supporting 25 community performances, meetings and events, and 4 artist companies working with social and economic inequality. 3) Activity for children and families including 20 performances and 15 workshops, 40 Christmas performances. 4) Activity for young people including 11	£572,342	£55,000	55,000	54,000

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
			performances, 30 workshops, 2 youth festivals, 15 disability arts workshops, and 2 targeted outreach projects (32,920:26,396 city)				
78	Junction CDC	P2	20% DRR The Junction, Clifton Way CB1 7GX			2,760	20% DRR
79	Kelsey Kerridge - multi-purpose sports centre with two fitness gyms; main sports hall; climbing wall; squash courts; two fitness studios; function room, 30+ classes a week	P1	Sessions for disadvantaged groups including mental ill-health, older people, school holiday activities, and female only sessions at Fenner's Gallery - enhanced projects to previous years (105 city) <i>Funding : clarify with Sports Development Team activities to be funded</i>	£6,383	£6,383	4,730	7,200
80	Kelsey Kerridge	P1	20% DRR Kelsey Kerridge Sports Centre, Queen Anne Terrace CB1 1NA			6,389	20% DRR
81	Kettle's Yard - place for art, music, learning and research. Exhibitions, concerts, collections and engagement	P2	Open House: art and engagement in north Cambridge. Artist in residence within the community developing new artwork in collaboration with the community. 20 full days of workshops/events to engage 'at risk' young people and their families, isolated older people, people with no or limited English language skills, long term unemployed. Attendance at festivals, community days; large scale community celebration (3,500:3,170 city)	£96,535	£15,000	12,000	12,000
82	Khidmat Sisters - relieve isolation and loneliness of Black and Asian women via visits, get-togethers, outings, information (via speakers at events) and signposting	P3	For coach costs for 2 trips (107:100 city), entry fees, events, visiting and socialising with women to alleviate isolation, poverty and ill-health. Integrate into society through social events, trips and activities and provide advice and information (79:74 city). <i>Fund coach hire x 2 only</i>	£2,975	£1,975	1,100	1,100
83	Kite Trust (The) (formally SexYOUality) - support for LGBT+ young people in Cambridge to have better outcomes in life	P3	LGBT+ weekly drop-in groups x 50, informal positive activities for 18-24 yrs; informal positive activities x 50 for under 18s; monthly drop-ins for trans and gender variant for people age 19-25; young people age 12-18 and for those under 13 and for their parents; monthly trans parent support group (10); 1:1 support (60 sessions, 10 city); youth presence at Cambridge Pride 2018; referrals, signposting, information, improve local community networking; (120:100 city)	£65,885	£12,000	9,500	9,500

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
84	Meadows Children & Family Wing - intensive support for local families with preschool children and those up to 11 living in north Cambridge. Bring together and support each other on a range of issues: parenting, healthy living, confidence, domestic violence, relationships and friendships	P3	Family support programme for children and families. 1) 2 x weekly drop-ins (100 sessions) - outreach, advice, information, support, signposting, facilitated play projects (516 city). 2) Empowerment and Children and Relationships course with crèche 3 x 6 wks (8 city). 3) Monday (5-8s) and Tuesday (8-11s) Clubs (78 pa) for children providing social, educational, art, sport and play opportunities (800:628 city)	£57,230	£54,532	30,000	30,000
85	Meadows Children & Family Wing	P3	2 self-esteem programmes with crèche - one 3 x 12 weeks and one 3 x 10 weeks working with particularly disadvantaged women (114:100 city)	£35,470	£11,823	10,000	10,000
86	Meadows Children & Family Wing	P3	Year round specialised weekly Peer Support Group for women with crèche + 1-1 follow up work (100:92 city)	£16,830	£5,610	5,000	
87	Menagerie Theatre Company - new writing for theatre, support new playwrights, engagement of new audiences	P2	8 month community theatre project with unemployed young mothers; workshops which may lead to beneficiaries volunteering at the Hotbed Festival 2018 (30 all city) <i>Refer to East Area Committee as in 2017-18</i>	£7,447	£4,947	0	
88	Museum of Cambridge - social history museum which aims to tell the stories of all Cambridge people. Exhibitions, workshops, lectures, projects, activities, tea room, shop	P2	Capturing Cambridge project: engage residents in recording and sharing stories of their neighbourhood; weekly Open House drop-ins with specific themes eg Strawberry Fair; targeted bespoke sessions for under-represented groups; outreach at community festivals and supporting community projects eg Encompass LGBT History Month, Cambridgeshire Celebrates Age etc; build the museum's capacity as a social history resource centre – including oral history archive; "Inside Stories" sharing experiences; engaging new groups sharing cultural similarities; interactive website – legacy platform for projects undertaken + social media; workshops and training in a range of aspects including reminiscence and oral history skills, photography, exhibition and publication preparations etc; collaborate and support partnership heritage projects involving the arts; drop-in memory sessions (6,622 city)	£38,700	£35,000	35,000	35,000
89	Museum of Cambridge	P2	20% DRR 2/3 Castle Street CB3 0AQ			1,498	20% DRR

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
90	New International Encounter (NIE) - creating performances / projects for a wide audience especially young people and families; sharing artistic skills and understanding with young people through creative learning	P2	Storytelling project with children and young people in Trumpington and Cherry Hinton culminating in a performance for participants and local community, by actors, at Clay Farm Community Centre and Cherry Hinton Library (80 all city)	£14,719	£6,519	<b>5,376</b>	
91	Nissaa Swimming Club - weekly Muslim women only swimming sessions at Kings Hedges Pool	P1	Women only swimming sessions at Kings Hedges Pool (32:20 city)	£2,300	£780	<b>0</b>	
92	Power to Inspire - enable inclusive sports activities and festivals in partnership with local sports clubs to offer legacy opportunities to participate in sport and physical activity	P1	Inclusive Community Power House Games 2018 in 2 venues - (Chesterton and Trumpington) using adapted and inclusive sports eg boccia, VI football, goalball, sitting volleyball, basketball, tennis, hockey and badminton (100:70 city)	£1,430	£1,080	<b>1,080</b>	
93	Recovery Hub CIC (The) trading as The Edge Café Cambridge - community resource for the local community.	P3	20% DRR The Edge Café, 351 Mill Road CB1 3DF (300:200 city)			<b>0</b>	
94	Punjabi Cultural Society Cambridge - enable older people to be active, independent and healthy; arrange talks	P3	Fortnightly social and cultural meetings for elderly people from Punjab/India with speaker and light exercise. 2 outings (50:43 city)	£2,050	£750	<b>700</b>	600
95	Richmond Fellowship - specialist provider of mental health services to 9,000 people pa: housing, care, employment, community support	P4	Employment support, advice and guidance to clients with mental health problems facilitating their progression towards employment, voluntary work, education, training through 1-1 sessions (100 city)	£690,890	£31,000	<b>20,000</b>	20,000
96	Richmond Fellowship	P4	20% DRR 23 Signet Court, Swann Road, CB5 8LA			<b>611</b>	20% DRR
97	Romsey Mill Trust - supports young people and families who experience multiple disadvantage. Outreach, training, learning opportunities, sports, arts, positive activities	P4	3 targeted accessible skills courses (each course 10 sessions x 2 hrs plus homework and 1-1 support) for 30 young parents aged 19 and under who are seeking to gain a qualification to increase their chances to gain further education, employment or training after the birth of their child. English confidence; esteem course; Arts Award in partnership with Fitzwilliam Museum. Crèche for 30 children (60:42 city)	£17,423	£6,582	<b>6,000</b>	6,000

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
98	Romsey Mill Trust	P2	Music project at Romsey Mill and The Meadows for young people aged 10-21 - 2 twice weekly open access sessions x 1.5 hours and 4 targeted groups x 2 hours x 39 weeks - recording own songs whilst receiving advice on life challenges - gangs, anti-social behaviour, drug and alcohol issues etc. Final performance at The Junction (66:56 city)	£20,438	£7,172	3,000	
99	Romsey Mill Trust	P3	20% DRR Romsey Mill, Hemingford Road CB1 3BZ			709	20% DRR
100	Rowan Humberstone Ltd - enable students to become empowered and more independent by raising confidence, self-esteem and self-worth through arts and crafts	P2	Digital inclusion work via assistive technology - desktop laser engraver/cutter with integral camera to enable cutting and engraving of wood; interactive whiteboard; MacBook Pro; communications suite (76:44 city)	£8,049	£4,427	0	2,000 DP
101	Rowan Humberstone Ltd	P2	10% DRR 40 Humberstone Road CB4 1JG			591	10% DRR
102	Sortition Foundation - decision making assemblies bringing diversity and new voices into discussions about how to improve communities	P3	Cambridge G1000 Community Assembly x 7 hours - invite a 5,000 random sample and 700 will attend; brings together a large, diverse cross-section of Cambridge city residents for a day to discuss what matters most to them. (700 all city)	£25,340	£9,320	0	
103	Strawberry Fair - free one-day arts and music festival run by volunteers for the people of Cambridge, by the people of Cambridge	P2	Support to organise the event on 2nd June 2018. 2 large outdoor stages, 4 tented stages, 3 smaller tented stages, outdoor pop up stage, children's, arts, green food and stalls areas. Parade (40,000:26,800 city)	£128,800	£11,500	8,000	8,000
104	Student Community Action - recruit and train student volunteers to provide social, educational and practical support to vulnerable and disadvantaged residents and other local statutory and voluntary agencies	P3	Student Volunteering Programme. Bounce - youth club for vulnerable, disadvantaged and disabled children. Big Siblings - 1-1 support for vulnerable or disabled children. Taskforce - practical 1-1 assistance for elderly or disabled people. Betty's - musical student visits to care homes. External organisations - 80-120 student volunteers support other voluntary groups (376:356 city)	£26,173	£6,500	5,500	5,500
105	Student Community Action	P3	20% DRR 10 Pembroke Street CB2 3QY			358	20% DRR

No	Group	P	Activity	Full Cost	Request	Award £	2017-18 £
106	The Besom in Cambridge - support disadvantaged people undertaking practical tasks and providing equipment by providing gardening, decorating	P3	20% DRR Unit 7, Ronald Rolph Court, 19 Wadloes Road CB5 8PX			0	
107	Trumpington Residents Association - management of Trumpington Pavilion for the local community	P3	20% DRR Trumpington Pavilion, Paget Road CB2 9JF (18,000:17,300 city; 30 groups)			280	20% DRR
108	Turkish Kurdish Speakers in Cambridge - social, learning, leisure activities for Turkish, Kurdish and Cypriot communities especially isolated women and their children	P3	Costs of hall hire only for monthly breakfast meetings (10) for families to socialise and participate in activities + activities within the breakfast (eg origami, Turkish dancing, marbling art, theatre, poetry) (150:120 city) <i>Fund hall hire only</i>	£1,402	£1,102	600	600
109	University of Cambridge Museums - collections available to the widest audiences via exhibitions, events, courses. Consortium of eight university museums. Programme to increase, deepen and diversify engagement	P2	Arts and cultural engagement programme : 18 sessions for 144 older people in 3 sheltered housing schemes in partnership with City Council homes; CHYPPS SummerDaze programme – 10 participatory opportunities for families at different venues + Discover Arts Award; Bronze Arts Award for young parents x 10 sessions with a Childrens Centre (10); museum familiarisation events for disadvantaged families + focus groups + 5 new pilot sessions for families affected by autism and children with life limiting condition x 5 (75); 3 taster sessions accessing work experience / training opportunities for young people in school community settings; participation in community festivals, carnivals and events; Twilight & Summer in the Museums for families (11,323 city bens)	£113,106	£20,989	15,000	15,000

# The Cambridgeshire Compact

## Working Together - Better Together

### Refresh 2017 – Celebrating its 10<sup>th</sup> Anniversary

#### 1. Introduction

The Cambridgeshire Compact is a partnership agreement between public sector organisations (PSOs) and voluntary and community sector organisations (VCSOs) to improve their relationships and provide a framework within which the sectors can understand what to expect from each other, thereby enhancing effective working together for the benefit of local communities.

Originally produced by a working group of local authorities and voluntary sector lead agencies in Cambridgeshire in 2007, the Cambridgeshire Compact then adopted the National Compact Principles (1998) when they were refreshed in 2009 and 2010.

This document pulls together the local and national principles for ease of reference, highlighting the commitments made, aiming to build on the excellent partnerships that are long established between the sectors and:

- acknowledges the voluntary sector's breadth of knowledge and ideas and agrees to value and utilise these resources when developing policy, strategy and service delivery
- recognises that volunteering adds value to public services and brings about positive benefits to local people and service users
- notes the Cambridgeshire Compact does not override any legal or statutory responsibilities.

At this time of financial challenge and increased demand it is even more important that local organisations work together to address the needs of the local communities they serve.

#### 2. Shared Vision and Values

All partners of the Cambridgeshire Compact:

- Share the common objective of working for the benefit of the communities of Cambridgeshire, and recognise that there is added value in working in partnership towards common aims and objectives.
- Recognise that voluntary and community action is an essential component of a democratic society, and that an independent and diverse voluntary and community sector is fundamental to the wellbeing of society.
- Recognise the diversity of size, resources, membership and working practices among the voluntary and community sector, and the strength that this diversity brings.
- Value the distinct but complementary roles undertaken by public and voluntary and community organisations.
- Work together within a range of partnerships seeking to provide a co-ordinated cross-sector response to the key issues facing local communities in Cambridgeshire.
- Represent information openly and honestly, act with integrity, be accountable for actions, respect confidentiality and declare relevant interests where required.
- Are committed to promoting and striving for equality of opportunity in all areas of work, for all people.

### 3. Shared Commitments to the Cambridgeshire Compact

Together the public and voluntary and community sectors in Cambridgeshire will:

- Work to identify opportunities and resources to enhance and sustain the services available to the people of Cambridgeshire.
- Commit to ensuring sustainability in the planning and provision for services and ensuring effective representation on strategic partnership groups.
- Recognise the important role and contribution of smaller voluntary groups and ensure that they are considered in service planning.
- Build relationships based on mutual respect, and understanding of roles, challenges and constraints facing both sectors.
- Recognise the importance of effective voluntary sector infrastructure organisations to enable the development and representation of the voluntary sector and partnership working.
- Recognise the decision-making role of elected Members / Management Boards of all Cambridgeshire Local Authorities and their responsibilities to provide community leadership including balancing the needs of everyone in the County when allocating resources.

### 4. Benefits of the Cambridgeshire Compact

- Gives a clear sense of how to work together, and what to expect of each other.
- Recognises that sectors working together bring more benefit to communities than working alone.
- Enables both sectors to better manage any disputes or disagreements that may arise by clearly outlining expectations.
- Builds consistent relationships, instead of being dependent on individuals.
- Provides clearer and fairer funding processes.
- Makes sure voluntary organisations are given the chance to express their views and to see how these are taken into account.
- Respects each other's priorities and constraints.
- Supports the development of the voluntary sector's capacity so that groups can do more to meet both their aims and those of their statutory partners, thereby enhancing their contribution to the local community.
- Provides consistency with a county-wide approach.
- Sets a framework for effective consultation, representation and partnership working.

### 5. Compact Outcomes

The Cambridgeshire Compact has adopted the National Compact five key outcomes which an effective partnership between public and voluntary and community sector organisations will help achieve:

1. A strong, diverse and independent voluntary and community sector
2. Effective and transparent design and development of policies, programmes and public services
3. Responsive and high-quality programmes and services
4. Clear arrangements for managing changes to programmes and services
5. An equal and fair society

In order to achieve these outcomes there are a number of undertakings required from both the public and voluntary and community sectors.



## 6. Commitments for Cambridgeshire's Public and Voluntary and Community Sector Organisations

### Outcome 1

#### A strong, diverse and independent voluntary and community sector

##### Undertakings for Cambridgeshire's Public Sector Organisations

- 1.1 Respect and uphold the independence of VCSOs to deliver their mission, including their right to campaign, regardless of any relationship, financial or otherwise, which may exist.
- 1.2 Ensure VCSOs are supported and resourced in a reasonable and fair manner where they are helping the Government fulfil its aims.
- 1.3 Ensure that PSOs recognise the need to resource local support and development organisations to assist VCSOs with their capacity and capability to deliver positive outcomes.
- 1.4 Ensure greater transparency by making data and information more accessible, helping VCSOs to challenge existing provision of services, access new markets and hold government to account.
- 1.5 Consider a range of ways to support VCSOs, such as enabling greater access to state owned premises and resources.

##### Undertakings for Cambridgeshire's Voluntary and Community Sector Organisations

- 1.6 When campaigning or advocating, ensure that robust evidence is provided, including information about the source and range of people and communities represented.
- 1.7 Ensure independence is upheld, focusing on the cause represented, regardless of any relationship they have with any statutory organisation, financial or otherwise.
- 1.8 Ensure that where organisations are engaging volunteers requiring DBS checks the organisation covers the charge, not the volunteers, and work together to streamline processes for DBS checks to encourage volunteering.

### Outcome 2

#### Effective and transparent design and development of policies, programmes and public services

##### Undertakings for Cambridgeshire's Public Sector Organisations

- 2.1 Ensure that social, environmental and economic value<sup>1</sup> forms a standard part of designing, developing and delivering policies, programmes and services.
- 2.2 Consider the social impact that may result from policy and programme development, and in particular consider how these would impact local efforts to inspire and encourage social action and to empower communities.
- 2.3 Work with VCSOs from the earliest possible stage to design policies, programmes and services. Ensure those likely to have a view are involved from the start and remove barriers that may prevent organisations contributing.

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<sup>1</sup> Social value encompasses a broad concept of value by incorporating social, environmental and economic costs and benefits. This means that as well as taking into account the direct effects of interventions, the wider effects on other areas of the economy should also be considered.

- 2.4 Give early notice of forthcoming consultations, where possible, allowing enough time for VCSOs to involve their service users, clients, beneficiaries, members, volunteers and trustees in preparing responses. Where it is appropriate, and enables meaningful engagement, conduct 12-week formal written consultations, with clear explanations and rationale for shorter time-frames or a more informal approach.
- 2.5 Consider providing feedback to explain how respondents have influenced the design and development of policies, programmes and public services, including where respondents' views have not been acted upon.
- 2.6 Assess the implications for the sector of new policies, legislation and guidance, aiming to reduce the bureaucratic burden, particularly on small organisations.

### **Undertakings for Cambridgeshire's Voluntary and Community Sector Organisations**

- 2.7 Promote and respond to public sector consultations where appropriate.
- 2.8 Seek the views of service users, clients, beneficiaries, members, volunteers, and trustees when making representation to public sector organisations. Be clear on who is being represented, in what capacity, and on what basis that representation is being made.
- 2.9 When putting forward ideas, focus on evidence-based solutions, with clear proposals for positive outcomes.

## **Outcome 3**

### **Responsive and high-quality programmes and services**

### **Undertakings for Cambridgeshire's Public Sector Organisations**

- 3.1 Ensure that VCSOs have a greater role and more opportunities in delivering public services by opening up new markets in accordance with wider public service reform measures and reforming the commissioning environment in existing markets.
- 3.2 Consider a wide range of ways to fund or resource VCSOs, including grants, contracts, loan finance, use of premises and so on. Work to remove barriers that may prevent VCSOs accessing government funding, thereby enabling smaller organisations to become involved in delivering services where they are best placed to achieve the desired outcomes.
- 3.3 Ensure transparency by providing a clear rationale for all funding decisions.
- 3.4 Commit to multi-year funding where appropriate and where it adds value for money. The funding term should reflect the time it will take to deliver the outcome. If multi-year funding is not considered to be the best way of delivering the objective, explain the reasons for the decision.
- 3.5 Ensure well managed and transparent application and tendering processes, which are proportionate to the desired objectives and outcomes of programmes.
- 3.6 Agree with VCSOs how outcomes, including the social, environmental or economic value, will be monitored before a contract or funding agreement is made. Ensure that monitoring and reporting is relevant and proportionate to the nature and size of the opportunity. Be clear about what information is being asked for, and why and how it will be used.
- 3.7 Ensure equal treatment across sectors, including reporting and monitoring arrangements, when tendering for contracts.
- 3.8 Recognise that when VCSOs apply for a grant they can include appropriate and relevant overheads, including the costs associated with training and volunteer involvement.

- 3.9 Discuss and allocate risks to the organisation(s) best equipped to manage them. Where prime contractors are used, ensure they adhere to the principles of this Compact in allocating risk. Ensure delivery terms and risks are proportionate to the nature and value of the opportunity.
- 3.10 Ensure that the widest possible range of organisations can be involved in the provision of services through appropriate funding and financing models, for example outcome based payments and payment in advance of expenditure. Payment in advance of expenditure should be considered on a case by case basis where this represents value for money.
- 3.11 Ensure all bodies distributing funds on the PSOs behalf adhere to the commitments in this Compact. This includes the relationship between prime contractors and their supply chains. Demonstrate how funding arrangements and financial support can allow smaller and specialist providers to play a greater part.
- 3.12 Apply the Compact when distributing European funding. Where conflicts arise with European regulations, discuss the potential effects and agree solutions together
- 3.13 Encourage feedback from a range of sources on the effectiveness of the PSOs partnership with VCOSs and how successful it has been in delivering their objectives. Consider placing this feedback in the public domain.

#### **Undertakings for Cambridgeshire’s Voluntary and Community Sector Organisations**

- 3.14 Ensure eligibility for funding before applying and be explicit about how outcomes will be achieved.
- 3.15 Ensure robust governance arrangements so that organisations can best manage any risk associated with service delivery and financing models, including giving funders early notice of significant changes in circumstances.
- 3.16 Be open and transparent about reporting, recognising that monitoring, whether internal or external, is an aspect of good management practice.
- 3.17 Demonstrate the social, environmental or economic value of the programmes and services provided, where appropriate.
- 3.18 Help facilitate feedback from users and communities to the PSO to help improve delivery of programmes and services.
- 3.19 Recognise that the PSO can legitimately expect VCOSs to give public recognition of its funding.
- 3.20 Recognise the need for value for money and accountability in the spending of public funds.
- 3.21 Involve users to the greatest possible extent in the development and management of their services.
- 3.22 Endeavour to make information about their services available and accessible to their communities.

**Outcome 4**  
**Clear arrangements for managing changes to programmes and services**

#### **Undertakings for Cambridgeshire’s Public Sector Organisations**

- 4.1 If a programme or service is encountering problems, agree with the VCOS a timetable of actions to improve performance before making a decision to end a financial relationship.
- 4.2 Assess the impact on beneficiaries, service users and volunteers before deciding to reduce or end funding.

- 4.3 Assess the need to re-allocate funds to another organisation serving the same group.
- 4.4 Where there are restrictions or changes to future resources, discuss with VCOS the potential implications as early as possible, give organisations the opportunity to respond, and consider the response fully, respecting sector expertise, before making a final decision.
- 4.5 Give a minimum of three months' notice in writing when changing or ending a funding relationship or other support, apart from in exceptional circumstances, and provide a clear rationale for why the decision has been taken.

#### **Undertakings for Cambridgeshire's Voluntary and Community Sector Organisations**

- 4.6 Plan for the end of funding to reduce any potential negative impact on beneficiaries and the organisation.
- 4.7 Contribute positively to reviews of programmes and funding practice.
- 4.8 Advise the PSO on the social, environmental or economic impact of funding changes, and on ways to minimise their effects on people in vulnerable situations.
- 4.9 Advise funders early if VCOS are facing funding difficulties.

### **Outcome 5** **An equal and fair society**

#### **Undertakings for Cambridgeshire's Public Sector Organisations**

- 5.1 Work with VCOS that represent, support or provide services to people specifically protected by legislation and other under-represented and disadvantaged groups. Understand the specific needs of these groups by actively seeking the views of service users and clients. Take these views into account, including assessing impact, when designing and implementing policies, programmes and services.
- 5.2 Acknowledge that organisations representing specific disadvantaged or under-represented group(s) can help promote social and community cohesion and should have equal access to state funding.
- 5.3 Take practical action to eliminate unlawful discrimination, advance equality and to ensure a voice for under-represented and disadvantaged groups.

#### **Undertakings for the Cambridgeshire's Voluntary Organisations**

- 5.4 If receiving funding from a PSO, show how the value of the work can help that body deliver its public sector duties on promoting equality and tackling discrimination.
- 5.5 Take practical action, such as through funding bids, to eliminate unlawful discrimination, advance equality of opportunity and build stronger communities.



## **Building Stronger Communities: Community development and neighbourhood community partnerships & projects**

**To: Community Services Scrutiny Committee 18<sup>th</sup> January 2018**

Councillor Richard Johnson, Executive Councillor for Communities

**Report by:**

Debbie Kaye

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**Wards affected:**

Abbey, Arbury, Castle, Cherry Hinton, Coleridge, East Chesterton, King's Hedges, Market, Newnham, Petersfield, Queen Edith's, Romsey, Trumpington, West Chesterton

### **Non-Key Decision**

#### **1. Executive Summary**

- 1.1 As part of the approval of the Council's Building Stronger Communities strategy (BSCS) in June 2017, officers were asked to feedback in January 2018 on progress with delivering the strategy; also to review the future approach to community development work and in particular Neighbourhood Community Partnerships & Projects (NCPs).
- 1.2 The report also provides an update in Appendix A on the Community Centres Strategy work plan.

#### **2. Recommendations**

The Executive Councillor is recommended to:

- 2.1 Approve the revised approach and resourcing of the Council's outreach community development work as outlined in section 4 of this report.
- 2.2 Approve the approach to the funding and support for NCPs from 2018/19 as outlined in section 5 of this report.

### 3. Background

3.1 Community development enables people to work collectively to bring about positive social change. This is a long term process, starting with people's own experience, and it enables communities<sup>1</sup> to work together to:

- Identify their own needs and actions
- Take collective action using their strengths and resources
- Develop their confidence, skills and knowledge
- Challenge unequal power relationships
- Promote social justice, equality and inclusion

The outcome of this capacity building work is to enable people to improve the quality of their own lives; the communities in which they live and societies of which they are a part.

3.2 Community development services thus play an important role in delivering the Council's vision of 'One Cambridge - Fair for All'. Services are delivered through four strands of activity:

- **Core Community Development Work** – this is a 'bottom up' approach, engaging directly with individuals and groups to work on issues that are important to them. It seeks to enable people to gain confidence, knowledge and skills.
- **Neighbourhood Community Projects (NCPs)** – the provision of support and opportunities for residents to participate in formalised project structures in their local area, and deliver projects to address issues and concerns in their local neighbourhood.
- **Outreach Services** – provision of statutory and voluntary sector services delivered in a community setting e.g. digital inclusion, debt advice.
- **S106<sup>2</sup> funded work in to support new communities in areas of major growth** – community development work in new communities.

3.3 There are two drivers for a change in approach:

- To align to the outcomes of the BSCS and opportunities for prioritisation of services to greatest need, as outlined in the original scope of the community provision review.
- The Council's current 3 year funding commitment for Neighbourhood Community Projects (NCPs) will conclude on the 31<sup>st</sup> March 2018. NCPs need clarity on the Council's requirements and support going forward.

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<sup>1</sup> Communities can be defined by geography, identity or interest.

<sup>2</sup> Funding from planning obligations under Section 106 of the Town and Country Planning Act 1990

## **4. Building Stronger Communities**

### **4.1 Principles**

- Responsive outreach service planning targets resource at highest needs alongside thematic priority work.
- Service delivery to residents with the highest needs via Council community centre provision.
- A more flexible resource that can be adaptive to the changing needs of a growing city.

### **4.2 Approach**

- a) Using an evidence base to inform targeted short, medium and longer term service planning from 2018-19.
- b) Aligning the work to strategic objectives, such as the Council's Anti-Poverty Strategy, and engaging with other service areas and partners to maximise outcomes.
- c) Improving confidence, skills and knowledge to improve the quality of lives, and the communities where people live.
- d) Encouraging resident involvement and participation in decisions that affect them.
- e) Encouraging the integration of new and existing communities.
- f) Enable opportunities for people to come together to build stronger communities.
- g) Building the capacity of voluntary groups to help create sustainability.

### **4.3 Impact**

The revised approach will change delivery as follows:

- a) The use of evidence to inform the use of all community development resources.
- b) Scope to address the issue of temporary funding for some areas where there is evidence of need.
- c) A transparent and accountable approach to funding external groups to meet Council objectives.
- d) A better balance between managing buildings and services for the highest need areas of the city.

### **4.4 Staff Resources**

Currently, 76% of community development staff resource is engaged in managing and operating community centres. 12% of staff time is engaged in delivering core community development work and support to the NCPs. As the BSCS is implemented, there may be opportunity to redeploy resources currently focused on centre management and operation to work directly in the highest need areas of the city.

## 5. Neighbourhood Community Partnerships & Projects

- 5.1 Following a review in 2014, funding for the three NCPs was approved to 31<sup>st</sup> March 2018. The groups were encouraged to maximise opportunities for external funding in order to lessen their financial reliance on the Council in future years. The funding available for this work currently totals £84k and this includes support for facilities, staff and project costs.
- 5.2 The Kings Hedges and Arbury NCPs have now merged to form the North Cambridge Community Partnership which is a Charitable Incorporated Organisation (CIO) registered charity<sup>3</sup>. It has a new committee and has taken on the management of Lawrence Way and the service level agreement for Nuns Way Pavilion and the community projects in Arbury and Kings Hedges areas.
- 5.3 Abbey People continue to deliver a range of community projects in the ward. It is currently reviewing its status with advice from the Charities Commission and the Cambridge Council for Voluntary Service (CCVS).
- 5.4 Both NCPs have community workers employed by the City Council which deliver an agreed work plan in each area. Vacancies have arisen over the course of this year which has mean the current workers are on temporary contracts until the end of March 2018 (i.e. until the future approach is clarified).
- 5.5 In order to align to the BSCS, the following changes are proposed:
- NCPs will be asked to submit proposals to undertake community development activity in accordance with the Council's priorities which will then be considered for funding. This will take the form of a 3 year business plan to be agreed in March 2018.
  - A focus on strengthening governance and developing greater independence and sustainability.
  - To encourage partnership working with other local community based organisations.
  - Development of a transparent approach for future use of NCP funding and align this with the community grants process.
  - New NCPs may come forward.
  - The funding for this type of work will sit within the wider community development resource, so that it can be used flexibly to meet the needs of local communities.

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<sup>3</sup> <https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure>



## **6. Implications**

### **(a) Financial Implications**

Initial analysis indicates that the implementation of the BSCS could release funding from facility related costs, which could then be reinvested in new facilities and community development work. More detail will emerge through the detailed feasibility study and as the plan is implemented.

### **(b) Staffing Implications**

The implementation of the BSCS may affect members of staff over a period of time, and consultation with them will take place in accordance with the Council's organisational change policy.

### **(c) Equality and Poverty Implications**

An Equalities Impact Assessment was undertaken as part of the community provision review and no further implications arise as a result of this. The approach further strengthens the positive impact arising from the commitment to align people and resources, as well as buildings, to high need areas.

### **(d) Environmental Implications - None**

### **(e) Procurement Implications - None**

### **(f) Community Safety Implications**

Work in local neighbourhoods may have a positive impact on community safety by working with groups of local people to build confidence and skills to help them to address issues which impact on the quality of their lives.

### **(g) Consultation and communication consideration**

A communication and consultation plan will be implemented.

## **7. Background papers**

Previous reports to this committee have informed this report: 29<sup>th</sup> June 2017; 19<sup>th</sup> January 2017; 30<sup>th</sup> June 2016; 14<sup>th</sup> January 2016; 8<sup>th</sup> October 2015.

## **8. Appendices**

Appendix A – Update on the BSCS Facilities Work Plan

## **9. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Jackie Hanson, Community Funding and Development Manager tel: 01223 - 457867, email:jackie.hanson@cambridge.gov.uk.

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## Appendix A

### Update on the Building Stronger Communities Facilities Work Plan

- A1 Meadows & Buchan Street Community Centres – detailed feasibility work to be completed and reported back to the appropriate Scrutiny Committee:
- Internal Project Board established. Consultation with key stakeholders completed to assess space requirements for the new hub which identified primary health care interest.
  - A draft design brief for the community hub has been developed.
  - Summer full feasibility report scheduled.
- A2 Ross Street Community Centre – design and implement an asset transfer process to explore the leasing of the centre to a voluntary sector organisation:
- County Council’s review of Children’s Centres completed and requirement for nursery provision confirmed.
  - Drafting Invitation to Tender documentation for a concession contract and scoring criteria for consultation with the Executive Councillor, Chair and Opposition Spokes.
  - Aiming to issue tender early 2018.
- A3 Akeman Street – engage the community in the design and development process for the replacement of this community space:
- Assessed options proposed for off-site temporary and a permanent replacement community centre.
  - Developed a draft design brief for the community hub and input into architects draft designs.
  - Community consultation on design options planned for January 2018.
- A4 Trumpington Pavilion - work with Trumpington Residents’ Association towards greater sustainability and complementary activity programming:
- Discussions to begin after the opening and establishment of Clay Farm.

## A5 New Community Centres

- **Clay Farm** – awaiting confirmation of handover date. Centre to open early 2018. Staff team in place. Partnership agreement in place with the County Council.
- **Storey's Field** – awaiting confirmation of handover date. Centre to open early 2018. Staff team in place. The City Council will be the contractor for the management of the centre for the Storey's Field Trust.
- **Darwin Green** – 2 storey community facility in the local centre agreed as part of the section 106 agreement. Trigger for new centre to come on line being renegotiated at present, which if agreed will mean the centre will come on line later (500th occupation). However the revised plan will include a temporary facility from the first occupation to enable community activity to be developed from when residents first move in. The building will be leased to the City Council to manage in the first instance.