



## Cambridge City Council

### Environment and Community Scrutiny Committee

**Date:** Thursday, 16 January 2020

**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 457000

#### Agenda

- 1 Apologies for Absence
- 2 Declarations of Interest
- 3 Minutes (Pages 3 - 22)
- 4 Public Questions

#### Decisions for the Executive Councillor for Communities

- 5 Community Grants 2020-21 (Pages 23 - 46)

#### Decisions for the Executive Councillor for Transport and Community Safety

- 6 Walking Tours (Pages 47 - 56)
- 7 Review of Public Spaces Protection Order for Dog Control (Pages 57 - 92)
- 8 Review Of Use Of The Regulation Of Investigatory Powers Act (Pages 93 - 112)

**Environment and Community Scrutiny Committee Members:** Smart (Chair), Barnett (Vice-Chair), Collis, Davies, Hadley, Martinelli, Payne and Summerbell

**Alternates:** Matthews, O'Reilly and Sheil

**Executive Councillors:** Massey (Executive Councillor for Transport and Community Safety), Moore (Executive Councillor for Climate Change, Environment and City Centre) and Smith (Executive Councillor for Communities)

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## **ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 3 October 2019 5.00 - 6.40 pm

**Present:** Councillors Smart (Chair), Barnett (Vice-Chair), Collis, Hadley, Martinelli, Matthews, Sheil and Summerbell

Executive Councillors: Moore (Executive Councillor for Climate Change, Environment and City Centre) and Smith (Executive Councillor for Communities)

**Also Present:** Councillor Bick

### **Officers:**

Chief Executive: Antoinette Jackson

Strategic Director: Suzanne Hemingway

Head of Community Services: Debbie Kaye

Head of Corporate Strategy: Andrew Limb

Environmental Quality & Growth Manager: Jo Dicks

Sport & Recreation Manager: Ian Ross

Strategy and Partnerships Manager: David Kidston

Streets and Open Spaces Development Manager: Alistair Wilson

Urban Growth Project Manager: Tim Wetherfield

Committee Manager: James Goddard

## **FOR THE INFORMATION OF THE COUNCIL**

### **19/39/EnC Apologies for Absence**

Apologies were received from Councillors Davies and Payne. Councillors Matthews and Sheil were present as Alternates.

### **19/40/EnC Declarations of Interest**

<b>Name</b>	<b>Item</b>	<b>Interest</b>
Councillor Collis	General	Personal: Chair of Abbey People.

### **19/41/EnC Minutes**

The minutes of the meeting held on 27 June 2019 were approved as a correct record and signed by the Chair.

### **19/42/EnC Public Questions**

Members of the public asked a number of questions, as set out below.

1. What practical steps would the city council take in terms of absorbing best business practice into the arts development of the city to ensure that all Cambridge venues, artists and residents thrive in terms of arts access?

The Head of Community Services said the Council's arts development and Cambridge Live services were discretionary services. As part of this, the Council managed a facility, some events and services. It also provided advice, grants and guidance to the sector. It was the responsibility of organisations to manage their own businesses, it was not the role of the Council to provide business guidance.

2. Given that the report (Cambridge Live – Independent Review: Findings & Recommendations) states that "Cambridge Live would have been stronger and more effective if it had worked with the existing providers and community groups and if it had used and learnt from the expertise of the rest of the arts sector. It had a chance to be an organisation rooted in the arts and wider community but it failed to do so. The result was that it lacked the skills to survive and adapt and the ability to call on others for help and guidance", has the council made a decision on its development plans for the old bingo hall / old dot jazz club? If not, how would it rate the cultural & commercial value of a combined arts incubator / subsidised arts office space / arts school / arts studio-rehearsal space in the centre of Cambridge to the life of the city - pulling together a great number of the arts community, truly Cambridge Live - and would it commit to exploring the viability of this with a cross arts / business entrepreneurial team drawn from the city?

The Head of Community Services said the Council was taking a strategic, evidence based approach to cultural infrastructure needs. There was a live consultation taking place, commissioned in partnership with South Cambridgeshire DC, to gather information on creative workspace needs across Greater Cambridge. This would complement work already carried out on the provision of dedicated professional cultural space across the same footprint. This process of building a robust evidence base was a key part of developing a cultural infrastructure strategy, which would inform

future planning in Cambridge. It was important to look at questions of cultural infrastructure over the region, rather than in a piecemeal way

3. Given the financial losses incurred by the unfortunate failure of Cambridge Live, has the council ever considered the financial opportunity of repurposing the much loved but acoustically tricky Cambridge Corn Exchange as prime location business offices, and using the income derived from such a sale to create a world class concert / arts venue (see Sage Gateshead (<https://sagegateshead.com/> as an example), able to service the full range of arts & audiences (including deprived areas of the city), while acting as a landmark venue in the East of England? If not, will it commit to exploring whether this idea is financially viable to recoup costs incurred by Cambridge Live's demise, while also increasing the cultural offering / spend in to the city by residents and further afield? And if not, why not?

The Head of Community Services said the Council would be looking at cultural infrastructure requirements (in light of answer 2 above) as well as other improvements as part of the Council's commitment to retaining the Corn Exchange. The Council would also work with the Local Enterprise Partnership/Combined Authority as they undertake work requested by Government to develop a local Industrial Strategy which would cover arts and culture requirements.

#### Supplementary Question

Public speaker: It was a hard hitting report and I was disappointed that we didn't make as a city the most of what could have been a real success. We had a previous City/South Cambs District Council strategy for the arts under Cambridgeshire Horizons that ended in 2016, and many of the things it called for like a large concert hall were not delivered, why are the things we needed for a growing population not delivered? What cultural facilities do we need for growing population and how does that link into public transport (Stagecoach are not talking to leisure providers on bus routes)

The Head of Community Services said the Cambridgeshire Horizons documents were now out of date but the recommendations were still pertinent. This would be followed up in the Council's study. For example liaising with Stagecoach on transport infrastructure for art providers.

The Executive Councillor for Communities said the Industrial Strategy needed to represent the needs of Cambridge and she would ensure it did.

4. What support can you offer independent arts producers in future? Especially under the growing financial strain of the current government?

The Head of Community Services said as part of the arts development activity Cambridge City Council ran Cambridge Arts Network (an on-line networking and information resource) and an annual conference. Arts Development Officers also provided advice and guidance on request, they were keen to signpost people with questions to the experts in that team.

5. Raised the following points:

- i. What scope is there to fund murals, busts and statues as part of commemorating Vote100 & beyond and the women who made Modern Cambridge?
- ii. Next year – Cambridge will hopefully celebrate the centenary of the appointment of our first women magistrates in 1920.
- iii. We have high quality source materials to work from. (Showed pictures of two artworks – large murals would cost about £8,000 – and a photo of Eva Hartree, first woman mayor.)

The Urban Growth Project Manager responded:

- i. The availability of S106 funding held by the City Council for all types of future off-site public art was running down and was unevenly spread across the City, as set out in the Public Art Commissioning report featured in the Committee's agenda papers for this evening's meeting. However, as set out in previous public art reports, the scope for funding public art in Cambridge (like the suggestions mentioned in the question) need not be limited to those commissioned by the Council. Developers could provide public art as part of their new developments. Other sources of funding can also be explored (for example, from businesses and other institutions in Cambridge or from benefactors with connections to the city).
- ii. The City Council had already allocated (in June, 2018) £30,000 of public art S106 grant-funding for a proposal from Unison to mark the 100th anniversary of Representation of the People's Act; and to celebrate the courage and resilience of the women of Cambridge. The vision for this project was to engage Cambridge residents and tell the story of women's lives and how women have contributed to the way Cambridge has developed since 1918, both politically and socially. The artist appointed by Unison would create opportunities for local residents to get involved in the development of the artwork. This reflects the rallying call from

Suffragette(\* - **see below**) and former Cambridge councillor, Clara Rackham, in her speech to the National Council of Women in Cambridge in 1962 - that we must remain “eternally vigilant!”. The project is called “Women at Work” and is due to be completed in March, 2020.

- iii. Recognising that remaining off-site public art funds are limited, the Council is in the process of developing a Public Art Strategy. This would help to make sure that suggestions for the use of off-site S106 funds for particular public art projects are considered in the context of other public art proposals, which are also seeking funding from the same finite resources.

Supplementary Points

- i. Correction by public speaker: Clara Rackham was a Suffragist not a Suffragette.
- ii. There was a huge opportunity for the city and university to get together and pool ideas and resources to really leave a lasting legacy. We lost two titans this year – Michael Marshall and Nigel Gawthrop – is there scope to work with family estates to establish an institute for local history?

The Executive Councillor for Communities responded:

- i. She was happy to talk about an exhibition (here or in another public building) to display the fantastic photos and the information from the talks you’ (the public speaker) have done.
- ii. As we develop public art policy – we can set a steer and give ideas and guidance to companies who are developing public art. There are future projects coming up where we still have some control – I look forward to celebrating Clara Rackham, and others with connections to the ward in Romsey. We need to keep talking about this and keep it on the agenda.

6. Raised the following points:

- i. We applaud the Council's policy to develop charging infrastructure for electric vehicles.
- ii. We also applaud the strategy to further develop Car Clubs (objective 3.6 within the Climate Change Strategy).
- iii. Q: Please, will you consider the combination of these two progressive measures as a means to accelerate the zero carbon agenda, towards 2030? Dedicated Car Club parking bays are the perfect opportunity within strand 11 of the EV Infrastructure Strategy to deliver a vision of shared electric mobility, as already demonstrated in Oxford.

The Environmental Quality & Growth Manager responded:

- i. The City Council through its 'Air Quality Action Plan' and this 'Electric Vehicle and Infrastructure Strategy' supported the need for reduction in individual car use through car clubs.
- ii. On the specific ask to deliver dedicated EV Car Club bays as part of section 11: On Street Charge Point Provision, this was something that would need to be taken forward in partnership with highways colleagues at the County Council. This is because any alteration to public highway allocation, markings, signage and other street furniture such as a charging post must be approved by the relevant transport authority (in this case Cambridgeshire County Council).
- iii. Acknowledged the merits of the suggested approach and will seek opportunities to facilitate charge point provision for car club spaces through the processes and networks set out in this strategy.

#### Supplementary Points

Public Speaker:

- i. One parking space had already been identified on the Accordia Estate where a street light could be used as an electric vehicle charging point.
- ii. It was left to the City and County Council to liaise on how to provide the facility as the light provider was happy to.

The Environmental Quality & Growth Manager responded the officer's report was a statement of intent that the City Council wanted to work with partners.

The Executive Councillor for Climate Change, Environment and City Centre undertook to liaise with the County Council about the parking bay charging point.

### **19/43/EnC Electric Vehicle and Electric Vehicle Charging Strategy**

#### **Matter for Decision**

Moving to a future where electric vehicles are the norm, presents many challenges both technical and social and as a lower tier authority Cambridge City Council only has control over some aspects of the transition.

Key areas where we can act and those where we are taking action are identified in the Electric Vehicle and Infrastructure Strategy document and



include Taxi Licencing; Fleet; Planning; and the management and operation of our car parks and housing developments.

The document sets out the approach of Cambridge City Council in identifying those areas where we can take a lead and where funding opportunities exist. Where opportunities for grant-funding exist, and the City Council is the appropriate lead, we will pursue that funding.

Where there is an obvious need to provide infrastructure on a commercial basis e.g. within our car parking asset, the aim is to engage the market and find a financially manageable solution.

### **Decision of Executive Councillor for Climate Change, Environment and City Centre**

- i. Acknowledged both the opportunities, and limitations of Cambridge City Council's role in supporting the transition to Electric Vehicles as set out in the appended Electric Vehicle and Infrastructure Strategy.
- ii. Endorsed the recommended strategic approach notably:
  - a. The key areas for action within Cambridge City Council (Car parks, Taxi licencing, planning policy, commercial property and Housing.)
  - b. Identification of Government, public and commercial sources of funding; and
  - c. Working in partnership with other relevant authorities (County Council, Other Districts, Greater Cambridge Partnership, the Combined Authority to identify and deliver electric vehicle support in areas where it is appropriate for others to take the lead.

### **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 Environmental Quality & Growth Manager.

The Environmental Quality & Growth Manager said the following in response to Members' questions:

- i. The purpose of the strategy was to set out how many officers/organisations were involved in projects and who could do what.
- ii. The strategy set out performance indicators the council had signed up to. The aim was to match projects against funding available. The document was not 'fixed', metrics could be developed/amended in future as the Electric Vehicle and Infrastructure project developed.
- iii. A fleet review was being undertaken. The aim was to replace a significant number of vehicles with electric ones. A framework was being put together for a cost/benefit analysis.

The Executive Councillor said vehicles would be replaced by electric ones where practicable at the end of their working life.

- iv. The council was trying to facilitate car club spaces with charging points for electric vehicles with partners. There were a number of schemes where this was being championed.
- v. The City Council were looking to liaise with other councils to learn from their experience. The Environmental Quality & Growth Manager had already liaised with Dundee and Oxford.
- vi. Owner/occupiers could install charging points on their driveways etc. These were harder to install on-street as the Highways Authority managed the highway. Drivers could access rapid charge points at petrol stations.
- vii. Referred to details in the Officer's report concerning the electrification of the Stagecoach bus fleet. This was not the responsibility of the City Council, but the Greater Cambridge Partnership had some influence. There was a statement of intent in the report that diesel buses would be replaced with electric ones.

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.

### **19/44/EnC Clean Air Zone City Council Policy Position Statement**

#### **Public Question**

Councillor Bick addressed the committee as a Ward Councillor and Greater Cambridgeshire Partnership representative.

- i. Welcomed the Officer's report. Hoped this would encourage Greater Cambridgeshire Partnership to develop a long term strategy to address issues.
- ii. Agreed it is a priority to apply the clean air zone to Class A vehicles as they were needed to service the city so had to be 'clean'.
- iii. Other cities had imposed clean air zones.
- iv. Queried if the clean air zone would apply to delivery vehicles in future.
- v. Agreed the clean air zone should not be applied to private motor vehicles yet. Public realm improvements, road safety and congestion needed to be reviewed in future. A way to reduce the number of vehicles on the road would be welcome (instead of changing 'polluting' vehicles to 'clean' without reducing the overall number).

The Executive Councillor responded:

- i. The City Council was responsible for clean air, but Greater Cambridgeshire Partnership had the power to actually take action on this and mitigating congestion.
- ii. The City Council was working with Greater Cambridgeshire Partnership to influence them.

### **Matter for Decision**

The report set out below aims to acknowledge the work done to date and to reiterate the City Councils on-going support for a significant transport intervention to cut road traffic emissions and improve air quality.

In acknowledging the findings of the Greater Cambridgeshire Partnership funded Clean Air Zone Feasibility Study, delivered by the City Council in February 2019, the Council seeks to reinforce the key findings and recommendations.

Officers would like note the importance of the on-going independent Citizens' Assembly organised to help inform any transport interventions to be taken forward by the Greater Cambridgeshire Partnership.

The combination of a significant technical evidence base supporting an intervention to curb road traffic emissions and a robust independent, representative view of potential interventions from the Citizens' Assembly should lead to a comprehensive proposal for a package of measures to be considered by the Greater Cambridgeshire Partnership board in December 2019.

The City Council will work with the Greater Cambridgeshire Partnership to support such a package of measures to include actions to significantly improve air quality in the City for the medium and long term.

The City council also notes the recent public commitment by all the UK major bus operators to *'Only purchase next generation ultra-low or zero emissions buses from 2025 (but starting this process by 2023 in some urban areas).'*

### **Decision of Executive Councillor for Climate Change, Environment and City Centre**

Agreed to:

- i. Support the contents of the Cambridge Clean Air Zone (CAZ) feasibility study and its key finding that:

***'Without intervention and with the expected doubling of the bus fleet, there is a risk that the air quality in Cambridge will not improve over the next decade.'***

- ii. Support the key recommendations of the CAZ feasibility study, namely,
  - a. Without intervention and with the expected doubling of the bus fleet, there is a risk that the air quality in Cambridge will not improve over the next decade. Air pollution accounts for 106 deaths each year in Cambridge and South Cambridgeshire.
  - b. The most effective interventions are those focussed on improving the whole bus fleet to cleaner vehicles through a charging Clean Air Zone 'Class A' (all buses and coaches to be Euro 6, diesel taxis to be Euro 6 and petrol taxis to be Euro 4). This would deliver compliance with the limit value for Nitrogen Dioxide (NO<sub>2</sub>) across most of the city in 2021.
  - c. The most effective intervention to improve air quality and protect public health **in the long term** is a charging 'Class D' Clean Air Zone which includes all vehicles. Improvement in the bus fleet should be a priority due to their large contribution to emissions. It is recommended that focus is given to improvement in the vehicle fleet within the city centre area by 2021. It is expected that the implementation of a Clean Air Zone would take approximately 18 months.
  - d. By 2031, reductions in concentrations across the whole of Cambridge will bring further public health benefits. Introducing a more ambitious charging CAZ (including light goods vehicles, buses and coaches to be 'Zero Emission Vehicles (ZEV) or ' Ultra Low Emission Vehicles

(ULEV)) is predicted to reduce NO<sub>2</sub> levels to below 80% of the air quality objectives across Cambridge; it is recommended that this option is pursued.

**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 Environmental Quality & Growth Manager.

In response to the report Councillors commented that parents left their vehicle engines idling outside schools whilst waiting for children. Queried actions being taken to address this.

The Environmental Quality & Growth Manager said:

- i. The issue was being reviewed.
- ii. The County Council and schools were trialing a no-idling zone outside two schools in 2020. The impact would be monitored. Various schools had volunteered for the trial.
- iii. Street management was the responsibility of the transport authority (Highways Authority).

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.

**19/45/EnC Annual Climate Change Strategy, Carbon Management Plan And Climate Change Fund Update Report****Matter for Decision**

The Officer's report provided an update on progress during 2018/19 on actions to deliver the five objectives of the City Council's Climate Change Strategy 2016-21. As part of this, the report includes an update on progress in implementing the Council's Carbon Management Plan which details the

actions the Council will take to reduce carbon emissions from its estate and operations.

The report also provided an update on:

- i. The current position of the Climate Change Fund, which provides support to projects that help to reduce the Council's own carbon emissions and/or manage climate change risks to Council staff and property.
- ii. The council's Greenhouse Gas Emissions for 2018/19.
- iii. A proposed response to Shepreth Wildlife Park's Plastics Pledge

### **Decision of Executive Councillor for Climate Change, Environment and City Centre**

- i. Noted the progress achieved during 2018/19 in implementing the actions in the Climate Change Strategy and Carbon Management Plan.
- ii. Approved the proposed response to Shepreth Wildlife Park's Plastic Pledge (as set out at Appendix E of the Officer's report).

### **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.

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

- i. Ward clean up days were run by the Shared Waste Service and Housing Service. There were a number of clean up days run across the city over the year. Undertook to liaise with these services to ascertain if more clean up days could be offered.
- ii. Will follow up if participating in the 50 Fountains Challenge is practicable.
- iii. The Council delivered or funded a number of activities in 2018/19 to encourage and support Council staff, residents and businesses to reduce single-use plastics such as promoting the 100 plus drinking water taps in Cambridge which can be found on the Refill app, including free drinking taps and fountains such as the new one installed by the Council on Parkers Piece.

- iv. The council has a target to reduce carbon dioxide emissions from its estate and vehicle fleet by 15% by 2021, with an aspiration to achieve a 20% reduction by this date. The council had implemented a number of carbon reduction projects (see Officer's report for details) as set out in the Carbon Management Plan. Officers were actively pursuing carbon reduction across the estate and vehicle fleet.
- v. In March 2016, the Council set an aspiration for the city of Cambridge to achieve zero carbon status by 2050. The UK Government's new national target is in-line with this, as is the most recent advice from the United Nations Intergovernmental Panel on Climate Change (IPCC) and the UK's Committee on Climate Change. In February 2019, the Council had called upon the Government to give the Council and other local partners the powers needed to make Cambridge zero carbon by 2030.
- vi. Undertook to find out more details for Councillors about advertising and promotion of the new car club scheme jointly with Cambridgeshire County Council, which allows residents to hire vehicles for short periods, reducing the need for car-ownership.
- vii. The Council has increased cycle parking provision, by providing 55 new stands with 110 parking spaces across a number of sites. This included 2 cargo bike parking bays at Queen Anne Terrace car park. Undertook to find out more details for Councillors regarding scope for more cargo bike spaces in future.

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.

### **19/46/EnC Updates to the Playing Pitch and Indoor Sport Strategies**

#### **Matter for Decision**

The Officer's report provided an update on the Playing Pitch and Indoor Sport Strategies action plans for the City, which were adopted in June 2016.

The strategies include action plans which have been updated to reflect completed works to date, and prioritisation of identified project areas, along with the addition of new opportunities for investment to include Tennis, Bowls, Rowing and Canoeing, to be included for consideration for funding from

existing and future S106 Developer Contributions or Community Infrastructure Levy (CIL) funding for Outdoor, Indoor and Swimming funds.

### **Decision of Executive Councillor for Communities**

- i. Approved the updated project lists in appendices 1 and 2 of the Officer's report to for Indoor and Outdoor Sports projects for inclusion into the City's Playing Pitch and Indoor Sport Strategies for potential investment as strategic project areas for use of Indoor and Outdoor S106/CIL Developer Contributions.
- ii. Adopted Tennis and Bowls projects listed in appendices 3 & 4 of the Officer's report for inclusion into the indoor sport and playing pitch strategies for potential investment as strategic project areas for use of Indoor and Outdoor S106/CIL Developer contributions.
- iii. Adopted Rowing and Canoeing projects listed in appendix 5 of the Officer's report for inclusion into the Playing Pitch Strategy for potential investment as strategic project areas for use of Outdoor S106/CIL Developer contributions.

### **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 Community, Sport & Recreation Manager.

The Community, Sport & Recreation Manager said the following in response to Members' questions

- i. Community use agreements were wide ranging to encourage the public to participate in sports at the centres, and include a provision for meetings with the centres management teams to monitor progress, accessibility and usage of the public sessions at their sites.
- ii. Multi-use game areas in the city can facilitate volley ball, but most sessions are played indoors. In the summer temporary courts are setup mainly by the language schools & colleges for informal games in the open spaces such as Parkers Piece, but there are no permanently marked grass courts at present.



- iii. The Council worked with different partners to encourage the public to access different sports facilities, and now negotiate a range of times too, with Netherhall Sports Centre facilitating Exercise Referral sessions at the new Gym during school hours.
- iv. S106 agreements all included triggers when developers should pay over the sporting contributions if the developments go ahead, and range from levels of occupation of completed units to “upon commencement” terms.

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.

## **19/47/EnC Jesus Green Lido Improvements**

### **Matter for Decision**

A range of investigatory work was being undertaken at the Jesus Green Lido to consider current issues, future requirements and options to achieve these. This includes investigative work and structural assessment of the current buildings and pool tank along with potential investments required to maintain them for either their continued use or provide replacement facilities.

### **Decision of Executive Councillor for Communities**

- i. Approved the phased approach outlined in this report to implement short term and consider longer term improvements to Jesus Green Lido.
- ii. Approved, subject to business case approval, the use of all remaining S106 developer contributions collected under the ‘swimming pool’ contribution type for eligible improvements at Jesus Green Lido proposed in this report. This includes unallocated swimming pool S106 contributions already received and those received in future.
- iii. Agreed to de-allocate £250,000 of generic S106 contributions from the Jesus Green Rouse Ball Pavilion project, so that these funds can, instead, be made available for other projects to mitigate the impact of development in Cambridge (that is, £125,000 back to community facilities S106 funds and £125,000 back to outdoor sports S106 funds).

### **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 Sport & Recreation Manager.

The Sport & Recreation Manager said the following in response to Members' questions:

- i. Phase 1 will continue and not be reported back to committee. Anything concerning phase 2 would come back to committee for consideration.
- ii. Project phase two: Officers would liaise with stakeholders to identify possible options and additional investments to improve the facility, and considered as part of the new leisure contract offer from October 2023 onwards. Any future proposals would also require approval from both elected members and planning permissions.

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.

## **19/48/EnC Public Art Commissioning**

### **Matter for Decision**

Over the last couple of years, public art reports to this committee have taken a two-pronged approach, focussed on the following:

- i. Developing a Public Art Strategy, which includes proposing a framework and associated principles new public art commissions; and
- ii. Bringing forward a few public art commissions prior to the development of the Public Art Strategy, in order to make effective and timely use of existing time-limited S106 contributions.

While progress continues to be made on developing the Public Art Strategy, research and advice received from external public art specialists has underlined the need to work closely with the shared Planning Service as it

reviews related planning policies. Officers aim to report back on the Strategy in the first half of 2020/21.

In the meantime, this latest report provided updates, which had been scheduled for this committee meeting:

- i. The need to commission a public art project in/ around Trumpington ward's boundary with Petersfield and Coleridge.
- ii. The need to take stock of the River Cam public art programme.
- iii. Other proposals that could be developed ahead of the development of the Public Art Strategy.

### **Decision of Executive Councillor for Communities**

Agreed to:

- i. Allocate up to £90,000 of S106 public art contributions to develop the 'Art of Play' public art project in accordance with the outline brief in Appendix A of the Officer's report.
- ii. De-allocate £330,000 of public art S106 contributions currently allocated to the River Cam public art programme;
- iii. Instruct officers to develop proposals for the following projects and report back to this Committee in 2020/21, so that the project proposals and associated s106 funding allocations can be considered:
  - a. A public art project in/around Trumpington ward's boundary with Petersfield and Coleridge, using up to £75,000 of time limited, local s106 contributions (if these cannot be related to the 'Art of Play' public art project);
  - b. A public art project in Romsey ward using time-limited public art S106 contributions that have to be contractually committed during 2023; and
  - c. A city-wide urban art project and associated urban art space at Newmarket Road roundabout subway, in accordance with the concept proposal in Appendix C of the Officer's report.

### **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 Streets and Open Spaces Development Manager.

In response to the report Councillors asked if the council used outside agencies for public art instead of in-house providers. The Streets and Open Spaces Development Manager said there were a number of providers who the council used as consultants.

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.

**19/49/EnC Cambridge Live - Independent Review: Findings & Recommendations****Matter for Decision**

Following the decisions taken by this Council, and by Cambridge Live, to end the contract for services with Cambridge Live, and transfer all its staff and undertakings to Cambridge City Council, a review was commissioned into the events that led to this point.

A review has now been conducted by an industry expert, Mark Taylor, on behalf of the East of England Local Government Association.

The review reported on an investigation into events that are seen very differently from different viewpoints, and finds that both the Council and Cambridge Live could have acted differently at key points, in ways that might have increased the chances of the independent trust developing into a successful and viable entity for the long-term. It highlights the learning from other trusts, in particular that the first five years at least of a new trust are often difficult, and that establishing a trust with an intention of achieving savings is unlikely to create a sustainable basis from which to build a thriving organisation.

The intent of the report is not to cast blame on any individual or organisation, but to highlight areas where lessons can be learned, which might be valuable

in managing other arms-length relationships, or in any future decision to create an arms-length trust.

The review has the benefit not only of hindsight into what happened, but also of the passing of time in respect of other organisations, to give a different view on trust formation from that which was taken at the time of the trust's formation.

This review did not examine in depth the financial position of Cambridge Live. Members will be informed separately when the auditors complete the accounts for the trust, on the balance sheet at the point of transfer.

### **Decision of Executive Councillor for Communities**

Noted the report, and to ask officers to consider how the learning might best be applied to current and future relationships.

### **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 Strategic Director.

The Committee noted the report referred to "An unnecessary and unhelpful hostility was allowed to build up between the two organisations". (Cambridge Live and the City Council.) Queried why did this happen and could it have been avoided.

The Strategic Director said the following in response to Members' questions:

- i. Part of the Cambridge Live role was to seek private sector sponsorship. The City Council will seek sponsorship in future.
- ii. The report said there were some difficult relationships between Cambridge Live and the City Council. Officers tried to make the relationship work. Other arms-length organisations reported the same issue.

The Chief executive said the two organisations were trying to establish their own identities (when Cambridge Live was set up) so needed to recalibrate their relationship. She was not aware of any issues at the time but the report said there was a difficult relationship.

The Committee unanimously resolved to endorse the recommendation.

The Executive Councillor approved the recommendation.

**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 6.40 pm

**CHAIR**



Item

## COMMUNITY GRANTS 2020-21

**To:**

Councillor Anna Smith, Executive Councillor for Communities  
Environment & Community Scrutiny Committee 16/01/2020

**Report by:**

Jackie Hanson, Community Funding and 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, community, and not for profit organisations. It provides an overview of the process, eligibility criteria and budget in Section 3 and Appendix 1 details the applications received with recommendations for 2020-21 awards.
- 1.2 Information is also provided on the Area Committee Community Grants (3.12), Neighbourhood Community Project funding (3.13), VE Day Celebration Grants (3.14), the Corporate Grants Gateway (3.15-18), and Volunteer for Cambridge (3.20).

### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 Approve the Community Grants to voluntary and community organisations for 2020-21, as set out in Appendix 1 of this report, subject to the budget approval in February 2020 and any further satisfactory information required of applicant organisations.

### 3. Background

3.1 The Community Grants fund was established in 2015-16 following a review of Community and Arts and Recreation Development Grants. In June 2018 an additional funding priority, 'reducing poverty', was added to the priorities listed below.

3.2 **The priorities and outcomes** for the Community Grants fund are 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 highest need, to enable them to access one or more of the funding priorities:

- Sporting activities
- Arts and cultural activities
- Community development activities
- Reducing poverty activities
- Legal and/or financial advice
- 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 need

**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 **Budget** – there is a budget of £1,100,000 available for Community Grants 2020-21 subject to approval of the Council's budget in February 2020. This is made up as follows:

- £945,000 core budget of £900k 2018-19 plus inflation (2 years)
- £55,000 added from the NCP review (see 3.13)
- £100,000 approved in the Budget Setting Report for one year only

3.4 £70,000 of this amount is allocated to Area Committee Community Grants as in previous years leaving £1,030,000 available for the main grant round.



- 3.5 The 2020-21 Community Grants programme opened in August 2019 for applications and closed on 1st October 2019. A communications and publicity plan was implemented including a press release, newsletter articles, workshops, emails, networking and targeted conversations to promote the grant fund.
- 3.6 A range of activities have been undertaken to support organisations to understand the funding criteria and requirements needed for a successful application, including:
- Attending organisation's 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 funding providers
- 3.7 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.
- 3.8 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 legislation and currently represents good value for money with this budget having to find 40% of any award made under the Business Rate Retention Scheme.
- 3.9 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.
- 3.10 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

3.11 If the recommended awards are approved there will be £43,496 remaining for officers to consider enquiries or projects during the year.

3.12 **Area Committees** - the Area Committee grants round has been widely promoted and following the closing dates for applications, assessments will be undertaken and reports taken to each area committee with recommendations for funding. The chart below shows the amount available by area:

Area Committee	2020-21
North	£24,220
East	£21,140
South	£17,780
West Central	£6,860
<b>Total</b>	<b>£70,000</b>

3.13 **Neighbourhood Community Projects Funding** – in order to align to the Building Stronger Communities strategy, in January 2018 the Executive Councillor for Communities agreed to merge this fund with the Community Grants budget and process to ensure a transparent and accountable approach. Following a transitional period of support for previously funded groups this merger has been implemented for 2020-21.

3.14 **VE Day Celebration Grants** – from the remaining funds available in 2019-20 groups have been invited to apply for up to £500 for events and activities celebrating the 75<sup>th</sup> Anniversary of VE Day. This is a light touch application, assessment and award process to support local community celebrations.

3.15 **Corporate Grants Gateway** – in 2018 at this committee the executive Councillor for Communities approved a review of grants to VCS organisations across the Council to achieve greater transparency, consistency and accountability and to explore the potential for the development of a single grants gateway for major grants.

- 3.16 The Grants Gateway has been implemented for the 2020-21 funding round for the following funds:
- Community Grants
  - Area Committee Community Grants
  - Homelessness Prevention Grants
  - Sustainable City Grants
- 3.17 These funds are now managed by one team using the same process and timescale. The awards are considered across the funds at the same time to ensure a consistent and accountable process by experienced officers from the different service areas. The funds remain within their appropriate portfolios for decision making and to ensure alignment to each fund's strategic priorities.
- 3.18 Now that processes have bedded in this year, the 2021-22 funding round will consider offering some multi-year (up to 3-year) funding allocations to:
- Provide greater stability for projects which require more than one year to develop and deliver
  - Increase the sustainability of the sector at a time when organisations are experiencing greater financial pressures
  - Reduce the administrative load and refocus time on outcomes, monitoring and voluntary sector support
- 3.19 **Voluntary Sector Support** - the Grants Team continue to work in depth with a range of organisations to help them develop good governance and policies and also work in partnership to support the sector.
- 3.20 **Volunteer for Cambridge 2019.**  
Following a review of Volunteer for Cambridge Fair 2018, organisations raised a number of issues they were facing with the recruitment and retention of volunteers. In response to this feedback a Volunteer for Cambridge 2019 conference was held on 4<sup>th</sup> November titled Market, Manage, Motivate. The conference offered workshops on inclusive, flexible, attractive and business volunteering.
- 3.21 Over 80 people attended the conference and the feedback was overwhelmingly positive, with every aspect of the event rated excellent or good. Plans have already started for the Volunteer for Cambridge Fair this year which will be held on Saturday 24<sup>th</sup> October 2020.

## **4. Implications**

- a) Financial Implications** - Set out in 3.3, 3.4 and 3.12 of the report
- b) Staffing Implications** - There are no staffing implications
- c) Equality and Poverty Implications** - Equalities Impact Assessments were carried out as follows:
  - January 2015 on the implementation of the Community Grants Fund
  - June 2018 on the review of funding for anti-poverty projects
- d) Environmental Implications** - Funded organisations are expected to have or develop environmental policies.
- e) Procurement Implications** - 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** - Some of the funded projects will have a positive impact on community safety.

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

Applicants were notified when this report was published detailing recommended awards, giving an indication of proposed funding from April 2020. 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.

## **6. Background papers**

No background papers were used in the preparation of this report.

## **7. Appendices**

Appendix 1 – Community Grants 2020-21 Award Recommendations

## **8. Inspection of papers**

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](mailto:jackie.hanson@cambridge.gov.uk)

## Appendix 1 – Community Grant Award Recommendations 2020-21

The following recommendations are subject to the confirmation of the Council's budget in February 2020 and in some cases, the receipt of satisfactory information from applicant organisations (this could include projects, finances, governance etc.)

- The funding and purpose will be detailed in grant agreements
- Figures in brackets are the numbers of beneficiaries
- Where no funding is recommended, or not the full amount requested, it is due to one or more of the reasons stated in **3.10** of the report
- DRR – Discretionary rate relief amount will be confirmed when rateable values are available

No	Group	Activity	Full Cost	Request	Grant	2019-20
1	Abbey People - run and facilitate activities and events; networking; responding to identified needs within the local community	Programme of activities: 1. Weekly young people's group, sessional work, signposting and support (60 all city) 2. Events: Big Lunch, summer trips, xmas event (700) 3. Community shop-office: information, support, drop in sessions (art, clothing repair, employment, volunteering) Space for emerging groups, and advice surgeries (500)	45,976	26,546	<b>£24,000</b>	<i>Funded from another budget</i>
2	Abbey People	20% DRR 15 Barnwell Road, CB5 8RG (1-500 all city)	746	746	<b>£746</b>	<i>new</i>
3	Age UK - improve the lives of older people, provide a range of services and prevent isolation	20% DRR Cherry Trees, St Matthews Street CB1 2LT (21 city bens per week)	358	358	<b>£358</b>	<i>348</i>
4	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	Support for social enterprises with the greatest potential to address the city's grant priorities and benefit city residents. Work with mature social enterprises; increase skills and sustainability of new social ventures, nurture next generation of social entrepreneurs; 4 x 2 hr workshops to address issues around starting up and running a social enterprise; 2 x 6 month civic innovation challenges to address social challenges in the city eg social isolation, mental health or food security; informal CEO network focussing on sustainability (280 + 30 organisations, 10 Civic Innovation Challenges) <i>Funded activity to be agreed with Grants Manager</i>	26,495	12,995	<b>£7,000</b>	<i>7,000</i>
5	Allia Ltd	10% DRR The Future Business Centre, Kings Hedges Road CB4 2HY (10 orgs, 90 city residents) 10% DRR 47-51 Norfolk Street CB1 2LD. Future Business Enterprise Hub (10 orgs, 450 city residents)	2,318	2,318	<b>£2,318</b>	<i>2,250</i>

No	Group	Activity	Full Cost	Request	Grant	2019-20
6	Arbury Community Association - independent community centre	20% DRR Arbury Community Centre, Campkin Road, CB4 2LD (50,000:45,000 city; 80 voluntary orgs)	740	740	£740	718
7	BackaYard Health – raise awareness of link between obesity and type 2 diabetes in the Afro Caribbean community wellbeing via exercise	Strength, aerobic and dance based exercise encouraging the BAME community but open to all. One hour classes x 3 days pw x 18 weeks at Ross Street or Brownsfield community centres. (60 all city) <i>Signpost to Active Lifestyles team</i>	3,952	3,628	£0	<i>new</i>
8	Bangladesh Welfare and Cultural Association Cambridge - facilitate the effective integration of the Bengali community	Independence Day cultural event and day trip (300:165) Male/female multi sports, youth football and female only swimming (200:130 city)	7,610	4,710	£0	
9	Bath House Association - affordable community meeting/office space	20% DRR The Bath House, Gwydir Street, CB1 2LW (810:580 city, 6 orgs)	145	145	£145	140
10	Boishakhi Cultural Association promotes Bangladeshi culture, organises social/cultural activities	1 seaside summer trip (125 all city) <i>Fund contribution towards coach hire only</i>	1,640	1,015	£800	760
11	Cambridge 105 FM Radio - OFCOM licensed community radio station; volunteers trained to produce/broadcast programmes	20% DRR Unit 9a, 23-25 Gwydir Street, CB1 2LG (8,000, 40 groups, 129 volunteers)	200	200	£200	194
12	Cambridge African Network - Africans and the public to interact to promote general wellbeing and community engagement	Dance and fitness activities for children and adults (100:80 city)	1,470	1,170	£800	<i>new</i>
13	Cambridge African Network	Annual summer seaside trip (80:64 city) <i>Fund coach hire only</i>	1,500	700	£600	600
14	Cambridge African Network	Black History Celebration event at Storey's Field Centre x 13 hours (180:145 city) <i>Fund venue hire only</i>	1,700	700	£450	440
15	Cambridge African Network	Employment workshop x 6 hours with recruitment and employment expert and employment law expert (150:120 city)	1,100	800	£0	<i>new</i>

No	Group	Activity	Full Cost	Request	Grant	2019-20
16	Cambridge and District Citizens' Advice Bureau - provide advice people need for the problems they face and influence change for the better	Provide free generalist legal and specialist debt and money advice to city residents. 5 days a week drop in, phone, email and appointments providing triage assessments and signposting; generalist and specialist advice. Outreach generalist advice at Council Customer Contact Centre. Virtual advice services via touch screen kiosks with "digital assistants" at partner organisations. Development of website (2,000 users per month) linking with social media. Volunteer promotion, recruitment and training (112). Partnership working e.g. Help Through Crisis network, Centre 33 to engage more young people, and Cambridgeshire Community Foundation to deliver a winter fuel campaign. Extend "Support @ court" scheme providing help on court repossession days, Law Clinic with law students. Training key partners to deliver basic level advice (i.e. Cambridge Foodbank). Consumer hub, social policy campaigns, anti-poverty initiatives. (18,500:17,575 city).	931,536	200,000	<b>£200,000</b>	200,000
17	Cambridge and District Citizens' Advice Bureau	Outreach: 5 sessions pw in 5 targeted city areas. Make Help through Crisis project resources available to clients who need longer term support. Work with Cambridge Ethnic Community Forum to engage more BAME clients. (600 all city)	84,758	50,000	<b>£50,000</b>	50,000
18	Cambridge and District Citizens' Advice Bureau	Specialist welfare rights casework service 5 days a week, central and outreach; benefits mandatory reconsideration, appeals and tribunal representation service (covering PIP, DLA, AA, ESA, industrial injury benefits, Universal Credit, tax credits, housing and council tax benefits, child support); training and updates in welfare benefits both to internal and external agencies including on welfare reform; attend stakeholder meetings and forums; to respond to consultations on welfare reform and evidence the impact (400 city)	50,841	35,000	<b>£30,000</b>	30,000
19	Cambridge and District Citizens' Advice Bureau	20% DRR 66 Devonshire Road, CB1 2BL	3,450	3,450	<b>£3,450</b>	3,349

No	Group	Activity	Full Cost	Request	Grant	2019-20
20	Cambridge and District Citizens' Advice Bureau	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 (900:810 city)	83,180	20,000	£20,000	20,000
21	Cambridge Chesterton Indoor Bowls Club Limited - social and sporting activities for 780 members, available for hire	20% DRR Logan's Way, CB4 1BL (850:780; 10 other orgs)	2,000	2,000	£2,000	1,940
22	Cambridge Community Arts - art, music and drama courses for people at risk of social exclusion due to mental ill health	Creative courses programme 3 x 8 weeks x 3 hours for unemployed adults at risk of social exclusion due to mental ill health (30:27 city)	5,421	4,971	£3,350	4,272
23	Cambridge Community Wardrobe - repair, alter and up-cycle clothing, meals	Free quality clothing, repairs, alterations for women on low incomes with sewing lessons and lunch (100 all city) <i>Signpost for social enterprise support</i>	19,529	14,529	£0	new
24	Cambridge Council for Voluntary Service (CCVS) - supports community and voluntary groups, provides training, advice, information and acts as a voice for the sector	Support for groups to set up, run and sustain services: <u>Stronger organisations</u> 12 city based training courses (107 groups, 440 attendees), 4 webinars, support with funding searches and bids, strategies, applications, city funding day, capacity building and set-up support for groups, coaching and mentoring (389 support sessions). <u>Stronger voice</u> : champion small groups, representation on partnerships and forums eg City Council Living Well Area, Community Safety Partnership campaign, awareness raising, sector data analysis, annual survey. <u>Stronger Together</u> : 3 themed networking events for chief officers, 3 networking events for groups, online networking pilot. <u>Communication</u> : 11 newsletters and e-bulletins to 650; 4 councillor updates, website (40,412 unique visitors), blog, social media posts (Twitter 3,000 followers). Premises – manage, market (250 groups) <i>Activities to be agreed by Grants Manager</i>	62,785	54,157	£40,000	40,000



No	Group	Activity	Full Cost	Request	Grant	2019-20
25	Cambridge Council for Voluntary Service	Increasing volunteering opportunities; promoting good practice and improving the volunteering experience via training, webinars, network events, website, consultation, promotion, advice and support. 1. Help organisations improve good practice, recruitment, retention and management of volunteers. 2. Encourage volunteering via awareness raising and promotion of volunteering. 3. Employer supported volunteering – increasing engagement between businesses and charities, increase opportunities to build partnerships; conference, video champion scheme (120 city residents; 75 voluntary; 4 statutory, 10 private orgs) <i>Activities to be agreed by Grants Manager</i>	59,515	48,595	£28,000	28,000
26	Cambridge Council for Voluntary Service	Digital training and support via 5 half day training (12); 3 half day masterclasses (12); 4 webinars (25); bespoke support and consultancy, web pages, good practice guides, video case studies x 2 delivered jointly with Cambridge Online (80 organisations)	11,661	9,971	£4,000	9,000
27	Cambridge Council for Voluntary Service	Stronger Communities project - identify gaps and needs in a targeted ward/area, community research, develop grass roots groups, strengthen existing groups and build the numbers of people volunteering (180 all city)	8,382	6,742	£0	new
28	Cambridge Council for Voluntary Service	20% DRR 16-18 Arbury Court Road, Arbury Court CB4 2JQ	1,042	1,042	£1,042	1,011
29	Cambridge Disabled Kid's Swimming Club - swimming for children with disabilities of different ages, needs and abilities	Weekly swimming sessions (42 weeks) for very young children with disabilities or severely physically disabled children and families who need a warm, quiet environment at the Windmill hydrotherapy pool (29:20 city)	4,704	3,245	£3,245	3,200
30	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	Capacity building service 3 days a week: information, representation, newsletters (3), website, directory of city BAME groups. Organisational development support - biweekly surgeries, 1-1 support for groups. 3 training sessions, 2 consultation meetings, civic engagement development via 1 session and help others with surveys of users; support 3 collaborative BAME events; develop link with CCVS (35 groups; 2000:1900 city) <i>Activities to be agreed by Grants Manager</i>	50,747	46,624	£24,500	24,500

No	Group	Activity	Full Cost	Request	Grant	2019-20
31	Cambridge Ethnic Community Forum - (CHESS / Disability Cambridgeshire)	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 (100:80 city)	12,000	12,000	£10,000	10,000
32	Cambridge Ethnic Community Forum	Race equality services 3 days a week working towards elimination of discrimination and reducing social and economic inequality by improving access to services via drop in, signposting, telephone helpline (1,400 calls), data gathering, training and workshop, volunteer placements for unemployed people, developing relationships and partnership work with statutory sector organisations and key voluntary organisations. 6 voluntary organisations; 8 statutory sector; 2 private organisations (300:270 city) <i>Activities to be agreed by Grants Manager</i>	17,597	16,124	£8,000	8,000
33	Cambridge Ethnic Community Forum	Annual cohesion event - promoting community cohesion and good relations at a community venue. (200)	4,343	4,048	£1,500	1,500
34	Cambridge Film Trust - fosters film culture and education for public benefit. Year-round portfolio of screenings, special events and tailor made projects including Cambridge Film Festival.	"Cambridge Film Festival - in your Community" 16 free film screenings in 5 accessible venues in East Chesterton, Abbey and Arbury. Short and full length feature films. Train 5-10 local volunteers via professional tutor to run their own events/screenings using Cambridge Film Trust equipment enabling more screenings longer term (650 all city) <i>Activities to be agreed by Grants Manager</i>	14,800	12,300	£5,640	4,500
35	Cambridge Gateway Club - befriending, social, and leisure activities for people with learning difficulties	Fortnightly club including cooking, arts and crafts, games, karaoke, ten pin bowling, seaside trip, cinema night, Xmas party (30:22 city)	2,256	1,000	£1,000	1,000
36	Cambridge Housing Society (CHS) Group - social enterprise and charitable housing association that helps people and communities overcome challenges	Personalised 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. Targeted at those moving onto Universal Credit Connect into other provision eg time credits network, Building Better Opportunities project, e-Learning, volunteering etc (55 city)	28,383	18,487	£12,000	12,000

No	Group	Activity	Full Cost	Request	Grant	2019-20
37	Cambridge Housing Society (CHS) Group	Extend pilot of peer support service for vulnerable women accessing Corona Community. Build confidence, support and accompany members to attend activities and appointments (38 all city) <i>Activities to be agreed by Grants Manager</i>	11,315	11,315	£5,000	5,000
38	Cambridge Indian Society - enable older people to be active, independent and healthy ( <i>formerly Punjabi Cultural Society</i> )	Fortnightly social and cultural meetings for elderly people from Punjab/India with speakers and light exercise (50:42 city)	1,750	580	£550	550
39	Cambridge Malayalee Association - promotes social, artistic, cultural, sports activities for Malayalee residents	Promote sports for young children (athletics, badminton, cricket, football) and adults - informal and sport classes, encourage members to compete nationally. Fitness camps (270 all city). Dance training (348:310 city). Arts and culture activity (348:310 city) <i>Signpost to Active Lifestyles team</i>	17,850	13,890	£0	
40	Cambridge Money Advice Centre - free advice for those in debt, practical help and support	Free, confidential debt advice service to 50 new people via training and accrediting 5 new volunteer advisors (100:70 city) <i>Activities to be agreed by Grants Manager</i>	27,633	15,000	£5,000	new
41	Cambridge Online - providing disabled and disadvantaged people with access to computers, the internet, training and technology advice	Provide services 5 days a week to help people use computers and mobile technology with adaptive hardware and software for all disabilities; supportive and specially trained staff, tutors and mentors. Training on basic skills, website design, internet searches, CVs and applying for jobs, social media, You Can Do It online project. Pilot for Saturday opening. "Help with online forms" drop-in at Mandela House and other places. Digital Inclusion Clubs at 3 centres (Brownsfield, Meadows and Richmond Fellowship). Club for Asian women. Council Sheltered Housing Project. Digital Champions. Research and pilot code clubs (350:300 city)	67,106	25,500	£25,000	25,000
42	Cambridge Online	Digital Inclusion Liaison and Networking via Digital Inclusion Steering Group, liaison with community groups, digital directory, VCSE Support, tablet loan scheme, laptop refurbishment scheme (20 voluntary organisations, 4 statutory agencies)	5,000	5,000	£5,000	new

No	Group	Activity	Full Cost	Request	Grant	2019-20
43	Cambridge Re-Use - help people on low income or benefits to buy furniture, electrical and white goods and other household items	Support to facilitate helping people on low income or benefits to buy furniture, electrical and white goods and other household items (donated by the public) that they may not otherwise be able to afford (1589:1024 city)	12,917	8,073	£8,000	7,850
44	Cambridge Shakespeare Company Cambridge Shrew - recreational activities for BAME children and to rebuild confidence in children	Shakespeare dance and drama workshops x 8 x 2 hrs for children age 7-11 who are BAME or have been bullied. Performance (40 all city) <i>Signpost for start-up support</i>	2,391	2,271	£0	new
45	Cambridge Sports Development Foundation - use the value of rugby and sport to create opportunities for those with no access in the city and county	Inclusive mixed ability rugby introduction and provision, targeting people age 16+ with disabilities. 5 blocks of 4 week taster sessions followed by weekly 2 hr sessions. 1hr café sessions with speakers to build relationships. (100:50 city. 25 with disabilities) <i>Activities to be agreed by Active Lifestyles team</i>	16,500	8,500	£3,000	new
46	Cambridge Sudanese Community - bring community together to help and support each other	Sport activities <i>Signpost to Active Lifestyles team</i>	1,000	1,000	£0	new
47	Cambridge Sustainable Food – promotes affordable, good food; a sustainable local food economy, waste reduction; healthy diets; food poverty	Thyme to Cook - 24 two hour cookery workshops cooked with healthy, low cost ingredients for low income families and other vulnerable people who then share the meal. (120 all city) <i>Activities to be agreed by Grants Manager</i>	11,142	10,106	£8,000	8,000
48	Cambridge Sustainable Food - Food Poverty Alliance aims to reduce the level of food poverty in Cambridge	Cambridge Food Poverty Alliance - facilitate delivery of the Food Poverty Action Plan, develop funding strategy, map resources, data collection, produce report on food poverty, write climate change strategy for holiday lunches (1,336 city, 30 community organisations) <i>Activities to be agreed by Grants Manager</i>	21,527	10,000	£5,000	5,000
49	Cambridge Sustainable Food	Fun, Food and Action - 16 holiday lunches in Abbey and Trumpington supporting children on free school meals. Partnership with local organisations providing fitness, craft and advice. Award Tempo time credits. Include cookery workshop sessions for parents and children to help learn to cook (160 all city) <i>Activities to be agreed by Grants Manager</i>	7,920	6,887	£5,000	6,000

No	Group	Activity	Full Cost	Request	Grant	2019-20
50	Cambridge Women's Aid - information, advice, support for women who have experienced domestic violence	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
51	Cambridge Women's Resources Centre - specialised support, information and training for women to increase skills, confidence, self-esteem and employability	Employability and wellbeing programme of 132 workshops, courses and groups, enabling skills and confidence building for women and enabling them to re-engage in the community. Computer support sessions. User led groups (265:205 city)	44,294	43,894	£35,000	38,000
52	Cambridge Women's Resources Centre	20% DRR 10 Signet Court, Swann Road CB5 8LA (338 city)	585	585	£585	566
53	Cambridgeshire and Peterborough Foundation for the Arts and Mental Health (Arts and Minds) - participation in high quality arts and culture to maintain mental health	Pottery classes for younger people with dementia x 48 sessions (12:9 city)	7,351	5,671	£0	new
54	Cambridgeshire Older People's Enterprise - events and information for older people: signposting, discussion, consultation, and advocacy.	Promote and activate the interests of older people via bi-monthly newsletter, (2615:1233 city) <i>Fund newsletter and proportion of rent/admin costs only</i>	24,150	5,000	£5,000	5,000
55	Cambridgeshire Older People's Enterprise	Talking Together - free, telephone based 45 minute discussion groups for homebound and mobility impaired older adults. Facilitated by skilled volunteers exploring art, music, literature, healthy lifestyles, world events, reminiscence and gardening. (2615:1233 city)	18,700	5,000	£0	new
56	Cambridgeshire Society for the Blind and Partially Sighted (Camsight) - supports visually impaired children and adults in maintaining independence and well-being and champions their needs	Volunteer service - befriending, sport activities (bowling and swimming) and monthly peer support group (48:36 city)	17,133	2,133	£1,500	1,000

No	Group	Activity	Full Cost	Request	Grant	2019-20
57	Cambridgeshire Society for the Blind and Partially Sighted (Camsight)	10% DRR 167 Green End Road, CB4 1RW (1758:585 city)	625	625	£625	606
58	Cambridgeshire Vietnamese Refugee Community - cultural and social activities and advocacy services for older Vietnamese people	Community activities: Lunar New Year, Mid-Autumn Festival and summer outing (244:150 city) <i>Fund coach cost for summer trip only</i>	2,620	2,620	£650	650
59	Centre 33 – supports 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	Someone To Talk To Drop-in Service - the gateway point into support services for young people with emotional and practical needs. Triage and provide free information, advice, assessment and advocacy via open access drop-ins, web based information, leaflets and factsheets. (3,790:3,032 city)	79,453	53,545	£36,500	36,500
60	Centre 33	20% DRR 33 Clarendon St, CB1 1JX (3,500:3000 city)	660	660	£660	641
61	Changing Directions - self-help group for adults; all members are disabled	Social activities, monthly meetings and outings to enhance self-esteem, social skills and confidence (24:14 city)	1,000	500	£500	500
62	Chinese Families Together - organises Chinese cultural activities, sports and activities to enhance family values	Weekly badminton sessions x 2 hrs x 4 courts at Cambridge Regional College (CRC), targeting women, young and older people. 20 training sessions x 2 hrs. for 10-12 children (180:130:city)	5,009	2,600	£2,200	2,200
63	Disability Cambridgeshire – improve the quality of life for people living with a disability. Provide information on rights, entitlements and options available to them	Improving Lives project for disabled people. 2 x 20 week structured mixed ability group activities to improve life skills and 17 practical work related activities. Life skills coaching, peer support (20 all city) <i>Activities to be agreed by Grants Manager</i>	20,500	19,000	£8,000	new
64	Encompass Network - supports, represents and empower LGBT+ people, communities and organisations.	Programme of activities including 2 themed networking events; co-ordinate LGBT+ History Month (comprising 50+ events, some aimed at intersectional disadvantaged groups); representation at relevant meetings; co-ordination of themed meeting groups and events including a themed people of colour LGBT+ group (2,600:2,200 city) <i>Activities to be agreed by Grants Manager</i>	12,587	10,187	£9,000	8,500

No	Group	Activity	Full Cost	Request	Grant	2019-20
65	Groundwork East - accredited training/employability support for unemployed people working on projects that improve the environment	Greenskills Employment Programme and greenspace improvement project for people living in supported accommodation at Cambridge Cyrenians (12). <i>Referred from Homelessness Prevention</i>	£15,516	£11,300	£0	<i>new</i>
66	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 people	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 (85:65 city groups; 3 statutory organisations)	15,700	12,000	£12,000	12,000
67	Homestart Cambridgeshire - family group providing support to families with at least one child under 5 and when family life becomes difficult	Peer support for particularly isolated mums with mental health issues with a child under 5. 38 sessions during term time to share experiences. Children are supported by staff to play, be creative and socialise with other children and interact with their mothers (22:18 city) 10 families	8,684	6,684	£5,000	5,000
68	Hunts Forum of Voluntary Organisations - supports, advises and trains community organisations in order to help them develop, thrive and grow	12 week social action research project with 10 volunteers to give the collective skills and confidence to fundraise, building on the community mapping, conversation and challenge to be delivered through CCVS (6,000 all city). Using community mapping and community conversation (via a survey) as a tool to develop social action initiatives in one identified ward for 6 months (500 all city)	8,630	8,457	£0	7,000
69	Illuminate - provide confidence and personal development to those most disadvantaged	2 workshops, brokerage and admin around mentoring programme for long term unemployed people with mental health issues (10:9 city) <i>Funding towards one course only</i>	2,350	2,350	£1,000	1,000
70	Indian Community & Culture Association – religious, social and cultural activity	Over 50s Club. 21 meetings x 4hrs. Chair based exercises, transport and 1 trip (74:62 city)	2,989	2,389	£1,500	£900
71	Indian Cultural Society - promote awareness of Indian culture for local residents via cultural and social activities	Hall hire, travel, equipment and publicity for 2 day Big South Asian Festival - art, dance, music and food programme (304:223 x 2 days city) <i>Funding towards venue hire only</i>	6,607	1,200	£300	200

No	Group	Activity	Full Cost	Request	Grant	2019-20
72	Junction CDC - arts centre where arts meets life. Audiences and artists explore contemporary art, popular culture and creative learning	Programme linked to Cambridge Arts Plan to build community cohesion, establish place-making through arts and cultural activity, inspire and engage young people with complex needs: 1. <u>Diversity</u> : activity by and for people from diverse backgrounds, including 2 festivals, 8 diverse music and 6 diverse arts performances and 10 events 2. <u>Community Access</u> : subsidised space hire for 25 community performances, meetings and events, and 4 artist companies working with social and economic inequality 3. <u>Community Family</u> : activity for children and families including 40 performances and 20 workshops, 40 Christmas performances 4. <u>Youth</u> : activity for young people including 11 performances, 30 workshops, 2 youth festivals, 15 disability arts workshops, and 2 targeted outreach projects (41,068:32,932 city)	634,834	55,000	£50,000	55,000
73	Junction CDC	20% DRR The Junction, Clifton Way CB1 7GX	3,000	3,000	£3,000	2,830
74	Kelsey Kerridge - multi-purpose sports centre, hall, 2 studios, 2 gyms, climbing wall, squash courts, function room, and with over 30 classes a week	Sessions for disadvantaged groups including weekly fitness and football sessions for people with mental ill health, weekly fitness class for older people (64 city) <i>Activities to be agreed by Active Lifestyles team</i>	5,920	5,920	£5,920	5,828
75	Kelsey Kerridge	20% DRR Kelsey Kerridge Sports Centre, Queen Anne Terrace CB1 1NA (1383:1167 city)	6,745	6,745	£6,745	6,549
76	Kettle's Yard - place for art, music, learning and research. Exhibitions, concerts, collections and engagement	Open House - Evolving City: targeted 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; culminating in a performance, film or exhibition (3,500:3,170 city)	100,614	15,000	£12,000	12,000
77	Khidmat Sisters - relieve isolation, loneliness and ill health of Black and Asian women via visits and activities	2 coach trips. Social events with health and wellbeing activities - exercises and speakers (130:125 city) <i>Fund coach hire and social events only</i>	3,783	2,621	£1,100	1,100



No	Group	Activity	Full Cost	Request	Grant	2019-20
78	Kings Hedges Family Support Project – family support drop-ins for parents and their children up to the age of 3.	Family support drop-ins x 3 days with family support workers and trained play workers seeing 100 families per week x 50 weeks (1,471:1,291 city) <i>Activities to be agreed by Grants Manager</i>	124,048	67,333	£10,000	10,000
79	Kite Trust (The) (formally Sexuality) - support for LGBT+ young people in Cambridge to have better outcomes in life	LGBT+ activities: weekly drop-in group for 12-16 yr olds (20) and for 16-24 year olds (20) x 50 running informal positive activities; fortnightly drop-ins for trans and gender questioning people age 13-18; monthly trans parent support group; 1:1 support (130 people, 60 sessions, 10 city); youth presence at Cambridge Pride 2020; QUACY- weekly group for young people interested in creative arts, drama, dance, creative writing and mime; celebration performance / exhibitions showcasing their work (35 + 6 workshops through 6 schools); Skills development and youth leadership via volunteering opportunities (184:135 city)	56,636	12,000	£9,500	9,500
80	Level Water - provide bespoke, one-to-one swimming lessons for children who are aged 4 to 11 years and have either a physical or sensory disability	1000 swimming lessons x 30 minutes for disabled children age 4-11 at Parkside Pool (48 lessons each) (13:10 city)	16,694	3,554	£3,500	2,400
81	Lifecraft - user led organisation supporting adults with mental ill health and wellbeing needs	Weekly physical activities group x 50 x 1 ½ hrs - light fitness/walking, Tai Chi, ball and mat exercises, pad boxing (12 all city)	4,880	4,880	£3,000	new
82	Meadows Children & Family Wing - intensive support for local families with preschool children and those up to age 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	Family support programme for children and families. 1) 2 x weekly drop ins (100 sessions) - outreach, advice, information, support, signposting, facilitated play projects (60 city). 2) Empowerment and Children and Relationships course with crèche 3 x 6 wks (12 city) (572:394 city)	63,095	62,495	£30,000	30,000

No	Group	Activity	Full Cost	Request	Grant	2019-20
83	Meadows Children & Family Wing	Weekly 2 hr specialist Peer Support Group for women with Crèche + 1-1 follow up work (100:90 city). Self-esteem programmes with free crèche - one 3 x 12 weeks and one 1 x 10 weeks working with particularly disadvantaged women; includes 1-1 support. Risk assessments, referral work (70:61 city)	37,355	37,355	£12,000	15,000
84	Museum of Cambridge - social history museum which aims to tell the stories of all Cambridge people. Exhibitions, workshops, lectures, projects, activities, tea room, shop	"Museum of You" project - develop a cultural hub providing a stronger heritage, culture and tourism offer. Inclusive and targeted projects and activities - 4 exhibitions (including Ironworks/Mill Road Depot Project); 30 outreach events in school holidays and 18 targeted educational projects (including Big Weekend, Strawberry Fair, Arbury Carnival, holiday lunches, Castle Hill Open Day, holiday activities, summer at the museums, CHYPPS Summer Daze, Memory Cafe). Provision of loan boxes and related material for schools, online resources to improve access (11,040 city) <i>Activities to be agreed by Grants Manager</i>	156,102	37,402	£35,000	35,000
85	Museum of Cambridge	20% DRR 2/3 Castle Street CB3 0AQ	1,582	1,582	£1,582	1,536
86	New International Encounter (NIE) - creating performances/projects that speak directly and dynamically to a wide audience especially young people and families	Story writing workshops with children and young people in 4 primary schools in Trumpington, Cherry Hinton, Arbury and Castle wards culminating in a performance for participants and local community, by actors, at the Junction and Storey's Field in February 2021. 8 x 2 hour workshops and 2 x 4 hr workshop (109 children all city)	36,452	5,519	£2,000	2,000
87	North Cambridge Community Partnership - umbrella organisation bringing together community groups and agencies in the King's Hedges and Arbury	Activity programme: 1. Panto (180) 2. Seaside trips (180) 3. Gardening Club (220) 4. Newsletter (8,500) 5. Networking lunches (100) 6. Cookery workshops (70) 7. Xmas tree, lights and event (340) 8. Easter Egg Hunt (250) 9. Volunteer evenings x 3 for existing and new volunteers (66) 10. AGM (50) 11. Lego Club (901 children: 649 adults =1650) 12. Family Summer Fun and Sports Day (320) 13. Managing Lawrence Way (8500) 14. Toddler Group (567 under 5s:343 adults = 900)	43,270	37,510	£29,000	Funded from another budget
88	North Cambridge Community Partnership	20% DRR Nun's Way Pavilion, Nuns Way, Kings Hedges CB4 2PF	918	918	£918	new
89	North Cambridge Community Partnership	20% DRR 37 Lawrence Way Community House, Kings Hedges CB4 2PR	109	109	£109	new

No	Group	Activity	Full Cost	Request	Grant	2019-20
90	Pink Festival Group (The) - run LGBTQ+ events to celebrate and showcase LGBTQ+ lives and support the development of Queer Arts	Cambridge Pride - free, accessible one day event in June 2020 including a youth area designed by young people, community area, wellbeing area (7,400:5,000 city)	40,995	5,000	£5,000	3,000
91	Red Hen Project (The) - support and services to target issues that stop children and families thriving in North Cambridge	Poverty relief for families in North Cambridge - emergency care packs for families experiencing financial emergencies, FareShare food redistribution, referrals to grant providers of individual needs, signposting and support (via transport, childcare during appointments) for debt/financial advice (200:190 city) Activities to be agreed by Grants Manager	9,075	7,663	£5,000	new
92	Richmond Fellowship - specialist provider of mental health services: housing, care, employment and community support	Employment support, advice and guidance to clients with moderate to severe mental health problems facilitating their progression towards employment, voluntary work, education, training via 1-1 sessions and group work (100 city)	524,835	25,000	£18,000	18,000.00
93	Richmond Fellowship	20% DRR 23 Signet Court, Swann Road, CB5 8LA	275	275	£275	267
94	Romsey Mill Trust	3 targeted accessible skills courses (each course 10 sessions x 2 hrs plus 1-1 support) for 35 young mums especially 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. Eating well on a budget; self-esteem course; Arts Award in partnership with Fitzwilliam Museum. Crèche for 30 children (60:22 city mums and 22 city children)	28,913	7,203	£6,500	6,500
95	Romsey Mill Trust - supports young people and families who experience multiple disadvantage. Outreach, arts, sports, training, learning opportunities and activities	Young Leaders' Programme for targeted young people aged 15-21. 28 weekly x 2 hr sessions on youth work practice working towards an accredited award; one volunteering opportunity per week x 30 weeks; 3 termly 3 hr training workshops on youth work themes; residential; celebration event (15:8 city)	45,810	7,300	£5,000	3,500
96	Romsey Mill Trust	Aspire Plus programme: new life and social skills programme for Autism disadvantaged young people age 17-19 via weekly social group x 40 weeks; life skills courses x 30 weeks - including cooking, social skills and relationships; one-to-one support (36:20 city)	22,514	4,995	£3,000	new

No	Group	Activity	Full Cost	Request	Grant	2019-20
97	Romsey Mill Trust	20% DRR Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ	750	750	£750	728
98	Rowan Humberstone Ltd - empower learning disabled students to become more independent by raising confidence and self-esteem via arts and crafts activities	In Plain Sight: Programme of 8 musical and theatre workshops 8 x half day pw (30:18 city)	27,004	3,500	£1,000	1,000
99	Rowan Humberstone Ltd	10% DRR 40 Humberstone Road CB4 1JG	625	625	£625	606
100	Strawberry Fair - free one-day arts and music festival run by volunteers for the people of Cambridge, by the people of Cambridge	Support for the event on 6th June 2020. 2 large outdoor stages, 4 tented stages, 3 smaller tented stages, busker's stage, radio stage; children's, science, arts, green, food and stalls areas. Stalls represent 30 community groups. Support 200 comedy, pottery and music acts - 90% local. Parade (40,000:26,800 city)	149,565	11,500	£10,000	10,000
101	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	Student volunteering programme. Bounce youth club for 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. GOALS project for 11-25 yr olds with mental health issues or learning disabilities. Craft and story sessions for vulnerable children. External organisations 80-120 (278:270 city)	31,411	7,000	£6,000	6,000
102	Tempo Time Credits Ltd (previously called Spice) - work in partnership with local funders and organisations to co-design and deliver Time Credits programmes that support positive impact for individuals, communities and local organisations	Capacity building and volunteer engagement via offering Time Credits, extending and supporting access to Earn and Spend Network for 23 existing community groups, services and volunteers. Network maintenance support and resources. Develop new local spend opportunities. 1 workshop and 1 training session. 247 city members and 4000 Time Credits earned. (500 benefit from spending credits and 250 city residents earn credits) <i>Activities to be agreed by Grants Manager</i>	16,050	16,050	£10,000	10,000 + 2,500
103	Trumpington Residents Association	20% DRR Trumpington Pavilion, King George V Playing field, Paget Road CB2 9JF (16,000:15,400 city; 20 groups)	300	300	£300	287
104	Trumpington Village Hall	20% DRR 75 High Street, Trumpington CB2 9HZ (19,500 residents 14 voluntary organisations)	926	926	£926	899

No	Group	Activity	Full Cost	Request	Grant	2019-20
105	Turkish Kurdish Speakers in Cambridge - social, learning, leisure activities for Turkish, Kurdish and Cypriot communities	Costs of hall hire only for monthly breakfast meetings x 9 for families to socialise and participate in activities including children's and adult's theatre, digital skills course for adults (369:322 city) <i>Fund hall hire only</i>	895	745	£600	600
106	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	Arts and cultural engagement programme: 12 sessions in 3 sheltered housing schemes in partnership with City Council Independent Living Service (40); CHYPPS SummerDaze programme (413); 8 participatory opportunities for families at different venues, 6 inclusive holiday sessions for visitors with additional needs and disabilities including families affected by autism and children with life limiting condition x 6 (120); 3 taster sessions accessing work experience / training opportunities for young people in school community settings (45); participation in community festivals, carnivals and events (2,490); Twilight & Summer in the Museums for families (Total 15,168 city bens)	126,847	20,489	£15,000	15,000
107	Vision4Growth Ltd - create opportunities for people with sight loss	30 x blind tennis sessions at Hills Road Tennis Centre (25:18 city)	15,711	5,600	£2,700	new
			4,401,612	1,424,442	£986,504	

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Item

## WALKING TOURS

**To:**

Councillor Nicky Massey, Executive Councillor for Transport and Community Safety

Environment & Community Scrutiny Committee 16/01/2020

**Report by:**

Debbie Kaye, Head Of Community Services

Tel: 01223 - 458633 Email: [debbie.kaye@cambridge.gov.uk](mailto:debbie.kaye@cambridge.gov.uk)

**Wards affected:**

All

Not a Key Decision

### 1. Executive Summary

- 1.1 At the Environment and Communities Scrutiny Committee of 27 June 2019, the Executive Councillor approved a recommendation to monitor the situation with regards to how walking tours are being sold and also monitor the frequency of excessively large tour groups in the city centre, including on King's Parade during the summer, by:
  - a) Advising coach companies and tour groups and other organisations hosting large visitor groups that the City Council supports a maximum of 20 people in any single group, and
  - b) Reviewing the issue of walking tour groups and reporting to Committee in January 2020 if the problem of large walking tour groups persists, including considering the option of consulting on a Public Spaces Protection Order and other options to set a maximum tour group size if there is assessed to be a serious problem.
- 1.2 Following the approval of the recommendation, a Working Group was set up to look at possible solutions to the issues raised in relation to walking tours. The Group included representation from the City Council's Community Safety Team, Corporate Marketing, Streets and

Open Spaces, Property Services, Legal Practice and (externally) Visit Cambridge and Beyond and Cambridge BID.

- 1.3 This report details the actions considered by the Working Group and recommendations for the future.

## **2. Recommendations**

- 2.1 The Executive Councillor is recommended to:

- Officially request Visit Cambridge and Beyond to include the management of walking tours in the development of their Destination Management Plan (DMP).
- Approve the continuation of the monitoring of the sale and size of walking tours during the 2020 season in order to inform the development of the DMP.
- Continue the dialogue with the County Council to examine the possibilities of coach permit parking in the city to include conditions to limit the numbers in any tour group.
- Start a dialogue with the County Council to consider making park and ride sites more attractive to coach tours and to include incentives to direct groups from the sites to official walking tours of limited numbers.
- Use the outcomes from the negotiations to inform the development of the DMP.

## **3. Background**

### Monitoring of walking tours, including the sale of tours and the size of groups

- 3.1 There were 22 complaints received by the City Council, in relation to walking tours and large groups, between May, when the monitoring began following a number of complaints to councillors, and December 2019. A summary of the complaints is attached as Appendix A.
- 3.2 The Executive Councillor, when recommending support of tour groups of a maximum of 20, did so on the basis that this is the maximum number in groups led by Blue Badge Guides and is considered the optimum number for engagement and enjoyment of the tour.
- 3.3 It should be noted that the complaints received are not solely concerning the size of walking groups, but include other issues related to the city as a tourist attraction and the perceived impact on residents and visitors. There is still some concern that touting generally impacts on the quality of experience of the city whether for residents or visitors and that the sale of walking tours by touts is at least in part responsible for large groups and the resultant nuisance.



- 3.4 A search of 'TripAdvisor' indicated seven operators offering walking tours some of which operate a free, tip-based model and therefore tend to generate large walking tour groups. It is suggested that some incentive to operators to move away from such models be included in the development of the Destination Management Plan (DMP) discussed in paragraph 3.6.
- 3.5 Guidance was circulated to Cambridge BID's City Ambassadors and Cambridge City's enforcement officers, to encourage the reporting of instances where large groups and walking tours were acting anti-socially or causing nuisance. No additional reports were received, however, it was already late in the season when they were asked to report and it is likely that given the opportunity to monitor a full season in 2020 a more detailed picture will emerge.

Advising coach companies tour groups and organisations hosting large visitor groups

- 3.6 The Working Group, including Visit Cambridge and Beyond (VCB) considered that a letter advising companies and organisations that the City Council supports a maximum of 20 people in any group, would be ineffective. However, VCB and Cambridge BID felt strongly that the emphasis should be on welcoming visitors and developing, promoting and encouraging sales of a great visitor experience. This approach would fit with the VCB's core purpose and align with plans to develop a DMP for Cambridge and the immediate surrounding area. The plan will be led by VCB and delivered in partnership with the City Council and will seek to address issues including coach access and overcrowding in busy months. Any interventions will be evidence-based and could be informed by issues raised by the public.
- 3.7 In the meantime, the VCB will include in the 'Information for Coach Drivers' section on their website, a message promoting the benefits of exploring the city in smaller groups. VCB are also in the process of commissioning a new website, due to launch in April 2020, which will include a dedicated Travel Trade section and any messaging will have significantly higher profile at that stage.
- 3.8 VCB is also working with the Cambridge China Centre on a conference with the aim of developing closer links with group operators bringing Chinese visitors to the city. They will be reinforcing the promotion of smaller tour groups at the two-day conference.

### Request to the County Council to consider permits

- 3.9 Parking Control at the County Council was asked to consider the introduction of a permit system for coach parking in some areas of the city. The idea was that conditions of parking would be attached to the permit. This could include the need for a ratio of tour guides to visitors and control of the numbers in each walking tour group. They were asked to consider the option of parking permits for coaches at Queens Road, Trumpington Street and Chesterton Lane where there is no control of coach parking. They were not in favour of a permit system as they felt that it would merely result in coach companies moving to other areas of the city creating further issues for residents, such as parking on yellow lines or in residential parking bays. However, the Working Group felt that a permit system that would enable enforcement of a maximum group size was worth further consideration as they were not aware of alternative coach drop off points in the vicinity of the current sites without breaching parking controls.
- 3.10 The County Council also confirmed that there were no dedicated coach parking facilities in Cambridge, however, Madingley Road Park & Ride and the Cambridge Golf Range on Cowley Road are sometimes used at a cost of £10 per stay. There may be some work to do with the County Council around making these sites more attractive to coach parking and using the opportunity to direct groups from the sites to official walking tours of limited numbers.

### Researching best practice in other Local Area Authorities

- 3.11 Desk top research was carried out to discover how other local authorities deal with walking tours. There were no indications that other districts had issues with walking tour sizes and therefore no controls in place were found. However, Tower Hamlets has a Public Spaces Protection Order (PSPO) in place to prohibit any form of touting or soliciting which is restricted to Brick Lane. Discussion on the introduction of a PSPO to address walking tour issues in Cambridge is presented below.

### Introduction of a Public Spaces Protection Order (PSPO)

- 3.12 The Working Group discussed the introduction of a PSPO but considered this to be an inappropriate way to manage walking tours as the issues raised, such as the size and inconvenience caused by the tours, are unlikely to fit the criteria for the introduction of a PSPO, and the Working Group believed it would be very difficult, if not impossible, to enforce.

- 3.13 The legal requirements for the introduction of a PSPO require the Council to undertake the necessary consultation and to meet the conditions in section 59(2)(3) of the Act regarding activities in the area.
- 3.14 The first condition is that:
- (a) activities carried on in a public place within the Council's area have had a detrimental effect on the quality of life of those in the locality, or
  - (b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.
- 3.15 The second condition is that the effect, or likely effect, of the activities:
- (a) is or is likely to be, of a persistent or continuing nature,
  - (b) is, or is likely to be, such as to make the activities unreasonable, and
  - (c) justifies the restrictions imposed by the notice.
- 3.16 The Working Group did not feel that, with the currently available evidence, restrictions on the size of walking groups would be justified within the legal requirements. Cambridge BID expressed concerns about limiting groups of people lawfully gathering on the streets through the use of a PSPO. It was felt that it would be sending out the wrong message to visitors, who they are keen to invite to the city on behalf of the businesses that they represent. The Working Group also felt that other approaches, as discussed in this report, should be tried before going down an enforcement path. Advice from the City Council's Legal Practice was that other methods to address the size and inconvenience of tour groups should be tried first.

#### Next Steps

- 3.17 By the time the Committee had taken place and the Working Group was set up, much of the busiest part of the season for walking tours had passed. Therefore:
- It was felt that further monitoring regarding walking tours would help to give a clearer picture of the issues arising and so walking tours should continue to be monitored through the 2020 season.
  - Further monitoring would also help to inform the development of the Destination Management Plan (DMP) and help in establishing initiatives.
  - It is suggested that follow up negotiations with the County Council, to explore the possibility of coach parking permits with conditions attached around the size of tour groups, be pursued.

- It is also suggested that a dialogue be started with the County Council to consider making park and ride sites more attractive for coach parking including incentives to direct groups to official tours of limited numbers.
- The inclusion of the management of walking tours in the development of the DMP is essential.

3.18 The recommendations in paragraph 2 are based on the conclusions above.

## **4. Implications**

### **a) Financial Implications**

None for the current recommendations.

### **b) Equality and Poverty Implications**

Not currently, but it may be necessary in the future depending on the outcomes from the monitoring if approved.

### **c) Environmental Implications**

None at present.

### **d) Procurement Implications**

None.

### **e) Community Safety Implications**

As indicated in the report.

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

A working group was set up consisting of representatives from City Council, Visit Cambridge and Cambridge BID

## **6. Background papers**

a) [Anti-social Behaviour, Crime and Policing Act 2014](#)

b) [Anti-social behaviour powers: Statutory guidance for frontline professionals](#)

c) [Environment and Community Scrutiny Committee: Decisions 27 June 2019](#)

## **7. Appendices**

### **Appendix A – Walking Tour - complaints**

## **8. Inspection of papers**

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

Lynda Kilkelly, Community Safety Manager, tel: 01223 - 457045,  
email: [lynda.kilkelly@cambridge.gov.uk](mailto:lynda.kilkelly@cambridge.gov.uk).

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## Appendix A – List of complaints regarding walking tours

Date received	Time of day	Precis of complaint / Observation / Behaviour
29/05/2019	22:52	Punting tours still being sold on King's Parade and walking tour size issues (50/60 with loud hailers)
30/05/2019	00:51	Complaint about over-crowding in Cambridge due to lack of enforcement on touts and number of tourists. Also lack of toilet provisions
30/05/2019	13:59	Punt and walking tours still being offered on King's Parade and Great St Marty's Church, blocking pavements
01/06/2019	23:32	Touts with boards on King's Parade and Great St Mary's Church, blocking pavements and making a noise
02/06/2019	13:58	Observation on punt tours being disguised as walking tours - Letter sent to Cllr Herbert
06/06/2019	13:46	Complaint about large groups (walking tours) - Email and photos sent to ward councillors
07/06/2019	11:54	Referencing back to 2017 complaint, including report of drug dealing to police and recent half-term visit with grandchildren and issues of walking tours
07/06/2019	08:38	Guided tours on King's Parade blocking the pavement.
07/06/2019	08:52	Complaint about unlicensed traders blocking pavements on King's Parade, Great St Mary's, Regent Street and by railway station
10/06/2019	17:14	Impact of large number of tourists in groups on Cambridge
12/06/2019	15:03	Punt touts now concentrating on walking tours (suggests Garret Hostel Bridge slipway still being used?)
12/06/2019	21:56	Official tour guide complaining about both walking tours and punt touting on King's Parade
12/06/2019	22:01	Congestion around King's College and King's Parade relating to numbers of tourists, walking tours, advertising boards and touting
14/06/2019	07:18	Large groups around various routes in city centre. Touting by train station (walking predominantly).
17/06/2019	13:11	Overcrowding caused by tour touts on King's Parade, by Great St Mary's and King's College

Date received	Time of day	Precis of complaint / Observation / Behaviour
23/06/2019	17:56	Wide spectrum complaint - antisocial cycling, lack of public toilets, business rates and pop-up shops - which include walking tours and touting (including photos)
25/06/2019	13:26	Touts on King's Parade, by King's College, outside Great St Mary's and near Corpus Clock offering walking tours. Also lack of toilet facilities
25/06/2019	16:21	Official tour guide complaining about large numbers in walking tours - suggests tour guides are registered and groups restricted to 20
21/09/2019	11:28	Touts now switching to offering walking tours.
25/09/2019	08:56	Resident and blue badge guide, responding to Cambridge News article on Cllr Herbert looking at a "coach tax" - has experienced issues with large walking groups.
22/09/2019	22:01	Tourist from Windsor: Touting, including walking, from train station on to King's College. Photo included of most persistent tout.
24/09/2019	10:57	Presence of touts (including at train station) and large crowds in general





Item

**Extension and variation of**

**Public Spaces Protection Order (Dog Control) 2017**

**To:**

Councillor Nicky Massey, Executive Councillor for Transport and Community Safety

Environment & Community Scrutiny Committee 16/01/2020

**Report by:**

Joel Carré, Head of Environmental Services,

Tel: 01223 - 458201 Email: joel.carre@cambridge.gov.uk

**Wards affected:**

All

Not a Key Decision

## **1. Executive Summary**

- 1.1. The Public Spaces Protection Order (Dog Control) 2017 (“Order”) is due to expire on the 19 October 2019. At any point before expiry of the Order, the Council can vary or extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring.
- 1.2. This report revisits the terms of the sealed Order (Appendix A), and asks the Executive Councillor to approve, in principle, the proposal to extend and vary the Order in respect of dog control (including dog fouling, dog exclusion, dogs on leads and restriction on number of dogs requirements) within Cambridge, in the form set out at Appendix B and the locations set out in Appendix C; and to authorise officers to publicise the proposed orders and to consult, as required by the Anti-Social Behaviour, Crime and Policing Act 2014 (“The Act”).

## **2. Recommendations**

The Executive Councillor is recommended to:

- a. To approve, in principle, the proposal to extend and vary the Order for dog control within Cambridge in the form set out at Appendix B and the locations set out in Appendix C;
- b. To authorise officers to publicise the proposed orders and to carry out consultation as required by the Act.

## **3. Background**

- 3.1. This report revisits the terms of the Order, reviews its impact and considers the case for varying and extending it for a further three years, as permitted by the Act.
- 3.2. Prior to the current Order, Dog Control Orders were made by the council in July 2013 and created offences of:
  - Failing to remove dog faeces;
  - Not keeping a dog on a lead in designated areas;
  - Not putting, and keeping, a dog on a lead when directed to do so by an authorised officer; and
  - Permitting a dog to enter land from which dogs are excluded
- 3.2. The introduction of Dog Control Orders created transparency and consistency within the City Council boundary and gave authorised officers the ability to issue fixed penalty notices for offences that were previously not enforced. The power for local authorities to make Dog Control Orders was granted under the Clean Neighbourhoods and Environment Act 2005.
- 3.3. Where a Dog Control Order was currently in force, it continued to be valid for a period of three years following commencement of the Act. At this point it then is to be treated as a PSPO (with effect from October 2017). Home Office guidance<sup>1</sup> identified that there was not the need to wait and local authorities could decide to review the need for orders ahead of the transition. The council opted to review areas of dog control ahead of October 2017, and an early review allowed for new areas of

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<sup>1</sup> Anti-social Behaviour, Crime and Policing Act 2014: Reform of anti-social behaviour powers: Statutory guidance for frontline professionals

dog control to be considered and consulted on, for public spaces protection order signage requirements to be completed and for a smooth transition that allowed fixed penalties to continue to be issued for offenders that breached the orders.

- 3.4. In seeking to address the issues presented by dog control issues, the Executive Councillor approved the Order which came into effect on 19 October 2017.
- 3.5. The Activities prohibited by the Order are:
- Failing to remove dog faeces immediately;
  - Not keeping a dog on a lead in a designated area;
  - Not putting, and keeping, a dog on a lead when directed to do so by an authorised officer; and
  - Permitting a dog to enter land from which dogs are excluded.
- 3.6. The Order was not put forward as a means of unduly restricting the exercising or recreation of dogs across the city. The reason for making the Order was to address the detrimental effect on the quality of life of those in the locality caused by the irresponsible behaviour of a small minority of dog owners; and to set out a clear standard of behaviour to which all dog owners were required to adhere.
- 3.7. The City Council currently has 7.5 authorised officers (Dog Warden (1 FTE) and Public Realm Enforcement Officers (6.5 FTE) who undertake public realm education and enforcement, including of the Order and responsible dog ownership, in line with the Council's Enforcement Policy.
- 3.8. The penalty for committing an offence contained in the Order is a maximum fine of level 3 on the standard scale (currently £1000) which can be made by the Magistrates Court, following successful prosecution of an offence. Alternatively the opportunity to pay a fixed penalty (currently £75) is offered in place of prosecution. A fixed penalty notice (FPN) is an 'on the spot' fine for committing criminal offences such as breach of the Order. Payment of a FPN means that no further action will be taken for that particular offence, it doesn't constitute an admission of guilt by the offender, but it does mean that such cases are diverted away from the Magistrates Court which may lead to the court imposing a larger penalty of up to £1000 and a criminal record.

- 3.9. At any point before expiry of the Order, the Council can extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring. According to section 60(2) of the Act, before the time when a PSPO is due to expire, the local authority that made the PSPO may extend the period for which it has effect if satisfied on reasonable grounds that doing so is necessary to prevent-
1. Occurrence or recurrence after that time of the activities identified in the Order, or
  2. An increase in the frequency or seriousness of those activities after that time.
- 3.10. Section 61 of the Act makes provision for the Order to be varied by increasing or reducing the affected area, or by altering or removing a prohibition or requirement included in the Order or by adding a new one. For an order to be able to be varied, the Council must be satisfied that, on reasonable grounds, the following two conditions are met. The first condition is that:
- a. Activities carried on in a public place within the Council's area have had a detrimental effect on the quality of life of those in the locality; or,
  - b. It is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect or likely effect, of the activities:

- a. Is or is likely to be, of a persistent or continuing nature;
- b. Is, or is likely to be, such as to make the activities unreasonable; and,
- c. Justifies the restrictions imposed by the notice.

Any such variations will need to be subject to public consultation as set out in section 3.14.

- 3.11. Listed below are the proposed variations to the current Order (appendix A), and are reflected in the proposed varied Order in Appendix B:
- a. Introduction of dog exclusion areas in following areas which have been fenced: – Ditton Fields (removal of the dogs on leads area for the whole recreation area to increase access for local dog walkers, and restriction to only the fenced children's play area – since the original Order was created in 2017 the children's play area has been

- fenced off); Bean Tree Green (Rialto Close) and Huntsman Close, the latter two of which are new development parks which are fenced.
- b. Removal of dogs on leads restrictions in following areas where residents and officers have found restrictions impractical or unsuitable: - former fenced area where Kings Hedges Recreation Ground paddling was located;
- c. Introduction of dogs on leads restrictions in following areas where complaints have been received regarding aggressive dogs, lack of dog control or dogs straying without owner control: - Hanover and Princess Court green areas, Tenby Close play area and Lichfield Road recreation area
- d. Revision of following play area name: – change The Bath House to include additional description of the play area - Hector Pieterse play area
- e. Introduction of dog exclusion areas in the following areas where complaints have been received regarding aggressive dogs, lack of dog control or dogs straying without owner control: - Kingsway flats fenced green area and Searle Podium at Dobson Way
- f. Introduction to restrict number of dogs (maximum of four) to be walked by a person at any one time in following areas where complaints have been received regarding aggressive dogs, lack of dog control or dogs straying without owner control: - Byron's Pool

3.12. The current Order does not apply to a person in control of a working assistance dog which has been trained to assist a person who has a disability. For the purposes of the Order, a “disability” means a condition that qualifies as a disability for the purposes of the Equality Act 2010. It is proposed that the same exemptions continue to be applied within the proposed extended and varied Order to ensure that the restrictions placed on dog owners / handlers are reasonable and take into account conditions where it is not possible for the person to comply.

3.13. If the Order is to be extended this must be done before the time when the Order is due to expire, on 18 October 2020. In the event of the Order not being extended, it will lapse on 18 October 2020 at which point there will be no restrictions on dogs in Cambridge. Officers consider it reasonable to assume that anti-social behaviour in regards to dog control in the restricted areas would reoccur and/or increase in the frequency and/or seriousness if the Order is not extended.

## Consultation

- 3.14. In accordance with the Anti-social Behaviour, Crime and Policing Act 2014, if the recommended proposed extension and variation of the Order is approved in principle the Council is then required to consult the Chief Officer of Police, the local policing body, and appropriate community representatives.
- 3.15. In addition, Government guidance recommends that a community survey is undertaken to see if people support the introduction of the extended and varied Order. Subject to the Council approving the principle of the proposed Order, it is recommended that a survey be undertaken between February and April 2020 asking people if they would support the extension and variation of the Order, as detailed in Appendix B. Such a survey would include a web survey, survey forms made available on request and at key locations (i.e. community centres and council offices), posters positioned at local parks and dog walking locations and relevant stakeholders notified as set out in 3.16.
- 3.16. In addition to Cambridge residents, visitors and businesses, the following specific stakeholder groups will also be consulted:
- All residents groups / associations
  - Ward councillors
  - Friends of Groups for land subject to proposed Order
  - Dog welfare organisations including Wood Green, the RSPCA and the Dogs Trust
  - Organisations associated with assistance dogs including Guide Dogs for the Blind
  - Organisations associated with the homeless including Wintercomfort and the Street Outreach Team
  - Local Access Forum for Access Land subject to Order
- 3.17. In addition the Council must publish the text of the proposed extended and varied order on its website.
- 3.18. Officers will report the outcome of the consultation to the Executive Councillor at the Environment and Community Scrutiny Committee meeting in June 2020, including any proposed amendments to the order, together with a recommendation for the order's formal agreement.

## **4. Implications**

### **a) Financial Implications**

In accordance with the Act, once an Order is agreed, the Council must 'cause to be erected on or adjacent to the land in relation to which the public spaces protection order has been made such notice or notices as it considers sufficient to draw the attention of any member of the public using that land to –

- (i) the fact that a public spaces protection order has been made; and
- (ii) and the effect of that order being made.

Consequently, there will be a financial cost to revising the proposed order which will need to be met. The signs will cost approximately £10 each plus delivery charge of £15. Approximately the total cost is in the region of £3000 which will be met from within existing departmental cost centre budgets.

Dog Fouling and Dogs on Leads by direction are city-wide offences and therefore advisory warning signs will be placed in hotspot areas. Dog exclusion and dogs on leads areas will have advisory signs placed at entrances to the designated areas under these orders.

The issuing of fixed penalty notices will generate additional income, which can offset the cost of signage in future years if considered appropriate. The income from fixed penalty notices is also permitted by law to be used for functions related to street cleansing.

### **b) Staffing Implications**

There are no additional staffing implications as officers are already equipped to deal with education and enforcement activity related to the Order, including dog fouling and irresponsible dog owners.

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

An Equality Impact Assessment (EQIA) has been completed; please see attached Appendix D.

The impact on residents, visitors and businesses is expected to be positive, as these proposals should continue to act as a deterrent to irresponsible dog ownership. Exemptions are currently in place for those with disabilities and it is recommended that the same exemptions continue to exist in the revised

and varied PSPO. There is no adverse impact on any other Protected Groups from its adoption.

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

There will continue to be a positive effect on local environmental quality with the proposed extended and varied Order and the continued enforcement against dog fouling and irresponsible dog owners.

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

Costs for the purchase of the proposed Order signage are estimated to be in the region of £3000 and fall below the threshold of £10,000 within the corporate procurement procedures. Therefore best value will be demonstrated by obtaining at least one written quotation.

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

The proposed extension and variation of the Order will continue to have a positive effect on community safety, reducing the risks associated with Toxocariasis and nuisance dogs.

#### **g) Consultation and communication considerations**

The order will also be published on the Council's website and associated social media platforms. Further consultation will take place with the groups detailed in section 3.13.

### **5. Background papers**

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

- Anti-social Behaviour, Crime and Policing Act 2014:  
<http://www.legislation.gov.uk/ukpga/2014/12/contents/enacted/data.htm>
- DEFRA Dealing Practitioner's Manual on dealing with irresponsible dog ownership:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/373429/dog-ownership-practitioners-manual-201411.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/373429/dog-ownership-practitioners-manual-201411.pdf)
- The Anti-Social Behaviour, Crime and Policing Act 2014 Statutory guidance for frontline professionals:  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/352562/ASB\\_Guidance\\_v8\\_July2014\\_final\\_2\\_.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/352562/ASB_Guidance_v8_July2014_final_2_.pdf)
- Report to Strategy and Resources Committee Proposed Public Spaces Protection Orders for Dog Control in Cambridge 10th October 2016:



<http://democracy.cambridge.gov.uk/documents/s36153/PSPO DCO Comittee Paper 2.pdf>

- Report to Strategy and Resources Committee Proposed Public Spaces Protection Orders for Dog Control in Cambridge and 23rd January 2017: <http://democracy.cambridge.gov.uk/documents/s37453/Public Spaces Protection Order for dog control.pdf>
- Minutes for Strategy & Resources Scrutiny Committee on 10th October 2016: <https://democracy.cambridge.gov.uk/documents/g3081/Printed%20minutes%2010th-Oct-2016%2017.00%20Strategy%20and%20Resources%20Scrutiny%20Committee.pdf?T=1>
- Minutes Strategy & Resources Scrutiny Committee on 23rd January 2017: <http://democracy.cambridge.gov.uk/documents/g3082/Printed minutes 23rd-Jan-2017 17.00 Strategy and Resources Scrutiny Committee.pdf>

## **6. Appendices**

- Sealed Public Spaces Protection Order (Dog Control) 2017 – Appendix A
- Draft Order Appendix B
- Proposed locations for Order Appendix C
- EQIA Appendix D

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Wendy Johnston, Community Engagement and Enforcement Manager, tel: 01223 - 458578, email: [wendy.johnston@cambridge.gov.uk](mailto:wendy.johnston@cambridge.gov.uk).

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**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT  
2014  
SECTION 59**

**PUBLIC SPACES PROTECTION ORDER (DOG CONTROL)  
2017**

Cambridge City Council (in this Order called “the Council”) hereby makes the following order:

This Order comes into force on the 19<sup>th</sup> October 2017 for a period of 3 years

**General provisions:**

1. This Order applies to the all land within the Council’s administrative area, which is open to the air (which includes land that is covered but open to the air on at least one side) and to which the public are entitled or permitted to have access (with or without payment).
2. A person who fails to comply with any obligation imposed by this order is guilty of a criminal offence by virtue of section 67(1) of the Anti-social Behaviour Crime and Policing Act 2014 and liable to a fine on summary conviction not exceeding level 3 on the standard scale.

**Obligations on persons with dogs:**

**3. Fouling**

If a dog defecates at any time on land to which this order applies a person who is in charge of the dog at the time must remove the faeces from the land immediately unless:

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

**4. Leads by order**

A person in charge of a dog on land to which this order applies must comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless:

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

An authorised officer may only give a direction under this order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

#### **5. Leads**

A person in charge of a dog on land detailed in Schedule 1 below must keep the dog on a lead at all times unless

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **6. Exclusion**

A person in charge of a dog on land detailed in Schedule 2 below must not take it into or keep it in this land unless

- They have reasonable excuse for doing so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **7. Exemptions**

Nothing in this order shall apply to a person in control of a working assistance dog which has been trained to assist a person who has a disability.

#### **8. Revocation**

The Dog Control Orders made by Cambridge City Council on 21<sup>st</sup> June 2013 are hereby revoked.

#### **For the purpose of this order:**

- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a bin or receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces immediately
- "An authorised officer of the Authority" means an employee, partnership agency or contractor of Cambridge City Council who is authorised in writing by Cambridge City Council for the purposes of giving directions under the Order.
- For the purposes of the Order, a "disability" means a condition that qualifies as a disability for the purposes of the Equality Act 2010.

Dated.....



The COMMON SEAL of )  
CAMBRIDGE CITY COUNCIL )  
was hereunto affixed in )  
the presence of:- )



Authorised Signatory



## Schedule 1

### Dogs on leads areas:

- Cemeteries
  - Newmarket Road Cemetery – the whole of the cemetery
  - Histon Road Cemetery – the whole of the cemetery
- Abbey Pool play area (Access Land)
- Coldhams Lane play area (Access Land)
- Cherry Hinton Hall – *area by pond / stream*
- Ditton Fields – *the whole of the park*
- Kings Hedges Recreation Ground (Pulley) – *the part of the park that contains the children's play equipment, but excluding the fenced area that contains the paddling pool*
- Molewood Close – *the whole of the park*
- Velos Walk – *the whole of the park*

## Schedule 2

### Dog exclusion areas

- Fenced bowling greens at the following locations:
  - Alexandra Gardens
  - Christs Pieces
  - Coleridge Recreation Ground
  - Lammas Land
  - Trumpington Recreation Ground
- Fenced tennis courts at the following locations:
  - Cherry Hinton Hall
  - Christs Pieces
  - Coleridge Recreation Ground
  - Jesus Green (Access Land)
  - Lammas Land
  - Nightingale Avenue
  - Trumpington Recreation Ground
- Outdoor paddling pools at the following locations:
  - Abbey Pool Paddling Pool (Access Land)
  - Cherry Hinton Hall
  - Coleridge Paddling Pool
  - Lammas Land
  - Sheep's Green Learner Pool
- Fenced children's play areas at the following locations:

- Aberdeen Avenue
- Ainsdale
- Alexandra Gardens
- Arbury Court
- Atkins Close
- Bateson Road
- Beales Way
- Brooks Road
- Cherry Hinton Hall
- Cherry Hinton Recreation Ground
- Chesterton Recreation Ground
- Chestnut Grove
- Christs Pieces
- Coleridge Recreation Ground
- Discovery Way
- Dudley Road
- Edgecombe Flats
- Flower Street
- Green End Road
- Gunhild Way/Close
- Hampden Gardens
- Histon Road
- Humphreys Road
- Jesus Green (Access Land)
- Kathleen Elliot Way
- Kingfisher Way
- Neptune Close
- Nightingale Avenue
- Nuns Way
- Pearl Close
- Petersfield
- Peverel Road
- Ramsden Square
- Ravensworth Gardens (1)
- Ravensworth Gardens (2)
- Ravensworth Gardens (Upper Green)
- Reilly Way
- River Lane
- Robert May Close
- Romsey Recreation Ground
- Scotland Road
- Sleaford Street/Ainsworth Street
- St Albans Recreation Ground
- St Barnabas Court
- St Matthews Recreation Ground
- St Thomas's Square
- Stourbridge Common (Access Land)
- The Bath House (Gwydir Street)
- Thorpe Way/Fison Road
- Trumpington Recreation Ground

- Whytford Close
- Fenced open spaces at the following locations:
  - Ravensworth Gardens – *Green area (upper area)*





**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT  
2014  
SECTION 59**

**PUBLIC SPACES PROTECTION ORDER (DOG CONTROL)  
2017**

Cambridge City Council (in this Order called “the Council”) hereby makes the following order:

This Order comes into force on the 19<sup>th</sup> October 2020 date for a period of 3 years

**General provisions:**

1. This Order applies to the all land within the Council’s administrative area, which is open to the air (which includes land that is covered but open to the air on at least one side) and to which the public are entitled or permitted to have access (with or without payment).
2. A person who fails to comply with any obligation imposed by this order is guilty of a criminal offence by virtue of section 67(1) of the Anti-social Behaviour Crime and Policing Act 2014 and liable to a fine on summary conviction not exceeding level 3 on the standard scale.

**Obligations on persons with dogs:**

**3. Fouling**

If a dog defecates at any time on land to which this order applies a person who is in charge of the dog at the time must remove the faeces from the land immediately unless:

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

**4. Leads by order**

A person in charge of a dog on land to which this order applies must comply with a direction given to him by an authorised officer of the Authority to put and keep the dog on a lead unless:

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

An authorised officer may only give a direction under this order if such restraint is reasonably necessary to prevent a nuisance or behaviour by the dog that is likely to cause annoyance or disturbance to any other person, or to a bird or another animal.

#### **5. Leads**

A person in charge of a dog on land detailed in Schedule 1 below must keep the dog on a lead at all times unless

- They have reasonable excuse for failing to do so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **6. Exclusion**

A person in charge of a dog on land detailed in Schedule 2 below must not take it into or keep it in this land unless

- They have reasonable excuse for doing so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **7. Maximum number of dogs**

A person in charge of dog(s) must not, at any time, take more than four dogs on land detailed in Schedule 3 unless

- They have reasonable excuse for doing so; or
- The owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

#### **8. Exemptions**

Nothing in this order shall apply to a person in control of a working assistance dog which has been trained to assist a person who has a disability.

#### **For the purpose of this order:**

- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a bin or receptacle on the land which is provided for the purpose, or for the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces immediately
- “An authorised officer of the Authority” means an employee, partnership agency or contractor of Cambridge City Council who is authorised in writing by Cambridge City Council for the purposes of giving directions under the Order.
- For the purposes of the Order, a “disability” means a condition that qualifies as a disability for the purposes of the Equality Act 2010.

Dated.....

## Schedule 1

Dogs on leads areas:

- Cemeteries
  - Newmarket Road Cemetery – the whole of the cemetery
  - Histon Road Cemetery – the whole of the cemetery
- Abbey Pool play area (Access Land)
- Coldhams Lane play area (Access Land)
- Cherry Hinton Hall – *area by pond / stream*
- Hanover and Princess Court – *the green area outside the residential areas*
- Kings Hedges Recreation Ground (Pulley) – *the part of the park that contains the children's play equipment,*
- Lichfield Road – *the whole of the park*
- Molewood Close – *the whole of the park*
- Tenby Close – *the whole of the park*
- Velos Walk – *the whole of the park*

## Schedule 2

Dog exclusion areas

- Fenced bowling greens at the following locations:
  - Alexandra Gardens
  - Christs Pieces
  - Coleridge Recreation Ground
  - Lammas Land
  - Trumpington Recreation Ground
- Fenced tennis courts at the following locations:
  - Cherry Hinton Hall
  - Christs Pieces
  - Coleridge Recreation Ground
  - Jesus Green (Access Land)
  - Lammas Land
  - Nightingale Avenue
  - Trumpington Recreation Ground
- Outdoor paddling pools at the following locations:
  - Abbey Pool Paddling Pool (Access Land)
  - Cherry Hinton Hall
  - Coleridge Paddling Pool
  - Lammas Land
  - Sheep's Green Learner Pool
- Fenced children's play areas at the following locations:
  - Aberdeen Avenue
  - Ainsdale
  - Alexandra Gardens
  - Arbury Court
  - Atkins Close
  - Bateson Road
  - Beales Way

- Brooks Road
- Cherry Hinton Hall
- Cherry Hinton Recreation Ground
- Chesterton Recreation Ground
- Chestnut Grove
- Christs Pieces
- Coleridge Recreation Ground
- Discovery Way
- Ditton Fields
- Dudley Road
- Edgecombe Flats
- Flower Street
- Green End Road
- Gunhild Way/Close
- Hampden Gardens
- Histon Road
- Humphreys Road
- Huntsman Close
- Jesus Green (Access Land)
- Kathleen Elliot Way
- Kingfisher Way
- Neptune Close
- Nightingale Avenue
- Nuns Way
- Pearl Close
- Petersfield
- Peverel Road
- Ramsden Square
- Ravensworth Gardens (1)
- Ravensworth Gardens (2)
- Ravensworth Gardens (Upper Green)
- Reilly Way
- River Lane
- Robert May Close
- Romsey Recreation Ground
- Scotland Road
- Sleaford Street/Ainsworth Street
- St Albans Recreation Ground
- St Barnabas Court
- St Matthews Recreation Ground
- St Thomas's Square
- Stourbridge Common (Access Land)
- The Bath House (Hector Pieterston) play area (Gwydir Street)
- Thorpe Way/Fison Road
- Trumpington Recreation Ground
- Whytford Close
- Fenced open spaces at the following locations:
  - Ravensworth Gardens – *Green area (upper area)*
  - Kings Way flats – green area (rear of car park at junction of Ferrars Way / Carlton Way)

- Bean Tree Green (Rialto Close)
- Open spaces at the following locations:
  - Dobson Way – Searle Podium

### **Schedule 3**

Maximum number of dogs

- Bryon's Pool Local Nature Reserve

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## Appendix C: Proposed Locations of Orders

Location	Area	Restriction	Introduction date	Proposal	Comments
Abbey Pool Paddling Pool (Access Land)	Outdoor paddling pool	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Abbey Pool Paddling Pool (Access Land)	Children's play area	Dog on leads area	July 2013	Keep as a dogs on leads area	Has right of way through the park
Aberdeen Avenue	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Ainsdale	The whole of the park	Dog exclusion area	October 2017	Keep as a dog exclusion area	
Alexandra Gardens	Fenced bowling green	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Alexandra Gardens	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Asbury Court	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Atkins Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Bateson Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Beales Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Bean Tree Green	Fenced green area	Dog exclusion area	NEW	Create a dog exclusion area	
Brooks Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Byrons Pool	Whole of local nature reserve	Restriction on number of dogs	NEW	Create maximum number of dogs restriction to 4	
Cherry Hinton Hall	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	

Location	Area	Restriction	Introduction date	Proposal	Comments
Cherry Hinton Hall	Outdoor paddling pools	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Cherry Hinton Hall	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Cherry Hinton Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Cherry Hinton Hall	Pond / stream	Dogs on leads area	October 2017	Keep as a dogs on leads area	
Chesterton Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Chestnut Grove	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Christs Pieces	Fenced bowling greens	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Christs Pieces	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Christs Pieces	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Church End	Fenced children's play areas	Dogs on leads area	October 2017	Keep as a dogs on leads area	
Coldhams Lane play area (Access Land)	Play area	Dog on leads area	July 2013	Keep as a dogs on leads area	
Coleridge Recreation Ground	Fenced bowling greens	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Coleridge Paddling Pool	Outdoor paddling pools	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Coleridge Recreation Ground	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Coleridge Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Discovery Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	



Location	Area	Restriction	Introduction date	Proposal	Comments
Ditton Fields	The whole of the park	Dog on leads area	July 2013	Remove	
Ditton Fields	Fenced children's play areas	Dog exclusion area	NEW	Make a dog exclusion area	
Dodson Way (Searle Podium_	Residential area	Dog exclusion area	NEW	Make a dog exclusion area	
Dudley Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Edgecombe Flats	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Flower Street	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Green End Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Gunhild Way/Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Hampden Gardens	Fenced children's play areas	Dog exclusion area	October 2017	Keep as a dog exclusion area	
Hanover and Princess Court	Green area outside there residential areas	Dogs on leads area	NEW	Create a dogs on leads area	
Histon Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Histon Road Cemetery	the whole of the cemetery	Dog on leads area	July 2013	Keep as a dogs on leads area	
Humphreys Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Huntsman Close	Fenced children's play area	Dog exclusion area	NEW	Create a dog exclusion area	
Jesus Green (Access Land)	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Jesus Green (Access Land)	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	

Location	Area	Restriction	Introduction date	Proposal	Comments
Kathleen Elliot Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Kingfisher Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Kings Hedges Recreation Ground	The part of the park that contains the children's play equipment	Dog on leads area	July 2013	Keep as a dog on leads area	
Kingsway	Green area (rear of car park at junction of Ferrars /Carlton Way)	Dog exclusion area	NEW	Make a dog exclusion area	
Lammas Land	Fenced bowling greens	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Lammas Land	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Lammas Land	Outdoor paddling pools	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Longfields Road	Whole of the park	Dogs on leads area	NEW	Make a dogs on leads area	
Molewood Close	the whole of the park	Dog on leads area	July 2013	Consider removal	
Neptune Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Newmarket Road Cemetery	the whole of the cemetery	Dog on leads area	July 2013	Keep as a dogs on leads area	
Nightingale Avenue	Fenced bowling greens	Dog exclusion area	July 2013	Keep as a dogs on leads area	
Nightingale Avenue	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Nightingale Avenue	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Nuns Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Pearl Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	

Location	Area	Restriction	Introduction date	Proposal	Comments
Petersfield	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Peverel Road	Children's play area	Dog exclusion area	October 2017	Keep as a dog exclusion area	
Ramsden Square	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Ravensworth Gardens (1)	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Ravensworth Gardens (2)	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Ravensworth Gardens	Green area (upper area)	Dog exclusion area	October 2017	Keep as a dog exclusion area	
Reilly Way	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
River Lane	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Robert May Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Romsey Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Scotland Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Sheep's Green Learner Pool	Outdoor paddling pools	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Sleaford Street/Ainsworth Street	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
St Barnabas Court	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
St Matthews Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
St Thomas's Square	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	

Location	Area	Restriction	Introduction date	Proposal	Comments
Stourbridge Common (Access Land)	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Tenby Close	Whole of the park	Dog on leads area	October 2020	Create a dogs on leads area	
The Bath House (Hector Pieterse) play area	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area AMEND NAME	
Thorpe Way/Fison Road	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Trumpington Recreation Ground	Fenced bowling greens	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Trumpington Recreation Ground	Fenced tennis courts	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Trumpington Recreation Ground	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	
Velos Walk	the whole of the park	Dog on leads area	July 2013	Keep as a dog on leads area	
Whytford Close	Fenced children's play areas	Dog exclusion area	July 2013	Keep as a dog exclusion area	

## Cambridge City Council Equality Impact Assessment (EqIA)

This tool helps the Council ensure that we fulfil legal obligations of the [Public Sector Equality Duty](#) to have due regard to the need to –

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Guidance on how to complete this tool can be found on the Cambridge City Council intranet. For specific questions on the tool email Helen Crowther, Equality and Anti-Poverty Officer at [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) or phone 01223 457046. Once you have drafted the EqIA please send this to [equalities@cambridge.gov.uk](mailto:equalities@cambridge.gov.uk) for checking. For advice on consulting on equality impacts, please contact Graham Saint, Strategy Officer, ([graham.saint@cambridge.gov.uk](mailto:graham.saint@cambridge.gov.uk) or 01223 457044).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service:</b>
Extension and variation of Public Spaces Protection Order (Dog Control) 2017
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
None available – existing order detailed here: <a href="https://www.cambridge.gov.uk/dog-control">https://www.cambridge.gov.uk/dog-control</a>
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>

The Public Spaces Protection Order (Dog Control) 2017 ("Order") is due to expire on the 19 October 2019. At any point before expiry of the Order, the Council can vary or extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring.

The Activities prohibited by the Order are:

- Failing to remove dog faeces immediately;
- Not keeping a dog on a lead in a designated area;
- Not putting, and keeping, a dog on a lead when directed to do so by an authorised officer; and
- Permitting a dog to enter land from which dogs are excluded.

The Order was not put forward as a means of unduly restricting the exercising or recreation of dogs across the city. The reason for making the Order was to address the detrimental effect on the quality of life of those in the locality caused by the irresponsible behaviour of a small minority of dog owners; and to set out a clear standard of behaviour to which all dog owners were required to adhere.

At any point before expiry of the Order, the Council can extend it by up to three years if they consider it is necessary to prevent the original behaviour from occurring or recurring. According to section 60(2) of the Act, before the time when a PSPO is due to expire, the local authority that made the PSPO may extend the period for which it has effect if satisfied on reasonable grounds that doing so is necessary to prevent-

1. Occurrence or recurrence after that time of the activities identified in the Order, or
2. An increase in the frequency or seriousness of those activities after that time.

However according to section 61 of the Act, the Order may be varied by increasing or reducing the affected area, or by altering or removing a prohibition or requirement included in the Order or by adding a new one. Where an order is varied if satisfied on reasonable grounds that two conditions are met. The first condition is that:

- a. Activities carried on in a public place within the Council's area have had a detrimental effect on the quality of life of those in the locality; or,
- b. It is likely that activities will be carried on in a public place
- c.

The second condition is that the effect or likely effect, of the activities:

- a. Is or is likely to be, of a persistent or continuing nature;
- b. Is, or is likely to be, such as to make the activities unreasonable; and,
- c. Justifies the restrictions imposed by the notice.
- d.

Any such variations will need to be subject to consultation.

There are a number of differences between the current sealed Order and the new proposed varied Order, which are:

- a. Introduction of dog exclusion areas in parks which have been fenced – Ditton Fields (removal of the dogs on leads area for the whole recreation area, and restriction to fenced area containing the children's play equipment only); Bean Tree Green (Rialto Close) and Huntsman Close.
- b. Removal of dogs on leads restrictions in areas where residents and officers have found restrictions impractical or unsuitable - former fenced area where Kings Hedges Recreation Ground paddling was located;
- c. Introduction of dogs on leads restrictions in areas where complaints have been received - Hanover and Princess Court green areas, Tenby Close play area and Lichfield Road recreation area
- d. Revision of play area name – The Bath House also known as Hector Pieterseon Play area
- e. Introduction of dog exclusion areas where complaints have been received - Kingsway flats fenced green area and Searle Podium at Dobson Way
- f. Introduction to restrict number of dogs to be walked by a person at any one time in areas where complaints have been received - Byron's Pool

#### **4. Responsible Service**

Environmental Services: Streets and Open Spaces Operations

#### **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):

All council officers and external agencies who are involved with dog control and responsibility gathering can be involved with dog control, including but not limited to Cambridgeshire Police, Wood Green Animal Shelter, RSPCA and local dog welfare organisations.

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

No – due at committee at in January 2020.

**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?**

None at the present time. A consultation of the changes is proposed between February and April 2020 which will include:

- All residents groups / associations near to Order
- Ward councillors
- Friends of Groups for land subject to proposed Order
- Dog welfare organisations including Wood Green, the RSPCA and the Dogs Trust
- Organisations associated with assistance dogs including Guide Dogs for the Blind
- Organisations associated with the homeless including Wintercomfort and the Street Outreach Team
- Local Access Forum for Access Land subject to Order

Officers will report the outcome of the consultation to the Executive Councillor at the Environment and Community Scrutiny Committee meeting in June 2020, including any proposed amendments to the order, together with a recommendation for the order's formal agreement.

**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**

**Note that this refers to 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 adults at risk**

Currently the Order applies to all age groups, and the proposed varied order includes some additional restrictions on parks, including removal of fenced areas where dogs can be walked, and restrictions on the number of dogs that can be walked. This may have a negative impact on members of the public that utilise these areas for walking their dogs, however restrictions are placed on a small number of areas that are not designed for the exercise of dogs and other suitable locations can be found near to areas where restrictions apply. Conversely this may also have a positive impact to family users of fenced parks, allowing free use of play areas without the fear of dogs sharing the same space.

#### **(b) Disability**

**Note that a person has a disability if they have 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.**

Currently the Order does not apply to all people. Nothing in the Order applies to a person in control of a working assistance dog which has been trained to assist a person who has a disability. For the purposes of the Order, a “disability” means a condition that qualifies as a disability for the purposes of the Equality Act 2010. It is proposed that the same exemptions continue with the varied Order to ensure that the restrictions placed on dog owners / handlers are reasonable and take into account conditions where it is not possible to comply.

#### **(c) Gender reassignment**

There are no equality impacts specific to this protected characteristic

#### **(d) Marriage and civil partnership**

There are no equality impacts specific to this protected characteristic

**(e) Pregnancy and maternity**

This may have a positive impact to family users of fenced parks, allowing free use of play areas without the fear of dogs sharing the same space

**(f) Race**

**Note that the protected characteristic 'race' refers to a group of people defined by their race, colour, and nationality (including citizenship) ethnic or national origins.**

There are no equality impacts specific to this protected characteristic

**(g) Religion or belief**

There are no equality impacts specific to this protected characteristic

**(h) Sex**

There are no equality impacts specific to this protected characteristic

**(i) Sexual orientation**

There are no equality impacts 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**

All enforcement action is undertaken in accordance with the council's [Corporate Enforcement Policy](#).

Currently the option for dealing with dog control is fixed penalty notices, which offers individuals and businesses the opportunity to pay a monetary fine, and in turn discharge their liability to prosecution (they will not end up with a criminal record). The continuation of fines at the same level, including an early repayment amount continues to offer a lower threshold that individuals and businesses can also take advantage of, reducing financial impacts.

The council does not offer payment by instalments or payment plans. Payment for fixed penalties can only be accepted for the full amount. However in cases of extreme financial difficulties, officers have discretion to be able to extend the lower threshold payment period (subject to legal restrictions), and will work together with those issued fixed penalties to avoid prosecution where possible.

**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.)**

Update of EqlA following consultation regarding the proposed order – due June 2020.

**12. Do you have any additional comments?**

All communication by the Streets and Open Spaces Operations team is undertaken in accordance with the [Service Standards](#) which details what customers can expect of us.

Usage and payment of FPNS will be monitored and the EqlA kept under review as required

### 13. Sign off

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

Names and job titles of other assessment team members and people consulted: None

Date of EqlA sign off: 17 December 2018

Date of next review of the equalities impact assessment: June 2019

All EqlAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer. Has this been sent to Helen Crowther?

☒ Yes

☐ No

Date to be published on Cambridge City Council website:



Item

## REVIEW OF USE OF THE REGULATION OF INVESTIGATORY POWERS ACT

**To:**

Councillor Nicky Massey, Executive Councillor for Transport and Community Safety

Environment & Community Scrutiny Committee 16/01/20

**Report by:**

Tom Lewis, Head of Legal Practice

Tel: 01223 - 457401 Email: tom.lewis@3csharedservices.org

**Wards affected:**

All

### Not a Key Decision

#### 1. Executive Summary

- 1.1 A Code of Practice introduced in April 2010 recommends that Councillors should review their authority's use of the Regulation of Investigatory Powers Act 2000 (RIPA) and set its general surveillance policy at least once a year. The Leader and Executive Councillor for Strategy and Transformation and Strategy and Resources Scrutiny Committee last considered these matters on the 17 January 2019.
- 1.2 The City Council has not used surveillance or other investigatory powers regulated by RIPA since February 2010.
- 1.3 This report sets out the Council's use of RIPA and the present surveillance policy.

#### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 To review the Council's use of RIPA set out in paragraph 3.5 of this report.
- 2.2 To note and endorse the steps described in paragraph 3.7 and in Appendix 1 to ensure that surveillance is only authorised in accordance with RIPA.
- 2.3 To approve the general surveillance policy in Appendix 1 to this report.

### **3. Background**

- 3.1 The Regulation of Investigatory Powers Act imposes controls on the circumstances in which public bodies can use covert investigative methods in connection with their statutory functions. Local authorities may only use these methods for the purpose of preventing or detecting crime or of preventing disorder.
- 3.2 These are the activities that are regulated by RIPA:

#### **a) Covert directed surveillance**

Surveillance is "covert" if it is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place. It is "directed" if it is undertaken for the purposes of a specific investigation or operation in such a manner as is likely to result in the obtaining of private information about a person. Surveillance is not directed if it is an immediate response to events or circumstances; for instance if a police officer sees someone acting suspiciously and decides to follow them. The Council uses covert directed surveillance very sparingly – and has not used it at all in the period covered by this report.

#### **b) Covert human intelligence source ("CHIS")**

A covert human intelligence source is someone who establishes or maintains a relationship with a person for the purpose of covertly obtaining or disclosing information. In practice, this is likely to cover the use of an informer or Council officer to strike up a relationship with someone as part of an investigation to obtain information "under cover". The Council has never authorised the use of a "covert human intelligence source" under RIPA.

#### **c) Access to Communications Data**

There are stringent controls placed on access by the Council to “communications data”. The Council is not entitled to obtain access to the content of communications between third parties but can, in some circumstances, obtain information relating to the use of a communications service. “Communications services” include telecom providers, postal services and internet service providers. The Council has never authorised access to communications data under RIPA.

3.3 More detail of the nature of the scope of RIPA and controls and procedures are set out in the general surveillance policy in Appendix 1.

**3.4 Member Supervision of the Use of RIPA**

- a. A Home Office Code of Practice provides for a wider supervisory role for councillors. The code states that, at least once a year, councillors should review the Council’s use of RIPA and set the general surveillance policy. This report gives members this opportunity.
- b. The Council has not used RIPA powers since the Code of Practice came into effect. If RIPA powers are used, Councillors should consider internal reports on their use at least on a quarterly basis to ensure that they are being used consistently with the council's policy and that the policy remains fit for purpose. The Code emphasises that councillors should not be involved in making decisions on specific authorisations.

**3.5 The Council’s Use of RIPA**

- a. The City Council is very sparing in its use of RIPA powers. In fact, it has not authorised the use of RIPA powers in the period covered by this report (January 2018 to January 2019) and not used these powers since February 2010.
- b. As mentioned in Section 3.2 (b) and (c), the Council has never used RIPA powers to authorise the use of “confidential human intelligence sources” or the powers relating to the obtaining of communication data.
- c. When members previously reviewed the Council’s use of RIPA, they asked for information about surveillance etc. carried out by the Council under an authorisation given by a third party. This might arise where an investigation is being led by another agency (e.g. Police or HMRC) and the Council is asked to assist. There were two occasions in 2015 in which the Council assisted the Police in directed surveillance carried out through of the Council’s CCTV. Both related to a single investigation into suspected sexual assault.

### **3.6 The Protection of Freedoms Act 2012**

a. From 1 November 2012, all local authority surveillance authorised under the Regulation of Investigatory Powers Act 2000 (RIPA) has been subject to approval by a Magistrate.

b. Approval can only be given if the Magistrate is satisfied that:

(i) There were reasonable grounds for the authorising officer approving the application to believe that the Directed Surveillance or deployment of a Covert Human Intelligence Source (CHIS) was necessary and proportionate and that there remain reasonable grounds for believing so.

(ii) The authorising officer was of the correct seniority within the organisation i.e. a Director, Head of Service, Service Manager or equivalent.

(iii) The granting of the authorisation was for the prescribed purpose, which is preventing or detecting crime or disorder and, in the case of directed surveillance, is confined to cases where the offence under investigation carries a custodial sentence of six months or more.

There are also additional safeguards in relation to the use of a CHIS. (As mentioned in paragraph 3.2, The Council has never authorised the use of a “covert human intelligence source” under RIPA.)

### **3.7 The Council’s Surveillance Policy**

a. The Council’s surveillance policy is set out at Appendix 1. It sets out the tests to apply in determining whether the use of RIPA powers is necessary and proportionate.

b. The policy was updated in 2016 to reflect the Office of Surveillance Commissioners Inspection Report carried out on the 25<sup>th</sup> April 2016. The report commended the Council on their management of surveillance and made minor amendments to the policy to reflect the Protection of Freedoms Act 2012, which restricted the Local Authorities powers of surveillance. Local Authorities were previously permitted under s.28 (3)(b) to authorise surveillance where it is necessary “for the purpose of preventing or detecting crime or preventing disorder”. This was subsequently amended in 2012 under 7A (3)(a) and (b) to only permit surveillance for criminal offences which are set to be prevented or detected, whether on summary conviction or on indictment by a max term of at least six months and



would constitute an offence under s.146,147,147A of the Licensing Act 2003 or s.7 of the Children's & Young Persons Act 1993. The latter are all offences involving the sale of tobacco and alcohol to underage children.

- c. The previous Head of Legal Services revised the policy in 2016 following the report.
- d. No further changes to the policy are recommended at present.

## **4. Implications**

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

*Page: 5*

None.

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

None.

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

A formal equality impact assessment has not been carried out in preparing this report. Equality impact issues are addressed, and safeguards contained, within the body of the general surveillance policy which the Executive Councillor is being asked to endorse. Paragraph 10.5 of the policy highlights the need to consider equality issues as part of considering whether to use RIPA powers. Paragraph 10.7 highlights the special care needed if surveillance might involve obtaining access to religious material. The Head of Legal Services receives copies of all authorisations and takes an overview of the use of RIPA. The member supervision outlined in section 3.4 of this report would also help ensure that the policy is being applied properly.

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

The proposals in this report have a "nil" climate change impact.

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

None.

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

Although the Council's use of RIPA has been very sparing, there have been, and will be, occasions on which the use of the powers are justified and necessary to ensure community safety.

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

The RIPA general surveillance policy is based on legal requirements and the guidance contained in Home Office codes of practice and there has been no external consultation on this.

## **6. Background papers**

Background papers used in the preparation of this report:

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

Report to the Leader and Strategy and Resources Scrutiny Committee:

Review of Use of The Regulation Of Investigatory Powers Act (19 January 2015) This is a published source available at

<http://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=159&MId=2551&Ver=4>

House of Commons Library briefing paper dated 19 November 2015: Draft Investigatory Powers Bill. This is a published source available at

<http://researchbriefings.parliament.uk/ResearchBriefing/Summary/CBP-7371#fullreport>

## **7. Appendices**

City Council RIPA Procedure Guide.

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact Tom Lewis, Head of Legal Practice, tel: 01223 - 457041, email:

[tom.lewis@3csharedservices.org](mailto:tom.lewis@3csharedservices.org).

*The Regulation of Investigatory Powers Act 2000: A procedure guide on the use of covert surveillance and “covert human intelligence sources”*

Statement of Intent: Cambridge City Council attaches a high value to the privacy of citizens. It will adhere to the letter and to the spirit of the Act and will comply with this Code.

## **1. Introduction**

- 1.1 The Regulation of Investigatory Powers Act 2000 (“RIPA”) is designed to ensure that public bodies respect the privacy of members of the public when carrying out investigations, and that privacy is only interfered with where the law permits and there is a clear public interest justification.

## **2. What does RIPA do?**

- 2.1 RIPA places controls on the use of certain methods of investigation. In particular, it regulates the use of surveillance and “covert human intelligence sources”. This guide covers these aspects of the Act. Further guidance will be issued on other aspects of the Act if necessary.
- 2.1 RIPA’s main implications for the Council are in respect of covert surveillance by Council officers and the use of “covert human intelligence sources”. (A covert human intelligence source is someone who uses a relationship with a third party in a secretive manner to obtain or give information – for instance an informer or someone working “under cover”.)

## **3. Some definitions**

- 3.1 “Article 8 Rights”

This refers to the rights of individuals under the European Convention on Human Rights:

*“Everyone has the right to respect for his private and family life, his home and his correspondence.*

*“There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.”*

The Council must not infringe these rights unless they are acting in accordance with the law for one of the purposes mentioned in the second paragraph. Even then, any infringement of this right needs to be proportionate. (See paragraph 9.4.)

### 3.2 “Covert”

Concealed, done secretly

### 3.3 “Covert surveillance”

Surveillance which is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place;

### 3.4 “Directed surveillance”

Directed surveillance is defined in RIPA as surveillance which is covert, but not intrusive, and undertaken:

- a) for the purposes of a specific investigation or operation;
- b) in such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- c) otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance (i.e. where the circumstances make it impractical to seek authorisation. An example might be where a police officer on patrol sees a person acting suspiciously and decides to watch them surreptitiously to see whether they are intending to commit a crime.)

Private information in relation to a person includes any information relating to his private or family life.

### 3.5 “Intrusive surveillance”

Intrusive surveillance is defined in section 26(3) of the 2000 Act as covert surveillance that:

- a. is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
- b. involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.

#### **4. RIPA and Surveillance – what is not covered**

- 4.1 General observation forms part of the duties of some Council officers. They may, for instance, be on duty at events in the City and will monitor the crowd to maintain public safety and prevent disorder. Environmental Health Officers might covertly observe and then visit a shop as part of their enforcement function. Such observation may involve the use of equipment merely to reinforce normal sensory perception, such as binoculars, or the use of cameras, where this does not involve systematic surveillance of an individual. It forms a part of the everyday functions of law enforcement or other public bodies. This low-level activity will not usually be regulated under the provisions of RIPA.
- 4.2 Neither do the provisions of the Act cover the use of overt CCTV surveillance systems. Members of the public are aware that such systems are in use, for their own protection, and to prevent crime. (There is a separate Code of Practice adopted by the Council to govern use of CCTV. For information about this, contact Martin Beaumont, CCTV Manager.)

#### **5. RIPA and Surveillance – What is covered?**

- 5.1 The Act is designed to regulate the use of “covert” surveillance. Covert surveillance means surveillance which is carried out in a manner calculated to ensure that the persons subject to the surveillance are unaware that it is or may be taking place. Strictly speaking, only two types of covert surveillance are regulated by RIPA – “directed” and “intrusive” surveillance. However, where the purpose of a surveillance operation is to obtain private information about a person, the authorisation procedures set out in this guide should be followed and the surveillance treated as being “directed”.

#### **6. What is “directed surveillance”?**

**6.1 Directed surveillance is defined in RIPA as surveillance which is covert, but not intrusive, and undertaken:**

- a) for the purposes of a specific investigation or operation;

- b) in such a manner as is likely to result in the obtaining of private information about a person (whether or not one specifically identified for the purposes of the investigation or operation); and
- c) otherwise than by way of an immediate response to events or circumstances the nature of which is such that it would not be reasonably practicable for an authorisation under this Part to be sought for the carrying out of the surveillance. (See the clarification of this in paragraph 3.3.)

Private information in relation to a person includes any information relating to his private or family life.

- 6.2 Directed surveillance is conducted where it involves the observation of a person or persons with the intention of gathering private information to produce a detailed picture of a person's life, activities and associations. However, it does not include covert surveillance carried out by way of an immediate response to events or circumstances which, by their very nature, could not have been foreseen. For example, a plain clothes police officer would not require an authorisation to conceal himself and observe a suspicious person who he comes across in the course of a patrol.
- 6.3 Directed surveillance does not include any type of covert surveillance in residential premises or in private vehicles. Such activity is defined as "intrusive surveillance" and is dealt with in paragraph 7.
- 6.4 In practice, the sort of directed surveillance which the Council might undertake would include the use of concealed cameras as part of an investigation into antisocial behaviour or breach of tenancy conditions. It might include covert surveillance connected with the enforcement of environmental health or planning regulations or in connection with investigating benefit fraud. You should treat anything involving the use of concealed cameras or anything involving keeping covert observation on premises or people as potentially amounting to directed surveillance. If you are unsure, please take advice either from your manager or supervisor, or from the Head of Legal Practice.
- 6.5 Directed surveillance **must** be properly authorised in accordance with the procedure set out in section 9.
- 6.6 You should treat any covert surveillance which is likely to intrude upon anyone's privacy to more than a marginal extent as directed surveillance, even if it does not fall within the strict terms of the definition – for instance where surveillance is not part of a specific investigation or operation.

## **7. Directed Surveillance and Social Media**

- 7.1 The use of the internet may be required to gather information prior to and/or during an operation, which may amount to directed surveillance. Whenever you intend to use the internet as part of an investigation, you must first consider whether the proposed activity is likely to interfere with a person's Article 8 rights, including the

effect of any collateral intrusion. (See Section 3 for an explanation of Article 8 rights.)

- 7.2 Any activity likely to interfere with an individual's Article 8 rights should only be used when necessary and proportionate to meet the objectives of a specific case. If your proposed use of social media in connection with an investigation amounts to covert directed surveillance within the scope of RIPA by electronic means, an authorisation in accordance with the procedure set out in section 9. Where an investigator may need to communicate covertly online, for example contacting individuals using social media websites, a CHIS authorisation is likely to be needed and the Head of Legal Service should be consulted.
- 7.3 Where individuals publish information freely (e.g. twitter accounts, LinkedIn profiles), there is unlikely to be any interference with Article 8 rights. This is also likely to be the case with other information published openly on the Internet. Care should be taken with other social media, such as Facebook. Even if the user has not used privacy settings to restrict access, this does not necessarily mean that they have made a decision to publish personal information to the world. It is likely to be proportionate, in connection with an investigation (e.g. benefit fraud) to make a single visit to an unsecured Facebook profile. Further visits could amount to surveillance. If you are considering monitoring social media such as Facebook in connection with an investigation. you should first seek advice on whether RIPA authorisation is needed.

## 8. What is intrusive surveillance?

<b>An important warning: the Council cannot authorise intrusive surveillance.</b>
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- 8.1 Intrusive surveillance is defined as covert surveillance that:
- a. is carried out in relation to anything taking place on any residential premises or in any private vehicle; and
  - b. involves the presence of an individual on the premises or in the vehicle or is carried out by means of a surveillance device.
- 8.2 In essence, intrusive surveillance amounts to intrusion into people's homes or vehicles either physically or by means of a surveillance device.
- 8.3 **Intrusive surveillance cannot be undertaken without authorisation and the Council cannot authorise intrusive surveillance.** Bodies such as the Police and Customs and Excise can authorise intrusive surveillance. If you are asked by another agency to co-operate with intrusive surveillance, you should seek advice from the Head of Legal Practice immediately. Where other authorities say that they are authorised to undertake intrusive surveillance but need our co-operation, we need to check that their authorisation is in order.

## 9. What is a covert human intelligence source?

- 9.1 A covert human intelligence source is someone who establishes or maintains a relationship with a person for the purpose of covertly obtaining or disclosing information. In practice, this is likely to cover the use of an informer or Council officer to strike up a relationship with someone as part of an investigation to obtain information “under cover”.
- 9.2 Someone who volunteers information to the Council, either as a complainant (for instance, about anti-social behaviour or a breach of planning regulations) or out of civic duty, is unlikely to be a covert human intelligence source. If someone is keeping a record, say, of neighbour nuisance, this will not amount by itself to use of a covert human intelligence source. However, if we are relying on, say, a neighbour to ask questions with a view to gathering evidence, then this may amount to use of a covert human intelligence source.
- 9.3 The use by the Council of covert human intelligence sources is expected to be extremely rare and, for that reason, this guide does not deal with the issues to which they give rise. If you are contemplating use of a covert human intelligence source, please take advice from the Head of Legal Practice before putting your plan into action.

## 10. Authorising Directed Surveillance: The Rules

- 10.1 It is crucial that all directed surveillance is properly authorised. Failure to secure proper authorisation and to comply with this procedure could lead to evidence being excluded by the courts and to complaints against the Council. The Council is subject to audit and inspection by the Investigatory Powers Commissioner’s Office and it is important that we can demonstrate compliance with RIPA and with this code. **Again, please note that the Council cannot authorise intrusive surveillance – see section 8.**
- 10.2 **Who can authorise directed surveillance?** Regulations made under the Act say that the most junior level at which authorisations can only be given is by what it refers to as “assistant chief officers”. For the purposes of this Code, authorisations may only be given by the officers identified in the Appendix to this Guide referred to as “authorising officers”. In cases of urgency, if it is not possible to seek authority from an authorising officer, authority may be given by a deputy to an authorising officer, but ratification of that authority should be sought at higher level as soon as practical, and the reasons for urgency recorded on the authorisation form. Where practical, the authorising officer should not be directly involved in the case giving rise to the request for authorisation. (However, an authorising officer may authorise a request made by staff who report to them if they are not directly involved in the case.) Where it is not practical for authorisation to be given by an officer who is not directly involved, this should be noted with reasons on the authorisation form. In addition to internal authorisation, directed surveillance cannot be carried out without the approval of a Magistrate. (See paragraph 10.2 below.)
- 10.3 **On what grounds can directed surveillance be authorised?** Directed surveillance can only be authorised by local authorities:



- for the purpose of preventing or detecting serious crime where the offence under investigation carries a custodial sentence of six months or more; or
- for the purpose of preventing or detecting conduct which is an offence under—
  - (i) section 146 of the Licensing Act 2003 (sale of alcohol to children);
  - (ii) section 147 of the Licensing Act 2003 (allowing the sale of alcohol to children);
  - (iii) section 147A of the Licensing Act 2003 (persistently selling alcohol to children);
  - (iv) section 7 of the Children and Young Persons Act 1933 (sale of tobacco, etc, to persons under eighteen).”.

When the legislation was introduced, the Council could authorise directed surveillance on other grounds (e.g. in the interests of public safety or in the interests of protecting public health, or to prevent or detect disorder) but the serious crime ground is the only one available to local authorities. The Police have wider powers to authorise directed surveillance.

Please note that surveillance has to be **necessary** for the serious crime purpose. If you can just as well carry out an investigation by means which do not involve directed surveillance, then you should use them.

- 10.4 **Is the proposed surveillance proportionate?** Authorisation should not be sought, and authority should not be given unless you are satisfied that the surveillance is proportionate. You should make sure that any interference with privacy is justified by the end being sought. Unless the benefit to be obtained from surveillance is significant, and unless the problem you are seeking to tackle is serious, the use of surveillance is unlikely to be proportionate. We should not “use a sledgehammer to crack a nut”!
- 10.5 **Is the proposed surveillance discriminatory?** The Council is under a legal obligation to avoid either direct or indirect discrimination in carrying out its functions. As surveillance can interfere with rights contained in the European Convention on Human Rights, discrimination can also amount to a breach of the Human Rights Act. You should be sensitive to this issue and ensure that you apply similar standards to seeking or authorising surveillance regardless of ethnic origin, sex or sexual orientation, disability, age etc. You should be alert to any assumptions about people from different backgrounds which may not even be consciously held.
- 10.6 **Might the surveillance involve “collateral intrusion”?** In other words, might the surveillance intrude upon the privacy of people other than those who are the subject of the investigation. You should be sensitive of the privacy rights of third parties and consider very carefully whether the intrusion into their privacy is justified by the benefits of undertaking the surveillance.
- 10.7 **Might the surveillance involve acquiring access to any confidential or religious material?** If so, then the surveillance will require a particularly strong justification and arrangements need to be put in place to ensure that the information

obtained is kept secure and only used for proper purposes. Confidential material might include legal or financial records, or medical records. Where there is a possibility that access to confidential or religious material might be obtained, the authorisation of the Chief Executive (or, in her absence in cases where it is not practical to wait for her return, the authorisation of a Director acting as her deputy) should be sought.

## **11. Authorising Directed Surveillance: The Procedure**

### **11.1 Applying for authorisation.**

- 11.1.1 Detailed guidance on the authorisation procedure and on how to complete the statutory forms is available on the Council's Intranet at <http://intranet/Guidelines/Docs/RIPA%20Guidance%20Manual.pdf> The individual forms are available separately and links to them are set out in Appendix 3. You must only use the forms that are on the Intranet, you should read the accompanying notes carefully and follow them when completing the form.
- 11.1.2 Before submitting an application for authorisation, you must supply a copy of your request to the Head of Legal Practice. You may only submit your application for authorisation if you obtain the approval of the Head of Legal Practice.
- 11.1.3 A written application for authorisation for directed surveillance should describe in detail any conduct to be authorised and the purpose of the investigation or operation. The application should also include:
- ☐ ☐ the reasons why the authorisation is necessary in the particular case and on the grounds (e.g. for the purpose of preventing or detecting crime) listed in Section 28(3) of the 2000 Act;
  - ☐ ☐ the reasons why the surveillance is considered proportionate to what it seeks to achieve;
  - ☐ ☐ the nature of the surveillance;
  - ☐ the identities, where known, of those to be the subject of the surveillance;
  - ☐ ☐ an explanation of the information which it is desired to obtain as a result of the surveillance;
  - ☐ ☐ the details of any potential collateral intrusion and why the intrusion is justified;
  - ☐ ☐ the details of any confidential information that is likely to be obtained as a consequence of the surveillance.
  - ☐ ☐ the level of authority required (or recommended where that is different) for the surveillance; and

- a subsequent record of whether authority was given or refused, by whom and the time and date.

## **11.2 Approval by a Magistrate**

11.2.1 The internal authorisation for covert surveillance is not to take effect until a Magistrate has made an order approving it. Approval can only be given if the Magistrate is satisfied that:

(a) There were reasonable grounds for the authorising officer to believe that the directed surveillance was necessary and proportionate and that there remain reasonable grounds for believing so.

(b) The authorising officer was of the correct seniority within the organisation i.e. a Director, Head of Service, Service Manager or equivalent.

(c) The granting of the authorisation was for preventing or detecting crime and that the offence under investigation carries a custodial sentence of six months or more

11.2.2 You must not commence covert surveillance until you have confirmation that the Magistrate's approval has been given.

## **11.3 Duration of authorisations**

11.3.1 A written authorisation granted by an authorising officer will cease to have effect (unless renewed) at the end of a period of **three months** beginning with the day on which it took effect.

11.3.2 Even though authorisations cease to have effect after three months, you should not simply leave them to run out. When the surveillance ceases to be necessary, you should always follow the cancellation procedure. See section 10.6. Where surveillance has ceased, we must be able to match each authorisation with a cancellation.

## **11.4 Reviews**

11.4.1 Regular reviews of authorisations should be undertaken to assess the need for the surveillance to continue. The maximum period between authorisation and review, and between reviews, should be four weeks. The more significant the infringement of privacy, the more frequent should be the reviews. The results of a review should be recorded on the central record of authorisations (see paragraph 11). Particular attention is drawn to the need to review authorisations frequently where the surveillance provides access to confidential information or involves collateral intrusion.

11.4.2 In each case authorising officers within the Council should determine how often a review should take place. This should be as frequently as is considered necessary and practicable.

11.4.3 A link to the form to record a review of an authorisation may be found in Appendix 2 to this Guide.

## 11.5 Renewals

11.5.1 If at any time before an authorisation would cease to have effect, the authorising officer considers it necessary for the authorisation to continue for the purpose for which it was given, s/he may renew it in writing for a further period of **three months**. A renewal cannot take effect unless it has been approved by a Magistrate. If you think a renewal might be needed, you should plan to allow sufficient time for an application to a Magistrate to be made before expiry.

11.5.2 A renewal takes effect at the time at which, or day on which the authorisation would have ceased to have effect but for the renewal. An application for renewal should not be made until shortly before the authorisation period is drawing to an end. Any person who would be entitled to grant a new authorisation can renew an authorisation. Authorisations may be renewed more than once, provided they continue to meet the criteria for authorisation.

11.5.3 All applications for the renewal of an authorisation for directed surveillance should be made on the form linked to Appendix 2 to this guide and should record:

- ☐ ☐ whether this is the first renewal or every occasion on which the authorisation has been renewed previously;
- ☐ ☐ any significant changes to the information given in the original application for authorisation;
- ☐ ☐ the reasons why it is necessary to continue with the directed surveillance;
- ☐ ☐ the content and value to the investigation or operation of the information so far obtained by the surveillance;
- ☐ ☐ the results of regular reviews of the investigation or operation.

11.5.4 Authorisations may be renewed more than once, if necessary, and the renewal should be kept/recorded as part of the central record of authorisations (see paragraph 12).

## 11.6 Cancellations

11.6.1 The authorising officer who granted or last renewed the authorisation must cancel it if he is satisfied that the directed surveillance no longer meets the criteria upon which it was authorised. Where the authorising officer is no longer available, this duty will fall on the person who has taken over the role of authorising officer. If in doubt about who may cancel an authorisation, please consult the Head of Legal Practice. Cancellations are to be effected by completion of the form linked to in Appendix 2 to this Guide.

**11.6.2 N.B. Please note the warning in paragraph 10.3.3 that there must be a completed cancellation for each authorisation once surveillance has been completed. An authorisation cannot simply be allowed to expire.**

## **11.7 Ceasing of surveillance activity**

11.7.1 As soon as the decision is taken that directed surveillance should be discontinued, the instruction must be given to those involved to stop all surveillance of the subject(s). The date and time when such an instruction was given should be included in the Notification of Cancellation form.

## **12. Record Keeping and Central Record of Authorisations**

12.1 In all cases in which authorisation of directed surveillance is given, the Service Head is responsible for ensuring that the following documentation is kept safely for a period of at least three years from the date of authorisation:

- ☐ ☐ a copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by the authorising officer;
- ☐ ☐ a record of the period over which the surveillance has taken place;
- ☐ ☐ the frequency of reviews prescribed by the authorising officer;
- ☐ ☐ a record of the result of each review of the authorisation;
- ☐ ☐ a copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested;
- ☐ the date and time when any instruction was given by the authorising officer.

12.2 In addition, copies the following must be sent to the Head of Legal Practice immediately upon completion:

- ☐ ☐ all completed forms authorising directed surveillance;
- ☐ ☐ all completed forms authorising renewal of directed surveillance;
- ☐ ☐ all completed forms cancelling directed surveillance.

These will be kept by the Head of Legal Practice who will review them at least every twelve months in his capacity as the Council's Monitoring Officer.

## **13. Authorising Use of Covert Human Intelligence Sources**

13.1 Similar principles and procedures apply to authorising the use of covert human intelligence sources, including the need for authorisations to be approved by a Magistrate. If it becomes apparent that their use is more than very exceptional, detailed guidance will be published and circulated. For the present, officers'

attention is drawn to the explanation of the nature of a covert human intelligence source in Paragraph 9. If you think you might be using, or might use, a covert human intelligence source, please contact the Head of Legal Practice, who will advise on the principles to be applied, the authorisation procedure, record keeping etc. For the avoidance of doubt, the Council will comply, so far as applicable, with the model guidance issued by the Home Office.

#### **14. Authorisations by Third Parties**

- 14.1 You may be approached by another agency, e.g. the Police or HMRC, to co-operate in undertaking activities regulated by RIPA. In cases where the City Council is acting on behalf of another agency, the tasking agency should normally obtain and provide evidence of the RIPA authorisation. Although the Council can act on an authorisation obtained by another agency, it is still important for the Council to reach a view on whether it is appropriate to co-operate. Please, where practical, seek the advice of the Head of Legal Practice before acting on a third-party authorisation.
- 14.2 Home Office guidance says that, where possible, public authorities should seek to avoid duplication of authorisations as part of a single investigation or operation. For example, where two agencies are conducting directed surveillance as part of a joint operation, only one authorisation is required. Duplication of authorisations does not affect the lawfulness of the activities to be conducted, but may create an unnecessary administrative burden on authorities. But we should not use Police authorisation as a means to avoid the safeguards put in place for local authority use of RIPA or as a means of carrying out surveillance for purposes not authorised for local authorities; e.g. intrusive surveillance or surveillance for non-permitted purposes. If it is primarily a Council operation, then the Council should be responsible for authorisation.
- 14.3 You must notify the Head of Legal Practice of all occasions on which you act under a RIPA authorisation obtained by a third party.

#### **15. Access to Communications Data**

- 15.1 There are stringent controls placed on access by the Council to “communications data”. The Council is not entitled to obtain access to the content of communications between third parties but can, in some circumstances, obtain information relating to the use of a communications service. “Communications services” include telecom providers, postal services and internet service providers.
- 15.2 This is a complex area, procedurally and legally. Access to communications data can only be obtained through the Council’s designated “single point of contact” (“SPOC”) for communications data. The Head of Legal Practice has this role and you should consult him at an early stage if you think you may need access to communications data.

## **16. Covert surveillance outside of RIPA**

- 16.1 Not all types of covert surveillance falls within the scope of RIPA which, for local authorities, is limited to criminal investigations and the underage sale of alcohol or tobacco. On occasion, it may be appropriate to carry out covert surveillance in connection with, for instance, an audit or disciplinary investigation. Formal RIPA authorisation will not be needed in these circumstances but the principles embodied in RIPA still apply. In these circumstances, you should complete the non-RIPA application form and submit it to an authorising officer for approval. Detailed guidance on non-RIPA surveillance is available on the Intranet at <http://live.drupal.intranet.ccc.local/content/regulation-investigatory-powers-act-2000> .

## **17. Further Information**

- 17.1 Departments may wish to develop their own guidance and Environmental Health and Waste Management has already done so. This is to be encouraged. However, the principles and procedures contained in departmental guidance must be compatible with this guidance.
- 17.2 There is helpful information on the Home Office web site about RIPA. See below for links.
- 17.3 The Head of Legal Practice will be happy to advise further on issues connected with RIPA. Departments need to consider what their training needs are in this area and the Head of Legal Practice is willing to discuss what help he can offer with this.

## **Approved Authorising Officers for the Purposes of the Regulation of Investigatory Powers Act 2000**

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- Fiona Bryant Strategic Director
- Suzanne McBride Strategic Director

The Leader of the Council delegated power to the Chief Executive to designate authorised officers for the purposes of Chapters II and III of the Act. (Record of Decision ref: 07/S&R/14, 3 September 2007.

## **Links**

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Links to Home Office Information on RIPA, including codes of practice are at <http://www.homeoffice.gov.uk/counter-terrorism/regulation-investigatory-powers/> Forms are also available via this site but you should only use the forms on the Council's Intranet, which may be found through the links in Appendix Three.

## **Intranet Guidance**

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## ***RIPA Covert Surveillance Forms and Guidance***

### **Regulation of Investigatory Powers Act 2000**

#### **Guidance on the use of covert surveillance and "covert human intelligence sources"**

- [The Regulation of Investigatory Powers Act 2000 - Procedure Guide 2013 \[DOC, 87kB\]](#)

The guidance manual and the information set out in all the forms below have been purchased from an external source and copyright belongs to Ibrahim Hasan (2010) of Act Now Training - [www.actnow.org.uk](http://www.actnow.org.uk) - Surveillance Law Training and Resources. Under no circumstances should copies of the manual or guidance be provided to any other person or organisation outside Cambridge City Council.

#### **RIPA Guidance Manual**

- [1. Introduction \[PDF, 0.5MB\]](#)
- [2. Guidance for Authorising Officers \[PDF, 153kB\]](#)
- [3. Completing the RIPA Forms \[PDF, 0.8MB\]](#)
- [4. Seeking Magistrates' Approval \[PDF, 121kB\]](#)
- [5. Non RIPA Surveillance \[PDF, 0.6MB\]](#)

#### **Directed Surveillance (DS) Forms**

- [15 DS Review Form.doc \[DOC, 61kB\]](#)
- [14 DS Application Form.doc \[DOC, 115kB\]](#)
- [17 DS Cancellation Form.doc \[DOC, 47kB\]](#)
- [16 DS Renewal Form.doc \[DOC, 59kB\]](#)

#### **Covert Human Intelligence Source (CHIS) Forms**

- [Completing the CHIS Forms.doc \[DOC, 24kB\]](#)
- [CHIS Review \[DOC, 62kB\]](#)
- [CHIS Application \[DOC, 122kB\]](#)
- [CHIS Cancellation \[DOC, 45kB\]](#)
- [CHIS Renewal \[DOC, 61kB\]](#)

[CHIS Non-RIPA Form \[DOC, 89kB\]](#)