



Cambridge City Council  
**Environment and Community Scrutiny**  
**Committee**

**Date:** Thursday, 18 January 2024

**Time:** 6.00 pm

**Venue:** Council Chamber, The Guildhall, Market Square, Cambridge, CB2 3QJ [access the building via Peashill entrance]

**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 5 - 30)
- 4 Public Questions

**Decisions for the Executive Councillor for Open Spaces and City Services**

- 5 To Note Record of Urgent Decision Taken by the Executive Councillor for Open Spaces and City Services
- 5a Environmental Improvements Programme 2023-24 (Pages 31 - 36)

**Decisions for the Executive Councillor for Communities**

- 6 Community Grants 2024-25 (Pages 37 - 72)
- 7 S106 Funding Round - Phase 2 Sports And Community Facilities (Pages 73 - 88)
- 8 Creativity and Culture for All: Cambridge City Council's Cultural Strategy (2024-2029)  
To follow
- 9 Revisions to Governance Arrangements and an Extension to the Contract For Services for Storeys Field Centre (Pages 89 - 102)

## **Decisions for the Executive Councillor for Community Wealth Building and Community Safety**

- 10      Review of Use of the Regulation of Investigatory Powers Act      (Pages 103 - 122)
- 11      Ombudsman Determination      (Pages 123 - 124)

NOT FOR PUBLICATION: The report relates to an item during which the public is likely to be excluded from the meeting by virtue of paragraph 2 of Part 1 of Schedule 12A of the Local Government Act 1972.

**Environment and Community Scrutiny Committee Members:** Divkovic (Chair), Nestor (Vice-Chair), Glasberg, Hauk, Payne, Pounds and Swift

**Alternates:** Flaubert, Griffin, Howard, Levien and Sheil

**Executive Councillors:** Carling (Executive Councillor for Open Spaces and City Services), Gilderdale (Executive Councillor for Community Wealth Building and Community Safety and Deputy Leader (Statutory)), Moore (Executive Councillor for Climate Action and Environment) and Wade (Executive Councillor for Communities)

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Further information on public speaking will be supplied once registration and the written question / statement has been received.

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**ENVIRONMENT AND COMMUNITY SCRUTINY COMMITTEE** 5 October 2023  
6.00 - 8.30 pm

**Present:** Councillors Divkovic (Chair), Nestor (Vice-Chair), Glasberg, Griffin, Hauk, Payne, Swift and Wade

Executive Councillors: Carling (Executive Councillor for Open Spaces and City Services), Davey (Leader of the Council), Gilderdale (Executive Councillor for Community Wealth Building and Community Safety and Deputy Leader (Statutory)), Healy (Executive Councillor for Communities) and Moore (Executive Councillor for Climate Action and Environment)

Also present Councillors: Levien and Thornburrow

**Officers:**

Assistant Chief Executive: Andrew Limb

Community Engagement and Enforcement Manager: Wendy Johnston

Community, Sport & Recreation Manager: Ian Ross

Group Operations Manager (secondment): Alistair Wilson

Environmental Quality & Growth Manager: Jo Dicks

Public Realm Engineering & Project Delivery Team Leader: John Richards

Residential Team Manager (Environmental & Public Health): Claire Adelizzi

Strategy and Partnerships Manager: David Kidston

Urban Growth Project Manager: Tim Wetherfield

Committee Manager: James Goddard

Meeting Producer: Boris Herzog

**Others Present:**

Scientific Officer: Elizabeth Bruce

**FOR THE INFORMATION OF THE COUNCIL**

**23/10/EnC Apologies for Absence**

Apologies were received from Councillor Pounds. Councillor Griffin attended as her Alternate.

**23/11/EnC Declarations of Interest**

Name	Item	Interest
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Councillor Glasberg	23/16/EnC	Personal: member of Friends of the Cam, Riverside Bathing Club plus Friends of Paradise Nature Reserve.
Councillor Thornburrow	23/16/EnC	Personal: Trustee of Cam Conservators who submitted a letter in support of bathing area designation on the Cam, but she abstained from the debate by Cam Conservators when that was done.

### **23/12/EnC Minutes**

The minutes of the meeting held on 29 June 2023 were approved as a correct record and signed by the Chair.

### **23/13/EnC Re-Ordering Agenda**

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

### **23/14/EnC Petition - On Behalf of the River Cam to Ask the Council to Recognise the Rights of the Cam**

The Lead Petitioner made a presentation to Committee setting out background information.

We the undersigned petition the council help to protect the river by declaring that the river had rights in accordance with the Universal Declaration of the Rights of Rivers as adapted for the declaration of the rights of the Cam. These include:

- the right to flow and be free from over-abstraction;
- the right to perform essential functions of flooding, moving sediment, recharging groundwater and sustaining biodiversity;
- the right to be free from pollution;
- the right to feed and be fed by sustainable aquifers;
- the right to native biodiversity;
- the right to restoration;

- the right to maintain connections with other streams and rivers.

Justification:

Our river was dying from pollution, over-abstraction and mass building which exacerbates both. The Cam was the first river in the UK to have a public declaration of its rights, in a midsummer ceremony in 2021 at Jesus Green, which was repeated each year. Hundreds of Cambridge citizens have pledged to become guardians of the river.

Cambridge was in the driest part of the UK, which had already suffered an average temperature rise of 3 degrees centigrade above pre-industrial levels, way above the global average of about 1.2 degrees. Climate change puts a large additional pressure on the river system causing increased drought in the summer months and more intense rainfall in the winter with consequent dangers of flooding.

No aspect of nature was more important than the water in our river systems. Water was essential to life. Most human settlements form around sources of fresh water. The Cam was central to the history, life and survival of our City. Recognising the rights of nature, had never been more urgent as we attempt to limit its destruction through environmental degradation and climate and biodiversity catastrophes. The nature rights movement could assist people in moving beyond the exploitation of nature to living in harmony with it.

Recognising the rights of the Cam would place an obligation on the Council to consider the effect on our river and its tributaries of all relevant planning decisions.

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

- i. It was important to recognise the rights of nature. It was hard to focus on a particular area such as trees or the river.
- ii. Everyone had the right to a clean environment. The City Council should use its powers to ensure this.
- iii. Councillors had learnt a lot from residents about the River Cam. The Water Management Plan would be in place alongside the emerging Local Plan.
- iv. The Executive Councillor for Planning, Building Control and Infrastructure would look at how to introduce policies in the planning process to protect the Environment and chalk stream in particular.

The Executive Councillor for Open Spaces and City Services said the following in response to the petition and Members' questions:

- i. The petition had no legal binding on Michael Gove's plan to develop the city.
- ii. Agreed residents had a right to clean water. The Council were doing a lot to protect the River Cam at present such as a three year Greater Cambridge Chalk Streams Project.
- iii. The Council was working with the Water Regulator to protect the river and ensure extraction did not have a negative effect. Referred to a joint letter from South Cambs District Council and the City Council on measures to protect the river.

The Lead Objector said the following in response to Members' comments:

- i. Water was the most important issue, even above trees etc who needed water to survive.
- ii. The Environment Agency said building levels in the city were already damaging the river and environment. If the City Council were to take the biodiversity and climate change emergency issues seriously, it needed to speak out more clearly as growth had already almost used up the legally binding carbon budget to 2050.

## **23/15/EnC Public Questions**

### **Public Questions**

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

1. Cam Valley Forum raised the following points:
  - i. Cam Valley Forum would like to apply to Defra for Bathing Water Designation for the Cam at Sheep's Green, for the reasons outlined on their website <https://camvalleyforum.uk/bathing-water-designation/>
    - Requested a formal letter of support from the City Council to enable the application.
  - ii. Cam Valley Forum undertook a ten week online consultation from 8 July to 15 September, including two consultation events. This online consultation received 509 responses, the vast majority of which were from the local area. 471 (93%) supported an application, 33 (6%) were against, 5 (1%) unsure.

The most common reason for supporting designation was wanting cleaner water in the Cam to reduce the health risks to swimmers and



other water users. The most common reason given for opposing designation related to a concern that designation would significantly increase visitor numbers, which in turn would have adverse consequences for the local environment.

Suspected the fear of increased visitor numbers largely results from rumours that the council intended to promote the site as a visitor destination. As explained in [https://camvalleyforum.uk/bwd\\_faqs/](https://camvalleyforum.uk/bwd_faqs/), designation was simply a means to increase the safety of existing bathers and there was absolutely no obligation on councils to promote it as a visitor destination.

- Hoped Councillors could confirm there was no intention of marketing it as a Visitor Destination?
- iii. Defra required Cam Valley Forum to submit two user surveys showing an average of at least 100 “bathers” during a 4-hour period on the two busiest days of the summer. Sheep’s Green had long been a popular bathing spot, so our surveys on the busiest days (Thursday 10 August and Saturday 9 Sept) averaged more than three times this. It was clear from our surveys that Bathing at Sheep’s Green was an important and much appreciated resource for communities across Cambridge. However, as few people stay in the water long, there were seldom more than twelve people in the water at a time during our survey periods.
- Believed “bathing” in the river had minimal adverse impact on natural habitats. As the number of people using parks and nature reserves was likely to increase for other reasons (eg the pandemic, cost of living crisis and climate change), urged the council to invest in maintaining and supporting them.

The Executive Councillor for Open Spaces and City Services responded:

- i. Noted the statement.
- ii. Would not promote bathing in the river as requested by the speaker.

2. The Chair of FeCRA raised the following points:

- i. What was the legal entity responsible for this Designated Bathing Area (DBA) on the River Cam? That was important if the DBA was approved today. Was the council taking on any liability or financial costs on behalf

of residents? Residents were aware that Councillors had delegated decision making powers over Cambridge Market Square and the city centre and River Cam green spaces to officers and their partners in the business consortium Visit Cambridge. They pointed out that Visit Cambridge was an unelected body. At last week's presentation to Cambridge Market Square stakeholders attendees were told that the vision for the visitor destination management plan was commercial.

- ii. Who would be responsible for the DBA where there were accidents or if people got sick? At the recent Cam Ely Ouse conference run by Anglian Water with the Rivers Trust an expert from the UK Centre for Ecology and Hydrology told attendees that clean rivers in Europe where people swim were much bigger than those in the UK. The river was very narrow at the point proposed for the DBA.
- iii. Last week's Cambridge Market Square meeting included a presentation on the detailed work done on addressing health and safety issues regarding the setts in the market square. Had there been any health and safety work done on the DBA?
- iv. Please clarify what was the legal entity responsible for this DBA? Was the council taking on any liability? What work had been done on health and safety issues and the cost of the proposal?

The Executive Councillor for Open Spaces and City Services responded:

- i. The legal entity responsible for the DBA was DEFRA. As part of the application process the view was sought from the City Council as landowner as to whether we supported the DBA application.
- ii. The Council had liabilities associated with the Occupiers Liability Act of 1957 and 1984, along with the Health and Safety at Work Act 1974 amongst many others. There were no new liabilities because of the DBA application.
- iii. There were four models of inland bathing areas that allow swimming, but all carry different financial, practical, and legal responsibilities. These were:
  - a. Unsupervised access;
  - b. Managed bathing facility:
    1. Non-lifeguarded.
    2. Lifeguarded.

- iv. On the unsupervised access model, the Council was not technically providing a bathing facility; instead, it was giving safety advice (via signage on site about wild swimming safety) to people who choose to swim.
- v. The report today was a comprehensive assessment of a whole range of health and safety matters, the report also detailed financial implications. The report allowed Councillors to make a recommendation after scrutiny.

In summary: The City Council had no intention of promoting the DBA. People could swim in it if they wished. People were doing so already and so were already exposed to the risks outlined by the speaker.

### **23/16/EnC Designated Bathing Area on the River Cam**

The River Cam (River) was used for swimming and due to this, there were a range of issues presented and raised. The Officer's report considered these issues, the water quality concerns, the impact on human health from that water quality and a range of other considerations that must be understood to allow the City Council (as landowner) to consider and support a Designated Bathing Water (DBW) for Sheep's Green.

The Council considered on 20 July 2023 a Motion titled Stop Dumping Sewage in our River and Chalk Streams. This report was in response to that motion.

The 2023 motion debate prompted eight public questions at the Council meeting with a range of topics, benefits and concerns.

The Officer's report responded to some of those items and to a range of other matters to be considered to allow the Council to support a formal application by Cam Valley Forum to the Department for Environment, Food and Rural Affairs (DEFRA) for an inland water stretch along the river to be designated as a bathing water site.

The decision process and requirements to support a designated bathing water (DBW) application were set out in the 2023 motion with a full report to be considered at the Environment & Community Scrutiny Committee to help inform a decision by the Executive Councillor for Open Space and City Services.

### **Decision of Executive Councillor for Open Spaces and City Services**

Supported the Cam Valley Forum application for a Designated Bathing Area to the Department for Environment, Food and Rural Affairs for an inland water stretch along the River Cam, within Cambridge City Council boundaries, to be designated as a bathing water site.

### **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 Group Operations Manager (secondment). He updated details in the report:

- i. DEFRA had changed the definition of 'user' so the description in paragraph 3.7 was correct but the description in paragraph 6.1 (20 days) was suspended.
- ii. Ref paragraph 6.2: The only facility that needs to be near a DBW was toilets.

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

- i. The River was dirty and not somewhere the City Council should signpost as a swimming area.
- ii. The problem was larger than just the city. The River flowed into the city, but from/to the greater area.
  - a. DBA was something the Council could control, but not the water company actions.
  - b. People swam in the River already without being aware of it being dirty. If cleaned up there would be health benefits for people who used it as an amenity space.
  - c. Requested the Executive Councillor to give updates to Committee on DBA progress.
- iii. DBA was a way to protect the River.
- iv. Queried why Anglian Water waited for DBA status before cleaning up the River?
- v. Sheep's Green was not a popular area to swim in at present as it was a nature reserve. DBA status could damage the area if people swam there. Environmental implications were noted in the report, would DBA status attract more people?
- vi. Queried why the Council waited for DBA status before putting up notices about polluted water? Should do that beforehand.

In response to Members' questions the Group Operations Manager said the aim of the DBA was to clean up the River.

The Executive Councillor said the following in response to Members' questions:

- i. Would give an update on DBA at Committee in future.
- ii. Wanted to get pollutants out of the River. This could also help the nature reserve and wildlife in general.
- iii. Referred to Councillor Glasberg's letters to residents and took issue with its contents.

The Committee resolved by 7 votes to 1 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.

### **23/17/EnC Local Government Ombudsman Decision – Highfields Tree Belt**

The Council considered a complaint in relation to the management of land using the Council's complaints procedure. This complaint could not be resolved at Stage 2 of our process, and the complainant referred the matter to the Local Government & Social Care Ombudsman (LGO).

The LGO investigated the complaint covering a range of issues regarding City Council public space at Highfields Tree Belt and found there was fault by the Council with two of the areas which caused the complainant injustice.

The LGO found the Council at fault in how it kept its records for its biodiversity assessments and inspections even when it does not identify and substantive issues or risks and in respect of security of the locked access to the site.

The LGO provided an agreed action for the council to demonstrate it had changed its record keeping procedures by 17th May 2023.

The LGO had subsequently been provided with evidence that the action had been completed and had formally accepted that the identified service

improvement actions, offered by the Council to the complainant, have been fully actioned by the Council.

### **Decision of Executive Councillor for Open Spaces and City Services**

Noted the findings of the Local Government & Social Care Ombudsman in respect of this case and the actions taken by the Council in response to these findings.

### **Reason for the Decision**

As set out in the Officer's report.

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

Not applicable.

### **Scrutiny Considerations**

The committee made no comments in response to the report from the Group Operations Manager.

The Committee unanimously resolved to note the report.

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.

### **23/18/EnC Air Quality Strategy**

The Executive Councillor for Climate Action and the Environment joined the committee via MS Teams so decisions for her portfolio were taken by the Leader of the Council.

### **Public Question**

A member of the public asked a question as set out below by written statement and asked for response to be included in the minutes.

- i. "Back in Feb 2017 I asked Cambridge City Council air quality in Cambridge.

See <https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CId=116&MId=3053> item 17/4/CNL and also the video I filmed of the Q&A at <https://www.youtube.com/watch?v=aMlaM9pw6iA>

- ii. Please could the council provide an update on any progress it had made regarding improving air quality - in particular whether Parliament had granted local councils at district/borough level any additional powers and/or duties. Furthermore could the council state whether any powers/duties have been transferred to other tiers of the state - for example the county council or combined authority.”

The Environmental Quality & Growth Manager responded:

- i. Since 2017 we have had no exceedances of the Air Quality (England) Regulations 2000 for Nitrogen Dioxide (NO<sub>2</sub>), Particulate matter less than 10 microns in diameter (PM<sub>10</sub>). In 2017 we had one exceedance of the NO<sub>2</sub> annual mean AQO.
- ii. Following 2020 and 2021, where Covid severely restricted vehicle movements in the city, we saw an increase in concentrations on NO<sub>2</sub> and PM<sub>10</sub> at monitoring locations in the City in 2022. We were continuing to monitor concentrations during 2023 to see whether this upward trend continues or whether we have reached a stable level of concentrations.
- iii. In 2021 the Environment Act 1995 was amended. The amendment of this act had brought in changes to existing legislation and new legislation. The main changes were:
  - a. Updates to the Smoke Control Area Regulations:

The reason these regulations have been updated was to reflect the concern around concentrations of PM<sub>2.5</sub> in the atmosphere, where various studies have confirmed that there was no safe level for human health. Domestic solid fuel burning had been found to be a contributory source of primary PM<sub>2.5</sub> emissions in urban areas. The new Smoke Control Regulations allow local authorities to issue civil penalties to any premises if they were emitting smoke within a smoke control area. The regulations also allow local authorities to include moored vessels in their smoke control areas following a period of consultation.
  - b. New Environmental Target Regulations 2023:

These regulations set an annual mean target level for PM<sub>2.5</sub> and an emissions reduction target level for PM<sub>2.5</sub>. All local authorities were expected to work towards meeting these target levels. This was a requirement of the Environment Act 2021.

- c. Updates to the Local Air Quality Management Policy Guidance (PG22).
- Local Authorities to take a preventative approach to air quality rather than waiting for exceedances to occur, if no AQMA, local Authorities should have an Air Quality Strategy in place to improve air quality.
  - Greater collaboration between air quality partners, especially Public Health and regional partners. Partners should put forward actions for the AQAP including expected timescales for completion. National Highways had now been designated as an Air Quality Partner.
  - Improvement to public access to air quality information / community engagement.
  - Consideration of health inequalities and poor air quality.
  - Reminders for submission of Annual Status Report (ASR's) by 30th June each year and proposing to withhold air quality grant funding for missing deadlines.
  - Consider boundaries of Smoke Control Areas in the District.
  - Linkages between air quality and climate change policies working together for shared improvements.
- d. National Air Quality Strategy 2023:
- Strategy Document from Defra which sets out the requirements for local authorities to take to improve air quality.
  - Under Local Air Quality Management Regulations, District Authorities or Unitary Authorities still have responsibility for air quality in their areas. No powers or responsibilities for air quality have been transferred to Cambridgeshire County Council or the Combined Authority. However, the Local Air Quality Management Regulation Policy Guidance sets responsibilities for partner organisations such as County Councils and bodies such as the Combined Authority to work with District Authorities to improve air quality. If there were any disputes as to whether partner organisations were fulfilling their requirements under LAQM this would be decided by the relevant Secretary of State.
- e. Taxis and EV Infrastructure:
- As of June 2023 we have 55 EV and 65 petrol hybrid out of a fleet of 452.



- We have provided 17 rapid charge points with taxi dedicated access and a discounted tariff for registered taxi drivers.
- We have provided 38x7kw and 4x50kw rapid on street chargers in residential areas, and a significant further deployment of over 70x7kw chargers in city council surface and multistorey car parks was underway.

### **Matter for Decision**

Cambridge City Council was required to adopt an Air Quality Strategy and officers sought a decision on two key elements of the scope prior to bringing a final strategy to Environment and Community Scrutiny committee.

- i. Investigate the opportunity for a joint strategy with South Cambridgeshire District Council (SCDC).
- ii. The adoption World Health Organisation (WHO) Targets.

Whilst the option existed to do a standalone Cambridge City Air Quality Strategy, given the transboundary nature of air pollution, the scale of development and population increase coming forward in the next 20 years through the emerging Greater Cambridge Local plan and the operation of a joint planning service; it seemed appropriate to align the strategy with the new local plan. A joint strategy with SCDC would enable an integrated approach to minimising emissions and maximise benefits to public health.

It was widely accepted that there was no safe level of air pollution. Cambridge currently exceeded WHO guideline levels.

The Strategy would be delivered in partnership with Cambridgeshire County Council, Public Health, South Cambridgeshire District council, Greater Cambridge Planning Service and Greater Cambridge Partnership.

### **Decision of Leader of the Council**

- i. Approved the adoption of World Health Organisation (WHO) Air Quality Guidelines as the air quality standard to work towards across Cambridge.
- ii. Approved the progress of a joint Greater Cambridge Air Quality Strategy with South Cambridgeshire District Council with the finalised Strategy coming before committee in March 2024.
- iii. Approved the progress of a Cambridge City Air quality strategy should South Cambridgeshire District Council not wish to pursue a joint strategy, or the delivery times becomes too long.

**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.

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

- i. NO2 emissions were mainly caused by traffic, but levels from heating homes and businesses had also risen.
- ii. The role of tree canopy/plants in cleaning the air was missing from the Officer report.
- iii. Referred to paragraph 3.1.1 in the Officer's report. Local authorities were required to monitor key pollutants across their district under the Local Air Quality Management (LAQM) framework. Research from Centre for Cities suggested the City Council was not performing well.
- iv. There was a lot of development in the city. Planning conditions were in place to protect bats, but how to protect school children next to the Owlstone Croft development site when dust was created during construction work? There were no comments from Planners so School Governors had to. Queried how to train Planners about air pollution to pick up issues at the start of the process? Suggested there was a need to strengthen policies in the next Local Plan.

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

- i. Interim air quality targets were being developed to cover the city and wider area around it. These would apply until WHO ones were brought in.
- ii. Progress was being made on the electric vehicle charging situation such as a network of charging points for taxis. The City Council was working with the County Council to install general use street chargers, around seventy would be installed in car parks.
- iii. An action plan would be developed alongside the Carbon Strategy to list practical measures the City Council and partners could take to improve air quality.

The Executive Councillor said city and rural emissions would be measured through a joint strategy to try and meet ambitious targets with South Cambs District Council. The intention was to reduce the amount of emissions and pollutants in the air, not rely on the trees to clean it.

- iv. The City Council had not undertaken an exceedance measure since 2017, so it was legally compliant. This did not affect the Centre for Cities rank of 56<sup>th</sup>. The City Council had been unable to substantiate why the rank was given as Centre for Cities had not provided their source data.
- v. It was important that the Carbon Strategy had a bearing on planning applications. The Environmental Services Team were consulted on planning applications. There was no way to damp down dust on a building site, prohibiting development if dust occurred would place an unreasonable condition on developers so building work could not go ahead. Developers were expected to adhere to Environmental Service conditions when these were imposed.

The Committee unanimously resolved to endorse the recommendations.

The Leader approved the recommendations on behalf of the Executive Councillor.

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

No conflicts of interest were declared by the Executive Councillor.

### **23/19/EnC Cambridge City Smoke Control Areas, (SCA's), Enforcement & Fee Policy**

Local authorities could take enforcement action in smoke control areas, (SCAs), under Schedule 1A of the Clean Air Act 1993 (as amended by the Environment Act 2021).

Cambridge had three SCAs covering the west and centre of the city. These SCAs were designated in the 1960s following implementation of early clean air legislation that was brought in by the government in England owing to health concerns for citizens linked to the London Smog of 1952.

The enactment of the Clean Air Act 1993 (as amended by the Environment Act 2021) means that only authorised fuels should be burnt in association with chimneys of any buildings in these areas who have a smoke producing

appliance. Alternatively, they should use a Defra approved appliance – this was known as an ‘exempt appliance’.

At the time of initial clean air legislation and the designation of the 3 SCAs in Cambridge, vessels were not deemed to be ‘domestic dwellings’ and so did not fall into the scope of the initial clean air legislation or therefore of Cambridge’s 3 declared SCAs. There was now scope for vessels, (including moored vessels), to be included within our existing SCAs through the amendment of the Clean Air Act 1993 by the Environment Act 2021 provided certain conditions have been met which was not the case at the current time.

Now when smoke was emitted from a chimney in an SCA, the Council could issue a financial penalty, ranging from £175 up to a maximum of £300 per notice, to the person responsible where they were found not to be following the above requirements.

Government guidance referenced the need for local authorities to develop and document their own policy including in relation to how much they would charge those responsible for smoke emissions in SCAs.

The above created a need for an encompassing policy setting out how the Council would carry out its statutory responsibilities in relation to this including enforcement of the legislative requirements and fee setting for issue of financial penalties.

### **Decision of Leader of the Council**

Approved the adoption of the proposed Cambridge City Smoke Control Areas, (SCAs), Enforcement & Fee Policy as attached in Appendix A 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 Residential Team Manager (Environmental & Public Health).

The Residential Team Manager (Environmental & Public Health) said the following in response to Members’ questions:

- i. A campaign would be undertaken to communicate new guidance with residents. The smoke pollution page on the City Council website already had information, but Officers would build on this. Officer contact details were already listed on the same webpage if residents wanted advice.
- ii. Education was the first step before taking enforcement action. Officers had a range of options they could use if people lit fires in smoke controlled areas. The intention was to avoid people burning pollutants not (for example) smokeless fuels.
- iii. Officers would undertake a campaign to raise awareness of smoke controlled areas. Noted councillor comments that residents were unaware they were in a SCA and may try to buy/use a wood burner (for example) as a way to be environmentally friendly.

The Committee unanimously resolved to endorse the recommendations.

The Leader approved the recommendations on behalf of the Executive Councillor.

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

No conflicts of interest were declared by the Executive Councillor.

### **23/20/EnC Climate Change Strategy and Carbon Management Plan Annual Report 2022/23**

The Officer's report provided an update on progress on the 2022/23 actions of the Council's Climate Change Strategy 2021-26.

### **Decision of Leader of the Council**

- i. Noted the progress achieved in implementing the actions in the Climate Change Strategy and Carbon Management Plan.
- ii. Approved the updated Climate Change Strategy action plan.

### **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.

In response to Members' questions:

- i. The Strategy and Partnerships Manager said the Officer's report set out a range of activities taken by the City Council to reduce emissions. The retrofit guide had been promoted fairly extensively. Partnership opportunities had been used to promote guides and retrofitting work.
- ii. The Executive Councillor said she would like to reach out to more people to better promote how to reduce emissions. Referred to actions taken in a Cambridge Matters article. Having someone as a physical presence in a location (to provide information) was not viable at present but could be considered in future by the City Council and partners.
- iii. The Assistant Chief Executive said some emissions had fallen due to actions taken by the City Council and some because the National Grid was using cleaner energy.

The Committee unanimously resolved to endorse the recommendations.

The Leader approved the recommendations on behalf of the Executive Councillor.

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

No conflicts of interest were declared by the Executive Councillor.

### **23/21/EnC Fixed Penalty Notices Review 2023**

The purposes of the Officer's report were:

- i. To inform the Executive Councillor and Scrutiny Committee Members of the revised fixed penalty notice (FPN) levels available for environmental crimes, namely fly-tipping, littering, household waste duty of care, graffiti, and flyposting, which came into force under The Environmental Offences (Fixed Penalties) (England) Regulations 2023 ("the Regulations") on the 31st July 2023.
- ii. To seek authority to revise the current fixed penalty for offences related to littering, fly-tipping, and household waste duty of care to new levels; and to give a discount of 40% (i.e., discounted fine value) for early payment, whilst extending the period during which a payment for FPNs could be made.

### **Decision of Leader of the Council**

The Leader agreed to:

- i. Adopt new levels for fixed penalty notice (FPN) for offences related to littering, fly-tipping, and household waste duty of care and to give a discount of 40% (i.e., discounted fine value), for early payment as detailed in the following tables.

<b>Offence</b>	<b>Proposed FPN level</b>	<b>Proposed discounted FPN level</b>
<b>Littering</b>	£225	£135
<b>Household waste duty of care</b>	£500	£300
<b>Fly-tipping</b>	See below	See below

<b>Size of fly-tipped waste</b>	<b>Proposed FPN level</b>	<b>Proposed discounted FPN level</b>
<b>A single bin bag up to four bin bags of controlled waste (household, industrial or commercial waste)</b>	£500	£300
<b>More than four bin bags up to the size of a large car boot (up to 0.5 m<sup>3</sup>) or a two-seater sofa of controlled waste (household, industrial or commercial waste).</b>	£700	£420
<b>A pile of waste about the size of a small van up to 7.5 tonne tipper truck (0.5 to 10 m<sup>3</sup>) of controlled waste (household, industrial or commercial waste)</b>	£900	£540

- ii. Amend the payment period for FPNs for littering, fly-tipping, and household waste duty of care to 28 days and the early payment (discounted FPN level) period to 14 days.

### **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 Engagement and Enforcement Manager. The committee made no comments in response to the report.

The Committee unanimously resolved to endorse the recommendations.

The Leader approved the recommendations on behalf of the Executive Councillor.

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

No conflicts of interest were declared by the Executive Councillor.

**23/22/EnC To Note Record of Urgent Decision Taken by the Executive Councillor for Climate Action and Environment****23/22/EnCb RECAP Partnership Joint Materials Recycling Tender and Contract**

The decision was noted.

**23/23/EnC S106 Funding Round for Community Facilities and Indoor/Outdoor Sports Facilities**

The Council was running a S106 funding round in 2023/24, seeking grant applications from community groups, sports clubs and schools (as well as proposals from council services) of between £5,000-£30,000 for improving equipment and/or storage at sports venues or community buildings with meeting space in Cambridge. Nine eligible proposals (totaling around £125,000), received by early September 2023 and deliverable by April 2024, were recommended for approval.

The Officer's report also revisited a long-standing S106 project. Almost a decade ago, a £255,000 S106 grant was allocated for providing additional meeting space at East Barnwell Community Centre in Abbey ward. Plans for the project had changed significantly since then, so it was important to update the purposes for which the S106 funding allocation could be used. This case had also highlighted how the Council could strengthen its S106 management processes by adding precautionary measures to help make sure that generic



S106 funds for community and outdoor/indoor sports facilities could be used locally and on time.

### Decision of Executive Councillor for Communities

The Executive Councillor for Communities agreed to:

- i. Allocate generic S106 funding from the relevant S106 contribution types, subject to business case approval and community use agreement (as appropriate), to the following project proposals:

	<b>Project proposals</b>	<b>Amount</b>	<b>S106 type</b>
a.	Jesus Green Lido: improved lighting within the facility	£36,000	Outdoor sports
b.	Nightingale Avenue Pavilion furnishings and equipment	£15,000 £2,500	Community facilities & Outdoor sports
c.	Chesterton Rec Pavilion: additional equipment	£10,950 £7,400	Outdoor sports & Community facilities
d.	Basketball court improvements at Coldham's Common	£7,200	Outdoor sports
e.	Football goal improvements at Cherry Hinton & Nightingale Avenue Rec Grounds and Coldham's Common	£13,500	Outdoor sports
f.	Netherhall Sports gym: grant to Cambridge Dive for specialist equipment for diving training	£9,050	Indoor sports
g.	Parkside Pool: new competition lane ropes & improved access to 1-metre diving board	£11,600	Indoor sports
h.	Parkside Pool: grant to City of Cambridge Swimming Club for additional storage	£5,000	Indoor sports
i.	The Meadows Community Centre: equipment for social events, also subject to approval from	£8,650	Community facilities

	Environmental Health		
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See section 4 and Appendices A and B of the Officer report for more details.

- ii. Refocus the use of S106 funding allocated to the East Barnwell Community Centre project in 2013 so that the allocation could now support community facility improvements forming part of the East Barnwell redevelopment that was being overseen by the City Council as part of the Cambridge Investment Partnership (see paragraph 5.3 of the Officer's report).
- iii. Approve a new process whereby any generic S106 funds in the community facilities or outdoor sports or indoor sports categories that were within two years of the date by which they need to be used or contractually committed may be de-allocated from a project which was unlikely to deliver on time, so that they could be re-allocated to another relevant project (related to where the S106 contributions were from) which could make timely use of this funding (see paragraphs 6.1-6.3 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 Community, Sport & Recreation Manager.

In response to Councillors query about the progress of the East Barnwell Community Centre project, the Urban Growth Project Manager said the project had changed since the initial bid in 2013. Officers wanted to keep the funding alive. Recommendation (iii) was just a prudent approach.

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.

**23/24/EnC Micro-Mobility Management**

The Officer's report responded to the motion on two-wheeled electric vehicle use considered at the Council's Annual General Meeting held on 25 May, and updates on the multi-stakeholder work continuing to improve on difficulties experienced.

**Decision of Executive Councillor for Community Wealth Building and Community Safety**

- i. Noted the work undertaken thus far on this topic.
- ii. Supported further engagement work with stakeholders.

**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 Public Realm Engineering & Project Delivery Team Leader. He updated details in the report:

- i. New legislation may be coming forward from the Department for Transport with a new vehicle category that may include mobility vehicles. No time commitment was given for doing this.
- ii. Signs were being trialled from early October in Midsummer Common to improve the behaviour of electric scooter and moped users. Its impact would be monitored.

Councillor Levien spoke as the mover of the motion at Council:

- i. At the May 2023 Council Annual Meeting a motion regarding E vehicles called for action to be taken by a number of bodies. This included a letter from the council chief executive to be sent to the relevant minister. This motion was passed unanimously.
- ii. Since then, he had studied reports from other councils on the same subject.
- iii. He noticed that all the reports consider an existing, licensed scheme, for example the Voi scheme under trial by the Combined Authority. These bikes were already identifiable with a registration plate and because of a

commercial contract the riders were identifiable. These weren't a large problem.

- iv. In his view these licensed schemes were too limiting.
- v. Was concerned about privately owned E mopeds. These were the heavy and fast vehicles which had all the access rights of a pedal bike but the attributes of a light motorbike.
- vi. These were becoming increasingly available on the private market and increasing in number on the streets.
- vii. Omissions from various reports suggested that because privately owned vehicles were illegal on public roads means that they were not important enough for the City Council to consider because they were committing an offence already and would be taken off the road by the police.
- viii. Sales of these were increasing, they were used on the public streets, and they were not apprehended. Asked the local police to properly enforce the law regarding these being used in public areas.
- ix. Injuries and even fatalities were inevitable with these vehicles. After an accident, provided it was not severely damaged, the rider could ride off and disappear unidentified.
- x. Believed there was a need to sharpen the motion to prevent this worrying, situation becoming increasingly common.
- xi. Believed a new category of vehicle needs to be defined:
  - a. Electrically powered two wheeled vehicles which were capable of 15 mph or greater without rider input, on the level, with no wind etc.
- xii. Asked trading standards to ensure that the points of sale of privately owned E vehicles were inspected and checked to ensure that purchasers were fully aware of the legal limitations of use.
- xiii. We should call for a national registration scheme for these to be clearly identifiable, registered, and their keepers registered. All in a similar way to normal road vehicles.
- xiv. Would the Executive Councillor support this and write to the relevant minister with the above request including a response within one year?

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

- i. Sought reassurance the motion would not let people avoid speeding fines and that owners would be required to use electric scooters and mopeds responsibly.
- ii. Suggested rider be educated not to speed once they have electric scooter and moped eg providing Highway Code type information.

The Executive Councillor said the following in response to Members' questions:

- i. A letter would be sent by the Chief Executive reflecting discussion details from Committee today.
- ii. The City Council had limited powers to take action against electric scooter and moped riders.
- iii. Signage on Midsummer Common was on trial to see if it was clear and effective. Feedback was welcome.
- iv. The council motion would not encourage people to speed. There were grey areas in the legislation that some (delivery driver) companies encouraged employees to use when issuing electric scooters and mopeds.

The Public Realm Engineering & Project Delivery Team Leader said the following in response to Members' questions:

- i. The Officer's report set out how the City Council and partners could work together to address anti-social behaviour by electric scooters and mopeds.
- ii. Re-iterated signage on Midsummer Common was on trial to see if it was clear and effective. Feedback was welcome.

The Committee unanimously resolved to endorse the recommendations.

The Executive Councillor approved the recommendations.

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

No conflicts of interest were declared by the Executive Councillor.

The meeting ended at 8.30 pm

**CHAIR**

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## Cambridge City Council

### Record of Executive Decision

#### Environmental Improvements Programme 2023-24

Decision of: Councillor Sam Carling, Executive Councillor for Open Spaces and City Services.

**Reference:** 23/URGENCY/E&C/19

**Date of decision:** 4 January 2024

**Date Published on website:** 4 January 2024

**Decision Type:** Non-Key

**Matter for Decision:** To approve the allocation of funding to new Environmental Improvements Programme (EIP) applications for 2023-24 following consideration by Area Committees.

#### **Why the Decision had to be made (and any alternative options):**

A further round of project applications was invited in Late Summer and early Autumn of 2023. Some 74 viable submissions were received and 31 nonviable, not all the viable projects were affordable within the capital funding available – so a mechanism for prioritisation was needed and officers gave an indicative guide on a red/amber/green scale. When EIP applications were sought in 2019/20 (prior to the Covid pandemic) Area Committees were able to approve the local area programmes, since they met in person. With Area Committee meetings in 2023, now continuing to take place digitally that is no longer possible, with the decisions required to be taken by the appropriate Executive Councillor (Open Spaces and City Services). The views of all local ward councillors were sought through the Area Committees where they were asked to consider project submissions within their areas and asked to consider the area-based lists of recommended priority projects for consideration by the Executive Councillor for approval decision, the Executive Councillor approved these priority projects.

#### **The Executive Councillor's decision:**

To approve for development and delivery the local area and strategic environmental improvement programme projects as listed in the **Appendix A**.

**Reason for the decision:** As Area Committees are currently not meeting in person the Executive Councillor for Open Spaces and City Services is needed to approve the local area and strategic allocation of project programmes.

**Scrutiny Consideration:** The Chair and Spokesperson of Environment and Community Scrutiny Committee were consulted prior to the action being authorised.

**Report:** The attached addended at Appendix A, identifies the prioritised projects within the Area and Strategic Environmental Improvement Programmes, these are to be developed subject to budgets, resource availability, the outcomes of local consultation, and any further processes and approvals required.

**Conflict of interest:** [None].

**Comments:** The City Council has a budget of £170,000 (£100,000 for local area and £70,000 for strategic city-wide projects) for Environmental Improvements during 2023/24. North, South and East Area Committees supported the Officer recommendations and following consideration the Executive Councillor approved these. West Central Area Committees members discussed an alternative recommendation to the Officer report, following the Committee; Officers investigated these recommendations and adapted the recommendation following further investigation and after consideration the Executive Councillor approved the adapted recommendation. The committee members have been informed of this decision, and the reasoning as to why has been communicated to the appropriate project applicants and where deemed necessary this has been discussed further with the Executive Councillor.

In addition, note that £10,000 EIP Strategic Funding has at present been allocated to sN3 – 2024 - Biodiversity Improvements on St Alban's Recreation Space, with the expectation that further money will be allocated from s106 to supplement this project, subject to local member consultation.



## Appendix A

Project Number	Scheme Title	Project Values £	Funding Available £
N2 - 2024	A second wildflower meadow in Five Trees, off Fen Road	5,000	
N6 - 2024	Support Mayfield School to increase biodiversity & habitat for pollinators	4,500	
N12 - 2024	Water Street Preservation Plan	3,000	
N14 - 2024	Boosting Biodiversity in Happy Bee Streets	2,000	
N15 - 2024	Raised Beds on Hazelwood Close	1,000	
N17 - 2024	Ramsden Square Rec biodiversity improvement	1,000	
N22 -2024	Improve biodiversity and safety for children and dogs at Chesterton Rec	3,000	
N23 -2024	Protection of grassy areas and biodiversity increase at front of Rutland Close	3,000	
N24 - 2024	Building Biodiversity at Alexandra Gardens	4,600	
<b>TOTAL NORTH AREA EIP</b>		<b>£27,100</b>	<b>£27,184</b>
WC2 - 2024	Protect a beautiful ancient willow and help biodiversity recover	4,750	
WC6 - 2024	Histon Road Rec Biodiversity Improvements	7,000	
WC8 - 2024	Biodiversity in Ascension Parish Burial Ground	4,250	
WC10 - 2024	Creation of a Biodiversity Hub at St Clement's Church in central Cambridge	4,350	
<b>TOTAL WEST CENTRAL AREA EIP</b>		<b>£20,350</b>	<b>£20,373</b>
S2- 2024	Improvement to Cherry Hinton Recreation Ground by adding picnic benches.	4,500	
S3- 2024	Reclaiming Green Space on Church End/Rosemary Lane Through Tree Planting	4,500	
S4- 2024	Benches for Wulfstan Way	6,000	

S7- 2024	Community Development Opportunities at Clay Farm Community Garden	4,000	
S8- 2024	Growing Nightingale Garden Community' by increasing biodiversity and engagement	4,350	
<b>TOTAL SOUTH AREA EIP</b>		<b>£23,350</b>	<b>£23,329</b>
E1 - 2024	Rainwater collection for Millennium Gardens, Petersfield	2,300	
E2 - 2024	Creating Spaces to Meet on Coleridge Rec.	5,000	
E7 - 2024	Rawlyn Corner bench	2,000	
E8 - 2024	Plantings around Equiano Bridge.	2,000	
E9 - 2024	Extend the successful Green the Streets scheme in Petersfield ward	2,000	
E10 - 2024	Blind corner needs` safety measures	3,000	
E11 - 2024	Community Noticeboard needed	1,800	
E12 - 2024	Riverside shrub bed planting	2,500	
E21 - 2024	Aberdeen Avenue garden, Accordia, or similar location	3,500	
E22- 2024	Install bench in front of St Thomas Hall	2,000	
E23 - 2024	2 x Community Information Noticeboards in Romsey	3,000	
<b>TOTAL EAST AREA EIP</b>		<b>£29,100</b>	<b>£29,114</b>
<b>TOTAL OVERALL AREA FUNDED EIP PROJECTS</b>		<b>£99,850</b>	<b>£100,000</b>

### Strategic Schemes

Project Number	Scheme Title	Approved Value £
sE18 - 2024	Increase biodiversity and tree cover on Cherry Hinton Road	20,000
sN3 - 2024	Biodiversity Improvements on St Alban's Recreation Space	10,000
sN5 - 2024	Biodiversity Improvements on Arbury Town Park	20,000
sN9 - 2024	Hedges for Kings Hedges - for Biodiversity and People Friendly Spaces.	10,000
sN18 - 2024	Greening Gilbert Road Through Tree Planting	10,000

<b>TOTAL OVERALL STRATEGIC EIP PROJECTS</b>	<b>£70,000</b>
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Item

## COMMUNITY GRANTS 2024-25

**To:**

Councillor Rachel Wade, Executive Councillor for Communities,  
Community & Environment Scrutiny Committee, 18/01/2024

**Report by:**

Julie Cornwell, Community Funding and Voluntary Sector Manager  
Tel: 01223 - 457855 Email: [julie.cornwell@cambridge.gov.uk](mailto:julie.cornwell@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. Appendix 1 and 2 detail the applications received with recommendations for 2024-25 awards.
- 1.2 The report also provides an update on the work of the Grants Team carried out to date in 2023-24.

### 2. Recommendations

The Executive Councillor is recommended to:

- 2.1 Approve the Community Grants to voluntary and community organisations for 2024-25, as set out in Appendix 1 and 2 of this report, subject to the budget approval in February 2024 and any further satisfactory information required of applicant organisations.

### 3. Background

3.1 **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

3.2 **Grant application process** - The 2024-25 Community Grants programme opened on 1<sup>st</sup> August 2023 for applications and closed on 2<sup>nd</sup> October 2023. Promotion and publicity of the grant fund included a press release, newsletter articles, emails, posters in areas of the City with the highest levels of deprivation and targeted conversations.

3.3 This year we have been able to monitor how information about the Community Grants scheme has been accessed. The Community Grants webpage was viewed 414 times between 1 August and 2<sup>nd</sup> October 2023 (the application window). This includes 144 views that were tracked from the physical posters advertising the 'small grants' scheme, that were displayed in key locations in the City, following the introduction of a trackable URL. On that basis we will continue to invest in a blend of digital promotion and traditional methods, including posters.

- 3.4 A range of activities has been undertaken to support organisations to understand the funding criteria and requirements needed for a successful application, including:
- attending organisation’s committee meetings, one-to-one meetings
  - a slot at the ‘Support Cambs’ Funding event, which was attended by 25 City based groups
  - a webinar held jointly with Cambridge Council for Voluntary Service (CCVS) (16 attendees and a further 24 views of the recording)
  - Application Guide and Help Notes detailing the priorities, outcomes and eligibility criteria and giving guidance on requirements, question by question
  - funding templates and signposting to other funding providers
- 3.5 All applications were assessed against the same assessment matrix developed around the priorities and outcomes 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 and 2. The Executive Councillor attended a meeting with officers to review the process and outcomes.
- 3.6 **Awards for up to £2,000** – Following the pilot of a simpler ‘small grants’ application process for 2023-24, this approach continued for the 2024-25 funding round. There were 24 applications for lower amounts of money (1 was subsequently withdrawn), which was the same as for 23-24 and an increase compared to 22-23. A significant number of applications were from groups new to the Grants Team, and several applicant groups are planning activities for people from minority ethnic communities. Funding for the ‘small grants’ comes from the main Community Grants budget.
- 3.7 Where no (or reduced) funding is proposed, it will be due to one or more of the following reasons:
- the organisation was ineligible
  - there were concerns about group governance and/or financial diligence
  - there were concerns about the overall quality or viability of the project
  - there was poor alignment with the grant scheme priorities and/or outcomes
  - identification of need for the activity was not sufficiently evidenced
  - there was insufficient evidence about how City residents in greatest need would be targeted to benefit from Council funds
  - the proposals were the remit of another service or organisation such as the County Council, Health, Housing etc

- the organisation had high reserves and did not explain why those reserves could not be used to fund the activity
- the group did not explain how they would measure impact and/or the intended impact was unclear

3.8 Due to the cost-of-living crisis, the funding has been closely aligned towards activities addressing economic inequality, as per the grant fund primary outcome, supporting as many City residents in need as possible to ensure the Community Grants fund has the greatest impact.

3.9 Those applicants where no award is recommended, will receive feedback and signposting to alternative funding and support.

3.10 **Making grant awards** – grant awards will be made as deeds or signed underhand (i.e. signed by the recipient and the Community Funding and Voluntary Sector Manager) where appropriate by delegated authority to the Director. This gives the Council the ability to execute grants as deeds where it is felt proportionate to the risk or where particular thresholds were met – such as over a certain financial value. It also allows the majority of grants which are lower risk and of lower value, to be signed under hand.

## 4.0 2024-25 Funding Position

4.1 There is a budget of £1,126,820 available for Community Grants for 2024-25, subject to approval of the Council's budget in February 2024. An inflationary increase of £94,000 was applied to the 2023-24 budget and a further 3% has been added for 2024-25, in recognition of the challenges faced by the voluntary and community sector and the people they support, as a result of the cost-of-living crisis.

4.2 A total of £1,609,050 of Community Grants funding has been requested (excluding Area Committee grants as this funding window is later in the year and the data is not yet available).

4.3 The total value of all the proposed activities (excluding DRR) is £5,776,597 an increase of £901,324 from 23-24. £4,167,548 is proposed match funding from other sources. The majority of activities are also supported with additional, unquantified 'in kind' contributions such as volunteer time.

4.4 £70,000 of the Community Grants budget is allocated to Area Committee Community Grants as in previous years (see paragraph 4.10).



- 4.5 The inflationary uplift has enabled some grants to be maintained at previous levels and other awards to be increased where the application was able to demonstrate a strong need.
- 4.6 A small events budget has been utilised for appropriate activities enabling the Community Grant fund to cover more projects or for an increased amount. Other budgets have also been utilised where possible to maximize the value of the 2024-25 Community Grants fund. This is highlighted in Appendix 1.
- 4.7 The Grants Team was also able to identify a small number of activities which had already started or could start in 2023-24. Those activities will be funded through an underspend in the 2023-24 Community Grant budget, further alleviating the pressure on the 2024-25 Community Grants budget. These activities are highlighted in Appendix 1.
- 4.8 The Community Grants fund continues to accept Discretionary Rate Relief (DRR) applications that meet the funding priorities, outcomes and eligibility criteria. DRR applications represent good value for money with this budget having to find only 40% of any award made under the Business Rate Retention Scheme. For 2024-25, the Council is able to apply a small level of 'retail rate relief' to some eligible organisations, thus reducing the impact of DRR awards on the Community Grants budget. Any underspend will be identified as early as possible and the funds reallocated in year to other activities that meet the grant funding criteria.
- 4.9 If the recommended awards are approved the main Community Grants budget will be spent in full<sup>1</sup>.
- 4.10 **Area Committees** - the Area Committee grants round has been widely promoted and following the closing dates for applications, assessments will be undertaken. As Area Committees are paused, a summary of the funding allocations will be sent to ward councilors for information and will be discussed with the Executive Councillor for Communities. The final proposals will then be referred to the Community Funding and Voluntary Sector Manager for approval under delegated authority.

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<sup>1</sup> The total value of awards made will be £1,057,100 This is £280.00 over budget. It is anticipated that this will be balanced by in year returns which we routinely have. However, in the unlikely event this does not materialise, the difference will be met from other areas of the Community Funding budget.

The chart below shows the amount available by area<sup>2</sup>:

<b>Area Committee</b>	<b>2024-25</b>
North	£24,633
East	£23,289
South	£15,202
West Central	£6,876
<b>Total</b>	<b>£70,000</b>

## **5.0 Grant Funding update for 2023-24**

- 5.1 **United with Ukraine Community Grants Scheme** – Following receipt of central government funding, a £100,000 fund for community groups supporting refugees fleeing the war in Ukraine was launched in October 2022. There has been high demand for the scheme, resulting in the funding pot being increased to £200,000.
- 5.2 The scheme is open 10 months of the year, enabling groups to apply when it suits them. This approach can be taken as the funding can be spent across a number of financial years and is therefore not restricted by the Councils accounting rules in the way General Fund grants are. A decision on whether to award a grant is made within 4 weeks of the Team receiving all the information they need to make that decision. The Team can take this approach as officers have delegated authority to make awards of up to £5,000.
- 5.3 During 2023-24, the United with Ukraine grant scheme criteria has been amended with two funding tiers being introduced. Community groups or small groups of residents can apply for a grant of up to £2,000 (Tier 1), while constituted not-for-profit organisations with a track record can apply for a grant of up to £5,000 (Tier 2). This manages the risk to the funding pot, whilst being responsive to feedback that higher levels of funding were needed to make an impact on the issues being addressed.
- 5.4 Groups working with Ukrainian refugees are identifying multiple needs that require the delivery of more than one activity. The grant scheme was amended to allow groups with a track record of delivery with the Council to hold more than one grant, thereby increasing their offer to the people they are supporting.

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<sup>2</sup> These figures have been calculated using population figures from the 2021 census and benefit population taken as an extract from the Low-Income Family Tracker.

5.5 As of 1<sup>st</sup> December 2023, a total of £103,684 has been awarded as follows:

Priorities & Funding Total	Bids	Small Grant Offers	Budget Remaining	% Budget
£200,000	£138,160	£103,684	£96,316	48.16% remaining
Navigating life in the UK	£4,108	£4,108		2.05%
Promote community cohesion and integration	£52,883	£40,031		20.02%
Deliver money advice and management	-	-		0.00%
Support access to employment	£13,700	£12,567		6.28%
Increase confidence in speaking English	£20,000	£10,000		5.00%
Enhance wellbeing, including activities for children	£47,469	£36,978		18.49%

29 grant awards were made to 15 community groups to date, who in turn have supported over 2,800 beneficiaries.

5.6 **Coronation Celebration Grants** - grants of up to £500 were available for community groups celebrating the Coronation of Their Majesties King Charles III and Queen Camilla. Coronation Grants were awarded for events and activities spread across Cambridge, with a total value £14,316 awarded to 34 groups, with over 4,500 participants. Events included community picnics, garden parties, tea parties and street parties; a window box competition; a royal themed silent disco; cake competitions; sports and play activities; live music and the creation of commemorative artworks. The report can be found here:

<https://www.cambridge.gov.uk/media/12639/king-charles-coronation-report-2023.pdf>

- 5.7 **2022-23 Community Grants Annual Report** – The Grants Team has prepared a report summarising the awards that were made for 2022-23, highlighting some of the achievements of funded groups and illustrating the impact of the Community Grants fund. The report can be found here: <https://www.cambridge.gov.uk/media/rcsg410b/community-grants-annual-report-2022-2023.pdf>

## **6.0 Community Grants Review**

- 6.1 Phase 1 of the Community Grants review was approved by Committee on 30<sup>th</sup> June 2022 and saw the introduction of a ‘light touch’ small grants application process for awards of £2,000 and under for 2023-24. Proposals on further improving the small grants scheme will be brought to Committee in June 2024.
- 6.2 Proposals around the introduction of longer-term funding agreements will also be brought to Committee in June 2024.

## **7.0 Community Rights**

- 7.1 The Grants Team has responsibility for managing the ‘Community Right to Bid’ process, which has been in place since 2012. Local community and voluntary bodies, along with parish and town councils are able to identify land and buildings that provide an important service in their community. These community organisations can nominate such assets for inclusion on a register of assets of community value, which is maintained by the City Council. If an asset on the register comes up for sale, community organisations may have up to six months in which to raise capital and bid to buy the asset, before it can be sold on the open market. Examples of eligible assets include local shops, pubs, community centres, libraries, playgrounds, swimming pools, and markets.
- 7.2 In 2023 to date, the Council has received two nominations for assets to be added to the ‘List of Assets of Community Value’. These nominations were accepted and therefore the Elfleda Road and the Peverel Road allotments are ‘Assets of Community Value’.

7.3 **Former Library, Mill Road** – The Council received notification from the owner of the former Library on Mill Road that they intended to dispose of an ‘Asset of Community Value’. This triggered a moratorium period in which several interested, qualifying groups notified the Council of their intention to bid to purchase the building. Due process was followed, the owner selected a preferred bidder and the moratorium period ended on 5<sup>th</sup> February 2023, thereby enabling the owner to sell to whomever they chose.

## 8.0 Implications

- a) **Financial Implications** - Set out in section 4 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
  - January 2022 on the current Community Grants Fund
  - A further EIA will be carried out to inform the proposals being brought to Committee in June 2024.
- d) **Environmental Implications** - Organisations funded via the main Community Grants fund are expected to have or develop an environmental policy.
- 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.

## 9.0 Consultation and communication considerations

Applicants were notified when this report was published detailing recommended awards, giving an indication of proposed funding from April 2024. This adhered as closely as possible to the 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.

## **10.0 Background papers**

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

## **11.0 Appendices**

Appendix 1 – Main Community Grants 2024-25 Award  
Recommendations

Appendix 2 – Small Community Grants 2024-25 Award  
Recommendations

## **12.0 Inspection of papers**

If you have a query on the report please contact Julie Cornwell,  
Community Funding & Voluntary Sector Manager, Tel: 01223 457855,  
Email: [julie.cornwell@cambridge.gov.uk](mailto:julie.cornwell@cambridge.gov.uk)

## Appendix 1 – Community Grant Award Recommendations 2024-25

The following recommendations are subject to the confirmation of the Council's budget in February 2024 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 in the activity column 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 3.7 of the report

Group	Activity	Full Cost	Request	2024/5 Community Grant Award	2024/25 Events Budget	Other Council Funding	2023-24 Comm Fund Award
Abbey People CIO - run and facilitate activities and events; networking; responding to identified needs within the local community	Various activities: Twice weekly drop in (240 bens) Food hub - 3 a week (350 bens) Junior Youth Club for children aged 8-13 (50 bens) Abbey Cooks (65 bens) Community coffee mornings (50 bens) Provision of community facilities at the Hub and East Barnwell Community Centre Volunteer development activities (25 new volunteers).	£76,916	£31,513	<b>£25,000</b>			£25,000
Abbey People CIO	<b>20% DRR</b> 15 Barnwell Road, CB5 8RG (300:250 city, 5 vol groups).			<b>£93</b>			
Abbey People CIO	<b>20% DRR</b> East Barnwell Community Centre CB5 8RS (500:500 city, 10 vol groups; 3 Stat agencies).			<b>£130</b>			
Age UK - improve the lives of older people	<b>20% DRR</b> Cherry Trees Club, St Matthews Street CB1 2LT (11 city bens per week).			<b>£86</b>			

<p>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</p>	<p>Support for social enterprises with the greatest potential to address the city's grant priorities.</p> <ol style="list-style-type: none"> <li>1. Start your social enterprise - 2 month start up programme. 2 courses, 20 participants</li> <li>2. Grow your social enterprise - free 3 month business programme designed to help grow a business. 2 courses, 20 participants</li> <li>3. Social innovation challenges events: 2 day Challenge Cambridge day focusing on issues linked with poverty and inequality. 2 day event, 40 attendees.</li> <li>4. Mentor support: 1:1 business advisor support, 30 mentor relationships</li> <li>5. Targeted support from Allia and its partners: including advice surgeries and events 15 interventions/events</li> <li>6. Strategic leadership: creating and supporting economic growth built on social foundations. 4 online seminars (61 orgs participating)</li> </ol>	£44,500	£37,000	<b>£5,000</b>	<b>£2,000</b>	<b>£14,000<sup>1</sup></b>	£7,000
Allia Ltd	<b>20% DRR</b> Future Business Centre, Guildhall (1500 city residents, 20 vol orgs; 2 private orgs)			<b>£599</b>			
Allia Ltd	<b>10% DRR</b> Future Business Centre, 47-51 Norfolk Street CB1 2LD. Future Business Enterprise Hub (7 voluntary organisations, 2 private orgs; 450 city residents)			<b>£1190</b>			
Allia Ltd	<b>10% DRR</b> The Future Business Centre, Kings Hedges Road CB4 2HY - Building 1(10 voluntary organisations, 35 private organisations, 90 city residents)			<b>£1899</b>			

<sup>1</sup> UK Government's Shared Prosperity Fund (UKSPF)



Allia Ltd	<b>10% DRR</b> The Future Business Centre, Kings Hedges Road CB4 2HY - Building 2 (10 voluntary organisations, 35 private organisations, 90 city residents)			<b>£1,692</b>			
Arbury Community Association – runs the Arbury Community Centre which provides space and facilities for a wide variety of activities	<b>20% DRR</b> Arbury Community Centre, Campkin Road, CB4 2LD (7,000:6,000 city; 38 voluntary, 3 stat orgs and 8 private organisations)			<b>£122</b>			
Cambridge 105 FM Radio - OFCOM licensed community radio station; volunteers trained to produce/ broadcast programmes	<b>20% DRR</b> Unit 9a, 23-25 Gwydir Street, CB1 2LG (11,000 + 35 groups + 4 statutory agencies + 25 private organisations + 120 volunteers)			<b>£265</b>			
Cambridge and District Citizens' Advice Bureau - provide advice that people need for the problems they face, influence change for the better	Provide free generalist legal and specialist debt and money advice to city residents. Open 5 days a week with extended hours 9-5, webchat, video, phone, email and appointments. Face to face extended offer primarily by outreach following client feedback, including at Food Hub sites (26,500:12,500 city)	£1,713,868	£260,000	<b>£260,000</b>			£250,000
Cambridge and District Citizens' Advice Bureau	Specialist welfare rights casework service 5 days a week; 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	£68,208	£50,000	<b>£45,000</b>			£40,000

	(755 city)						
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 (and maximise income via budgeting); 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 (2,500:2,100 city)	£53,900	£30,000	<b>£20,000</b>			£20,000
Cambridge and District Citizens' Advice Bureau	<b>20% DRR</b> 66 Devonshire Road, CB1 2BL			<b>£4,800</b>			
Cambridge Chesterton Indoor Bowls Club Limited - social and sporting activities for 800 members, available for hire	<b>20% DRR</b> Logan's Way CB4 1BL (1100:1045 city; 10 other orgs)			<b>£440</b>			
Cambridge Community Arts - art, music and drama courses targeting people at risk of social exclusion due to mental and physical ill-health	1. 12 x 8 week 3 hour creative arts courses for people disadvantaged and isolated due to mental and physical health conditions, unemployed and experiencing economic hardship. Creative groups will be supported to be self-sustaining e.g. Singing & Song writing, Sewing, Digital Art, Charcoal Drawing (120: 60 city) 2. A 'Next Steps' coach to support unemployed city residents with health conditions or disabilities towards education, training, volunteering, and employment (36 city).	£82,715	£25,345	<b>£20,830</b>			£16,000

Cambridge Council for Voluntary Service (CCVS) - supports community and voluntary groups, provides training, advice, information and acts as a voice for the sector	<ol style="list-style-type: none"> <li>1. Provide practical support and training to build knowledge and confidence in those involved with community groups and charities.</li> <li>2. Promote safe, inclusive, and engaging volunteering and the benefit it brings to everyone.</li> <li>3. Encourage individuals and groups working in and across communities to collaborate and build relationships (including the Cambridge Digital Partnership and the GET Group Network)</li> <li>4. Amplify the voices of community and champion the work of the groups working in them.</li> </ol> <p>(425 vol orgs; 1 Stat Agency; 20 Private orgs)</p>	£162,941	£122,956	<b>£90,000</b>			£87,000
Cambridge Council for Voluntary Service Page 51	A pilot project offering targeted support to the senior leaders of charities to help them manage times of crisis or stress, focusing on helping to avoid individual crisis. Will also work with chairs of trustees and provide support to new CEOs to help identify skills needs and build relationships across the sector	£15,110	£12,000	-			new
Cambridge Council for Voluntary Service	<b>20% DRR</b> 16-18 Arbury Court Road, Arbury Court CB4 2JQ			<b>£1,126</b>			
Cambridge Disabled Kids Swimming - 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 (23:16 city) 8 per session	£4,704	£3,293	<b>£3,293</b>			Did not apply in 23-24

<p>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</p>	<p>Capacity building service for BME groups 3 days a week comprising: Information/ representation enabling groups to engage with local decision making and consultations; participation in at least one consultation activity, with briefings as required. Organisational development – fortnightly surgeries providing 1-1 support for groups for 8-10 groups, 3 training sessions for 4-10 groups per session on issues such as good governance &amp; building user engagement. Engagement - 4 consultation meetings; commission research as required; support 3 collaborative BME events. (35 BME groups, 15+ VCS, 10+ statutory agencies, 3 Private Orgs) (3500 city residents; 6 statutory agencies)</p>	<p>£29,246</p>	<p>£27,784</p>	<p><b>£25,000</b></p>			<p>£25,000</p>
<p>Cambridge Ethnic Community Forum</p>	<p>Holistic race equality service working towards elimination of discrimination and reducing social and economic inequality through the provision of advice, information and support services (3 days per week) for race equality issues and through collaborative work with partners to address race equality needs and build inclusive services. Access to services via drop in and appointment sessions, telephone helpline (1,000 calls), research to inform development of training; provision of volunteer community interpreters; provision of workshops and placements; partnership working with voluntary and statutory agencies (through good practice guidance, training); promoting race equality; working on intersectional disadvantage; developing working relationship with organisations addressing food poverty (6+ voluntary</p>	<p>£9,813</p>	<p>£9,322</p>	<p><b>£9,322</b></p>			<p>£8,337</p>

	organisations; 4+ statutory sector;300:270 city residents)						
Cambridge Ethnic Community Forum	CHESS (Cambs Human Rights and Equality Support Service) partnership project to provide free advice, advocacy and representation on discrimination, equality, diversity, inclusion and human rights in education, employment, housing, policing, welfare benefits and others to individuals, families and organisations. (60:45 city)	£12,449	£11,827	<b>£9,000</b>			£7,000
Cambridge Gateway Club - befriending, social and leisure club for physical and learning disabilities of all ages	Programme of fortnightly activities, summer trip, bowling outing (23:17 city)	£4,547	£2,500	<b>£1,747</b>			£1,346
Cambridge Hindu Association - religious, social and cultural activity	Over 50s Club. 20 meetings x 4hrs. Chair based exercises; transport for those with access issues; 2 x trips (62:52 city) <i>Funding towards over 50s club meetings only</i>	£9,050	£6,050	<b>£1,500</b>			£1,500
Cambridge Housing Society (CHS) Group - social enterprise and charitable housing association	Promote the Corona Community service within the Housing Related Support partnership to reach women who are being supported by other housing providers. 4 activities a week to include creative, leisure, sport and social activities in a range of facilities and online. Allotment project, 121 support and partnership projects with other organisations. (25:24 city)	£26,157	£11,353	<b>£11,353</b>			£10,923
Cambridge Housing Society (CHS) Group	New Horizons coach delivering financial, digital and employment related support to young City residents most vulnerable to cost-of-living pressures. 1:1 support through activities to: reduce their money issues; improve employability; improve digital skills and improve general wellbeing. (40:40 city)	£38,554	£38,554	<b>£18,000</b>			£15,000

<p>Cambridge Online - volunteer based educational charity providing disabled and disadvantaged people with access to computers, the internet, training and technology advice.</p>	<p>Digital inclusion hub: weekday internet access at Hester Adrian Hub, digital skills support and a range of IT support services.  Supporting the elderly: Internet drop-in centres 1 x50 weeks at 6 locations across the City. Provision of devices for those that need it.  Employment support: Back to work clubs 4 days per week to help people on to further learning/training or into employment/volunteering.  Supporting refugees: Digital IT support 4 days a week  Laptop and tablet donation scheme: Up to 200 laptops and tablets and provision of a mobile phone donation service.  Wider support: Work relevant opportunities, building confidence, digital health tools, online job search and career tools and support.  Daily helpline.  Provide advice services  Provide secure ultra-low cost low-maintenance computer kiosks in sheltered housing schemes  volunteer recruitment support and development  (1620:1530 city)</p>	£105,915	£57,167	<b>£40,000</b>			£40,000
<p>Cambridge Science Centre</p>	<p>A pilot skills-development and work-experience programme for 5 disadvantaged young people aged 16-18 years. Beneficiaries will train in STEM communication, work in the public gallery, and receive an accredited CREST Award (Gold) – a scheme run by the British Science Association to inspire young people to think and behave like STEM</p>	£6,000	£5,000	-			new

	professionals and can enhance a CV and/or UCAS application (5 city bens)						
Cambridgeshire Society for the Blind and Partially Sighted (Camsight)	<b>10% DRR</b> 167 Green End Road, CB4 1RW (1,763:522 city)			<b>£758</b>			
Cambridge Sustainable Food - Food Poverty Alliance aims to reduce the level of food poverty	Development of the 2025-2030 Action Plan which will include: i) conducting a comprehensive review of the current Action Plan in collaboration with all Alliance members and produce a report detailing the impact of the plan's initiatives and projects. ii) Engaging stakeholders and beneficiaries through questionnaires, consultation and workshops to develop the next Food Poverty Action Plan. The activity will also involve generating the annual Food Poverty Alliance report, offering insights into the status of food poverty in Cambridge, and regularly featuring the Alliance updates in the CSF newsletters. The Alliance will continue to host meetings and serve as the network convenor for alliance members, ensuring follow-up on action items and facilitate the sharing of information and knowledge. It will continue to run and develop an active volunteering program aimed at supporting Alliance members. The Alliance will modernise and update their website to reflect the transition from emergency food provision to a more sustainable and affordable food model including updated signposting information.	£7,500	£7,500	<b>£7,500</b>			£15,000

Cambridge Sustainable Food	Provision of healthy meals to families during the school holidays across the city either by supporting with ingredients, volunteers or expertise. CSF will deliver meals at Brownsfield, Meadows and Akeman Street Community Centres. The activity will focus on recruiting and training volunteers and engaging with the local community, local businesses and community organisations to create a supported programme (2270 city bens)	£17,000	£12,000	<b>£8,000</b>		<b>£4,000<sup>2</sup></b>	£8,000
Cambridge Sustainable Food	Working with food hubs across the city to establish social supermarkets or community shops as part of a move to transition from an emergency food model to one of affordable provision in the City. (2400 city residents; 7 vol orgs; 1 stat agency; 15 private orgs)	£32,484	£20,000	<b>£4,000</b>		<b>£11,000<sup>3</sup></b>	-
Cambridge United Foundation - use power of sport and Cambridge United brand to have a positive impact on our local community across key themes of health, education and inclusion.	Community Health Officer – to run community health sessions for people who have or have previously had poor mental health, the LGBTQIA+ community and those who are homeless or vulnerably housed. Will expand on the 4 sessions per week currently delivered and will build up local partnerships. (150:100 city bens)	£23,394	£14,552	<b>£13,000</b>			£11,000
Cambridge Vineyard Church (Growkids facility)	<b>20% DRR</b> GF3, Building 2, Allia Future Business Centre, Kings Hedges Road Cambridge			<b>£594</b>			
Cambridge Women's Resources Centre - specialised support, information and training for women to increase	Employability and wellbeing programme of workshops, courses and groups, enabling skills and confidence building for women and enabling them to re-engage in the community. Includes sessions and activities on computer	£59,900	£59,900	<b>£33,000</b>			£33,000

<sup>2</sup> Community Development budget

<sup>3</sup> 23-24 Community Grants budget as the activity has already started



skills, confidence, self-esteem and employability	support, preparing for interview, bike maintenance, first aid for finances, healthy relationships. Also support to run an active volunteering group, a walking group, an art drop in and an engagement group about local community issues. (210:190 city)						
Cambridge Women's Resources Centre	<b>20% DRR</b> 13 The Courtyard, Sturton Street, Cambridge, CB1 2SN			<b>£973</b>			
Cambridgeshire and Peterborough Foundation for the Arts and Mental Health (Arts & Minds) - use the arts to support the positive mental health of individuals and communities	Widening participation in their arts on prescription programme. 3 x 12-week programme of arts workshops to support people experiencing mild to moderate levels of depression, anxiety and/or stress increasing accessibility for underrepresented groups: those on low income and BAME communities (24:18 city)	£15,438	£10,151	<b>£6,719</b>			£4,500
Cambridgeshire Older People's Enterprise – represents the older people of Cambridgeshire, ensuring their voices are heard.	Promote and activate the interests of older people via bi-monthly newsletter and the provision of social activities and outings (2,370:1,800 city) <i>Contribution towards newsletter, rent and admin costs</i>	£27,800	£5,000	<b>£3,000</b>			£2,000
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 universal entry into support services for young people with emotional and practical needs providing free information, advice, assessment and advocacy via open access telephone, video and face to face drop-ins, web-based information, leaflets and factsheets and community events. (2,370:1,800 city)	£124,000	£82,000	<b>£47,000</b>			£46,000
Centre 33	<b>20% DRR</b> 33 Clarendon St, CB1 1JX (2,100:1,800 city)			<b>£769</b>			

CoFarm Cambridge - Co-farming in Abbey to reduce health inequalities and improve cohesion	4 x 3hr open 'co-farming' sessions per week (April - October) with and for the local community. Volunteer co farmers will learn how, and participate in, growing fresh fruit and vegetables sustainably and co create and manage their own community farm and market garden together. Co-farmers will also be involved in harvesting over 10 tonnes of produce for distribution to city residents experiencing food insecurity. (1980 total city bens: 450 city co-farmers and 630 households food recipients and 900 via community food hubs)	£119,001	£28,653	<b>£18,000</b>		<b>£10,000<sup>4</sup></b>	£15,000 (also received £10k Sustainable City Grant)
Disability Huntingdonshire - provides specialist benefit advice, support and advocacy for people of all ages with disabilities.	Delivery of an outreach advice service in Cambridge City (100:100 city)	£3,488	£3,488	<b>£3,488</b>			£5,000 for provision of specialist advice service
Fitness Rush Community CIC	2 x 8 week fitness training courses for people from deprived areas, focusing on those that are classed as NEET. Incorporating wellbeing and qualifications (32:32 city)	£15,600	£15,600	-			-
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 per year 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 (34:30 city; 10 families per week)	£11,195	£6,000	<b>£6,000</b>			£5,000

<sup>4</sup> Sustainable City Grant Funding

Junction CDC Ltd - arts centre where arts meets life. Audiences and artists explore contemporary art, popular culture and creative learning	Projects tackling social exclusion for young people with complex needs: Total Arts & Total Mini-Bytes: year-round fortnightly creative workshops for disabled children. 20 workshop sessions for 15 participants and 20 total Arts Mini Bytes sessions for 10 participants at each session. Contemporary Youth Choir: for young people aged 11-25, helping to improve mental health and confidence, targeted by referrals from local charities working with young people with complex needs. 1 hour weekly sessions. Travel bursaries where needed, free to attend. Beats, Trials and Tribulations: music and film making project which develops teamwork, leadership, confidence whilst affording new opportunities not usually accessible to all. 13 workshop sessions for 8 participants over a 3-month period (784:611 city bens).	£132,108	£66,054	<b>£40,000</b>			£40,000
Junction CDC Ltd	<b>20% DRR</b> The Junction, Clifton Way CB1 7GX			<b>£666</b>			
Kelsey Kerridge	<b>20% DRR</b> Kelsey Kerridge Sports Centre, Queen Anne Terrace CB1 1NA (390:361 city)			<b>£2118</b>			
Kettle's Yard - place for art, music, learning and research. Exhibitions, concerts, collections and engagement	Your Kettles Yard: targeted art and engagement programme in north Cambridge to build cultural capital with Kettles Yard. Activities engaging 'at risk' children, young people and their families, isolated or lonely people, and long term unemployed who face significant barriers to accessing art. Activities include holiday lunches with Church of the Good Shepherd and Red Hen, attendance at Arbury Carnival, Kettles Yard on your Doorstep at Chesterton Festival and	£57,573	£15,000	<b>£13,500</b>			£13,500

	Kings Hedges Summer Picnic, Open House card, support for the community advisory panel, accessible activity for people with disabilities and supported creative sessions for vulnerable young people (2574:2021 city)						
	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 x 50 weeks with family support workers and trained play workers, seeing around 500 families a year (662:617 city)	£124,540	£42,000	<b>£15,000</b>		£15,000
Page 60	Kite Trust (The) - support for LGBT+ young people in Cambridge to have better outcomes in life	LGBT+ activities: 1-1 support to young people in schools, colleges and community venues; regular online groups for those unable to attend in person, monthly physical activities; summer camping trip; Two weekly groups for LGBTQ+ 13–25-year-olds in Cambridge with integrated monthly arts and cultural activities (300:150 city) <i>Funding towards direct activity costs excluding the camp</i>	£81,200	£30,000	<b>£12,500</b>		£12,500
	Kite Trust (The)	Quarterly LGBTQ+ Forum meetings and co-ordination of LGBTQ+ History Month activities	£14,800	£11,800	<b>£9,000</b>		£9,000 previously awarded to Encompass to deliver this activity
	Level Water - bespoke, one-to-one swimming lessons for children aged 4 to 11 years with either a physical or sensory disability.	48 1:1 swimming lessons x 30 minutes for 10 disabled children age 4 - 11 at Parkside Pool and a teacher training workshop. (10 city)	£17,253	£4,000.00	<b>£4,000</b>		£3,000

<p>Lifecraft - provides services to support the wellbeing of people with mental health difficulties including weekly creative and recovery support groups and social activities, a Counselling Service and Lifeline, a telephone helpline. Lifecraft also provides an Information Hub and supported Member Employment and personalised support to help Members return to work or volunteering.</p>	<p>To provide a day a week of social activities for adults struggling with mental ill-health to reduce social isolation and develop (or re-develop) their social skills (min of 84 sessions) (28:22 city)</p>	<p>£10,878</p>	<p>£7,614</p>	<p><b>£7,500</b></p>			<p>new</p>
<p>Meadows Children &amp; 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</p>	<p>Family support programme for children and families. 1) 2 x weekly drop ins x 5.5 hrs (100 sessions) - outreach, advice, information, support, signposting, facilitated play projects 2) Empowerment course for women with free crèche 3 x 6 weeks (360:270 city)</p>	<p>£81,331</p>	<p>£81,331</p>	<p><b>£35,000</b></p>			<p>£30,000</p>
<p>Meadows Children &amp; Family Wing</p>	<p>'Life After Abuse' package consisting of three elements for women and their children 1) 'The Freedom Programme' (empowering women to make life choices, improving skills and</p>	<p>£56,158</p>	<p>£30,688</p>	<p><b>£16,000</b></p>		<p><b>£3,000<sup>5</sup></b></p>	<p>£12,000</p>

<sup>5</sup> Community Safety budget

	confidence and to understand their relationships) x 3 courses x 12 weeks x 12 women. A free creche is provided. 2) 'Freedom Forever Programme' (initiating change, assertiveness, housing, debt, budgeting, developing new networks) x 3 courses x 10 weeks x 12 women. With free creche. 3) Weekly specialised drop-in x 2 hours x 50 weeks for individual support to course attendees and for women on the long waiting list - including creche, food parcels/vouchers and poverty relief measures, Risk assessments, referral work (290:210 city)						
Museum of Cambridge - social history museum; aims to tell the stories of all Cambridge people. Exhibitions, workshops, lectures, projects, activities, tearoom, shop	Cultural programme of activities including: 1. Year round creative interactive workshops for carers and children in areas of deprivation 'Little feet, Big Impressions'. 2. Year round programme bi-weekly pop up handling object activities for families in areas of highest deprivation. 3. Recruitment and training of Family Engagement Volunteers to support the implementation of the above activities. 4. Storytelling from the Museum collection. 5. Legacies of Windrush memory workshops and exhibition delivered via the inter-generational memory cafe and workshops. (2032:1724 city)	£70,888	£32,659	<b>£32,659</b>			£30,000
Museum of Cambridge	<b>20% DRR</b> 2/3 Castle Street CB3 0AQ			<b>0.01<sup>6</sup></b>			
New International Encounter (NIE) - creating devised performances / projects	Tales from the Edge of Town: 2 x 2 taster workshops, 8 x 2 hr workshops at targeted extra-curricular clubs, culminating in 2 x	£29,488	£9,500	<b>£5,000</b>			£4,500

<sup>6</sup> Valuations Office reduced the rateable value of the Museum of Cambridge to a nominal £1.

that speak directly and dynamically to a wide audience especially young people and families	performances for participants and the local community, by actors. (170 city).						
<p>North Cambridge Community Partnership (NCCP) - aims to improve the education and living standards of the local community by improving facilities, encouraging self-help and involvement and increasing community spirit</p> <p style="text-align: center;">Page 63</p>	<p>Various activities:</p> <ul style="list-style-type: none"> <li>- Quarterly networking Lunch</li> <li>- Newsletter - 2 editions</li> <li>- Community Sports Club including skating, cricket and football</li> <li>- Cooking Club - 4 workshops</li> <li>- Lego Club - weekly at 2 venues</li> <li>- Summer trips to the beach - 2 trips</li> <li>- Summer Family Fun Day</li> <li>- Annual Pantomime</li> <li>- Christmas Lights Switch on event</li> <li>- Easter Egg Hunt event</li> <li>- Gardening club, monthly from Mar-Nov</li> <li>- Toddler Group - weekly</li> <li>- Zumba and Yoga fitness club - weekly</li> <li>- Coffee morning - fortnightly for older members of the community</li> <li>- Running NCCP - primarily staff salaries</li> </ul>	£55,521	£55,521	-			£9,050
Oblique Arts - an artist led organisation enabling communities to explore their creative potential through high quality visual arts projects.	A programme of workshops culminating in exhibitions/performance for neuro-diverse, older/isolated/drug misuse and teens with disadvantage. 6 workshops for each group: Two arts focused and one music focused. (48 city bens total)	£21,180	£7,500	-			Awarded £500 seed funding

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 2024 - a day of music, literature and performing arts, including a youth area designed by young people in conjunction with The Kite Trust, community area and wellbeing area (11,500:8,000 city)	£107,300	£10,000	-	<b>£5,000</b>		£5,000
Pink Festival Group (The)	Cambridge Pride Parade, a community arts and capacity building City Centre activity. A curated walking parade through the City Centre on the day of Cambridge Pride	£15,750	£3,750	-			new
Raspberry Pi Foundation - a UK educational charity	<b>DRR</b> application for 37 Hills Road, Cambridge, CB2 1NT			-			new
Romsey Mill Trust - supports young people and families who experience multiple disadvantage. Outreach, training, learning opportunities, sports, arts, positive activities	To build 'trusted adult' relationships with socially and economically disadvantaged young people aged 14-18 years old across the city in order to address their disadvantage and help them realise their actual potential through: 3 open access youth groups. Each group will meet for 1 1/2hrs, weekly for 36 weeks; 30 1:1 sessions; 9 trips (90:72 city)	£33,512	£12,641	<b>£12,641</b>			£13,695 For a different project
Romsey Mill Trust	3 targeted accessible courses (each course 10 sessions x 2 hrs plus 1-1 support) for young parents up to age 21, 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 (46:38 city)	£33,876	£8,042	<b>£7,500.00</b>			£7,185
Romsey Mill Trust	Aspire programme - a life and social skills programme for Autism disadvantaged young people aged 17-19; weekly social group x 37 weeks and a quieter group running	£34,343	£6,650	<b>£6,000</b>			£5,000



	simultaneously; 8 x sessions of one-to-one support per month (40:16 city)						
Romsey Mill Trust	<b>20% DRR</b> Romsey Mill Centre, Hemingford Road, Cambridge CB1 3BZ1			<b>£151</b>			
Romsey Mill Trust	<b>20% DRR</b> Ross Street Community Centre, Ross Street, Cambridge, CB1 3UZ			<b>£80</b>			
Romsey Mill Trust	<b>20% DRR</b> Mill Road Community Centre, 6 Hazell Street, Cambridge, CB1 2GN			<b>£307</b>			
Rowan Humberstone Ltd - empower learning disabled students to become independent by raising confidence, self-esteem and self-worth via arts and crafts activities	Creative workshops x 5 days pw x 50 weeks x 6-10 students per session with a learning disability (85:40 City). Rowan Rangers - Forest School for adults 1 day pw x 50 weeks pa; Creative art evening classes open to wider local community (68:47 city) <i>Funding towards Rowan Rangers and daytime creative workshops</i>	£805,137	£15,000	<b>£7,500</b>			£2,500
Rowan Humberstone Ltd	<b>10% DRR</b> 40 Humberstone Road CB4 1JG			<b>£727</b>			
Strawberry Fair - a festival of music, entertainments, arts and crafts	Support to organise and deliver the Strawberry Fair in June 2024. Free event run entirely by volunteers. Funding to support diversity of entertainment provided (45,000:31,000 city)	£176,234	£15,000	<b>£10,000</b>	<b>£5,000</b>		£10,000
Student Community Action - recruit and train student volunteers to provide social, educational and practical support to vulnerable and disadvantaged residents	Student Volunteering Programme. Bounce - Saturday youth club for vulnerable, disadvantaged and disabled children; Big Siblings - 1-1 support for vulnerable or disabled children; Taskforce - practical 1-1 assistance for elderly or disabled people; Homework help; Storytime project at the Women's Aid centre for vulnerable children;	£43,915	£10,000	<b>£5,000</b>			£6,000

and other local statutory and voluntary agencies	support for local vol orgs and local events; Disclosure and barring service for over 120 city organisations. (150:148 city) <i>Funded activities to be agreed with Grants Manager</i>						
Tempo Time Credits Ltd - 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: support to existing groups; recruitment of 5 new groups; recruitment of 50 additional volunteers; run 3 network meetings; recruit and maintain local businesses and venues that will offer goods and service for free; produce monthly newsletter (194 city residents earn and benefit from credits, 24 groups, 4 new businesses accepting time credits)	£11,790	£11,790	-			£5,000
The Red Hen Project - support and services to target issues that stop children and families thriving in north Cambridge via 1:1 casework and active outreach programmes especially targeting hard-to-reach families	Poverty relief for families in North Cambridge - emergency care packs for families experiencing financial emergencies, FareShare food redistribution, art and craft resource packs, referrals to grant providers of individual needs, assisting with digital inclusion, signposting and support (via transport, childcare during appointments) for debt/financial advice (350:280 city bens)	£35,687	£20,000	<b>£15,000</b>			£15,000
The Red Hen Project	390 hours of support to families in North Cambridge delivered through drop ins across 4 locations. Includes physical and mental wellbeing sessions, signposting, redistributing donated items, assisting with digital inclusion (225:180 city)	£39,769	£25,000	<b>£10,000</b>			£5,000
Training and Apprenticeships in Construction Ltd (TrAC) -	Bi-weekly activity sessions for 50 people aged 16-25. The activities will support participants to gain paid employment in the	£413,612	£10,000	<b>£10,000</b>			new

a flexible apprenticeships service that focuses on ensuring apprenticeships are sustainable and that apprentices are fully employed for the full duration of their training.	Construction and Built Environment Sector that allows them to be economically self-sufficient. 15 supported employment placements where the individual is employed by TrAC and placed with a construction employer for 6 months as an introduction to the sector (50:30 city bens) <i>For wrap around support, not direct apprenticeship costs for participants aged 18-25 years old</i>						
Trumpington Village Hall	<b>20% DRR</b> Trumpington Village Hall, 75 High Street, Trumpington, CB2 9HZ			<b>£63</b>			
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	Cultural activity programme: 15 sessions in 3 sheltered housing schemes (40 bens, 600 instances of participation); young people support programme - 8 activities (700 bens); Bronze arts award for young parents with Romsey Mill 10 sessions (8), Museums on Tour: Community Pop-ups 10 sessions and 3 community events (150), inclusive offer for SEND families 6 openings (350), Summer and Twilight with the Museums (8769), community panel and network (42)	£137,223	£21,152	<b>£15,000</b>			£15,000
				<b>£1,043,200</b>	<b>£12,000</b>	<b>£42,000</b>	

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## Appendix 2 – ‘Small’ Community Grant Award Recommendations 2024-25

The following recommendations are subject to the confirmation of the Council’s budget in February 2024 and in some cases, the receipt of additional satisfactory information (for example additional activity, finance and governance information).

- The funding and purpose will be detailed in grant agreements
- Where no funding is recommended, or not the full amount requested, it is due to one or more of the reasons stated in 3.7 of the report
- Key: *new* – group new to the Community Grants fund

	Group	Activity	Full Cost	Request	Community Grant	2023-24 award
1	Bangladesh Welfare and Cultural Association	15 facilitated swimming sessions to increase health and wellbeing for minority ethnic women. Community sports day to promote sport and healthy lifestyles for the whole community <i>Contribution towards swimming sessions only</i>	£2,900	£2,000	<b>£1,000</b>	0
2	Boishakhi Cultural Association	Two cultural events to increase the sense of belonging and reduce isolation (100 beneficiaries)	£1,400	£600	<b>0<sup>1</sup></b>	£190
3	Boishakhi Cultural Association	Summer day trip to reduce isolation (125 beneficiaries)	£1,950	£1,075	<b>£850<sup>1</sup></b>	£650
4	Cambridge African Network	Subsidised seaside trip for those on a low income to bring the community together (100 beneficiaries) <i>Contribution towards coach hire only</i>	£1,400	£1,000	<b>£650</b>	£300
5	Cambridge African Network	Black History Month celebration event to promote cultural understanding and community cohesion (180 beneficiaries) <i>Contribution towards hall hire only</i>	£1,500	£700	<b>£700</b>	£650

<sup>1</sup> It is proposed to make a £850 award which the group can chose to spend on either the cultural events or the summer trip, according to how best meets the needs of the group and its members.

6	Cambridge Artworks Ltd	Arts outreach project providing support to the Black Creatives art group. 24 fortnightly sessions aimed at reducing isolation and loneliness (120 beneficiaries)	£2,686	£2,000	<b>£1,000</b>	£1,000 seed funding
7	Cambridge Cancer Help Centre	3 weekly fitness classes for 48 weeks, aimed at helping people improve their physical and mental health (20 participants per session)	£4,320	£2,000	<b>0</b>	<i>New</i>
8	Cambridge Film Trust	Film exhibition skills development for Youth Lab members via 4 community screenings, aimed at increasing opportunities for disadvantaged young people and increasing access to the arts in areas of high deprivation (15 young people and 150 audience members)	£17,550	£2,000	<b>£2,000</b>	£2,000
9	Cambridge Pop Up Cinema Group	12 community film screenings aimed at increasing access to the arts (30 per screening)	£1,510	£1,510	<b>0</b>	<i>new</i>
10	Cambridge Szeged Society	Programme of activities supporting social and cultural aspects of twinning with Szeged (150 beneficiaries)	£2,360	£1,300	<b>0<sup>2</sup></b>	
11	Cambridge Tea Dance Club	12 monthly, 2–3-hour Ballroom/Latin dance sessions to reduce social isolation and encourage physical activity (10 beneficiaries)	£1,800	£1,000	<b>0</b>	£300
12	Cambridge Vineyard Church - Growkids	2 weekly, term time drop in sessions at 2 city venues. Provision of peer support and signposting to low-income parents and free pre-loved clothes to children (100 beneficiaries)	£26,550	£1,670	<b>£1,300</b>	<i>new</i>
13	Cambridgeshire Vietnamese Refugee Community	Community activities: Lunar New Year, Mid-Autumn Festival and summer outing aimed at reducing isolation (70 beneficiaries) <i>Contribution towards either the trip (coach hire only) or the Lunar New Year event (room hire only)</i>	£2,400	£3,000	<b>£650</b>	£650 (although not claimed)

<sup>2</sup> This application will be considered for funding under the Mayors Twinning budget. The Group have been advised that an application for future funding should be directed to the Mayors office.

14	Christ the Redeemer Church	Weekly, term time 'Tots and Toys' Toddler Group sessions with additional support to parents to address social isolation (35 beneficiaries)	£4,538	£1,947	<b>£1,200</b>	<i>new</i>
15	Dots not Feathers	Monthly arts and crafts workshops, lectures, arts shows, talks and exhibitions to improve creative opportunities and increase cohesion for the South Asian community (20 beneficiaries)	£2,000	£2,000	<b>0</b>	<i>new</i>
16	Indian Cultural Society	Autumn festival including audio visual, craft and culinary events to promote cultural integration (600 beneficiaries) <i>Contribution towards room hire only</i>	£8,550	£1,000	<b>£200</b>	£200
17	Make Do and Mend	A programme of 278 social activities for people who have been or are in contact with mental health services to improve wellbeing (100 beneficiaries) <i>Contribution towards general activity costs, not website/marketing costs</i>	£30,320	£2,000	<b>£1,550</b>	<i>Didn't apply in 2023-24</i>
18	Safe Soulmates	Training sessions to support and retain volunteers working with neurodivergent and disabled young adults (30 beneficiaries) <i>Contribution towards the staff costs of the volunteer training sessions only</i>	£1,649	£1,049	<b>£600</b>	<i>new</i>
19	St Luke's Church	150th anniversary party with a focus on wellbeing (200 beneficiaries)	£2,200	£2,000	<b>0</b>	<i>new</i>

20	The Sixth Sense Collective	Design and production of a play by a neurodivergent cast, to spread awareness of Autism and give an opportunity for the participants to build their confidence and engage with their community. Culminating in 3 performances targeted at marginalised young people (11 beneficiaries)	£3,514	£2,000	<b>£1,000</b>	<i>new</i>
21	Together Culture CIC - a community gathering, creativity and enterprise hub.	Provision of 18 free memberships to access Together Culture's co-working, training, community events, creative development activities and facilitated workshops, with the aim of developing a more ecologically and economically equitable Cambridge (18 beneficiaries)	£85,000	£1,998	<b>0</b>	<i>new</i>
22	Turkish Kurdish Speakers in Cambridge (TKSC)	Turkish and Kurdish music and folk dancing event to bring the community together to reduce social isolation for the Turkish Kurdish speaking community (200 beneficiaries)	£3,140	£2,000	<b>£1,200</b>	£850 <i>For a different activity</i>
23	Uncomfortable Cambridge	Discussion café series exploring local history including the relationship between Cambridge and the British Empire and hidden histories of women (100 beneficiaries)	£2,300	£2,000	<b>0</b>	<i>new</i>
Total					<b>£13,900</b>	





## **S106 FUNDING ROUND – SECOND PHASE SPORTS AND COMMUNITY FACILITIES**

### **To:**

Councillor Rachel Wade, Executive Councillor for Communities  
Environment & Community Scrutiny Committee 18/01/2024

### **Report by:**

Ian Ross – Sport & Recreation Manager – [Ian.Ross@cambridge.gov.uk](mailto:Ian.Ross@cambridge.gov.uk)

**Wards affected:** All

Key Decision

### **1. Executive Summary**

- 1.1 In 2023/24, the S106 funding round for community and sports facilities has sought proposals from community groups, sports clubs and schools (as well as council services) of between £5,000 and £30,000 for improving equipment and/or storage at sports venues or community buildings with meeting space in Cambridge. The first phase of applications (for projects deliverable by the end of April 2024) took place last summer, with over £125,000 of S106 funds allocated to nine projects at last October's Committee. The second phase continued until 31/10/2023, seeking eligible project proposals that could be completed by October 2024.
- 1.2 This report recommends allocating over £420,000 of S106 funds to 22 proposals relating to the community facilities and outdoor/indoor sports contribution types. Consideration of applications from the first phase for improving swimming pool infrastructure were deferred until now, so the report also seeks approval for investing over £73,500 in a new approach to delivering swimming pool disinfection at Parkside Pools.
- 1.3 The allocation of £40,000 Public Art S106 funds for a project at Nightingale Recreation Ground is also recommended.

## 2. Recommendations

The Executive Councillor for Communities is recommended to:

- 2.1 Allocate generic S106 funding from the relevant S106 contribution types, subject to business case approval and community use agreement (as appropriate) and possible part-funding by specific S106 contributions where relevant and available (see paragraph 4.5), to the following project proposals:

	<b>Project proposals</b>	<b>Amount</b>	<b>S106 type</b>
a.	Chesterton Indoor Bowls Club: lighting upgrades	£14,847	Indoor sports
b.	Trumpington Village Hall: furniture provision	£8,565	Community facilities
c.	Netherhall Sports Centre: outdoor court improvements	£39,606	Outdoor sports
d.	Netherhall Sports Centre: fitness equipment provision	£10,285	Indoor sports
e.	Campkin Road Community Centre: equipment & furnishings	£30,000	Community facilities
f.	Squared Circle Boxing Club: storage and equipment	£5,242	Indoor sports
g.	St Matthew's Piece: basketball improvements	£17,722	Outdoor sports
h.	Scotland Road Rec Ground: basketball improvements	£12,115	Outdoor sports
i.	Green End Road Rec Ground: basketball improvements	£14,184	Outdoor sports
j.	Cambridge Dive Club: diving facility improvements	£16,250	Indoor sports
k.	St Paul's Primary School: football equipment and storage (also subject to conditions set out in paragraph 4.3)	£13,276	Outdoor sports

	<b>Project proposals</b>	<b>Amount</b>	<b>S106 type</b>
l.	Ross Street Community Centre: kitchen improvements	£28,000	Community facilities
m.	Ross Street Community Centre: audio-visual (AV) equipment & Storage	£10,000	Community facilities
n.	The Junction: AV & presentation equipment	£24,852	Community facilities
o.	Cambridge Canoe Club: additional storage	£40,000	Outdoor sports
p.	Christ The Redeemer Church: storage, furniture & equipment	£8,275	Community facilities
q.	Coldham's Common: outdoor fit kit storage	£7,500	Outdoor sports
r.	Abbey Pool Fitness Studio: gym equipment provision	£22,687	Indoor sports
s.	St. Philip's School: community meeting area & canopy (also subject to conditions set out in paragraph 4.3)	£25,000	Community facilities
t.	Cambridge United Foundation: AV equipment	£15,000	Community facilities
u.	King's Hedges Learner Pool: pool-based fitness equipment	£20,000	Indoor sports
v.	Christ's Pieces Tennis Courts: court improvements	£37,371	Outdoor sports

See Section 4 and Appendices A and B for more details.

- 2.2 Allocate £73,666 of Swimming Pool S106 contributions towards a new approach to delivering swimming pool disinfection at Parkside Pools with ultraviolet disinfection and salt-based hypochlorite for onsite chlorination generation, subject to a business case approval;
- 2.3 Allocate generic S106 public art funding of up to £40,000 for a public art project at Nightingale Recreation Ground, Community Garden and Pavilion, subject to business case approval.

### **3. Background to S106 funding**

- 3.1 S106 funds (or developer contributions) are payments from developers aimed at mitigating the impact of housing and other development. Every part of Cambridge has benefitted from new or improved facilities funded from S106 contributions. See the Council's [Developer Contributions](#) web pages, including information about the S106 funding rounds and S106-funded projects (with a [photo gallery](#) of projects in each ward).
- 3.2 The Council's approach to managing S106 funding is summarised in the [overview](#) briefing note on these web pages. This explains:
- a. the distinction between generic S106 funds (the focus of this funding round), which the Council used to collect but do not stipulate a particular location, these are allocated by the appropriate Executive Councillor to particular projects via a S106 funding rounds such as this.
  - b. specific S106 funds that the Council now secures from new major developments which have already been identified as part of the planning approval by the Council's Planning Committee or Joint Development Control Committee, and require a business case to commit funds.
  - c. what the different S106 contribution types (e.g., community facilities, outdoor sports and indoor sports) can be used for; and
  - d. how S106 contributions are used to fund which projects, where community funds tend to be used locally in wards and sports funds tend to be more strategically allocated across the City.
- 3.3 The Council's generic S106 funding rounds over the last decade or so have helped to make sure that developer contributions are used on time and for their intended purposes. Prior to this latest S106 funding round, a report to this Committee in October 2021 recognised that, for the community facilities, outdoor sports and indoor sports categories, parts of the city still had pockets of contributions available. It highlighted that S106 funding round arrangements needed to be adapted so that these remaining generic S106 contributions could be allocated to relevant projects that could be delivered quickly.
- 3.4 The Executive Councillor at the time agreed that the next S106 funding round (in 2023/24) would focus on inviting applications from local community and sports groups for small-scale improvements to the

equipment and furnishings at their facilities, which could help them to provide additional benefit to their local communities.

- 3.5 The 2023/24 funding round for community and sports facilities was launched in July 2023 and informed by the [guidance](#) for applicants, which can be found on the Council's [S106 funding rounds](#) web page. The guidance set out that the application round would be in two phases:
- a. First phase: The S106 report to this Committee on 5 October 2023 culminated in Executive Councillor approval of £126,650 of S106 funding to nine projects that are due to be delivered by the end of April 2024. A number of these have already been finished or are close to completion.
  - b. Second phase: Local groups and council services were given until the end of October 2023 to put forward their proposals for improving equipment and storage at community and sports facilities within the city that could be delivered by the end of October 2024.
- 3.6 The selection criteria for this S106 funding round is set out on pages 2 and 3 of the guidance. They are based on the criteria that have applied to previous S106 funding rounds, albeit adapted to reflect the type of applications now being targeted. In summary, proposals need to be:
- a. **eligible** for the S106 contribution types on offer in this funding round. S106 funds cannot be used for repairs, maintenance, running costs or like-for-like replacements, nor for improvements that have already been purchased/made, nor for overtly profit-making purposes.
  - b. **affordable** from the relevant S106 funds available which can be justified for spend on that sort of facility in that part of the city.
  - c. an **effective** and legitimate **use** of S106 funding. The proposals need to mitigate the impact of development (i.e., meeting increased needs for community meeting space or outdoor/indoor sports facilities arising from new housing) and provide additional benefit.
  - d. **accessible** in line with the Council's equalities and diversity policies. S106 small grant recipients will need to sign a legally binding community use agreement, undertaking to serve all parts of the community and to make their facilities (related to the small grant) available for wider community use/affordable hire for an agreed number of hours per week for a period of five years.

e. realistic, ready and **deliverable** within the implementation timescales set for projects in this S106 funding round.

#### 4. 2023/24 S106 funding round: second phase

4.1 Twenty-three applications are considered for community and sports facilities S106 funding as part of this report. This includes 22 applications received in the second application phase, plus a proposal for equipment for King’s Hedges Learner Pool, which was received in the first phase. In addition, three other proposals are featured in this report (two relating to swimming pool infrastructure and one for public art), which come within the Executive Councillor’s remit.

4.2 A summary of the proposals (labelled A-Z) can be found in Appendix A, while the officer assessment of these proposals against the selection criteria is set out in Appendix B. Table 1, below, provides a summary of their eligibility for S106 funding. Those that meet these criteria are featured in the recommendations for S106 funding in paragraph 2.1.

**Table 1:** Assessment of proposals in the second application window:

<b>Proposals primarily for</b>	<b>Eligible</b>	<b>Not eligible</b>
Community facilities	7 applications (B,E,L,M,N,P,T) plus 1 partly eligible S[i],	1 S[ii]
Outdoor sports	8 applications (C,G,H,I,K,O,Q,V)	-
Indoor sports	6 applications (A,D,F,J,R,U)	1 (W)
Swimming pool	2 applications (X & Y)	-
Public Art	1 application (Z)	-

4.3 One application (S) is only partly eligible for S106 funding and another (W) is not eligible.

- a. The application from St Philip’s School to enable a community meeting space under a canopy (£25,000) for community hire would be eligible for S106 funding, but the request for books and games (£3,000) is not.
- b. An application for funding towards setting up a new gym business does not meet the selection criteria and is not recommended.

- 4.4 All of the proposals recommended for S106 funding in paragraph 2.1 are subject to business case approval (and community use agreements, as appropriate). In addition, the grant awards to St Paul's and St. Philip's Primary Schools are subject to further clarification of the details of the community use agreements and the availability for public hire of the facilities for which S106 funding is requested.
- 4.5 Appendix A highlights that it might be possible to part-fund a number of the proposals (applications C, D, L, M, N, Q and R) from specific S106 contributions for particular facilities that have already been received. The recommendations in paragraph 2.1 seek Executive Councillor funding approval to fund the entire amount requested for projects from generic S106 contributions. This is to ensure generic S106 funds which tend to have earlier time limits or shelf-lives over specific S106 contributions are used timely. Even so, officers may use discretion about whether/how much specific contributions to use in appropriate cases in order to help manage the overall programme of S106 funded projects effectively.

## **5. S106 funding for Swimming Pool improvements**

- 5.1 Several applications for improvements to water quality treatments at Parkside Pool were received from GLL in the first phase of applications over the summer. As noted in the S106 report to this Committee in October 2023, these applications were deferred to this second phase report. The applications have been considered and deemed to be best suited for use of S106 funding from major growth sites for swimming pool infrastructure improvements.
- 5.2 The first application for funding is to introduce an ultraviolet (UV) lighting disinfection system into Parkside Pools to treat the water in the main pool, diving and toddler pools. This treatment uses UV rays to kill bacteria in the water and reduces the levels of "Free Chlorine" needed to be available within the pool water traditionally used for this purpose. This makes the pool more usable by those that suffer from asthma, breathing and skin conditions due to the lower levels of chlorine needed compared to traditional pool water treatment regimes.
- 5.3 The second system requested for funding is a "Hyproliser" chlorination system. This is a system that uses a salt-water brine solution and

electrolysis to generate Sodium Hypochlorite on demand. This onsite generated chlorine solution is fed into the pools and, combined with the UV system, greatly reduces the free chlorine requirements from the traditional 'three parts per million' to 'one part per million' and below. At the same time, it maintains the same levels of bacteriological cleansing and water quality controls that the higher chlorine levels currently provide.

- 5.4 These systems combined will improve access and swimming conditions for a range of swimmers especially those that suffer with asthma, breathing and dry skin and allergy conditions that traditional chlorination levels have on some swimmers. By providing less chlorine in the water it will have the same levels of water quality control and provide a better swimming experience for all.
- 5.5 The Council receives requests from the public to provide "chlorine free" swimming facilities. These two projects, in conjunction with one another, whilst not totally reducing the reliance on chlorine based bacteriological controls to zero, will fundamentally reduce traditional "chlorine granule" use and chlorine levels within the pools and provide a much cleaner, safer and better water control within the three pools at Parkside.
- 5.6 The costs for implementation of the systems are £44,102 for UV treatment and £29,564 for the Hyproliser: a total of £73,666 from Swimming Pool S106 funds.

## **6. S106 Public Art project at Nightingale Recreation Ground, Community Garden, and Pavilion**

- 6.1 A new public art commission is proposed, to link to and build upon the completion of the new Pavilion at Nightingale Recreation Ground. The commission will be funded via S106 public art contributions. The proposed budget for the project is up to £40,000. This will cover artist fees, community workshops, the development and installation of the artwork/s and other associated costs. This will help to deliver a meaningful public art commission for the local community.
- 6.2 Public art commissions funded by developer contributions are developed in line with the criteria set out in the Council's Public Art



Supplementary Planning Document (SPD). This commission at Nightingale Recreation ground is being developed to ensure that it meets and exceeds the criteria.

- 6.3 An artist will be commissioned to design and deliver a bespoke artwork/s, which is inspired by the Nightingale Recreation Ground area and is site-specific. The artwork/s will be contemporary and site specific. The location and design of the artwork/s will also be informed by the need for the work/s to be robust and consider potential vandalism.
- 6.4 The artwork/s will be authored by the artist but there will be an engagement process with the local community through artist-led workshops. The commission is likely to begin in the late spring/summer (depending on the artist's availability), but the artist will be contracted before April 2024.
- 6.5 The commission will be managed by the Public Art Officer. A Project Steering Group will be set up, which will include officers, ward councillors and community representatives.
- 6.6 This public art commission would be funded from public art S106 funds from Queen Edith's and neighbouring wards, including a local developer contribution which needs to be contractually committed in spring 2024.

## 7. Implications

- 7.1 **Financial implications:** The recommendations in this report would enable the Council to invest over £530,000 of S106 funds to help mitigate the impact of development in Cambridge. The Council's approach to S106 funding also helps to address the risk that, if S106 funds cannot be used for their intended purposes on time, developers could ask for unspent amounts to be returned. There will be further S106 reports later in 2024, including one in March on public art and a follow-up report in the summer/autumn on the use of generic and specific S106 funds for improving community and sports facilities.
- 7.2 **Staffing implications:** This S106 funding round is being managed within existing resources by the Sports and Recreation team in the

Communities Group. Other managers are involved to ensure that S106 selection criteria, business case and project management requirements are applied consistently and that advice is sought from relevant services (e.g., relating to potential noise or light pollution risks).

**7.3 *Implications re: equality & poverty; net zero carbon, climate change & the environment; procurement; and community safety:***

An initial impact assessment has been undertaken as part of checking the applications against the selection criteria. This has not revealed any particular equalities and poverty implications.

- a. A further impact assessment of projects allocated S106 funding will be carried out as part of the completion of business cases by council officers once S106 funding awards have been confirmed.
- b. Any S106 funding that is delivered via a grant to a community group, sports club or school will require a 5-year community use agreement. This will include an undertaking from grant recipients that facilities supported by an S106 small grant will serve all parts of the community, regardless of age, disability, gender reassignment, marriage & civil partnership, pregnancy and maternity, race, religion & belief, sex and sexual orientation.

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

8.1 The S106 funding round application form includes a question about the consultation and engagement that has already been undertaken in relation to the proposals. In most of the applications received within these two windows, consultation has already been carried out and has identified support and enthusiasm from users of the facilities. Once the Executive Councillor has made her decision on the recommendations, officers will consider (as part of the business case process) whether any further consultation is necessary.

8.2 The emphasis of this second phase of S106 funding round is on seeking grant applications from local organisations. As well as targeted contacts with community groups, sports clubs and schools in those parts of the city where the relevant generic S106 funds have been available, the round has been publicised via the Council's [Developer Contributions](#) web pages and news releases. Councillors have also been made aware via their weekly bulletin.

## 9. Background papers

Background papers used in the preparation of this report:

- Applications received during the second application phase of the 2023 S106 funding round for community facilities and outdoor/indoor sports.
- Report to Community Services Scrutiny Committee on “S106 Funding Round for Community Facilities and Indoor/Outdoor Sports Facilities” on 05/10/2023.
- S106 small grants for community & sports facility improvements: 2023 Phase 2 funding round [guidance](#).
- Report to Environment and Community Scrutiny Committee on “2021 S106 funding Round: Community Services” on 7/10/2021

## 10. Appendices

**Appendix A:** Summary of proposals

**Appendix B:** Assessment of proposals received against the S106 selection criteria

## 11. Inspection of papers

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

Ian Ross  
Sports & Recreation Manager  
Tel: 01223–458638  
Email:  
ian.ross@cambridge.gov.uk

Tim Wetherfield  
Policy & Partnerships Unit  
Tel: 01223–457313  
Email:  
tim.wetherfield@cambridge.gov.uk

## Appendix A: Summary of proposals

In the 'Note' column, a '★' denotes that it may be possible to meet some of the costs from specific S106 contributions already received.

	<b>LOCATION</b>	<b>PROPOSAL SUMMARY</b>	<b>Note</b>
A	Chesterton Indoor Bowls Club	Grant application for improved LED lighting over bowls rink & community areas to enhance playing conditions and social spaces (£14,847).	
B	Trumpington Village Hall	Grant application (£8,565) for new equipment tables & chairs	
C	Netherhall Sports Centre	Grant application from Anglian Leisure Netherhall for upgrades & improvements to the outdoor hard courts used for netball and tennis (£39,606)	★
D	Netherhall Sports Centre	Grant Application from Anglian Leisure Netherhall for new multi-use and disability accessible gym equipment (£10,285)	★
E	Campkin Road Community Centre	In-house proposal for fit-out of community centre equipment, tables, chairs, kitchen equipment and furnishings (£30,000)	
F	Squared Circle Boxing Club	Grant application from this club in Abbey ward for equipment & storage (£5,242)	
G	St. Matthews Piece	In-house application for improvements and upgrades to the hard-court area for basketball (£17,722)	
H	Scotland Road Rec Ground	In-house application for improvements and upgrades to the hard-court area for basketball (£12,115)	
I	Green End Road Rec Ground	In-house application for improvements and upgrades to the hard-court area for basketball (£14,184)	
J	Parkside Pool and Netherhall Sports Gym	Grant application from Cambridge Dive Club for new video replay system on poolside and dry-side training equipment (£16,250 in total)	

	<b>LOCATION</b>	<b>PROPOSAL SUMMARY</b>	<b>Note</b>
K	S. Paul's Primary School	Grant application for new football equipment and storage for community club use (£13,276)	
L	Ross Street Community Centre	In-house application for kitchen improvements and upgrades (£28,000)	★
M	Ross Street Community Centre	In-house application for AV equipment and increased storage (£10,000)	★
N	The Junction	Grant application from the Junction for additional AV equipment, acoustic treatments & community space enhancements (£24,852)	★
O	Cambridge Canoe Club	Grant application for a contribution towards the extension & storage facilities at Sheep's Green Canoe Club (£40,000)	
P	Christ The Redeemer Church	Grant application from Christ Redeemer Church for community use tables, chairs and storage (£8,275)	
Q	Coldham's Common	In-house application for additional outdoor fitness equipment and secure storage by the Abbey fit kit. (£7,500)	★
R	Abbey Pool Fitness Studio	Grant application from GLL for new multi-use and disability accessible gym equipment at Abbey Pool Gym (£22,678)	★
S	St. Philips School	Grant application for: i. The installation of a two-sided shade canopy fixed to two angled external walls, which would provide community meeting space and storage space. (£25,000) ii. funding for books and games (£3,000)	
T	Cambridge United Foundation	Grant Application from Cambridge Community Foundation for new AV equipment at Dion Dublin Suite (£15,000)	

	<b>LOCATION</b>	<b>PROPOSAL SUMMARY</b>	<b>Note</b>
U	Kings Hedges Learner Pool	Grant Application from GLL for new exercise equipment for water workouts and hydrotherapy (£20,000)	
V	Christ's Pieces Tennis Courts	In-house application for improvements to the tennis courts at Christ's Pieces including new gated entry system (£37,500)	
W	Adelie Studios	Grant application from Adelie Studios for start-up and fit out costs for a new gym business in West Chesterton ward (£20,603)	

Other proposals from the Council's current leisure service provider, Greenwich Leisure limited (GLL), for use of Swimming Pool S106 Funds. See Section 5 of the report.

	<b>LOCATION</b>	<b>PROPOSAL SUMMARY</b>
X	Parkside Pools	Proposal to install a new ultraviolet treatment system to enhance pool water quality and reduce chlorine levels making it more accessible to those with asthma and allergies (£44,102)
Y	Parkside Pools	Proposal to install a new hypolyser salt-based treatment system to enhance pool water quality and reduce chlorine levels making it more accessible to those with asthma and allergies (£29,564)

	<b>LOCATION</b>	<b>PROPOSAL SUMMARY</b>
Z	Nightingale Avenue Rec Ground	Public art commission (£40,000). See Section 6 of the report.

## Appendix B

### Assessment of proposals received against selection criteria

	Officers have assessed applications against the S106 selection criteria (see paragraph 3.5)	Eligible	Affordable	Effective	Accessible	Deliverable	Recommend?
	<b>Proposals</b>	<b>Assessment against criteria</b>					
A	Chesterton Indoor Bowls Club: lighting upgrades	✓	✓	✓	✓	✓	Yes
B	Trumpington Village Hall: furniture	✓	✓	✓	✓	✓	Yes
C	Netherhall Sports Centre: outdoor court improvements	✓	✓	✓	✓	✓	Yes
D	Netherhall Sports Centre: fitness equipment	✓	✓	✓	✓	✓	Yes
E	Campkin Rd Community Centre: equipment/furnishings	✓	✓	✓	✓	✓	Yes
F	Squared Circle Boxing Club: storage and equipment	✓	✓	✓	✓	✓	Yes
G	St. Matthew's Piece: basketball improvements	✓	✓	✓	✓	✓	Yes
H	Scotland Road: basketball improvements	✓	✓	✓	✓	✓	Yes
I	Green End Road Rec Ground: basketball improvements	✓	✓	✓	✓	✓	Yes
J	Parkside Pool & Netherhall Sports Gym (Cambridge Dive Club)	✓	✓	✓	✓	✓	Yes
K	St Paul's Primary School: football equipment and storage	✓	✓	✓	?	✓	Possibly
L	Ross Street Community Centre: kitchen	✓	✓	✓	✓	✓	Yes
M	Ross Street Community Centre: AV equipment/storage	✓	✓	✓	✓	✓	Yes
N	The Junction: AV & presentation equipment	✓	✓	✓	✓	✓	Yes

	Officers have assessed applications against the S106 selection criteria (see paragraph 3.5)	Eligible	Affordable	Effective	Accessible	Deliverable	Recommend?
	<b>Proposals</b>	<b>Assessment against criteria</b>					
O	Cambridge Canoe Club: additional storage	✓	✓	✓	✓	✓	Yes
P	Christ The Redeemer Church: storage, furniture & equipment	✓	✓	✓	✓	✓	Yes
Q	Coldham's Common: outdoor fit kit storage	✓	✓	✓	✓	✓	Yes
R	Abbey Pool Fitness Studio: gym equipment provision	✓	✓	✓	✓	✓	Yes
Si	St Philip's School: community meeting area & canopy	✓	✓	✓	?	✓	Possibly
Sii	St Philip's School: books & games	✗	-	✗	?	-	No
T	Cambridge United Foundation: AV equipment	✓	✓	✓	✓	✓	Yes
U	Adelie Studios: fitness studio installation	✗	-	-	-	-	No
V	King's Hedges Learner Pool: pool-based fitness equipment	✓	✓	✓	✓	✓	Yes
W	Christ's Pieces Tennis Courts: court improvements	✓	✓	✓	✓	✓	Yes
X	Parkside Pools: UV system	🏊	✓	✓	✓	✓	Yes
Y	Parkside Pools: Hyprolyser	🏊	✓	✓	✓	✓	Yes

Key: 🏊 denotes eligibility for 'swimming pool infrastructure' S106 type

## Z Nightingale Recreation Ground public art commission

This is being developed to ensure that it meets and exceeds the criteria set out in the Council's Public Art SPD. These are about seeking new and original public art, accessible to the public and involves an artist, and engages the community and has a lasting legacy.





## Revisions to Governance Arrangements and an Extension to the Contract for Services for Storeys Field Centre

**CAMBRIDGE**  
CITY COUNCIL

### **To:**

Cllr. Rachel Wade, Executive Cllr for Communities 18.01.2024

### **Report by:**

Allison Conder – Strategic Project Manager

Tel: 01223 457862 Email: [Allison.conder@cambridge.gov.uk](mailto:Allison.conder@cambridge.gov.uk)

### **Wards affected:**

Newnham, Castle

Non-key Decision

## **1. Executive Summary**

- 1.1 Following a S106 agreement made on 11<sup>th</sup> Sep 2013, the University of Cambridge and Council established a trust to run Storey's Field Community Centre.
- 1.2 The centre opened to the public in February 2018, and the operating model was originally intended to be direct management by Storey's Field Community Trust. Since June 2016, however, the Council has operated the centre under a contract for services with the Trust. It was always the Council's intention that this would be a medium-term arrangement, to support Trustees in the process of recruiting suitable staff, and establishing the centre programme.
- 1.3 At the request of Storey's Field Community Trust, the council's contract for services has been extended several times since 2016, to enable the Trust to undertake a review of the centres future direction, and to complete an open procurement process to appoint a new operator. The tender process was completed in July 2022, but was not successful.

- 1.4 With the centre team and programme now successfully established, Cambridge University and the Council consider that there is potential for efficiencies in operations and decision making, and the future strategic success of the centre, by revising the current governance model.
- 1.5 Options appraisal work has been completed by Cambridge University and the Council as part of developing a jointly agreed proposal for future governance, and this has identified a preferred position for both organisations. This involves dissolving the Trust and removing the Council from the governance of the centre. Cambridge University, as the building owner, would then assume full responsibility for future investment and the strategy for overseeing management and operation of the centre within the Estates Division, and under the purview of the Property Board. This may be direct management or contracting this service out.
- 1.6 The Councils current contract for services ends 31<sup>st</sup> March 2024, and a further extension is required until 31<sup>st</sup> March 2025, to give sufficient time to complete the legal steps required to dissolve the Trust and to ensure a smooth transition to the new governance arrangements. Specifically, a new Community Use Agreement will be needed to replace the existing Trust documentation and set out the long-term commitment of Cambridge University to the delivery of community development activity at Storey's Field Centre.

## **2. Recommendations**

The Executive Councillor is recommended to:

- To agree to extend the councils contract for management services with Storey's Field Community Trust, until 31 March 2025, if required.
- To agree to simplify existing governance arrangements by dissolving and winding-up Storeys Field Community Trust, working jointly to do so with Cambridge University. Cambridge University may need to retain the trust for tax purposes in which case they will assume complete responsibilities for any governance structure.
- To agree to Cambridge University assuming responsibility for management, oversight and meeting any operational deficit for Storey's Field Centre, following dissolution of Storey's Field Community Trust.

- To delegate responsibility to the Director of Communities, in consultation with the Chair and Spokes of Environment and Communities Scrutiny Committee, to approve an updated Community Use Agreement that reflects the revised governance arrangements.
- To delegate responsibility to the Director of Communities to ensure a smooth transition and handover of management of the centre to Cambridge University.

### **3. Background**

- 3.1 The Storey's Field Centre is in the new district of Eddington, Northwest Cambridge, and serves this new community; existing communities in Newnham and Castle wards; areas in South Cambs; and citywide audiences for some of its centre programme. The Centre is overseen by a joint venture established on 11<sup>th</sup> Sep 2013 between the University and the City Council, known as the Storey's Field Community Trust.
- 3.2 The University and City Council both have a 50% stake in the company and nominate 3 representatives each to sit on the Trust. Under the Section 106 agreement for the site, Cambridge University is responsible for the full cost of the Joint Venture operations for the first 12 years, after which the City Council will be responsible for 50% of the costs. The 12-year period commenced on the signing of leases and, in 2022/3 financial year, the net operating subsidy for Storey's Field Centre's was £145,000.
- 3.3 Prior to the community centre opening, the Trust contracted with the Council to employ and manage the staff, and oversee the day to day running of the Centre on its behalf. The centre then opened to the public in February 2018. All staffing and management costs are reimbursed to the Council as part of the contract.
- 3.4 Since it opened, Storey's Field Centre has successfully negotiated the challenges posed by the Covid crisis in 2019-20, and has become ever more active, supporting a local community of more than 1,000 residents, as well as acting as a venue for events including weddings and performance arts, all of which reflect substantial achievements by the trustee body.

## **4. Financial Implications**

### **Page: 4**

There are no financial implications for the Council as all staff and management costs are paid by SFCT to the Council, as part of the contract for services.

#### **a) Staffing Implications**

There are 4.45 FTE posts currently employed directly by the Council within the service contract arrangement. When the contract ends 31 March 2025, these staff may transfer under a TUPE arrangement to Cambridge University, or to a new operator.

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

An EQIA has been completed to accompany this report, but no impacts have been identified.

#### **c) Net Zero Carbon, Climate Change and Environmental Implications**

A climate change rating tool has been completed which shows no net impact on the council's net zero carbon target.

#### **d) Procurement Implications**

There are no procurement implications for the Council.

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

There are no community safety implications.

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

The recommendations in this report have been made following discussions with Cambridge University and Storey's Field Community Trustees (who are representatives of Cambridge University and the Council).

## **6. Background papers**

Background papers used in the preparation of this report:

<https://democracy.cambridge.gov.uk/ieListDocuments.aspx?CIId=176&MID=2791#AI14788> Strategic Review of Community Provision, and Management Arrangements for New Community Centres at Clay Farm and Storey's Field

<https://democracy.cambridge.gov.uk/documents/g3971/Public%20reports%20pack%2024th-Mar-2022%2017.30%20Environment%20and%20Community%20Scrutiny%20Committee.pdf?T=10>

<https://democracy.cambridge.gov.uk/documents/s55243/Storeys%20Field%20Centre%20Contract.pdf> Storey's Field Centre Contract for Services Extension

## **7. Appendices**

N/A

## **8. Inspection of papers**

To inspect the background papers or if you have a query on the report, please contact please contact Allison Conder, Strategic Project Manager, tel:01223 457862, email: [allison.conder@cambridge.gov.uk](mailto:allison.conder@cambridge.gov.uk)

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1. IMPACT ON CARBON EMISSIONS (MITIGATION OF CLIMATE CHANGE)							
HOW WILL THIS PROJECT/PROPOSAL AFFECT THE FOLLOWING KEY AREAS:	WHAT IS THE IMPACT CONSIDERED TO BE? <i>See guidance in the purple box, below, to help you assess the degree of the negative and positive impacts e.g. High, Medium or Low</i>	CLIMATE CHANGE RATING: <i>Use drop down list</i>	WILL THE PROJECT MOVE CAMBRIDGE CITY COUNCIL CLOSER TO THE OBJECTIVE OF BEING NET ZERO CARBON BY 2030? <i>Use drop down list</i>	WILL THE PROJECT MOVE THE CITY CLOSER TO THE OBJECTIVE OF A NET ZERO CARBON CAMBRIDGE BY 2030? <i>Use drop down list</i>	PLEASE DETAIL HERE THE ACTION THAT WILL BE TAKEN TO AVOID, MITIGATE OR COMPENSATE FOR THE NEGATIVE IMPACTS AND MAXIMISE POSITIVE IMPACTS?	HAS A NET ZERO CARBON OPTION BEEN CONSIDERED? PLEASE PROVIDE DETAILS.	
1 ENERGY USE	Positive Impact: Energy use will be reduced or renewable energy will be used Nil Impact: No extra energy use is involved Negative Impact: More energy (gas and/ or electricity) will be consumed (by CCC or others)	Nil	No	No	Consider: - Reducing demand for energy - Specifying energy efficiency measures (e.g. insulation, low energy lighting) - Generating renewable energy (e.g. heat pumps, solar photovoltaic panels)		
2 WASTE GENERATION	Positive Impact: Less waste will be generated OR amount of waste that is reused/ recycled will be increased Nil Impact: No waste will be generated Negative Impact: More waste will be generated (by CCC or others)	Nil	No	No	Consider: - Will resources be reduced or reused? - Will you use recycled goods? - Will recycling facilities be increased?		
3 USE OF TRANSPORT	Positive Impact: The use of transport and/or of fossil fuel-based transport will be reduced Nil Impact: No extra transport will be necessary Negative Impact: CCC or others will need to travel more OR transport goods more often/ further	Nil	No	No	Consider: - Will you purchase an electric vehicle? - Will you specify the use of public transport? - How will you reduce the need to travel or transport		
4 SUSTAINABLE FOOD	Positive Impact: Food will be locally grown and/ or meat-free Nil Impact: No change in supply of food Negative Impact: Food will travel long distances and include meat	Nil	No	No	Consider: - Use of locally grown/ produced food - Reducing use of imported food - Reducing use of meat		
2. IMPACT ON RESILIENCE (ADAPTATION) TO THE EFFECTS OF CLIMATE CHANGE							
HOW WILL THIS PROJECT/PROPOSAL AFFECT THE FOLLOWING KEY AREAS:	WHAT IS THE IMPACT CONSIDERED TO BE? <i>See guidance in the purple box, below, to help you assess the degree of the negative and positive impacts e.g. High, Medium or Low</i>	CLIMATE CHANGE RATING: <i>Use drop down list</i>	WILL THE PROJECT HELP CAMBRIDGE CITY COUNCIL TO BE MORE RESILIENT TO THE IMPACTS OF CLIMATE CHANGE? <i>Use drop down list</i>	WILL THE PROJECT HELP CAMBRIDGE TO BE MORE RESILIENT TO THE IMPACTS OF CLIMATE CHANGE? <i>Use drop down list</i>	PLEASE DETAIL HERE THE ACTION THAT WILL BE TAKEN TO AVOID, MITIGATE OR COMPENSATE FOR THE NEGATIVE IMPACTS AND MAXIMISE POSITIVE IMPACTS?	HAS A NET ZERO CARBON OPTION BEEN CONSIDERED? PLEASE PROVIDE DETAILS.	
5 HEATWAVES	Positive Impact: Increased/ improved shade & natural ventilation Nil Impact: No impact on existing levels of shade & ventilation Negative Impact: Lack of or reduced shade (e.g. from trees or buildings) & natural ventilation	Nil	No	No	Consider: Building orientation and installing measures such as Brise Soleil to reduce heat gain and plant hydration methods.		
6 WATER AVAILABILITY	Positive Impact: Provision made for an enhancement of water efficiency measures to minimise the impact on water resource availability Nil Impact: Levels of water use will not be changed Negative Impact: Water use will increase and/or no provision made for water management = Negative Impact	Nil	No	No	Consider: Managing water use efficiently, installing measures to use less water such as low water use taps, planting drought resistant plants and using rainwater for irrigation.		
7 FLOODING	Positive Impact: Sustainable drainage measures incorporated, positive steps to reduce & manage flood risk Nil Impact: Levels of surface water run-off & flood risk are not affected Negative Impact: Levels of surface water run-off will increase, no management of flood risk	Nil	No	No	Consider: The installation of measures to reduce the speed and increase the absorption of rainwater e.g. green roofs, SuDS, permeable paving etc. and alternative arrangements (business continuity)		
8 HIGH WINDS / STORMS	Positive Impact: Exposure to higher wind speeds is being actively managed & reduced Nil Impact: No change to existing level of exposure to higher wind speeds Negative Impact: Exposure to higher wind speeds is increased or is not managed = Negative Impact	Nil	No	No	Consider: the need to install stabilisation measures and ensure robust structures resilient to high winds		
9 FOOD SECURITY	Positive Impact: Opportunities & resources for local food production are increased/ enhanced Nil Impact: No change to opportunities & resources for local food production Negative Impact: Opportunities & resources for local food production are reduced	Nil	No	No	Source food locally, and provide meat-free catering to reduce vulnerability to food shortages and reduce emissions from transport and farming of food		
10 BIODIVERSITY	Positive Impact: Biodiversity will be protected/ enhanced Nil Impact: Level of biodiversity will not change Negative Impact: Biodiversity will not decrease	Nil	No	No	Provide net gain mitigation if required and seek enhancement in projects of all types and scale		
<b>Weighing up the negative and positive impacts of your project, what is the overall rating you are assigning to your project?:</b>		Nil	<i>This overall rating is what you need to include in your report/ budget proposal, together with your explanation to be included in the red box below</i>				

Guidance on Assessing the Degree of Negative and Positive Impacts:	
<i>Note: Not all of the considerations/ criteria listed below will necessarily be relevant to your project</i>	
Low Impact (L)	* No publicity * Relevant risks to the Council or community are Low or none * No impact on service or corporate performance * No capital assets; or capital assets with lifetime of less than 3 years
Medium Impact (M)	* Local publicity (good or bad) * Relevant risks to the Council or community are Medium * Affects delivery of corporate commitments * Affects service performance (e.g.: energy use; amount of waste; distance travelled) by more than 10% * Capital assets with a lifetime of more than 3 years
High Impact (H)	* National publicity (good or bad) * Relevant risks to the Council or community are Significant or High * Affects delivery of regulatory commitments * Affects corporate performance by more than 10% * Capital assets with a lifetime of more than 6 years

In the box below please summarise the projects impacts (the reasons for the ratings given in column E above) to explain how the overall rating for the project/ proposal has been derived (Cell E37). Please also highlight any negative impacts your project may have and how you plan to avoid, mitigate or compensate for these (as you will have detailed in column I above).

The project is to dissolve Storey's Field Community Trust and to extend the city councils contract for services to operate Storey's Field Community Centre until 31.03.25. On dissolution of the Trust, Cambridge University will take sole responsibility for management and oversight of operation of the centre. There are city council employed posts and a TUPE transfer arrangement may apply when the council's contract for services ends. There is no change to the service contract specification during the extension period. There will therefore be a nil impact from both the contract extension and the governance changes being implemented.

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## 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 Helen Crowther, ([helen.crowther@cambridge.gov.uk](mailto:helen.crowther@cambridge.gov.uk) or 01223 457046).

<b>1. Title of strategy, policy, plan, project, contract or major change to your service</b>
Revisions to Governance Arrangements and an Extension to the Contract for Services for Storeys Field Centre
<b>2. Webpage link to full details of the strategy, policy, plan, project, contract or major change to your service (if available)</b>
N/A
<b>3. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?</b>
Extension of the councils Contract for Services with Storey's Field Community Trust to operate Storeys Field Centre, and dissolution of the Trust. Once the Trust is dissolved Cambridge University will take sole responsibility for the management and operation of Storey's Field Centre, and TUPE may apply to the council staff when the contract for services ends 31.03.2025.

**4. Responsible service**

Communities Directorate

**5. Who will be affected by this strategy, policy, plan, project, contract or major change to your service?**

**(Please tick all that apply)**

- Residents
- Visitors
- 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):

There will be no impact on residents or visitors from this change of service, but city council staff posts may transfer under a TUPE arrangement to Cambridge University, when the contract for services ends 31 March 2025. TUPE protections will apply, and support will be provided by management, HR and through the Employee Assistant Programme.

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

- 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)**

- Yes
- No

If 'Yes' please provide details below:

Human Resources, legal, finance, Payroll

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

This EQIA accompanies a report about the service change that will go to Environment and Community Services Scrutiny Committee on 18<sup>th</sup> January 2024.

**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. No service change is proposed, just an extension to the council's contract for services and dissolution of Storey's Field Community Trust. Once the Trust is dissolved, Cambridge University will take sole responsibility for management and operation of the centre.

**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 - Please also consider any safeguarding issues for children and adults at risk**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(b) Disability**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(c) Gender reassignment**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(d) Marriage and civil partnership**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(e) Pregnancy and maternity**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(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 will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(g) Religion or belief**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(h) Sex**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(i) Sexual orientation**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**(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**
- **Groups who have more than one protected characteristic that taken together create overlapping and interdependent systems of discrimination or disadvantage. (Here you are being asked to consider intersectionality, and for more information see: [https://media.ed.ac.uk/media/1\\_159kt25q](https://media.ed.ac.uk/media/1_159kt25q)).**

There will be no impact as Cambridge University will take over responsibility for the council's contract for services with no changes made to services specification.

**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 EqIA accordingly.)**

No actions have been identified

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

None

**13. Sign off**

Name and job title of lead officer for this equality impact assessment: Allison Conder, Strategic Project Manager

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

Date of EqIA sign off: 03.01.24

Date of next review of the equalities impact assessment: NA

Date to be published on Cambridge City Council website: NA

**All EqIAs need to be sent to Helen Crowther, Equality and Anti-Poverty Officer**  
[helen.crowther@cambridge.gov.uk](mailto:helen.crowther@cambridge.gov.uk).



Item

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

**To:**

Councillor Alice Gilderdale, Executive Councillor for Community Wealth Building and Community Safety and Deputy Leader

Environmental and Community Scrutiny Committee 18/01/24

**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 Executive Councillor for Communities and Environment and Community Scrutiny Committee last considered these matters on the 27 January 2022.
- 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 2023 to January 2024) 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. A further inspection was carried out on the 12<sup>th</sup> June 2020 has confirmed that the Council is operating with an appropriate level of compliance in respect of RIPA. 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>

## **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 and Senior Responsible Officer (SRO), tel: 01223 - 457041, email: [tom.lewis@3csharedservices.org](mailto:tom.lewis@3csharedservices.org).

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?

**An important warning: the Council cannot authorise intrusive surveillance.**

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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- Jane Wilson Chief Operating Officer

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 \[DOC, 89kB\]](#)

By virtue of paragraph(s) 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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