


HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held remotely due to the current pandemic on Tuesday 8 December 2020 at 7.00 pm

To join the Zoom Meeting
<https://zoom.us/j/96877868752>
Meeting ID: 968 7786 8752
Or dial (charges apply)
0330 088 5830
0131 460 1196

The Public and Press are cordially invited to be present. The order of business may be varied.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.


Mrs Gail Stoehr, Clerk
01/12/20

AGENDA

Open Public Session including reports from the County & District Councillors

- 1 To receive apologies for absence
2. **Declarations of interest**
 - 2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
3. To conclude business outstanding from the last meeting on 24 November due to time constraints
 - 3.1 (4.7) Proposal that the Council seek quotations for the admin support contract ^(PJ)
 - 3.2 (6.5) SCDC – Community Lifeline Service
 - 3.3 (6.6) CCC Cambridgeshire & Peterborough Minerals & Waste Local Plan – Main modifications consultation
 - 3.4 (6.7) PKF Littlejohn LLP – CA120 2019/20 AGAR Section 3 External Auditor Report
 - 3.5 (7.1) Planning applications and appeals
 - (7.1.1) 20/04485/FUL – 277 St Neots Road – Change of use of outbuilding to single dwelling with associated alterations. Creation of second floor to original dwelling via raising of roof height front and rear dormers, and Juliet balcony to side elevations
 - (7.1.2) 20/04311/HFUL – 277 St Neots Road – Resubmission of previously approved planning application (S/2205/16/FL) for proposed loft conversion with dormer windows
 - (7.1.3) 20/04079/HFUL – 91 Limes Road – Single storey front extension
 - (7.1.4) 20/04463/FUL – 303 St Neots Road – New three bed dwelling
 - (7.1.5) S/02728/REM – AMENDED – Land south of 279 St Neots Road - Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/3064/16/OL for 155 dwellings following demolition of two existing dwellings
 - (7.1.6) S/3064/16/CONDL – Land South of 279 St Neots Road – submission of details required by condition 14 (Travel Plan) of outline planning permission S/3064/16/OL – to note for information
 - (7.1.7) S/3064/16/CONDK – Land S of 279 St Neots Road – Submission of details required by condition 20 (Refuse) of planning permission S/3064/16/OL – to note for information
 - 3.6 (7.2) SCDC and appeal decision notices - to note
 - 3.7 (7.3) Tree works applications
 - 3.7.1 (7.3.1) 20/2227/TTPO – 19 Sudeley Grove – considered between meetings - the Parish Council made no response
 - 3.7.2 (7.3.2) 20/2226/TTPO – 19 Sudeley Grove
 - 3.7.3 (7.3.3) 20/2231/TTPO – 44 Main Street

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/>

- 3.8 (8.2) Millers Way Improvement Works - Proposal that the Parish Council obtains a detailed specification from Persimmon's contractor, Hardwick needs to know what it is getting for the £17K. ^(PJ)
- 3.10 (8.3) Millers Way concerns – proposal that the Parish Council considers the safety issues that have been raised by neighbours, motor cyclists use the walkway, not dismounting ^(PJ)
- 3.11 (8.4) Highways and Road Safety Working Group report including ^(AE)
- (8.4.1) Proposal that the Parish Council approves the Terms of Reference, roles and responsibilities for the Highways Working Group ^(AE)
- 3.12 (8.5) Report on meeting with Age UK ^(PJ)
- 4. To approve the minutes of the last meeting**
- 5. Matters arising or deferred from the last or previous meetings for discussion/decision**
- 5.1 (4.12) Deed of Variation – Grace Crescent, Hardwick – to consider the Parish Council paying the legal costs
- 5.2 (4.13) To consider quotations for the Pavilion works if received
- 5.3 (4.13) To consider quotations for the Pavilion doors
- 5.4 (6.4) Resident – questions on the Local Plan proposed sites for Hardwick including report on Greater Cambridge Planning meeting
- 5.4.1 Proposal that the Parish Council will consider the village views in future dialogue on the Local Plan, and also look at simple mechanisms for disseminating information relating to the Local Plan in the village, to the residents in a clear and timely fashion ^(AJ)
- 5.5 (8.3) Telephone kiosk – to consider report and recommendation from Communications Group
- 5.6 (5.2 of August meeting) Millers Way – to consider quotations for surveyors' professional fees
- 6. Finance, risk assessment and procedural matters**
- 6.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
- 6.2 To receive play areas and skate park inspection reports and consider if any work is required
- 6.3 To receive the financial report and approve the payment of bills
- 7. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
- 7.1 SCDC Blue Lion PH Asset of Community Value
- 7.2 SCDC Future Parks Accelerator Project
- 7.3 Urban Design Learning on behalf of Greater Cambridge Planning – Greater Cambridge Design Review
- 7.4 SCDC Community Facilities survey
- 8. To consider any planning applications and decision notices and tree works applications ***
- 8.1 Planning applications and appeals
- 8.1.1 20/04774/HFUL – 22 Laxton Avenue – Proposed loft conversion to rear
- 8.1.2 20/04682/HFUL – 32 Main Street – Erection of single storey side extension to create utility room
- 8.2 SCDC and appeal decision notices - to note
- 8.3 Tree works applications
- 9. Members reports and items for information only unless otherwise stated**
- 9.1 New Housing Developments and Planning Obligations ^(SR)
- 10. Closure of meeting and items for the next agenda**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scamb.gov.uk/>

Open Public Session including reports from the County & District Councillors

1. To receive apologies for absence – will be reported to the meeting.
2. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To conclude business outstanding from the last meeting on 24 November due to time constraints
Items as on the agenda and Clerk report for the November meeting. Additional information below.,
- 3.5 (7.1) Planning applications
The Planning Working Group has provided written recommendations for the outstanding planning applications:
“20/04463. No comment
20/04485. No comment
20/04311. Support
20/04079. Support
20/2231/TTPO. We have no objections to the tree work.”
- 3.6 (7.2) SCDC and appeal decision notices – none received.
- 3.7 (7.3) Tree works applications
- 3.7.1 (7.3.1) 20/2227/TTPO – 19 Sudeley Grove – considered between meetings - the Parish Council made no response
- 3.7.2 (7.3.2) 20/2226/TTPO – 19 Sudeley Grove
- 3.7.3 (7.3.3) 20/2231/TTPO – 44 Main Street
- 3.8 (8.2) Millers Way Improvement Works - Proposal that the Parish Council obtains a detailed specification from Persimmon’s contractor, Hardwick needs to know what it is getting for the £17K. ^(PJ)
- 3.10 (8.3) Millers Way concerns – proposal that the Parish Council considers the safety issues that have been raised by neighbours, motor cyclists use the walkway, not dismounting ^(PJ)
Published with the November supporting papers.

The Clerk reports that members have already the information on this. Clr Joslin proposal and comments were included in the November supporting papers.

Tees Law is chasing Persimmon for the transfer. The contract for the solar lighting has been placed to secure the price but with the proviso that installation will not be until after the transfer has taken place. The Clerk has not at the time of writing placed the contact with Branigan’s for the surfacing.
- 3.11 (8.4) Highways and Road Safety Working Group report including ^(AE)
Published with the November supporting papers.
- 3.12 (8.5) Report on meeting with Age UK
At the last meeting Ruth Enge, Co-ordinator of the Hardwick Network, expressed an interest in becoming involved with this.
4. To approve the minutes of the last meeting on 24 November (attached)
5. Matters arising or deferred from the last or a previous meeting for discussion/decision
- 5.1 (4.12) Deed of Variations legal costs
In January James Fisher said the deed of variation for Grace Cres legal costs of the three parties (CCC, Hill and SCDC) would be in the region of £2,000. This was agreed by the Parish Council at its January meeting. Therefore Hills legal coast at the last meeting was a duplicate as indicated.
In October James Fisher said as with Grace Cres the CCC’s fees for the St Neots Road development would need to be covered by the Parish Council. The Parish Council agreed to cover CCC’s legal costs on 27th October (item 4.9).

The Parish Council has not formally been asked nor considered covering the legal costs of either SCDC or the developer although James Fisher assumes the Council knows this because it should be aware from the Grace Cres variation.. For the audit trail this needs to be formally agreed and minuted.

5.2 (4.13) To consider quotations for the Pavilion works if received

The Clerk has sent out invitation to quote to approximately 20 companies at the time of writing and many have declined due to either being too busy, because they can't quote before the Council's meeting as this is a large project. Any received will be circulated.

If the Council is amenable to wait until January or February then it is likely to receive more quotations.

5.3 (4.13) To consider quotations for the Pavilion doors including clarification

Questions have been asked of the two companies that quoted and responses are awaited. Quotes have been sought from three other companies and will be circulated when received. A response from Steve Seale as to whether the doors should be fire doors is awaited at the time of writing.

5.4 (6.4) Resident – questions on the Local Plan proposed sites for Hardwick including reports on meetings

See published papers for November 20120 meeting.

5.4.1 Proposal that the Parish Council will consider the village views in future dialogue on the Local Plan, and also look at simple mechanisms for disseminating information relating to the Local Plan in the village, to the residents in a clear and timely fashion

5.5 (8.3) Telephone kiosk – to consider report and recommendation from Communications Group

5.7 (5.2 of August meeting) Millers Way – to consider quotations for surveyors' professional fees

Quotations have been requested from 6 civil engineers at the time of writing 2 have been received and one has declined and the others are awaited. Those received by the meeting will be circulated.

6. Finance and risk assessment and procedural matters

6.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers

6.2 To receive play areas and skate park inspection reports and to consider if any work is required

(4.2) RPM have responded to the Council's question about welding the skatepark as follows "As they have been welded so many times now I think it will be best to look into replacing the half pipe. If we try and weld again there is no guarantee it will hold due to the wear on the item now."

6.3 To receive the financial report and approve the payment of bills – attached.

7. To consider any correspondence/communications received

7.1 SCDC Blue Lion PH Asset of Community Value

SCDC has written to ask if the Parish Council wish to re-nominate the Blue Lion as an asset of community value as its listing expired on 3rd September.

<https://www.scams.gov.uk/community-development/community-rights/assets-of-community-value/>

7.2 SCDC Future Parks Accelerator Project

The Council has been asked to collect information on behalf of the Future Parks Accelerator (FPA) Project in relation to the management and maintenance of parks and open spaces within the district. We are aware that a number of parish councils have budgets and management responsibilities in this area and my request is whether you would be prepared to share that information. If so please could I have the information by 11 December 2020.

I have reproduced some information from the FPA project below as a guide to the type of information they are seeking and why they are seeking this information in the first place.

If you have any questions about this please contact me peter.maddock@scams.gov.uk and I will try to help as best I can.

Thanks

Peter Maddock

South Cambridgeshire District Council has been identified as a key contact to assist with the collection of data required to identify future financial, resourcing and operating models to diversify

and grow the income and funding available for public open space, to support the Future Parks Accelerator (FPA) Project. This is a key collaborative partnership project between local authorities in Cambridgeshire and Peterborough and the Local Nature Partnership. It aims to find new ways to deliver, manage and fund parks and public open space within Cambridgeshire and Peterborough.

This area of work, on funding and operating models, is led by Gillian Beasley, Chief Executive of Cambridgeshire County Council and Peterborough City Council, working closely with South Cambridgeshire District Council representatives, John Cornell (Project Team member) and Paul Frainer (Executive Board member).

We are working with consultants Environmental Finance to develop an options appraisal regarding innovative ways of managing and financing parks and public open space. An important first step is the collection of data and key documents requested by Environmental Finance to provide a 'dataroom' to help us understand how parks and public open space is currently funded and resourced.

We understand this is a broad ask and to help narrow this down, please see the following:

- *In the first instance we are keen to source financial information that help us build a baseline for current resource and funding, particularly looking at P&L cash flow. This includes the following data for parks and public open space:*
 - o *Total annual costs*
 - o *Staffing cost – salary burden, on costs*
 - o *Insourced/outsourced maintenance*
 - o *CapEx back log – what we want to do, but can't afford*
 - o *Annual maintenance spend*
 - o *Revenue – fees and charges*
 - o *Properties being leased and lease schedule (cost, renewal of lease, market rent, licence type arrangements (ice cream, carparks, events, fitness)).*

Sent for and on behalf of
Peter Maddock
Head of Finance
Mrs B M Robinson | Accounts Assistant

7.3 SCDC Community Facilities questionnaire

“Tell us what you think about community facilities in your area!

The Greater Cambridge Shared Planning Service and the Sustainable Communities and Wellbeing Team at South Cambridgeshire District Council are working on an updated audit of publicly accessible community facilities in the district. The aim of the audit is to understand what community facilities are available in the district and identify if there are any barriers to their use or gaps in provision. [The previous audit https://www.scambs.gov.uk/media/7900/community-facilities-audit-sept-2009.pdf](https://www.scambs.gov.uk/media/7900/community-facilities-audit-sept-2009.pdf) was published in 2009. The updated study will help us identify opportunities for new or improved community facilities in the district and will inform the emerging Greater Cambridge Local Plan.

This is your opportunity to let us know about community facilities in your area. [Please let us know your thoughts by filling in this survey](#) by 8th December 2020”

Greater Cambridge Planning Policy, Strategy & Economy Team

A paper copy of the questionnaire is attached. It includes a request for S106 requirements ranked in order of preference. A time extension has been obtained

8.1 Planning applications and appeals

NB Some planning applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations and appeals on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

8.1.1 20/04774/HFUL – 22 Laxton Avenue – Proposed loft conversion to rear

- 8.1.2 20/04682/HFUL – 32 Main Street – Erection of single storey side extension to create utility room
- 8.2 SCDC and appeal decision notices - to note
- 8.2.1 20/03671/HFUL – 54 Limes Road – Proposed demolition of existing single storey rear extension and erection of first floor front extension and internal alterations - Permission granted.
- 8.2.2 20/03354/HFUL – 33 Egremont Road – Single storey front extension to provide new cloakroom shower room and coat cupboard. Single storey rear extension to create extended lounge and associated loggia area. New high level stair landing window – Permission granted.
- 8.2.3 S/3849/19/FL – 147 St Neots Road – Erection of a self contained residential flats and associated infrastructure and works – Withdrawn.
- 8.3 Tree works applications
Tree works applications may now be viewed on the SCDC Planning Portal. NB Some tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current tree works application consultations on <http://plan.scams.gov.uk/swiftlg/apas/run/wchvarylogin.display>
None further at the time of writing.
9. Members’ reports and items for information only unless otherwise stated
- 9.1 New Housing Developments and Planning Obligations
10. Closure of Meeting

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Dec-20

Summary of previous month**Balance brought forward** **£379,107.39****Adjustments and amendments****Expenditure approved at last meeting/between meetings**

SALARIES & PENSION	NOVEMBER	-66.02
TOWN & COUNTRY TREE SURGERY	A, B & C TREE WORKS	-7,002.00
SEARLE	PAVILION SURVEY	-750.00
COMMAND PEST CONTROL	PAVILION WASP NEST	-66.00

Misc credits

RESIDENT	TREES	35.00
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Total Adjustments -7849.02Balance revised after adjustments £371,258.37**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Unity Trust Current Account	246,354.46	258055.78	-11701.32
Cambridge & Counties Bank	96,903.91	96,903.91	
NS&I Income Bond	28,000.00	28,000.00	
Total	371,258.37	382,959.69	-11,701.32

Expenditure for approval

		£
SALARIES & PENSIONS		799.47
AMA	ARCHITECT FEE	2832.00

Total expenditure 3631.47Balance c/f £367,626.90**Notes:***Late invoices will be brought to the meeting*

Hardwick Parish Council

	Approved Budget 2021	Amount to Date DEC 2020	Percentage of Budget Spent	Amount Remaining	DAFT Budget 2022
Payments					
Advertising	0	0.00		0.00	
Insurance	2000	2,169.68	108%	-169.68	
Salaries, pension & PAYE	8000	5,944.56	74%	2,055.44	
Admin support	12025	8,106.64	67%	3,918.36	
Ground maintenance, grasscutting & trees	5000	3,977.19	80%	1,022.81	
Admin (Affiliation fees, Gen. supplies)	3000	1,597.30	53%	1,402.70	
Repairs & Assets maintenance	8000	3,798.81	47%	4,201.19	
Street lights	941	£765.43	81%	175.57	
Audit & acct	1000	1,140.00	114%	-140.00	
S137	2000	1,500.00	75%	500.00	
Special Projects	9374				
Special projects - Community Centre Operating & Fit out Costs	15000			15,000.00	
Unallocated/Contingency				0.00	
Total payments	£66,340.00	£28,999.61	44%	37,340.39	£0.00
Receipts					
Income pitches	250	£0.00	0%	250.00	
Bank Interest	1700	1,268.92	75%	431.08	
Assets maintenance - Wayleave	24	£23.68	99%	0.32	
Precept	60366	60,366.00	100%	0.00	
Pavilion rent	4000		0%	4,000.00	
Misc				0.00	
Release from Reserves					
Total receipts	£66,340.00	£61,658.60	92.94%		£0.00

Reserves	B/F	Receipts	Payments	C/F
S106 Lark Rise Community space contribution (received 28/01/14)	520.13			520.13
S106 Land adj 3 Lark Rise Community Space contribution(2/2016)	817.56			817.56
S106 Land Adj 311 St Neots Road POS contribution (received 12/04/16)	1815.33			1815.33
S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16)	815.75			815.75
S106 Grace Crescent - Community Facilities (24/9/19)	154729.44		4720.00	150009.44
S106 Grace Crescent - Community Bus (24/9/19)	26388.89			26388.89
P3 Scheme	769.02			769.02
Special Projects (FY18)	5000.00			5000.00
Special Projects - Community Hall Operating Costs	29922.26			29922.26
Transport consultant	240.22			240.22
Advertising - Village Plan (FY19)	923.70			923.70
Speedwatch and CCC survey/LHI	2524.00		1,671.12	852.88
HH Advertising Received in Error	0.00	£150.00	150.00	0.00
Advertising (FY20)	420.00			420.00
Ground maintenance (FY20)	10140.00		10,140.00	0.00
Play Park Phase 3	-47750.61	£47,329.18		-421.43
Resident - Tree Replanting	0.00	£831.00		831.00
General Fund	123331.77			150404.60
Total	£310,607.46	£48,310.18	£16,681.12	£369,309.35

Receipts		£109,968.78	
Payments			£45,680.73

Community Facilities and Village Hall Audit

This survey has been prepared by the Greater Cambridge Shared Planning Service and the Sustainable Communities and Wellbeing Team at South Cambridgeshire District Council. The information collected will be used to prepare an updated audit of community facilities and village halls in South Cambridgeshire. The survey is interested in collecting information about publicly accessible community facilities in the District.

* Required

1. Please confirm the name of the organisation(s) that you represent? *

2. Who is the preferred contact for any follow up questions? *

By entering an email address, you are agreeing to receive follow up emails from the Greater Cambridge Shared Planning Service and South Cambridgeshire District Council in relation to the Community facilities and village hall audit.

3. Please provide the contact's email address. *

4. What community facilities are available in the village? *

5. Who owns/manages the facility/facilities? *

6. Do the facility or facilities have part/full-time staff or volunteers?

Yes - Full time staff

Yes - Part time staff

Yes - volunteers

No Staff or volunteers

Both staff and volunteers

Other

7. If yes, How many staff and/or volunteers?

8. What are the cleaning and maintenance arrangements at the facility?

Full time

Part time

Voluntary

Other

9. How much space is available to the community? If possible please provide both floorspace and capacity.

10. What is the weekly booking capacity? (hours per week available)

11. On average, how many hours per week is the facility used?

12. Are there any licensing or planning restrictions which limit the use of the facility?

13. What amenities are available in the facility?

Kitchen

Cloakroom

Toilets

Disabled toilets

Bar

Stage

Sound equipment

Meeting rooms

Other

14. Does the facility have any of the below sustainability features?

Please tick any that are relevant. If no, then please skip to Question 15.

PV Panels

Rainwater harvesting

External/internal wall insulation

Other

15. What kind of community activities make use of facilities?

Health

Exercise classes and indoor sports

Music

Performing Arts

Meetings

Pre-school

Parties

Talks

Other

Please explain whether weekly, monthly, annually, etc.

16. How many organisations regularly use the facility or facilities?

17. Do you monitor the diversity of the people that use the facility?

Yes

No

18. What are the current barriers which may limit the use of the facility/facilities? Are there any barriers which would arise from an increase to the number of users of the facility?

Physical Building requirements (repairs)

Amount of space

Type of space

Accessibility of the facility (for example, no level access)

Location

Facilities

Equipment

Running costs

A charge to users of the facility

Other

19. Please explain any of the barriers mentioned above.

If yes, please provide details of the anticipated cost and timeline for the works to take place.

20. Are there any plans in place to improve the facility?

21. If there were to be further development in your village, what are your preference for where potential investment secured by Section 106 agreement should be spent?

Please rank the below options ~~by clicking hold and dragging into order with the most favourable at the top.~~ by numbering the items in order of preference (1 most preferred, 9 least preferred)

Section 106 agreements are often referred to as 'developer contributions'. A Section 106 is a legal agreement between an applicant seeking planning permission and the local planning authority, which is used to mitigate the impact of the development on the local community and infrastructure.

Extension of existing community facilities

New community facility

Meeting rooms/community hub

New or improved park or open space

Improvements to existing community facilities (for example, provision of kitchen facilities)

Sports facilities

Improved energy efficiency or other sustainability measures to existing community assets (for example, PV/Solar panels)

Repair work to existing facility (for example, a new roof)

Improvements to building accessibility (for example ramps and hand rails)

22. Please explain the above ranking.

23. Are there any other spaces for instance Assets of Community value, that residents

have access to, if so please give details.

24. Are there any groups or societies in the village whose needs are not met by the existing facility?

25. Are there community facilities in any of the surrounding area which you are aware that residents from your village travel to use?

26. Are there any community facilities in your village which attract visitors from other areas?

27. Thinking about community facilities in 2020, can you please confirm which, if any, of your facilities were open/in use between March and June for 1st lockdown COVID response purposes? Are there community facilities in your area which could potential be used for COVID response for the current and any further possible lockdown?

28. Thinking about community facilities in 2020, which, if any, of your community facilities were open July to October (pre 2nd lockdown) for community use? And, which facilities will be opened, if possible, to community uses in the future?

29. Please let us know if you have any other comments.