

## HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held on Wednesday 17 April 2024 at 7.00 pm at in The Cabin at St Mary's

The Public and Press are cordially invited to be present. The order of business may be varied at the Chairman's discretion.  
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, 10/04/24

### AGENDA

#### Open Public Session including reports from the County & District Councillors

- 1 To receive apologies for absence and to note resignation**
- 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 approve the minutes of the previous meetings on 20 March**
- 4 Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (4.1) LHI 2021-2022 village entrance features – to note breakdown of costs <sup>(PJ)</sup>
  - 4.2 (4.2) Ruts on access road to St Mary's POS including protection of the village green – report on meeting with landowner and to consider quotation for removable bollards <sup>(BC, AG)</sup>
  - 4.3 (4.3) To consider parking at the Church – to consider quotation for signage if received <sup>(PJ)</sup>
  - 4.4 (4.4) To consider any update on the costs for pedestrian islands (PHFI) <sup>(PJ)</sup>
  - 4.5 (4.5) Lighting on St Neots Road – to consider survey if received <sup>(PJ)</sup>
  - 4.6 (4.7) Street light maintenance – to consider revised quotations if received
  - 4.7 (4.8) Review of website operations <sup>(JD)</sup>
  - 4.8 (4.9) Neighbourhood Planning – update and to consider the next steps <sup>(PR)</sup>
  - 4.9 (5.1 of 15/11/23) Archiving of old Parish Council papers – purchase of display cabinet
- 5. Finance, risk assessment and procedural matters**
  - 5.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
  - 5.2 To receive play areas and skate park inspection reports and consider if any work is required
  - 5.3 To receive the financial report and approve the payment of bills
- 6. To consider any planning applications and decision notices and tree works applications \***
  - 6.1 Planning applications and appeals
    - 6.1.1 24/00994/LBC – 26 Main Street – Repairs to the existing garden wall running from the garage/parking area to the right hand side of the entrance doorway including the addition of weep holes along the length of the wall, re-pointing of the minor cracks, reinforcement of the major cracks and the construction of 3 brick buttresses on independent foundations
  - 6.2 SCDC decision and appeal notices and correspondence
  - 6.3 Tree works applications
- 7. Members reports and items for information only unless otherwise stated**
  - 7.1 New Housing Developments and Planning Obligations <sup>(SR,)</sup>
  - 7.2 Community Centre update <sup>(SR, AG)</sup>
  - 7.3 Highways Working Group Report <sup>(PJ)</sup>
  - 7.4 Bramley Way natural planting and surround grass area maintenance schedule request from HCAG <sup>(PJ)</sup>
- 8. To consider any correspondence/communications requiring formal noting by or a decision of the Council**
  - 8.1 Hill – Offer of Public Open Space and Maintenance sum for Capstone Fields public open spaces for both 155 houses and 23 houses
  - 8.2 SCDC – Parish Indemnity agreement, Capstone Fields for play, sports and allotments/orchard contributions – to appoint two councillors to sign the agreement
  - 8.3 CCC – Comberton Greenway - invitation to meeting
  - 8.4 SCDC Zero Carbon Communities grant applications and workshop
  - 8.5 Resident – request that the Council trims hedge and disposes of the arisings
  - 8.6 SCDC – Consultation on changes to Street Trading Policy 2024
  - 8.7 SCDC – Consultation on review of Gambling Act Policy
  - 8.8 Hardwick Scouts – Request for support for Community Chest application
- 9. Closure of meeting**

\* 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 <https://applications.greatercambridgeplanning.org/online-applications/>

## REPORT TO HARDWICK PARISH COUNCIL MEETING ON 17 APRIL 2024

Type or copy website links into your browser for more information.

Where supporting information is available this may be found below or in the attached supporting papers.

1. To receive apologies for absence – will be reported to the meeting.  
Domenico Cirillo has resigned from the Parish Council. The vacancy has been advertised on the notice board.
3. To approve the minutes of the previous meeting on 20 March - attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (4.1) LHI 2021-2022 village entrance features – to note breakdown of costs <sup>(PJ)</sup>  
Details of costs for various options & Parish Council/CCC budgets provided previously.  
At the time of writing CCC have not provided further breakdown of the costs.
  - 4.2 (4.2) Ruts on access road to St Mary's POS including protection of village green - report on meeting with landowner and to consider quotation for removable bollards <sup>(BC, AG)</sup>  
  
“Good Morning Ann & Brian,  
  
Pleasure meeting with you yesterday Brian at the Village Green in Hardwick.  
  
Therefore, Please find attached my updated quotation (2) based on the survey taken and our discussions regarding the protection bollards & fencing required to surround the Village Green / Playground.  
  
To confirm – The total length measured was 48.0m (160`ft) that allowed for the Bollards to be positioned approx. 2.0m (6`6”ft) /3.0m (10`ft) away from the existing track road surface within the grassed surface at approximately 2.40m (8`ft) spacings. This we felt wide enough to prevent ‘Agricultural Vehicles’ from passing over/through the green and wide enough to allow ‘Grounds Maintenance Vehicles’ access to cut the grass etc...! The total amount of Bollards necessary to span this distance would be 20no. Therefore I have added 10no. Bollards to the Updated Quotation.  
  
I have also included the Post & Rail Fencing that we discussed which would run along the rear of the playground (slide) towards the Old School House. Thus defining a clear ‘Visible’ boundary fence when vehicles travel towards the church from that direction.  
  
I trust the above and attached meets with your approval and therefore shall await your further communications after your meeting scheduled for the 17<sup>th</sup> April 2024.  
”  
Quote attached.
  - 4.3 (4.2) To consider parking at the Church – to consider quotation for signage if received  
Quotations will be brought to the meeting if received.
  - 4.4 (4.4) To consider any update on the costs for pedestrian islands (PHFI) <sup>(PJ)</sup>
  - 4.5 (4.5) Lighting on St Neots Road – to consider survey if received <sup>(PJ)</sup>  
The survey commissioned from Balfour Beatty is still awaited at the time of writing. Cllrs Gill and Joslin are the contacts for this matter.
  - 4.6 (4.7) Street light maintenance – to consider revised quotations if received  
A quotation will be brought to the meeting. Another quotation is awaited from Balfour Beatty.
  - 4.7 (4.8) Review of website operations <sup>(JD)</sup>  
Deferred at the last meeting.
  - 4.8 (4.9) Neighbourhood Planning – update and to consider the next steps <sup>(PR)</sup>
  - 4.9 Archiving of old Parish Council papers – purchase of display cabinet  
The papers which were located at the school have been reviewed, organised and any unneeded papers disposed of. Alan Everitt has scanned the 3 minute books covering the period of 1935 to 1967 and they have been published on the website.

The School have agreed that a display cabinet can be located in their entrance foyer to allow display of the old Council minute books, the Inclosure award and any other interesting papers/items.

The school have said a locking glass cabinet of approximately 90cmx50cm with a storage cupboard at the bottom.

<https://www.accessdisplays.co.uk/shop/930mm-w-freestanding-glass-display-case-laminato-120-bs>  
£1113.00 + VAT (incl delivery) at the time of writing.

It has also been suggested that a large print copy of the Inclosure Map could be framed for display in the cabinet or on the wall nearby. The original map is 85cm(h) x 74cm(w). The County Archives are preparing a high resolution scan of the plan which will allow printing at the Council's desired size.

## **5. Finance and risk assessment and procedural matters**

5.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers  
None at the time of writing.

5.3 To receive the financial report and approve the payment of bills  
Attached.

### 6.1 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 <https://applications.greatercambridgeplanning.org/online-applications/>

6.1.1 24/00994/LBC – 26 Main Street – Repairs to the existing garden wall running from the garage/parking area to the right hand side of the entrance doorway including the addition of weep holes along the length of the wall, re-pointing of the minor cracks, reinforcement of the major cracks and the construction of 3 brick buttresses on independent foundations

### 6.2 SCDC decision and appeal notices and correspondence

6.2.1 24/00492/HFUL – 2 Sudeley Grove – Retrospective two storey side extension and single storey rear extension – Permission granted by SCDC.

6.2.2 24/00157/FUL – 323 St Neots Road – Erection of a dwelling and garage – Permission granted by SCDC.

### 6.3 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 <https://applications.greatercambridgeplanning.org/online-applications/>

None at the time of writing.

## **7. Members reports and items for information only unless otherwise stated**

7.1 New Housing Developments and Planning Obligations <sup>(SR)</sup>

7.2 Community Centre update <sup>(SR)</sup>

“The key decisions taken by HCCWG on Tuesday night were.

The costs provided by Cadman (+ 10% contingency) for both full costs and after VE costs are unaffordable. HCCWG will advise AMA of this. It is not that the reduced building is unaffordable but Cadmans costs certainly are. This is an important distinction. We might guess that a new tender will be no less than Cadman but we don't know that.. The advantage of the reduced building is unchanged in respect of the existing planning application and the potential for enlargement.

HCCWG now want HPC to consider next steps and to advise HCCWG (and AMA) accordingly..

This could include

Tender for reduced scope building to see if we can get costs lower than Cadman.

Start process again - would need guidance on available finance i.e. to what extent if any do we factor in borrowing at the start of the process.

Should new process be the same as last time or might we look at a design and build contract (e.g. naively we have say £1.5 million - what can you provide for that?)

It seems likely to me that HPC would want to discuss possible next steps with AMA. It's a big decision.

Steve”

7.3 Highways Working Group report <sup>(PJ)</sup>

8. **To consider any correspondence/communications received requiring formal noting by or a decision of the Council**

8.1 Hill – Offer of Public Open Space and Maintenance sum for Capstone Fields public open spaces for both 155 houses and 23 houses

“I believe you have previously had conversations with my colleague Chloe regarding the transfer the Public Open Space/LEAP at our site on St. Neots Road. My understanding is that the Parish have conditionally accepted to take ownership of the 155 unit scheme’s POS/LEAP subject to an acceptable level of maintenance sum being agreed (see attached correspondence). Please can you reconfirm that the Parish would still like to accept the open space indicated by the blue hatching and labelled ‘A’ on the attached Estate Conveyance Plan?

The POS/LEAP on the 155 unit scheme is complete, and whilst we await a completion certificate from SCDC, we are in a position to start proceeding with transferring the Parish the LEAP/POS.

As you may be aware, our development comprises two separate planning permissions. One being for 155 units, and the other being for 23 units.

Upon a review of the development as a whole, we note that the Public Open Space on the 23 unit scheme is due to be completed in April. Please can you confirm whether the Parish would be interested in taking ownership of the 23 unit scheme’s POS in addition to the POS/LEAP on the 155 unit scheme? This is indicated by blue hatching and labelled ‘B’ on the attached Estate Conveyance Plan.

If you would like to take ownership of both pieces of open space, our proposal, to which we would welcome your input, is to transfer both the 155 unit and 23 unit application’s respective LEAP/Open Space to the Parish under the same transfer. There will be a cost benefit for both the Council and Hill resulting from a single transfer as opposed to two separate transfers. This approach will also reduce the time spent by both parties in executing the transfer.

Providing the Parish is agreeable to the above, our next step before starting the transfer will be to agree a maintenance sum for both parcels of land set to be transferred.

We have calculated the maintenance sum to be **£29,637.78 for parcel ‘A’** and **£9,165.88 for parcel ‘B’** which results in a total proposed maintenance sum of **£38,803.67** to cover 10 Years of maintenance as specified in the S106. This figure has been derived from what Hardwick Parish Council accepted in 2019 as a maintenance sum for the Meridian Fields Development and has been indexed accordingly to the most recent figure published before today’s date.

We took the 2019 rates used for the Meridian Fields development and applied the Bank of England Inflation rate to bring the figures in line with the current market. We then applied these inflated rates to the area due to be transferred which resulted in the proposed maintenance sum. I have attached the calculations for ease of reference.

Please let me know if you have any questions relating to the above or otherwise.”

**Kiran Bacon**  
**Trainee Development Surveyor**

Estate conveyance plan Rev R and Open Space Transfer Maintenance Calculation attached.

8.2 SCDC – Parish Indemnity agreement, Capstone Fields for play, sports and allotments/orchard contributions – to appoint two councillors to sign the agreement

“A Section 106 Agreement was entered into in respect of the above development with effect 15 March 2022. The agreement required the Developer to pay over the following contributions:

- Community Facilities Contribution £62,905.00 + indexation
- Children's Play Space Contribution £31,629.55 + indexation
- Sports Contribution £23,992.40 + indexation
- Allotments and Orchard Contribution £2,300.00 + indexation

It is the intention for these monies to be remitted to the Parish Council, upon the Parish Council entering into an appropriate form of Indemnity, for use for such purposes in accordance with the Section 106 Agreement that relates to securing the use of the monies in this manner. The Agreement can be viewed on the website by using the planning application search. It will be listed under the plans and docs tab and the planning reference is 21/01832/FUL.

[Simple Search \(greatercambridgeplanning.org\)](http://greatercambridgeplanning.org)

I attach a copy of an appropriate Indemnity for execution on behalf of the Parish Council and, assuming the Parish Council is content to proceed on this basis, perhaps two copies of the indemnity form can be printed and that both copies could be executed in pursuance of an appropriate resolution of the Parish Council. You will see that the document provides for the date of the resolution to be inserted and I would be grateful if this could be completed and for the document to be executed by two Parish Councillors on behalf of the Parish Council.

Once executed, please date the Indemnity, and return one part to the Council offices in Cambourne marked for my attention, retaining the other copy for the Parish Council's records. I will then arrange for the above contributions to be remitted as quickly as possible."

Theresa Roberts | S106 Monitoring Officer

Parish Indemnity Agreement form attached.

### 8.3 CCC – Comberton Greenway - invitation to meeting

"I would like to introduce myself and Jonathan to yourselves. I am the new Assistant Project Manager and Jonathan is the new Senior Project Manager at GCP managing the Comberton Greenway.

I wanted to reach out to schedule a meeting to discuss Comberton Greenway and to provide an update on designs and progress along with next steps and timescales. We believe it's essential to meet to ensure a comprehensive understanding of the project and to address any questions you may have.

It would be progressive to the scheme to organise a meeting. I have proposed a few dates below (location tbc):

- Tuesday 23<sup>rd</sup> April – Between 10am to 1pm
- Wednesday 24<sup>th</sup> April – Between 10am to 1pm

Please let me know if either of these options works best for you. Once we've finalised the meeting time and date, I will send out a calendar invitation with all the details.

Thank you for your attention to this matter, and we look forward to our productive discussion."

Daniel Jackson

Assistant project manager | [Greater Cambridge Partnership](http://GreaterCambridgePartnership)

### 8.4 SCDC Zero Carbon Communities grant applications and workshop

"We're pleased to announce our Zero Carbon Communities Grant is now open for applications! This grant aims to empower community groups and parish councils to take local action on climate change. Applications are once again invited for projects under two themes: reducing carbon emissions or locking up carbon, and community engagement around climate change. Grants of between £2,000 and £15,000 are available to parish councils and community groups in South Cambridgeshire, with a total pot of £125,000 available.

Projects funded previously have included community building retrofits, food waste and climate-friendly cooking education, and e-bike rental schemes. You can find more past projects, case studies and the application form on our website: [Zero Carbon Communities Grant - South Cambs District Council \(scambs.gov.uk\)](https://www.scambs.gov.uk/zero-carbon-communities-grant-south-cambs-district-council)

All applicants should review the updated application guidance and information documents (attached). Please note especially, all solar PV projects are now asked to have received 3 quotes.

We also encourage those wishing to apply to attend our grant application workshop (24 April 2024, 7-8:30pm, [sign up via Eventbrite](https://www.eventbrite.com/e/zero-carbon-communities-grant-workshop-tickets-71234567890)). You can also email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk) for support.

Applications close Sunday 2 June at 5pm.”

Grant information and guidance documents attached.

#### 8.5 Resident – request that the Council trims hedge and disposes of the arisings

“A Resident of Cambridge Road requests that the hedge is trimmed so that the property may be sold or if she trims the hedge the arisings are disposed of by the Council. The resident requests “Please ask the Parish Council to consider our request as my parents did not ask for the hedge to be planted in the first place, so it is very unfair that the responsibility for cutting it and disposing of the cuttings was left to them and now their daughters.”

Clerk’s note – the Clerk responded to the resident “The Parish Council’s hedge and Tree Management Policy is on the website and may be accessed via this link

<https://hardwick-cambs.org.uk/documents/tree-policy/>

Whilst this does not cover hedging the Parish Council has been in the past guided by this policy and the Common Law rights of residents adjacent to the hedging.

You will see it indicates that a resident may trim back branches. I am unable to grant permission for the arisings to be placed on public open space where they may be a nuisance or pose a risk to the general public. Maintenance of the hedge falls to both parties even if the hedge is owned by another party. The Council is under no obligation to trim or accept the arisings from your side of the hedge. I can, however, put your request to the Parish Council at its next meeting on 17<sup>th</sup> April so that the Council may consider this further and I will come back to you following that meeting with the Council’s response.

I will also ask the Chairman to take a look so that he may make a recommendation to the Council at that meeting.”

The Council may wish to review its Tree Management Policy to see if it wishes to extend the policy to cover hedges also.

#### 8.6 SCDC – Consultation on changes to Street Trading Policy 2024

“The Licensing Authority has undertaken a review of the Council’s Street Trading Policy, and is seeking your views before it considers adoption,

I have attached a copy of the draft policy with track changes, in summary the main revisions are as follows:

4. To revise the “types of consent”, giving examples which will hopefully clarify and simplify the descriptions, and confirm which types of consent may be required.

4b (iv) To introduce a “trial period” for new premises considering becoming a Consented Premises, the intention being to allow premises to assess suitability of their location over a 3-month period, as opposed to the financial commitment of requiring an annual consent.

4c (vi) Introduce new ad-hoc trading, which will allow vendors to operate either on a trial or temporary basis, the permission can apply for up to 5 different locations for up to 4 occasions per year.

8. To ensure that any representations are rational, and to support the Licensing Sub-Committee in reaching a decision for opposed applications, to require representations to be supported by evidence, in the case of a parish or Councillor representation, this could include details of the numbers of times residents have complained, date stamped photographs or diary logs.

9. Remove reference to transfer of a consent, as there is no scope to transfer a consent under the policy.

10. Additional information required with the application, to provide evidence of training and hygiene standards referred to within the policy, proof of right to work and remain in the UK and to ensure any vehicles are roadworthy and insured.

11. Removal of the grandfather rights, as this is obsolete.

20. To provide clarity on the decision-making process regarding applications to remove standard conditions.

I would appreciate your views by return no later than **Wednesday 15 May 2024.**”

Rachel Jackson | Principal Officer Licensing

Revised draft policy attached.

8.7 SCDC – Consultation on review of Gambling Act Policy

“The Council’s current Statement of Principles/Policy under the Gambling Act 2005 will expire in January 2025. The Statement sets out the principles the Council will apply when carrying out its functions under the Gambling Act 2005 and it must be reviewed and republished at least every three years. There are no revisions currently proposed.

Please follow this link to view the existing policy:

[2022 Statement of Gambling Act 2005 Policy \(scams.gov.uk\)](https://www.scams.gov.uk/2022-Statement-of-Gambling-Act-2005-Policy)

If you do wish to make comments on the Statement, including any proposed revisions, please submit these no later than Wednesday 16 May 2024.”

Rachel Jackson | Principal Officer Licensing

8.8 Hardwick Scouts – Request for support for Community Chest application

“As Chair of the local Scouts group Trustee Committee (Hardwick and Highfields) I am trying to obtain a grant from the Community Chest Fund for the improvement of the Scout Hut in Hardwick. A pdf copy of the grant application is appended below, which gives a full summary of the proposed project.

The project officer handling our grant has come back with a request for additional information (see below), most of which we will be able to provide. A key requirement is that we should get written support for the project from the Parish Council and if possible ascertain if any funding is available. We have only been given a few days to do this unfortunately.

In outline, we propose to increase the weatherproofing and insulation of the Scout hut by purchasing appropriate cladding. This project is part of ongoing actions which have improved insulation and reduced electricity usage in the Scout Hut. All of the work has been undertaken by volunteers over several years. The cost of the cladding will be approximately £6320 and we are seeking £2000 from the community chest fund. Again the cladding will be installed by volunteers. We hope our actions will keep the Scout Hut in good condition and available for the Beavers, Cubs, Guides and Scouts in Hardwick and Highfields for many years to come (the group was founded in 1977).

Please let me know if you are able to lend your support for our project, we would be very grateful. Unfortunately time is short, they have requested a response by 10th April. My feeling is that an email expressing support would be sufficient if you are willing and able to do this, as the response to our request looks fairly positive so far. I have also contacted the District Councillors as mentioned below. Please contact me if further information or clarification is required.”

Dr CP Lenn  
Chair, Hardwick and Highfields Scouts Trustees Committee

**9. Closure of meeting**

The next monthly meeting is scheduled to take place on 15 May 2024.  
The Annual Parish Meeting will take place on 22 May 2024.



**Hardwick Parish Council**  
**Minutes of the Meeting held on Wednesday 20 March 2024 at 7.00 pm**  
**Held at The Cabin at St Mary's, Hardwick**

Present: Councillors: A Gill (Chairman), J Armisen, B Coxall, P Joslin and C Phillips.

In attendance: County Cllr M Atkins and Mr B Stoehr (Acting Clerk).

**Open public session including reports from the County and District Councillors**

County Cllr Atkins's written report was noted.

**1. To receive apologies for absence**

Apologies were received from Cllrs Rose (out of parish), Rangadurai (personal reasons disclosed) and Dabrowski (work commitment). Cllr Cirillo was not present.

**2. Declarations of interest**

**2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held**

Cllr Gill declared a non-pecuniary interest in item 7.2 as a Trustee, Guarantor and Director of the Hardwick Community Centre Charity.

**2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda**

None received.

**3. To approve the minutes of the previous meeting on 21 February**

RESOLVED that the minutes of the meeting on 21 February be approved and signed by the Chairman as a true record, after amendments under the open session, line 1, to read "323 St Neots Road" and under item 2.1 to remove the reference to the declaration of interest by Cllr Dabrowski, who was not present. (Prop JA, 2nd CP, carried with 4 in favour and 1 abstention)

**4. Matters arising or deferred from the last or previous meetings for discussion/decision**

**4.1 (4.1) LHI 2021-2022 village entrance features – to note funding available**

RESOLVED to note the Parish Council funds available towards the project.

RESOLVED that the Parish Council requires a breakdown of the figures, including, for example, design costs, for the options, in order to know exactly what it is getting.  
RESOLVED to note Cllr Joslin had asked CCC for the costs for the updated PFHI for the traffic islands project to increase the number of islands, but had not yet received a response.

RESOLVED to ask Joshua Rutherford of CCC for a breakdown of costs for the signage, gateways and road marking options.

**4.2 (4.2) Ruts on access road to St Mary's POS including protection of the village green and to consider quotations for bollards if received**

RESOLVED to note the quotation from Bradgate Fencing.

RESOLVED to receive Cllr Coxall's verbal report that he had met with Caroline Chivers who was happy to engage and contribute towards the cost of dealing with the ruts, but would like the entrance to be modified to make turning in easier for the farm vehicles.

RESOLVED that Cllrs Coxall and Gill should meet Ms Chivers to discuss the matter further.

On a proposition by the Chairman, the order of business was varied to take item 4.6 next.

- 4.6 (5.2) Farm traffic crossing St Mary's Public Open Space – to consider report on meeting with farmer  
RESOLVED to receive Cllr Coxall report that he had spoken to the farmer who had claimed they had access rights. He asked whether the bollards could be placed to prevent access across the green near the play area.  
RESOLVED to order 10 metal “Hardwick” bollards to be installed at a cost of £2840.00. (Prop CP, 2nd JA, unanimous)  
RESOLVED that Cllr Coxall should meet with the contractor to decide on the exact locations.  
RESOLVED to obtain quotations for three collapsible bollards to allow access for large vehicles when needed.
- 4.3 (4.2) To consider parking at the Church/Cabin  
RESOLVED to receive Cllr Joslin's report on parking issues on the green under the trees near the lights. The cost of installing a parking surface would be prohibitive.  
RESOLVED to obtain a quotation for signage reading “No parking on Hardwick Village Green” and to inform the Church that the Parish Council is considering a ban on parking due to the condition of the green.
- 4.4 (4.4) To consider any update on pedestrian islands (PHFI)  
RESOLVED to receive Cllr Joslin's report that she had not heard from CCC. It was noted that the previous costs supplied were five years old and new prices will be needed from CCC.
- 4.5 (4.6) Lighting on St Neots Road – to consider survey if received  
Deferred as the survey had not yet been received.
- 4.6 (5.2) Farm traffic crossing St Mary's Public Open Space – to consider report on meeting with farmer  
Taken earlier.
- 4.7 (7.4) Street light maintenance – to consider revised quotations if received  
Deferred as the quotations had not yet been received.
- 4.8 (7.5) Review of website operations  
RESOLVED to defer this item as Cllr Dabrowski was not present.
- 4.9 (4.5) Neighbourhood Planning – to consider any report on the training meeting  
RESOLVED to receive the Chairman's verbal report on the training session which has outlined purpose, the process and its timescale should the Parish Council decide to progress this via a working group. The Planning Officer had provided links to the information.
- 5. Finance, risk assessment and procedural matters**
- 5.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers  
RESOLVED to note the notice board has been repaired.
- 5.2 To receive play areas and skate park inspection reports and consider if any work is required  
RESOLVED to receive the reports. No issues were raised.
- 5.3 To receive the financial report and approve the payment of bills  
RESOLVED that the payments as listed as below in the finance report should be paid, plus The Cabin (Room hire) £36.00 and SCDC (bin emptying) £249 and that the payments be authorised by Cllrs Gill and Phillips. (Prop PJ, 2nd AG, unanimous)

Salaries	£747.08
The Cabin (Room hire)	£42.00
LGS Services (Admin support Feb)	£1397.31
Defib Machines (Rent 24/25 Defibrillator)	£649.80
CCC Archives (Inclosure Award scan)	£35.50

Credits, including investment interest, were noted.

RESOLVED to note that the interest payments on the February finance report should have been recorded as:

NS&I interest	£3,049.04
Cambridge & Counties Bank interest	£519.63

#### 5.4 To consider the Admin support contract renewal

RESOLVED to note that the contract renewal was due from 1 April 2024.

RESOLVED to contract LGS Services at £13,000 for a rolling contract with an annual increase linked to the National Joint Council annual increase plus the office fees to increase by the RPI increase. (Prop CP, 2nd JA, unanimous)

### **6. To consider any planning applications and decision notices and tree works applications**

#### 6.1 Planning applications and appeals

##### 6.1.1 24/00619/HFUL – 25 Limes Road – Single storey rear extension

RESOLVED to support the application. (Prop AG, 2nd PJ, unanimous)

##### 6.1.2 24/00527/CLPD – 11 St Neots Road – Certificate of lawfulness under S192 for a hip to gable extension with a rear dormer, single storey rear extension and the construction of a detached garage/workshop

RESOLVED to support the application as it is improving an old bungalow. (Prop AG, 2nd PJ, unanimous)

#### 6.2 SCDC decision and appeal notices and correspondence

##### 6.2.1 24/00046/HFUL – 19A Howells Way – Erect a double garage – Permission granted by SCDC.

##### 6.2.2 23/04073/FUL – Land west of 283 St Neots Road – Erection of 1 no. single storey dwelling and associated works and part use of land as orchard/wild garden. (Re-submission of 23/02447/FUL – Permission granted by SCDC.

#### 6.3 Tree works applications

##### 6.3.1 24/0223/TTCA – Old Rectory, Main Street – To note response made between meetings under delegated powers. The Parish Council made no comment.

Noted.

##### 6.3.2 24/0319/TTCA – St Mary’s Church, Main Street

RESOLVED that the Parish Council has no objections.

### **7. Members’ reports and items for information only**

#### 7.1 New Housing Developments and Planning Obligations

RESOLVED to receive the Chairman’s verbal report that the Local Plan had been delayed. Hill will be holding a public meeting at some point.

#### 7.2 Community Centre update

RESOLVED to note the Working Group’s “Plan B” for a smaller hall is being investigated. It was hoped an extension could be built in future if possible. The updated costs were still awaited.

#### 7.3 Highways Working Group report

Cllr Joslin reported that the Highways items had been covered previously in the meeting but this should remain an ongoing agenda item for the future.

**8. To consider any correspondence/communications received requiring formal noting by or a decision of the Council**

8.1 CCC – Proposed changes to weed control procedures – request for feedback

RESOLVED to note the correspondence from CCC.

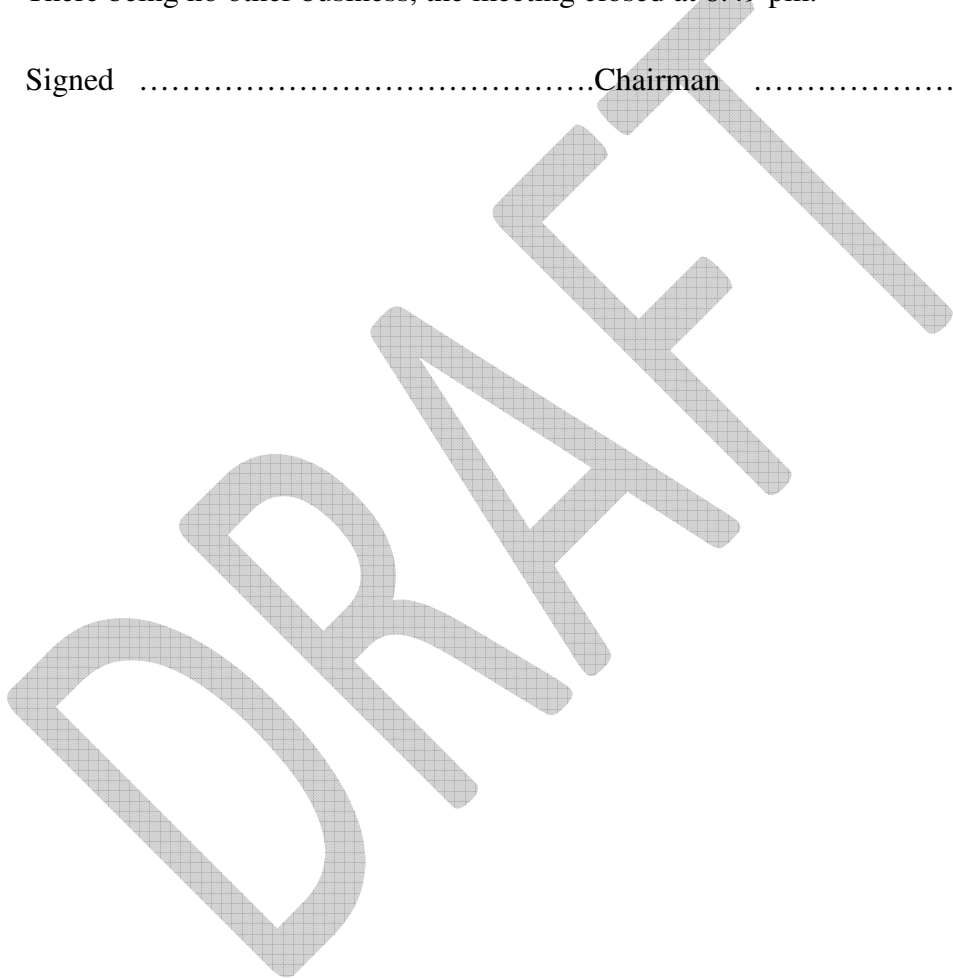
RESOLVED to respond that the Parish Council wishes to use the weed control procedures for this year and that Cllr Armisen should complete the survey. <sup>(Prop AG, 2nd JA, unanimous)</sup>

**9. Closure of meeting and items for the next agenda**

The next meeting will be on Wednesday 17 April 2024.

There being no other business, the meeting closed at 8.49 pm.

Signed .....Chairman .....date



# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-24

## Summary of previous month

**Balance brought forward** **£1,653,096.51**

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

OPUS ENERGY	STREETLIGHTING ENERGY	-198.19
THE CABIN	ROOM HIRE	-36.00
SCDC	BIN EMPTYING	-249.60
UNITY TRUST	SERVICE FEE	-£24.00

### Misc credits

CAMBS & COUNTY BANK	INTEREST	£1,221.66
UNITY TRUST	INTEREST	2,218.91
NS&I	INTEREST	2,852.33
CAMBS & COUNTY BANK	INTEREST	1,310.03

<i>Total Adjustments</i>	<u>£7,095.14</u>
Balance revised after adjustments	<u><u>£1,660,191.65</u></u>

### Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£5,620.12	£6,034.64	-£414.52
Unity Trust Deposit Account	£265,416.76	£265,416.76	
Cambridge & Counties Bank	£389,154.77	£389,154.77	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
<b>Total</b>	<u>£1,660,191.65</u>	<u>£1,660,606.17</u>	<u>-£414.52</u>

### Expenditure for approval

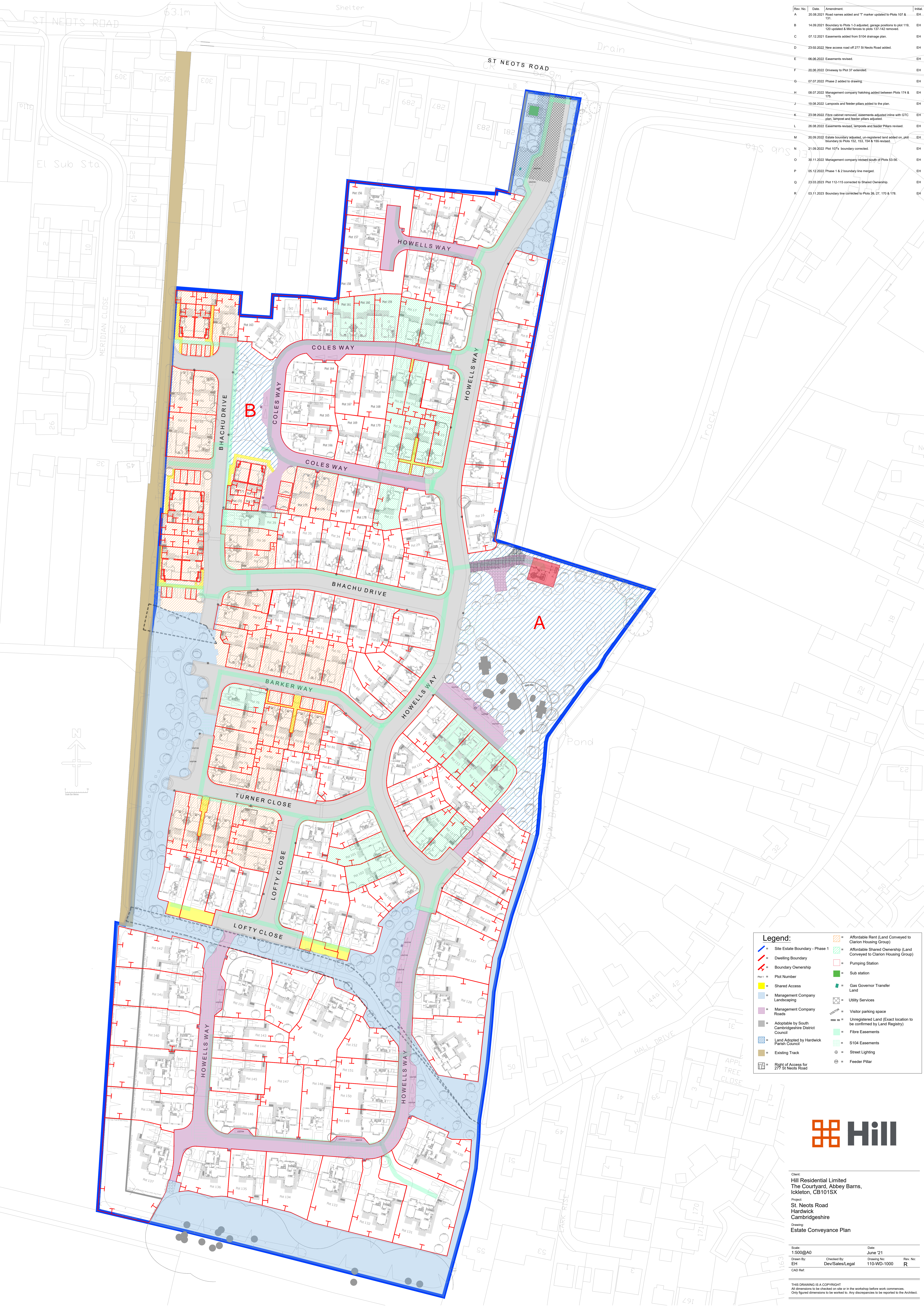
SALARIES		1004.8
RH LANDSCAPES	GRASSCUTTING	439.50
CAPALC	AFFILIATION FEE	708.67
LGS SERVICES	ADMIN SUPPORT	1391.98
DEFIB MACHINES	CABINET	636.00

<i>Total expenditure</i>	<u>£4,180.95</u>
Balance c/f	<u><u>£1,656,010.70</u></u>

### Notes:

Phase 1 and 2 Maintenance Sum				
	Rate	Area/ No.	Annual Cost	10 Years
Grassland/ Open space	£ 0.31	£ 1,322.46	£ 505.21	£ 5,052.11
Hedge	£ 4.92	£ 179.69	£ 1,077.99	£ 10,779.91
Trees	£ 12.00	£ 62.00	£ 907.20	£ 9,072.00
Benches	£ 50.00	£ 7.00	£ 426.77	£ 4,267.74
Footpaths	£ 0.18	£ 380.90	£ 83.60	£ 836.01
Play area	£ 588.63	£ 1.20	£ 861.30	£ 8,612.99
Bins	£ 6.10	£ 3.00	£ 18.29	£ 182.90
Total	£ 662.14	£ 1,956.25	£ 3,880.37	£ 38,803.67

Rev. No.	Date	Amendment	Initial
A	20.08.2021	Road names added and 'T' marker updated to Plots 107 & 131.	EH
B	14.09.2021	Boundary to Plots 1-3 adjusted, garage positions to plot 119, 120 updated & Mid fences to plots 117-142 removed.	EH
C	07.12.2021	Easements added from S104 drainage plan.	EH
D	23.02.2022	New access road off 277 St Neots Road added.	EH
E	06.06.2022	Easements revised.	EH
F	20.06.2022	Driveway to Plot 37 extended.	EH
G	07.07.2022	Phase 2 added to drawing.	EH
H	08.07.2022	Management company hatching added between Plots 174 & 175.	EH
J	19.08.2022	Lamposts and feeder pillars added to the plan.	EH
K	23.08.2022	Fibre cabinet removed, easements adjusted inline with GTC plan, lampost and feeder pillars adjusted.	EH
L	26.08.2022	Easements revised, lamposts and feeder Pillars revised.	EH
M	20.09.2022	Gate boundary adjusted, un-registered land added on, plot boundary to Plots 152, 153, 154 & 155 revised.	EH
N	21.09.2022	Plot 107's boundary corrected.	EH
O	30.11.2022	Management company revised south of Plots 23-26.	EH
P	05.12.2022	Phase 1 & 2 boundary line merged.	EH
Q	23.03.2023	Plot 112-115 corrected to Shared Ownership.	EH
R	03.11.2023	Boundary line corrected to Plots 26, 27, 170 & 178.	EH



**Legend:**

	Site Estate Boundary - Phase 1		Affordable Shared Ownership (Land Conveyed to Clarion Housing Group)
	Dwelling Boundary		Pumping Station
	Boundary Ownership		Sub station
	Plot Number		Gas Governor Transfer Land
	Shared Access		Utility Services
	Management Company Landscaping		Visitor parking space
	Management Company Roads		Unregistered Land (Exact location to be confirmed by Land Registry)
	Adoptable by South Cambridgeshire District Council		Fibre Easements
	Land Adopted by Hardwick Parish Council		S104 Easements
	Existing Track		Street Lighting
	Right of Access for 277 St Neots Road		Feeder Pillar



Client:  
**Hill Residential Limited**  
 The Courtyard, Abbey Barns,  
 Ickleton, CB101SX

Project:  
 St. Neots Road  
 Hardwick  
 Cambridgeshire

Drawing:  
 Estate Conveyance Plan

Scale:	Date:
1:500@A0	June '21
Drawn By: EH	Checked By: Dev/Sales/Legal
CAD Ref:	Drawing No: 110-WD-1000
	Rev. No: R

THIS DRAWING IS A COPYRIGHT  
 All dimensions to be checked on site or in the workshop before work commences.  
 Only figured dimensions to be worked to. Any discrepancies to be reported to the Architect.

**THIS AGREEMENT** is made the \_\_\_\_\_ day of \_\_\_\_\_ 2024  
**B E T W E E N** HARDWICK PARISH COUNCIL care of 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 15 March 2022 and made between the District Council (1) Cambridgeshire County Council (2) Latimer Hill (Hardwick) LLP (3) and Close Brothers Ltd (4) contributions of a) £62,905 (subject to indexation) is payable towards the provision and/or maintenance of a new community centre ("The Community Facilities Contribution") b) £31,629.55 (subject to indexation) is payable towards the provision, refurbishment, improvement and/or maintenance of any off-site play equipment which will benefit the Development at St Neots Road or the Hardwick Recreation Ground ("The Off-Site Childrens' Play Space Contribution") c) £23,992.40 is payable to fund sports infrastructure including new changing rooms in Hardwick ("The Off-Site Sports Contribution") and d) £2,300 is payable towards the provision of allotments and/or a community orchard in Hardwick ("the Allotment & Community Orchard Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution, £70,114.74, £35,254.71, 26,742.25 and £2,563.61 respectively, were received by the District Council on 05 March 2024
- (3) The District Council agrees to transfer the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in Paragraphs 1, 2 and 3 of the Seventh Schedule of the Section 106 Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution the Parish Council covenants with the District Council

1. to use the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution within ten years from 05 March 2024 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full



PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution are attributable and which contract or contracts shall be completed after the expiry of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts

3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Community Facilities Contribution, the Off-Site Childrens' Play Space Contribution, the Off-Site Sports Contribution and the Allotment & Community Orchard Contribution or any part thereof shall have been spent
4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on \_\_\_\_\_ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by )  
Councillor )  
in the presence of :- )

Witness Signature:

\_\_\_\_\_  
Witness Name: (Block Capitals)

\_\_\_\_\_  
Witness Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED AND DELIVERED as a Deed by )  
Councillor )  
in the presence of :- )

Witness Signature:

\_\_\_\_\_  
Witness Name: (Block Capitals)

\_\_\_\_\_  
Witness Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Zero Carbon Communities Grant Scheme 2024-2025 Application Guidance



This document is intended to guide you through the application process and respond to any queries that you might have when applying. If, following reading this document, you have any questions, or would like to hear from groups which have undertaken a similar project to what you have in mind, please get in touch at [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk).

## Assessment Criteria

Criteria	Description
Fit to the project category	One or more of the key objectives for funding must be met – <ul style="list-style-type: none"> <li>• Carbon Emission Reduction</li> <li>• Community Engagement</li> </ul>
Measurement and impact	The application must provide a projected measurement for the difference that the project will make. For Carbon Emission Reduction this should be the reduction in CO <sub>2</sub> e emissions. For Community Engagement this should be the number of individuals that will be engaged or changed their behaviours as a result. Projects should communicate the benefits of their project to the community.
Project plan and capacity	The grant panel are looking for a clear project description, identifying what the group wants to do and what the project will achieve. The plan must set out how the project will get the necessary people, support and resources.
Value	Does the project represent value for money – is there a good impact for the amount of money requested?
Project Reporting	Please note that all projects will be required to report on their progress one calendar year from the award of funding. Projects must set out how they will measure and report on how they have met their objectives.

## Completing the Application Form

## Contact Details

The first contact should be someone from your organisation who can discuss the application. This would normally be the person responsible for how any grant would be used. Please provide a telephone number and email address to enable us to contact you if there are queries relating to your application.

## About your organisation

### 1. What does your organisation do?

This should be a summary of the work your organisation does rather than the project you want a grant for. Please give a brief account of the aim of your organisation, the services or activities you provide, who they are provided for. If you are a new group, please state what you intend to achieve. For community groups, please tell us how many people use the services you provide.

### 2. Is your organisation a charity?

Please answer Yes/No

If yes, please provide your charity number. This can be found using the link:

<https://www.gov.uk/find-charity-information>

### 3. Is your organisation VAT registered?

Please answer Yes/No

**If yes**, please provide your registration number and confirm if your organisation will be able to recover the VAT incurred in relation to the project? **If no**, is your organisation still able to recover VAT incurred in relation to the project? Please answer Yes/No

The following organisations may be able to use a VAT126 form to recover the VAT incurred from non-business activities (even if not VAT registered):

- local authorities or similar bodies such as parish councils
- academy schools or multi-academy trusts (MAT)
- charities in palliative care, air ambulance, medical or search and rescue
- a non-departmental body or similar body not registered for VAT

For further information please use the link: <https://www.gov.uk/guidance/claim-a-vat-refund-as-an-organisatiosan-not-registered-for-vat>

### 4. Does your organisation have a bank account?

Please answer Yes/No

If no, please note your application will not be eligible for funding until a bank account is set up. To receive funding for your group you will need to open a bank account. Having a bank account is the best and safest way to look after your organisation's money. The account should be opened in the name of your organisation and you will need at least two members to act as signatories. Most banks

and building societies offer special accounts for small voluntary and community organisations. They also usually offer free banking as long as your account is in credit. Further information can be found using the link: <https://www.resourcecentre.org.uk/information/bank-accounts-for-community-and-voluntary-organisations/>

#### **5. Does your organisation or project have a website?**

Please answer Yes/No

If yes, please provide the full weblink.

This is the website address of your organisation, or the website address for the project if there is one.

#### **6. Is your organisation affiliated to another body?**

Please answer Yes/No

If yes, please give details of any national or local bodies to which your organisation belongs.

#### **7. Safeguarding. Does your organisation work with children, young people and/or vulnerable adults?**

Please answer Yes/No

If yes, please upload a copy of your safeguarding policy using the upload feature at the end of this form.

Please note, the Council requires organisations working with children, young people and/or vulnerable adults to have appropriate safeguarding procedures in place. If you do not have a safeguarding policy, further information can be found using the link:

<http://www.cambridgecvs.org.uk/group-support/Safeguarding>

#### **8. Insurance. Does your organisation have appropriate insurance in place for your project?**

Please answer Yes/No

If no- we would recommend you have adequate insurance in place for your project. For more information follow the link: <http://www.cambridgecvs.org.uk/group-support/HR%20and%20Legal>

### **About your proposal**

#### **Projects which reduce carbon emissions or lock up carbon**

**1. Please provide a short summary of your project (max 50 words) then in the next section, describe your project.**

**2. Please describe your project.**

**3. Please provide the location of your proposed project, how is the land/building currently used?**

Please provide a postcode or the easting and northing of the project. This can be found using the following link: <https://gridreferencefinder.com/>

**4. Please provide details of the ownership of the land/building?**

If your organisation does not own the land, please state if you have written landowner permission for the measures to be undertaken. If you have written permission, please provide a copy of this in your supporting information. If you have not, please note that we will require written permission from the landowner before funding your project. If there is a lease in place there must be at least 21 years left to run on the lease. Please provide a copy of this in your supporting information.

#### **5. Does your project require any regulatory consents?**

#### **6. What, if any, actions to reduce carbon emissions or lock up carbon, have already been undertaken by your group?**

This could be measures to promote energy conservation, install energy efficiency measures, plant trees etc.

#### **7. Have you obtained any expert advice on your proposal?**

Please answer Yes/No

If yes, please give details.

Are your proposals informed by an energy survey or advice from a specialist consultant (e.g. ecologist). If the measures have been suggested as the result of a formal report, please include a copy of this (upload at end).

#### **8. Please provide information, using the guidance below, on the carbon savings resulting from your project. You must use the methodology provided in the Grant Guidance and Criteria to make your estimate unless you can clearly evidence another method of calculation.**

Please provide the projected carbon savings. If the measures have been suggested as the result of an energy survey, please include a copy of this in the appendix, and the projected reduction in CO<sub>2</sub>e emissions below. If you did not receive an energy survey, please calculate the projected reductions in CO<sub>2</sub>e emissions using the calculations below. Alternatively, please refer to our webpage for more information: <https://www.scams.gov.uk/nature-and-climate-change/climate-emergency-toolkit/calculate-your-organisation-s-carbon-footprint/> or the Carbon Trust Website: <https://www.carbontrust.com/resources/carbon-footprinting-guide>

### **Community Buildings**

To calculate your reduction in CO<sub>2</sub>e emissions you will need to refer to energy bills from the past year.

1. Calculate how much energy you have used this year using the example below.

Nov 2021 usage: 4582kWh

Nov 2020 usage: 1345kWh

$$4582 - 1345 = 3237\text{kWh}$$

2. Multiply your annual usage by the conversion factor\* of 0.233 to work out the annual CO<sub>2</sub>e produced.

$$3237 \times 0.233 = 754.22\text{kgCO}_2\text{e}$$

3. Multiply your projected annual usage by the conversion factor of 0.233 to work out the projected annual CO<sub>2</sub>e produced.

$$2237 \times 0.233 = 521.22\text{kgCO}_2\text{e}$$

4. Minus your projected annual CO<sub>2</sub>e emissions produced from your current annual CO<sub>2</sub>e emissions to calculate your annual savings.

$$754.22 - 521.22 = 233\text{kgCO}_2\text{e}$$

\*This is the conversion factor provided by the UK Government

## Solar Panels

For this calculation you will need the projected size of your solar panel installation e.g. 4kW

1. Multiply your system by 2.343\* for the kWh per day produced

$$4 \times 2.343 = 9.372\text{kWh}$$

2. Multiply kWh per day produced by 365 for the annual kWh.

$$9.372 \times 365 = 3,420.78\text{kWh}$$

3. Multiply by the conversion factor of 0.233 to calculate the CO<sub>2</sub>e saved per year.

$$3,420.78 \times 0.233 = 797.04\text{kgCO}_2\text{e}$$

\*Factors taken from data from Solar Together Cambridgeshire Scheme

## Nature

Please include number and sizes of trees to be planted, with their associated estimated carbon savings (these can be estimates) and the benefit they will provide to wildlife. Please include a sketch or planting plan for your project (upload at end).

A useful guide on calculating the carbon savings of your tree project can be found on The Woodland Carbon Code website: [3.3 Project carbon sequestration - UK Woodland Carbon Code](#) under the 'Accounting for project carbon sequestration' section.

### **8. Have you experience in delivering similar projects?**

### **9. Are you working with any other organisations on this project?**

Please answer Yes/No

If yes, please give details.

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? Include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

### **10. Please indicate how the changes that you make through the project will be lasting and sustainable.**

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?) What are the long-term prospects for the site? i.e. tree maintenance or ensuring proper usage of community building energy measures by the people using the hall. Please demonstrate how your project fits with the priorities and action plans of and/or your local parish/neighbourhood plan.

### **11. What additional value do you think your project provides?**

Please provide details of any co-benefits resulting from your project.

### **12. How will your project be communicated to the local community and wider?**

Please explain how you will share the details of your project with your local community and wider i.e. through a presentation to your parish council, through social media, through a newsletter.

## Community engagement on climate change

**1. Please provide a short summary of your project, (max 50 words). Then in next section, describe your project.**

**2. Please describe your project.**

**3. How will the project achieve community engagement and behaviour change around climate change?**

How will the project promote behaviour change in reducing carbon emissions?

- How has the community been involved in drawing up these proposals?
- What difference will the project make to your community?
- How will your project inspire and encourage others to do similar projects?

**4. How many people are expected to make a difference in their lives as a result of the project?**

Please ensure that this is more than how many people are expected to attend sessions.

- How many people are expected to volunteer or get involved with running the project?
- What plans are there for community involvement in the project in future?

**5. How many people will be exposed to your project?**

How many people do you expect to engage on a superficial level i.e. How many people will you reach through social media? How many people have attended your events in the past? How much traffic does your website get?

**6. Have you experience in delivering similar projects?**

**7. Are you working with any other organisations on this project?**

Are there any other organisations directly involved with delivering this project? If so, how are the project work streams divided? In particular include any evidence that working in partnership on this project will contribute more widely to strengthening community networks.

**8. Please indicate how the changes that you make through the project will be lasting and sustainable.**

What resources will you have for maintenance once the project is completed? (e.g. how will volunteer programmes be sustained?)? How will you ensure that people remain engaged on the topic of climate change? Please demonstrate how your project fits with the priorities and action plans of your local parish/neighbourhood plan.

**9. What additional value do you think your project provides?**

Please provide details of any co-benefits resulting from your project.

**Financing your project\***

\*For projects requesting more than £5k we would encourage applicants to seek part funding/in kind contributions in order to score highly.

**1. Is your parish council able to contribute part-funding for your project?**

Please answer Yes/No/ Not made contact  
If yes, please give details



We encourage you to approach your parish council, especially if it is one of the larger parish councils, for part-funding of any applications you make. They may have a local fund available for small projects, or monies from building developments (s106) that could be used for your project. Applications with part-funding in place will be looked upon favourably.

Contact information for parish councils can be found using the link below:

<https://www.scambs.gov.uk/councillor-information/parish-councils/parish-council-guidance-and-information/>

## **2. Do you hope to have other sources of funding?**

Please answer Yes/No

If yes, please give details

This could include part-funding through your own fundraising, other grants or sponsorship. Please list other funders to whom you are applying, detailing when you submitted your application, or plan to, and a date by which you should be informed of the decision. If any applications were refused, please provide details. If there is a shortfall in funding, what steps will you take to overcome this?

## **3. Please give a breakdown of project costs.**

Please give as much detail as possible and include ALL costs. The breakdown should be for the whole cost and not just the amount you are asking for funding for. Please make it clear what part of the project you are specifically asking for funding for and ensure that the amount you are requesting related directly to at least one of your quotes. If you do not provide accurate information, this may jeopardise your application's success.

## **4. For solar PV projects - please provide details of the three quotes you received for this project and indicate the reasons for your final choice.**

## **5. What is the total project cost?**

This should be the total cost of the project, including parts of it that others will be funding. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

## **6. How much are you asking for from the Zero Carbon Communities grant?**

This can be up to 100% of project costs. Please use net cost figures if your organisation is able to reclaim VAT or if the VAT is not payable for any reason, and gross cost figures if you are unable to reclaim VAT. You should also include any in-kind contributions to the total project cost figure to give a full account of the whole scheme. The figure should be entered as a whole number, **without** commas or a decimal point.

## **7. Please describe how your project demonstrates value for money.**

Give details on how the project cost will provide the greatest return, in terms of energy savings, carbon emission reduction, cost reduction, community engagement, wider community benefits etc.

## Reporting and Measurement

### 1. How will your project measure and report on its progress?

Please provide details on how the project will measure and report on its progress and outcomes.

## Support from your District Councillor

### 1. Is your District Councillor in favour of the project?

Please give details. We encourage applicants to inform their district councillors about their project. Contact Information can be found using the link below:

<https://scams.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

# Zero Carbon Communities Grant Scheme 2024-2025 Information Document



The Zero Carbon Communities Grant Scheme supports communities in South Cambridgeshire to take action on climate change.

Applications invited from	Parish councils and Community groups (see full list of eligibility criteria page 5-6)
Total available	£125,000
Min/max grant	£2,000 - £15,000
Grant scheme open	Tuesday 2 April 2024
Application deadline	5pm Sunday 2 June 2024

Applications are invited for projects under two main themes – Reducing Carbon Emissions and Engaging the Community on Climate Change. Applicants are welcome to apply for more than one project, although it should be noted that allocation of funding will take into account the aim of achieving a good spread of funding across the district.

## How is the Grant Awarded?

All eligible grant applications will be reviewed by the Grants Advisory Committee, who will make recommendations to the lead Cabinet Member for Finance for decision. We aim to let applicants know of the decision within two months of the application deadline.

Project proposals will be scored and prioritised for funding based on how well the answers to the questions fulfil the objectives given for each theme. Each theme will be scored differently as set out in the sections below.

A funding agreement will be prepared for all successful applicants. This will include arrangements for payment of the grant. Projects will be required to measure and report on their progress one calendar year from the award of the grant. This allows us to continue to report on the annual impact of the grant.

## Carbon Emission Reduction or Locking Up Carbon

### Objectives

- I. The project reduces the production of carbon emissions or reduces carbon dioxide in the atmosphere. (33%)
- II. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community). (33%)
- III. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

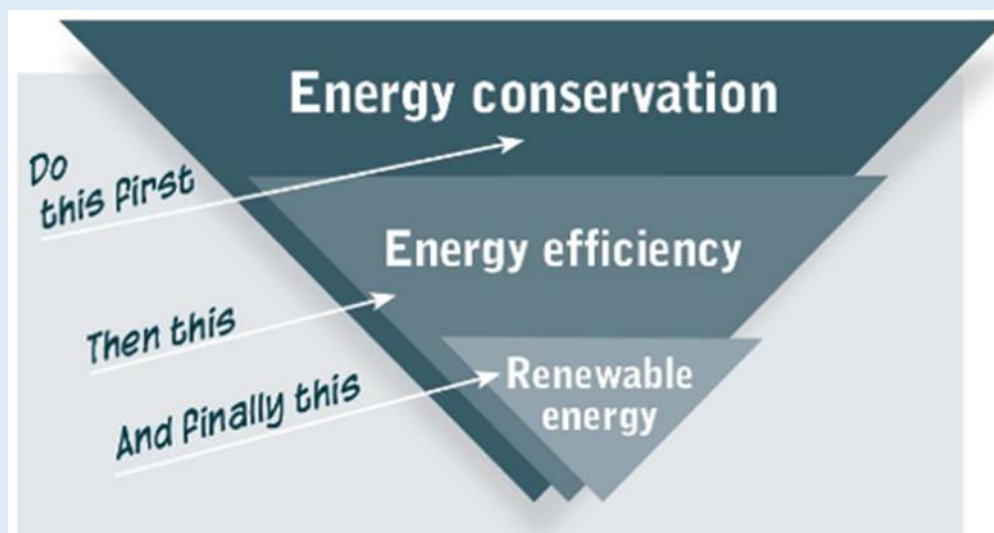
In your application, you will be required to calculate the reduction in carbon emissions that will result from your project. Further information is provided in the Application Guidance.

### Examples

#### Community Buildings

Projects which provide improvements to community buildings to reduce its carbon emissions (e.g. the need for grid electricity, gas or oil).

Projects which take a whole-building approach are preferred, considering the 'energy hierarchy' (see below), which ranks the stages of using less energy in a building. We recommend that projects receive an energy survey before applying to the grant.



Credit: Centre for Sustainable Energy

We recommend reading the Centre for Sustainable Energy's guidance on [improving energy efficiency in buildings](#).

Projects which provide additional value by communicating the value of energy efficiency improvements are recommended.

Advice on planning permissions should be sought before applying for the grant.

### **Ideas for Community Buildings Projects:**

- **Energy conservation measures:** Draught proofing, insulation of walls, ceilings, roofs, floors and pipes and replacing doors or windows.
- **Energy efficiency measures:** Lighting upgrades, smart heating control units or infrared heating. We will prioritise these where they have been recommended on an energy survey.
- **Solar PV and/or battery storage system for solar PV:** feasible energy conservation and efficiency measures must have already been undertaken or be planned to be undertaken. We will prioritise schemes where a significant proportion of electricity generated will be used on-site (either through daytime use of the building or through battery storage). We require organizations looking to fund solar PV with the grant to get three separate quotes and provide details of the

[Historic England website.](#)

## **Nature**

Applications for nature projects should first consider if their project is more suited to the [Community Chest Biodiversity pot](#), or other funding sources intended solely for nature projects (for instance, the [Cambridgeshire and Peterborough Fund for Nature](#)). To score well, nature projects seeking funding

When designing the project, we recommend that groups look at Natural Cambridgeshire's [Local Nature Recovery Toolkit](#) for guidance.

sources such as the <https://www.woodlandtrust.org.uk/>.

Where tree planting is on private land, consideration must be given to the ways in which the community will benefit, for example by way of access or landscape value. We would also like to see how the trees will be preserved in the future if land ownership changes.

Ideas for nature projects:

- Planting of a landmark tree/tree populations
- Community orchard project
- Community tree nursery project
- Small-scale restoration of peatland
- Hedge or larger village-wide tree canopy project

Project proposals where funding will be put towards the capital purchase of land could be considered, although we would expect the cost of land to be very high and as such it would probably be better if the grant was to pay for planting, equipment and sundries.

## Community Engagement on Climate Change

### Objectives

- I. Achieving wider community engagement and behaviour change around climate change (33%)
- II. The project contributes additional value (e.g. funding contributions; volunteer time/expertise from other sources; collaboration between organisations, and/or evidence of local and/or Member support; communication of the project to the local community). (33%)
- III. The project is sustainable and will have a 'lifetime' impact on the local and wider community. (33%)

In your application, you will be required to provide information on the number of individuals engaged as a result of your project. Further information is provided in the Application Guidance.

In this theme we encourage projects which engage the community on climate change which therefore reduces carbon emissions. We encourage bold, ambitious and imaginative projects that are able to fulfil the above objectives to a high standard.

We want the grant to stimulate wider engagement around what zero carbon means in each local community. Applications showing this is more than just publicity, but something that will help change behaviour e.g. through meetings and surveys will be well received.

## Transport

Projects which engage the community to reduce the reliance on car travel, encouraging walking, cycling and low carbon transport.

Projects which can demonstrate how they will encourage people to walk or cycle more with the installation of structures, as well as the need and demand for the project.

- Community cycling events: funding for events or projects that promote sustainable lifestyle choices, or cycling.
- Cycle shelters or stands: Cycling infrastructure improvements which encourage cycling connectivity around the district on publicly accessible land. The cost of installation can be included. Advice on planning permissions required for the shelter must be sought prior to applying.

We cannot fund Electric Vehicle Charging Points through this scheme but please visit [our website](#), or email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk) for more information on grants available for charging points.

## Events, Campaigns and Education

Projects which engage the community to encourage them to reduce their carbon emissions through waste and recycling, diet or interacting with nature.

Projects which can demonstrate how they can engage people and evidence a change in behaviours through volunteering etc.

- **Food waste reduction projects:** such as recycling or composting campaigns.
- **Community allotment projects:** to encourage people to grow their own food and engage with nature.
- **Biodiversity mapping:** to encourage people to get out into nature and engage with nature, or to understand what they can do in their own gardens.
- **Climate Festival:** to showcase climate action and engage others to take action.

## Eligibility Criteria

Applicants must:

- Be a non-profit group or organisation based in South Cambridgeshire or benefiting South Cambridgeshire residents, OR a South Cambridgeshire parish council.

Non-profit organisations could include registered charities, companies limited by guarantee, unincorporated associations or clubs, community interest companies, charitable incorporated organisations, community benefit societies, social enterprises, established voluntary sector organisations and community shops with an appropriate legal structure (ie not profit-making).

Schools and any other organisations can apply for a grant for a project which is accessible to the community and not just for educational purposes.

Applications from informal community groups and local businesses are also encouraged provided they partner with an eligible non-profit organisation as listed above. The lead applicant must be the non-profit organisation and as such will be required to demonstrate an appropriate level of involvement in the project. Commercial businesses are not eligible to apply.

- Buildings must be open to the whole community, for example village halls. Multi-purpose church buildings or halls and Scout and Guide buildings are eligible where clearly advertised as multi-purpose. Applicants should have a freehold or leasehold interest in the hall in place. If there is a lease in place there must be at least 21 years left to run on the lease. School buildings are not eligible for funding through this grant scheme.
- Have a written constitution or mission statement
- Have an elected committee or representative steering group
- Have a bank account
- Be able to provide an up-to-date copy of their accounts and any relevant protection policies. Parish councils can signpost us to relevant online documentation and do not need to submit hard copies.

If your organisation does not have a written constitution, bank account, mission statement and/or relevant protection policies/insurance, please contact Cambridge Council for Voluntary Service for advice in meeting these requirements.

Contact: 01223 464696 or email [enquiries@cambridgecvs.org.uk](mailto:enquiries@cambridgecvs.org.uk)

## Frequently Asked Questions

### What can be funded?

As well as capital costs we can fund:

- Salaries of project workers
- Salaries of management staff who supervise project staff. These should be in proportion to the staff time spent on the project
- Reasonable expenses of project staff and volunteers
- Marketing and publicity for the project (as appropriate)

We cannot pay for the following:

- Activities, events or services which have already taken place, including staff development time.
- Activities that benefit individuals, rather than the wider community
- Activities that generate profits for private gain
- Religious activity or content (although we are able to fund religious organisations if they are providing benefit for the wider community)
- Activities that replace or supplement government funding (for example, we can only fund school activities that are additional to the curriculum)
- EV charging points. Government grants are available to install chargers, as well as our [Electric Vehicle Charge Point \(ECVP\) grant](#).
- Renewable energy installations where it is intended to claim Renewable Heat Incentive payments or any other payments where the use of public grants renders the installation ineligible for such payments.



- Loan repayments.

Where funds allocated through the scheme can be spent on local businesses this is welcomed.

### **What are the conditions of funding?**

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

- Funding must only be used for the agreed purpose and must be spent within 12-months of the award being made except where exceptional circumstances apply, and an extension is agreed with the grants officer in writing.
- Where a proposal anticipates financial savings or income, the applicant will need to show this will be for the benefit of the community.
- Publicity must take place acknowledging the award provided by South Cambridgeshire District Council.
- Any unused grant must be returned to South Cambridgeshire District Council
- An end of project report with photographs must be submitted to the Council one calendar year after the grant award.

Applicants are encouraged to seek support for their application from their local Member.

Applicants are encouraged to read case studies of ZCC funded projects published in our Zero Carbon Communities newsletters. If you would like any help or advice from our previous applicants, please email [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk) for more details.

Where appropriate, applicants are encouraged to seek part-funding from other sources including their parish council. There is no requirement for this, but if as expected, the fund is oversubscribed, proposals including funding from other sources will be prioritised. Part-funding can include your own fundraising and can be of monetary and/or in-kind value.

Applicants seeking less than £2,000 are encouraged to apply to the Community Chest for funding if the project involves improvements to community buildings, group 'start-up' costs or the purchase of equipment or materials. More information, including eligibility criteria, can be found [here](#).

### **What supporting documentation is required?**

- A copy of your organisation's constitution or mission statement (except parish councils)
- A copy of your latest accounts (audited if available)
- Safeguarding policy if relevant
- Any quotes received for the project

For further information please contact: [zcc@scambs.gov.uk](mailto:zcc@scambs.gov.uk)



**South  
Cambridgeshire  
District Council**

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL**

**STREET TRADING POLICY**

**Effective ~~1 March 2022~~ t.b.c. 2024**

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## 1. Definitions

**The Council** – South Cambridgeshire District Council

**The Act** - Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982

**The Applicant** - The trader who has applied for a Street Trading Consent or Consented Premises

**The Policy** - This refers to South Cambridgeshire District Council's Street Trading Policy

**Consent holder and Consented Premises Trader** - A person or Company to whom the consent to trade has been granted by the Council

**Consented Premises** – the consent issued to areas which are privately owned, operated and managed to which the public have access without payment, to enable trading to take place on an ad-hoc basis.

## 2. The Policy

The Council's street trading policy purpose is to create a street trading environment which complements premises-based trading, is sensitive to the needs of residents, provides diversity and consumer choice, and seeks to enhance the character, ambience, and safety of local environments, whilst supporting local businesses.

The powers to control street trading within the Council's area are contained in Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982, 'the Act', which has been adopted by the Council. Under Schedule 4 of the Act the Council can manage street trading by designating streets as 'consent streets', 'licence streets' or 'prohibited streets'. The Council has designated all streets in the District as Consent Streets (with the exceptions detailed in Scope of the Policy). The designation came into effect on 1 March 2022.

This policy sets out the framework for the management and administration of street trading throughout the District of South Cambridgeshire and sets out the key considerations the Council will take into account when considering applications for a street trading consent or host premises consent.

The Policy will be effective for a period of no more than three years. Within the three year period the Authority will keep the policy under review and will make amendments as it considers appropriate.

## 3. Scope of this Policy

### a. Within Scope

This policy relates to the issuing of consents to permit the selling, exposing, or offering for sale of any article (including a living thing) in a street; and the supplying of or the offering to supply any

service in a street. A street includes any road, highway verge, footway, beach, or other area to which the public have access without payment.

All streets within the district (except the A11 and A14) shall be designated as consent streets for the purposes of street trading. With the exception of any area of land which is from time to time in the ownership and control of a Public Authority or a registered charity. For the purposes of this resolution above “ownership and control” means having a sufficient estate or legal interest in the area of land to enable the relevant Public Authority or registered charity to restrict and regulate the use of that area in the public interest and “Public Authority” means Cambridgeshire County Council or South Cambridgeshire District Council or any Parish or Town Council the whole or part of whose area falls within the boundary of the district of South Cambridgeshire.

## b. Out of Scope

- The following activities are excluded from this Policy:
- Trading by a pedlar operating under a Pedlar’s Certificate
- Trading at an established Charter or statutory market
- Trading at a fair, fete or similar one-day community event \*
- Trading in a trunk road picnic area provided under the Highways Act 1980
- Trading on the A11 or A14
- Trading as a news vendor where only newspapers or periodicals are sold
- Trading at a petrol filling station or shop
- Trading at a premises used as a shop or in a street adjoining premises and as part of the business of the shop (such as a farm shop)
- Trading or provision of facilities for recreation or refreshment under Part VIIA of the Highways Act 1980 or the Business and Planning Act 2020 (pavement cafes)
- Trading as a Roundsman (i.e. delivering pre-ordered goods to customers such as milk delivery)
- Activities under a Street Collection or Sale Permit for charitable purposes
- Trading for charitable purposes, where a vendor is operating not for private gain, where a payment is not required to access the land.
- \* “One off events that are essentially non-commercial would not normally be considered to be street trading (street trading implies a degree of regularity) and therefore would be outside of the scope of the scheme and not require any form of street trading consent. If the purpose of the event is more than a one-off event or is of a commercial nature, then it would be caught by the policy and an application required. (A letter of intent/confirmation from the community organisers would normally satisfy this Council). It is assumed, or strongly advised, that the community event organisers will have consulted with residents and businesses prior to holding the event”.

## 4. Types of Street Trading Consent

There are six types ~~two categories~~ of street trading consents; ~~Standard Consent and Consented Premises, which are split into three types.~~

## **a. Standard Consent**

### **(i). Static Street Consent**

Where the operator is trading at a fixed pitch for more than 4 ½ hours in a 24-hour period. An example of such is a coffee van trading close to an industrial estate.

### **(ii). Mobile Street Consent**

Where the trader wishes to move from place to place. In order to meet the criteria for mobile consent, whilst a trader may have consent for multiple sites, they must not **trade** in one location for more than 4 ½ hours at a time, and not return to the same site on the same day (The 4 ½ hour period excludes setting up and clear up time.) An example of such is a pizza van trading on the street, or an ice cream van.

### **(iii) Layby Traders**

Where the operator is trading fixed hours in one roadside layby location throughout the week. Typically, these are café units trading in the same location throughout the week,

### **(iv). Consented Premises**

(a) These are areas that are privately owned, operated, and managed to which the public have access without payment, these include, but are not limited to, car parks and other areas attached to the public houses.

This is a consent issued to a premises to enable a single location to be used by different consented premises ~~traderstraders. (see below)~~ on an ad-hoc basis. This applies to private landowners or occupiers such as public house car parks who wish to host traders to complement their primary business. This consent may be suitable for pop-up food traders and also non-food articles, such as Christmas trees.

Where a premises does not choose to obtain this consent, then any trader must hold a mobile street consent to trade at the location (see ii) above).

b) For new premises wishing to assess suitability or viability of their location, a three-month trial period is offered. Once the Consented Premises has been granted, the Consent can be surrendered within three months of issue and a refund (less administrative fee) will be issued.

### **(v). Consented Premises Trader**

An individual or business requires this consent to trade at any consented premises within the District ~~Where trading may take place at~~ which has a consented premises (see iv) above.

~~Any individual wishing to trade in these areas must be registered as a consented premises trader. Once issued, the consent will enable the trader to trade at any consented premises within the South Cambridgeshire District.~~

~~Depending upon the trading model, it may be possible that a consented premises trader and mobile street consents would therefore be required.~~

#### (vi). Ad-hoc Trading consent

~~This consent will permit trading on a trial or temporary basis up to four times (in each location) a year.~~

~~This will enable a trader to either meet their business needs or assess suitability and viability of a location prior to submitting a full consent application.~~

~~An Ad-hoc Trading consent can include up to four occasions at between one and five locations.~~

## 5.Key Considerations when determining an application and suitability of sites

### Public Safety

- **Safety:** Whether the street trading activity represents, or is likely to represent, a substantial risk to the public from the point of view of obstruction, fire hazard, unhygienic conditions or any other danger that may occur.
- **Highway:** the location and operating times will be such that the highway can be maintained in accordance with Cambridgeshire County Council's requirements and that there are no dangers to those who have a right to use the highway and no obstruction for emergency access.
- **Compliance:** Trading must only be conducted only from a trading unit that complies with relevant legislation.
- **Food Safety:** Any trader wishing to sell food will need to be registered with the Environmental Health Service for the area in which they are based for food hygiene inspection. Food vendors should have an FSA food hygiene rating score of 3 or more. Evidence of the registration will be required at the application stage.

### Public Nuisance

- **Public Order:** Whether the street trading activity represents or is likely to represent a substantial risk to public order.

- **The Avoidance of Public Nuisance:** Whether the street trading activity is likely to or does represent a substantial risk of nuisance to the public particularly in residential areas. Nuisance could for example include traffic, noise, rubbish, potential for the harbourage of vermin, odour, or fumes.

## 6. Commodities

The Council may have regard to the number, nature and type of traders or business already trading within a consent area when determining an application. To ensure a diverse offering of services, there may be no duplication of principal food/commodity provision at any one time, in the same location (subject to grandfather rights).

## 7. Late night food trading

The sale of hot food or hot drink in any place, including mobile traders, between 23:00 and 05:00 on any day will require a Premises Licence for late night refreshment under the Licensing Act 2003.

## 8. Grounds for Representations, Refusal or Revocation

A representation against an application must relate to (and evidence must provided on) one of the following criteria; Public Safety, Public Nuisance or “General”. The Council will normally grant a Street Trading Consent unless one or more of the criteria below are identified. In addition, where the criteria below have been met, this may result in the revocation of a Consent.

### Public Safety

- **Road Safety:** A significant effect on road safety would arise either from the siting of the trading activity itself such as interference with sight lines for any road users or pedestrian crossings, or from customers using, visiting or leaving the site;
- **Accidents:** Where there are concerns over the recorded level of personal injury accidents in the locality where the street trading activity will be sited;
- **Traffic Orders:** There is a conflict with traffic orders such as waiting restrictions;
- **Access:** The site or pitch obstructs either pedestrian or vehicular access, or traffic flows, or places pedestrians in danger when in use for street trading purposes;
- **Obstruction:** The trading unit obstructs the safe passage of users of the footway or carriageway;
- **Food Safety:** the trader has failed to meet adequate food safety/hygiene standards.
- **Health and Safety:** the trader has breached or failed to meet any health and safety standards

### Public Nuisance

- **Loss of amenity:** There would be a significant loss of amenity caused by traffic, noise, rubbish, potential for the harbourage of vermin, odour, or fumes;



## General

- **Commodity duplication:** That within the proposed pitch location, there are already traders or businesses offering the same service or providing the same principal food/commodity during the hours the consent is applied for. This is to ensure a diverse offering of services. (subject to grandfather rights). Competition issues will not be a consideration;
- **Unit unsuitability:** The trading unit is not considered to be suitable in style or in keeping with the location(s) requested.
- **Fees:** In the case of a renewal application the previous year's fees have not been paid.
- **Complaints:** The consent holder has been the subject of a serious substantiated complaint or multiple substantiated complaints relating to public safety and/or public nuisance as detailed above.
- **Suitability of applicant:** This Licensing Authority will only issue a street trader consent to an applicant which it considers to be 'fit and proper' to hold a consent i.e., they have not disclosed any convictions that would bring into question their suitability to be issued a licence and has the right to work under UK immigration law,
- Where the applicant has disclosed convictions which would bring into question their suitability to be issued a street trading consent, then the application will be referred to a Licensing Panel for determination. All applications will be determined on their own merit.

## 9. Consultations

On receipt of an application for a static street consent, mobile street consent, layby trader, consented premises, or ad-hoc trading consent, street trader or Consented Premises, the Licensing Authority will consult and seek written observations from:

- Ward & Division Councillors
- Parish or Town Councils
- South Cambridge Council Environmental Health
- Cambridgeshire Constabulary
- Shared Planning Service
- Cambridgeshire County Council Highways

There will be a 21-day consultation period.

On receipt of an application for a Consented Premises Trader ~~or transfer of a consent,~~ only Cambridgeshire Constabulary will be consulted for a 7-day period.

Representations must relate to relevant considerations detailed within the "Grounds for Representation, Revocation or Refusal" at section 8.

Where the consent holder has satisfied paragraph 16 of this Policy, there will be no requirement for consultation where a renewal/continuation application has been submitted.

## 10. Application requirements

### a. Static street consent, mobile street consents, layby traders, and Mobile Consents and Consented Premises Trader Consent and ad-hoc trading.

An applicant must be 17 years of age or above.

All applications for the grant of a new ~~Street Trading~~ Consent site must include:

- (a) Completed application form ~~and associated paperwork.~~
- (b) Where the proposed trading is from a specified location, a location plan showing the proposed location of the street trading site. This map should clearly identify the proposed location by marking the site boundary with a red line.
- (c) Where the application is to trade on private land (which is not licensed as a Consented Premises) written confirmation of authority to trade on the land.
- (d) Where the proposed trading is on a mobile basis, a list of the trading location(s) with a site plan (in the case of mobile ice cream traders, the names of the streets/parishes will suffice).
- (e) Specification of the vehicle/stall/unit, together with colour photographs showing any signage. If the vehicle/stall has not been constructed the submission of supplier drawings/brochure is required.
- (f) Valid insurance certificate for at least £5,000,000 public liability (and if required, employers' liability) cover.
- (g) Where the trader will access and use a Council owned electricity supply a fee will become payable as detailed in the fee schedule.
- (h) A copy of Food Standards Agency (FSA) food hygiene rating score of 3 or more. (In the case of new applicants/units who have submitted a food registration and awaiting EH food hygiene inspection, you will be allowed 28 days to acquire a FSA food hygiene rating of 3 or more (failure to do so will result in revocation of the consent.)
- (i) A copy of food hygiene training certificates for all staff involved in the preparation of food (minimum accredited Level 2 food hygiene certificate).
- (j) Proof of Right to work in the United Kingdom for the applicant and any assistant(s)
- (k) One passport sized photograph of applicant and any assistants
- (l) Copy of the vehicle(s) MOT certificate and insurance.

### b. Consented Premises

An applicant must be 17 years of age or above and have the legal right to occupy the premises.

All applications for the grant of a new street trading consent site must include:

- (a) Completed application form.
- (b) A location plan showing the proposed location of the street trading site. This map should clearly identify the proposed location by marking the host premises site boundary/land in the ownership of the host premises with a red line.
- (c) Valid insurance certificate for £5,000,000 public liability cover.

### **c. Consented Premises Trader**

An applicant must be 17 years of age or above.

All applications for the grant of a new Consent site must include:

- (a) Completed application form.
- (b) Specification of the vehicle/stall/unit, together with colour photographs showing any signage
- (c) Valid insurance certificate for at least £5,000,000 public liability (and if required, employers' liability) cover.
- (d) A copy of FSA food hygiene rating score of 3 or more. (In the case of new applicants/units who have submitted a food registration and awaiting EH food hygiene inspection, you will be allowed 28 days to acquire an FSA food hygiene rating of 3 or more (failure to do so will result in revocation of the consent.)
- (e) A copy of food hygiene training certificates for all staff involved in the preparation of food (minimum accredited Level 2 food hygiene certificate).
- (f) Proof of Right to work in the United Kingdom for the applicant and any assistant(s)
- (g) One passport sized photograph of applicant and any assistants
- (h) Copy of the vehicle(s) MOT certificate and insurance.

## **11. Grandfather Rights**

~~Previously, street trading did not apply to the whole of the District, which resulted in some street traders operating in areas with the consent of the local Parish or Town Councils. To support those traders coming under the new regime, the Council has introduced grandfather rights for those traders who will now fall under the regime, and traded up to the period ending 1 March 2022.~~

~~The trader will have the right to retain their pitch(es) position subject to basic safety principles being adhered to.~~

~~For traders falling within the "grandfather rights" criteria, a grace period of up to six months (from commencement of the new Policy) will be permitted to allow a trader to submit their application for a street trader consent. This will provide the time to address all requirements of the regime and~~

~~obtain all necessary documents for the application. A full application for a street trader consent must be submitted by no later than 30 September 2022. Provided the above requirements are met, the applicant would also benefit by way of a 50% fee reduction for the first application fee. After this period, no other special exemptions will apply. There will be no reduction in relation to Consented Premises fees.~~

## **112. Determination of an Application**

Where an application has not been subject to representation, the consent will be issued under delegated authority.

Where an applicant is not considered “fit and proper”, or where valid representations have been received against an application, the application will be referred to the Licensing Panel for determination. There is no formal right of appeal against refusal of an application following the Panel decision.

When determining an application for the grant renewal or revocation of a Street Trading Consent, the Panel may:

- (a) Grant consent to the applicant as applied for.
- (b) Grant consent to the applicant subject to modifications to the days, times or locations on which trading may take place; attach additional conditions to the consent.
- (c) Refuse to grant the Consent.

## **123. Duration of Consents**

A street trading consent may be issued for a period not exceeding 12 months from the 1 April to 31 March. Any new consents will be issued pro-rotta based on the number of months remaining until 31 March.

## **134. Transfer of Consent**

A Consent may not be transferred or sold.

## **145. Surrender of Consent**

A Street Trading Consent may be surrendered at any time. It shall then cease to be valid.

## **156. Renewal/Continuation of Consent**

An application for renewal ~~should~~ **must** be submitted no later than 4 weeks prior to the expiry date of the current Consent. ~~Renewal applications made after this date will not be valid and a new application will have to be made.~~ No trading may take place until the new Consent is issued.

Provided the application has been correctly submitted with the required fee, and evidence of public liability and public indemnity insurance cover of not less than £5 million, then the consent will be automatically renewed provided that:

- the application is under exactly the same terms as existing i.e. location, times, and commodities.
- the consent conditions and key considerations have continued to have been met.
- there have been no substantiated complaints about the existing street trader or host premises.
- no enforcement action has been taken against the consent holder or persons working for the applicant.

If the criteria above have not been met, then the renewal will be subject to the same consultation procedure **and fee structure** as per a new application.

### **167. Pitch closures**

Where a street trading consent pitch has to be withdrawn for a temporary period for reasons beyond the direct control of South Cambridgeshire District Council, e.g., roadworks, road relaying etc. no fee in whole or part of shall be refundable.

### **178. Non-payment of Fees**

Where a consent has expired due to non-payment, the pitch will become immediately available to others to apply for.

### **189. Revocation of a Consent**

Where a consent holder has either;

- failed to meet, or breached, the conditions of the consent, or;
- failed to adhere to the key considerations when determining an application, or;
- met any of the grounds for representation, refusal, or revocation, or;
- been subject to a substantiated serious complaint, or multiple substantiated complaints relating to criteria within public safety and/or public nuisance above.

The matter will be referred to the Licensing Panel, who may determine it necessary with regards to promote public safety and/or prevent nuisance or annoyance to affected parties;

- i) To add additional conditions to the consent.
- ii) To modify the days, times or locations on which trading may take place; attach additional conditions to the consent.
- iii) To revoke the consent.

## **1920. Conditions and Enforcement**

Standard conditions will be attached to Consented Premises and every street trading consent detailing the holder's responsibilities to maintain public safety, avoid nuisance and generally preserve the amenity of the locality.

Specific conditions will also be attached such as the days and hours when street trading is permitted, the goods, which may be sold, and the size of the pitch.

Failure to comply with conditions may lead to revocation or non-renewal of consent. Persons trading without a required consent may be subject to enforcement action in accordance with the South Cambridgeshire District Council Enforcement Policy.

A request to remove or vary a standard condition must be submitted in writing, and will be determined on its own merit by the Service Manager or Principal Officer.

## Appendix A

### Standard Conditions for Consented Premises

1. The Consent holder must ensure that only vendors holding a Consented Premises Trader consent issued by South Cambridgeshire District Council may occupy the site.
2. A written agreement to trade must be made prior to trading and must include agreement for arrangements for the disposal of waste and litter.
3. Only one trader may be on the consented area at any one time unless approval from the Licensing Authority has been given.
4. Details of all permitted traders including times and dates of trading, must be made available to the Licensing Authority on request within 48 hours.
5. The trading unit may not be left overnight on the consented premises unless approval from the Licensing Authority has been given.
6. If the holder of the consented premises is also the owner and operator of the trading unit, the Standard Conditions for Street Trading Consents must be met.

### Standard conditions for Street Trading and Consented Premises Traders.

1. A Street Trading Consent is valid only for the period, commodities and location(s) specified on the Consent.
2. The Consent holder must pay the fee in full prior to trading, unless agreed by the Council.
3. The Consent holder must ensure that the stall/vehicle is positioned only in the allocated space in the location(s) for which the Street Trading Consent is issued.
4. The Council must approve any changes to or replacement of the stall or vehicle prior to use.
5. The Consent holder must not carry on their trade in such a way as to cause obstruction of any street or endanger persons using the street or cause any nuisance or annoyance
6. The Consent holder's vehicle/stall must be kept in a clean, safe, and well-maintained condition
7. Every street trading vehicle/ stall must be removed from the site at the end of the trading day unless agreed by the Council.
8. Holders of a Mobile Street Trading Consent must not trade in one place for more than 4 ½ hours at a time, and not to return to the same site on the same day.
9. The Consent holder must ensure refuse originating from their trade is disposed of by a licensed waste carrier and must leave the site and its immediate vicinity clear of refuse at the completion of trading.

10. No water or waste material must be discharged on to the highway or any adjacent property.
11. When trading from a layby leave a maximum usable space permitting safe ingress and exit for vehicles.
12. No free-standing advertising, seating, tables, chairs, sunshades may be displayed without approval from the Council.
13. No device used in the reproduction or amplification of sound whilst trading must be audible beyond a distance of 5 metres from the trading unit.
14. The granting of this Consent does not imply the right to violate any order or prohibition or restriction made under the various Road Traffic Acts and Highway Acts.
15. The sub-letting of a Street Trading Consent location is prohibited unless agreed by the Council.
16. The Consent holder must be the principal operator and have day-to-day control of the stall/vehicle. The Consent holder may employ any other person to assist in operating the stall/vehicle.
17. The Consent holder must have and maintain a proper insurance policy against public liability and third-party risks. The minimum insurance cover must be £5,000,000 and must cover the operator's vehicle, or stall and any additional equipment under their control.
18. The Consent holder may terminate a Street Trading Consent by written notice to the Council.
19. Where gas cylinders are used a valid gas safety certificate is required to ensure the safety of all gas appliances.
20. Where the vehicle or stall has a 240-volt electrical system a valid electrical installation certificate is required.
21. In the case of hot food preparation, a serviceable fire blanket and suitable fire extinguisher/s must be provided at all times.
22. All staff involved in the preparation of food must hold a minimum accredited Level 2 food hygiene certificate.
23. The above general conditions, which apply to all Street Trading Consents, may be varied, having regard to a particular location. Additional conditions may be required and will be displayed and listed on the Street Trading Consent.