

## HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held  
on Tuesday 20 August 2024 at 7.00 pm at 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, 14/08/24

### AGENDA

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

- 1 **To receive apologies for absence**
2. **Declarations of interest**
  - 2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
  - 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
3. **To approve the minutes of the previous meeting on 17 July and the extra-ordinary meeting of 31 July**
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
  - 4.1 (5.2) Proposal that the Parish Council purchases top soil to level the area by the bollards <sup>(BC)</sup>
  - 4.2 Proposal that the Council considers the provision of paediatric pads in the defibrillator <sup>(JA)</sup>
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
  - 5.4 To note the Energy Certificate Rating of B for the Pavilion
6. **To consider any planning applications and decision notices and tree works applications \***
  - 6.1 Planning applications and appeals
    - 6.1.1 24/02731/cl2pd 1 Ellison Lane certificate of lawfulness to convert existing garage to habitable accommodation – for info only
    - 6.1.2 24/02679/HFUL 303b St Neots Road retrospective conversion of existing workshop and garage to annex – the Clerk, using delegated powers made no comment
  - 6.2 SCDC decision and appeal notices and correspondence
  - 6.3 Tree works applications
    - 6.3.1 24/0843/TTCA – 2 Sadler's Close
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>
  - 7.3 Highways Working Group Report <sup>(PJ)</sup>
    - 7.3.1 Proposal that the Council asks the Clerk to chase Tam Parry for the Hills contribution still to be received towards the St Neots PHFI uncontrolled crossings, Millers and Capstone
    - 7.3.2 Proposal that the Council asks the Clerk to chase Tam Parry and Hills for £7k for the new bus stop near Capstone
    - 7.3.3 Proposal that the Council asks the Clerk to chase Dan Brown of Hills to provide two new village map boards as previously agreed
    - 7.3.4 Proposal that the Council asks the Clerk to chase BB for their survey report and valuation
    - 7.3.5 Street lighting questions as to whether the £15k street lighting contribution has been spent and whether the lighting will be added to the lighting contract <sup>(PJ)</sup>
8. **To consider any correspondence/communications requiring formal noting by or a decision of the Council**
  - 8.1 Resident – request that the brambles encroaching on the pavement in Limes Road be cut back
  - 8.2 Resident – request for better lighting in the bus stop

\* 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/>

9. **Closure of meeting**

## REPORT TO HARDWICK PARISH COUNCIL MEETING ON 20 AUGUST 2024

Please note that this meeting will take place on a Tuesday due to non-availability of the Cabin on Wednesday.

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.
3. To approve the minutes of the previous meeting on 17 July and the extra-ordinary meeting on 31 July - attached
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**

4.1 (5.2) Proposal that the Parish Council purchases top soil to level the area by the bollards  
Proposed at the last meeting. Cllr Coxall to report.

4.2 Proposal that the Council considers the provision of paediatric pads in the defibrillator <sup>(JA)</sup>  
The supplier has written:  
“As far as I can see, we do not supply paediatric pads to you.  
You are currently paying £1 per day; paediatric pads are supplied at £1.10 per day.  
If you are interested in having paediatric pads supplied by us, I can forward the query to Thomas who arranged your agreement, and he can go through the details of getting those organised for you?”

4.3 (4.5) Hill offer of public open space – to consider response  
“The attenuation basin is essentially a depression in the ground that is seeded with grass and other vegetation, the basin collects water in rainfall events. There is a head wall and pipe which discharges water into Callow Brooke at controlled greenfield rates as approved under the drainage strategy and the headwall and pipe will be the responsibility of the management company. We have attenuation basins on the majority of our development projects, and these normally get conveyed with the Public Open Space that they sit within as the management for them is similar, whether that is to Parish Councils or the management company as it keeps a consistent approach to the management and maintenance of these areas. This is something that we previously discussed with the Parish when undertaking the management plans which is why its included in land to be taken by the Parish.

Meridian Fields is a slightly different situation because the attenuation basin was already in existence before the residential development was built, and therefore the Parish do not manage it as its been dealt with alternatively due to its historic existence.

We hope that the Parish are still able to take the attenuation basin in the management set up, but should you need any additional information on the basin and the management of it, please do let me know.”

Kiran Bacon  
Trainee Development Surveyor, Hill

## 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

The Clerk has used delegated powers to:

- Accept a quotation from British EPC Ltd for £295.00 plus VAT to carry out an energy survey at the Pavilion.

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  
Attached.

5.4 To note the Energy Certificate Rating of B for the Pavilion

The draft certificate has been received. Once the Parish Council has paid the invoice it will be formally registered and the final certificate issued.

## 6. **Planning**

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 None at the time of writing.

6.2 SCDC decision and appeal notices and correspondence

6.2.1 24/01974/HFUL – 10 Quince Road – Single storey side extension – Permission granted by SCDC.

6.2.2 24/00619/CONDA – 25 Limes Road – Submission of details required by condition 3 (arboricultural method statement and tree protection plan) of planning permission 24/00619/HFUL – Condition discharged in full.

6.2.3 24/00994/CONDA – 26 Main Street – Submission of details required by conditions 3 (Buttresses) and 4 (Brick sample) of listed building consent 24/00994/LBC – Condition discharged in full.

Other to note:

SCDC has written regarding the shipping containers in St Neots Road:

“I carried out a site visit recently and confirmed the owners have not complied.

I have been instructed to serve the owners with an enforcement notice for the removal of the shipping containers.

Please be advised that the notice is subject to an appeals procedure, as long as the recipient makes the appeal within 28 days of the notice being served.

I am in the process of getting this drafted before sending this to our Legal team and my Compliance Manager for authorisation to serve the notice.”

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/>

6.3.1 24/0695/TTCA – St Mary’s Church, Main Street

**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>

Cllr Rose writes “An architects brief was agreed by the Parish Council at its July meeting and this has now been sent to three architects/designers inviting them to submit proposals by Tuesday 10th September.

MUGA

The budget for the community centre was set at £1.4 million to allow some of the funding (say £100k which is approximately the s106 funding for community sports facilities), relating to sports, to be spent on refurbishing the MUGA with the intention of getting activities taking place there. There is also approximately £100k of s106 funds available for children's play area and part of the MUGA could be converted for children's play.

Nothing has been decided yet by the Parish Council relating to the MUGA and I have been researching what might be affordable. I have been in contact with

Hardwick Football Club

Hardwick Sports and Social Club

Hardwick Community School (via Alan West)

Sport England

Various contractors and their organisations

Marston Leisure Park

and I have visited sites in Histon and Marston Moretaine.

Alan West has also provided me with information he has obtained independently.

At some stage I will present my research to the Parish Council to provide ideas for use of s106 funding for the enhancement of the MUGA. The Parish Council can then decide if it wants to spend any money refurbishing the MUGA and if so on what.”

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 Resident – request that the brambles encroaching on the pavement in Limes Road be cut back  
“ Verges - the ones I struggle with walking to and from the school/shop are the pieces of land next to the recreation ground along Limes Road, I can no longer get a single buggy with a child holding on safely past the brambles. It's both ends opposite no 46 Limes Road and further along next to where I think the dog walk is, opposite Merton Walk.  
Unfortunately it's a problem that reoccurs every year.”

8.2 Resident – request for better lighting in the bus stop  
“I am wondering if anything could be done about the buss stop light at the top of road near hairdresser on side of bus shelter going into Cambridge so the bus can see people better specially during the winter early in morning when it dark or when dark around 4pm in evening , there been a occasion when buses have nearly gone or have gone past as they haven't seen people properly , I know they got that small light in each shelter , is there anything can be done to help this, so bus drivers see people better.”

8.3 CAPALC - Model biodiversity Policy  
Attached.

**9. Closure of meeting**

The next monthly meeting is scheduled to take place on Wednesday 18 September 2024.

# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Aug-24

## Summary of previous month

Balance brought forward **£1,830,468.18**

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

OPUS ENERGY STREETLIGHTING -184.34

### Misc credits

HSSC PAVILION RENT £1,500.00

NS&I BANK INTEREST 3,230.14

SCDC S106 ST NEOTS RD COMMUNITY TRANSPORT 3,324.06

### Total Adjustments

£7,869.86

Balance revised after adjustments

£1,838,338.04

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	£2,582.31	£9,668.87	-£7,086.56
Unity Trust Deposit Account	£442,729.62	£442,729.62	
Cambridge & Counties Bank	£393,026.11	£393,026.11	
NS&I Income Bond	£1,000,000.00	£1,000,000.00	
<b>Total</b>	<b>£1,838,338.04</b>	<b>£1,845,424.60</b>	<b>-£7,086.56</b>

## Expenditure for approval

SALARIES		973.91
X2 CONNECT	DEFIB SIGNAGE	58.92
LGS SERVICES	ADMIN SUPPORT	1465.06
THE CABIN	ROOM HIRE	21.00
BRITISH EPC	PAVILION ELECTRICITY SURVEY	354.00
RH LANDSCAPES	GRASSCUTTING	1068.00
KETTERING PLAYS SAFE	ROSPA WORKS	1294.80
CCC ARCHIVES	INCLOSURE AWARD RESTORATION	189.00
KETTERING PLAYS SAFE	EMERGENCY CALL OUT SWING CHECKS	£222.00

### Total expenditure

£5,646.69

Balance c/f

£1,832,691.35

## Notes:

\* Transfer of £30,000 completed on 6/8/24

HPC - Highways Working Group Report - 20:08:24

1	St Neots Road PFHI Uncontrolled Crossings Millers and Capstone	Clerk to chase Tam Parry for Hills contribution Still to be received? Estimate received from Evans/Josh CCC Highways Design & officer costs - £5,261 Safety audit costs - £1684 Construction cost - £72,859.93 Risk allowance (5%) - £3,643 VAT (20%) - £14,571.99 Total cost - £98,019.92 VAT will be refundable A query - LHI costs quoted on CCC web page. Unmanned pedestrian crossing costs 25K each
2	New Bus Shelter with internal lighting at West bound bus stop near Capstone	7K Hills contribution Clerk to chase with Tam Parry and Hills for 7K
3	LHI 21/22 East Entrance SNR	request to Evans/Josh for breakdown of costs to enable PC to consider options
4	Hardwick Liaison Meeting 20.06.24	Dan Brown of Hills to provide details on-going maintenance of new lights Capstone to Millers on SNR
5	Hardwick Liaison Meeting 20.06.24	Dan Brown of Hills to provide two new Village Map Boards as previously agree, Clerk to chase
6	Improved Lighting Millers - Camb Rd on SNR	Clerk to chase BB for their survey report and valuation
7	C2C mixed use cycle path	Bourn now approved will Hardwick have new cycle/pedestrian path along SNR - possible
8	3 lights at Church	Maintenance agreement to specify to include these lights
9	Junction Camb Rd/SNR proposed Traffic lights?	Response received from CCC Highways see attached. Highways WG will monitor this issue
10	Greenways Update	JD to report
11	Lighting Maintenance in Village Gen	See notes below
12		

## Item 9

### copy of my email to Josh 23rd July

Dear Josh

On behalf of our Highways Working Group, I requested the following to be spoken at our PC meeting 17.07.24. and I have been advised by our clerk that I should personally make a request to you, please see below the Agenda item and my additional comments for your consideration

*7.3.1 Junction Camb Rd / SNR Proposal that the Parish Council considers pressing highways for traffic lights at this point, public safety concerns have been voiced increased movement from the existing office units and the now the approval at 147<sub>(PJ)</sub>*

It can be noted that an electronic traffic system is proposed by the GCP at this junction but our proposal is to go further, could a traffic light system at this point be installed making the West bound and South bound set of lights pedestrian optional as this would provide safe access to the northern bus stop and safe access crossing Camb Rd, traffic lights could also help to slow the fast moving traffic along SNR.

I understand that the Greenways proposal is for 20mph in Hardwick village. I query could that be a hazard cyclist going from a 20mph zone into a 40mph zone along SNR surely a gradual uptake of speed would be much more desirable, could 30mph be considered for the Hardwick stretch of SNR. Just to give an example our MVAS at DSV location on SNR in the 40mph limit has recorded numerous vehicles exceeding the speed limit with at least one traveling in excess of 100mph.

Many thanks, Pauline, Highways WG - HPC

### Josh reply of 25th July

Hi Pauline,

Thank you for your email, we will discuss internally and get back to you as soon as possible.

Josh

## Item 11

Maintenance lighting in village

12 new lights at Capstone along SNR, 3 old SCDC light removed

3 new lights Hall Drive- Millers on SNR plus 1 old SCDC light (Phase 1 Condition 28)

3 new lights Main Street near Blue Lion, 2 old SCDC removed and replaced

Meridian Fields S106 - 15K Street Lighting Contribution - has this been spent?

**Will these lights be part of the new lighting maintenance contract?**