

## HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on  
**Tuesday 27 October 2015 in the School at 7.45 pm**

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

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



Gail Stoehr, Clerk 19/10/15

### AGENDA

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

1. **To approve apologies for absence**
2. **Declaration of interests**
  - 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 last meeting on 22 September 2015**
4. **Co-option to fill casual vacancy to consider any applications received**
5. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
  - 5.1 (6.3) Widening of access road to the new Church community hall – to consider the required process
  - 5.2 (8.2) Report on condition of notice boards and to consider any action necessary <sup>(JH)</sup>
  - 5.3 (8.3) Street lights – to consider whether any pruning of vegetation is required <sup>(JH)</sup>
  - 5.4 (9.0.2) a) Village plan report
    - 5.4.1 Proposal that the Council funds up to £1000 <sup>(SR)</sup>
    - 5.4.2 Request from the Village Plan Committee that the Parish Council approve a grant of £250.00, out of the £1000.00, thus enabling the Village Plan Working Group to manage its own finance and reduce the administration burden the Council
  - 5.5 Request Caldecote Speedwatch to use the speed camera
6. **To consider any correspondence / communications received**
  - 6.1 Resident – alleged subsidence from trees in Bramley Way
  - 6.2 Resident – alleged tree problem in Ashmead Drive
  - 6.3 Resident – alleged tree problems in Worcester Avenue
  - 6.4 Resident – request to cut back tree overhanging the pump
  - 6.5 District Cllr Chamberlain - fire damaged building corner of St Neots Road - to consider the Parish Council's support
  - 6.6 Anne Jones – Village sign missing plaque and request for WI plaque
  - 6.7 HSSC – pavilion guttering problems – to consider report from Coulsons
  - 6.8 SCDC - Hundred Houses Society notification of intention to sell 124 Main Street
  - 6.9 South Cambs Police – solutions to problem parking
  - 6.10 Greater Cambridge City Deal consultation on Cambourne to Cambridge better bus journeys
7. **To consider any planning applications and decision notices and tree works applications \***
  - 7.1 Planning applications
  - 7.2 SCDC decision notices – to note
  - 7.3 Tree works applications
8. **Members reports and items for information only unless otherwise stated**
  - 8.1 SCDC Scheme of Delegation <sup>(SR)</sup>
  - 8.2 St Neots Road Survey report <sup>(SR)</sup>
  - 8.3 Proposal that the Council appoint the Chairman to also write articles for Hardwick Happenings <sup>(SR)</sup>
9. **Finance, risk assessment and procedural matters**
  - 9.1 To consider any quotes for urgent work required because of risk
  - 9.2 To receive play areas and skate park inspection reports
  - 9.3 Annual Audit completion and to consider any comments or qualifications
  - 9.4 Pensions regulator – automatic enrolment
  - 9.4 To receive the financial report and approve the payment of bills
10. **Closure of meeting and items for the next agenda**

\* 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 on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

## CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 27 OCTOBER 2015

1. Apologies for absence – Cllr Humphries (reason given to the Clerk)
2. Declaration of interests –members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation ie to either speak or speak and vote.
3. To approve the minutes of the last meeting on 22 September 2015 – attached.
4. Co-option to fill casual vacancy – applications attached. Any late applications will be brought to the meeting.
- 5.1 (6.3)Widening of access road to the new Church community hall – to consider what steps are required Please refer to the paper on disposal of land in the last meeting papers (legal topic note entitled “Disposal and Appropriation of land by local councils”).  
Land Registry title deeds show that the access road is Chivers Land.  
NALC have advised –  
“The first point I would make concerns the status of the land. It is not clear if the land is registered village green. From the clerk’s email I am working on the basis that the Council would be disposing of the land in question to the church. The clerk refers to LTN 45 and is aware of the advertising requirements for disposals of village green and I will not repeat them.

S.16 (1) of the Commons Act 2006 provides that the owner of any registered village green may apply to the Secretary of State for the land (“the release land”) to cease to be so registered. Subsection (2) provides that if the release land is more than 200 square metres in area the application must include a proposal under subsection (3), that is, a proposal that land specified in the application (“replacement land”) be registered as village green in place of the release land. If the release land is not more than 200 square metres in area, the application may include a proposal under subsection (3). I understand that the latter applies. This will be relevant if the land is registered village green.

I advise generally that s.128 of the Local Government Act 1972 Act allows the Secretary of State to make a general consent in respect of certain land transactions by local authorities. This has been made in the form of the Local Government Act 1972 General Disposal Consent (England) 2003 and allows local authorities to dispose of properties at an undervalue where:

- a. the local authority considers that the purpose for which the land is to be disposed is likely to contribute to the achievement of any one or more of the following objects in respect of the whole or any part of its area, or of all or any persons resident or present in its area;
  - i the promotion or improvement of economic well-being;
  - ii the promotion or improvement of social well-being;
  - iii the promotion or improvement of environmental well-being;
- and
- b. the difference between the unrestricted value of the land to be disposed of and the consideration for the disposal does not exceed £2,000,000 (two million pounds).’

This is a matter for the Council and I cannot say whether the General Disposal Consent is applicable. In my view disposing of even a small amount of land is a disposal and the Council should seek a valuation before proceeding and not just gift the land to the church.

I do not think easements are relevant because the Council would be disposing of land not granting a right of way over it.

Jane Moore Solicitor”

#### 5.4 (9.0.2) Village plan report

##### **Hardwick Village Plan Working Group – Interim Report, September 2015**

The Working group was established following the Parish Council meeting on 25<sup>th</sup> August 2015.

At the time of formation, three independent residents and two Parish Councillors expressed an initial interest in developing a village plan.

The formation of the Village Plan working group was publicised by a posting on the closed Hardwick Village page on facebook. At the same time, a Village Plan website [www.hardwickplan.uk](http://www.hardwickplan.uk) was launched.

Twelve facebook users signified that they ‘liked’ the announcement. Using the website, one resident subsequently submitted a contribution for consideration during the planning process and two further residents emailed to express an interest in joining the working group.

The working group mounted a display at the St Neots Rd drop-in event on 3<sup>rd</sup> September which stimulated significant interest. Following this event, further residents have expressed an interest in joining the working group and/or provided contact details to participate in further surveys and consultative activities.

Eight volunteers have attended one of the two evening meetings that have been held by volunteers since the working group was formed.

At the time of writing, a total of eighteen residents have indicated a willingness to join the volunteer group.

In the last week (Google Analytics was enabled on the Village Plan website on 13<sup>th</sup> September), the website has received 34 hits from 26 distinct users, 6 of which were from mobile devices.

The next major milestone on our journey is a public meeting is scheduled for the evening of Tuesday 13th October in the hall at Hardwick CPS.

Planning for the public meeting is still in progress, however, present thinking is for four distinct activities:

1. An introduction with several speakers.
2. An interactive session in which members of the community will have an opportunity to contribute their ideas concerning the current strengths & weaknesses of Hardwick.
3. Election of a steering Committee.
4. Summary and closing remarks.

We are also hoping to have some static displays to set the scene and to stimulate thought and discussion during and after the event.

Clare Gibbons from SCDC has been asked for support both by delivering some materials for the event and a brief introduction to Community led planning (i.e. a slimmed down summary of her HPC presentation).

The District Councillor for Hardwick has also been invited to attend the event and to speak in support of the Village planning process.

##### **Funding**

Although the development of the Village Plan will be Community led, there are however, costs associated with organising community consultation events, printing materials, stationery, etc. for

which there is currently no budgetary cover. Other village plans have typically incurred costs in the region of £4k to £5k overall.

Given the nature of the plan development process and the benefits of securing participation from as much of the village as possible, it is felt that that it would be inappropriate and counter-productive to ask Village Plan volunteers to undertake the traditional fund-raising activities of jumble-sales, coffee mornings, etc. Instead, the focus should be on the process of encouraging contribution, participation and securing outcomes. This is not to preclude some limited fund-raising based on applying for sponsorship from local businesses, grant-applications, etc.

In terms of funding, items of expenditure that have been identified to date are:-

- Room hire for events,
- Stationery, refreshments and misc. expenses to support events, meetings, etc.
- Printing/reproduction costs for surveys, flyers, etc.
- Prizes for Competitions in support of Village Plan 'Marketing' and surveying.
- 'IT' costs such as domain registration and hosting, Skype, Drop-box, Survey Monkey.
- Report finalisation and printing.

As indicated above, the typical costs for Village Plan preparation are in the order of £4k to £5k. It may be possible to secure a proportion of the necessary funding through sponsorship and grant application. However, the Parish Council is asked to provide support to the working group by directly funding bookings of rooms for meetings and events and by providing initial seedcorn funding of £1k to allow the consultation and planning process to get underway.

## **Bottom Line**

**Since the last Parish Council meeting, the volunteer base has grown to eighteen.**

**There is now an established on-line presence.**

**An article about the Village Plan, publicising the Public Meeting will be published in the October edition of Hardwick Happenings.**

**The typical costs for Village Plan preparation are in the order of £4k to £5k.**

**It may be possible to secure a proportion of the necessary funding through sponsorship and grant application.**

**The Parish Council is asked to provide support to the working group by directly funding bookings of rooms for meetings and events and by providing initial seedcorn funding of £1k to allow the consultation and planning process to get underway.”**

### 5.4.1 Proposal that the Council funds up to £1000 <sup>(SR)</sup>

The Clerk reports that she has delegated power to spend on small items and the room hire for the Village Plan was £5.00. The Council had previously agreed to pay for room hire. At the last meeting I was however just checking that the Parish Council was also amenable to fund the imminent room hire requirement. Spending of £1000 for the Village Plan needs to be an agenda item so it is included on this agenda.

Request from the Village Plan Committee that the Parish Council approve a grant of £250.00, out of the £1000.00, thus enabling the Village Plan Working Group to manage its own finance and reduce the administration burden the Council

Malcolm farmer Treasurer writes *[() added by the Clerk]*

“The committee was formally elected at the Village Plan Meeting on Tuesday 13 October 2015. It would be helpful if the Parish Council could approve a grant of £250.00, out of the £1000.00 already approved, thus enabling the Village Plan Working Group to manage its own finance and reduce the administration burden yourself.

On behalf of the working group I have submitted receipts for (Martin Cassey for stationery from Staples) £183.72, (Betty Grimes for flyers) £36.00, (Betty Grimes for 2x cups of coffee and a cup of

hot chocolate for Betty Grimes, Martin Cassey and Simon Crocker)£6.90, (Anne Jones for refreshments) £53 04 totalling £279.68.”

- 5.5 Request Caldecote Speedwatch to use the speed camera  
Caldecote Parish council has agreed to consider funding £500 in its next budget. In the meantime Caldecote Speedwatch has asked if it may borrow the speed camera.

Other to for info only:

(9.1.1) Alarm Maintenance report on CCTV

Alarm Maintenance say “The works are for repairs required at this time. Regretfully we cannot guarantee that any other parts of the system, some of which are quite aged, will not fail. Inevitably there will be some further costs at some stage in the future, what we don’t know is when.”

6. Correspondence

Tree group report on the tree items - Cllr Humphries writes:

“Tony and I went to visit both sites in Hardwick on Saturday and have the following recommendations:

**15 Ashmead Drive** – The resident asked for the overhanging bushes to be trimmed back from the woodland area into her front garden and for the tree overhanging her extension to be cut back. Firstly the overhanging tree can be cut back by her to the boundary but the PC cannot pay for every overhanging branch to be removed. The 2 story extension is now nearer the woodland area and so nearer the tree.

The hedge in her front garden has a mixture of foliage from the woodland area and growth from her property. We would like to get advice from a tree surgeon because if we cut it right back to the boundary from her garden it will really look ‘skeletal’ and leave her outlook open through to the woodland area. We could reduce the height to 6ft all along but the result would be the same. Could you please write to her and ask her which of these options she would like and the view of the hedge might affect her neighbours too. Could we ask Acacia to suggest a solution please?

**9 Worcester Ave** - The trees are only really overgrown shrubs and Tony and I felt that they weren’t all that close to the property. She lives right next to a fenced compound owned by Anglian Water which has a dew pond in it. I suggest she approaches AW as this seems a possible cause. I have a photo to support our reasons.”

6.1 Resident – alleged subsidence from trees in Bramley Way

The report has been received from Acacia Tree Services who write:

Further to Cliff’s meeting with Tony Gill, I have pleasure in attaching Cliff’s brief notes to be used as bullet list / guidance for discussion with a structural engineer in order to establish if the trees have caused the movement to this property. The lack of external cracking would suggest other factors, which a structural engineer would be more qualified to comment on. We use Andrew Firebrace in Swaffham Prior, if that helps.

I do re iterate that our Condition and Hazard surveys relate to hazards from a health and safety view point with regards to the public use of these amenity trees, rather than specific cases in relation to property. Once results have been obtained from the structural engineer, we can then comment on remedial action if required.

I hope this is of some assistance to you.

Kind regards, Karen

Karen Cole

Office Manager

Acacia Tree Surgery Ltd

Report below:

Summary of site meeting with Tree Warden (Tony Gill) on 7 October 2015 regarding alledged tree damage to 33 Bramley Way, Hardwick

The house appears to have been extended possibly mid 1990s.

The structural engineers report indicates cracking to the interior only, and concludes the likely cause is rotation due to vegetation induced soil desiccation, and states there is no visible cracking to the exterior. I did not investigate for evidence of cracking, so assume there is none.

It is usual for exterior cracking to be evident when rotation towards vegetation is occurring with internal cracking replicating the external cracking.

It appears no form of monitoring has taken place; no trial pit holes were evident on the grassed area to the side of the property. I did not look over the boundary wall to see if any trial pits had been excavated within the garden, in the absence of exterior cracking no crack monitoring would have been necessary.

The Silver Maples that are within 7ms of the extension of the house are regarded by the National House Building Council, Building near Trees chapter 4.2 as moderate water demand species, as are the adjacent Hornbeams and Silver Birch. The soil type in the area is gault clay, highly shrinkable. The extension to the existing house will have been built to building regulation standards which should have accounted for adjacent trees/vegetation to reach maturity, foundation depth and design to a satisfactory standard.

I have no record of when cracking was first reported, however I assume it was this year as the structural report was dated August 2015. The last 2 – 3 years have not seen drought conditions or prolonged periods of extreme heat, therefore soil desiccation has not been a major issue.

The Silver Maple is not a suitable tree in close proximity to building due to the fact they are a broad spreading variety, and produce prolific re- growth when pruned back. This of course is an issue that has been exacerbated as the extension has now placed the tree in closer proximity. This is not the fault of the house owners, but that of the planners that allowed consent to be given.

In conclusion the long term retention of the two Silver Maples is questionable; the Hornbeams would benefit from the removal of these trees as they will suppress the slower growing trees. However, I assume a detailed structural investigation will take place of the foundation depths and will reflect the depth and design specified by Architect and inspected by the Local Authority Buildings Officer, and all other possibility of other causes are eliminated, for example temperature induced size changes, moisture induced size changes.

It is important that these investigations are carried out as all the houses in Hardwick are bearing on to gault clay. It is usual to see seasonal soil movement, swelling in the winter and shrinking in the summer. In genuine cases tree removal or substantial crown reductions are inevitable but it is important that other possible causes are investigated to avoid the precedent of tree removal for any cracking evident becoming the normal reaction.

Cliff Freed ~ 12 October 2015  
Acacia Tree Surgery

## 6.2 Resident – alleged tree problem in Ashmead Drive

A resident writes:

Further to my telephone conversation this morning, regarding the overgrown tree and the hedge at the front of the property. The property sides onto the wooded area between Ashmead and Sudeley.

The hedge at the front of the property was professionally trimmed about 10 years ago by the Parish Council tree contractors. Since then I have managed to trim the reachable branches, but the hedge is growing much higher and over growing into the garden and well into my boundary. There is also

one significant tree that is just at the side of my property and some of the branches are touching my house and it needs to be pruned or it will grow into the roof eaves.

As the tree and hedge originates from the woodland area and they have grown too large for me to manage, and as I have cut back for the last 10 years, I feel it is now for the Parish Council responsibility to have the hedge and the tree professionally cut down.

6.3 Resident – alleged tree problems in Worcester Avenue

I phoned you about trees in front and side of my house there seems to be an issue with them i have cracks appearing in the building i have lived in Hardwick for about nine months whe i brought the house in December 2014there was no cracks then i would if possible for some one to look at damage that is happening with thanks

6.4 Resident – request to cut back tree overhanging the pump

Would it please be possible for the large tree at the bottom of Pump Lane (overhanging the pump) to have some attention? It needs the lower branches taking out as when it rains it is very difficult to walk under without getting soaked. It also makes the area around the pump very dark.

6.5 District Cllr Chamberlain – fire damaged building corner of St Neots Road – to consider the Parish Council’s support

Cllr Chamberlain writes:

We may have a breakthrough in dealing with the fire damaged building on the corner of St Neots Road and Cambridge Road as there is a possibility that SCDC may issue a notice requiring the owner to demolish the building himself or alternatively the Council may do so and take a financial charge over the property itself in order to recover the cost of any work undertaken when the property is sold. We need as much support as possible and I would be delighted if, in the first instance, the Parish Council will write in support of action to remove this dangerous eyesore. Letters should be sent to Alistair Funge, Planning Enforcement Officer at SCDC with a copy to Councillor Rob Turner, Chairman of the Planning Committee.

I will write to the Editor of Hardwick Happenings and request that a note be placed in the next edition requesting any concerned residents, hoping for many, also write expressing their views. If we keep the pressure up on the Enforcement Team then I am very hopeful that we may see this derelict and dangerous eyesore removed.

6.6 Anne Jones – Village sign missing plaque and request for WI plaque

Anne Jones writes:

You may have noticed that the village sign has been removed.

I noticed some time ago that the post was rotten and many of the figures were broken, so contacted the Parish Council to suggest that it be repaired. After many months and much discussion at the Parish Council, it was agreed to go ahead and repair it. Tonio Callus, a carpenter from the village is undertaking the job and Jeff, my husband, is helping him this morning, as I write this email. He has also offered to repaint the figures on the sign too.

You may or may not be aware that the village sign was erected in 1989 to commemorate the 10th Anniversary of the formation of the Hardwick Community Association and was paid for jointly by the Parish Council, Community Association and the W.I. The brass plaque stating this has disappeared and should really be replaced. I am happy to follow this through, if the Parish Council wishes.

This year the National Federation of Women's Institutes celebrates 100 years and we have taken part in many events throughout the year. We in Hardwick W.I. would like to celebrate this milestone too and were wondering whether we can attach something to the village sign to commemorate 100 years of the W.I.

I realise that your next meeting is October 27th so please can this be put on the agenda.

Unfortunately, I am unable to make the meeting but I will try to send a representative on my behalf.

6.7 HSSC – pavilion guttering problems – to consider report from Coulsons

The Clerk used her delegated powers to get a temporary fix of the gutter at the front of the pavilion by the door at a cost of £287.00 plus VAT. Coulsons’ recommendation will be brought to the meeting.

6.8 SCDC – Hundred Houses Society notification of intention to sell 124 Main Street

We have been informed by Hundred Houses Society of their intention to sell 124 Main Street, Hardwick.

Housing Associations, as indeed the Council, have to maximise their assets and occasionally the sale of a property provides best value, i.e. the property may have high maintenance costs, difficult to let, etc.

With regards to the above property, this is a 3 bedroom semi detached house which was purchased off the shelf in 2005 to provide access via its back garden to build the scheme called Grace Crescent providing 28 new affordable homes. This scheme has now been built and Hundred Houses have concluded that there is no longer any sound economic argument for retaining the home within their asset portfolio. The principle reason for selling 124 Main Street is an economic one.

Although the Council wants to retain as much affordable housing in the District as possible, it realises that this has to be balanced with financial viability. As the property was originally bought solely for the purpose to enable the development of an affordable housing scheme and there is now an economic rationale for Hundred Houses Society to sell the property on, we would not have any objection to the sale.

I am therefore emailing you to inform you of this decision but if there are any special circumstances which you feel should be taken into account, please do let me know as soon as possible.

Kind Regards.

Julie.

**Julie Fletcher** | Head of Housing Strategy

## 6.9 South Cambs police – solutions to problem parking

Dear Parish Councillors

First of all let me begin by thanking you for attending our meetings to discuss the ongoing issues felt by your communities in relation to nuisance or inconsiderate parking. I do know there were a number that would have liked to have come but simply couldn't for a number of reasons.

The purpose of this email was to update those who couldn't attend and to remind those that did of what was said for further discussions in your meetings.

I recall that some of the parishes hadn't been represented at the Spring Policing Panel meetings and were unaware of why it had become necessary to have an additional conversation about parking.

At the panels Chief Inspector Sutherland gave an overview of where the Police felt we were in terms of reduced crimes in our neighbourhoods and the issues the Police faced in maintaining our focus with ever reducing resources. The Crime & Disorder Reduction Partnership 12 month priorities of protecting the vulnerable were explained as was how and why it was necessary to risk assess and prioritise how we would conduct our business over the next 12 months.

We took many questions from attendees and it's fair to say that there were several on issues of thoughtless and inconsiderate parking.

The Police position is clear. We cannot do what we have always done any longer. We will not prioritise action against nuisance parking unless there is a clear risk of harm coming to someone. The County and I review all incidents of collisions where there has been a fatality or serious injury to ascertain what can be done to prevent recurrence. There have been no such incidents in South Cambs in the past 12 months where visibility reduced by parked vehicles has been a significant factor.

The panel attendees asked us to consider what options were available to the community to deal with the problem for themselves. We discussed;

### 1. ***Could the Police provide a form of words on headed notepaper that could be printed and placed on offending vehicles.***

I do not support this;

Volunteers would be acting without support or the sort of protective equipment that PCs and PCSOs wear.

Some people become irrationally violent when they see strangers touching their vehicles.

There was a high likelihood of an ugly confrontation in the street – I would hate for a well-meaning volunteer to be assaulted because of a process that I put in place.

There is the possibility of allegations of criminal damage made against volunteers.

Potential for discord within the community.

One area thought they might still do this albeit they accepted they would need to come up with the format themselves and take appropriate precautions.

2. ***Could the Constabulary create a parking version of Speed Watch whereby we are sent an image of an illegally parked vehicle and we write to the RO.***

We cannot support this option;

We would be overwhelmed by images of vehicles which may not actually be illegally parked (waiting, actually still moving but doesn't appear so, not showing restrictions in images etc etc)

We would be overwhelmed by images of vehicles belonging to neighbours in the middle of neighbour disputes.

We might have to employ someone to administrate the checks, the letters and the subsequent complaints and appeals processes.

The use of PNC for this purpose might not be lawful – access to the data on the system is only accessible for a policing purpose and for each check the officer conducting the check is personally liable.

3. ***Could the County take over responsibility of parking as in our major urban areas.***

We approached DC. At this time there are no plans to take this on.

Enquiries with County reveal;

A Parking Enforcement Officer costs about £30k PA when taking into account salary, employment, administration, pension costs etc.

+ Office Costs

+ an appeals and admin process team

+ Vehicle

The County Council estimate a scheme for an area the size of SC would cost £150k PA. Initially this would need to be met by a rise in the precept.

Long term it might self-fund as unlike with Police, ticket revenue does not go direct to the Chancellor and can be used to self-fund the scheme. Long term you would all need to be sure that it could consistently issue 100+ tickets a week or inevitably there would have to be a rise in taxes. Personally I think that would be achievable initially but I doubt it would beyond six months.

Moving responsibility for parking enforcement to County is a legal process involving ministerial support. It would not be simple to reverse (I'm not sure it's ever been done) and once it's gone across Police/ PCSO cannot continue to issue tickets for offences other than obstruction.

4. ***Can Parishes buy a PCSO just to do parking complaints –Could we hire a PCSO on overtime.***

PCSO costs about the same as PEO with on costs too. Additionally they're over-qualified for the role of simply disrupting nuisance parking.

PCSO normally cost about £45 an hour if required for an event – this is partly due to administration costs.

An option may be the offer from the parishes of a conditional grant to a Community Parking Fund. This would allow the Constabulary to consume the administration costs and do its bit to help.

A grant of £1k would allow a PCSO to be deployed for 42 hours outside of their normal duties on voluntary overtime.

Some of the parishes are quite small and perhaps they could join a syndicate with others – we would prefer it not to be more than 4 to a syndicate and remain within the geographic Policing Panel Areas to make it manageable and give value.

We would recommend that the hours are spread over 6 months. This makes finding volunteers easier and also would tend to make the period of enforcement longer to potentially change behaviours.

Areas for attention should be determined by the parishes however ultimately discretion of whether to ticket or educate remains with the PCSO.

Would be managed by their area Policing Team and a breakdown of activity would be given to the parishes.

Revenue generated would not go to the Police or parishes but still go to the Chancellor.

Overtime would include travelling to the parish – the Constabulary would do its best to ensure the PCSO started at the local Police Station.

Should the PCSO be taken away for a major incident that time would not be deducted from the parishes' hours.

Can I ask that you take this information away to your meetings for further discussions. There is of course an unwritten option which is that you choose to do nothing and we stay as we are dealing with issues as we come across them but not prioritising parking as a day to day issue.

Can I ask that if you would like to discuss the Community Parking Fund as an option for your parish that you come back to us as early as you can in September please (I think a few of you have meetings mid-September so as soon as you reasonably can after would be great).

Kind Regards.

Richard.

T/Insp Richard Isley

Safer Neighbourhood Manager

Cambourne Police Station

If there is interest from your parish in the Community Parking Fund, please notify the PCSO for your village, myself or Inspector Isley ([richard.isley@cambs.pnn.police.uk](mailto:richard.isley@cambs.pnn.police.uk)) as soon as possible.

Many thanks,

PC 1477 Murphy, Cambourne Police Station.

#### 6.10 Greater Cambridge City Deal consultation on Cambourne to Cambridge better bus journeys

##### **Have your say – Cambourne to Cambridge – better bus journeys**

The Greater Cambridge City Deal is consulting on better bus journeys for the Cambourne to Cambridge area. The proposals aim to create speedy and reliable bus routes between Cambourne and Cambridge, including:

- Bus lanes on existing roads
- Bus-only routes
- New Park & Ride
- Pedestrian and cycling facilities

Find out more and have your say online at [www.gccitydeal.co.uk/cambourne-to-cambridge](http://www.gccitydeal.co.uk/cambourne-to-cambridge) by Monday, 23 November.

The information will also be on display at staffed exhibitions:

<b>St Neots</b>	Tue 27 Oct	10:30-13:00	Tesco Extra, Barford Road, PE19 2SA
<b>Bourn</b>	Wed 28 Oct	17:00-20:00	Village Hall, Short Street, CB23 2SG
<b>Coton</b>	Thu 29 Oct	18:00-20:00	Village Hall, Coton, CB23 7PL
<b>Cambridge</b>	Mon 2 Nov	17:00-20:00	Roger Needham Building, University of Cambridge, CB3 0RB
<b>Hardwick</b>	Tue 3 Nov	17:00-20:00	Primary School, Hardwick, CB23 7RE
<b>Cambourne</b>	Wed 4 Nov	16:00-19:30	The Hub, High Street, CB23 6GW
<b>Cambridge</b>	Tue 10 Nov	17:00-20:00	Lucy Cavendish College, Lady Margaret Road, CB3 0BU
<b>St Neots</b>	Wed 11 Nov	17:00-20:00	The Priory Centre, Priory Lane, PE19 2BH
<b>Papworth Everard</b>	Thu 12 Nov	18:00-20:00	The Vinter Room, Vinter Close, CB23 3RU
<b>Highfields Caldecote</b>	Wed 18 Nov	18:00-20:00	Caldecote Primary School, Highfields Road, CB23 7NX
<b>Cambourne</b>	Thu 19 Nov	11:00-13:30	Morrisons, Broad Street, CB23 6EY

In the meantime, please do not hesitate to contact us, should you require any further information.

Kind regards,

The Greater Cambridge City Deal team

7. Planning applications and decision notices and tree works applications – to consider any which are not listed on the agenda.
  - 7.1 Planning applications received – none at the time of writing.
  - 7.2 SCDC Decision notices
    - 7.2.1 S/0781/15/FL – Land R/O St Mary’s Church, Main Street – Replacement of temporary cabin meeting room, kitchenette and toilet facilities with a permanent church hall – Permission granted by SCDC.
    - 7.2.2 S/1549/15/OL – 18 Hall Drive – Erection of a single dwelling within the curtilage of 18 Hall Drive – Permission refused by SCDC.
    - 7.2.3 S/1831/15/FL – 19 Laxton Avenue – Two storey side extension – Permission granted by SCDC.
  - 7.3 Tree Works applications – none at the time of writing
8. Members’ reports and items for information only unless detailed
  - 8.1 SCDC Scheme of Delegation for information only<sup>(SR)</sup>

The consultation runs until 12 noon on 28 October 2015.

### **Background**

South Cambridgeshire District Council operates an adopted scheme of delegation which sets out the range of decisions that designated officers can make on behalf of the Council. In terms of planning proposals and associated applications, the majority are delegated to designated officers without the need for referral to Planning Committee, where the decision is voted upon by elected Members.

Delegated decisions are carefully considered by the case officer who outlines their recommendations, and reasons behind the recommendations, in a balanced delegated report, which is checked by a designated officer before a decision is agreed and issued.

A scheme of delegation should allow for to be made in good time, in line with statutory target dates, and for the Planning Committees to concentrate on the most contentious and significant proposals.

### **What types of applications are dealt with by an officer under delegated powers?**

Most planning related applications are dealt with under delegated powers and it is the intention of the Council, in the interests of efficiency and effectiveness, that at least 95% of applications received are determined under this process.

Authorised officers do not always use their delegated powers; consideration is given to issues raised by local members and parish councils, so that decisions of wider public interest are taken at the Planning Committee.

### **What changes are proposed?**

Under the proposed new scheme, all applications will be dealt with under delegated powers unless:

- A Local Member writes, or emails a request for a particular application to be considered by Planning Committee giving sound planning reasons and setting out why committee consideration is necessary and the request is accepted by the Chairman of Planning Committee in consultation with designated officers. The request should be made within 28 days of the date of registration of the application, or within 14 days of receipt of any subsequent significant amendment to a current proposal.
- An application is made by an elected Member or an officer of the Council, or a household member of either of such persons, and representations objecting to the application have been received (delegation is still permitted if the application is refused);
- If approved, the matter would represent a significant departure from the approved policies of the Council (officer delegation is still permitted if the departure from policy would not conflict substantially with the aims and objectives of the policy or the application is to be refused). For these purposes significant departures are defined as a development which requires referral to the Secretary of State;
- Any ‘Major’ or ‘Minor’ application relating to the Council’s own land or development where representations have been received against the proposal;
- The application is for the demolition of a listed building or a Building of Local Interest;

- The application is one that in the opinion of officers, in consultation with the Chairman and Vice-Chairman, should be determined by Committee because of special planning policy considerations, the complexity of the application, the application is of significant and / or strategic importance to an area beyond both the specific site and parish.

The full report above the proposed changes to the Scheme of Delegation can be read at: <http://scambs.moderngov.co.uk/ieListDocuments.aspx?CId=1059&MId=6529&Ver=4>

**What’s different?**

The current scheme lists the matters to be delegated. The proposed new scheme allows for all decisions to be delegated other than those listed above. The proposed new scheme would not give an automatic referral to Planning Committee of those major or minor applications where the parish council’s concerns cannot be addressed through a planning condition or where those concerns are not based on sound planning reasons.

**Why are the changes proposed?**

It is good practice to keep the scheme of delegation under review. In this proposed format the scheme can readily accommodate any changes the government may introduce e.g new prior notifications.

It gives greater clarity over the role of district councillors and parish councils and provides a simple process that is robust from challenge.

It will allow the Planning Committee to focus on the more significant and/or contentious cases.

**Will a Parish Council be able to request that an application is considered by Planning Committee?**

Yes. This does not change. Parish Councils will still be able to make a request via their District Councillor.

All District Council members would retain the ability to call in at the end of the consultation period any application to the Planning Committee, subject to the Chairman’s agreement upon the planning reason for doing so. This should enable local district and parish council members to work more closely together in representing local community views.

**Consultation Questions?**

We are keen to hear your views on these proposed changes.

**1. How can parish council, district councillors, officers and Planning Committee work together better in making planning decisions?**

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**2. Do you foresee any practical problems with the proposed changes?**

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**3. Should the Chairman of Planning Committee have the ‘ final say’ over which cases are considered by Committee?**

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**4. Are there more efficient ways that planning decisions can be delegated?**

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**5. Any other comments?**

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All responses should be emailed to: [tony.pierce@scambs.gov.uk](mailto:tony.pierce@scambs.gov.uk) by 12noon on 28<sup>th</sup> October 2015. Thank you

**Next Steps**

All responses received will be considered by the Planning Portfolio Holder at his next meeting on 17<sup>th</sup> November and a recommendation will then be presented to Full Council on 26<sup>th</sup> November 2015.

**Queries**

If you have any queries, please get in touch with either:

Tony Pierce – Interim Head of Development Management. [Tony.pierce@scambs.gov.uk](mailto:Tony.pierce@scambs.gov.uk) 01954 713165 or Jane Green – Head of New Communities. [Jane.green@scambs.gov.uk](mailto:Jane.green@scambs.gov.uk) 01954

8.2 St Neots Road survey report

Attached are the final survey responses; there were 22 responses that had not been processed earlier as they were with Martin Cassey for him to take details of village plan volunteers.

8.3 Proposal that the Council appoint the Chairman to also write articles for Hardwick Happenings <sup>(SR)</sup>

9. Finance report – attached.

9.3 Annual Audit completion and to consider any comments or qualifications

The audit has been completed by Littlejohn and there were no comments or qualifications. The end of audit notice has been published on the notice board and will remain for the required two weeks.

9.4 Pensions regulator – automatic enrolment

The Pensions Regulator has written “The law on workplace pensions has changed. Under the Pensions Act 2008, every employer with staff in the UK is required to automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. Your staging date is 1<sup>st</sup> February 2017. This is the date the law comes into effect for you.

Key steps –

Find out who to enrol

<http://www.thepensionsregulator.gov.uk/employers/check-who-you-need-to-enrol.aspx>

Check that your payroll processes work for automatic enrolment

Choose a pension scheme

Raise awareness amongst your staff

Information on all of these key steps can be found in our

[step-by-step guide to automatic enrolment](#)

Start your preparations now. Use our [planning tool](#) to help you find out what steps you’ll need to take to prepare, when to take them and approximately how much time to allow.”

Enrol My Staff has a list of pension providers (*but not advice on which one to use*)  
can be obtained from <http://www.enrolmystaff.co.uk/>

NB the Clerk is an “entitled worker”

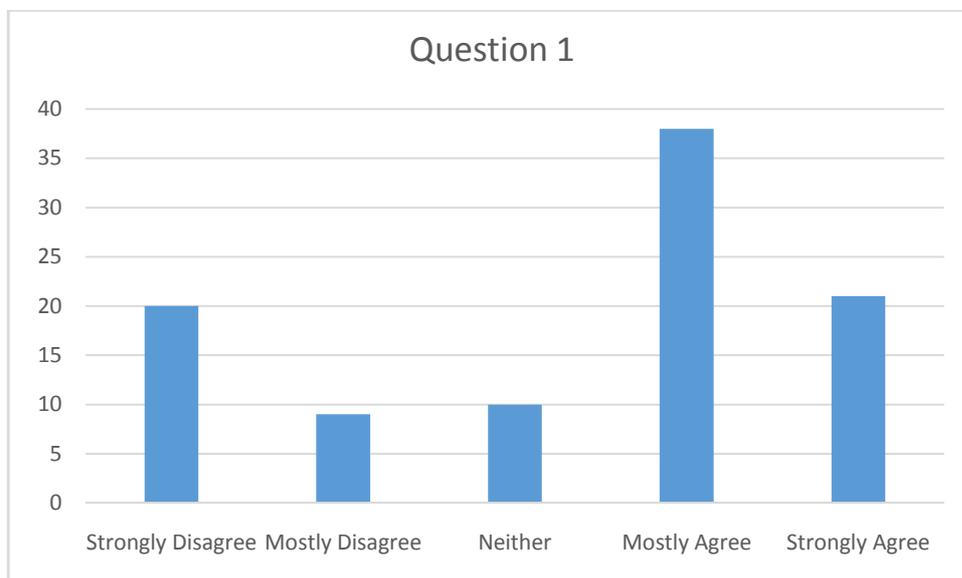
The Clerk advises the Council to seek advice from an independent pension advisor.

10. Closure of meeting and items for the next agenda

## St Neots Road Survey

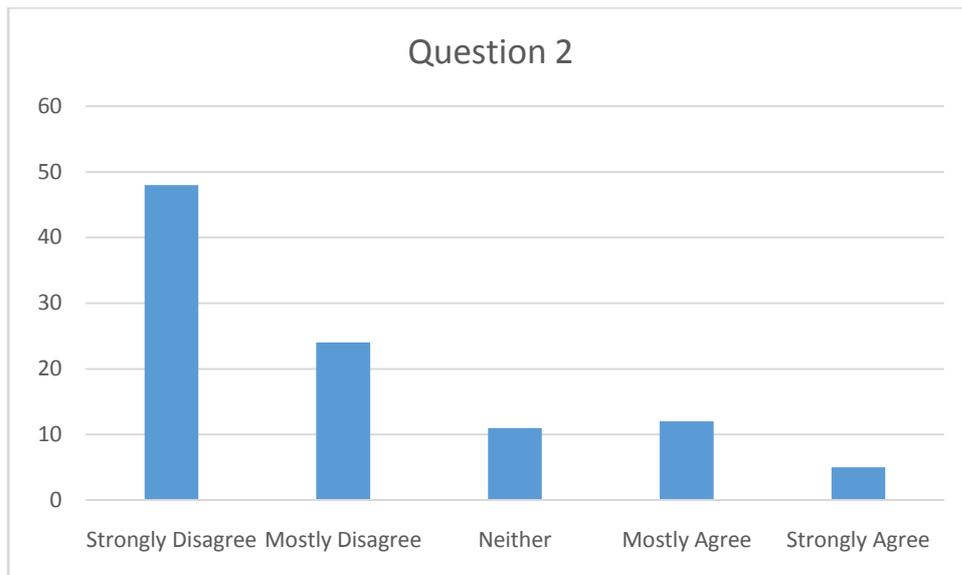
**Question 1** – Do you agree that the proposed new housing development at St Neots Road should go ahead subject to meeting planning obligations?

Question 1	Responses
Strongly Disagree	20
Mostly Disagree	9
Neither	10
Mostly Agree	38
Strongly Agree	21



**Question 2** – Do you agree with the traffic planners that the St Neots Road development will not cause additional traffic problems in the village?

Question 2	Responses
<b>Strongly Disagree</b>	48
<b>Mostly Disagree</b>	24
<b>Neither</b>	11
<b>Mostly Agree</b>	12
<b>Strongly Agree</b>	5



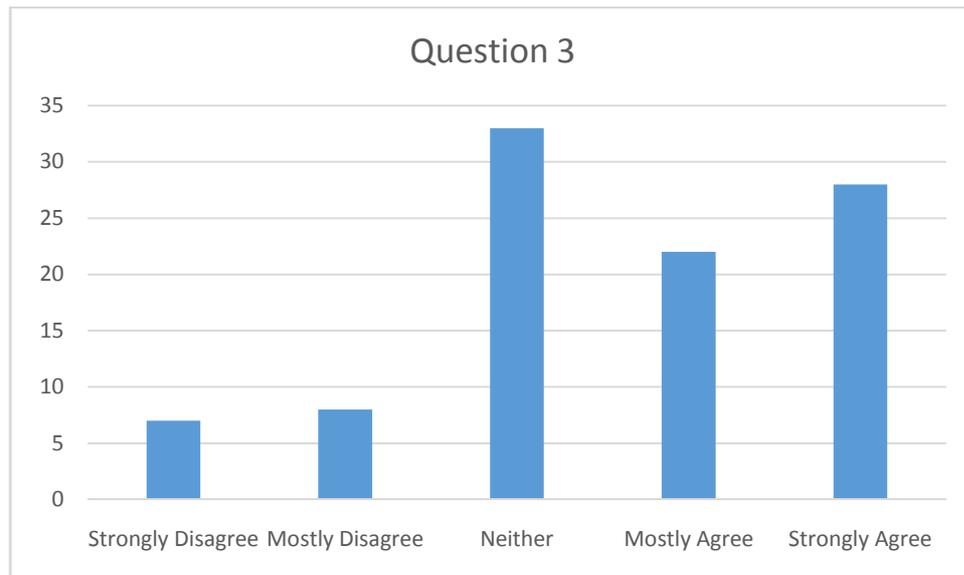
<b>Traffic Additional:</b>	
Traffic by the shop is currently a concern	23
Additional Traffic may cause new issues	39

**Other Notes:**

- Potholes on roads need improving
- ST Neots road by A428 roundabout is too dangerous
- (ID 58) 215 new houses will create 400+ additional vehicles within the village. Cambridge Road/St Neots road junction already dangerous and congested at peak times. Village traffic already using Hall Drive as a rat run. Hall Drive is privately owned and maintained. Why should residents fund the maintenance for the extra usage created by 215 new homes?

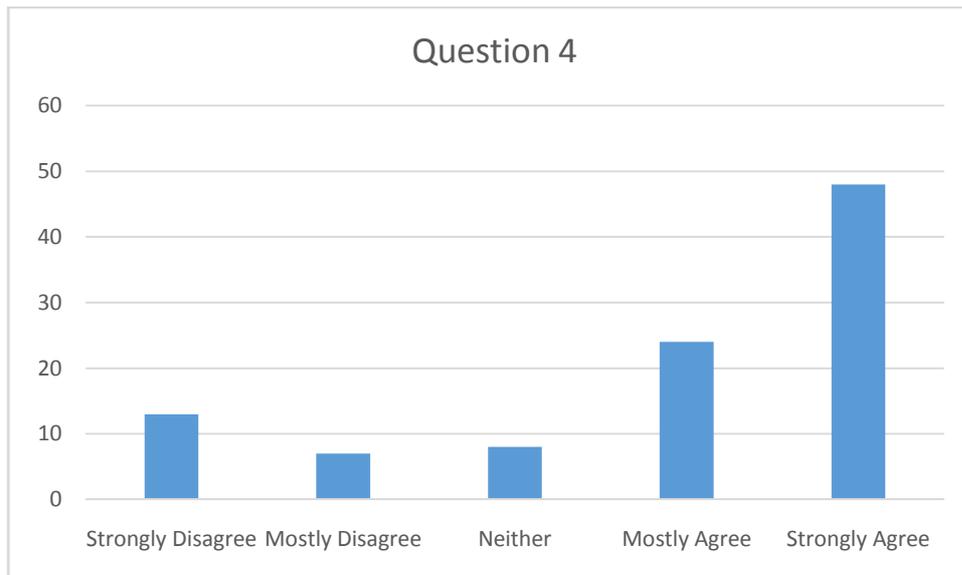
**Question 3** – Do you agree that there should be more pre-school facilities in the village?

Question 3	Responses
Strongly Disagree	7
Mostly Disagree	8
Neither	33
Mostly Agree	22
Strongly Agree	28



**Question 4** – Do you agree that there should be a doctor’s surgery in Hardwick?

Question 4	Responses
Strongly Disagree	13
Mostly Disagree	7
Neither	8
Mostly Agree	24
Strongly Agree	48



<b>Doctors Surgery Additional:</b>	
<b>Comberton and Bourn are stretched to the limit</b>	15
<b>Sceptic over feasibility – NHS will not put a surgery in Hardwick</b>	15

Questions Raised:

Will the Doctors surgery be independent to the ones in Comberton, Bourn, and Eversden?

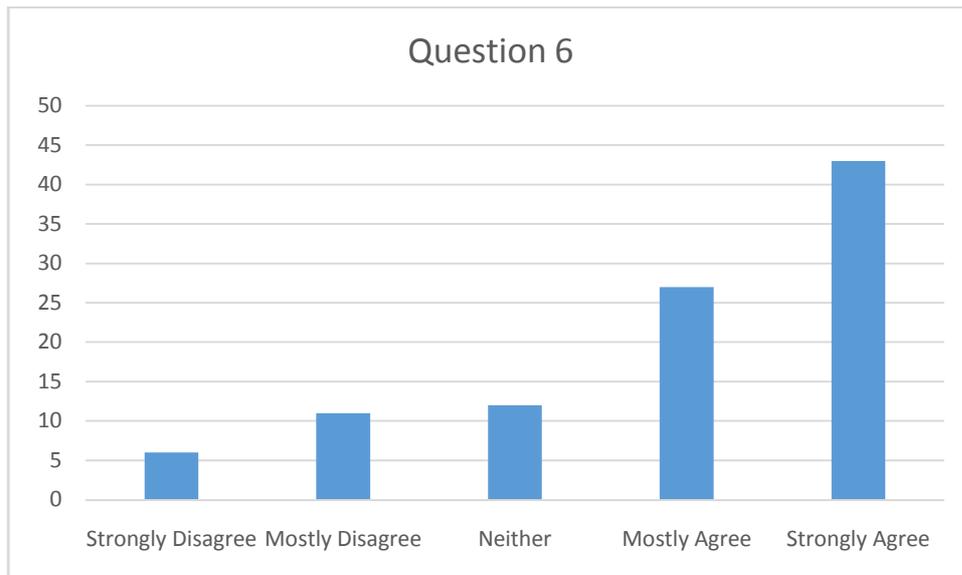
**Question 5** – Would you likely register with a new doctor’s surgery based in Hardwick if one was started in the village?

<b>88 Responses</b>
<b>No: 27.27%</b>
<b>Yes: 72.73%</b>

Other Notes: Many residents who stated ‘no’ cite their existing doctor as the reason for them not to move to a local surgery.

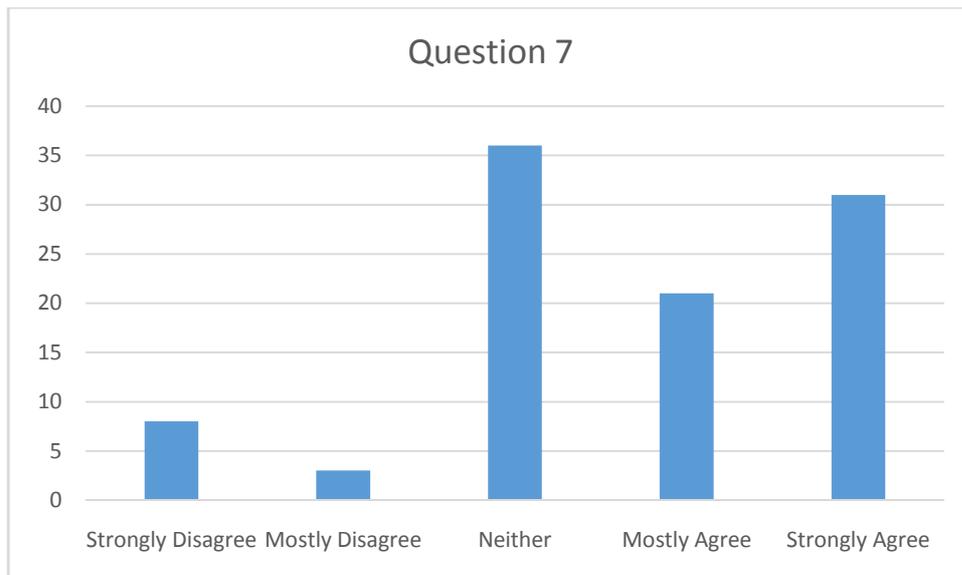
**Question 6** – Do you agree that a multi-purpose community centre is needed in Hardwick?

Question 6	Responses
<b>Strongly Disagree</b>	6
<b>Mostly Disagree</b>	11
<b>Neither</b>	12
<b>Mostly Agree</b>	27
<b>Strongly Agree</b>	43



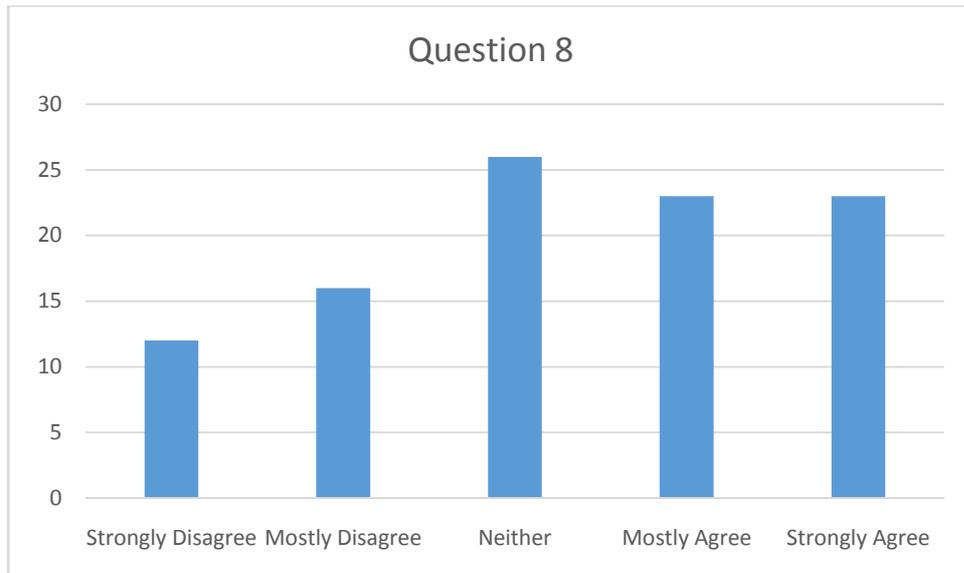
**Question 7** – Do you agree that the number and quality of sports pitches, the facilities for match officials and storage for sports related equipment in the village needs to be improved?

<b>Question 7</b>	Responses
<b>Strongly Disagree</b>	8
<b>Mostly Disagree</b>	3
<b>Neither</b>	36
<b>Mostly Agree</b>	21
<b>Strongly Agree</b>	31



**Question 8** – Do you think that additional retail or food/drink outlets should be provided in Hardwick?

Question 8	Responses
<b>Strongly Disagree</b>	12
<b>Mostly Disagree</b>	16
<b>Neither</b>	26
<b>Mostly Agree</b>	23
<b>Strongly Agree</b>	23

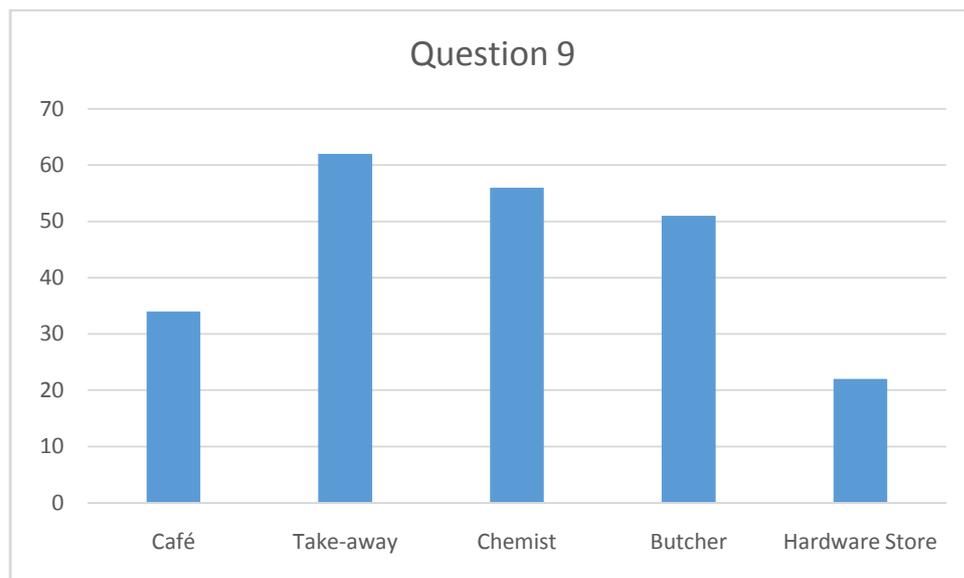


**Other Notes:**

- Many residents don't want new facilities to take business away from existing facilities such as Madingley Mulch, the village shop, or the café by Pet Paks
- Some respondents would like to see a café that caters to young people

**Question 9** – Please indicate which facilities you would probably use if they were available in Hardwick:

<b>Question 9</b>	<b>Responses</b>	<b>Of Respondents</b>
<b>Café</b>	34	34%
<b>Take-away</b>	62	62%
<b>Chemist</b>	56	56%
<b>Butcher</b>	51	51%
<b>Hardware Store</b>	22	22%



<b>Q9 - Other suggestions</b>	
<b>Restaurant</b>	4
<b>Bakery</b>	6
<b>Dentist</b>	3
<b>Greengrocers</b>	3
<b>Fish-n-chip shop</b>	2
<b>Charity Shop</b>	1

**HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT**

Oct-15

**Summary of previous month**

**Balance brought forward** **£167,504.41**  
**Adjusts/transfs/inc during period**

**Expenditure approved at last meeting/between meetings**

RPM	PLAY EQUIPMENT REPAIRS	-216.00
RPM	PLAY EQUIPMENT REPAIRS	-2,304.00
PKF LITTLEJOHN	AUDIT	-360.00
LGS SERVICES	ST NEOTS RD SURVEY	-90.00
CALDECOTE & HARDWICK CAR SCHE	S137	-200.00
ZURICH	INSURANCE	-1,798.10

**Misc credits**

SCDC	PRECEPT	25824.50
ROTHWELL CARPETS	HH ADVERTISING	63.00
B VINCENT	HH ADVERTISING	118.80
D DOVE	HH ADVERTISING	16.50
ASHCROFT VETS	HH ADVERTISING	79.20
NS&I	INTEREST	29.73
J WILDERSPIN	HH ADVERTISING	44.00
D SEARLE	HH ADVERTISING	79.20
K ALLEN	HH ADVERTISING	44.00
STEPWISE FOOTCARE	HH ADVERTISING	68.40
H BAKER	HH ADVERTISING	22.00
SE DAVEY	HH ADVERTISING	44.00
W MCMAHON	HH ADVERTISING	44.00
IRENA SPENCE	HH ADVERTISING	104.40
MADINGLEY MULCH	HH ADVERTISING	118.80
UNIVERSITY OF CAMBRIDGE	HH ADVERTISING	79.20
J KIRBY	HH ADVERTISING	44.00
CAMBRIDGE INTERIORS	HH ADVERTISING	44.00
HSSC	RENT	875.00
CAMBS & COUNTIES BANK	INTEREST	1292.51

*Total Adjustments* 24067.14  
 Balance revised after adjustments £191,571.55

**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Current Account	72,566.05	83,441.11	-10,875.06
Business Account	546.44	546.44	
Cambridge Counties Bank	90,459.06	90,459.06	
Bonds	28,000.00	28,000.00	
<b>Total</b>	<u>191,571.55</u>	<u>202,446.61</u>	<u>-10,875.06</u>

**Expenditure for approval**

£

COULSON	PAVILION REPAIR	344.40
R CASSEY	WEBMASTER	110.00
SCDC	ELECTION FEES	1991.21
GROUNDS BY ROUNDS	GRASS CUTTING	675.30
VICTOIRE PRESS	HARDWICK HAPPENINGS	685.00
	SALARY	227.97
LGS SERVICES	ADMIN SUPPORT	1340.81
LCPAS	TRAINING	25.00

*Total expenditure* 5399.69  
 Balance c/f £186,171.86

**Notes:**

*Late invoices will be brought to the meeting*