

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 23 April 2019 in the School at 7.00 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.



Mrs Gail Stoehr, Clerk 16/04/19

AGENDA

Open Public Session including reports from the County & District Councillors

- 1 To approve 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 last meeting**
- 4. Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 4.1 (Open) Neighbourhood Watch request for CCTV in the village – to consider information from the police if received
 - 4.2 (4.2) To consider quotation for re-painting of the old telephone kiosk in Main Street
 - 4.3 (4.3) Emergency Plan update ^(IG)
 - 4.4 (4.6) Works to the pond – to consider Environment Agency report and quotation if received
 - 4.5 (7.2) To clarify the decision on the purchase of new Speedwatch equipment
 - 4.6 (8.1) Maintenance of benches at Egremont Road ^(IG)
 - 4.7 (9) Volunteering under the Duke of Edinburgh Scheme ^(PA)
 - 4.8 (9) To consider the condition of the village notice boards ^(IG)
 - 4.9 (9) Fly posting ^(IG)
 - 4.10 (9) Surplus sports equipment on the recreation ground ^(IG)
 - 4.11 (Feb meeting) Bus shelter graffiti – to consider quotations
 - 4.12 (Feb meeting) WSP Street lighting and path widening Main Street – to confirm if the street lighting design is acceptable and that the Parish Council will take on long term maintenance of the lights so that CCC may sign the S278 agreement. Consideration to be given to any correspondence from Residents on this matter
- 5. To consider any correspondence / communications received**
 - 5.1 The Salvation Army - request to site a clothing recycling bank in the village
 - 5.2 Countryside Properties Bourn Airfield Development plans
 - 5.3 SCDC Village Design Statements consultation
- 6. To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/1035/19/FL – 101 Bramley Way – First floor extension above existing ground floor
 - 6.1.2 S/1082/19/AD – Land East of Highfields Road, Highfields Caldecote – 1x stack sign advertisement
 - 6.2 SCDC and appeal decision notices - to note
 - 6.3 Tree works applications
- 7. Members reports and items for information only unless otherwise stated**
 - 7.1 New Housing Developments and Planning Obligations including appointment of architect ^(SR)
- 8. Finance, risk assessment and procedural matters**
 - 8.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 8.2 To receive play areas and skate park inspection reports
 - 8.3 To receive the financial report and approve the payment of bills
 - 8.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2016 and 31 March 2017)
 - 8.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)
 - 8.6 To approve the Annual Governance Statement by resolution
 - 8.7 To consider the Accounting Statements (Section 2 of the Annual Return)

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

- 8.8 To approve the Accounting Statements by resolution
- 8.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting
- 9. **Closure of meeting and items for the next agenda**

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

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Mrs Gail Stoehr, Clerk to Hardwick Parish Council, 30 West Drive, Highfields Caldecote, Cambridge, CB23 7NY
Tel: 01954 210241 Email: hardwickpc@lgs-services.co.uk

CLERK REPORT TO HARDWICK PARISH COUNCIL MEETING ON 23 APRIL 2019

1. Apologies for absence – to be reported at the meeting.
2. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote.
3. To approve the minutes of the last meeting on 26 March 2019 (attached)
4. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 4.1 (Open) Neighbourhood Watch request for CCTV in the village – to consider information from the police if received
Information will be brought to the meeting if received.
- 4.2 (4.2) To consider quotation for re-painting of the old telephone kiosk in Main Street if received
Further quotations have been sought and will be brought to the meeting if received.
- 4.3 (4.3) Emergency Plan update ^(IG)
Cllr Giddings to report.
- 4.4 (4.6) Works to the pond – to consider Environment Agency report and quotation if received
“Please see the link below to the Freshwater Habitats Trust website where you can download some brilliant pond management advice documents:

<https://freshwaterhabitats.org.uk/projects/flagship/pond-management-info/>

It's also worth getting in contact with the county council as they have some excellent ecologists who may be able to assist the parish council and point you in the direction of any possible funding streams for the pond management.

Just down the road from you in Cambourne is the head office for Cambridgeshire Wildlife Trust, again they have some excellent ecologist that can provide advice and guidance on pond management and how to promote and encourage wildlife:

<https://www.wildlifebcn.org/contact-us>

A quotation has been requested from Buchans and will be brought to the meeting if received. The Council already has one quote which was brought to the last meeting from Luke Hamill.

- 4.6 (8.1) Maintenance of benches at Egremont Road
Cllr Giddings to report. Proposed at the last meeting.
- 4.7 (9) Volunteering under the Duke of Edinburgh Scheme

Cllr Ashton to report. He writes:

“I did offer to contact the D of E coordinator at CVC to see whether there was any scope for the village to provide opportunities for the volunteering section of the award (as far as i know we have someone doing litter picking). I got the following reply from Ms Lee Protheroe

The students need to volunteer for 1 hour per week regularly for a minimum of 3 months as the volunteering section of their DofE award. The activity must be unpaid and not replacing a paid worker so if you have any activities that might suit our students (most are 14 and 15 years old) then please let me have any details as well as a contact number, days etc and I can circulate it to our students.

Litter picking is always a great option, we have also had students tidying flower beds in communal areas, stations etc

I suggest we think of ideas and discuss in April.”

- 4.8 (9) To consider the condition of the village notice boards ^(IG)
Proposed at the last meeting.
- 4.9 (9) Fly posting ^(IG)
Proposed at the last meeting.

4.10 (9) Surplus sports equipment on the recreation ground ^(IG)

Proposed at the last meeting.

4.11 (Feb meeting) Bus shelter graffiti – to consider quotations

Quotations will be brought to the meeting.

4.12 (Feb meeting) WSP Street lighting and path widening Main Street – to confirm if the street lighting design is acceptable and that the Parish Council will take on long term maintenance of the lights so that CCC may sign the S278 agreement. Consideration to be given to any correspondence from Residents on this matter

Jon Finney CCC Officer says he is unable to sign the s278 agreement enabling works to commence as he does not have written confirmation from the Parish Council that the street lighting design is acceptable, as the Parish Council will be taking on the long term maintenance of the lights

A Resident has written “I am writing to express my concern about the new lighting in front of 60 Main Street. I would like to request that the new lamppost planned, be moved from its current location to between the dropped kerbs, between 58 Main Street and the entrance to 56/54 i.e. looking face on, to the right of No 58’s garage? Any light spill would hit the tall hedge and no houses would be affected but it would still illuminate the path.

I understand that the ongoing maintenance of lighting being put in between St Mary’s church and the Blue Lion will remain the responsibility of the Parish Council, could you confirm that understanding is correct? Also are there sufficient funds in the budget to ensure that any necessary maintenance can be carried out without recourse to an increase in the Parish Council’s precept?

In addition, I would like to comment on the widening of the path. I have no objection to the path being widened but am concerned that insufficient regard may have been made to the fact that this particular portion of the path between the Blue Lion and the damson tree near the church, is subject to occasional flooding. This is likely to remain unless the problem is rectified when the new path is laid. Given that Climate Change is a real issue and there is a potential likelihood of increased violent rainstorms, can the Parish Council give assurance that this problem will be addressed?”

Other to note:

(6.3) Tree planting in villages – response from SCDC

SCDC’s trees officer has written:

“There are no live projects or initiatives at the moment.

I think you are talking about the Living Laboratories tree bid. This scheme is grant dependant and sadly is not a village project - not urban enough. It is for impoverished neighbourhoods with very little tree cover.

I am going to be sending out a little survey to the parishes in a few weeks asking them for a bit more information about their proposed tree planting this winter but I am working on some other projects at the moment.”

5. To consider any correspondence/communications received

5.1 The Salvation Army – request to site a clothing recycling bank in the village

“I am enquiring as to whether you would be open to the possibility of siting a Salvation Army Clothing recycling bank on your land? We often find such locations are ideal for our banks to promote recycling and both raising valuable funds for the charity and for the landowner.

There is absolutely no fee you would have to pay, in fact we would pay you 50% of the average mid-range Material Recycling World (MRW) price. Currently this is £240 per tonne but is subject to change. The Salvation Army retains the remaining amount to fund the fantastic work that they do in the community. As well as being known for help and support with the homeless, the Salvation Army help with substance and alcohol addiction, human trafficking and family tracing to name a but a few.

On confirmation, we will audit the site, deliver the bank on a HIAB vehicle, notifying you in advance, and place it according to the audit recommendations. Once the bank was in place, a regular collection

schedule would be established, usually starting at once a week. Depending on the usage of the bank, this could be changed accordingly. We record all collections using a barcode reader and have a database that will give us the yield from the bank over time. Many organisations we work with ask for this information and if desired we can provide you with collection data at any time. We can also provide you with The Salvation Army textile bags to help promote the Clothing Bank.

Finally, all of our banks have our Helpline telephone number on them and this is the best number to contact us on should you wish to raise any concerns or require more regular collections.

I hope you find our proposal worthy of consideration and please feel free to contact me if you have any questions or require further information.”

5.2 Countryside Properties Bourn Airfield Development plans

“As you will be aware, Countryside submitted a planning application to South Cambridgeshire District Council in September 2018 to develop land at Bourn Airfield. The site has been allocated within South Cambridgeshire District Council’s emerging Local Plan.

Under the proposals, we will deliver 3,500 residential homes, new schools, retail and green spaces, as well as various community benefits and infrastructure improvements.

We are currently reviewing the feedback received during the public consultation. As part of this process, we would very much welcome an opportunity to meet with Hardwick Parish Council to discuss your thoughts on the plans.

Rory Kirk”

They were invited to attend this meeting but are unable. Would the Council like them to come to the next meeting o appoint a couple of members to meet with them?

5.3 SCDC Village Design Statements consultation

www.scambs.gov.uk/villagedesign, provides information on the process and https://www.scambs.gov.uk/media/13167/caldecote-village-design-guide-draft-spd_web.pdf is a link to the Caldecote Village Design Guide

6.1 Planning applications

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>

6.1.1 S/1035/19/FL – 101 Bramley Way – First floor extension above existing ground floor

6.1.2 S/1082/19/AD – Land East of Highfields Road, Highfields Caldecote – 1x stack sign advertisement

6.2 SCDC and appeal decision notices - to note

6.2.1 S/0867/19/DC – 175 St Neots Road – Discharge of condition 3 (Noise mitigation management plan) of planning consent S/3137/18/VC for removal of condition 4 (number of users) of planning consent S/1256/18/FL for change of use of part of commercial unit A1 pet store to D2 gym/personal and small group fitness training business – Permission granted.

6.2.2 S/0584/19/DC – 26 Main Street – Discharge of conditions 5 (Method statement for repair of the Bressemer beam), 6 (Mortars plaster and render), 7 (Methodology for cleaning brickwork and repair of any new or replacement bricks) and 9 (Recording of works with drawings and photographs) pursuant to listed building consent S/0584/19/DC – Permission granted.

6.2.3 S/0488/19/OL – Rear of 31 Cambridge Road – Outline planning permission for erection of 1 no. detached bungalow with some matters reserved except for access and scale – Withdrawn.

6.2.4 S/0477/19/FL – Redruth, Hall Drive – Front entrance automatic gates and fence – Permission granted.

6.2.5 S/0343/19/FL – 12 Merton Walk – Front porch extension – Permission granted.

6.2.6 S/0320/19/DC – 11 Cambridge Road – Discharge of conditions 2(i) (Materials), 3(i) (Boundary treatment), 4(i) (Hard and soft landscaping), 6(i) (Surface water drainage), 7(i) (Plan showing finished floor levels), 8(i) (Details for the construction of the parking and turning area) and 13 (Hedge) pursuant to planning permission S/4392/18/VC – Permission granted.

6.2.7 S/0040/19/DC – Land South of 279 St Neots Road – Discharge of condition 5 (Landscaping) of planning consent S/3064/16/OL for outline planning permission for a residential development of up to

155 dwellings following demolition of two existing dwellings with areas of landscaping and public open space, and associated infrastructure works with all matters reserved except for access – Withdrawn.

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

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

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 including appointment of architect

A report on the process undertaken by, and recommendation from, the Working Group, has already been forwarded to members by Cllr Rose. He writes:

“The working group asks that the Parish Council, at the meeting to be held on 23 April 2019, says whether or not it is satisfied with the process carried out by the group so far in identifying an architect for the project and if it is satisfied to approve the group moving to the next stage of the appointment which is to agree draft conditions of engagement and fees which will be put to the Parish Council for their approval in due course as a party to the agreement.”

8. Finance and risk assessment and procedural matters

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

None at the time of writing.

8.2 To receive play areas and skate park inspection reports

8.3 To receive the financial report and approve the payment of bills – Attached

8.4 To carry out a review of the effectiveness of the system of internal control that has been in place during the year under review (between 1st April 2016 and 31 March 2017)

8.5 To prepare the Annual Governance Statement (Section 1 of the Annual Return)

8.6 To approve the Annual Governance Statement by resolution

8.7 To consider the Accounting Statements (Section 2 of the Annual Return)

8.8 To approve the Accounting Statements by resolution

8.9 To ensure that the Accounting Statements are signed and dated by the person presiding at the meeting

Audit papers attached. Guidance on completion is contained within

https://www.pkflittlejohn.com/sites/default/files/media/documents/governance_and_accountability_for_smaller_authorities_in_england_march_2019.pdf

Pages 8-15 cover the Annual Governance Statement.

9. Closure of Meeting and items for the next agenda

DATE: 31 August 2018
DESIGNER: Kimberly Bartlett
PROJECT No: 1669-PRA-001
PROJECT NAME: Wallis Farm, Hardwick



Wallis Farm, Hardwick S278 Proposed Calculation

Proposed Lighting Design. Lighting Calculation in accordance with the requirements of BS 5489-1:2013 & CIE 115:2010 Class P6.

| | |
|--------------------|------------------|
| Required Levels: | Achieved Levels: |
| Eav = 2.00 to 3.00 | Eav = 2.94 |
| Emin = 0.60 | Emin = 0.60 |

Equipment Utilised: 3 new 5m columns complete with DW Windsor Kirium Pro Mini 16 LED 200mA luminaires with D1 optic setting and 7 Pin NEMA socket fitted with a 1 Part Photo Electric Cell, Switch On/Off level 35/18lux. Existing column SC9 to be relocated to the back of the proposed path. Existing columns to be re-headed with new DW Windsor Kirium Pro Mini 16 LED 200mA luminaires with D1 optic setting and 7 Pin NEMA socket fitted with a 1 Part Photo Electric Cell, Switch On/Off level 35/18lux

Outdoor Lighting Report

Designed: _____

Checked: _____

Approved: _____

PREPARED BY: WSP
Unit 9, The Chase
John Tate Road, Hertford
SG13 7NN

kimberly.bartlett@wsp.com

Layout Report

General Data

Dimensions in Metres Angles in Degrees
Grid Origin 537161.1m x 258401.1m
Area 205.0m x 271.9m
Sample Spacing 1.50m x 1.45m

Luminaires

Luminaire C Data

| | |
|----------------------|--|
| Supplier | |
| Type | KIRIUM PRO MINI 16LED 3k D1 200mA U MSUG 42 0012 0000 100 |
| Lamp(s) | 16 x 3k LED |
| Lamp Flux (klm) | 1.23 |
| File Name | KIRIUM PRO MINI 16LED 3k D1_200mA U MSUG 42 0012 0000 100.ies |
| Maintenance Factor | 0.83 |
| Imax70,80,90(cd/klm) | 741.2, 276.2, 0.0 |
| No. in Project | 4 |

Luminaire E Data

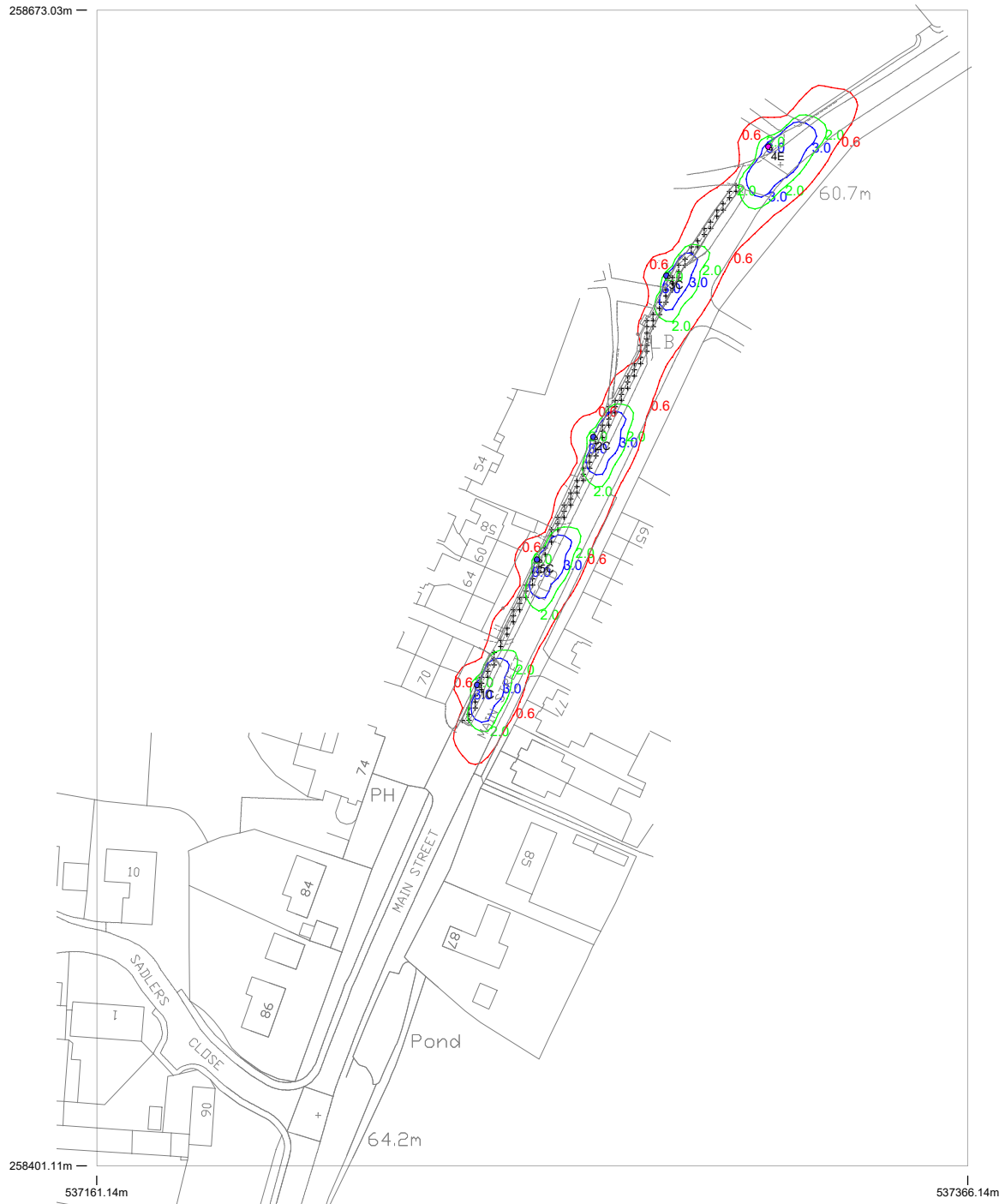
| | |
|----------------------|--|
| Supplier | |
| Type | KIRIUM PRO MINI 16LED 3k D1 350mA U MSUG 42 0019 0000 100 |
| Lamp(s) | 16 x 3k LED |
| Lamp Flux (klm) | 2.07 |
| File Name | KIRIUM PRO MINI 16LED 3k D1_350mA U MSUG 42 0019 0000 100.ies |
| Maintenance Factor | 0.83 |
| Imax70,80,90(cd/klm) | 741.2, 276.2, 0.0 |
| No. in Project | 1 |

Layout

| ID | Type | X | Y | Height | Angle | Tilt | Cant | Out-reach | Target X | Target Y | Target Z |
|----|------|-----------|-----------|--------|--------|------|------|-----------|----------|----------|----------|
| 1 | C | 537250.63 | 258514.28 | 5.00 | 339.00 | 0.00 | 0.00 | 0.75 | | | |
| 2 | C | 537277.98 | 258572.61 | 5.00 | 337.00 | 0.00 | 0.00 | 0.75 | | | |
| 3 | C | 537295.17 | 258610.57 | 6.00 | 333.00 | 0.00 | 0.00 | 0.75 | | | |
| 4 | E | 537319.16 | 258640.88 | 6.00 | 318.00 | 0.00 | 0.00 | 0.75 | | | |
| 5 | C | 537264.68 | 258543.80 | 5.00 | 334.00 | 0.00 | 0.00 | 1.00 | | | |

Horizontal Illuminance (lux)

Grid 1



Results

| | |
|------------------------------------|-------|
| Eav | 2.94 |
| Emin | 0.60 |
| E _{max} | 13.11 |
| E _{min} /E _{max} | 0.05 |
| E _{min} /E _{av} | 0.20 |

PROPOSED ROAD LIGHTING EQUIPMENT COLUMN LOCATION SCHEDULE

| COLUMN LOCATION SCHEDULE | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|----------|---------------|-------------|----------|---------------|------------|----------|----------|------------|-------------|--------------|------------------------------------|---------------|---------------------------|---------------|----------|---------------------|-----------------------------------|--------|-----------|---------------|------------|
| COLUMN | | | | | | | | BRACKET | | | LANTERN | | | | | LAMP | | PECU | SUPPLY | TERM TYPE | CO--ORDINATES | |
| SCHEME REF | MATERIAL | CROSS SECTION | MANUFACTURE | HEIGHT | TYPE | FOUNDATION | LOCATION | TYPE | PROJECTION | INCLINATION | MANUFACTURER | CATEGORY / NO / NAME | OPTIC SETTING | CONTROL GEAR | LANTERN ANGLE | TYPE | LUMEN PACKAGE (lhm) | | | | EASTING | NORTHING |
| NC01 | STEEL | TUBULAR | TBC | 5m | TUBULAR STEEL | PLANTED | VERGE | SINGLE | 0.50 | ZERO | DW WINDSOR | KIRULM PRO MINI 16 LED 200mA 3000K | D1 | XITANIUM DALI CLO ENABLED | 0 DEGREE | LED | 1.23 | 7 PIN NEMA WITH 1 PART 35/18 PECU | DNO | T12 | 537250.617 | 258514.307 |
| NC02 | STEEL | TUBULAR | TBC | 5m | TUBULAR STEEL | PLANTED | VERGE | SINGLE | 0.50 | ZERO | DW WINDSOR | KIRULM PRO MINI 16 LED 200mA 3000K | D1 | XITANIUM DALI CLO ENABLED | 0 DEGREE | LED | 1.23 | 7 PIN NEMA WITH 1 PART 35/18 PECU | DNO | T12 | 537264.453 | 258543.972 |
| NC03 | STEEL | TUBULAR | TBC | 5m | TUBULAR STEEL | PLANTED | VERGE | SINGLE | 0.50 | ZERO | DW WINDSOR | KIRULM PRO MINI 16 LED 200mA 3000K | D1 | XITANIUM DALI CLO ENABLED | 0 DEGREE | LED | 1.23 | 7 PIN NEMA WITH 1 PART 35/18 PECU | DNO | T12 | 537278.371 | 258572.446 |
| SC5A | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | DNO | T12 | 537295.191 | 258610.565 |
| SC9 | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | EXISTING | DW WINDSOR | KIRULM PRO MINI 16 LED 200mA 3000K | D1 | XITANIUM DALI CLO ENABLED | 0 DEGREE | LED | 1.23 | 7 PIN NEMA WITH 1 PART 35/18 PECU | DNO | T12 | 537318.526 | 258639.943 |

PROPOSED ROAD LIGHTING EQUIPMENT DISTRIBUTION NETWORK OPERATOR (DNO) WORKS.

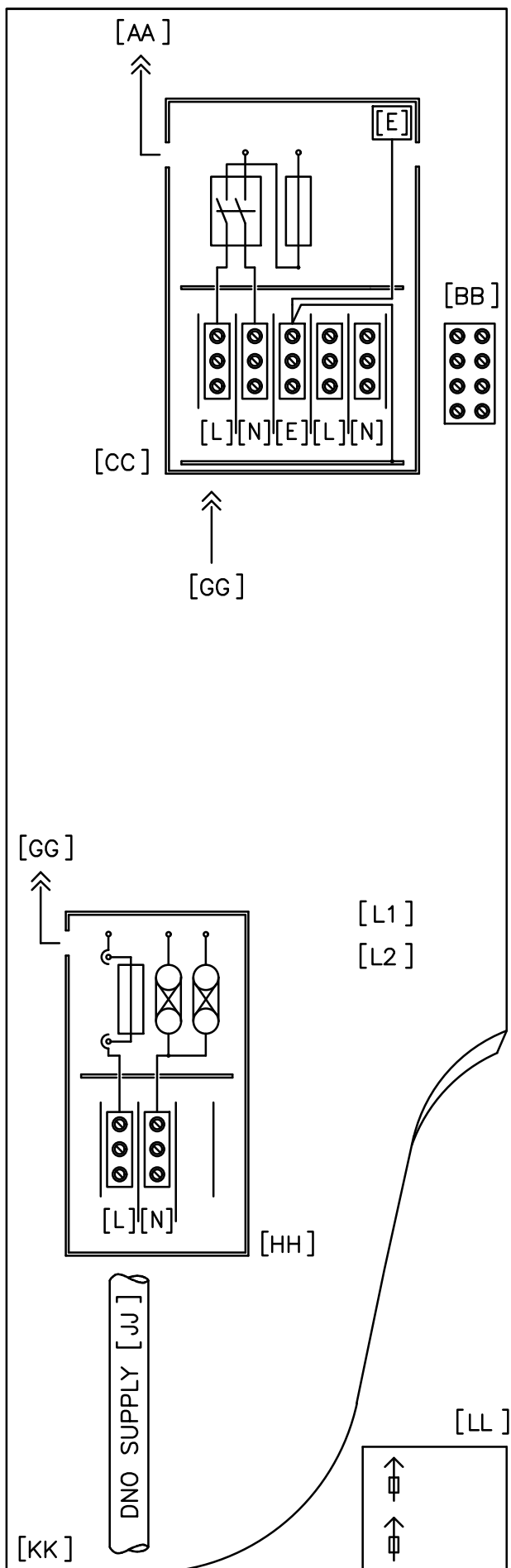
EXISTING WORKS

| DNOD | DNOD | DNOD |
|---------|---------|--------|
| P.MOUNT | P.MOUNT | COLUMN |
| SC4 | NN | SC9 |
| - | - | - |

PROPOSED WORKS

| | | | |
|--------|--------|--------|--------|
| DNOC | DNOC | DNOC | DNOT |
| COLUMN | COLUMN | COLUMN | COLUMN |
| NC01 | NC02 | NC03 | SC9 |
| T12 | T12 | T12 | T12 |

CABLE TERMINATION TYPE 12



TERMINATION KEY

| ITEM | DESCRIPTION | CLAUSE |
|------|---|-----------|
| [AA] | PVC/PVC 6242Y TWIN CORE PLUS EARTH CABLE TO LIGHTING UNIT. | 1419 |
| [BB] | 4 WAY BRASS EARTH BLOCK WITH INDIVIDUAL PVC 6491X GREEN/YELLOW EARTH CABLES BONDED TO THE FOLLOWING COMPONENTS: | 1420 |
| | > CUT-OUT GLAND PLATE | |
| | > BASE COMPARTMENT DOOR; | |
| | > BASE COMPARTMENT MAIN EARTH STUD; | |
| | > DISTRIBUTION NETWORK OPERATOR CUT-OUT. | |
| | (ALL EARTH CABLES SHALL BE SIZED IN ACCORDANCE WITH BS7671:2008) | |
| [CC] | CUT-OUT INCORPORATING THE FOLLOWING COMPONENTS: | 1416 |
| | > DOUBLE POLE ISLATION SWITCH; | |
| | OUTGOING WAYS FUSED USING BS88 FUSE LINKS. NUMBER OF FUSED WAYS AS DEFINED ON EACH DRAWING; | |
| | > EXTENSION BOX WITH TERMINAL BLOCK; | |
| | > 3mm BRASS GLAND PLATE WITH 3No. INCOMING/OUTGOING WAYS. | |
| | > BRASS CABLE GLANDS COMPLYING WITH BS6121, TYPE CW. QUANTITY AS DEFINED ON EACH DRAWING; | 1423 |
| | NATURAL RUBBER CABLE GLOMMETS. QUANTITY AS DEFINED ON EACH DRAWING. | |
| [DD] | INCOMING PRIVATE SUPPLY CABLE. | 1419/1421 |
| [EE] | OUTGOING PRIVATE SUPPLY CABLE. | 1419/1421 |
| [FF] | OUTGOING PRIVATE SUPPLT CABLE FUSED. | 1419/1421 |
| [GG] | 6mm SQ PVC/PVC 6181Y SINGLES CONNECTED TO CUTOUT. | 1419 |
| [HH] | DISTRIBUTION NETWORK OPERATOR CUT-OUT. | |
| [JJ] | DISTRIBUTION NETWORK OPERATOR SUPPLY CABLE. | |
| [KK] | BASE COMPARTMENT BACKBOARD. | |
| [LL] | SCHEMATIC REPRESENTATION OF TERMINATION ARRANGEMENT. | |
| [NN] | 16mm SQ PVC/PVC 6181Y SINGLES CONNECTED TO CUTOUT. | |
| [OO] | MINI PILLAR BACKBOARD. | |
| [PP] | 6 WAY SP&N DISTRIBUTION BOARD INCORPORATING THE FOLLOWING COMPONENTS: | |
| | > METAL CLAD CASE. | |
| | > DOUBLE POLE ISOLATION SWITCH. | |
| | > BS88 FUSE LINKS. | |
| | > BRASS CABLE GLAND COMPLYING WITH BS6121 TYPE CW REQUIRED FOR EACH OUTGOING WAY. | |
| | > NATURAL RUBBER GROMMET FOR INCOMING CABLES [NN]. | |
| [RR] | 1No. 100mm UPVC (BLACK) DUCT. | |
| [SS] | 3No. 100mm UPVC (ORANGE) DUCT. | |
| [TT] | FEEDER PILLAR FOUNDATION INSTALLED IN ACCORDANCE WITH THE MANUFACTURERS DETAILS. | |
| [UU] | MINI PILLAR INCORPORATING THE FOLLOWING COMPONENTS: | |
| | > 3mm HOT DIP GALVANISED CASING AND DOOR TO BS729. | |
| | > 18mm THICK TREATED EXTERIOR GRADE BACKGROUND. | |
| | > STAINLESS STEEL FIXING BOLTS, WASHERS AND LOCKS. | |
| | > TWO TRI-HEAD LOCKS. | |
| | > PROTECTIVE SYSTEM APPLIED TO MCDHW G2A. | |

NOTES

| | |
|---|--|
| 1 | REF. [EE], [FF] & [GG] – CABLE SHALL BE CLEATED TO THE BASE COMPARTMENT BACKBOARD APPROX. 200mm BELOW CUT-OUT. |
| 2 | REF. [EE], [FF] & [GG] – CABLE TYPE AS DEFINED ON EACH TERMINATION DRAWING. |
| 3 | REF. [AA] – A DRIP LOOP SHALL BE FORMED IN THE CABLE USING A BLACK TIE WRAP. |

LABEL KEY

| ITEM | DESCRIPTION |
|------|---|
| [L1] | TYPE: EARTH BLOCK LABEL |
| | LEGEND: "SAFETY ELECTRICAL CONNECTION DO NOT REMOVE" |
| | BACKGROUND: RED |
| | LETTERING: WHITE (5mm) |
| | MATERIAL: RIGID PVC |
| | FIXING: BRASS FIXING SCREWS |
| [L2] | TYPE: PME WARNING LABEL |
| | LEGEND: "WARNING PME SERVICE POINT" |
| | BACKGROUND: WHITE |
| | LETTERING: RED (5mm) |
| | MATERIAL: RIGID PVC |
| | FIXING: BRASS FIXING SCREWS |
| [L3] | TYPE: PME WARNING LABEL |
| | LEGEND: "PRIVATE CABLE NETWORK LOOPED FROM A PME SERVICE POINT" |
| | BACKGROUND: WHITE |
| | LETTERING: RED (5mm) |
| | MATERIAL: RIGID PVC |
| | FIXING: BRASS FIXING SCREWS |
| [L4] | TYPE: PHASE IDENTIFICATION LABEL |
| | LEGEND: |
| | BACKGROUND: AS REQUIRED |
| | LETTERING: |
| | MATERIAL: 18mm DIAMETER RIGID PVC DONUT WITH 2mm HOLE |
| | FIXING: BRASS FIXING SCREWS |
| [L5] | TYPE: SOURCE/DESTINATION LABEL |
| | LEGEND: SOURCE/DESTINATION DETAILS (i.e. TS01, COL E4 etc) |
| | BACKGROUND: WHITE |
| | LETTERING: BLACK (3mm) |
| | MATERIAL: PLASTICIZED PVC |
| | FIXING: BLACK PLASTIC TIE WRAPS |

NOTES

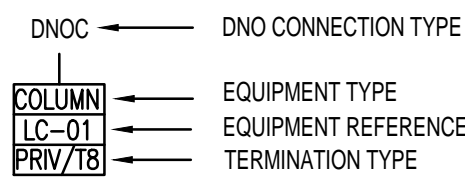
| | |
|---|--|
| 1 | LABELS [L2], [L3] & [L4] SHALL BE SELECTED AND INSTALLED WHERE APPLICABLE TO THE INSTALLATION ON SITE. |
| 2 | LABEL [L1] SHALL BE INSTALLED ADJACENT TO THE EARTH BLOCK REF. [BB] |
| 3 | ALL LABELS SHALL BE SELECTED AND INSTALLED WHERE APPLICABLE TO THE INSTALLATION ON SITE. |

DO NOT SCALE

NOTES:

1. ALL EQUIPMENT TO BE MADE ELECTRICALLY SAFE PRIOR TO COMMENCEMENT OF WORKS.
2. ALL ELECTRICAL WORKS TO BE CARRIED OUT IN ACCORDANCE WITH BS 7671:2008 (A3 2015) IET WIRING REGULATIONS 17TH EDITION.
3. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH DRAWING NUMBER: 1669-WSP-00--XX-DR-X-1300 PROPOSED LIGHTING AND SITE CLEARANCE LAYOUT.

KEY



| | | | | | |
|-----|------------|----|-------------|-----|-----|
| A | 31/08/2018 | | FIRST ISSUE | | |
| REV | DATE | BY | DESCRIPTION | CHK | APP |

DRAWING STATUS: S2 - FOR INFORMATION



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ARCHITECT: HILL

SITE/PROJECT: WALLIS FARM
HARDWICK

TITLE: S278 OFF SITE IMPROVEMENT WORKS
LIGHTING ELECTRICAL DETAILS

| | | |
|------------------------|--------------------|----------------------|
| SCALE @ A1: NTS | CHECKED: NG | APPROVED: PJB |
|------------------------|--------------------|----------------------|

| | | | |
|-------------------------|-----------------|--------------|--------------------|
| PROJECT NO: 70028738 | DESIGNED: KB | DRAWN: KB | DATE: August 18 |
|-------------------------|-----------------|--------------|--------------------|

| | |
|--------------------------|------|
| DRAWING No: | REV: |
| 1660 WSP 00 XY DB C 1100 | B01 |

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S278 OFF SITE IMPROVEMENT WORKS

ROAD LIGHTING SPECIFICATION

APPENDICES 0/1, 0/2, 0/4, 1/5, 1/16, 2/2, 2/3, 2/70AR, 5/2, 13/1, 13/2, 13/3, 14/1, 14/2, 14/3, 14/4, 14/5, 14/70AR, 14/71AR, 14/72AR, 14/73AR & 19/1

| Issue/revision | Issue 1 | Revision 1 | Revision 2 | Revision 3 |
|----------------|------------------------|------------|------------|------------|
| Remarks | For Technical Approval | | | |
| Date | 31/08/2018 | | | |
| Prepared by | K. Bartlett | | | |
| Signature | | | | |
| Checked by | N. Griffin | | | |
| Signature | | | | |
| Authorised by | P. Batchelor | | | |
| Signature | | | | |
| Project number | 70011669 | | | |
| Report number | 1669-WSP-00-XX-RP-LS01 | | | |
| File reference | 1669-WSP-00-XX-RP-LS01 | | | |

PREAMBLE TO THE SPECIFICATION

The Specification to be referred to for road lighting shall be the 'Specification for Highway Works', published by the Stationery Office (formerly HMSO) as Volume 1 of the Manual of Contract Documents for Highway Works, as modified and extended by the following:

Appendix 0/1: Contract-Specific Additional, Substitute and Cancelled Clauses, Tables and Figures;

Appendix 0/2: Contract-Specific Minor Alterations To Existing Clauses, Tables And Figures;

Appendix 0/4: List of Drawings Included in the Contract;

Appendix 1/5: Testing To Be Carried Out By the Contractor;

Appendix 1/16: Privately and Publicly Owned Services or Supplies;

Appendix 2/2: Filling Of Trenches and Pipes;

Appendix 2/3: Retention of Material Arising From Site Clearance;

Appendix 2/70AR: Disposal of Waste Electrical and Lighting Equipment;

Appendix 5/2: Service Duct Requirements;

Appendix 13/1: Lighting Columns and Brackets;

Appendix 13/2: Column and Bracket Data;

Appendix 13/3: Instructions for Completion of Column and Bracket Data Sheets;

Appendix 14/1: Site Records;

Appendix 14/2: Location of Lighting Units and Feeder Pillars;

Appendix 14/3: Temporary Lighting;

Appendix 14/4: Electrical Equipment for Road Lighting;

Appendix 14/5: Electrical Equipment for Traffic Signs;

Appendix 14/70AR: Maintenance of Existing Lighting;

Appendix 14/71AR: Emergency Electrical Site Attendance;

Appendix 14/72AR: Electrical Site Supervision;

Appendix 14/73AR: Procedures for Isolating Power Supplies; and

Appendix 19/1: Protection of Steelwork Against Corrosion.

APPENDIX 0/1: CONTRACT-SPECIFIC ADDITIONAL SUBSTITUTE AND CANCELLED CLAUSES, TABLES AND FIGURES INCLUDED IN THE CONTRACT

List of Contract Specific Numbered Appendices Devised for the Contract

| Page No. | Appendix No. | Appendix Title |
|----------|--------------|---|
| 10 | 2/70AR | Disposal of Waste Electrical and Lighting Equipment |
| 29 | 14/70AR | Maintenance of Existing Lighting |
| 30 | 14/71AR | Emergency Electrical Site Attendance |
| 31 | 14/72AR | Electrical Site Supervision |
| 32 | 14/73AR | Procedures for Isolating Power Supplies |

APPENDIX 0/2: CONTRACT-SPECIFIC MINOR ALTERATIONS TO EXISTING CLAUSES AND TABLES INCLUDED IN THE CONTRACT

1. Clause 1301 General

The following paragraph is added:

8. Road lighting columns and brackets shall be assembled located and erected in compliance with this Series and the 1400 Series.

APPENDIX 0/4: LIST OF DRAWINGS INCLUDED IN THE CONTRACT

Contract – Specific Drawings Supplied to Contractor

| Drawing Title | Drawing Number |
|---|--------------------------|
| Proposed Lighting and site Clearance Layout | 1669-WSP-00-XX-DR-C-1300 |
| Lighting Electrical Details | 1669-WSP-00-XX-DR-C-1400 |

APPENDIX 1/5: TESTING TO BE CARRIED OUT BY THE CONTRACTOR

1. Clause 105 - Goods, Materials, Sampling and Testing

(i) Table A1/5/1: Typical Testing Details – SERIES 500

| Clause | Works, Goods or Material | | Test | Frequency of Testing | Test Certificate | Comments |
|--------------------------------------|--|---------------------------|--|---------------------------|------------------|--------------------------------------|
| 501 | Pipes for drainage and service ducts | | | | | Product certification scheme applies |
| | Vitrified clay | | | | | |
| | Concrete PC/ SRC Concrete pre-stressed | Not exceeding 900 mm dia. | | | | |
| | Iron-cast | | | | | |
| | Iron-ductile | | | | | |
| | UPVC | | | | | |
| | GRP | | | | | Required (AASHTO) |
| | Plastics | | | | | |
| | Corrugated steel | | (Manufacturer's tests) | | | |
| | Corrugated steel bitumen protection | | | | | |
| Concrete PC/SRC exceeding 900mm dia. | Proof load Maximum load Chloride ion Cube strength (Manufacturer's tests) | Sub Clause 509.9 | Required (AASHTO) | | | |
| Other materials | | | | BBA certification applies | | |
| 503 | Pipe bedding | | Grading and fines content | 1 per Week (min of 3) | | |
| | | | Water-soluble (WS) sulphate content (N) | 5 per source | | |
| | | | Oxidisable sulphides (OS) content and total potential sulphate (TPS) content (N) | 5 per source | | |
| | | | Resistance to fragmentation (N) | 1 per source | | |

(ii) Table A1/5/2: Typical Testing Details – SERIES 1300

| Clause | Works, Goods or Materials | Test | Frequency of Testing | Test Certificate | Comments |
|-------------|---------------------------|--|---|------------------|-----------------------------------|
| Series 1300 | | | | | |
| 1310 | Welding | Weld procedures (Manufacturers tests) | (Every seven years) | | Quality Management Scheme Applies |
| | | Welder qualification (Manufacturers tests) | (Sub-clauses 1310.1 and 1310.2 (7.1.3)) | | |
| | | Production testing (Manufacturers tests) | (Sub-clauses 1310.1 and 1310.2 (7.1.4)) | | |
| | Welded Joints | Destructive testing | [See sub-clauses 1310.1 and 1310.2 (7.1.5)] | | |

(iii) Table A1/5/3: Typical Testing Details – SERIES 1400

| Clause | Works, Goods or Materials | Test | Frequency of Testing | Test Certificate | Comments |
|-------------|---------------------------|--------------------------------|----------------------|------------------|---|
| Series 1400 | | | | | |
| 1421 | Cable | | | | (Special sample tests to BS 6346, BS5467 should be scheduled where appropriate) Product Certification Scheme applies. |
| 1424 | Lighting Units | Tests specified in Clause 1424 | Each network | Required | Product Certification Scheme applies Certification that the installation complies with BS 7671 (The IET Wiring Regulations) is required |
| | Networks | Tests specified in Clause 1424 | Each network | Required | Certification that the installation complies with BS 7671 (The IET Wiring Regulations) is required |

Notes:

1. Tests comparable to those specified in this Appendix will be necessary for any equivalent work, goods or materials proposed by the Contractor (See sub-Clause 105.4)
2. (N) Indicates that a NAMAS (UKAS) test report or certificate is required.
3. Unless otherwise shown in this Appendix tests for work, goods or materials as scheduled under any one Clause are required for all such work, goods or materials in the Works.
4. Cube strength tests are not required for concrete complying with Clause 2602.
5. Unless otherwise shown in this Appendix test certificates for work, goods or materials as scheduled under any one Clause are required for all such work, goods or materials in the Works.

APPENDIX 1/16: PRIVATELY AND PUBLICLY OWNED SERVICES OR SUPPLIES

1. Clause 116 - Privately and Publicly Owned Services or Supplies

- (i) The Contractor shall make arrangements with the Authority concerned, for the co-ordination of his work with all work, which needs to be done by them or their Contractors concurrently with the Works. Compliance with the periods of notice given in this Appendix does not relieve the Contractor of his obligations.
- (ii) Disconnected apparatus shall be removed by the Contractor only with the prior consent of the Authority concerned.
- (iii) Table 1/16/1: Names, Addresses and Telephone Numbers of the Authorities Serving in the Locality

| Names | Address and Tel/Fax No. | Contact |
|---------------------------------------|---|--------------|
| Other Authorities | | |
| South Cambridgeshire District Council | Development Officer, Environment Commissioning South Cambridgeshire Hall Cambourne Business Park Cambourne Cambridge CB23 6EA | Helen Taylor |
| Distribution Network Operator | UK Power Networks Highway Assets 3rd Floor Metropolitan House Darkes Lane Potters Bar Hertfordshire EN6 1AG | TBC |

- (iv) Table 1/16/2: Supplies and Services affected by the Works

| Location | Description | Group* | Drawing No. | Notice Required to Commence | Time for Completion |
|-------------------|---|--------|-------------------|-----------------------------|---------------------|
| NC01 to NC03, SC9 | Connection of single phase 240v 50hz supply | C | Contract Drawings | 8 Weeks | 10 Days |
| | | | | | |
| A | Work expected to be completed before the commencement of the Works. | | | | |
| B | Work required after the commencement of the Works, which does not require prior work by the Contractor. | | | | |
| C | Work required after the commencement of the Works, which does require prior work by the Contractor. | | | | |
| D | Work expected to be in progress at the commencement of the Works. | | | | |
| E | Work to be wholly undertaken by the Contractor. | | | | |

APPENDIX 2/2: FILLING OF TRENCHES AND PIPES

1. Clause 201 – Clearing

- (i) All disused cables irrespective of depth below formation shall be removed. [201.4]

2. Clause 1421 – Underground and ducted cable

- (i) All disused buried cables detailed on the Contract drawings shall be taken up or down by the Contractor. [1421.17]

APPENDIX 2/3: RETENTION OF MATERIAL ARISING FROM SITE CLEARANCE

Table A2/3/1: Materials Arising From Site Clearance [201.6]

| Description | Drawing No. | Location | Delivered to: | Requirements |
|-------------------------------------|--------------------------|----------|-----------------------------|--------------|
| Existing column SC9 and luminaire | 1669-WSP-00-XX-DR-C-1300 | Site | Retain on site | Relocate |
| Existing luminaire from column SC5A | 1669-WSP-00-XX-DR-C-1300 | Site | Off-site recycling facility | Dispose |

APPENDIX 2/70AR: DISPOSAL OF WASTE ELECTRICAL AND LIGHTING EQUIPMENT

1. Disposal of Waste Electrical Equipment

- (i) Redundant items of Electrical and Electronic equipment shall be disposed of in accordance with European Directive (2002/95/EC) Waste Electrical and Electronic Equipment.

2. Disposal of Lamps

- (i) The Contractor shall ensure that all lamps are disposed of in a safe and environmentally conscious manner.
- (ii) Lamps shall be passed through an approved lamp disposal machine, which shall retain all glass, chemicals and alleviate any risk of fire or explosion.
- (iii) Lamps may be disposed of either at the site or off site. The Contractor should provide a method statement indicating the arrangements to be used at the commencement of the Contract.
- (iv) If disposal takes place on site the Contractor shall ensure that any water discharge into the foul drain satisfies all local and national pollution requirements.
- (v) The Contractor shall provide a skip for the neutralised lamp debris and a separate skip for lamp containers. The skips should be located as near as possible to the lamp disposal machine and be clearly identified.
- (vi) The Contractor shall empty skips at an official disposal tip or plant and provide copies of disposal receipts from the site operator to the Overseeing Organisation.
- (vii) Alternatively the Contractor may transport lamps off site for disposal in an approved manner elsewhere (subject to the approval of the Overseeing Organisation).

APPENDIX 5/2: SERVICE DUCT REQUIREMENTS

1. Clause 501 – Pipes for Drainage and Service Ducts

- (i) The Contractor shall prove all existing cross carriageway duct locations prior to the commencement of works.
- (ii) The ends of all ducts shall be sealed as described in Clause 501.8. irrespective of whether the ducts terminate into chambers. [501.8]

2. Clause 503 - Bedding, Laying and Surrounding of Pipes

- (i) Service ducts construction shall be as detailed on the Contract drawings. [503.5]

3. Clause 505 – Backfilling of Trenches and Filter Drains

- (i) The end position of cross carriageway service ducts shall be marked with pre-cast permanent marker blocks in accordance with the requirements of HCD drawing no. I1. [505.7]

4. Clause 1421 – Underground and Ducted Cable

- (i) Road lighting service ducts shall be thick walled high density polythene with smooth bore of 50/100mm/150mm in diameter, orange in colour and printed "STREET LIGHTING" at intervals of not more than one metre lettering throughout out its length. Distribution Network Operator (DNO) service ducts shall be coloured as per Service Providers Specification. [1421.2]
- (ii) Ducts shall be capable of being laid in a temperature down to -10 degrees Celsius and sufficiently flexible to follow the undulation in a trench bottom.
- (iii) Supplied in 3 to 6 metre lengths, each length shall be supplied with a welded collar.
- (iv) Cable duct laid in verges and footways shall have a minimum cover of 500mm and shall have a covering of acceptable material.
- (v) Cable duct laid under driveways shall have a minimum cover of 500mm and shall be protected by concrete surround of mix ST2 concrete or similar as directed by the Engineer.
- (vi) Cable duct laid under carriageways shall be 100mm in diameter and having a minimum cover of 750mm and shall be protected by concrete surround of mix ST2 concrete or similar as directed by the Engineer.
- (vii) At least 75mm minimum clearance shall be given between the cable duct and the sides of the trench and between ducts sharing the same trench.
- (viii) The Contractor shall confirm the minimum clearance required between cable ducts and services pipes belonging to other Statutory Undertakers.
- (ix) The duct requirements for road lighting are as per Table A5/2/1 below:

Table A5/2/1: Duct Requirements.

| From Ch. | To Ch. | Location | Configuration | Comments |
|----------|--------|-------------|------------------------|----------|
| n/a | n/a | Entire site | 100mm XLPE orange duct | |

APPENDIX 13/1: LIGHTING COLUMNS AND BRACKETS

1. Clause 1301 - General

- (i) Internally positioned, opposite each door, shall be fitted a non-hygroscopic baseboard not less than 15mm thick and of a suitable size to accept the appropriate cut-out and control equipment. The baseboard shall be fixed to the inside of the column by means of purpose made welded brackets. [1301.2]
- (ii) The Contractor shall design foundations for the planted lighting columns detailed on the Contract drawings. The design calculations and supporting information shall be submitted to the Overseeing Organisation not less than seven days' before he intends to install any lighting columns. [1301.2]
- (iii) Columns shall be provided with weatherproof single door, which shall be free from irregularities and burrs. Each door shall be fitted with a stainless steel tamper proof locking device as indicated in HCD drawing no. K1.
- (iv) The number of door keys to be supplied shall be 10% of the number of columns erected subject to a minimum of six keys.

2. Clause 1302 – Design of Lighting Columns Foundations

- (i) The Contractor shall establish the soil types on site and submit, to the Overseeing Organisation for its acceptance, lighting column foundation details appropriate to the conditions found. [1302.1]

3. Clause 1303 - Data Sheets

- (i) The Contractor shall within one month of the commencement of the works and prior to placement of any orders for materials, supply the Overseeing Organisation, for his approval, triplicate copies of completed Appendix 13/2 Data sheets for each type of lighting column. [1303.1]

4. Clause 1304 - Identification and Location Markings

- (i) Location markers for inspection and maintenance purposes shall be provided on the columns after erection as follows: -
 - Columns mounted in the central reserve shall have 75 mm high numbering on both sides of the column; each number facing oncoming traffic at an angle of approximately 45°.
 - Verge mounted columns shall have 75 mm high numbering on one side of the column facing oncoming traffic.
- (ii) The Contractor shall agree column numbering with the Overseeing Organisation prior to the commencement of works.

5. Clause 1308 - Handling, Transport and Erection

- (i) Where practical all lighting columns shall be installed such that the location of the door is facing away from oncoming traffic. [1308.4]

6. Clause 1309 - Amendments and Additions to BS5649: 1978 (AMD 3136, 1979)

- (i) All lighting columns shall have a cable entry slot width 'X' of 75mm. [1309]

APPENDIX 13/1: LIGHTING COLUMNS AND BRACKETS (CONT'D)

TABLE A13/1/1: Lighting Column and Bracket Information

| Number of Columns | Nominal Column Height | Bracket Details | | | Column Details | | | | | | | Location Factor | | | | Contractor to Complete Manufacturer Catalogue nos. |
|-------------------|-----------------------|-----------------|-------|-----------|------------------------|------------|-----------|----------------------|-----------|-------------------|---------------------|------------------|----------------------|----------------------------|--|--|
| | | Type | Proj. | Arm Angle | Column Material & Type | Protection | Base Type | No. of Door Openings | Door Size | Doors to be Fixed | Cable Entry Details | Terrain Category | Maximum Altitude (m) | Mean Wind Velocity (m/sec) | Rationalized Wind Factor (R_{wf} N/m ²) | |
| 3 no. | 5m | Post Top | 0.5m | N/A | Tubular steel | Galvanised | Planted | Single | Standard | No | Below Door | II | 132 | 22 | 350 | |
| NOTES: | | | | | | | | | | | | | | | | |

TABLE A13/1/2: Luminaire Information

| Number of Luminaires | Luminaire Details | | | | Contractor to Complete Manufacturer Catalogue nos. |
|---|---|-----------------|-------------|---------------------------------|--|
| | Luminaire | Luminaire Angle | Weight (kg) | Projected Surface by Side (msq) | |
| 4 no. | DW Windsor Kirium Pro Mini 16 LED 200mA 3000K CLO Enabled polyester powder coated RAL 7035 finish | 0 deg | 3.6kg | 0.020m ² | |
| NOTES: | | | | | |
| 1. Refer to Table A/14/4/1 for proposed luminaire and lamp details. | | | | | |

APPENDIX 13/2: COLUMN AND BRACKET DATA SHEET 1

| | |
|--|--|
| Name of Manufacturer: <div style="border: 1px solid black; height: 100px; width: 100%;"></div> | Column Reference No. <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Revision No. <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> Date <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> |
|--|--|

NAME OF CONTRACT: ***

Part A General

Column nominal height (m)

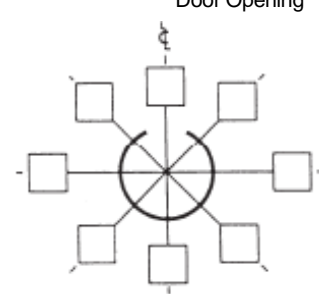
Column material

Material design strength (N/mm²)

| | | | |
|-----------------------------------|----------------|---------------|---------------|
| No. of door openings | | | |
| Door opening size - Height | | | |
| Width | | | |
| Cross-section of base compartment | Height (mm) | Width (mm) | Depth (mm) |
| | | | |

Acceptable positions of bracket arms relative to door position

Door Opening



Manufacturer's drawing ref. no.

Corrosion protection (steel columns only) – basic system type
(sub-Clauses 1911.9 and 1911.10)

Reference Wind Velocity $V_{ref,0}$ as defined in BS EN 40-3-1

 m/s

Details of signs and attachments allowed for in the design Area (mm²), Eccentricity (mm), Height

- additional sacrificial steel thickness, above that needed in design, from the bottom of the column to at least 250 mm above the anticipated ground level

 (mm)

Part B Foundation Data

Planted base

Planting depth (m)

Diameter of concrete surround (if any)

| Standard Soil Type Factor G | | |
|-----------------------------|-----|-----|
| 630 | 390 | 230 |
| | | |

Flange Plate

| Bolt hole centres | Bolt hole diameter | Design load/bolt |
|-------------------|--------------------|------------------|
| | | |
| (mm) | (mm) | (N) |

Relevant forces and moments at ground level

Line of action of max. moment relating to door opening

NOTE: For flange plates with slotted holes a diagram shall be included with this Data Sheet.

APPENDIX 13/2: COLUMN AND BRACKET DATA SHEET 2

Part C Acceptable Luminaires

Luminaire: Maximum Characteristics

| Post Top Column | Luminaire Connection | | Luminaire Max Wt (kg) | Terrain Categories as defined in BS EN 40-3-1 | | | | |
|--------------------|----------------------|--------|--------------------------|--|----|-----|----|--|
| | | | | I | II | III | IV | |
| | | | | Maximum Windage Area (m ²) for Terrain Categories as defined in BS EN 40-3-1 | | | | |
| | Diameter | Length | | | | | | |

| Single Arm Bracket Column | Luminaire Lever Arm (mm) | |
|------------------------------------|--------------------------|-----------------------------|
| | Due to wt. of luminaire | Due to windage on luminaire |
| | | |

| Bracket Projection (m) | Ref No. | Drawing No. | Material | | Luminaire Fixing Angle | Luminaire Connection | | Luminaire Maximum Wt (kg) | Maximum Windage Area (m ²) for Terrain Categories as defined in BS EN 40-3-1 | | | | |
|------------------------------|------------|----------------|----------|--|------------------------------|----------------------|----------------|------------------------------------|---|--|--|--|--|
| | | | Grade | Design Strength (N/mm ²) | | Diameter (mm) | Length (mm) | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

| Double Arm Bracket Column | Luminaire Lever Arm (mm) | |
|------------------------------------|--------------------------|-----------------------------|
| | Due to wt. of luminaire | Due to windage on luminaire |
| | | |

| Bracket Projection (m) | Ref No. | Drawing No. | Material | | Luminaire Fixing Angle | Luminaire Connection | | Luminaire Maximum Wt (kg) | Maximum Windage Area (m ²) for Terrain Categories as defined in BS EN 40-3-1 | | | | |
|------------------------------|------------|----------------|----------|--|------------------------------|----------------------|----------------|------------------------------------|---|--|--|--|--|
| | | | Grade | Design Strength (N/mm ²) | | Diameter (mm) | Length (mm) | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |

Part D Certification

It is certified that the information given in this Data Sheet has been obtained in accordance with Departmental Standard BD 26 (DMRB 2.2.1) and the Specifications.

Signed on behalf of the Contractor: Date:

APPENDIX 13/3: INSTRUCTIONS FOR COMPLETION OF COLUMN AND BRACKET DATA SHEETS

General

- 1 When information is not required a dash shall be inserted in the appropriate boxes.
- 2 Where a Data Sheet is amended it shall be given a new revision number with a date.
- 3 The revision number shall be consecutive letters of the alphabet, commencing with A'.
- 4 The date of the revision shall agree with the date of the Contractor's signature.
- 5 The column, or bracket material shall be steel, aluminium, reinforced or pre-stressed concrete, glass fibre, reinforced plastic or any other approved material.
- 6 The material design strength shall be the minimum specified in the design. Where more than one material is used values for all materials shall be given.
- 7 All relevant entries shall be made on the Data Sheet before the Contractor certifies the document.

Column Data

- 1 The column nominal height shall be selected from Clauses 2 or 3 of BS 5649: Part 2: 1978 as appropriate.
- 2 The number of door openings shall agree with the manufacturer's drawing.
- 3 The cross-section of the base compartment shall be indicated by a dimensioned diagram/sketch.
- 4 The acceptable positions of bracket arms relative to the door position shall be indicated on the diagram. Where all positions are acceptable the box noted 'ANY' shall be ticked.
- 5 Where concrete is necessary around the planted base in accordance with Clause 1305.3 and 1305.4 the minimum diameter shall be entered.
- 6 For flange bases all forces and moments used in the design of the foundations anchorages and attachment systems shall be given.
- 7 The corrosion protection system used on the column when new shall be recorded where additional steel is provided for sacrificial purposes the amount shall be recorded.
- 8 The signs and attachments surface area, eccentricity from the centre line of the column to the centre of the area of the sign and height above ground level to the centre of the area of the sign shall be stated.

Bracket Data

- 1 The luminaire lever arms, weight and maximum windage area quoted shall be based on the most adverse loading on the bracket arm when it is attached to any of the columns quoted in the compatible column sections.

(Note: The luminaire lever arms are the horizontal distances from the centre of gravity of the luminaire and, if applicable, the centroid of the windage surface area to the end of the bracket joint.)

APPENDIX 14/1: SITE RECORDS

1. Clause 1402 - Site Records [1402.1]

- (i) As built drawings shall be produced by the Contractor. Copies of the Contract drawings will be provided by the Overseeing Organisation in AutoCAD format and paper format. The record drawings produced by the Contractor shall be produced on AutoCAD and stored on CD-ROM and provided to the Overseeing Organisation.
- (ii) The drawings shall include:
 - a) Maintenance or operating manuals for installed equipment;
 - b) Cable records shall be determined from kerb lines or fence lines;
 - c) A schematic distribution layout drawing indicating the distribution arrangement of each private cable network;
 - d) Test certificates in accordance with BS 7671;
 - e) A schedule of abandoned cables; and
 - f) Cable offsets taken at 20m intervals where cables maintain a steady line, and at 5m intervals where the line of the cable varies.

APPENDIX 14/2: LOCATION OF LIGHTING UNITS AND FEEDER PILLARS

1. Clause 1401 - General

- (i) All information relating to the existing installations possessed by the Overseeing Organisation regarding the position of existing underground cabling, feeder pillars and lighting unit positions will be made available to the Contractor without any guarantee as to its accuracy. [1401.5]

2. Clause 1403 - Location of Lighting Units and Feeder Pillars

- (i) The location of all lighting units shall be as detailed on the Contract drawings. [1403.1]
- (ii) The minimum lighting requirements for this scheme are detailed in table A14/2/1 on the following page.
- (iii) If an alternative luminaire is proposed by the Contractor the following information shall be issued to the Overseeing Organisation for approval prior to the commencement of works to demonstrate compliance with the requirements of table A14/2/1, based on the equipment proposed therein:
 - a) Road and area (where applicable) lighting design calculations and explanatory notes demonstrating compliance with the requirements of table A14/2/1.
 - b) The information issued shall include luminaire type / catalogue no., lamp type / design lumen output, and show the calculated lighting levels.

APPENDIX 14/2: LOCATION OF LIGHTING UNITS AND FEEDER PILLARS (CONT'D)

Table A14/2/1: Lighting Level Requirements

| Location | Compliance With | Maintenance Factor | Road Surface Category | Nominal Road Width | Luminaire Overhang | Contractors Proposed Luminaire |
|-----------------------|--|--------------------|-----------------------|--------------------------|--------------------------|--------------------------------|
| Main Street, Hardwick | BS5489-1:2013 & BS EN13201-2:2015 Class P6 | 0.83 | C2 / 0.07 | As per Contract Drawings | As per Contract Drawings | |
| NOTES: 1. | | | | | | |

APPENDIX 14/3: TEMPORARY LIGHTING

1. Clause 1405 - Temporary Lighting

- (i) Existing road lighting units, lit sign units and associated power supplies shall be maintained until the new installation has been commissioned. [1405.1]
- (ii) The Contractor shall ensure that the requirement for temporary lighting and associated power supplies is identified and appraised fully during preparation of the programme of works defined in Appendix 1/13.
- (iii) The Contractor shall design and install temporary LV power supply networks for all locations where the existing cable network is removed before / during installation of the permanent road lighting works.
- (iv) All temporary LV power supply networks designed by the Contractor shall comply fully with the requirements of BS 7671. The Contractors proposals shall be submitted to the Overseeing Organisation, for appraisal, seven days before installation.
- (v) All temporary lighting shall comply fully with the requirements of BS 5489. The Contractors proposals shall be submitted to the Overseeing Organisation, for appraisal, seven days before installation.
- (vi) Temporary lighting shall not be removed or switched off until:
 - a) The permanent installation is in full operation;

- b) An inspection has been carried out on the operation of the permanent installation not less than 24 hours or more than seven days after commissioning;
- c) Any adjustments, remedial or replacement works found necessary have been carried out; and
- d) The system re-inspected as b. above.

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING

1. Clause 1407 - Luminaires

- (i) All luminaires shall have a fuse holder adjacent to the terminal block with a cartridge fuse protecting each set of control gear. [1407.1]
- (ii) All luminaires shall be as detailed on the Contract drawings. [1407.2(i)]
- (iii) All luminaires for road lighting shall have a degree of protection rating IP66 to BS EN60529 for luminaire optical system and IP66 to BS60529 for luminaire control gear. [1407.2(iii & iv)]
- (iv) The Contractor shall insert in table A/14/4/1, details of all the proposed luminaires. [1407.2(i)]
- (v) The contractor shall provide the Elexon UMSUG code for installed luminaire to South Cambridgeshire District Council at the time of supply,

2. Clause 1409 - Photo-Electric Control Units (PECU's)

- (i) Photo-Electric Control Units (PECU's) to be used are detailed in Table A/14/4/4.
- (ii) The Contractor shall insert in table A/14/4/4, details of all Photo-Electric Control Units (PECU's) proposed to be used. [1416.3]
- (iii) Circuits to be group switched have been identified on the Contract drawings. [1409.4]
- (iv) Photo-Electric Control Units (PECU's) are to be supplied via a manufacturer providing a 12 year guarantee.

3. Clause 1412 - Ballasts

- (i) Luminaire control gear shall be dimmable electronic DALI enabled and Constant Light Output (CLO) enabled.

4. Clause 1416 - Cut-outs, Fuse Holders, Fuses and Miniature Circuit Breakers (MCB's)

- (i) All fuses within lighting columns, sign and bollards shall be HRC type, complying with the requirements of BS88-2. Fuse ratings shall be in accordance with the Contract drawings and/or the manufacturer's recommendations. [1416.5]
- (ii) The Contractor shall insert in table A/14/4/2, details of all the cut-outs proposed to be used. [1416.3]
- (iii) The Contractor shall determine the short circuit rating, through consultation with the Distribution Network Operator (DNO) if necessary, of all miniature circuit breakers. [1416.6]
- (iv) Live terminals including the neutral shall be isolated on removing the fuse carrier.

- (v) Interlocking shall ensure that the fuse carrier cannot be inserted or withdrawn under load conditions.
- (vi) A clear "OFF" indication shall be provided when the unit has been isolated and a locking off facility shall be provided in the OFF position only.
- (vii) The design of the cut-out shall be such that it is possible to incorporate facilities, integral within the unit, for the termination of an additional Local Authority outgoing fused circuit.
- (viii) Terminals shall be sufficient to allow the termination of conductors with a CSA of up to 25mm sq.
- (ix) The design of the cut-out shall be such that there is no possibility of contact with live parts during electrical testing.

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING (CONT'D)

5. Clause 1417 - Base Compartment Fixing Arrangements

- (i) All electrical equipment installed within the base compartment of lighting columns shall be generally arranged as detailed on the Contract drawings. [1417.1]

6. Clause 1418 – Feeder Pillars

NOT USED

7. Clause 1419 - Wiring

- (i) All wiring and installation of components within lighting columns and lit sign units shall be in accordance with the Contract drawings. [1419.1]

8. Clause 1420 - Earthing

- (i) All earthing for lighting columns shall be carried out in accordance with the Contract drawings and BS7671. [1420]
- (ii) The main earth terminal block to which the terminals of all equipment shall be separately bonded shall be connected to the incoming supply earth by the main earthing conductor.
- (iii) The main earthing conductor shall be of copper and be in accordance with the following Table: -

| C.S.A. of Phase Conductor (S) | Min. C.S.A. of Corresponding Main Earthing Conductor (Sp) |
|---|---|
| 6 sq.mm 10 sq.mm 16 sq.mm 25 sq.mm | 6 sq.mm 10 sq.mm 16 sq.mm 16 sq.mm |

- (iv) Bonding conductors shall be of 6 sq mm stranded copper, with the exception of the bonding conductor to the door, which shall be 16 sq mm flexible copper.

- (v) Where the CROSS SECTIONAL AREA of the incoming phase conductor is greater than 35 sq mm, the Engineer shall be consulted regarding the size of the main earthing and bonding.

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING (CONT'D)

9. Clause 1421 - Underground and Ducted Cable

- (i) The route for underground cable trenches shall be as detailed on the Contract drawings. [1421.4]
- (ii) Cables shall be laid in accordance with the requirements of the Contract drawings. Additional protection shall be provided to cables where detailed on the Contract drawings. [1421.5]
- (iii) The Contractor shall insert in table A/14/4/3 the details of all road lighting cables proposed to be used. [1421]
- (iv) When cable termination does not proceed immediately following installation of the cable and the cable ends are buried, their positions shall be marked with a permanent marker block as described in Clause 1421.11. The block shall be marked as instructed by the Overseeing Organisation. [1421.11]

10. Clause 1422 - Cable Joints

NOT USED

11. Clause 1423 - Armoured Cable Termination's

- (i) Armoured cable terminations shall be carried out in accordance with the Contract drawings. [1423.1]

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING (CONT'D)

Table A/14/4/1: Luminaire and Lamps

| Luminaire | | | | | | Lamp | | | Integral Or Remote PECU |
|--------------------------------|--|--------------------------------|-------------------------|--------------------|----------------------------|-------|-----------------|--------------------|----------------------------------|
| Manufacturer | Cat No. | Glare Control | | IP Rating | | | | | |
| | | Luminous Intensity Class | Glare Index Class | Optical Housing | Control Gear Housing | Type | Light Source | Wattage/L umens | |
| DW Windsor | Kirium Pro Mini 16 LED 200mA D1 CLO Enabled | G3 | D5 | IP66 | IP66 | 3000K | LED | 1.23klm | Integral NEMA |
| NOTES: 1. None | | | | | | | | | |

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING (CONT'D)

Table A/14/4/2: Lighting Unit Terminations

| Termination Type | Contractor To Complete | |
|---|----------------------------|---------|
| | Manufacturer | Cat No. |
| T12 | Charles Endirect LSI Range | |
| | | |
| | | |
| | | |
| NOTES: <ol style="list-style-type: none"> Completed data sheets shall be provided as soon as the Contract has been awarded. Details of the road lighting columns are given on Table A13/1/1. | | |

Table A/14/4/3: Cables

| Cable Type | Contractor To Complete | |
|---|------------------------|---------|
| | Manufacturer | Cat No. |
| none | | |
| NOTES: <ol style="list-style-type: none"> Completed data sheets shall be provided as soon as the Contract has been awarded. All cables shall be B.A.S.E.C. approved. | | |

APPENDIX 14/4: ELECTRICAL EQUIPMENT FOR ROAD LIGHTING (CONT'D)

Table A/14/4/4: Photo-Electric Control Units

| Description | Switch On/ Off Ratio | Number Of Parts | Contractor To Complete | |
|---|-------------------------|--------------------|------------------------|----------------|
| | | | Manufacturer | Model/ Cat No. |
| 7 pin NEMA socket with PECU | 35/18 | One | | |
| | | | | |
| NOTES; 1. Completed Data Sheets shall be provided as soon as the Contract has been awarded. | | | | |

APPENDIX 14/5: ELECTRICAL EQUIPMENT FOR TRAFFIC SIGNS

- 1. Clause 1417 - Base Compartment Fixing Arrangements**
NOT USED
- 2. Clause 1419 - Wiring**
NOT USED

APPENDIX 14/70AR - MAINTENANCE OF EXISTING LIGHTING

1. The Contractor shall be responsible for all lighting and electrical apparatus within the site limits (including the works area) for the duration of the Contract.
2. Before the commencement and after the completion of the Contract, joint surveys shall be carried out between the Engineer's representative, the Contractor and the routine Maintenance Contractor, to agree the status of the lighting to be taken over/handed back on each occasion. Lighting shall be taken over in whole feeder pillars which means that the extent of the lighting taken over may not coincide with the site limits.

(See also Appendix 14/3, which sets out the requirements for Temporary Lighting within the works area).
3. The Contractor shall remain responsible for the road lighting installation until the following criteria have been achieved:
 - (i) The new electrical works are substantially complete.
 - (ii) No further lane closures for the newly installed lighting and electrical installation are required.
 - (iii) Satisfactory completion of all electrical testing and submission to the Engineer of the completed 'Lighting and Electrical Operation and Maintenance Manual'. (See Appendix 14/1 for requirements).
4. The existing lighting within the site limits, but outside the works area and not part of the Contract works, shall be maintained by the Contractor to the following requirements for the duration of the works:
 - (i) Attendance within 24 hours to faults involving three or more consecutive luminaires being out of action. This applies to luminaires over one carriageway in the case of double arm columns.
 - (ii) Emergency Electrical site attendance (see Appendix 14/71).
 - (iii) Repairs as instructed by the Engineer.
 - (iv) Emergency Electrical site attendance to damage and/or faults resulting in complete circuits being out of action.
5. The above requirements will apply until the Engineer has granted substantial completion of the works. At this point, responsibility for maintenance of the road lighting (excluding the works area) will pass back to the routine Maintenance Contractor. A date for this transition shall be agreed with the Engineer after the second joint survey has been carried out to establish the status of the lighting upon handover.

APPENDIX 14/71AR - EMERGENCY ELECTRICAL SITE ATTENDANCE

1. The Contractor shall provide an emergency electrical site attendance service consisting of plant, materials and operatives for making safe electrical equipment in the event of emergency situations occurring within the site limits and/or works area.
2. Attendance by a qualified electrician is required within two hours of telephone notification. The service shall be provided both during normal working hours and outside working hours for the duration of the Contract, regardless of whether the Contractor has personnel on or off site.
3. The Contractor shall provide a dedicated telephone number for this purpose, which shall be continuously available.
4. This emergency service is deemed to include making the site safe and general clearance of lighting and electrical related debris. The vehicle and staff attending site shall have adequate equipment, plant and expertise to isolate and make electrical supplies safe, effect repairs and restore service, until such time as permanent repairs may be completed.
5. The Contractor shall ensure that personnel have access to a location map of both existing and new feeder pillars taken over, to enable prompt isolation of electrical supplies to be made.
6. Should it be necessary to remove or dismantle lighting column(s), the Contractor shall ensure that a suitable crane vehicle is available within a further two hours.
7. Details of this Emergency service shall be submitted and approved by the Engineer prior to the commencement of the Contract.

This service is not measured separately and the Contractor shall make all necessary allowances for this under the relevant sections of the Contract in conjunction with the main Contractor as required.

APPENDIX 14/72AR - ELECTRICAL SITE SUPERVISION

1. The Contractor shall allocate an electrically qualified supervisor to the main Contractor's staff.
2. This Supervisor shall be responsible for the electrical works, be familiar with road lighting and electrical installations in general and have knowledge of current electrical standards and regulations, including the ILP Code of Practice for Electrical Safety in Public Lighting operations and the current IET Wiring Regulations.
3. The contractor's supervisor shall attend the regular progress meetings, held by the Engineer's representative normally at two-weekly intervals.

APPENDIX 14/73AR - PROCEDURES FOR ISOLATING POWER SUPPLIES

1. The safe, effective isolation and re-energising of supplies shall be the responsibility of the Contractor.
2. Failure to re-energise circuits at the end of each working day will result in the use Emergency Electrical Site Attendance service as detailed in Appendix 14/71, at no additional cost to the Engineer.
3. In order to control access to feeder pillars, the Contractor shall fit padlocking facilities to all feeder pillars (both existing and new) upon the commencement of the Contract- see Appendix 14/4 section 3 for further details.
4. The Engineer's representative will issue standard padlocks for each feeder pillar, which shall be fitted by the contractor. Three standard keys will also be issued to the Contractor, which shall be returned to the Engineer at the end of the contract. The contractor shall ensure that all personnel involved with the provision of Emergency Electrical Site Attendance (see Appendix 14/71) have access to the standard padlock keys, for prompt isolation of supplies in an emergency.
5. When electrical work is to be carried out on a feeder pillar, the Contractor shall obtain a 'working' padlock from the Engineer's representative. This shall be used on the feeder pillar while work is being carried out, in place of the standard padlock. Only the Engineer's representative and the person working on the feeder pillar will have keys to the working padlock.
6. Upon completion of the electrical work, the Contractor shall refit the standard padlock and return the working padlock to the Engineer's representative promptly afterwards.
7. While work is in progress, the Contractor shall also display a suitable sign at the feeder pillar, indicating 'Work in Progress' and the name of the person carrying out the work.
8. It is the Contractor's responsibility to identify and prove all electricity supply sources prior to isolation and work commencing.

APPENDIX 19/1 – PROTECTION OF STEELWORK AGAINST CORROSION

(SPECIFICATION FOR HIGHWAY WORKS) FORM HA/P1 (NEW WORKS) PAINT SYSTEM SHEET

Sheet No. 1

| | | | | |
|---|--|--|--|----------------------|
| 1. CONTRACT TITLE: Main Street, Hardwick STRUCTURE NO: Lighting Columns GRID REF: N/A | | | | |
| 2. DATE OF ISSUE OF DOCUMENTS: | | | | |
| 3. ENVIRONMENT AND ACCESSIBILITY: Inland and Ready | | | | |
| 4. REQUIRED DURABILITY OF SYSTEM: NO MAINTENANCE:8 YEARS MINOR MAINTENANCE8 YEARS MAJOR MAINTENANCE: ...15 YEARS | | | 5. COLOUR OF FINISH: Unpainted - Galvanised | |
| 6. PAINT SYSTEM TO BE APPLIED OVER: AREA REF: AREA DESCRIPTION: PROTECTIVE SYSTEM: (i.e. I, II etc)..... | | | | |
| 7. DETAILS | | | 1 st Coat | 2 nd Coat |
| Registered Description Item No. and Colour BBA HAPAS Roads and Bridges Certificate Reference Brand Name and Manufacturer's Ref. No. Manufacturer's Data Sheet No. Where applied How applied Min dry film thickness (mdft) Max local dft (See Clause 1914.7) Estimated total volume of paint likely to be used (litres) 'A' type testing required? (YES/NO) (See CI 1912.3) 'B' type testing required? (YES/NO) (See CI 1912.10) | | | 3 rd Coat | 4 th Coat |
| 8. STRIPE COAT DESCRIPTION (Including Item No. and colour) Workshop: Site | | | 9. PAINT MANUFACTURER'S OFFICIAL STAMP | |
| 10. Mdft (µm) NOTE. The minimum total dry film thickness of the paint system, neglecting primers and sealers under 30 microns, shall be 15% greater (to the nearest 25 microns) than the sum of the mdfts of the individual paint coats. | | | 11. APPROVED BY: DATE: | |

21 January the HCCWG had interviews with the following Architectural professionals:

AMA
CIVIC
Cavareri
Chadwickdryerclarke
Hill

During our meeting following the interviews, it was decided to remove Chadwickdryerclarke and Hill from our list of candidates.

Chadwickdryerclarke, we concluded were too young and inexperienced to run with a project of this importance and that they would be great if there was more flexibility and money, which we do not have.

Hill, we concluded were not able to offer a full six stage service and would therefore not be able to take the project through the construction phase and to completion. The group would then need to appoint a Project Manager who would need to take over from Hill. The full accountability of completing a project on time and on budget is therefore at risk.

At this point we were left with three remaining contenders Civic, AMA & Cavaleri.

AMA and Cavalei offered the same service and expertise. More of the group however voted for AMA and said they would prefer to work with Micheal from AMA. AMA's fee proposal was a little messy and was difficult to compare realistically with Cavaleri. Instruction was given to offer AMA an opportunity to clean up their fee proposal.

Civic was a concern mainly because it was a one-man operation and clarity was to be gained on the proposed contingency plan should Dan become incapacitated.

As AMA reverted back with a very favourable fee structure, therefore removing Cavaleri as a contender, leaving AMA and Civic competing for the appointment.

Civic have proposed their fees to be 15.5% including all professionals.

Civic showed strong leadership on a similar project as ours by offering funding/grant support as well as sourcing building materials at a lower cost. There is however, the risk of him being a one-man show, the same would apply to his problem solving and design ideas skills. Civic operates on a very basic CAD system and his 3DSketchup presentations are very basic. Civic has only shown real success in one project which was completed in 2016 and this was developed over a period of 5/6 years, which would make me concerned about delivering our project on time and on budget.

AMA have proposed their fees to be 8,5% This does not include the M&E Consultant so adding that on at 4% still presents them at a substantial lower offering compared to Civic. AMA are a team of roughly 7 professionals who are able to brain storm and problem solve, allowing our project to gain the benefit of a number of creative minds. They also have a reputation for delivering projects on time and on budget.

In conclusion, the Working Group, would like to recommend to the Parish Council that AMA be appointed as the Architects for the new Hardwick Community Centre.

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-19

Summary of previous month

Balance brought forward **£157,717.95**

Adjustments and amendments

Expenditure approved at last meeting/between meetings

CCC PFHI -500.00

Misc credits

NS&I INTEREST 27.35

LLOYDS INTEREST 0.02

HSSC RENT 875.00

Total Adjustments 402.37

Balance revised after adjustments £158,120.32

Bank Reconciliation to last statement

| Account | Funds | Statement | Outstanding |
|-------------------------|-------------------|-------------------|----------------|
| Current Account | 35,371.13 | 35549.52 | -178.39 |
| Business Account | 546.44 | 546.44 | |
| Cambridge Counties Bank | 94,202.75 | 94,202.75 | |
| Bonds | 28,000.00 | 28,000.00 | |
| Total | 158,120.32 | 158,298.71 | -178.39 |

Expenditure for approval

£

SALARY 90.56

SALARY 135.72

NEST PENSION 173.53

HARDWICK SCHOOL ROOM HIRE 87.50

LGS SERVICES ADMIN SUPPORT 1337.29

LGS SERVICES PAYROLL 288.00

Total expenditure 2112.60

Balance c/f £156,007.72

Notes:

Late invoices will be brought to the meeting

Section 2 – Accounting Statements 2018/19 for

HARDWICK PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|--|
| | 31 March 2018 £ | 31 March 2019 £ | |
| 1. Balances brought forward | 141,280 | 145,654 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 42,453 | 60,289 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 28,467 | 47,227 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 5,031 | 5,423 | <i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 61,515 | 82,772 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 145,654 | 164,975 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 147,580 | 157,718 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 632,469 | 658,981 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

16/04/19

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HARDWICK PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | 'Yes' means that this authority: |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

Annual Internal Audit Report 2018/19

HARDWICK PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|---------------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | | | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | | | |
| K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. (<i>"Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR</i>) | | | |
| L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations. | | | Not applicable ✓ |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YY

DD/MM/YY

DD/MM/YY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', is an explanation provided? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been provided? | | |
| | Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices* can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
 - The annual internal audit report is completed by the authority's internal auditor.
 - Sections 1 and 2 are to be completed and approved by the authority.
 - Section 3 is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

HARDWICK PARISH COUNCIL CASH BOOK RECONCILIATION

FY 2019

Reconciliation from cash book

| | |
|----------------------------|-------------------------|
| balance b/f | <u>147579.84</u> |
| receipts | <u>109891.60</u> |
| payments (inc o/s at bank) | -99753.49 |
| balance c/f | <u><u>157717.95</u></u> |

| | |
|------------|-------------------------|
| O/S | -5332.16 |
| CURRENT AC | 40300.92 |
| DEPOSIT AC | 546.44 |
| CCB AC | 94202.75 |
| BOND | 28000.00 |
| C/F | <u><u>157717.95</u></u> |

| | |
|-----------------|-------------------------|
| B/F Bank & cash | 147579.84 |
| Receipts | 109891.60 |
| | <u><u>257471.44</u></u> |

| | |
|----------|-------------------------|
| Payments | 99753.49 |
| C/F | 157717.95 |
| | <u><u>257471.44</u></u> |

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RFO
16/04/19

RECONCILIATION BETWEEN BOX 7 & BOX 8 IN SECTION 2
HARDWICK PARISH COUNCIL FY2019

INCOME & EXPENDITURE ACCOUNTS

BOX 7: BALANCES BROUGHT FORWARD

164975.03

DEBTORS

| | |
|-------------|----------|
| HMRC | 10775.80 |
| HSSC | 125.00 |
| HSSC | 125.00 |
| HSSC | 1000.00 |
| HARDWICK FC | 250.00 |
| HARDWICK FC | 250.00 |

RECEIPTS IN ADVANCE 0.00

TOTAL DEDUCTIONS

12525.80

CREDITORS

| | |
|-----------------|----------|
| CAMBOURNE PC | 45.54 |
| CCC | 500.00 |
| HARDWICK SCHOOL | 87.50 |
| LGS SERVICES | 1,115.68 |
| LGS SERVICES | 240.00 |
| VICTOIRE PRESS | 1,300.00 |
| CCC | 1,250.00 |
| RPM | 730.00 |

PAYMENTS IN ADVANCE 0.00

TOTAL ADDITIONS

5268.72

BOX 8: TOTAL CASH AND SHORT TERM INVESTMENTS

157717.95

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16/04/19

**HARDWICK PARISH COUNCIL
BALANCES AT 31 MARCH 2019**

INCOME & EXPENDITURE ACCOUNTS

| 2017/2018 | | 2018/2019 |
|------------------|--------------------------------------|------------------|
| 29695.71 | Lloyds Current | 40300.92 |
| 546.44 | Lloyds Deposit | 546.44 |
| 92914.59 | Cambs & Counties 60 Day | 94202.75 |
| 28000.00 | Bond | 28000.00 |
| -3576.90 | Outstanding at bank | -5332.16 |
| 147579.84 | | 157717.95 |
| | Debtors | |
| 621.76 | HMRC (VAT) | 10775.80 |
| 875.00 | Other | 1750.00 |
| | Payments in advance | |
| 1496.76 | | 12525.80 |
| 149076.60 | Total Assets | 170243.75 |
| -3422.91 | Creditors | -5268.72 |
| 0.00 | Income in advance | 0.00 |
| 145653.69 | Total Assets less Liabilities | 164975.03 |
| 0.00 | Long term liabilities | 0.00 |
| 0.00 | Provision for doubtful debts | 0.00 |
| 145653.69 | Net Assets | 164975.03 |
| 141280.28 | Balance at 1 April B/F | 145653.69 |
| 70919.90 | ADD: Total Income | 107516.41 |
| -66546.49 | DEDUCT: Total Expenditure | -88195.07 |
| 145653.69 | | 164975.03 |

I&E Reserves

| | | |
|------------------|--|------------------|
| 520.13 | S106 Lark Rise Community space contribution (received 28/01/14) | 520.13 |
| 817.56 | S106 Land adj 3 Lark Rise Community Space contribution(2/2016) | 817.56 |
| 3815.45 | S106 Land Adj 311 St Neots Road POS contribution (received 12/04/16) | 1815.33 |
| 815.75 | S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16) | 815.75 |
| 269.02 | P3 Scheme | 769.02 |
| 27000.00 | Scout Hut | 0.00 |
| 5000.00 | Special Projects | 5000.00 |
| 10000.00 | Special Projects - Community Hall Operating Costs | 19922.26 |
| -200.00 | Cricket Club Loan | 0.00 |
| 0.00 | Kompan Play equipment phase 2 | 0.00 |
| 240.22 | Transport consultant | 240.22 |
| 222.26 | CC Yellow lines installation | 0.00 |
| 82.12 | Play Equipment | 0.00 |
| 0.00 | Advertising - Village Plan (FY19) | 2000.00 |
| 98997.33 | General Fund | 125817.68 |
| -1926.15 | YE Creditor / Debtor fund | 7257.08 |
| 145653.69 | Total | 164975.03 |

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Hardwick P C
Income & Expenditure Account for year ending 31 March 2019

| 2016/2017 | | 2018/2019 |
|------------------------|---|-------------------------|
| | Income | |
| 42453.00 | PRECEPT | 60289.00 |
| 0.00 | ADVERTISING | 0.00 |
| 3900.00 | RECREATION GROUND | 4625.00 |
| 1379.78 | INTEREST | 1586.23 |
| 0.00 | SPECIAL PROJECTS/ GRANTS/INSURANCE | 0.00 |
| 91.70 | GENERAL ADMIN/MISC | 23.68 |
| 23095.42 | MISC RESERVES | 40992.50 |
| 0.00 | S106 | 0.00 |
| <u>70919.90</u> | Total Income | <u>107516.41</u> |
| | Expenditure | |
| 5031.17 | SALARIES | 5423.11 |
| 1742.45 | ADVERTISING | 1800.00 |
| 4928.22 | GENERAL ADMIN | 5133.01 |
| 11700.00 | ADMIN SUPPORT | 13769.36 |
| 12716.86 | ASSETS & LAND MAINT | 15887.50 |
| 0.00 | SPECIAL PROJECTS | 2311.73 |
| 1000.00 | S137 | 1000.00 |
| 29427.79 | RESERVES | 42870.36 |
| <u>66546.49</u> | Total Expenditure | <u>88195.07</u> |
| <u>4373.41</u> | Excess (Deficit) of Income over Expenditure for the year | <u>19321.34</u> |

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Hardwick Parish Council
Year Ended 31st March 2019

VAT Reconciliation

| | |
|--|-----------------|
| VAT Control Account as at 1.4.18 | 621.76 |
| VAT on expenses in year per Bank Expenses Schedule | 13404.23 |
| Sub Total | 14025.99 |
| VAT repayments by C&E in year | 3250.19 |
| HMRC debtor as at 31.3.19 | <u>10775.80</u> |

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16/04/19

Hardwick Assets Register FY2019

| | Location | Notes | FY2018 | FY2019 |
|----------------------------|---------------------------------------|---------------------------------|-----------|-----------|
| LORRY CLIMBING FRAME | EGREMONT ROAD PLAY AREA | Removed 2019 | 2706.27 | |
| SLIDE | EGREMONT ROAD PLAY AREA | Removed 2019 | 2706.27 | |
| SWINGS | EGREMONT ROAD PLAY AREA | | 2706.27 | 2706.27 |
| BENCH | EGREMONT ROAD PLAY AREA | | 700.00 | 700.00 |
| BENCH | EGREMONT ROAD PLAY AREA | | 700.00 | 700.00 |
| YELLOW BIN | EGREMONT ROAD PLAY AREA | | 250.00 | 250.00 |
| IGLOO CLIMBING FRAME | EGREMONT ROAD PLAY AREA | | 2900.00 | 2900.00 |
| TODDLER + TANGO SWING | EGREMONT ROAD PLAY AREA | Installed FY18 - KOMPAN PHASE | 7535.64 | 7535.64 |
| SPINNER BOWL - GREEN + | EGREMONT ROAD PLAY AREA | Installed FY18 - KOMPAN PHASE | 729.00 | 729.00 |
| DAISY ROCKER + SAFETY | EGREMONT ROAD PLAY AREA | Installed FY18 - KOMPAN PHASE | 1021.00 | 1021.00 |
| TODDLER CASTLE + SAFE | EGREMONT ROAD PLAY AREA | Installed FY18 - KOMPAN PHASE | 5951.00 | 5951.00 |
| SEE-SAW + SAFETY SURF | EGREMONT ROAD PLAY AREA | Installed FY18 - KOMPAN PHASE | 3710.00 | 3710.00 |
| BLOQS 3 - LIME GREEN | EGREMONT ROAD PLAY AREA | Installed FY19 - KOMPAN PHASE 2 | | 6780.00 |
| FOUR TOWER | EGREMONT ROAD PLAY AREA | Installed FY19 - KOMPAN PHASE 2 | | 13990.50 |
| SAFETY SURFACE (FOUR | EGREMONT ROAD PLAY AREA | Installed FY19 - KOMPAN PHASE 2 | | 10877.36 |
| METAL FENCING | EGREMONT ROAD PLAY AREA | Installed FY18 | 6414.49 | 6414.49 |
| NO DOGS SIGN | EGREMONT ROAD PLAY AREA | | 100.00 | 100.00 |
| PC CONTACT SIGN | EGREMONT ROAD PLAY AREA | | 100.00 | 100.00 |
| All weather pitch | EGREMONT RD AT REAR OF PAVILION | | 20000.00 | 20000.00 |
| PAVILION | EGREMONT RD | | 420000.00 | 420000.00 |
| PAVILION CONTENTS | EGREMONT RD | | 2182.91 | 2182.91 |
| RAILINGS | IN FRONT OF PAVILION / CAR PARK | | 9000.00 | 9000.00 |
| BIN | REC AT REAR OF PAVILION | | 400.00 | 400.00 |
| CCTV SIGN | PAVILION CAR PARK RAILINGS | | 400.00 | 400.00 |
| BIN | REC IN FRONT OF PAVILION | | 450.00 | 450.00 |
| BENCH | REC IN FRONT OF PAVILION | | 300.00 | 300.00 |
| BENCH | REC IN FRONT OF PAVILION | | 300.00 | 300.00 |
| BIN | REC IN FRONT OF PAVILION | | 450.00 | 450.00 |
| BOOT CLEANER/SCRAPER | REC IN FRONT OF PAVILION | | 150.00 | 150.00 |
| CCTV SIGN | ON CCTV POLE NEAR PAVILION MAIN DOOR | | 150.00 | 150.00 |
| BIN | IN FRONT OF PAVILION / NEAR MAIN DOOR | | 450.00 | 450.00 |
| DOG BIN | REC LIMES RD SIDE / NE CORNER | | 170.00 | 170.00 |
| NO GOLF SIGN | REC LIMES RD SIDE / NE CORNER | | 100.00 | 100.00 |
| BIN | REC LIMES RD SIDE / N MIDDLE | | 450.00 | 450.00 |
| BENCH | REC LIMES RD SIDE / N MIDDLE | | 300.00 | 300.00 |
| NO GOLF SIGN | REC LIMES RD SIDE / N MIDDLE | | 100.00 | 100.00 |
| BIN | REC LIMES RD SIDE / NW CORNER | | 450.00 | 450.00 |
| BENCH | REC LIMES RD SIDE / NW CORNER | | 300.00 | 300.00 |
| DOG BIN | REC LIMES RD SIDE / NW CORNER | | 170.00 | 170.00 |
| CCTV SIGN | ON RAILINGS NEAR EGREMONT RD LAYBY | | 150.00 | 150.00 |
| NO GOLF SIGN | NEAR EGREMONT RD LAYBY | | 100.00 | 100.00 |
| NO VEHICLES SIGN | NEAR EGREMONT RD LAYBY | | 200.00 | 200.00 |
| DOG BIN | NEAR EGREMONT RD LAYBY | | 170.00 | 170.00 |
| BIN | NEAR EGREMONT RD LAYBY | | 250.00 | 250.00 |
| DOG FOULING SIGN | REC SW CORNER | | 50.00 | 50.00 |
| DOG BIN | REC SW CORNER | | 170.00 | 170.00 |
| NO GOLF SIGN | REC SW CORNER / ABOVE DOG BIN | | 100.00 | 100.00 |
| CCTV RECORDER | PAVILION OFFICE | | 3151.28 | 3151.28 |
| CCTV MONITOR | PAVILION OFFICE (inc above) | | | |
| SAFE | PAVILION OFFICE | | 500.00 | 500.00 |
| CCTV (all outdoor cameras) | NEAR SKATE PARK | | 3151.28 | 3151.28 |
| BENCH | SKATE PARK | | | |
| HALF PIPE | SKATE PARK | | 13937.33 | 13937.33 |
| BIN | REAR OF HALF PIPE | | 450.00 | 450.00 |
| SKATE SIGN | REAR OF HALF PIPE | | 500.00 | 500.00 |
| NO RAMPS SIGN | REAR OF HALF PIPE | | 50.00 | 50.00 |
| SIGN | NEAR QUARTER PIPE | | 50.00 | 50.00 |
| QUARTER PIPE | SKATE PARK | | 10300.00 | 10300.00 |
| RAMP | SKATE PARK | | 10300.00 | 10300.00 |
| FUN BOX | SKATE PARK | | 13937.33 | 13937.33 |
| LIGHTS | ON REC OVERLOOKING SKATE PARK | | | |

LG 16/01/19

| | | | |
|-------------------------|--|---------|---------|
| LIGHTS | REAR OF HALF PIPE | | |
| LIGHT | NEAR QUARTER PIPE | | |
| SKATE SIGN | ON QUARTER PIPE | 100.00 | 100.00 |
| SWINGS | WORCESTER AVE PLAY AREA | 2283.66 | 2283.66 |
| CLIMBING BARS | WORCESTER AVE PLAY AREA | 2090.58 | 2090.58 |
| BIN | WORCESTER AVE PLAY AREA | 450.00 | 450.00 |
| NO DOGS SIGN | WORCESTER AVE PLAY AREA | 100.00 | 100.00 |
| PC CONTACT SIGN | WORCESTER AVE PLAY AREA | 100.00 | 100.00 |
| NO BALL GAMES SIGN | ELLISON LANE POS | 100.00 | 100.00 |
| PUMP | ELLISON LANE POS | 1000.00 | 1000.00 |
| PUBLIC NOTICE BOARD | ELLISON LANE POS | 500.00 | 500.00 |
| BENCH | GRENADIER WALK PLAY AREA | 300.00 | 300.00 |
| BIN | GRENADIER WALK PLAY AREA | 450.00 | 450.00 |
| PC CONTACT SIGN | GRENADIER WALK PLAY AREA | 100.00 | 100.00 |
| NO BALL GAMES SIGN | GRENADIER WALK PLAY AREA | 150.00 | 150.00 |
| NO DOGS SIGN | GRENADIER WALK PLAY AREA | 50.00 | 50.00 |
| SEE-SAW | GRENADIER WALK PLAY AREA | 1045.28 | 1045.28 |
| SWING | GRENADIER WALK PLAY AREA | 4181.19 | 4181.19 |
| BIN | GRENADIER WALK PLAY AREA | 150.00 | 150.00 |
| BIKE RACK | GRENADIER WALK PLAY AREA | | |
| PUBLIC NOTICE BOARD | ELISON LN / LIMES RD JUNCTION | 300.00 | 300.00 |
| DOG BIN | CAMBRIDGE RD NEAR SCHOOL | 170.00 | 170.00 |
| BIN | CAMBRIDGE RD NEAR SCHOOL | 300.00 | 300.00 |
| BENCH | CAMBRIDGE RD NEAR SCHOOL | 300.00 | 300.00 |
| PUBLIC NOTICE BOARD | CAMBRIDGE RD NR SHOP | 300.00 | 300.00 |
| VILLAGE MAP | CAMBRIDGE RD NR SHOP | 400.00 | 400.00 |
| PC NOTICE BOARD | CAMBRIDGE RD NR SHOP | 500.00 | 500.00 |
| SMARTWATER SIGNS | | 36.00 | 36.00 |
| BUS SHELTER | ST NEOTS RD NEAR DSA | 3000.00 | 3000.00 |
| DOG BIN | ST NEOTS ROAD OUTSIDE NUMBER 77 | 170.00 | 170.00 |
| BIN | ST NEOTS RD / CAMBRIDGE RD JUNCTION | 300.00 | 300.00 |
| BENCH | ST NEOTS RD / CAMBRIDGE RD JUNCTION | 500.00 | 500.00 |
| BUS SHELTER | ST NEOTS RD / CAMBRIDGE RD JUNCTION | | |
| BUS SHELTER | ST NEOTS RD / CAMBRIDGE RD JUNCTION | 4221.00 | 4221.00 |
| DOG BIN | O/S ASHCROFT VETS | 170.00 | 170.00 |
| DOG BIN | ST NEOTS RD NEAR WORCESTER AVE PATH | 170.00 | 170.00 |
| BUS SHELTER | ST NEOTS ROAD NR CSC/PETPACKS | 2397.99 | 2397.99 |
| BIN | NEXT TO CSC/PETPACKS BUS SHELTER | 300.00 | 300.00 |
| VILLAGE MAP | ST NEOTS RD WEST | 400.00 | 400.00 |
| BUS SHELTER | ST NEOTS RD WEST | 2397.99 | 2397.99 |
| CYCLE RACKS | NEXT TO ST NEOTS RD WEST BUS SHELTER | 440.00 | 440.00 |
| BIN | NEXT TO BUS SHELTER AT ST NEOTS RD /CAMBRIDGE RD | 395.00 | 395.00 |
| BIN | AT LAYBY ON ST NEOTS RD EAST OF CAMBRIDGE RD | 395.00 | 395.00 |
| BIN | NEXT TO BUS SHELTER ON ST NEOTS RD OPP DSA | 395.00 | 395.00 |
| BIN | OPP MERIDIAN CL | | 276.19 |
| Main Street | | | |
| Public Notice Board | Main Street junction with Portway Rd | 300.00 | 300.00 |
| Bus Shelter | Main Street junction with Portway Rd | 3000.00 | 3000.00 |
| Bench | Main Street In front of Church | 700.00 | 700.00 |
| Bin | Main Street In front of Church | 450.00 | 450.00 |
| Village Sign | Main Street In front of Church | 3000.00 | 3000.00 |
| Millenium Sign | Main Street In front of Church | 400.00 | 400.00 |
| PUMP | Main Street In front of Church | 1000.00 | 1000.00 |
| DITCH GRILL | DITCH | 200.00 | 200.00 |
| DOG BIN | Main Street In front of Church | 170.00 | 170.00 |
| PHONE BOX | Main Street | 1.00 | 1.00 |
| Church Play Area | | | |
| BENCH | CHURCH PLAY AREA | 300.00 | 300.00 |
| NO KITE SIGN | CHURCH PLAY AREA | 70.00 | 70.00 |
| BIN | CHURCH PLAY AREA | 450.00 | 450.00 |

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| | | | |
|-----------------------|-------------------|------------------|------------------|
| COW ROCKER | CHURCH PLAY AREA | 1109.00 | 1109.00 |
| TRACTOR ROCKER | CHURCH PLAY AREA | 1109.00 | 1109.00 |
| SPINNING BOWL | CHURCH PLAY AREA | 1500.00 | 1500.00 |
| EMBANKMENT SLIDE | CHURCH PLAY AREA | 1672.46 | 1672.46 |
| SPINNER 4 SEAT | CHURCH PLAY AREA | 1379.00 | 1379.00 |
| BUTTERFLY ROCKER | CHURCH PLAY AREA | 1109.00 | 1109.00 |
| SWINGS | CHURCH PLAY AREA | 4181.19 | 4181.19 |
| BENCH | CHURCH PLAY AREA | 711.00 | 711.00 |
| BENCH | CHURCH PLAY AREA | 711.00 | 711.00 |
| CHILDREN PLAYING SIGN | CHURCH PLAY AREA | 50.00 | 50.00 |
| NO BALL GAMES SIGN | LAXTON AVE POS | 150.00 | 150.00 |
| SALT SPREADER X2 | | 106.06 | 106.06 |
| HIVIS JACKETS | WITH PAT PORTLOCK | 30.00 | 30.00 |
| LITTER PICKING HOOPS | WITH PAT PORTLOCK | 69.99 | 69.99 |
| MISC SURFACING | | 5411.85 | 5411.85 |
| SAFETY SURFACING | ALL AREAS | 20000.00 | 20000.00 |
| TOTAL | | 632469.30 | 658980.81 |

Assets are valued at historic value

16/04/19
RS