

HARDWICK PARISH COUNCIL

I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 26 November 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 19/11/19

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) Time banking – resident request for support
 - 4.2 (7.4) To consider in the light of the Village Plan, what views the Council might wish to put forward as important for the village in the next local plan
 - 4.3 (9) To consider proposal for a Climate meeting ^(G)
 - 4.4 (9) To consider a request for brambles clearance ^(G)
 - 4.5 (September meeting) LHI Traffic Calming – to consider responses to consultation
 - 4.6 NHW request that the Council considers unauthorised access on the recreation ground
- 5 To consider any correspondence/communications received requiring a decision of the Council**
 - 5.1 Resident – request for a dropped kerb
 - 5.2 Hardwick Mothers & Toddlers – request for financial support
 - 5.3 CCC – Operation London Bridge
 - 5.4 MAGPAS – request for financial support
 - 5.5 Cambridgeshire & Peterborough Minerals & Waste Local Plan submission consultation
 - 5.6 Resident/Climate Emergency Group – suggestion for an increase in tree cover in Hardwick
- 6 To consider any planning applications and decision notices and tree works applications ***
 - 6.1 Planning applications
 - 6.1.1 S/3735/19/FL – Land at 181 St Neots Road – Erection of two dwellings and the retention of the existing dwelling together with ancillary works to the site including hard/soft landscaping and the creation of parking spaces and the change of use of part of site from commercial to residential (Resubmission of S/2058/19/FL)
 - 6.1.2 S/3849/19/FL – 147 St Neots Road – Erection of nine self-contained residential flats and associated infrastructure and works
 - 6.1.3 S/3206/19/VC – 339 St Neots Road – Variation of condition 2 (Approved plans) of planning permission S/0884/19/VC for erection of two family dwellings
 - 6.1.4 S/3879/19/LD – 4-6 East Drive, Highfields Caldecote – Certificate of lawful development for an existing use of the land to the rear of 4-6 East Drive as a private amenity area in domestic use
 - 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 ^(SR)
 - 7.2 Village Plan report and to consider any actions ^(AG)
 - 7.3 Proposal for parish paths maintenance including CCC responsibilities and Millennium Path maintenance ^(PJ)
 - 7.4 Proposal that the Social Media Policy is reviewed ^(AG)

* 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.

7.5 Hardwick Community Centre Working Group - Proposal that the Parish Council approves the terms and conditions of appointment and fees of AMA as architects for the new Community Centre and payment of the first invoice^(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 and consider if any work is required
- 8.3 To receive the financial report and approve the payment of bills
- 8.4 To set the date of the January budget 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

Open Public Session including reports from the County & District Councillors

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. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To approve the minutes of the last meeting on 22 October 2019 (attached)
4. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 4.1 (Open) Time banking – resident request for support

“The Caldecote, Hardwick & Dry Drayton Community Car Scheme, of which I am treasurer, is proposing to extend its scope to introduce a timebank serving the three villages and for which, we are submitting an application for funding from Cambridgeshire County Council’s Innovate & Cultivate fund.

A timebank provides a framework that allows people to connect and share their skills with someone in need and also to receive something in return. No money changes hands, the currency is time and everyone’s time has the same value – an hour for an hour, irrespective of whatever skill or service they exchange.

When new members join, they are invited to list what help they can offer, and the help they would like to receive; for example, shopping, help with form filling, help with phone calls, woodwork, knitting, DIY, cutting grass and helping with pets. They are then put in touch with others who need their skills, or can help them.

The Cambourne Timebank was set up in 2012 and now has nearly 130 members. Last year they exchanged over 1,250 hours of time. Gardening make-overs and visiting older residents were just two of many activities whereby their members helped each other.

Two new Timebanks were recently set up in Sawston and Melbourn and are already successfully making connections and arranging exchanges of time.

We are hoping to establish a Timebank covering Caldecote, Hardwick, and Dry Drayton (a.k.a. CHaDD) in 2020 and we are in the process of applying for a grant to help us cover the initial setup costs and the first two years of operation, during which time, we plan on becoming financially sustainable by holding a variety of fund raising events, seeking donations and submitting further grant applications to various funding bodies.

Today, we received some informal feedback on our draft grant application suggesting that we would have a stronger case if we could demonstrate that bodies such as the local Parish Councils are supportive of both our current Community Car Scheme and our future plans to introduce a community timebank.

Because of the very short period of time remaining before the application has to be submitted on 1st November, I appreciate that it is unlikely that you are going to be able to respond with any form of firm commitment such as a letter or e-mail saying that you may offer support in kind, such as free venues for meetings, that could be referenced in the grant application) or that you are willing to make a commitment of a small amount of regular future funding to cover some of our annual core costs.

However, any form of letter of support from the Parish Council would hopefully go some way towards strengthening our application and would be greatly appreciated.

The following paragraphs provide more detail about our proposal to give you a bit of background.

The Caldecote, Hardwick & Dry Drayton Community Car Scheme's primary objective is to provide community support activities such as transport (and hopefully soon timebanking) on a 'not for profit' basis to support the health and wellbeing of people of all ages, genders and ethnicities in our catchment area that meet the Scheme's and Local Authority eligibility criteria.

This currently involves providing transport to hospitals such as Addenbrookes, Hinchingsbrooke and Ely; trips to local surgeries such as Comberton, Bourn, Cambourne and Eversden. We also cover visits to Social Services, dentists and opticians in a variety of locations in the surrounding areas. Socially we provide such things as regular/emergency shopping trips, hospital and residential home visiting. We also, where able, cover other specialised needs. In some instances the driver can also provide practical support to passengers such as elderly people with a walker/wheelchair or emotional support by sitting in with people in a medical consultation.

Our aspiration is to extend the scope of our organisation so that we can increase the range of support services available to people in need in our community, to increase the number and demographics of the residents that we support and to draw more people into engaging in community support activities both as 'givers' and 'users'.

Our car scheme covers three villages in South Cambridgeshire with a combined population of approximately 4,660 (2017 estimate) and little or no public transport. Through our network of 30 drivers, we provided nearly 1,700 journeys in the last 12 months to 125 registered passengers who would otherwise have had difficulty accessing medical appointments, doing their shopping and engaging in much needed social activities.

Our typical volunteer driver is a relatively recently retired person with their own car and in relatively good health. Our typical passenger is an elderly person, a parent with young children, or an adult unable to drive, e.g. due to a disability or health condition (temporary or long term).

We have seen demand for transport services across the three villages increase inexorably, year-on-year. (The number of journeys delivered by the car scheme in the period 1st April to 30th September increased by 52% to 889 in 2019 compared with 584 in 2018.)

Whilst we already deliver a much needed and life transforming service for many residents which enables them to continue to live independently at home, we know that there are many others in our community that have needs that are outside of the scope of the car scheme and which we aren't currently able to address. However, we also know that many people in our communities have the potential to engage and contribute but aren't able to volunteer as a driver for a variety of reasons. There will also be others who may not be willing to volunteer or seek help but who would do so if the nature of the engagement was more reciprocal or rewarding.

Introducing a timebank has the potential to broaden the level of community engagement by rewarding active citizenship. As such, we want to use it to foster social inclusion and further strengthen our community, especially by reaching otherwise disengaged or excluded people. We hope to use our timebank as a way to mobilise previously unengaged people and their skills and to show the value of activities that often go unrecognised or rewarded.

Over the past few months, we have met with a number of established community help groups across South Cambridgeshire and Bedfordshire. Our new timebank will benefit from the lessons we have learnt from these visits and from having an already established operation with an existing, effective committee with a constitution and policies. Our volunteer coordinators currently accept telephoned requests for help with transport. We plan to extend this by adding an additional dedicated volunteer timebank coordinator whose role will be to act as the broker between consumers and providers.

The timebank will complement the existing volunteer driven ethos of the car scheme by introducing a more reciprocal relationship which we expect will increase overall levels of community engagement and social inclusion.

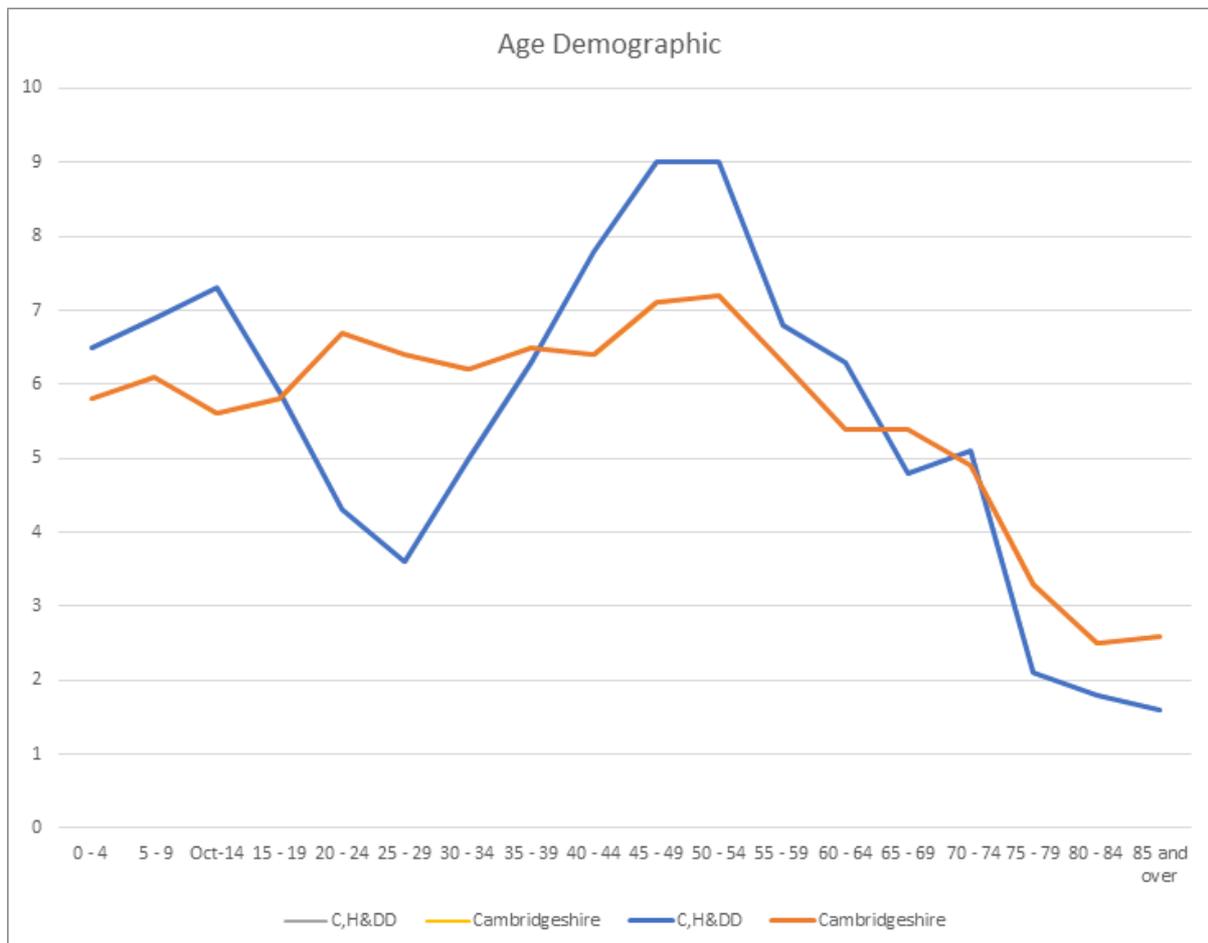
To help us recruit members we will engage in an active programme of marketing the timebank across the three villages, using a range of channels including public meetings, attendance at community functions, village noticeboards, articles in Parish magazines, Facebook, etc.

We recognise that operating across parish boundaries can have some issues but we believe that the larger overall population from which to recruit members and the different demographics across the three contiguous villages will compensate for the distances involved and the resistance that some might feel to interactions outside of their immediate ‘tribe’.

Whilst we are seeking financial support to help us set up and become established, we are confident that our timebank will quickly become self-sustaining as we already have a proven track record in fund raising via local events and securing donations from local groups and Parish Councils, etc.

By supporting vulnerable people with a range of additional services and developing new connections, we will further reduce pressure on overstretched public services and deliver a good return on investment.

Based on data from Cambridgeshire insights, it is apparent that the age demographic of the combined populations of Caldecote, Hardwick and Dry Drayton is significantly different from that of Cambridgeshire as a whole.



There are relatively fewer 20 to 34 year olds, a much greater proportion of 40 to 65 year olds and lower proportions of 75 + age groups. (Presumably, this latter dip being due to the absence of sheltered or residential homes within the parish boundaries, causing older, frail people to have to move out of the area to more suitable accommodation in the larger villages and towns such as Cottenham, Cambourne, Cambridge, etc.)

Without our timebank it is likely that more elderly residents will find themselves unable to live independently residential/nursing homes in the larger villages and towns. Other groups in the

community such as younger parents, the physically or sensory disabled, those with mental health or learning difficulties will also encounter difficulties, leading to them require support and services and increasing demand on publicly funded services provided by the County Council's children's and adult services teams.

For example, one of our drivers became a user of our service when they were diagnosed with a cancer that required many trips to Addenbrooke's for chemotherapy, etc. Since their death, their spouse has needed help with a range of things such as unblocking a toilet, liaising with family at a long distance, regular shopping trips, etc. Whilst some of these tasks fall within the scope of the car scheme, many don't. Without the sort of community support that a timebank offering a range of skills can provide, their health is likely to deteriorate to the point where they will need more social or hospital care and possibly ultimately need residential care.

If we can save an average of five residents from across the three villages from needing an hour of domiciliary care each week, we will save approximately £80 from the Adult Social Care bill for Cambridgeshire, giving an annualised saving of over £4,000. There are further savings attributable to the potentially reduced demand for reablement services (£26/hr) and Learning Disability support packages (£56/day). There are also potential savings from the children's budget where we are able to support families with young children and/or 'recruit' younger people (subject to parental consent and appropriate safeguarding measures) as members of the timebank .

Our timebank will provide a framework upon which to build a more engaged and resilient community wherein, each member is recognised as having both needs and skills that they can contribute. It will show that the contributions of people who are otherwise often marginalised, such as older, disabled, uneducated and long-term ill people are of equal value as those of the most advantaged and central members of the community. We also believe that the model of operating a timebank across traditional parish boundaries (which we've already shown to be viable with the car scheme) will build even stronger links between the neighbouring communities and provide a larger pool in which to 'fish' for skills and talent.

Most community timebanks operate with a part-time salaried coordinator, however, we are proposing to operate with a volunteer coordinator instead and so our ongoing operational costs will be relatively low. We estimate that we will need around £4,500 to cover our start-up costs and the first year of operation and that our annual operating cost is likely to be in the region of £1,500 to £2,000 thereafter. Whilst we are seeking a grant to help us set-up and become established, as mentioned above, since we are proposing to operate with a volunteer coordinator, our operational costs will be relatively low. As such, the volunteer coordinator represents a substantial 'contribution in kind' towards the costs of the timebank. Consequently, we are confident that the timebank will be financially self-sustaining in the medium to long-term, particularly as we already have a proven track record in fund raising via local events and securing donations from local groups and Parish Councils, etc.

As I said earlier, any assistance or advocacy that you can provide in support of our application will be greatly appreciated and could make the difference between our being able to start this timebank in the New Year or the initiative being delayed or even stopped."

Martin Cassey

Treasurer

Caldecote, Hardwick & Dry Drayton Community Car Scheme

4.2 (7.4) To consider in the light of the Village Plan, what views the Council might wish to put forward as important for the village in the next local plan

Deferred at the last meeting.

4.3 (9) To consider proposal for a Climate meeting

Proposed at the last meeting. Cllr Giddings to report.

4.4 (9) To consider a request for brambles clearance

Proposed at the last meeting. Cllr Giddings to report.

4.5 (September meeting) LHI 2020/2021 Traffic Calming in Cambridge Road – to consider responses to consultation

“RESOLVED to add the feasibility summary for the installation of 4 sets of 2 bolt down rubber speed cushions not exceeding 100m on Cambridge Road, to the LHI bid, and to submit the feasibility summary as the LHI application, subject to public consultation. ^(Prop AG, 2nd PJ, carried with 1 abstention) The feasibility summary is to be published online and an article is to be published in Hardwick Happenings.

RESOLVED to consider responses to the public consultation at the November meeting, with the consultation end date being before the meeting. “

Other to note:

Caldecote Public Footpath 9

“Peter Gaskin of CCC has written:

“This is a short note to let you know that the scrub has been cleared along Caldecote Public Footpath 9 and your report will be closed.

Thank you again for reporting this particular problem.

Please continue to report any other problems you find on Public Rights of Way.”

S/3606/19/TC – 86 Main Street, Hardwick – The beech trees are not the Parish Council’s they are the County Council’s. The Clerk has informed CCC, SCDC and the resident.

5. To consider any correspondence/communications received

5.1 Resident request for a dropped kerb

A resident has written to County Cllr Nieto:

“I would like to see if it is at all possible to have a drop kerb put by the path (Limes Road) that leads to the Hardwick Sports & Social Club?

The reason being, my husband is disabled and relies totally on a scooter, the only two dropped kerbs from us opposite each other are at the junction of Limes Road and Ellison Lane which is on a bend, probably an accident waiting to happen.

This would mean a bit of independence for him and save me having to drive him!”

Simeon Carroll of CCC has responded to Cllr Nieto as follows:

“Unfortunately there is no funding available to carry out this type of work so it would need to be paid for privately presumably by the parish either through the LHI or PFHI route:

[https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/.](https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/)”

5.2 Hardwick Parents and Toddlers – request for financial support

Attached. A copy of their accounts and bank statement have been requested but not received at the time of writing.

5.3 CCC – Operation London Bridge

“I am writing regarding Operation London Bridge, which is the protocol that will be followed to mark the death of the sovereign.

Cambridgeshire County Council leads on the protocol for Cambridgeshire through the Lord-Lieutenant’s office, however we understand that local councils across the county have been developing their own local plans for marking the event. Gillian Beasley, the Chief Executive of Cambridgeshire County Council and Peterborough City Council, held a workshop on Operation London Bridge on Friday 20 September. District and Town Councils attended this event, and Gillian will shortly be writing to you all with more information about the Cambridgeshire protocol, an example of a protocol you can use locally, and more information about coordination across the county.

Some of you may have seen Superintendent Laura Hunt give a presentation on Operation London Bridge at the annual meeting of the Cambridgeshire and Peterborough Association of Parish Councils in June. Superintendent Hunt has let me know that the constabulary would like to understand how planning is progressing across the county, and has asked me to get in touch with you all to find out what your local plans are.

Please can I ask you to let me know the following information:

1. If you have a protocol in place, or are planning to develop one; *[the Clerk has replied NO]*
2. If you are planning to run any local events, including the reading of a proclamation. If so please can you tell me any details you may have about the venue and number of people anticipated;
3. If you will be running an event, have you considered how you will provide First Aid and/or Stewarding? If so, please can you provide me with any details.

This information will feed into a police meeting which is being held in early November.

I understand that levels of planning are varied across the county, so if this timescale is not possible please can you let me know and this information can be fed into the planning at a later stage.

Thank you for your assistance with . If you have any questions about local planning please can I suggest contacting your local Town or District council in the first instance. If you have any immediate questions about the county protocol please do direct these to me, however Gillian will be in touch in the next few weeks with some detailed information about the protocol and the countywide planning.”

Sally Bard
Executive Officer to the Chief Executive and Leader
Chief Executive’s Office
Cambridgeshire County Council and Peterborough City Council

5.4 MAGPAS – request for financial support

Attached.

“Our request is for a contribution towards the annual costs (of £18,000) associated with the purchase of powerful pain relieving drugs to treat patients in life-threatening emergencies.

The attached map demonstrates our activations to Hardwick and surrounding areas in the last 12 months however we are unable to confirm how many of these were residents of the village.”

5.5 Cambridgeshire & Peterborough Minerals & Waste Local Plan submission consultation

“Cambridgeshire County Council and Peterborough City Council (we) are preparing a joint Minerals and Waste Local Plan (MWLP) which will replace the current adopted joint plans.

This new MWLP looks forward to cover the period to 2036, and considers the land use planning policies and allocations that are needed to guide minerals and waste management development over this period in Cambridgeshire and Peterborough. It also considers the provision we need to make in order to ensure that there is a continuity in the supply of mineral to support planned growth; as well as sufficient capacity to manage all types of waste which will be arising from development, and existing and new communities.

We are writing to inform you that we are consulting on the Proposed Submission version of the joint Minerals and Waste Local Plan, and that between the dates set out below you can make representations on this document. This consultation is undertaken under Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

The consultation starts 9:00am on 15 November 2019 and closes at 11:59pm on 09 January 2020.

The Proposed Submission Plan, along with a number of supporting documents, including a Sustainability Appraisal and a Proposed Submission Policies Map, are available to view online at cambridgeshire.gov.uk/mwlp or peterborough.gov.uk/mwlp.

Details of how to make representations, including accompanying guidance, can also be found online.

The Proposed Submission Plan and supporting documents are also available to view at the following offices:

Cambridgeshire County Council
Shire Hall (Reception)
Castle Hill
Cambridge
CB3 0AP

and,

Peterborough City Council
Town Hall (Reception)
Bridge Street
Peterborough
PE1 1HF

You have received this notification because you are either a specific consultation body, a general consultation body, you have made comments on the previous versions of the Local Plan, or you have requested to be kept informed of the progress of the Minerals and Waste Local Plan. Please be advised that your representation(s) will not be kept confidential and will be made available to the public (including being published online). Personal telephone numbers, email addresses, postal addresses and signatures will however be removed.

Please also be aware that the representations received on the Proposed Submission Plan will be submitted in due course, with the Proposed Submission Plan and associated evidence base, to the Secretary of State for the purpose of independent examination. It is anticipated that the hearing sessions of the examination will take place in summer 2020.”

Chris Stanek BSc MSc PIEMA
Senior Strategic Planning Officer
Place and Economy
Peterborough City Council

5.6 Resident/Climate Emergency Group –suggestion for an increase in tree cover in Hardwick

Pat Portlock (on behalf of the Hardwick Climate Emergency Group) has written

“At present a tree cover survey of Hardwick estimates it is an area of 6.5%.

The tree cover area should ideally be 20%.

Members of Hardwick Climate Emergency Group would like to discuss with the parish council how this could be increased to 20%. “

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/3735/19/FL – Land at 181 St Neots Road – Erection of two dwellings and the retention of the existing dwelling together with ancillary works to the site including hard/soft landscaping and the creation of parking spaces and the change of use of part of site from commercial to residential (Resubmission of S/2058/19/FL)

6.1.2 S/3849/19/FL – 147 St Neots Road – Erection of nine self-contained residential flats and associated infrastructure and works

6.1.3 S/3206/19/VC – 339 St Neots Road – Variation of condition 2 (Approved plans) of planning permission S/0884/19/VC for erection of two family dwellings

6.1.4 S/3879/19/LD – 4-6 East Drive, Highfields Caldecote – Certificate of lawful development for an existing use of the land to the rear of 4-6 East Drive as a private amenity area in domestic use

6.2 SCDC and appeal decision notices - to note

6.2.1 S/2107/19/VC – Agricultural field west of Grace Crescent – Variation of condition 2 (approved plans) of S/1645/19/VC (Variation of condition 2 (materials) of planning permission S/4551/17/RM (Application for approval of reserved matters for layout, scale, appearance and landscaping (not EIA) for the erection of up to 98 dwellings and associated works following outline planning permission S/1694/16/OL - Permission granted.

6.2.2 S/2555/19/FL – 27 Bramley Way – Replacement conservatory roof – Permission granted.

- 6.2.3 S/2968/19/FL – 301 St Neots Road – First floor loft conversion including raising of roof level – Permission refused.
- 6.2.4 S/4619/18/RM – Land east of Highfields Road, Highfields Caldecote – Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/2510/15/OL for phase 1 (66 dwellings) of the residential development with associated infrastructure – approved.

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.scams.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 St Neots Road development update
Cllr Rose to report.
- 7.2 Village Plan report and to consider any actions
- 7.3 Proposal for Parish Paths maintenance including CCC responsibilities and Millennium Path maintenance ^(PJ)
Cllr Joslin writes:
“I have spoken to Tony and we both agree the following. I will carry out a survey establish any necessary repairs maintenance actions needed on the Parish Paths. I know some of our Paths are the responsibility of CCC, I will draw up two lists. One a reminder for CCC the other for action ref the Millennium Way for HPC. Please could this be an Agenda item for our Nov meeting, we will then be able to establish costing etc.”
- 7.4 Proposal that the Social Media Policy is reviewed ^(AG)
The Chairman to report.
- 7.5 Hardwick Community Centre Working Group - Proposal that the Parish Council approves the terms and conditions of appointment and fees of AMA as architects for the new Community Centre and payment of first invoice ^(SR)
AMA became the preferred choice of the working group following a short list of five applicants who were interviewed for the appointment and the Parish Council agreed that the working group should work with AMA to produce a final proposal covering fees and conditions of engagement.

This is what I now attach. It has actually been available for about three months but there was a misunderstanding as to whether it was complete which means that the group is only now submitting it to the Parish Council.

I am asking that the Council agree the above attachments including the first invoice due under the agreement.

The fee payment schedule and the project programme are working documents that are subject to change but are included for general interest and information. In particular the payments schedule only applies to when the work is done and all parties agree that the timetable has been delayed by the delay in progress of the St Neots Road development. These matters in particular were subject to discussions within the group and with the architects and all the group's questions and AMA's answers are attached.

Currently the immediate task is to produce a set of plans for a new community centre on the MUGA to the east of the Pavilion and for those plans to go forward for planning approval. All realise that the plans may have to change as a result of the planning application or because of reduced funding but if the submitted plans are approved this will make subsequent steps much more straightforward even if the plans subsequently change for any reason.

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
The Clerk used her delegated powers for:
- Play repairs - to spend £10 as the cable ties were bigger.
 - Emergency purchase of replacement battery and pads for the defibrillator for approximately £375.00
- 8.2 To receive play areas and skate park inspection reports and to consider if any work is required
- 8.3 To receive the financial report and approve the payment of bills
- 8.4 To note the dates of the December and January meetings
The December meeting is scheduled to be held on 10 December at 7.00 pm in the School.
The budget meeting is scheduled to take place on Tuesday 21 January and the January meeting will be on 28 January, both at 7.00 pm in the School.
9. Closure of Meeting and items for the next agenda

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :	
1	What do you want to use the grant for? <i>Replenishing Broken toys + updating craft</i>
2	Who will benefit from the work or activity? <i>children at Hardwick toddler group</i>
3	How much is required to pay for this? <i>£250</i>
4	How much would you like the Council to provide? <i>£250</i>
5	If there is a difference - if so how will you raise the difference? <i>wait and do as we can</i>
DETAILS OF GROUP OR ORGANISATION :	
6	Name of organisation or group applying for a grant <i>Hardwick Parent & toddlers</i>
7	Are you a new group in the process of being formed? Yes or No <i>No</i>
8	If No - when was the group or organisation established? <i>1980 ish</i>
9	If No - is the group or organisation a Registered Charity? Yes or No <i>No</i>
10	If yes please tell us the registration number
11	Do you have a bank account? Yes or No <i>Yes</i>
12	If Yes - please provide the name of the Bank where you have an account <i>Yes</i>
13	If Yes - please provide the Account Name <i>Santander details inclosed</i>
14	If Yes - please supply a copy of your latest bank statement inclosed
15	Do you have published accounts? Yes or No <i>No</i>
16	If you have - please supply a copy of your latest accounts <i>-</i>
17	Do you have a constitution? Yes or No <i>-</i>
18	If you have - please supply a copy of your constitution <i>-</i>
19	What are the objectives of the group or organisation? <i>-</i>

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

We confirm that the information given in this application is accurate and that the Organisation undertakes to inform Council of any changes in the Organisation's circumstances that would affect this application. We confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed.....*[Signature]*.....

Signed.....*[Signature]*.....

Position.....*Treasurer*.....

Position.....*Chair*.....

Date.....*18/10/19*.....

Date.....*18.10.19*.....

The signing and submission of the Grant Aid form constitutes acceptance of the above by the group or organisation applying for a grant

Terms and Conditions of Grant

1. Grants **can be awarded to** voluntary groups, societies, clubs, not-for-profit organisations or charities operating in the Parish area where the benefit will be predominately for the residents of the Parish area.
2. Grants **will not be awarded to** individuals. (minimum 2 or more unrelated individuals)
3. Grants to regional or national charities **will only be considered** where a specific project will deliver obvious benefits to residents in the Parish area.
4. The amount of any grant award will be at the discretion of the Council
5. All applications will be considered on their merits, but in general grants can be awarded for:
 - o Capital Projects such as purchase of equipment, works to buildings, improvements to premises, improvement to the local environment
 - o Revenue Projects such as a Community Event, Festivals or other Special Events where grants towards running costs, salaries, consumables, insurance or training may be considered
6. ~~The purpose for which any grant is made must be in the interest of the Parish area or any part of it or all or some of the inhabitants of the Parish area which is defined by the boundaries of the Parish Council.~~
7. The amount of expenditure must be commensurate with the benefit to the inhabitants of the area.
8. Groups from outside the Parish who can demonstrate direct benefit to the area are eligible to apply for a grant.
9. The Council may take into account any previous grant made to an organisation or group when considering a new application
10. No grant will be awarded to or for any commercial venture for private gain.
11. ~~Retrospective applications will not be funded where the expenditure had been made, the project has been carried out or the event has taken place.~~
12. All grants will be conditional upon submission of a Small Grant Application Form.
13. All grant recipients are required to provide the Council with a brief report, including photographs where appropriate, of how the grant has been utilised, how it has assisted the organisation or group and what it has achieved. This must be submitted within 3 months of the purchase of the capital equipment or completion of the project.
14. If the grant is put to purposes other than those for which it was awarded without the prior approval of the Council, the recipient organisation or group will be required to repay the grant to the Council.
15. ~~The organisation or group should supply such information as the Council may request regarding the impact of the project on the Council's area.~~
16. Recognition of the grant from the Council must be made in any publicity issued by the receiving body.

How will a grant application be assessed?

- o Does the Council have the powers to provide a grant for the project outlined?
- o How well does the grant meet the needs of the community in providing positive benefit to residents?
- o How effectively will the group use the grant?
- o Is the cost of the project appropriate?
- o Are the expected outcomes realistic?
- o What level of contributions has been, or will be, raised locally?
- o Can the organisation or group reasonably be expected to obtain sufficient funding from another, perhaps more appropriate, sources?
- o How is the organisation or group managed and does it have a constitution?

The grant application form should be returned to the Parish Clerk

<i>FOR COUNCIL USE ONLY</i>	
<i>Application Number</i>	
<i>Date Received</i>	
<i>Delete as appropriate</i>	<i>Approved or Declined</i>
<i>Date</i>	
<i>Amount Approved</i>	
<i>Date Funds Issued to Group</i>	
<i>Transaction Reference</i>	

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	our request to parish members is for a grant towards the purchase of essential pain relieving drugs.
2	Who will benefit from the work or activity?	We provide lifesaving care by land and air, 24 hours a day, to people in the East of England and beyond. Just over half of all call outs last year were to people in Cambridgeshire. We attend the most traumatic incidents.
3	How much is required to pay for this?	one dose of morphine costs £4-81. One dose of ketamine - £14-61
4	How much would you like the Council to provide?	£100
5	If there is a difference - if so how will you raise the difference?	No difference
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Magpas Air Ambulance.
7	Are you a new group in the process of being formed? Yes or No	No
8	If No - when was the group or organisation established?	1971
9	If No - is the group or organisation a Registered Charity? Yes or No	Yes
10	If yes please tell us the registration number	Charity number : 1119279
11	Do you have a bank account? Yes or No	Yes
12	If Yes - please provide the name of the Bank where you have an account	CAF Bank Ltd., 25 Kings Hill Ave., Kings Hill, West Malling, Kent. ME19 4JQ
13	If Yes - please provide the Account Name	Magpas Current
14	If Yes - please supply a copy of your latest bank statement	
15	Do you have published accounts? Yes or No	Yes
16	If you have - please supply a copy of your latest accounts	
17	Do you have a constitution? Yes or No	Yes
18	If you have - please supply a copy of your constitution	
19	What are the objectives of the group or organisation?	Magpas Air Ambulance are an emergency medical charity, attending the most critically ill and injured across Cambs., Beds., and beyond. We also provide training for medics in Pre-Hospital Medicine.

This grant aid application should be signed by two members of your Organisation's Committee, one of whom must be the Chairman, Secretary or Treasurer.

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Signed..... D. Blane

Signed..... [Signature]

Position..... CEO

Position..... Treasurer

Date..... 21-8-19

Date..... 28.8.19

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HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-19

Summary of previous month**Balance brought forward** **£188,450.87****Adjustments and amendments**

CHQ 1265 ADJUSTMENT -302.00

Expenditure approved at last meeting/between meetings

HARDWICK PRESCHOOL S137 -750.00

Misc credits

HSSC RENT 1000.00

NS&I INTEREST 26.47

LLOYDS INTEREST 0.02

SCDC S106 - GRACE CRESCENT 186833.33

Total Adjustments 186807.82Balance revised after adjustments £375,258.69**Bank Reconciliation to last statement**

Account	Funds	Statement	Outstanding
Current Account	251,077.16	68672.61	182,404.55
Business Account	546.44	546.44	
Cambridge Counties Bank	95,635.09	95,635.09	
Bonds	28,000.00	28,000.00	
Total	375,258.69	192,854.14	182,404.55

Expenditure for approval

£

SALARIES 404.80

LGS SERVICES ADMIN SUPPORT 1340.58

RPM BIRD SCARERS - EGREMONT ROAD 90.00

RH LANDSCAPES GRASSCUTTING 726.00

AMA PAVILION ARCHITECT FEES 5664.00

Total expenditure 8225.38Balance c/f £367,033.31**Notes:***Late invoices will be brought to the meeting*