

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 25 April 2017 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.

Gail Stoehr, Clerk 19/04/17

LG Bow

AGENDA

Open Public Session including reports from the County & District Councillors

1. **To approve apologies for absence**
2. **To consider any applications to fill the casual vacancy**
3. **Declaration of interests**
 - 3.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 3.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
4. **To approve the minutes of the last meeting on 28 March 2017**
5. **Matters arising and carried forward from the last or previous meetings for discussion/decision**
 - 5.1 (Open) Hardwick Play Parks – to consider submitting the application to Awards for All in the Parish Council's name
 - 5.2 (5.2) Community Bus - to consider report and recommendation ^(CC)
 - 5.3 (5.3) St Neots Road development application
 - 5.4 (5.3) New community centre – to consider the ownership and operation of the proposed Community Centre in the light of the prior meeting of the Trustees ^(SR)
 - 5.5 (6.2) Madingley Parish Council use of Speedwatch equipment ^(AG)
 - 5.6 (6.9) HSSC Guttering – to consider report and recommendation ^(IG)
 - 5.7 (9.3) Refurbishment of benches – to consider breakdown of costs and whether payment can be released
 - 5.8 (10) Arrangements and format of the Annual Parish Meeting and to consider proposal for expenditure of up to £50.00 for the refreshments ^(SR)
6. **To consider any correspondence / communications received**
 - 6.1 HSSC request that fencing around the paved area is repaired
 - 6.2 Resident – use of hard courts and equipment by School club and children for practice
 - 6.3 To consider alternative venue for the 22 August meeting
 - 6.4 Resident – dog fouling
 - 6.5 CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development
 - 6.6 East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks
 - 6.7 Village of the Year competition
 - 6.8 Carbon Smart – Community Energy funding for Parish Councils
7. **To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications
 - 7.1.1 S/1088/17/PN – The Hey, Main Street – Prior notification for proposed grain store
 - 7.1.2 S/1042/17/FL – 11 Pershore Road – Proposed side two storey extension with internal renovations
 - 7.1.3 S/0979/17/FL – 52 Main Street – Proposed timber frame double garage
 - 7.1.4 S/1039/17/FL – 125 Limes Road – Extend the entrance hall, extend the kitchen/dining area, remove the wall between sitting room and kitchen/dining room. Reposition gate in the garden wall from the drive, insert a door in the garage in the NE elevation
 - 7.2 SCDC decision notices – to note
 - 7.3 Tree works applications
8. **Members reports and items for information only unless otherwise stated**
9. **Finance, risk assessment and procedural matters**
 - 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
 - 9.2 To receive play areas and skate park inspection reports
 - 9.3 To receive the financial report and approve the payment of bills
10. **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>

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.

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 25 APRIL 2017

1. Apologies for absence – none at the time of writing
2. To consider any applications to fill the casual vacancy – None received at the time of writing.
3. Declaration of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote.
4. To approve the minutes of the last meeting on 28 March (attached)
5. Matters arising and carried forward from the last or a previous meeting for discussion/decision
- 5.1 (Open) Hardwick Play Parks – to consider submitting the application to Awards for All in the Parish Council's name
Claire McGowan has been asked to forward the application made to Awards for All for information.
- 5.2 (5.2) Community Bus – to consider report and recommendation
Cllr Cracknell to report.
- 5.3 (5.3) St Neots Road development application
Item proposed at the last meeting.
- 5.4 (5.3) New community centre – to consider the ownership and operation of the proposed Community Centre in the light of the prior meeting of the Trustees
Cllr Rose to report.
- 5.5 (6.2) Madingley Parish Council use of Speedwatch equipment
Cllr Gill to report.
- 5.6 (6.9) HSSC guttering and fencing – to consider report and recommendation
Ian Giddings has been asked to clear the guttering on the Pavilion and bring a report and recommendation on the cleaning and maintenance requirements to the meeting. He has told the Clerk that he thinks this is beyond what he offered to do as Voluntary Handyman and would wish to be paid at his usual hourly rate.
The Club Manager has commented: "I don't think it's a matter of cleaning the guttering although it may well need doing."
- 5.7 (9.3) Refurbishment of benches – to consider breakdown of costs and whether payment can be released
Mr Callus has replied as follows:
"Breakdown of Costs:

The bench in front of the Church

Materials:

2 tubs of algae remover, 1 brush, 1 tube of adhesive

Total £79.38

Labour:

To purchase the materials

To take the bench away

To clean it by removing the moss and algae

To fix the front row of the seat by re gluing (extra work carried out)

To fit it back as it was

Total £366.85

Total cost £446.23

2 Benches on the recreation ground

Materials:

1 tub of algae remover, sanding belts, bolt, ground anchor bolts, gas, wood treatment

Total £76.77

Labour:

To purchase the materials

To take the benches away

To heat the bolts to undo

To clean it by removing the algae

To dry the timber with gas torch

To sand and finish the timber

To go to Royston to get the metal frame fixed as it was bent and twisted

To drill new holes for the bolts in the ground

To fit the benches

Total £892.50

Total Cost £969.27

Bench in the recreation ground behind the shop

Materials:

Timber, gas, sanding belts, bolts, treatment

Total £107.29

Labour:

To purchase the materials

To dry the timber with gas torch

To cut to size

To mould round the edges

To sand and finish

To remove the old timber

To clean the rusty bolt holes

To drill and fit the new timber

To take the waste away

Total £343.20

Total Cost £450.49

The true cost of all the work is £1865.99 inc. VAT

As you can see the true cost is more than that I invoiced as the benches all needed different works on them, but I kept it to the same as the estimate for the first bench.

The Parish Council gave the go ahead to do all of the benches if they were at the same costs.”

“Dear Mr Callus

The Parish Council decided it did not need another quote and as long as the cost for each of the other benches will not be higher than the price quoted for the bench outside the Church then the Parish Council would be grateful if you could just do the works and send your invoice when the job is completed.

If you think the cost will be higher, then the Council will have to consider this further at a future meeting.”

5.8 (10) Arrangements and format of the Annual Parish Meeting and to consider proposal for expenditure of up to £50.00 for the refreshments

Cllr Rose has written as follows:

“Please can the Parish Council be asked to approve a spend of up to £50 for the refreshments. Do we have any volunteers to help with refreshments? Jane H and I organised it last year. Tea coffee soft drinks hopefully some nibbles and I am happy to provide some bottles of wine and glasses.”

Ashley Shepherd, Neighbourhood Watch Co-ordinator, has been asked to attend to give an update.

6. Correspondence

6.1 HSSC request that fencing around the paved area is repaired

The Club Manager has written:

“I’ve also been asked by the committee to find out if we can get the wooden fence repaired and stained which surrounds the patio area at the back of the building.

The Fence is broken in places and a bit wobbly, it could also do with being treated if possible.

The wooden fence around the paved area. There a wooden slate missing and the gate doesn’t shut very well plus it could probably do with treating. Sorry but photo’s won’t really show anything.”

6.2 Resident – use of hard courts and equipment by School club and children for practice

Claire Arber has written:

“I wonder whether you can shed some light on the situation with regard to use of sports equipment on the

multi-user games area behind the Social Club?

I have just set up a netball club for Yr4-Yr6 at the school. Over the holidays the girls themselves were asking if there was anywhere they could go to practice their netball shooting. We have the perfect court in the village, but, unlike omewhere like Coton, the netball posts are locked away never to be seen. Would it be possible for the posts to be permanently accessible on the courts? Who is responsible for the courts / equipment? Seems such a shame that everything is locked away including things like tennis nets.”

Cllr Cracknell has replied:

“I’m afraid that I cannot give you a definitive answer to most of your questions but I will make an educated guess!

There is no one individual person responsible for the management of the playing area.

I remember that many, many years ago there used to be a Hardwick Tennis Club and they were responsible for the erection of the nets etc but they have not existed as a body for many years so I suspect that the posts and nets have simply been put away as nobody wishes to use them? I should imagine that the years of neglect now mean that the tennis equipment is no longer fit for purpose.

I would expect that any netball posts and nets belong to an individual or Club, I am aware that Liz Coe used to have netball sessions on the courts (many years ago). I assume that they have locked them away to avoid any damage being caused to them? It is a shame that by locking them away they are not available for anyone else to use.

I believe that it would be a very good idea to have a set of posts and nets on the court at all times. I would hope that there are types available that are vandal proof? I assume that they will need to be portable so as not to compromise the use of the area for 5 a side football?

I would be very happy to propose that the PC purchase a pair of netball goals to be kept in the area at all times, I assume that we will not be talking about a great deal of money?

Alternatively, it could be that Liz Coe has the authority to give permission to have the old set (that she used to use) released from storage and made available for everyone to use? You will see that I have copied Liz into this message as well.

Having thought about it another possibility is that the current set of net/goals already stored away actually belong to the Parish Council? In which case it might just be a case of agreeing that they will be left out in the public space in the future!”

Cllr Rose has added:

“Recently the Parish Council discussed whether there should be any charge for using the multi-use games area but decided not to change the current approach of allowing free unhindered access to the court. As for equipment, if there is any, I have no idea where it might be stored. For netball Liz Coe might well know.

Delighted that there is interest in using the facility. As Claire says this is a perfectly good netball court.”

Claire Arber has replied:

“Thanks very much for your input. The adult netball club that I train with regularly uses the posts that are stored in the changing room and one of our ladies has a key for the facility, but I don't know whether they belong to the PC or Liz Coe's club that was.

I guess the main thrust of my e-mail is to suggest we have netball posts and tennis nets up permanently for the benefit of the community and to encourage casual use of the area. Both posts and nets are easy to move to one side should a 5-a-side football game require the whole area.

I look forward to trying to get an agreement for this to happen and will gladly attend the next PC meeting if this is required.”

6.3 To consider alternative venue for the August 22 meeting

The Parish Council has been advised that the School is unavailable on this date as the Caretaker is on holiday.

6.4 CCC consultation on revision of Local Validation Guidance List and Local Validation Check List for planning applications for the County Council's own development and for waste development

“Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists set out what information should be submitted, to support planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register it. These are in addition to the National requirements, which require for example completion of an application form, certificates and a site location plan. The listing of the supplementary information assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

Having comprehensively reviewed the original 2008 local validation list in 2010, the list has been regularly reviewed biannually since and most recently in June 2015. We propose to update the Local Validation Guidance List and accompanying Local Validation Check List. We are proposing limited changes to reflect new and revised documents, for example to include the Council's Flood and Water advice; to include specific references to the types of drawings that we require; and other minor changes to the wording of the guidance. We are consulting you in addition to other applicants and their agents, statutory consultees, and parish councils on the proposed draft revised documents. The consultation period will run for 6 weeks from 6 April until 18 May 2017.

The draft revised documents on which we seek comments are attached.

The existing Local Validation List June 2015 and the accompanying Local Validation Guidance List:- Guidance for applicants and their agents on the Local Validation List (June 2015) and supporting documents are displayed on the County Council's website at:

http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/3

Please send all comments that you may wish to make to:- County Planning, Minerals and Waste, Box No SH1315, Shire Hall, Cambridge, CB3 0AP or by e-mail to planningdc@cambridgeshire.gov.uk by 18 May 2017. All comments received **by 18 May 2017** will be taken into consideration, summarised and reported together with the proposed finalised Local Validation List and the Local Validation Guidance List to the Council's Planning Committee. We are working towards reporting to the Planning Committee of 8 June 2017.”

Yours faithfully

Jane Stanley (Mrs)

Principal Planning Officer (Development Management)

6.3 Dog fouling

A resident emailed Cllr Chamberlain to say “I am appalled at the amount of dog mess alongside our property, where people have allowed their dogs to foul the bridleway.

We have had situations in the past where bags of dog mess have been chucked over our back fence (probably kids) but it is not the point, bags are also chucked under our bushes.
Can a sign be put up to say how much the fine is if they get caught not cleaning up after their dog. Its not hard after all and I have two Great Danes.
May be a street light on the corner might help as this clearly happens on the dark nights.
People visiting us have placed their cars just on the bridleway and gone to get out of their car only to step in it!
Perhaps even a fake camera might stop it happening.”
Cllr Chamberlain has emailed to say “Any chance you can help with some dog fouling penalty signs along the bridleway adjacent to 158 Main Street?”

6.5 East Anglian Air Ambulance and Salvation Army – request for sites for clothing banks

“Dear Friends

As a local parish or town council, East Anglian Air Ambulance (EAAA) would like to make you aware of an exciting project we are working on with The Salvation Army. We would love the chance for your community to get involved and support us to make a difference.

Since EAAA launched in 2000, we have attended over 20,000 missions, touching the lives of many thousands of people. We have an amazing crew which includes two pilots, a doctor and a critical care paramedic on every mission, all working together to save the lives of people across the region. Our state of the art helicopters ensure we deliver a world class service across East Anglia, and can reach a patient anywhere in the region within 25 minutes. We are also proud to operate two rapid response vehicles to provide support in urban areas.

Can you help us?

We are looking for sites within your community to place clothing banks for the public to donate clothing and shoes. This is a joint venture with The Salvation Army and the money raised from the banks will be split evenly between the two charities. Both EAAA and The Salvation Army rely on the generous donations of our supporters which, in turn, enable both charities to continue to provide their vital services within East Anglia.

Possible sites include village halls, tidy tips, sports clubs, railway and bus stations, supermarket and pub car parks. The restrictions are that there cannot already be a Salvation Army clothes bank in that location and the banks cannot be placed at Asda, Tesco, Morrisons and Co-op branches.

If you have a site within your community that you think might be suitable, please [email us](#) with details. Thank you for your help, together we save lives.”

With best wishes

Mike Preston

EAAA Corporate Partnerships Officer

6.6 Village of the Year competition

“A NATIONWIDE EVENT TO FIND BRITAIN’S BEST VILLAGE 2017

Village of the Year is a brand new series presented by Penelope Keith.

This summer, Penelope and her team of judges will be visiting villages across the UK to determine a winner of this brand new programme, with a £10,000 prize to be spent on the winning village up for grabs.

We would love to hear from villages that have *a history & heritage; activities & events; picturesque with a great sense of community!*

Villages can apply by visiting our website www.villageoftheyear.co.uk and follow the simple online application or email us at voty@reeftv.com

The closing date for applications is midnight on 14th May 2017.”

6.7 Carbon Smart – Community Energy funding for Parish Councils

Attached.

7.1 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>

- 7.1.1 S/1088/17/PN – The Hey, Main Street – Prior notification for proposed grain store
- 7.1.2 S/1042/17/FL – 11 Pershore Road – Proposed side two storey extension with internal renovations
- 7.1.3 S/0979/17/FL – 52 Main Street – Proposed timber frame double garage
- 7.1.4 S/1039/17/FL – 125 Limes Road – Extend the entrance hall, extend the kitchen/dining area, remove the wall between sitting room and kitchen/dining room. Reposition gate in the garden wall from the drive, insert a door in the garage in the NE elevation
- 7.2 SCDC decision notices
 - 7.2.1 S/0360/17/FL – 7 Merton Walk – Single storey front extension to house – Permission granted.
 - 7.2.2 S/0410/17/FL – 321 St Neots Road – Loft conversion and replacement roof, increasing in ridge height by 1.7m – Permission granted.
 - 7.2.3 S/3418/16/DC – Land behind Meridian Close – application for approval of details reserved by Condition 3 (Foul and surface water drainage details) and 4 (External lighting) of S/2222/15/FL
- 7.3 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.
- 8. Members' reports and items for information only unless otherwise stated
- 9. Finance and risk assessment and procedural matters
 - 9.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers

None at the time of writing.
 - 9.2 To receive play areas and skate park inspection reports
 - 9.3 To receive the financial report and approve the payment of bills – attached
- 10. Closure of Meeting and items for the next agenda

You must only use the latest version of Adobe Reader to fill out this form.
Do not use Preview or any other application.



Application form

Awards for All England

Please note our processes have changed and we now require all organisations including schools and other statutory bodies to provide us with the following:

- home addresses and dates of birth for all contacts
- financial information
- the date the organisation was established.

The help notes within the form provide further information.

- ▶ Before you start filling in this form make sure you have read the guide for applicants carefully.
- ▶ For some questions we have a maximum number of characters that you can use in your response, to give you an idea of the amount of detail we need. You may well be able to answer these questions in fewer characters than the maximum.
- ▶ We update our programmes from time to time, so if you have had this form for more than three months, contact us or visit our website to check that you have the most up-to-date version. We published this version in August 2015.

If you have any questions or communication needs (such as Braille or large print, screen reader, audiotape, sign language or a community language) please:

- call our advice line: 0345 4 10 20 30
- send us an email: general.enquiries@awardsforall.org.uk
- contact us using text relay on 18001 plus 0345 4 10 20 30 (for those with a hearing or speech impairment).

There are different Awards for All guidance notes and application forms for Northern Ireland, Scotland and Wales. These are available from the website or advice line.

About this form

If you have downloaded this form from our website or received it by email you can type directly into it and save your answers.

You should save the form to your own computer first and you must have the latest version of Adobe Reader installed. Download it free here.

<http://get.adobe.com/uk/reader/>

We have produced an Adobe Reader help note, which you can get from our advice line.

You must not change any of the questions or alter any part of the form. If you do, we will not accept your application.

If you are using a paper form please write clearly in black ink or type.

Do not use correction fluid, as your application will be returned.

Awards for All application checklist

Awards for All Advice Line 0345 4 10 20 30 general.enquiries@awardsforall.org.uk

It is important that you work through this checklist before you start completing the Awards for All application form.

This checklist has been designed to help you decide if Awards for All is right for your project or organisation, before you go to the time and expense of submitting an application. The checklist also helps us as it reduces the number of ineligible applications we need to process, which means we can keep our costs down and give more money out in grants.

Part one - You must be able to answer yes to one of the options in Part one to apply

Is your group a:	Yes	No
● voluntary or community organisation? (including if you are a registered charity or company)	<input type="checkbox"/>	<input type="checkbox"/>
● school?	<input type="checkbox"/>	<input type="checkbox"/>
● health body?	<input type="checkbox"/>	<input type="checkbox"/>
● parish or town council?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to all of the above then your organisation is not eligible to apply to Awards for All. Awards for All cannot fund organisations which make a profit, councils or individuals. Please check the Who can apply section of our guidance notes or contact us on the advice line above if you need clarification.

Part two - You must be able to answer yes to all of Part two to apply

Does your group:	Yes	No
● have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation applying, unless you are a school.	<input type="checkbox"/>	<input type="checkbox"/>
● have at least three members on its governing body or board of directors?	<input type="checkbox"/>	<input type="checkbox"/>
About your project:		
● is your application for between £300-£10,000?	<input type="checkbox"/>	<input type="checkbox"/>
● is your project start date at least four months from the date you will send us this application or is it flexible?	<input type="checkbox"/>	<input type="checkbox"/>
● will your project be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered no to any of the above, we may not be able to fund your project. Please refer to 'Who can apply' in our 'Guide for applicants', or contact us on the advice line above.

Part three - You must be able to answer no to all of Part three to apply

Is your application for:

Yes

No

● a project we have given funding for in the last three years?	<input type="checkbox"/>	<input type="checkbox"/>
● a project which is part of your normal work (this includes regular and repeat activities), unless it is more than three years since those activities or events have taken place, or they have been developed, for example they are to be run with new beneficiary types or in a new area? or are you an organisation with an annual income of less than £30, 000 in your last financial year.	<input type="checkbox"/>	<input type="checkbox"/>
● a project primarily to increase participation in sports, heritage or arts (in which case we suggest you look at the Other small Lottery grants page on the Awards for All England website)?	<input type="checkbox"/>	<input type="checkbox"/>
● ongoing staff costs (including salaries of permanent or fixed term staff)?	<input type="checkbox"/>	<input type="checkbox"/>
● activities that will happen or start before we confirm our grant (which for successful applications is normally about four months from the date we receive your complete application)?	<input type="checkbox"/>	<input type="checkbox"/>
● any costs you incur when putting together your application?	<input type="checkbox"/>	<input type="checkbox"/>
● day-to-day running costs of your organisation (for example, utility bills, council tax, rent or insurance)?	<input type="checkbox"/>	<input type="checkbox"/>
● contingency costs?	<input type="checkbox"/>	<input type="checkbox"/>
● a project which includes land or building work costing more than £25,000 (including VAT)?	<input type="checkbox"/>	<input type="checkbox"/>
● land or building projects where the ownership or lease is not yet in place?	<input type="checkbox"/>	<input type="checkbox"/>
● fundraising activities for your organisation or others?	<input type="checkbox"/>	<input type="checkbox"/>
● items that mainly benefit individuals (for example, equipment that is not shared)?	<input type="checkbox"/>	<input type="checkbox"/>
● items that are purchased on behalf of another organisation?	<input type="checkbox"/>	<input type="checkbox"/>
● loans or interest payments?	<input type="checkbox"/>	<input type="checkbox"/>
● endowments (to provide a source of income)?	<input type="checkbox"/>	<input type="checkbox"/>
● political or religious activities?	<input type="checkbox"/>	<input type="checkbox"/>
● a project or activities that the state has a legal obligation to provide?	<input type="checkbox"/>	<input type="checkbox"/>
● projects that you cannot maintain because of high ongoing costs or the need for specialist skills?	<input type="checkbox"/>	<input type="checkbox"/>
● a project that cannot be completed within 12 months of receiving a grant?	<input type="checkbox"/>	<input type="checkbox"/>
● the purchase of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
● routine repairs and maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
● used vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
● VAT that you can recover?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered yes to any of the above, we may not be able to fund your project. Please check our guidance notes for further information or contact us on the advice line on page 2.

Part one – About your organisation

1. What is your organisation's name and address?

Organisation legal name

Does your organisation use a different name in your day to day work?

No ☐

Yes ☐

What other name do you use?

Organisation main or registered address including postcode

Postcode

2. What type of organisation are you?

Voluntary or community organisation ☐

School ☐

Health body ☐

Parish or town council ☐

3. Organisation details

a) Charity Number (if applicable)

b) Company Number (if applicable)

c) Department for Education Number (if applicable)

d) When was your organisation set up?

Day

Month

Year

e) How many people are on your organisation's governing body or board of directors?

f) What is your VAT status?

VAT registered

☐

Not VAT registered

☐

What is your VAT registration number?

g) Are you a branch of a larger organisation? No

☐

Yes

☐

If yes, what is the name of the larger organisation?

What is the address of the larger organisation?

Postcode

Read these help notes

Question 1

Give the full name as it appears on your governing document. Please check this. If the full legal name is incorrect, it may delay your application.

Tell us your organisation's main or registered address, including postcode. **If you're successful, this is the address we'll send your offer letter to.**

Question 2

Please tick one box only.

We explain what we mean by voluntary and community organisations on page 8 of our Guide for applicants.

Question 3

If you are a charity and company, please provide both. If you're an academy, provide the Department for Education number with the Companies House number, if appropriate. Give us the date when your organisation adopted its current legal status. This should be in your governing document. If you're a school or statutory organisation, check with your administrative body. If you don't know the exact day or month, please give an approximate date.

Give the total number of people currently on your governing body or board of directors. Refer to 'Who can apply' in our Guide for applicants for further clarification.

Your VAT number should be between 9 and 12 numbers long and have no spaces.

If you are a branch of another organisation that has management and financial control over you they may have some legal responsibility if we give you a grant.

h) Are there any restrictions on who can join your organisation? No ☐ Yes ☐

If yes, what are they and why do you have them?
You can write up to 400 characters with spaces (about 50 words)

4a. What is the main email address for your organisation?

This should be the email address people use to contact your organisation.

4b. Does your organisation have a website?

No ☐ Yes ☐

If yes, what is your website address?

5. Does your bank or building society account meet our requirements?

No ☐ Yes ☐

Bank or building society name

Bank or building society address

Postcode

Account details

Organisation name on statements or passbook

Is this the same as on your governing document?

No ☐ Yes ☐

Account number

Sort code

Building society roll number, if applicable

Address your bank or building society has for your organisation for this account

Postcode

Read these help notes

If your organisation has a membership we expect this to be open to all and that anyone can join, unless you can provide a good reason why not. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership.

It can be a personal email address if your organisation doesn't have an email address.

Question 5

Your account must be in the name of the organisation that is applying for a grant and will carry out the project.

We require at least two people to sign each cheque or authorise a withdrawal (including debit card or internet purchases and cash withdrawals). If you are a school, a local authority bank account is acceptable.

6. Provide a summary from your most recent accounts

Are the figures below:

● information from the latest accounts approved by your organisation? ☐

or

● a projection because your organisation has been running less than 15 months? ☐

Account year ending: dd/mm/yyyy

Total income for the year (A)

Total expenditure for the year (B)

Surplus or deficit at the year end (A-B)

Total savings or reserves at the year end

Have your accounts been independently audited?

No

☐

Yes

☐

7. Who is the main contact for this application?

(This MUST be a member of your group.)

Title

Forenames (in full)

Surname

Position in organisation

Date of birth: dd/mm/yyyy

Home address

Postcode

Have they lived at this address for the last three years?

No

☐

Yes

☐

If no, give their previous home address.

Postcode

Landline number (or text phone)

Second contact number (or text phone)

Email address

Read these help notes

Question 6

The Charity Commission has published useful information on accounting and reporting at: www.charitycommission.gov.uk/Charity_requirements_guidance/Accounting_and_reporting/

If you're a registered charity we'll expect you to follow this guidance but if you are not, you may still find it helpful.

All applicants must provide income and expenditure figures. Give a projection for the first full year if your organisation has been running for less than 12 months. Schools should include the whole school budget.

Question 7

This must be the person that submits the application. They should be someone from your organisation who can talk about your project and we can contact during office hours. They must be over eighteen years old. For schools, someone who is directly employed by the school must submit the application (for example, a teacher or administrator).

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

You must provide a landline telephone number.

WEB

Do you have any communication needs? No ☐ Yes ☐

If yes, what are your communication needs?
You can write up to 200 characters with spaces (about 20 words)

8. Who is the senior contact for this application?

- For voluntary and community organisations this must be your chair, secretary, treasurer or a senior member of your governing body. ☐
- For companies this must be a director or the company secretary. ☐
- For organisations that are both a registered charity and a company, this must be a director or the company secretary. ☐
- For schools this must be your head teacher. ☐
- For parish and town councils this must be your clerk to the council. ☐
- For health bodies this must be your chief executive or director. ☐

Title Forenames (in full)

Surname

Position in organisation

Date of birth: dd/mm/yyyy

Home address

Postcode

Have they lived at this address for the last three years?

No ☐ Yes ☐

If No, give their previous home address.

Postcode

Read these help notes

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Question 8

By voluntary and community organisations we mean: registered and unregistered charities, companies or unincorporated associations that are not-for-profit, co-operatives, friendly societies and industrial and provident societies.

The senior contact must not be the same as the main contact in question 7.

They must be over eighteen years old.

We need their date of birth and home address for our standard fraud prevention checks, so please check that the information provided is correct.

Landline number (or text phone)

Second contact number (or text phone)

Email address

If we need to write to them, which address should we use?

The email address in this question

☐

or

The address in this question.

☐

Does your senior contact have any communication needs?

No

☐

Yes

☐

If yes, what are they?

You can write up to 200 characters with spaces (about 20 words)

Read these help notes

You must provide a landline telephone number.

Tick one box only. We may not need to write to your senior contact but in case we do, tell us if they would prefer email or letters.

These might be textphone, sign language, large print, screen reader, audiotape, Braille or a community language.

Part two – About your project

9. What is the name of your project?

You can write up to 70 characters with spaces (about 10 words)

10. What project or activities do you want us to fund?

You can write up to 2,500 characters with spaces (about 300 words)

11. When will your project take place?

- ▶ Your start date should be at least four months after you send us your application.
- ▶ Your end date must not be more than 16 months after you send us your application.

Start date:
dd/mm/yyyy

End date:
dd/mm/yyyy

Is your start date:

Fixed ☐ Flexible ☐

Read these help notes

Question 9

Give us a short title that we could use for publicity purposes. Try to make it unique to your project.

Question 10

Describe your project. By ‘project’ we mean the event or activities you plan to carry out using our grant.

Be specific about what you will do, how you will do it and what you would spend the grant on.

There is more detailed information about what we will and will not fund on page 9 of the guide for applicants. Read this carefully to check that we can fund what you want to do.

12a. Where are the people who will benefit from your project based?

Local authority area

Full postcode

12b. Where will your project take place?

Give the location of the places where your project will happen.

- If your project will take place at (or be run from) a single location, enter its postcode, put 100 per cent and select it as the main location.
- If your project will take place at (or be run from) a number of locations, enter more rows and estimate a percentage for each one. Then select one postcode as the main location.
- Please make sure the total adds up to 100 per cent.
- If the location doesn't have a postcode, use one for a nearby building.

Building name (or number) in street	Postcode	% per location	Main location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Read these help notes

Question 12

Tell us the local authority area and postcode where the people who will benefit from your project are based.

If the people who will benefit are from a number of places, give the local authority area and postcode where the most people will benefit.

13. How much will your project cost?

a) How much will each item or activity cost and how much do you want from Awards for All?

Item or activity	A Total cost	B Amount requested from Awards for All
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Totals	£	£

Read these help notes

Question 13 a)

List all of the individual items or activities that make up your project.

Provide a breakdown for each item if necessary. For example, don't just put furniture, list the different items:

5 tables
30 chairs
5 desks

Include everything you will need for the project, even if you are not asking us to fund it.

Give the total cost of each item or activity in column A and put how much you want from us in column B.

If you want us to fund all your project costs then the figures in column A and column B will be the same.

You must not include any VAT that you can claim back from HM Revenue and Customs.

The total requested from Awards for All must be between £300 and £10,000.

Please check that you have added up the totals correctly.

b) If the total in column A is higher than the total in column B, where is the rest of the funding coming from? You can write up to 800 characters with spaces (about 100 words)

c) How have you worked out your costs? You can write up to 800 characters with spaces (about 100 words)

14. Does your project involve work on land or a building, including refurbishment?

(You **MUST** own the freehold of the land or building, or hold a lease that cannot be brought to an end by the landlord for at least five years).

No ☐

Yes ☐

If yes, you must answer both a) and b) below

a) Does your organisation:

own the freehold of the land or building

☐

or

hold a lease of at least five years that cannot be ended by the landlord?

☐

b) Is planning permission needed for your project?

Planning permission is not required

☐

or

Planning permission is required and has been granted

☐

Read these help notes

Question 13 b)

If you need to raise funds from other sources you must be able to show that you will be able to do this and it will not affect your project or cause a delay.

Let us know if you have already raised some funds or plan to use reserves or savings.

If you have applied to other funders but have yet to hear from them tell us who they are and when you expect a decision. If you want us to fund all your project costs and are not contributing any funding from other sources put not applicable.

Question 13c)

Make sure the costs are accurate and based on quotations where possible.

Question 14

We may need you to send further information about land ownership if we offer you a grant.

If you need planning permission, you must have it before you apply.

We may need you to send confirmation that planning permission is not required, or that it is required and has been granted.

Part three – The difference your project will make

15(a). Why is your project needed?

You can write up to 1,500 characters with spaces (about 200 words)

15(b). What evidence do you have to show that your project is needed? How have you consulted with the people who will benefit from your project and what did you find out?

You can write up to 1,500 characters with spaces (about 200 words)

Read these help notes

Question 15(a)

Make sure you:

Tell us about the problems or issues your group aims to address.

Question 15(b)

Examples of the types of evidence you might use are:

- ▶ Organising a meeting that anyone interested in your project can come to.
- ▶ Carrying out a survey of people who use your service or those who might use it.
- ▶ Keeping a waiting list of people who want to get involved in your activities or use your service.
- ▶ Finding out if there is a lack of your type of facility, service or activities in the local area and whether people would use it if it was available.
- ▶ Researching any statistics about the people who would benefit from your project.
- ▶ Finding out if your project supports any local or national strategies.
- ▶ Evaluating previous projects or seeking feedback on a pilot project.

A consultation can include community surveys, focus groups and public meetings; the findings should be less than two years old.

If you can't consult with the people that you want to help, tell us why.

We also want to know how:

- your project has been influenced by what people have told you
- you know that the people you want to help will use your project.

WEB

16(a). How will you promote and publicise your project?

You can write up to 1,200 characters with spaces (about 150 words)

16(b). How will your project actively seek to involve as wide a range of people as possible?’

You can write up to 1,200 characters with spaces (about 150 words)

Read these help notes

Question 16(a)

Explain what you will do to make sure that people from different backgrounds know about your project and how to benefit from it.

Question 16(b)

If you have identified any groups who could benefit but are less likely to take part, explain why this is the case and what you will do to tackle it. If your project will involve the wider community tell us how. If you plan to restrict who can take part in your project you should explain why, so that we can consider if this is acceptable.

17. What is the change or difference your project is going to make?

Tick the outcomes that reflect the change or difference your project will make.

Your project must meet at least one of the outcomes to be considered for a grant, but you don't have to tick all four boxes. Only tick the outcomes your project will help to achieve.

- ☐ **People have better chances in life** – with better access to training and development to improve their life skills.
- ☐ **Stronger communities** – with more active citizens working together to tackle their problems.
- ☐ **Improved rural and urban environments** – which communities are better able to access and enjoy.
- ☐ **Healthier and more active people and communities.**

Tell us in your own words how your project will meet each of the programme outcomes you have ticked.

You can write up to 3,000 characters with spaces (about 400 words)

Read these help notes

Question 17

Our outcomes are the changes or differences that we want our funding to achieve.

Tell us in this section the difference or change you intend your project to make.

Think about the change or difference your project will have on the local community or target beneficiaries.

Don't just repeat the programme outcomes using different words. Think about how the change or difference your project is going to make reflects our outcomes.

18. Does your project involve work with children, young people under the age of 18 or vulnerable adults?

No ☐

Yes ☐

If yes, as a minimum we expect you to:

- have safeguarding policies in place that are appropriate to your organisation's work and the project you are asking us to fund
- review your safeguarding policies at least every year
- complete a rigorous recruitment and selection process for staff and volunteers who work with children, young people or vulnerable adults, including checking criminal records and taking up references
- check criminal records at least every three years
- follow statutory or best practice guidance on appropriate ratios of staff or volunteers to children, young people or vulnerable adults
- provide child protection and health and safety training or guidance for staff and volunteers
- carry out a risk assessment, if appropriate
- secure extra insurance cover, if appropriate.

Does your organisation meet these requirements?

No ☐

Yes ☐

If your organisation is registered with or inspected by bodies that enforce safeguarding arrangements (such as OFSTED or the Care Quality Commission) please give details below, including any reference numbers.

19. Do you have any of the following?

a) Public liability insurance

No ☐

Yes ☐

b) Leaders' qualifications

No ☐

Yes ☐

c) Affiliation to a governing body

No ☐

Yes ☐

d) Other insurance

No ☐

Yes ☐

If you answered yes to any of the above, please give more details.
You can write up to 1,200 characters with spaces (about 150 words)

Read these help notes

Question 18

It is your responsibility to have appropriate safeguarding policies and procedures in place, which we may ask to inspect at any time.

We may seek further information from any bodies you are registered with, or inspected by.

Question 19

Please answer a) to d).

Depending on the type of project, you may need public liability insurance or qualified leaders.

Public liability insurance is required for any public events.

If your project involves a dangerous sport or activity, your organisation should be affiliated to a relevant governing body or you must be working with fully qualified leaders or instructors.

WEB

Part four – Beneficiary monitoring

We want you to tell us who will mostly benefit from your project. When answering each question you should consider the makeup of the population in the area where you are delivering your project and who you think is most likely to use or get involved in it. If you tick 'No', this means that you don't expect any group or groups will benefit more than other groups listed. If you tick 'Yes', this means that your project will be particularly relevant to some of the groups listed.

We primarily ask these questions to understand the spread of our funding. There are no model answers. The information you give us will depend on what your project is for.

We will cross-reference the information you provide against other information supplied in your application form. If there are any inconsistencies we may follow this up with you.

20. Ethnic background

Will your project mostly benefit people from a particular ethnic background?

No ☐ Go to 21 Yes ☐ Tick up to three boxes below

White

- ☐ English/Scottish/Welsh/Northern Irish/UK
- ☐ Irish
- ☐ Gypsy or Irish Traveller
- ☐ Any other White background

Mixed/Multiple ethnic groups

- ☐ Mixed ethnic background

Asian/Asian UK

- ☐ Indian
- ☐ Pakistani
- ☐ Bangladeshi
- ☐ Chinese
- ☐ Any other Asian background

Black/African/Caribbean/Black UK

- ☐ African
- ☐ Caribbean
- ☐ Any other Black/African/Caribbean background

Other ethnic group

- ☐ Arab
- ☐ Any other ethnic group

The list of ethnic backgrounds we use is taken from the 2011 Census. Remember that everyone has an ethnic background.

The category 'mixed ethnic background' should only be selected if your project will mostly benefit people whose parents are of two or more ethnic backgrounds. It should not be selected if your project will benefit people from a range of ethnic backgrounds.

WEB

21. Gender

Will your project mostly benefit people of a particular gender?

No ☐ Go to 22 Yes ☐ Tick one box below

☐ Male

☐ Female

22. Age

Will your project mostly benefit people from a particular age group?

No ☐ Go to 23 Yes ☐ Tick up to two boxes below

☐ 0-24 years

☐ 25-64 years

☐ 65+ years

23. Disability

Will your project mostly benefit disabled people?

No ☐ Yes ☐

24. Religion or belief

Will your project mostly benefit people of a particular religion or belief?

No ☐ Go to 25 Yes ☐ Tick one box only below

☐ No religion

☐ Christian

☐ Buddhist

☐ Hindu

☐ Jewish

☐ Muslim

☐ Sikh

☐ Other religion

25. Sexual orientation

Will your project mostly benefit lesbians, gay men or bisexual people?

No ☐ Yes ☐

Please complete the checklist in Part five before sending us your application.

The category 'disabled people' should be selected if your project will mostly benefit people with a physical, mental, learning, sensory or cognitive impairment.

Data Protection

We will use the information you give us during assessment and during the life of your grant (if awarded) to administer and analyse grants and for research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, administering the programme, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the programme.

We may share information with organisations and individuals with a legitimate interest in Lottery applications and grants or specific funding programmes. Contact details of successful applicants may be passed on to Members of Parliament, Members of Scottish Parliament, Assembly Members and Members of the Legislative Assembly for the purposes of informing them of the applicant's success. We have a duty to protect public funds and for that reason we may also share information with other Lottery distributors, government departments, organisations providing matched funding or for the prevention and detection of crime.

Your information may be transferred to an IT service provider based outside the European Economic Area (EEA). If your information is transferred outside the EEA, we will ensure it is sufficiently protected.

Information collected via survey or event registration software may be stored in the United States of America. In these circumstances the information will be stored in accordance with the U.S. and E.U. Safe Harbour framework. This means the information will be collected, used and retained in a manner that ensures adequate levels of protection and complies with EU Data Protection Legislation.

We will use personal information provided by you in order to conduct appropriate identity checks. Personal information that you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information and disclose that a search of its records was made to its customers. We may undertake a search with Experian for the purposes of verifying your identity. To do so Experian may check the details supplied against any particulars on any database (public or otherwise) to which they have access. Experian may also use your details in the future to assist other companies for verification purposes. A record of the search will be retained.

If you provide false or inaccurate information in your application or at any point in the life of any funding we award you and fraud is identified, we will provide details to fraud prevention agencies to prevent fraud and money laundering. If you are a company this will include the names of the Company Directors at the time of the fraud. You must undertake to inform all Directors, Trustees and Committee members of this notice.

You can obtain further details explaining how the information held by fraud prevention agencies may be used by emailing dataprotection@biglotteryfund.org.uk, by telephoning our advice line on 0345 4 10 20 30, or by writing to:

Customer services
Big Lottery Fund
2 St James' Gate
Newcastle upon Tyne
NE1 4BE

Personal data requests are dealt with under the Data Protection Act 1998. If you want to know whether we hold personal information about you, you should email dataprotection@biglotteryfund.org.uk

Please refer to the Data Protection Act in your request.

We may withhold access to your information where we have the right to do so under The Data Protection Act 1998.

Freedom of Information Act

The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold. This includes information received from third parties, such as, although not limited to grant applicants, grant holders, contractors and people making a complaint.

If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may choose to consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply.

☐ We'd like to keep in touch with your organisation about the Big Lottery Fund including information about new funding programmes and other Lottery good causes. If you'd rather not receive this type of information, please tick this box

Part five – Finishing your application

You must tick **all** the boxes below to confirm that:

- ☐ You have answered all the relevant questions in this application form.
- ☐ You (the main contact named in question 7 of this application form) are authorised to apply for a grant from us (the Big Lottery Fund) on behalf of your organisation.
- ☐ You understand that if you make any seriously misleading statements (whether deliberate or accidental) at any stage during the application process, or knowingly withhold any information, this could make your application invalid and you could be liable to repay any funds to us.
- ☐ Your organisation meets our eligibility requirements set out in our Awards for All Guide for applicants under 'Who can apply' and has the legal power to set up and deliver the project described in this application form.
- ☐ If we make you a conditional offer you will send us the relevant documents set out in our Awards for All Guide for applicants under 'What we will ask you to send us' within 20 working days and you accept that we may withdraw any conditional grant offer if you do not.
- ☐ You understand and accept our obligations under the Data Protection and Freedom of Information Acts set out in our Awards for All Guide for applicants and on page 19 of this application form.
- ☐ You are able to comply with the Awards for All terms and conditions of grant, which are available on our website www.awardsforall.org.uk

Please go to Part six.

Read these help notes

To apply for a grant from Awards for All you must tick all the boxes.

Make sure that your governing body or board of directors know about this application and have agreed that you can send it to us.

You must be able to comply with our terms and conditions if we offer you a grant. You should check that you can before you apply.

You can get a copy of our terms and conditions of grant from our website www.awardsforall.org.uk or you can phone or email us and we will send them to you.

Before you apply, make sure you can provide all the information we may ask for if we make a conditional grant offer. This is explained in 'What we will ask you to send us' in our guide for applicants.

Part six– Sending us your application

We prefer to receive applications by email but we will also accept them by post. When your application form is complete, email it to:

englandapplications@awardsforall.org.uk

Please put the name of your organisation in the subject field of your email. You will receive an automatic email from us confirming that we have received your application.

Or send your application to:

**Awards for All England applications
Big Lottery Fund
2 St. James Gate
Newcastle Upon Tyne
NE1 4BE**

Please do not send any other documents or a covering note. If we need more information we will ask you for it during our assessment.



Mrs Gail Stoehr
Hardwick Parish Council
Hardwick Parish Council, 30 West Drive
Highfields Caldecote, Cambridge
CB23 7NY

4th April 2017

Dear Gail

Notification of funding available for parish councils

I am writing to let you know about grant funding available to parish councils to conduct renewable energy feasibility studies.

The Rural Community Energy Fund (RCEF) is a government programme to support rural and urban communities in England to develop renewable energy projects which provide economic and social benefits to your community.

Both funds offer a grant of up to £20,000 to pay for an initial investigation into the feasibility of a renewable energy project. This grant can be used to pay for experts to carry out the feasibility study, and to cover the cost of any project management time from the council. The fund administrators particularly welcome applications from parish councils.

This is a great opportunity for parish councils to investigate the suitability of renewable energy generation for their local area. Installing such systems can protect communities from volatile fuel costs and generate income which can be used to provide benefits to the local community, like maintenance of village halls and playgrounds, building green spaces, undertaking education projects, tackling fuel poverty, and more.

If the feasibility study proves favourable, a further £130,000 is available as a loan to support implementation. However, there is no obligation to take up the loan, nor to progress further than the feasibility study.

Carbon Smart is a small, dynamic management consultancy, specialising in energy, renewables, carbon and sustainability. Our clients choose to work with us because of our credibility, flexible approach, focus on direct benefits, and our skilled, experienced and passionate team.

We are already working with several parish councils to both secure the funding and deliver the feasibility studies. We can help you confirm your grant eligibility, support your application - handholding you through the forms, and conduct the feasibility study itself.

We will deliver a comprehensive feasibility report which will include a technology review and technical feasibility, review and analysis of legal and financial context, our recommendations, and an overview of the benefits for the community. We will also offer to support the community with the application process to ensure that it covers all requirements for being awarded.

We would be very happy to have an initial conversation to talk you through the process and how we can help. If you would like to hear more or have any questions, please contact either Helen or Louise at 0207 048 0450, helen.troup@carbonsmart.co.uk or louise.quarrell@carbonsmart.co.uk.

We look forward to hearing from you soon.

Louise Quarrell, Director

Carbon Smart Ltd, 3rd floor, 105-107 Farringdon Road, London, EC1R 3BU | Registered in England and Wales, Company number 6235381

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HARDWICK ANNUAL PARISH MEETING NOTICE OF MEETING

Tuesday 9 May 2017 in the School at 7:00pm

AGENDA

Stephen Rose – Chairman, Parish Meeting

1. Apologies
2. Minutes of the last Annual Parish Meeting on 17 May 2016
3. Matters arising
4. Reports from village organisations including those who have received a grant from the Parish Council during the year
 - 4.1 The Parish Council – the past year
 - 4.2 Presentation of the Parish Council's last audited accounts
 - 4.3 District Councillor
 - 4.4 County Councillor
 - 4.5 Heidi Allen MP
 - 4.6 Police
 - 4.7 Hardwick Sports and Social Club
 - 4.8 Hardwick Community Association
 - 4.9 Hardwick Happenings
 - 4.10 Webmaster
 - 4.11 Village Plan Committee
 - 4.12 Neighbourhood Plan report
 - 4.13 Hardwick Scouts and Guides - update on the proposed new Scout & Guide hut
 - 4.14 St Mary's Church – update on proposed new Community Hall at the Church
 - 4.15 Hardwick Evangelical Church including Hardwick Youth Club
 - 4.16 Hardwick WI
 - 4.17 Hardwick Play Parks
 - 4.18 3rd Hardwick Brownies
 - 4.19 Hardwick Litter Picking Volunteers
 - 4.20 Hardwick Recreation Ground – maintenance update
 - 4.21 Other
5. Neighbourhood Watch update
6. Applications for awards of small grants to projects for improvements to the village
7. Any other parish matters including any resolutions
8. Closure of meeting

Refreshments will be available at the end of the meeting.

This meeting is open to all parishioners who may by Law discuss all parish matters, ask questions, put forward views and pass resolutions at the meeting.

If you have an item that you would like to raise please inform the Clerk no later than noon on the day of the meeting.

CAMBRIDGESHIRE COUNTY COUNCIL LOCAL VALIDATION CHECK LIST

Revised June 2017

This Local Validation Check List applies to all applications for planning permission submitted to Cambridgeshire County Council (including those made under s73 of the Town and Country Planning Act 1990) except those for mineral development.

This checklist should be read in conjunction with the national validation requirements which are set out in Paragraph: 016 Reference ID: 14-016-20140306 of the Department for Communities & Local Government (DCLG) Planning Practice Guidance (NPPG).

<http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/validation-requirements/>

It should be read together with Cambridgeshire County Council's Local Validation Guidance List:- *Guidance for applicants and their agents on the Local Validation List* (revised June 2017) which sets out the circumstances in which you will need to submit information under the headings set out in this local list. Not all the items listed will apply in every case and you are strongly advised to find out from the case officer what is required before submitting your application. We offer a separate pre-application service details of which are also given on our website:-

http://www.cambridgeshire.gov.uk/info/20099/planning_and_development/234/planning/4

Failure to submit all of the relevant information that is required will mean that the application will be invalid. An invalid application cannot be registered. We will not be able to process your application until all of the information required to validate it is received. This includes all the information that is relevant to your application as explained in our Local Validation Guidance List.

It is intended that this local list will be used as a checklist by applicants, agents and planning officers at the pre-application stage to record what items from the local list will be needed to accompany an application. There are three categories: those where a full report is necessary; those where the item has some relevance but could be addressed within the planning statement; and those that are not relevant at all.

1. Planning statement
2. Local authority development letter
3. Statement of Community Involvement
4. Biodiversity survey and report
5. Statement of sustainable design and construction
6. Tree survey/arboricultural report
7. Flood risk assessment
- 7A. Surface water drainage strategy
8. Heritage statement
9. Landscape impact assessment
10. Landscaping scheme
11. Landscaping and biodiversity enhancement management scheme
12. Transport assessment or statement
13. Parking and access arrangements
- 13A. Construction traffic management plan

14. Travel Plan
15. Noise impact assessment
16. Lighting assessment
17. Air quality assessment
18. Contaminated land assessment
19. Waste audit and management strategy
20. Open space/ playing field assessment
21. Information in support of applications for the storage, treatment or disposal of waste
22. Plans and drawings

		Full Report	Planning Statement	Not Relevant
1	Planning statement			
2	Local authority development letter			
3	Statement of Community Involvement			
4	Biodiversity survey and report			
5	Statement of sustainable design and construction			
6	Tree survey/arboricultural report			
7	Flood risk assessment			
7A	Surface water drainage strategy			
8	Heritage statement			
9	Landscape impact assessment			
10	Landscape proposals			
11	Soft landscape and biodiversity enhancement management scheme			
12	Transport assessment or statement			
13	Parking and access arrangements			
13A	Construction traffic management plan			
14	Travel Plan			
15	Noise and vibration impact assessment			
16	Lighting assessment			
17	Air quality assessment			
18	Contaminated land assessment			
19	Waste audit and management strategy			
20	Open space/ playing field assessment			
21	Information in support of applications for the storage, treatment or disposal of waste			
22.	Plans and drawings (including cross-sections where necessary)			

Cambridgeshire County Council

Guidance for applicants and their agents on the Local Validation List (**Draft April 2017**)

This guidance note sets out the circumstances in which you will need to submit information under the headings set out in Cambridgeshire County Council's Local Validation List (June 2017). Not all the items listed will apply in every case and you are strongly advised to find out from the case officer what is required before submitting your application. A failure to consider all of the necessary points will mean that the application will be invalid until the necessary information has been received. An invalid application cannot be registered.

Submitting a planning application form

Planning applications for the **County Council's own development and for waste development** can be submitted through the [Planning Portal](#).

For **County Council development**, the applicant (Q1 of the Standard Application Form) must be *Cambridgeshire County Council* (very occasionally jointly with another party), not an individual officer. A full stop can be placed in the name box to enable submission through the planning portal.

Please note that neither the Standard Planning Application Form nor the Local Validation List applies to applications for **mineral development**. Application forms for new Mineral development can be downloaded from the County Council's [website](#). Developers of mineral sites should contact the County Planning, Minerals and Waste team at the pre-application stage to establish what information should accompany their application. We also provide a pre-application service for County Planning Mineral and Waste planning applications. More information about this can be found under the heading Pre-application advice on our [website](#).

Requests for additional information during the consideration of the application are more likely if information provided is of poor quality.

The web links provided in this document are correct at June 2017. We will update this guidance when there are changes in planning policy documents and will review the Local Validation List and the guidance at least every 2 years.

National requirements

These are required by [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#).

Guidance on the National requirements is given in [Paragraphs 016 Reference ID: 14-016-20140306](#) to 37 Reference ID: 14-037-20140306 of the **Department for Communities & Local Government** [Planning Practice Guidance](#).

Introduction

The following sections describe all of the items on the Local Validation List and indicate in which circumstances each should be provided. They also give the policy behind the requirement and reference where you can find further information. Additionally further information can be found about emerging policy within the policy pages on the relevant Council's website. Some items will require input from a technical specialist.

1. Planning Statement

Policy Driver

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.

Types of applications that require this information

All except those for very minor development where there are no policy implications.

What information is required?

A planning statement should identify the context and need for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission.

Where to look for further assistance

National planning policy documents can be found on www.gov.uk. For example, the [National Planning Policy Framework](#) (March 2012); the [National Planning Policy for Waste](#) (October 2014); and the [Planning Practice Guidance](#).

The development plan sets out the planning authority's policies and proposals for the development and use of land in their area and in Cambridgeshire it comprises:

[Cambridgeshire and Peterborough Mineral and Waste Core Strategy](#) (July 2011) and [Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan](#) (February 2012)

[The Block Fen Langwood Fen Master Plan](#) (July 2011) (Supplementary Planning Document)

[The Location and Design of Waste Management Facilities](#) (July 2011) (Supplementary Planning Document)

[The RECAP Waste Management Design Guide](#) (February 2012) (Supplementary Planning Document)

The relevant District or City Council's adopted local plan or local development framework documents.

Links are provided to the local planning authorities' planning policy front page rather than to the individual documents. This is because they are progressively being adopted / reviewed therefore you should check the status of policy documents regularly. For this reason the individual policies referred to later in this document may be superseded over time and their relevance should be checked before you refer to them in your Planning Statement.

[Cambridge City Council](#)

[East Cambridgeshire District Council](#)

[Fenland District Council](#)

[Huntingdonshire District Council](#)

[South Cambridgeshire District Council](#)

2. Local Authority Development Letter

Policy Driver

The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492). Regulation 3 states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges and other transport infrastructure; household recycling centres.

Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

What information is required?

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is granted.

Where to look for further assistance

[The Town and Country Planning General Regulations 1992](#)

3. Statement of Community Involvement

Policy Driver

The Cambridgeshire Statement of Community Involvement (March 2014) is a Local Development Document and is part of the Local Development Framework which was introduced in the 2004 Act.

Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (March 2014).

What information is required?

A statement setting out how the applicant has complied with the requirements for pre-application consultation set out in the County Council's adopted Statement of Community Involvement and demonstrating how the views of the local community have been sought and taken into account in the formulation of development proposals.

Where to look for further assistance

[Cambridgeshire Statement of Community Involvement](#) (March 2014)

4. Biodiversity survey and report

Policy Driver

[National Planning Policy Framework](#) (2012), particularly Section 11
Conserving and enhancing the natural environment

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011)
Policy CS35 Biodiversity and Geodiversity, Policy CS25 Restoration and Aftercare of Mineral and Waste Management Sites

[Cambridge City Local Plan](#) (2006) policies 4/3: Safeguarding Features of Amenity or Nature Conservation Value, 4/6: Protection of Sites of Local Nature Conservation Value and 4/8: Local Biodiversity Action Plans

[Cambridge City Council Sustainable Design and Construction SPD](#) (2007)
section 2.6 supplements local policies 4/3-4/8.

[East Cambridgeshire Local Plan](#) (2015) policy ENV 7: Biodiversity and geology

[Fenland Local Plan](#) (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP19: The Natural Environment

[Huntingdonshire Local Plan](#) (1995) policies En22: Nature and wildlife conservation & En23: Sites of Scientific Interest and national nature reserves

[Huntingdonshire Core Strategy DPD](#) (2009) policies CS1: Sustainable Development in Huntingdonshire and CS9: Strategic Greenspace Enhancement and is referenced within policies CS6 Gypsies, Travellers and Travelling Showpeople and CS10 Infrastructure Provision.

[Huntingdonshire Landscape & Townscape Assessment SPD](#) (2007)

[South Cambridgeshire Development Control Policies DPD](#) (2007) policies NE/6: Biodiversity and NE/7: Sites of Biodiversity or Geological Importance;

[South Cambridgeshire District Council's Biodiversity SPD](#) (2009)

[Cambridgeshire Horizons' 2011 Cambridgeshire Green Infrastructure Strategy](#)

Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist and accompanying guidance notes which have been placed alongside this document on the County Council's [website](#).

What information is required?

See the Biodiversity Checklist and accompanying guidance notes.

Where to look for further assistance

Planning Practice Guidance - [Natural Environment](#)

See the [Biodiversity Checklist guidance notes](#)

5. Statement of sustainable design and construction

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policies 3/1: Sustainable Development and 8/16: Renewable Energy in Major New Developments

East Cambridgeshire Local Plan (2015) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon offsetting; ENV 6: Renewable energy development

Fenland Local Plan (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

Huntingdonshire Core Strategy (2009) policy CS1: Sustainable Development

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1: Sustainable Development; NE/1: Energy Efficiency; NE/3 Renewable Energy Technologies in New Development; NE/9: Water and Drainage Infrastructure; NE/10: Foul Drainage – Alternative Drainage Systems and NE/12: Water Conservation.

Types of applications that require this information

New schools and all developments creating more than 1,000m² of floor space.

What information is required?

Cambridge City: Completed Sustainable Development Checklist (Section 4 of Sustainable Design and Construction SPD)

Other districts: Statement of Sustainable Design and Construction

Where to look for further assistance

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

South Cambridgeshire [District Design Guide SPD](#) (March 2010) – Chapter 8: Environmental Sustainability

6. Tree survey / arboricultural report

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policy 4/4: Trees

East Cambridgeshire Local Plan (2015) policies ENV 1: Landscape and settlement character; ENV 2: Design; ENV 7: Biodiversity and geology

Fenland Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP19: The Natural Environment

Huntingdonshire Local Plan (1995) policy En18: Trees in the landscape

South Cambridgeshire Development Control Policies DPD (2007) policy DP/2: Development Criteria (2.m & o)

Types of applications that require this information

Where there are trees or hedges on the development site and/or there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape character. See Standard Application Form.

What information is required?

Information on, but not limited to, the species, size, canopy extent, future management, projected future life of trees on or adjacent to the development site, which are to be retained or lost and details of protection measures during development.

Where to look for further assistance

BS5837: Trees in relation to construction.

South Cambridgeshire [Trees and Development Sites SPD](#) (January 2009)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

See also section 10 Landscape Proposals

7. Flood Risk Assessment

Policy Driver

National Planning Policy Framework (2012), particularly Section 10 Meeting the challenge of climate change, flooding and coastal change

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011) policy CS39 Water Resources and Water Pollution Prevention

Cambridge City Local Plan (2006) policy 8/18: Water, Sewerage and Drainage Infrastructure

East Cambridgeshire Local Plan (2015) policies ENV 2: Design; ENV 8: Flood risk

Fenland Local Plan (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements; and CS9 Flood water management

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (1. i & j) Sustainable Development; DP/3 (2. p & r) Development Criteria and NE/11: Flood Risk

Types of applications that require this information

- in flood zone 2 or 3 including [minor development](#) (as defined by the Environment Agency) and change of use;
- more than 1 hectare in flood zone 1;
- less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from commercial to residential), where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains, reservoirs);
- in an area within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

See Standard Application Form.

What information is required?

The scope of the flood risk assessment is dependent on the nature, scale and location of the development. The [Environment Agency's advice](#) should be followed.

Where to look for further assistance

[National Planning Policy Framework](#) (March 2012)

Planning Practice Guidance – [Flood Risk and Coastal Change](#)

DEFRA / Environment Agency guidance – [Flood risk assessment for planning applications](#)

Cambridge City Council [Sustainable Drainage Design and Adoption Guide](#)

Middle Level Commissioners [Planning Advice and Consent Documents](#)

[Cambridgeshire Flood and Water SPD](#) (July 2016) endorsed by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.

7A. Surface water drainage strategy

Policy driver

[National Planning Policy Framework](#) (2012), particularly Section 10 Meeting the challenge of climate change, flooding and coastal change and para 103

[Written Ministerial Statement](#) (18 December 2014) Secretary of State, Communities and Local Government

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011) policy CS39 Water Resources and Water Pollution Prevention

[Cambridge City Local Plan](#) (2006) policy 8/18: Water, Sewerage and Drainage Infrastructure

[East Cambridgeshire Local Plan](#) (2015) policies ENV 2: Design; ENV 8: Flood risk

[Fenland Local Plan](#) (2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland

[Huntingdonshire Core Strategy](#) (2009) Spatial Vision and Objectives

[Huntingdonshire Local Plan](#) (1995) policies CS8: Water supply, sewerage, sewage disposal and surface water drainage requirements; and CS9 Flood water management

[South Cambridgeshire Development Control Policies DPD](#) (2007) policies DP/1 (1. i & j) Sustainable Development; DP/3 (2. p & r) Development Criteria and NE/11: Flood Risk

Types of applications that require this information

Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015

- the provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more; or
- development carried out on a site having an area of 1 hectare or more in all flood zones.

What information is required?

The scope of the surface water drainage strategy is dependent on the nature, scale and location of the development. The County Council's Flood and Water Team's advice should be followed.

Where to look for further assistance

See 7 above.

8. Heritage Statement

Policy Driver

National Planning Policy Framework (2012), particularly Section 12
Conserving and enhancing the historic environment

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS36 Archaeology and the Historic Environment

Cambridge City Local Plan (2006) policies 4/9: Scheduled Ancient
Monuments/Archaeological Areas; 4/10: Listed Buildings; 4/11: Conservation
Areas; 4/12: Buildings of Local Interest

East Cambridgeshire Local Plan (2015) policies ENV 11: Conservation Areas;
ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures;
ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens;
ENV 16: Enabling development associated with heritage assets

Fenland District Local Plan (2014) policies LP16: Delivering and Protecting
High Quality Environments across the District; LP18: The Historic
Environment

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies En1: Demolition of listed buildings;
En2: Character and setting of listed buildings; En3: Alternative uses for listed
buildings; En5: Conservation area character; En6: Design standards in
conservation areas; En7: Outline applications; En9: Open spaces, trees and
street scenes in conservation areas; En11: Ancient monuments and
archaeological sites; En12 Archaeological recording; En13: Archaeological
potential evaluation

South Cambridgeshire Development Control Policies DPD (2007) policies
DP/1 (1.r) Sustainable Development; DP/3 (2.o & l) Development Criteria;
CH/1: Historic Landscapes; CH/2: Archaeological Sites; CH/3: Listed
Buildings; CH/4: Development Within the Curtilage or Setting of a Listed
Building; CH/5: Conservation Areas

Types of applications that require this information

- where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive;
- involving a scheduled monument or battlefield or its setting;
- which affect a listed building or its setting;
- within or which will affect a conservation area;
- which will affect a registered park or garden or its setting.

What information is required?

All Heritage Statements should assess and take into account the impact or potential impact of the proposed development and any proposals to avoid, mitigate or compensate for such impacts to ensure that there is no net loss of

the historic environment resource. They should also include the setting of the historic environment, which includes individual historic assets. You may need to commission an assessment of existing information and submit the results as part of the application in accordance with advice. Archaeological work that is considered necessary either before the application is submitted or before development takes place can be very costly and may affect the viability of your scheme.

For applications either related to or impacting on the setting of designated heritage assets a written statement that includes plans showing historic features that may exist on or adjacent to the application site including listed buildings and structures, historic parks and gardens, historic battlefields and scheduled ancient monuments and an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact on the special character of the listed building or structure, its setting and the setting of adjacent listed buildings may be required.

For applications within or adjacent to a conservation area, an assessment of the impact of the development on the character and appearance of the area may be required.

For major development proposals or significant infrastructure works, and for applications involving ground disturbance within an area which may be considered of potential archaeological significance an applicant may need to commission an assessment of existing archaeological information, demonstrate the significance of the archaeological potential following a programme of fieldwork and submit the results as part of the Heritage Statement.

Where to look for further assistance

Planning Practice Guidance - [Conserving and enhancing the historic environment](#)

Cambridge City Council [design and conservation documents](#)

Cambridge City Council [Conservation Areas](#)

East Cambridgeshire [Heritage & Conservation](#)

Fenland [Heritage Statements](#)

Huntingdonshire [Conservation Areas](#)

South Cambridgeshire [Development Affecting Conservation Areas SPD](#) (January 2009)

South Cambridgeshire [Listed Buildings SPD](#) (July 2009)

South Cambridgeshire [Heritage Information to be submitted with Planning, Listed Building Consent and Conservation Area Consent Applications](#)

South Cambridgeshire [Conservation Areas](#)

Cambridgeshire County Council [Archaeological advice for planning developments](#)

9. Landscape impact assessment

Policy Driver

National Planning Policy Framework (2012)

Planning Practice Guidance

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS33 Protection of Landscape Character, Policy CS34 Protecting Surrounding Uses.

Cambridge City Local Plan (2006) policies 3/2: Setting of the City; 3/3: Safeguarding Environmental Character; 3/13: Tall Buildings and the Skyline

East Cambridgeshire Local Plan (2015) policies ENV 1: Landscape and settlement character; ENV 2: Design

Fenland Local Plan (2014) policy LP16: Delivering and Protecting High Quality Environments across the District

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policy En18: Protection of countryside features

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (1p) Sustainable Development; DP/3 (2.m) Development Criteria; DP/7: Development Frameworks and NE/4: Landscape Character Areas

Types of applications that require this information

Large buildings and other structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary as defined in the relevant City/District council local plan or development plan document.

What information is required?

An appraisal of the landscape and visual impacts of the proposed development using a methodology and to a standard equivalent to that set out in the document referred to below.

Where to look for further assistance

[Cambridgeshire Landscape Guidelines](#) (June 1991)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

10. Landscape proposals

Policy Driver

National Planning Policy Framework (2012)

Planning Practice Guidance

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS33 Protection of Landscape Character

Cambridge City Local Plan (2006) policies 3/2: Setting of the City; 3/3: Safeguarding Environmental Character; 3/13: Tall Buildings and the Skyline; 4/3: Safeguarding Features of Amenity or Nature Conservation Value; 4/4: Trees

East Cambridgeshire Local Plan (2015) policies ENV 1: Landscape and settlement character; ENV 2: Design

Fenland Local Plan (2014) policy LP16: Delivering and Protecting High Quality Environments across the District

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policy En20: Landscaping schemes for new development

South Cambridgeshire Development Control Policies DPD (2007) policies Dp/2 (1.j) Design of New Development; GB/2: Mitigating the Impact of Development in the Green Belt; GB/3: Mitigating the Impact of Development Adjoining the Green Belt; NE/4: Landscape Character Areas and NE/5: Countryside Enhancement Areas

Types of applications that require this information

Where trees or hedgerow will be removed as a result of the development compensatory planting will be required. Development that will have a visual impact that could be mitigated by landscape planting.

What information is required?

Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments and materials, planting species, densities and size and form of specimens at planting. Establishment and long term maintenance and management should also be addressed (see item 11 below). Reference should be made to detailed landscape proposals which follow from the design concept in the Design and Access Statement, if required. Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above). Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate and a programme of implementation.

Where to look for further assistance

[Cambridgeshire Landscape Guidelines](#) (June 1991)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

Huntingdonshire [A Tree Strategy for Huntingdonshire](#) (February 2015)

South Cambridgeshire [Landscape in New Development SPD](#) (March 2010)

South Cambridgeshire [District Design Guide SPD](#) (March 2010)

Planning Practice Guidance - [Natural Environment](#)

11. Soft landscape and biodiversity enhancement management scheme

Policy Driver

[National Planning Policy Framework](#) (2012)

[Planning Practice Guidance](#)

[Cambridge City Local Plan](#) (2006) 4/3: Safeguarding Features of Amenity or Nature Conservation Value

Types of applications that require this information

Where soft landscape (see item 10 above) or biodiversity enhancement measures are proposed. Applications for new or extensions to landfill sites will require aftercare of the restored land.

What information is required?

A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development. For schools this should be in a format that the person responsible for grounds maintenance can understand.

The County Council will seek the aftercare of restored landfill sites in the interests of nature conservation for at least 10 years.

Where to look for further assistance

See items 4, 6 and 10 above.

12. Transport Assessment or Statement

Policy Driver

[National Planning Policy Framework](#) (2012), particularly Section 4 Promoting sustainable transport

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011)
Policy CS23 Sustainable Transport of Minerals and Waste, Policy CS32
Traffic and Highways

Cambridge City Local Plan (2006) 8/2: Transport Impact

East Cambridgeshire Local Plan (2015) policy COM 7: Transport impact

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (1.b, c & d and 2.k) Development Criteria; TR/1: Planning for More Sustainable Travel; TR/2: Car and Cycle Parking Standards; TR/3: Mitigating Travel Impact and TR/4: Non-motorised modes

Types of applications that require this information

Transport Assessment – where the proposed development has significant transport implications including new schools.

Transport Statement – schemes where the proposed development has some transport implications.

Applicants should agree the scope of the transport information that is necessary with CCC's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- a layout plan of the existing access onto the public highway;
- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- the existing daily traffic movements (and type of vehicle/s) to the site*;
- the proposed daily traffic movements (and type of vehicle/s) to the site;
- for sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.

* Where more than one business use the same access onto the public highway the total number of vehicle movements must be provided.

What information is required?

Transport Assessment (TA) - The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. It should illustrate accessibility to the site by all modes of transport and the modal split of journeys to and from the site.

Transport Statement – Should outline the transport aspects of the application and any proposed measures to improve access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Cambridgeshire County Council [Transport Assessment Guidelines](#)

13. Parking and access arrangements

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) policies 8/6: Cycle Parking; 8/9: Commercial Vehicles and Servicing & 8/10: Off-Street Car Parking

East Cambridgeshire Local Plan (2015) policy COM 8: Parking provision

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) TR/2 Car and Cycle Parking Standards

Types of applications that require this information

Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.

Applications proposing changes to parking arrangements.

Applications that will affect the requirement for car and cycle parking by introducing more users to a site such as a new classroom.

Applications, which if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

What information is required?

- a layout plan of the existing access onto the public highway;
- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- the existing daily traffic movements (and type of vehicle/s) to the site*;
- the proposed daily traffic movements (and type of vehicle/s) to the site;
- for sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses and commercial vehicles (see Standard Application Form).

Where to look for further assistance

Cambridge City Council [Cycle Parking Guide for New Residential Development](#) (February 2010)

Cambridge Cycling Campaign [Cambridge Cycle Parking Guide](#)

13A. Construction traffic management plan

Policy Driver

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j & n) Development Criteria and NE/15: Noise Pollution

Types of applications that require this information

Applications, which if permitted, would give rise to HCV construction traffic in locations that may adversely affect highway safety or amenity of the occupiers of nearby properties.

What information is required?

- a layout plan of the existing access onto the public highway;
- layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access;
- the proposed daily construction traffic movements (and type of vehicle/s) to the site;
- swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed;
- details of proposed parking for contractors' and delivery vehicles on site layout plans;
- hours of deliveries of construction materials and or dispatch of waste etc
- vehicle routes;
- management and enforcement.

14. Travel Plan

Policy Driver

National Planning Policy Framework (2012)

Cambridge City Local Plan (2006) 8/3: Mitigating Measures

East Cambridgeshire Local Plan (2015) policy COM 7: Transport impact

Fenland Local Plan (2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland

South Cambridgeshire Development Control Policies DPD (2007) policy TR/3: Mitigating Travel Impact

Types of applications that require this information

School development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a children's centre. Where the school has a Travel Plan the application should be accompanied by an updated version that takes into account the school population when developed.

Where existing data relating for example to the mode of travel used is not available for example in relation to new school proposals where there are no children attending the school outline travel plans linked to a transport assessment or statement may be accepted.

What information is required?

Should outline how transport implications are going to be managed, by whom, and over what timescale in order to ensure the minimum environmental, social and economic impacts. It should also state how the plan would be promoted, implemented, monitored and maintained. A school travel plan should promote safe cycle and walking routes, restrict parking and car access at and around the school, and includes on-site changing and cycle storage facilities.

Where to look for further assistance

Planning Practice Guidance - [Travel Plans, Transport Assessments and Statements](#)

Travel 4 Cambridgeshire [Travel Plan Support](#)

[Modeshift STARS](#) [for schools]

15. Noise and /or vibration impact assessment

Policy Driver

National Planning Policy Framework (2012)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j & n) Development Criteria and NE/15: Noise Pollution

Types of applications that require this information

Development proposals which:

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (eg outdoor sports pitches, waste development)
- are considered to be noise-sensitive themselves and which are close to existing sources of noise and/or vibration

A noise impact assessment is likely to be required for the following:

- i. Potentially noise generating developments (eg waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools and hospitals;
- ii. Noise sensitive development / uses in the vicinity of existing noise generating uses eg classified roads, railways, or in areas with an existing noisy environment such as the city centre;
- iii. Mixed use applications comprising both noise generating and noise sensitive uses;
- iv. Commercial applications including ventilation, extractor or cooling units / plant / equipment in the vicinity of noise sensitive uses.

What information is required?

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

Where to look for further assistance

Planning Practice Guidance - [Noise](#)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 6: Noise

16. Lighting assessment

Policy Driver

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policy 4/15: Lighting

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (2.j, l & n) Development Criteria and NE/14: Lighting Proposals

Types of applications that require this information

Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area or in the open countryside. Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment. External security lights on buildings or in car parks should be described in the application documents.

What information is required?

- layout plan with beam orientation and light spill;
- hours of use;
- schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles);
- an isolux contour map to show light spill levels down to 1 lux - distribution of horizontal and vertical illuminance and showing neighbouring buildings.

Where to look for further assistance

Planning Practice Guidance – [Light Pollution](#)

Huntingdonshire [Design Guide SPD](#) (2017)

Institute of Lighting Professionals - [Guidance Notes for the Reduction of Obtrusive Light](#) (2011)

The Royal Commission on Environmental Pollution [Artificial Light in the Environment](#) (November 2009)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 7: Light Pollution

Standards UK - BS EN 12193:2007 - Lights and lighting. Sports lighting

Sport England [Artificial Sports Lighting](#)

17. Air quality assessment

Policy Driver

National Planning Policy Framework (2012)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)
Policy CS34 Protecting Surrounding Uses

Cambridge City Local Plan (2006) policies 4/14: Air Quality Management Areas and 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policies DP/1 (l) Sustainable Development; DP/3 (2.j & n) Development Criteria and NE/16: Emissions

Types of applications that require this information

Where the development:

- is proposed within or adjacent to an Air Quality Management Area (AQMA);
- could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area;
- would conflict with or render unworkable elements of a local authority's air quality action plan; or
- is a waste proposal where there will be emissions to air, including dust, odour and bioaerosols.

What information is required?

Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.

Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements

Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.

Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/ District Council Environmental Health Officer.

A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

Where to look for further assistance

Planning Practice Guidance – [Air Quality](#)

Cambridge City Council [Air Quality In Cambridge - Developers Guide](#) (September 2008)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

Cambridge City Council [Air Quality Action Plan for the Cambridgeshire Growth Areas](#) (2009)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 4: Air Quality Supplementary Design Guide

18. Contaminated land assessment

Policy Driver

National Planning Policy Framework (2012)

Environment Agency [Land contamination: technical guidance](#)

Cambridge City Local Plan (2006) policy 4/13: Pollution and Amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

Huntingdonshire Core Strategy (2009) Policy CS1 Sustainable Development in Huntingdonshire

Types of applications that require this information

Where contamination is known or suspected or the development site is in the vicinity of such land, or the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

What information is required?

Sufficient information to determine the existence or otherwise of contamination, its nature and the risks it may pose and whether these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.

Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide such information with the application as is necessary to determine whether the proposed development can proceed. All investigations of land potentially affected by contaminated should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites). A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is recommended in the DEFRA/Environment Agency's [Model Procedures for the Management of Contamination](#) (CLR11).

The initial provision of this information is essential to determine whether further more detailed investigation is required. The minimum requirement to be provided by an applicant is land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over). Where contamination is found developers will need to demonstrate in the land contamination assessment that unacceptable risk from it will be successfully

addressed through remediation without undue environmental impact during and following development.

Where to look for further assistance

Planning Practice Guidance - [Land affected by contamination](#)

Cambridge City Council [Contaminated Land In Cambridge - Developers Guide](#) (April 2009)

Cambridge City Council [Sustainable Design and Construction SPD](#) (June 2007)

East Cambridgeshire [Guidance on submitting planning applications on land that may be contaminated](#) (January 2015)

South Cambridgeshire [District Design Guide SPD: High Quality and Sustainable Development in South Cambridgeshire](#) (March 2010): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites

19. Waste Audit and Management Strategy

Policy Driver

[National Planning Policy Framework](#) (2012)

[Cambridgeshire and Peterborough Minerals and Waste Core Strategy](#) (2011) policy CS28 Waste Minimisation, Re-Use, and Resource Recovery

[Cambridge City Local Plan](#) (2006) policy 3/1: Sustainable Development

[East Cambridgeshire Local Plan](#) (2015) policy ENV 2: Design

[Fenland Local Plan](#) (2014) LP16: Delivering and Protecting High Quality Environments across the District

[Huntingdonshire Core Strategy](#) (2009) Policy CS1 Sustainable Development in Huntingdonshire

[South Cambridgeshire Development Control Policies DPD](#) (2007) policy DP/6: Construction Methods

Types of applications that require this information

Development proposals:

- that involve demolition of a building or part of a larger building
- where the development site is previously used (brownfield) land that may be contaminated
- that involve significant earthmoving (including greenfield sites)

What information is required?

See separate document *Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition* Cambridgeshire County Council June

2013 and which has been placed alongside this document on the County Council's website.

Where to look for further assistance

Planning Practice Guidance – [Waste](#) – [Should significant developments include a waste audit?](#) Paragraph: 049 Reference ID: 28-049-20141016

See item 18 above

20. Open Space / Playing Field Assessment

Policy Driver

National Planning Policy Framework (2012), particularly Section 8 Promoting healthy communities

Cambridge City Local Plan (2006) policy 4/2: Protection of Open Space

East Cambridgeshire Local Plan (2015) policy COM 3: Retaining community facilities

Fenland Local Plan (2014) policies LP6: Employment, Tourism, Community Facilities and Retail

Huntingdonshire Core Strategy (2009) Spatial Vision and Objectives

Huntingdonshire Local Plan (1995) policies En14: Open spaces, frontages and gaps in the built up framework & En15: Open spaces and gaps identified for protection

South Cambridgeshire Development Control Policies DPD (2007) policies DP/3 (1.e and 2. l & s) Development Criteria; CH/6: Protected Village Amenity Areas and SF/9: Protection of Existing Recreation Areas

Types of applications that require this information

Development within designated open spaces / playing fields / allotments.

What information is required?

Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.

Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above. The Sport England publication 'A Sporting Future for the Playing Fields of England – Policy on planning applications for development on playing fields' sets out the criteria against which applications will be assessed by Sport England.

Where to look for further assistance

Planning Practice Guidance - [Open space, sports and recreation facilities, public rights of way and local green space](#)

Sport England – [Protecting Playing Fields](#)

Cambridge City Council [Open Space and Recreation Strategy](#) (October 2011)

Cambridge City Council [Guidance for Interpretation of Open Space Standards](#) (July 2006)

South Cambridgeshire [Open Space in New Developments SPD](#) (January 2009)

21. Information in support of applications for the storage, treatment or disposal of waste

Policy driver

The Landfill Directive

Landfill England and Wales Regulations 2002 (as amended)

National Planning Policy Framework (2012) particularly Section 8 Promoting healthy communities

National Planning Policy for Waste (October 2014)

Cambridgeshire and Peterborough Minerals and Waste Core Strategy (2011)

Cambridge City Local Plan 2006 policy 4/13: Pollution and amenity

East Cambridgeshire Local Plan (2015) policy ENV 9: Pollution

Fenland Local Plan (2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District

South Cambridgeshire Development Control Policies DPD (2007) policy DP/1 (3): Sustainable Development

Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

What information is required?

- 1) and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.

- 1) Topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-

settlement contours; gas and leachate control systems; duration of development; soil handling; restoration, afteruse and aftercare.

2) Health impact assessment (HIA) - HIA is a tool to appraise both positive (eg creation of new jobs) and negative (eg generation of pollution) impacts on the different affected subgroups of the population that might result from the development.

Where to look for further assistance

You are strongly advised to employ a suitably qualified agent with experience in waste planning. Waste disposal by landfill will also need an [environmental permit from the Environment Agency](#) so you are advised to establish their requirements at an early stage to ensure that your planning application is consistent with permitting requirements.

Planning Practice Guidance – [Waste](#)

The National Archives - [The Environmental Permitting Regulations 2010](#)

South Cambridgeshire [Health Impact Assessment SPD](#) (March 2011)

Public Health England - Gothenburg Consensus Paper: [Health Impact Assessment - Main concepts and suggested approach](#), European Centre for Health Policy, WHO-Euro, Brussels (December 1999)

European Commission, Health & Consumer Protection Directorate-General paper [Ensuring a high level of health protection A practical guide](#) (17 December 2001)

National Institute for Health and Care Excellence (NICE) - [Introducing health impact assessment \(HIA\): Informing the decision-making process](#), HDA (2002)

Public Health England - [The Merseyside Guidelines for Health Impact Assessment](#) (Second edition May 2001) published by the International Health Impact Assessment Consortium

22. Additional Plans and Drawings

Legislative Driver

7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015

Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

What information is required?

Other plans in addition to the national requirement for a site location plan (see [paragraph 024 Reference ID: 14-024-20140306](#) of the Planning Practice Guidance).

N.B. The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision.

Other plans and drawings or information necessary to describe the subject of the application (3 copies to be supplied unless the application is submitted electronically) including:

- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and manoeuvring areas;
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100);
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100);
- Drawings must show sufficient of the building to identify the proposal within its context;
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100);
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale;
- Adequate cross-sections showing existing and proposed changes of level – required for proposals on sloping sites and all applications which include proposed changes in levels.

Where to look for further assistance

Planning Practice Guidance – [Making an application](#) – [Validation requirements](#)

NOTES

Environmental Impact Assessment Development is covered by separate regulations, which are outside of the scope of these guidance notes.

If during the lifetime of this list Policy Documents, relevant legislation and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.

**County Development, Minerals and Waste Planning
Cambridgeshire County Council June 2017**



Community Energy Funding for Parish Councils

Parish Councils are eligible to apply for grant funding to assess the feasibility of a local, renewable energy supply for the area. Carbon Smart can work with Parish Councils to facilitate applying for the funding, and to deliver the feasibility study.

Recent successes include Woolpit Parish Council (Mid-Suffolk) – renewable heat feasibility study.

Project introduction

Rural communities in England have an opportunity to explore local, renewable energy supply which would benefit residents, contributing to the long-term future of the community.

A renewable energy supply would generate additional income streams for the community via government subsidies, as well as reduce energy costs for the members of the community who had their energy supplied by the system. This could be the Village Hall, local school, sports facilities, or vulnerable households. Renewable energy also cuts carbon emissions, helps protect against future energy price volatility, and has the potential to provide local employment.

Carbon Smart are working with Parish Councils, charities and community groups to develop local energy projects. Our experience in delivering renewable energy projects shows that Parish Councils are good candidates for grant funding via the Rural Community Energy Fund.

Parish Councils are using this funding to explore projects including:

- Solar panels on schools giving pupils low cost electricity while tackling fuel poverty
- Heat networks at a medical centre ensuring low cost, low carbon heat at critical community facilities
- Community owned solar farm in Oxfordshire generating returns for local share holders

Grant funding available

The Rural Community Energy Fund (RCEF) supports rural communities to maximise the income generating potential of renewable energy and put it to work locally; to make progress against the Government's target to increase renewable energy generation and promote community-owned renewable schemes; and to promote rural growth and job creation.

The Fund has two stages: Stage 1 is a grant of up to £20k for an initial feasibility study; Stage 2 is a loan of up to £130k for business planning. The Stage 1 grant covers consultancy and professional costs associated with the feasibility study. Applications are reviewed on a rolling basis. There is no obligation to progress to the Stage 2 loan.

The grant would cover all costs associated with an energy feasibility study for the Parish Council, requiring only minimal input from the committee. Indeed, part of the grant can be used to cover management costs, for example, paying for the Chair's time to oversee the delivery of the feasibility study. Should a scheme prove feasible, Carbon Smart would review all available funding sources which may identify finance options with more favourable terms than the Stage 2 loan.



The criteria for a RCEF application are:

- Rural location
- Community organisation (Parish Councils and registered charities are eligible)
- Suitable technology (for example biomass heat networks, air and ground source heat pumps, solar PV)
- Suitable scale, requiring planning permission or pre-planning development, supplying multiple buildings, and large enough to generate a return for the community
- Must explore a specific technology and site, although some part of the grant can be used to explore suitability of a range of technologies
- Must supply defined benefit to the community, with a “good level” of community engagement in advance of the project and on an ongoing basis – for example the normal activities of a Parish Council

How to apply & next steps

Applying for the Rural Community Energy Fund feasibility grant involves:

- Completing the application form
- Issuing a project delivery brief to consultant(s)
- Collating and review quote(s) in response to the brief, including CVs
- Submitting legal and financial records for the applying body

The key document for the applicant to draft is the project brief. Carbon Smart can work with Parish Councils to ensure a suitable brief is developed.

WRAP administer the fund, and can provide support through the application process. To access this support, applicants should complete a “pre-application form” which will then be reviewed by WRAP. All the documentation is on the website: www.wrap.org.uk/content/rural-community-energy-fund

Carbon Smart want to work with Parish Councils to ensure a successful application, and would deliver the feasibility study should an application be successful. A successful outcome would be award of grant funding for the feasibility study, and associated administrative and management costs for the Parish Council if included.

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Apr-17

Summary of previous month

Balance brought forward

£137,486.79

Adjusts/transfs/inc during period

Expenditure approved at last meeting/between meetings

Misc credits

Total Adjustments

0.00

Balance revised after adjustments

£137,486.79

Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Current Account	21,248.82	25944.40	-4,695.58
Business Account	546.44	546.44	
Cambridge Counties Bank	91,773.92	91,773.92	
Bonds	28,000.00	28,000.00	
Total	141,569.18	146,264.76	-4,695.58

Expenditure for approval

		£	
TOWN AND COUNTRY TREE SURG.	TREE WORKS - SUDLEY GROVE	960.00	
CAPALC	AFFILIATION FEE	465.67	
GROUNDS BY ROUNDS	GRASSCUTTING	257.56	
HERTS AND CAMBS GROUND MAINT.	GRASSCUTTING	336.00	
COMMUNITY ASSOCIATION	AFFILIATION FEE	45.00	
HERTS AND CAMBS GROUND MAINT.	GRASSCUTTING	336.00	
R CASSEY	WEBMASTER	40.00	
	SALARY	90.56	
	SALARY	104.00	
LGS SERVICES	ADMIN SUPPORT	1285.37	
NEST	PENSION	162.23	DD

Total expenditure

4082.39

Balance c/f

£137,486.79

Notes:

Late invoices will be brought to the meeting