


HARDWICK PARISH COUNCIL

I hereby give notice that the Meeting of the Parish Council will be held remotely due to the current pandemic on
Tuesday 22 September 2020 at 7.00 pm

To join the Zoom Meeting
<https://zoom.us/j/96236437408>
Meeting ID: 962 3643 7408
Or dial (charges apply)
0330 088 5830
0131 460 1196

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

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


Mrs Gail Stoehr, Clerk
16/09/20

AGENDA

Open Public Session including reports from the County & District Councillors

- 1 To receive apologies for absence
2. **Declarations of interest**
 - 2.1 To receive declarations of interests from Cllrs on items on the agenda and details of dispensations held
 - 2.2 To receive written requests for dispensation and grant any as appropriate for items on this agenda
3. **To approve the minutes of the last meetings on 25 August and 1 September**
4. **Matters arising or deferred from the last or previous meetings for discussion/decision**
 - 4.1 (5.2.1) Millers Way – to consider quotations for lighting if received
 - 4.2 (5.5) Trees at Blenheim Way – to consider advice received and the way forward
 - 4.3 (5.8) Pavilion works – to consider quotations if received
 - 4.4 (5.12) Proposal for PFHI for village entrance gates and signage ^(AE)
 - 4.5 (5.9) Zero Carbon grants – to consider report and recommendation ^(AJ)
 - 4.6 (6.4) Insurance cover – to consider quotations and length of cover
 - 4.7 (4.7.4 of 1.9.20) S/3440/18/OL - S/3440/18/OL – Bourn Airfield - Outline planning permission for a new mixed use village comprising residential development of approximately 3500 dwellings mixed uses comprising employment retail hotel leisure residential institutions education community facilities open space including parks ecological areas and woodlands landscaping engineering for foul and sustainable urban drainage systems footpaths cycle ways public transport infrastructure highways including a principal eastern access from the roundabout on St Neots Road and western access with Broadway including first section of strategic public transport route associated infrastructure groundworks and demolition with all matters reserved except for the principal highway junctions from the St Neots Road roundabout and onto Broadway with some matters reserved except for access. This application is subject to an Environmental impact assessment.
 - 4.8 (4.17 of 1.9.20) Proposal that the bench outside the Church be refurbished ^(PJ)
 - 4.9 (4.3 of July meeting) Allotments at Meridian Fields – to consider response from Allotments Association
5. **Finance, risk assessment and procedural matters**
 - 5.1 To consider any quotes for urgent work required because of risk and the Clerk's use of delegated powers
 - 5.2 To receive play areas and skate park inspection reports and consider if any work is required
 - 5.3 To receive the financial report and approve the payment of bills
6. **To consider any correspondence/communications received requiring a decision of the Council**
 - 6.1 Resident of Laxton Avenue – request to reduce height of trees on green area opposite their property
 - 6.2 Residents of Lambourne Road and Ellison Lane – request that tree crowns be reduced on grounds of safety and to improve light
 - 6.3 Cabin Management Team – request for financial support for new online booking system
 - 6.4 Hardwick Happenings – request for financial support
 - 6.5 Age UK Community Warden Schemes – request for a meeting

* 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/>

- 6.6 CCC – replacement of school warning units
- 6.7 Resident request that the Covid Snake is made into a permanent fixture somewhere in the village by setting it into concrete
- 6.8 SCDC greater Cambridge Local Plan First Conversation and Call for Sites
- 7. To consider any planning applications and decision notices and tree works applications ***
 - 7.1 Planning applications and appeals
 - 7.1.1 20/03671/HFUL – 54 Limes Road – Proposed demolition of existing single storey rear extension and erection of first floor extension and internal alterations
 - 7.1.2 20/3064/16/CONDK – Land south of St Neots Road – Approval of details reserved by condition 20 (Refuse) - to note for information only
 - 7.2 SCDC and appeal decision notices - to note
 - 7.3 Tree works applications
- 8. Members reports and items for information only unless otherwise stated**
 - 8.1 New Housing Developments and Planning Obligations ^(SR)
 - 8.2 Village Plan review and proposal from Communications Working Group that the Parish Council publishes progress against the Village Plan comments ^(AJ)
 - 8.3 Proposal that the Parish Council considers the cutting of the football pitch ^(AG)
 - 8.4 Bourn Airfield update – Meeting with Bourn Parish Council, SCDC and Highways on 7 September ^(AE)
 - 8.5 Proposal that the Parish Council implement official Council email address at earliest for reasons as detailed in report ^(AJ)
 - 8.6 Communications and Engagement Working Group recommendation about village website: Consider a redesign of the website and upgrading to latest technology, which allows a better information flow and search. It would also improve the sites SEO, and make it more user friendly and useful. ^(AJ)
 - 8.7 Recommend that an application is made for the reallocation of funds in the S.106 Agreement for land South of 279 St Neots Road ^(AE)
 - 8.8 Highways Working Group update report ^(AE, PJ)
 - 8.9 NALC National Salary Award – employees review (confidential)(AG)
- 9. Closure of meeting and items for the next agenda**

Notice is hereby given that the Council may close the meeting to the public to any agenda item if it is deemed that they relate to legal negotiations or legal disputes.

* 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/>

Open Public Session including reports from the County & District Councillors

1. Apologies for absence
2. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To approve the minutes of the last meetings on 25 August and 1 September (attached)
4. Matters arising or deferred from the last or a previous meeting for discussion/decision
- 4.1 (5.2.1) Millers Way - to consider quotations for lighting
Quotations are being sought and will be sent to the Chairman when received so he can check the meet the specification and he may report to the meeting..
- 4.2 (5.5) Trees at Blenheim Way – to consider advice received and the way forward
- 4.3 (5.8) Pavilion works – to consider quotations if received
Information has not been received at the time of writing and will be brought to the meeting if received or deferred to the next meeting.
- 4.4 (5.12) Proposal for PFHI for village entrance gates and signage
Cllr Everitt writes:
“I have extracted the costs from the current Highways website. The costs are given as £2500 to £4500 and I have asked them to explain what might account for the variance in Hardwick. Gates are a composite these days – no painting required!

I assume these as these gates would be a cost to the village and provided under a PFHI if there is now a desire to get this done quickly. Assume you have PFHI application form if not its on the website here. <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/privately-funding-highway-improvements>

The disadvantages listed below are well covered by the Hardwick 2021/22 LHI and Highways PFHI – September 2019 Agenda. Please note that in the PFHI proposal, Highways have a reference to Humps which is a typo. There are no HUMPS in their proposal only CUSHIONS and on Main Street – NOT ST NEOTS ROAD.”

See below from Highways website

“Gateways

Gateways are designed to highlight the entrance to a Parish, Town or Village and/or change of speed limit. In Cambridgeshire the most common method is through installing gates and village name plates at the entrances to villages, often in combination with the speed limit terminal sign.

Drivers tend to notice and accept the distinction between the two speed limits when there is a more obvious presence on the entrance.

Effectiveness

The speed reducing effect is highest when gateways are first installed. Many drivers subconsciously adjust their speed according to the surroundings, driving more slowly in built up areas and faster in rural areas with open fields. A gateway feature signals that a driver is leaving a higher speed area and entering residential area. However, the benefit can reduce over time as drivers become used to them.

Design

These gates are made from a blend of wood fibre, recycled thermoplastics and adhesive resins. They give the appearance of wood with all the longevity of plastic so they will not rot or require varnishing or painting.

Advantages of gateways

- Deliniates the extents of the village and highlights a change of speed limit
- Relatively cheap to install
- Gates come in different sizes to suit most locations

Disadvantages of gateways

- Not as effective as a system of vertical treatments
- Any speed reducing effect could be localised to the village boundary area, for the reduction to be maintained additional measures through the village will be required
- The benefit can reduce over time

Considerations

- These gate features will become the parish / town council's asset and Cambridgeshire County Council will not maintain or replace them.
- Sizes of gates will be restricted by the width available in the verge.
- A Road Safety Audit will only be required if carriageway widths need to change (for example if the road needs to be narrowed)

Cost of installation

Equipment = £1,700 - £3,000

Works = £800 - £1,500

Total cost = £2,500 - £4,500

Please note that costs per pair include village welcome signs and gates. Costs vary depending on the location and size of the verge."



Cllr Everitt writes: "The latter is dependent on any feedback from County on the Temporary Cycle scheme, nothing received yet I guess?" - Clerk's note: At the time of writing nothing further has been received.

- 4.5 (5.9) Zero Carbon grants – to consider report and recommendation
Cllr Joolia to report. The deadline for applications is 30 September.

- 4.6 (6.4) Insurance cover – to consider quotations and length of cover
The following quotations have been received.

	1 year	3 years LTA
Zurich	£2332.14	£2223.23 pa
Via Came & Company:		
Pen Underwriting Ltd	£2318.92	£2318.92 pa
(Recommended by broker)		
Hiscox	£2641.53	
Ecclesiastical	£2326.84	

Details of the other benefits have been circulated.

- 4.7 (4.7.4 of 1.9.20) S/3440/18/OL - S/3440/18/OL – Bourn Airfield - Outline planning permission for a new mixed use village comprising residential development of approximately 3500 dwellings mixed uses comprising employment retail hotel leisure residential institutions education community facilities open space including parks ecological areas and woodlands landscaping engineering for foul and sustainable urban drainage systems footpaths cycle ways public transport infrastructure highways including a principal eastern access from the roundabout on St Neots Road and western access with Broadway including first section of strategic public transport route associated infrastructure groundworks and demolition with all matters reserved except for the principal highway junctions

from the St Neots Road roundabout and onto Broadway with some matters reserved except for access. This application is subject to an Environmental impact assessment.

4.8 (4.17 of 1.9.20) Proposal that the bench outside the Church be refurbished
Proposed at the last meeting.

4.9 (4.3 of July meeting) Allotments at Meridian Fields – to consider response from Allotments Association

“Further to the letter dated 31 July from the Hardwick Parish Council, the Committee met yesterday and discussed your proposal. Naturally, we are delighted that three more allotments will be available for Hardwick residents, especially as we have a waiting list.

However, we feel that we need further information before we can make a decision about 'taking on' the three allotments at Meridian Fields. We are unsure what expectations you have. Will the allotments be allocated by the Parish Council and rent paid to them? Are you just asking for the advice of the Committee? When will the allotments be available?

We would also be interested to see the land allocated and to know whether the allotments will be fenced and have a water supply.

We look forward to hearing your comments and will discuss further.”
The Clerk has supplied a map.

Other

(5.13) Tennis courts refurbishment

At the time of writing nothing further has been heard from the resident regarding setting up a tennis club.

(5.14) LHI 2020-2021 Cambridge Road – to consider costings for Give Way scheme if received
At the time of writing further information is awaited.

5. Finance and risk assessment and procedural matters

5.1 To consider any quotes for urgent work required because of risk and Clerk's use of delegated powers
The Clerk used delegated powers to accept a quote from RPM to repair the rope and bracket on the multiplay and secure a clamp at Egremont Road at a cost of £270.00 plus VAT.

5.2 To receive play areas and skate park inspection reports and to consider if any work is required
The metal playground signs from SCDC have now been delivered.

5.3 To receive the financial report and approve the payment of bills – attached.

6. To consider any correspondence/communications received

6.1 Resident of Laxton Avenue – request to reduce height of trees on green area opposite their property
Cllr Gill to report. The resident has complained that the height of the trees is interfering with their TV signal.

6.2 Residents of Lambourne Road and Ellison Lane – request that tree crowns be reduced on grounds of safety and to improve light

“Firstly, thank you Mr Gill and Ian for spending some time this morning discussing the trees in this area. Thank you also for lopping the branches around the walk way through past the play area.

I passed on your comments to my neighbours at 22 Lambourne Road and also to [the resident] at 95 Ellison Lane.

I understand that [the resident] at 22, Lambourne Road has now written to you on our behalf expressing concerns about the trees and requesting that some action is taken to remove some of the bigger branches so that we, and our neighbours opposite all receive more light, and feel less threatened by the trees, particularly when there are high winds.

I appreciate that you have recently had the trees surveyed by a tree surgeon who reported that they are all healthy. We are encouraged by this, but it does not alleviate our worries when the trees are receiving a battering from high winds, which is happening on a more regular basis.

We are not looking for them to be removed, but please could some of the larger branches be removed and the tops taken out?

I phoned South Cambridgeshire district council on 18th June, 2020 and they confirmed that the trees are not subject to conservation or TPO's.

[The resident] at 95 Ellison Lane has asked that I express his concerns. The trees towards the bottom left of the play area overhang his property and he tells me that at least one tree is interfering with his fence. He has asked whether it would be possible for a member of the parish council to visit him and discuss the problem?

Hopefully this request can be accommodated. He is in most evenings, but should you get no reply maybe you could put a note (with contact details) through his door to say you called and he will get back to you.

We are all tree lovers and consider ourselves conservation aware but hope that the Parish Council can help us in this matter.”

Plus

“I am writing to you regarding the trees overlooking and obstructing sunlight from the residential gardens of Lambourne Road, Hardwick.

My neighbours and I are really concerned about the way the trees are getting too big and obstructing useful sunlight for our properties. This is predominantly the case for my side of the house (#22). Due to the sunlight being completely blocked, my house gets very cold and results in a damp feeling as no sunlight reaches that side -also leaving my house dark even with the sun shining. As you can understand I do not want to unnecessarily have to use electricity for lights in the daytime or central heating other than in winter as this is not eco friendly. In Heavy winds it is also scary feeling that the tree top will snap and cruses on to mine or other neighbours houses.

We are all in favour of the trees and love nature, so do not want them to be chopped down. We are kindly asking for yourselves to prune the trees from the top, along with trimming all overgrown branches to allow a nicer, more sustainable environment in our homes and gardens.

We have also consulted Cambridge District Council regarding this matter and they have signposted us to you.

The residents of Lambourne road thank you for your time in dealing with this matter, especially in these difficult times and hope to hear from you soon with plans of the maintenance of the trees.

Clerk's note: Town and Country have been asked by the Clerk to take a look and make a recommendation as they are undertaking the tree work from the arboricultural report.. At the time of writing this is awaited.

6.3 Cabin Management Team – request for financial support for new online booking system

“As you know, the Cabin at St Mary's is complete and we are hoping to take bookings from the middle/end of September.

We are very keen to start off in a professional way by avoiding a pen and paper booking system and have an on-line method for taking bookings. We have now found a company called 'Hallmaster' which specialises in bookings for village halls, community centres etc. I attended a Zoom meeting last week along with Mia Cassey, who is far more computer savvy than I am, which gave a demonstration of how it works and we were both impressed with what they have to offer. The cost is £137 + VAT per year for the basic system and £187 + VAT (£224.40) for the basic system plus an invoicing facility. After discussion with a current user of the system and the Cabin Management Team, we have

decided to choose the latter option. We are entitled to a 3 month free trial and we are very keen to get started.

The reason why I am bringing this to your attention is because I am hoping that we will get the support of the Parish Council. This is very much a community facility for the benefit of the whole village and one which is already receiving lots of interest from various groups. Therefore, I am wondering whether the Parish Council would be prepared to pay all or part of our first year fee as we set up our new village venture. If this is not possible, I am aware that since 2017, the Parish Council introduced a new initiative of small grants to assist village groups, up to a maximum of £250. Is this something we can apply for?"

6.4 Hardwick Happenings – request for financial support
Attached.

6.5 Age UK Community Warden Schemes – request for a meeting

"Following from my previous email to you I am very pleased to advise that we were successful in our application to South Cambs District Council for the tender of the implementation of new community warden schemes. One of the identified schemes is for Hardwick and this scheme will also support those living in Papworth, Toft, Bourn, Caldecote, Comberton and Wimpole.

To support the implementation of these new schemes, we included recruiting to a full time Team Leader and this post is currently being advertised with the interviews due to take place on the 17th September.

We are very keen to arrange a time for us to meet with all the Parishes mentioned above and look at how we can work together to ensure the community warden schemes are a success and can reach as many older people as possible. With the current times, I propose that this meeting takes place virtually if that suits everyone. I think it makes sense that we look to have this meeting once the Team Leader is on board and can play their part. Please can I ask if you have any suitable dates for October when the meeting can take place? I will be making contact with the other parishes too. I look forward to hearing from you and working together in the future."

6.6 CCC – replacement of school warning units

"I am contacting you to inform you that as part of the County Council's Capital Refurbishment programme, we have decided to allocate some of our budget to replacing the electronic flashing school warning units across the County over the next 3 years.

Over recent years we have identified a number of units which are now very difficult to maintain with parts that are obsolete or difficult to replace. There are also some types of units which lose their programmed times and as a result require frequent site visits by our Engineers. In order to reduce our maintenance costs we have identified that school warning units in your area would benefit by being replaced. The list below (includes 2060 Hardwick, Cambridge Road near Limes Road), is programmed to be replaced this year. You may have other units in your area and we will be in contact in due course when these are due to be replaced.

It is anticipated that these will be replaced sometime over the next 6 weeks. If you have any further queries please do not hesitate to contact me.

Clare Andrew

Engineer, Signals and Systems Team

Highways Service – P&E

6.7 Resident request that the Covid Snake is made into a permanent fixture somewhere in the village by setting it into concrete

"You may or may not be aware that the Covid Snake has been vandalised. This was something that was launched on June 1st, encouraging anyone, young and old to decorate a stone or pebble and add to the snake which was created around the inside of the tennis court on Egremont Road. On July 13th I counted 172!

On Saturday, September 12th a private party was held at HSSC and unfortunately the behaviour of individuals was unacceptable which was also evident in the playpark and the tennis courts resulting in glasses being broken and vandalism in and around the HSSC.

On Facebook James Wakeling has asked that the stones and pebbles that remain be removed and kept until further instruction. I would like to suggest that the Covid Snake be made into a permanent fixture somewhere in the village by setting them in cement/concrete.

Firstly, can we have permission to do this and secondly, do you have any suggestions of where it can go? This is something that the village did during lockdown and should be made permanent.

I will be present at the next Parish Council Meeting.”

6.8 SCDC greater Cambridge Local Plan First Conversation and Call for Sites

“We have now published the responses we received to the Greater Cambridge Local Plan First Conversation consultation in early 2020 (including the Call for Sites and Call for Green Sites), and the 2019 Call for Sites. The responses can be viewed on our website, www.greatercambridgeplanning.org/localplan.

What does this mean?

We are publishing all the comments and sites we have received, so you can see the full results of the consultation in the interests of transparency. We are publishing all the sites submitted to us and, as would be expected, this adds up to far more land than we will need for new development. The suggested development sites and green sites we have received have no planning status at this stage, and the Councils have not made any judgement about which sites may be appropriate for development in the future.

We will now be developing the spatial strategy for the Plan, taking into account the comments received in the consultation about the big themes and vision for the area. Sites will only be selected if they fit with the wider aims of the Plan and are shown to be sustainable. Far more land has been suggested by landowners than will be needed for new development, and sites will be rigorously tested for their suitability. The Councils’ suggested spatial approach and preferred sites will be put forward for full public consultation next year.

We will be holding some webinars to answer any questions you have about the information we are publishing. These webinars are specifically for representatives from Residents Associations and Parish Councils, and we are also holding other webinars for the general public. The webinar details are:

Public webinars:

- **Monday 21 September, 12-1pm via Zoom.**
Q&A – [join the online Zoom webinar event](#)
Passcode 221515
- **Tuesday 22 September, 12-1pm via Zoom.**
Q&A – [join the online Zoom webinar event](#)
Passcode 739543

What happens next?

We will hold the next formal public consultation, on the preferred options for the Local Plan, in summer or autumn 2021. We will inform you when the dates for this consultation are finalised.

In the meantime, we are working on evidence that will inform the plan, alongside reviewing the comments and testing the sites received through the consultation.

Later this autumn we are planning to publish a report on some initial findings of key evidence, including scenarios for the jobs and homes we should plan for, and for strategic spatial options. These will be tested against the Councils' overarching themes of climate change, biodiversity and green spaces, wellbeing and social inclusion, and great places. We will also be talking to community groups including Parish Councils and Residents Associations, stakeholder organisations, and other bodies about these initial findings, so we will be in touch about this with you in due course.

Please do not hesitate to contact us if you have any queries about the above. You can contact us on this email address, localplan@greatercambridgeplanning.org or on 07563 421054.

Many thanks,

Greater Cambridge Local Plan team"

The Parish Council will recall that it set up a working group

7.1 Planning applications and appeals

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

7.1.1 20/03671/HFUL – 54 Limes Road – Proposed demolition of existing single storey rear extension and erection of first floor extension and internal alterations

7.1.2 20/3064/16/CONDK – Land south of St Neots Road – Approval of details reserved by condition 20 (Refuse) - to note for information only

7.2 SCDC and appeal decision notices - to note

7.2.1 20/02323/HFUL – 98 Main Street – Proposed new single storey extension to the rear of the property – Permission granted.

7.2.2 20/03157/HHFUL – 128 Main Street – Single storey front extension – Permission granted.

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

8.1 New Housing Developments and Planning Obligations including St Neots Road development update

8.2 Village Plan review and proposal from Communications Working Group that the Parish Council publishes progress against the Village Plan comments

Cllr Everitt writes:

"Proposal for September 2020 HPC Agenda from Communications and Engagement Working Group Village Plan Review

As we approach 2 years since publication, 4 years since Hardwick started the Project, we propose now would be a good time for HPC to publish progress against the village comments. There may be a surprising number of actions completed.

Why?

To ensure Residents see that their concerns are taken seriously. If we go for future surveys, this would encourage them to take part

How?

We shall first examine the issues that HPC has placed on earlier Agendas together with the action and results obtained and next steps in hand. Then we propose a systematic trawl through the Issues in Tables 1 and 2 (pages 5, 6 and 7) supported by each Section, putting actions, taken or to be taken. We will circulate the initial document to the Parish Council for comments before publishing.

Where?

We suggest the Village Website would be a good place to put the information “Village Plan” and “Latest Action Plan” and as each issue is tackled, results and holding factors are clear for all to see. This would be kept updated by the Working Group.”

8.3 Proposal that the Parish Council considers the cutting of the football pitch
Cllr Gill to report.

8.4 Bourn Airfield update – Meeting with Bourn Parish Council, SCDC and Highways on 7 September
Cllr Everitt writes:

“Meeting with Bourn PC, Greater Cambridge Planning (SCDC) and Highways 7th September 2020

Purpose: To review traffic estimates of BAD consultants and effect on Hardwick, Bourn and surrounding villages

Present: Des O’Brien, Bourn PC, Mike Huntington (SCDC Planner for Bourn Airfield Development), David Allatt, Transport Manager CCC, Pauline Joslin and Alan Everitt from Hardwick PC, Tumi Hawkins [personal email addresses redacted]

Meeting was deflected onto a wider issue i.e. that the Development was being considered as a “Monitor and Manage” development. The meaning is that despite there being no public transport the developer would be allowed to start building say 500 houses and see what happens! This is against everything mandated so far – Planning and SPD - that a HQ bus solution must be provided. This is maybe a foresight of Planning for other future developments as SDCC press on with the Local Plan So it doesn’t matter how we interpret the traffic generated at potential full build-out, nor that the evidence for traffic numbers is clear from measurements taken for Cambourne next door, it seems the Planners are going ahead anyway.

An email from Des O’Brien attached which sums up the opinion of the PCs.

We are assured there will be further opportunity for consultation when the new Planning Document for Bourn Airfield is released but this doesn’t feel like consultation. The S106 Agreement should include figures for traffic, monitoring and trigger points for traffic Control.

New Business ex-Gestamp factory

We also challenged the effect that the new business development, 26000 of commercial floor space plus restaurant/café/nursery/gym, would have on the local road network. All traffic to and from the proposed new business would be via the Caldecote (BP) roundabout and affect Hardwick roundabout. The figures are in the Transport Assessment for the former Gestamp Factory from Vectos for the Diageo Pensions Trust. They estimate more arrivals than departures morning peak hour, 152 vs 60. Traffic additional to Bourn Airfield development that we shall expect including traffic from additional Caldecote developments.

The change in direction needs monitoring and we shall do that but important to ensure we look at all nearby planning to evaluate the combined effect on Hardwick and begin our “defensive stance” to traffic calming as explained in the Sept 2018 Document in Parish papers, Protecting our Village.”

8.5 Proposal that the Parish Council implement official Council email address at earliest for reasons as detailed in report

Cllr Joolia to report. He writes:

“Proposal:

➤ Implement official Council email address at the earliest for the following reasons:

- To be in line with data security and protection, and conforming to Freedom of Information in a formal way. Strongly recommended by [CAPALC](#) and [ICO](#) (see links)
- GDPR compliance
- Uplift the Council to be professional in its approach
- Ensure continuity of service
- In line with our own policies

The important point to note here is that the Council should not be storing email elsewhere (in personal emails), but rather always be using the Council's email to respond so that there is always a copy on the email server, and can be easier policed this way.

Survey of potential solutions:

Based on 10 users:

Hostinger:

£10 - 25 / month; lack of Android/Iphone apps, although can be setup on smartphones email applications

Zoho Mail:

Quite robust and nice features.

Mail Lite 5GB - £8/month

Mail Premium 50GB - £32 /month (advanced security)

Has its own Android app, and lots of interesting features

Google App Email:

Basic edition: £46 / month, including 30GB per user

Business edition: £83-93/ month, including unlimited space

The 3 options proposed above are some of the best ones to fit our usage, and range from basic to advanced features. My recommendation would be to go with Zoho Mail as they have a good cost/benefit ratio currently. If the usage of email or requirements change in the future, this can be revisited.

- Setup official email with one of the provides above (preference being Zoho Mail Lite)
 - Agree format of email: <first initial>.<surname>@hardwick-cambs.org.uk
 - E.g. a.joolia@hardwick-cambs.org.uk
 - Agree on main council email: clerk@harkwick-cambs.org.uk”

8.6 Communications and Engagement Working Group recommendation about village website: Consider a redesign of the website and upgrading to latest technology, which allows a better information flow and search. It would also improve the sites SEO, and make it more user friendly and useful.

Cllr Joolia reports:

“Communication and Engagement WG report (CEWG):

September 2020

The group has spent time primarily looking at the main mode of communications to/from the Parish Council. As such, one recommendation that came out of this is for the Council to adopt official domain email addresses at the earliest. The Village website is another main medium of communication. The review found the following:

- The website is old and outdated in the way that it exists and presents information out. The space is not used in a succinct way to allow easier information flow.
- It is not very easy to navigate and find information on the website
- Because of the current limitations, adding new information is a bit of a lost effort currently, as we are unable to leverage a proper impact.
- It is not easy to find the website e.g. searching for Hardwick parish council doesn't bring the Village website up, neither does it show on the Google maps.
- The coding/technology behind the website will need updating. There are some tools which might stop working if this is done.
- The site has definitely suffered from a lack of information update.

Recommendation about village website: consider a redesign of the website and upgrading to latest technology, which allows a better information flow and search. It would also improve the sites SEO, and make it more user friendly and useful.

How to make it happen:

The CEWG has looked into potential options:

- Appeal to the community to see if there is anyone who is interested or can propose something for the village website, as it would be better to keep it within the village.
- Consider working with same local companies as what other nearby Parish councils have done and see what proposals come up.
- See if there are any councillors who can make it happen, and have the time.

Other areas that the CEWG is looking into with regards to its objectives:

- Review the agenda, minutes, meeting papers, which are formal documents and source of information.
- Review other ways to communicate with the residents e.g. integrate with the village Facebook, Twitter, mailing list, Hardwick Happenings
- Collect relevant information for the village website, with input from Councillors e.g. clarity on roles and responsibilities, contact points for issues, better online reporting, what the Parish council can look after, and what not, office opening hours etc...”

8.7 Recommendation that an application is made for the reallocation of S106 funding

Cllr Everitt to report.

He writes:

“To recommend that an application is made for the reallocation of funds in the S.106 Agreement for land South of 279 St Neots Road. Currently the S.106 Agreement contains a figure of £54,000 under “Transport Contribution” for Electronic Bus Signs. We believe this was inserted by Highways and it is recommended that this money would be more usefully redeployed on Highways Road Safety measures on St Neots Road or surrounding area”.

This recommendation initiated HPC January 2019. This would be the same sum and process that Peter Ashton secured from the S.106 Agreement for what is now Meridian Fields and there were no objections from the parties involved.”

8.8 Highways and Road Safety Working Group update report

Cllrs Everitt and Joslin to report.

“Highways and Road Safety Working Group

Activities this month have been primarily with

St Neots Road

PFHI for gates – presented

Temporary Cycle Scheme – the scheme will NOT include segregated cycle paths or modal barriers or speed limit reductions – they want to develop the existing footpath on St Neots Road into a cycle track? From Broadway, Bourn to Long Road, Comberton. We are seeking further details as this seems not practical

Reduction of Speed Limit Village entrance to Madingley Mulch – best Highways offer is not 40mph but 50mph

Bourn Airfield traffic and development proposals – Protecting Hardwick

West Cambourne S106 Cycle and Footpath upgrade still pressing for details but the implementation is some way off

Providing MVAS maintenance and reporting data to Highways – see website

Providing Speed Watch data to Police

We obtained County permission to use Street Light L7JPJL for MVAS – invoice for PC

We have applied to District to use Street Light column SC9 by St Marys for MVAS. now that it seems the column will not be moved

Attempting to get detail on comments to Lina’s Facebook post on improving Village Footpaths, especially Egremont Road”

8.9 NALC National Salary Award – employees review (confidential)^(AG)

9. Closure of Meeting and items for the next agenda

HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Sep-20

Summary of previous month

Balance brought forward	£367,625.55
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Adjustments and amendments**Expenditure approved at last meeting/between meetings**

OAKES AND WATSON	TREE BRANCH REMOVAL	-144.00
RPM	SCATE PARK CONCRETE	-420.00
RH LANDSCAPES	GRASSCUTTING	-1,740.00
JAMES WAKELING	BRAMLEY WAY RUBBISH CLEARANC	-80.00

Misc credits

RESIDENT	TREES	126
RESIDENT	TREES	600
UKPN	WAYLEAVE	23.68
LLOYDS	INTEREST	0.02
B VINCENT ROOFING	HH ADVERTISING - ERROR	150.00

<i>Total Adjustments</i>	<i>-1484.30</i>
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Balance revised after adjustments	<u><u>£366,141.25</u></u>
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Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	242,506.16	244550.44	-2044.28
Cambridge & Counties Bank	95,635.09	95,635.09	
NS&I Income Bond	28,000.00	28,000.00	
Total	366,141.25	368,185.53	-2,044.28

Expenditure for approval

SALARIES & PENSIONS		£
I GIDDINGS	EXPENSES - PUMP REPAIR	1,813.98
CCC	LHI 19/20 - MVAS	5.91
CCC	SPEEDWATCH SIGNS	1250.00
COMMAND PEST CONTROL	ST MARY'S WASP NEST	421.12
ALGAR SIGNCRAFT	PLAYGROUND SIGNS	48.00
LGS SERVICES	ADMIN SUPPORT - AUGUST	178.20
HARDWICK HAPPENINGS	ADVERTING RECEIVED IN ERROR	1494.60
		150.00

<i>Total expenditure</i>	<i>5361.81</i>
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Balance c/f	<u><u>£360,779.44</u></u>
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Notes:

Late invoices will be brought to the meeting

The Lloyds Business account has been closed and the funds transferred to the Unity Current Account.

APPLICATION FORM

Privately Funded Highway Improvement (PFHI)

Please return your completed application to local.projects@cambridgeshire.gov.uk

Applicant Name	Hardwick Parish Council	
Contact Name		
Address		
District Area	<input type="checkbox"/> Huntingdonshire <input type="checkbox"/> Fenland	<input type="checkbox"/> East Cambridgeshire <input checked="" type="checkbox"/> South Cambridgeshire <input type="checkbox"/> Cambridge City
Email Address		
Phone Number		

LOCATION OF YOUR PROPOSAL:

Please send a plan showing the location of the proposal.

Location is th village entrnce on St Neots Road along from No.1 St Neots Road, plan attached

OBJECTIVES OF YOUR PROPOSAL:

What highway issue or improvement would you like to address?

What solution are you proposing? (e.g. Speed control, new footway, parking restrictions etc).

To ensure drivers can be in no doubt that they are entering a 40mph Village road and to adjust speed as necessary.

We are proposing the Village Gates solution promoted on the County Highways website. There were previously a pair of wooden gates but one set has been long demolished. At the same time as the gates, we are requiring a review of signage near this point so that the Speed Limit is clearer and that pedestrians and cyclists are properly protected and redirected off the footpath.

(continue overleaf)

OBJECTIVES (continued)

Hardwick has submitted an LHI which goes beyond the application presented here and includes a centre island and white lining to manage traffic on approach. As the County review of applications and actual delivery of a solution is some way off, we are presenting this PFHI as an interim measure.

When reviewing this application, please bear in mind that beyond the village entrance we would like to submit a further PFHI which adopts some of the measures recommended by Highways John O' Donnell in his proposal sent on LHI Feasibility FRM002 10th September 2019.

Please send any additional information in support of your application e.g. plans, photos or correspondence.

Please confirm which option you are requesting to have this project delivered (refer to the PFHI Process Flowchart for more information on the options available):

- ☒ Option 1 – Constructed or designed and constructed by County Council
☐ Option 2 – Designed and constructed by applicant's consultant/contractor

Please confirm that you have liaised with the local Parish/Town Council (where applicable):

- ☒ Yes
☐ No

FINANCIAL

Proposed budget for the scheme and fee required with application.

Total Project Budget: **£3000**

What is your budget available for this project?

Private works application fee (non-refundable): **£500.00**

Fee includes for:

- Assessment of suitability and feasibility of proposal
- All options analysed to best meet applicant's objectives
- Policy, road safety and engineering specialist input
- Estimated cost calculated, including officer fees
- Estimated delivery timescale
- A site visit to discuss the options
- Full documented summary provided

Once the application has been submitted an invoice will be sent requesting the £500.00 fee. An officer will be in contact with the applicant once payment has been received.

HARDWICK PARISH COUNCIL

Small Grant Scheme Application Form

DETAILS OF GRANT APPLIED FOR :		
1	What do you want to use the grant for?	Publication of Hardwick Happenings
2	Who will benefit from the work or activity?	The Community of Hardwick
3	How much is required to pay for this?	c. £6500
4	How much would you like the Council to provide?	£3000
5	If there is a difference - if so how will you raise the difference?	Advertising Revenue
DETAILS OF GROUP OR ORGANISATION :		
6	Name of organisation or group applying for a grant	Hardwick Happenings
7	Are you a new group in the process of being formed? Yes or No	No
8	If No - when was the group or organisation established?	1 October 2016
9	If No - is the group or organisation a Registered Charity? Yes or No	No
10	If yes please tell us the registration number	
11	Do you have a bank account? Yes or No	Yes
12	If Yes - please provide the name of the Bank where you have an account	Lloyds Bank
13	If Yes - please provide the Account Name	Hardwick Happenings 43522968
14	If Yes - please supply a copy of your latest bank statement	✓
15	Do you have published accounts? Yes or No	Yes
16	If you have - please supply a copy of your latest accounts	✓
17	Do you have a constitution? Yes or No	Yes
18	If you have - please supply a copy of your constitution	✓
19	What are the objectives of the group or organisation?	To provide a village magazine to all households eight times per annum

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

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

Signed.....

Position.....

Date..... 24/8/20

Signed.....

Position..... Treasurer

Date..... 24/8/20

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

Hardwick Happenings

Constitution

March 2016

1. Name Hardwick Happenings

2. Objectives

- ☐ To provide a free magazine for the village disseminating information such as contact details, forthcoming events, matters of interest
- ☐ To distribute to all houses in the village .
- ☐ To sell advertising space in order to fund the magazine

3. Membership

All residents are invited to contribute to the magazine. There is no membership as such as it is open to the whole community of Hardwick. There is a management committee consisting:

Chairman - Peter Cornwell

Secretary - Howard Baker

Treasurer - Jeff Jones

Community Association Representative - Peter Cornwell

Other committee members - Anne Jones, Yvonne Sawyer

The distribution team under the leadership of Marian Gibbens

4. Funding

Although the ideal is that the magazine should be self funding, the Parish Council are currently underwriting the costs.

The committee will provide an annual statement for the Parish Council & the Community Association. An independent review of the accounts will be carried out.