

## 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 24 November 2020 at 7.00 pm

To join the Zoom Meeting  
<https://zoom.us/j/98116109715>

Meeting ID: 981 1610 9715


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 Stoeher, Clerk  
18/11/20

### 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 meeting
- 4 Matters arising or deferred from the last or previous meetings for discussion/decision
  - 4.1 (4.2) Hardwick Happenings – Proposal that each Councillor/Working Group provides timely content to the Communications Working Group, say at least two days before the closing date for the HH editorial closing date usually 15<sup>th</sup> of the month <sup>(AE)</sup>
  - 4.2 (4.4) To consider a policy on requests for tree works
  - 4.3 (4.8) Village website – to receive report and recommendation <sup>(AJ)</sup>
    - 4.3.1 Proposal that the Parish Council approve the next phase of this work, which would involve the webmaster appointing a service provider, about redesign of the website.
    - 4.3.2 Proposal that the Parish Council approve a budget of £400, which would cover the redesign and some content migration
    - 4.3.3 Proposal the Parish Council appoint the webmaster to lead this development, in collaboration with the Comms WG.
  - 4.4 (8.3) Proposal that the Parish Council considers the installation of a defibrillator <sup>(PJ)</sup>
  - 4.5 (8.3) Proposal that the Parish Council considers future use of the former telephone kiosk in Main St <sup>(AG)</sup>
  - 4.6 (8.4) Temporary cycle scheme and mixed use path – update <sup>(AE)</sup>
  - 4.7 (9) Proposal that the Council seek quotations for the admin support contract <sup>(PJ)</sup>
  - 4.8 To consider quotation for pond maintenance
  - 4.9 LHI 2020/21 Give Way features – to consider updated scheme from CCC <sup>(AE)</sup>
  - 4.10 Operation London Bridge – final recommendation on the procedure from the Working Group and whether the Council should purchase a photo frame to go with the condolence book and will follow the other recommended procedure detailed in Operation London Bridge <sup>(AG)</sup>
  - 4.11 (4.5) CCC – Community Gritting Scheme invitation to apply – update
  - 4.12 Deed of variation - Grace Crescent, Hardwick – to consider the Parish Council paying Hills £600 legal costs
  - 4.13 To consider the results of the Pavilion survey if received and quotations for the pavilion doors
- 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

\* 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. **To consider any correspondence/communications received requiring formal noting by or a decision of the Council**
  - 6.1 Hardwick FC – Suggestions for a memorial to Ann Lofty
  - 6.2 Resident – Luton Airport changes affecting Hardwick
  - 6.3 CamBed RailRoad – Proposal for alternative route for Oxford – Cambridge railway
  - 6.4 Resident – Questions on the Local Plan proposed sites for Hardwick
  - 6.5 SCDC – Community Lifeline Service
  - 6.6 CCC Cambridgeshire & Peterborough Minerals & Waste Local Plan – Main modifications consultation
  - 6.7 PKF Littlejohn LLP – CA120 2019/20 AGAR Section 3 External Auditor Report
7. **To consider any planning applications and decision notices and tree works applications \***
  - 7.1 Planning applications and appeals
    - 7.1.1 20/04485/FUL – 277 St Neots Road – Change of use of outbuilding to single dwelling with associated alterations. Creation of second floor to original dwelling via raising of roof height front and rear dormers, and Juliet balcony to side elevations
    - 7.1.2 20/04311/HFUL – 277 St Neots Road – Resubmission of previously approved planning application (S/2205/16/FL) for proposed loft conversion with dormer windows
    - 7.1.3 20/04079/HFUL – 91 Limes Road – Single storey front extension
    - 7.1.4 20/04463/FUL – 303 St Neots Road – New three bed dwelling
    - 7.1.5 S/02728/REM – AMENDED – Land south of 279 St Neots Road - Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/3064/16/OL for 155 dwellings following demolition of two existing dwellings
    - 7.1.6 S/3064/16/CONDL – Land South of 279 St Neots Road – submission of details required by condition 14 (Travel Plan) of outline planning permission S/3064/16/OL – to note for information
    - 7.1.7 S/3064/16/CONDK – Land S of 279 St Neots Road – Submission of details required by condition 20 (Refuse) of planning permission S/3064/16/OL – to note for information
  - 7.2 SCDC and appeal decision notices - to note
  - 7.3 Tree works applications
    - 7.3.1 20/2227/TTPO – 19 Sudeley Grove – considered between meetings - the Parish Council made no response
    - 7.3.2 20/2226/TTPO – 19 Sudeley Grove
    - 7.3.3 20/2231/TTPO – 44 Main Street
8. **Members reports and items for information only unless otherwise stated**
  - 8.1 New Housing Developments and Planning Obligations <sup>(SR)</sup>
  - 8.2 Millers Way Improvement Works - Proposal that the Parish Council obtains a detailed specification from Persimmon's contractor, Hardwick needs to know what it is getting for the £17K. <sup>(PJ)</sup>
  - 8.3 Millers Way concerns – proposal that the Parish Council considers the safety issues that have been raised by neighbours, motor cyclists use the walkway, not dismounting <sup>(PJ)</sup>
  - 8.4 Highways and Road Safety Working Group report including <sup>(AE)</sup>
    - 8.4.1 Proposal that the Parish Council approves the Terms of Reference, roles and responsibilities for the Highways Working Group <sup>(AE)</sup>
  - 8.5 Report on meeting with Age UK <sup>(PJ)</sup>
9. **Closure of meeting and items for the next agenda**

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

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

1. To receive apologies for absence – will be reported to the meeting.
2. Declarations of interests – members should declare their interests state why they have an interest, the type of interest held and if they have a dispensation state this and the extent of their dispensation i.e. to either speak or speak and vote. If members have a pecuniary interest, having declared an interest they must not take part in the agenda item unless they have been granted a dispensation to do so.
3. To approve the minutes of the last meeting on 27 October (attached)
4. Matters arising or deferred from the last or a previous meeting for discussion/decision
- 4.1 (4.2) Hardwick Happenings – Proposal that each Councillor/Working Group provides timely content to the Communications Group, say at least two days before the closing date for the HH editorial closing date usually 15<sup>th</sup> of the month

Cllr Everitt to report. He writes:

**“Seeking resolution: Parish Council and Hardwick Happenings**

My attempt at the October 2020 Meeting to get recognition that there needs to be regular engagement between the Hardwick Happenings, HH, and the Parish Council was deflected. So that my intentions are clear, I was trying to point out that there should be a Parish Council entry submitted for each issue of HH and that HH editors should allow space for this, a condition for every issue aimed at ensuring the Parish Council business was more widely visible to the Village.

**My resolution is that each Councillor/Working Group provides timely content to the Communications Working group, say at least two days before the closing date for the HH editorial closing date usually 15<sup>th</sup> of the month.**

The Communications Working Group will collate and provide the entry to HH editors but would require content from the other members of the Parish Council to make sure a balanced article reflecting all PC business gets submitted.

In the past a short entry was submitted by Councillor Jane Humphries but the last entry seems to be March 2018 after which she stepped down.”

- 4.2 (4.4) To consider a policy on requests for tree works  
The Council already has a policy on branches overhanging residents’ boundaries. As requested the Clerk has put an enquiry out to other councils in the area and received the three responses identified as a), b) and c) below.:  
Council a) is considering adopting:  
[http://parishes.lincolnshire.gov.uk/Files/Parish/701/Sutton\\_Bridge\\_Parish\\_Council\\_Tree\\_Policy.pdf](http://parishes.lincolnshire.gov.uk/Files/Parish/701/Sutton_Bridge_Parish_Council_Tree_Policy.pdf)

Council b) **“GENERAL POLICY**

This policy defines the Council’s approach to tree management on its land. It is intended to be a point of reference for the Public, Councillors and Officers to ensure a consistent and structured approach to the management of the Council’s trees. This policy sets out a proactive and systematic method of management that will both conserve and enhance our tree population and the amenity value of our land. For sites of special character, or that have trees of particular significance, this general policy will be supplemented with the site’s particular management needs.

**TREE PROTECTION**

Due care will be taken by the Council to ensure that damage to trees by mowing and strimming is prevented. Longer grass margins around trees may be left. Protection will be provided for newly planted or young trees where appropriate, e.g. timber-sided planting boxes and strimmer guards.

**TREE INSPECTIONS**

The Council has a duty of care for its trees, and will inspect them on a regular basis. In high risk areas this will be done by a recognised tree surgeon. High risk areas will include council owned land with trees adjacent to the public highways, footpaths and other areas of high use such as Council owned recreational areas.

The Council will also consider requests to conduct tree work on the Council's land from members of the public. If the request concerns a potentially dangerous tree, the tree will be inspected on the same or next day. If the request is of a non-urgent nature, an inspection will be undertaken within 30 days. In all cases, the member of the public will be informed of this inspection policy and will be informed of any action to be taken resulting from the inspection.

### **TREE FELLING**

The Council will avoid felling trees unless it is necessary. This will usually be for health and safety purposes, or to prevent the spread of serious tree diseases and pests. However, the Council reserves the right to fell trees to prevent overcrowding, to improve habitats or restore landscapes in line with site management or where a tree is inappropriate to its location and has a significantly detrimental impact on the appearance or amenity of a site.

### **HEDGES**

Hedges are an attractive feature on our sites and provide an important habitat for a wide range of species, offering food, shelter, protection from predators, wintering and nesting sites, and act as transit corridors. It is recognised that trimming hedges too severely can have a detrimental impact on their wildlife value. Hedge cutting will not be conducted between March and July."

Council c) Below is an email I issued to a resident in relation to the issue of a tree adjacent to the boundary with overhanging branches and he felt it was blocking his right to light a request for it. They subsequently made a money claim which was then struck out by a judge at the County Court as "the claim is struck out as it does not disclose any reasonable grounds to bring the claim."

When we got the Money Claim it was for a small amount, but the Council agreed that as a matter of principal it should stick by the original email and it proved the right decision in this case. We have nearly two thousand trees on our land so it was important to have this in place. We have invested in hardware and software to record the trees and had staff trained in the initial tree inspection under the Tree Warden Scheme. We also get in specialist tree for inspections when the staff identify a tree needing more specialist experience.

Dear sir

Thank you for email I would respond as follows.

The Council sought legal advice in relation to the issue of trees abutting boundaries and the issue of right of light as it has a considerable number of trees and wanted to be clear on its position before making a response. As a Council we have to consider our actions as a whole and not as an individual case.

An individual decision may have further financial implication which could have large financial implications going forward on the residents of Cambourne.

The Council has received the following guidance.

There is generally no legal right to light and a tree owner is generally not obliged by law to carry out work to a tree for the benefit of a third party unless there is a court order requiring it to do so. The resident could establish that they had a right to light if it is specifically set out in the deeds or if they have had 20 years of uninterrupted light (which they have not here).

The Town Council is not in a position to continually trim back a tree to stop it growing each year. We would have to employ a tree surgeon to trim /cut back the tree. If this is done on a regular basis this would have a substantial cost impact on the Council and therefore the rate payers.

If you wish to trim back the branches to your boundary I am happy for you to arrange this and dispose of the arisings. Any work undertaken must not adversely affect the tree and endanger its stability.

The Town Council is not in a position to cut back the tree were it overhangs a boundary, but as part of its responsibility will continue to inspect the tree as it does with others in Cambourne. In this instance we will seek independent professional advice to see if the tree is dangerous as you assert.

The Town Council cannot accept responsibility for costs arising from actions by other parties.

This email is the basis of future emails when requests come in."

4.3 (4.8) Village website – to consider report and recommendation

Cllr Joolia to report. He writes:

“I am at a stage now where I am ready to move forward and get someone to start working on the website.”

**Background:**

The Comms WG brought forward a recommendation for redesigning the village and HPC website previously, which was approved. There were options presented about how to get the redesign process carried out: engaging with local companies who have worked with PCs; ask in the village if there was any interest; look at online development sites who offer such services.

Since there has been no interest from the village, the Comms WG/ Webmaster has looked at some online development resources (upwork, 99designs, guru, freelancer, fiverr), and has been in contact with some service providers. The cost for such development, with a new design and modern look, would cost between \$250- 450. The PC will be presented with templates of progress and expected to provide feedback.

The basic requirement for now is to move the website to a modern fresh design, where it's a lot easier to find information. If there is the need to invest further into the website, this should only be looked at after this first step.

**Recommendation:**

- The PC to

1. approve the next phase of this work, which would involve the webmaster appointing a service provider, about redesign of the website.
2. approve a budget of £400, which would cover the redesign and some content migration
3. appoint the webmaster to lead this development, in collaboration with the Comms WG.

4.4 (8.3) Proposal that the Parish Council considers the installation of a defibrillator<sup>(PJ)</sup>

Deferred at the last meeting. Cllr Joslin to report.

4.5 (8.3) Proposal that the Parish Council considers future use of the former telephone kiosk in Main Street

Proposed at the last meeting

4.6 Temporary cycle scheme and mixed use path – update

Cllr Everitt writes:

“I was tasked to whether a consultation process will be provided for the Scheme prior to St Neots Road Footpath reclassification as mixed use. The email below from Grant Weller explains there will be consultation but not as yet commenced. Neither has the maintenance work.”

Correspondence with County Cllr Lina Nieto and a response from CCC:

Cllr Everitt wrote to Cllr Nieto:

“At the Parish Council Meeting last night I updated the Council on the Cycling plans for Tranche 1 and 2 cycling proposals for St Neots Road as described to me during walkabout with Grant Weller, Cycling Lead at County.

Tranche 1 - maintenance work on existing path. There was concern as to how the existing footpath could be reclassified for joint use as it is narrow and the work described by Grant on our walkabout was only grass and greenery maintenance - no civil work to the surface or widening.

I was asked to verify with you the process for re-classification of this footpath for mixed use - cycles and pedestrians - as we believe this will be a contentious point amongst residents. Simply put this would we believe this would not be safe. The Design Guides appear to assume starting with a new or adapted existing route but we would appreciate guidance on the subsequent process for declaring mixed use as we would wish to comment on this.

Tranche 2 - The removal of all the laybys on St Neots Road for a wide cycle path south of St Neots Road (the old GCP C2C proposal). The funding and activity for this appears a long way off but may

be equally contentious with residents and businesses that rely on these for visitors and customers. What would be on the opportunity of consulting on this?  
Your advice as always appreciated.

PS Are you aware of all the various plans for St Neots Road which, I am sure all with good intent at the time, seem to contain overlapping designs and outcomes? The latest to join this group is the proposal from Countryside in the Amended Transport Assessment for Bourn Airfield.”

Cllr Nieto has received the following reply:

“With regards to changing the status an existing footpath/footway to a shared-use pedestrian and cycleway, there is a legal process that has to be undertaken. As with all these processes, the proposal is advertised and a consultation period is set in motion involving local stakeholders and residents. This is the chance for objections to be raised which, if there are any, are then determined, (as far as I’m aware) at the following CCC Highways and Transport committee.

Concerning any future works involving the widening of the current footpath that may require removal of parking bays etc ... we would be looking to gauge the local businesses and residents views before carrying out any work. How this might be undertaken is very much open to discussion should the funding become available.”

**Grant Weller**

Interim Team Leader - Cycling Infrastructure

4.7 (9) Proposal that the Council seek quotes for the admin support contact<sup>(PJ)</sup>

Proposed at the last meeting.

4.8 To consider quotation for pond maintenance

Will be circulated.

4.9 LHI 2020/21 Give Way features – to consider updated scheme from CCC

“Attached is a drawing for informal consultation for the updated Hardwick LHI for delivery this year. As the greatest concern over traffic speeds on Cambridge Road is in the vicinity of the school I have tried to locate the give way features as close as possible without creating additional traffic issues to those already experienced near to schools. As the school is located on a bend this limits visibility in both directions and so is an unsuitable location- this type of traffic calming relies on being able to see approaching traffic easily. Having a give way feature north of Limes Road is less suitable due to existing on-street parking near to the shop and if located too close to St Neots Road the proximity to the junction will limit the effectiveness as traffic will be slower anyway.

The location chosen for the northbound side (northbound traffic giving way to southbound traffic) is adjacent the layby at no.23. I have shown an option using the existing layby as cycle bypass- this is safer for cyclists and does not require them to give way to oncoming traffic and causing them delay, or risk traffic trying to overtake at the feature. If implemented this will affect the footway widening scheme at this point although there is verge available for widening.

When give way features are located close together it can increase their effectiveness especially if there is a tidal trend to flows as it creates a chicane effect- a recent example of a similar installation is on Coton Road in Grantchester. I have shown 2 options for the southbound side (southbound traffic giving way to northbound traffic). The build out on the southbound side is more difficult to place because;

1. Vehicles turning out of driveways may not be able to turn tightly enough and strike the island. Therefore I have located them as far as possible from driveways and modelled this manoeuvre to check it is safe.
2. There is no existing street lighting to easily connect the lit sign to on the eastern side without having to install a cable through the carriageway. Therefore the sign will need to be on the west side (off-side for approaching traffic).

Option 1 is about 150m between features and so less effective. There is also a risk of traffic queuing back over the junction with Egremont Road if it is particularly busy in both directions at peak times.

Option 2 will be the more effective location as the gap is about 80m. However this will require relocating the Advisory 20mph Wig-wag School Safety Zone sign due to issues with locating the regulatory signs and not wanting obscure these signs.

Please can you review and provide feedback on your preferred option. I can then complete the detailed design including getting the lighting design completed by our street lighting contractor; the Diagram 615 sign shown requires lighting as it is within an area of street lighting. The detailed design will also require a road safety audit before we can finalise the design and move to the delivery phase (hopefully tying in with the footway widening scheme early next year. This scheme will not require a formal consultation as no traffic orders are required.

I will also soon forward a design for the St Neots road gateway sign replacement for review as requested as an additional part of the LHI.”

John O'Donnell

Project Engineer

Highway Projects

Cambridgeshire County Council

4.10 Operation London Bridge – final recommendation on the procedure from the Working Group and whether the Council should purchase a photo frame to go with the condolence book and will follow the other recommended procedure detailed in Operation London Bridge<sup>(AG)</sup>

4.11 (4.5) CCC – Community Gritting Scheme invitation to apply – update

The resident was asked if he would like to be a volunteer again this year and asked to complete a form and send directly to CCC. He has been emailed reminders using the email address the Council holds for him but no response has been received. CCC has not had any volunteers from HPC come forward and therefore at the time of writing is not part of the Community Gritting Scheme.

4.12 Deed of Variation – Grace Crescent, Hardwick

The Solicitor dealing with the Deed of Variation has written to indicate that Hills are happy with the amendments and that their costs will be £600 plus VAT...

The Parish Council to consider if it agreeable to covering Hills costs for the deed of variation. Information on other costs are outstanding at the time of writing.

4.13 To consider the results of the Pavilion survey if received and quotations for the pavilion doors  
At the time of writing the pavilion survey is expected before the meeting as it was carried out at the beginning of November. Once quotation has been received and another has been promised but not as yet received. A third company has declined to quote before Easter 2021 as they are too busy.

Other

(4.1) The Cabin – “With regard to the suggestion of issuing the legal advice to a resident, both CAPALC and NALC’s advice is Legal Topic Notes are not published, as its advice and guidance is to members only. In particular Legal Topic Notes should not be in the public domain, as this defeats being a membership association.”

(4.2 and 6.1) Hardwick Happenings and the Scouts have thanked the Parish Council for the respective financial support.

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 for the following:

- to accept a quotation from RH Landscapes to prune back trees at the recreation ground and crown lift overhanging trees at £395.00 plus VAT, in response to the council overlooking agenda item 4.6 at its last meeting and Simeon Carroll (Highway Supervisor) reporting a complaint from one of the bus drivers and requesting remedial works be carried out urgently

to prune any low branches and vegetation being cut back sufficiently to allow pedestrians to use the full width of the footway.

- 5.2 To receive play areas and skate park inspection reports and to consider if any work is required  
Rivets in the skate park have been replaced on various pieces of equipment three times since spring. Most recently following the Council's previous meeting. RPM has reported that the problem is that the rivets have been replaced so many times the vibrations from the equipment when used cause them to fall out over and over. They indicated that it is a fruitless exercise to keep paying to have them replaced when the equipment is getting to the stage where it should be replaced. They did not want to re-do them again as they would just fall out again. I asked them to contact Cllr Wellbelove to discuss a way forward. Cllr Wellbelove to report.
- 5.3 To receive the financial report and approve the payment of bills – attached.
6. To consider any correspondence/communications received
- 6.1 Hardwick FC – Suggestions for a memorial to Ann Lofty  
The Chairman of Hardwick FC has written:  
“Hardwick Village have lost a very respected lady Anne Lofty, she was classed as a Legend as she had done so much for the football club and colts in the past years. She also was awarded a lifetime achievement from the football club. We have made a donation page to go towards a memorial bench which we would like to put some where on the rec. So just asking the question if this is something you can help with?”  
And further  
“We have been putting some ideas together and come up with some other ideas,  
1. Maybe get a name plaque for Ann and add that to an existing bench which is already on the rec and maybe repaint it yellow and black to do with the football.  
2. Other idea is could we rename the rec?  
Ann Lofty Recreation ground?”  
  
As maybe getting a new bench maybe a long winded process etc. Please let me know your thoughts.”
- 6.2 Resident – Luton Airport changes affecting Hardwick  
“I wanted to attract your attention to a very important news, which will affect the village and significantly increase the level of noise. It is moving of the holding area of Luton airport to Cambridgeshire  
<https://www.bbc.com/news/amp/uk-england-beds-bucks-herts-54572593>  
When entering a village postcode in a virtual exhibition information point, it gives a "negative changes" result, one of them is increased noise. (Please see the attached screenshot.)  
We can submit our views via a public consultation online survey until the beginning of February. I am contacting you, because I think that a coordinated response of the whole village is required in this situation, as it is a very big change and we need as many people as possible to submit their views.”  
  
The resident has posted an extract from the NATS website:  
“Higher altitude over 8000 feet  
Negative change – Effects likely to be noticeable. This postcode is within the region where changes to London Luton Airport arrival flight paths are expected, noticeably increasing impacts such as noise. Please read the consultation document for more information, especially sections 1 to 6.”  
  
The Parish Council has not been approached directly by NATS but a web site, with “walk around” facility, video presentations and detailed information on the proposals has been set up by NATS and can be accessed here: [https://consultations.airspacechange.co.uk/london-luton-airport/ad6\\_luton\\_arrivals/](https://consultations.airspacechange.co.uk/london-luton-airport/ad6_luton_arrivals/).
- 6.3 CamBed RailRoad – Proposal for alternative route for Oxford – Cambridge railway  
Attached.
- 6.4 Resident – Questions on the Local Plan proposed sites for Hardwick



“Has the Parish Council has made any further attempts to gauge reactions from the village with respect to the information that was released in September (namely the sites proposed in Hardwick, how this fits in with the village plan and other village groups such as the climate change group and the larger aims of the Cambridge local plan). I took a look at the website and Facebook but could not see anything relevant.

As a village resident and also as part of the Save The Hardwick Green Belt group (<https://hardwickgreenbelt.org/>), it would be great to know what priorities and perspectives the Parish Council will be putting forth with respect to the direction of the Local Plan and what questions they will be asking with respect to the emerging evidence and the spatial options assessment. I would also love to see the Parish Council make this information more readily available, for example as Facebook posts or short announcements on the website's blog feature, rather than relying on members of the public to wait for meeting minutes and have to trawl through several pages of notes about lawn mowing and garage conversions (which I know are important but perhaps not as time-sensitive or important to the whole village as new developments may be).

Do let the council know that I am incredibly grateful for the time and efforts they already sacrifice for the Parish Council but as these decisions could irrevocably change the character and community of our village, I think they would agree that it's very important to get it right.”

#### 6.5 SCDC – Community Lifeline Service

“During the lockdown period, you may have become more aware of vulnerable residents living on their own in and around the Hardwick area.

The Community Lifeline Service run by South Cambridgeshire District Council may be able to provide them with more security and peace of mind.

As a parish council, you may want to support your residents more directly. We work closely with other parishes and charities who sponsor several lifelines for their residents from as little as £233 a year.

You can learn more about Lifelines on the [Community Lifeline Service web page](#).

Please be in touch if you would like further information or if Hardwick Parish Council would like a presentation on Community Lifelines.”

Julian Ayres

Community Telecare Co-ordinator

#### 6.6 CCC Cambridgeshire & Peterborough Minerals & Waste Local Plan – Main modifications consultation

“I am writing to you as you are on our email database of people or organisations that may have an interest in the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan.

You are probably aware that the Cambridgeshire and Peterborough Minerals and Waste Local Plan was submitted to the Secretary of State in March 2020 for independent examination. You may also be aware that the Secretary of State appointed an independent Inspector to conduct a Local Plan examination. The hearing sessions, which form part of this examination, took place virtually during September 2020.

During the examination to date, a number of proposed changes (‘Main Modifications’) to the Minerals and Waste Local Plan have been identified. These changes are likely to be required to address concerns identified by the Inspector or representors. These changes will, it is considered, make the submitted Plan ‘sound’ and legally compliant (without prejudice to the Inspector’s eventual consideration of the soundness of the Plan), and therefore enable the Plan to be adopted. In October 2020 the Inspector wrote to the councils and advised the councils to consult on the Proposed Main Modifications.

I am writing to notify you under the provisions of the Town and Country Planning (Local Planning)(England) Regulations 2012, that the Proposed Main Modifications are now being published for a six week consultation period (4 November to 15 December 2020), to allow an opportunity for representations to be made on the Proposed Main Modifications.

The document, E007b - Schedule of Councils' Post Submission Suggested Modifications, is available to view and download from the Local Plan Examination page of the councils website at: <https://www.peterborough.gov.uk/council/planning-and-development/planning-policies/minerals-and-local-waste-plan/mwlp-examination>

In line with the temporary modifications to the Town and Country Planning (Local Planning)(England) Regulations 2012, paper copies will not be made available for this consultation – it will be a website only consultation.

If you wish to make comments on any of the proposed main modifications, please send them by email to:  
[planningpolicy@peterborough.gov.uk](mailto:planningpolicy@peterborough.gov.uk)

We urge you to email comments, if at all possible. However, if you are unable to email your comments, you can post your comments to us instead, but can you please notify Kate Eales (by email: [Katherine.eales@peterborough.gov.uk](mailto:Katherine.eales@peterborough.gov.uk) or telephone: 01733 863810) of your intent to do so, so that arrangements can be made to collect them. The postal address is:

FAO: Kate Eales  
Sustainable Growth Strategy  
Sand Martin House  
Bittern Way  
Fletton Quays  
Peterborough  
PE2 8TY

You must quote the proposed Main Modifications (MWLP/Main/) number that you are commenting on and your comments should reach us by **11.59 pm on 15 December 2020**.

Can I stress that this consultation is about the Proposed Main Modifications **only**. This is not an opportunity to make comments on the original Local Plan or submit additional evidence unrelated to the Proposed Main Modifications. There is no need to repeat any representations you may have made earlier, as the Inspector already has these and will continue to take them into account.

All comments that we receive will be forwarded to the Inspector (via the Programme Officer) and will be considered by him when writing his Inspector's Report; they will not be considered by the councils, unless the Inspector asks the councils to respond to any of them."

Kate Eales  
Senior Planning Officer  
On behalf of Cambridgeshire County and Peterborough City Councils

6.7 PKF Littlejohn LLP – CA120 2019/20 AGAR Section 3 External Auditor Report

The audit has been signed off by Littlejohn. No matters have come to their attention which give them any reason for concern or which they need to report on.

Conclusion of the audit will be published as required by legislation by the required dates and end of audit procedures completed.

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 20/04485/FUL – 277 St Neots Road – Change of use of outbuilding to single dwelling with associated alterations. Creation of second floor to original dwelling via raising of roof height front and rear dormers, and Juliet balcony to side elevations

- 7.1.2 20/04311/HFUL – 277 St Neots Road – Resubmission of previously approved planning application (S/2205/16/FL) for proposed loft conversion with dormer windows
- 7.1.3 20/04079/HFUL – 91 Limes Road – Single storey front extension
- 7.1.4 20/04463/FUL – 303 St Neots Road – New three bed dwelling
- 7.1.5 S/02728/REM – AMENDED – Land south of 279 St Neots Road - Approval of matters reserved for appearance, landscaping, layout and scale following outline planning permission S/3064/16/OL for 155 dwellings following demolition of two existing dwellings
- 7.1.6 S/3064/16/CONDL – Land South of 279 St Neots Road – submission of details required by condition 14 (Travel Plan) of outline planning permission S/3064/16/OL – to note for information
- 7.1.7 S/3064/16/CONDK – Land S of 279 St Neots Road – Submission of details required by condition 20 (Refuse) of planning permission S/3064/16/OL – to note for information
- 7.2 SCDC and appeal decision notices - to note
- 7.2.1 20/03671/HFUL – 54 Limes Road – Proposed demolition of existing single storey rear extension and erection of first floor front extension and internal alterations - Permission granted.
- 7.2.2 20/03354/HFUL – 33 Egremont Road – Single storey front extension to provide new cloakroom shower room and coat cupboard. Single storey rear extension to create extended lounge and associated loggia area. New high level stair landing window – Permission granted.
- 7.2.3 S/3849/19/FL – 147 St Neots Road – Erection of a self contained residential flats and associated infrastructure and works – Withdrawn.
- 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>
- 7.3.1 20/2227/TTPO – 19 Sudeley Grove – considered between meetings – the Parish Council made no response
- 7.3.2 20/2226/TTPO – 19 Sudeley Grove  
These appear to refer to the same application. SCDC consulted on the application under the reference number 20/2227/TTPO. The Parish Council had no objections and therefore made no response. A few days later the notification under 20/2226/TTPO was received but had already been determined by SCDC. The works appear to be the same in both applications.
- 7.3.3 20/2231/TTPO – 44 Main Street
- 8. Members' reports and items for information only unless otherwise stated  
Cllr Giddings reports he has planted 8 saplings in the village and the landowner has given permission for him to access his land to get saplings.
- 8.1 New Housing Developments and Planning Obligations  
“Report from Steve Rose for Hardwick Parish Council meeting to be held on 24th November 2020  
New Housing Developments and Planning Obligations

#### Community Centre

The Hardwick Community Centre Working Group had a meeting on 5th November to discuss the latest set of plans from the architects and to provide feedback to them. A final plan is emerging which when finalised will go to SCDC and an eventual planning application.

#### Meridian Fields

A further 25% contribution towards the community centre will soon be due as it appears that the development has or is about to exceed 20 dwellings in occupation.

A further £10,000 contribution to the community bus is due as this was to be made 9 months after first occupation and the first payment was made in September 2019. Question for Clerk - has this been received?

In general, construction appears to be proceeding over the whole site although house sales appear relatively slow - many properties have been completed and are "for sale"

## St Neots Rd Development

There was a further meeting with the developer on Monday 9th November to make progress with condition 28 regarding pedestrian safety measures. Discussions are ongoing and I will ask Cllr Everitt to report on progress at the meeting.

Steve Rose 17.11.2020”

### 8.2 Millers Way Improvement Works – Proposal that the Parish Council obtains a detailed specification from Persimmon’s contractor, Hardwick needs to know what we are getting for the £17K.

Cllr Joslin to report.

“Good that the parish is now going to be owner of Millers Way.

The specification of works as supplied by Persimmons contractor is not detailed enough. My main worry is the type of path edging, kerbing at the vehicle access points and drainage. Millers Way surface is lower than the adjoining St Neots Rd and path it could end up being water logged as the spec seems to indicate base coat, standing water would result in erosion, pot holes.

surely we need to obtain three quotes in order to make a price comparison.

Solar lights are the preferred form of lighting, is HPC satisfied with the spec and condition of contract offered.

Could this my observations and concerns be distributed to all HPC councillors, thank you.”

### 8.3 Millers Way concerns – Safety issues have been raised by neighbours, motor cyclists use the walkway, not dismounting

Cllr Joslin to report.

“Residents living adjacent to Millers Way have concerns that Motor Bikes are using Millers Way as a short cut, can HPC use the improvement of Millers Way as an opportunity to address this issue.”

### 8.4 Highways Working Group report

Cllr Everitt writes:

#### **“November 2020: Highways and Road Safety Working Group Report for HPC**

16<sup>th</sup> November 2020

Activities this month have been primarily:-

#### **LHI 2020/21 Cambridge Road Traffic Calming**

The second proposal from Highways has been received and circulated to Councillors for discussion and resolution.

#### **Lighting**

We have raised a query with SCDC, Helen Taylor regarding a lighting survey for the whole of St Neots Road and Main Street. The lights which are SCDC owned. Whereas there will be some lighting improvements on St Neots Road as part of Condition 28 (below), we suggest the whole of the road is reviewed.

The list of other streets where lighting was deemed a problem (County Council owned) are being referred to County Council for review. We have used the Village Plan for reference.

#### **Condition 28 – New St Neots Road Development S/3064/16/OL**

#### **Road Safety Islands**

Discussion regarding Condition 28 on going. It has provided a discussion between developers and County Highways, which may have been resolved by the time of the HPC meeting.

#### **Temporary Cycle Scheme**

County Highways Grant Weller confirmed there would be consultation with the village before making the current footpath joint and before the removal of the south-side laybys for the planned County Council cycle way.

#### **North South Footpath Upgrade**

The delays on the north south footpath scheme mean a start is now scheduled for February 2021.

There also appears to have been a budget over run which they are due to report back on.

There may be some small change to accommodate an option for the 2020/21 LHI – layby could be used for cyclists

#### **Bourn Airfield**

No feedback on the comments to S/3440/18/OL

#### **Greenways**

Await feedback from the Chairman regarding any outline discussions with Chivers.

#### **Routine**

Providing MVAS maintenance and reporting data to Highways – see Community Speed Watch page, on Village website. Extract from Village Website below, month to 28<sup>th</sup> October 2020.”

Location/Speed Band*	41 mph and over (including 46 and over)	46 mph and over	Highest Speed
77 St Neots Road	30,012	10,244	91 mph towards Cambridge Road
Location/Speed Band	31 mph and over (including 36 and over)	36 mph and over	
33 Cambridge Road	16,126	4,232	71 mph towards the School
Total vehicles exceeding Speed Limits at these 2 locations	46,138 – 32% of total vehicles	<b>Police cameras would have booked 14,476 vehicles at these two locations – 10% of total vehicles</b>	*Comments: Figures from two MVAS operations for month ending 28 <sup>th</sup> October 2020

#### 8.4.1 Proposal that the Parish Council approves the Terms of Reference, roles and responsibilities for the Highways Working Group

##### **“Highways and Road Safety Working Group**

##### **Members**

Pauline Joslin

Alan Everitt

##### **Scope**

All issues impacting on Hardwick CP Rights of Way and Highways (Public Transport, Road, Cycling and Pedestrians) and Road Safety

To pursue day to day activities in-Scope and to bring issues to Parish Council that require debate and Resolution

##### **Issues include**

All Highways Improvements (roads, cycle paths and Footpaths including Lighting)

Highways issues presented by New Developments and impacting on Hardwick

Management of MVAS display data including reporting to Highways per HPC MoU with Highways Continuous review and update of issues raised in the Document, “Protecting our Village: Traffic Calming in Hardwick” initially presented to HPC by Pauline at the September 2018 PC meeting and reviewed by County Highways.

Liaison on Issues with Stakeholders

Provision of timely, monthly content for dissemination by Communications Working Group

##### **Stakeholders include**

Residents, Village Groups, County Highways, South Cambridge District Council, Local Parish Councils, The Coalition of Parish Councils, Local Liaison Forum, Police Community Speed Watch and elected representatives”

#### 8.5 Report on meeting with Age UK and request to display poster

Cllr Joslin writes:

“I attach for your information details of the Zoom meeting that I had with Sarah of Age UK. Sarah is requesting that we put up the poster on our notice board as she is trying to get feed back from other groups in our village.”

##### **AGE UK, Cambridge and Peterborough**

##### **Zoom Meeting 03.11.20 - with Sarah Thomson and Gillian**

“As a result of being appointed to take on the duty of contacting and liaising with Age UK and now report that a Zoom meeting took place when I more details of a Community Warden Service for our area was discussed. At the moment there is no warden for the seven parishes of Hardwick, Comberton, Caldecote, Toft, Bourn, Wimpole and Papworth. Sarah said that Age UK are at the moment interviewing for this position and will introduce the new warden to us when appointed. Our local warden will be expected to work 35hrs per week and it is hoped that they will be supported by

our seven villages. Sarah said that it would be good if Age UK could be introduced to local groups in our village and that it would be very helpful to be given contact details etc.

It was told that Age UK support people in their own home, at the moment they are making daily telephone calls checking that people are OK discussing their requirements and needs, such as shopping, collecting prescriptions and assisting with many other essential day to day tasks, a small charge I was told £9 weekly for this service will be made to the resident. Age UK are supported by South Cambs but they would appreciate funding from the local villages where they operate. Their main area office is in Chatteris. with wardens mostly now working from home.

Please read the attached information sheet - Community Warden Services which will give more details of the service offered.”

Pauline Joslin”

Information sheet from Age UK and promotional poster attached have been circulated to all members by Cllr Joslin.

9. Closure of Meeting

# Overview

Southbound Option 1

Southbound Option 2

Northbound

CAMBRIDGE ROAD

KESTERS CLOSE

EGREMONT ROAD

# Northbound

Cycle bypass option shown

# Southbound Options

Option 1

Option 2

Existing wig-wag sign

- Notes
1. Do not scale from this drawing.
  2. All measurements are in metres unless otherwise stated.
  3. Drawing for informal consultation.
  4. Vehicle swept paths have been checked to ensure vehicles using private driveways do not conflict with the build outs.
  5. Southbound option 1 is located approximately 150m from the north-bound feature.
  6. Southbound option 2 is located approximately 80m from the north-bound feature. This option will require the relocation of the existing wig-wag sign.
  7. Road width is approx 5.6m in all build locations shown. Using a 1.5m build out will leave approx. 4.0m carriageway width past the build out so agricultural vehicles will be able to pass safely.

Diagram 615 Sign



Diagram 811 Sign



Project  
Hardwick LHI 2020/21  
Cambridge Road  
Traffic Calming

Title  
Priority Give Way  
Options for Informal  
Consultation

Scale	Drawn	Checked	Date
1:800/1:400	JOD		12/11/2020

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Drawing number  
03418/0000/01

# HARDWICK PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

Nov-20

## Summary of previous month

Balance brought forward **£385,146.81**

## Adjustments and amendments

### Expenditure approved at last meeting/between meetings

COMMAND PEST CONTROL	ST MARY'S WASP NEST	-48.00
RH LANDSCAPES	GRASSCUTTING	-624.00
SCOUTS	GRANT	-500.00
HARDWICK HAPPENINGS	GRANT	-1,000.00

### Misc credits

RESIDENT	TREES	35.00
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*Total Adjustments*

*-2137.00*

Balance revised after adjustments

£383,009.81

## Bank Reconciliation to last statement

Account	Funds	Statement	Outstanding
Unity Trust Current Account	258,105.90	265036.13	-6930.23
Cambridge & Counties Bank	96,903.91	96,903.91	
NS&I Income Bond	28,000.00	28,000.00	
<b>Total</b>	<b>383,009.81</b>	<b>389,940.04</b>	<b>-6,930.23</b>

### Expenditure for approval

£

SALARIES & PENSIONS	620.04	
RPM	PLAYGROUND REPAIR	156.00
RH LANDSCAPES	BRANCHES OVERHANGING HIGHW/	474.00
LGS SERVICES	ADMIN SUPPORT OCTOBER 2020	1,332.26
PKF LITTLEJOHN	EXTERNAL AUDIT	960.00
MEL POOLEY	REC VERTIDRAIN	275.00
SSE	STREETLIGHT ELECTRICITY	85.12 DD

*Total expenditure*

*3902.42*

Balance c/f

£379,107.39

## Notes:

*Late invoices will be brought to the meeting*



## Section 3 – External Auditor Report and Certificate 2019/20

In respect of

Hardwick Parish Council- CA0120

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

### 3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

16/11/2020

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))