

MINUTES

FULL COUNCIL MEETING

Thursday 2nd April 2026

A Full Parish Council meeting for Hampton Parish Council was held on Thursday 2nd April 2026 at 19:15pm at Active Hampton, Beaumont Way, Hampton, PE7 8DN.

Present – Cllr B O’Sullivan (Chair), Cllr C Wiggin (Vice Chair), Cllr Z O’Sullivan, Cllr V Patel, Cllr C Ryan, Cllr A Mehta and Cllr T Fields.

Emily Pacey – Clerk and Responsible Financial Officer

01/04/2026 Public Participation

No members of the public attended the meeting.

02/04/2026 Ward Councillors Reports

Cllr C Wiggin reported the below -

Please see my report as follows:

We are now in the pre-election period for the Peterborough City Council elections on 7th May 2026, with one seat to be contested in both the Hampton Vale ward and the Hargate and Hempsted ward.

While nominations are still open at present, Cllr Mohammed Farooq has announced publicly that he will not be seeking re-election this time. I want to put on record my thanks to Cllr Farooq for his service to the Hampton community and the City Council, and wish him all the best for the future.

Since the last full parish meeting I have attended the following:

- Meeting with PECT on plans for a local heat network on 6th March.
- Licensing Act 2003 Sub Committee on 6th March.
- Local Plan member working group on 9th March.
- Cabinet Policy Forum on 10th March.
- Meeting with Romsey Mill on 11th March.
- Police and Crime Panel on 11th March.
- Liberal Democrat federal conference on 13-15th March.
- Appeals and Planning Review Committee (as substitute) on 17th March.
- ESPO briefing on 19th March.
- Full Council meeting on 25th March.
- Hampton in Action litter pick for Great British Spring Clean on 29th March.

- ESPO Management Committee meeting on 31st March.
Updates on ongoing issues in Hampton:
- The Brambles – worked with councillor colleagues to ensure the surroundings are tidied up and planning obligations are met.
- Empty home on Sharnbrook Avenue – the process to bring the house back into use is complex and ongoing, however PCC are working to clear the waste on site to improve the situation for surrounding residents.
- Continuing to work with CPC and PCC to find solutions to the parking issues on Redshank Way caused by school drop off and pick up.
- Worked with CPC to clear brambles on land adjacent to Natures Way that were growing over a neighbouring garden fence.
- Reported damaged fence on Vale Drive by St James Pond which has now been fixed.
- Reported damaged street nameplates on Hempsted Road and Reedland Way.
- Reported 2 streetlight faults on Eagle Way.
- Reported graffiti on Clayburn Road and Eagle Way.
- Reported fly tipping at the clothes bins at Hampton Vale Shops.
- Reported issues with bins at flats on Eagle Way where neighbours have reported issues with overflowing bins and sightings of rats – this is one of the sites that experienced a fire previously so residents are understandably concerned

03/04/2026 To receive apologies for absence
Cllr C Guyton, Cllr L Sharp, Cllr K Toynton-Ward, Cllr I Pratt and Cllr S Masterson sent their apologies.

04/04/2026 To receive Declarations of Interest
No members declared an interest on this agenda.

05/04/2026 To approve the minutes of the previous Council Meeting held on 5th March 2026.
It was agreed to approve the previous Council meeting held on the 5th March 2026, Cllr V Patel proposed, Cllr C Wiggin seconded and all were in favour.

06/04/2026 Planning Applications Update

- 25/01107/FUL - Plot H, Winsor Crescent, Hampton Vale, Peterborough - 6no. Bedroom detached dwelling (revised drawings and further information received)
Hampton Parish Council have no comment on this application.
- 26/002049/FUL - 134 County Road Hampton Vale Peterborough PE7 8ET - Conversion of two-car garage into a bedroom and walk-in shower-room - part retrospective.
Hampton Parish Council have no comment on this application.
- 26/002116/HHFUL – 25 Westcroft, Peterborough, PE7 8PG - Three storey side extension.
Hampton Parish Council have no comment on this application.

07/04/2026

Planning Decisions

- 26/00198/CLP - The Serpentine Green Shopping Centre, The Serpentine, Hampton Centre, Peterborough - Installation of 16no. EV chargers to carpark Determined – Lawful 17th March 2026.
- 26/00102/DISCHG - Land Adjacent To Unit B1 Club Way Cygnet Park Hampton Peterborough PE7 8JA - Discharge of condition C6 (lighting scheme) of planning permission 24/00534/FUL Determined – 18th March 2026.
- 26/00191/DISCHG - The Brambles Silver Hill Hampton Centre Peterborough PE7 8FF - Discharge of condition C7 (validation report) to planning permission 21/00633/FUL Determined – 18th March 2026.

08/04/2026

Finance, HR Update & Grant Application

8.1 To discuss grant application – Hampton In Action.

A grant application for £50.00 was received from Hampton In Action (HIA) to support litter picks in Hampton Vale. Hampton In Action is a volunteer-led group, with a core group of regular volunteers and varying monthly participation. The group carries out monthly litter picks in Hampton Vale on the first Sunday of each month and in Hargate on the second Sunday, running from March to November inclusive. In 2025, the Hampton Vale litter picks resulted in 105 bags of litter collected, with a further 65 bags collected during the Hargate events. The litter picks focus primarily on public open spaces, complementing the work of the Hampton Lengthsmen, who cover roads and footpaths only. It was proposed by Cllr C Wiggins and seconded by Cllr Z O'Sullivan that the grant application be approved. All members were in favour, with Cllr V Patel abstaining.

8.2 To appoint CAPALC auditor for 2025-2026 end of year accounts.

As CAPALC's internal auditor has audited Hampton Parish Council's year-end accounts for the previous two financial years and is therefore familiar with the history of the accounts, it was agreed to appoint CAPALC's internal auditor for the 2025–2026 year-end accounts. Cllr C Ryan proposed, Cllr T Fields seconded and all were in favour.

8.3 Update on request for Sabbatical/Leave of Absence for Cllr C Guyton.

As Cllr C Guyton's request for sabbatical leave did not meet the criteria set out in the Parish Council guidelines, in accordance with the NALC Governance Policy and Procedures (page 127), it was agreed that the request for sabbatical leave of absence would not be approved. It was further noted that Cllr C Guyton must attend the Full Council meeting in May in order to retain her seat on the Parish Council.

8.4 HR Update

Cllr Z O'Sullivan advised Members that the HR Committee held the Clerk's appraisal on 26 March. It was agreed that the Clerk's ongoing development would include rewriting the allotment tenancy agreement and associated policies, collecting and analysing data from the MVAS, completing Hampton Parish Council's Bronze Award (with support from Councillors), and increasing engagement with Hampton residents.

8.5 To approve schedule of payments for April 2026.

It was agreed to approve the below schedule of payments for April 2026, Cllr T Fields proposed, Cllr A Mehta seconded and all were in favour.

Schedule Of Payments - Full Council Meeting 2nd April 2026

<u>Payee</u>	<u>Description</u>	<u>Total</u>	<u>Method</u>	<u>Powers</u>
-	-	-	-	-
<u>Expenditure</u>				
CAPALC	Membership	£1,524.50	Bacs	LGA 1972
Active Hampton	April FC Meeting	£56.00	Bacs	LGA 1972, s.133
CAPALC	Allotment Training – Emily Pacey	£70.00	Bacs	LGA 1972
Clerk, Nest, HMRC	Payroll	£2,901.14	Bacs	LGHA 1989 s7
Peterborough Ltd	Lengthsmen Contract	£6,404.66	Bacs	Highways Act 1980, s130
Tesco Mobile	Office Mobile	£15.00	DD	LGA 1972
Microsoft Office	Monthly Fee	£8.49	Card	LGA 1972
Peterborough City Council	April - Office (Leisure Centre, Clayburn Road)	£300.00	Bacs	LGA 1972
Croma Lock Smiths	H/Vale Allotment Gate Key	£125.53	Bacs	Allotments Act 1908
	Total	£11,405.32		
<u>Grants</u>				
Hampton in Action	Grant application for Hampton Vale Litter Pick Events	£50.00		

09/04/2026

Update on CCTV at the Tump

A proposal for the provision of CCTV at The Tump was received from Peterborough City Council, outlining options for redeployable CCTV provision in Hampton. Two options were presented: full ownership of a CCTV unit by Hampton Parish Council, and a redeployable camera hired from the Police and Crime Commissioner. Costings, operational considerations, and deployment requirements for both options were provided, including monitoring, maintenance, and relocation costs.

Following consideration of the proposal, it was agreed not to take this matter forward at the present time. Members felt that a wider discussion is required regarding antisocial behaviour in Hampton, including working more closely with Hampton schools, the police and the wider community.

It was further agreed that the proposal could be revisited in the future should circumstances change.

10/04/2026

Allotments / Anglian Association Update

10.1 Update on the road surface – Hampton Vale Allotments.

Hampton Vale Allotments Road Resurfacing – Quotations

Quotations for the resurfacing of the Hampton Vale allotments road were received from AMT Contractors and GKL Group.

AMT Contractors – Option 1

The quotation includes the following works:

- Set up of signage, barriers and cones

- Grading off existing aggregates to form required levels (road width varies due to existing curves)
- Formation of a 50–60mm central camber or suitable cross fall to aid surface water drainage
- Compaction using a BW138 heavy roller
- Installation of a geo-textile membrane over the graded aggregate
- Supply and installation of 100mm graded road planings
- Re-compaction to maximum level
- Raking down of the planings edges to prevent trip hazards
- Leaving the surface for a period of three months, followed by a return visit to re-compact the planings to ensure good compaction

The cost for Option 1 is £14,860.00, based on four days of work, two operatives, required plant, attenuation and aggregate.

AMT Contractors – Option 2

In addition to the works listed in Option 1:

- Supply and installation of 70mm of 20mm dense bitmac base course
- Sealing of edges with hot bitumen compound to prevent asphalt edge erosion
- Sealing of asphalt, if required, with brushed-in grit

The cost for Option 1& 2 is £28,424.00.

AMT Contractors – Option 3

- Supply and installation of 150mm x 125mm concrete kerbs to both sides of the roadway

The cost for Option 3 is £7,356.00.

A separate quotation was received from **GKL Group**, proposing to:

- Raise the existing road surface by 150mm
- Drain the main area of concern using a form of attenuation

The estimated cost of the works is in the region of £17,000 to £27,000, depending on the final choice of aggregate (for example, crushed concrete or granite Type 1). It was agreed that both contractors would be asked to provide drawings showing how the repair would be formed along the road edge, including visual details such as plan and elevation views. Once this information has been received, the matter will be discussed at the May Parish Council meeting.

The Clerk advised that she had contacted O&H to request a contribution towards the cost of the works but has not yet received a response. Members were advised that the works could potentially be funded through CIL funds.

It was agreed for the Clerk to obtain a quote from Nene Engineering for an installation of a height barrier at Hampton Vale allotments.

10.2 Update on litter – Hampton Vale Allotments.

The Clerk advised that rubbish continues to be thrown over the fence from a neighbouring property. The Clerk confirmed that both she and the landlord have written to the residents; however, the residents have stated that they are not responsible for the littering. The landlord has advised that no further action can be taken without evidence. The Clerk further advised that the Lengthsmen will continue to monitor the situation and will clear any litter found on a weekly basis every Friday.

10.3 Fencing Repair Quotations – Hampton Vale Allotments

The Clerk advised that the Hampton Vale fence at the allotments behind Jones Hill has been blown over and is now affecting the residents' alley where bins are stored. Three quotations have been obtained for the repair of the fence. Heritage Fencing advised that the entire fence requires replacement, at a cost of £6,000 plus. Two alternative quotations were received from The Handy Garden Man and RJ Warren, both proposing the installation of 4 x 4 concrete repair posts fixed to the original posts. The Handy Garden Man quoted £99.00 per post, and RJ Warren quoted £125.00 per post. Both companies come recommended. It was agreed to obtain an additional quotation from AK Fencing. A budget of £3,500 was agreed for this project, with CIL funds available to cover the cost. It was further agreed that repairs should be carried out to all 28 posts along this section of the fence, as they are all currently unstable.

11/04/2026 Bulky Waste Collection Dates 2026 & Volunteers

The Bulky Waste Collection dates were confirmed as follows:

Saturday 2 May 2026, 10:00am–12:00pm

Saturday 22 August 2026, 10:00am–2:00pm

Saturday 14 November 2026, 10:00am–12:00pm.

All collections will take place at Vivacity Hampton Leisure Centre.

For the 2nd May collection, Cllr C Ryan and Cllr A Mehta confirmed they would volunteer from 10:00am to 11:00am, with Cllr H Fields and Cllr T Fields volunteering from 11:00am to 12:00pm. Cllr Z O'Sullivan advised she would oversee the bulky waste collection at the Hampton Vale allotments. Cllr C Ryan and Cllr C Wiggins confirmed they would volunteer for the 22nd August collection. It was agreed that volunteers for the November bulky waste collection would be confirmed nearer the time.

12/04/2026 Annual Parish Meeting of Electors – Thursday 28th May – 7.00pm

12.1 Proposal for Hampton Heroes

Cllr A Mehta presented a report outlining a proposal for the introduction of a Hampton Heroes Award, to be launched at the Annual Meeting of Electors on 28 May 2026 at 7.00pm, to be held at Active Hampton.

The purpose of the award is to recognise individuals or groups who make a positive contribution to life in Hampton and to strengthen community engagement with the Parish Council. The proposal emphasises a simple nomination process, positive community storytelling and clear communication.

The report detailed a proposed nomination process using a simple online form, a three-week nomination period, and a communications plan focusing on social media, the Parish Council website and local community groups. It was proposed that the Parish Council would shortlist nominations and select between three and five winners based on community impact and positive contribution.

The awards would be presented at the Annual Parish Meeting, with recipients receiving a certificate and recognition online. The report also outlined the anticipated benefits of the scheme, including increased community engagement and positive promotion of Hampton.

It was agreed to proceed with the proposal, with a budget of £150.00 to be allocated from the Civic budget.

13/04/2026 Office Hire Price Increase from April 2026

It was noted that the rent for the Hampton Parish Office, located at the Leisure Centre, has increased by £50.00 per month, bringing the total monthly cost to £300.00.

14/04/2026 Correspondence and Communication

- Update on Councillor Surgery – 28th March 2026
Cllr B O’Sullivan advised that he opened the Hampton Office for the Councillor Surgery on 28th March. Unfortunately, attendance was low, with only one group of teenagers attending, who reported that the football nets located on the grass field opposite the Hampton Vale shops are broken. Cllr V Patel advised that Active Hampton has unused football nets which he would be willing to donate, subject to them being the correct size. Cllr B O’Sullivan further advised that the office will be opened again for a Councillor Surgery on Saturday 25th April, however, as this was a three-month trial with limited resident attendance, this will be the final surgery unless there is future demand from the community
- Active Hampton has increased its hourly rate by £1.00, effective from 1 April

15/04/2026 Items for next agenda

16/04/2026 Date and time of the next Full Council meeting.

Thursday 14th May at 19:15 – Annual Meeting

Thursday 28th May at 19:00 – Annual Parish Meeting of Electors

Closure of the meeting – 21:27