



NOTICE IS HEREBY GIVEN of an ordinary meeting of Willingham Parish Council to be held on Wednesday 1st July 2026 at 7.30 pm.at the Octagon, St Mary and All Saints Church, Willingham

ALL COUNCILLORS ARE HEREBY SUMMONED TO ATTEND.
The Public and Press are invited to address the Council under Item 104/26

Amy Rudderham - Parish Council Clerk – 25th June 2026

FULL COUNCIL AGENDA

- 102/26** Apologies for absence
- 103/26** Declarations of interest
- 104/26** Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative. (Please see important note above)
- 105/26** To consider applications for co-option into the roles of Councillor
- 106/26** To receive and ratify minutes from the Council meeting held on the Wednesday 3rd June 2026.
- 107/26** To deal with matters arising from the meeting on 3rd June not covered elsewhere on the agenda.
- 108/26** To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:
- 109/26** To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:
- 110/26** Chair's report including:
- To receive an update from flooding expert
 - To receive correspondence from Ely Foodbank
 - To receive correspondence from Over Day Centre
- 111/26** To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.
- a. F&GP Committee – updates and actions to be taken, including:
- To receive and consider Grant Application request received from Willingham Action Group (WAG)
 - To receive an update from the Finance Officer regarding the deficit with Sanctuary
- b. Planning Committee – updates and actions to be taken, including:
- To receive the Minutes of the meeting held on 23rd June 2026, and consider any actions

- c. Halls – Updates and actions to be taken, including:
 - To receive and consider an update on the current condition of the Public Hall and consider the implications of future bookings
- d. Cemetery – updates and actions to be taken, including:
- e. Green & Boundaries – updates and actions to be taken, including:
 - To receive and consider request from Willingham Action Group (WAG) regarding an Orchard Walk on 13th September 2026
- f. Leisure & Amenities – updates and actions to be taken, including:
 - To receive and consider the MUGA Tender Document together with the Scope of Work and Specifications received from Sports and Play consulting
 - To receive and consider the accident/injury record sheet for the Pavilion/Recreation Ground dated 25.04.2026
 - To receive an update on the damaged picnic bench located at the QEII and consider future actions

112/26 To receive and ratify monthly accounts for payment.
(see attached list)

113/26 Police update including:

114/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

- To receive and consider the proposed Traffic Calming for Earith Road
- To receive and consider the proposal to add Speed Watch volunteers to the Parish Council's insurance for the purpose of changing SID batteries

115/26 Environment and Sustainability update including:

116/26 Items for future meetings
Wildlife Meadow water supply.

117/26 Date of next meeting

Payments made in advance of the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
121	31.05.2026	DD	Unity Trust Bank	Monthly Charge	F&GP	16.90	0.00	16.90
122	01.06.2026	DD	Scribe	Monthly Charge	F&GP	75.00	15.00	90.00
123	01.06.2026	DD	SCDC	Business Rates	CEM	77.00	0.00	77.00
124	01.06.2026	DD	SCDC	Business Rates	HALLS	553.00	0.00	553.00
125	01.06.2026	DD	SCDC	Business Rates	L&A	212.00	0.00	212.00
126	01.06.2026	DD	SCDC	Business Rates	HALLS	190.00	0.00	190.00
127	01.06.2026	DD	SCDC	Waste Collection	HALLS	118.03	0.00	118.03
128	01.06.2026	DD	SCDC	Waste Collection	CEM	51.07	0.00	51.07
129	08.06.2026	BACs	BT	Pavilion Alarm	L&A	153.01	30.60	183.61
130	08.06.2026	BACs	British Gas	Pavilion Electricity	L&A	80.21	4.01	84.22
131	12.06.2026	BACs	Northstowe Muslims	Deposit Return	HALLS	83.33	16.67	100.00
132	12.06.2026	BACs	Ely Foodbank	Grant	F&GP	200.00	0.00	200.00
133	15.06.2026	BACs	BT	Monthly Charge	F&GP	121.15	6.06	127.21
169	25.06.2026	DD	Nest	Pension Contributions	F&GP	409.92	0.00	409.92
168	25.06.2026	DD	HMRC	PAYE	F&GP	1,144.30	0.00	1,144.30
163-167	25.06.2026	BACs	Staff	Salaries	F&GP	6,406.11	0.00	6,406.11
158	26.06.2026	BACs	Valda Energy	Street Lighting	F&GP	38.38	1.92	40.30
159	29.06.2026	BACs	British Gas	Monthly Charge	L&A	44.86	2.24	47.10
160	29.06.2026	BACs	British Gas	Monthly Charge	HALLS	342.62	68.52	411.14
161	29.06.2026	BACs	British Gas	Monthly Charge	HALLS	40.51	2.03	42.54
162	29.06.2026	BACs	British Gas	Montly Charge	G&B	32.27	1.61	33.88

Payments to be made following the Meeting (Payments)

ID	Paid Date	Method	Company	Description	Cost Area	NET (£)	VAT (£)	TOTAL (£)
157	02.07.2026	BACs	Cromwell Fire	Provision of new Fire Extinguishers	HALLS	87.66	17.53	105.19
156	02.07.2026	BACs	MC Groundcare Ltd	Grounds Maintenance	F&GP	1,655.00	331.00	1,986.00
155	02.07.2026	BACs	ACA Heating and Plumbing	Repair to pavilion toilet	L&A	49.72	9.94	59.66
154	02.07.2026	BACs	David Ogilvie	Provision and delivery of bench for Village Green	S106 - High Street	1,673.00	334.60	2,007.60
153	02.07.2026	BACs	The Cambridge Sign Company	Supply and installation of replacement sign	G&B	188.00	37.60	225.60
152	02.07.2026	BACs	Briar Security	Ploughman Hall Alarm	HALLS	115.70	23.14	138.84
151	02.07.2026	BACs	CAPALC	Training	F&GP	385.00	0.00	385.00
150	02.07.2026	BACs	Sanctuary	Monthly Charge	F&GP	252.00	50.40	302.40
149	02.07.2026	BACs	HMK Supplies	Toilet Rolls	Halls	7.75	4.65	27.90
					L&A	7.75	4.65	27.90
					TOTAL	15.50	9.30	55.80

112/26 To receive and ratify monthly accounts for payment**Accounts to be authorised 01.07.2026**

						TOTAL	15.50	9.30	55.80
148	02.07.2026	BACs	Alliance Asbestos	Sample - Landing Ground	G&B	125.00	25.00		150.00
147	02.07.2026	BACs	Aztek Services	CCTV call out	HALLS	201.00	40.20		241.20
146	02.07.2026	BACs	Connections	Hall Hire and Youth Club	F&GP	1,648.42	0.00		1,648.42
145	02.07.2026	BACs	Komplan	QEII Cableway replacement	EST - S106 Belsar's Farm	12,646.07	2,529.21		15,175.21
144	02.07.2026	BACs	5 Folds Admin	Octagon Hire	F&GP	48.00	0.00		48.00
170	02.07.2026	BACs	Monster	Orchard Tap	G&B	330.28	66.06		396.34
143	02.07.2026	BACs	Sports & Play Consulting	MUGA Tender Process	EST - S106 Belsar's Farm	3,500.00	0.00		3,500.00

Income received ahead of the meeting

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
43	02.06.2026	BACs	Jill Bridger School of Dance	Ploughman Hall Hire	HALLS	128.33	25.67	154.00
44	02.06.2026	BACs	Willingham Badminton	Ploughman Hall Hire	HALLS	91.67	18.33	110.00
45	02.06.2026	BACs	P and L Hoayun	Ploughman Hall Hire	HALLS	68.75	13.75	82.50
46	03.06.2026	BACs	1st Willingham Scouts	Public Hall Hire	HALLS	148.50	0.00	148.50
47	03.06.2026	BACs	Stretch and Tone	Ploughman Hall Hire	HALLS	45.00	9.00	54.00
48	09.06.2026	BACs	Connections Bus	Ploughman Hall Hire	HALLS	288.74	57.76	346.50
49	09.06.2026	BACs	Studio Fogg	Public Hall Hire	HALLS	120.00	0.00	120.00
50	15.06.2026	BACs	F W Cook	Cemetery - Interment and Burial Right Purchase	CEM	120.00	0.00	120.00
51	15.06.2026	BACs	F W Cook	Cemetery - Memorial	CEM	70.00	0.00	70.00
52	15.06.2026	BACs	A Rashid	Ploughman Hall Hire	HALLS	145.83	29.17	175.00
53	16.06.2026	BACs	F W Cook	Interment of Ashes and Burial Right	CEM	200.00	0.00	200.00
60	09.06.2026	BACs	Lloyds Bank	Bank Interest	F&GP	348.61	0.00	348.61
59	12.06.2026	BACs	HMRC	VAT Return	F&GP	1,054.80	0.00	1,054.80

Charge Card Statement Transactions

ID	Paid Date	Method	Company	Description	Cost Area	Net (£)	VAT (£)	TOTAL (£)
134	22.06.2026	BACs	Amazon	Stationery	F&GP	10.93	2.19	13.12
135	22.06.2026	BACs	Amazon	Stationery	F&GP	12.63	2.53	15.16
136	22.06.2026	BACs	Adobe	Monthly Subscription	F&GP	16.64	3.33	19.97
137	22.06.2026	BACs	Jet Pack	Monthly Subscription	F&GP	2.80	0.56	3.36
138	22.06.2026	BACs	Giff Gaff	Monthly Subscription	G&B	6.67	1.33	8.00

112/26 To receive and ratify monthly accounts for payment**Accounts to be authorised 01.07.2026**

139	22.06.2026	BACs	34SP	Monthly Subscription	F&GP	9.96	1.99	11.95
140	22.06.2026	BACs	Amazon	Hand Soap	L&A	2.50	0.50	3.00
					Halls	7.50	1.50	9.00
					TOTAL	10.00	2.00	12.00
141	22.06.2026	BACs	Amazon	Hand Towels	L&A	3.12	0.62	3.75
					Halls	9.38	1.88	11.25
					TOTAL	12.50	2.50	15.00
142	22.06.2026	BACs	Lebara	Monthly Subscription	G&B	4.17	0.83	5



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

Chairman: Cllr Derek Law

Clerk: Mandy Powell

RFO: Amy Rudderham

Tel: 01954 261027

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MINUTES of the Ordinary meeting of Willingham Parish Council held on Wednesday 3rd June 2026 at 7.30pm, in the Octagon, St Mary and All Saints Church, Church Street, Willingham

Present:

Councillors: Clark, Hales, Harris, Hutchcraft (Chair), McKee, Moore, Ramsden, Watson, Wilkinson

District Councillors: Hutchcraft and Rashid

County Councillor: Deter

Parishioners: Five

Deputy Clerk(s): Amy Rudderham (AR) and Sophie McNally (SM)

86/26 Apologies for absence

Apologies were received and noted from Councillor Phillips due to a work commitment, Councillor Mansfield due to being unwell and Councillor Law due to a personal commitment.

Action: Clerk

87/26 Declarations of interest

None declared.

88/26 Public forum (maximum 3 minutes per person, with an overall limit of 15 minutes) All parishioners wishing to speak, must make their name known to the Clerk prior to the commencement of the meeting. Maximum of five people to speak. Large groups must decide on a spokesperson representative. (Please see important note above)

A resident introduced themselves to the Council as the applicant for the co-option. No questions were raised and the Chairman thanked the resident for their application.

89/26 To consider applications for co-option into the role of Councillor.

An application had been received from one resident, which had been circulated to Councillors ahead of the meeting. Following a round of voting, Aisha Rashid was unanimously co-opted to the Council, signed her acceptance of office, and joined the meeting. Councillor Rashid did not vote on any of the meeting resolutions.

90/26 To receive and ratify minutes from the Council meeting held on the Wednesday 13th May 2026.

Councillor Hutchcraft proposed the minutes be accepted as a true record of the meeting, seconded by Councillor Harris and **resolved** with eight votes in favour and one abstention due to not being present at the meeting.

Action: Clerk

91/26 To deal with matters arising from the meeting on 13th May not covered elsewhere on the agenda.

None raised.

A member of the public arrived at the meeting at 19.35.

92/26 To receive and consider County Council report and any other reports and communications not covered elsewhere on this agenda including:

County Councillor Deter's report had been tabled and circulated ahead of the meeting.

Councillor Deter confirmed that she was continuing to chase regarding the railings on Long Pond and she was very disappointed that the works had not yet been completed.

With regards to Earith Road speed signage, Councillor Deter confirmed she had met with Councillor Harris and representatives of the Highways department that day, and had raised concern regarding the missing signage.

In a previous meeting Councillor Deter relayed she had received confirmation that the dragon would be used in Willingham with regards to the potholes. Councillor Deter confirmed that this had not happened to date, and she continued to chase for this to happen as soon as possible.

No questions were raised by Councillors. The Chair thanked Councillor Deter for continuing to chase these points on behalf of the Parish Council.

93/26 To receive and consider District Council reports and any other reports and communications not covered elsewhere on this agenda, including:

Councillor Hutchcraft and Councillor Rashid's joint report had been tabled and circulated ahead of the meeting.

Councillor Clark requested clarification on some of the District Committees that both Councillors were apart of.

Councillor McKee queried whether a cycle path to Rampton could be raised as part of the net zero grant referred to in the report. Councillor Harris confirmed this had been previously investigated and it had previously been determined the curb width along the entire stretch of road was not sufficient due to drainage ditches.

Councillor Harris referred to the High Court injunction for Cottenham/Histon contained within the report and requested the District Councillors revert to the Planning Authority regarding the injunction placed on land along Earith Road, as this would be coming to an end in the future. Councillor Hutchcraft confirmed that he would follow this up with the Planning Authority.

Action: Councillor Hutchcraft

94/26 Chair's report including:

The Chair noted that the Clerk, Mandy Powell, was unfortunately unwell and would not be serving the rest of her notice period, it would be taken as sick leave. The Council requested the office officially write to Mandy to wish her well on behalf of the Council and to thank her for her 16 years of exemplary service and guidance to the Council and residents of Willingham alike.

Action: Clerk

Notification had been received regarding the Northstowe Quarterly meeting to be held on 4th June at 2pm. The Deputy Clerk was requested to send apologies on behalf of the Council.

Action: Clerk

To receive correspondence from a local resident regarding wildlife and consider any actions

The correspondence had been circulated ahead of the meeting. The Council requested the office respond to the letter to thank the resident for their concerns and provide an update of the steps the Council were taking.

Action: Clerk

To receive and consider correspondence regarding The Field of Fun

The correspondence had been circulated ahead of the meeting. It was requested the office respond to the email to thank them for the correspondence and to confirm an advertisement could be placed on the noticeboard.

Councillor Harris was concerned that one of the events had been listed on the website as being held at the QEII. The Council requested the office look into this and request any information referring to the use of the QEII be corrected.

Action: Clerk

95/26 To receive from the following Committees: reports from lead councillors, note any delegated decisions taken, and make any recommendations.

a. F&GP Committee – updates and actions to be taken, including:

To receive and consider the draft Bereavement Leave Policy

The draft Policy had been circulated ahead of the meeting. Councillor Hutchcraft proposed that subject to the changes suggested the policy be adopted by the Council, seconded by Councillor Ramsden and **resolved** unanimously.

Action: Clerk

To receive and review the Willingham Flood Plan and consider any changes

The Flood Plan had been circulated ahead of the meeting and the Deputy Clerk (AR) had suggested some amendments to be made. Councillor Harris proposed the Council make the amendments suggested by the Deputy Clerk and the plan be updated and shared with the District Council. This was seconded by Councillor McKee and **resolved** unanimously.

Action: Clerk

To receive and consider the draft Fire Safety Policy

The Policy had been circulated ahead of the meeting. Councillor Hutchcraft proposed the Council adopt the Fire Safety Policy, seconded by Councillor Wilkinson and **resolved** unanimously. Councillor Hutchcraft thanked the Risk and Compliance Officer for her work with the Policy.

Action: Clerk

To receive and consider an update regarding flooding from R Mason

Mr Mason attended the meeting and engaged in a lengthy discussion with Councillors regarding his latest findings regarding the flooding issues faced by the village. Mr Mason confirmed that he was in the process of forming a letter to the Environment Agency which he would be providing to the Chair before it was sent.

Councillor Hutchcraft thanked Mr Mason for his time, effort and dedication to the work on behalf of the Parish Council.

b. Planning Committee – updates and actions to be taken, including:

To receive minutes from the meeting held on the 28th May and consider any actions

The Minutes had been circulated ahead of the meeting. These were noted by the Council and no questions were raised.

To receive information and consider any proposals regarding flooding as a result of the information provided by R Mason at the meeting of 28th May.

No proposal was brought forward by the Committee.

c. Halls – Updates and actions to be taken, including:

There was no update to note.

d. Cemetery – updates and actions to be taken, including:

There was no update to note.

e. Green & Boundaries – updates and actions to be taken, including:

To receive and consider information regarding the replacement camera for Meadow Road together with the provision and installation of a second post and camera

The information had been circulated with the agenda. Councillor Watson proposed the same camera be ordered at a price of £139.48 and taken from the Green and Boundaries – Meadow Road Maintenance budget. This was seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

A representative of WAG had confirmed that there were currently Kestrell's nesting in the box so the camera would need to be installed once nesting season had ended. The Chair thanked the representative for this information.

To receive and consider quotations received regarding the Community Orchard Tap

The quotations received had been circulated with the agenda. Councillor Moore proposed the Council accept the quotation from Monster Heating and Cooling for £396.34 to be taken from the Green and Boundaries – Community Orchard Maintenance budget. This was seconded by Councillor Watson and **resolved** unanimously.

Action: Clerk

To receive and consider WAG's request to host a community walk at the Wildlife Meadow, Meadow Road, on 14th June 2026.

The information for the proposal was circulated to the Council ahead of the meeting. Councillor Moore proposed permission be granted for the walk to take place, seconded by Councillor Harris and resolved unanimously.

Action: Clerk

To receive and consider the proposal received from WAG for the siting of a new picnic bench at the Wildlife Meadow, Meadow Road.

The information had been circulated ahead of the meeting. Councillor Watson proposed WAG be granted permission to site the picnic bench near the pond at the Wildlife Meadow, seconded by Councillor Moore and **resolved** unanimously.

Action: Clerk

It was noted that any costs incurred in relation to the provision, installation or future maintenance of the bench were the responsibility of WAG and that the bench would not be considered as an asset of the Parish Council and would therefore not be covered by its insurance.

f. Leisure & Amenities – updates and actions to be taken, including:

Councillor Clark reported to the Council that there was a recent arson attack on a picnic bench at the QEII field. The fire was found by a regular user group of the Ploughman Hall, who used fire extinguishers from the Ploughman Hall to extinguish it whilst the fire brigade arrived. The Deputy Clerk (AR) confirmed this had been reported to the police. Initially it was thought the CCTV had not worked but it had now been discovered to have captured the incident and this would be passed to the police.

Action: Clerk

To receive and consider WAG's proposal for Hedge Laying of the hedge located between the rear of the Ploughman Hall and the QEII playing field

The information had been circulated ahead of the meeting. Councillor Hutchcraft proposed WAG be granted permission to carry out the hedge laying and award the £250.00 contribution towards the costs, to be taken from the Green and Boundaries – WAG budget. This was seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

96/26 To receive and ratify monthly accounts for payment.
(see attached list)

The Accounts were circulated ahead of the meeting. Councillor Harris proposed they be paid as listed, seconded by Councillor Watson and **resolved** unanimously.

Action: Responsible Finance Officer

97/26 Police update including:

Councillor Hutchcraft reiterated the recent arson of a picnic bench on the QEII.

Councillor Clark requested if there was any information in relation to a car that has been parked outside of the Pavilion for a long time and now had a flat tyre. The Deputy Clerk (AR) confirmed that the office had reported this to the police but as the car was taxed and insured, there was nothing that could be done. The Deputy Clerk advised that due to GDPR the Parish Council could not obtain the details of the owner.

98/26 To receive an update on HCVs and traffic/Highways issues and ratify any actions including:

To receive correspondence from Councillor Deter regarding speed signs and consider any actions

Correspondence was circulated ahead of the meeting. Councillor Harris proposed the Council accept four signs, seconded by Councillor Clark and **resolved** unanimously.

Action: Clerk

To receive and consider information regarding the purchase of Data Loggers

Councillor Harris proposed that once confirmation had been received that the data could be successfully downloaded from the Data Loggers, the Parish Council purchase two at a price of £100.00 each to be taken from Highways section of the budget. This was seconded by Councillor McKee and **resolved** unanimously.

Action: Councillor Harris

99/26 Environment and Sustainability update including:

Nothing to report.

100/26 Items for future meetings

Sanctuary payments

MUGA

QEII picnic bench

Co-Option

101/26 Date of next meeting

1st July 2026

Councillor Hutchcraft reminded all Councillors of their upcoming mandatory Code of Conduct training on 10th June 2026.

Meeting closed at 9.04PM

I received the attached Environment Agency briefing via the Rivers Trust a couple of days ago and have just seen the news that Cambridge Water Company are in the process of sending out similar letters to all customers.

I'm busy attempting to make my findings understandable to a broader audience and don't have anything new to report. However, I believe that a reminder that Willingham still has groundwater issues even during this drought deserves airing. This is the green in the afternoon on 10th June, a fortnight ago, following just half an inch of rain.

Kind regards

Roger



Prolonged Dry Weather Declared in parts of East Anglia Area

22 June 2026

Situation

East Anglia has now declared **Prolonged Dry Weather** in three of its catchments after receiving only 37% of the long-term average rainfall over the past three months.

Winter is normally the key period for groundwater recharge, when rainfall replenishes aquifers that help sustain river flows during the summer. This past winter provided good recharge, and most catchments returned to normal or above-normal groundwater levels. However, the winter recharge period ended early in some parts of the Area and levels are now declining as we move into summer.

The ongoing dry weather has resulted in increasingly dry soils and falling river levels, putting pressure on water availability for agriculture, businesses, and the environment. Although recent showers have offered brief, localised relief, conditions are expected to dry out again as the forecast points to continued dry weather.

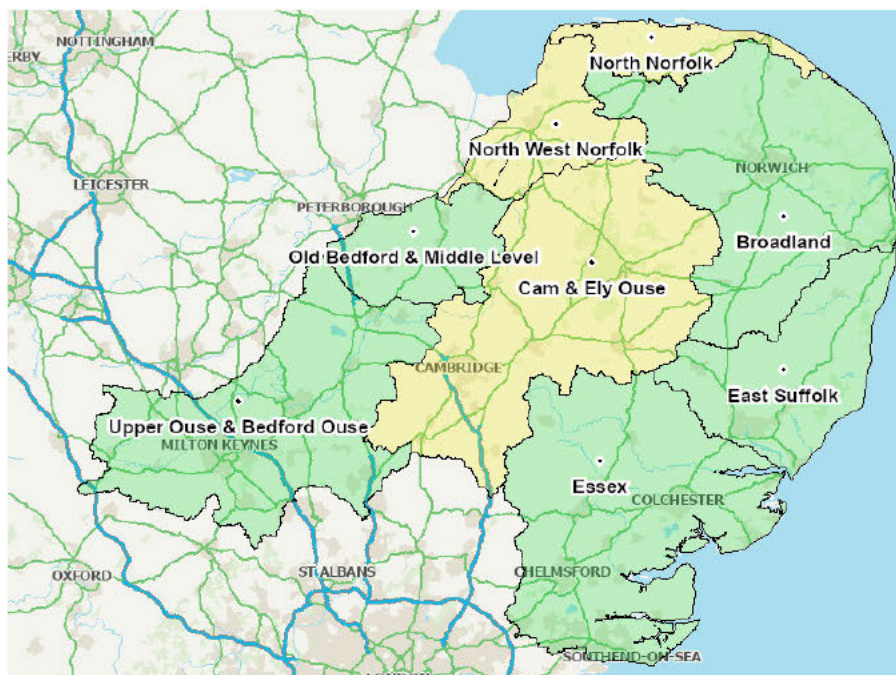
We continually monitor a range of dry weather indicators, and it is now appropriate to declare:

The following catchments have moved into 'Prolonged Dry Weather':

North Norfolk North-West Norfolk
Cam & Ely Ouse

The following catchments remain 'Normal':

Upper Bedford Ouse Old Bedford & Middle Level Broadland Rivers
East Suffolk Essex



customer service line
03708 506 506

incident hotline
0800 80 70 60

floodline
03459 88 11 88

What we are doing

We are increasing our environmental monitoring using remote telemetry systems and on-site observations. Our teams are also preparing to respond to environmental incidents linked to Prolonged Dry Weather, such as river pollution or fish in distress.

We are working closely with partners, including Internal Drainage Boards, Water Abstractor Groups, farmers, and water companies, to manage water abstraction. Where necessary, we are asking abstractors to reduce the volumes they take, in line with their licence conditions, and we may seek voluntary restrictions in particularly vulnerable areas.

We have updated our Prospects for Irrigation, which will be available on the [Farming Advice Service](#) website shortly.

If hot and dry conditions persist, we cannot rule out the need for more formal abstraction restrictions.

Working with water companies

We are working with water companies who operate in East Anglia to share information on water availability, operational activity, and any emerging concerns.

Water companies operating in this area provide a range of advice and tools to help households and businesses use water more efficiently. Further guidance, along with details of their Drought Plans, is available on their websites.

How you can help

We can all play a part in using water wisely and helping to protect this precious resource. Practical water-saving tips for households and businesses are available from [Waterwise](#).

We also encourage the public to report any sightings of fish in distress or other environmental impacts by calling our **24-hour Incident Hotline** on **0800 80 70 60**.

Kind regards

Sadia Moeed, East Anglia Area Director (West)
Brampton Office, Bromholme Lane, Brampton, Huntingdon, Cambridgeshire, PE28 4NE

Graham Verrier, East Anglia Area Director (East)
Iceni House, Cobham Road, Ipswich, Suffolk, IP3 9JD

Email: areamanagercorrespondence.eastanglia@environment-agency.gov.uk

More information can be found here:
www.gov.uk/government/organisations/environment-agency

ELY FOODBANK

HELP AT THE TIME OF CRISIS, HELP TO MOVE FORWARD

Countess Free Church,
Chapel St, Ely, CB6 1AD
01353 468 826
info@ely.foodbank.org.uk
15th June 2026

Dear Willingham Parish Council,

I am writing to thank you for your generous donation to Ely Foodbank. Your support means the world to us, and more importantly, to the individuals and families who rely on our services during their most challenging times. Your donation allows us to continue our essential work and ensures that no one in our community has to struggle for food. Every act of generosity, no matter the size, has a profound impact on those who need it most.

At Ely Foodbank, we believe that no one should have to choose between heating their home, paying rent, or putting food on the table. Every year, we provide emergency food parcels and essential support to over 9,000 people across our community who are facing hardship. We not only supply food but also work alongside partner organisations to provide additional resources such as financial advice, mental health support, and guidance to help individuals regain stability.

Your generosity directly impacts the lives of those in need. Here's what some of our clients have said about how Ely Foodbank has helped them:

"Losing my job left me feeling hopeless. The foodbank not only helped me with food but also signposted me to local support that helped me get back on my feet. Without their assistance, I don't know how I would have managed." John

"Being a single parent, it is often difficult to make sure my children have everything they need. The foodbank's help meant my kids didn't go to bed hungry, and I felt like someone truly cared about our situation." Izzy

Once again, thank you for your generosity, your contribution has directly touched lives and brought comfort and relief to those in need.

With heartfelt thanks,



Jessie Byford
Fundraising Officer, Ely Foodbank



OVER DAY CENTRE

The Over Day Centre Association

1 Drings Close, Over
Cambridge CB24 5NZ

T: 01954 231807 E: care@overdaycentre.co.uk

www.overdaycentre.co.uk

Registered Charity No: 1196202

Willingham Parish Council,
c/o Ms. Amy Rudderham,
Parish Clerk,
The Parish Council Office
Ploughman Hall
West Fen Rd,
Cambridgeshire,
CB24 5LP.

10th June 2026

Dear Amy,

Over Day Centre would like to thank Willingham Parish Council for their generous grant of £3,000. Your continued support is very much appreciated, and we would like to invite your Councillors to visit our charity and meet with the staff and clients. I would also be delighted to talk about the work that we do and how we intend to go forward into the future with support for older people. The Councillors would be made most welcome.

Kind regards,

Hayley Smith
Centre Manager



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider Grant Application requested received from Willingham Action Group.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Willingham Action Group have created at Community Larder. They are requesting a grant of £500.00 toward the initiative. The Larder runs solely on donations and WAG are requesting a Grant to be used to top-up donations when required.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	WAG have provided a Grant Application Form together with a copy of the accounts. The Council should note the accounts provided are as of 31 st March 2025.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	WAG have requested £500.00. There is £300.00 remaining in the Grants budget for the financial year to April 2027.



WILLINGHAM PARISH COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE

1 Name of Organisation:

Willingham Action Group

Community Larder initiative

2 Name and address of correspondent (and office held):

[REDACTED]

3 What are the objectives of your organisation?

WAG is a wide ranging village association whose object is to improve the lives of the people living in the village. In this particular case, we are providing free food (non-perishable) via a box kept in the Church porch.

4 Is membership/support open to any resident of Willingham, regardless of sex, age, ethnic origin, religion, disability or sexual orientation? If not, please give reason:

Yes

5 Amount of grant applied for

£500

6 Purpose for which the money will be used. Please explain clearly and simply the reason for your request.

The community larder relies on donations from the local community. The initial donations were made by the volunteer group who have set up and manage the scheme. After the first two weeks of

operation donations are now not keeping up with demand.

A grant fund from the Council would be used to top-up voluntary donations when needed. It is hoped that as the scheme is publicised and the local community become more aware of it, that donations will increase.

7 Have you applied for grant aid to any other organisation (including local authorities)? If so, to whom (please give details of the decision on your application):

No

8 Is there anything else you wish the Parish Council to take into account when considering this application?

Willingham is not close to any formally run food bank facility and we believe there are families within our community that would find some basic support invaluable.

9 Please ensure that you have attached up to date examined accounts in support of this application.

Attached

10 Bank Details If Grant approved can be paid directly.

Bank Name: [REDACTED]

Account Number: [REDACTED]

Sort Code: [REDACTED]

Account Name: Willingham Action Group



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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive an update from the Finance Officer regarding the deficit with Sanctuary.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	As the Council were previously aware, Sanctuary had contacted the RFO to confirm there was a deficit. The payment method was then changed from the Direct Debit to monthly invoicing in order that the RFO could monitor the situation going forward. The RFO has spent considerable time in conversations with Sanctuary as to how this deficit was reached and has challenged a number of responses received from them. Following not satisfactory responses from Sanctuary, the RFO raised a complaint with the CEO of Sanctuary. Confirmation has now been received to confirm the reported deficit amount will be written off by Sanctuary and the Council do not owe anything further, other than the monthly invoicing.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Confirmation from Sanctuary, attached.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

Amy Rudderham

Subject: Willingham Parish Council - Sanctuary Lifeline - Complaint

Sent: 08 June 2026 13:46

To: Amy Rudderham <rfo@willinghamparishcouncil.gov.uk>

Subject: FW: Willingham Parish Council - Sanctuary Lifeline - complaint

Good morning, Amy,

Following a further internal review, I would like to confirm that it will not be necessary to present this matter to the Full Council in July for approval to release payment of the historic balance of £529.44.

Upon reflection, we have made the decision to fully resolve the account by writing off the outstanding balance. This will bring the account to a zero balance as of 30 April 2026.

As you have confirmed that the May and June invoices will be settled in accordance with your usual processes, no further action is required in respect of the earlier balance.

We value our working relationship with Willingham Parish Council and are keen to move forward positively. I hope this resolution helps to draw a line under the matter and enables us to continue working together smoothly going forward.

Please do not hesitate to contact me if you require any further information.

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

Credit Control Team

Sanctuary Supported Living

NRD Team – SSL Credit Control

Endeavour House, Castle Street, Worcester, WR1 3ZQ

Tel: 0800 917 0131 Ext: 34834

Website: www.sanctuary.co.uk

Sanctuary
Supported
Living

Pathways for independence

Sanctuary Supported Living is part of Sanctuary Group



PLANNING COMMITTEE MINUTES

Minutes of the Planning Committee meeting of Willingham Parish Council held on Tuesday 23rd June 2026 at 7:30pm, in the Parish Council office, Ploughman Hall, West Fen Road, Willingham.

Present:

Councillors: Hales, Harris (Chair), Hutchcraft, Law, McKee, Watson

Parishioners: None

Deputy Clerk: Amy Rudderham

Compliance Officer: Annika Osborne (left the meeting at 7.39PM)

Meeting opened at 7.31PM.

1. To receive apologies for absence

Apologies were received and noted from Councillor Law, due to a personal commitment.

Action: Clerk

2. Declarations of interest

None declared.

3. Public forum (*maximum 3 minutes per person, with an overall limit of 15 minutes*) All parishioners wishing to speak and who are on the Electoral register, must make their name known to the Clerk prior to commencement of the meeting. Maximum of five people to speak. Large groups will need to decide on a spokesperson representative

None.

4. To approve the minutes of the meeting held on Thursday 28th May 2026

Councillor McKee proposed the Minutes be accepted as a true record of the meeting, seconded by Councillor McKee and **resolved** with four votes in favour and one abstention due to not being present at the meeting.

Action: Clerk

5. To deal with any matters arising from the minutes of the meeting held on 28th May 2026, not covered elsewhere on this agenda

None raised.

6. Planning Applications for consideration

- (i) 26/01053/FUL – Land South Of Stanton Mereway Willingham Cambridgeshire – Demolition of existing building and the erection of a stable block, menage and car park. Change of use from agricultural land to equestrian use. – Mr Casey

Councillor Harris proposed the Council recommend refusal of the application and should re-iterate is previous comments, being:-

1. The Council noted that some of the information/replies on the email chain with the Planning Officer, submitted on the Planning Portal, were incomplete. The document which the Council referred to was titled AGENT EMAIL REGARDING PROPOSAL DETAILS.

2. The Council further noted that plans had been submitted to the Planning Portal of stables, however stables were not mentioned in the wording of the application.
3. Within Section 2 of the Preliminary Ecological Assessment and Biodiversity Net Gain Report, submitted on the Planning Portal, the Council notes items which could indicate possible contamination of the site which may require extensive works to ensure the land is safe for the use of animals.
4. The Council noted under the British Horse Society Welfare Guidelines, each individual horse should have an average pasture of 1-1.5 acres for grazing and exercise. The Council were concerned the number of stables shown on the plan was more than needed for the size of the land (around 3.2 acres).

The Council was concerned the application appeared misleading for what the applicant appeared to be endeavouring to achieve.

The Council would further add:-

1. The Council did not believe that a square menage is a standard shape.
2. The Council noted that the latest report from the Ecology Officer stated that there was insufficient information.
3. The Parish Council had been made aware of objections of nearby residents who are active in the equine community.

This was seconded by Councillor McKee and **resolved** unanimously.

Action: Clerk

7. Notification of Planning Appeal for consideration

- (i) EN/00182/26 – Appeal against – without planning permission, the carrying out of operational development including engineering operations, importation of rubble and hardcore, formation of hardstanding and concrete, creation of an access and internal roadway, digging of trenches, installation of services and installation of septic tanks. – n In Between Caravan Park And Highland Cow Farm, Earith Road, Willingham, Cambridgeshire – Nicole Stevenson, Megan Stevenson, Stephen Henry, Susan Twinley and James Ayres.

Councillor Harris proposed the Council respond to the Planning Appeal with the following comments:-

1. The Planning Committee confirmed their support of the enforcement action taken. The Parish Council had previously strongly objected to the Planning Applications.
2. The Parish Council re-iterated that it had concerns of the intended use of the site when the Planning Application was being consulted on.

This was seconded by Councillor Hales and **resolved** unanimously.

Action: Clerk

8. Street Naming and Numbering Notification

- (i) To receive and consider notification of Street Naming in relation to New Dwelling, Land North Of Lyndhurst, Station Road, Longstanton – 26/00090/INFSDC

Noted.

9. For Information Only

- (i) 26/02102/CL2PD – 167 Station Road Willingham Cambridgeshire CB24 5HG – Certificate of lawfulness under S192 for the use of the property as a small children's residential care home withing Use Class C2 – Atlas Childrens Home

Noted.

10. Correspondence

(i) To receive and consider correspondence from Greater Cambridge Shared Planning regarding 26/01459/HFUL – 111 Rampton Road Willingham Cambridgeshire CB24 5JF – Erection of annexe to front – Mr Michael Ward
Noted.

(ii) To receive and consider correspondence from District Councillor Hutchcraft regarding 24/03808/OUT – Land to the rear of 29 Schole Road Willingham
Noted.

(iii) To receive and consider correspondence from Greater Cambridge Shared Planning regarding 24/03808/OUT – Land to the rear of 29 Schole Road Willingham
Noted.

(iv) To receive and consider correspondence from District Councillor Hutchcraft regarding 25/04556/FUL – Land at Station Road Willingham
Noted.

(v) To receive and consider correspondence from Greater Cambridge Shared Planning regarding 25/04556/FUL – Land at Station Road Willingham
Noted.

(vi) To receive and consider correspondence received from District Councillor Hutchcraft regarding the Cambs Development Corporation
Noted.

(vii) To receive and consider correspondence from Greater Cambridge Shared Planning regarding a training session to be held on Tuesday 21st July 2026
Councillors Harris, Hales, Watson and Hutchcraft confirmed they would be available to attend.

Action: Clerk

(viii) To receive and consider correspondence received from Greater Cambridge Shared Planning regarding Local Validation checklist consultation
Noted.

(ix) Any Other Correspondence

- i. Correspondence had been received regarding the upcoming Parish Planning Forum meeting to be held virtually on 19th August 2026 at 5pm. Councillor Harris confirmed he would be available to attend the meeting.

Action: Clerk

- ii. Correspondence was received from a resident objecting to planning application 26/01053/FUL. The correspondence was noted by the Planning Committee.
- iii. Correspondence had been received from Greater Cambridge Shared Planning regarding application 23/01264/OUT, confirming the application has been disposed of on 22nd June 2026. The correspondence was noted by the Planning Committee.

11. Items for future meetings

- (i) 26/02356/CL2PD – 77 Earith Road Willingham Cambridgeshire CB24 5LS – Certificate of Lawfulness under S192 for the Siting of Caravan to provide additional accommodation for family of Homeowners – Whitlock & Lowe Ltd – For Information Only
- (ii) 26/01816/FUL – 21B Green Street Willingham Cambridgeshire CB24 5JA – Erection of cladding on sides of existing agricultural building and provision of roller shutter doors – 21B Green Street Willingham Cambridgeshire CB24 5JA – Mr Richard Law

12. To decide date of next meeting

Thursday 2nd July 2026.

Meeting closed at 8.09PM

DRAFT



Willingham Parish Council

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1ST JULY 2026 – HALLS REPORT

The Parish Council office were contacted on to confirm that debris from a first floor window sill had fallen on to a parked car below. Damage has been caused to the vehicle and the owner is in contact with the Clerk and has been very understanding on the process. The Insurance company has been notified and the Clerk is working with them to answer any queries they have. No definitive answer has been received to date.

Due to the incident mentioned above, a proposal has been put together regarding the Public Hall and will be addressed under item 111/26 c of this meeting.

Councillor Clark

24th June 2026



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serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider an update on the current condition of the Public Hall and consider the implications of future bookings
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Please see attached, Appendix 1.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the attached Schedule of Public Hall Work, Appendix 2.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	The proposals listed in Appendix 1 do not carry any cost implications to the Council immediately. However, should the Council wish to refuse any future bookings on the Public Hall, then there will be a loss of income.



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PUBLIC HALL INFORMATION – FULL COUNCIL MEETING 1ST JULY 2026 **APPENDIX 1**

As the Parish Council is aware, the structure and overall general condition of the Public Hall has been deteriorating over many years. The Parish Council resolved at the Full Parish Council meeting held on 5th February 2025 (item 25/25) to dispose of the asset once the Scouts had found an alternative setting. The Scouts had verbally indicated to Councillor Clark that they would end their hire of the hall at the end of the current academic year (2025/26). They have indicated in a recent email to the office that this may have to be extended to the end of the calendar year due to unforeseen circumstances.

However, this month an incident has occurred where masonry has fallen from the building window sill onto a car parked in the area of Westminster Care car park, which is directly adjacent to the hall. The office immediately notified the insurers and they have provided all information they have subsequently requested. Upon being made aware of the incident, the office coned and taped off the areas of concern, being the ground directly underneath the windows, at both sides of the building. Councillor Clark visited Westminster Care and warned them of the potential risk. The office also followed this up with an email. Warning notices have been erected at the Public Hall so that anyone visiting or in the vicinity of the Hall, are aware. Users of the Public Hall have also been made aware of the potential risk, and the office is actively seeking quotes from building firms to assess and, if appropriate, mitigate the risk of falling masonry. However, this is proving to be difficult.

Currently, the 1st Willingham Scouts (Scouts, Beavers and Cubs) together with Studio Fogg, are the only regular hirers of the hall. The Council is aware of the Scouts intention to move away from the Public Hall and the office have also been made aware that Studio Fogg have also been trialing classes at alternative locations.

In the light of the above, the Council needs to consider the continuing hire of the hall very carefully. In accordance with clause 28 of the Hire Terms and Conditions for Community and Education groups hiring the Public Hall, the Lead Councillor for Halls, along with agreement from the Deputy and Vice-Chair, cancelled all bookings of the Public Hall with immediate effect from, and including, 23rd June 2026, until the Full Council meeting on 1st July 2026, at which the Council will need to carefully consider whether or not to accept future bookings of the Public Hall. The Clerk was requested to contact Tim Mead (Willingham Scouts) and Laurie Pearce (Studio Fogg) to confirm this and followed this up in writing.

The Clerk was instructed to offer the Pavilion or the Side Hall as an alternative provision for the classes to continue until the meeting date of 1st July 2026.

The Clerk was also requested to instruct both regular user groups that as of 23rd June 2026, they were not to enter the Public Hall, under any circumstances, without the prior written consent of the Parish Council Office.

The Clerk has spoken with a representative of both the Scouts and Studio Fogg who have been very understanding of the situation and is working with the representatives to accommodate the groups.

Considering all of the information above, Councillor Wilkinson would propose the following, under Agenda item [] :-

1. The Council requests the office to issue formal notice to all regular users with immediate effect as of 1st July 2026, cancelling all bookings at the Public Hall
2. The Council allow the regular users of the Public Hall to use either the Pavilion or the Side Hall for the remainder of bookings until the end of the current academic year (2025/26).
3. The Council no longer accepts any future bookings of any kind, for the Public Hall
4. No-one, other than members of the Parish Council, Parish Council Staff or contractors, are to enter the Public Hall.
5. The Council requests all keys held by regular users are returned to the Parish Council Office immediately.
6. Regular users make an appointment to enter the hall at a mutually convenient time with either the Parish Council Office or a Parish Councillor in order to remove any belongings stored within the Public Hall.



PUBLIC HALL WORKS – APPENDIX 2

Date of Report: **28 October 2024**

Work identified	Remedial work required	Cost
Parapet wall to front of property enclosed the gable end and there is a needle stone to the centre and concrete spears to left and right side.	Needle stone and concrete spears need to be checked to ensure they are secure and repairs to needle stone inevitably required	£1,000
Smaller parapet wall above main entrance door.	General repairs to stone coping and spear will be required	£600.00
Timber fascia board and soffits in poor condition and need redecoration	Include within external redecoration section which follows as inevitable areas will require replacing	£2,000
Chimney stacks	Repointing required	£2,000
Gutters to front right side not connected to downpipe No gutter to front porch	General overhaul of gutters	£600.00
Weather brickwork on front façade beginning to deteriorate To left and right side and rear elevation face brickwork has fracturing above and below windows starting above airbricks continuing to underside of sills at first floor level Indication of flexing in foundations to front part of property and slight rotation indicative of foundation movement, may be result of failure of drainage system and full inspection is required	A complete overhaul of external walls will be required by way of repointing and installation of helical bars following confirmation that the movement has been eradicated, and the property has found a new equilibrium	£20,000

Assuming drains are the problem once fixed helical bars need to be installed across cracked brickwork both to left and right hand side followed by repointing Internally there is penetrating dampness and externally loose pointing and missing bricks where alterations have been carried out previously First floor elevation – gallow effect steel straps – unclear why installed but they are rusting.		
Windows are deteriorating as are the stone sills	Stone sill needs to be repaired by way of preparing the stone sills, removing loose and delaminated sections preparing the subbase and providing a resin render coating incorporating the relevant angle and stop beads	£3,400
Windows in poor condition with rusted sections and frames are rotten in sections	Windows need to be upgraded/replaced Will not be operationally sound within 5 years	£40,000
Doors – door to rear is not compliant DDA compliant door as unobstructed clear opening width is less than 700mm	Replace door and opening Access ramp should be installed externally and an accessible door installed	£3,500
Drainage assumed to be combined drainage system incorporating salt glazed underground stoneware pipes Concern underground pipes not least due to movement in property towards front elevation.	Inspect with CCTV and do remedial works	£2,000
Sunken tarmac at front of property Deterioration of brickwork at low level where water being held on shingle drive	Repair paths and driveway Weed Install French drain	£3,00 French drain and single driveway £3,000 – resurface front

Boundary fencing	Repair as ongoing maintenance	£800
Internal floors higher than external ground level to front of property Timber floorboards look like original – general wear and tear Timber floorboard beginning to soften notably adjacent to door leading into hall on ground floor. Water staining and water rising through concrete steps and high moisture readings	Recommend ACO drain be placed across threshold of door externally Recommend insulate floors but before need to eradicate dampness Instruct timber and damp-proof specialist to carry out intrusive inspection of floors – suspect sleeper walls and damp course has failed and drains are leaking causing dampness to rise up. Remedial works to damaged timbers Renew floor coverings	£10,000 £10,000 (insulation only) £25,000
Staircases Rear – spindle is missing Penetrating dampness to stairwell walls Deteriorating paintwork plaster and brickwork on front staircase	Contracted slip resistant nosing strips to both staircases Replace missing spindle Contrasted paintwork to show change in levels for those with limited visibility Treat dampness Damp course	£3,000 £10,000
Dampness throughout building	Once eradicated dampness internal face of external walls should be insulated by dry lining with insulated plasterboard, replastering and redecoration	£53,600
Door width	Increase door widths	£2500

Ceilings are close boarded tongue and groover vaulted ceilings on first floor and ground floor, textured coatings to main hall and entrance lobby., Artex did originally contain asbestos – we understand there is an asbestos register for this property	Underside of roof should be insulated by way of securing insulated plaster board	£19,800
Toilets	Overhaul and widen doors	£800
Small kitchen	Upgrade	£700
Power outlets and switched`	Need adjusting when insulated and dry lined	£9,000
Fire alarms	Upgrade system	£3,000



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1ST JULY 2026 – CEMETERY REPORT

A resident has raised concern regarding a tree located in the Cemetery, overhanging into their property. The tree is located in the area of where the shed was previously. The office have liaised with ATLAS Tree Surgery to request the tree is assessed and a written report and quotation provided for any proposed works needed.

Councillor Hales

24th June 2026



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1ST JULY 2026 – GREEN AND BOUNDARIES REPORT

Replacement Bench - Village Green

The replacement bench following the Arson attach has been received and installed. The invoice for the bench itself is listed on the payment schedule under item 112/26. Once the office has received the installation invoice, all invoices will be provided to South Cambridgeshire District Council, for payment of the awarded grant funds to the Parish Council.

Tap works - Community Orchard

The works have now been completed for the tap works at the Community Orchard and the tap and the irrigation system now run independently of each other. The invoice for the works is listed on the payment schedule under item 112/26.

WAG Request – Community Orchard

WAG have requested permission from the Parish Council to host a community event at the Community Orchard. The Council will need to resolve whether to grant permission under item 111/26 e, of the Agenda.

Councillor Watson

24th June 2026



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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider request from Willingham Action Group (WAG) regarding an Orchard Walk on 13 th September 2026.
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	The office has received a request from WAG to request permission to host an Orchard Walk in the Community Orchard on 13th September 2026. A member of WAG has confirmed that this will be of a similar arrangement to the Wild Meadow Walk hosted by WAG and they will produce a risk assessment to the office ahead of the event. The walk will discuss fruit growing, conservation and woodland areas.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	None.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

From:



Subject:

Re: Orchard

Date:

19 June 2026 09:32:56

To WPC:

WAG request the permission of WPC for an Orchard Walk on 13 September in the Community Orchard. This will be a similar arrangement as the Wild Meadow Walk and we will produce a risk assessment for the event. The walk will discuss the fruit growing, conservation and woodland areas.

Best wishes

J  Sweet



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1ST JULY 2026 – LEISURE AND AMENITIES REPORT

MUGA

Michael Carter has been working on the Tender documentation for the construction of the MUGA. Michael has provided a draft of the Tender documentation together with the Scope of Work and Specifications. Under item 111/26 f, the Council needs to resolve whether to accept these documents in order that Michael can move forward with the project.

First Aid incident – Pavilion

Whilst completing an inspection of the Pavilion with the Compliance Officer, Annika found that the first aid book had been used but not completed correctly. Annika has liaised with the Willingham Wolves to reiterate the correct protocol of reporting incidents when they occur. This is addressed under agenda item 111/26 f.

Human Waste issue – Recreation Ground

It was reported to the office that over the weekend of June 13th/14th human waste discovered by one of the portable goal posts next to the Pavillion and some was smeared on the pavilion building.

The Office obtained quotations to clean the affected areas as quickly as possible. The cheapest quotation was from Cambs Advanced Cleaning for £300.00. The firm came out the same day to complete the works. The Office are still awaiting an invoice for the works completed.

Picnic Bench Arson – QEII

A report of the arson attack on one of the bench/tables in the QEII has been submitted to the police, which also included copies of CCTV footage. We have yet to hear back from the police with any information.

Under item 111/26 f, I would propose the Council instruct the office to obtain quotations for the removal and disposal of the bench, as it is no longer fit for purpose. It is an eyesore and we do not want kids playing on it. Also, seeing it there in its burnt state, could provoke another arson attack or give other kids some bad ideas.

With regards to replacement. I would propose the Council requests the office to obtain quotations for a replacement that is of a different material, so that this can be considered at a later date and budgeted for, for replacement, if the Council wishes to do so, next financial year.

Councillor Phillips
24th June 2026



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Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the MUGA Tender Document together with the Scope of Work and Specifications received from Sports & Play Consulting
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	At the previous meeting under item 76/26 f., the Council resolved to instruct Michael Carter of Sports & Play Consulting to manage the MUGA project. As the first stage of this project, Michael has produced the Main Tender Document together with the Scope of Works and Specification. These documents will be uploaded to the Government's Find a Tender service.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the attached Main Tender Document together with Appendix A: Scope of Works and Specification.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	This is included in the fee of £3,500.00 approved by the Council at the previous meeting under item 76/26 f..

Willingham Parish Council

Main Tender Document

For the Design and Build of:

New Multi Use Games Area & Pathway

Full Tender to be submitted no later than:

16:00 Hours on 28th of August 2026

Late submissions will be disregarded.

This document is owned by Sports and Play Consulting Limited and is not to be shared publicly, or any of the content copied or used for commercial purposes, without the explicit consent of the owner.

Contents

APPENDICES	3
1. General Requirements	4
1.1 Project Overview	4
1.2 Quotations	5
1.3 Non-Consideration of a Tender Response	5
2. Contract Conditions	6
2.1 Works and Standards	6
2.2 Purchase Order and Contract Agreement	6
2.3 Insurance	6
2.4 Contractor Documentation (Post Award)	7
3. Project Timetable	7
4. Scoring Criteria	8
4.1 Scoring Table	8
4.2 Scoring Matrix	9
5. Procurement Process	10
5.1 Type of Procedure	10
5.2 Site Visit	10
5.3 Questions and Clarifications	10
5.4 Notice of Intent to Bid	11
5.5 Short Listing of preferred submissions	11
5.6 Consultation or Public Engagement	11
5.7 Revisions and Negotiation	11
5.8 Decision and Award of Contract	12
5.9 Supplier Notification	12
6. Named Contact for Project	12
7. Supplier Submission Checklist and Instructions	12
7.1 The Supplier Checklist	12
7.2 Design and Tender Instructions	13
7.3 Submission Instructions	13

APPENDICES

Appendix A:	Scope of Works and Specification
Appendix B:	Form of Tender
Appendix C:	Warranty and Reference Information
Appendix D:	Draft Building Agreement
Planning Documents:	Planning Permission Application Biodiversity Report Construction Management Plan Planning Statement Pathway Entrance Site Plan – Pathway and MUGA Block Plan – Pathway and MUGA Tennis and Netball Plan Brief Arboricultural Report

1. General Requirements

1.1 Project Overview

In 2009 initial plans for a Multi-Use Games Area (MUGA) on Willingham recreation ground were drawn up by the Willingham Sports Council but shortly afterwards the Sports Council was disbanded and the plans shelved. When ring-fenced S106 money for public open spaces from the new developments became available, the Parish Council agreed that resurrecting the MUGA plans was a priority. The aim would be to provide a fenced all-weather surface with floodlights to allow year-round use.

Following a public consultation in 2019 and various designs, surveys and planning applications since, the final agreed proposal was for the construction of a tennis and netball court with floodlighting together with a flood plain compensation scheme. This development is financed through the use of Section 106 contributions from recently developed new housing developments within the Willingham Parish. The use of this finance is consistent with the requirements for spending section 106 contributions towards the development and use of Public Open Space, which meets strategic local need for more floodlight training pitches for use all year round across the District and as defined in the Cambridge and South Cambridgeshire Playing Pitch Strategy 2015-2031 for South Cambridgeshire and Cambridge City adopted in June 2016 which aims to provide a strategy which addresses the needs of the community and ensure that the right facilities are available to support the various sports played in the area.

Planning Application Reference: 26/00382/FUL

Planning Permission has been granted with reference to the above application number, with all associated documents provided on the Greater Cambridge Planning Portal. However, the key appendices have been included within the tender pack, which does form some conditions that the Principal Contractor will be responsible for submitting for approval prior to any Works commencing.



Site Address: Recreation Ground, West Fen Road, Willingham, CB24 5LP

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1.2 Quotations

- All pricing should be exclusive of VAT and GBP (£).
- Pricing must remain valid for **90 days** from the date of the tender response deadline. If the quotation by the preferred supplier fluctuates after this 90-day period, the Employer has the right to re-start the process or enter into discussions with some or all suppliers who submitted a response.
- Prices will be fixed and firm for the duration of the contract.
- A Retention of 5% will be held for a period of 12 Months from the date of completion, at which point the Contractor must raise an invoice which will only be paid if there are no outstanding actions required by the Contractor that fall within the obligations relating to the retention.
- The site will not be accepted by The Employer if there are any findings on the Inspection Report that relate to ‘non-compliance’ of current BS EN or construction standards, until findings are satisfactorily addressed and agreed to by either the inspector, qualified alternative, or Employer.
- Payment (30-day invoice) on satisfactory completion of the Works unless otherwise agreed.

Note: If the prices of the preferred Contractor increase after the tender submission and prior to an order being placed, the Employer has the right to re-evaluate the submissions, or re-tender the project.

1.3 Non-Consideration of a Tender Response

The Employer has the right to refuse any or all submissions without tenderers being able to claim any compensation. All costs associated with the tender process and submission are the responsibility of the suppliers that have decided to participate.

The Employer may disallow a submission if the tenderer is not able to provide all the information required by the Employer to make a full evaluation, including any missing or inadequate drawings that are pertinent to the requirements. Additionally, disqualification may be a result of detrimental checks pertaining to the financial position of the supplier, quality of similar work or other related information that creates significant risk for the Employer.

Any offence or inappropriate actions by a supplier, including an offence under the Prevention of Corruption Act may result in disqualification. Anything other than ‘appropriate’ contact made to the individual named within this document for the purpose of clarifying the requirements or raising any questions pertaining to the tender may be considered a breach in the procurement process. **Suppliers must not attend any Council meetings pertaining to this project unless invited by the Council.**

2. Contract Conditions

2.1 Works and Standards

The work is for the design, supply and installation of appropriate groundworks, surfacing, fencing and associated works which should comply with the appropriate Construction Standards, mainly:

- SAPCA Code of Practice for the Construction for Outdoor Multi Use Games Area – 2021 & Construction and Maintenance of Tennis Courts - 2018
- The LTA (Lawns Tennis Association) Construction Guidance

If there is evidence that the work does not conform to the required standard and as a result the materials or workmanship are substandard, unsafe or require replacement or repair, this will be completed at the cost of the Principal Contractor.

The Principal Contractor must follow the legal duties of the Construction Design and Management Regulation (CDM) 2015 and will have the skills, knowledge and experience, and, if they are an organisation, the organisational capability, necessary to fulfil the role that they are appointed to undertake, in a manner that secures the health and safety of any person affected by the project.

The Employer delegates responsibility for the formal CDM roles of Principle Designer and Principal Contractor to the appointed contractor as set out in the Building Agreement.

2.2 Purchase Order and Contract Agreement

The successful contractor will enter into a Building Contract (Appendix D) with agreed terms and conditions, for both the *Employer* and the *Contractor* to jointly authorise, and the agreement will not be final until both parties have signed this contract. Suppliers should review this document prior to making their tender submission to ensure an understanding of the terms and conditions agreed upon, otherwise proposed adjustments should be stated in the tender return.

2.3 Insurance

Post award, the **successful** contractor must provide evidence of:

- | | |
|---|--------------------|
| ➤ Public Liability Insurance of no less than: | £10 Million |
| ➤ Product Liability Insurance of no less than: | £5 Million |
| ➤ Employers Liability Insurance of no less than: | £5 Million |
| ➤ Professional Indemnity Insurance of no less than: | £1 Million |

➤ All Works Insurance of no less than:

Contract Value

2.4 Contractor Documentation (Post Award)

The selected contractor will commit to periodic meetings on site during construction between agreed parties from both The Employer and The Contractor, until work is completed and handed over. The timing of the site visits will be agreed to before work commences and dependent on the delivery of each Lot. Prior to any site work commencing the contractor will provide a **Construction Phase Plan** which will include (but not limited to) the following:

- A Programme of Works with an expected commencement and completion dates (Gantt Chart format)
- Compound, Storage, Heras Fencing and Welfare details and drawings showing proposed location
- A Risk Assessment and Method Statement
- A Traffic Management Plan (TMP) including a vehicle access and movement policy (Condition of Planning)
- An Organisational Chart outlining escalation contacts that are available to remedy any issues that arise during construction

Any conditions that are a requirement of Planning such as the Surface Water Drainage System and Artificial Lighting Scheme must also be submitted for approval prior to commencement.

3. Project Timetable

Action:	Date:
Tender Release Date:	June 2026
Webinar Calls with Procurement Contact:	Before 24 th of July 2026
<u>Tender Submissions Due:</u>	<u>28th of August 2026</u>
Decision on Preferred Supplier/s:	September 2026
Revisions or amendments to design (if required):	October 2026
Building Agreements Signed:	October – November 2026

4. Scoring Criteria

4.1 Scoring Table

Criteria	Information	Weighting
4.1.1 Project Design:	Specifically, scoring will be based on: 1. Delivering the requirements set out in the Scope of Works detailed in Appendix A in relation to the overall design. 2. Additional tender inclusions that may not be part of the Scope of Works however, are considered a benefit to the Client and/or Community. 3. Any other aspects that form part of the design that relate to planning permission or associated documents.	30%
4.1.2 Technical and Specifications:	Specifically scoring will be based on the tender requirements compared to the submission in relation to: 1. Specifications which are detailed in Appendix A. 2. Materials and specifications used for equipment, sub-base, surfacing, drainage and all associated works that may not have been specified, however, scored based on the perceived quality or value captured within any supporting information such as product and technical documents. 3. Ability to address any Planning Conditions required as part of Planning Permission that are relevant to the Principal Contractor's responsibilities.	30%
4.1.3 Total Cost	Scoring will be made according to the overall cost of the design, assuming the minimum specifications of the brief are met. Scoring on cost will be based on increments that are proportionate and fair to the submissions provided from highest to lowest cost as a percentage of the quotations received. If the cost difference is deemed minimal (i.e., less than 1%) between supplier, the scoring will be considered equal.	30%
4.1.4 Presentation. Quotation and Supporting Information:	Suppliers are to provide: 1. 1 x CAD (1:100) or scaled Google Map of the design in A2 size for the hard copy or similar. Include a reference number for each item with a table listing the name/detail of each item of equipment and surfacing. 2. An itemised and detailed quotation, ideally with a picture reference and product guide. 3. Summary document with a response to 4.1.1 and 4.1.2 ensuring that all requirements have been met or exceeded.	10%

4.2 Scoring Matrix

Scoring will be calculated using 0.5 units between 0-10 multiplied by the above weighting for each criterion.

9-10	Superior	Exceptional demonstration of the relevant ability, understanding, experience, skills, resources & quality measures required to meet the project's aims or requirements. Response highly relevant with comparable contract value.
7-8	Good	A comprehensive response submitted in terms of detail and relevance and clearly meets most of the project aims or requirement with no negative indications or inconsistencies.
5-6	Adequate	Reasonable achievement of the requirements specified in the tender offer & presentation for that criterion. Some errors, risks, weaknesses, or omissions, which can be corrected/overcome with minimum effort.
3-4	Below Expectations	Minimal achievement of the requirements specified in the tender offer & presentation for that criterion. Several errors, risks, weaknesses, or omissions, which are possible, but difficult to correct/overcome and make it acceptable.
0-2	Poor	Limited or no response provided, or a response that is inadequate, substantially irrelevant, inaccurate, or misleading.

5. Procurement Process

The Procurement Process will be conducted, and in compliance, with The Public Procurement Act 2023 and any updated guidance since. The objective is to be fair, transparent, and proportionate based on the type of project, and to select the Most Advantageous Tender.

If the number of submissions is considered too low, and the minimum brief of the responses is not met, the Employer has the right to dismiss these tenders and re-issue the documentation, or approach specific suppliers. Additionally, if the brief has or is close to being met, the Employer may make requests to identify any shortfalls or amend the proposed designs to meet the desired budget and overall objectives, even if only one submission was received.

5.1 Type of Procedure

The tender process will be an *Open Procedure, Single Stage Tender* (below threshold). Scoring and the selection of a preferred contractor will be based on the criteria outlined in this document and is considered a Works Contract.

5.2 Site Visit

Suppliers must visit the site and any tender submissions where there is evidence no site visit was undertaken, may be disqualified.

Suppliers will have the opportunity to have a Webinar session with the procurement contact to discuss the project. This will be a maximum of 30 minutes and should be undertaken following a site visit by the supplier, during the allowed period as outlined in Section 3.

5.3 Questions and Clarifications

Other than the optional Webinar session, all clarification questions must be sent via email to the Procurement Contact. **Phone calls will not be acceptable.**

Please note that any responses to queries or clarification requests will, subject to there being a confidentiality issue that cannot be resolved, be circulated to all bidders.

Suppliers are forbidden to approach any person/s outside of the named person (**Section 6**) within this document in relation to this tender and project, failing to do so may result in disqualification of the tender process.

5.4 Notice of Intent to Bid

Suppliers must notify the named contact a confirmation of your intent to provide a submission, and all questions relating to the tender will need to be made no later than the due date. Only one submission will be accepted unless otherwise stated.

If a notification of your intent to provide a submission is not received, circulation of any questions or updates to the Tender Process may not be sent to your organisation, potentially missing relevant information and submitting an incomplete response.

5.5 Short Listing of preferred submissions

The Employer has the right to short list the submissions only in the event scoring in the initial stage is equal (highest) for two or more suppliers to warrant further discussions and checks. This may include (but not limited to) conducting:

- Supplier Presentations
- Reference & Financial Checks
- Public Consultation
- Additional Consultation within the Council or Third Parties

Short listing will not occur simply to reduce competition, as scoring using the criteria in this document will decide the preferred contractor.

5.6 Consultation or Public Engagement

The Employer reserves the right to a public consultation once a preferred design is selected. The purpose of any consultation will primarily be to update the community, allowing an opportunity to collect feedback which may contribute to any revisions. Guidance on how the consultation will be conducted and what information should be collected will be discussed between The Employer and any relevant third parties.

5.7 Revisions and Negotiation

If required, the Employer will engage with the preferred contractor to amend the design or negotiate any changes or costs associated with the submission, however, these will not be deemed ‘substantial’ changes to the original brief. These revisions will be discussed and agreed to before any agreement or purchase order is made final

and may result in an increase or decrease in the original budget without effecting the original brief and desired outcome of any significance.

5.8 Decision and Award of Contract

The Employer will be responsible for making the final decision of a Contractor based on the scoring criteria set out in the tender document. This will likely be undertaken at an Ordinary Council meeting of Willingham Parish Council, which depending on the scoring, which if relevant, subsequent points in section 5.5.

5.9 Supplier Notification

All parties who have submitted a formal tender response will be notified of the outcome. The submissions received from each of the suppliers will not be disclosed to other parties and should not be requested by other parties. Only the **scoring** of the submissions based on the criteria will be provided via email, however if suppliers want additional details, this will need to be requested by the Employer. The preferred contractor will be advised either via email or on '*Find A Tender*' when the Award Notice is issued. Verbal discussions will not be provided under any circumstances in relation to the results of the tender process.

6. Named Contact for Project

The Employer has appointed a procurement contact for the tender process. All contact should be with *Sports and Play Consulting Limited*.

Contact: Michael Carter
Mobile: 07777 516708
Email: Michael@sportsandplayconsulting.co.uk

7. Supplier Submission Checklist and Instructions

7.1 The Supplier Checklist

Ensure you have submitted the following information as separate documents. If unsure of the format or detail, please request clarification with the procurement contact.

Response	Format
1. <u>Completed Copy of Appendix B:</u>	PDF or Word Labelled: <i>SupplierName-AppendixB</i>
2. <u>Completed Copy of Appendix C:</u>	PDF or Word Labelled: <i>SupplierName-AppendixC</i>
3. <u>Response to Points 4.1.1 and 4.1.2:</u> This should be a summary document that captures the key elements of the relevant scoring criteria. The document should be concise yet capture the most relevant information.	PDF or Word Labelled: <i>SupplierName-Summary</i>
4. <u>Response to 4.1.4 (Points 1-2):</u>	PDF or JPG Labelled: <i>SupplierName-CAD</i> <i>SupplierName-Quotation</i>

7.2 Design and Tender Instructions

3D Design (Points may be deducted for failing to follow these):

- No persons shown in the visuals.
- Equipment must be to scale of their actual size.
- Photos of the proposed equipment should be included around the border of the 3D visual or on a separate sheet and may have various views of any proposed items to fully describe all specific components/features.
- Links to videos may be provided, such as YouTube, to show the features and use of equipment (links can be included in the quotation, however, do not provide a fly-through video of the design).

Do NOT include the following information for the initial tender response:

- TUV Certificates
- Construction Phase Plan
- Copies of Insurance Certificates
- Installation documents and drawings
- Trade Association or other member certificates
- Warranty Certificates or Health and Safety Policies

7.3 Submission Instructions

Both electronic **AND** hard copies are required by the due date and time with exceptions only given to hard copies arriving late for reasons outside of the suppliers' control such as third-party delivery companies being at fault.

Email/Electronic Copy to be sent to:

Via email or electronic transfer for all the above responses should be sent to Michael Carter, at: michael@sportsandplayconsulting.co.uk

Downloadable document links (such as via WeTransfer or similar) are acceptable with an extended expiry date of no less than 30 Days.

Hard copies to be sent to:

Willingham Parish Council
Ploughman Hall
West Fen Road, Willingham
CAMBRIDGESHIRE CB24 5LP

Attention: Amy Rudderham

Please note - Tenders are NOT to be hand delivered by representatives of the supplier bidding and are to be sent in a plain envelope and/or tube (labelled as above).

Appendix A: Scope of Works and Specification

1. Site identification

Site name:	Willingham Recreation Ground		
Address:	Recreation Ground, West Fen Road, Willingham	Postcode:	CB24 5LP

2. Project description

The site will comprise of a fenced sports system with a single Tennis Court and Netball Court. The Courts will be used on a 'booking' system managed by the Parish Council, with some free time for general community use.

The courts will be identifiable based on contrasting line markings onto a colour coated tarmacadam porous surface.

The surface will extend outside of the fenced perimeter as an informal pathway and include 4 x LED Sports lighting columns within the fence, powered from the Sports Pavilion.

A small recess will be designed into the fencing to allow for storage of Tennis and Netball equipment, with 2 x Pedestrian Gates and 1 x Maintenance Gate.

A pathway, using Cellweb product, will run from the south-western corner of the MUGA back to the main pedestrian entrance off West Fen Road, via the Bowls Club. This is shown as the light brown shade on the site plan below.

Seating, bins and a sports sign will also need to be included within the design.

Site Hours for Public Use: 8.00am – 10.30pm (Lighting from 3.30pm – 10.30pm).

Willingham Parish Council Office Hours: - Monday to Thursday 10am – 1pm. Contacting the Parish Council is strictly to get access to the Sports Pavilion to check the circuit boards if necessary, and not for broader discussion of the tender.

Note: It is critical to note that any Works must not encroach or damage the Cricket Pitch including the location of the MUGA and any proposed ancillary items.



3. General contract requirements

Contractors are required to visit the site and make the necessary investigations and surveys required to fully understand the extent of the access routes, ground & soil conditions, existing features and all work required to meet the specification and project objectives.

No provision is made within the Building Contract or budget allowance for unforeseen works and contractors are required to submit a fixed price tender with some allowance for any 'additional' options that may be included as an Addendum to the main quote.

Any spoil from the removal of the necessary ground in preparation for the base can be relocated and disposed of locally at the Willingham Community Wildlife Meadow, Meadow Road, Postcode: CB24 5JL, unless it is evident there are any contaminants in the spoil.

Note: reprofiling of the site to +3.5m across the site to avoid any low points as detailed in the Planning Statement.

3.1. Health & Safety Provision

Welfare facilities (drinking water, a portable toilet & hand-washing facility as a minimum) must be provided for operatives by the contractor for the full duration of the Works.

Heras Fencing must be established around the entire site for the duration of the Works, double clipped.

Sufficient health & safety signage must be provided to be CDM compliant.

3.2. Site Access

Site storage, compound and access route details should be included in the tender submission to demonstrate the proposed vehicle access route and contractor parking, proposed compound, and processes to mitigate any impact on the community such as vehicle movement, noise, or any other factors identified.

A Construction Management Plan has been included as part of the Tender Pack, which was also submitted to formulate the Planning Permission requirements. This information should be used and referenced in any supplier response. Outside of the weekend, there should be plenty of parking near the 4.0 metre wide maintenance gate for Contractor use. Alternatively, there is additional parking across the road where the Council office is located. The preferred contractor will need to submit a comprehensive Construction Phase Plan before Works commence.



Photos Above: Main Access Point into field. Proposed area for main compound and delivery of materials.

4. MUGA & Path/Cycle Way

Cost will form part of the evaluation scoring for this Lot, so long as the minimum specification has been met.

All features included within the design must be included within the budget, tender sum and quotation, there must be no 'suggested' additional works shown in the design outside the tendered price. Any additional items that do not form part of the main quotation should be an addendum with any supporting evidence to detail the rationale for consideration.

4.1. Access & Enabling works:

As a result of the potential flood risk and ground conditions, and to protect the Cricket Pitch and surrounding space, provision of a temporary road track way from the main access point to the site should be included as a cost within the contractors' quotation. However, it will be agreed between Client and appointed Contractor in terms of exact requirement and specification such as location/distance etc depending on the weather and ground conditions at the time of construction.

Note: The Council plans to cut back the shrubs/hedges shown in the photos below, prior to any Works commencing. However, suppliers should make some allowance for additional works and preparation of this area, which will form part of the construction area of the new facility.



Suppliers should familiarise themselves with the Brief Arboricultural Report and any recommendations. A root protection barrier has not been identified as a requirement; however, suppliers should review and consider this if it is deemed necessary. There are no known tree preservation orders (TPO), however suppliers should ensure appropriate method of works to protect the existing trees, mainly Norway and Field Maples.

Proposed Construction Work Hours: 8.00am – 6.00pm Monday to Friday

4.2. MUGA Specification:

Primary Sports: Tennis and Netball

Court Size: 37.0 metres and 22.0 metres

MUGA fencing height: 4.0 metres (or closest height available)

Fencing Type: Twin Bar 868 steel mesh and lower mesh (1.2 metre) with square apertures for additional rebound and strength

Fencing Colour: RAL 6005 Dark Green

Pedestrian Gates: 2 x Lockable Gates with interior safety exit button. Include steel plates to stop unauthorised access using the exit button.

Maintenance Gate: 4.0 metre high lockable extra wide double leaf gate

Lock Systems: Robust marine grade coded lock for each pedestrian gate, preferably Borg type.

Storage Recess: Approx 4.0 metres long x 2.5 metres in width. An area at the rear of the facility that will be large enough to store the portable Tennis Nets/Posts and Netball Posts

MUGA signage is to be supplied and affixed to the fencing (artwork to be advised)

Tennis Nets and Netball Posts: self-weighted portable nets and posts, competition grade. Aluminium and galvanized steel, with puncture proof wheels. Consider users who may have difficulty with heavier posts

4.3. Surfacing specification:

Surfacing will be porous asphalt on a stone subbase with PCC edging around the perimeter.

All specifications should conform to the guidance set out by SAPCA Code of Practice for the Construction of Outdoor Multi Use Games Area (September 2021) and Construction and Maintenance of Tennis Courts (April 2018).

Contractors will note that the ground conditions are deemed Loamy and Sandy Soils. (Landisjorg.uk), however most significantly the area is a Flood Risk Zone 3. Your submission MUST allow for a Surface Water Drainage System that will be submitted prior to any Works commencing. Reference to the requirements of this are detailed in Point 4 of the Planning Permission Application.

Line Markings: Tennis (White) and Netball (Yellow) Thermoplastic markings

Surface Colour Coating: Colour to be advised however most likely Blue, the surface will meet competition grade standards with appropriate slip resistance features suitable for Tennis and Netball.

The MUGA's sub-base should be constructed using hard, clean, well-bound, non-frost-susceptible aggregates. These are typically a reduced fines grading (Ministry for Transport Type 3 & Type 1) aggregate mix.

In accordance with SAPCA guidance, the suggested sub-base is 250mm depth MOT Type 3 stone dressed with 50mm MOT Type 1, to an overall depth of 300mm aggregate, followed by the surface finish. Therefore, the total construction depth will be 340-350mm. However, suppliers must ensure they are familiar to any planning requirements and adjust the design to ensure it will be compliant of any planning and ground conditions.

The extended asphalt pathway around the MUGA will connect to the Cellweb pathway on the southern end.

4.4 Sports Lighting Specification:

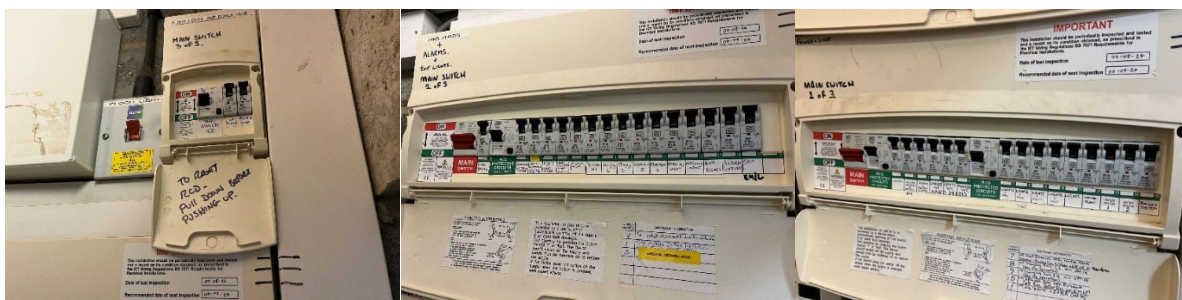
Refer to the Planning Statement (Floodlighting Specifications) and any conditions detailed within the Planning Permission Application.

Include nocturnal friendly/eco-sensitive illumination and light shields to reduce any light spill.

Proposed Lux Levels: 200 – 300 lux. Lighting will be activated using a push button system during the hours of 3.30pm – 10.30pm with a 15 minute additional window on a single column near the pedestrian gate to ensure users are not left in darkness.

A detailed lighting plan will need to be submitted post tender award by the Preferred Contractor for approval by the Planning Authority.

Electrics: originate in the Sports Pavilion to the south of the recreational field. Photos of the circuit box within the pavilion shown below. Access to the Pavilion can be made via the Parish Council – across the road - during their standard working hours).



4.5 Seating and Bins:

Seating should be included near the MUGA, ensuring they are safely positioned away from any potential cricket ball strikes, yet practical for viewing the use of the facility. Allowance should also be made for the external pathway to provide sufficient space

around any seating. Material must be robust steel or recycled plastic, and the quantity can be suggested by the supplier. 2 x Bins should also be included, preferably Broxap Standard Derby 120 litre or similar, located near the MUGA and at the main pedestrian entrance near West Fen Road. These must be installed onto hardstanding.

4.6 Pathway and Cycle Hoops:

The current specification for the Pathway is using a Cellweb system based on the potential flood risk of the site <https://www.geosyn.co.uk/product/cellweb-tree-root-protection>

This will be a standard width of approx. 2.5 metres, and 75mm in depth based on pedestrian and cycle use only. This system will commence at the entrance off West Fen Road, refencing the site plans, up to the MUGA. It will connect to the new asphalt surface and run along the full south end of the MUGA (Cricket Pitch side). This is approx. 140 linear metres in total.

A single bollard will be required to replace the existing concrete one located at the pedestrian entrance off West Fen Road. The new bollard does not need to be retractable or lockable; however it does need to be located so that wheelchairs can easily access the pathway yet will stop vehicles accessing the field.

Please note that although the original plan was to include additional cycle hoops and shelter, this is NOT to be included within the design and quotation. Additionally, there was a suggestion for a net to be placed along with pathway (Ball Strike Risk Assessment) to reduce the risk of ball strikes, however this will not be a requirement as part of the tender as per advice from the Council.

Note: As the proposed cellweb pathway will be raised and may create some trip hazards or a higher level near the MUGA surface, suppliers should consider a design that allows for a level transition between the two.

4.7 Post Installation Inspection:

A post installation inspection by an independent RPii qualified inspector (i.e. Play Inspection Company, RoSPA or other similar provider) is required to sign off the completed installation. The contractor should allow for this cost within their tender price.



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the Accident/injury record sheet for the Pavilion/Recreation Ground dated 25.04.2026
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Upon the Compliance Administrator's checks of the First Aid Kit, an old accident book was found with an incomplete entry. The office has followed this up with the wolves and reminded them of the correct book they should be using and the protocol of advising the Council of any instances.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please find attached the incomplete record sheet together with an email confirming the details of the accident/injury.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None.

ACCIDENT/INJURY RECORD SHEET

No.

Book No.

Date of Accident/Injury

25-4-26

D8

Casualty details

Name

Address

Post code

Occupation

Telephone

Accident/Injury details - Where and when did it happen?

Time

11:55

Location

Amelia

Equipment/Machinery involved

What happened? (include the cause and nature of accident/injury)

FOOTBALL HIT LADY IN FACE
BENT THUMB NAIL WHEN TRYING TO PROTECT

Signed

Date

Treatment given, if known

Signed

Date

Your details, if different from above

Name

Address

Post code

Occupation

Signed

Date



Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive an update on the damaged picnic bench located at the QEII and consider future actions
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	As previously reported, the picnic bench at the entrance (from the Ploughman Hall) of the QEII has received considerable damage due to an arson attack. Councillor Philips proposes the Council instruct the office to obtain quotations for the removal and disposal of the bench, as it is no longer fit for purpose. Councillor Philips would further propose the Council obtains quotation for a replacement bench of a different material, so that this can be considered at a future Council meeting and the replacement budgeted for in the next financial year.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see attached photographs
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	None to the Council at the moment, whilst quotations are obtained.



AGENDA REPORTING SHEET – LEISURE AND AMENITIES – QEII BENCH





Willingham Parish Council

serving the population of Willingham in Cambridgeshire

AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Amy Rudderham

AGENDA ITEM: <i>Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."</i>	To receive and consider the Proposed Traffic Calming for Earith Road
BACKGROUND INFORMATION: <i>Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?</i>	Councillor Harris is due to meet with the Highways department next week regarding the proposal. If the Council have any comments or queries regarding the proposal, they will need to provide these so that Councillor Harris may relay these at his meeting.
BACKGROUND DOCUMENTS: <i>Insert names of documents to be sent out with the meeting papers.</i>	Please see the proposed plan and information attached.
FINANCIAL IMPLICATIONS: <i>Is the proposal in line with the Council's finance regulations?</i> <i>Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)</i>	This is an LHI bid, there is no financial implication to the Council at this time.





Willingham Parish Council

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AGENDA REPORTING SHEET

Agenda item requests: these must be received by the Parish Clerk at least 6 working days before the meeting at which you would like your item to be considered.

Date of Meeting: 1st July 2026

Reporting Sheet Completed by: Neil Harris / Amy Rudderham

AGENDA ITEM:

Insert wording to appear on the agenda. The recommendation the motion/resolution that you are seeking i.e., "to resolve to..." "To note that ..."

To receive and consider the proposal to add Speed Watch volunteers to the Parish Council's Insurance for the purpose of changing SID batteries.

BACKGROUND INFORMATION:

Insert as much information as possible so that councillors have the detail, they need to make an informed decision e.g., cost, time, long term/short term project, where, how, when why?

Volunteers of the village Speed Watch group were previously covered by the Community Road Watch insurance. The Community Road Watch has now folded, due to the passing of David McCandless and therefore the volunteers are not covered by any insurance.

BACKGROUND DOCUMENTS:

Insert names of documents to be sent out with the meeting papers.

None at present.

Before commencing any work on behalf of the Council:-

- The name of each volunteer will be provided to the office and referred to the insurance company.
- A 'job description' detailing the work to be carried out on behalf of the Council and how often, will be provided to each volunteer.
- Each volunteer will complete and return an application form to the office. Together with a signed copy of the Volunteer Policy/Terms and Conditions
- Any necessary risk assessments will need to be completed and provided to the office

Before commencing any work on behalf of the Council, the volunteers will be required to advise the office/Council in advance of the work they will be carrying out and when, so that an accurate record can be kept by the office.

FINANCIAL IMPLICATIONS:

Is the proposal in line with the Council's finance regulations?

Has this proposal been budgeted for and if so, what area is it to be taken from (eg – L&A maintenance)

None at present.

Further safety hi-vis jackets or ladders may be required in future if more volunteers join, but a formal proposal will be put to the Council at the appropriate time regarding this.