MINUTES OF A MEETING OF HOLYWELL-CUM-NEEDINGWORTH PARISH COUNCIL HELD ON TUESDAY 6th OCTOBER 2026 AT 7.00PM AT MILLFIELDS PAVILION

PRESENT:
Cllr A Whyte (Chairman)
Cllr G Fisher
Cllr L Fisher
Cllr R Fountain
Cllr E MacPherson
Cllr S Martin
Cllr S Mortlock
Cllr C Norman
Cllr G Norman
Cllr M Wetherfield

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)
Mrs A Jackson (Assistant to the Parish Clerk)
CC Cllr A Bulat

There were no members of the public present.

75. Apologies.

To receive and accept Apologies for Absence.

Cllr J Neish – personal

Cllr C Pearce - personal

Resolved: That the above apologies were accepted. (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour.

Cllr N Dyne offered apologies with no reason given

To record absence when no apologies given:

None

76. Declarations of Interest.

To receive Declarations of Disclosable and/or Non-Disclosable Pecuniary Interests as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda item.

None

77. Minutes.

(i) To confirm the Minutes of the Meeting held on 1st September 2026.

Resolved: That the minutes of the Meeting held on 1st September 2026 be accepted as a true and correct record (Prop Cllr E MacPherson, 2nd Cllr L Fisher) 6 in favour, 4 abstentions.

78. Public Forum.

To allow any member of the public to address the council on matters on the agenda.

Time Allowed 10 minutes.

None

79 Policing

79.1 Neighbourhood Policing Team – Any Issues and Concerns.

Clerk advised members that she had reported the theft of the spinner outside the Village Hall to the police. The police have requested the CCTV footage.

80. District and County Councillor Reports.

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To receive verbal reports from district and county councillors.
CCC Cllr A Bulat provided a written report and further reported from the Highways Committee meeting:

- Local Highway Improvement Bid – CCC are reviewing the process, any comments for improvement pass to CC Cllr A Bulat.
  All bids that were unsuccessful will be collated on another list and some projects may be funded from other sources.
- £5m has been allocated for winter readiness, however no areas in St. Ives or Huntingdon are on the list. There is currently a £3m underspend on the Highways budget and therefore CC Cllr A Bulat not in agreement to take funds from other pots.
- C & C project still ongoing and will be discussed at both HDC and CCC meetings next week.

Cllr S Mortlock queried why the weeds along the edge of the road were not cleared on Harrison way when it was closed overnight in September.
Cllr G Fisher also commented that there are a lot of low branches overhanging the cycle/ footpath. CC Cllr A Bulat commented that the road closure was for maintenance and white lining not vegetation work.
Cllr E MacPherson queried why Harrison Way and Willingham Road will both be closed from 28th October. CC Cllr A Bulat will investigate and let the Clerk know the reasons.
Cllr A Whyte advised that the Clerk has been in contact with CCC regarding a contribution to grass cutting and received no reply. Also, CCC solicitor is not responding to our solicitor regarding the purchase of Engineers Wood and the Spinney. CC Cllr A Bulat will escalate both items to the relevant department.

HDC Cllr P Hodgson-Jones provided a written report that was tabled on the night.
Reports attached to the minutes.

81. Committees

To note draft minutes of the following committee meetings.

i. Planning & Finance 15th September 2026
   Noted
ii. Environment 15th September 2026
   Noted
iii. HR Non-confidential 15th September 2026
   Noted

82.Clerk's Report.

To receive written report.
Meeting Dates: –

Full Council – 3rd November

Committees -20th October – Planning & Finance, Leisure Facilities, Consultation. HR

Items to report.

- Attached is a list of meeting dates for 2027/28. Please update diaries accordingly.
- Fens reservoir: Aquatic ecology CB200698 29/9/26-2/10/26.
- Narrow boat moored Holywell Front from 12/9-17/9. Clerk visited and spoke to owner who explained he is awaiting road collection of the boat from Hermitage marina. Explained the 48-hour limit. Owner agreed to move on but may come back for 2 days prior to leaving the area as all marinas are full.
- Abandoned vehicle reported Holywell Front (SORN/MOT expired) reported to HDC unable to assist as parked on common land. Vehicle has now moved on.
- 22/9/26 Broken sign Holywell Front – reported to HDC.wf-vxmggbwm
- Speed bump warning signs now in situ Millfields access road. (17/9/26)
- Replacement sign for Falklands Walk/Engineers wood now in place (16/9/26)
- Theft of spinner reported to Police 28/9/26 ref:. SP-22-26-3535-CA.
- Fens Reservoir - Water Vole & Otter Survey 12/10/2026-23/10/2026
- Community groups advised that they need to insure items stored inside of the Nissan hut. Sign to this effect also placed on the door.
- UK Government has temporarily reduced the lower rate of VAT electricity from 5% to 0% between **1 October 2026** and **31 March 2027**. Parish Council currently pays the lower rate

of VAT one some electricity. Our supplier has confirmed eligible charges on oyur bills will be charged at 0% VAT during this period.

83. Finance and Risk.

83.1 To approve payments made within the Clerks delegated powers.
Resolved: That the following payments made within the Clerks delegated powers: Return of Garden Plot deposit Plot 1b - £50 and transfer from deposit account to current account £10,000.00 be approved (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour.

83.2 To approve accounts for payment to be made on Thursday 8th October 2026.
Resolved: That the following payments: ESPO, Toilet roll, Blue roll, Disposable gloves & Handwash, Inv. No. 8172762 - £101.52, K Perryman, Investigate shower fault Millfields - £40.00, Core Synergy, Website monthly charges, Inv. No. 19602 - £36.00, Cambridge Trees Ltd, Remove hawthorn Holywell Church, Inv. No. 2223 - £480.00 totalling £657.52 and transfer of £50,000 from Co-op current account to Co-op PSR Account be approved (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

83.3 To approve accounts for Payment made for the period 2nd September – 6th October 2026
Clerk advised members the accounts for payment is for the period 2nd September – 6th October 2026, not 30th September as stated on the agenda.
Resolved: That the payments for the period 5th August 2026 – 6th October 2026 totalling £15,186.06 be approved (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

83.4 To note the budget report as at 28th September 2026
Noted

83.5 To note the bank reconciliation as at 28th September 2026
Noted

83.6 To note response from Insurance brokers clarifying the situation for staff working on non-Parish owned land.
Noted

83.7 To consider maintenance of ground not owned by the Parish Council.
Cllr S Mortlock advised a rough estimate of cost to the Parish Council for the maintenance of these areas is £4,000 per year.
Members discussed the impact and noted that CCC would only cut 3 times a year. Therefore, the areas may look unkept therefore any complaints should be passed to CCC.
Cllr M Wetherfield commented that anyone reporting overgrown areas online, if the area is not the responsibility of CCC the system will not allow the report to be logged.
Resolved: That the Parish Council stop mowing the areas CCC are responsible for and inform CCC and residents. (Prop Cllr R Fountain, 2nd Cllr E MacPherson) All in favour.

83.8 To consider proposal from Peninsular regarding Councils Health & Safety legislation and compliance.
Resolved: That the decision is deferred until 3 quotes are sought in line with Financial Regulations. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

83.9 To consider renewal of contract with BT.
Resolved: That the renewal of contract with BT at £49.95 per month for 60-month contract be approved (Prop Cllr E MacPherson, 2nd Cllr S Mortlock) All in favour.

83.10 To consider completion of Code of Conduct training by Councillors.
Cllr S Mortlock, Cllr E MacPherson, Cllr L Fisher, Cllr G Fisher, Cllr R Fountain, Cllr G Norman and Cllr C Norman requested to complete the training.
Resolved: That seven Councillors be registered for the Standards in Public Life elearning course at £16 per course, total £112 be approved. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour.

83.11 To consider the update from Copleys Solicitors LLP regarding Woodland South East, Mill Way, Holywell, PE27 4SW and agree any actions.
Resolved: That the two outstanding searches are put on hold until a response is received from CCC solicitors. (Prop Cllr S Martin, 2nd Cllr E MacPherson) All in favour.

83.12 To note that Groundsmen will be working “Summer hours” during November.

Cllr A Whyte advised members that the HR committee had been informed there would be an overspend on the salary budget should the Groundsmen work summer hours in November. The HR committee do not have the authority to agree an overspend therefore this item must be deferred to Planning & Finance committee for Full Council consideration.

Resolved: That the matter is referred to Planning & Finance Committee on 20th October 2026 for a decision. (Prop Cllr A Whyte, 2nd Cllr G Norman) All in favour.

84. Planning.

84.1 To consider the following **applications <u>received:</u>**

(i) Application ref: 26/01721/TREE T1-4 lime trees - 1.4m to be removed. These have Been regularly pollarded since 1972
6 Church Street Needingworth St Ives PE27 4TB
Resolved: That the application be supported. (Prop Cllr E MacPherson, 2nd Cllr S Martin) All in favour

84.2 To note the following applications approved:

(i) Application ref: 26/01205/HHFUL Removal of existing single storey conservatory and construction of part two storey and part single storey rear extension (renewal pursuant to lapsed consent 23/00462/HHFUL)
9 Bedford Close Needingworth St Ives PE27 4TP.
Noted

84.3 To consider the Regulation 19 pre-draft Local plan & Habitats regulations assessment and agree any comments.

Cllr M Wetherfield proposed that if Giffords Farm is successful a change of boundary for Holywell-cum-Needingworth would be required to retain the character of the village. Proposal not seconded.

Resolved: That the following comments are made:

- Concern raised regarding water supply and sewage management across the whole of the Local Plan
- Effect Giffords Farm development will have on the back flow of traffic to neighbouring villages: Bluntisham, Earith and Somersham and potentially residents of Holywell-cum-Needingworth will be "locked in"
- Loss of agricultural land for at least 40 years to a solar farm
- Local Plan is unsound as it fails to demonstrate safe pedestrian crossings
- Does not meet the short-term housing targets
- Intrinsic character eroded
- No rural break between St Ives and Holywell-cum-Needingworth
- NPPF not being met - No proof that lower quality land has been exhausted before allocating sites on agricultural land

(Prop Cllr A Whyte, 2nd Cllr E MacPherson) 9 in favour, 1 against

85. Community Engagement.

(i) To consider the report on Parish Council surgery 10th September 2026 and agree and actions.

That the Clerk reports the overgrown passage way across from Overcote Lane playing field to CCC.

86. Correspondence.

To receive correspondence and agree any actions: -

(I) To note Facebook post of thanks, from the family of the late Mr T Brydon
Noted

(II) To consider request from resident to continue tending common land outside of residential property.
The Clerk had made preliminary enquiries via NALC into the legal position, but further investigation is required. Initial findings are that a licence may be the way forward.

Resolved: That Council refuse the request from resident to continue tending common land outside of residential property. (Prop Cllr M Wetherfield, 2nd Cllr G Norman) 4 in favour, 5 against, 1 abstention. Not passed.
Resolved: That a licence is investigated and brought back to Council for consideration. (Prop Cllr S Mortlock, 2nd Cllr E MacPherson) 6 in favour, 1 against, 3 abstentions.

(III) To note the fuel surcharge increase – Thalia Waste. Effective 1st October 2026.
Noted

(IV) To consider request from resident to place a bench on Overcote playing field
Resolved: That the request from resident to place a bench on Overcote playing field be approved. (Prop Cllr S Martin, 2nd Cllr L Fisher)
Cllr S Mortlock proposed an amendment to the proposal that it is a condition of our approval that the maintenance be covered by the charity, Legend on the benchand the location and inscription to be discussed. (Prop Cllr S Martin, 2nd Cllr L Fisher) All in favour

(V) To consider letter relating to parking on yellow lines, High St/Townsend Road.
Resolved: That the matter is referred to CC Cllr A Bulat to follow up. (Prop Cllr A Whyte, 2nd Cllr E MacPherson) All in favour

(VI) To consider the Invitation to the RVT Service of Remembrance - St Neots
No volunteers

(VII) To consider response from Chairman Needingworth Colts dated 22nd September 2026 and agree any further actions.
Resolved: That the Clerk writes back to the Colts reiterating the need-to-know which teams are playing each week so pitches can be prepared otherwise they are at risk that the pitch will not be in a suitable condition to play on. Also, for insurance purposes the Parish Council need to know how many teams are playing each week. A reminder is given that away games are not allowed to be played at Millfields and ask whether managers have agreed to share their contact details. Review of regulations of hire to include fixture list to be provided to be added to Leisure Facilities agenda. (Prop Cllr S Mortlock, 2nd Cllr G Norman) All in favour

87. Items to report (for information only and not for resolution).

- Cllr E MacPherson noted that the 'Slimming World' banner is still on the roundabout. Clerk confirmed this has been reported as an unsolicited sign.
- Cllr L Fisher advised the grit box opposite Millfields entrance has been knocked over.
- Cllr R Fountain requested the bush by the Parish Council office to be reduced in height and further reported that the pathway opposite Ashton Close (Houses numbered 80's) is overgrown with brambles/ trees and the light L10HHV is obliterated.
- The Clerk reported:
    1. Mayor of the Combined Authority is holding a meeting in St Ives Corn Exchange on Wednesday 28th October 2026, 5pm – 7pm.
    2. Reminder that the meeting with VHT is tomorrow at 8pm.

Being no further business the meeting closed 8.55pm

Chairman
Date

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Report for Holywell-cum-Needingworth Parish Council – 13 November 2026

Alex Bulat, County Councillor, St Ives South and Needingworth

This report is a summary of my activity since the last meeting on 6 October 2026. If you'd like to discuss specific issues or casework, please do raise this in the meeting or drop me an email on alex.bulat@cambridgeshire.gov.uk

Meetings and Committees

- 6 October 2026: Highways and Transport Committee, where committee approved the 2026-2027 LHI and 20mph programmes. We also approved the active travel programme, which includes the St Ives to Huntingdon corridor project for active travel. I made the point on how this should work alongside the A141 active travel package and not overlap work.
- 8 October 2026: Communities Committee, where funding to continue the High Impact Use team was approved, we also discussed the Trading Standard enforcement policies, and procurement of domestic abuse refuge provision amongst others.
- 13 October 2026: Full Council CCC. I proposed a motion on EHCP delays, cross-party with Cllr Mark Goldsack. This was covered by local media (https://www.bbc.co.uk/news/articles/cm4g1015dz18o) and I also attended Send Together meeting to listen to parents directly affected by CCC delays. We ran out of the allocated time for debate, but the Lib Dem administration chose to amend the motion to blame national government rather than accepting our constructive suggestions for local action on this issue. Subsequently, in a later committee this month, the administration proposed an additional £2m investment in this area to tackle the backlog, so clearly pressure debating issues in full council has some results. We are bringing the motion back in December. Alongside this, we also discussed 5 other motions as well as the Cambourne to Cambridge busway, where I spoke about the issues on the St Ives busway and how we must ensure we get the current busway right before building more.
- 14 October 2026: Consents Working Group CCC
- 15 October 2026: Regional Floods and Coastal Committee (RFCC) local choices meeting
- 22 October 2026: RFCC main meeting, where we discussed levies as well as the programme ahead. This year's national allocation for Grant in Aid schemes is very strong, covering most of the projects. The shortfall is covered by the local levy. Projects relevant to Cambridgeshire that received funding are: Alconbury Flood Alleviation Scheme (stage 2); St Ives sluice; Whittlesey Mere pumping station

improvements; Great Ouse PLR (property level resilience) pilot; and various projects by Middle Level Commissioners.
- 22 October 2026: Fens Reservoir councillor briefing
- 30 October 2026: CCC Communities Spokes

Ongoing local issue updates

- Street lights: Bramley Avenue street light awaiting connection from the last email from officer I received.
- Busway services: due to ongoing County Council bus safety works, Stagecoach announced that it will reduce bus services from January 2027 between St Ives and Cambridge. I continued to raise these issues and I submitted a motion for CCC December full council asking council to discuss with the CPCA and consider intervening in the route.

Councillor surgeries

- October surgeries completed on 10 October in St Ives and 29 October in Needingworth.
- November surgeries: Saturday 21 November11-12 at St Ives Library and 26 November 12-1 at Chatters in Needingworth.

Upcoming meetings in November

- 5 November 2026: LHI working group
- 19 November 2026: RFCC meeting
- Remembrance events and services on behalf of councils
- 1 December 2026: Highways and Transport Committee

MINUTES OF PLANNING AND FINANCE/AUDIT COMMITTEE HELD ON TUESDAY 20th OCTOBER 2026 AT 7.15PM at MILLFIELDS PAVILLION MILL WAY NEEDINGWORTH

PRESENT:

Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr L Fisher
Cllr G Fisher
Cllr R Fountain
Cllr E MacPherson
Cllr S Mortlock
Cllr J Neish
Cllr C Pearce
Cllr M Wetherfield

IN ATTENDANCE:

Miss J Bowd (Parish Clerk)
No members of the public.

35. To Receive Apologies for absence.
    Cllr S Martin -Personal
    Cllr C Norman – Personal
    Cllr G Norman – Personal
    Resolved: That the apologies be accepted (Prop Cllr Whyte 2nd Cllr L Fisher) All in favour.

36. To approve the minutes of the meetings held on 15th September 2026.
    Cllr Wetherfield pointed out a typo "t" had been missed from the word brought
    Resolved: That with the above correction the minutes of 15th September 2026 be signed as a true and correct record. (Prop Cllr Whyte 2nd Cllr Wetherfield) 5 In favour 5 abstentions

37. To note declarations of interest relating to items on the agenda.
    Cllr C Pearce item 39.3 Wife is a member of staff.

38. Public Forum.
    To allow any member of the public to address the council on matters on the agenda.
    Time Allowed 10 minutes.
    None

39. Finance & Risk.

    39.1 To approve payments made within Clerk delegated powers.
    Resolved : That payments for return of over payment for annual rent plot 7b £24.50. Baxters tractors £485.29 total £509.79 (Prop Cllr Whyte, 2nd Cllr Pearce) All in favour

    39.2 To approve accounts for payment on 22nd October 2026.
    Resolved: That the following payments be approved for payment STARK Building, Materials UK Limited, Hacksaw & blades Inv. No. 3402/01315527 - £33.64,STARK Building Materials UK Limited, Postfix Inv. No. 3402/01315573 - £23.80, KTS computers, IT support, Inv. No. 260763 - £94.89,
    ESPO, Tape, cloths, bin liners, Inv. No. 8203472 - £33.72, Total £186.05 (Prop Cllr Whyte 2nd Cllr McPherson) All In favour

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Cllr Pearce leaves the meeting 7.15pm

39.3 To approve salaries & HMRC for payment on 23rd October2026.
Cllr Whyte advised of an error in the salaries which is before HR committee for rectification.
Resolved: That October salaries totalling Salaries - £7736.64 and HMRC - £2968.19 totalling £10704.83 be approved. (Prop Cllr Whyte 2nd Cllr MacPherson) All in favour.

Cllr Pearce return to the meeting 7.16pm

39.4 To ratify the decision of HR committee 15th September 2026 for groundsmen's additional hours.
Resolved: That the decision of HR committee be ratified (Prop Cllr Dyne 2nd Cllr Pearce) All in favour.

39.5 To approve the virement of funds to cover shortfall on salaries budget.
Clerk provide expected figure for overspend and suggested the virement is taken from elections budget line.
Cllr Wetherfield asked why the elections budget had not been utilised. Clerk explained that the provision was for a contested election. As the election in May 2026 had been uncontested HDC levied a smaller invoice.
Resolved: That the virement of £1000.00 from elections budget to salaries be approved. (Prop Cllr MacPherson 2nd Cllr Neish) All in favour.

39.6 To consider quotes for renewal of streetlighting energy contract.
Members provided with quotes from 2 brokers for consideration.
All agreed anticipating future market changes are extremely difficult.
Resolved: That the quote for a 36m contract from SSE be accepted £2697.05 pa (Prop Cllr MacPherson 2nd Cllr Neish) All in favour.

40. Planning.

40.1 To consider the following planning applications **received:**

(i) Application ref: 26/01778/HHFUL Part 2 storey and single storey rear extensions and front extensions, with new graphite grey windows throughout and white render to original brickwork
5A High Street Needingworth St Ives
Resolved: That the application be approved (Prop Cllr Mortlock 2nd Cllr MacPherson) 9 in favour.1 Abstention.

40.2 To consider the following appeal decision which is upheld.
Appeal reference number: 6009048
Land South Of Lodel Farm Overcote Lane, Needingworth, Huntingdon, PE27 4TN,
Planning application reference: 26/00274/PIP
Cllr Neish advised that HDC are reviewing all applications lost on appeal.
In this case the main reason is that the new NPPF gives more reasons to accept.
Cllr MacPherson did say that the report states the inspector visited the site.
Cllr Neish confirmed that access is not a planning matter.
Cllr Whyte stated that the lane does not belong to the farm. Ownership is uncertain.
No other comments.

41. Correspondence:

To receive the following correspondence and agree any actions:

(i) To note the renewal by HDC of PSPO (Dog Control) 2026.
Noted

(ii) To approve the locations of the "Tommy" statues and poppy display for 2026.
Members considered the request from the yarn bombers and agreed to the locations as per 2025.

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Resolved: That the statues be placed, Pound Hill, Turnpike Close, & Holywell Back Lane junction with Mill Way. (Prop Cllr McPherson 2nd Cllr Wetherfield) All in favour,

(iii) To consider contributing content to new online magazine.
Councillors were concerned about the new publication possibly devaluing the Villager.
Cllr Mortlock wondered if with the wider catchment area if Needingworth would "get lost"
Cllr MacPherson asked if they would promote Christmas Bazaar.
Cllr Dyne felt that we should promote and share as much information as possible by whatever method. He also stated that Councillors could submit article via the Clerk.
Resolved: That if a Councillor has an article, it can be submitted via the Clerk (Prop Cllr Mortlock 2nd Cllr Wetherfield) 6 in favour 3 against 1 abstention.

42. Items to report.

- Cllr Morlock reported that removal of unauthorised sign from roundabout fencing has left a mess.

Being no further business the meeting closed at 7.40pm

Chairman
Date

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MINUTES OF LEISURE FACILITIES COMMITTEE HELD ON TUESDAY 20th OCTOBER 2026 AT MILLFIELDS PAVILLION MILL WAY NEEDINGWORTH AT 7.40 PM

PRESENT:
Cllr C Pearce (Chairman)
Cllr L Fisher
Cllr R Fountain (until 8.20pm)
Cllr E MacPherson
Cllr S Mortlock
Cllr J Neish
Cllr A Whyte

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)
There were no members of the public present.

13. To Receive Apologies for Absence.
    None
14. To approve the minutes of the meeting held on 18th August 2026.
    Typo spelling of "craig" incorrect
    Resolved: That with the above correction that the minutes of 18th August 2026 be signed as a true and correct record (Prop Cllr Fisher 2nd Cllr Whyte) 5 in favour 1 abstention

15. Millfield's.

15.1 To consider further action regarding the all-weather cricket wicket following receipt of correspondence from the cricket clubs safeguarding officer.
Cllr Fisher asked who had put the wicket in, Cllr Pearce replied that this was still to be ascertained.
Cllr Fountain asked if the wicket was used, letter from club implied not.
Cllr Mortlock felt it should be removed and re- seeded. She queried if the groundsmen could do the work.
Clerk reminded members of previous quotes from 2025 for removal and for relaying.
Cllr Neish queried if CIL monies could be used for the project.
Resolved: That the Clerk refresh quotes and bring back to the December meeting (Prop Cllr Whyte 2nd Cllr Pearce) All in favour.

15.2 To review the terms of Hire for Millfield's.
(i) Needingworth united FC
(II) Needingworth Colts
(iii) Needingworth cricket club
Lengthy discussion took place.
Resolved: That a standardised set of conditions be produced along with a form to be signed by clubs at the start of the season.
Clauses to be added:
No keys may be cut; these need to be collected & returned to the key safe upon use.
Fixtures lists are to be provided to the Clerk. To be brought back to committee December 2026. (Prop Cllr MacPherson 2nd Cllr Whyte) All in favour.

15.3 To consider repairs to fencing along access road.
Clerk provided photograph of the damaged fencing.
Cllr Fountain leaves the meeting.
Resolved: That the Clerk obtain quotes to be brought back to a future meeting. (Prop Cllr Whyte 2nd Cllr Mortlock) All in favour.

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16. Overcote Lane playing fields.

16.1 To consider quotes for the annual service of zip wire.
Two quotes provided.
Resolved: That the quote from OLP for £619.40 be accepted (Prop Cllr Whyte 2nd Cllr MacPherson) All in favour.

16.2 To consider tree works- conifers Overcote Lane end of tennis court car park.
Clerk provided information relating to the conifers to see if members wish quotes to be obtained for height reduction and pruning.
Resolved: That the Clerk obtain quotes to be brought back to a future meeting. (Prop Cllr Whyte 2nd Cllr MacPherson) All in favour.

17. To approve the Leisure Facilities budget for financial year 2027/28
Resolved: That the budget be approved as per Appendix A. (Prop Cllr Whyte 2nd Cllr MacPherson) all in favour.

18. Items to report.

- Cllr Mortlock suggested that rainwater harvesting be considered for Millfield's.

Being no further business the meeting closed at 8.30pm Chairman Date

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APPENDIX A

MILLFIELDS	2026/27budget		2026/27 YTD	expected 31/3/27	proposed 26/27		
Cleaning Materials	300		162	250	300		
Rates	0		0	0	0		
Electric	4600		1415	4119	4600		
Water	450		257	420	550		
Electric Repairs	100		0	0	100		
Misc	500		367	517	600		
Plumbing repairs	500		927	1176	500	876 Balmoral tank	
Fencing	500		1401	1401	1000		
Trees	250		0	350	250		
Fire checks	1000		90	485	750		
TOTAL	8200		3439	8718	8650		
Budget							
RECREATION GROUNDS							
Car Park Surface Works	500		0	100	500		
Play Area	1000		836	1606	1750		
Water rates	0		0	0	0		
Misc	500		582	582	500		
Fertiliser/Spraying/seed	250		0	240	240		
Lighting	0			0	0		
Tree Work/ tree reports	1000		0	750	750		
TOTAL							
Budget	3250		1418	3278	3740		
GROUNDS EQUIPMENT RUNNING							
Insurance	1500		0	1209	1500		
Fuel	3000		1300	1000	3000		
Repairs	750		0	485	750		
Servicing	3300		0	2800	3000		
Misc							
TOTAL	8550		1300	5494	8250		
Budget	20000		6139	17490	20640		

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MINUTES OF A MEETING OF THE CONSULTATION COMMITTEE HELD AT MILLFIELDS PAVILLION MILL WAY NEEDINGWORTH ON TUESDAY 20th OCTOBER 2026 AT 7.00PM

PRESENT:
Cllr A Whyte (Chairman)
Cllr N Dyne
Cllr R Fountain
Cllr G Fisher
Cllr L Fisher
Cllr J Neish
Cllr C Pearce

IN ATTENDANCE:
Miss J Bowd (Parish Clerk)

There were no members of the public.

15. To Receive Apologies for Absence.
    None.
16. To approve the minutes of the meeting held on 17th March 2026.
    Resolved: That the minutes of the meeting held on 17th March 2026 be signed as a true and correct record (Prop Cllr Whyte, 2nd Cllr Dyne) 3 in favour, 4 abstentions.

17. To review the following documents:

    (i) Cambridgeshire County Council Rights of Way Stakeholder Engagement Survey.
    Chairman asked members for their comments.
    Cllr Dyne pointed out the deadline for responses had passed, Chairman confirmed that an extension had been granted.
    Cllr Dyne went on the state that he considered it a waste of time and very hypocritical as it was being carried out as part of the DDMO process. He also confirmed that he had submitted a personal response.
    Cllr Fountain spoke to say that signage needed to be improved and that the maintenance of paths & boundaries (hedges etc) needed more attention.
    Resolved: That the response based on comments made be delegated to the Clerk. (Prop Cllr Neish 2nd Cllr Whyte) 6 in favour.1 abstention

There being no further business the meeting closed at 7.05pm

Chairman Date

DRAFT

CLERK'S REPORT

Tuesday 3rd November 2026.
Meeting Dates: –
Full Council – 1st December 2026
Committees -17th November – Planning & Finance, Environment, Consultation. HR

Items to report.

- Remembrance Sunday 8th November 2026.Chairman will be laying a wreath on behalf of the Parish Council. Parish Clerk & Assistant will be on road closure duty.
- December papers will be issued on Wednesday 25th November 2026 due to staff attending HDC Parish forum on Thursday 26th November.
- A resident requested that I advise Council of helpful the staff are at the village shop.
- The new streetlight is also installed at Bramley Avenue, but there was a problem with completing the new electrical connection from the new streetlight to the UK Power Networks main cable. (CCC 21/10/26)

Payments made within Clerks delegated powers.

Baxters Tractors, Trimax mower, Inv. No. SI-225 - £90.00

Total: £90.00

Payments for 3rd November 2026 to be paid on 5th November 2026

Parkhall Nurseries & Garden Centre Ltd, 6 pack pansy - £24.35

Core Synergy Limited, Website fees, Invoice No. 19751 - £36.00

Total: £60.35

Holywell-cum-Needingworth PC

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
173	annual subscriptions	07/10/2026		Co-op current accoui	DDR - CoB	Brightpay licence	Brightpay	S	127.20	25.44	152.64
											152.64
171	fuel	07/10/2026		Co-op current accoui	DDR	Fuel for September	Fuel Genie	S	181.18	36.24	217.42
											217.42
172	(SL)Electricity charge	07/10/2026		Co-op current accoui	DDR	Street Light Energy charge	British Gas	L	173.24	8.66	181.90
											181.90
170	Pension	07/10/2026		Co-op current accoui	DDR	Employer fee	Cushon MT Limited	S	20.00	4.00	24.00
											24.00
177	St John's Churchyard	08/10/2026		Co-op current accoui	Online Payment	Removal of hawthorn Holywell	Cambridge Trees Ltd	S	400.00	80.00	480.00
											480.00
178	Plot deposit	08/10/2026		garden plot deposits		Refund of Garden Plot rent	Christopher Lamont	Z	50.00		50.00
											50.00
174	Website Charges	08/10/2026		Co-op current accoui	Online transfer	Website monthly charges	Core Synergy Limited	S	30.00	6.00	36.00
											36.00
175	Millfields other maintenance	08/10/2026		Co-op current accoui	Online transfer	investigate shower fault Millfiel	K Perryman	Z	40.00		40.00
											40.00
176	Millfields other maintenance	08/10/2026		Co-op current accoui	Online transfer	Toilet roll, Blue roll, disposable	ESPO	S	35.75	7.15	42.90
176	Other items	08/10/2026		Co-op current accoui	Online transfer	Toilet roll, Blue roll, disposable	ESPO	S	48.85	9.77	58.62
											101.52
193	General Waste removal	08/10/2026		Co-op current accoui		General Waste Removal	Thalia WB ODC Limited	S	63.40	12.68	76.08
											76.08
7	Rates to HDC	15/10/2026		Co-op current accoui	DDR	Cemetery rates	HDC	Z	42.00		42.00
											42.00
180	Millfields other maintenance	15/10/2026		Co-op current accoui	DDR - CoB	Bloo in cistern blocks	UK Best Store Ltd	S	24.16	4.83	28.99
											28.99
181	Other items	15/10/2026		Co-op current accoui	DDR - CoB	Padlock	Amazon Business EU S.a.r.	S	10.49	2.10	12.59
											12.59
182	Telephone & Internet	19/10/2026		Co-op current accoui	DDR	Telephone & Internet charge	BT	S	58.95	11.79	70.74
											70.74
183	Office Maintenance	22/10/2026		Co-op current accoui	DDR - CoB	Open/Closed door sign for Offi	wafch-74	Z	8.16		8.16
											8.16
185	replacement parts	26/10/2026		Co-op current accoui	Online transfer	Repair to trimax mower	Baxters Tractors	S	404.41	80.88	485.29
											485.29
187	IT Support	26/10/2026		Co-op current accoui	Online transfer	IT Support	KTS Computers Ltd	S	79.08	15.81	94.89
											94.89
190	Salaries	26/10/2026		Co-op current accoui	Online transfer	Salary	Staff	Z	7,695.94		7,695.94
											7,695.94
186	Other items	26/10/2026		Co-op current accoui	Online Payment	Cloths, Bin liners & tape	ESPO	S	28.10	5.62	33.72
											33.72

Holywell-cum-Needingworth PC

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
188	Other items	26/10/2026		Co-op current accoui	Online Payment	Postfix	Stark Building Materials UK	S	19.83	3.97	23.80
											23.80
189	Other items	26/10/2026		Co-op current accoui	Online Payment	Hacksaw and blades	Stark Building Materials UK	S	28.03	5.61	33.64
											33.64
192	Annual rent	26/10/2026		Co-op current accoui	502245	Refund overpayment of garden	Lesley Patel	Z	24.50		24.50
											24.50
190	Mileage	26/10/2026		Co-op current accoui	Online transfer	Salary	Staff	Z	40.70		40.70
											40.70
184	Pension	26/10/2026		Co-op current accoui	DDR	Pension contributions - Octobe	Cushon MT Limited	Z	337.61		337.61
											337.61
191	Tax & NI	26/10/2026		Co-op current accoui	Online transfer	Tax and NI	HMRC	Z	2,968.19		2,968.19
											2,968.19
194	Maintence Work	28/10/2026		Co-op current accoui	DDR - CoB	Securing Pegs	tpshopping99	Z	11.09		11.09
											11.09
								Total	**12,950.86**	**320.55**	**13,271.41**

BUDGET REPORT 3RD November 2026

Comments cover period: 29th September 2026-26th October 2026

Income:

Cemetery fees: £3054.00 against budget £3895.00

Garden Plots: £1183.50 against budget £1103.00

Precept £148012- now received in total.

Training & development £50 – refund of Chairmanship training, course re scheduled Chairman could not attend.

Payments:

Elections budget reduced to £2000 following virement of funds.
Salaries budget increased to £106000 following virement of funds.
All budget lines in order

Total payments for the year to date £90731.86(Net)

Total income year to date £176845.57 (Net)

Holywell-cum-Needingworth PC

Summary of Receipts and Payments

Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Audit Fees			0.00 (N/A)	1,000.00	898.54	101.46 (10%)	101.46
CCC/HDC devolved functions			0.00 (N/A)	3,000.00		3,000.00 (100%)	3,000.00
Cemetery	3,895.00	3,054.00	-841.00 (-21%)	8,550.00	2,132.41	6,417.59 (75%)	5,576.59
Chairman's Allowance			0.00 (N/A)	300.00	150.00	150.00 (50%)	150.00
Common Land			0.00 (N/A)	3,000.00	127.00	2,873.00 (95%)	2,873.00
Community Engagement Project			0.00 (N/A)	1,500.00	10.00	1,490.00 (99%)	1,490.00
Community Infrastructure Levy			0.00 (N/A)		420.00	-420.00 (-4200	-420.00
Diamond Jubilee			0.00 (N/A)			0.00 (N/A)	0.00
Election costs			0.00 (N/A)	2,000.00	222.58	1,777.42 (88%)	1,777.42
Garden Plots	1,103.00	1,183.50	80.50 (7%)	1,100.00	230.86	869.14 (79%)	949.64
GDPR			0.00 (N/A)			0.00 (N/A)	0.00
General Admin	1,000.00	533.27	-466.73 (-46%)	11,125.00	4,178.58	6,946.42 (62%)	6,479.69
Giffords Park			0.00 (N/A)			0.00 (N/A)	0.00
Grants			0.00 (N/A)			0.00 (N/A)	0.00
Grounds Equipment - purchase			0.00 (N/A)	10,000.00		10,000.00 (100%)	10,000.00
Grounds Equipment - running			0.00 (N/A)	7,550.00	2,368.24	5,181.76 (68%)	5,181.76
Insurance			0.00 (N/A)	5,500.00	5,013.69	486.31 (8%)	486.31
Interest Earned	3,500.00	5,016.67	1,516.67 (43%)			0.00 (N/A)	1,516.67
Leases	51.00	95.74	44.74 (87%)	1.00		1.00 (100%)	45.74
Millfields	3,421.00	3,039.72	-381.28 (-11%)	8,000.00	5,298.71	2,701.29 (33%)	2,320.01
Miscellaneous			0.00 (N/A)	2,500.00		2,500.00 (100%)	2,500.00
Other Income	960.00	1,218.52	258.52 (26%)			0.00 (N/A)	258.52
Parish Maintenance Work			0.00 (N/A)	5,000.00	1,494.09	3,505.91 (70%)	3,505.91
Precept	148,012.00	148,012.00	0.00 (N/A)			0.00 (N/A)	0.00
Recreation Grounds			0.00 (N/A)	3,250.00	1,418.26	1,831.74 (56%)	1,831.74
Renwals and Refurbishment		14,592.15	14,592.15 (145921	6,000.00	297.00	5,703.00 (95%)	20,295.15
Riverbank Project			0.00 (N/A)			0.00 (N/A)	0.00
S137			0.00 (N/A)	500.00		500.00 (100%)	500.00
Salaries			0.00 (N/A)	106,000.00	64,666.10	41,333.90 (38%)	41,333.90
Street lighting		50.00	50.00 (5000%	4,000.00	1,365.80	2,634.20 (65%)	2,684.20
Training & Development		50.00	50.00 (5000%	1,500.00	260.00	1,240.00 (82%)	1,290.00
Tree Survey Work			0.00 (N/A)	7,000.00	180.00	6,820.00 (97%)	6,820.00
VAT refund			0.00 (N/A)			0.00 (N/A)	0.00
Village Hall			0.00 (N/A)			0.00 (N/A)	0.00
Village Hall Extension			0.00 (N/A)			0.00 (N/A)	0.00
Youth Work			0.00 (N/A)			0.00 (N/A)	0.00
NET TOTAL	**161,942.00**	**176,845.57**	**14,903.57 (9%)**	**198,376.00**	**90,731.86**	**107,644.14 (54%)**	**122,547.71**

Total for ALL Cost Centres	176,845.57	90,731.86
V.A.T.	3,774.01	3,066.34
GROSS TOTAL	**180,619.58**	**93,798.20**



Dear Customer/ Supplier,

We are writing to share an important update regarding an internal operational change for Function 28 Limited.

Function 28 Limited is currently in the process of dissolving, as its operations and services are being fully integrated under **Core Synergy Limited**. This is an internal administrative step designed to bring all of our companies under one roof and streamline our accounting and business processes.

Please be assured that **nothing will change regarding the products and services you currently receive, nor your day-to-day points of contact.** All existing agreements, contracts, and service levels will continue seamlessly under Core Synergy Limited.

Customers:

Your ongoing projects, support services, and billing relationships will remain completely unaffected by this transition.

Suppliers:

Please update your records to reflect our new billing and invoicing entity details under Core Synergy Limited , and ensure future payments/invoices are addressed accordingly.

Core Synergy Limited - A3 Ethmar Court Mid Devon Business Park Willand, Cullompton EX15 2EZ United Kingdom (UK)

Banking Details:
Core Synergy Ltd
Sort Code: 30-54-66
Acc No: 14645960

BIC/SWIFT: LOYDGB21F95
IBAN: GB73LOYD30546614645960

We truly value our relationship with you and appreciate your continued support as we make this transition to improve our internal efficiency.

If you have any questions or require further information, please do not hesitate to reach out to us directly.

Best regards,

Russ Murch,
CEO
Function28 Limited / Core Synergy Limited

CAPALC advice 12/10/26

Hi Jane

You say 'common land' but who actually owns the land, is it the parish council or County Highways or someone else?

If the parish council own the land and the councils insurance company have no issues with the practice continuing, then ensure you have this in writing from the insurers together with confirmation whether or not a written risk assessment is required.

If the parish council do not own the land, then the council will need to decide if they need to pass on the relevant information to the landowner.

Jane Bowd
13/10/2026 09:22
Hi Penny,
The land is registered at land registry as "owned" by the Parish Council. It is also entered on the commons land registry in the PC name.
Thank you for your advice I will check the reply for the insurance company and then advise Council accordingly.
Must admit "NORA" advised that if prescriptive rights are to be avoided then a written statement between parties was advisable but it only mentioned crossing the land not maintaining it hence I thought I would check for some legal advice.
Many thanks for your reply,
Jane



Your service proposal

Prepared for: Holywell-cum-Needingworth Parish Council
Date: 27/10/2026
Created By: Mervyn Ellis
Position: Virtual Business Development Manager
Email Address: mervynellis@citation.co.uk
Phone:

Health & Safety

Workplace Expert

Guaranteed compliance with scheduled inspections, document preparation and 24/7 support

Health & Safety legislation – and the to-do list that comes with it – is tough to keep on top of. From updates and changing legislation to spot checks and inspections from authorities, you didn't go into business to stress over Health & Safety.

Having an expert prepare your policies, assess your premises, help you complete your risk assessments and who will be at the other end of a phone call if you need them, would probably relieve a lot of that stress and give you the peace of mind to focus on other, business-critical tasks.

With Citation's Workplace Expert package, you get exactly that – plus lots more – to help you take real control of compliance, get that to-do list done and futureproof your business.

Here's what we'll do for you:

Welcome to the team

As soon as you sign your agreement, we'll give you access to our 24/7 advice line, set you up on our online management platform – Atlas, and arrange your first consultant visit.

In-depth inspection report

During their first visit and in subsequent years, your expert consultant will:

- Identify any hazards and risks
- Outline their findings in a detailed report
- Advise on improvements to be made

Documents crafted by professionals

Your consultant will:

- Put together your H&S Policy and create a bespoke handbook
- Store copies in Atlas for you
- Keep your documentation updated in line with legislation changes

Risk assessments

We have over 1,000 sector specific risk assessment templates in Atlas. They've been put together by our competent team of Health & Safety professionals, and will help you on the road to keeping you, your business and your employees safe. And if you need a hand filling it in, you'll have 24/7 support with our advice line.

Always up-to-date

We'll always inform you of legislation updates and incorporate relevant changes into your system. And if there are any changes to your business, just let us know and we'll reflect those in your documents too.

Here for you – 24/7

You and your nominated employees will have access to industry-leading Health & Safety professionals 24 hours a day, 365 days a year. We always provide advice bespoke to your business, and work alongside you to find the best solutions for your challenges.

Why choose us?

Experts you can trust

Our team of over 100 Health & Safety experts are all highly qualified. All our team maintain their professional development with external bodies and we have a quality function whom ensure our standards are maintained.

Incident support

We'll support you in the event of a major accident or emergency, and when dealing with enforcing authorities. We have consultants across the UK who can be on site as soon as you need them.

Unlimited access to elearning

We'll make sure you're always clued up by giving you unlimited access to 100s of online fact sheets, along with a suite of Health & Safety elearning modules.

Guaranteed advice

Providing you've followed our recommendations, take all our advice and notify us immediately, we'll pay the costs of defending safety prosecutions and actions taken by an enforcing authority. There's a limit of £150,000 per matter or series of related matters, and an annual limit of £1.5 million.

Your Quotation

Account Name: Holywell-cum-Needingworth Parish Council
Address: Overcote Lane NeedingworthSt. IvesPE27 4TUUnited Kingdom

Prepared By: Mervyn Ellis
mervynellis@citation.co.uk

Quote Reference: Q-370872
Created Date: 27/10/26
Expiry Date: 26/11/26
Employees: 5

Group1 (84 Months)

Monthly

Product	Quantity	Price per month
Atlas UpSkill	1	
H&S Workplace Expert	1	
On-Site Risk Assessment Support - Full Day	2	
	Total:	£188.90

3 Free of charge months will be applied at the start of contract

VAT will be added to the above fee at the applicable rate
This quotation, services and guarantees apply to the above employee and site information.
Terms and conditions apply.

Citation

> We are so appreciative of the partnership we have with Citation, their care, professionalism and 'can-do' attitude. We would highly recommend Citation and the Atlas platform to any business, and especially any small business with limited capacity for these incredibly important pieces of work.

Jane Kent,
Haig's Drains Ltd

> We have used Citation for over 5 years and have always found their support and advice to be fantastic, especially when faced with repeated lockdowns. All the advisors are knowledgeable and professional and really feel like an extension of our HR team.

Chantelle Christy,
Drake and Morgan Ltd

> Citation are a fantastic company to have working alongside us at Emyvale Care. Their HR advisors are friendly, and very experienced and knowledgeable in their approach to issues, be that small and complex.
>
> The Health & Safety support is also extremely thorough but works in the context of your organisation to make sure any issues have the best solutions in place. Email support is also responded to with immediacy and the helpline will provide guidance at the point of contact.

Pauline Carter,
Emyvale Care

> As an employer, we could not imagine running our business without Citation. They are always at the end of the phone, email, zoom, or face to face - whatever your question or query they will always answer it, help and guide in the right direction.

Wendy Whetlor,
Wessex Compressors Ltd

With you, wherever you are - with offices across the UK, we're never far away:

Kings Court
Water Lane
Wilmslow
Cheshire
SK9 5AR

Charles House
Albert Street
Eccles
Manchester
M30 0PW

Muspole Court
Muspole Street
Norwich
NR3 1DJ

3rd Floor
The Merchant
45 Notte Street
Plymouth
PL1 2AG

3 Arlington Square
Downshire Way
Bracknell
RG12 1WA

Contractor Management

Onboard contractors and evidence compliance. All in Atlas.

Centralise your contractor onboarding, documents and renewals in Atlas, with AI-assisted checks and a clear approved/unapproved status.

Why it matters

- Around 40% of workplace fatalities involve contractors.
- The Health and Safety Executive (HSE) and insurers are putting more focus on contractor management.
- Clear policies and procedures help protect your people and prove compliance.

What it is

A new module that helps you:

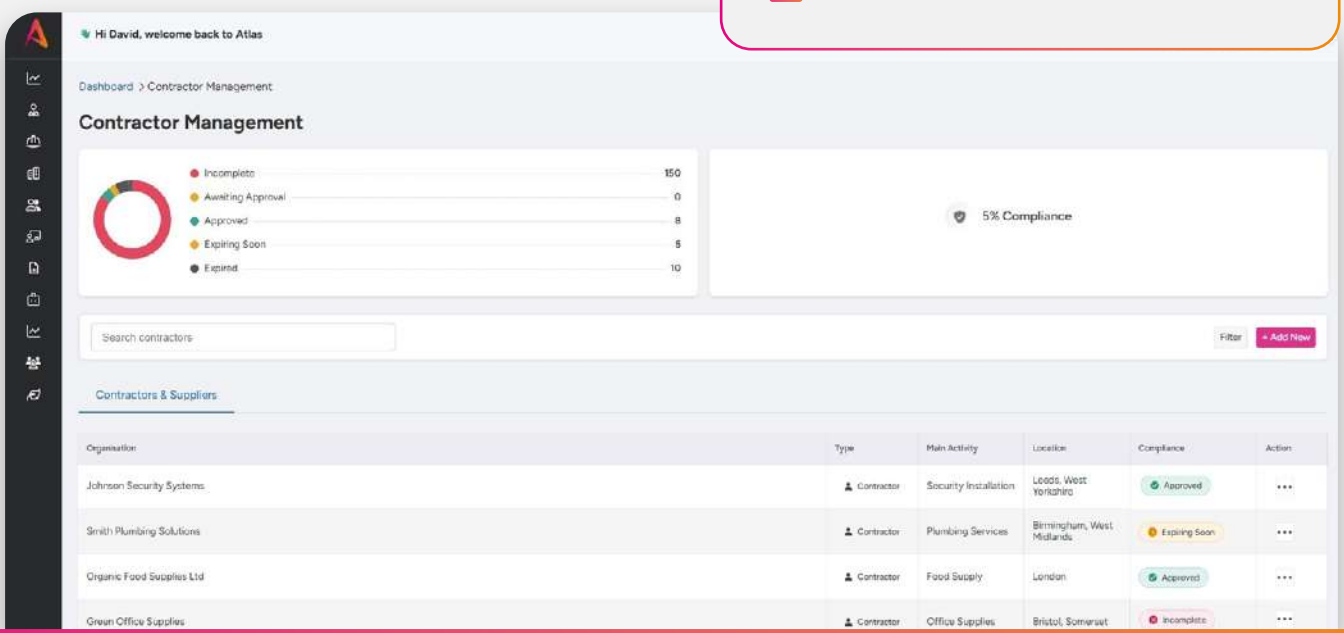
- See all your contractors and their status at a glance.
- Ask them for documents you need (like insurance, RAMS, CSCS cards).
- Get them to upload directly into Atlas – you just review and approve.
- Automatic reminders when documents run out so nothing slips.

How it works

1. **Add a contractor** – fill in basic details, invite them to the portal.
2. **Request proof** – choose what you need (insurance, training, licences, policies).
3. **Check they're compliant** – see instantly who's approved, missing docs, and what's expiring.
4. **You stay safe and compliant** – keep a full audit trail and export reports.

Benefits

- Save time with automated chasing and renewals.
- Reduce risk – only approved workers on site.
- Export your evidence for tenders.
- One secure place for everything.



Atlas Upskill

e-learning courses

Atlas
THE CITATION HUB

Employment Law

- A guide to Acas early conciliation
- Appraisals – How to conduct an effective appraisal
- Appraisals – How to implement an appraisal scheme
- Bullying and harassment in the workplace - a guide for managers and employers
- Bullying and harassment in the workplace - a practical guide for employees
- Conflict Resolution
- Employment Tribunal - How to prepare for a hearing
- Employment Tribunal - What you need to know
- Employment Tribunals - What happens at a hearing
- Equality Act 2010
- General Data Protection Regulations (GDPR)
- Hints and tips for effective recruitment and selection - Part I - The principles of recruitment
- Hints and tips for effective recruitment - Part 2. The recruitment process
- Home and remote worker data security
- Information Security
- Lateness and unauthorised absence
- Long-term sickness absence - Part 1. Procedures, Pay and Communication
- Long-term sickness absence - Part 2. When is it reasonable to dismiss?

Employment Law

- Managing lateness and unauthorised absence
- Modern Slavery
- Personal appearance - Part 1. Personal hygiene
- Personal appearance - Part 2. Dress codes
- Preparing for and conducting a disciplinary hearing
- Probationary periods
- Return to work interviews
- Short-term sickness - a practical guide to managing
- The Bribery Act 2010 - An Overview
- Sexual Harassment Awareness for Manager

Personal development

- Coaching and Mentoring
- Complaint Handling
- Customer Service Awareness
- Effective home working and wellbeing

Assured 2024/26 RoSPA Qualifications

CPD CERTIFIED The CPD Certification Service

To see a full list of Health & Safety courses accredited by RoSPA, please request further information

Atlas Upskill

e-learning courses

Atlas
THE CITATION HUB

Health & Safety

- Abrasive Wheels Awareness
- Anaphylaxis
- Asbestos Awareness*
- Atlas for risk assessors
- Banksman
- First Aid
- Basic Food Safety Awareness
- CDM Awareness For Managers And Supervisors*
- Construction Safety Awareness
- Contractors Safety Procedures
- Coronavirus - Working in a Covid world
- COSHH Awareness For Employees*
- COSHH Awareness For Those Responsible For Completing COSHH Assessments*
- CPR Awareness
- Driving at Work Essentials
- DSE Display Screen Equipment
- Effective home working and wellbeing
- Emergency First Aid Awareness
- Environmental Awareness For Employees
- Environmental Awareness For Managers
- Fire and Electrical safety when working from home
- Fire Extinguisher Use
- Fire Marshal Training
- Fire Safety Awareness
- Food Allergies Awareness
- Allergens Awareness
- Food Hygiene
- Food Safety Level 2
- Hand Hygiene
- Hand Hygiene for Care
- Hand-Arm Vibration Syndrome Awareness

Health & Safety

- Health and Safety Awareness*
- Health and Safety
- Infection Control
- Ladders And Stepladders*
- Legionella and Legionnaires Disease Awareness
- Lone working
- Managing Contractors
- Manual Handling
- Manual handling for low risk environments
- Manual Handling in Builders merchants
- Mental Health in the Workplace Level 1 (VTQ)
- Mental Health in the Workplace Level 2 (VTQ)
- Noise Awareness
- Personal Protective Equipment - PPE
- Powerlines - Delivering Safely
- Racking Safety Awareness
- Respiratory Protective Equipment (RPE) Awareness
- RIDDOR*
- Risk Assessment Awareness
- Risk Management Awareness
- Sharps Awareness
- Silica and dust awareness for employers and managers
- Slips, Trips and Falls Awareness
- Stress in the workplace
- Traffic Management in Construction
- Vibration awareness
- Welding Fumes Awareness
- Work Related Skin Diseases
- Working at Height
- Working at Height in higher-risk activities
- Young persons in the workplace

Risk Assessment Support

We know risk assessments can be a struggle for businesses of all sizes and from all sectors, but they're a necessity to keep your site safe and legally sound.

So, to make sure your business and all its systems are operating to the highest safety standards – with minimal struggle, one of our Health & Safety experts will give you hands-on help with everything you need to know to competently complete a risk assessment from start to finish.

What you get

A highly qualified consultant will work alongside you to create legally compliant risk or COSHH assessments by:

- Reviewing your business' environment and systems of work– Identifying and assessing any hazards
- Advising you of the best way to control or reduce any hazards identified
- Guiding you through the risk or COSHH assessment process in Atlas, our on-line portal
- Ensuring you fully understand the creation and reviewal process including how you can authorise and distribute your risk assessments
- Educating you on your legal responsibilities, and the ramifications of getting it wrong.

Why choose us?

All our consultants are qualified to either IOSH or IIRSM standards, and many are on the Occupational Safety & Health Consultants Register

We come with more than 20 years' of Health & Safety experience, so you can be sure you're in safe hands

We'll equip you with all the knowledge needed to be self-sufficient and replicate the risk assessment process confidently

Our service works on a one-off basis, so you can lean on us for support as much or as little as you like, and only pay for what you need.



bright hr

Service Proposal

Prepared for: Holywell-cum-Needingworth Parish Council

Your Personal Quotation

PREPARED EXCLUSIVELY FOR
Holywell-cum-Needingworth Parish Council

QUOTE REFERENCE
PQ-1057

DATE ISSUED
28 October 2026

VALID UNTIL
30 November 2026

NUMBER OF EMPLOYEES
5

QUOTE OPTIONS

Pricing options for your agreement are outlined below

Option 1

BrightProtect HS

CONTRACT TERM
4 Years

COST PER MONTH
£83.71

Total contract value: **£4,018.00**

Includes BrightSafe software for risk assessments and incident tracking, accident and near-miss reporting, and the BrightSafe On the Go app, plus 24/7 BrightSafe Advice and an extensive H&S document template library.

Option 2

BrightProtect HS

CONTRACT TERM
2 Years

COST PER MONTH
£87.50

Total contract value: **£2,100.00**

Includes BrightSafe software for risk assessments and incident tracking, accident and near-miss reporting, and the BrightSafe On the Go app, plus 24/7 BrightSafe Advice and an extensive H&S document template library.

If you would like to proceed with this quote, please contact Harry Hodges by phone on or email at harry.hodges@brighthr.com.

Next Steps

Here's what happens once you're ready to move forward with BrightHR.

1

Contract Sent

Your agreement will be sent over for review and signature.

2

Agreement Confirmed

Once signed, your account and services are activated.

3

Welcome Call

You will receive a Welcome Call within 24 hours, where you can arrange your Onboarding.

4

Guided Setup

Your dedicated advisor will guide you through setup, usually within 48 hours.

5

24/7 Online Support

From here, you'll have access to our online support whenever you need it.

Welcome to BrightHR!

Any Questions?

We'd be delighted to become your trusted partner. Get in touch any time.

Harry Hodges

harry.hodges@brighthr.com

SPEAK TO AN EXPERT

Harry Hodges

harry.hodges@brighthr.com

This quote is valid until the date shown above.

brighthr

Protect Health & Safety Package



INCLUDED IN YOUR PACKAGE

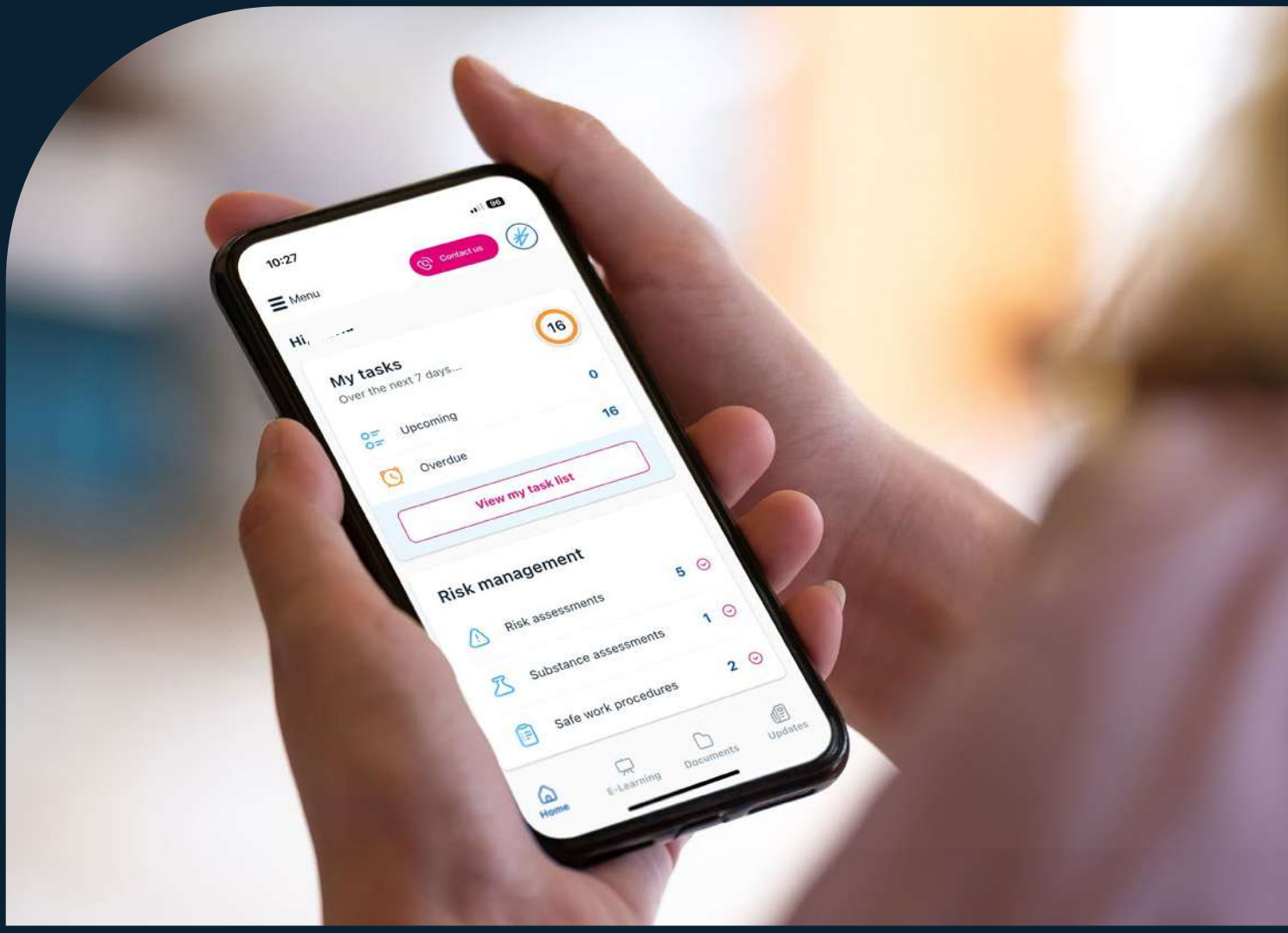
brighthr

BrightSafe

Health & safety software

Protect your business and staff from risks with BrightSafe our end-to-end health & safety management system.

Stay compliant with the latest regulations, minimise risks to staff safety, and protect your reputation with time-saving tools.



Find out more at **brightHR.com**

brighthr

INCLUDED IN YOUR PACKAGE

24/7 health & safety advice

Get expert confidential advice whenever your business needs support, not just during office hours. Get trusted health & safety advice and support to protect your business, your people and yourself.



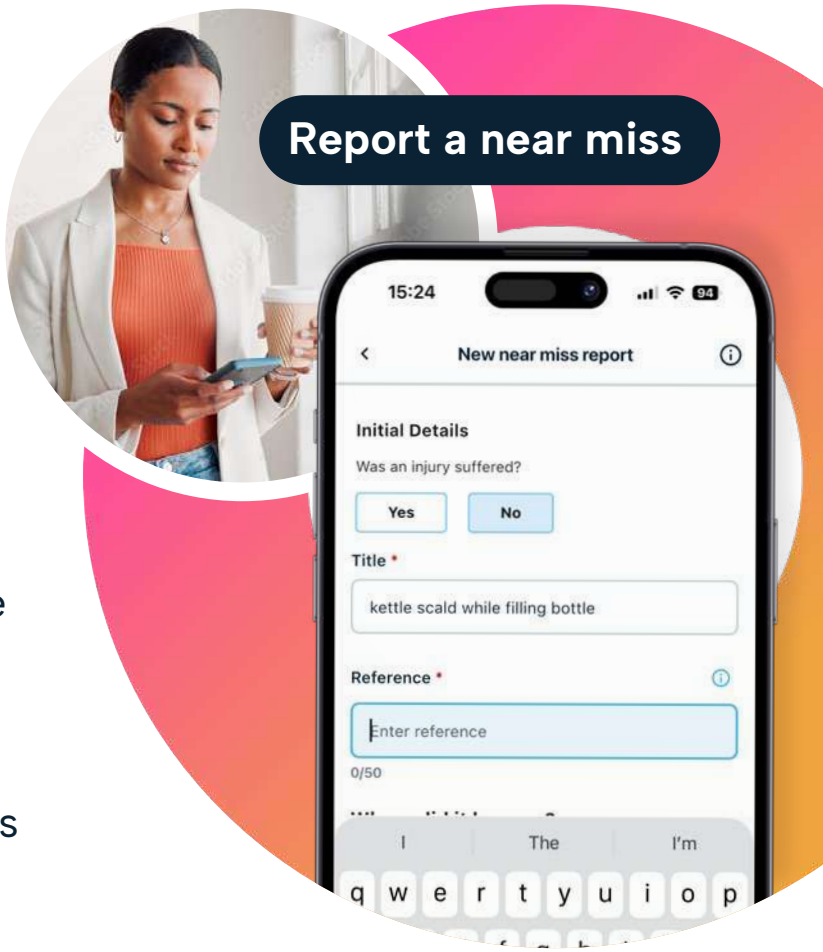
- Speak to trained UK-based health & safety advisors
- Stay up to date on changing HSE guidelines
- Get tailored advice on the issues affecting your business
- Call for support on passing HSE inspections

Get peace of mind

knowing your business and your team are safeguarded with a direct line to health & safety professionals.

Find out more at **brightHR.com**

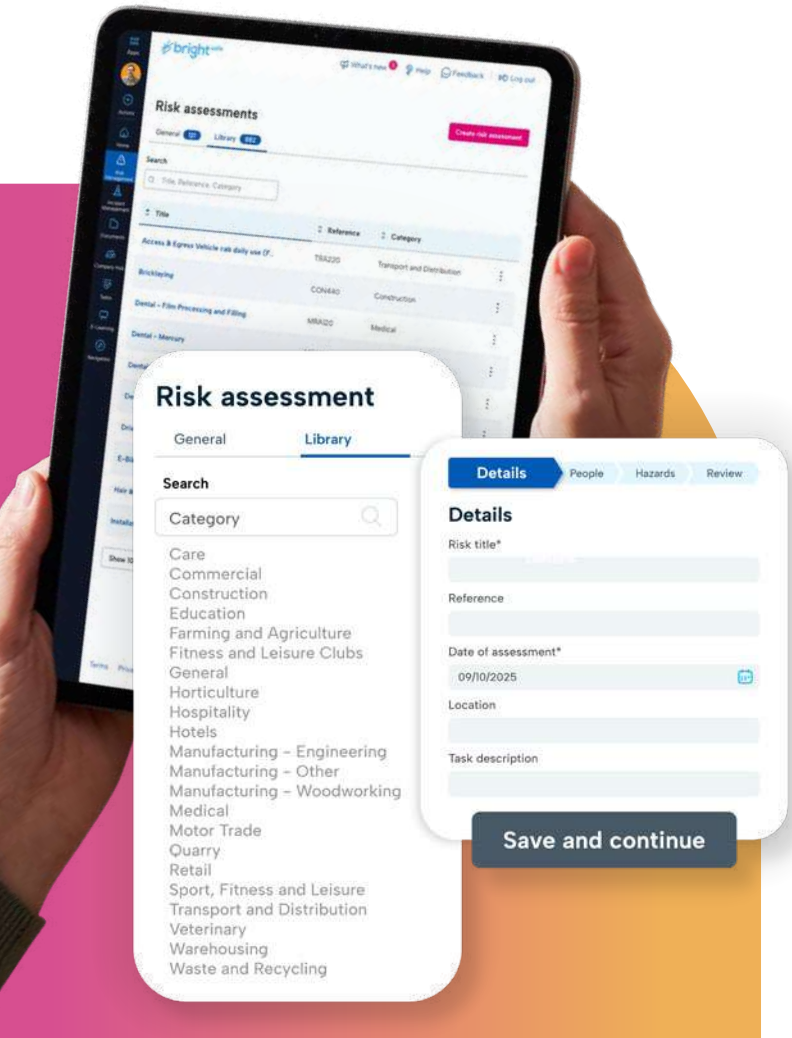
Accident and near miss reporting



Log workplace accidents and near misses on the go for accurate and compliant record keeping.

Get a clearer picture of workplace incidents, stronger records for inspections, and a practical way to show action has been taken.

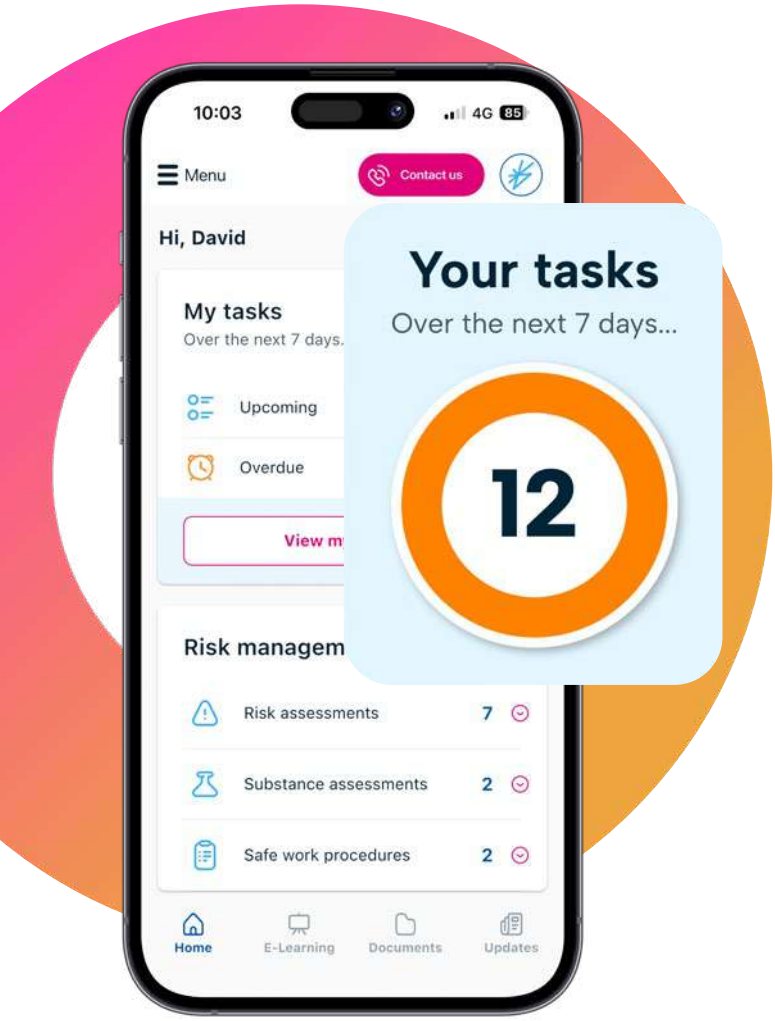
It supports safer working practices while helping reduce the admin burden around reporting.



Risk assessment templates

Create compliant risk assessments using 600+ industry-specific templates to identify hazards, plan controls, and keep safety processes consistent.

Save time, reduce uncertainty, and build clearer records of how risks are being managed. With practical templates to guide the process, it's easy to protect your business and stay prepared for inspections.



Task management

Assign and set reminders for important health & safety tasks in the responsibilities navigator.

BrightSafe makes it easy to manage and plan your health & safety tasks

- Set up task reminders to never miss a step
- Delegate responsibilities to employees
- Maintain task records to prove your compliance

Document library

Meet your health & safety reporting obligations and create HSE compliant documents with templates produced by experts.

- Create and review method statements
- Assign documents for staff to read and accept
- Save all your documents in a central, secure location



INCLUDED IN YOUR PACKAGE

Hazardous substances management

Make complex **COSHH safety management** easier, especially in workplaces where hazardous substances are part of operations

- Create substance-specific risk assessments that meet HSE standards
- Get intelligent control system suggestions
- Track implementation with clear accountability and reminders
- Generate inspection-ready documentation in minutes



bright hr

OPTIONAL IN ADDITION TO YOUR PACKAGE

E-learning

Transform your team with professional online training that fits your business needs and budget.

Discover e-learning that builds essential skills and keeps your business compliant with training that works for everyone.

Assured 2025/27 RoSPA Qualifications

CPD CERTIFIED The CPD Certification Service

- Cover essential topics like fire safety, manual handling, and hazardous substances
- Avoid HSE fines and protect your business reputation
- Access 130+ CPD-accredited and RoSPA-assured courses with free updates as legislation changes



OPTIONAL IN ADDITION TO YOUR PACKAGE

Optional Indemnity Insurance

Protect your business against employee claims

Safeguarding the future of your business with optional legal expenses insurance.

With optional indemnity insurance against employee claims, you're covered in case of unfair dismissal and indirect discrimination claims for up to **£1 million**, provided you've followed our advice.



brighthr

OPTIONAL IN ADDITION TO YOUR PACKAGE

BrightHR Payroll Software

Discover software that syncs HR and employee data with payroll for a more efficient and simplified payroll process.

- Avoid late fines and pay your employees on time
- Enjoy more control with a lock feature to disable automated data transfer
- Manage pay run exceptions and allow late changes to payroll, anytime
- Stay compliant with software that accounts for statutory rules on pay
- Reduce your risk of penalties or falling behind on HMRC revenue payments





Fast payroll advice from CIPP-qualified experts

Navigating payroll can be tricky, but we've got you covered.

Our UK-based payroll experts stay up to date with the legal requirements, so you don't have to.

Call our experts for advice from **9am-6pm.**

CPD CERTIFIED
The CPD Certification Service

Find out more at **brightHR.com**

brighthr

OPTIONAL IN ADDITION TO YOUR PACKAGE

BrightHR Payroll Managed Service

Take the hassle of payroll out of your hands.

Let our CIPP-qualified experts handle everything so you can focus on growing your business.

- Reclaim the 12+ hours wasted monthly on payroll corrections
- Avoid the mistakes that affect 91% of businesses, costing up to £150,000 annually
- Protect your business from HMRC penalties with expert compliance management
- Ensure everyone gets paid on time, every time

CPD CERTIFIED
The CPD Certification Service



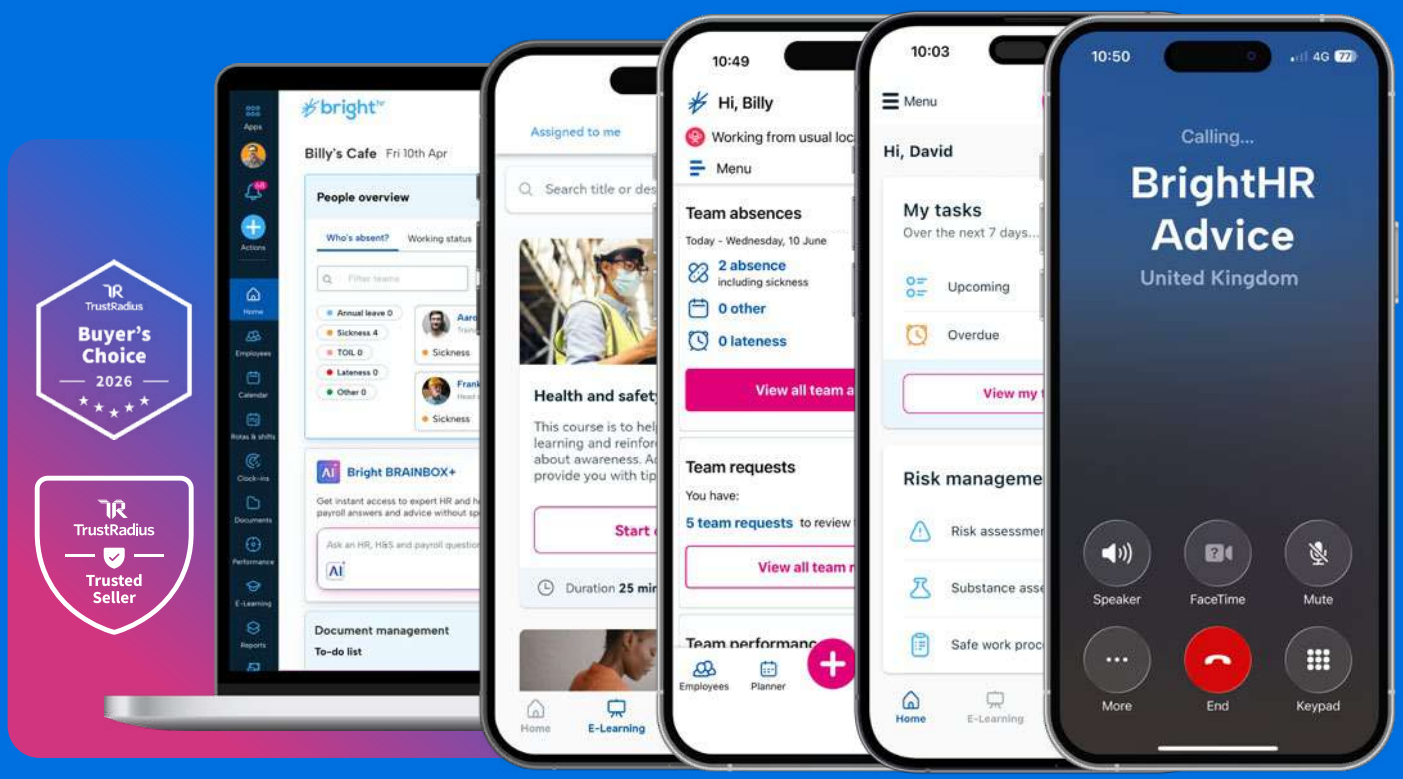
Find out more at **brightHR.com**

bright hr

Smart software to transform your people management, saving you time and money.

Leave the stress of HR admin behind with all-in-one software protecting your business with 24/7 expert support.

Book a demo



Health & Safety

Clerk attended a free seminar 16/9/26 organised by Peninsular.

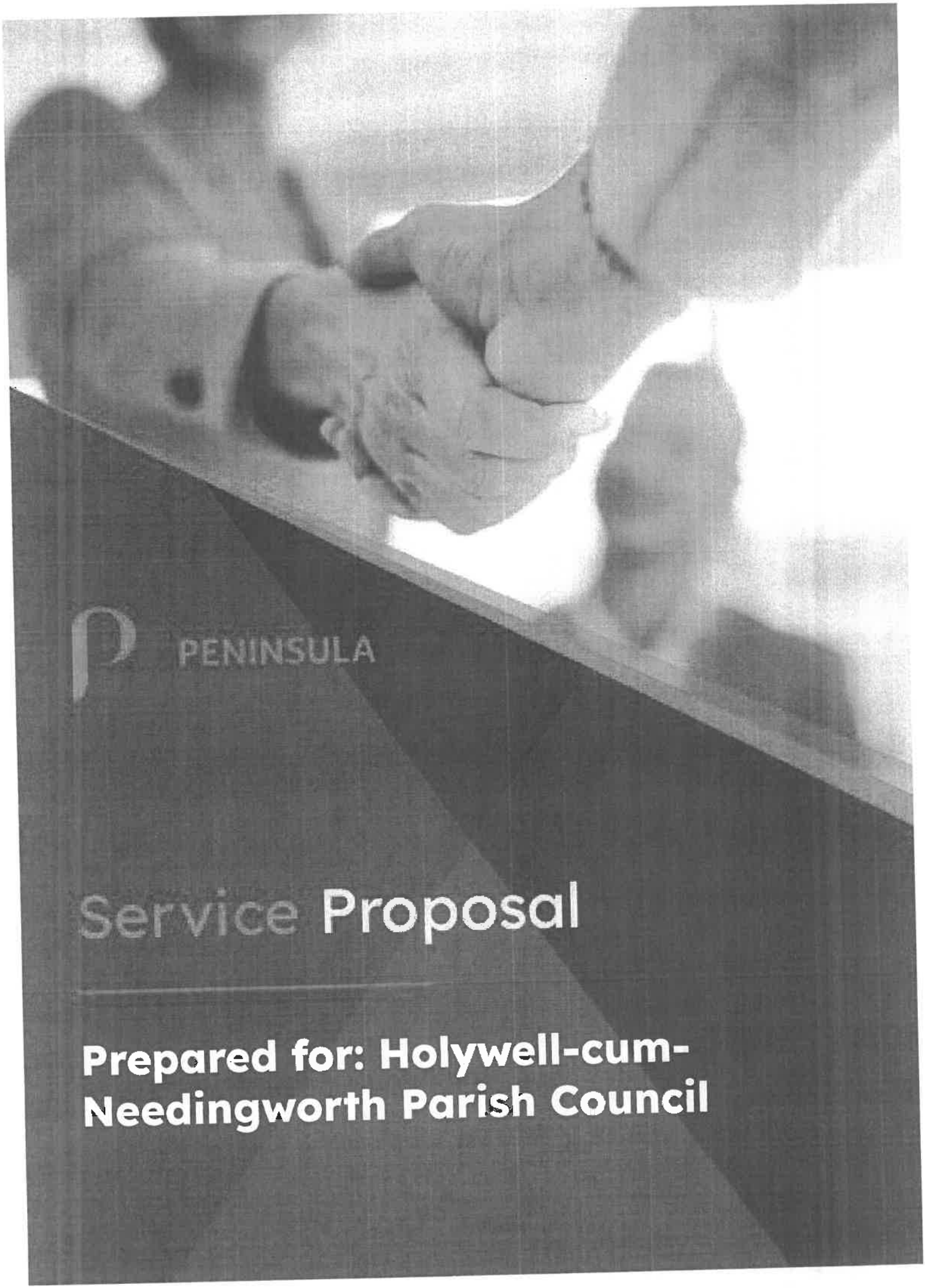
Follow up meeting with Peninsular highlighted HR was not a big issue due to stable staff employment and numbers.

Health & Safety review shows that there are areas of concern mostly due to the extensive changes in legislation.

Proposal provided- Clerk has removed pages which are not included in the proposal.

For decision:

Does Council wish to consider signing up for professional support. Cost is between £172.24 pm (12m contract) to £127.58pm (60m contract).



Service Proposal

Prepared for: Holywell-cum-Needingworth Parish Council

Welcome to Peninsula

I'm looking forward to working with you

At Peninsula, we are serious about success; both yours and ours, so this is no mere slogan. Many years ago, I received some excellent advice. I was told to build my business on the strongest possible foundations.

It's advice that stood me in good stead, and more than that, it's the philosophy behind the services Peninsula provides to every single one of our clients today.

The foundation upon which we all build success is, I believe, no great secret. First, success starts with asking the right questions. But more important is knowing who to ask. Peninsula provides small and medium-sized businesses with the right advice. Our statistics show that Peninsula clients are 3.5x more likely to be successful than the UK average.

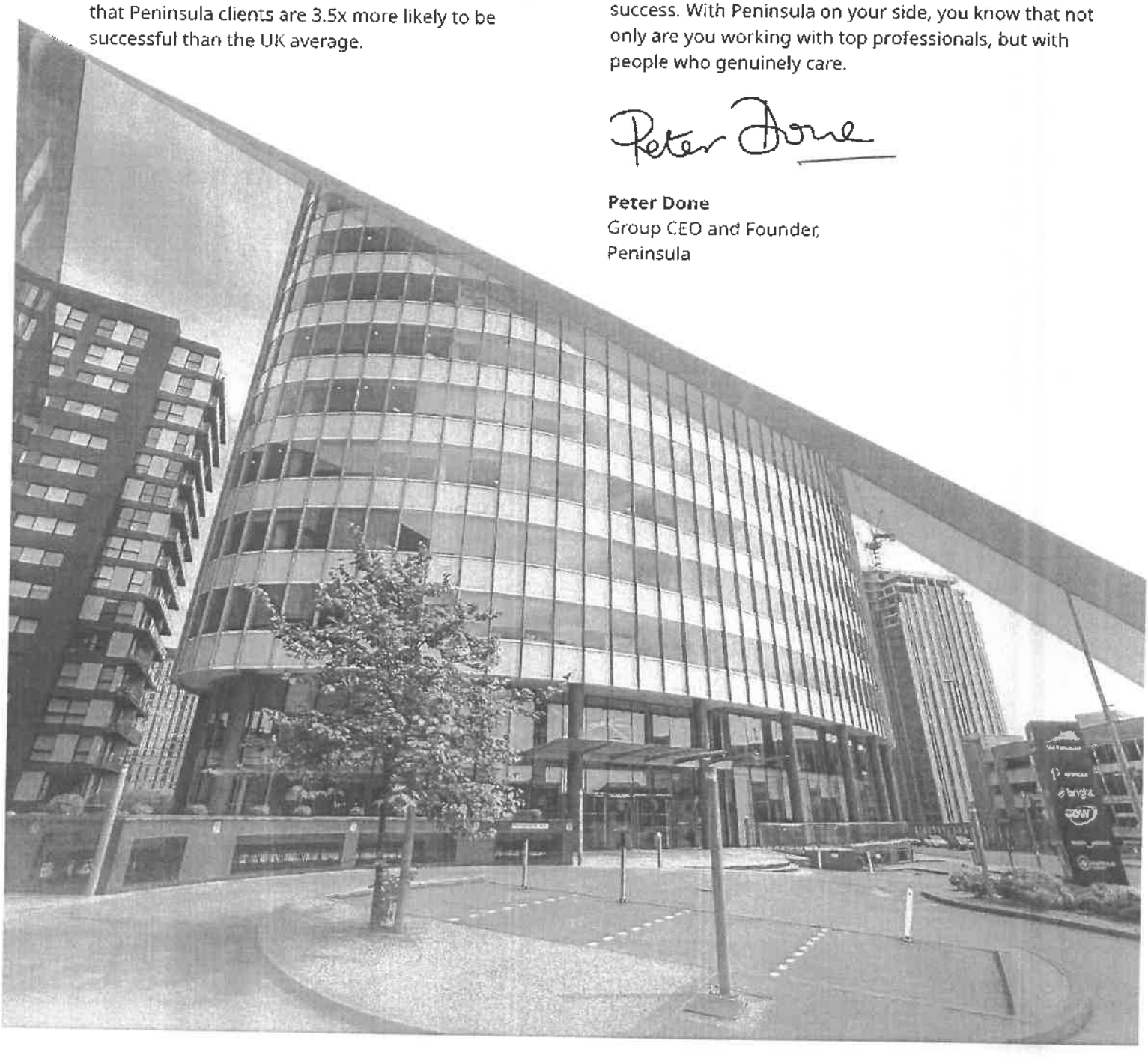


I firmly believe this is because they get their foundations in place by using Peninsula. Fast forward more than three decades, and our organisation has grown significantly. At heart, though, our values are still those of the company that started out with a few people in a single room. We understand the challenges you face because we've been there ourselves.

I am a passionate believer in the importance of small businesses as the cornerstone of our economy, and nothing matters more to me than your continued success. With Peninsula on your side, you know that not only are you working with top professionals, but with people who genuinely care.

Peter Done

Peter Done
Group CEO and Founder,
Peninsula



About Us



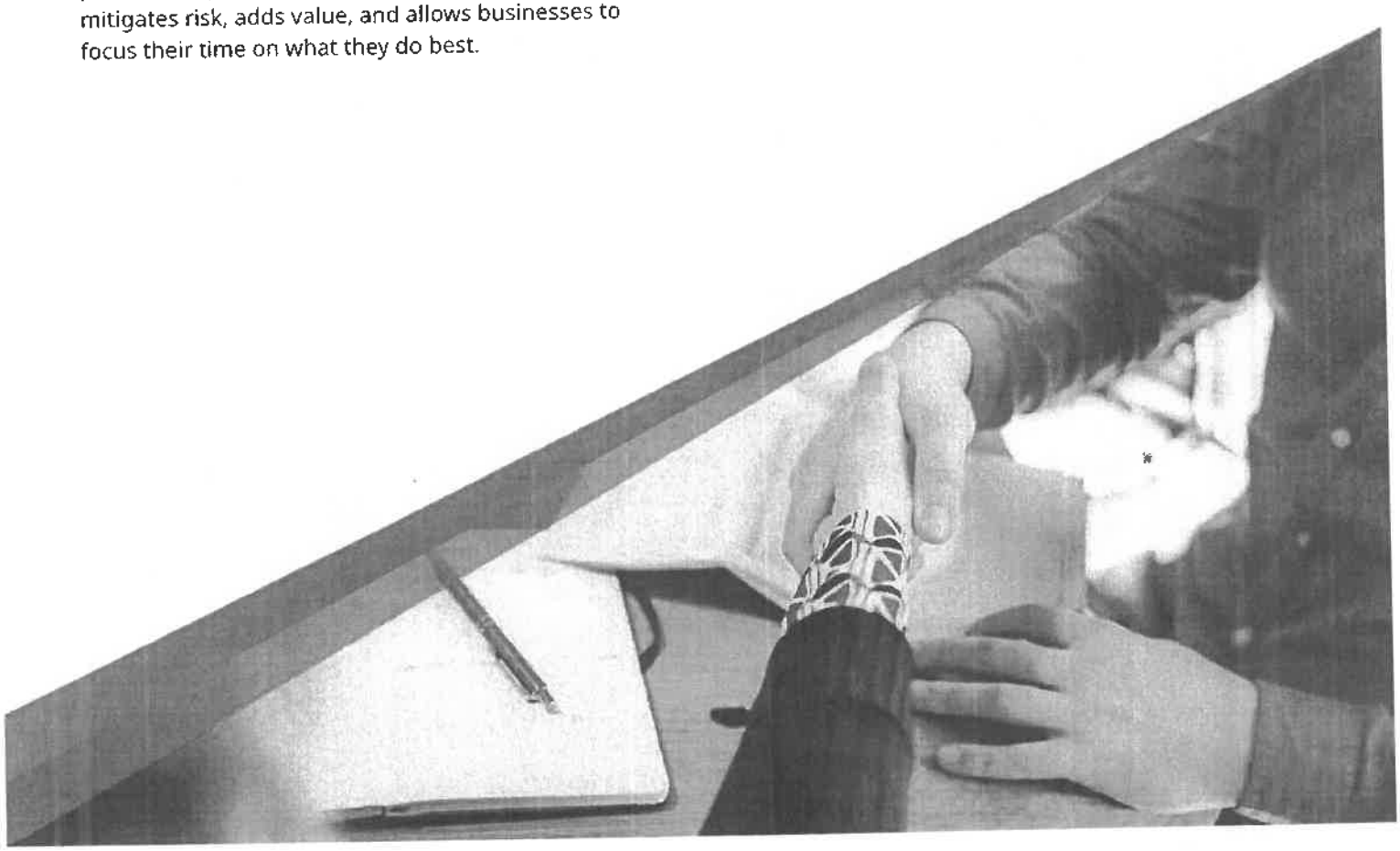
24/7 Support | **Tailored Documentation** | **Online HR Software** | **Legal Representation** | **SafeCheck Review**

Peninsula has been helping businesses to be compliant with HR and health & safety legislation for over 35 years. We are now trusted by over 42,000 SME owners and employers in the UK and Ireland providing a unique service offering which is unparalleled in the marketplace.

At the heart of our company is a commitment to the health and growth of our clients. This means we are not just a source of expert help, but we are also a trusted partner. We pride ourselves on delivering a service that mitigates risk, adds value, and allows businesses to focus their time on what they do best.

Through the hundreds and thousands of discussions we have every year with our clients, we identify themes and trends which in turn help to future-proof your organisation with timely advice and innovative new services.

Notwithstanding the scale of Peninsula, our service delivery remains focused on the relationship that we have with our clients, working in partnership to enable us to deliver bespoke solutions based on your specific requirements, culture and ways of working.



Understanding your proposal

Within this document you'll find a full overview of all of Peninsula's services.

The services which are included in your solution are clearly outlined and marked with the relevant icon next to their title.

If you see any services which are not included in your solution that you'd like to discuss further, please don't hesitate to ask your Business Development Manager who will be able to talk you through the benefits to your business.

PROTECTED BY PENINSULA 2025

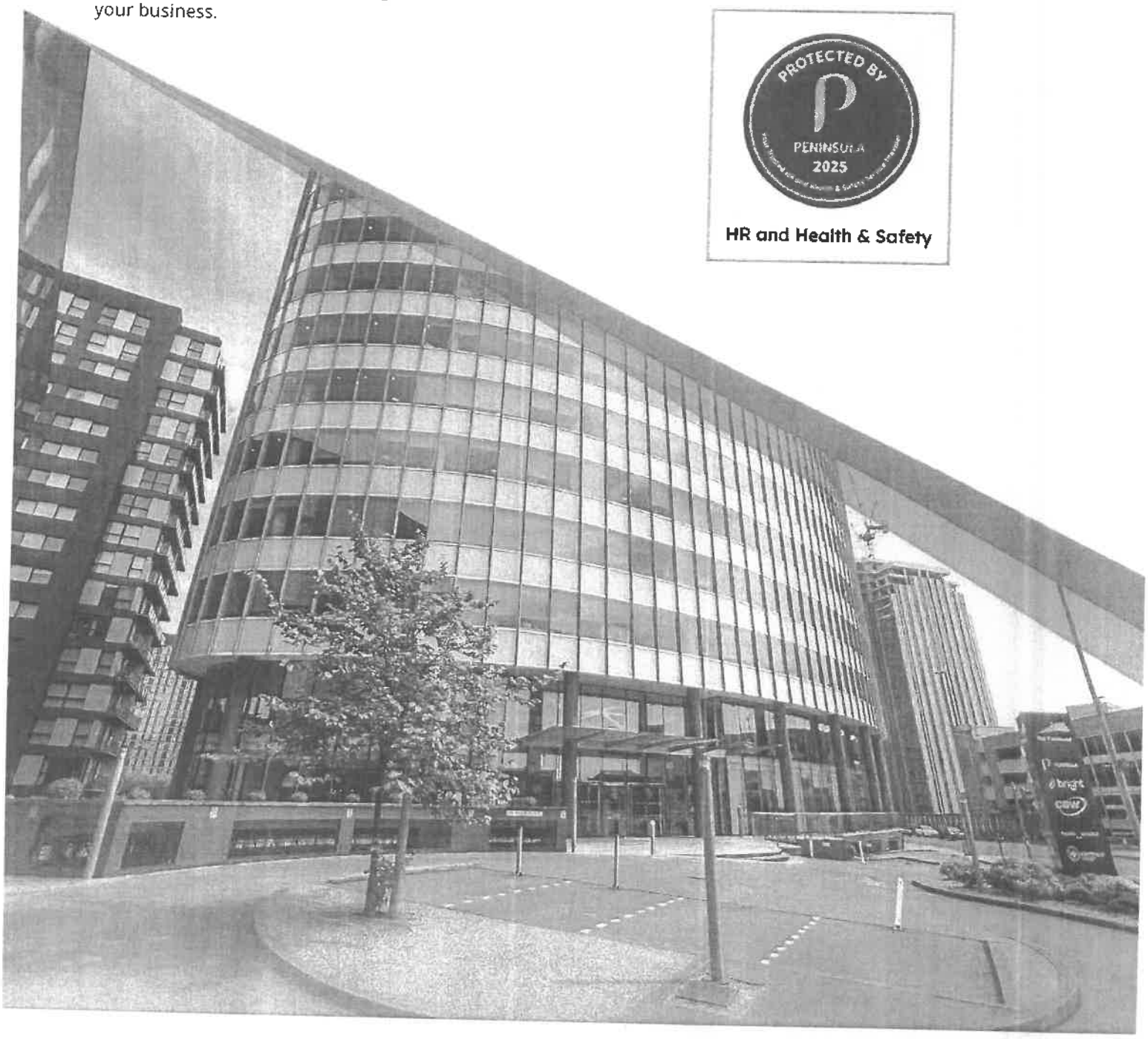
Health & Safety

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HR

PROTECTED BY PENINSULA 2025

HR and Health & Safety



How we will help your business

Our HR and health & safety experts are here to help you keep up to date with legislation. Our services take the complication out of compliance, by ensuring that you are complying with all relevant HR and health & safety regulations with a tailored solution to meet your needs.

Our services include:



HR compliance
An expert will assess your needs and provide tailored documentation to ensure compliance with employment standards legislation.

SafeCheck review
An independent evaluation of health & safety compliance followed by a traffic-light improvement report

Health & Safety
A consultant will provide you with a framework for managing health & safety in your workplace.



24-hour telephone access
Professional expertise on our advice line complete with supporting documentation support on any advice matters

Online HR software
BrightHR is an absence management system with clocking-in technology and expense tracking.

Keeping you updated
Continuous review of change in law and subsequent notication of these changes to you.

Health & Safety Services

✓ Included in your package

Health & Safety

Peninsula's workplace health & safety services give you everything you need to meet HSE rules and protect your staff. Here's how:

- On-site assessment. A health & safety expert comes to your site to identify your risks and hazards. Then you get practical advice on how to meet UK laws.
- Written policies. We write your health & safety policies to protect your people, saving you time and effort.
- Annual reviews. For each year of your contract, a consultant gets in touch to review your health & safety processes and give you advice on how to keep your business safe.
- Time saving software. You get access to BrightSafe, easy-to-use health & safety software that lets you manage your risk assessments, documents and processes in one secure place online.

✓ Included in your package

BrightSafe

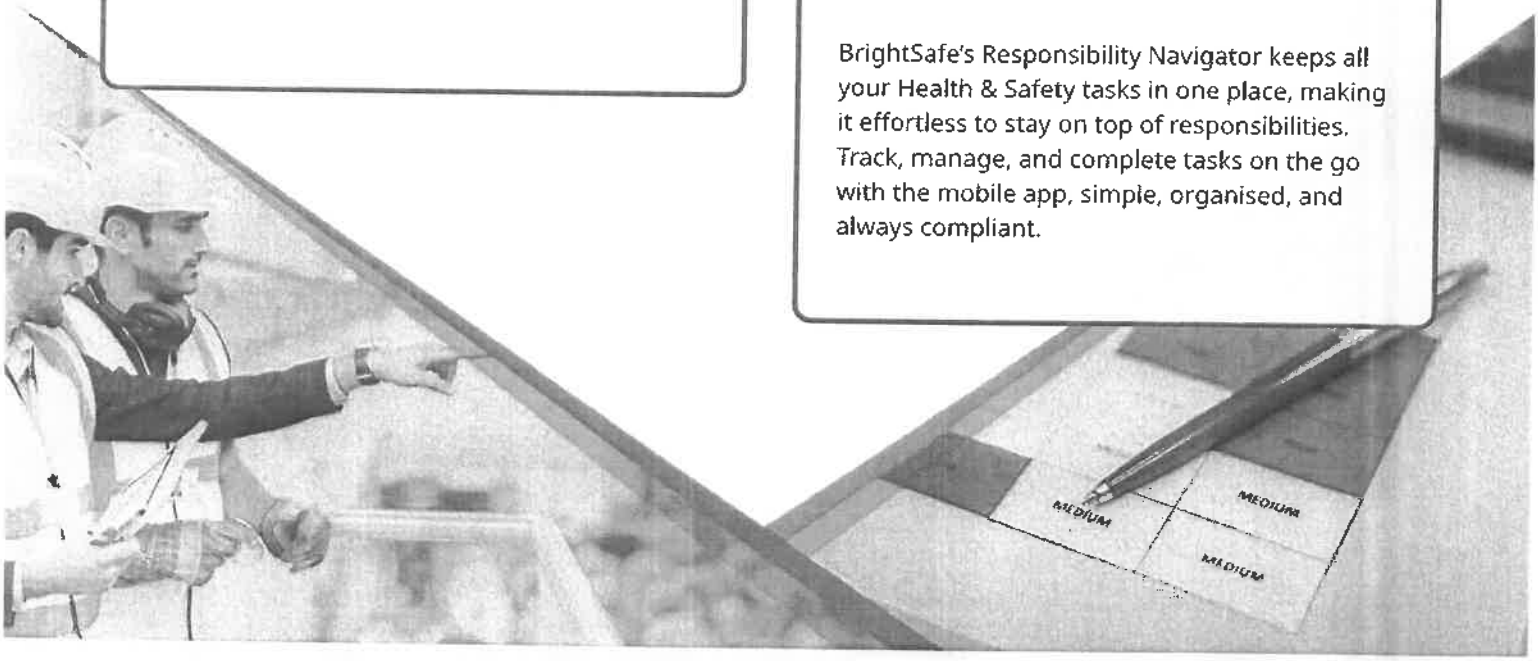
From risk assessments to accident reporting, BrightSafe gives you the tools to manage your health & safety in one place online.

Simply log in from your computer or laptop to:

- Create risk assessments. Follow step-by-step guides and use over 800 templates to carry out risk assessments to professional standards.
- Record accidents and near misses. Meet the HSE accident reporting rules and use your data to cut hazards at work.
- Access policies in a click. Forget filing cabinets and paperwork, keep all your documents secure online.
- Get expert training. Take a range of online courses to boost your health & safety skills. There are 90+ E-learning courses included in your package.

It's smart software that makes it easy to protect your people and meet UK laws. And it comes as standard with your Peninsula health & safety package.

BrightSafe's Responsibility Navigator keeps all your Health & Safety tasks in one place, making it effortless to stay on top of responsibilities. Track, manage, and complete tasks on the go with the mobile app, simple, organised, and always compliant.



Health & Safety Services

✓ Included in your package

On site visit

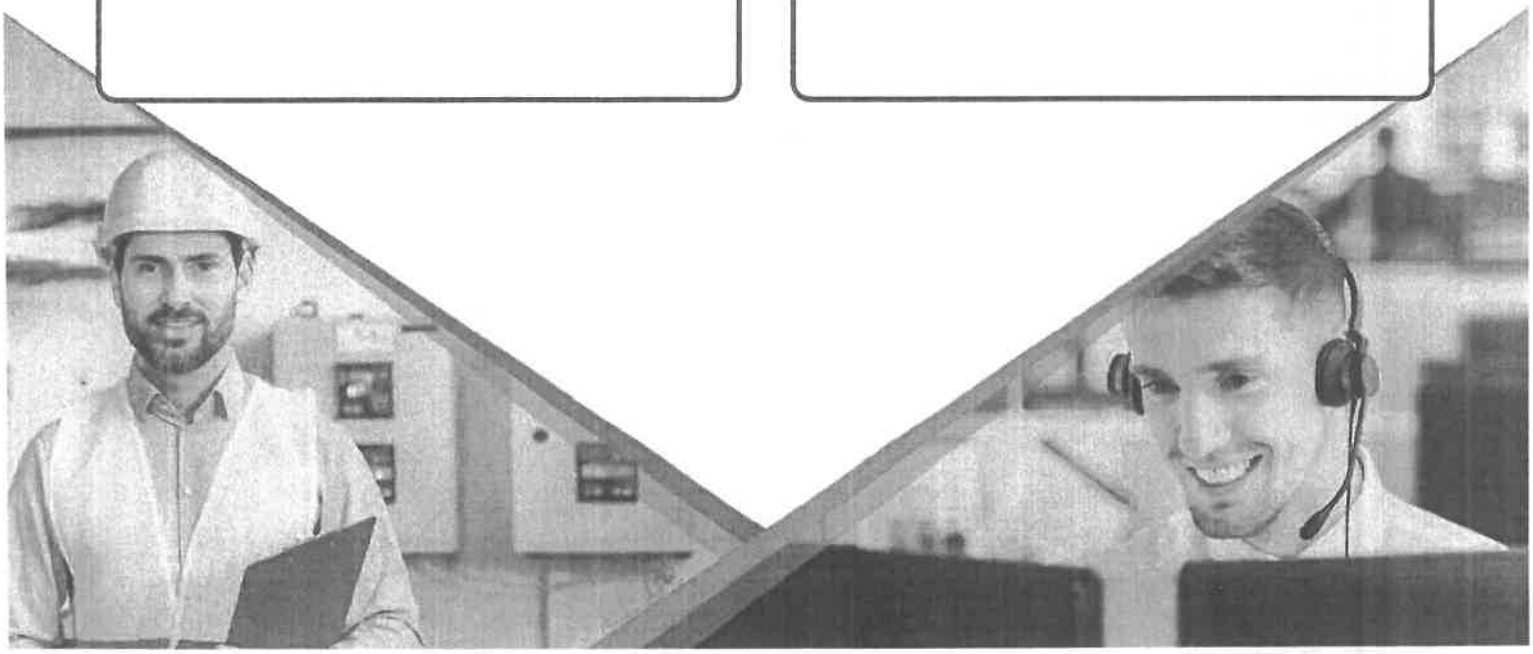
We help you do your risk assessment in person, on-site, at a time that suits you. Here's how it works:

- You tell us the date and time and a qualified health & safety expert comes to your site. They guide you through your risk assessment and help identify the hazards in your workplace. Your consultant gives you practical and cost- effective steps to remove your hazards, reduce your risk and keep your business safe.
- Plus, you get access to a suite of online tools that help you keep your risk assessment up to date—even after we've gone.

✓ Included in your package

24/7 Health & Safety advisory services

- With Peninsula, you get unlimited access to 24-hour advice line staffed by UK-based health & safety experts. Call any time day or night and get the answers to your toughest health & safety questions.
- Our consultants are members of either the Institute of Occupational Safety and Health or the International Institute of Risk and Safety Management.
- They give practical advice that's relevant to your business, always in plain English that you can understand.



Other Services

✓ Included in your package

Employee Assistance Programme

Support your employees with their mental health and wellbeing with access to:

- A confidential telephone helpline - 24/7, 365 days a year, offering practical information and emotional support.
- Up to 6 sessions of telephone, online and face to face counselling. Support for your employee's, partner/spouse and dependants.
- Online Portal and My Healthy Advantage mobile app providing a wealth of tools and resources.

An EAP supports productivity and efficiency in the workplace with an average £7.27 return on investment for every £1 spent.

✘ Not in your package

Wisdom Super Care

We deliver the only Employee Assistance Programme (EAP) that's accredited by both the BACP and NCPS. Here's why it's achieved that recognition:

- Powered by Livi and trusted by NHS professionals, our Virtual GP offers GP services anywhere in the world, facilitates online GP appointments, and provides medical advice.
- Our dedicated menopause support line enables your staff to access guidance from qualified professionals, which reduces absences, improves productivity, and promotes employee wellbeing.
- We equip individuals with skills and knowledge to support their colleagues' mental wellbeing in the workplace with a training service provided by MHFA England.

With Wisdom Super Care, managers and employees have access to a comprehensive suite of tools to support their own, and colleagues', mental wellbeing.



Other Services

✓ Included in your package

BRAINBOX+
Created by experts, powered by AI

BrAInbox

BRAINBOX+ is Peninsula's comprehensive AI tool, designed to give you helpful, practical information to manage your employees and your workplace at a click.

It pairs perfectly with our advisory services to answer your HR, employment law and Health & Safety questions.

Because there are times when you want a quick fact check or speedy answers without having to phone. And other times, it's simply not convenient to call if you're in an open office. Either way, you can use BRAINBOX+ for legally correct answers.

We have seamlessly combined powerful AI technology with our 50 years' technical expertise to give you 100% reliable answers. Created by experts, powered by AI.

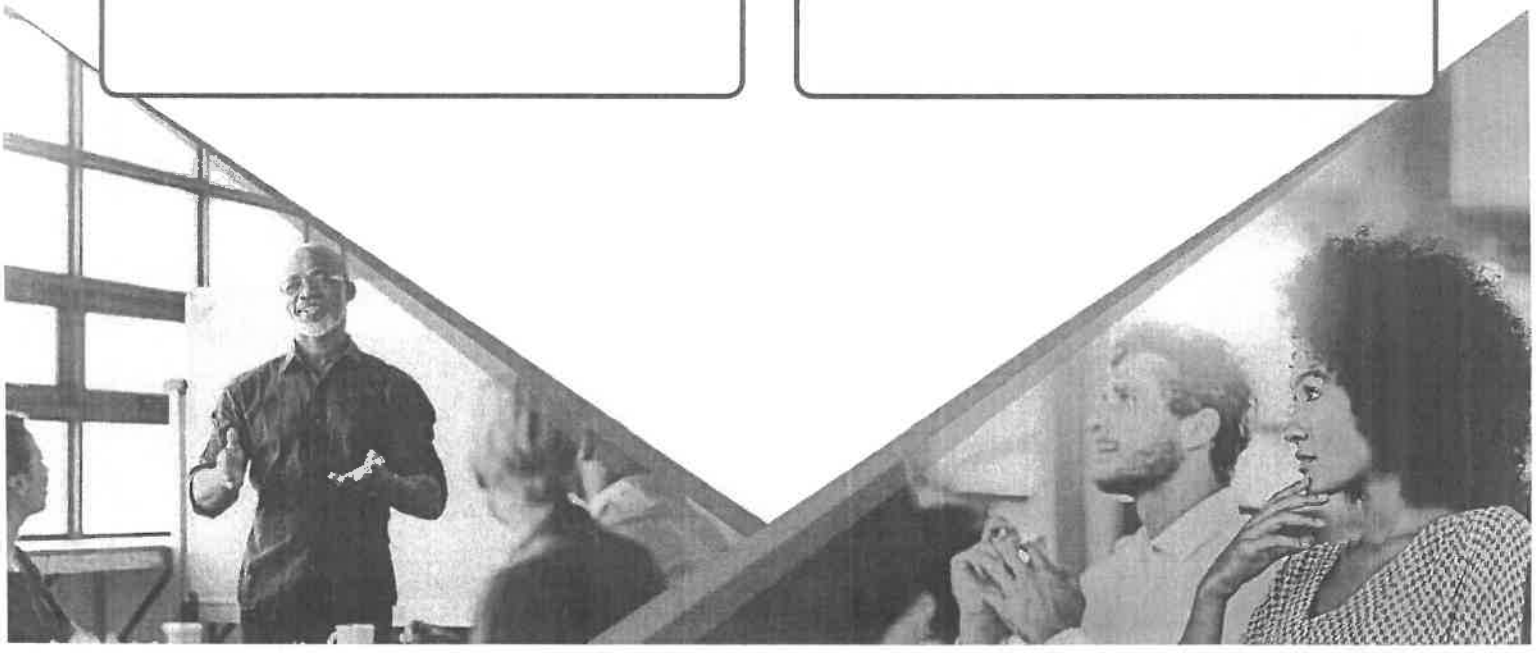
✓ Included in your package

BRAINBOX+ GLU e-learning that STICKS!

GLU

Peninsula's GLU e-learning digital platform provides all the advice and training you need to develop and grow you, your staff and your business. We provide the very latest content designed to meet the specific needs of your business covering HR, Employment Law, Health & Safety, Legal and much more. We also unpack the new and current legislation you need to know and translate it into practical tips for your company.

With 24-hour on demand content and information solutions at your fingertips ranging from micro eLearning modules, weekly live webinars to comprehensive digital training courses, GLU is a great resource to help support and enrich your Growth Learning and Understanding.



Your bespoke quote

The elements of our consultancy service as described in this proposal will be tailored to your specific needs. The proposed service fee for your requirement is below.

Service Term	Monthly Fee	Saving
12 Months	£172.24	
36 Months	£153.10	£19.14 (11.1%)
60 Months	£127.58	£44.65 (25.9%)

This fee is based on your current number of employees, which is 5, and will be fixed for the duration of the service term. Fees quoted are subject to the applicable sales tax. This proposal is valid for 7 days from 17/09/2026.

Here's a summary of what's included

Health & Safety services

- Health & Safety
- BrightSafe
- 24/7 Health & Safety advisory services
- On site visit

Other services

- Employee Assistance Programme
- BrAInbox
- GLU

Not included: Employment Law and HR, BrightHR, HR Policy & Documentation, 24 Hour Advisory Service, Peninsula Face2Face, Employment Tribunal representation for your existing claim, HR Super Simple Set Up, Health & Safety Super Simple Set Up, Health & Safety Visits, Certification and Training, Wisdom Super Care, SafeCheck, Employment Tribunal Protection and/or Health & Safety Prosecution Protection, Super Protect Legal Expenses Cover

WORKNEST.

Hi Jane

It was a pleasure meeting you on Teams a little earlier.

Please see attached proposal for our Health & Safety services as promised.

I have also attached our e-Learning (Learning Nest) brochure as this is included in the service. And here is the link to a short video commentary learningnest

The great majority of Councils opt for a 5-year term retainer agreement as it attracts reduced fees and allows the Council to budget in the knowledge that irrespective of devolution or other growth the fees will remain fixed for a longer period. However, I have included an unconditional no penalty break clause at 3 years which means that the Council is only committed to 3 years in any event but has the benefit of the reduced fees. I have also included a standalone 3-year term option at higher fees.

We are able to offer break clauses like this with reduced fees as we retain 95% of our total clients - so unless there are special circumstances we do not expect our client to invoke it. However it does give the Council that extra peace of mind should circumstances change.

Our Health & Safety service is unique. We don't adopt an 'audit and go' approach, our ethos is that if our client is paying us to be onsite we should be working with them to achieve their objectives. Because of our involvement in the whole journey **we become 'Competent Person' (certificated under Regulation 7 of MHSW regs.) for Holywell-cum-Needingworth Parish Council.** This provides officers and members with peace of mind and confidence that the Council is compliant. Other providers simply offer to be a 'Competent Adviser' which is very different.

In total WorkNest provides its core services to over 500 Town and Parish Councils across England and Wales. As you can see our service is specific to your sector - we have an experienced team specialising in this tier of local government, all of whom are familiar with the sector and its requirements. I have no doubt that our service to Councils is by some way the best available and is by far the most cost effective even when we are more expensive.

We also have a partnership with NALC as well as with a number of County Associations including Penny and the team at CAPALC.

I look forward to hearing from you once you have had the opportunity to consider our proposal. In the meanwhile, if you have any questions or require additional information please do not hesitate to contact me.

Proposal Service

Health & Safety Compliance

Prepared for: Jane Bowd

On behalf of: Holywell-cum-Needingworth Parish Council

28th October 2026

Peter Murphy - Regional Business Director
07974 214337
petermurphy@worknest.com

worknest



Brilliant Health & Safety Support

Act as named legally-required Competent Person. We will assign our highly-qualified locally-based, Council expert Health & Safety Consultant to visit each of your premises and the areas you manage and be your primary point of contact. We will also assign one of our office-based Health & Safety Consultants to give you additional day-to-day telephone and email support with your health and safety challenges. We will become an extension of your team. We will include in our service:

Support to match your particular requirements. We will make an initial remote visit to understand your Council's responsibilities and your current health and safety systems and procedures, needs and challenges.

A bespoke Health & Safety Management System. The system will include a detailed Health & Safety Policy and Employee Handbook and all the necessary arrangements to ensure its effective implementation.

General Risk Assessments. Each year we will visit all your properties and the areas you manage, identify areas of non-compliance, as well as areas where you comply fully. You will receive a written report and prioritised action plan, including practical advice to remedy areas of non-compliance and apply good practice. We will:

- Identify areas of risk and actions required;
- Review your Health & Safety Policy and Health & Safety Employee Handbook;
- Give you hands-on practical support in respect of key actions/challenges;
- Advise on training requirements for staff;
- Update your Health & Safety Journey Plan and objectives; and
- Work to certify your Council as Health and Safety compliant.

Typical General Risk Assessment Content: The General risk assessment project consists of numerous items from which your consultant will select relevant disciplines as appropriate. Examples of areas typically covered are (this is not exhaustive as it will depend on the type of operation):

- Current Health & Safety management systems and associated documentation such as policies, risk assessments, Induction training, safe systems of work etc. If documentation is not available guidance on what needs to be done will be provided in the report
- All operational risks
- Buildings condition items including asbestos management, electrical and gas safety as well as general layout and housekeeping
- Legionella risk management where thought to be a significant risk
- Overview of hazardous substances controls including presence of suitable assessments, safety data sheets and physical controls such as storage and use
- Work equipment overview including workshop type equipment
- Driving for work risks and safety checks
- Manual Handling
- Play areas and equipment
- Welfare facilities
- Home and Hybrid Workers
- DSE
- Training requirements
- Event planning
- Subcontracting out
- Fire risk assessment overview.

As noted above, where there are more unusual activities taking place then we will have a specific question set available . For example we have questions sets for areas such as radon exposure, biomass boilers and outdoor working.

Practical Guidance. Your dedicated Consultant and office-based Health & Safety Consultant will be there to guide you through those actions arising from your General Risk Assessments and with any other day-to-day health and safety challenges you face.

Keeping you Up to Date. When legal changes are introduced we will not only advise you of those changes we will effect them in your management system, Health and Safety Policy and Staff Handbook. Equally when we are made aware of changes from within we will also effect them in your documentation.

Health & Safety Software. You will have access to our award-winning Health & Safety Software, that will revolutionise your approach to risk and safety management. This simple and secure way to manage compliance will allow you to meet your legal requirements through a number of easy to use applications. You will be able to:

- Monitor and control those actions identified in your General Risk Assessment and assign ownership to those responsible;
- Create bespoke risk assessments for specific activities, areas and items in your workplace;
- Implement your own monitoring checks at the desired frequency to proactively manage your work environment;
- Maintain a register of all your statutory compliance certification to ensure that re-examination is undertaken;
- Record all accidents and incidents and conduct a comprehensive investigation;
- Safely store, retrieve and modify important health and safety documentation including your Health & Safety Policy and Employee Handbook, General Risk Assessment and Action Plan;
- Access our comprehensive health and safety library of materials, including guidance documents for employers and employees and a suite of risk assessment templates and completed examples.

To find out more about our Health & Safety Software, click here.

Regular news and topic specific webinars / webcasts. We will help to upskill you and improve your internal capacity to manage effectively, ultimately saving time and cost.

Serious accident and emergency support. In the event of a serious accident or emergency, we will support your investigation and liaise with the enforcing authority. We will be there to help mitigate damage, to guide you and to support you.

Service and Visit Schedules

Year 1

Fact-Find Visit
Initially our consultant will carry out a remote Fact-Find visit to by Zoom or Teams to establish the nature of your operation and your existing documentation, including all operational risks. This will allow us to commence work on the Health & Safety Policy whilst we arrange General Risk Assessment visits.

General Risk Assessment Visit
We will carry out a General Risk Assessment covering all your sites and managed areas, followed by evolving support thereafter.

Our General Risk Assessment will identify areas of compliance and areas of risk together with actions required. The results of these audits will be available for you to manage through our UK cloud based WorkNest platform.

Your Bespoke Health & Safety Management System
Following the General Risk Assessment, we will prepare and install a Health & Safety Management System which will include a bespoke and detailed Health & Safety Policy, Employee Handbook together with all the necessary arrangements to ensure its effective implementation.

Onboarding
Your Client Experience Co-Ordinator will train all employees whom you wish to have access to the platform in its functionality, this can be over more than one session if necessary.

Years 2 to 3 (and 4 and 5 if taken out)

You will continue to have access to all your support services described above.

General Risk Assessment Visit
In subsequent years, we will continue to carry out an annual General Risk Assessment.

Assured advice **you can trust**

WorkNest has formed a direct Primary Authority partnership with The Council of the City of Wakefield to benefit our clients through the provision of 'assured advice'. **Although it is the one Primary Authority providing the accreditation, it protects all our clients nationally.**

This means that all our outputs - including policies, handbooks, audits and inspection templates, and our SafetyNest software platform - have been approved by the Primary Authority as 'assured advice', helping to keep you compliant.

What is a Primary Authority?

The Primary Authority (PA) initiative enables a business to form a legal partnership with a local authority that then provides assured advice on health and safety regulations that other local authorities must respect, even if they interpret the regulations differently. This ensures a consistent approach to regulation and enforcement in England.

How does this benefit you?

When you become a WorkNest Health & Safety client, you automatically receive advice from WorkNest that has been assured by our Primary Authority. This means that whether you operate from a single site (within or outside of the Council of the City of Wakefield) or have premises that span multiple local authorities, our Primary Authority partnership provides you with an extra layer of confidence and support.

Should you be visited by the regulator from your local authority, you should inform them of WorkNest's direct Primary Authority partnership - especially if they have different views on what you should be doing to achieve compliance. Other independent regulatory bodies, such as the HSE, may also consider Primary Authority assurance when engaging with your business.

Brilliant Online Staff Training

Innovative e-Learning. Created to help you protect and improve the welfare and safety of your people.

Risk management and compliance. By requiring your staff to complete this training, you will help to protect their health, safety and wellbeing and help protect your organisation from prosecution.

An extensive library. With more than 100 RoSPA and CPD courses available, the course library is continually updated to meet your business needs. Relevant course additions include GDPR, Computer Security and Modern Slavery.

Complete control. Each member of staff will receive their own log-in details to complete the required modules. You can set your organisation's own pass mark for each of the courses and, at a glance, you can see which members of staff have completed the training and who has failed and needs to re-sit.

Certificates to confirm completion for your records. When employees have passed a module, they will receive a certificate for their files and your records. This is an excellent, cost-effective way of you demonstrating to your staff that you take their development and wellbeing seriously.

Saves time and money. You can save up to 80% in costs and down time, when compared to traditional classroom based training methods.

Health & Safety, compliance and Employment Law/HR skills. Over 100 courses include:

- Workplace Safety
- Fire Safety
- First Aid
- Manual Handling
- GDPR
- Driving Safely
- Equality & Diversity
- Computer Safety
- Health & Wellbeing
- Slips, Trips & Falls

Please see attached course brochure.

Fee Summary

60-month support agreement (with 36 month break clause)	
Health & Safety Fixed Fee Service exclusive of VAT	£1,775.00 per annum

36-month support agreement	
Health & Safety Fixed Fee Service exclusive of VAT	£2,050.00 per annum

Optional Other	
Online Fixed Fee Health & Safety Training FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elearning@worknest.com no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.	FREE full suite of courses for the first 12 months then £215.00 per annum (exclusive of VAT)

Terms

Our honest approach to doing business.

Please find a copy of our full Service Agreement Terms here The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover 50offered.

It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779.

Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover.

worknest

0345 226 8393
enquiries@worknest.com

worknest.com

Woodhouse
Church Lane
Aldford
Chester
CH3 6JD

Planning
3rd November 2026

Plans are available on the website www.huntsdc.gov.uk through the planning portal and can be searched using reference number or address.

Reference: 25/01672/FUL

Proposed erection of offices, car parking and HGV parking
Land South Of Entrance To Needingworth Industrial Estate High Street Needingworth

Considerations:-

- Pressure on existing infrastructure including A1123.
- Potential impact re pollution, noise, light,
- Traffic affecting local villages – possibility.
- Application is for 60 car parking spaces and 54 HGV spaces.
- Area is in flood zone 3 – high risk.
  Pictures taken in October 2024.



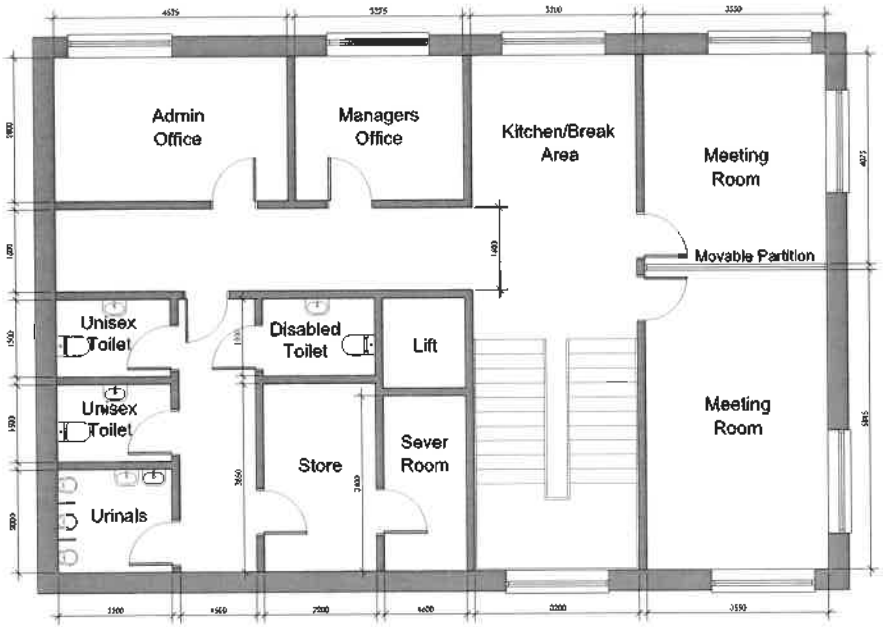


- Sewage – to be connected to mains
- Building 300sqm internal space – plan provided.
- 60 employees

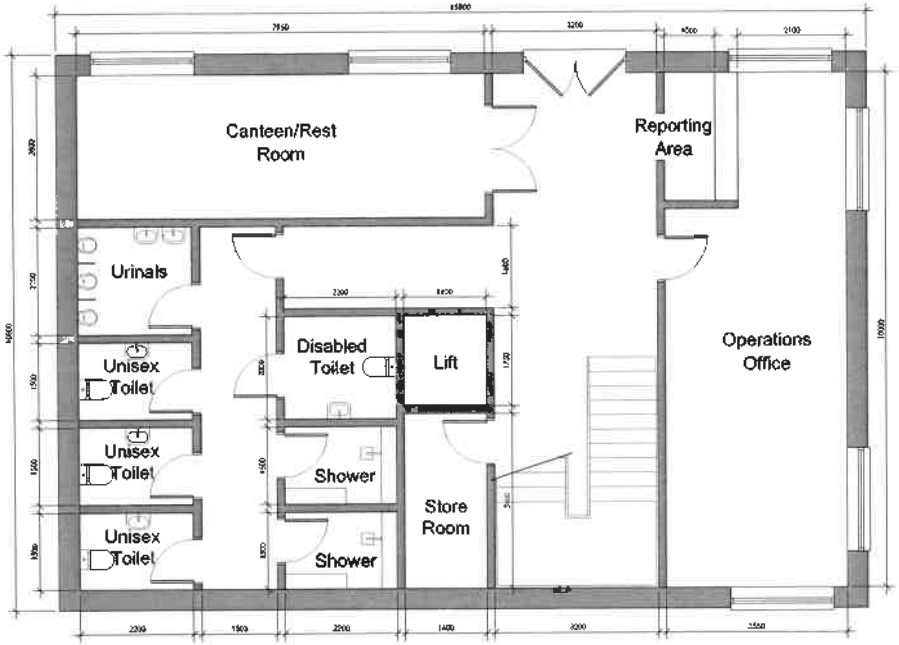
Policies – Local plan to 2036.
LP5 – Flood risk
LP6 – wastewater management
LP10 Development in the countryside.
LP15 Surface water
SuDS for hard-standing areas for parking of 50 or more cars, or equivalent areas will be expected to include
appropriate additional treatment stages/ interceptors to ensure that any pollution risks are suitably addressed.
In order to safeguard against the pollution of ground water the use of deep infiltration SuDS, such as deep borehole soakaways, will not be accepted in most circumstances. Exemptions will only be made in exceptional
circumstances if the proposal is for land uses that pose a very low pollution risk and are supported by an adequate risk assessment, conceptual site model and detailed design.

LP 18 **Established Employment Areas (Needingworth industrial estate is listed under this policy)**
Areas of land and buildings that contribute to the local economy and provide on-going employment opportunities have been identified as Established Employment Areas. A proposal for business development

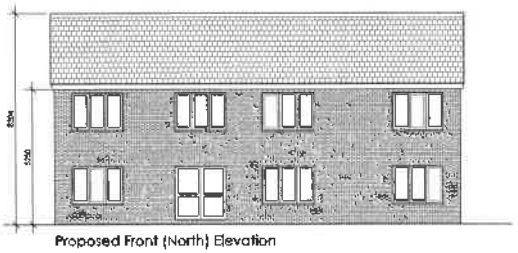
(class 'B') will be supported on land within an Established Employment Area or on land immediately adjoining
and capable of being integrated with an Established Employment Area.
A proposal for a use other than business (class 'B') within an Established Employment Area will only be supported where it demonstrates that:
a. it will be compatible with surrounding employment uses taking account of amenity and public safety issues;
b. it will not adversely affect the role and continuing viability of the Established Employment Area as an attractive and suitable location for employment uses;
c. it will not significantly reduce the range, availability and suitability of land and buildings for employment uses in the nearest Spatial Planning Area or Key Service Centre; and
d. the sequential approach to site selection, as set out in the National Planning Policy Framework, has been followed if the proposal includes main town centre uses.
Where any proposal for any use within an Established Employment Area has potential to impact on Portholme,
the Ouse Washes, Woodwalton Fen or Orton Pits it should be demonstrated that there will be no adverse



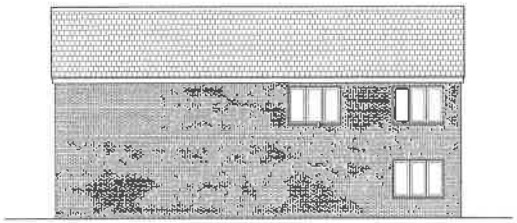
First Floor



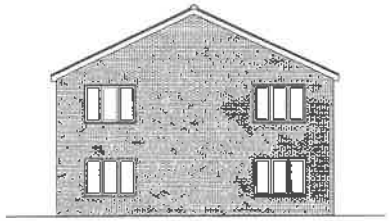
Ground Floor



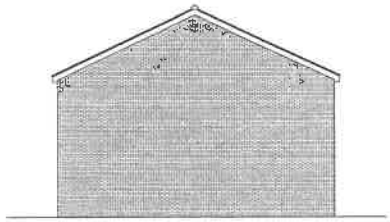
Proposed Front (North) Elevation



Proposed Front (South) Elevation



Proposed Front (East) Elevation



Proposed Front (West Elevation

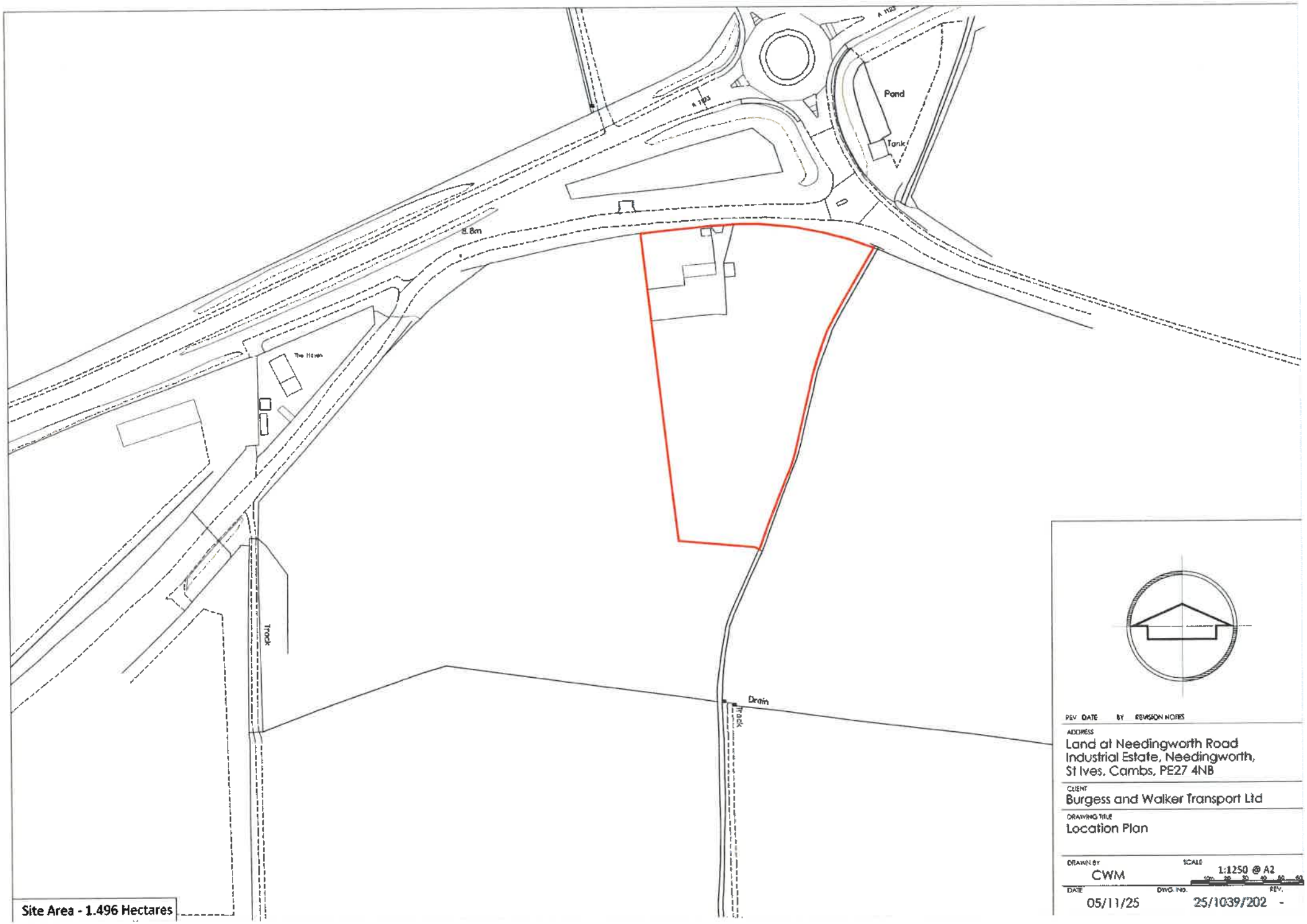
REV	DATE	BY	REVISION NOTES

ADDRESS
Land at Needingworth Road
Industrial Estate, Needingworth,
St Ives, Cambs, PE27 4NB

CLIENT
Burgess and Walker Transport Ltd

DRAWING TITLE
Proposed Floor Plans and Elevations

DRAWN BY	SCALE	DWG. No.	REV.
CWM	1:50, 1:100 @ A1		
DATE			
06/08/25		25/1039/201	



Site Area - 1.496 Hectares

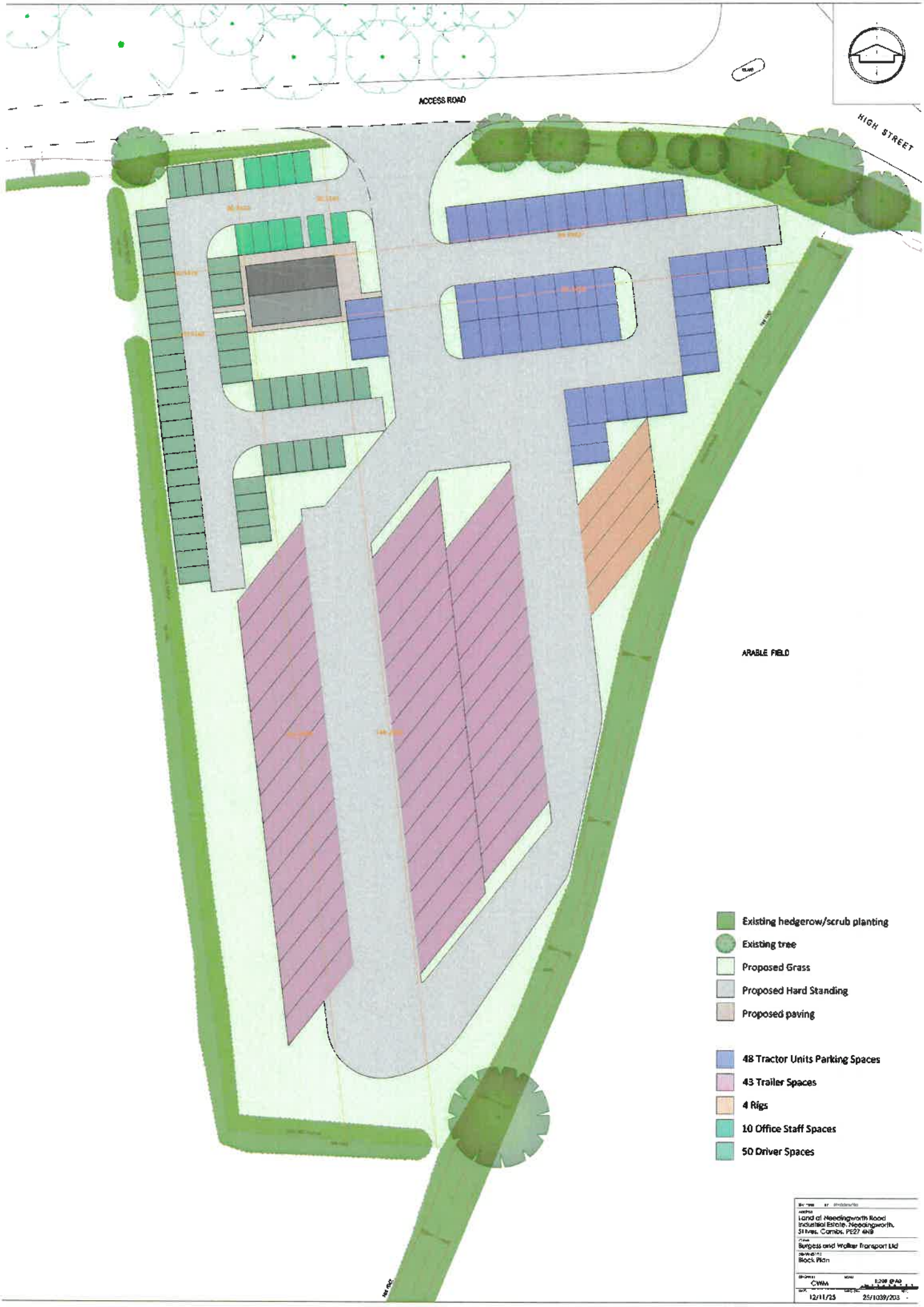
REV DATE BY REVISION NOTES

ADDRESS
Land at Needingworth Road
Industrial Estate, Needingworth,
St Ives. Cambs, PE27 4NB

CLIENT
Burgess and Walker Transport Ltd

DRAWING TITLE
Location Plan

DRAWN BY	SCALE	
CWM	1:1250 @ A2	
DATE	DWG. NO.	REV.
05/11/25	25/1039/202	-


ACCESS ROAD
HIGH STREET
ARABLE FIELD
Existing hedgerow/scrub planting
Existing tree
Proposed Grass
Proposed Hard Standing
Proposed paving
48 Tractor Units Parking Spaces
43 Trailer Spaces
4 Rigs
10 Office Staff Spaces
50 Driver Spaces
Land at Needingworth Road
Industrial Estate, Needingworth,
St Ives, Cambs. PE27 4NB
Burgess and Walker Transport Ltd
Block Plan
CWM
1:200 @ A0
12/11/23
25/1039/203


ACCESS ROAD
18.7651
18.2553
82.3259
20.6475
81.3353
20.4243
ARABLE FIELD
148.6498
151.7777
Existing boundary planting to be retained
Existing tree
Proposed planting
Proposed tree
Proposed grass
Proposed hardstanding (24 car spaces and 50 trailer spaces)
First 10m of access to be a bound surface
Existing building to be used for storage
Land at Needingworth Road Industrial Estate, Needingworth, St Ives, Cambs, PE27 4NB
Burgess and Walker Transport Ltd
Block Plan
CWM
1:250 @ A3
25/02/26
25/1039/301
A

ENGINEERING

Flood Risk Assessment
For the Creation of a New Vehicle Parking Areas
On Land at Needingworth Industrial Estate,
St Ives, Huntingdon, PE27 4NB

Contents

1 Introduction

2 Site Description

3 Sources of Potential Flood Risk

4 The Proposal

5 Assessment

6 Conclusion

Appendices

1 Site Location Plan

2 Topographic Survey

3 Fluvial and Tidal Flood Map for Planning

4 Environment Agency Modelled Flood Data

5 Environment Agency Modelled on Site Nodes for Adjacent Land

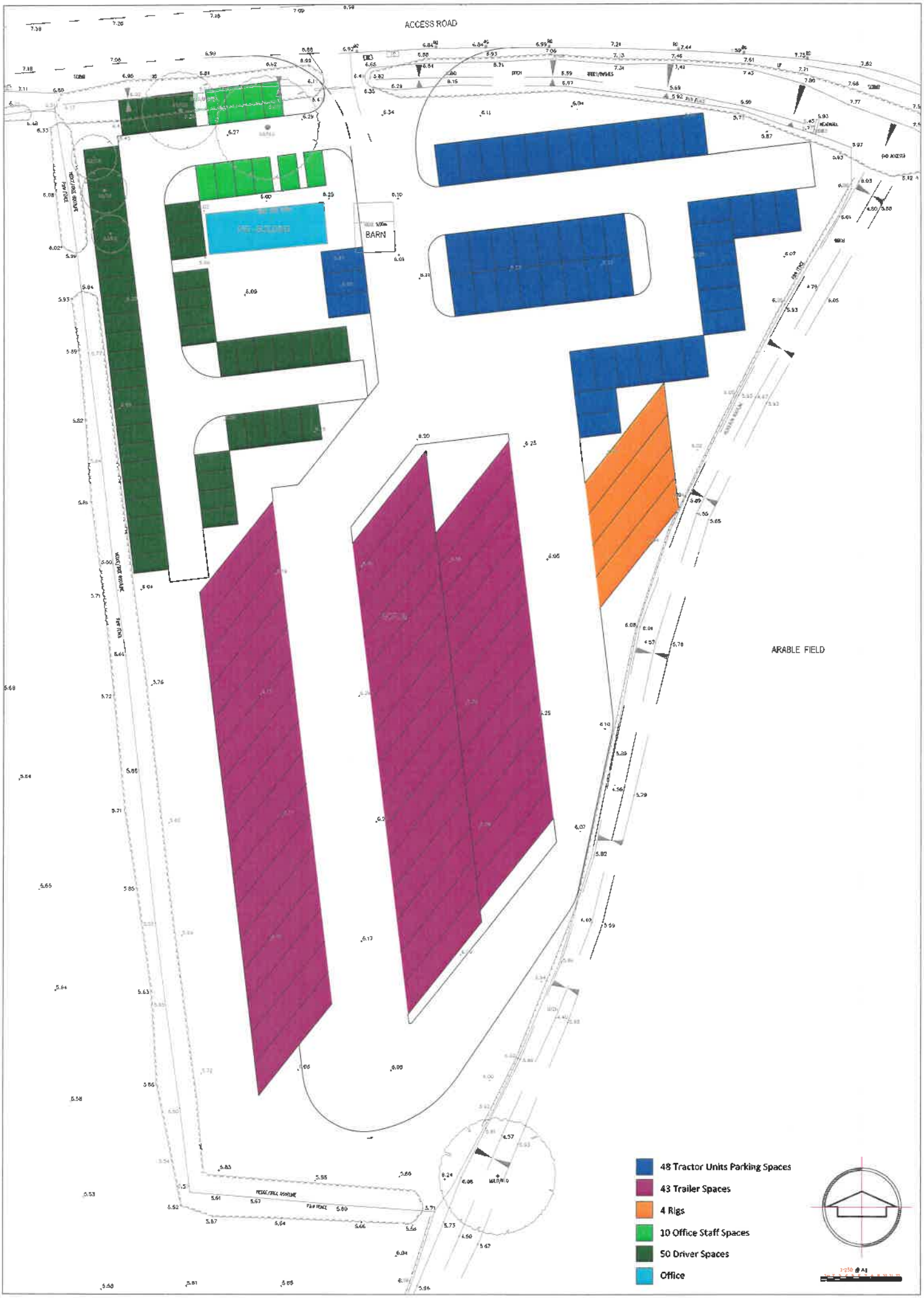
6 Topographic Survey with Modelled Flood Lines

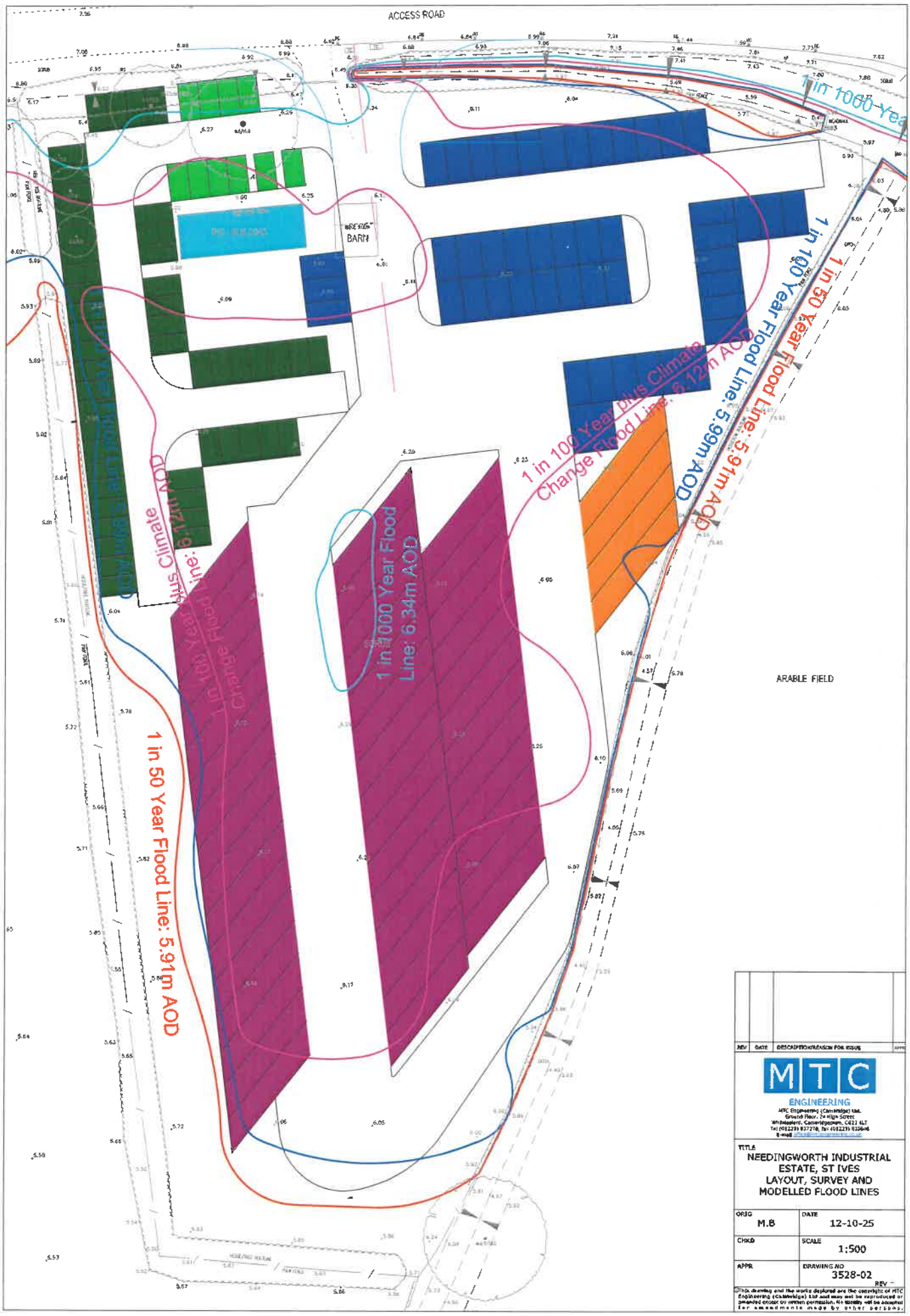
7 Surface Water Flood Map for Planning

8 Proposed Site Layout

9 Overlay of Proposed Site Layout and Flood Lines

MTC Engineering (Cambridge) Ltd.
Company Reg no. 8494749 Registered in England & Wales, VAT Reg no. 168244003
Registered Office: Ground Floor, 24 High Street, Whittlesford, Cambridgeshire, CB22 4LT
T: +44 (0)1223 837270 F: +44 (0)1223 835648 E: office@mtcengineering.co.uk
Directors: M. J. Brindley J. T. Crawley
www.mtcengineering.co.uk


ACCESS ROAD
BARN
ARABLE FIELD
48 Tractor Units Parking Spaces
43 Trailer Spaces
4 Rigs
10 Office Staff Spaces
50 Driver Spaces
Office



REV	DATE	DESCRIPTION/REASON FOR ISSUE	APPR

MTC ENGINEERING

MTC Engineering (Cambridge) Ltd.
Ground Floor, 24 High Street
Willingham, Cambridgeshire, CB24 4LT
Tel (01223) 812778, Fax (01223) 812646
E-mail

TITLE
NEEDINGWORTH INDUSTRIAL ESTATE, ST IVES
LAYOUT, SURVEY AND MODELLED FLOOD LINES

ORIG	DATE
M.B	12-10-25
CHKD	SCALE
	1:500
APPR	DRAWING NO
	3528-02
	REV -

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Flood map for planning

Your reference	Location (easting/northing)	Created
Unspecified	**533355/272208**	**13 October 2025 13:17**

Your selected location is in flood zone 3, an area with a high probability of flooding.

This means:

- you must complete a flood risk assessment for development in this area
- you should follow the Environment Agency's standing advice for carrying out a flood risk assessment (see https://www.gov.uk/guidance/flood-risk-assessment-standing-advice)

Notes

The flood map for planning shows river and sea flooding data only. It doesn't include other sources of flooding. It is for use in development planning and flood risk assessments.

This information relates to the selected location and is not specific to any property within it. The map is updated regularly and is correct at the time of printing.

Flood risk data is covered by the Open Government Licence which sets out the terms and conditions for using government data. https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3

Use of the address and mapping data is subject to Ordnance Survey public viewing terms under Crown copyright and database rights 2025 AC0000807064. https://flood-map-for-planning.service.gov.uk/os-terms

Planning
3rd November 2026

Plans are available on the website www.huntsdc.gov.uk through the planning portal and can be searched using reference number or address.

Reference: Proposal: Variation of condition 2 (Approved Plans) of 26/00205/HHFUL

Site Address: 17 Priory Close Needingworth St Ives

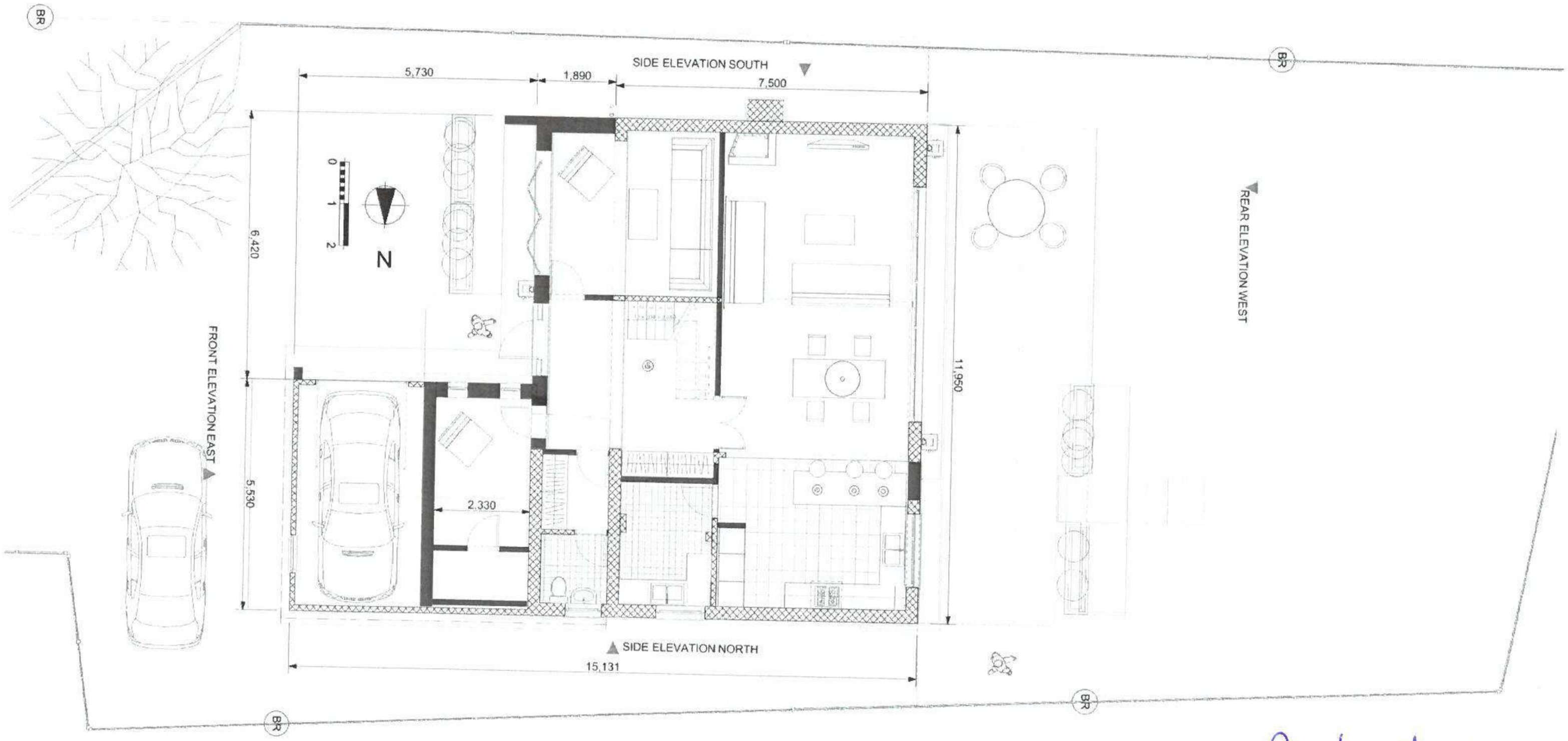
Reference: 26/01921/S73

Considerations:-

- Application 26/00205/HHFUL was supported by the Parish Council.
- The application is to reduce the scale of the project.
- The design is slightly different to original

GROUND FLOOR

1:100



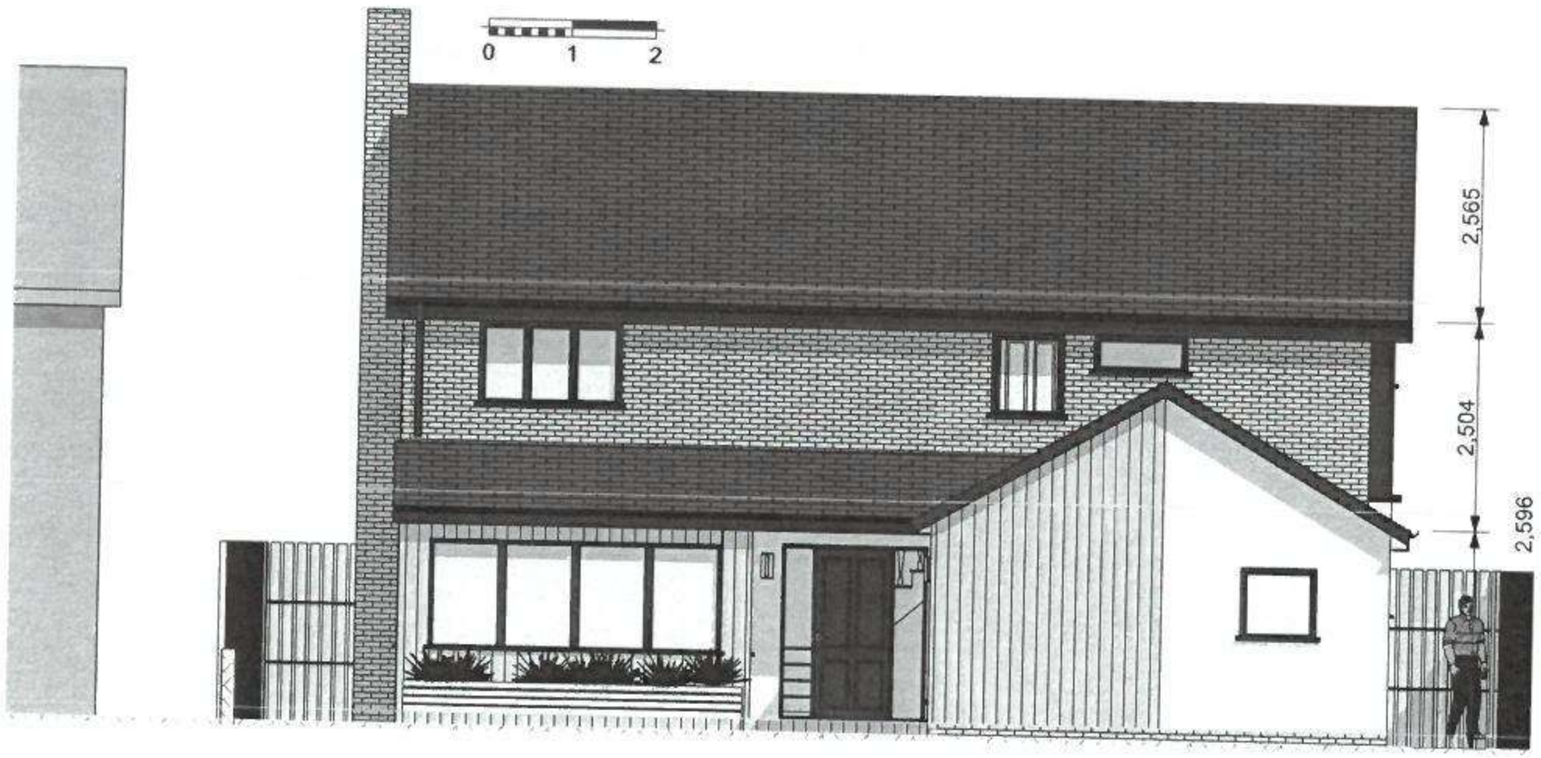
Application
26/00205/HHFUL

EXISTING STRUCTURE

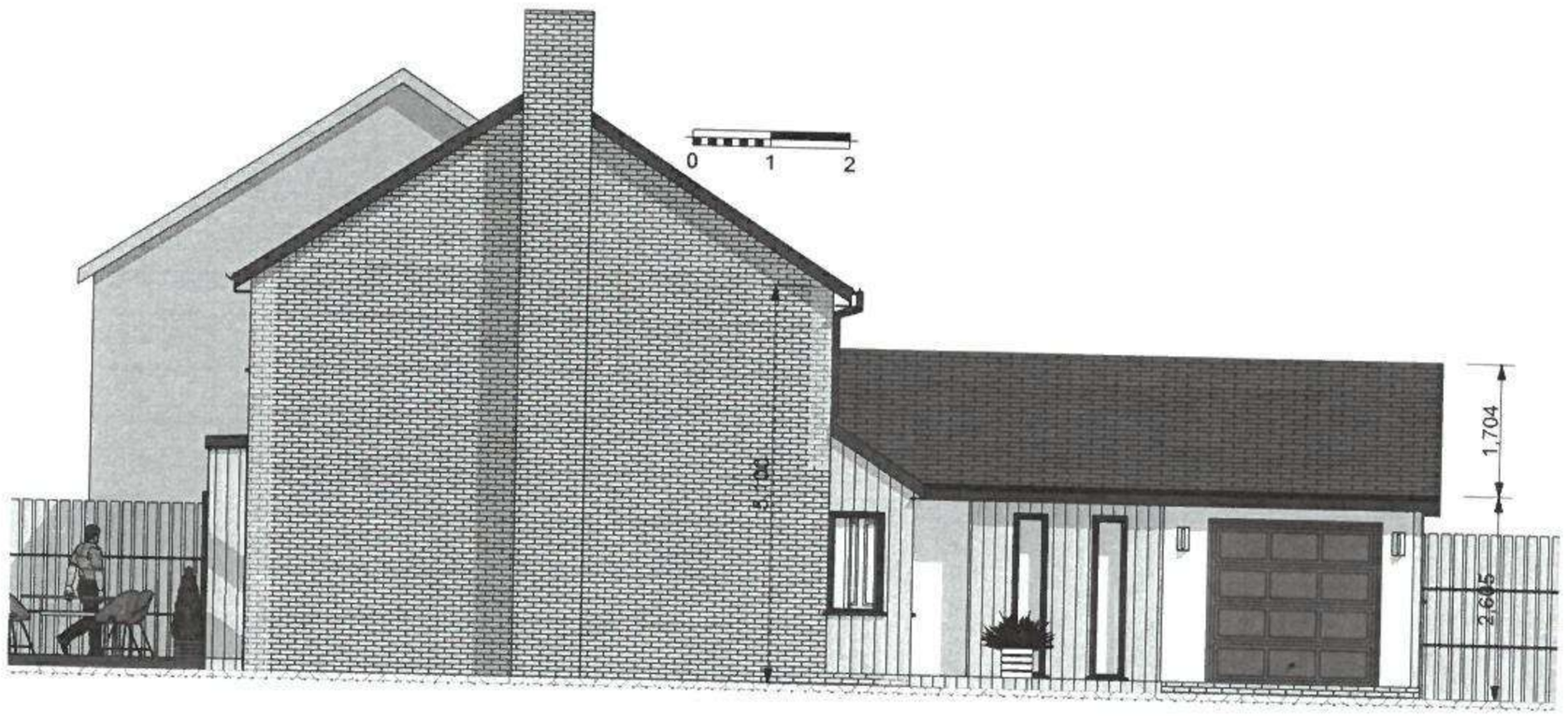
COMPANY DO NOT ACT AS PRINCIPAL DESIGNER (CMD REGULATION 2015) DO NOT SCALE FROM THIS DRAWING, WORK TO FIGURED DIMENSIONS ON SITE

DRAWING	GROUND FLOOR PLAN PROPOSED	44 Felaw Maltings Felaw Street IP2 8SJ Ipswich	**architect-4U** www.architect-4u.co.uk	PROJECT TITLE	FRONT EXTENSION PROJECT	SCALE AT	SCALE 05/12/2025	PROJECT ID 2507- 0738
DRAWING STATUS	PLANNING APPLICATION			CLIENT	MR. TOM CLARKE			
				ADDRESS	17 Priory Close, Needingworth	SCALE 1:100	PAPER SCALE A3	DRAWING NR 106

FRONT ELEVATION EAST 1:100



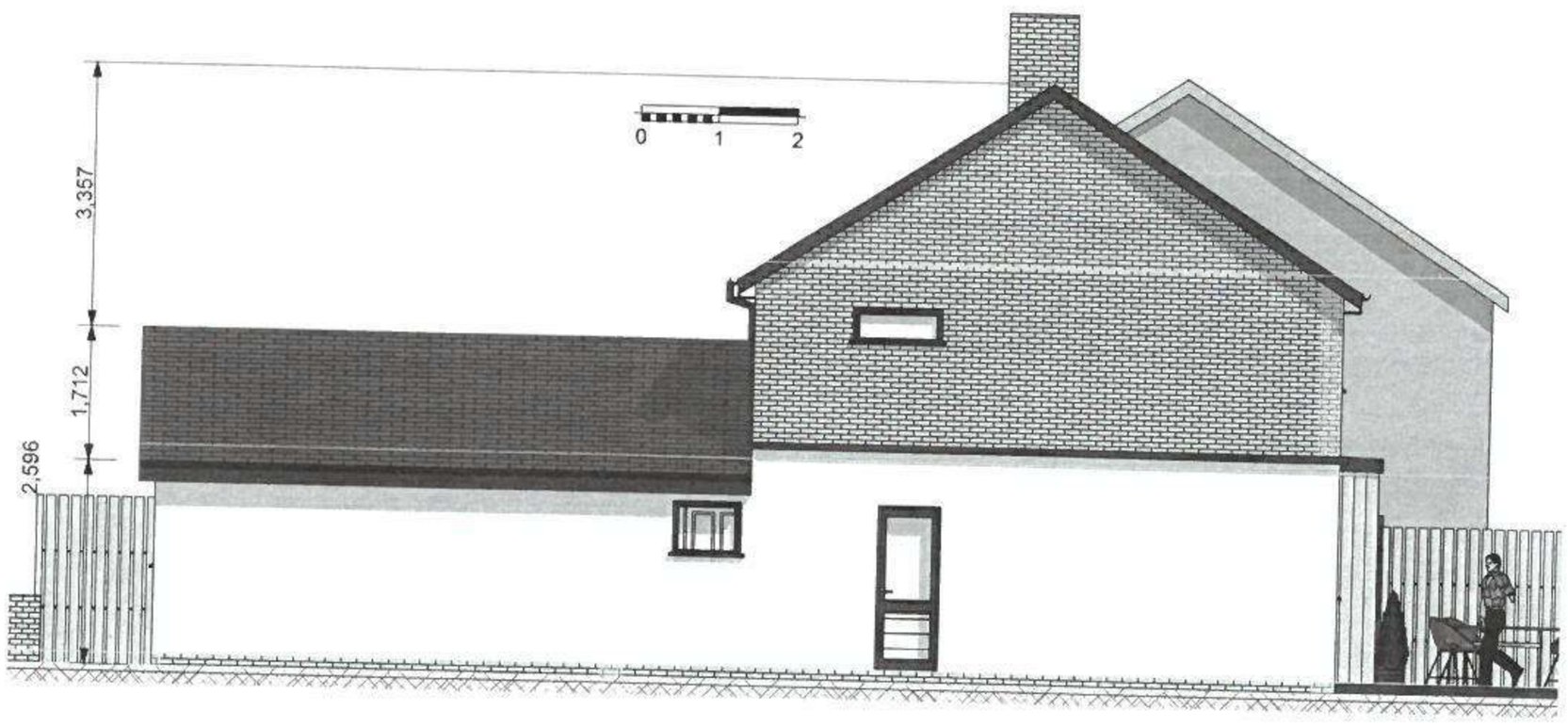
SIDE ELEVATION SOUTH 1:100



REAR ELEVATION WEST 1:100



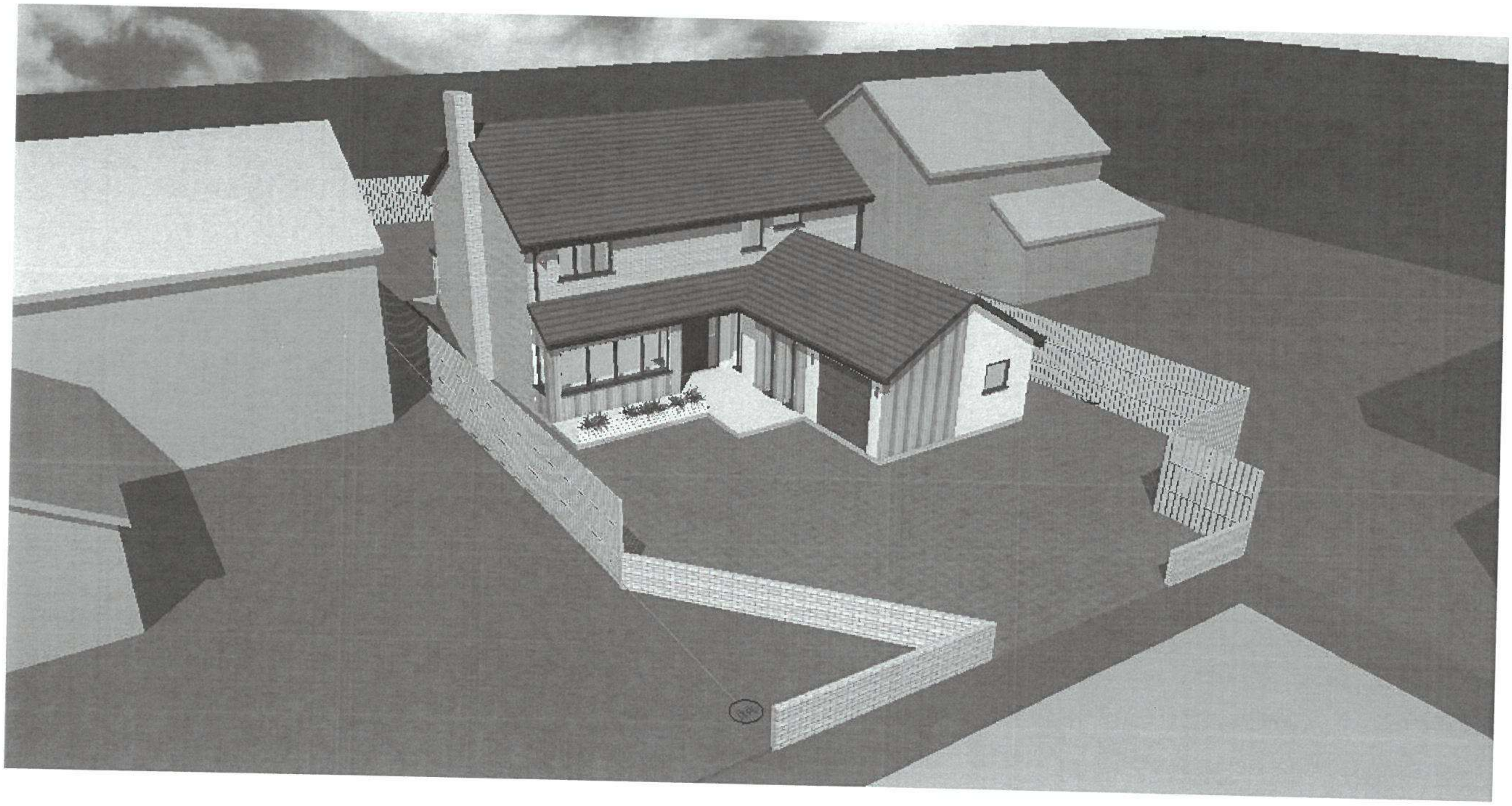
SIDE ELEVATION NORTH 1:100



EXISTING STRUCTURE

COMPANY DO NOT ACT AS PRINCIPAL DESIGNER (CMD REGULATION 2015) DO NOT SCALE FROM THIS DRAWING, WORK TO FIGURED DIMENSIONS ON SITE

DRAWING	PROPOSED ELEVATIONS	44 Felaw Maltings Felaw Street IP2 8SJ Ipswich	**architect-4U** www.architect-4u.co.uk	PROJECT TITLE	EXTENSIONS PROJECT	SCALE AT	SCALE 06/10/2026	PROJECT ID 2610- 0805
DRAWING STATUS	PLANNING APPLICATION			CLIENT	MR. TOM CLARKE			
				ADDRESS	17 Priory Close, Needingworth	SCALE 1:100	PAPER SCALE A3	DRAWING NR 108



EXISTING STRUCTURE

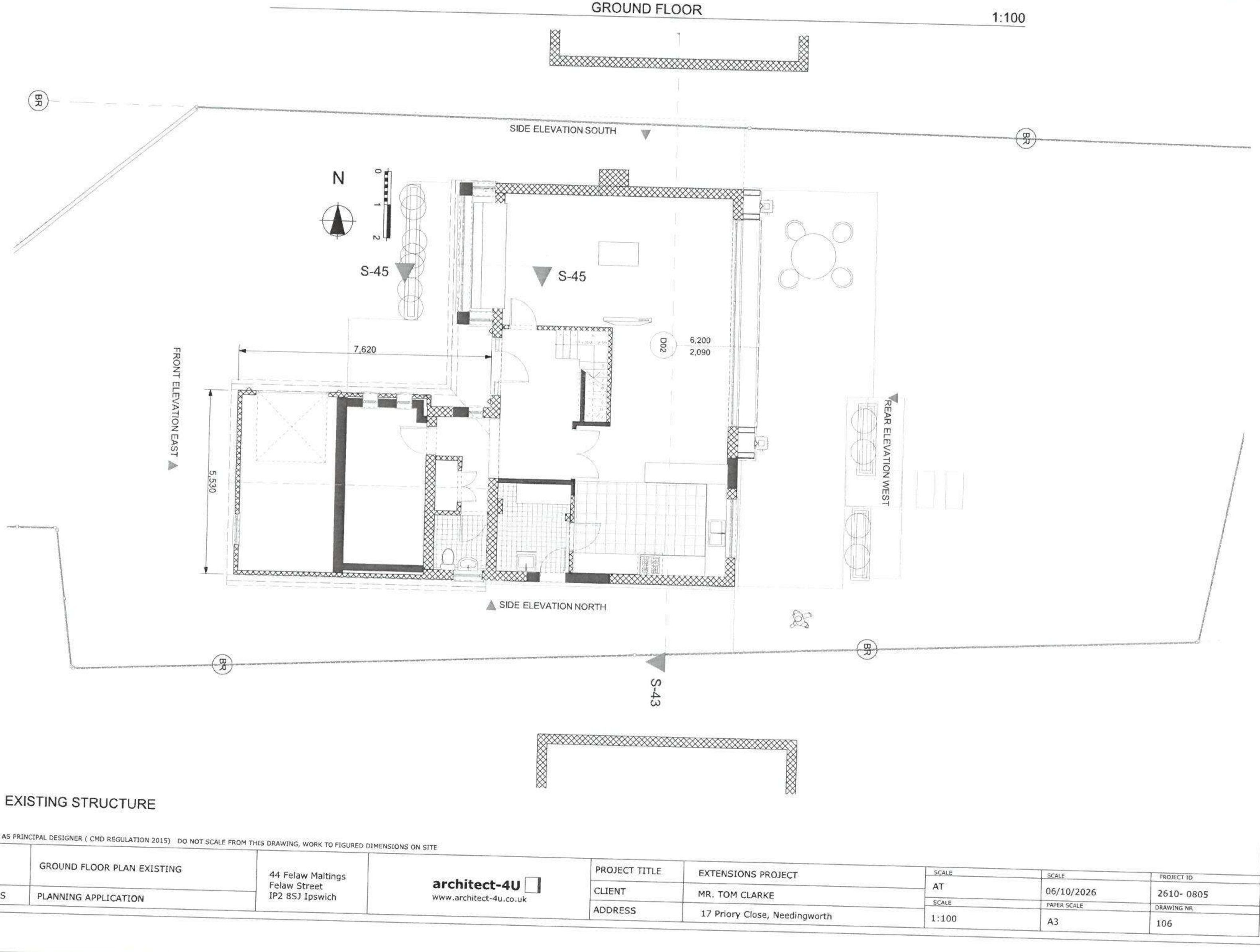
TOP VIEW EXISTING

COMPANY DO NOT ACT AS PRINCIPAL DESIGNER (CMD REGULATION 2015) DO NOT SCALE FROM THIS DRAWING, WORK TO FIGURED DIMENSIONS ON SITE

DRAWING	PROPOSED 3D EXTERNALLY FRONT	44 Felaw Maltings Felaw Street IP2 8SJ Ipswich	**architect-4U** www.architect-4u.co.uk	PROJECT TITLE	EXTENSIONS PROJECT	SCALE AT	SCALE 06/10/2026	PROJECT ID 2610- 0805
DRAWING STATUS	PLANNING APPLICATION			CLIENT	MR. TOM CLARKE	SCALE 1:100	PAPER SCALE A3	DRAWING NR 110
				ADDRESS	17 Priory Close, Needingworth			

GROUND FLOOR

1:100



EXISTING STRUCTURE

COMPANY DO NOT ACT AS PRINCIPAL DESIGNER (CMD REGULATION 2015) DO NOT SCALE FROM THIS DRAWING, WORK TO FIGURED DIMENSIONS ON SITE

DRAWING	GROUND FLOOR PLAN EXISTING	44 Felaw Maltings Felaw Street IP2 8SJ Ipswich	architect-4U www.architect-4u.co.uk	PROJECT TITLE	EXTENSIONS PROJECT	SCALE AT	SCALE 06/10/2026	PROJECT ID 2610- 0805
DRAWING STATUS	PLANNING APPLICATION			CLIENT	MR. TOM CLARKE	SCALE 1:100	PAPER SCALE A3	DRAWING NR 106
				ADDRESS	17 Priory Close, Needingworth			

Parish Council surgery 8th October 2026.

Cllr S Martin/Cllr R Fountain

- Planning 9 houses on Lodel Farm
  Complained on website but would like PC to follow up
  Will also speak to Alex.
- When is A1123 to be resurfaced.
- Obscured/dirty road signs.
- Path – Overcote Lane - unmanaged hedges encroaching on footpaths.
  By bowls club – bungalow
  By number 38/40 Overcote Lane

- Compliment for Matthew – competent/likeable/helpful

Good morning Jane,
Thank you for your email.
I have raised the question internally and have been advised that, unless the Parish Council has previously received a grass-cutting contribution from Cambridgeshire County Council for these areas, we are unfortunately unable to reimburse the Parish Council for any works it has undertaken.
Cambridgeshire County Council's contractor will continue to carry out the scheduled highway grass-cutting programme, which consists of three cuts per season on adopted highway land within Holywell-cum-Needingworth.
I appreciate that this may be disappointing and thank the Parish Council for the work it has carried out within the village.
Kind regards,

Justin Dear
Cyclical Highway Maintenance Lead
M:07484018742
E: Justin.Dear@cambridgeshire.gov.uk



Place & Sustainability
Cambridgeshire County Council
Box No ALC2615, New Shire Hall, Alconbury Weald, PE28 4YE
What 3 Words /// rolled.pops.benched

Report a highways fault | Cambridgeshire County Council - **Report Highways Issues Here**

Highway licences and permits | Cambridgeshire County Council - **Licenses & Permits Portal**

Trees affecting the highway | Cambridgeshire County Council - **Tree's Scope of Works**

Weed spraying | Cambridgeshire County Council - **Weed Spraying Routine**

Grass cutting | Cambridgeshire County Council - **Grass and Verge Maintenance Schedule**

My working day may well differ from yours, so please don't feel obliged to reply to this email outside of your normal working hours.

From: Clerk <clerk@holywell-cum-needingworth-pc.gov.uk>
Sent: 13 October 2026 10:45 AM
To: Justin Dear <Justin.Dear@cambridgeshire.gov.uk>
Cc: Cllr Alex Bulat <Alex.Bulat@cambridgeshire.gov.uk>
Subject: FW: 000143000116450

Dear Justin,
Further to our ongoing correspondence, Council considered the matter on 6th October and resolved to cease mowing areas for which CCC are responsible.
Obviously, this is going to impact greatly upon the appearance of the village so I am directed to advise residents of the changes which will probably become more evident next Spring.
Before I go any further I was wondering if CCC had fully completed investigations as first raised to enquire if CCC would consider financial reimbursement to the Parish Council for the work it is undertaking? Please can you confirm if this matter remains ongoing or if it is now closed.
Many thanks and kind regards
Jane

RE: Customer Services - Contact Us Form – QRTTPRFX

Good morning Jane,

Thank you for your email. This has been passed to the relevant department and they will reply shortly.

Kind Regards,
Ayshea

20/10/26
Good afternoon,

A site visit has been made to this today; we will be cutting this down at the end of the season which will be within the next few weeks. Apologies it hasn't been done sooner just with resources and a busy period of the year with the grass and weather we just haven't gotten to it yet.

Kind regards

Good evening

Thank you for your email.

In anticipation we have recently made the requested fundraising page through the link provided by Legend on a bench. To date we have now recieved £1868 in donations. We are hoping to have the full amount by end of January/ beginning of February 2027 at the latest, possibly installing the bench late spring dependent on manufacturing timescales.

Yes we are happy for council to make the decision on the placement of the bench and where it may be best utilised.

Any further questions please do let me know.

Kind regards
[redacted]

Sent from Sky Yahoo Mail on Android

Dear Kerry

Unfortunately, Jane's email bounces back. Therefore, please see Jane's response to your recent email below.

Thanks

Alison

Dear Kerry,

Thank you for contacting the supplier for answers to the queries raised by Council, I will go back to Council with the response on 3rd November when it next meets.

I note your original email states you have started fund raising, do you have a date when you think you will be in a position to take the project forward by placing an order?
I will need obtain a location or the bench from Council, do I take it that you will be happy to support its decision.

Sorry to bombard you with questions but I need to work both with yourself and the Council as the decision maker.

I look forward to hearing from you,

Kind regards Jane

The Flag of the Fens

Introduction

Having had the idea that the Fens should have its own flag, I designed one in 2016 and began a campaign to win support for it in 2018.

The symbol of the Fens is the Fen Tiger. This term derives from the sometimes violent opposition of the local population to the drainage schemes of the 17th century. 'Fen Tiger' is a nickname for someone from the Fens, and many associations and businesses in the area use the term, sometimes with logos that feature tigers. The design of the flag features a heraldic tiger in a central field of yellow, representing agricultural prosperity. The blue outer fields represent the region's natural and manmade waterways.

A flag becomes official when it is added to the UK Flag Institute's registry, and when the time is right a submission will be made to this body. In prosecuting the campaign I have been helped by too many people to name. Cheryl Wright in particular has enhanced it far beyond what it would otherwise have been.

Social Media

The campaign's Facebook page has existed for eight years and has 3,950 followers. As of 2023 there is also an Instagram account. The campaign's enormous picture archive of nearly 2,000 items furnishes the bulk of images in social media posts. In 2019 Mark Elvin set up the Facebook group Friends of the Fens, with Susan Danielis and myself as fellow admins. The group promotes the flag, which forms its cover image, to its 2,600 members.

In 2025 the YouTube podcast Flagged for Content uploaded a chat with myself about the flag, and the following year Flags in Focus, another YouTube podcast, called for it to be officially registered.

Manufacturers and Merchandise

Several companies sell the flag, which they variously supplement with pennants, bunting, table flags and pin badges. Cheap flags are bought in bulk and sold mail order by Mark Elvin.

Kustom Tees of Whittlesey have clothing, bags and badges for sale in-store and Will Price offers a range on the Redbubble website. ABS Embroidery advertises clothing with embroidered flags and Crystal Eyes offers flag puzzles, cushions and mugs. Other companies sell patches and fridge magnets on Amazon and offer apparel online.

The Ely Print Centre makes postcards and flyers for promotional use and sells key rings. Screens & Graphics in Cottenham makes stickers in five sizes, which are sent out free on request.

Visibility of the Flag

The flag flies or has flown for long periods at the following prominent locations: Soham Lodge Care Centre on the A142; the Milton Maize Maze on the A10, the Boat Yard, Ely; March & District Museum; Fox Narrowboats, March; the Secret Garden Touring Park, Wisbech; Elgood's Brewery, Wisbech; the Fenland Orchards Project, Wisbech; the shop at Bramblebee Farms, Emneth; and Ramsey Rural Museum.

FACT Community Transport has flag stickers on its 38 buses. Many markets stalls across the Fens display the flag and handmade flag cards are on sale in a shop in Whittlesey. The flag accompanies the Men Walking and Talking Ely Group and flies at Wisbech Town FC's home and away matches.

Each year the flag promotes the Fenland Classic Vehicle Show at the Ramsey Fen Fair and. It is used on the kit of the Fen Tigers Polo Team and the Flatlanders Scooter Club, and for radio-controlled car races at March Raceway. Waterland Organics has used it on bottle labels and Infiniti Garage Doors in magazine adverts. In 2024–25 it was used for a public access campaign in Ramsey Mereside.

The flag flies each year at Open Farm events at Park Farm, Thorney and Music on the Square events in Whittlesey. Also in Whittlesey, a ceremonial flag has been was carried at many Remembrance Parades and Armed Forces Weekends.

The flag appears in Austin Staton's short film *Perennial* and decorates Fenland Auto Club mugs. Two large framed tigers taken from the flag hang in Leverington Village Hall. Five people have tattoos of the flag.

In 2022 Cambridge, Ely, Wisbech and Whittlesey public libraries and the WWT Welney Wetlands Centre used the flag in displays, and it was onstage at the Fenland Poet Laureate Awards. In 2023 it flew at the Crowland & Thorney 1940s weekend. It regularly adorns Whittlesey Festival and Thorney Festival programmes and has been a fixture at the monthly Waterbeach Community Markets.

The flag has illustrated several books: Karen Merrison, *Secret Fens* (2022); Nigel Fenner, *Cambridge Sport* (2023); and the Grumbletooth children's titles by Brenda Kok.

The campaign is linked to the project to elevate Hereward the Wake's image as a local folk hero. The flag was carried on the Peterborough to Ely Hereward Charity Challenge March in 2021 and featured in the 'Hereward's Last Stand' event in Aldreth the same year.

Online Publicity

Scores of community groups and individuals have used the flag for social media profiles, and it is the basis for the logos of the popular Fenland on Film and Fenland Yard Sales.

The British County Flags website accepts the flag as the de facto flag of the region and gives a long account of it. There is also an article about it in the international online resource Flags of the World.

Boat Owners

Boat owners strongly support the campaign, and many fly the flag pennant. Many marinas have made these available to their members, and each summer until the end of 2025 Liberty Belle Cruises in Ely sold pennants and latterly flags. Environment Agency patrol boats have sported the flags and it adorned the raft of the optomechanics company Thorlabs that won the 2019 Ely Aquafest river race.

Cheryl Wright in Whittlesey

Cheryl Wright has visited businesses all over Whittlesey, and as a result many exhibit flag stickers. Cheryl has also promoted the flag in nearby villages, contacted stakeholders across the Fens and instigated media coverage. She volunteers at Whittlesey Museum and has created an information stand about the flag there. She regularly

has flag stands at farmers' markets and exhibitions and distributes stickers and other merchandise from her home. She has a flag that can be borrowed for events. In June 2026 she received a High Sheriff of Cambridgeshire Award for her community work, and her contribution to the flag campaign was mention in the citation.

Bramblebee Farms

A sausage named after the flag was launched in 2020 by Bramblebee Farms in Emneth and is now one of its best-selling items. Bramblebee market stalls are decorated with the flag, which is also emblazoned on the trailer and chopping board seen at catering events. In 2023 and 2024 the business attended farm-to-fork summits at 10 Downing Street and displayed a flag in the prime minister's garden. Customers can locate the farm shop easily as the flag flies outside it.

Talks

I have given talks about the flag to the Whittlesey Ladysmith WI, the Rotary Club of Ely, a 'Fen Authors and Explorers' event in Ely, the Hickathrift House Care Home, the Damsons group at Peckover House and the March Friendship Club.

Map of the Fens

In 2021, in the absence of a commercially available map of the Fens, an A3-size map was commissioned using Natural England's National Character Area of the Fens. The map features the flag and an information box about it. Hundreds of people have received a free PDF of the map, and hundreds more have obtained free print copies from the Ely Print Centre and Whittlesey Museum. The maps can be seen in public buildings and the hire boats of Fox Narrowboats.

News Media

2018. In November the BBC website had an article on the flag. ITV Anglia News broadcast Claire McGlasson's interview with me, also in 14 November, and soon after an article appeared on its website.

2019. In March an article by Nicola Gwyer appeared in the *Cambridge News*. In April Clare Butler followed suit in the *Ely Standard*, and her article was then printed in the *Wisbech Standard* and *Cambs Times*.

Sarah Cliss published a piece in the *Fenland Citizen* later that month, and in May Clare Butler wrote a further article in the *Ely Standard*. In November Clare Butler wrote in the *Wisbech Standard* and *Cambs Times* on FACT Community Transport's support for the flag.

2020. John Baker wrote on the flag in the *Peterborough Matters* online newsletter in March, as did Joel Lamy for the *Peterborough Telegraph* online. Richard Groom wrote a feature in the March issue of *The Fens* magazine, and Julie Cave an article for the spring edition of the *Wisbech Post*. In June Sue Dougan of BBC Radio Cambridgeshire interviewed me on the subject. In August Daniel Mason covered the campaign's progress in the *Wisbech Standard*.

2021. The March issue of *The Fens* magazine carried an article, as did the *Ely Standard* and the webzine *The Local View* in May. During this year I was interviewed by BBC Radio Cambridgeshire and Fenland Youth Radio.

2022. In March the *Yaxley Gazette* and the *Thorney Post* had articles about the flag.

2023. There was an article in the summer issue of the boating magazine *GOBA News* and a second in the *Thorney Post* (issue 76). In November Paul Whitwell interviewed me for More Muzic Radio.

2024. The July-August issue of the magazine *Fenscene* had a double-page spread on the flag by Martha How. A shorter article of my own was included in *Doddington Diary* in August. In August Gemma Gadd reported in the *Peterborough Telegraph* on the support for the flag of Stephen Barclay MP. The October issue of the *Outwell Oracle* carried an article by myself.

2025. In January Andrew Elsden mentioned the flag in the *Farmers Friend* blog. In April the talk at Hickathrift House was covered in the *Peterborough Telegraph* and the *Wisbech Standard*. Support from Peterborough City Council was the subject of a BBC News website article in March and an ITV News Anglia segment in April.

Businesses and Organisations

Businesses and organisations that have endorsed the flag include:

ABS Embroidery, Murrow
Alan's Taxis, Ely
Bank Farm, Ramsey St Mary's
The Boat Yard, Ely
Bramblebee Farms, Emneth
Buffs Public House, March
Clark Decorators, Outwell
Clean Greens Market Garden, Downham Market
Denver Sluice Complex, Denver
Fen Tiger Pest Control, Stamford
Fenland Angels Radio, Wisbech
Fenland Auto Club, Wisbech
Fenland Fox Pet Supplies, Waterbeach
Fenland on Film, Ely
Fenland Spirit Services, Littleport
Fenland Timber, Wisbech St Mary
FACT Community Transport, March
Fenland Yard Sales, March
Fenland Boats, Isleham
Fish and Duck Marina, Little Thetford
Five Miles From Anywhere No Hurry Inn, Upware
Fox Narrowboats, March
Hawthorne Farm Campsite, Tydd St Giles
Hotel Barge Waternimf, Ely
Infiniti Garage Doors, Whittlesey
Isle Target Sports Club, Mepal
Jones Boatyard, Fenstanton/St Ives
Just Milled, Holbeach
Kustom Tees, Whittlesey
March & District Museum, March
March Bears RUFC, March
Ouse Valley River Club, Little Paxton
Petite Peonies, Wisbech St Mary
Pomfret Motors, Colne
Sandpiper Pool and Spa, Somersham
Soham Lodge Care Centre, Soham
Stratton-Oakford Antiques, Whittlesey
Waterland Organics, Lode
Wissey Valley Pottery, Whittington

Political and Other Stakeholders

One of the campaign's earliest supporters was the boxer Dave Boy Green MBE, former holder of multiple British and European titles. The Fens Biosphere Project, Fens for the Future and Cambridgeshire ACRE have all endorsed it. It has been used by Visit Ely and in the schools outreach work of the Great Fen project.

In 2018 Jason Ablewhite, former Police and Crime Commissioner for Cambridgeshire and Peterborough, and Lucy Frazer, former MP for South East Cambridgeshire, expressed their support.

In 2021 East Cambridgeshire District Council unanimously passed a motion to support the flag and its registration.

In 2024 Stephen Barclay, MP for North East Cambridgeshire, wrote to the Flag Institute to endorse the flag: "The people living in the Fens feel a deep connection to their surroundings. […] This design truly embodies their deep sense of identity." Soon afterwards Andrew Pakes, MP for Peterborough offered his support, describing the Fens as "a region with a rich cultural and natural heritage" and saying that "the flag serves as a vibrant reflection of that shared identity".

In 2025 Sir John Hayes, MP for South Holland and the Deepings, backed the flag, stating that it could promote culture and tourism: "I fully and wholeheartedly support the approval of The Fens Flag by the Flag Institute." Then South Holland District Council gave its support and ceremonially raised a flag at its offices. Charlotte Cane, MP for Ely and East Cambridgeshire, added her voice, saying the flag could help celebrate local identity, raise the area's profile, and attract tourism and investment. The final endorsement this year came from Terry Jermy, MP for South West Norfolk.

Also in 2025, the flag won the support of Peterborough City Council, the Mayor of Cambridgeshire and Peterborough Dr Nik Johnson, the Wisbech Society and Preservation Trust, Whittlesey Museum and Ramsey Rural Museum.

In October 2026 Francis Burkitt, High Sheriff of Cambridgeshire, Sue Liburd, High Sheriff of Lincolnshire, and Jo Pearson, High Sheriff of Norfolk all gave their backing to the flag campaign.

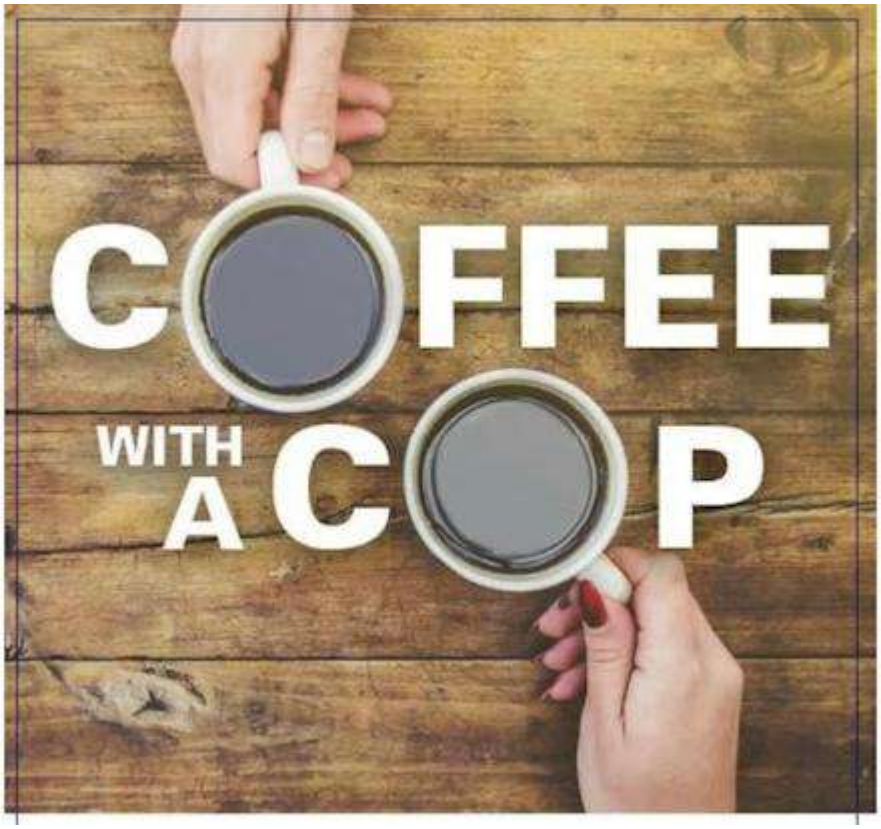
The following parish councils have endorsed the flag:

City of Ely Council
Cowbit Parish Council
Downham Market Town Council
Downham West Parish Council
Emneth Parish Council
Eye Parish Council
Gedney Parish Council
Gedney Hill Parish Council
Glinton Parish Council
Haddenham Parish Council
Hockwold cum Wilton Parish Council
Isleham Parish Council
Little Downham Parish Council
Little Thetford Parish Council
Lutton Parish Council
Nordelph Parish Council
Outwell Parish Council
Soham Town Council
Sutton Bridge Parish Council
Sutton-in-the-Isle Parish Council
Sutton St Edmund Parish Council
Thorney Parish Council
Tydd St Mary Parish Council
Watlington Parish Council
Weston Parish Council
West Walton Parish Council
Wiggenhall St Mary Magdalen Parish Council
Willingham Parish Council

In terms of elected representatives, then, the flag has the support of a city council, 2 district councils, 28 parish councils and 5 MPs.

James Bowman
26 October 2026

Coffee with a cop in Needingworth



Dear Jane,

We will be at Chatters Community Cafe in Needingworth on Thursday 12 November between 12pm and 2pm.
If you are available, please feel free to pop along for a hot drink and a chat.
We'll be on hand to listen to any concerns you may have and offer any crime prevention advice you may need.
If you can't make it but have an issue you would like to raise with us, you can do so via the neighbourhood policing pages of our website.
We look forward to seeing you there.
Kind Regards,
St Ives and Ramsey Neighbourhood Policing Team

RE: Upcoming Highways Work - Hawkes Lane

Good afternoon Needingworth Parish Council,

Regarding the below works due to start on 16 November, would it be possible for our contractor to use the Parish's green space at the junction of Hawkes Lane/Church Street as a set down area for their welfare unit?

I will instruct them to take pre start photos and ensure no damage is done to the area, if needs be grass seed can be put down once the works have finished.

Please could you let me know if this arrangement is suitable?

Kind regards,

Matthew Larter, BSc (Hons) – Assistant Project Manager - Asset Management, Design & Delivery

Cambridgeshire County Council | Facebook | Twitter

Cambridgeshire County Council

Graeme Kane
Executive Director
Place and Sustainability
Highways Projects Team

New Shire Hall
Emery Crescent
Enterprise Campus
Alconbury Weald
PE28 4YE

Date: 19/10/2026
Contact: Matthew Larter
Telephone: 03450 455212
E Mail: Local.Projects@cambridgeshire.gov.uk
Reference: Hawkes Lane - Drainage

NEEDINGWORTH
ST. IVES
PE27 4TH

Dear resident/occupier,

[Notice of upcoming works]
Highway maintenance works are due to take place in your area.

We are writing to inform you about drainage improvement work scheduled in your area.

Project details

- **Location:** Hawkes Lane between High Street and Church Street junctions
- **Start date:** Monday 16th November
- **Working times:** 08:00 – 17:00
- **Duration:** 5 weeks, weekdays only
- **Traffic management:** Road closure
- **Closure times:** 24/7 – resident access only

How does this affect you?

- Access to properties and businesses will be maintained where safe; please allow extra time for your journeys.
- A signed diversion route will be in place (see overleaf).
- Pedestrian access only for resident access to their properties, traffic management operatives will be on site to assist.
- Please avoid parking on the carriageway or footway during the works, particularly over manholes or drainage gullies.
- Resurfacing up to resident boundaries will follow existing extents, our operatives may need to discuss with residents on a case-by-case basis
- Some noise is expected, but we will aim to minimise disruption.
- One way system will be revoked during the works to allow access to residents from both sides of Hawkes Lane as works progress.

We will do our best to keep to the planned schedule; however, these works are complex and subject to a range of factors beyond our control, such as weather and site conditions. As a result, all programme dates, including the anticipated end date, are indicative and may change. If any significant changes occur, we will keep you informed. For latest updates please see our website and X @Cambs_Traffic via the QR codes below.

For any concerns or questions, please contact us using the details provided.
We appreciate your patience and understanding.

Yours sincerely,
Matthew Larter
Assistant Project Manager
Capital Maintenance Team, Project Delivery

Cambridgeshire County Council
Footpath Between Overcote Lane And Chapel Close, Needingworth
(Temporary Prohibition Of Use)
Order 2027-22526

NOTICE is given that Cambridgeshire County Council intends to make an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any pedestrian from proceeding along Footpath Between Overcote Lane And Chapel Close, Needingworth as lies between number 35 and 50.

Access will be maintained to properties affected by this order.

The alternative route for pedestrians will be as signed.

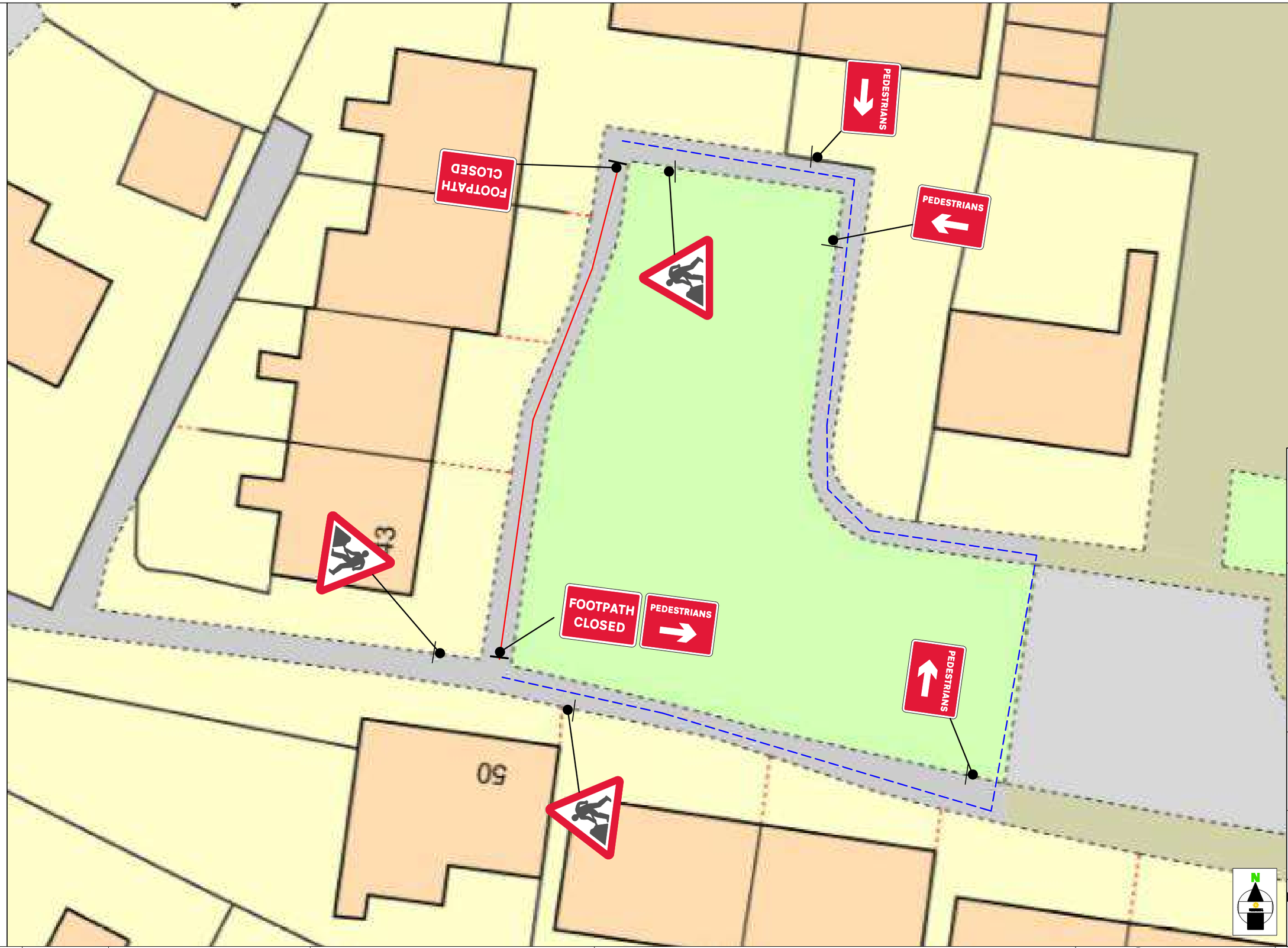
The proposed Order is necessary to facilitate telecommunications ducting and associated works which are being carried out on or near this highway.

It is anticipated that these works will take place between 7 January and 8 January 2027, when the restriction is expected to be in operation.

The Order will remain in force for a maximum period of 6 months from the date it comes into effect to permit the works and any associated contingencies including delays or phased delivery of the works.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

Graeme Kane, Executive Director, Place and Sustainability, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE



ADVANCED WARNING

Advanced Warning
ROAD CLOSED
HERE ON XX/XX/XX
FOR XX DAYS
FROM XX:XX
TO XX:XX

ROAD CLOSED

ROAD CLOSURE

DIVERSION ROUTE

FOOTPATH CLOSURE LENGTH	25 METRES
FOOTPATH CLOSURE WIDTH	2.4 METRES

Contract No	140-S009579	Client: OPENREACH	
Date	04/01/2023	Site Location / Drawing Title	
Drawn by	EL/878	FOOTPATH BETWEEN OVERCOTE	
Approved By	140	LANE AND CHAPEL CLOSE	
Purpose of works	TELECOM WORKS	NEEDINGWORTH PE27 4ST	
Version Number	01		
Amended By	xxxxxxxxx		
Amendment Date	xx/xx/xxxx	Scale	NOT TO SCALE
Sheet No	1 of 1	OS Licence No	0000000000000

Note
1. All equipment shall be approved and shall comply with the Department Of Transport specification MCE0111. This drawing does not show the normal road works signage that will be required as per Chapter 8.
2. All signs to be in accordance with TSRGD 2016 and to minimum class retroflective.
3. Minimum height of lettering to be 60mm and sign boards to be 1000mm (750mm where appropriate).

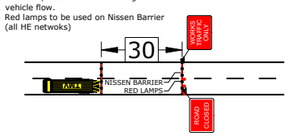
The information in this drawing may not be copied or used by third parties without written consent from Sunbelt Rentals ltd (Traffic Management).
This layout is for installation by NRSWA, Lantra 12A,12B,12C,12D qualified persons.
All works shall be in accordance with Safety at Street Works and Road Works, A Code of Practice 2013 & Chapter 8

TO BE INSTALLED AT CLOSURE POINTS



THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED
The electronic version of this document is the approved and most current. Any printed version is uncontrolled and may not be current.

DETAIL AL (AL)
Manned Airlock system.
Notes:
1) Minimal site traffic 25 - 30m air lock is sufficient, Extend airlock for larger work vehicle flow.
2) Red lamps to be used on Nissen Barrier (all HE netwoks)



SUNBELT RENTALS
Sunbelt Rentals UK (Traffic Management)
Kemble Airfield Enterprise Park,Cirencester Road,
Kemble GL7 6BQ
Telephone: 0370 050 0792

Dear all,

Further to my previous invitation, I am writing to let you know that the inaugural meeting of the Great Ouse Heritage Partnership has unfortunately had to be rearranged and will now take place on Wednesday 18 November, rather than 28 October as originally planned.

I apologise for the short notice and appreciate that some of you may have already made arrangements to attend. I am sorry for any inconvenience this may cause.

The time and venue remain unchanged:

Wednesday 18 November, 5.00pm–7.00pm

The Corn Exchange
The Pavement
The Old Riverport
St Ives
PE27 5AD

GREAT OUSE HERITAGE LANDSCAPE PARTNERSHIP MEETING

St Ives Corn Exchange 5 pm, 18 November 2026

A shared vision for Cambridgeshire Landscape

The Great Ouse Valley connects communities, nature, heritage, recreation and the local economy right at the heart of Cambridgeshire

AGENDA

5 pm **ARRIVAL AND REGISTRATION**

5.15 pm **WELCOME Mayor Paul Bristow**

Address by Paul to outline his **Local Visitor Economy Partnership** vision, and why the Great Ouse Valley is central to creating a compelling visitor destination in Cambridgeshire.

5.30 pm **FROM AN IDEA TO A MOVEMENT Graham Campbell, Chair Great Ouse Valley Trust**

Graham describes the Trust's origin, progress and achievements and why the time is now right to bring together the organisations and communities that can make a difference to the Valley.

5.45 pm **LISTENING TO THE PEOPLE WHO LIVE HERE Dr Jade Gunnell**

Three community workshops have shown what people value about the Valley – its nature, landscapes, heritage, communities and opportunities for the future. Jade explains how the workshops produced the evidence needed to help shape the priorities and projects of a new **Heritage Landscape Partnership**.

6.00 pm **THE OPPORTUNITY – INVESTING IN THE GREAT OUSE VALLEY Jon Sheaff, Director Arkwood Ltd, Landscape Architects**

Jon presents the findings of the award-winning economic case - a joint commission from the Trust and the District Council. The positive conclusions demonstrate how promotion of the Valley can:

- Increase tourism and visitor spending
- Strengthen the local economy
- Create opportunities for recreation and wellbeing
- Protect and enhance nature
- Celebrate and showcase our built and cultural heritage
- Increase climate resilience
- Create a stronger identity for the communities of the Great Ouse Valley

6.15 pm **FROM VISION TO REALITY Graham Campbell**

Graham describes the next stage:

A Great Ouse Heritage Landscape Partnership Board which brings together the major organisations, communities and interests to realise the vision.

And then outlines the practical challenge:

Securing the resources and funding needed for a dedicated Partnership team to turn ambition into action.

6.30 pm **THE INVITATION – LET'S MAKE IT HAPPEN! Mayor Paul Bristow**

Paul introduces the 'Declaration of Support and Engagement' and invites delegates to consider what each organisation can contribute, and to confirm support. Q&As

7.15 pm **CLOSE**

Invitation to take part in a short Cambridgeshire ACRE village hall film

Jane

I am contacting you today to see if you and/or your Councillors would be prepared to take part in a short Cambridgeshire ACRE video. We would also like to invite Needingworth Parish Council to take part as we offered advice and guidance to you as part of the transition work we provided to the Village Hall.

The film will share a small number of real examples showing how volunteer committees have dealt with practical issues such as governance, trustee confidence, succession planning, building management, energy costs and volunteer involvement. The aim is to reassure other halls that they do not have to work through difficult questions alone and that practical support is available before issues become overwhelming

We would like to feature Needingworth Village Hall (including the parish council) because your experience helps show other communities it is possible to rebuild a committee and move forward. We would keep the focus positive and practical, showing the issue you were working through, the support provided and what other halls might learn from your experience.

Taking part would involve a short filmed conversation with one or two trustees and some simple shots of the hall, such as the outside of the building, the main room, noticeboards or other features that help tell the story. We would agree the broad questions with you in advance and would not expect anyone to speak on behalf of the whole parish council unless they were comfortable doing so.

We are currently planning filming across Huntingdonshire so that visits can be kept close together and manageable within one day. If you are open to being involved, I would be very happy to talk it through first, answer any questions and make sure the approach feels right for you and your committee.

There is no pressure to say yes. We only want to include organisations that feel comfortable taking part and we would work with you to make sure the final message is fair, accurate and helpful.

Would you be interested in taking part? If so, please let me know who would be the best person to speak with and any dates or times that would not work for you, so we can start arranging the filming.

Best wishes



Lisa Chambers