

**Parish Clerk**

Mr Philip Harty
The Glebe
4 High Street
Sutton
Ely
Cambs
CB6 2RB

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Planning applications: All applications can be viewed at -
www.eastcambs.gov.uk/online-applications/, then putting the application number in the search bar.

Minutes of the meeting of Sutton Parish Council held on 25th August 2026 at 7.30pm at The Glebe, 4 High Street, Sutton.

Present: Cllr B Browne Cllr Barnard Cllr Goodjohn Cllr L Kirby Cllr Owen
Cllr Jordan Cllr Inskip Cllr Partington

Clerk: Mr P Harty **Public:** 2

MINUTES

MEMBERS: 12 **QUORUM:** 5 **Vacancies:** 3

Meeting Opened at 7.30pm

078/26 To receive and note apologies for absence.

Apologies received from Cllrs Butler and Oakland.
Absent Cllr Newton

079/26 To receive declarations of interest.

- a) Councillors to declare any personal interest in any items on the agenda.
- b) Councillors to declare any prejudicial interest in any items on the agenda and to inform the Chairman if they wish to speak on the matter during public participation.
- c) Councillors to declare any pecuniary interest in any items on the agenda.
- d) To grant any dispensations.

Cllr Kirby declared a personal interest in Agenda Item 087/26

080/26 Public Participation

To adjourn the meeting for up to 10 minutes to allow any members of the public and Councillors declaring a prejudicial interest to address the meeting in relation to the business to be transacted at that meeting.

None

081/26 To approve the minutes of the meeting of the 28th July 2026 as a true record of that meeting.

Resolved – It was proposed by Cllr Inskip and seconded by Cllr Kirby to accept the minutes as a true reflection of the meeting on 28th July 2026.
7 votes in favour with 1 abstention.

082/26 To receive reports in relation to Sutton from:

1. Cllr Lorna Dupre – Cambridgeshire County Council
2. Cllr Lorna Dupre & Cllr Mark Inskip – East Cambridgeshire District Council

Noted by Council

083/26 Project and Action Plan

- a. To receive and note the Project Chart and Action Plan

Noted by Council

084/26 Finance

1. To approve payments.

Online Payments

August 2026	Salaries & expenses	£8620.99
August 2026	Cambs Pension Fund	£765.75
Veolia Ltd	Easi-bins	£129
The Copier Warehouse	Photocopying	£88.36
CentraData	Website/Domain	£96.48
Glover Enviro	Grass Cutting	£768
SoloProtect	Lone Worker Devices	£36
Cox & Kirby	Youth Club July	£900
MS Electrical	Light Switch/Lights	£402
Ikonic Lifts	Service	£214.38
Tectonic Software	Room Booking Software	£360
Elan City	New MVAS	£2945.42
UK Boiler Care	Glebe Boiler Service	£102
Haddenham Level	Drainage Rates	£454.96
Fen Farm Supplies	Sleepers	£187.60

Direct Debits

ECDC	Non-domestic rates (Aug)	£671
Lloyds	Multipay	£71.46
O2	Mobile Phones	£112.80
B & CE	Peoples Pension	£203.95
HMRC	Tax & NIC	£2168.35
British Gas	Pavilion	£13.14
British Gas	Glebe	£30.74
Drax	Elec Glebe	£261.33
Drax	Elec Pavilion	£188.32
Drax	Street Lights	£95.50

Resolved – It was proposed by Cllr Browne and seconded by Cllr Inskip to approve the payments as listed. All Cllrs present agreed by show of hands.

2. To Note Financial Working Party Information 13th August 2026

Noted By Council

085/26 Planning

<https://eastcambs.gov.uk/services/planning-and-building-control/planning>

1. Planning approvals –
 - a. First floor extension above existing single storey extension, and single storey Extension. 90 Bellairs Sutton Ely Cambridgeshire CB6 2RW. 26/00627/FUL. APPROVED. Noted with No Comment by Council

- b. Ground mounted solar panel installation. 17 The America Sutton Ely Cambridgeshire CB6 2NY. 26/00668/FUL. APPROVED. Noted with No Comment by Council

2. Planning Appeals/Withdrawals – NONE

3. Planning Applications/Variations –.

- a. Proposed single and two storey rear extensions and partial demolition of the existing garage. 124 The Row Sutton Cambridgeshire CB6 2PB. 26/00825/FUL. Response 26th August 26. Noted with No Comment by Council
- b. Demolish existing derelict bungalow and replace with new detached two storey self build dwelling, utilising existing vehicle access. 95 High Street Sutton Cambridgeshire CB6 2NW. 26/00797/FUL. Response 26th August 26. Noted with No Comment by Council
- c. Conversion of existing outbuildings to habitable space and demolition of conservatory and an existing outbuilding. External alterations, including porch canopy, log burner flue, new windows and doors Location: 126 High Street Sutton Ely Cambridgeshire CB6 2NW. 26/00076/FUL. Response 28th August 2026. Noted with No Comment by Council
- d. Change of Use of part of the adjoining orchard to garden forming part of the domestic curtilage - retrospective
3 The Row Sutton Ely Cambridgeshire CB6 2PD. 25/01235/FUL. Response 26th August 26. Noted with No Comment by Council
- e. CCC/26/083/FUL Anaerobic digestion plant, access road, associated infrastructure and landscaping. Land West Of Mepal Ad Plant And South Of Grey's Farm, Chatteris, PE16 6XA. Response by 2nd September 2026. Noted with No Comment by Council

4. Tree Consents –

- a. 26/00860/TPO. 31 The Brook Sutton Ely Cambridgeshire CB6 2QQ. T1 Weeping Willow in the right-hand corner of the rear garden - Re-pollard to previous pruning points. Noted with No Comment by Council

086/26 To Note and approve Traffic & Transport Working Party

It was recommended by the Traffic and Transport Working Party to:

- a. To approve the 20mph designs from Cambridgeshire County Council for The Row and Mepal Road and to write to Vistry to make them aware of the Parish Council's plan to introduce a 20mph zone on Mepal Road and connecting roads.
Resolved – It was proposed by Cllr Inskip and Seconded by Cllr Jordan to accept the recommendation. All Cllrs present agreed by show of hands.
Clerk to inform CCC of decision.
- b. To approve the Sutton Advisory Weight Limit design from Cambridgeshire County Council for signage on the approaches to Sutton
Resolved – It was proposed by Cllr Inskip and Seconded by Cllr Partington to accept the recommendation. All Cllrs present agreed by show of hands.

Cllr Kirby declared a personal interest in agenda item 087/26 and took no part in the discussion or voting.

87/26 To Consider and Approve Continuation of Youth Club

Resolved – After a brief discussion it was proposed by Cllr Browne and seconded by Cllr Owen to continue with Cox & Kirby as providers of Sutton Youth Club. To be reviewed annually by Council. 7 Cllrs agreed by show of hands with one Cllr not voting.
Clerk to arrange contract and inform Cox and Kirby.

088/26 To Discuss and Make Recommendations for Hot Water System at Pavilion

Resolved – After a brief discussion it was proposed by Cllr Inskip and seconded by Cllr Browne to accept Quote 2 but to include the addition of a Gas Knock Off Button and a CO Alarm. All Cllrs present voted in favour by show of hands
Total Cost £6366. Clerk to contact Champion Plumbing to arrange work.

089/26 To Consider and Approve Continuation of CCC Grass Verge Cutting

No decision was made at meeting. Clerk to organise for quotes for verge cutting and bring back to Council for a decision.

090/26 To Consider and Approve Continuation of Agreement with Sutton Primary School

No Decision Made. Clerk to arrangement appointment with School to discuss usage/needs and report back to Council prior to decision being made.

091/26 To Consider Quotes for Glebe Windows.

No Decision Made. Clerk to obtain more information and place back on Agenda.

092/26 Matters as Agenda Items for Future Consideration

No Decision can be Made Under This Item¹

Any items for consideration for next Full Council Meeting to be sent to Clerk by the 15th September 2026

093/26 Date of next meetings/Events

22nd September 2026 – Full Council
27th October 2026 – Full Council
24th November 2026 - Full Council
15th December 2026 - Full Council

¹ Local Government Act 1972, s12 10(2) (b)



PROJECT AND ACTION PLAN

Full Council – 22nd Sept 2026 Agenda Item **099/26**



September 2026
SUTTON PARISH COUNCIL
The Glebe, 4 High Street, Sutton, Ely, Cambs

2026 – Sutton Parish Council Project and Action chart

As at: 16th September 2026

Date	Priority Level	Detail	Budget	Progress	Completed
	M	Picnic Benches for open spaces and recreation ground	CIL	- Look at options of octagonal benches for park and old rec, preferably recycled durable plastic or metal. Prices given to SRWP. More details on the costs on fixing of the picnic tables requested – We need to know where these are to be installed and onto what ground so calculations can be made. – WP need to provide more specific details. 4/8 – Asked working party for more specific info as to what benches will be purchased, if they are going to be on hard standing or grass 4/8 - Clerk to get 3 quotes once WP decide - Currently on Hold - WP to investigate overlay of concrete pad and addition of 2 concrete picnic benches and a table tennis table. SPORTS & RECREATION WP	

	H	Cycle Parking (CCC) at facilities Locations agreed. The Glebe car park, The Pavilion and The Brooklands Centre.	CCC funded	- The Glebe installation 4th May 2022 - Pavilion and Brooklands installation - Awaiting bollards and mesh flooring (No date given) Chased 16/06 - Contractors came to install the bollards, however after reviewing with the parish clerk, they will be coming back when they have found a better solution	Yes Yes
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			• Clerk to produce survey re 20mph from A142 Roundabout through to the America. This part to be PFHL. • Funding for the scheme has now been allocated and Sutton was unsuccessful. Council to decide if we should reapply next year. • Clerk to reapply – produce residents survey to support application – January 2025 • Survey active now – once complete to go to Working Party. Survey now closed. • Traffic and Transport Working Party WP Next meeting 20/2/24 – to report back at March 25 meeting • Full Council to decide on what areas to apply for in 20mph Scheme at March 25 Meeting • Clerk has now applied for Mepal Road, The Row, Painters Lane and West Lodge Lane • Awaiting outcome of application • Approved by CCC – Due date Summer 2026 • Awaiting WP to approve locations and put to FC • Awaiting on Installation date from CCC • Clerk Chasing	
10 th May 2022		Library Access Point	• New working party formed to discuss project • 23rd May 2023 -- Working party membership agreed and date to be set for the meeting • Councillor Kirby to arrange meeting of WP • WP looking at costs and configuration of room. • Meeting with school 10th Feb 26 • With Working Party • LIBRARY ACCESS POINT WP	Yes
28 th June 2022		War Memorial	• Obtain specialist advice as to what work is required. I.e., cleaning and/or re-lettering, re-pointing etc.	

		War Memorial		• Clerk to take pics of wording etc. • Obtain a Church Faculty (Planning permission), as it is in the Churchyard and apply for Conservation Consent. • Obtain quotations from specialist companies. • Obtain Funding – Application to the War Memorial Trust. • Clerk/Deputy Clerk to action in 2024 – Deputy Clerk currently obtaining inspections. • 3 Quotes received. Will added to Agenda for July 2025 • Quote Of £2128 from Brown & Ralph agreed. Clerk to look at a grant and approach PPC • Grant applied for – WMT will grant 50% of quoted works if successful. • PCC have informed us we need a Faculty. Applied for. • FC To approve payment to Church. • Faculty Approved – awaiting for price increase from approved contractor. Grant application updated. • Awaiting grant decision	
24 th January 2023		LHI 23/24 Application Weight restriction on B1381	CIL	• Submit application to CCC • Application submitted • LHI application Dismissed and not reviewed as part on the complex or non-complex application.	Yes Yes

				• Recommendation 25th July 2023. To approve that an item is included on the next full council agenda to enable the parish council to discuss the latest status and if necessary to formally raise concerns about the handling of the LHI application to the county council. Added to 22nd August 2023 Agenda • Meeting arranged with Highway Officer, Cllr Dupre and SPC – 2nd October 2023 • Clerk to arrange for traffic surveys up to a sum of £1,000. – To go back to November FC meeting, as quotations over £1,000. • Clerk delegated a spend of £2,000 for one set of surveys in 3 locations. • Order placed with Tracsis – survey January 2024 • Tracsis have now had approval from CCC for survey to be undertaken. Due January 24. • Clerk to have funding approved for 2nd survey before March 24 • Tracsis to need locations and duration to give quote for March survey. • Further information required by CCC regarding impact on people • Online survey ready to go out once approved by WP. • Next traffic survey to be carried out on w/c 15th April 2024 • Note – additional fee of £330 for licences from CCC not included in original quote. • Online survey went live 4th March 2024. • Local PC'S and Police have been contacted. • Clerk currently organising Particulate testing. One cost estimate received approx.. £3600+vat to comply with CCC testing requirements. • Presentation with CCC Clerk and Chair to attend 22/4/24 • Enviro testing sent to Council. Councillor Jordan to look into other companies. • Decision from CCC will now be September 2024 • Unsuccessful – Council to decide how to proceed • Clerk to continue with application in 2025 • Letter to Business in area	Yes Yes Yes Yes
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			- Ask Lorna/Joshua with help/ideas - Environmental survey - Application Submitted January 2025 - CCC have advised we look at doing this in 3 stages. Clerk to explore further on 20th June at LHI Panel. - T&T WP to discuss on 29/7/25 - Recommendations from WP to go to FC in Aug 2025 - Clerk has obtained Quotes for environmental monitoring – to go to FC - Enviro monitoring being arranged for Nov/Dec 25 - Advisory Signage now with CCC Design Team. Sate for Install Summer 2026 - PC to look at types of traffic calming and locations. To go back to CCC to approve. Once approved public consultation to take place prior to LHI bid. - PC/Clerk to produce covenants for local businesses. - Results of ANPR and Vibration back back – to go to WP - WP update in FC meeting 21/4/26 - Traffic Calming ideas sent to CCC – Awaiting site visit - Clerk Chasing - Traffic and Transport WP	
25 th July 2023		Definitive Map Modification Order To make a formal Definitive Map Modification Order application for the old railway track bed between Sutton and Haddenham using the evidence supplied to Cllr Inskip	- Deferred to meeting on the 22nd August 2023 until Cllr Inskip is in attendance to give more of a background to the application. - To be tabled at December 2023 meeting - Mark Inskip to determine how forms to be distributed to people by PC	
22 nd August 2023		Maintenance to The Glebe: 1) External windows – need cementing. 2) Window Hall internal – need attention	- Salmons Bros, contacted for an assessment on the windows. - Clerk has arranged for a quote on replacement oven/extractor. Awaiting quotes 21/2/24 - Clerk has spoken to contractor to quote for work	

			- on windows. - Contractor has now declined to quote – new contractors contacted. Ray Langley coming out 28/5/24 to look at work. - Still chasing contractors to quote for windows. - Salmon Bros have quoted £5635+vat for painting of windows. Does not include any remedial work. - Clerk to keep trying to obtain more quotes - Quotes to replace windows obtained – to go to FC - Clerk Seeking More Info	
August 2024	L	ECDC – Pride of Place, Nature Recovery Plans, Climate and Nature Actions - Wildflower Project	- Working Party to consider project - Clerk to provide more info. - Sports and Rec WP	
Dec 2025		PFHI Bid to place double yellows at junctions of Victoria Place/High St, Brookside/The Brook, York Rd/High St, West Lodge/High St	To go to Full Council Nov 2025 to approve. Application is now in with CCC	Ongoing

Cllr Lorna Dupré

MONTHLY REPORT SEPTEMBER 2026

FULL COUNCIL

The non-aligned Independent on the council (elected as Reform in 2025, later became Independent, briefly joined Advance UK, then returned to being Independent) has now joined the Conservative Group. The council's current composition is therefore

Liberal Democrat and Independent	33
Conservative	11
Reform UK	9
Labour	5
Green	3

The next meeting of the full county council is on Tuesday 13 October.

LOCAL GOVERNMENT REORGANISATION

We continue to wait.

ADULTS & HEALTH

Unpaid carers invited to share their experience

Unpaid carers across Cambridgeshire are being invited to share their experiences to help shape the future of support services in the county.

Cambridgeshire County Council is bringing together unpaid carers, people with lived experience, local organisations and others with an interest in supporting carers to design future Adult Carers Support Services.

The council is keen to hear from people who provide care for family members, friends or neighbours, as well as young adult carers and others with experience of caring. Their insights will help ensure future services reflect the needs of carers and the people they support.

A series of workshops will take place between September 2026 and March 2027, giving participants the opportunity to help develop future service priorities, shape how services are delivered and contribute to wider commissioning plans. There is no expectation that people attend every session, with all involvement welcomed based on individual availability and interests.

The workshops will build on feedback already shared by carers and provide another opportunity for people to influence how support is delivered in future.

Anyone interested in taking part, or who would like more information, can contact Commissioning.FPTeam@cambridgeshire.gov.uk

Shaping the future of adult social care

People across Cambridgeshire are being encouraged to have their say on the future of adult social care as part of a national public engagement programme launched by Baroness Louise Casey.

The Big Conversation on Care, launched on 29 July, aims to give people across England a direct opportunity to influence the future development of a National Care Service and how care and support will be provided for years to come.

The commission is seeking views from the public on a range of issues, including who should be eligible for support, what role families should play in caring for loved ones, and how care should be funded in a fair and sustainable way.

The programme will run until April 2027 in two phases. The first phase, running from July to November, focuses on the values and principles people expect from the care system and who should receive support. The second phase will look at funding, delivery and long-term reform of adult social care.

Find out more and take part at www.caseycommission.co.uk/bigconversation

CHILDREN AND YOUNG PEOPLE

Rackham School planning application CCC/25/129/FUL

The County Council planning service has not yet (at the time of writing) determined the application for extension and alterations to Rackham School.

County Council fostering service

I have put the County Council fostering service in touch with the Coop to enable them to apply for a pop-up stand outside the Sutton Coop, encouraging people to consider applying to become much needed foster carers.

COMMUNITIES, SOCIAL MOBILITY AND INCLUSION

Homelessness and temporary accommodation in rural areas

The County Councils Network (CCN) has published new analysis on homelessness and temporary accommodation in county and rural areas, showing that it is not just a big city problem.

- In March this year 23,186 children in county and rural areas were in temporary accommodation—74 per cent more than six years ago, almost double the national increase, and five times the increase in London.
- In March 2026 there were 22,230 households in temporary accommodation in county and rural areas, an increase of almost 80 per cent over the last six years. Almost one in five of these households are based in expensive 'nightly paid' private accommodation.
- Councils in county areas spent £124M on temporary accommodation in 2019/20, rising to £373M in 2024/25. This trebling of spend is a faster rate than anywhere else in England.
- Homelessness is also continuing to rise across county and rural areas, with local authority costs soaring in response: in 2019/20 councils in county areas budgeted £161M for homelessness, but this increased to £447M this year.

ENVIRONMENT AND GREEN INVESTMENT

Minerals and Waste local plan

Consultation on this stage of the plan is still open and closes on 10 October.

www.cambridgeshire.gov.uk/mwlp-review

New biodigester application in Mepal (CCC/26/083/FUL)

An application for a new biodigester and use of existing access has been submitted near the existing biodigester at the Block Fen roundabout.



As a waste and minerals application this will be determined by the county council. The access road is in East Cambridgeshire, using the Mick George and Lee's Packhouse entrance off the A142, but the site itself is in Fenland.

(The diagram is my own, based on the map in the planning application papers, as I wanted to show more clearly the relationship to the existing biodigester, and the district council's crematorium.)

Holme Fen fire

The recent serious fires in several parts of the country, including at Holme Fen, demonstrate how vulnerable we are to the changing climate and extreme weather patterns. The county council worked with partners at the height of the recent heatwave to help manage these fires and reduce the risk of others.

HIGHWAYS & TRANSPORT

Gully clearance in Little Downham

Council contractors were able to clean around 90 per cent of the gullies in Little Downham parish at the beginning of August. A small number of gullies could not be completed during the visit, including the one outside Feoffees School. The team is planning to return to this one before 27 November.

Rights of Way improvement plan

The County Council has now begun its review of its Rights of Way Improvement Plan and is seeking comments from parish councils and other stakeholders.

Comments are now invited on key questions about our local rights of way network, and the priorities residents would like to see in a revised Plan. Comments can be made at <https://yourvoice.cambridgeshire.gov.uk/place-and-sustainability/95349146/>

The deadline for responses is Sunday 11th October. If you have any questions about completing the questionnaire, please write to Rowip2026@cambridgeshire.gov.uk

Coveney and Wardy Hill bus ridership

Use of the Tiger on Demand bus service from Coveney and Wardy Hill continues to climb, according to Combined Authority figures comparing usage before and after the 1 January 2026 service changes.

The Combined Authority, which is the public transport authority for Cambridgeshire and Peterborough, says it is now seeing a strong upward trend in usage from Coveney and Wardy Hill, particularly since March, with each month breaking the previous month's record.

In particular, says the Combined Authority, it's witnessing high usage of the service to Ely Market on Thursday mornings, and a 'notable increase' in commuter-time travel to Little Downham for work or school. At a time when so many bus services in Cambridgeshire are hanging by a thread, it's good to see usage in these villages doing well.

Notice of forthcoming works

I took up a complaint from a resident that work on the road at the top of Mepal Road in Sutton outside their home had not been notified to neighbours by letter in advance. This is not the first time in recent months that this has happened in Sutton, in breach of the contractor's permit (a different contractor in each case).

I have taken this up at Director level to ask the council to consider alternative arrangements for ensuring residents are notified, as the present system does not seem to be working.

20MPH programme review

The first-year evaluation of eight 20MPH schemes introduced across Cambridgeshire since early 2024 indicates that the programme has been effective in reducing vehicle speeds. All eight locations recorded statistically significant reductions in average speeds, generally exceeding the background reductions seen elsewhere in Cambridgeshire. Speed reductions ranged from 6 per cent to 16 per cent, with the strongest performance seen in locations where pre-scheme speeds were highest.

Early evidence on collision outcomes is encouraging but remains inconclusive due to the relatively short monitoring period and low collision numbers in many settlements.

Following the speed limit reduction in Ely, average speeds (main routes only) reduced from by three miles per hour. The majority of vehicles were travelling below 33.3MPH before the speed limit reduction and this reduced to 29.6MPH afterwards.

A more specific analysis of Downham Road Ely showed average speeds reducing by over three miles per hour in each direction. The reduction in vehicle speeds in Ely shows a statistical significance which suggests that the reduction is a result of a material change rather than fluctuation or chance. The scale of the reduction in Ely exceeds the scale of speed reduction across Cambridgeshire.

Before the speed limit change, there were an average of 15.6 road traffic collisions per year in Ely, based on the seven years of data since 2017. Following the speed limit change, there were eight collisions. This is a notable reduction compared to the scale of collision reduction across Cambridgeshire more generally.

In conclusion, there is evidence of a statistically significant reduction in speeds and collisions following the speed limit reduction in Ely, but additional years of data will be required to substantiate this. It is therefore too early to say what the long-term impact of the speed limit reduction has been, but initial signs are encouraging.

MEET YOUR COUNCILLORS

Sutton surgery

Cllr Mark Inskip and I hold our monthly surgery at Joy Bistro 65 High Street Sutton. Forthcoming dates are Monday 7 September and Monday 5 October, 6:30-7:30PM.

Subject to diary changes, I hope to be at

- Witchford coffee morning on Wednesday 2 September at 10:00AM
- Sutton Timebank coffee morning on Tuesday 15 September at 10:00AM
- Nellie's coffee morning (Sutton) on Friday 25 September at 12:45PM
- Coveney coffee morning on Wednesday 30 September at 10:30AM
- Little Downham Community Hub on Wednesday 30 September at 2:00PM

I can also be contacted ...

- by email at lorna@lornadupre.org.uk
 - on Facebook
 - by phone on 07930 337596
-

Cllr Lorna Dupré

County Councillor for the Sutton division

Sutton Parish Council

Meeting Notes

Finance Working Party Info 15th September 2026

To: Cllr M Inskip (Lead Member), Cllr B Browne, Cllr Andrew Newton, Cllr B Goodjohn, Cllr L Kirby, Philip Harty (Clerk & RFO).

1. Bank Reconciliations and Statements.

They will be checked and signed by Cllr Newton and Cllr Butler (Non-Banking Signatories) at next Full Council Meeting.

Noted by WP

2. The RFO gave details of the bank balances. (As 9/09/26)

Balances:	Unity current	Account	£12514.65
	Unity deposit	Account	£104692.65
	Cambs & Counties Bank		£47,628
	CCLA		£80,000
	Cambridge Building Society		£1,073
		Total	£245,908.30

Noted by WP

3. Debtors Record

The debtor's record for invoices outstanding over 30 days is a total of £901.67 net, Those not yet due a total of £1363.41 net. (As of 9/09/26).

Clerk to chase outstanding Debts.

4. Budget

Income and Expenditure V Budget

As attached. Noted.

Clerk to look into Spends on Street Furniture and Safety and Security.

5. Review External Audit Report

Clerk reported that the External Auditors had note that some finances had been coded wrongly. Clerk has spoke with Rialtas and rectified error. Once Agreed at FC the EA Report will be placed on website.

6. Allocation of EMR/CIL

EMR/CIL Allocated per attached Accounts

To discuss placement of next tranche of CIL/Precept money due end of September to ensure Council stays within The UK (FSCS) deposit protection limit of **£120,000**.

Clerk to allocate monies to Cambs Building Society, Cambs and Counties and finally CCLA until max of 120k is reached.

7. Items to Note

None

8. Date of next meeting.

Oct Zoom Meeting – 20th October 2026 – Looking at Budget for 27/28

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Administration							
1076 Precept	100,000	200,000	100,000			50.0%	
Administration :- Income	100,000	200,000	100,000			50.0%	0
4650 Connections Bus	5,025	10,000	4,975		4,975	50.3%	
Administration :- Direct Expenditure	5,025	10,000	4,975	0	4,975	50.2%	0
4000 Office Staff Cost	28,164	60,881	32,717		32,717	46.3%	
4010 Time bank Coordinator salary	7,272	14,882	7,610		7,610	48.9%	
4015 Employee Expenses	134	150	16		16	89.3%	134
4020 Employer NIC	4,733	13,500	8,767		8,767	35.1%	
4045 Brightpay PAYE	73	600	527		527	12.1%	
4050 Employer Pension Contrib Costs	3,219	9,698	6,479		6,479	33.2%	
4055 Facilities Staff	15,402	31,262	15,860		15,860	49.3%	
4075 Lengthsman Staff	8,531	17,927	9,396		9,396	47.6%	
4120 Subscriptions	1,201	2,500	1,299		1,299	48.0%	
4125 Training/Conferences	660	2,000	1,340		1,340	33.0%	249
4135 Phone/Internet	1,050	2,500	1,450		1,450	42.0%	
4140 Admin Costs	261	800	539		539	32.6%	
4145 Photocopier	491	1,200	709		709	40.9%	
4150 Data Protection Fee	0	70	70		70	0.0%	
4155 Computer Equip & Support	1,211	2,900	1,689		1,689	41.8%	
4160 Insurance	291	6,200	5,909		5,909	4.7%	
4175 ICCM	110	110	0		0	100.0%	
4580 Licence: The Glebe	180	180	0		0	100.0%	
Administration :- Indirect Expenditure	72,981	167,360	94,379	0	94,379	43.6%	383
Net Income over Expenditure	21,994	22,640	646				
6000 plus Transfer From EMR	383	0	(383)				
Movement to/(from) Gen Reserve	22,377	22,640	263				
150 Finance							
1090 Interest Rcvd	1,866	4,500	2,634			41.5%	
1100 Income from RBL Lease	0	1,500	1,500			0.0%	
1150 Community Infrastructure Levy	8,579	0	(8,579)			0.0%	8,579
Finance :- Income	10,445	6,000	(4,445)			174.1%	8,579
4100 Audit Fees	289	1,000	711		711	28.9%	
4110 Loan Repayments	6,323	12,484	6,162		6,162	50.6%	
Finance :- Indirect Expenditure	6,612	13,484	6,873	0	6,873	49.0%	0
Net Income over Expenditure	3,833	(7,484)	(11,317)				
6001 less Transfer To EMR	8,579	0	(8,579)				
Movement to/(from) Gen Reserve	(4,746)	(7,484)	(2,738)				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Communications & PR							
4200 Newsletter	0	680	680		680	0.0%	
4210 Website	328	400	72		72	81.9%	
4225 PR	68	120	52		52	56.7%	
Communications & PR :- Indirect Expenditure	396	1,200	804	0	804	33.0%	0
Net Expenditure	(396)	(1,200)	(804)				
250 Grants Made							
4300 Section 137	0	3,000	3,000		3,000	0.0%	
Grants Made :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Expenditure	0	(3,000)	(3,000)				
300 Play Area/ Open Space							
4025 Groundsman	156	550	394		394	28.4%	
4400 Repairs & Maintenance	0	800	800		800	0.0%	
4405 ROSPA & ECDC Inspection	119	300	181		181	39.7%	
Play Area/ Open Space :- Indirect Expenditure	275	1,650	1,375	0	1,375	16.7%	0
Net Expenditure	(275)	(1,650)	(1,375)				
310 Highway and Conservation							
1105 Income from Agency Services	2,043	2,395	352			85.3%	
2010 Christmas tree donation	0	200	200			0.0%	
Highway and Conservation :- Income	2,043	2,595	552			78.7%	0
5040 Tree surveys & Tree works	550	1,200	650		650	45.8%	
Highway and Conservation :- Direct Expenditure	550	1,200	650	0	650	45.8%	0
2000 Christmas Trees/lights	0	3,300	3,300		3,300	0.0%	
4430 Agency Services Costs	0	2,400	2,400		2,400	0.0%	
4435 Street Lighting	594	1,100	506		506	54.0%	
4440 Street Furniture	2,817	500	(2,317)		(2,317)	563.4%	
4462 Village planting	0	500	500		500	0.0%	
Highway and Conservation :- Indirect Expenditure	3,411	7,800	4,389	0	4,389	43.7%	0
Net Income over Expenditure	(1,918)	(6,405)	(4,487)				
330 Burial Ground							
1185 Income from Burials	1,435	2,200	765			65.2%	
Burial Ground :- Income	1,435	2,200	765			65.2%	0

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Repairs & Maintenance	0	3,000	3,000		3,000	0.0%	
4470 Burial Ground Skip Hire	205	750	545		545	27.3%	
4485 Non-domestic Rates Expenses	292	350	58		58	83.3%	
Burial Ground :- Indirect Expenditure	497	4,100	3,603	0	3,603	12.1%	0
Net Income over Expenditure	938	(1,900)	(2,838)				
340 Allotments							
1190 Income from Rent	0	2,517	2,517			0.0%	
1195 Income: Allotment Drain Rates	0	440	440			0.0%	
1200 Income from Admin	0	40	40			0.0%	
Allotments :- Income	0	2,997	2,997			0.0%	0
4140 Admin Costs	0	40	40		40	0.0%	
4500 Rent	1,050	2,100	1,050		1,050	50.0%	
4505 Allotment Drainage Rates	455	440	(15)		(15)	103.4%	
Allotments :- Indirect Expenditure	1,505	2,580	1,075	0	1,075	58.3%	0
Net Income over Expenditure	(1,505)	417	1,922				
350 Facilities Services							
5045 Defibrillator	0	500	500		500	0.0%	
Facilities Services :- Direct Expenditure	0	500	500	0	500	0.0%	0
4400 Repairs & Maintenance	129	500	371		371	25.8%	129
4520 Safety & Security	3,684	2,300	(1,384)		(1,384)	160.2%	5,394
4525 Cleaning Materials	183	700	517		517	26.1%	
4530 Sanitation	1,373	2,300	927		927	59.7%	
4630 Health & Safety Clothing	0	300	300		300	0.0%	
4640 Lengthsman equipment	45	150	105		105	29.8%	
Facilities Services :- Indirect Expenditure	5,413	6,250	837	0	837	86.6%	5,523
Net Expenditure	(5,413)	(6,750)	(1,337)				
6000 plus Transfer From EMR	5,523	0	(5,523)				
Movement to/(from) Gen Reserve	110	(6,750)	(6,860)				
360 Community Room							
1190 Income from Rent	101	150	49			67.2%	
Community Room :- Income	101	150	49			67.2%	0
4400 Repairs & Maintenance	80	600	520		520	13.3%	80
4485 Non-domestic Rates Expenses	298	700	402		402	42.5%	
Community Room :- Indirect Expenditure	378	1,300	922	0	922	29.1%	80
Net Income over Expenditure	(277)	(1,150)	(873)				
6000 plus Transfer From EMR	80	0	(80)				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(197)	(1,150)	(953)				
400 Football Pitches							
4490 Grass Cutting	1,631	1,600	(31)		(31)	101.9%	
Football Pitches :- Indirect Expenditure	1,631	1,600	(31)	0	(31)	101.9%	0
Net Expenditure	(1,631)	(1,600)	31				
420 Playing Field & Paddock							
4490 Grass Cutting	2,840	3,500	660		660	81.1%	
4500 Rent	0	260	260		260	0.0%	
Playing Field & Paddock :- Indirect Expenditure	2,840	3,760	920	0	920	75.5%	0
Net Expenditure	(2,840)	(3,760)	(920)				
440 Pavilion							
1190 Income from Rent	3,595	6,000	2,405			59.9%	
Pavilion :- Income	3,595	6,000	2,405			59.9%	0
4400 Repairs & Maintenance	273	1,000	727		727	27.3%	273
4485 Non-domestic Rates Expenses	1,215	2,800	1,585		1,585	43.4%	
4550 Utilities	2,726	6,800	4,074		4,074	40.1%	
Pavilion :- Indirect Expenditure	4,215	10,600	6,385	0	6,385	39.8%	273
Net Income over Expenditure	(620)	(4,600)	(3,980)				
6000 plus Transfer From EMR	273	0	(273)				
Movement to/(from) Gen Reserve	(347)	(4,600)	(4,253)				
480 The Glebe							
1190 Income from Rent	4,848	14,000	9,152			34.6%	
The Glebe :- Income	4,848	14,000	9,152			34.6%	0
4400 Repairs & Maintenance	565	4,000	3,435		3,435	14.1%	534
4485 Non-domestic Rates Expenses	1,547	3,678	2,131		2,131	42.1%	
4550 Utilities	2,237	7,000	4,763		4,763	32.0%	
4555 Ikonic Lift Service/Repair	214	500	286		286	42.9%	
The Glebe :- Indirect Expenditure	4,563	15,178	10,615	0	10,615	30.1%	534
Net Income over Expenditure	285	(1,178)	(1,463)				
6000 plus Transfer From EMR	534	0	(534)				
Movement to/(from) Gen Reserve	819	(1,178)	(1,997)				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
500 Contingencies Earmarked Funds							
4610 Contingency	0	3,500	3,500		3,500	0.0%	
Contingencies Earmarked Funds :- Indirect Expenditure	0	3,500	3,500	0	3,500	0.0%	0
Net Expenditure	0	(3,500)	(3,500)				
520 Vehicles							
5030 Van Insurance	771	700	(71)		(71)	110.1%	
Vehicles :- Direct Expenditure	771	700	(71)	0	(71)	110.1%	0
5015 Road tax for Van	360	450	90		90	80.0%	
5020 Fuel for vehicle	111	200	89		89	55.5%	
5060 Van Maintenance	174	500	326		326	34.8%	
Vehicles :- Indirect Expenditure	645	1,150	505	0	505	56.1%	0
Net Expenditure	(1,416)	(1,850)	(434)				
530 Time Banking							
1226 Donations to Timebank	175	800	625			21.9%	175
Time Banking :- Income	175	800	625			21.9%	175
4335 Time Bank Equipment	0	250	250		250	0.0%	
Time Banking :- Direct Expenditure	0	250	250	0	250	0.0%	0
4330 Timebank UK Subscription	0	220	220		220	0.0%	
Time Banking :- Indirect Expenditure	0	220	220	0	220	0.0%	0
Net Income over Expenditure	175	330	155				
6001 less Transfer To EMR	175	0	(175)				
Movement to/(from) Gen Reserve	0	330	330				
540 Summer Hols Sports Project							
1280 Grant	0	6,000	6,000			0.0%	
Summer Hols Sports Project :- Income	0	6,000	6,000			0.0%	0
5055 Sports Holiday Club	1,973	6,000	4,027		4,027	32.9%	1,973
Summer Hols Sports Project :- Indirect Expenditure	1,973	6,000	4,027	0	4,027	32.9%	1,973
Net Income over Expenditure	(1,973)	0	1,973				
6000 plus Transfer From EMR	1,973	0	(1,973)				
Movement to/(from) Gen Reserve	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/09/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	122,641	240,742	118,101			50.9%	
Expenditure	113,679	263,382	149,703	0	149,703	43.2%	
Net Income over Expenditure	<u>8,962</u>	<u>(22,640)</u>	<u>(31,602)</u>				
plus Transfer From EMR	8,767	0	(8,767)				
less Transfer To EMR	8,754	0	(8,754)				
Movement to/(from) Gen Reserve	<u>8,974</u>	<u>(22,640)</u>	<u>(31,614)</u>				

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
338 EMR - Sutton Timebank	3,770.81	-143.33	3,627.48
344 EMR - Community Room Main CIL	2,000.00	-80.00	1,920.00
346 EMR - CIL Brooklands Centre Ma	1,000.00	-250.00	750.00
347 EMR - CIL SPC Office alteratio	3,500.00	-193.57	3,306.43
354 EMR - Weight Restriction	4,287.67	10,712.33	15,000.00
355 EMR - School Holiday Sports	2,000.00	-2,000.00	0.00
356 EMR - Glebe Windows	360.64	9,639.36	10,000.00
358 EMR - CIL 24/25 (Unallocated)	3,674.74	-3,674.74	0.00
361 CIL 25/26 Unallocated	88,837.06	-13,909.30	74,927.76
	109,430.92	100.75	109,531.67

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Sutton Parish Council – CA0244

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

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

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.

- Information received from the smaller authority indicates that Section 2 Boxes 3 and 6 are incorrect and should read £142,048 and £136,131 respectively. This relates to a grant received in March 2025, which was paid to a third party in June 2025 and therefore the transactions should not be netted and instead shown gross within Section 2 of the AGAR.
- The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.

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

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

05/09/2026

From External Auditors

As shown above, you have included the payment within Box 3 (£7,150) instead of including the £7,150 within expenditure in Box 6. We are not requesting that an accounting adjustment be made but instead stating that a presentational change is required for the purposes of the AGAR.

The figures should therefore read:

- Box 3: £134,898 + £7,150 = £142,048
- Box 6: £128,981 + £7,150 = £136,131.

After Speaking with Rialtas

The code was set up as an income code instead of an expenditure code resulting in the £7150 GOING INTO BOX 3 AND NOT BOX 6.

This has now been rectified to show correct amounts in box 3 and 6.

This was my error. It is now rectified and will present as correct at YE 26/27 for external auditors.

Agenda 102/26 Holiday Sports Club

Unfortunately we were unsuccessful in our grant bid this year to fund the sports holidays scheme.

Costs are £460 per day

Do the Council wish to self-fund for this coming season.

2 weeks would be £4600.

Suggest Oct and May or April holidays.

Legionella Water Risk Assessment

Completed in Accordance with

ACoP L8 (2014) 8580 & HSG274



Sutton Parish Council – The Glebe

Risk Assessment for Sutton Parish Council – for
Legionella L8 ACoP on the 7th September 2026

Current Risk Rate



This Risk Assessment has been carried out in accordance with L8:2014 Approved Code of Practice Legionnaires Disease – The Control of legionella bacteria in water systems under the Health and Safety at Work Act 1974

Site Description and Location	
Property	Sutton Parish Council, The Glebe, 4 High Street, Sutton, Ely, Cambridgeshire. CB6 2RB
Client	Sutton Parish Council, The Glebe, 4 High Street, Sutton, Ely, Cambridgeshire. CB6 2RB

Brief Description of property and Water Services
This is a two storey building with offices, a disabled toilet, gents toilets with shower, and the ladies toilet with shower. There is a boiler room. The water services are only on the ground floor. The water meter was not found at the time of the risk assessment.
Areas Inspected
All areas inspected where it is understood that water services and associated plant exists. All known areas to the Risk Assessor were checked, see individual Risk Assessments for locations.
Areas not occupied or in Regular Use
N/A

	Persons at Risk
	Persons at risk within the building include employees of the client, parishioners of the client, visiting contractors, visitors to the tenanted areas and members of the public. The site personnel are considered to be a typical cross section of the working population, taking into account general age, gender and health conditions of the at risk population. The group susceptibility, if exposed to Legionella, is considered to be a normal level. An individual is classed to be in a 'higher at risk group' (ACoP L8) if they fall into any of the following categories: ➤ Over the age of 50 and the elderly who have breathing difficulties ➤ People suffering from chronic respiratory or kidney disease ➤ A smoker or heavy drinker ➤ Diabetic ➤ Children with asthma ➤ Lung and Heart disease ➤ Impaired immune system ➤ HIV and aids ➤ Cancer sufferers

	Nominated Authorities and Service Providers
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	Name	Position	Tel No.
Statutory Site Duty Holder	Sutton Parish Council	Parish Council	01353777189
Nominated Responsible Person	Philip Harty	Town Clerk Responsible financial officer	01353777189
Deputy Nominated Responsible Person			
Operational Staff List all relevant			
Service Providers	Dee Thornton	Accredited Risk Assessor	07737779594

Other Contacts

Local Water Authority	Anglia Water	Water Supplier	0345 791 9155
A&E Dept	Addensbrooke	Hospital	01223 805000

	Managing the Risk
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Inadequate management, lack of training and poor communications have all been identified as contributory factors in outbreaks of Legionnaires disease. It is, therefore, important that those people involved in assessing risk and applying precautions are competent, trained and aware of their responsibilities.

The **Landlord/Managing Agent/Statutory Duty Holder** is therefore, required to appoint a person to take day to day responsibility for controlling any identified risk from legionella bacteria within each of their occupied premises for which they are responsible for water hygiene.

	Water Hygiene Arrangements
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Planning

Adopting a systematic approach that identified priorities and sets objectives, this assessment facilitates this process and wherever possible risks should be eliminated by the careful design and selection of facilities, equipment and processes or minimised by the use of physical control measures.

Organisation

Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in water hygiene standards.

Control

Ensuring that the decisions for promoting water hygiene are being implemented as planned.

Monitoring and Review

Like quality, progressive improvement in water hygiene can only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

Preventative Measures

Measures which have been identified by the Responsible Person in consequence of a risk assessment (as the general precautions) needs to be taken to comply with the requirements of the ACoP and other Regulations.

Legionellosis – Statutory Requirements

Legionellosis

Legionnaires disease is a potentially fatal form of pneumonia which can affect anybody but which principally affects those who are susceptible because of age, illness, immunosuppressant and smoking. It is caused by the bacterium *Legionella pneumophila* and related bacteria. *Legionella* bacteria can also cause less serious illnesses which are not fatal or permanently debilitating. The collection term used to cover the group of diseases caused by *legionella* bacteria is legionellosis.

Statutory Requirements

In January 2001 the Health and Safety Commission issued an Approved Code of Practice (ACoP) and guidance document to aid the control of *legionella* bacteria in building water systems and outbreaks of legionellosis. This document was entitled L8. The latest version was issued in 2014.

This document gives guidance on the requirements of the Health and Safety at Work Act 1974, The Control of Substances Hazardous to Health 2013 and The Management of Health and Safety at Work Regulations 1999 with regard to legionellosis.

The responsibilities of the employer, a self-employed person or the person who is in control of the building include:

- Identify and assess the sources of risk
- Prepare a scheme for controlling any assess risk
- Implement and manage precautions
- Keep records of precautions implemented
- Appoint a person to take managerial responsibility

A key stage in this process is the risk assessment. The purpose of this is to enable a valid decision to be made regarding:

Risk to health, i.e. whether the potential for harm to health from exposure is reasonably foreseeable (unless adequate precautionary measures are taken)

What measures for prevention, or adequate control to minimize the risk from *legionella* should be taken?

	Management Personnel
	Statutory Site Duty Holder A senior executive with budgetary control who ensures that the operation complies with the law by appointing and overseeing a competent Responsible Person. All appointments should be made and accepted in writing. The Duty Holder cannot delegate his/her duty but can delegate managerial responsibility to the Nominated Responsible Person Nominated Responsible Person Individual appointed with, and who has accepted, responsibility under the authority of the Duty Holder for ensuring that the organisation's responsibilities for the control of legionella are met and that all individuals and organisations assigned to carry out tasks in the scheme of legionella control are competent to do so. A member of staff sufficiently senior to hold the budget. This person would report to the Statutory Site Duty Holder and that day to day responsibility for ensuring that operational duties are carried out in a timely and effective manner and ensuring the adequate training and competence of themselves, operational staff and any contractors or sub-contractors. This person should also be responsible for the accurate audit of the site log book. Operational Staff Staff whose duties include inspection, monitoring, implementing, record keeping and carrying out remedial actions. There should be adequate record of their ongoing training and regular assessment of their competence. Service Providers For example, risk assessors, monitoring companies, consultants and contractors carrying out such duties as water treatment and cleaning and disinfection. Information should also be available to show the competence of individuals and the contact details of all relevant personnel within the service provider company. The Client should satisfy himself that: Each of the above can be clearly identified They are aware of contact details of others in the chain of command Each role has a competent deputy identified Each post has been accepted in writing There is a separate sheet for each position showing training records and competency assessment It is the responsibility of the Nominated Responsible Person to ensure that Log Books are kept up to date and those actions are implemented.

Operating and Maintenance Checklist – Hot and Cold Water Systems (in accordance with HSG 294 Part 2)			
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Service	Task	Frequency	Task Allocation
All Systems	Risk Assessment and Audit	Regularly if required.	Dee Thornton
All Systems	Risk Assessment Review	Bi Annually	Dee Thornton
Hot Water Services	Check temperatures of the flow and return at the Calorifiers and representative taps on a rotational basis	Monthly	Sutton Parish Council
Hot Water Services	Check water temperatures up to 1 minute to see if it has reached 50°C in the sentinel taps	Monthly	Sutton Parish Council
	Internal checks of the calorifiers for scale and sludge	Annually	Water Treatment company
	Note condition of the drain water	Annually	Sutton Parish Council
Cold Water Services	Check Tank water temperatures in the tank remote from the ball valve. Check mains temperature at the ball valve.	Six Monthly	Not applicable
	Check temperatures are below 20°C after running the water for up to 2 minutes in sentinel taps. Check representative taps on a rotational basis.	Monthly	Sutton Parish Council
	Disinfect and cleaning CWS tanks and services in accordance with L8	Annually or as required	Not applicable.

Little used outlets	Flush through and purge to drain immediately before use without release of aerosols	Weekly	Sutton Parish Council
Thermostatic mixing valves	Check operation of fail safe	Annually	Sutton Parish Council
	Descale (if necessary and disinfect)	Annually	Water Treatment company
Sampling	Depending on the temperature profile of the water system it is recommended that samples for Legionella should be taken	Number Frequency	Dee Thornton if required or from a UKAS lab
Water Softeners	Clean and disinfect resin and brine tank – check with manufacturer what chemicals can be used to disinfect resin bed	As recommended by manufacturer	

For all of the above actions, records should be kept in the site logbook
These operating and maintenance procedures place and supersede any previously issued procedures

O&M Procedures advocated for TMV valves are in addition to those stipulated by others to control the risk of scalding

COSHH regulation 5, Management Regulations regulation 3, HSW Act sections 2,3 and 4. These regulations require employers to make a suitable and sufficient assessment of the risk from any work liable to expose employees to any substance hazardous to health, before that work is carried out. Employers are also required to make an assessment of the risks to other people not in their employment who may be affected by the work activity.

	Limitation of Report
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This assessment addresses the requirements of the Approved Code of Practice L8 and associated legislation, as well as identifying measures required to comply.

The assessment covers:

- All areas, which any degree are under the control of the client.

Whilst our Water Consultants make every reasonable effort to access all areas of the premises for which the client is responsible, there may be some areas that are inaccessible or are difficult to access due to the fabric of the building. Attempting to access these areas may breach Health and Safety guidelines and in some instances could lead to the cause of unnecessary damage.

Any areas not accessed during the survey due to these considerations are outlined in section 1.

The electrical and mechanical worthiness of all plant and equipment is outside the scope of this report although the servicing and maintenance of such items may be commented upon.

In undertaking the survey no systems were isolated, unless stated otherwise. The identification of drinking water and non-drinking water may not have been possible; in such cases the need for further investigation will be stated.

This Legionella Risk Assessment is based on a combination of observations made by the Consultant at the time of the survey as well as information provided by representatives of the Client. All such information is accepted in good faith as being factual, accurate and a valid representation of the client's views.

Any changes to the occupancy, water systems, use or other circumstances of the premises will require a review of the assessment to be carried out.

Representative Outlet Temperature Profile

Area	Location	Specific Sample Point	Mains Cold	Hot	Monoblock tap or non-concussive tap TMV	Tank Cold	Compliant
The Glebe	Boiler Room	Belfast sink	18.9°C	50.8°C			Y
The Glebe	Ladies	whb	18.2°C	51.2°C			Y
The Glebe	Ladies	Shower		48.8°C			Y mixer
The Glebe	Gents	whb	19.6°C	50°C			Y
The Glebe	Kitchen	Sink	18.4°C	50.5°C			Y
The Glebe	Disabled Toilet	whb	19.1°C				No tmv not working

System Sample Point	Standard to comply with L8
Flow Temperature from hot	>60°C
Return Temperature to hot	>50°C
Hot Water Tap Nearest to hot	>50°C after 1 minute of running
Hot water tap furthest from	>50°C after 1 minute of running
Storage Tank	<20°C
Nearest tap to storage tank	<20°C after 2 minutes of running
Furthest tap from storage	<20°C after 2 minutes of running

TMV valves are installed to prevent scalding to users on Health and Safety grounds. Due to the blended hot water temperatures they produce they are non-compliant in respect of Legionella Control. Where TMV's have a comprehensive maintenance programme in place the potential risk is lowered but not removed.

WHB – Wash Hand Basin
POU – Point of Use water heater

Hot Water Generators (HSG 174 Part 2)	
Hot Water Generator Title/Asset Number	Cylinder OSO Unvented Indirect
Location	boiler cupboard
Size (m) and Volume L	
Materials of Construction	Aluminium
Photographic Record Image	
Accessible inspection hatch	
Tanks/Mains supplied	Mains
Accessible drain fitted on lowest point	Yes
Gas Fired/Electric/indirect	electric
Insulation Condition	Yes
HWS Recirculation Pump Fitted	Yes
Timed Destratification Pump Fitted	no
Immersion Temperature Gauges Fitted	no
Temperature °C (Digital thermometer with surface probe)	49.7°C
Temperature gauge fitted (Reading if yes)	Yes
Generator Nearest/furthest sentinel Temp °C	
Suitable Vent fitted	
Destratification Pump	No requirement
Date of Last Clean and Disinfection	Never
Date of last inspection	Not known never cleaned
Colour of drain water/blowdown condition	Not taken

Identification and Assessment of the Risk			
Potential Hazard	Controls	Risk	Completed
No monthly, quarterly and annual monitoring of the water temperatures has been completed. No maintenance has been completed. To comply with the HSE requirements and L8 ACoP (HSG 274) has been completed.	Log books for monitoring, flushing, tmv's have been given to the Clerk at Sutton Parish Council		
The water provider is responsible for the water to the meter.	The council is responsible for the water from the water meter that was not found at the time of the risk assessment.		
There is a boiler room with a OSO hot water cylinder. 210 litres capacity.	The cylinder provides the hot water for the whole building. It has never been cleaned internally. It is a legal requirement to disinfect and clean the inside of the cylinder to remove any nutrients that the legionella will grow on. Use a water treatment company for this. Ask Dee Thornton for details. This is an annual requirement under HSG 274 compliance. Annually to test the level of sediment and limescale, open up the drain at the bottom of the calorifier and see if the quality of the water is clear.		
The existing temperature of the calorifier is 49.7°C.	Make sure the temperature of the calorifier is set at 60°C as this is the legal requirement to stop the risk of legionella growth and the compliance of HSG 274.		
The temperatures of the hot water outlets are reaching above 50°C which is the legal requirement on hot.			
It is not a legal requirement but a recommendation to install a thermostatic mixer valve in the kitchen.	You have elderly people coming in the kitchen and there is more risk of scolding. The tmv will blend the water between 37°C and 43°C.		
The cold water temperature is below the legal requirement of less than 20°C			
There are two showers that have shower heads	Use the weekly hse flushing sheet and flush through for 3 to 4 minutes.		

that will not dismantle. They are not used often and limescale can be seen in the head rubberised spray outlets.	Replace shower head at least every year but inspect the heads quarterly that there is not a build up of limescale.		
The disabled toilet has no hot water. This may be due to the thermostatic mixer valve never been cleaned and it is now clogged with limescale.	Dismantle the thermostatic mixer valve clean and remove all limescale. Re install and take temperature. The temperature of the tmv should be 38°C to 43°C.		
It is a legal requirement to have a failsafe check of the thermostatic mixer valves. HSG 274. These then require to be recorded.	An outside contractor will complete this task. This should be done a year after the tmv's have been cleaned.		
The cold water temperatures during the risk assessment were above 20°C.	On the day of the risk assessment is was extremely hot.		
Awareness of legionella training has taken place.	Philip Harty has had the 2 hour legionella training course online. Philip requires the staff nominated at Sutton Parish Council to also attend the training course tailored around the risk assessments that have been completed.		

	Domestic Water Outlets Hygiene Survey
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Point of Use Water Heater	Location	Make Capacity	Temp
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Asset Register – Water Systems			
ASSET	IN PLACE	QTY	NOTES
Type of Domestic Cold Water System			
Mains Water Supply	Y	1	
Cold Water Storage Tanks	N		
Borehole	N		
Type of Domestic Hot Water System			
Gravity Fed without recirculation	N		
Gravity Fed with Recirculation	N		
Pressurised			
Domestic Hot Water Service			
Calorifiers	N		
Pressurised Unvented Hot Water	Y	1	
POU Water Heater	N		
Plate Heat Exchangers	N		
Electric Hot Water Boilers (point of use)	N		
Plate heat exchangers	N		
Other System Assets			
Showers (Electric)	N		
Showers (Mixed)	Y	2	
Showers (Emergency)	N		
Wallgate Handwasher	N		
Thermostatic Mixing Valves	Y	1	
Spray Taps	Y		
Domestic Hot and Cold Water Outlets	Y		
Drinking Water Outlets	Y		
Urinals	Y	2	
Toilets WC's	Y	5	
Water Softener	N		
Washing Machine	N		
Air Humidification	N		
Closed System F&E Tanks (heating)	N		
Closed System Chilled	N		
Swimming Pool	N		
Spa Pool	N		
Solar System	N		
Pumps	N		
Dish washer	Y	2	
Wash hand basins	Y	6	
Sinks	Y	2	
Expansion vessel	Y	1	

Pictures The Glebe			
			
Belfast sink	Shower Head	Shower	Ladies wash hand basins
			
TMV	Whb in disabled toilet	WHB in kitchen	Kitchen sink

Information Disclaimer

The survey was carried out on parts of the site which were made accessible to the surveyor. Water systems that may be located in parts of the building which were not highlighted to the surveyor, are not included in this risk assessment and exclusion of these systems does not indicate absence.

Whilst every endeavor is made in order to ascertain the correct information regarding the site layout and system plant information, the surveyor must rely on site staff knowledge and any available system drawings. Lack of such knowledge or information may lead to assumptions on the part of the surveyor and will be stated as such in the risk assessment.

Water systems may contain hidden deadlegs (e.g. above ceilings, behind walls or below floors) which may not be evident within the practical limitations of a site assessment. Total inspection of a system is not practical as it may require partial dismantling of floors, ceilings and other building fabric. This assessment is based on inspection of readily visible parts of water systems only, together with information from available system drawings and other documentation.

Signed

Dee Thornton

Dee Thornton
16th September 2026

Agenda 104/26 ASB Pavilion & Football Pitches

1 Break In at Pavilion 6/9/26 at approx. 1.15pm.

Damage to window and fire extinguishers removed.

Reported to Police and CCTV downloaded.

No response from Police to date.

2 Complaint re excessive dog fouling on football pitches.

Possible placement of signs

Other ideas?

Conditions of hire of The Community Room

1. The person named in the application shall be the Hirer and shall be personally responsible for ensuring that these conditions are complied with in all respects. The hirer must be aged 18 or over.
2. The Management Committee of the organisation referred to in the hiring applications shall be jointly and individually liable with the Hirer for complying with this agreement.
3. The premises to be hired are part of the premises of the Parish Council and consist of the main room, toilet and kitchen. Tables, Chairs, fridge, crockery and cutlery are provided by the Parish Council.
4. The Community Room has a no smoking policy in all areas, including the grounds.
5. The Parish Council shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any persons.
6. The Parish Council's Hiring Agreement and these conditions of hire represent the complete contract between the Hirer on behalf of the Management Committee referred to in the hiring application and the Parish Council. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Management Committee member.
10. All parts of The Community room must be left in good order, clean and tidy – otherwise an additional cleaning fee will be raised.
11. The Community room will not be available for political parties for their meetings, events or fundraising.
12. All evening bookings must be in accordance with the premises licence, unless with agreement with the Management Committee.
13. The hirer of facilities is responsible for any damage caused. Damage will be costed and a bill sent to the hirer. The bill will include a 10% admin charge.
14. **The Hirer agrees.**
 - a) To pay the full hire charge within 30 days from the date of invoice.
 - b) That he or she has inspected the premises and they are suitable for the purposed for which they are hired.
 - c) To ensure that they or some other person authorised in writing by them (the 'responsible person') collects the keys from the Parish Office (The Glebe, 4 High Street, Sutton) within office hours and be present throughout the period of hire. They must also drop the keys back to the Parish Office as soon as possible after use.
 - d) To ensure that the premises are not used for any purpose other than that stated in the hiring application.
 - e) To ensure that members of staff of the Parish Council are allowed access to the premises at all times during the period of hire.
 - f) To accept full responsibility for and to indemnify the Parish Council against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the Parish Council or its staff.
 - g) To compensate the Parish Council for any damage caused during the period of the hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Parish Council or its staff.

- h) To compensate the Parish Council or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
- i) To ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with.
- j) To ensure that at no time during the period of hire any emergency exit from the premises is locked or obstructed.
- k) To ensure that the responsible person and at least two other people are aware of the site of fire appliances, emergency exits and evacuation procedures and that these procedures are adhered to at all times by all responsible persons present.
- l) To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- m) To ensure that all noise, including music is kept within the level set by the local authority, details of which can be obtained from the environmental health department. Windows and doors are to remain closed during live performances.
- n) To ensure that the noise level during the arrival and departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.

Cancellations

- a) A minimum of 48 hrs notice of cancellation is required of any booking.
- b) If less than 48 hrs notice is given Sutton PC reserve the right to charge a 50% cancellation fee.
- c) Cancellation must be notified either by the online booking system, email or by phoning the Council directly on 01353 777189.
- d) Office working hours are 9am to 2.30pm Mon – Thurs.
- e) Cancellation outside of office hours and less than 48hrs until booking must be made by phone directly to either of the Caretakers.

Please respect the privacy of our neighbours and leave the premises quietly. – Thank you.

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Pavilion Conditions of Hire

1. The person named in the application shall be the Hirer and shall be personally responsible for ensuring that these conditions are complied with in all respects. The hirer must be aged 18 or over.
2. The Management Committee of the organisation referred to in the hiring applications shall be jointly and individually liable with the Hirer for complying with this agreement.
3. The premises to be hired are part of the premises of the Parish Council and consist of the meeting hall, 4 changing areas, toilets, Ref's room, kitchen. Tables, Chairs, cooker, fridge, freezer, and dishwasher are provided by the Parish Council.
4. The Pavilion has a no smoking policy in all areas.
5. The Parish Council shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any persons.
6. The Parish Council reserves the right to allow the use of other parts of the pavilion during the period of hire and to allow the common use of the entrance and toilets.
7. In the event of any breach of the above conditions or in the event of any misstatement in the form of application or any material omission from the form whenever discovered, the hiring may be cancelled without prior notice in the absolute discretion of the Pavilion Management Committee, and any charges paid, including the hire charge, may be forfeited.
8. The Pavilion Management Committee reserves the right to cancel this agreement for any good reason beyond its control and in that event to return all fees and deposits paid to the Hirer.
9. The Parish Council's Hiring Agreement and these conditions of hire represent the complete contract between the Hirer on behalf of the Management Committee referred to in the hiring application and the Parish Council. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Management Committee member.
10. **All parts of the pavilion must be left in good order, clean and tidy – otherwise additional cleaning fee will be raised.**
11. Doors to veranda can be used but access to the Bowls Green is restricted to authorised users of the bowls club only. Any damage to the bowls green will be the responsibility of the hirer.
12. The Pavilion will not be available for political parties for their meetings, events or fundraising.
13. All evening bookings must be finished by 10.30pm, unless with agreement with the Management Committee.
14. The hirer of facilities is responsible for any damage caused. Damage will be costed and a bill sent to the hirer. The incident will be reported to the Football Association, in the case of football clubs, for all other hirers their governing bodies. The bill will include a 10% admin charge.
15. **The Hirer agrees.**
 - a) To pay the full hire charge at least 30 days from the date of invoice.
 - b) That he or she has inspected the premises and they are suitable for the purposes for which they are hired.

- c) To ensure that they or some other person authorised in writing by them (the 'responsible person') is present throughout the period of hire.
- d) **To ensure that the responsible person does not leave the premises at the end of the period until the caretaker attends to secure the premises. The caretaker will allow up to 15 minutes for the hirer to arrive, and will lock up and leave after this time. (Unless approved alternative arrangements are in place).**
- e) To ensure that the premises are not used for any purpose other than that stated in the hiring application.
- f) To ensure that members of staff of the Parish Council are allowed access to the premises at all times during the period of hire.
- g) To accept full responsibility for and to indemnify the Parish Council against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the Parish Council or its staff.
- h) To compensate the Parish Council for any damage caused during the period of the hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Parish Council or its staff.
- i) To compensate the Parish Council or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
- j) To ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with.
- k) To ensure that at no time during the period of hire any emergency exit from the premises is locked or obstructed.
- l) To ensure that the responsible person and at least two other people are aware of the site of fire appliances, emergency exits and evacuation procedures and that these procedures are adhered to at all times by all responsible persons present.
- m) To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- n) To take proper steps to control admittance to the function and to ensure there is not intrusion of hindrance to any other event taking place in the pavilion.
- o) To ensure that all noise, including music, is kept within the level set by the local authority, details of which can be obtained from the environmental health department.
- p) To ensure that the noise level during the arrival and departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.
- q) **To ensure that the activities for which the premises are hired cease in sufficient time before the time stated for completion of the hire in the application form to enable all people to leave the premises and all apparatus concerned with the hire to be removed and the premises left tidy by the time of completion of hire.**
- r) All users must park in the pavilion car park adjacent to the premises. The road access must be kept clear at all times. No vehicles or any time, or at any time use or park on the road access beyond the pavilion car park adjacent to the football field. No vehicles are allowed on the playing field.
- s) All Football boots must be removed before entering the building.

Cancellations

- a) A minimum of 48 hrs notice of cancellation is required of any booking.
- b) If less than 48 hrs notice is given Sutton PC reserve the right to charge a 50% cancellation fee.
- c) Cancellation must be notified either by the online booking system, email or by phoning the Council directly on 01353 777189.
- d) Office working hours are 9am to 2.30pm Mon – Thurs.
- e) Cancellation outside of office hours and less than 48hrs until booking must be made by phone directly to either of the Caretakers.

Larger Events (200-799 people)

With the introduction of The Terrorism (Protection of Premises) Act 2025, also known as Martyn's Law, the PC will require the following from organisers who are organising/hosting the event:

1. Risk Assessments
2. Method Statement (to include how entry, numbers etc. will be controlled).
3. A list of key staff at the event.
4. Public Liability Insurance

This is not an exhaustive list and more information may be required to satisfy the Council that The Terrorism (Protection of Premises) Act 2025 is adhered too.



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Email: mail@suttonpc.org.uk
www.sutton-pc.co.uk

Conditions of hire of The Glebe

1. The person named in the application shall be the Hirer and shall be personally responsible for ensuring that these conditions are complied with in all respects. The hirer must be aged 18 or over.
2. The Management Committee of the organisation referred to in the hiring applications shall be jointly and individually liable with the Hirer for complying with this agreement.
3. The premises to be hired are part of the premises of the Parish Council and consist of the hall, meeting rooms, toilets and kitchen. Tables, Chairs, cooker, fridge, freezer, washing machine and dishwasher are provided by the Parish Council.
4. The Glebe has a no smoking policy in all areas, including the grounds.
5. The Parish Council shall not be responsible or liable for any damage to or loss of property, articles or objects placed or left on the premises by the hirer or any persons.
6. The Parish Council reserves the right to allow the use of other parts of The Glebe during the period of hire and to allow the common use of the entrance and toilets.
7. In the event of any breach of the above conditions or in the event of any misstatement in the form of application or any material omission from the form whenever discovered, the hiring may be cancelled without prior notice in the absolute discretion of The Glebe Management Committee, and any charges paid, including the hire charge, may be forfeited.
8. The Glebe Management Committee reserves the right to cancel this agreement for any good reason beyond its control.
9. The Parish Council's Hiring Agreement and these conditions of hire represent the complete contract between the Hirer on behalf of the Management Committee referred to in the hiring application and the Parish Council. No variation or amendment to the conditions shall be valid unless they are in writing signed by an authorised employee or Management Committee member.
10. All parts of The Glebe must be left in good order, clean and tidy – otherwise an additional cleaning fee will be raised.
11. The Glebe will not be available for political parties for their meetings, events or fundraising.
12. All evening bookings must be in accordance with the premises licence, unless with agreement with the Management Committee.
13. The hirer of facilities is responsible for any damage caused. Damage will be costed and a bill sent to the hirer. The bill will include a 10% admin charge.
14. The Hirer agrees.
 - a) To pay the full hire charge either within 30 days from the date of invoice or prior to period of hire for one off bookings
 - b) That he or she has inspected the premises and they are suitable for the purposes for which they are hired.
 - c) To ensure that they or some other person authorised in writing by them (the 'responsible person') is present throughout the period of hire.
 - d) To ensure that the responsible person does not leave the premises at the end of the period until the caretaker attends to secure the premises. The caretaker will allow up to 15 minutes for the hirer to



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arrive, and will lock up and leave after this time. (Unless approved alternative arrangements are in place).

- e) To ensure that the premises are not used for any purpose other than that stated in the hiring application.
- f) To ensure that members of staff of the Parish Council are allowed access to the premises at all times during the period of hire.
- g) To accept full responsibility for and to indemnify the Parish Council against all costs, charges and claims in respect of injury to any person using the premises except such as may be caused by the negligence of the Parish Council or its staff.
- h) To compensate the Parish Council for any damage caused during the period of the hire or as a result of any breach of this agreement to the building or to any apparatus, fittings or appliances belonging to the Parish Council or its staff.
- i) To compensate the Parish Council or any member of its staff should any theft occur of any items during the period of hire or as a result of a breach of this agreement.
- j) To ensure that the fire apparatus and other equipment required for health and safety on the premises is not interfered with. Please note the use of the disability Lift is for manual Wheelchairs only.
- k) To ensure that at no time during the period of hire any emergency exit from the premises is locked or obstructed.
- l) To ensure that the responsible person and at least two other people are aware of the site of fire appliances, emergency exits and evacuation procedures and that these procedures are adhered to at all times by all responsible persons present.
- m) To take all proper precautions for the prevention of accidents to any persons on the premises during the period of hire.
- n) To take proper steps to control admittance to the function and to ensure there is no intrusion or hindrance to any other event taking place in the Glebe.
- o) To ensure that all noise, including music is kept within the level set by the local authority, details of which can be obtained from the environmental health department. Windows and doors are to remain closed during live performances.
- p) To ensure that the noise level during the arrival and departure of people attending the premises is not such as to cause a nuisance or inconvenience to occupiers of neighbouring property.
- q) To ensure that the activities for which the premises are hired cease in sufficient time before the time stated for completion of the hire in the application form to enable all people to leave the premises and all apparatus concerned with the hire to be removed and the premises left tidy by the time of completion of hire. This is to include ensuring all crockery and cutlery has been washed, dried and put away.
- r) All users must park in The Glebe car park adjacent to the premises. The driveway must be kept clear at all times.

Cancellations

- a) A minimum of 48 hrs notice of cancellation is required of any booking.



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- b) If less than 48 hrs notice is given Sutton PC reserve the right to charge a 50% cancellation fee.
- c) Cancellation must be notified either by the online booking system, email or by phoning the Council directly on 01353 777189.
- d) Office working hours are 9am to 2.30pm Mon – Thurs.
- e) Cancellation outside of office hours and less than 48hrs until booking must be made by phone directly to either of the Caretakers.

Please respect the privacy of our neighbours and leave the premises quietly. – Thank you.

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Cambridgeshire Rights of Way Improvement Plan (ROWIP) Stakeholder Engagement Survey

Overview

Background

Cambridgeshire County Council is your local highway authority, and is responsible for managing over 3,200km of public rights of way. A public right of way is a legally protected route across land that the general public have a right to freely use. There are four classes of public right of way:

- Public Footpaths (open to use by people on foot or using mobility aids)
- Bridleways (open to use by people on foot, those using mobility aids, cyclists and horse riders)
- Byways Open to All Traffic (open to use by all types of user, including motor vehicles, but are generally unsurfaced)
- Restricted Byways (open to use by people on foot, those using mobility aids, cyclists, horse riders and horse-drawn vehicles)

You can view a map of public rights of way in the County using our My Cambridgeshire portal, [here](https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/rights-of-way) <<https://www.cambridgeshire.gov.uk/residents/libraries-leisure-culture/countryside-access/rights-of-way>>

The Rights of Way Improvement Plan (ROWIP) is a statutory document that every local highway authority has to produce. It sets out how the authority will manage and enhance its public rights of way and countryside access. The ROWIP must also consider cycle tracks in accordance with the Countryside and Rights of Way Act 2000.

Every ten years a local highway authority is required to review its ROWIP to assess:

- the extent to which the local network meets the present and future needs of the public;
- the opportunities the network presents for exercise and outdoor recreation;
- the accessibility of the network to people with mobility or sensory impairments.

This questionnaire is to help Cambridgeshire County Council understand the concerns and priorities of key stakeholders in our local public rights of way network, to support us in undertaking the above assessment.

This will allow us to develop an updated ROWIP that identifies the needs of our communities in relation to public access, so we can plan and publish our intended actions to meet those needs over the next ten years.

There will be a full public consultation further on in the process, during which the general public will have the chance to comment on a drafted Plan.

Completing the survey

Wherever possible, please answer the questions on behalf of the organisation that you are representing. When answering on behalf of an organisation, such as a parish council or a charity, please take care to ensure only one response is provided.

The survey is divided into sections and if you feel a section is not relevant to you/your organisation, you can move to the next section.

Whilst you are not required to answer every question, please answer as many as you can to enable us to gather a wide range of input. This will help our understanding of key issues to be as broad as possible.

If you have any questions about completing this form, or if you require a printed version, you can email rowip2026@cambridgeshire.gov.uk

The deadline for completing the survey is Sunday 11th October 2026.

Data protection notice

You do not have to give us any personal information. We will not publish any personal details you do give us, but may publish your response, and include it in public reports, with personal details removed. Personal data will be held securely, in accordance with data protection legislation. We will only store it for 12 months after the results have been analysed and the report is published.

We may share your responses with our consultants, AtkinsRéalis, our partners in this work. Personal information such as your name or email address will not be shared.

For more information on how we collect and protect your data, please visit: [Privacy statement | Cambridgeshire County Council](https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing/privacy-statement)
<<https://www.cambridgeshire.gov.uk/council/data-protection-and-foi/information-and-data-sharing/privacy-statement>>

Why your views matter

By taking part you will help to shape the future of public rights of way and countryside access in Cambridgeshire for the coming years. We are grateful for your input into this process.

General

1 What organisation are you representing?

2 Please provide your name

3 Please provide a contact email address

4 What category does your organisation represent?

(Required)

Please select only one item

- ☐ Government Body
- ☐ Local Authority
- ☐ Parish Council
- ☐ User Group
- ☐ Charitable Group
- ☐ Landowners / Land Managers
- ☐ Other

5 What level of geographic area is your organisation chiefly concerned with?

Please select only one item

- ☐ National
- ☐ Regional
- ☐ Cambridgeshire
- ☐ A single district
- ☐ A single parish
- ☐ Other / Multiple areas

6 In what way are the County's public rights of way currently used by the organisation, community or customers you represent?

Select all those that apply.

(Required)

Please select all that apply

- ☐ Walking
- ☐ Wheeling (e.g. wheelchairs, mobility scooters etc.)
- ☐ Cycling
- ☐ Horse riding
- ☐ Carriage driving
- ☐ Off road motorcycling
- ☐ Off road vehicles (e.g. 4x4s)
- ☐ Land management / Agricultural access
- ☐ Other
- ☐ Don't know / Not applicable

7 For what purpose are the existing rights of way primarily used by the organisation, community or customers you represent?

Please select only one item

- ☐ Recreational journeys (e.g. dog walking, rambling, cycling for pleasure, horse riding etc.)
- ☐ Journeys to access schools, work, shops, community services etc.
- ☐ Relatively equal use of the above
- ☐ Don't know / Not applicable

Public Rights of Way Network and Awareness

In this section we are asking about the general quality and awareness of Cambridgeshire's public rights of way.

8 How would you rate the Cambridgeshire public rights of way network for the following types of use?

	Very good	Good	Fair	Poor	Very poor	Don't know / Not applicable
Users of wheelchairs, mobility vehicles or other mobility aids <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Accessing schools, work, shops and community services <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Walking, including dog walking <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Running <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Cycling <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Horse riders <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Carriage drivers <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Off-road motorcyclists <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐
Off-road vehicles (4x4s etc.) <i>Please select only one item</i>	☐	☐	☐	☐	☐	☐

9 Overall, how would you rate the changes you have seen on Cambridgeshire's public rights of way over the last 10 years?

Please select only one item

- ☐ Significant improvements
- ☐ Moderate improvements
- ☐ No change
- ☐ Moderately worse
- ☐ Significantly worse
- ☐ Don't know

Please select only one item

Please select only one item

Please select only one item

Please select only one item

[illegible]

15 How useful is the public rights of way information on the Cambridgeshire County Council website?

Cambridgeshire County Council website front page <<http://www.cambridgeshire.gov.uk/>>

Please select only one item

- ☐ Very good
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Very poor
- ☐ Don't know / Have not tried to access information

16 If you answered fair, poor or very poor, can you please explain why.

Accessibility

Please consider the experiences of different users, including disabled people, older people, families with young children, people using wheelchairs, mobility scooters or pushchairs, people with sensory impairments, and those who may face other barriers to accessing the countryside.

17 What issues do you or your organisation's users experience with the accessibility, current condition, or maintenance of rights of way?

18 What should be the priorities for improving access to rights of way for everyone?

Please consider both physical improvements (such as surfaces, gates, steps, ramps and signage) and wider accessibility, including information, wayfinding, safety and inclusive design.

- 19** Have you or your organisation any information or suggestions that can help the Council to understand the need to provide better opportunities for those who face challenges to access the countryside.

This could include barriers experienced by disabled people (including those with visual impairments), older people, families with young children, or others who may face challenges accessing the countryside.

Development and Public Rights of Way

Cambridgeshire is experiencing widespread development which affects public rights of way and public access land. These questions are to understand views on the impacts of these.

- 20** In what ways do you consider the impacts of development have led to negative outcomes for the public rights of way network?

- 21** In what ways do you consider the impacts of development have led to positive outcomes the public rights of way network?

- 22** What do you consider Cambridgeshire County Council could do reduce the harms, or maximise the benefits, for public rights of way that may arise as a result of development?

Environment and Wellbeing

Public rights of way and access to land can provide both challenges and positive benefits for wellbeing and environmental biodiversity. These questions are to understand organisations' views on this.

23 Please rate the adequacy of access to green spaces and the natural environment in Cambridgeshire.

Please select only one item

- ☐ Very good
☐ Good
☐ Fair
☐ Poor
☐ Very poor
☐ Don't know

24 How could maintenance practices on public rights of way (e.g. mowing regimes, vegetation clearance etc.) be improved to support biodiversity?

25 Do you have any ideas on how wildlife habitats could be enhanced along public rights of way corridors?

Path Status and Surface

Path status designates which classes of users can use specific public rights of way.

Path surfaces can be natural, semi-sealed or sealed and can have a large impact on the usage and enjoyment of using public rights of way.

Surface type examples:

Natural (e.g. grass)

Semi-Sealed (e.g. hoggin)

Sealed (e.g. asphalt)

Hoggin

Hoggin is a natural, unprocessed mix of clay, sand and gravel. When compacted, it forms a firm, buff-coloured, and semi-permeable surface.

26 What is your opinion on changing the status of path to allow a wider range of users?

For example, a public footpath for pedestrians being changed in status to a bridleway, which would also allow cyclists and horse riders to use the route.

27 What is your opinion on changing the paths from natural surfaces to either sealed (e.g. asphalt) or semi-sealed surfaces (e.g. hoggin)?

Safety

Safety in this context covers the risk or incidence of accidents, injury or crime.

28 How safe is it to use the public rights of way in Cambridgeshire?

This could include safety risks arising from traffic, other persons, animals or the physical environment.

Please select only one item

- ☐ Very safe
- ☐ Fairly safe
- ☐ Unsafe
- ☐ Very unsafe
- ☐ Don't know / Not applicable

29 If you answered 'Unsafe' or 'Very unsafe' can you tell us why and what could help resolve this? If you answered 'fairly safe', what could be better?

30 Has your organisation or its members been impacted by rural crime in the county (e.g. hare coursing, fly tipping, trespass etc.)?

Please select only one item

- ☐ Yes, it has a large impact
- ☐ Yes, it has some impact
- ☐ Whilst it occurs, the impacts are minor
- ☐ Not directly affected, but aware it is a concern
- ☐ No
- ☐ Don't know

Looking Forward

The next set of questions are to gather input into what steps could be taken to improve public rights of way and countryside access in the coming years.

31 When considering countryside access and public rights of way in Cambridgeshire, what do you think could be done better or differently?

32 What do you think are the THREE most important improvements that would make using/visiting the Cambridgeshire countryside easier and more enjoyable?

Please select 3 options. If you change your mind you can deselect a choice by clicking it a second time, and then reselect.

There will be the opportunity to suggest improvements not listed here, in the following question.

Permissive paths

Permissive paths are those that the landowner grants permission to user categories (e.g. walkers, cyclists, horse riders etc.) that they wish. The permission can be withdrawn at any time, unless the landowner has entered into an agreement with terms attached to its closure.

	Choice 1	Choice 2	Choice 3
Better road crossings <i>Please select only one item</i>	☐	☐	☐
Clear overgrown paths more frequently <i>Please select only one item</i>	☐	☐	☐
Improve access to green spaces from public rights of way <i>Please select only one item</i>	☐	☐	☐
Increase circular routes <i>Please select only one item</i>	☐	☐	☐
Increase network length <i>Please select only one item</i>	☐	☐	☐
Increase the number of permissive paths <i>Please select only one item</i>	☐	☐	☐
Increase the status of existing paths to allow a wider range of users <i>Please select only one item</i>	☐	☐	☐
More signposting / waymarking <i>Please select only one item</i>	☐	☐	☐
Provide information on accessible routes <i>Please select only one item</i>	☐	☐	☐
Removal of gates and stiles <i>Please select only one item</i>	☐	☐	☐

33 Is there anything else you would like to add which you think would benefit or improve people's use and enjoyment of the countryside in Cambridgeshire?

34 What do you think can be done to accommodate the widest range of people who use the public rights of way network?

35 How can your organisation support improvements to public rights of way?

e.g. volunteering, funding, land access, partnerships etc.

36 Are you aware of any national or local policies or initiatives that affect PROW and countryside access - please tell us about them here.

Whilst we are aware of many policies, guidelines and initiatives, we may still have gaps, which is why we are asking.

Landownership

37 Are you or your organisation a landowner or involved in land management?

This could include managing land or sites where people may wish to have access. For example: private estates, farms, tourist sites, nature reserves, watercourses, etc.

(Required)

Please select only one item

- ☐ Yes
- ☐ No

Landownership questions

38 What type of land is managed by your organisation or its members?

For example: managing private estates, farms, tourist sites, nature reserves, watercourses, etc

39 Do you have any of the following on your organisation's land in Cambridgeshire?

Public rights of way include public footpaths, bridleways, restricted byways and byways to which the public have permanent rights of access.

Permissive paths are those that the landowner grants permission to user categories (e.g. walkers, cyclists, horse riders etc.) that they wish. The permission can be withdrawn at any time, unless the landowner has entered into an agreement with terms attached to its closure.

Permissive access land is similar, in that the landowner permits the public to access to part of their land and can with withdraw that access if they wish.

Select all that apply.

Please select all that apply

- ☐ Public rights of way
- ☐ Public open spaces (e.g. village greens, common land, public parks etc.)
- ☐ Permissive paths
- ☐ Permissive land access
- ☐ None of the above / Don't know

40 Would your organisation be willing to consider having permissive paths across its land?

Please select only one item

- ☐ Yes
- ☐ Yes, if the right incentives were available
- ☐ Not sure, I would need more information
- ☐ No
- ☐ Not applicable

41 Where public rights of way or other types of access currently impact land management practices, what improvements could better balance public access with your operations?

This could include measures such as preventing trespass or crime, or supporting stock management etc.