

# CHRISTCHURCH PARISH COUNCIL

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Clerk: Dave Gibbs

**To Members of the Public and Press**

**4 June 2025**

You are invited to attend a meeting of Christchurch Parish Council  
to be held in Christchurch Community Centre  
for the purpose of transacting the following business.

**On Monday 9 June 2025 at 7.30pm**

**Members of the public and press are invited to address the Council  
at its Public Time from 7.35pm to 7.50pm**

Yours truly

*Dave Gibbs*

(Clerk/Proper Officer)

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## AGENDA

**Members are reminded that they need to declare any personal or prejudicial interest  
and reason before an item discussed at this meeting, under the  
Model Code of Conduct Order 2001 No 3576**

**025/25-26 Apologies for Absence**

To receive and consider apologies from those members not present

**026/25-26 Chairman's Announcements**

To receive such announcements as the Chairman may wish to make to the Council

**027/25-26 Public Time**

To receive representations from members of the public regarding issues pertinent to the Council

**028/25-26 Confirmation of Minutes**

To approve and sign the minutes of the Annual Meeting held on 12 May 2025

**029/25-26 Matters Outstanding**

- a) Household items outside property in Upwell Road
- b) Fenland District Council Infrastructure Delivery Plan
- c) Public defibrillators
- d) Community Centre valuation

**030/25-26 Police Report**

To receive a report on policing matters in the area over the last month

**031/25-26 County & District Councillors Reports**

To receive reports from Cllrs Fisher, Galbraith, Roy and Summers

**032/25-26 Clerk's Report**

To receive a report on correspondence received

**033/25-26 Members and Residents Issues**

To consider any matters raised by Members of the Council and local residents

- a) Unsupervised dogs
- b) Burst water main in Church Road
- c) Roadside verge cutting

**034/25-26 Recreation Ground**

To receive a report on progress since the last meeting

**035/25-26 Nature Park Project**

To receive a report on progress since the last meeting

**036/25-26 Village Centre Regeneration Project**

To receive a report on progress since the last meeting

**037/25-26 Highways**

- a) To receive a report from the Clerk regarding the 2024/25 Local Highway Improvements application for Sixteen Foot Bank
- b) To receive a report from the Clerk regarding the 2025/26 Local Highway Improvements application for Wayside Estate

**038/25-26 Play Equipment Inspection**

To consider the report from the recent annual inspection of the play equipment and to agree a programme of remedial action

**039/25-26 Whitemill Environment Fund**

To nominate a Christchurch representative for the committee managing the Fund

**040/25-26 Fens Reservoir**

To consider an invitation to join a joint working party with neighbouring councils to address issues of concern regarding the proposed reservoir

**041/25-26 Planning**

- a) To consider the following application and agree a response to the planning authority:  
F/YR25/0420/F - Retention of an existing control building and associated infrastructure, including the adjacent auxiliary transformer and generator, for the continued use by Coldham Solar Farm for the duration of the Solar Farm's operational lifespan - Control Building at Coldham Estate, March Road, Coldham
- b) To note the following applications:  
F/YR25/0401/PNC04 - Change of use from 1 x agricultural building to 2 x dwellings (Class Q (a) and (b)) - Barns 1 and 2, Whitehall Farm, March Road, Tipps End  
F/YR25/0402/PNC04 - Change of use from 1 x agricultural building to 2 x dwellings (Class Q (a) and (b)) - Barns 3 and 4, Whitehall Farm, March Road, Tipps End

**042/25-26 Finance**

To consider and resolve on the following matters:

- a) To receive an updated financial statement for the period to the end of May.
- b) To note the following sums received:

Recreation Ground charity (payment received in error).....£	240.00
NatWest Bank (interest).....£	10.12

- c) To ratify the following payment:  
     Recreation Ground charity (repayment).....£   240.00
- d) To note the following card payment:  
     Asda (refreshments for Annual Parish Meeting).....£    11.78
- e) To approve the following payments:  
     Clerk salary and home office allowance.....£   386.91
- f) To receive an update from the Clerk on matters raised in the internal audit report
- g) To consider matters relating to the Clerkship and resolve accordingly

**043/25-26 Public Time**

To receive comments and suggestions from members of the public

**044/25-26 Matters for Next Meeting**

To discuss future agenda items from Councillors

**045/25-26 Date of Next Meeting**

To confirm the date of the next meeting of the Council as Monday 14 July

# CHRISTCHURCH PARISH COUNCIL

## Minutes of the Annual Meeting of Christchurch Parish Council held in the Community Centre on Monday 12 May 2025 at 7.30pm

**Present:** Cllrs A Sparrow (in the Chair), J Bliss, B Burfield, R Feeney, J Hayes, S Potter, D Gibbs (Clerk), D Roy (FDC), one parishioner

### **001/25-26 Election of Chairman for the Municipal Year 2025-26**

Cllr Sparrow was proposed by Cllr Bliss, seconded by Cllr Potter and duly elected. He signed his declaration of acceptance, witnessed by the Clerk.

### **002/25-26 Election of Vice Chairman for the Municipal Year 2025-26**

Cllr Hughes was proposed by Cllr Feeney, seconded by Cllr Hayes and duly elected. Members resolved to allow him to sign his declaration of acceptance at the next meeting.

### **003/25-26 Apologies for Absence**

Cllrs J Hughes, M Summers (FDC)

### **004/25-26 Chairman's Announcements**

The Chairman welcomed everyone to the meeting and thanked Cllr Hughes for undertaking the role of Chairman of the Council for the last three years.

### **005/25-26 Public Time**

No matters were raised.

### **006/25-26 Confirmation of Minutes**

The minutes of the meeting held on 14 April were correctly recorded and signed as being a true record.

### **007/25-26 Matters Outstanding**

- a) Household items outside property in Upwell Road - Cllr Roy will rearrange the meeting with Clarion Housing Group's Regional Operations Officer.
- b) Fenland District Council Infrastructure Delivery Plan - The Clerk is discussing the process by which a new mobile telephone mast was installed in Manea with the Clerk of Manea Parish Council.
- c) Public defibrillators - The Clerk has provided information about adding the defibrillators at the Dun Cow and Townley School to The Circuit, the national database used by the emergency services. The Farmer's Boy defibrillator will require a power supply. Further investigation is required. If no power supply is available, the defibrillator could be relocated.

### **008/25-26 Annual Meeting of the Council**

- a) Adoption of new Standing Orders and Financial Regulations - The Clerk explained that a number of minor amendments had been made to the model Standing Orders and Financial Regulations, mainly in relation to procurement thresholds. Members resolved to adopt the revised documents.



- b) Confirmation of insurance arrangements - The Clerk confirmed that the Council holds adequate insurance against all risks with Ansvar Insurance arranged through Community Action Suffolk with a renewal date of 1 October.
- c) Review of the Council's subscriptions to other bodies - The Council holds subscriptions to the Cambridgeshire & Peterborough Association of Local Councils, Cambridgeshire ACRE, and the Campaign to Protect Rural England. Members resolved to continue all three subscriptions.
- d) Confirmation of the Council's register of assets as at 31 March 2025 - Members confirmed their acceptance of the register.
- e) Confirmation of meeting dates for the municipal year - Members resolved that the Council will meet on the second Monday of every month, namely 9 June, 14 July, 11 August, 8 September, 13 October, 10 November, 8 December, 12 January, 9 February, 9 March, 13 April, and 11 May. The Annual Parish Meeting will take place on Wednesday 27 May 2026.

#### **009/25-26 Police Report**

The Clerk reported that he hopes to meet Sergeant Lee Lombardo soon.

#### **010/25-26 County & District Councillors Reports**

Cllr Roy reported that he has communicated with the two new County Councillors by email. The Assistant Director of Planning expects the caravan to be removed from the plot adjacent to Syringa House by mid-June. The new Tiger 7 bus route will launch on 27 May. The District Council's Household Waste Service are unable to provide a smaller bin lorry for collections in Wayside Estate if it becomes a one-way street, but will find a way to empty the bins.

#### **011/25-26 Clerk's Report**

The Clerk reported on correspondence received, including nominations opening for the Pride in Fenland awards, a community safety drop-in at the former Barclays Bank in March, the Shape the Future of Age-Friendly Communities survey and guidance from CPRE on how to respond to planning applications.

#### **012/25-26 Members and Residents Issues**

- a) Visibility at Upwell Road and Sixteen Foot Bank - The Clerk reported that he had spoken to the owner of Ivy House Farm. They do not own the trees and support the proposal to trim them. The Clerk will ask Cambridgeshire Highways to carry out the work whilst the road is closed for the upgrade of the signs and line markings.
- b) Signs and banners on Euximoor Bridge - Members noted that a cluster of estate agent signs and other banners had appeared on the bridge. The Clerk will investigate and report them for removal if necessary.
- c) Kimberlea - It appears that the resident may be moving away from the village.
- d) Bedlam Bridge - Members reported that more fridges or freezers had been fly-tipped on the layby adjacent to the bridge. The Clerk will report these items.

#### **013/25-26 Recreation Ground**

Cllr Burfield reported that the Community Service Payback teams have completed the pollarding of the willows in the Recreation Ground and the branches have been moved into the Nature Park. The Payback team have also made twelve bird nesting boxes to be used on the site and hope to construct a picnic table too. They will work on the Community Centre car park on their next visit.

**014/25-26 Nature Park Project**

Cllr Burfield reported that he has mowed the dog run and it is now usable. The Clerk reported that the grant payment from the Whitemill Environment Fund has not been received. Members agreed that a formal plan is required for the project. Councillors will meet with the Steering Group to agree the next steps.

**015/25-26 Village Centre Regeneration Project**

Cllr Sparrow reported that a project plan will be developed over the coming months.

**016/25-26 Community Centre**

The Clerk reported that the Internal Auditor had raised the issue of the insurance valuation for the Community Centre. To ensure that the value is not understated, Members resolved to appoint a surveyor to undertake a full valuation of the building.

**017/25-26 Annual Parish Meeting**

Members discussed the meeting. They agreed that it had been informative and enjoyable. They discussed options for speakers at next year's meeting and agreed to invite the NFU to deliver a talk about farming. Cllr Sparrow will approach the NFU. They also asked the Clerk to invite the MAGPAS Air Ambulance charity to attend.

**018/25-26 Highways**

- a) The Clerk informed members that a traffic order has been issued for the closure of the Sixteen Foot Bank on 2 June for the installation of the new signs and lines included in the 2024/25 Local Highway Improvements application.
- b) The Clerk updated Members on the progress of the 2025/26 Local Highway improvement application for Wayside Estate. Members discussed a community consultation on the scheme, but agreed to wait until the outcome of the application has been determined.

**019/25-26 Play Equipment Inspection**

Members discussed the report on the inspection undertaken by Online Playgrounds on 16 April. They noted that no high risk issues had been identified, but there are a number of moderate risk issues relating to deterioration due to the age of the equipment and safety surfacing. The report also highlighted the need for many items to be cleaned. Members asked the Clerk to add this matter to the agenda for the next meeting to enable a detailed plan to be compiled to rectify all issues of concern.

**020/25-26 Planning**

Members considered the following application:

F/YR25/0300/VOC - Variation of conditions 2 (materials) and 11 (list of approved documents) of planning permission F/YR23/0273/F (Conversion of barn to a single storey 1-bed dwelling involving the temporary siting of a caravan and storage container during construction) - Barn at Willow Farm, Euximoor Drove, Christchurch

They resolved to offer no objection.

**021/25-26 Finance**

- a) Members reviewed and approved the statement of reserves as at 31 March.
- b) Members reviewed the final budget for 2025/26 and resolved to adopt it.
- c) Members reviewed the mandates for the Council's bank accounts and resolved to add Cllr Sparrow to the mandate for the Barclays Bank accounts.

- d) Members considered the use of electronic payments for the Council's expenditure. They resolved that the Clerk be authorised to set up payments and that any two of the remaining signatories be authorised to release the funds. They asked the Clerk to make the necessary arrangements.
- e) Members reviewed and approved the Governance and Management Risk Assessment.
- f) Members considered the Internal Audit Report and the recommendations therein. They resolved as follows:-
- The Clerk will evidence that invoices are verified and certified prior to payment.
  - Quarterly reconciliations will be recorded in the minutes.
  - The level of fidelity cover will be reviewed at the next insurance renewal
  - The budget and precept calculation will be published on the Council's website.
  - The Council will develop a reserves policy as part of future long-term planning.
  - An accessibility statement will be added to the website with evidence of compliance to the latest regulations.
- g) Members considered and confirmed each of the statements on the Annual Governance Statement 2024/25. The Statement was signed by the Chairman.
- h) Members reviewed and approved the Accounting Statements 2024/25, which were signed by the Chairman.
- i) Members confirmed the dates of the period for the exercise of public rights as Tuesday 3 June to Monday 14 July.
- j) The Clerk reported that the internal audit process had involved a thorough examination of the Council's records and policies in accordance with the regulations and the audit report provided a fair and balanced assessment, highlighting suggestions for improvement. Members resolved to reappoint Helen Symmons as Internal Auditor for 2025/26.
- k) Members considered the options for the publication of an annual report to residents. They resolved to publish a report in the July edition of The Heron.
- l) The management accounts as at 30.4.25 showed income of £11,111.21 and expenditure of £834.04, resulting in a surplus of £10,277.17 and total funds held of £48,302.71.
- m) Members noted the following sums received since the last meeting:
- |  |            |
|--|------------|
| Fenland District Council (precept instalment)..... | £11,100.00 |
| NatWest Bank (interest).....                       | £ 11.21    |
- n) Members approved the following accounts for payment:
- |  |          |
|--|----------|
| Clerk salary and home office allowance ..... | £ 386.71 |
| Helen Symmons (audit fee).....               | £ 265.00 |

#### **022/25-26 Public Time**

None.

#### **023/25-26 Matters for Next Meeting**

Play equipment inspection. Review of Clerk's contract.

#### **024/25-26 Date of Next Meeting**

The date of the next meeting of the Parish Council will be Monday 9 June.

<b>Agenda Item No.</b>	032/25-26	<b>Christchurch Parish Council</b>
<b>Meeting Date</b>	9 June 2025	
<b>Report Title</b>	Clerk's Report	

## 1. Purpose of Report

To report on meetings attended and correspondence received.

## 2. Report

### Meetings attended:

Clarion Housing Group re The Hill - 4 June

### Correspondence received:

#### **Cambridgeshire County Council**

Roadworks and events bulletins  
Traffic order for the closure of Sixteen Foot Bank - 18/19 August  
Cambridgeshire Matters  
Local Highway Improvements panel meeting - 25 July  
Public rights of way hierarchy consultation

#### **Fenland District Council**

New Chair and Vice-Chair elected  
New public toilets in March town centre  
New free and low-cost social and activity classes and events

**NALC** - Events update, Chief Executive's bulletin

**CAPALC** - Great Collaboration survey

**Cambridgeshire and Peterborough Combined Authority** - Tiger 7 bus route launch

**Cambridgeshire ACRE** - Staying in Touch newsletter, free online cancer awareness session, village halls update

**Queen Elizabeth Hospital** - Modernising our hospital newsletter

**Fens Reservoir Project Team** - Update

**Manea Parish Council** - Letter re Fens Reservoir

## 3. Recommendations

Members note the report.

<b>Report Author</b>	Dave Gibbs
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Your Complete Commercial Outdoor Play Solution

## **Inspection • Repairs • Parts Design • Manufacture • Install**




## **Operational Inspection**

Christchurch Parish Council

Christchurch Playing Field  
Upwell Road, Christchurch, Cambs, PE14 9LF

## Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
				Very Low	Low	Moderate	High	Very High
				1	2	3	4	5
				No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality
				Severity>>				
				Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).				
Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.								

## Christchurch Playing Field

Inspection Ref: 2686107

Site Ref: 40456

Operational Inspection - 16-April-2025 - 15:01 Inspector Melanie Crane

Risk Assessment: 12 Moderate Risk





**i 8 - Low Risk**

**Item:** See Saw  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Rubber Tiles  
**Item Quantity:** 1



**Total Findings:** 2

**Finding 1**

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat with weed killer

**Finding 2**

There are gaps opening in between the tiles - Monitor for any further deterioration and repair as required

**! 12 - Moderate Risk**

**Item:** Roundabout  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Rubber Tiles  
**Item Quantity:** 1



**Total Findings:** 3

**Finding 1**

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat with weed killer

**Finding 2**

There are gaps opening in between the tiles - Monitor for any further deterioration and repair as required

**Finding 3**

The timber on this item has severe rot - Remove and replace all affected timber sections



**12 - Moderate Risk**

**Item:** Activity Trail  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass  
**Item Quantity:** 1

**Total Findings:** 2



**Finding 1**

There is some evidence of rot in the timber - Monitor for any further deterioration and replace as required

**Finding 2**

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers this is not a structural timber

**6 - Low Risk**

**Item:** Multi Play (Toddler)  
**Manufacturer:** Wicksteed Playgrounds  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

A number of fixing(s) have worked loose - Secure all loose fixings

**i 8 - Low Risk**

**Item:** 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Ledon  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

There is algae or moss growth on the surface of equipment - Clean and treat appropriately

**i 8 - Low Risk**

**Item:** Bench  
**Manufacturer:** Owner/Operator  
**Surface Type:** Concrete  
**Item Quantity:** 1

**Total Findings:** 3



**Finding 1**

There are trip hazards at the edges of the surface - Reinstate surrounding surface levels to remove the trip points

**Finding 3**

A number of fixing(s) have worked loose - Secure all loose fixings

**Finding 2**

Parts of the timber are rough or splintered - Remove all rough or sharp edges

**i 6 - Low Risk**

**Item:** Fence - Bow Top  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass  
**Item Quantity:** 1



**Total Findings:** 1

**Finding 1**

The item has been damaged - Monitor for any further deterioration and replace as required

**i 6 - Low Risk**

**Item:** Gate - Self Closing  
**Manufacturer:** Owner/Operator  
**Surface Type:** Grass  
**Item Quantity:** 2



**Total Findings:** 2

**Finding 1**

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

**Finding 2**

The gate is closing too quickly (less than 4 seconds) - Take corrective action to ensure that the gate closes in 4-8 seconds

**i 6 - Low Risk**

**Item:** Spring Board  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass  
**Item Quantity:** 3

**Total Findings:** 2



**Finding 1**

Parts of the top board are rough or splintered - Remove all rough or sharp edges

**Finding 2**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**i 5 - Very Low Risk**

**Item:** Low Rotator  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -



**i 5 - Very Low Risk**

**Item:** Trapeze Rings  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**i 8 - Low Risk**

**Item:** Traverse Wall  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1



**Total Findings:** 2

**Finding 1**

There is algae or moss growth on the surface of the equipment - Clean and treat appropriately

**Finding 2**

A number of fixing(s) have worked loose - Secure all loose fixings

**i** 4 - Very Low Risk

**Item:** Traverse Ropes  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1



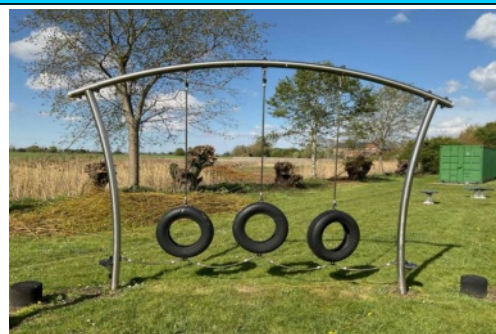
**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**i** 4 - Very Low Risk

**Item:** Swinging Tyres  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1



**Total Findings:** 1

**Finding 1**

This item is satisfactory - no work required -

**i 6 - Low Risk**

**Item:** Rope Weaver  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

A number of fixing(s) have worked loose - Secure all loose fixings

**i 5 - Very Low Risk**

**Item:** Overhead Rotator  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -

**i 8 - Low Risk**

**Item:** Multi Play (Junior)  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

There is algae or moss on the surface of the equipment - Clean and treat appropriately

**i 5 - Very Low Risk**

**Item:** Cone Climber  
**Manufacturer:** Tayplay Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -



**i 8 - Low Risk**

**Item:** 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Playdale Playgrounds Ltd  
**Surface Type:** Grass Matrix Tiles  
**Item Quantity:** 1

**Total Findings:** 4



**Finding 1**

No safety chains fitted - Recommend safety chains are fitted

**Finding 3**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**Finding 2**

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

**Finding 4**

The seat has minor damage or wear - Monitor for any further deterioration and replace as required

**i 6 - Low Risk**

**Item:** Picnic Table  
**Manufacturer:** Owner/Operator  
**Surface Type:** Flexi Pave  
**Item Quantity:** 2

**Total Findings:** 1



**Finding 1**

There is litter/debris in the area - Remove litter/debris from the area and maintain

**i 8 - Low Risk**

**Item:** Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator  
**Surface Type:** Carpet System  
**Item Quantity:** 1

**Total Findings:** 3



**Finding 1**

There is algae or moss growth on the surface resulting in slippery conditions - Clean and treat appropriately

**Finding 3**

There is or are fixings missing on the item - Replace all missing fixings

**Finding 2**

The safety surface under or around this unit has been damaged - Monitor for any further deterioration and repair as required

**i 9 - Low Risk**

**Item:** Wheeled Sports Area  
**Manufacturer:** Owner/Operator  
**Surface Type:** Concrete  
**Item Quantity:** 1

**Total Findings:** 2



**Finding 1**

Ramp to floor gaps fixings missing - Refit ramp to ground to stop gaps

**Finding 2**

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

**i 6 - Low Risk**

**Item:** Teenage Shelter  
**Manufacturer:** Owner/Operator  
**Surface Type:** Concrete  
**Item Quantity:** 1

**Total Findings:** 2



**Finding 1**

There is or are fixings missing on the item - Replace all missing fixings

**Finding 2**

There is surface corrosion present on the item - Consider treating and repainting the item

**i 5 - Very Low Risk**

**Item:** Air Walker  
**Manufacturer:** Online Playgrounds  
**Surface Type:** Bonded Rubber Mulch  
**Item Quantity:** 1

**Total Findings:** 1



**Finding 1**

This item is satisfactory - no work required -

**i 6 - Low Risk**

**Item:** Cross Trainer  
**Manufacturer:** Online Playgrounds  
**Surface Type:** Bonded Rubber Mulch  
**Item Quantity:** 1

**Total Findings:** 2



**Finding 1**

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

**Finding 2**

The item has missing component(s) - Replace signage/label



## Findings information

### 8 - Low Risk (Finding 1)

**Item:** Rocking Equipment - See Saw  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** There is algae or moss growth on the surface resulting in slippery conditions

**Action:** Clean and treat with weed killer

**i** 6 - Low Risk (Finding 2)

**Item:** Rocking Equipment - See Saw  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** There are gaps opening in between the tiles



**Action:** Monitor for any further deterioration and repair as required



**i** 8 - Low Risk (Finding 1)

**Item:** Rotor Play - Roundabout  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** There is algae or moss growth on the surface resulting in slippery conditions

**Action:** Clean and treat with weed killer

**i** 8 - Low Risk (Finding 2)

**Item:** Rotor Play - Roundabout  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Rubber Tiles



**Finding:** There are gaps opening in between the tiles

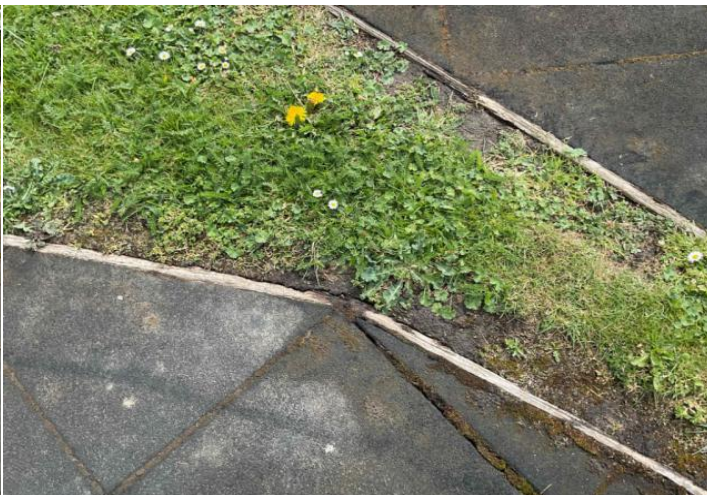
**Action:** Monitor for any further deterioration and repair as required



**!** 12 - Moderate Risk (Finding 3)

**Item:** Rotor Play - Roundabout  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** M - Moderate Risk  
**Surface:** Rubber Tiles



**Finding:** The timber on this item has severe rot

**Action:** Remove and replace all affected timber sections



**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - Activity Trail  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is some evidence of rot in the timber

**Action:** Monitor for any further deterioration and replace as required



**!** 12 - Moderate Risk (Finding 2)

**Item:** Activity Equipment - Activity Trail  
**Manufacturer:** Owner/Operator

**Risk Level:** M - Moderate Risk  
**Surface:** Grass



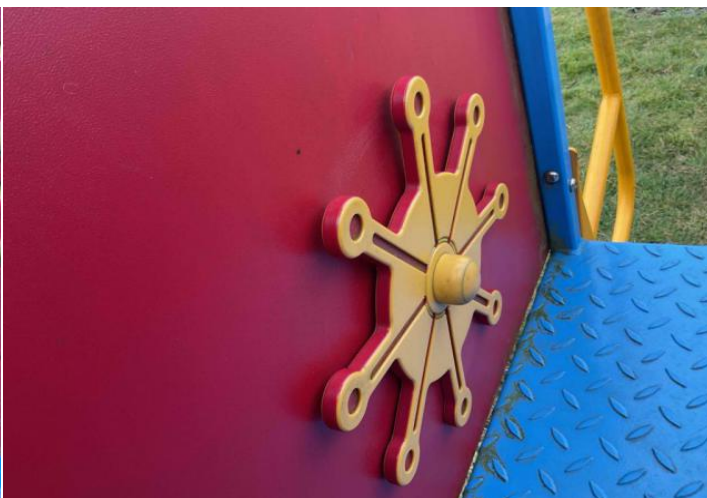
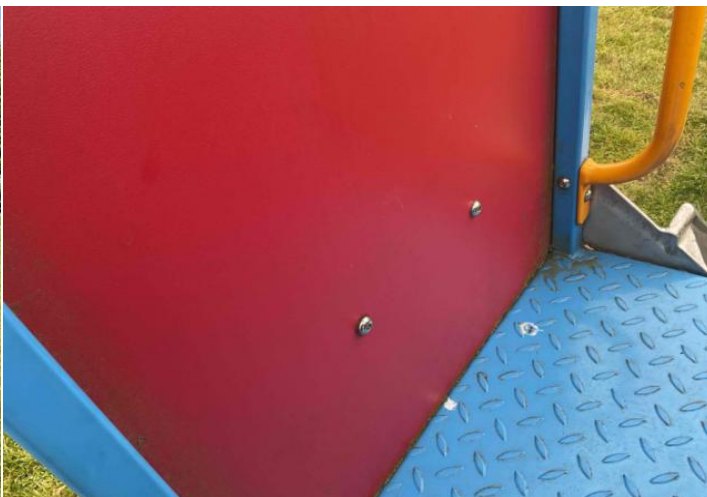
**Finding:** There are areas or parts of the timber on the structure that have rotted

**Action:** Replace all affected timbers this is not a structural timber

**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - Multi Play (Toddler)  
**Manufacturer:** Wicksteed Playgrounds

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings



**i** 8 - Low Risk (Finding 1)

**Item:** Swings - 1 Bay 2 Seat (Cradle)  
**Manufacturer:** Ledon

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** There is algae or moss growth on the surface of equipment

**Action:** Clean and treat appropriately





**i** 8 - Low Risk (Finding 1)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There are trip hazards at the edges of the surface

**Action:** Reinstate surrounding surface levels to remove the trip points

**i** 6 - Low Risk (Finding 2)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** Parts of the timber are rough or splintered

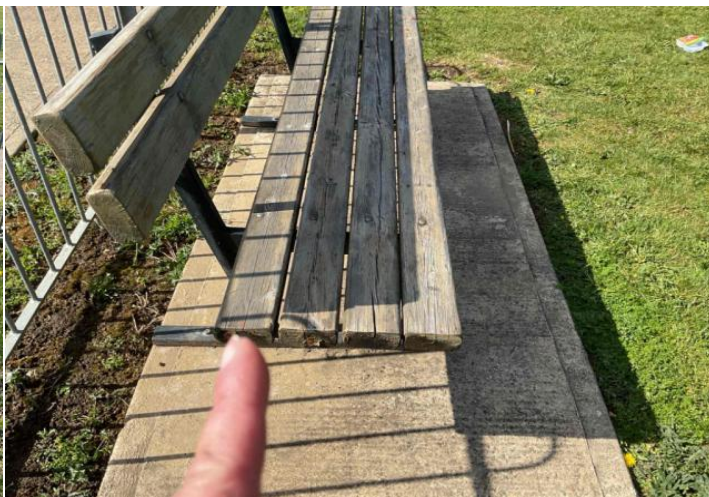
**Action:** Remove all rough or sharp edges



**i** 6 - Low Risk (Finding 3)

**Item:** Ancillary Items - Bench  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings

**i** 6 - Low Risk (Finding 1)

**Item:** Fences - Fence - Bow Top  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The item has been damaged

**Action:** Monitor for any further deterioration and replace as required



**i** 6 - Low Risk (Finding 1)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The item is slightly loose in its foundations



**Action:** Monitor for any further deterioration and repair as required

**i** 6 - Low Risk (Finding 2)

**Item:** Gates - Gate - Self Closing  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** The gate is closing too quickly (less than 4 seconds)



**Action:** Take corrective action to ensure that the gate closes in 4-8 seconds



**i 6 - Low Risk (Finding 1)**

**Item:** Rocking Equipment - Spring Board  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** Parts of the top board are rough or splintered

**Action:** Remove all rough or sharp edges

**i** 6 - Low Risk (Finding 2)

**Item:** Rocking Equipment - Spring Board  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass



**Finding:** There is/are bolt cap covers missing or damaged on the item

**Action:** Replace missing or damaged bolt cap covers



**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Traverse Wall  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** There is algae or moss growth on the surface of the equipment

**Action:** Clean and treat appropriately





**i** 6 - Low Risk (Finding 2)

**Item:** Activity Equipment - Traverse Wall  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** A number of fixing(s) have worked loose

**Action:** Secure all loose fixings

**i** 6 - Low Risk (Finding 1)

**Item:** Activity Equipment - Rope Weaver  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** A number of fixing(s) have worked loose

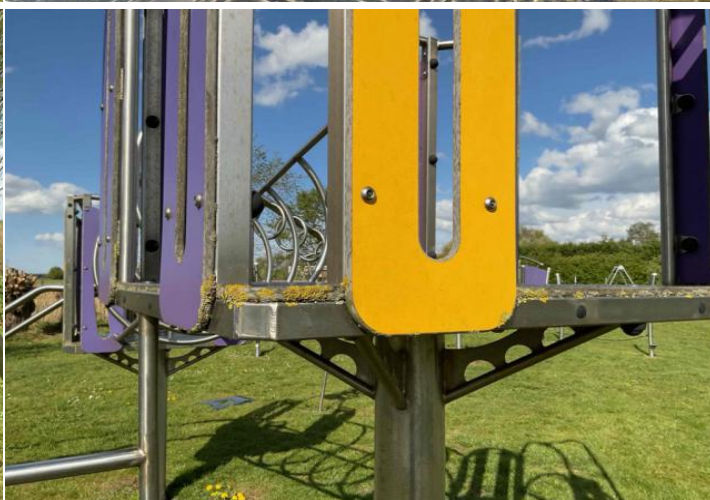
**Action:** Secure all loose fixings



**i** 8 - Low Risk (Finding 1)

**Item:** Activity Equipment - Multi Play (Junior)  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** There is algae or moss on the surface of the equipment

**Action:** Clean and treat appropriately

**i** 8 - Low Risk (Finding 1)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** No safety chains fitted



**Action:** Recommend safety chains are fitted



**i** 6 - Low Risk (Finding 2)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** The seat has minor damage or wear



**Action:** Monitor for any further deterioration and replace as required



**i** 6 - Low Risk (Finding 3)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** There is/are bolt cap covers missing or damaged on the item

**Action:** Replace missing or damaged bolt cap covers

**i** 6 - Low Risk (Finding 4)

**Item:** Swings - 2 Bay 2 Flat 1 Basket Seat  
**Manufacturer:** Playdale Playgrounds Ltd

**Risk Level:** L - Low Risk  
**Surface:** Grass Matrix Tiles



**Finding:** The seat has minor damage or wear

**Action:** Monitor for any further deterioration and replace as required



**i 6 - Low Risk (Finding 1)**

**Item:** Ancillary Items - Picnic Table  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Flexi Pave



**Finding:** There is litter/debris in the area

**Action:** Remove litter/debris from the area and maintain

**i 8 - Low Risk (Finding 1)**

**Item:** Multi Use Games Area - Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Carpet System



**Finding:** There is algae or moss growth on the surface resulting in slippery conditions

**Action:** Clean and treat appropriately



**i 4 - Very Low Risk (Finding 2)**

**Item:** Multi Use Games Area - Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator

**Risk Level:** V - Very Low Risk

**Surface:** Carpet System



**Finding:** The safety surface under or around this unit has been damaged

**Action:** Monitor for any further deterioration and repair as required

**i 6 - Low Risk (Finding 3)**

**Item:** Multi Use Games Area - Goalmouth and Basketball Post  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk

**Surface:** Carpet System



**Finding:** There is or are fixings missing on the item

**Action:** Replace all missing fixings



**i** 9 - Low Risk (Finding 1)

**Item:** Wheeled Sports - Wheeled Sports Area  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** Ramp to floor gaps fixings missing

**Action:** Refit ramp to ground to stop gaps

**i** 6 - Low Risk (Finding 2)

**Item:** Wheeled Sports - Wheeled Sports Area  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting

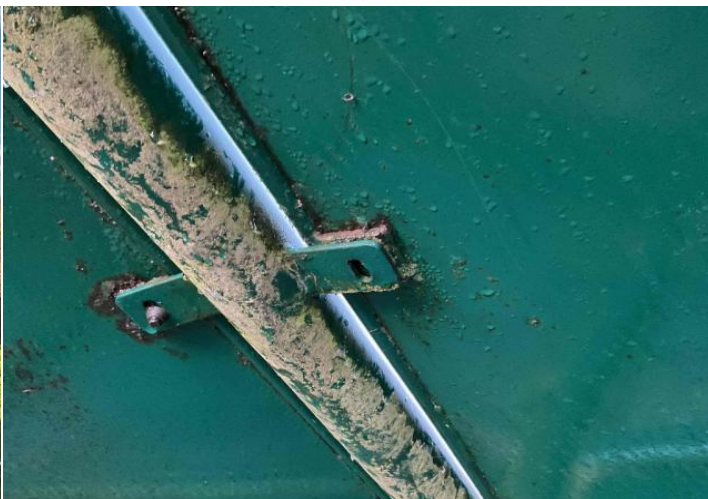
**Action:** Treat any rusting components and repaint



**i** 6 - Low Risk (Finding 1)

**Item:** Ancillary Items - Teenage Shelter  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There is or are fixings missing on the item

**Action:** Replace all missing fixings

**i** 6 - Low Risk (Finding 2)

**Item:** Ancillary Items - Teenage Shelter  
**Manufacturer:** Owner/Operator

**Risk Level:** L - Low Risk  
**Surface:** Concrete



**Finding:** There is surface corrosion present on the item

**Action:** Consider treating and repainting the item



**i** 6 - Low Risk (Finding 1)

**Item:** Outdoor Fitness Equipment - Cross Trainer **Risk Level:** L - Low Risk  
**Manufacturer:** Online Playgrounds **Surface:** Bonded Rubber Mulch



**Finding:** There is/are bolt cap covers missing or damaged on the item **Action:** Replace missing or damaged bolt cap covers

**i** 4 - Very Low Risk (Finding 2)

**Item:** Outdoor Fitness Equipment - Cross Trainer **Risk Level:** V - Very Low Risk  
**Manufacturer:** Online Playgrounds **Surface:** Bonded Rubber Mulch



**Finding:** The item has missing component(s) **Action:** Replace signage/label





Alan Melton  
Clerk to the Council  
20, St Martin's Road  
Chatteris  
Cambridgeshire  
PE16 6JF  
[clerk@manea-pc.gov.uk](mailto:clerk@manea-pc.gov.uk)  
0777 152 4093

Dave Gibbs  
Clerk  
Christchurch Parish Council

Dear Dave

**Proposed Reservoir: Southern Fenland.**

At a recent meeting of Manea Parish Council, members expressed concerns regarding the quality of the presentation by the staff of Anglian Water, we also expressed concerns of the presentation from various consultants and partners.

There is a general feeling among Town/Parish councillors that our main concerns, particularly regarding infrastructure and local amenities are not being taken seriously.

There are also concerns regarding the disruption of local services during the construction phase.

Our members are suggesting that as local councils and representatives of the community we should have a common approach to all of the issues that will affect our communities.

There are a number of issues where we have common ground, including:

- Roads
- Housing
- Medical facilities
- Emergency services
- Local disruption of industry particularly the agricultural community
- Section 106 and contributions to local amenities
- Working and haulage hours.

Would your members be interested in forming a joint working party to ensure our concerns are well presented and coherent?

It is important that during any public inquiry or judicial review we are a united group.

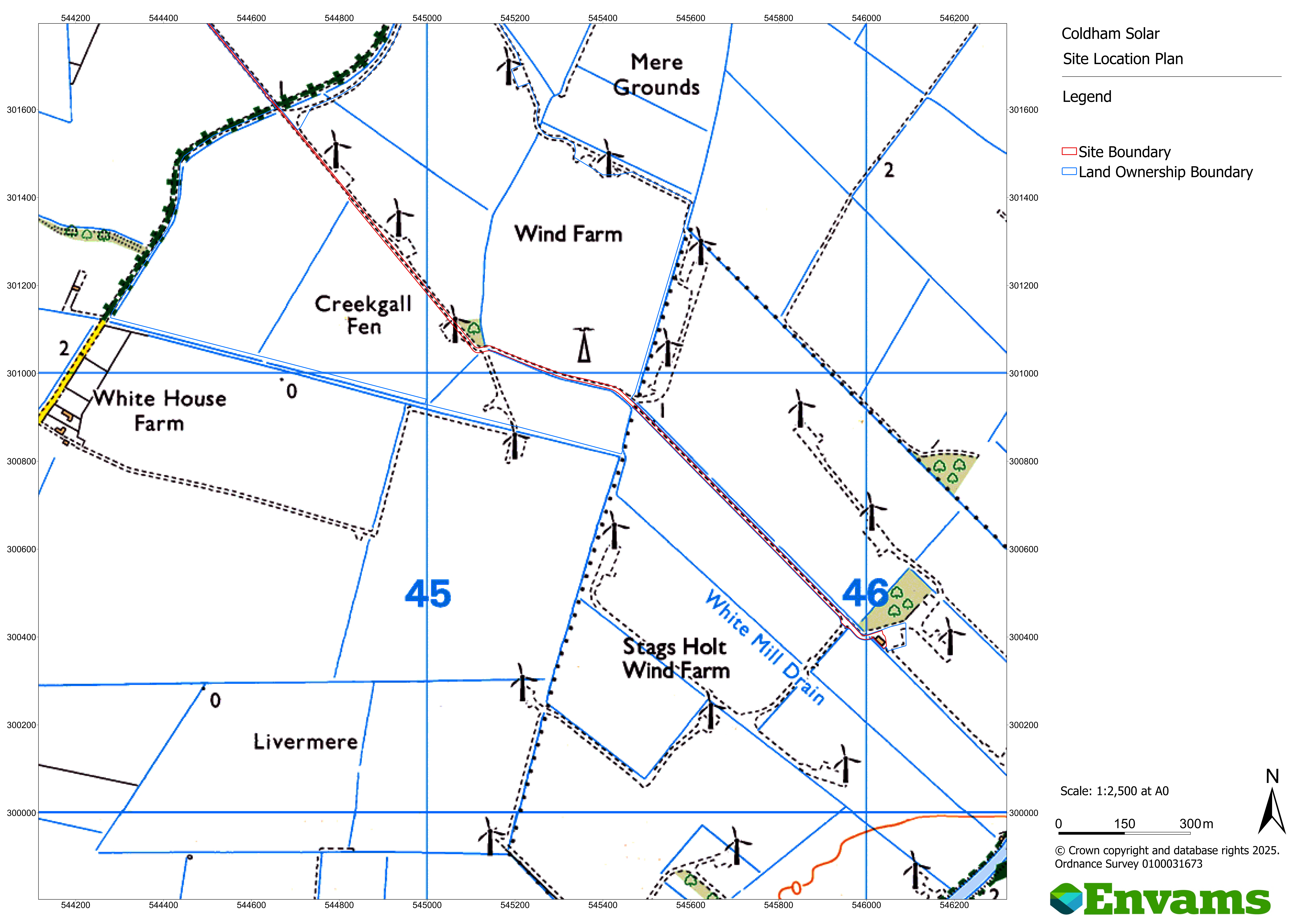
I look forward to hearing from you.

Yours sincerely

*Alan Melton*

Copies to: Doddington PC, Wimblington PC, Benwick PC, Chatteris TC, Christchurch PC





Coldham Solar  
Site Location Plan

Legend

- Site Boundary
- Land Ownership Boundary

Scale: 1:2,500 at A0

0 150 300m

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Ordnance Survey 0100031673





Coldham Solar  
Site as Proposed Plan

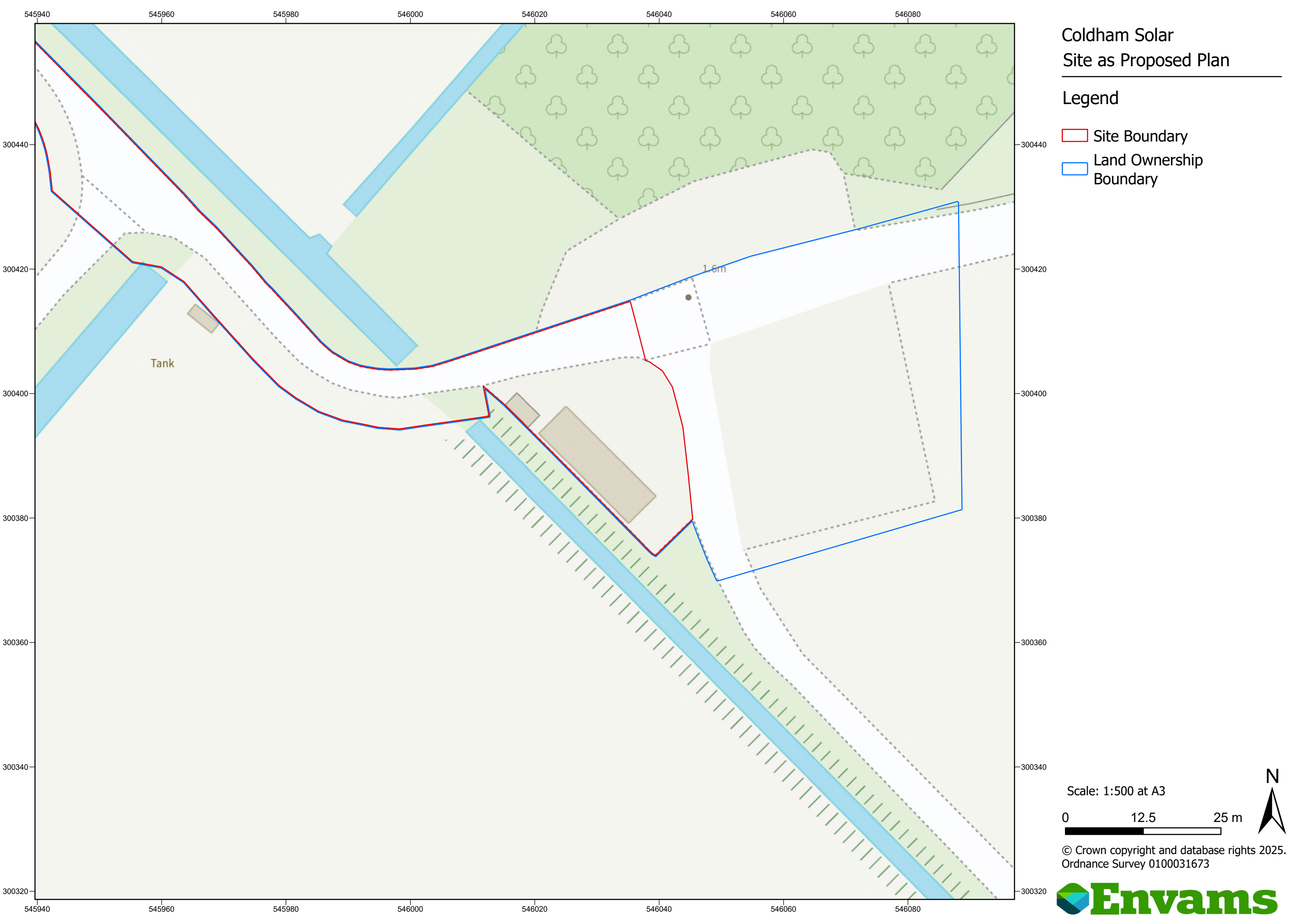
Legend

- Site Boundary
- Land Ownership Boundary

Scale: 1:500 at A3

0 12.5 25 m

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Ordnance Survey 0100031673







Fenland District Council  
Developments Service  
Fenland Hall  
March  
PE15 8NQ  
via Planning Portal Submission

28/05/2025

FAO Fenland District Council Planning Authority; to whom it may concern,

**Retrospective planning application for retention of an existing control building and associated infrastructure, including auxiliary transformer and generator, for the continued use by Coldham Solar Farm (Ref: F/YR19/0810/F) for the duration of the Solar Farm's operational lifespan.**

This letter has been prepared in support of the above planning application. The application has been made following discussions and correspondence with Principle Planning Officer Sheila Black to determine the appropriate type and scope of the submission, and the extent of the Red Line Boundary. It was also advised that Biodiversity information would not be required in this instance due to the nature of the application. Ecological Surveys and Biodiversity Net Gains and ecological enhancements are being undertaken for the consented Solar Farm.

Additional documents provided in support of the application include:

- Planning Drawing 1 - Site Location Plan v1;
- Planning Drawing 2 - Site Location Plan at 1:2500 v1;
- Planning Drawing 3 - Site Block Plan v1;
- Planning Drawing 4 - Substation Elevations v2;  
(as provided for Coldham Wind Farm ref: F/YR02/0143/);
- Planning Drawing 5 - Substation Site Plan v2;  
(as provided for Coldham Wind Farm ref: F/YR02/0143/);
- F/YR19/0810/F - Solar Farm Decision Notice;
- F/YR02/0143/ - Wind Farm Decision Notice
- Flood Risk Assessment;
- Planning Application Form and Fee.

*Background*

The control building is located on Coldham Estate, just southwest of the battery energy storage system (BESS), consented as part of the Coldham Solar Farm development, planning ref: F/YR19/0810/F ('the solar farm') and is approximately 1.2 km south of the solar array. The Site area is 700 m<sup>2</sup> with the existing access track adding an additional 2.11 ha.

The control building houses DNOs switchgear and export cables and is essential for the continued operation of the solar farm, which has been in operation since 19<sup>th</sup> March 2024. The control building was, however, omitted from the planning application for the solar farm and does not, therefore, form part of that consent. The control building was originally constructed under the consent of the adjacent wind farm, planning ref: F/YR02/0143/ ('the wind farm').

As specified by Condition 2 of the wind farm's decision notice, the consent is limited to a period of 25 years from the first export of electricity to the regional grid. The wind farm became operational in November 2005 and is therefore reaching the end of its operational lifespan. Condition 3 requires that, (unless otherwise agreed in writing with the Local Planning Authority) within 12 months of the cessation of electricity generation (or the expiry of the permission) all parts of that development shall be dismantled and removed and the land restored. As part of the wind farm development, the control building would be included in this decommissioning process.

This application therefore seeks consent for the retention of the control building and its continued use for the purposes of the solar farm until the point at which the solar farm itself is decommissioned. Under Condition 6 of the solar farm consent, planning consent has been given for a temporary period of up to 30 years dating from the commencement of development. The date of commencement of development was reported as being 18<sup>th</sup> August 2022 via email to Fenland District Council Planning Office on 3<sup>rd</sup> May 2024 . The continued operation of Coldham Solar Farm is therefore expected to be until 18 August 2052 unless an extension is otherwise agreed.

The existing auxiliary transformer and generator which sit adjacent to the control building are also included in this Application. However, the underground cable connecting the solar farm to the control building is not, as this received separate consent as part of the solar farm development. It is therefore to be noted that, as part of this Application, no 'development' is to take place as defined by section 55 of the Town and Country Planning Act 1990. This is because the consent sought relates solely to the retention and continued use of an existing building and does not consist of the carrying out of any building, engineering, mining or other operations. It is none the less referred to as a 'Development' for the purposes of this Application.

### *The Development Plan*

Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires a planning application to be determined in accordance with the 'Development Plan' unless material planning considerations indicate otherwise. Consideration of the application in view of planning policy is made in this section as follows.

The relevant Development Plan for the application is the Fenland Local Plan (2014) (FLP). A new Local Plan has been drafted and will be under consultation later this year but currently holds little material weight. Other plans material to decision making include the National Planning Policy Framework (NPPF) and the Fenland District Council's *Resource Use and Renewable Energy* Supplementary Planning Document (SPD) and *Cambridgeshire Flood and Water* SPD (2016). A review of the Fenland Local Plan Policies Map shows that the Site is not subject to any specific local or national planning designations.

### *Principle of Development*

Policy LP1 of FLP states that the Council will take a positive approach that reflects the presumption of sustainable development contained within the NPPF. According to the NPPF paragraph 8, sustainable development has an economic objective, a social objective and an environmental objective.

The Application is for renewable energy development. Paragraph 168 of the NPPF states that '*local planning authorities should not require applicants to demonstrate the overall need for renewable or low carbon energy, and give significant weight to the benefits associated with [it]*'. In line with this Policy LP14 of the FLP states that: *Renewable energy proposals will be supported and considered in the context of sustainable development and climate change. Proposals for renewable energy technology [and] associated infrastructure...will be assessed both individually and cumulatively on their merits*. The function of the Development is therefore supported by the Development Plan in principle.

Policy LP3 *Spatial Strategy, the Settlement Hierarchy and the Countryside* restricts development outside built settlements and provides a list of developments exempt from this including '*demonstrably essential utility*'. The Development is required for the continued functioning of the solar farm and therefore is appropriate to its location outside any built settlement.

The Development therefore meets the requirements of policies LP1, LP3 and LP14 and is supported in principle by NPPF paragraphs 8, 161 and 168.

### **Envams Ltd**

54 Hunters Way, York, YO24 1JJ

T +44 (0)7828 529 831 | E [info@envams.co.uk](mailto:info@envams.co.uk) | W <https://envams.co.uk/>

Registered in England & Wales No. 13987525

### *Flood Risk*

The Development lies within an area identified by the Environment Agency (EA) Flood Map for Planning (2025) as being within Flood Zone 3 (high probability of flooding) and is in an area of Reduction in Risk of Flooding from rivers and seas due to existing flood defences.

Policy LP14 of the LDP states that: Development in areas known to be at risk from any form of flooding will only be permitted following satisfaction of the sequential and exception tests (if necessary), suitable demonstration of meeting an identified need, and submission of a site-specific flood risk assessment (FRA) demonstrating management and safety measures and a positive approach to reducing flood risk. The Policy states that all applications must include a drainage strategy.

As previously discussed, the Application does not strictly constitute development. However, a Flood Risk Assessment (FRA) has been undertaken in order to assess appropriateness of retaining the control building in relation to potential flood risks.

The FRA found that the Site lies beyond the extent of flooding which could result from a breach of flood defences and is neither at risk from tidal flooding nor pluvial flooding. The Site is located within the EA's reservoir flood risk mapping, however the residual risk of flooding associated with the reservoir was found to be low. The control building benefits from existing drainage infrastructure which was implemented at the time it was built and the consented solar farm development has its own drainage strategy. Although it is possible that blockages could occur in local drainage ditches the likelihood of the Site flooding from these sources was found to be low. Flood risk from the Twenty Foot River and River Nene (Old Course) was evaluated and found to be low due to local topography. There are no records from the development operator or from the EA that indicate that the Site has previously flooded.

The FRA found that risk of flooding to the Development was low and in accordance with NPPF paragraph 175-176 the application is not required to be subject to the sequential test. The Development would provide important sustainability benefits and would not represent a change of use or an increase in flood vulnerability class, nor does it constitute built extension. There is a clear need for the Development which could be classed as essential infrastructure under Annex 3 of the NPPF and it cannot be located elsewhere as it already has a connection to the operational wind farm, the solar farm and the electrical distribution network via underground cables. The Development would not lead to any increase in flood risk either at the Site or beyond it. The Application is therefore considered to accord with the NPPF paragraphs 170 and 173-182, regarding flood risk.

### *Other Matters*

Policy LP14 of FLP seeks to manage resource use efficiently due to (amongst other things) the urgent need to address the causes of, and adapt to climate change, to address chronic levels of fuel poverty, to create local jobs and develop skills and experience in the green economy, and to minimise the need for costly and resource intensive upgrades and capacity increases to the wider power network.

The Application relates to the retention of existing infrastructure that is required to support the ongoing operation of an existing solar farm. It represents an efficient use of built resource by utilising an existing building for its intended function (energy utility) and extending its lifetime. This not only reduces economic and material waste but also avoids the potential environmental impacts which might otherwise be incurred through provision of a newly built facility. The Application is therefore in accordance with LP14 on resource efficiency.

Policy LP14 outlines that decisions on renewable energy applications will take account of potential impacts on the built, natural, cultural, social and historic environments, including such issues as landscape character, residential and visual amenity, noise impacts, highways safety, biodiversity and agricultural land quality.

The suitability of the location, design and use of the Development was established under the existing wind farm consent and its additional use as a point of connection for the solar farm was established under the solar farm consent. No objections were received from statutory consultees or other stakeholders during the determination period for the solar farm application. As the Application

### **Envams Ltd**

54 Hunters Way, York, YO24 1JJ

T +44 (0)7828 529 831 | E [info@envams.co.uk](mailto:info@envams.co.uk) | W <https://envams.co.uk/>

Registered in England & Wales No. 13987525

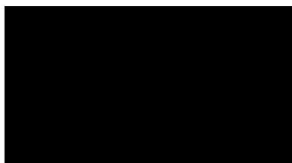


consists of the continuation of an established use, and does not involve new development, there will be no additional adverse social, economic, or environmental, impacts resulting from its retention, as sought by the Application.

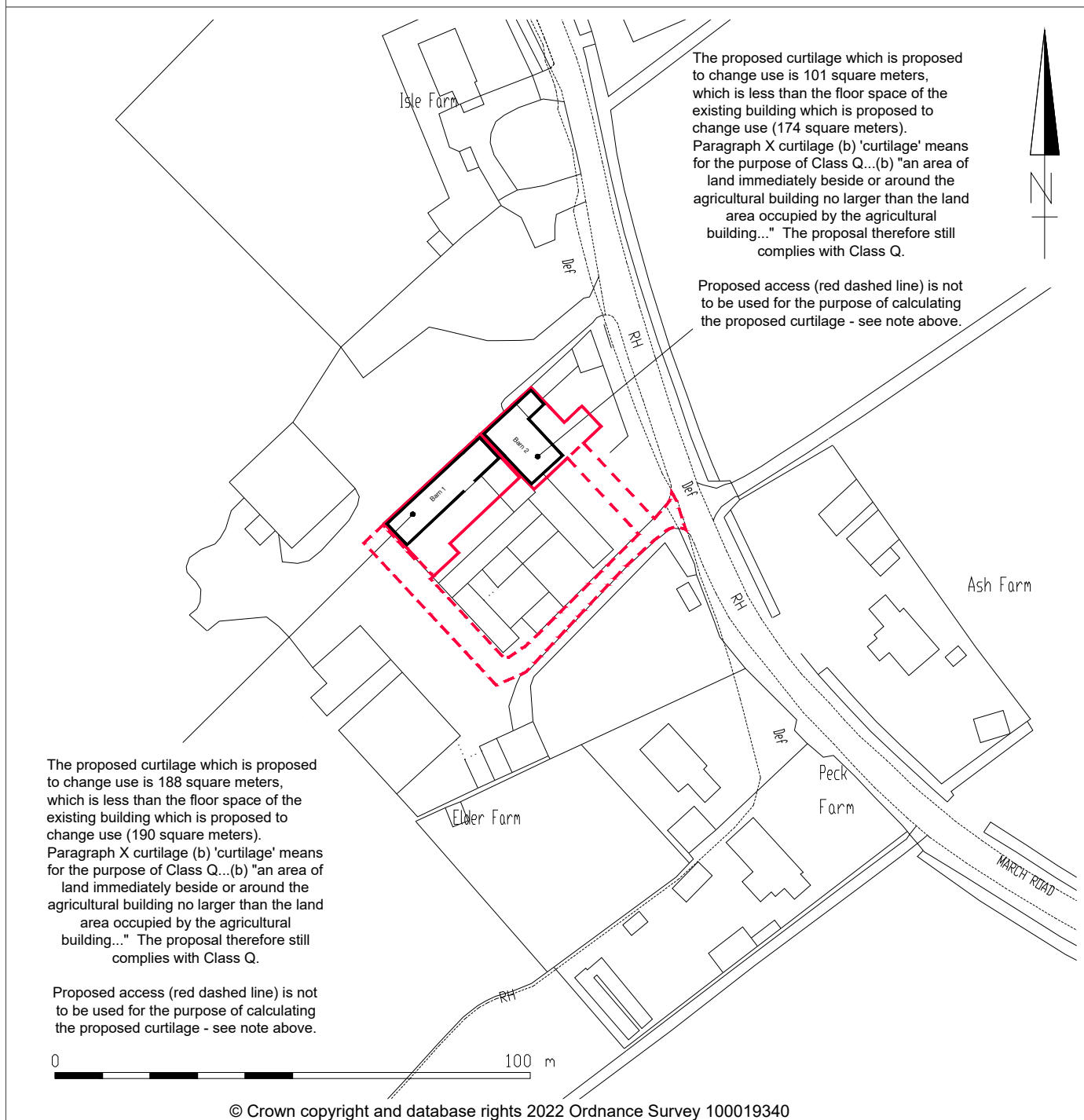
In accordance with the NPPF paragraph 8, the role of the Application in enabling the continued operation of an existing solar farm has clear social, economic and environmental benefits in terms of the minimisation of waste, protecting business interests and the production of renewable energy with all the benefits that this brings (e.g; reduced reliance on fossil fuels, reduced carbon emissions, reductions in energy bills and increased energy security). In accordance with the NPPF paragraph 168 these benefits should be given significant weight. It is therefore respectfully requested that the Application be granted consent.

I trust that what we have provided is sufficient for validation and determination of the application but should you require any additional information please contact me at [bryony.clement@envams.co.uk](mailto:bryony.clement@envams.co.uk).

Yours sincerely,



**Bryony Clement**  
**ENVIRONMENTAL CONSULTANT**



## Welney - Whitehall Farm March Rd, Barns 1 & 2, Location Plan

NPS Property Consultants Ltd,  
Unity Place, Amsterdam Way  
Norwich, Norfolk, NR6 6JT

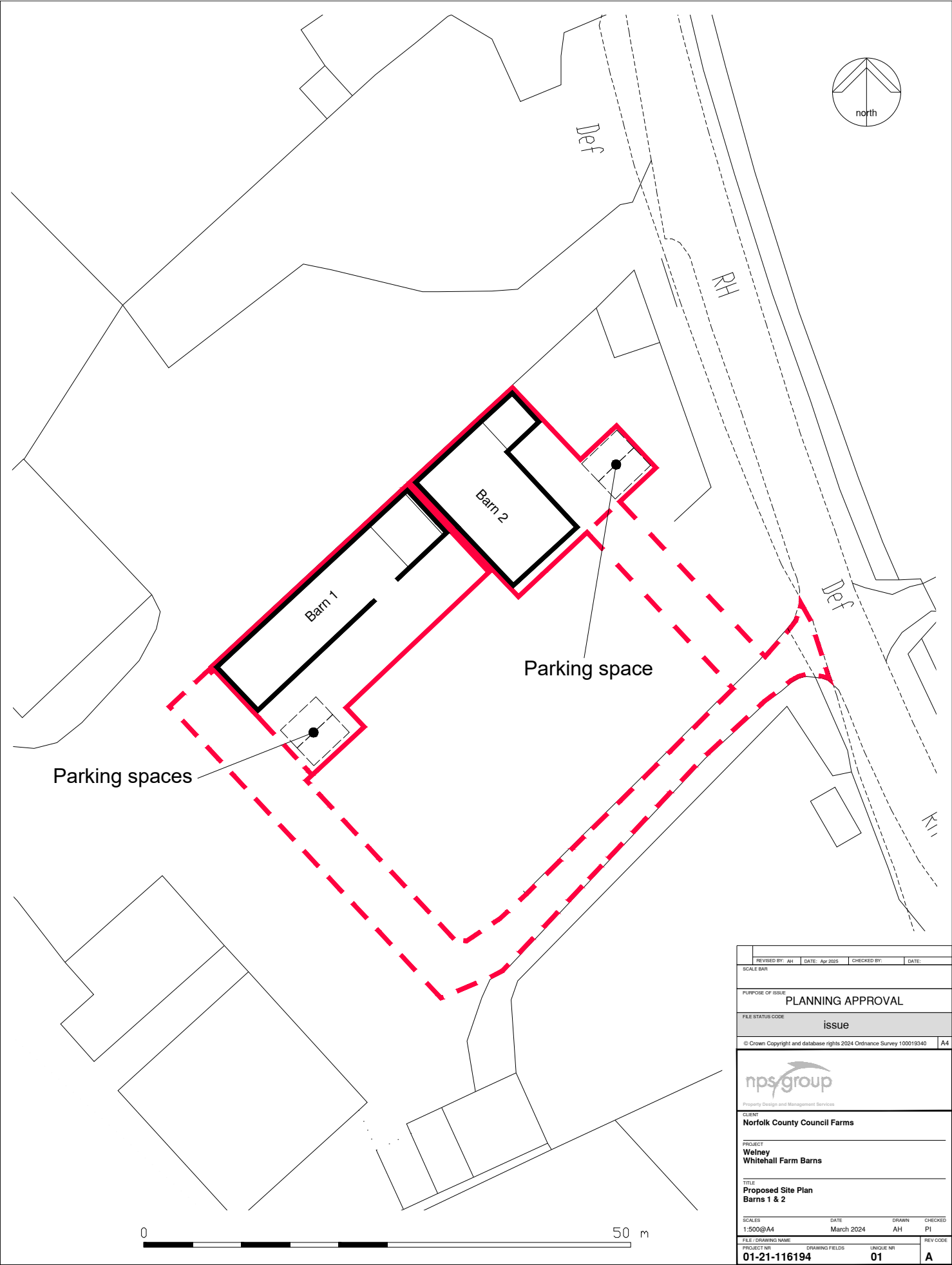
Scale 1:1250 at A4


Date April 2025

Plan No. **NCC-1577B**

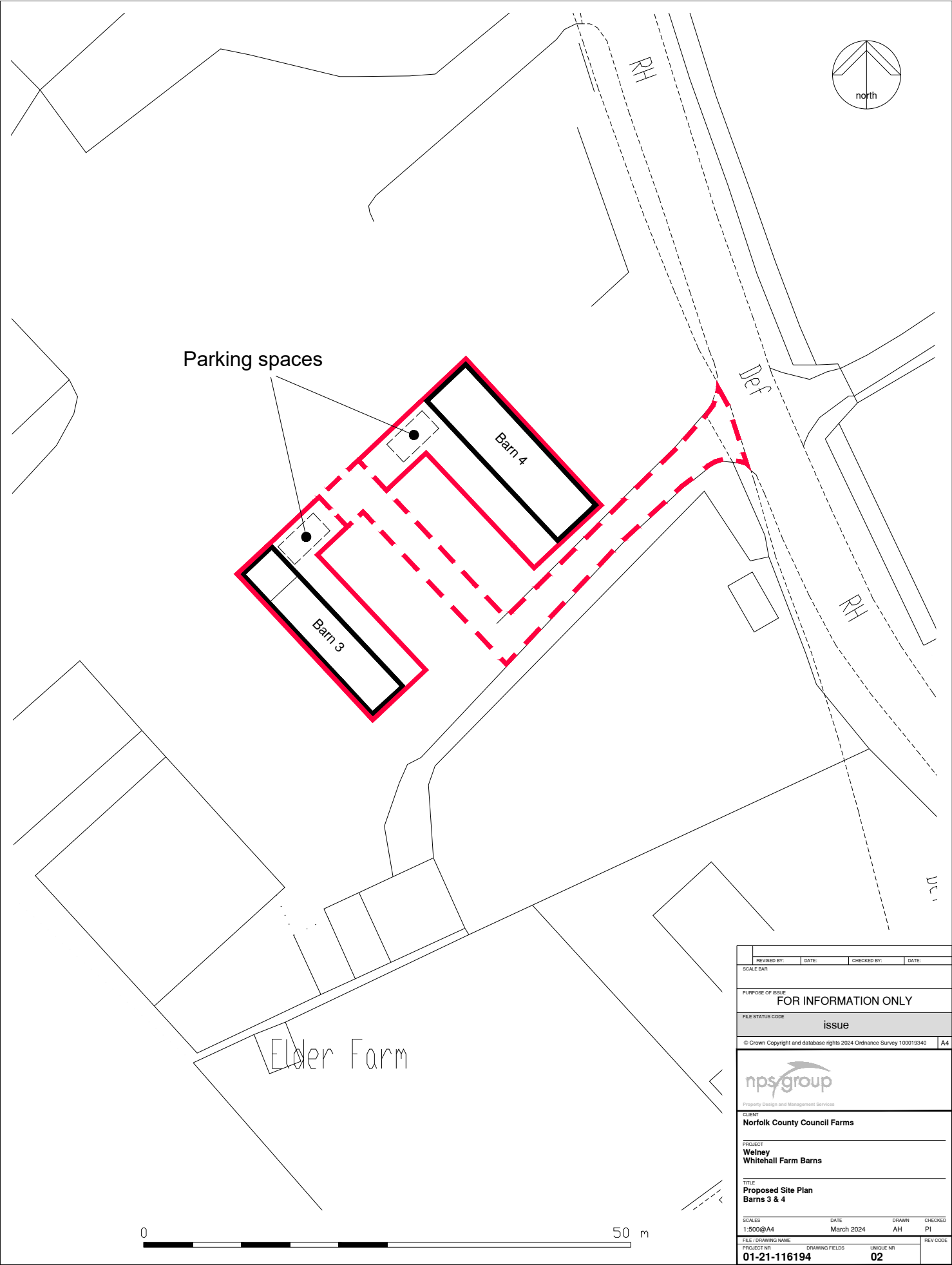
This map is taken from  
Ordnance Survey digital  
data.  
National grid reference:  
TL. 5135 9462






REVISED BY: AH		DATE: Apr 2025	CHECKED BY:	DATE:
SCALE BAR				
PURPOSE OF ISSUE				
PLANNING APPROVAL				
FILE STATUS CODE				
issue				
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A4				
				
Property Design and Management Services				
CLIENT				
Norfolk County Council Farms				
PROJECT				
Welney Whitehall Farm Barns				
TITLE				
Proposed Site Plan Barns 1 & 2				
SCALES		DATE	DRAWN	CHECKED
1:500@A4		March 2024	AH	PI
FILE / DRAWING NAME				
PROJECT NR		DRAWING FIELDS	UNIQUE NR	REV CODE
01-21-116194			01	A





REVISED BY:	DATE:	CHECKED BY:	DATE:
SCALE BAR			
PURPOSE OF ISSUE			
FOR INFORMATION ONLY			
FILE STATUS CODE			
issue			
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A4			
			
Property Design and Management Services			
CLIENT			
Norfolk County Council Farms			
PROJECT			
Welney Whitehall Farm Barns			
TITLE			
Proposed Site Plan Barns 3 & 4			
SCALES	DATE	DRAWN	CHECKED
1:500@A4	March 2024	AH	PI
FILE / DRAWING NAME		REV CODE	
PROJECT NR	DRAWING FIELDS	UNIQUE NR	
01-21-116194		02	

## Christchurch Parish Council - Receipts & Payments Summary as at 31.5.25

Income	Year to Date	Budget	%
FDC Precept	£ 11,100.00	£ 22,200.00	50.00
FDC Concurrent Functions Grant	£ -	£ 2,567.00	0.00
Allotment Rents	£ -	£ -	0.00
Allotment Rates	£ -	£ -	0.00
Community Centre	£ -	£ -	0.00
Grants	£ -	£ 10,000.00	0.00
Donations	£ -	£ -	0.00
Recycling Credits	£ -	£ -	0.00
Bank Interest	£ 21.33	£ 450.00	4.74
VAT Refunds	£ -	£ 3,275.04	0.00
Miscellaneous	£ 240.00	£ -	#####

**Total Income      £ 11,361.33      £ 38,492.04      29.52**

### Expenditure

Clerk's Salary	£ 773.62	£ 6,125.00	12.63
Fees	£ 265.00	£ 470.00	56.38
Subscriptions	£ 445.03	£ 590.00	75.43
Admin Expenses	£ 16.68	£ 350.00	4.77
Insurance	£ -	£ 1,600.00	0.00
Drainage Rates	£ -	£ 120.00	0.00
Recreation Ground	£ -	£ 2,500.00	0.00
Nature Park	£ -	£ 9,500.00	
Village Centre	£ -	£ 3,000.00	
Churchyard	£ -	£ 745.00	0.00
Community Centre	£ -	£ 2,000.00	0.00
Street Lights	£ -	£ 5,800.00	0.00
Section 137 Payments	£ -	£ 1,000.00	0.00
Highways	£ -	£ 4,000.00	0.00
Recoverable VAT	£ -	£ 1,750.00	0.00
Tree Works	£ -	£ -	0.00
Miscellaneous	£ 240.00	£ -	#####

**Total Expenditure      £ 1,740.33      £ 39,550.00      4.40**

### Summary

Total Income	£ 11,361.33
LESS Total Expenditure	£ 1,740.33

**Net Surplus or Deficit      £ 9,621.00**

### Balance Sheet

Balance B/fwd	£ 38,025.54
Surplus or Deficit	£ 9,621.00

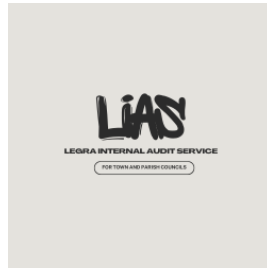
**Balance C/fwd      £ 47,646.54**

### Represented by

Barclays Community Account	£ 7,205.23
Barclays Business Premium Account	£ 20,308.45
NatWest Current Account	£ 8,927.50
NatWest Deposit Account	£ 11,205.36
Cash / Cheques	£ -

**£ 47,646.54**





9th May 2025

Helen Symmons,  
Legra Internal Audit

LegraIAS@outlook.com

## **2024/25 Interim Internal Audit Report for Christchurch Parish Council**

### **BASIS OF REPORT**

This internal audit report is based upon the Practitioners Guide (Joint Panel on Accountability and Governance) Governance and Accountability for Smaller Authorities in England 2024 publication.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls and was outlined in the original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. The Internal Audit Reports should, therefore, be made available to all Members to support and inform them when they consider the Council's approval of the annual governance statement.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from the audit are based upon objective and traceable evidence.

Please note: it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the Council in order to detect error or fraud. Smaller authorities are required by the Accounts and Audit Regulations 2015 to 'undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes'. An internal audit is therefore a periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of the staff and Councillors and not left for internal audit. (Source: Governance and Accountability for Smaller Councils - A Practitioners' Guide 2024 – Section 4).

As Internal Auditor for Christchurch Parish Council, I confirm that I am independent from the management of the financial controls and procedures of the Council and do not have any conflicts of interest with the Council, nor do I provide any management or financial assistance to the Council.

### **INTERIM AUDIT REPORT**

I reviewed the documents provided and met with the Parish Clerk/RFO on 1<sup>st</sup> May 2025 and finalised the information on 9<sup>th</sup> May 2025.

The Parish Clerk is the sole employee of the Council. The electorate number of the Parish Council was reported to be 850 and the Precept for the year 24/25 was set at £18,500

AUDIT POINT	AUDIT FINDINGS	RECOMMENDATIONS & ACTIONS
<b>A. Appropriate accounting records properly kept throughout the financial year</b>		
Book Keeping Arrangements	<ul style="list-style-type: none"> <li>• <i>Appropriate books of account are being kept and are well maintained. The Council operates on an Income &amp; Expenditure basis.</i></li> <li>• <i>The Council uses Excel spreadsheets for their accounting system and this is being used appropriately.</i></li> <li>• <i>Council minutes are up to date and are signed and dated.</i></li> </ul>	<p>In accordance with legislation, the agenda sent to Councillors does 'summon' them to attend meetings. For noting, the agenda on the website is an amended version to invite press and public.</p> <p>Please note that by law the first item of business at the Annual Council Meeting must be the Election of the Chairman. This is prior to any other business including apologies as the election of the chairman is essential for the lawful constitution of the council; without a chairman, the council cannot proceed with its business.</p>
<b>B. Financial Regulations complied with, payments supported by invoices, expenditure approved, VAT appropriately accounted for</b>		
Document reviews, review of internal controls and decision making.	<ul style="list-style-type: none"> <li>• <i>Standing Orders and Financial regulations were reviewed in the year based on the current model versions at the time and are appropriately published to the website.</i></li> <li>• <i>There were no contracts that needed to be advertised in line with procurement legislation.</i></li> <li>• <i>The Council follows its Standing Orders and Financial Regulations regarding procurement.</i></li> <li>• <i>A sample of payments during the year were reviewed. Payments were supported by invoices and all expenditure was approved.</i></li> <li>• <i>The system for authorising and making payments from the bank account is satisfactory.</i></li> <li>• <i>Orders are made in accordance with Financial Regulations.</i></li> <li>• <i>VAT is appropriately accounted for and claimed annually.</i></li> <li>• <i>There were effective controls in place for making payments.</i></li> </ul>	<p>The Clerk is aware that newer model versions are now available which accommodate the new procurement legislation, and this will be on the agenda for the Annual Council Meeting in May.</p> <p>It is recommended that the Clerk evidences that invoices are verified and certified in accordance with Financial Regulation 6.3.</p> <p>It is recommended that the minutes record when a quarterly internal check is undertaken and completed and whether any issues have arisen.</p> <p>It was noted that the Council is moving to an online banking system for payments with additional bank signatories.</p>



	<ul style="list-style-type: none"> <li>• The limit on the debit card is reasonable and security is acceptable.</li> <li>• Quarterly checks are undertaken independently by Councillors but not evidenced in the minutes</li> </ul>	
<b>C. Risk management &amp; Insurance</b>		
Review of internal controls	<ul style="list-style-type: none"> <li>• The Council undertook a review of risk in May 2024 with the document published with the agenda.</li> <li>• The scope and value of insurance was reviewed in September 2024 in time for the October renewal. Fidelity cover is £25,000 and was considered sufficient at the time</li> <li>• Appropriate arrangements are in place for monitoring play areas, open spaces etc.</li> <li>• The Council is responsible for trees and appropriate surveys and tree works are undertaken.</li> </ul>	In view of the increase in the precept for 2025/26, it is recommended that Fidelity Cover be increased to a minimum of £35,000.
<b>D. Budget, Precept and Reserves</b>		
Review of internal controls, monitoring and decision making	<ul style="list-style-type: none"> <li>• An annual budget was prepared and approved in January prior to setting the precept.</li> <li>• Progress against the 2024/25 budget was monitored during the year and evidenced in minutes. Any significant variances are reviewed.</li> <li>• The Council reviewed the level of reserves during the year, but this was not evidenced in the Council minutes. The Council has Earmarked reserves in addition to a General Reserve.</li> </ul>	<p>It is recommended that the annual budget and precept demand be published on the Council's website so the electorate can view how the Council plan to spend their precept contribution.</p> <p>The precept for 2025/26 is £22,200</p> <p>The Council will be formally reviewing their level of reserves at their forthcoming meeting.</p> <p>It is recommended that Council adopt a Reserves Policy.</p>
<b>E. Income</b>		
Review of internal controls, banking and VAT accounting	<ul style="list-style-type: none"> <li>• The precept received in 2024/25 agreed to the precept demand.</li> <li>• VAT was claimed and received for 2023/24 and a VAT claim has been submitted for 2024/25.</li> <li>• The Council does not have any additional income stream.</li> </ul>	

<b>F. Petty Cash</b>		
Review of internal controls, decision making and VAT accounting	<i>A Petty cash system is not operated by the Council.</i>	
<b>G. Payroll</b>		
Review of process, internal controls and decision making	<ul style="list-style-type: none"> <li>• <i>An appropriate contract of employment is in place.</i></li> <li>• <i>HMRC is appropriately paid by Council re PAYE/NI.</i></li> <li>• <i>The Council is registered with the Pension Regulator but the clerk does not qualify for automatic enrolment for a pension.</i></li> <li>• <i>Salaries were paid in accordance with Council approvals and PAYE and NI requirements were properly applied.</i></li> <li>• <i>A staff appraisal system is in place.</i></li> <li>• <i>Councillors do not receive allowances.</i></li> </ul>	As the Council does not operate from premises and the Clerk works from home, the Council does pay a homeworking allowance. Currently the HMRC tax free Homeworking Allowance is £26 per month, so only the amount in excess of this would be taxable income.
<b>H. Assets, Investments and Loans</b>		
Review of registers, policies and records	<i>The Council holds an asset register which is up to date and assets were inspected internally during the past year for risk.</i>	
<b>I. Bank Reconciliations</b>		
Review of internal controls	<i>The Clerk undertakes a monthly bank reconciliation. Whilst this is reviewed as part of the internal control process, it does need to be evidenced.</i>	It is recommended that in accordance with the Council's Financial Regulation 2.6, Council should ensure the review is explicitly recoded in the minutes.
<b>J. Accounting Statements</b>		
Review of process	<ul style="list-style-type: none"> <li>• <i>Appropriate accounting procedures are used and can be followed through from working papers to final documents.</i></li> <li>• <i>End of year accounts were prepared on a Receipts &amp; Payments basis.</i></li> <li>• <i>Figures were checked to Council's records.</i></li> </ul>	<p>It was highlighted to the Clerk that the Governance statements should be resolved individually by Council.</p> <p>The Council should receive and note the AGAR Internal Audit Report before approving the Annual Governance Statement and the Accounts.</p>
<b>K. Limited Assurance Review</b>		
Criteria review	<i>The Council does not meet the exemption criteria.</i>	



<b>L. Transparency Code</b>		
Review of published information on website	<ul style="list-style-type: none"> <li><i>In 2024/25, the Transparency Code for Smaller authorities applied for the Council and published all information in line with the code.</i></li> <li><i>The Council's website does not indicate that it is WCAG 2.2AA compliant in respect of the latest Accessibility Regulations.</i></li> <li><i>Five years of AGAR information is available on the website.</i></li> <li><i>There are contact details for all Councillors on the website along with their responsibilities within Council if applicable.</i></li> <li><i>The Council has an appropriate Publication Scheme although it needs to be evidenced on the website that this has been reviewed since 2018.</i></li> </ul>	<p>The Council's website is comprehensive and easy to navigate but the website needs updating to ensure it evidences compliancy of the latest Accessibility Regulations.</p> <p>A website accessibility statement also needs to be provided on the website.</p>
<b>M. Exercise of Public Rights</b>		
Review of 2023/24	<i>The Council published the exercise of public rights notice on the website and noticeboard with the following dates: 3<sup>rd</sup> June – 12<sup>th</sup> July inclusive. This appropriately included the first 10 working days of July and was formally minuted.</i>	
<b>N. AGAR publication</b>		
Review of 2023/24	<i>The Parish Council has complied with the publication requirements for the 2023/24 AGAR.</i>	
<b>O. Trust Funds</b>		
Review if applicable	<i>Not applicable</i>	

Transparency Compliant		
PROCESS	FINDINGS	RECOMMENDATIONS & ACTIONS
<b>1. Review of Internal Audit 2023/24 considered and actioned</b>		
Good Practice	<i>The Internal Audit was reviewed by Council. There were no matters requiring attention</i>	It would be best practice for the Internal Auditors review report to be published on the Council website
<b>2. External Audit recommendations 2023/24 considered and actioned</b>		
Good Practice	<i>The Conclusion of Audit report was received for 23/24 and published on the website.</i>	There were no Qualifications
<b>3. Compliance with Transparency Code</b>		
Good Practice / Legal conformity	<i>The Council does have to strictly adhere to the Transparency Code and published all elements.</i>	

#### Further Recommendations:

In accordance with the guidance of the JPAG 2024 1.5, the Council needs to have appropriate evidence to support a 'yes' answer to an assertion and therefore **each** assertion in respect of Section 1 of the Annual Governance and Accountability Return for 2024/25 should be referenced with **each** decision in a set of formal minutes.

There is no evidence that any appropriate training is undertaken. This would be good practice to keep up with sector and legislative changes. All staff and councillors should be supported in training as it will be of great benefit, not only to professional development, but to the Council. It would be advantageous to the Council for the Clerk to be a member of the Society of Local Council Clerks for as well as sector specific guidance, there is a library of policy templates that would be accessible.

It was noted that some of the information on the website was not the most up to date versions of policies that had been approved by Council e.g. the Code of Conduct whilst reviewed in January 2025, this is not reflected on the website.

The Council has an adequate storage system for both digital and hard copy documentation. There should also be a supporting Document Retention Policy though.

There will be some changes to the 2025/26 AGAR documentation. It is therefore recommended that the Clerk become familiar with the proper practices outlined in the Practitioners Guide 2025 which is now available.

#### Conclusion

It is evident that Christchurch Parish Council is a very proactive Council for its community. The above are recommendations to help the Council improve its processes and in no way detract from the work it, and the Parish Clerk have already done. The Council is to be commended for employing a dedicated and able Clerk and having councillors engaged in all aspects of Council life.

The Parish Clerk has introduced competent arrangements over the years and continues to seek improvement in order to ensure that Council's systems of internal financial control are transparent and effective.

My thanks are given to the Parish Clerk for providing documents on time and for his assistance which has ensured the smooth progress of the review process.

This report should be noted and taken to the next meeting of the Council for minuting to inform them of the Internal Audit work carried out.

If you would like any further assistance or clarification, please do contact me.

*Helen Simmons*

Legra Internal Audit Service  
Internal Auditor