

Fen Ditton Parish Council
www.fenditton-pc.gov.uk
e.mail: clerk@fenditton-pc.gov.uk
Tel: 07442768348

All members of the Council are summoned to attend the Monthly Meeting of Fen Ditton Parish Council on Tuesday, 5 May 2026 at 7.00 p.m. **The Hangar Marleigh Office** for the purposes of considering and resolving the business to be transacted at the meeting as set out in the agenda below. Councillors may observe proceedings remotely and speak at the chair's discretion, but remote attendance shall not be counted as attendance for the purposes of quorum or voting.

Members of the public are invited to address the meeting between 7.00 p.m. and 7.15 p.m.

Maximillian Huber

Maximillian Huber

Clerk & RFO

1st Floor, The Hangar Building,

2 Jubilee Sq, Cambridge CB5 8UW

AGENDA

LGA 1972 s12 10(2)(b) states that business must be specified on the agenda; therefore the Council cannot lawfully agree any matter that is not on the agenda. * indicates an agenda item for reporting only

Any matter that is not on the agenda is marked as an agenda item for reporting only

2026/75	To receive apologies.		
2026/76	Open forum for members of the public.		
2026/77	To approve the Minutes of the meeting held on 7 April 2026.		
2026/78	To receive declarations from Councillors as to the disclosable pecuniary and non-pecuniary interests in relation to any items on the agenda.		
2026/79	To receive the Internal Audit Report for 2025/26, subject to its availability		
2026/80	Clerk's report and matters arising from the Minutes. Defibrillator installed on the Community Centre wall in Marleigh and registered online. Information regarding submission of nomination papers for the May 2026 elections. Update on the 2025/26 internal audit process. Bank reconciliations for Q4 completed, accounts for 2025/2026 closed and VAT (£1,090.25) submitted. Cllr. L. Lakomy added as a signatory to Unity Trust.		
2026/81	To consider following planning applications and tree works applications		
	26/01423/HFUL	Red House Close Green End Fen Ditton Cambridgeshire CB5 8SX	Part single storey, part two storey side and rear extension, single storey side and rear extension, replacement windows and doors, the formation of new parking bays, and associated landscaping works.
	26/01334/LBC	20 Church Street Fen Ditton Cambridgeshire CB5 8SU	External: Remove concrete tanking to plinth, replaster in lime render. Remove concrete paver front door step, rebuild with natural stone step. Ground floor road front elevation, remove external boarding to timber frame, insulation between the studs with sheep wool, repair substrate (lathe/masonry) and replaster in lime. Strip impervious paint to expose jetty brackets. Remove impervious external paintwork to masonry ground floor wall (south). First floor, remove impervious external paintwork to plaster. Draughtproof and fill cracks in plaster with hared lime putty. Limewash external plaster and masonry elevations. Ground Internal: Remove concrete screed floor to ground floor and replace with insulated limecrete slab containing underfloor heating. Limecrete slab will be finished with gault brick flooring, bedded on lime mortar. Remove gypsum plaster to ground floor internal walls (up to approx. 1.5m above floor level). Remove cementitious tanking to ground internal walls behind gypsum plaster. Repair substrate (masonry or lathe) and introduction of new lime plaster finish. Strip impervious paint to expose internal timber elements. Repaint plaster walls with limewash or distemper. Remove failed plaster to ceiling to expose joists above. Remove modern opaque glass door to hallway. Remove modern fire surround and installation of a multifuel stove. First Floor internal: Remove plywood flooring to first floor and conservation repair of historic timber flooring. Remove emulsion paint to walls, repair plaster and paint with limewash or distemper. Remove modern fitted cupboard in small bedroom. Other Work: Repair and renovation of timber windows, reinstate small pane window pattern where it has been lost and installation of slimline

			glazing where glass is non historic. Replace one window to ground floor southern elevation with new horizontal sliding sash to match those to the west. Repair front door and frame and paint and draught stripped. Reline chimney.																												
	26/0379/TTCA	The Plough Inn Green End Fen Ditton Cambridgeshire CB5 8SX	Willow x 2 (leaning over a neighbouring driveway) - To uplift the leaning Willow to a height of up to 3.5 metres over the driveway, leaving the main stem untouched and perform a 2-metre lateral reduction over the driveway of the second large Willow, back to the previous pruning points.																												
	26/01555/FUL	12 Horningsea Road Fen Ditton Cambridgeshire CB5 8SZ	Erection of detached dwelling with access, landscaping and associated works																												
2026/82	To receive reports from and questions to: County Councillor/s District Councillors																														
2026/83	Review correspondence received and note any actions arising None.																														
2026/84	<table><tr><td colspan="2">To approve payments made during the month, accounts for payment, and authorise forthcoming payments:</td></tr><tr><td>NEST- Pension-DD Maximilian Huber</td><td>TBA</td></tr><tr><td>NEST- Pension-DD Indira Hui Raha</td><td>TBA</td></tr><tr><td>Clerk Salary – Maximilian Huber</td><td>TBA</td></tr><tr><td>Clerk Salary (Parental Pay) – Indira Hui Raha</td><td>TBA</td></tr><tr><td>Pavilion Cleaning</td><td>1st Invoice pending £110.00</td></tr><tr><td>SCRIBE</td><td>Trust £18.00</td></tr><tr><td>SCRIBE</td><td>PC-DD £67.20</td></tr><tr><td>SLCC</td><td>Monthly payment £30.00</td></tr><tr><td>Hayden Woodruff</td><td>Bus shelter cleaning £12.50</td></tr><tr><td>Camb Clean Serv</td><td>Office Cleaning £225.00</td></tr><tr><td>RH Landscapes</td><td>Grass Cutting Cemetery, Recr. Ground, Churchyard. Verges. £1,608.00</td></tr><tr><td>RH Landscapes</td><td>Tree Work – Clear Recreation £330.00</td></tr><tr><td></td><td>Ground Hedge</td></tr></table>			To approve payments made during the month, accounts for payment, and authorise forthcoming payments:		NEST- Pension-DD Maximilian Huber	TBA	NEST- Pension-DD Indira Hui Raha	TBA	Clerk Salary – Maximilian Huber	TBA	Clerk Salary (Parental Pay) – Indira Hui Raha	TBA	Pavilion Cleaning	1 st Invoice pending £110.00	SCRIBE	Trust £18.00	SCRIBE	PC-DD £67.20	SLCC	Monthly payment £30.00	Hayden Woodruff	Bus shelter cleaning £12.50	Camb Clean Serv	Office Cleaning £225.00	RH Landscapes	Grass Cutting Cemetery, Recr. Ground, Churchyard. Verges. £1,608.00	RH Landscapes	Tree Work – Clear Recreation £330.00		Ground Hedge
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2026/86	To note money received: 23/04/26 £44,830.00 Precept 17/04/26 £225.00 Ivett & Reed Memorial Fees 31/03/26 £591.23 Credit Interest Unity 31/03/26 £1,801.57 Credit Interest NationWide																														
2026/87	Proposal to approve a new Grant Policy (see Appendix A on website).																														
2026/88	Proposal to approve new Memorial Bench Policy (see Appendix B on website).																														
2026/89	Proposal to install a memorial bench on High Street.																														
2026/90	Proposal to approve grant applications to the Townlands Trust (see Appendix C on website).																														
2026/91	Proposal to select a date for the Annual Parish Meeting.																														
2026/92	Proposal to buy additional computer hardware (see Appendix D on website).																														
2026/93	Parish Councillors Committee report(s), (For Information Only) Newsletter/Website Cemetery Crime & Welfare Highways & Transport Strategic Planning Chairman Report																														
2026/94	To accept notices and matters for the next agenda.																														

Fen Ditton Parish Council

Voluntary and Community Sector Grants Policy

Draft v2.6 – for adoption

Adopted:	[date]
Minute ref:	[ref]
Review due:	[date]
Owner:	Parish Clerk / RFO

1. Purpose

Fen Ditton Parish Council (“the Council”) may award grants to support voluntary and community activity that delivers clear benefit to the Parish and its residents. The Council has limited funds and will apply this policy to ensure decisions are fair, transparent, and within legal powers.

A grant is a payment made by the Council to be used by an organisation for a specific purpose that benefits the Parish and which is not directly controlled or administered by the Council.

2. Legal powers

The Council will award grants only where it is satisfied it has lawful power to do so. Depending on the purpose and recipient, relevant powers may include (but are not limited to):

Local Government Act 1972 s137 (benefit to the area or inhabitants, within the statutory limit).

Local Government (Miscellaneous Provisions) Act 1976 s19 (contributions to recreational facilities and related support).

Other specific powers where applicable (e.g., community buildings or local amenities).

Where a specific power applies, the Council will normally use that in preference to s137.

3. Budget

An annual budget for grants will be agreed by the Council as part of the Council’s budget-setting process. The Council is not obliged to spend the full grants budget in any year.

4. Who can apply

4.1 Eligible applicants

Applications will be considered from not-for-profit organisations that can demonstrate benefit to Fen Ditton residents, including:

Registered charities and CIOs.

Community interest companies (asset-locked), charities’ trading subsidiaries (where appropriate), and other not-for-profit bodies.

Unincorporated associations with a written constitution and proper management arrangements.

Local branches of national charities/organisations where local benefit is demonstrated and funding is not reasonably available from the parent body.

4.2 Ineligible applicants

The Council will not normally consider applications from:

Individuals (including ad-hoc groups without governance).

Private businesses / profit-distributing entities.

Organisations intending to support or oppose a political party.

Applications that discriminate unlawfully (or that do not have appropriate equality safeguards).
National/international charities where the benefit is not clearly local or where local need is not evidenced.

5. What we will fund

The Council may consider funding for:

Capital projects (new / replacement / improvement of community facilities).
Equipment and one-off costs for services/events that demonstrably benefit Fen Ditton residents.
In exceptional cases only, limited revenue support where it is time-limited, clearly justified, and delivers defined outcomes.

The Council may fund up to a proportion of project costs. Where grants are sought as part of a larger fundraising package, the Council will require a credible funding plan and contingency.

6. What we will not fund

The Council will not normally fund:

Costs already incurred (no retrospective grants).
Projects that are principally the responsibility of another statutory body, unless there is a clear additional local benefit and lawful power.
General fundraising appeals without a defined project/outcome.
Activities primarily benefiting people outside Fen Ditton, unless a strong case for Parish benefit is demonstrated.

7. Special categories: faith groups, churches, and schools

7.1 Faith organisations / churches

Applications will be considered where a clear benefit to the wider community is demonstrated, irrespective of religious belief, and where the Council is satisfied the award is lawful. The Council may restrict awards to clearly community-facing purposes where appropriate.

7.2 Schools

Schools will normally only be supported for environmental/community-wide benefit projects, not core educational provision.

8. Grant bands and evidence requirements

8.1 Small grants (up to £350)

Evidence required:

Completed application (basic sections).
Latest accounts (or simple income/expenditure summary for small groups).
One quote/estimate where relevant.

8.2 Standard and large grants (over £350)

Evidence required (as applicable to the size/risk of the grant):

Governing document / constitution; aims and governance contacts.
Latest annual accounts and recent bank statement(s).
Detailed project plan, costs, quotes/estimates.
Funding plan (including other funders) and contingency if full funding is not secured.
Safeguarding policy where children/vulnerable adults are involved.
For capital works: evidence of permission/consent where needed (e.g., landowner consent / leaseholder consent).

The £350 threshold is a Council-set administrative threshold and will be reviewed annually by resolution.

9. Assessment criteria (how decisions are made)

Applications will be assessed against:

1. Direct benefit to Fen Ditton residents.
2. Evidence of need and outcomes (who benefits, how many, measurable impacts).
3. Value for money and proportionality (including reserves/balances).
4. Applicant capability and governance.
5. Match funding / own fundraising where relevant.
6. Long-term sustainability for capital projects (maintenance / operating implications).
7. Previous grants from the Council and delivery/performance.

The Council may request further information or invite a representative to discuss the application.

10. Decision-making, conflicts, and transparency

Grants are approved by Full Council (or a properly authorised committee) and recorded in minutes.

Councillors must declare interests. Any councillor with a disclosable pecuniary interest or other relevant interest must not participate in the decision.

The Council will publish awards in line with transparency requirements and its usual publication practice.

11. Conditions of grant (standard terms)

Unless varied by a written grant offer/letter, grants are subject to these conditions:

1. Use of funds: The grant must be used only for the agreed purpose. Any change requires prior written approval.
2. Unspent funds: Unspent funds must be returned at the end of the financial year unless an extension is granted in writing.
3. Monitoring: The recipient must provide an update/report and evidence of spend on request (and may be asked to report at the Annual Parish Meeting).
4. Withdrawal: If information is materially inaccurate or the project does not proceed as described, the Council may withdraw the grant and require repayment of unspent monies.
5. No future commitment: Awards do not create any expectation of future funding; a fresh application is required each year.
6. Recognition: The recipient must acknowledge Council support in publicity and, where appropriate for permanent assets, by a plaque or equivalent acknowledgment.

11.1 Repayment / clawback

The Council may require repayment (full or partial) where:

the grant is not used for the approved purpose; or

the project is abandoned; or

the asset funded is disposed of or ceases to provide community benefit within a stated period (for example, 5 years), where this is proportionate and set out in the written grant offer.

Any clawback must be clearly stated in the Council's written grant offer.

12. Emergency / urgent grants

In exceptional circumstances (for example, an unforeseen urgent community need), the Council may consider an out-of-cycle grant, provided the decision is lawful, properly minuted, and within budget.

13. Timetable

The Council normally operates an annual cycle:

January: information and forms available.

31 October: closing date for applications.

November: Council considers applications during budget setting.

April: grants available to successful applicants (subject to conditions).

Approved grants must be taken up by 31 March following approval unless the Council agrees otherwise in writing.

14. Data protection

The Council will process personal data provided in applications for the purposes of administering the grants scheme, making decisions, paying grants, and meeting transparency/audit requirements. Applicants should refer to the Council's Privacy Notice.

15. Subsidy control (where relevant)

Where an applicant carries out economic activity, the Council will consider whether the award is capable of amounting to a subsidy and will apply any necessary checks/conditions.

Appendix A – Grant Application Form

Please complete all relevant sections and attach the supporting documents requested.

Question	Response
1. Applicant organisation: Name, address, website (if any)	
2. Main contact: Name, role, email, phone	
3. Legal status: Charity/CIO (number), CIC/Company (number), Unincorporated (attach constitution), Other	
4. About your organisation: Purpose/activities; number of members/users; % who are Fen Ditton residents	
5. Grant request: Amount requested from FDPC (£); total project cost (£)	
6. Project description (plain English) and intended outcomes. Use an additional page if necessary.	
7. Who benefits (numbers; Fen Ditton focus) and where the project/service will take place	
8. Project costs: breakdown of costs (attach quotes/estimates where relevant)	
9. Funding plan: funding secured to date; other funding applied for (who/amount/status)	
10. Contingency plan if not fully funded	
11. Supporting documents (tick and attach): accounts; bank statements (for >£350); constitution; safeguarding policy (if applicable);	

permissions/consents (if applicable)	
12. Declarations: information is accurate; funds used only for approved purpose; agreement to monitoring/reporting and acknowledgment requirements	
13. Signed by two officers (e.g., Chair/Secretary/Treasurer): names, roles, signatures, date	

Submission: Email completed application and supporting documents to the Parish Clerk at [email address], or post to [postal address].

Fen Ditton Parish Council

Draft Memorial Bench Policy – V1.0

Fen Ditton Parish Council
Memorial Bench Policy
Version 1.0

• 1. Purpose

This policy sets out the basis on which Fen Ditton Parish Council will consider requests for the installation of memorial benches on land owned or managed by the Council.

The Council recognises that memorial benches can provide a valued public amenity and a lasting tribute. At the same time, the Council must ensure that public open spaces are managed fairly, safely, consistently, and in the wider public interest.

Nothing in this policy creates any right to have a memorial bench installed, retained, or replaced. Each request will be considered on its merits and subject to the Council's discretion.

• 2. Scope

This policy applies to requests for memorial benches on land owned or managed by the Council.

It does not apply to:

war memorials or civic memorials commissioned by the Council

benches installed by developers under planning obligations

temporary memorial items such as flowers, cards, or ornaments

• 3. General Principles

The Council will consider requests having regard to:

the suitability of the proposed location

the character and appearance of the site

equality of treatment between applicants

accessibility, safety, and maintenance requirements

the cumulative number of memorial items in any one area

the long-term management of Council land

The Council is under no obligation to provide or permit memorial benches.

Permission, if granted, is a personal permission only and does not grant any property right or exclusive use of the land.

• **4. Eligibility to Apply**

Applications may be made by a family member, close friend, or other person with a clear connection to the person to be commemorated.

The Council may require the applicant to identify a named contact who will remain responsible for correspondence relating to the bench.

• **5. Locations**

The number of suitable locations for memorial benches on Council land is very limited. The Council must balance commemorative requests against the need to protect the character of its open spaces, avoid visual clutter, preserve accessibility and ease of maintenance, and ensure that benches are provided primarily as a public amenity rather than as a memorial entitlement. Accordingly, not all requests can be accommodated, and the Council may decline an application even where a proposed location has personal significance to the applicant.

In deciding location, the Council may take into account:

- whether the site is suitable for a bench in planning and practical terms
- whether the bench would obstruct access, visibility, mowing, maintenance, or other operations
- whether the site is already over-provided with benches or memorials
- whether the site is environmentally sensitive
- whether the bench would be visually intrusive or inconsistent with the character of the area
- whether the location has a genuine public amenity value

The Council may refuse a requested location and instead offer an alternative location, or refuse the application altogether.

The Council may also determine that no further memorial benches will be allowed in a particular area.

• **6. Bench Type and Specification**

Any approved bench must be of a design, size, material, colour, and finish approved by the Council.

Any approved bench must be of a type suitable for public outdoor use and must meet such current safety, durability and accessibility standards as the Council may reasonably require, including BS EN 581 and BS 8300 or any equivalent replacement standards.

The Council may require:

- a standard bench design
- a standard colour or finish
- a bench supplied by the Council's nominated contractor or preferred supplier
- compliance with accessibility, durability, and maintenance requirements

The bench must not include:

- ornamentation, features, or shapes not approved by the Council
- glass, loose items, solar lights, or other attachments

- vases, toys, wind chimes, fencing, stones, or similar memorial additions

The Council may reject any proposal that is unsuitable in design, appearance, durability, or maintenance terms.

• **7. Plaques and Inscriptions**

Any plaque and inscription must be approved by the Council before installation.

As a general rule:

- wording must be brief, respectful, and non-contentious
- wording must not be political, defamatory, promotional, or offensive
- the size, material, font, and position of the plaque must be approved by the Council
- only one plaque will normally be permitted per bench

The Council reserves the right to require changes to wording or format before approval.

• **8. Application Process**

Applications must be made in writing on the Council's application form or in such format as the Council may require.

An application should include:

- the name of the person to be commemorated
- the applicant's name and contact details
- the proposed wording for the plaque
- the preferred location, if any
- the reason for the request
- any other information the Council reasonably requires

Applications will be considered by the Council or by a committee or officer acting under delegated authority, as applicable.

The Council's decision shall be final.

• **9. Costs**

The applicant will be responsible for such costs as the Council may determine, which may include:

- the cost of the bench
- the plaque
- delivery
- installation
- groundwork or foundations
- any inspection or administration fee
- any future agreed maintenance contribution, if applicable

The Council may require payment in full before any order is placed or installation arranged.

If the Council itself supplies and installs the bench, the bench shall remain the property of the Council once installed.

• **10. Ownership and Control**

All benches installed on Council land under this policy shall remain, or become, the property of the Council once installed.

The Council shall retain full control over:

- the location
- installation method
- maintenance arrangements
- replacement
- temporary removal
- permanent removal
- disposal at the end of the memorial period or useful life

No person shall acquire any ownership or other legal interest in the bench or the land by reason of making payment or contributing to the bench.

• **11. Memorial Period**

Approval for a memorial bench will normally be granted for a period of 10 years from the date of installation, unless the Council resolves otherwise.

At the end of that period, the Council may at its discretion:

- remove the plaque and retain the bench as a general public bench
- offer a renewal subject to the policy then in force
- remove and dispose of the bench if it has reached the end of its useful life or is no longer suitable

The Council is not obliged to renew any memorial arrangement.

The Council will use reasonable efforts to contact the applicant or the named contact before the end of the memorial period, but if it is unable to do so, it may proceed at its discretion.

• **12. Maintenance, Damage, and Replacement**

The Council will inspect and maintain benches only to such extent as it considers appropriate, having regard to safety, condition, available resources, and the Council's general maintenance regime.

The Council does not guarantee:

- that a bench will remain in place indefinitely
- that a bench or plaque will not deteriorate
- that vandalism, theft, accidental damage, or weather damage will not occur
- that any damaged bench or plaque will be repaired or replaced

Where a bench or plaque becomes unsafe, badly worn, vandalised, or beyond economic repair, the Council may remove it without prior notice if necessary for safety reasons.

The Council may, but shall not be obliged to, offer the named contact the option to fund a replacement plaque or replacement bench on terms determined by the Council at that time.

• **13. Removal, Relocation, and Works**

The Council reserves the right at any time to remove, relocate, replace, or alter a memorial bench if it reasonably considers this necessary for reasons including:

- health and safety
- maintenance
- site redesign or redevelopment
- changes in land use
- accessibility requirements
- anti-social behaviour or vandalism
- environmental or operational reasons
- compliance with law or best practice

Where reasonably practicable, the Council will seek to notify the named contact in advance, but it shall not be obliged to do so where urgent action is required.

• **14. No Additional Memorial Items**

No flowers, wreaths, ornaments, photographs, statues, toys, candles, balloons, pebbles, or similar items may be left on, attached to, or placed around a memorial bench without the Council's prior written consent.

The Council may remove and dispose of any unauthorised items at its discretion.

• **15. Equality and Fairness**

The Council will seek to apply this policy fairly and consistently.

Approval of one memorial bench does not create a precedent or obligation to approve another application in the same or any other location.

• **16. Data Protection**

Personal data supplied in connection with an application will be processed by the Council in accordance with applicable data protection law and the Council's privacy arrangements.

• **17. Review of Policy**

This policy will be reviewed from time to time and may be amended or withdrawn by the Council at any time.

• **Optional short application conditions to sit behind the policy**

We may also want a simple application form with these declarations:

Applicant declaration

1. I have read and understood the Council's Memorial Bench Policy.
2. I understand that the Council is under no obligation to approve the application.
3. I understand that any bench installed on Council land will be under the Council's control and may be moved or removed in accordance with the policy.
4. I understand that the memorial arrangement does not grant any ownership right in the bench or land.
5. I agree to pay the costs required by the Council before installation.
6. I understand that the Council does not guarantee repair, replacement, or renewal.

• **Practical points**

For a parish council, I would usually suggest these settings:

- **10-year memorial period**
- **one approved bench style only**
- **Council chooses the exact location**
- **Council supplies and installs**
- **very short plaque wording**
- **no surrounding memorial items**
- **clear right to move or remove**

Appendix C

DRAFT for comment - APPLICATION FOR A CAPITAL GRANT

Fen Ditton Recreation Ground Pavilion Improvement Project

Submitted by Fen Ditton Parish Council in support of works to the parish recreation ground pavilion

Applicant Fen Ditton Parish Council

Project Internal reconfiguration and improvement works to the pavilion, including relocation of the kitchen into the present storage area to enlarge the main hall and improve long-term community use

Site Pavilion at Fen Ditton Recreation Ground, Fen Ditton

Use of grant sought Capital building works only. Any grant awarded by Town Lands would be ring-fenced to the physical building works and would not be applied to professional fees

Primary beneficiaries Children and young people, older residents, sports clubs, community groups, families hiring the pavilion, the local primary school, and the wider public of Fen Ditton

Status of scheme Long-planned improvement project with draft plans in place; fundraising has been ongoing for a number of years but construction inflation has overtaken the funds raised

To the Trustees of Town Lands, Parochial Charity

Fen Ditton Parish Council respectfully applies for a contribution from Town Lands, Parochial Charity towards the improvement of the pavilion on the Fen Ditton recreation ground. The pavilion is a well-used community building dating from the mid-1980s. It has served the village for decades, but it now requires substantial improvement and overdue renewal if it is to remain fit for purpose for present and future users.

1. The building and the need for the project

The pavilion was built approximately forty years ago and has not been modernised in any meaningful way since construction. As a result, the building now suffers from a combination of age-related shortcomings and functional limitations.

Current concerns include damp, a possible structural issue at the adjoining wall to the storage area, and general deterioration associated with a building that has outlived the normal period in which major refurbishment would usually have taken place. In addition, the roof and skylights are now due for replacement, both to address condition issues and to secure the building against further decline.

The Council and the operating trust have been planning improvements and raising funds over a number of years. However, like many community building projects, the estimated cost of the works has risen significantly. Inflation in construction costs has overtaken the funds raised, making external support essential if the project is to proceed in a timely and sensible manner.

2. What the project will do

The principal internal change is to relocate the kitchen into what is currently a storage area. This will free additional space within the main event room, making the building more flexible and more attractive for a wider range of community uses.

That change is not simply a matter of convenience. The size, layout and functionality of the main hall directly affect whether activities can be run comfortably and safely, whether hirers feel the building meets their needs, and whether the pavilion can continue to serve as a practical local venue for both organised and informal community use.

The wider package of works also includes other improvements and long overdue maintenance, notably a new roof and replacement skylights. Together, these works would help secure the future of the building, improve its condition, reduce ongoing deterioration, and create a more welcoming and useful space for residents.

3. Present and future community use

The pavilion is already an important local facility. It is used primarily for community activities and sports clubs. It has also been let to the local primary school as additional space when required, demonstrating that it serves a broader public purpose than sport alone.

The building is particularly popular in the summer for children's parties. In practical terms, this means the pavilion already supports families with young children by providing a local, accessible and familiar venue for low-cost celebrations and gatherings within the parish.

Once improved, the pavilion will be able to serve these existing users better while also widening the range of community uses that can be accommodated comfortably. A larger and more flexible main room, supported by an improved kitchen and a more reliable building envelope, will make the facility more suitable for intergenerational events, children's activities, sports-related use, occasional school overflow use, meetings, small social events and other local charitable and community purposes.

4. How the project aligns with the aims of Town Lands, Parochial Charity

The Charity Commission register describes Town Lands, Parochial Charity as operating for general charitable purposes, the prevention or relief of poverty, and other charitable purposes; helping children and young

people, elderly or older people, people with disabilities and the general public; and making grants both to individuals and to organisations in Cambridgeshire. Its published activities also refer to one-off donations for impoverished residents in Fen Ditton, support for educational trips for young people, and assistance with the rental of Lifeline telephones. This application is therefore framed carefully to show how support for this pavilion project would advance the charity's local charitable mission in a practical and visible way.

- Children and young people: The pavilion is already used for children's parties and supports sports activity. An improved building will provide a better, safer and more functional venue for young residents and their families. The fact that the building has also been used by the local primary school reinforces its value to younger age groups in the parish.
- Older residents: A sound, warm and more usable community building supports older residents by

preserving a local place for meetings, gatherings and social contact. In village life, accessible indoor space is often critical to reducing isolation and maintaining participation in community activities.

- People with disabilities and wider accessibility: Although the present project is not solely an accessibility project, improved internal layout, better use of space and a building brought into better repair all assist in making the pavilion more usable and more dignified for people with mobility or other practical access needs.

- The general public of Fen Ditton: The pavilion is a shared parish asset. The benefit of the project will not be confined to a narrow membership group. It will support a very wide range of residents through recreation, social use, family events, youth activity, community gatherings and school-related use.

- Relief of financial pressure on local families and groups: A good local venue helps keep community activities and children's events local and comparatively affordable. In that sense, a properly functioning pavilion contributes in a modest but real way to the charity's concern for residents of limited means, because it helps preserve access to nearby, lower-cost community space rather than forcing reliance on more expensive or less convenient alternatives.

5. Why capital support for this work would make a difference

This is a practical, local, place-based project. A contribution from Town Lands would not disappear into general administration. It would help deliver visible and lasting improvement to a community building in Fen Ditton that is used by local people across age groups.

The requested support would also help bridge the gap created by rising building costs. The Council and trust have already committed substantial time and effort to planning and fundraising, but without further support there is a real risk that necessary works will continue to be delayed, with the building deteriorating further and becoming more expensive to repair.

Supporting the project now is therefore both constructive and economical. Timely intervention is usually far better value than deferring major work on an ageing building with damp and possible structural concerns.

Important assurance on use of funds: Any grant awarded by Town Lands would be allocated specifically

to the capital building works themselves. It would not be used for architect's fees, surveyor's fees, consultant costs or other professional fees.

6. Community benefit in more detail

The pavilion is not a speculative project and it is not an optional enhancement to an already modern facility. It is an established village building that has continued to be heavily used despite its age and limitations. The demand is already proven.

The improved kitchen arrangement will support a better main room, which in turn will improve the quality of community hiring. For children's parties, family gatherings and similar events, workable kitchen provision and adequate internal space are central to whether the building performs well. The same is true for community groups needing refreshment facilities, sports users needing a dependable base, and occasional educational or school-related use.

The works will also help protect a community asset that has social value extending beyond simple bookings income. Village buildings of this type help sustain community identity, reduce the need to travel elsewhere for local events, and provide a neutral shared venue that can be used by different sections of the community at different times.

7. Why this is an especially appropriate local grant

Town Lands, Parochial Charity is rooted in Fen Ditton and exists to support charitable purposes affecting local people. This application concerns a building in Fen Ditton, used by Fen Ditton residents and local organisations, with benefits that directly reach children, families, older residents, sports participants, school users and the wider community.

In that respect, the project is closely aligned with the local and practical character of the charity's work. It will create a durable improvement to community life within the parish rather than a remote or abstract outcome.

8. Funding request

The Council would be very grateful if Town Lands, Parochial Charity would consider making a contribution towards the building works for this project.

If helpful, the Council can provide further project information, plans, cost information and confirmation of the precise elements of work to which any grant would be allocated. The Council is content for any award to be restricted formally to the capital construction works associated with the pavilion improvement project.

9. Conclusion

This project is about safeguarding and improving a long-standing village facility so that it can continue to serve the community properly. The pavilion has given many years of service, but it now requires substantial investment if it is to remain a viable, welcoming and flexible building for local use.

A grant from Town Lands would help turn long-held plans into practical delivery. It would support a Fen Ditton asset, for Fen Ditton residents, in a manner that fits well with the charity's local charitable objects and

the groups it exists to help.

Fen Ditton Parish Council therefore respectfully asks the Trustees to consider this application favourably.

Yours faithfully,

Fen Ditton Parish Council

For and on behalf of the pavilion improvement project at Fen Ditton Recreation Ground

Background used for alignment in this draft: Charity Commission register entry for TOWN LANDS, PAROCHIAL CHARITY (charity number

255202), including stated charitable purposes, beneficiary groups, methods and activities.

Appendix D

Proposal to Purchase a Dedicated Raspberry Pi 5 for the ONLYOFFICE Server

Simple proposal for Fen DiOon Parish Council considera7on

Recommendation: approve the purchase of a separate Raspberry Pi 5 system, with Argon Neo 5 case, power supply and

NVMe SSD storage, to run ONLYOFFICE as a dedicated server alongside Nextcloud.

Current System and limitations

The current office PCs use LibreOffice to edit Word and Excel files. Although this is functional, it can be unreliable at times and is

less intuitive for users accustomed to Microsoft Office. In addition, Word and Excel files stored in Nextcloud cannot currently be

opened directly in the browser and must instead be downloaded before they can be viewed or edited. This creates an unnecessary

extra step and reduces efficiency. A server-based office solution, similar in concept to Microsoft 365, would address these

limitations and provide a more streamlined and accessible system for users..

Why additional hardware is proposed

A test install of ONLYOFFICE was carried out on a Raspberry Pi already running Nextcloud. During that process, both applications

were broken. That experience strongly supports keeping the live ONLYOFFICE service on its own dedicated Raspberry Pi 5 rather

than combining it with another key application on the same machine.

A separate unit gives a simpler installation, reduces the risk that one application or update will break another, and makes support

and fault-finding easier if there is ever a problem.

Why ONLYOFFICE is the right software choice

ONLYOFFICE is a good fit because it is designed around the Microsoft Office file formats most people already use, especially Word

and Excel documents. Its interface is familiar and straightforward, reducing training needs for users who know Microsoft Word style

menus and tabs.

It also integrates closely with Nextcloud. Word and Excel files stored in Nextcloud can be opened directly in the browser, edited

online, and saved back without downloading and re-uploading files manually.

It is also part of the wider European move toward open, self-hosted and digitally sovereign software, particularly where

organisations want greater control over their systems and data in response to privacy, security and legal-access concerns linked to reliance on large non-European cloud platforms. It's opensource (no cost version available).

Why the proposed hardware is sensible

- better reliability for opening and editing documents
- less risk that another service or update will disrupt multiple systems at once
- easier support, backup and replacement if needed
- clear separation between testing and live operation
- consistency with existing servers already using the Pi5's and Argon Neo 5 enclosure

Memory choice

A 4GB Raspberry Pi 5 should be sufficient for a small dedicated ONLYOFFICE installation. Published ONLYOFFICE guidance gives 4GB

RAM or more for Docker installations, so 4GB is a reasonable and economical starting point for normal parish council use.**Indicative cost estimate**

Item	Est. cost	Note
Raspberry Pi 5 (4GB)	£99.25	Base unit
Argon Neo 5 M.2 NVMe PCIe case	£35.36	Case with built-in fan
NVMe SSD	£28.40	Typical modest NVMe drive
27W USB-C power supply	£10.67	Official Pi 5 supply
Mini Gigabit DIN-Rail Switch	£37.00	No spare network connections
Estimated total	£210.68	plus any delivery

Suggested resolution

That the Council approves the purchase of a dedicated Raspberry Pi 5 based ONLYOFFICE server, comprising a Raspberry Pi 5 with 4GB RAM, Argon Neo 5 M.2 NVMe PCIe case, NVMe SSD and power supply, at an estimated total cost of about £173.68 plus any delivery, with authority delegated to the Chairman or Clerk to place the order.

Price note: estimated using UK online supplier pricing checked in April 2026. Prices may vary slightly at the point of order.