

**BURWELL PARISH COUNCIL**  
**ANNUAL LICENCE AGREEMENT**  
**Sports Pavilion and Pitches – Recreation Ground, Burwell**

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## **1. PARTIES**

### **Licensor**

Burwell Parish Council  
Jubilee Reading Room  
99 The Causeway  
Burwell  
Cambridge  
CB25 0DU

Authorised Representative:

Katherine Hyett, Clerk to the Parish Council

Telephone: 01638 743142

Email: burwellpc@burwellparishcouncil.gov.uk

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### **Licensee (Hirer)**

### **Burwell Football Club (Burwell FC)**

Authorised Officer: **[INSERT NAME AND ROLE – e.g. Chair or Secretary]**

Registered / Correspondence Address: **[INSERT ADDRESS]**

Telephone: **[INSERT]**

Email (for invoicing and notices): **[INSERT]**

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## **2. LICENCE PERIOD**

This Licence shall operate for the **2026/2027 season** from:

**1 July YYYY to 30 June YYYY (inclusive)**

Any extension beyond this period must be agreed in writing by the Parish Council. This agreement will be reviewed annually.

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## **3. LICENCE GRANT**

In consideration of the Licence Fee set out in Clause 6, Burwell Parish Council grants Burwell Football Club a **non-exclusive licence** to use:

- The Sports Pavilion; and
- Allocated football pitches

at **The Recreation Ground, Weirs Drove, Burwell, CB25 0BP**, subject to the terms of this Agreement.

This Agreement **does not create a tenancy** and confers no exclusive possession or security of tenure.

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#### **4. PERMITTED USE**

The Premises may be used solely for:

- Organised football training and matches
- Public sporting events involving adults and children (under 18s)
- Ancillary activities including changing facilities, refreshments and fundraising.

Any other use requires the **prior written consent** of the Parish Council.

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#### **5. SUPERVISION AND RESPONSIBILITY**

An adult authorised representative of Burwell FC must be present at all times during use of the Premises by Burwell FC and shall be responsible for:

- Behaviour of all players, officials and spectators
- Supervision of children and young people
- Care of the Premises, fixtures and equipment
- Ensuring safe access, egress and parking arrangements

Burwell FC shall make good or pay for any damage or loss caused during the licence period.

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#### **6. LICENCE FEE AND PAYMENT TERMS**

6.1 The annual licence fee is **£0000 (insert amount)**.

6.2 The fee shall be paid in **12 equal monthly instalments of insert amount**, payable in advance.

6.3 Payments shall be due on **1st of each month** commencing **1<sup>st</sup> July**.

6.4 Invoices will be issued by email. Failure to pay within **14 days** of the due date may result in suspension of use until payment is brought up to date.

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#### **7. INSURANCE AND INDEMNITY**

7.1 Burwell FC shall maintain **public liability insurance with a minimum indemnity of £10,000,000**.

7.2 Evidence of insurance shall be provided to the Parish Council prior to commencement and upon renewal.

7.3 Burwell FC shall indemnify the Parish Council against all claims, losses, damages or liabilities arising from its use of the Premises, except where caused by the Council's negligence.

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## **8. SAFEGUARDING AND CHILD PROTECTION**

8.1 Where activities involve children or young people under 18, Burwell FC shall:

- Comply with FA safeguarding policies and guidance
- Ensure appropriate DBS checks are in place
- Appoint a named Welfare Officer

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## **9. HEALTH, SAFETY AND HYGIENE**

- Fire exits must remain unobstructed
- The Fire Brigade must be called to any fire incident
- Electrical appliances brought onto site must comply with the Electricity at Work Regulations 1989
- Food preparation must comply with food safety and hygiene legislation

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## **10. NOISE, NUISANCE AND BEHAVIOUR**

Burwell FC shall ensure that noise is kept to a minimum, particularly during early mornings and late evenings, and that no nuisance is caused to neighbouring residents.

Authorised councillors or staff may require any person causing disturbance to leave immediately.

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## **11. GROUNDS AND FACILITIES CONDITIONS**

- No parking on the Recreation Ground without written permission
- Gates and barriers must be locked after each session
- Floodlights must be switched off after use
- Pitches to be marked and goals provided by Burwell FC
- The Parish Council gives no warranty as to fitness of pitches

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## **12. PAVILION CONDITIONS**

Burwell FC shall ensure the Pavilion is left clean, secure and ready for the next user, including:

- Premises must be left clean and tidy, and all equipment and furniture must be stored away as required.
- Players must not bang footwear against any of the walls of the premises to remove mud and no studded or spiked footwear is to be worn inside the showers.

- Players must not wash their boots in the showers or sinks.
- Ensuring all rubbish in place in bins.
- Locking all windows and doors.
- Setting the intruder alarm.
- Returning internal keys to the key box.

Additional cleaning costs incurred due to failure to comply may be invoiced.

All reports of defective equipment (including changing room facilities) must be reported upon discovery to the Council via email sent to [burwellpc@burwellparishcouncil.gov.uk](mailto:burwellpc@burwellparishcouncil.gov.uk)

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### **13. ANIMALS AND SMOKING**

- Spectators dogs must be kept on leads and cleaned up after
- No animals permitted in the Pavilion kitchen
- Smoking is prohibited within the Pavilion

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### **14. ALTERATIONS**

No alterations, installations or attachments may be made without prior written consent. Any approved fixtures may remain at the Council's discretion.

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### **15. DATA PROTECTION**

Personal data shall be processed in accordance with UK GDPR and used solely for administration, invoicing and management of this Agreement.

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### **16. TERMINATION AND SUSPENSION**

16.1 The Parish Council may terminate this Licence with immediate effect in the event of:

- Serious or persistent breach
- Non-payment of fees
- Unsafe or unlawful behaviour

16.2 The Council may temporarily suspend use where safety, maintenance or weather conditions require.

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### **17. FORCE MAJEURE**

The Parish Council shall not be liable for failure to provide access due to events beyond its reasonable control, including severe weather or emergency works.

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## **18. NO ASSIGNMENT OR SUB-LICENSING**

Burwell FC may not assign, share or sub-license use of the Premises without written consent.

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## **19. VARIATION**

No variation to this Agreement shall be valid unless agreed in writing by both parties.

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## **20. GOVERNING LAW**

This Agreement shall be governed by the law of **England and Wales**.

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### **SIGNATURES**

Signed for and on behalf of Burwell Parish Council:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed for and on behalf of Burwell Football Club:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

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## **Millstone Park Sports Hub, Newmarket Road, Burwell - meeting**

**14/01/2026**

- **Present:** Tom Kershaw (This Land), Paul Webb (Burwell PC), Liz Swift (Burwell PC), Tony Cornwall (Burwell FC), Simon Hart (Burwell FC), Andy Wilkinson (MLC), Craig Mulhall (MLC), Katie Critchley (FA), Chris Abbott (FA), Shaun Waite (Football Foundation), Katherine Hyett (Parish Clerk - Burwell PC)
- **Apologies** –Jim Perry (Burwell PC), Khalid Shaban (This Land)

A quick summary was given:

CM quickly recapped the needs assessment for the sports hub. David Hemstock (GMA) was appointed to assess the land -provide the agronomy report. The first site meeting happened yesterday with David Hemstock (GMA)and TK. It was discussed that we need to finalise the pitch mix, MLC are working with Burwell FC on their development plan – team growth, women's and disability football.

PW asked for an update on timeline with This Land: TK – as part of Millstone Park, the sports hub is the final phase. 100 occupations triggers serving of the land but they can do it sooner – once released to the parish council we have 12 weeks to respond. Vistry are building 270 homes, first occupation will be April/May time. 100 occupations likely to be end of 2027. TK updated that David Hemstock took a few soil samples and they would meet up 6-8 weeks' time to do further tests. Further results needed before design of site commences.

The parish council has earmarked £200k of CIL funding. Football foundation funding could be about 60-70%.

CM stated that this is likely to be a phased approach, they had some ideas for match funding plus the parish council have a good track record of fund raising. PW clarified that services will be laid up to the site. Drainage solution needs engineering for the rest of the site – this should be clarified by David Hemstock.

FA/FF talked about the need of security of tenure to continue and KC highlighted the need to be able to evidence the outcomes of the project. SW said an assessment of risk is needed as they would potentially be spending £30-40k without a guaranteed outcome.

Clarity is needed of the project scope for phase 1, what is the cost and what is the partnership funding. All the technical planning and design would happen and then funding.

CM said we were thinking of going with a 3G application supported by temporary buildings initially and then go out for other planning. KC suggested it would be better to consider a bare minimum pavilion that could be extended rather than temporary buildings.

PW – asked TK to establish what they need for us to transfer the land.

TK – wants to establish that the land will be used as promised. CM suggested we can provide TK (This Land) with an indicative mix of what is planned.

It was highlighted that it is difficult, it's a chicken and egg scenario, we need to try and establish viable project but need the land to obtain the funding.

SW said that the Football Foundation are now mainly responsible for grass and 3G funding. The PC would need to be responsible for the Pavilion.

MLC will produce a document to outline what is needed and potential outcomes to try and unlock a way forward. PW offered documentation to demonstrate allocation of CIL funding. KC said she should share a document about fundraising. TC stated that they need more confidence on timings to get sponsorship/initiate fundraising through the club. £200k of CIL funding may unlock funding for a 3G pitch but not pavilion and grass pitches. FF could provide support letter to help us get funding. Some discussions were had about the challenges of funding. CA said they can assist with a social impact calculation – this will help with engagement with council, funders and wider public.

Grass pitch sizes were discussed – ideally looking for one pitch in each size and a car park with c. 60 spaces as well as the 3G pitch.

SW asked if there is a playing pitch strategy: need evidence base for grass pitches and would also need to evidence why we need new ones if we removed the training pitch at the rec.

FF stated that the PC would need 25 -year minimum term lease to the football club, staff need to be factored in. A club led application will perform better. TC said they are looking at the legal entity of the club and gaining charitable status. TC asked KC about rugby. If rugby commit to a block booking this may mean further support from the FA. A multi-sport outcome is positive – padel courts also being considered due to strong funding opportunities and commercial viability. 20% of 3G should be accessible by women and girls. Need to consider under-represented groups and look at health outcomes.

KC said she can start looking at income and expenditure.

SH said that we need to understand all the dependencies and how they interact.

**Date of next meeting 11<sup>th</sup> February 2026.**

**Actions:**

1. MLC will produce an overarching document for all parties (sent first to Council and Burwell FC) including section 106, club development, security of tenure etc to outline what is needed and, hopefully, a way forward.
2. TK to confirm what This Land need in order to be confident in transferring the land to the Parish Council.
3. Football foundation to provide a support letter to enable fundraising to move forward.
4. KC to provide funding document and programme of use to go to MLC, also details on income and expenditure.
5. CA provide social impact calculator

**Correction of fact:**

**The Parish Council have two months to respond to land offer from This Land – 5.1.5, section 106 agreement.**

**Follow up emails:**

**21/01/06 – David Hemstock**

- The next set of geotech information on the various mounds should help to decide what soil goes where. And, what the proposed levels on the pitches are intended to be. There is at least some chalky stone somewhere on site, from the attenuation basin. This should be removed or buried.
- With the proposed levels, the design and costings can be clarified.
- Preference would be to limit the overall depth of topsoil and to only move it when ground conditions are dry enough for trafficking without damage to existing or mounded soil.
- Peak flow attenuation: liaison with the Hydrologist who has developed the overall site scheme is recommended as soon as possible.
- I will forward the technical assessment as soon as I can. There will be points missing such as final level implications but it will help clarify a few things, budget requirements included.

**David Hemstock, IEng.**

GMA Consultant

Member, Register of Independent Professional Turf Agronomists (RIPTA)

Member, Sport & Play Construction Association (SAPCA)

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**Sent 22/01/26 – Shaun Waite**

Thanks for forwarding the notes, which seem accurate from my perspective.

Thanks for the invite to further monthly meetings however at this stage, I feel there is some further conversations needed locally before we are involved in that level of detail. Once we are confident there is a project that is deliverable and meets FF outcomes, we can then get more involved in discussions at that stage.

So, to support that process, below are some summary thoughts from an FF perspective to consider as part of ongoing discussions and/or an overarching document:

- **Project Scope** - there seemed to be some substantial plans. 3G pitch, Pavilion and Grass Pitches, of which required further discussions. With that in mind, we just need some clarity on what the group feels is in the project scope.
- **Justification of Need** – to secure and justify investment, this would be needed. Why the above scope is needed and justified, using documents such as the local Playing Pitch Strategy (PPS) and Local Football Facility Plans (LFFP), as well as local intel or club growth trend since these documents have been complete. Any other local strategies or plans to support would also be worth considering. We think the 3G FTP is justifiable as its in the LFFP, however some work to justify investment into the grass pitches might be needed.

- **Estimated Total Project Cost** – it would be useful if the group could consider what it feels would be very topline total project cost. For examples, as a starting base, a 3G FTP, dependant on several factors can vary significantly but a figure of around £1m for this purpose is fine. Not asking for any detailed tender cost, but asking a few questions of trusted people with expertise in these areas of work to get a ball park figure might help. We can help give some very topline figures based on other projects being delivered, if that would help.
- **Partnership funding (PF)** – when investing into a project, the FF targets applicants to exhaust all avenues of funding with an attempt to raise up 35% of total project cost themselves. Therefore understanding PF available, as well as plans to raise further funds would be useful.
- **Security of Tenure/ Lead Applicant** – exploring the discussion around Security of Tenure would be important. Any applicant to the FF would need to have a minimum 25 year lease, that has no break clauses. One of our strategic priorities is to invest into club led projects, so if the club would to be the lead applicant, with the relevant SOT, this would achieve outcomes for the FF.
- **Assessment of other Football Foundation outcomes;**
  - Women & Girls – consideration of how will the project will achieve 20% W&G at peak slots (Mon-Fri, 5pm – 9pm). What is the clubs, and other local clubs current W&G team numbers, then consider how this can be grown to achieve this outcome.,
  - Multi-Sport – understanding if the Rugby club would partner, and if so, how much use would they require. Is there anything in the PPS or conversations with the RFU to suggest a Rugby compliant pitch is needed in the area? – are any of sports interested in using the site.
  - Underrepresented Groups –this can be developed as the project is activated, but there would be an expectation that the project would deliver targeted intervention to support people with Disability, Cultural Diverse communities and/or Low-Socio Economic Groups. Some understand of what the project partners deliver in this space currently, or what it would aim to do would be useful.

**Shaun Waite**

Delivery Manager (East)

The Football Foundation

Wembley Stadium | Wembley | London | HA9 0WS

E: [shaun.waite@footballfoundation.org.uk](mailto:shaun.waite@footballfoundation.org.uk)



**Burwell**  
Community Sports Centre

*Run by the Community for the  
Community*

**Business Plan - October 2025**

Company limited by guarantee, No 07752933

Charity Registration No: 1147828

Burwell Community Sports Centre, Buntins Path, Burwell, Cambridgeshire CB25 0DD

Phone: **01638 742125**

Email: [enquiries@burwellsports.co.uk](mailto:enquiries@burwellsports.co.uk)

Website: [www.burwellsports.co.uk](http://www.burwellsports.co.uk)

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## 1 Executive Summary

Burwell is an expanding village 11 miles northeast of Cambridge with a rapidly growing population. In 2019 the population was recorded at 6,417 and according to Burwell Parish Council is now over 7,000. This is expected to grow considerably in the next few years with one development alone within the village having permission to build 350 homes.

Beyond Burwell, we serve many of the surrounding villages including Reach, Swaffham Prior, Swaffham Bulbeck, Reach, Fordham to name a few.

In the early 1980s local residents formed a committee to raise funds for a village sports hall. The sports hall was built and opened in 1983 right with the aid of grants from the Sports Council and East Cambridgeshire District Council. The Burwell Community Sports Centre Association was formed and a management committee established to oversee the facility. The association successfully applied to be a registered charity.

In 2004 an all-weather floodlit astroturf pitch was added and in 2012, some of the upstairs space was converted into a dance studio.

The facility is situated right in the heart of the village, next door to the village primary school and library. It offers a multi sports hall, a dance studio, a bar/kitchen/ social area, a viewing gallery, changing rooms with toilets, additional toilets including a facility for the disabled, a staff office and various storage areas. Outside there is an all-weather pitch and extensive car-parking.

In 2013 the association was incorporated into a charitable company limited by guarantee. Now simply known as the Burwell Community Sports Centre, (BCSC). The directors of the company oversee the management of BCSC and employ a manager and part-time staff in an operational capacity.

This plan will be used to define the scope of our services, and to support grant applications that BCSC deems necessary to maintain and improve the facility to enable it to meet the needs of a rapidly growing local community. It will also be used on a continual basis in the evaluation of the mission, goals, and objectives.

As a community sports centre we strive to provide affordable and convenient access to sporting and leisure activities to people of all ages and abilities in the local community.

BCSC is a 'not for profit' charity, so it is crucial that it is financially viable but also can be accessed on an affordable basis for those most in need. It has seen growth in turnover and extended the range of activities on offer in recent years. This needs to continue, to

better fulfill our mandate and to counter the effects of inflation and the constant need to renovate and improve our facilities where possible.

Recent examples of this are:

- Replacing the main hall and astro lighting with energy efficient LEDs, which has reduced our energy costs substantially and improved the facility for our users as well as reducing our carbon footprint.
- We replaced the flooring on the stairs leading to the social area to ensure the health and safety of users and to improve the feel of the centre
- We successfully secured a grant from the Climate Change Opportunity Fund for £148,500, which has allowed us to install Solar panels across the roof, battery storage to enable us to save the energy generated, an air source heat pump to heat our water, air conditioning to reduce the temperature in the summer and warm the building up in the winter, so that in dire need the centre can be used as a respite centre for the community and two EV charging stations. The impact overall is to significantly reduce the centre's costs and allows it to generate income from feeding excess energy generated into the UK Power Network and from offering EV charging to the community at rates that cover the centre's costs, but which are significantly lower than power charging options at a more commercial charging station. Finally, we installed a display unit to show the community how alternative energy benefits us and them and what it means in terms of carbon reduction.
- The introduction of a regular maintenance programme, undertaken by a team of volunteers to reverse the deterioration of the building that has been happening for many years.
- We successfully secure a grant amounting to £4,500 from Burwell Parish Council and Burwell Carnival allowing us to purchase two new laptops for the centre and to introduce new software to manage the finances/ accounts of the centre, far more efficiently than had been possible previously.
- Reviewing the full range of policies and legal requirements that the centre needs to have in place to ensure that what we do meets current requirements and that the way we work is safe and efficient.
- Purchasing uniforms for our staff, to improve staff visibility and to signal this new era for Burwell Community Sports Centre.
- We built a new website, so that users could see what we currently offer and now regularly engage with our users via social media.

There is much more that we need to do in the future and these are covered in more detail within the 'Future Plans' section of this plan, but includes:

- The replacement of the main hall flooring. After over 40 years of usage, it is reaching the end of its useable lifetime.

- Re-design the front entrance area of the centre to make the centre more useable for the disabled, improve how welcoming it feels when users enter, to upgrade the changing rooms and toilet facilities, which again are reaching the end of their useable life and to make better use of the space so that we can consider alternative usage such as the introduction of a small gym.
- Improve the bar/ kitchen and social area, so that it becomes a space that users want to be in. This is with a view to opening a café area as well as opening up the bar on a regular basis.
- Maximise the usage of the facilities by offering a wider range of offerings to our community and extending the opening hours.
- Work more closely with other local institutions like Burwell Parish Council, Burwell Village College, the Burwell Day Centre, the Burwell Print Centre and Burwell Museum for the good of us all.
- Install two more partition curtains, so that each of the four courts can be independent of the rest of the hall.

## **2. Mission Statement**

Burwell Community Sports Centre is 'run by the community for the community'.

We aim to promote a healthy lifestyle and social integration by providing reasonably priced leisure and sporting activities plus special events for residents of all ages and abilities in Burwell and surrounding communities. We support healthy minds and bodies and communities.

We aim to make BCSC a thriving social hub at the heart of our community.

We will offer a wide range of activities designed to attract all sectors within our community.

We will aim to maximise opening times.

We will play our part in reducing the carbon footprint of our community.

### **2.1 Implementation Plan**

We will enable our mission statement by:

#### **Programming**

- Providing after school clubs and school holiday activities for local children.
- Continuing our programme aimed at adults over 55, (Mature and Active), which currently includes badminton, tai chi and carpet bowls.
- Providing low-cost activities for parents and toddlers. (Stay & Play, Football Fun Factory, Fun Skating).
- Providing a venue for adults to participate in a range of sporting activities (currently we offer football, cricket, badminton, table tennis, pickleball, yoga, roller hockey and dance classes).
- Providing facilities for local clubs and organisations to extend/complement our offer, (Badminton, Karate, Table Tennis, Soham Roller Hockey, Performance without Limit).
- Working with and developing facilities and sessions for all sectors of our local community.

#### **Partnerships**

- Working with Burwell Village College and enhancing our relationship.
- Working with other community organisations like Burwell Parish Council, Burwell Museum, Burwell Day Centre, local health agencies, East Cambridge District Council, Cambridge Football Association as best serves our growing local community.

### **Social Engagement & Responsiveness**

- Making BCSC a major social hub in the local community. (develop the bar/ café area)
- Helping to support healthy living habits from youth to old age.
- Supporting, (as far as the economics of running BCSC allows), those within our local community who are subject to financial deprivation.
- Become a respite centre of the community in times of crisis such as extreme heat or cold.
- Engaging with and educating the local community in relation to the impact of the changes we make with regard to the environment.

### **Operational Efficiency**

- Ensuring that we have and maintain an up to date and resilient IT support system to improve the customer and staff experience.

### **3. Company Ownership and Management**

BCSC is a company limited by guarantee and a registered charity. The company is run by a board of directors who are also the trustees of the charity. They provide strategic direction and support for the staff.

The centre employs a full-time manager to run the centre. The centre manager liaises closely with the directors and attends board meetings as and when asked.

The centre also employs one fulltime, and one part time duty managers/leisure assistants, who carry out operational duties under the supervision of the centre manager. There is also a small number of staff who work on a casual basis as and when required.

BCSC owns the Centre's facilities. The company leases the land on which the sports centre stands from Cambridgeshire County Council. The lease is for a period of 25 years.

**Commented [1]:** is there an expiry date?

## 4 Services and Facilities

BCSC is a facility with a main sports hall, dance studio and all-weather outdoor pitch, making it a multisport complex. It provides its users with a wide range of sporting and leisure activities. There is a community social area and an upstairs balcony viewing area as well as extensive car parking.

It is based right in the heart of the village.

### 4.1 Sports Hall

The sports hall is a typical 4-court hall, 32 metre long and 17 metre wide, and can accommodate most indoor sports such as volleyball, basketball, cricket, five-a-side football, gymnastics, roller hockey, as well as circuit training, soft play sessions for children with a bouncy castle and other suitable equipment, plus children's multisport programmes. The recent adoption of LED lights has improved both lighting levels and energy efficiency.

Some activities are run by the centre and others are run by qualified instructors. The sports hall is also booked by outside organisations for various events including sporting tournaments, roller discos, boxing, martial arts events, demonstrations, seasonal party events and even to fly model aeroplanes.

### 4.2 All-Weather Pitch

When the centre was first built, there was no junior football club in Burwell. Soon afterwards, residents formed one. By the late 1990s there were more than 15 junior teams. The sports hall could not meet the demand from all the teams for indoor winter training facilities. As a result, the floodlit all-weather pitch was constructed in 2005 to meet that demand. The Football Foundation was the principal funder, but there were also contributions from East Cambridgeshire District Council and other funders. The pitch was re-laid with a new 3G surface in November 2022 with the aid of a further grant from the Football Foundation. (*BCSC has to set aside money annually to eventually replace the pitch surface*).

It is 40 meters long and 30 meters wide. The surface is 3G synthetic grass to a depth of 50mm.

### 4.3 Dance Studio

The studio was first constructed in 2012 but proved to be too small for many classes. The studio was extended and refurbished in 2020 with the aid of a bank loan. It

measures 9.5 meters by 9 meters with a capacity of between 16-20 dependent on the activity.

With its sprung wooden floor and ventilation system it is ideal for classes. It caters for aerobics, dance, ballet, table tennis, karate and yoga classes. It is also used for meetings and training sessions.

Primarily it is booked by external instructors to hold their classes.

#### **4.4 Community Social Area and Balcony**

This area situated upstairs offers a small, licensed bar and kitchen area, (the latter can be used for the provision of tea/ coffee/ cakes). It is available to users and for hired events. Generally, it is used by party bookings or evening sports clubs.

Usage of the bar has dropped significantly since covid. but we are actively looking at ways to reverse this trend.

The balcony area overlooks the sports hall and acts as a viewing area for the activities with seating available. (Again, we are actively seeking to renovate this area).

#### **4.5 Other areas**

The sports centre has changing rooms and showers for men and women, separate toilets, (including one that allows for disabled access), a reception area at the main entrance and large storage spaces in the sports hall for sporting equipment and further storage upstairs.

It also offers extensive car parking now with 2 EV charging stations.

## 5 Key Users

### **Under 5s and Their Parents/Carers**

The Sports Centre runs a low cost weekly 'Stay & Play' session for parents and toddlers. It also offers the Football Fun Factory on Sunday mornings. The centre is also a popular venue for children's birthday parties.

### **Under 18s:**

The sports centre hosts and runs after school activities during term time including dance, skating, roller hockey, and badminton coaching. Classes are monitored for popularity and additional classes added when demand for them is apparent. The centre is also a popular venue for children's birthday parties as the hall can cater for a wide range of different activities.

We have recently developed our relationship with 'Burwell Action for Youth' and have supported football sessions for this age group. WE have recently agreed to host the BAFY youth bus every Friday, which will be a hub for various activities aimed at this age group.

**Commented [2]: We**

In addition, the centre runs:

- Weekly badminton coaching sessions for 11–16-year-olds.
- The Performance Without Limits Dance School offer a range of dance classes for 11–18-year-olds.
- Burwell Table Tennis Club has a youth section.
- Soham Roller Hockey Club runs youth teams, which train and play matches at the centre.

All of these activities are very popular.

We are about to introduce a couple of after school activities including art classes and sewing classes.

### **Over 55's:**

This age group has been identified as one that can benefit from specialist activities during the daytime. The Centre runs a low cost twice weekly Mature & Active programme. The fixed cost includes badminton, tai chi, and carpet bowls. These activities are proving very popular.

We also run Stretch and Balance classes and Chair Based Exercises.

### **Young Adults.**

Burwell FC teams train at the Centre's all-weather pitch during the winter and this engages many young adults, both male and female, in sporting activity.

We also try to encourage young adults to participate in sport through offering the use of the astroturf pitch at a discounted price when it is available, because we know we need to encourage youngsters to actively participate in sport.

### **Adults.**

Football comprises a large proportion of centre usage, both indoor football and on the outdoor astro pitch.

Badminton is also a popular sport with Burwell Badminton Club meetings and courts being regularly booked by groups to play at other times during the week.

Burwell Table Tennis Club is proving increasingly popular at the centre as well as other exercises classes run weekly including karate, yoga and dance classes. The facilities can be booked for other activities and events.

We are actively seeking to increase this range and are currently reviewing what options might prove most popular.

### **Disabled**

At present the centre's provision for the disabled is limited and we do have access issues that need to be addressed. We have consulted with individuals within this section of the community who will help us improve what we offer in this area.

## 6 Market Analysis

### 6.1 Local Context

Burwell is a large village with a population of over 7,000 people based on figures provided by Burwell Parish Council and continues to grow rapidly.

According to the census of 2021 the surrounding villages of Fordham, Swaffham Bulbeck, Swaffham Prior, Soham, Isleham, Exning and Bottisham account for another 23,211 and the nearby town of Newmarket has a population of 18,864.

Many of these locations have seen extensive residential building programmes since that time and are likely candidates for further development in the future.

The customer profile is very broad, covering infants through to the elderly and less physically able, as well as the full range of socio-economic groups. We are especially aware of those on low income who can least afford leisure activities, but may well have the most need.

BCSC is a vital resource for our local community, especially in an environment where people are mindful of reducing their carbon footprint by undertaking fewer journeys and accessing facilities on foot or by bicycle.

However, it is impossible to cater for everyone's needs due to the limitations of the site. So, we will seek to work positively with other facilities and agencies within the village that promote health and fitness activities. These include the local medical surgery, Burwell Parish Council and local sports and leisure clubs.

Locally, there are two community sports centres located in Soham (7 miles) and Bottisham (7 miles) as well as a relatively modern Leisure Centre in Newmarket (6 miles) and multiple Leisure facilities further away in Ely and Cambridge. We share many of the same aims and have many of the same needs, so working with them, rather than seeking to compete with them makes a lot of sense. Using local agencies generally set up by the county council, we can share best practice, which will benefit us all in terms of how we serve our communities and reduce our costs.

### 6.2 National Context

The following data is taken from the Sport England website,  
(<https://www.sportengland.org/about-us/economic-development>)

*'The overall value of sport provided by the Department of Culture, Media and Sport within the UK was £99.6 billion, with the figure for England calculated to be £87 billion, with a gross value added of £46.7 billion in 2021.'*

It is an established fact that sport and leisure activities have the following positive benefits:

- They help people with their physical and mental wellbeing.
- Connect and strengthens communities.
- Boost the economy in two ways. Firstly, it results in job creation and secondly, by reducing healthcare costs due to a healthier population and reducing crime.

As such, the economic impact of sport is an important part of our strategy, and we'll invest in sports and physical activity projects that contribute to the national and local economy.

## 7 How We Engage with Our Community

Due to the size and convenient location of our facility, many people are attracted to BCSC. However, we have to maximise our outreach. We seek to do this in a number of ways:

- 1 Advertising activities and events in local magazines and more widely through promotion in local media.
- 2 After a long period without any web presence, we have recently built a new site, which will be regularly updated to promote any new sessions or events that are taking place at the centre.
- 3 Regularly communicating with the local community via social media.
- 4 Offering discounts for high frequency activities along with free taster sessions for new activities.
- 5 Using Burwell Village College's Parent Mail system to target families of primary school children.
- 6 Hosting and/or supporting various community events that will bring in many people who otherwise would not come.
- 7 Print and radio media being invited to events and new activities.
- 8 Building partnerships with other community groups where we can work together for mutual benefit.

**Commented [3]:** do we have any stats regarding website visits/visitors?

## 8 Strengths, Weaknesses, Opportunities, and Threats

### Strengths

We are situated in the heart of the village close to other village amenities like the library, Burwell Village College and the Cambridge Army Cadet Force hut. So, for the residents of Burwell, we are well-known and convenient.

Many of the activities we offer are competitively priced.

We have a strong management board with a range of necessary skills and a shared vision.

We have the capacity to significantly increase accessibility to BCSC, by extending the range of the services we offer and the hours that we are open.

We have been able to engage the local community to assist us in areas where we have to date lacked critical skills such as IT, human resources, health and safety, graphic and general design plus handymen.

BCSC was only built because the local community made it happen and has always operated on the basis that it is 'Run by the community, for the community'.

We have secured new IT equipment and are introducing new software, which will increase staff efficiency and the customer experience, as well as providing IT resilience and data backup, which is essential if we are to ensure business continuity.

We can be relatively certain that following the installation of solar panels, along with battery storage and an air source heat pump plus EV Charging points that we are able to meet our costs and make a small profit to ensure that we can implement our current programme and maintain our facilities.

**Commented [4]:** able to meet our

### Weaknesses

We lack the capital to implement the plans any time soon that are set out in the executive summary. Many of these will be costly and so we will be reliant on securing grants or possibly securing loans.

We always have a chicken and egg situation when it comes to the need for recruitment balanced against the need to expand our income to support the overhead.

We are vulnerable and struggle to maintain our programme when staff leave, (though we have considerably improved our resilience in the last 12 months or so).

The leisure industry tends towards offering minimum wages and so it does not always attract high quality, reliable employees.

The board is made up of volunteers and at any time, they can choose to step down, which reduces the effectiveness of the board.

Because the centre is run on a 'not for profit' basis, we are vulnerable in times of economic hardship.

We are currently unable to offer the local community key and desired facilities like a gym or swimming pool.

Maintaining the facilities of the centre is an ongoing burden. By way of example, the main hall requires new flooring, as the old one is reaching the end of its useable life. The cost of replacement is very high when compared to our reserves and profitability.

## **Opportunities**

We have the opportunity to significantly increase accessibility to BCSC, by extending the range of the services we offer and the hours that we are open.

The local community is growing in size all the time, so we have an expanding client base to target.

With full solar panel installation and EV charging, we have created new income streams for the centre.

There is the potential to considerably increase the income derived from the bar/kitchen/ social area.

We are a convenient location for the local community that we serve.

We have the opportunity to expand our relationship with Burwell Village College, (if they are willing) to use the school fields, their netball court, tennis court and basketball court) when the school does not need them. This would mean that we could offer a whole range of different activities, which would especially benefit our summer programme.

There are significant grants available to help us achieve our goals sooner rather than later.

## **Threats**

Potential economic downturn.

Failure to secure grants for the capital outlay required to help us achieve our goals.

Loss of key staff or board members.

We currently only have a lease on the astro up to 2029. If this is not extended, it would have a serious impact on our income.

The installation of new software may result in teething problems as staff adjust to the changes.

## **9 Future Plans**

### **IT**

We are in the process of introducing new accountancy software and supporting software such as 'point of sale' software which should significantly improve our efficiency. This should free up the time of staff and management to allow them to engage more with customers and extend the range of services we offer.

### **Maintenance**

The main hall flooring is coming to the end of its natural life and research is being undertaken to replace it.

The changing rooms, toilet facilities, reception area and front door are badly in need of renovation. A complete overhaul would allow us to make much better use of the space, create a more welcoming atmosphere and to provide facilities that people like to use.

The disabled facilities need to be upgraded to meet the latest standards.

The centre in many respects looks tired and unfriendly, we need to give it a cosmetic uplift to create a space where people feel welcome and simply want to be. This includes upgrading the bar/ kitchen/ social area to encourage more usage

### **Developing Local Partnerships**

This has started but there is much that can be done to improve our relationship with other local agencies and organisations for the benefit of all parties.

### **Meeting Legal Requirements**

Using the local expertise that we have found to ensure that the centre complies with latest the latest legislation in key areas like human resources, health and safety, safeguarding, accounting, first aid, and data protection.

### **Extending Our Outreach**

We will develop a programme and timetable for expanding the range of services that we offer and our opening hours.

### **Grants**

We will be actively seeking grants to replace the floor in the main hall and to carry out the changes mentioned in the maintenance section above

## **10 Financial Information**

As a registered charity, the sports centre currently receives mandatory and discretionary business rates relief from East Cambridgeshire District Council.

The centre applies for grant funding for specific capital projects. The running costs of the centre are met by income generated by the centre, which derives principally from the fees that customers pay, but will now include feeding energy to the UK Power Network and usage of our EV charging facilities. If the centre makes an annual surplus, the funds will be used to maintain/ improve our facilities to enable us to deliver on our mission statement.

The centre is not registered for VAT as most of our income from the provision of sports services to the community is exempt from VAT.

2024-25 audited accounts are available for inspection upon request.

**From:** [REDACTED]  
**To:** [Katherine Hyett](#)  
**Subject:** Recreation Ground directional sign  
**Date:** 20 December 2025 12:51:01

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**CAUTION:** This email originates from outside of Burwell Parish Council

Dear Katherine,

It was good to see you on Friday at school, when the children singing Christmas songs.  
I am sorry to mention work, it's not that often that I see you to chat.

I am confirming our conversation about signage indicating the way to the recreation ground.

When opposition teams come to Burwell, the postcode they are given is Hythe Close, CB25 0EZ.

What tends to happen three sometimes more cars/vans at a time, will drive into the close then struggle to turn around.

They tend to follow the first car into the Close.

If there could be a sign before the bridge showing the direction of the Recreation Ground, it would help a great deal.

I wish you and all at the Parish Council A Merry Christmas and Happy New Year.

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**Subject:** Proposal for Funfair on Burwell Carnival Field  
**Date:** 27 January 2026 13:26:16  
**Attachments:** [unknown.png](#)

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CAUTION: This email originates from outside of Burwell Parish Council  
Hi Kathryn,

As discussed over the telephone earlier today.

I understand that, unfortunately, Burwell Carnival will not be going ahead this year. I would therefore like to propose bringing a funfair to the same field that I would normally attend for the carnival.

I would be happy to pay the Carnival Committee a ground hire fee of £500 for the week commencing either 13th–19th or 20th - 26th of July 2026, with the funfair opening on the following days and times:

- Thursday: 6:00pm – 9:00pm
- Friday: 6:00pm – 9:00pm
- Saturday: 2:00pm – 9:00pm

Sunday would be used for take-down and a full litter pick, with the site left exactly as found, as per normal practice.

Please let me know if this proposal is something the committee would consider, or if you require any further information from me.

Kind regards,

Philip Gray

Grays Family Funfair

**Email:** [info@graysfunfairrides.co.uk](mailto:info@graysfunfairrides.co.uk)  
**Website:** <https://graysfunfairrides.co.uk/>

Facebook page: <https://www.facebook.com/graysrides/>

[www.tiktok.com/@graysfunfairrides](https://www.tiktok.com/@graysfunfairrides)



Dear MPs, District Councillors, County Councillors, and Parish councils,

I hope this letter finds you well. I am writing to request some information and help regarding safe horse riding in our area, particularly concerning the B1103 bridge, between the villages of Burwell, Cambridgeshire and Exning, Suffolk. I was delighted to hear about the new path being developed. However, I have been informed that the new path will be primarily intended for cycling, wheeling, and walking, excluding horse riders from this new route. The BHS local access volunteers have been requesting both to Cambridgeshire County Council and Suffolk for horses to be included over many years, but no definite plan has been proposed. Now works are moving forward we are requesting both Suffolk and Cambridgeshire MPs, District Councillors, County Councillors, and both Parish councils help us with this urgent safety matter.

Cambridgeshire Local Policy Public Rights of Way Improvement Plan

**SOA 2 A safer and health-enhancing activity**

In the past, there have been specific instances of footpaths upgraded to bridleways to provide horse riders with safer off-road routes. Examples of schemes that have improved safety for a range of users include:

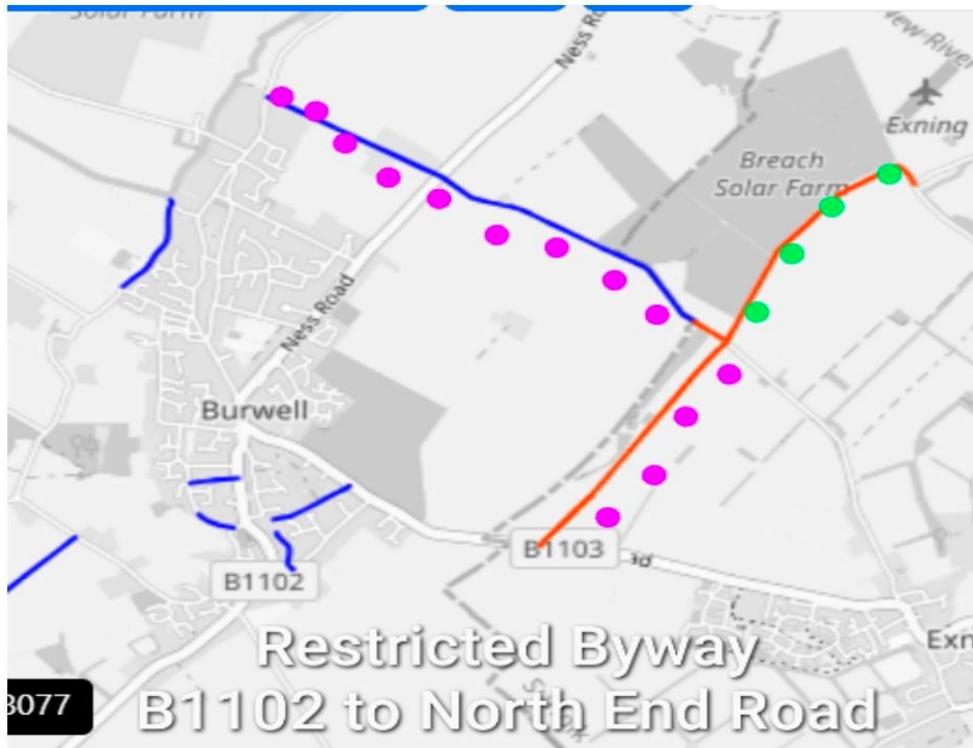
- Long Road, Comberton;
- Jack's Way, paid for from Northstowe monies
- Fordham bypass – bridleway within bypass,
- Cambridgeshire Guided Busway bridleway and cycleway,

2/2	Verge and footway improvements	CD	Project		CCC
Provide and publicise safe routes alongside busy roads where required to connect to ROW which otherwise are effectively dead-ended by terminating on busy roads without safe soft user provision.					

Suffolk Green Access Strategy 2020-2030 (a document required by the Countryside and Rights of Way act 2000) states. “Green access includes, public rights of way, open access and informal routes, and moving about on foot, on a bicycle or on horseback. It covers access to green space but also relates to accessing services, workplace, and schools. It is especially relevant to sustainable transport, health, and wellbeing”.

The British Horse Society and Sustrans who I believe did a feasibility study, have a memorandum to work together for mutual benefit.

The B1103 has a restricted byway joining it from North End Road, Exning. The restricted byway (orange with purple spots. Orange with green spots is the only bit of bridleway in this area. Blue with purple dots BOAT/ Part Restricted Byway.) This is regularly used by horse riders, cyclists and walkers coming both North End Road, and from Howlem Balk (restricted byway, blue with purple dots) but they can't go further, because of the danger of crossing over the bridge to Burwell or on the narrow verge to Exning, which has been



tarmacked over at either end, and signposted cycleway/pedestrian only.

With the proximity of Newmarket, to both Burwell and Exning, there's a flow of retired racehorses to staff, who need somewhere local to keep their horses, and the wider public who live locally. This has seen several commercial livery yards open, to both competition horses and leisure horses. This doesn't include private homes with horses kept for leisure and other equestrian disciplines, such as showing, dressage, show jumping and eventing, all using local businesses (bedding, feed, farriers, tack shops, vets, competition venues, and much, much more.) contributing to the £260+million local economy (figures from West Suffolk, Newmarket's Horse Breeding and Racing Cluster 2022 Local Impact Report). All will be using the local roads, bridleways, and byways for relaxation and training, potentially our next equestrian Olympian could start right here, at the grassroots of equestrianism.

Could you please provide me with any information or updates on whether there are plans to include a safe passage for horse riders over the B1103 bridge? Ensuring safety

for both riders and horses is of paramount importance and having a clear and secure route over the bridge would be greatly beneficial to our community.

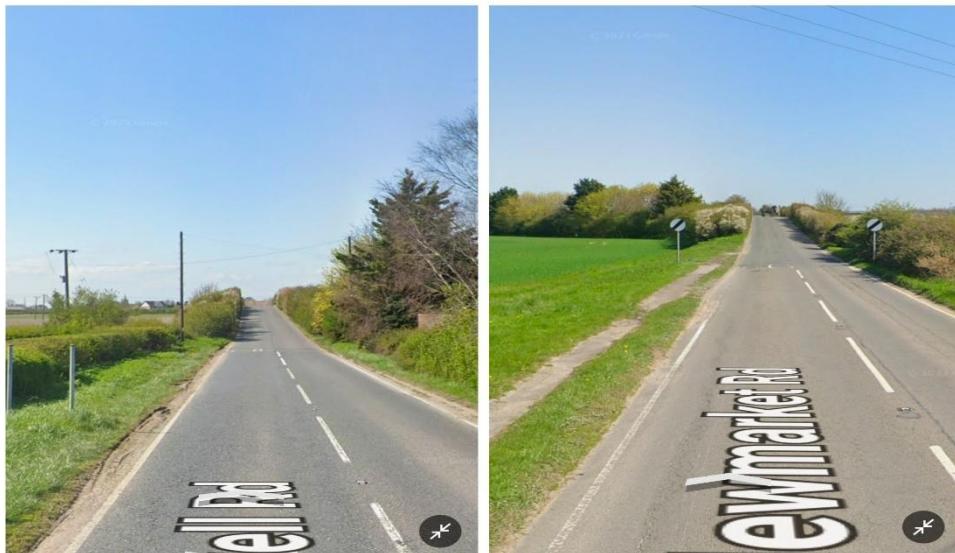


Figure 1 Burwell Bridge B1103 from both sides.

With the recent debate in Westminster on equestrian road safety, this new path would greatly enhance safety of ALL vulnerable road users. Currently highway code states that cyclists should not pass horse riders on the left-hand side. (rule 63). This would happen if horse were excluded from using the path, and potentially spooking horses into oncoming traffic on a blind hill with cars and lorries traveling at the national speed limit of up to 60 mph. The highway code also states that vehicle should pass wide and slow,



Figure 2 Cyclist traversing B1103 Bridge 26/01/2026

rule 215. The blind hill of the bridge makes it impossible to see what is behind or coming up over the hill.

You can see the difficulty faced by this cyclist in the above photo. They have nowhere to escape should a vehicle fail to see them.

Thank you very much for your time and assistance in this matter. I look forward to your response.

Kind regards,

Hazel Barber.

Access & Bridleways Officer

(Burwell, Fordham & Wicken)