

District Council Report

October 2021

Full Council met at Littleport Leisure Centre on 21st October. A motion regarding Community Land Trusts was voted down by Council. Council received a presentation from Cambridgeshire Police regarding a pilot scheme to use volunteers to assist the police with road safety issues, including speeding and illegal parking. Council voted to support the pilot scheme. Council also approved the Treasury Operations Annual Performance Review and the Gambling Act 2005 Statement of Licensing Principles. The single issue review of the Local Plan was approved for consultation and the Community Infrastructure List, including the Gardiner Memorial Project was agreed for the coming year.

I chaired a meeting of the Finance and Assets Committee. Committee agreed to consult on some changes to the Local Council Tax Reduction Scheme for 2022/23, which should simplify the scheme for claimants. Committee made a number of appointments to Internal Drainage Boards. Committee also received a number of update reports including: Council-owned assets; Health & Safety Annual Report; the Medium Term Financial Strategy; a financial update; and a report into the Gender Pay Gap.

I also attended a briefing regarding the Greater Cambridge Partnership consultation regarding Newmarket Road, Cambridge.

David Brown

Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting of 26th October 2021 7.30 pm (following PC Meeting) at

Mandeville Hall

Present: Joan Lonsdale (Chair), Lea Dodds, Robin Dyos, Jim Perry, Derek Reader, Liz swift, Michael Swift, Geraldine Tate, and Hazel Williams

A&E/261021/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Paul Webb.

Derek Reader declared an interest in the quotations for tree work. It was therefore agreed to move item A&E/201021/04 to the end of the meeting.

Election of Chair and Vice Chair

After some discussion it was agreed that Joan Lonsdale would continue as Chair for a further year, with Lea Dodds Vice Chair.

A&E/261021/02 Approval of the minutes of the meeting held on 24th August 2021

The minutes of the meeting held on 24th August 2021 were approved.

A&E/261021/03 Consideration of Action Sheet items and updates from minutes

The following updates were noted:

Meads Construction have commenced work on the car park at the Recreation Ground. Cadman's have started work at the Gardiner Memorial Hall. Work in Progress Insurance is in place, although no invoice or paperwork has been received yet for the additional premium.

Item 4 Mandeville Hall ceiling to be removed.

A&E/261021/05 Consideration of the quotation to replace the Zip Wire Chain Protector

A quotation had been received for a replacement protector for the Zip Wire for £91.00 plus VAT (Creative Play). It was agreed that this should be purchased. Some concern was raised to how quickly this had worn. The Clerk was asked to find out the life expectancy for the part. The Clerk had also check to see if it was covered under the guarantee but had been informed by Creative Play that it does not.

A&E/261021/06 Request to use Mandeville Hall Car Park by Pimp my Fish

A request had been made by the owner of Pimp my Fish to ask if he could pitch his vehicle at the Mandeville Hall on a Wednesday evening between 5 pm and 8 pm. Although keen to support local businesses, Wednesday evening is exceptionally busy at the hall and there is already demand for all the parking spaces. This is worse during the cricket season. Other evenings are also busy. Clerk to respond to find out options of other evenings once the Gardiner Memorial Hall has reopened.

A&E/261021/07 Public Toilet external drainage pipes

The Clerk reported that there had been one or two instances where the external clay drainage pipes had blocked. These had been resolved by the Maintenance Officer and had mainly been caused by the clay pipes cracking and moving. The Maintenance Officer had suggested that to prevent this from happening, consideration should be given to replacing the old clay pipes with plastic ones. The Clerk was asked to obtain some quotations to get the work carried out.

A&E/261021/08 Cemetery:

Turfing of graves and the general condition of graves inc fake grass

Members of the Group had been asked to visit the Cemetery prior to this meeting.

A request to have fake grass on a burial plot had previously been refused by the Finance and General Purposes Group.

Having seen that several other graves had fake grass laid and that it appeared to be neat and tidy, the Group agreed that the previous decision to not allow the grass should be changed. There was some concern that the fake grass is not environmentally good as it restricts insect life, however the areas are small. The Clerk clarified and it was agreed by the group that the Council will take no responsibility for damage to the fake grass caused by machinery used to maintain the cemetery.

Several graves could benefit from being turfed. The Clerk to obtain a quotation for the work to be carried out.

DEFRA Consultation on Amendments to the Environmental Permitting (England and Wales) Regulations 2016 as applied to Groundwater Activities and related Surface Water Discharge Activities

Council noted that a DEFRA is carrying out a consultation which may lead to an increase in burial plot sizes. If this was to happen then the cemetery would have a lower capacity for future years. At this stage the cemetery still has a large area of space available.

A&E/261021/09 Any other matters

Climate Change

The Clerk brought to the attention the minutes of the Climate Change Forum. Climate Change needs to be taken into account when making decision and recommends by the Group. Jenny Moss could be asked to attend the Assets and Environment Group Meetings if there is a need with any item that needs her involvement being brought to the beginning of the meeting.

The Clerk asked that there are clear instructions for the grass contractor by the start of the cutting season.

2022/2023 Precept

The following items should be given consideration for the 2022/2023 Precept:

- Public toilet drainage
- Annual Tree Inspections
- Spring Close

Michael Swift suggested that the Council should consider appointed a tree contractor to carry out all tree work.

Jim Perry suggested that everyone in the village should donate a tree to create another wood. Land acquisition is likely to be difficult and the Climate Change Forum and local environmental groups have started to look where land may be available.

Derek Reader left the point at this time.

A&E/261021/04 Trees:

Annual Tree Checks and Inspection Report - Consideration of quotations

Quotations had been received from three companies to carry out annual tree checks and inspections. Michael Swift proposed, seconded by Liz Swift, and agreed that the following recommendation should be made to Full Council:

That EWP Consultancy should be appointed to carry out Annual Tree Checks and Inspections at a cost of £1661.00 plus VAT for the First year.

The Clerk to check that the terms and conditions for EWP are like the other companies who are more expensive.

Consideration of quotations for tree work at the following locations

- Newmarket Road Entrance to the Allotments – tree branches affecting cables

- Jubilee Green – high trees requiring lowering on the boundary to the houses on Park Road
- Cemetery – branches over memorial stones, birds mess causing damage to the memorials.

Quotations from three contractors had been received for each area of the work required. It was agreed that the cheapest quotation overall should be recommended to Full Council for acceptance. It was noted that further work may be required to another two trees at the cemetery to maintain the symmetric look. The following recommendation was proposed by Michael Swift and seconded by Jim Perry.

The Group recommends to Full Council that the quotations totalling £1390.00 from S R Landscapes to carry out tree work at Jubilee Green, the Cemetery and the entrance to the Allotments should be accepted.

Hazel Williams reported that she and Liz Swift had met with Mr Metcalfe regarding the Amenity Area at Hatley Drive regarding carrying out work to the area without Council's Permission. It is thought that he now understands that permission must be obtained from the Council and that there may be delays in permission being given before he carries out any further work.

A&E/261021/10 Date of the next meeting – 21st December 2021 to be confirmed

The next meeting is scheduled very close to Christmas, and it was agreed that this is not an appropriate time for the meeting to be held.

The meeting closed at 9 pm.

Signed

Dated

		INFORMATION AND UPDATES		
PROJECT	DATES	ESTIMATED COST		
1 Recreation Ground			Work commenced 21 st October 2021	
2 Mandeville Hall air conditioning and sound proofing	On going		To investigate as time allows. The new Climate Change Forum may wish to give this some consideration	
3 GMH Refurbishment	June 2018		Cadman now on site	
4 Spring Close Fallen/Dead trees			Advised by K Drane Tree Officer ECDC to leave Ash trees with dieback in situ. Fallen tree to be cleared in Autumn. Geologist now advising not to fill in gaps in springhead.	

Burwell Parish Council
Community, Leisure and Sport

Minutes of the Meeting on 19.10.2021 at 7.30 pm using Zoom

Present: Michael Swift (Chair), Helen McMenamin-Smith, Jenny Moss, Jim Perry, Liz Swift, Geraldine Tate, and Paul Webb.

CL&S/191021/01 Apologies for absences and declarations of interests and Election of Chair and Vice Chair

There were no apologies for absence.

Liz Swift declared an interest in items relating to Burwell Action for Youth (BAFY)

Paul Webb declared an interest in items relating to BAFY and the Burwell Cycle Club.

Geraldine Tate proposed Michael Swift as Chairman, seconded by Helen McMenamin-Smith. Michael Swift was duly elected as Chairman.

Paul Webb proposed Geraldine Tate as Vice Chairman, seconded by Michael Swift.

Geraldine Tate was duly elected as Vice Chairman.

CL&S/191021/02 Approval of the minutes of the 17.8.21

Following the removal of the sentence 'there were no apologies for absence' the minutes were approved.

Proposed by Liz Swift and seconded by Helen McMenamin-Smith

CL&S/191021/03 Action Sheet Updates

There will be a Spring Close Working Day on 30th October 2021. Helen McMenamin-Smith to provide refreshments, Jenny Moss apologised that she will be unable to attend. It has been arranged for Carl Turner to assist with the Working Day and there will be a need to pay something towards his services and use of machinery for the day. There needs to be a date change for the next Management Group meeting. Jenny Moss will try and put something on Facebook to encourage others to come along and help. Helen McMenamin-Smith will ask members of the Litter Picking Group if they would like to help as well. Work will mainly include raking and cutting back and those attending should bring their own tools. The day starts at 10 am. Pauline's Swamp tabards will be required.

A site meeting has been held with Joshua Hopkins of Hopkins Homes to look at the area of land due to be transferred to the Council adjacent to Pauline's Swamp. Hopkins Homes to remark out the edge of the boundary of the land that they are selling to another developer. Michael Swift and Liz Swift to revisit the site to confirm that they have no issues with the boundary.

Burwell Action for Youth have gone back to holding sessions at the Day Centre and are due to be interviewing for a paid leader next week.

The information boards still need to be sorted for the Community Orchard. QR codes linked to the website could be used for tree identification.

Sports Centre meetings have recommenced and scheduled for a Tuesday. Arrangements are due to be made for Paul Webb and Michael Swift to go into the Sports Centre on a Monday.

The first meeting of the Climate Change Forum was held on 4th October 2021 with Jenny Moss being elected as Chair.

There have been no further meetings of the A to B1102 Group. Liz Swift is intending to invite Mayor Dr Nik Johnson along to a meeting.

Westhorpe Play Area was added to the Action Sheet list. Helen McMenamin-Smith has suggested that they need to open a bank account and that she had offered to try and get funding from other sources. Liz Swift explained that a meeting had already taken place with Kathryn Hyett and that the option of Burwell Community Forum holding their funds within their account was due to be discussed at the next Burwell Community Forum meeting. Both Michael Swift and Paul Webb explained that any grant funding applications will need to come from the Parish Council through the office.

Yvonne Rix explained that the area of land that the park is situated on is owned by East Cambs District Council and that the Parish Council has a license to use the area. ECDC is happy for trees to be planted on the areas of land around the play area.

CL&S/191021/04 Proposed Community Garden and Pound Hill – Update

Letters have been sent out to businesses around the village asking for donations and as a result, a £50 donation had been received from Mr Cricket. Helen McMenamin-Smith informed the group that she would be donating a bench. It is most likely that the area on Pound Hill will be created first. Funding opportunities need to be explored. Something could also be included in the precept. Jenny Moss to do an article in Clunch inviting members of the public to donate.

CL&S/191021/05 Use of Margaret Field for Football/Scouts

Michael Swift informed the Group that over the past 5 to 6 years regular meetings have been held with the Council and all the football groups. We are aware that there is a shortage of pitches, and that Margaret Field may need to be used both in the short and long term. The Chairman of the Swallows, Tony Cornwell, along with Denise Cornwell have regularly attended the meetings. Swallows were unsure at one stage if they would be able to use the pitches at the school this season but are now doing so. In the meantime, Paul Webb had discussed with the FA, what facilities are required to enable Margaret Field to be used. Having confirmed that a temporary toilet with handwash facilities is all that is needed, these could be organised at short notice if needed.

Two managers of one of the Swallows Teams have put together a proposal suggesting a possible ground maintenance plan for Margaret Field. They have also contacted Mr Groundsman for a quotation for the proposed work to be carried out. Some of the work proposed has been suggested that it should be carried out before Christmas. These two managers have never attended a meeting with the Council. Michael Swift explained that some work may need carrying out before football is played at Margaret Field and this will be discussed later. The soil type at Margaret Field is very different and will require less maintenance than the Recreation Ground. Paul Webb informed the Group that the Football Association was keen to support Junior Football at the site and are also keen to meet with the Scouting Organisation to discuss funding etc for the proposed pavilion. The FA is also willing to look at artificial pitches at the Recreation Ground. The ground maintenance for Margaret Field could be looked at when the Ground Maintenance Contract at the beginning of next year. It was noted that it is not for individuals from football clubs to approach contractors regarding work on Parish Council owned property. Michael Swift pointed out that all correspondence requiring discussion by the Council should be sent to the Clerk and not individual Councillors.

A request has been received from the Burwell Nursing and Stephenson Bequest Trust asking the Council if they would be prepared for the Office to be used as a collection point for requests from village groups for donations. In the past the Nursing Trust has handed out small donations to elderly at Christmas time, but they wish to stop doing this, making donations to village groups instead.

The Group agreed that they had no problem with the Office being used.

Water refill station or fountain

A suggestion had been made by a resident that the old water pump near the Church should be utilised as a water refill point. It was agreed that this should be given some thought, possibly considering our own properties in the future. It was suggested that an ideal location would be near to where people buy bottled water such as the Co-op and Newsagents. Some concern was raised that a water filling station could be misused.

There is an 'app' that can be downloaded saying where water filling points are.

East Cambs Community Catalyst Project for older people across East Cambs

The above project was noted.

Carols around the Tree

Newmarket Town Band has been booked for 10th December at 6 pm. Helen

McMenamin-Smith asked if she could do a collection for MAGPAS. This was agreed.

Father Christmas should be in attendance. If weather is not suitable for the event to be held outside, then it will be held at Mandeville Hall. Remember torches will be required.

Christmas decorations to be put up at Mandeville Hall by the beginning of December.

A recommendation to be made to Full Council for a Christmas Tree to be purchased to the same value as last year.

Remembrance Sunday 14th November 2021

Yvonne Rix reported that she had attended a meeting with the East Cambs District Council Safety Advisory Group regarding requirements for the event. Liz Swift has agreed to be responsible for the event at the memorial should Yvonne Rix be unable to do so.

Bookings will need to be made by those wishing to attend the church service.

Any other matters

Helen McMenamin-Smith informed the group that she will be doing a talk about Pauline's Swamp and Spring Close to a local Sight Impairment Group.

CL&S/191021/09 Date of the next meeting – 7th December 2021

The meeting closed at 9.05 pm

Signed

Dated

	PROJECT	UPDATE
1	Recreation Ground Inc. improvement project, Grant Funding and liaison with Football Clubs and other users	Work starting on Car Park 21 st October 2021.
2	Sports Provision Group, Inc. liaison with Football Clubs, other sports groups and users	No further update.
3	Spring Close Management Group	Working day to take place on 30 th October 2021. Next meeting date to be rearranged.
4	Pauline's Swamp	Meeting taken place with Hopkins Home who will mark out boundary to land being sold to another developer.
5	BAFY	Sessions at Day Centre recommenced. Employed Youth Leader being sought.
6	Community Orchard	Information boards still need to go up.
7	Community Garden	Welcome Back Grant Funding application unsuccessful. £50.00 donation received. Further funding opportunities need to be investigated. Request to residents to make donations. Helen McMenamin-Smith to donate a bench.
8	Liaison with Sports Centre	Meetings arranged for a Tuesday evening. Paul Webb and Michael Swift unable to attend due to PC meetings. Will arrange to go in on a Monday.
9	Climate Change Policy	First meeting held on 4 th October 2021. Jenny Moss elected as Chair.
10	A to B1102 Group	Cycle Survey Report sent to A to B1102 Group. Group trying to get meeting with Mayor of the Combined Authority. No recent meetings.
11	Westhorpe Play Area	Land play area sited on is owned by East Cambs District Council and licensed to Burwell Parish Council for use as a play area.

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 27 October 2021 14:30
Subject: Proposed TTRO - Footpath off Abbey Close, Burwell - 06/12/21-08/12/21
Attachments: Temporary-Traffic-Regulation-Order-TTRO-Application-Form-February-2021.docx;
Footpath off Abbey close, Burwell 59418460.pdf

Good afternoon,



Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 03/11/2021. If no comments are received we will proceed with the application and a copy of the Order will be circulated for information once made.

Kind regards,
Toni Lattaway
Street Works & Permitting Coordinator

Highways Service
Cambridgeshire County Council
Tel: 01480 372444

Please note all our up to date forms are on our website, please click [here](#).



For more information regarding forthcoming  click [here](#)
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TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

<p>Please Send Your Applications to:</p> <p>Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR</p> <p>Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk</p>	<p>Applicants Details:</p> <p>Name: Anthony Brame Address: TBF Traffic, Unit 6, The Lion Barn, Maitland Road, Needham Market IP6 8NZ</p> <p>Tel: Emergency 24 hour Contact No: Email:</p>
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The cost of this application is:
£1095.00 for a Full Order or **£770.00** for an Emergency Order

YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE CONSIDERED

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

✓	✓	✓
ROAD CLOSURE	FOOTPATH CLOSURE	SPEED LIMIT
Additional T/M Requirements	None <input type="checkbox"/> Stop / Go <input type="checkbox"/> 2 way lights <input type="checkbox"/> 3 way lights <input type="checkbox"/> Hours of operation _____	
Description of Works: Stoptap Replacement		
Road Name	Footpath off Abbey Close	
Parish / Town	Burwell	
Road Number (i.e.: A140)		
Location of Works	Outside no. 20 Abbey Close Approx 10m of Footpath top be closed	
Closure Start Date:	06/12/2021	End Date: 08/12/2021

Closure Times: 24/7 or Specify Times	24/7
Working Hours: 24/7 or Specify Times	08:00 – 19:00
<p>Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu.</p> <p>Please provide a map showing the extent of the closure and diversion route.</p>	<p>ABBEY CLOSE, BURWELL > BURWELL FOOTPATH 28, BURWELL > FOOTPATH OFF ABBEY CLOSE, BURWELL & VICE VERSA</p>
<p>Will the alternative route include a Trunk road? (If so it is the responsibility of the applicant to gain agreement from the Highways Agency and submit a copy of the approval to Street Works)</p>	<p>Yes / No</p> <p>Details:</p>
<p>Does the above route have any restrictions, i.e. Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If Yes then please give details).</p> <p>Some of these can be found here</p>	<p>Yes / No</p> <p>Details:</p>
<p>Will this Order apply to pedestrians and/or equestrians? (If so please provide details)</p>	<p>Yes / No</p> <p>Details:</p>
<p>Please add any comments that you feel may assist the application</p>	

Payment Details	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: Anglian Water	
Address: Enterprise House Witham Park	Tel. No: 01522 341545

Waterside South
Lincoln
LN5 7JE

Email: tDixon@anglianwater.co.uk

Your Order Number: 59418460

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.

REQUIRED ADDITIONAL IMPORTANT INFORMATION

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian/Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From To" and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

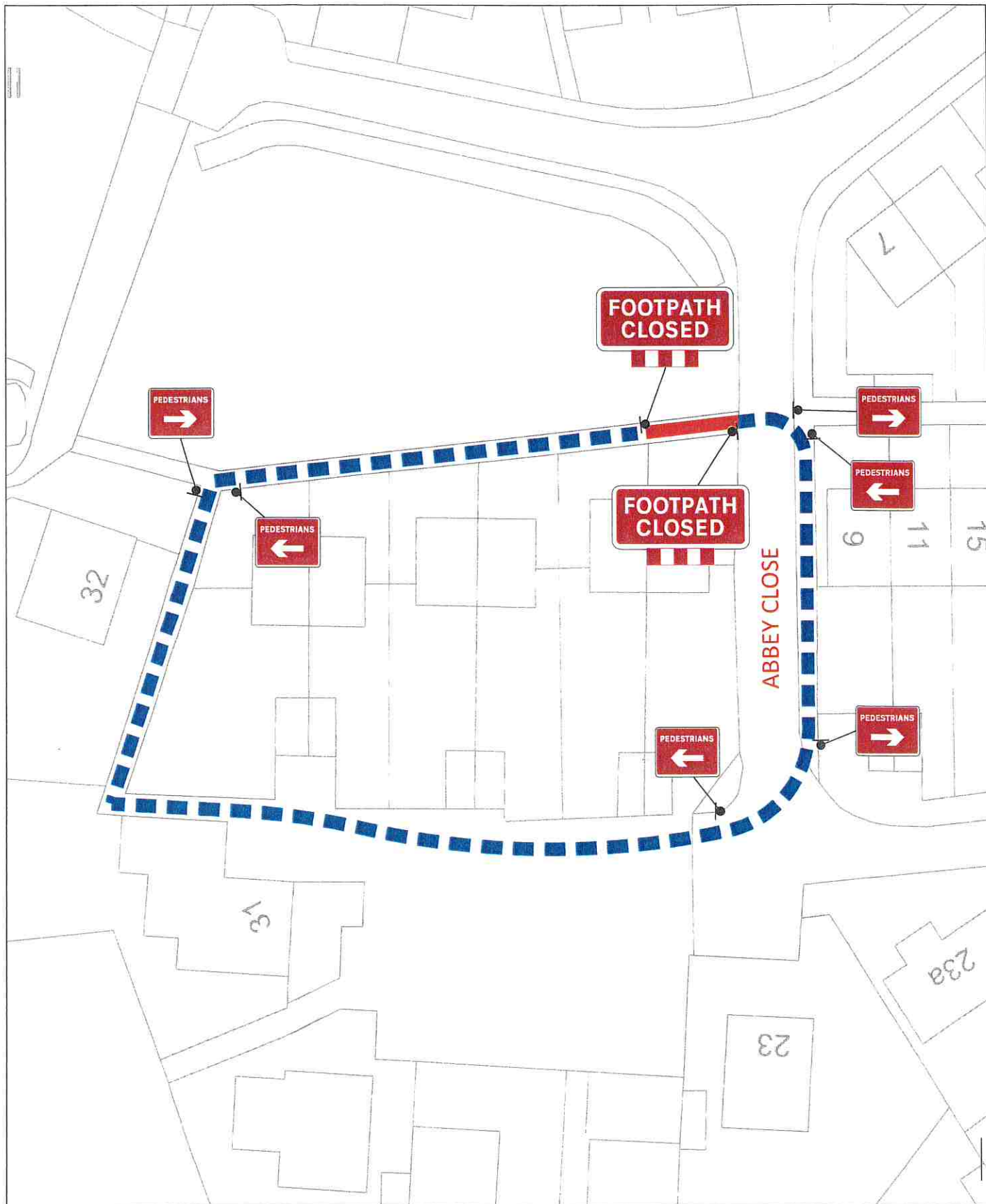
DECLARATION:

All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.

Applicant's Signature: Anthony Brame..... Date: 15/10/2021.....

Company... Tbf Traffic

Position..... Planner



SITE: Abbey Close Burwell CB25 0HN			
TITLE: Footpath Closure			
SCALE AT AS: AS SHOWN	DATE: 14/09/21	DRAWN: AB	CHECKED: AS
TRAFFIC SIGNIFIER: N/A	DRAWING NO: TBF26129	REVISION: -	
CLIENT: love every drop anglian water			
The Lion Barn Melland Road Needham Market Suffolk Traffic 01449 490865			

Notes:

- A - Do not scale from this drawing
B - All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2009
C - All temporary traffic management shall be in accordance with the Traffic Signs Regulations and General Directions 2014
D - All temporary traffic management shall conform to the Safety of Street Works and Road Works Code of Practice 2013
E - All temporary traffic management sign locations are indicative and are subject to on-site approval from engineer.

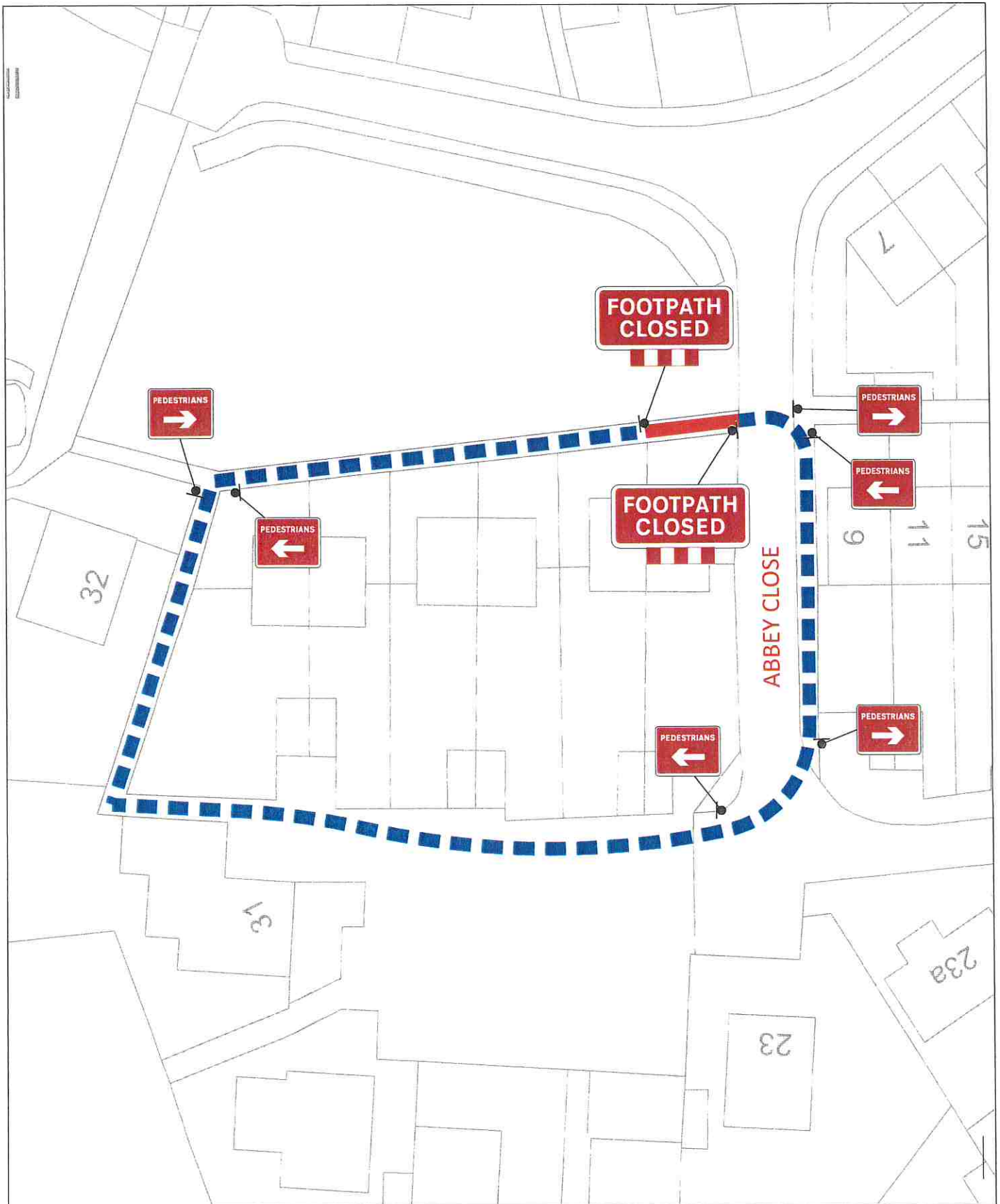
KEY

- Sign
Traffic Cone
Works Area
Safety Zone
Taper
Ramp

-	Initial Issue	AB	14/09/21
REV	Description	BT	DATE

DIVERSION ROUTE

ABBEY CLOSE, BURWELL > BURWELL FOOTPATH 28, BURWELL > FOOTPATH OFF ABBEY CLOSE, BURWELL & VICE VERSA



SITE: Abbey Close Burwell CB25 0HN			
TITLE: Footpath Closure			
SCALE AT A3: AS SHOWN	DATE: 14/09/21	DRAWN: AB	CHECKED: AS
TRAFFIC SENSITIVE: N/A	DRAWING NO: TBF26129	REVISION: -	
CLIENT: 			
The Lion Barn Maitland Road, Needham Market, Suffolk Traffic 01449 490865			

Notes:

- A - Do not scale from this drawing
- B - All temporary traffic management shall be in accordance with Chapter 8 of the Traffic Signs Manual 2019
- C - All temporary traffic management shall be in accordance with the Traffic Signs Regulations and General Directions 2014
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KEY

- Sign
- Traffic Cone
- Works Area
- Safety Zone
- Taper
- Ramp

DIVERSION ROUTE

ABBEY CLOSE, BURWELL > BURWELL FOOTPATH 28, BURWELL > FOOTPATH OFF ABBEY CLOSE, BURWELL & VICE VERSA

-	Initial issue	AB	14/09/21
REV	Description	BT	DATE

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 20 October 2021 16:21
Subject: Proposed TTRO - Parsonage Lane, Burwell - 02/12/21-06/12/21
Attachments: 886582 BURWELL - TTRO.docx; 886582 - TM plan Burwell Parsonage Lane (837259 fail blockages).pdf

Good afternoon,

Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 02/11/2021. If no comments are received we will proceed with the application and a copy of the Order will be circulated for information once made.



Please note we are awaiting confirmation concerning the working times as it is unusual for works to take place for 24hrs for 5 days.

Kind regards,
Toni Lattaway
Street Works & Permitting Coordinator

Highways Service
Cambridgeshire County Council
Tel: 01480 372444

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TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

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**The cost of this application is:
£1095.00 for a Full Order or £770.00 for an Emergency Order**

**YOU MUST ALLOW AT LEAST 12 WEEKS FOR THIS ORDER TO BE PROCESSED. A
STREET WORKS PERMIT MUST HAVE BEEN SUBMITTED BEFORE THIS FORM WILL BE
CONSIDERED**

PLEASE TICK ALL RELEVANT OPTIONS THAT APPLY:

✓	✓	✓	✓
ROAD CLOSURE	FOOTPATH CLOSURE	SPEED LIMIT	OTHER (Please specify below)
<p>Additional T/M Requirements None <input type="checkbox"/> Stop / Go <input type="checkbox"/> 2 way lights <input type="checkbox"/> 3 way lights <input type="checkbox"/></p> <p>Hours of operation _24hr_____</p>			
<p>Description of Works: Lay approx 22m of Duct in Carriageway, 40m of Footway duct and 2 x coredrills to link existing BT Boxes to facilitate cabling works.</p>			
Road Name		PARSONAGE LANE	
Parish / Town		BURWELL	
Road Number (i.e.: A140)			
Location of Works		From side of 2 POUND CLOSE to approx 40m East on PARSONAGE LANE	
Closure Start Date:		02/12/2021	End Date: 06/12/2021
Closure Times: 24/7 or Specify Times		24/7	

Working Hours: 24/7 or Specify Times	24/7
<p>Diversion Route – List all roads & parishes (with names and numbers if possible) These can be found on Roadworks.org with “NSG” selected under Operational Info within the Map Layers Menu.</p> <p>Please provide a map showing the extent of the closure and diversion route.</p>	N/A
<p>Will the alternative route include a Trunk road? (If so it is the responsibility of the applicant to gain agreement from the Highways Agency and submit a copy of the approval to Street Works)</p>	N/A
<p>Does the above route have any restrictions, i.e. Low bridges, weight limits, tunnels, fords, ‘one way’ or other Orders on it? (If Yes then please give details).</p> <p>Some of these can be found here</p>	<p>No</p> <p>Details:</p>
<p>Will this Order apply to pedestrians and/or equestrians? (If so please provide details)</p>	<p>No</p> <p>Details:</p>
<p>Please add any comments that you feel may assist the application</p>	

<u>Payment Details</u>	
Please specify the details of the company or individual that Cambridgeshire are to collect payment for the TTRO to be processed.	
Company Name: Opals Group	
Address: 1 Morley Way, Woodston, PE2 7BW	Tel. No: 01733 788888 Email: purchase.invoices@opalsgroup.com
Your Order Number PO001905	

Please note: It is the applicant's responsibility to inform residents, businesses, the Local Parish Council and County Councillors about the closure. We may request to see the information you have sent them prior to sending you the legal order. Details can be found by following this [link](#)

FAILURE TO ADHERE TO THE CONDITIONS SET OUT WITHIN THIS DOCUMENT MAY RESULT IN AN APPROVED ORDER BEING WITHDRAWN.

REQUIRED ADDITIONAL IMPORTANT INFORMATION

1. Please ensure you give the official road name with the correct spelling for which the Order is required.
2. Access may be allowed to Emergency Services **IF** safe passage permits.
3. Pedestrian/Cyclist and Access to properties must be allowed at **ALL** times, unless otherwise agreed.
4. An order will only be granted where a suitable alternative route or arrangements are available.
5. A clear map showing the extent of the closure and diversion route must be attached to this application.
6. Signs 1050mm by 750mm bearing the words "This Road will be closed "From To" and including the dates of the closure **MUST** be placed at all approaches to the site **at least 14 days** prior to the proposed closure.

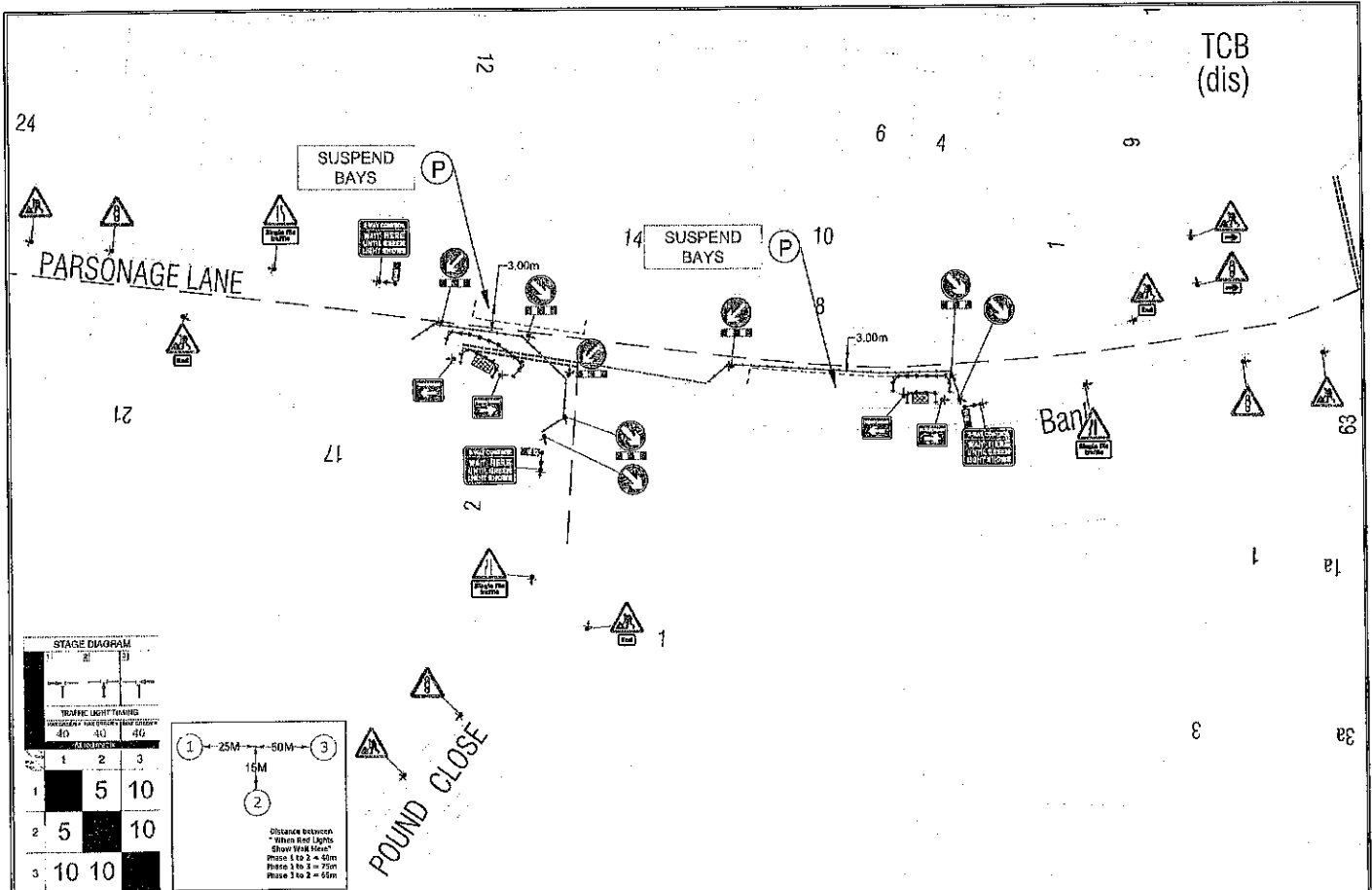
DECLARATION:

All the information given in this application is true and I have checked all the names of streets and parishes against an official map of the area.

Applicant's Signature: ...ALEXANDRA DOYLE..... Date: 02/09/2021.....

Company.....OPALS GROUP.....

Position.....STREETWORKS MANAGER.....



<p>NOTES:</p> <ol style="list-style-type: none"> All signs and cones to be in accordance with Chapter 6 of the Highway Code and to be placed in accordance with the Highway Code. Vehicle signs and signs to be placed in accordance with the Highway Code. Vehicle signs are to be placed in accordance with the Highway Code. All signs to be placed up as well as clear of signs or objects and should be placed near to ground level unless used for other purposes. Major points are to be placed up as well as clear of signs or objects and should be placed near to ground level unless used for other purposes. Minor points are to be placed up as well as clear of signs or objects and should be placed near to ground level unless used for other purposes. Minor points are to be placed up as well as clear of signs or objects and should be placed near to ground level unless used for other purposes. 	<p>Plan View:</p>	<p>Opals group</p> <p>Opals Group 20 Aston Business Park Sarncliffe Avenue Leeds LS10 1JF</p>	<p>Drawn By: A. Waglan Drawing No: 837260 - Burwell Approved By: TBC Date Drawn: 17/08/2021</p>	<p>Traffic Management</p> <p>STREET ADDRESS</p>	<p>TRAFFIC LIGHTS</p> <p>Parsonage Lane, Burwell, East Cambridgeshire, Cambridgeshire CB25 0EN 52.274825, 0.32655373</p>
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Yvonne Rix

From: Ian Smith <Ian.Smith@eastcambs.gov.uk>
Sent: 15 October 2021 12:01
Subject: Local Council Tax Reduction Scheme

Hi

Sorry for the blanket e-mail, but East Cambs District Council are currently undertaking a consultation on changes to it's Local Council Tax Reduction Scheme from 1st April 2022.

You have previously shown interest on being on the Council's consultation list, and so this e-mail is to make you aware of this consultation and to encourage you to respond by the closing date on the 28th November 2021.

Please follow the below link to the consultation

<https://www.eastcambs.gov.uk/consultations/current-consultations>

Thanks
Ian Smith
Finance Manager & Section 151 Officer
East Cambridgeshire District Council

We are committed to reducing single-use plastics #bringyourownbottle

CONFIDENTIALITY NOTICE

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Please note that all of your email correspondence will be dealt with in line with ECDC's Privacy Notice which can be found at: <http://eastcambs.gov.uk/notices/privacy-notice>

All reasonable precautions have been taken to ensure no viruses are present in this e-mail however, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments. .

Minutes of the Burwell Environmental Group Meeting 1st September 76A Silver Street 3 pm

[CCC = Cambridgeshire County Council ECDC = East Cambridgeshire County Councils BEG = Burwell Environmental Group]

Present: Linda Hart (Chair), Jenny Moss (Secretary), Paul Webb, Helen McMenamin-Smith, John Smith, Pete Lancaster

1. Apologies:

Simon Hart

2. Approval of the Minutes from 11th August 2021.

Proposed by Paul, seconded by Helen.

3. Election of Treasurer

Paul proposed that Helen should be elected as treasurer, Helen seconded the proposal.

4. Carnival Action Sheet

We worked through the Carnival Action Sheet checking that we were going to be prepared for the Carnival on Saturday 4th Sept, with banners, leaflets, activities etc.

We will be showing a few Electric Vehicles, complete with information sheets, and a display of charging points supplied by Duncan Grindley.

We will be setting up the stand from 10 am.

5. Action Sheet Updates

1. Interview on Burwell Radio

This has now been set for Sunday 5th September.

2. Knowledge Database

Progress ongoing.

3. EV charging points

No updates.

4. Green builds

Jenny is still to draft that letter to ECDC regarding new builds.

5. BPC Climate Change Policy.

We have received an invite to send a representative to join the Forum, Linda has been elected.

6. Stand at September Carnival 4th September

See item 4. Carnival Action Sheet above.

7. Village Survey

We went through each question in the draft survey, making amendments where required: it will go live on Thursday 2nd Sept until the 23rd. URL is <https://surveymonkey.co.uk/r/T2W9B88>. Jenny is making slips with the URL and a QR code, Pete is printing some paper copies.

8. Cycle Paths

The delay in starting the cycle path between Burwell and Exning seems to be the refusal of CCC to release CIL funding early. Joshua Schumann had made the suggestion to CCC. We can lobby against this decision by writing to CCC, and our local Councillors.

4. Any Other Business:

Helen has begun the process of opening a bank account with Nat West (Green option), with herself and John as the signatories. They are waiting to hear back from the bank as to why John's signature was not being accepted by the bank's automated software system. The account is in the name of Burwell Environmental Group.

Costs to the group outstanding so far are £45.45 for Homebase banner stand materials, and £18.90 to have the pictures of Burwell underwater printed and laminated.

5. Date of Next Meeting

The date for the next meeting has been set for Wednesday 6th October 3 p.m. at 76A Silver Street.



6/10/21

Minutes of the Burwell Environmental Group Meeting 6th October 2021

76A Silver Street 3 pm

[CCC = Cambridgeshire County Council ECDC = East Cambridgeshire County Councils BEG = Burwell Environmental Group
BPC = Burwell Parish Council]

Present: Linda Hart (Chair), Jenny Moss (Secretary), Paul Webb, Helen McMenamin-Smith, John Smith

1. Apologies:

Simon Hart, Pete Lancaster

2. Approval of the Minutes from 1st September 2021

Proposed by Paul, seconded by Helen.

3. Action Sheet Updates

1. Knowledge database – ongoing. Paul mentioned that he knows someone who has done a thorough survey on Electric Vehicles, the results could be useful for our database.

2. EV (Electric Vehicle) charging points

We have had a response to our email to CCC from Emily Bolton, who has told us that there are grants available to Parish Council to help provide EV charging points on their land with of to 75% of the cost. We would like BPC to look into this - Paul will also be contacting Richard Kay of ECDC to ask about funding for the EV charging points at Gardiner Memorial Hall. Emily also told us that CCC are looking into a scheme to unroll public EV charging points at key street areas.

Paul told us of a new scheme where the Combined Cambridgeshire/Peterborough Authority are looking into another scheme to trial electric bikes and charging points (the bikes would be given, then leased).

It was also noted that there is a scheme where owners of private EV charging points can rent them out for use to others.

The Parish Clerk has forwarded an email from Lanproservices (a voluntary network of people also addressing climate change) to Paul and Jenny regarding an EV survey that they have done.

John and Helen are to draft up a blanket letter to be sent to key local services such as the local garage, Ex Serviceman's Club, suggesting that they look into hosting a charging point. Paul is having a private EV charger installed on his property, and is going to do a write-up afterwards for our Knowledge Database.

We wondered if EV charging points have been considered at the new Soham railway station.

3. Green builds

We have contacted ECDC regarding the lack of carbon-neutral requirements for new builds, and have had a reply from Cllr Lavinia Edwards explaining that it is frustrating for ECDC but that policies from higher up the chain prevent them from enforcing this on developers. The Parish Clerk is currently chasing Cllr David Brown for the latest published ECDC planning policy.

4. BPC Climate Change Policy.

We discussed the first meeting of the BPC Climate Forum. Apparently ECDC are producing a tool available to Parishes for measuring CO2: Jenny is going to ask Richard

Kay if he can advise us on this. Once the minutes of the Forum meeting have been published, we can go through them and see if we can take any positive action. Jenny explained that a neighbourhood plan as advised by Janet Hall and Sheryl French of CCC has been rejected by BPC as costly and a huge amount of work leading in the past to nowhere. We wondered if BPC are allowed to have their own "local plan".

5. Village Survey

Although we had in excess of 80 people fill in our survey, the latest version of Survey Monkey would only allow us to view 40 of the results for the free version.

Jenny is to pass these results on the BPC, with the suggestion that BPC use the survey as a pilot for the Climate Forum to use and expand, and the request that it is an agenda item for the next forum meeting. The survey could go public around the time of the suggested "Eco Day".

6. Carnival

We felt that we had a positive response to our stall – a lot of interest in the cars and chargers, but not much interest in our activities on the table. Linda commented that the survey and fliers had helped attract people to have a chat. John is interested in making some kind of moving demonstration of solar power for our next stall, such as a small car or train.

7. Cycle Path

We have had no response from the email sent 24/09/21 to CCC, but one of the members of our Facebook group has sent the same letter elsewhere and had a response. Linda is to find who the member sent his email to, so Jenny can resend our email to the same, as the response was positive and suggested a meeting.

4. *Any Other Business:*

Jenny to add an item 8 to the Action Sheet for John: Green Energy Project.

Helen told us that there will soon be shelving put up in the old telephone booth outside the Post Office – we can put our leaflets/fliers, and other eco friendly information leaflets in there.

Our constitution states that we will hold an AGM annually in autumn, so Jenny is to ask Yvonne if we could possibly hold it at Mandeville. We need to give 4 weeks public notice of the event. We can use this occasion to raise local awareness of the group, as well as it being an obligatory event, and could ask the community for any items they would like to see on our agenda.

A junior branch of BEG has been mentioned to explore at a later date.

5. *Date of Next Meeting*

The date for the next meeting has been set for Thursday 11th November 3 p.m. at 76A Silver Street.

The meeting closed at 16.50 pm.

Jessie M Moss
20/10/21

Burwell Parish Council Climate Change Forum
Minutes of the meeting held on 4th October 2021 7.30 pm at Mandeville Hall

Present:	Jenny Moss (Chair of the Climate Change Forum) Liz Swift (Chair of Burwell Parish Council) Robin Dyos (Burwell Parish Council) Helen McMenamin-Smith (Burwell Parish Council) Gill Miller (Burwell Parish Council) Jim Perry (Burwell Parish Council) Michael swift (Burwell Parish Council) Geraldine Tate (Burwell Parish Council) Paul Webb (Burwell Parish Council) Brenda Wilson (Burwell Parish Council) Linda Hart (Burwell Environment Group) Derah Saward-Arav (Wild Burwell) Martin O'Leary (Spring Close)	Action:
Apologies: CCF/04102021/1	Lea Dodds	
Overview: CCF/04102021/2	<p>Michael Swift talked about the urgent need for the world to address Climate Change and explained that the Parish Council had previously declared a Climate Emergency and as a result, adopted a Climate Change Policy, which now needs to be actioned.</p> <p>He explained that the Parish Council has limited power and money to carry out major changes. Principle Authorities and Government have the greatest ability to address Climate Change.</p> <p>Burwell Parish Council needs to look at what can be done in Burwell. For example, the Council can look at its carbon footprint, the land that it has, such as Priory Meadow, Pauline's Swamp and Spring Close and the way that it is managed and lobby the County Council and District Council. Starting with the implementation of the Short-Term Plan of the Council's Climate Change Policy/Action Plan by making people aware and educating what people can do, through Open Days, leaflets, looking at verge management, the land we have and encouraging individuals to create wildflower areas in their own gardens.</p> <p>The Pauline's Swamp Trustees intend to hold an Open Day on 23rd April 2022, and it has been suggested that this could be widened to include a Village Green Day. Further discussions will need to take place by the Trustees.</p>	
Election of Chair CCF/04102021/3	Liz Swift proposed Jenny Moss to be Chair of the Climate Changed Forum. The proposal was seconded by Geraldine Tate and agreed by all present. Jenny Moss was duly elected Chair of the Climate Change Forum.	
Future Plans, Events and Activities CCF/04102021/4	Jenny Moss informed those present that the next Parish Council Forum organised by East Cambs District Council (ECDC) is due to take place in November and that the event will be focused on Climate Change. The event is open to all	

Burwell Parish Council Climate Change Forum
Minutes of the meeting held on 4th October 2021 7.30 pm at Mandeville Hall

	<p>Parish Councillors but not those from other organisations. Members from other ecological groups may have been interested in attending.</p> <p>There will be a need to promote climate change action to residents and this can be done by various means including Burwell Community Facebook Page, Clunch and the Parish Council Website. Climate Change will need to be explained, that every little bit counts, with low-cost changes being suggested and above all, it must be achievable.</p> <p>What the Schools do to promote Climate Change needs to be investigated, both at primary and secondary level.</p> <p>The Climate Change leaflet handed out by the Parish Council at the recent Burwell Festival Day was well received.</p> <p>The Council needs to establish its own carbon footprint. ECDC will help to calculate this out. This can then be used as an example for households in the village to encourage them to compile their own carbon footprints.</p> <p>Agricultural affects the environment not just energy.</p> <p>The Council could 'pledge' what it is going to do, with an understanding of the impact the changes will make.</p> <p>Jenny Moss to Email Richard Kay (ECDC) for information.</p> <p>Burwell Environment Group has recently carried out a Climate Change Survey via Facebook. A disappointing number of responses had been received. The survey could be launched again, supported by the Parish Council.</p> <p>Land around the village could be sourced for the planting of trees in the same way as Priory Wood. Although the purchase of land may be an issue due to the lack of funding.</p> <p>Jenny Moss to contact Cambridgeshire County Council County Farms.</p> <p>In future years farmers will be encouraged by Government through subsidies to plant areas of their land with trees.</p> <p>The Council can look at its own properties to see if any land can be used for tree planting, although consideration must be given to the location in respect of neighbouring properties which in the long term could be affected by tree roots.</p> <p>Whilst some trees are more effective at reducing carbon, it is important to plant trees that will work with the biodiversity. More young trees are due to be planted at Pauline's Swamp. There is natural regeneration of trees in Spring Close, but these often grow in the wrong place.</p> <p>The Council is looking at installing two EV Charging Points at the Gardiner Memorial Hall and could consider installing at other properties such as Mandeville Hall as well.</p>	<p>Jenny Moss</p> <p>Jenny Moss</p>
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Burwell Parish Council Climate Change Forum
Minutes of the meeting held on 4th October 2021 7.30 pm at Mandeville Hall

	<p>Installing EV Points on lamp posts could also be investigated. This would need to be discussed with Balfour Beatty who are responsible for most of the streetlights in the village. ECDC has allocated £100k to help Parish Councils to deliver charging points. ECDC is also looking at all their properties within the district for locations where EV points can be installed. Pubs and fuel stations should be encouraged to install points.</p> <p>Unfortunately, the end date for the survey carried out by BEG can not be extended. BEG are due to meet on 6th October and will discuss the need to run the survey again possibly using Clunch to get the survey to residents, although it is likely that there will be a cost to do this. Paul Webb to review comments received from the original survey.</p> <p>The holding of more Farmers Markets was suggested, along with promoting the Farm Shop at Snake Hall Farm to encourage residents to source food locally. Footfall has already increased since the monthly Farmers Market has been at Mandeville Hall. Robin Dyos to talk to Nikki Booth (Burwell Farmers Market) about possible options.</p> <p>Jenny Moss to write article for Clunch.</p> <p>With regards to verges within the village, Martin O'Leary suggested that the Council needs to consider which areas need to be maintained and only cutting the rest 2 to 3 times per year allowing more wildflower species to establish. Around 1000 people on Facebook liked Pound Hill when it was left uncut. It was noted that some of the 1000 likes were from people outside of the village and that many residents have a different view on how the area should be managed. Broken glass within the grass and issues with sight lines at the road junctions had resulted in the grass being cut. It was requested that the effect on biodiversity should be considered when making decisions.</p> <p>The creation of designated wildflower areas with signs explaining that the area is being managed in such a way works. There is a need for bees to be able to easily move from one area to another. Involvement with other local communities could be investigated.</p> <p>Climate Change will be a learning process for many.</p> <p>The Council is working towards having a community garden area on Pound Hill.</p>	<p>Paul Webb</p> <p>Robin Dyos</p> <p>Jenny Moss</p>
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Burwell Parish Council Climate Change Forum
Minutes of the meeting held on 4th October 2021 7.30 pm at Mandeville Hall

	<p>There is a need for a member of the farming community to be part of the Forum and youth representative(s) could also play an important part.</p> <p>Jenny Moss to contact the Secretary of the Garden and Allotment Group to see if they would be interested in having an Open Day.</p> <p>A reduction in the use of plastic and greater recycling needs to be encouraged.</p> <p>It was suggested that the Forum should also start to address items included in the medium-term plan, but it was thought that it would be beneficial to address the short-term issues initially.</p> <p>Work at the Gardiner Memorial Hall which includes making the building more sustainable and installing an air source heat pump is due to start on the 11th October 2021.</p> <p>The option of expanding the Open Day at Pauline's Swamp planned for April 2022 to include a Village Green Day was agreed if Pauline's Swamp Trustees are prepared for this to happen. Many local groups could be involved, with some involvement also from both the County and District Council. This will take a lot of work to organise, and all will need to help.</p> <p>It was asked why streetlights are left on after 1 am. However, turning them total off could cause issues with safety. Concern was also raised about leaving the church floodlights on all evening. This can be discussed at another time.</p> <p>BEG has approached ECDC regarding requirements for new build property to be more climate friendly.</p> <p>There are now roof tiles on the market that act as miniature solar panels and the use of these should be encouraged.</p> <p>The attendance of the Parish Council, BEG and Wild Burwell at the recent Family Festival Day had worked well.</p>	Jenny Moss
Date of the next meeting CCF/04102021/5	2 nd November 2021 7.30 pm at Mandeville Hall	
Meeting Closed	8.55 pm	
Signed		Dated

BURWELL PARISH COUNCIL

MEETING ACTION POINTS AND CAPITAL PROJECTS TO BE COMPLETED

No	Action Point	Working Group if Applicable	Comments on Progress
1.	Section 106 Money	Section 106 Working group and Finance working group	Available 106 funding for Cycleways £1,000
2.	Newmarket Road Bridge safety improvements Burwell to Exning Cycle Way	Safety Group	Report from Rebecca Saunt Planning Manager at ECDC that work is going on in the background and that the Exning development is due to be determined Oct/Nov 21
3.	Newmarket Road proposed Sports Hub including 3G artificial pitch Sports Pavilion/Football Pitches Recreation Ground	Sports Provision Working Group	Phase 2 Archaeological Dig until December 2021. Artifacts will belong to CCC and distributed to local interested parties including Burwell Museum
4.	Pauline's Swamp	Pauline Swamp Working Group	Meeting with Joshua Hopkins 7.10.21. Some concern over ownership of original buffer Zone which JH needs to check out. Remaining land to be sold to another developer. Extra land agreed by Hopkin Homes. JH believes should be ready to be able to transfer in the next week and agreed to instruct the payment of the £3500 maintenance sum.
5.	Mandeville Hall Hall 1 Ceiling	Assets and Environment	The following recommendation approved by Full Council on 12.10.21: <i>The Finance and General Purposes Working Group recommends to Full Council that an email acknowledging receipt of the details of the proposal and copy quotation is sent to Smithers Purslow. That the roof space over Room 1, despite being told by Graham Cooley of Smithers Purslow that the floor will withhold the weight of lightweight items, is not utilised for storage until such time as remedial work has been carried out. That no legal action is taken. That the Council budgets for the work over the next few years and when funds are available further quotations are sought for the work to be carried out.</i>

12.10.2021

6	GDPR	Clerk	On-going
7	Gardiner Memorial Hall Refurbishment		Cadman started on site 11.10.21. Delays with WIP Insurance may pose risk to Council. Audio-visual equipment and kitchen still to be sorted.
8	Moveable Vehicle Activated Speed Signs		Batteries changed, all working fine
9.	Village Sign – damaged in gales 11.3.21		Sign with H Signs (Manufacturer) Hopefully completed by end of October