

FC/270⁹⁴⁴

Yvonne Rix

From: David Brown <davidbrowncouk@netscape.net>
Sent: 05 September 2022 15:18
To: Yvonne Rix
Subject: Report for August

Hi Yvonne,

With the cancellation of Planning Committee in August I have no report this month.

Kind regards

David

Yvonne Rix

From: Dan Smith <Dan.Smith@eastcambs.gov.uk>
Sent: 19 August 2022 10:00
To: Yvonne Rix
Subject: RE: Millstone Park, Burwell

Hi Yvonne,

Thanks for your email.

Both applications remain under consideration and, in our view, neither can be supported in their current form. We are having an ongoing dialogue with Vistry (the applicant) and it is likely that the schemes will be amended under the current applications. If and when this happens we will renotify the PC and others to give an opportunity for them to comment on the revisions. At present, I do not have a likely timescale for this.

The applications would also be referred to the ECDC planning committee once we are in a position to make a recommendation on them.

I hope this clarifies. Should you have any further questions please let me know.

Kind regards,

Dan

Dan Smith
Planning Team Leader
East Cambridgeshire District Council

-----Original Message-----

From: Yvonne Rix <burwellpc@burwellparishcouncil.gov.uk>
Sent: 10 August 2022 14:45
To: Dan Smith <Dan.Smith@eastcambs.gov.uk>
Subject: [EXTERNAL] Millstone Park, Burwell

Caution: External email. Do not click links or open attachments unless you recognise the sender and know the content is safe. The original sender of this email is Burwell Parish Council (SMTP)
<burwellpc@burwellparishcouncil.gov.uk>

Dear Dan

I understand that you are the Planning Officer involved with the planning applications 22/00479/TMM and 22/00420/RMM Phase 1 and 2a for the Millstone Park development, Newmarket Road, Burwell. I have been asked by my Council if I could ask you for an update on both applications and when they are likely to be determined?

I look forward to hearing back from you.

Kind regards

Yvonne Rix (Mrs)
Parish Clerk

Martyn Wright is also covering for Debbie Crawley this week and he will be receiving an extra four days pay for this. It was agreed that he should be paid an additional days pay for emptying the bins.

F&GP/26072022/06 Happy Tots – Use of Mandeville Hall

This matter has now been resolved in full.

F&GP/26072022/07 Lloyds/Unity Trust Credit Card Limit

The Council currently has two credit cards both with a £250.00 limit. Due to more payments being taken online over the past two or three months the limit has been an issue. Yvonne Rix asked if it would be possible to increase the amount on at least one of the cards. The Group expressed that the limit on both cards needs to be increased to £500.00.

The Group recommends to Full Council that the limit on both Lloyds/Unity Trust credit cards is increased to £500.00.

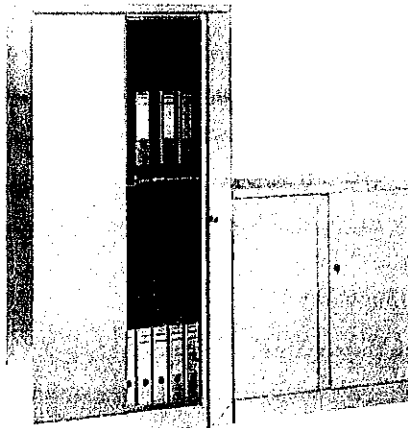
If increased the Council's Financial Regulations may need to be amended.

F&GP/26072022/08 Additional furniture for Gardiner Memorial Hall

Since completion/opening of the Gardiner Memorial Hall it has come to light that the following items need to be purchased.

The Group recommends to Full Council that the following items should be purchased for the Gardiner Memorial Hall.

1. A cupboard is required to store cleaning equipment and materials – Cost £178.50



Silverline Executive Metal Storage Bar

2 height options available

A221291

£178.50 ex VAT

[Add to basket](#)

Qty 1 DELIVERED DII

Material Colour* Grey

Storage Combination* 1830 +£38.50

Metal, locking double door cupboard

- ★ Lockable
- ★ 10 year warranty
- ★ 915 x 458mm depth
- ★ Choice of 5 finishes

FULL DESCRIPTION...

2. Bin for the lower Kitchen Area – Cost Minimal

Burwell Parish CouncilAsset and Environment GroupMeeting of 30.8.22 7.30 pm (following PC Meeting) at Gardiner Memorial HallMinutes

Present: Lea Dodds (Chair), Gus Jones, Joan Lonsdale, Derek Reader, Hazel Williams, Geraldine Tate, Liz Swift, Michael Swift, and Jim Perry.

A&E/30082022/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Paul Webb. There were no declarations of Interests.

A&E/30082022/02 Approval of the minutes of the meeting held on 28th June 2022.

The minutes of the meeting held on 28th June 2022 were approved. Proposed by Liz Swift and seconded by Jim Perry.

A&E/30082022/03 Consideration of Action Sheet items and updates from minutes

The following updates were noted:

Project	
Recreation Ground Car Park	Remedial Works Completed – Item to be removed from Action Sheet List
GMH refurbishment	Snagging work being carried out
Spring Close Fallen/dead trees	Tree from neighbouring property fallen over spring has been removed. – Item to be removed from Action Sheet List. A meeting of the Spring Close Management Group is due to be held on 31 st August 2022 to discuss what work needs to be carried out during the autumn and winter months.

The Clerk reported that the Fire Safety work has been carried out at Gardiner Memorial Hall. All tree work requested has been carried out by S R Landscapes. The memorial bench has been erected in Priory Meadow. The lights in the Jubilee Reading Room are due to be replaced over the next few days.

A&E/30082022/04 Consideration of Play Area Safety Reports

The Group considered the items requiring attention as identified in the recent Play Area Annual Inspection carried out by David Bracey:

Westhorpe Play Area	Action Required
Replace ECDC Clean up dog mess sign	Clerk to check if ECDC have any replacement signs available.
Monitor Slide Shute dents	Maintenance Officer to monitor
Remove faulty Robin Rocker	Removed
Wear and tear on rocket rocker	Maintenance Officer to monitor
Fill gaps between roundabout surface tiles	Maintenance Office to fill.
Seed worn area around goal post	Maintenance Officer to do when ground conditions are right.
Recreation Ground	

Gym Equipment- Some caps need replacing	To order when a larger order is placed with Online Playgrounds. Maintenance Officer to fit.
Soil and seed bare areas around gym equipment	Maintenance Officer to do.
Cantilever Swing – replace missing bolt cap	Order from Online Playgrounds if available for Maintenance Officer to fit.
Zip Wire awaiting repair	Creative Play to repair on 16.9.2022. Wooden post to parallel bars (gym equipment) to be replaced at the same time.
Cradle Swing Seats - damaged	Agreed recommendation to Council to replace both seats at an approx. cost of £83.00 each. Suggested that a stronger design seat is used.
Skate Park	
Replace etiquette and Skateboard GB signs	Office to source, print and laminate new signs
Monitor Quarter Pipe/Extension/Berm for cracks	Maintenance Officer to monitor
Reinstate work areas at edge of Skate Park	Maintenance Officer to investigate. Any repair work is likely to be damaged through future use of the Skate Park.
Margaret Field	No work required
Jubilee Green	
Replace Dirty Sign	Maintenance Officer to try and clean in the first instance
Upside down bridge on Climbing frame	Leave as is as low risk and not an issue.
Turf gaps along concrete edging	Maintenance Officer to do.
Minor repairs to wet pour around turnstile	Maintenance Officer to do
Large Slide – infill worn ground areas	Maintenance Officer to do
Goal - Infill worn areas	Maintenance Officer to do

A&E/30082022/05 Review of Gardiner Memorial Hall Operating Schedule in relation to the new Premises Licence

The Clerk informed the Group that the Gardiner Memorial Hall Operating Schedule needed to be checked against the new Premises Licence. However, she had only just obtained a copy of the License and had not had time to review. She will review the document over the next couple of weeks and add to the next Finance and General Purposes meeting for consideration.

A&E/30082022/06 Any other matters

1. Cemetery Trees – 41 Baker Drive

A further request had been received from the owner of 41 Baker Drive for branches to be cut back from a tree in the cemetery to allow additional light into her property. The Group agreed that the request should be refused on the following grounds:

Climate Change

Established healthy tree, in situ before owner moved into the property

Cutting back branches would extensively damage the shape of the tree.

Kevin Drane could be asked for advice.

The resident does have a right to cut back any branches that are actually hanging over into her garden.

The Clerk to respond to the resident.

2. Letter from resident re fence Hatley Drive Amenity Area

The Group considered a further email from the resident in Hatley Drive. The Group stated again that this is a civil matter and therefore not the responsibility of the Council to be involved. Although the fence was erected by Mr Metcalfe on the Hatley Drive Amenity Area without permission, it is of good quality and the Council has no objection to its presence.

3. Trees on Kingfisher Drive Amenity Area blocking light to 23 Kingfisher Drive and branches close to the roof of 17 Kingfisher Drive

The Group agreed that Kevin Drane, Tree Officer at ECDC should be approached for advice on this matter.

The Clerk reported that the external electric sockets at the Pavilion had been damaged again. It was agreed to remove the sockets. The Clerk to find out how much it will cost for them to be removed. If under £135.00 to go ahead and get them removed, as this amount had already been approved for a repair previously which had not been carried out. If not, then quotations for the removal to be sought.

A resident has offered a fir tree from their garden as a Christmas tree for Pound Hill. It was agreed that this would not survive if replanted and therefore, the offer should be declined.

A&E/30082022/07 Date of the next meeting

The next meeting will be held on 25th October 2022.

The meeting closed at 8.30 pm.

Signed

Dated

Present: Michael Swifts (Chair), Liz Swift, Ian Woodroffe, Jim Perry, Jenny Moss, Paul Webb, Helen McMenamin-Smith, Linda Kitching.

CL&S/230822/01 Apologies for absences and declarations of interests

An apology for absence had been received from Geraldine Tate. There were no declarations of interests.

CL&S/230822/02 Approval of the minutes of the 21.6.22

The minutes of the meeting held on 21st June 2022 were approved and signed as a true record. Proposed by Jenny Moss and seconded by Liz Swift.

CL&S/230822/03 Action Sheet Updates on the following

The following updates were noted:

PROJECT	
Recreation Ground Inc. improvement project, Grant Funding and liaison with Football Clubs and other users	No further update.
Sports Provision Group, Inc. liaison with Football Clubs, other sports groups and users including Margaret Field	The Sports Provision Group have met with Burwell Football Club. The Club is doing well. There is an issue with the heating not being turned off after use. Tony Cornwell (new Chair) to remind hall. The Grounds Contractor, Wayne Hardy (Mr Groundsman) will now be attending meetings.
Spring Close Management Group	There has been a recent act of vandalism causing a fire in Spring Close. The Fire Brigade attended. There is to be a meeting of the Management Group next week, which will start with a site visit followed by a meeting at Mandeville Hall. The new signage is progressing well and hopefully will be on display at the Family Fun Day on 3 rd September 2022.
Pauline's Swamp	There are issues with dying trees/hedging planted on the boundary by Alan Nash. District Councillor David Brown is going to talk to Emma Grima regarding the land transfer from Hopkin Homes. Advice also to be sought from CAPALC/NALC. The length of time it is taking to move ahead with the transfer is a concern. Jenny Moss to re do the Pauline's Swamp display board for the Family Fun Day.
BAFY	Helen McMenamin-Smith DBS has now been received. Neither Paul Webb nor Liz Swift have started to do theirs yet. There may be an opportunity for the group to use Mandeville Hall for their meetings. Unfortunately, GMH is not available due to previous regular bookings. The last meeting was cancelled and no further date for a meeting has been arranged. There had been some confusion regarding the cooking sessions. It was felt that BAFY is not progressing as hoped and needs a written plan as to how they move forward in the future.
Community Orchard	Needs a drone to map the site to show the exact locations of the fruit trees for the revised map. Danny Jennings was suggested. The old plan

	could be used until the new one is ready. Helen McMenamin -Smith to ask Helen Richardson if she could water the trees.
Community Garden	Jenny Moss to write a letter to businesses requesting help. A letter to be sent to Simpson's and Scotdale's to see if they can provide any sponsorship. Helen McMenamin Smith to source volunteers once digging is required. Jenny Moss to ask James Moss when he may become available to lift the plastic matting. If he is unable to do this shortly then Helen McMenamin-Smith will ask local farmers if they are able to help. The project has a limited budget. Paul Webb considers that the matting should remain in situ as it will suppress weeds, meaning that maintenance costs will be lower and that there would be ecological benefit. Helen McMenamin-Smith said that she felt that if left, the plastic would not create such a good impression. The aim is for clearance and planting of some bulbs to be carried out over the winter and the main planting being carried out in the spring. Helen McMenamin-Smith believes that there are enough volunteers to look after the garden although the Maintenance Officer may need to cut the grass. There is concern about having gravel on the footpaths as gravel is often thrown on to the skate park causing issues for the skaters. Wood chip could be used instead. Disability access also needs to be considered. Some grants maybe available towards the costs involved with making the garden accessible.
Liaison with Sports Centre	A new manager is due to start on the 1 st September 2022 and the centre is looking to appoint two assistant managers as well. No further information is available.
Climate Change Policy	The Climate Change Policy/Action Plan needs to be updated and work needs to be done on the tri-fold leaflet to make the format more user friendly.
A to B1102 Group	Cambridgeshire County Council Active Travel Strategy for Cambridgeshire Consultation has now ended. The A to B1102 Group was mainly set up to look at buses etc. The service is not good, particularly for those attending Post 16 Education and does not exist on Sundays or bank holidays. The group is thinking of proposing transport hubs. They have met with Stagecoach and will meet again in the future however funding is an issue. Swaffham Prior is concerned about the traffic flow through the village. Looking to devise a plan to bring attention to the to the variation in speed limits along the route. Cycleways along the route are not that good, although the Greenway Cycleway has now been agreed to continue to Swaffham Prior. Swaffham Prior is also looking for Burwell and Swaffham Bulbeck to join with them to bid for funding to carry out a feasibility and technical study to carry out the work. Liz Swift explained that she is trying to get across the point that Highways will have the last say and it needs to be what the residents want. Although a good starting point has been established, a lot more work is required. It may be useful for the A to B1102 to talk to Matt Staton at Vision Zero for Cambridgeshire and Peterborough. It may be difficult from Highways to discuss due to lack of manpower.
Westhorpe Play Area	There is quite a large team of volunteers fundraising for the new play area. The Parish Council has just earmarked £15,000 towards the project from the donation from the Factory Road Solar Farm. Kathryn Hyett is looking into further funding. The volunteers would like to include a sensory area which could open the option to apply for further grants. Children are also being asked what equipment they

	would like to be included in the play area. The volunteers have also managed to set up a bank account for the project. This is the Council's next major project.
Repair Cafe	Next meeting is on 24 th August 2022. The group are likely to postpone the first session until later in November.

CL&S/230822/04 Kayak/Canoe Landing Point – Letter of concern from resident (Information Only)

The Clerk reported that she had discussed the Paddle the Lode group insuring the landing stage for public liability through the Parish Council's insurance policy. To do this the group would need to provide the required risk assessments and report sheets for the regular checks that would need to be carried out. She had also suggested that there should be a formal agreement in place to ensure that the Parish Council would not automatically take over the landing stage if the Paddle the Lode group were no longer able to be responsible for it.

A letter from a resident concerned about the affect that the landing stage and its users on the wildlife using the Lode was noted.

CL&S/230822/05 MUGA Lights and additional barrier netting between tennis courts and MUGA

A further quotation for the MUGA lights is due to be submitted to the Council shortly. The cost for Arbus to add a ball stop netting to the Tennis Court fencing is either £3,353.48 plus VAT plus a mobilisation charge of £650.00 for one side of fencing or £7645.44 plus VAT for all four sides. Liz Swift proposed, seconded by Paul Webb that if funds permit, the netting should be applied to all four sides. However, it was agreed that any decision should be delayed until the quotation for the MUGA lights has been received.

CL&S/230822/06 Donations for Consideration - Cam Sight

A request for a donation had been received from Cam Sight. Before recommending any donation, the group asked that the Clerk finds out how many people in Burwell use the service.

CL&S/230822/07 Any other business

1.Request for free use or reduced cost of hall hire for a Westhorpe Play Area/Open Arms Christmas Fair

Westhorpe Play Area Group and Open Arms are looking to hold a Christmas Fair and wondered if the Council would consider a reduced rate for the hire of the hall. The Group discussed the request and makes the following recommendations to Full Council.

The Community, Leisure and Sports Group recommends to Full Council that a reduced hire rate is charged for the Westhorpe Play Area/ Opens Arms Christmas Fair with the hire of the hall being split in half for the two groups, with the Westhorpe Play Area being allowed to hire the hall for free and the Open Arms Group being charge half of the charity rate. This is for this event only.

2.Licensing Committee – Host Premises Consent

The Group considered applying for a Host Premises Consent to allow outside caterers/food stalls to use the car park at Mandeville Hall. The licence will cost £192.00 per year. Pimp my Fish currently pay £25.00 per week to use the car park.

The Community, Leisure and Sports Group recommends to Full Council that a Host Premises Consent Licence is purchased for the Mandeville Hall at a cost of £192.00 per year.

3.Chair-based Exercise Classes

There is no update on the Chair-based exercise classed.

A letter had been received from a resident who had parked his car at the Recreation Ground where someone had damaged the window and he wished to know what was being done to prevent this kind of thing happening. It was noted that as a public car park, those parking do so at their own risk. However, that Clerk would check that there was a sign in place stating this. It was agreed that the CCTV should not be checked unless the Police ask for this to be done.

The Group looked at a draft Fire Risk Assessment for Outdoor Open Spaces. This requires some further consideration and will be taken to the next Asset and Environment or F&GP meeting.

Paul Webb asked the Clerk to forward the Public Spaces Protection Order information to the other members of the group.

CL&S/230822/08 Date of the next meeting

The next meeting will be held on 18th October 2022 at the Jubilee Reading Room.

The meeting closed at 8.52 pm

Signed

Dated

Playground Area

Low shrubs alongside paths, using bee friendly flowers and underplanted with bulbs.

Path (Matting and Gravel)

Grassed Areas

Raised Herb Beds

Leave Wild for a year to see what comes up on the natural substrate

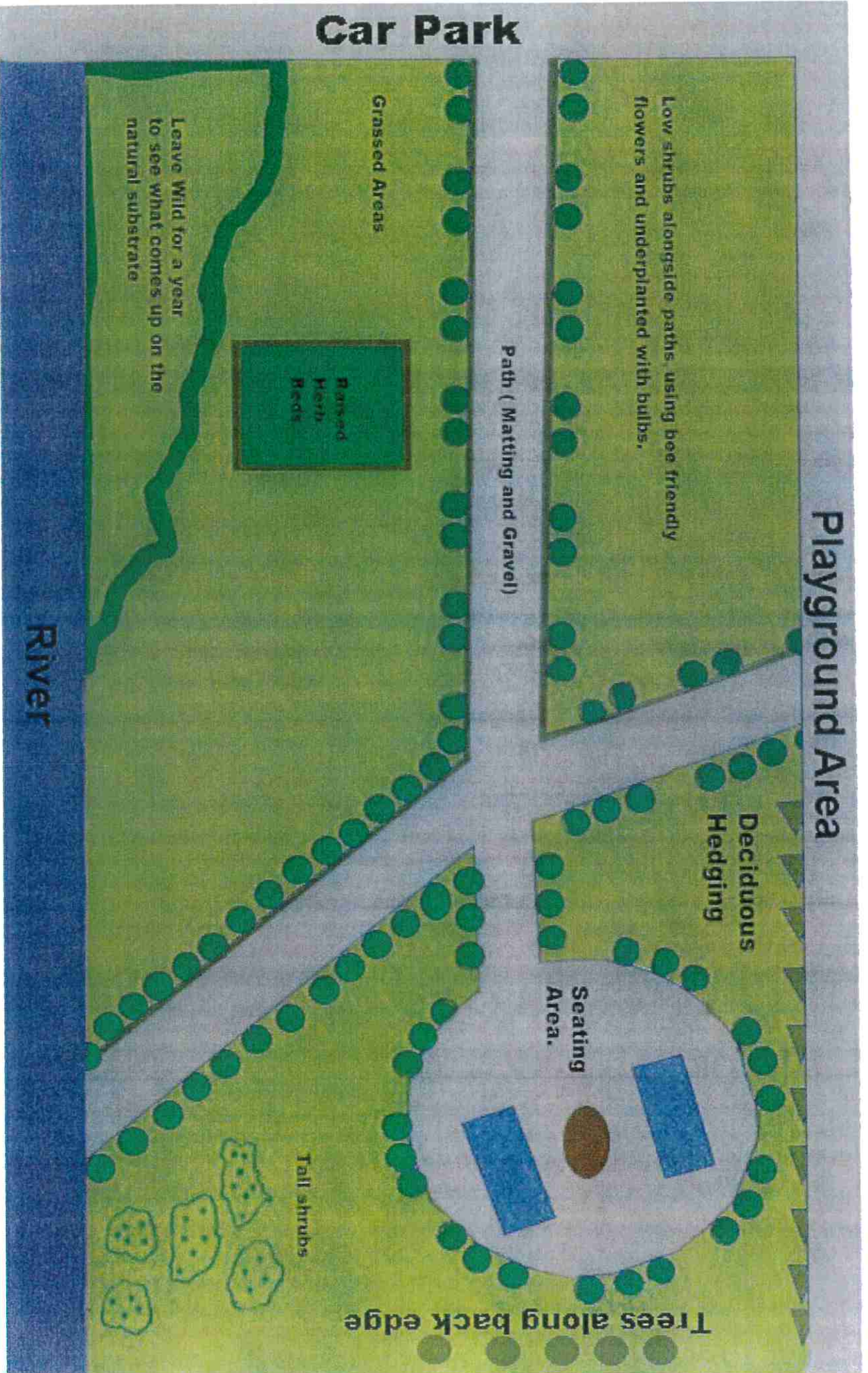
River

Deciduous Hedging

Seating Area.

Trees along back edge

Tall shrubs



County + District matters

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 30 August 2022 13:18
To: 'Lynne Riches'
Subject: TTRO 22/886 Footpath off Priory Close, Burwell
Attachments: 22-886 Footpath off Priory Close, Burwell.pdf

Good afternoon

Please see attached Order for your information. This Order has been approved and will come into operation on 13/10/2022. All necessary legal procedures have been attended to by ourselves, and the emergency services will be informed in due course.

Please note, the signing schedule has not been checked in detail. All signing must be carried out to the entire satisfaction of the Local Highways Officer (Telephone Number 0345 045 5212) in whose area the work lies and the applicant should make early arrangements to discuss the signing with them.

Will you please note that the proper signing of the road obstruction must be in accordance with the Traffic Signs Manual Chapter 8 and must comply with the Safety at Roadworks and Street Works Code of Practice. Adequate signing of the alternative route is entirely the responsibility of the applicant. The applicant **MUST** place Advanced Warning Signs at each end of the highway to be closed at least 14 days prior to the closure informing the travelling public of the start and end dates of the closure.

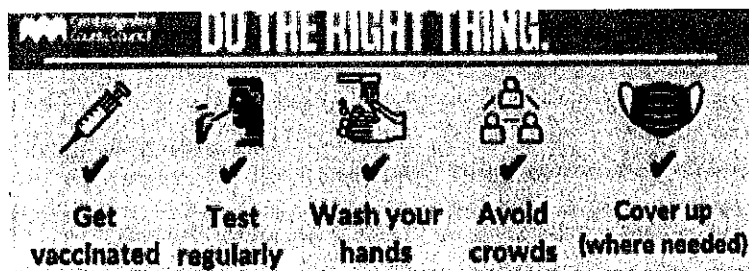
Kind regards

Sharon Cannon
Street Works Officer

Place and Economy
Transport Strategy & Network Management
Cambridgeshire County Council

Tel: 01480 372444

Highway licences and permits - Cambridgeshire County Council



CAMBRIDGESHIRE COUNTY COUNCIL

Footpath off Priory Close, Burwell

(TEMPORARY PROHIBITION OF USE)

ORDER 2022/886

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any pedestrian from proceeding along Footpath off Priory Close, Burwell as lies between Park Road and Priory Close.

Access will be maintained to properties affected by this order.

The alternative route for pedestrians will be as signed.

The Order is made to facilitate stop tap replacement works which are being carried out on or near this highway and it will come into operation on 13 October 2022 and continue until these works have finished or on the 12 April 2023 whichever is the earlier.

It is anticipated that these works will be carried out between 13 October and 15 October 2022.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

Stephen Moir, Executive Director, Place and Economy, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE

Thursday 22 September 2022

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 04 August 2022 11:03
Subject: Proposed closure Low Road, Burwell 31/10-02/11/22.
Attachments: Temporary-traffic-road-regulation-order-TTRO-application-form-April-2022
TBF33212.docx; TBF33212_ADJ PROP 76, LOW ROAD, BURWELL CAMBRIDGE
10644015.pdf

Good morning,


Please find attached the proposed TTRO application for your information. If you have any comments, please respond by 18/08/2022. 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,
Lizzie Pink

Street Works and Permitting Coordinator
Highways Service



 01480 372 444

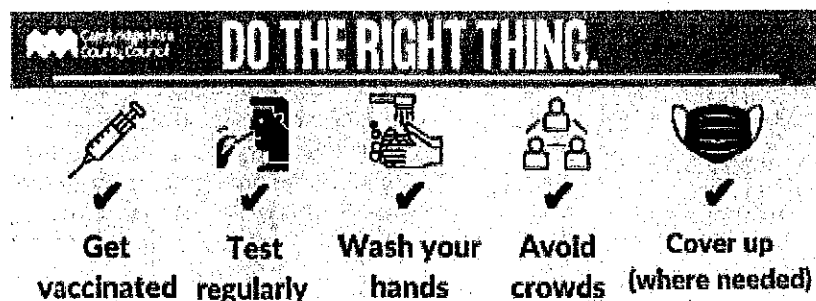
 Highways Services, Street Works Team, Vantage House, Washingley Road, Huntingdon, PE29 6SR

 @Cambs_Traffic

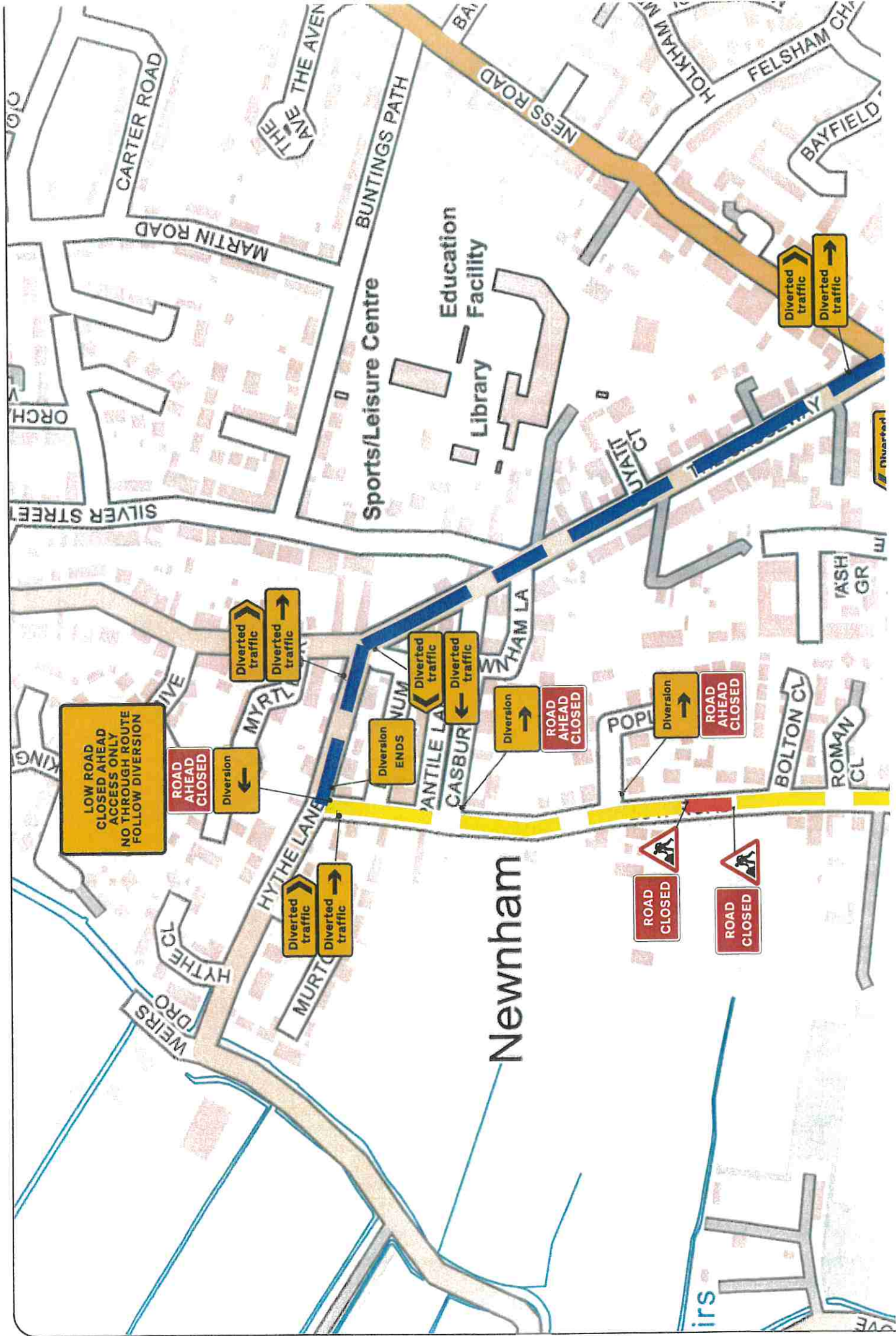


For more information regarding forthcoming  click [here](#)

Please note: all our up to date forms are available on our website, please see link as below:
<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-licences-and-permits/>



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TEMPORARY TRAFFIC ORDER APPLICATION FORM (TTRO)

Please Send Your Applications to: Cambridgeshire County Council Street Works Team Vantage House Washingley Road Huntingdon Cambridgeshire PE29 6SR Tel: 01480 372444 Email: street.works@cambridgeshire.gov.uk	Applicants Details: Name: Liam Kiddle Address: TBF Traffic, Unit 6, The Lion Barn, Maitland Road, Needham Market IP6 8NZ Tel: 01449 490865 Emergency 24 hour Contact No: 07900 910453 Email: liam.kiddle@tbfttraffic.com
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The cost of this application is:
£1130.00 for a Full Order or **£795.00** 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	<input checked="" type="checkbox"/>	FOOTPATH CLOSURE / PUBLIC RIGHTS of WAY *** Please see Notes for Applications below.	<input type="checkbox"/>	SPEED LIMIT	<input type="checkbox"/>	OTHER (Please specify below)	<input type="checkbox"/>
Additional T/M Requirements	NONE <input checked="" type="checkbox"/> STOP / GO <input type="checkbox"/> 2-WAY LIGHTS <input type="checkbox"/> 3-WAY LIGHTS <input type="checkbox"/> HOURS OF OPERATION: 24HR						
DESCRIPTION OF WORKS:							
New water connection for Anglian Water							
Road Name				Low Road			
Parish / Town				Burwell			
Road Number (i.e.: A140)							
Location of Works				adj prop 76, Low Road, Burwell,			

Closure Start Date:	31/10/22	End Date:	02/11/22
Closure Times: 24/7 or Specify Times	24 hours		

Working Hours: 24/7 or Specify Times	7:00-17:00 hours
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. Please provide a map showing the extent of the closure and diversion route.	LOW ROAD > PARSONAGE LANE > THE CAUSEWAY > HYTHE LANE > LOW ROAD & LOW ROAD
Will the alternative route include a Trunk Road? (If so, it is the responsibility of the applicant to gain agreement from the National Highways and submit a copy of the approval to Street Works)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
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). Some of these can be found here	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Will this Order apply to pedestrians and/or equestrians? (If so, please provide details)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Details:
Please add any comments that you feel may assist the application	

<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: Anglian Water	
Address: Enterprise House Witham Park	Tel. No: 01522 341545 Email: tDixon@anglianwater.co.uk

Waterside South Lincoln LN5 7JE	
YOUR ORDER NUMBER:	
10644015	

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.

Notes for Applications to close Public Rights of Ways (PRoW) / Footpaths

1. CCC strongly encourages early engagement with PRoW Officers prior to any application being submitted to close a Public Right of Way or footpath (PRoW).
2. Initial applications to close a Public Right of Way or footpath can only be granted for a maximum duration of 6 months.
3. If the applicant is aware that the closure is likely to exceed 6 months, they should indicate this on the initial application but will still need to apply for an extension using the following procedure:

4. The applicant needs to apply to Street Works at least **8 WEEKS** before the expiry date of the initial 6-month TTRO with full justification AND any alternatives that have been considered and reasons for not being able to accommodate any alternatives.
5. The applicant should use reasonable endeavours to minimise any extension duration and further extensions may be refused.
6. Applicants will be required to meet on site with our Senior Street Works Inspector and PRow Officer to discuss the reasons for the extension and justification. The site meeting must be held within 2 weeks of the extension request being submitted to Street Works and applications to the Secretary of State (SoS) will not be progressed until the meeting has been held and alternatives explored. The SoS requires a minimum of 4 weeks to consider an extension request. Any applications that do not comply with item 4. may be automatically refused.
7. All applicants should be prepared to accommodate any reasonable alternatives suggested by the Senior Street Works Inspector and PRow Officer and will be asked to justify in writing any refusal to accommodate reasonable and achievable alternatives. Additional cost to the works promoter will not be considered justification.
8. Applicants should not assume the full duration of the extension request will be granted and a reduced period may be agreed at the site meeting.
9. Applicants should not assume that extensions will be granted by CCC even if the Secretary of State (SoS) approves an extension.
10. The PRow should be reopened as soon as reasonably practicable and in a condition that is safe for all users of the PRow. In any case, it should be reopened in a safe condition, no later than the expiry date of the extension, if granted.
11. Failure to reopen a PRow on or before the expiry date of the TTRO / extension may result in CCC initiating appropriate enforcement action.

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:.....Liam Kiddle..... **Date:** ...06/06/22.....

Company:TBF Traffic.....

Position:Planner.....

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 05 August 2022 15:32
Subject: TTRO 22/808 - Heath Road, Burwell
Attachments: 22-808 Heath Road, Burwell.pdf

Good afternoon,

Please see attached Order for your information. This Order has been approved and will come into operation on 14 September 2022. All necessary legal procedures have been attended to by ourselves, and the emergency services will be informed in due course.


Please note, the signing schedule has not been checked in detail. All signing must be carried out to the entire satisfaction of the Local Highways Officer (Telephone Number 0345 045 5212) in whose area the work lies and the applicant should make early arrangements to discuss the signing with them.

Will you please note that the proper signing of the road obstruction must be in accordance with the Traffic Signs Manual Chapter 8 and must comply with the Safety at Roadworks and Street Works Code of Practice. Adequate signing of the alternative route is entirely the responsibility of the applicant. The applicant **MUST** place Advanced Warning Signs at each end of the highway to be closed at least 14 days prior to the closure informing the travelling public of the start and end dates of the closure.

Kind regards,
Toni Lattaway
Street Works Officer

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](#)

 @Cambs_Traffic



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CAMBRIDGESHIRE COUNTY COUNCIL

Heath Road, Burwell

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)

ORDER 2022/808

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Heath Road, Burwell as lies between Springhead and Gravelpit Farm Lodge.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via B1102 - B1103 - Oxford Street, Exning - Chapel Street - Laceys Lane - Heath Road and vice versa.

The Order is made to facilitate telecommunication maintenance works which are being carried out on or near this highway and it will come into operation on 14 September 2022 and continue until these works have finished or on the 13 March 2024 whichever is the earlier.

It is anticipated that these works will be carried out between 09:30hrs and 15:30hrs 14 September to 16 September 2022.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

Steven Cox, Executive Director, Place and Economy, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE

Thursday 25 August 2022

Yvonne Rix

From: Street Works <street.works@cambridgeshire.gov.uk>
Sent: 30 August 2022 13:20
To: 'Liam Kiddle'
Subject: TTRO 22/887 Low Road, Burwell
Attachments: 22-887 Low Road, Burwell.pdf

Good afternoon

Please see attached Order for your information. This Order has been approved and will come into operation on 31/10/2022. All necessary legal procedures have been attended to by ourselves, and the emergency services will be informed in due course.

Please note, the signing schedule has not been checked in detail. All signing must be carried out to the entire satisfaction of the Local Highways Officer (Telephone Number 0345 045 5212) in whose area the work lies and the applicant should make early arrangements to discuss the signing with them.

Will you please note that the proper signing of the road obstruction must be in accordance with the Traffic Signs Manual Chapter 8 and must comply with the Safety at Roadworks and Street Works Code of Practice. Adequate signing of the alternative route is entirely the responsibility of the applicant. The applicant **MUST** place Advanced Warning Signs at each end of the highway to be closed at least 14 days prior to the closure informing the travelling public of the start and end dates of the closure.

Kind regards

Sharon Cannon
Street Works Officer

Place and Economy
Transport Strategy & Network Management
Cambridgeshire County Council

Tel: 01480 372444

Highway licences and permits - Cambridgeshire County Council



CAMBRIDGESHIRE COUNTY COUNCIL

Low Road, Burwell

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)

ORDER 2022/887

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Low Road, Burwell as lies between Poplars Close and Bolton Close.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Hythe Lane - The Causeway - B1102 - Parsonage Lane - Low Road and vice versa.

The Order is made to facilitate new water connection works which are being carried out on or near this highway and it will come into operation on 31 October 2022 and continue until these works have finished or on the 30 April 2024 whichever is the earlier.

It is anticipated that these works will be carried out between 31 October and 2 November 2022.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

Stephen Moir, Executive Director, Place and Economy, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE

Thursday 22 September 2022

Notes on the meeting of the Sports Hub Taskforce Group for the proposed Sports Hub, Newmarket Road on 2nd September 2022 on Zoom.

Please note that these are not the official minutes of the meeting which are the responsibility of This Land.

Present:

Parish Council - Liz Swift, Michael Swift, Paul Webb, Yvonne Rix,

This Land - Brenda Kibblewhite, Sian Rees-Fulton, Abigail Cooke

Burwell FC – John Waters

Other – Craig Mulhull (MLC Leisure)

Outcome of Community Consultation

A copy of the Consultation Report to be forwarded to the Parish Council and Burwell FC by This Land.

Football Pitches 50%

3G Pitch 67.07%

Swimming Pool 66.46%

Gym 48.78%

Many people felt that it was important to include a community hall.

Very important for there to be changing facilities.

45% would like to see a coffee shop or at least a vending machine.

There is an expectation that people will need to pay to use the facilities.

Onsite parking is very important, and most people expect it to be free.

Need to bear in mind what the village already has for example the Sports Centre, Community Halls where fitness classes take place.

The village is short of football pitches and could benefit from having an all-weather pitch.

A swimming pool should be considered, even though it is likely not to be financially viable, unless a commercial organisation set up a pool in conjunction with a gym.

Craig Mulhull introduced himself and his company MLC Leisure. He will carry out background research, a strategic review, needs assessment, option appraisal, site analysis and provide options and recommendations for the sports hub. Part of the work will involve finding out where members of the community currently go to for their sporting activities. This will be done through online surveys, existing survey information and possibly a sample representation survey.

The cost for the work is £9,500 plus VAT. This will be paid for out of the £10,000 contribution from This Land. MLC Leisure will also look at grant funding availability. The aim is to get all the work completed by the end of November 2022.

Paul Webb stated that the Parish Council/Burwell FC is already working closely with the Football Association. It would be good to have Football Association involvement particularly where a 3G Pitch is concerned.

Burwell FC already has a Football Needs Statement in place.

John Waters felt that time should not be wasted in trying to get something that will not be affordable.

A site meeting to be held shortly.

All comments to go through Abigail Cooke (This Land).

**This Land Burwell Taskforce Update Meeting with Craig Mullhall
Teams Meeting
Minutes of Progress**

Held on Friday 2nd September at 2pm

Present:

Brenda Kibblewhite (BKJ)
Abigail Cooke (AC)
Paul Webb (PW)
Craig Mulhall (CM)
Sian Fulton (SF)
Yvonne Rix (YR)
John Waters (JW)
Elizabeth Swift (ES)
Michael Swift (MS)

Apologies:

Tony Cornwell (TM)
David Ing (DI)
Jack Smith (JS)

Action

1.0 Introduction

No items were raised under this heading

2.0 Burwell community Engagement Questionnaire Findings- Top voted for facilities

2.1.1 3G pitch (67%), Swimming pool (66.46%) Football pitch and gym.

2.2 Community hall

2.2.1 Over half of participants said Yes, a community hall would be beneficial.

2.2.2 The community hall can be used for other activities, not just sports, such as Scouts.

2.3 Coffee Shop

2.3.1 45% of users said yes, but others believe a vending machine will be sufficient.

3.0 Burwell community Engagement Questionnaire Findings- Fees

3.1 Attendees would expect to pay per visit

3.2 Nobody voted for not having to pay fees (it's expected that they would pay)

3.3 Would be happy to pay as part of their membership.

4.0 Parking

4.1 80% say that parking needs to be available

4.2 Majority believe that parking should be free

5.0 Existing Activities

5.1 85% of participants are involved in activities currently

5.2 – activities include football, swimming, gym, running, cycling.

5.3 MS emphasises importance of being mindful of the existing sports centre. What is wanted vs what is needed.

5.3 Mention of the old swimming pool- a fundraiser took place to save it in the past.

5.4 Swimming pool would be hugely popular, but it would have to be commercialised and linked with a gym (PW & MS)

6.0 Results to be forwarded to all attendees

AC

7.0 Craig Mullhall PowerPoint Presentation – Needs assessment and option appraisal

7.1 Services which MLC can offer

7.2 Relevant experience

7.3 Project Team

7.3.1 Andy Wilkinson to join the project.

7.4 Project scope

7.4.1 What can MLC do now?

7.5 Must understand where people currently go for sports activities.

7.6 Need to dig deeper to understand local demands.

7.7 Strategic Review

7.7.1 Faculty plans

7.7.2 Sports England Involvement

7.7.3 Will look at teams vs players ratios vs pitches

7.8 Project methodology

7.8.1 Must look to really understand stakeholders

7.8.2 Mini business case and stages of the project outlined in document to be sent to taskforce.

8.0 Next Stages

8.1 What other services can be offered?

8.1.1 Nothing has been additionally priced in relation to this yet.

9.0 Timescales

9.1 Project commencement in September 2022

9.2 All proposed dates are found in the document to be sent over by CM and forwarded by

AC.

10.0 Fee Proposal

10.1 Separate document to be sent to Taskforce

AC

10.2 £9,500 excluding VAT

10.2.1 CM confirmed that this fee is inclusive of grant fundraising efforts.

11.0 Additional comments for CM from Taskforce

11.1 PW Can we utilise Clunch magazine to gather information? How will we gather it?

11.2 CM lists surveys, asking on the street, competitor analysis as meant to find this information.

12.0 Tony Cromwell Notes (given to BJK prior to meeting)

12.1 How do we ensure we don't spend too much time pursuing non-viable options?

12.1.1 CM expertise and a good idea already will ensure time is not wasted.

12.2 Initial site meeting before any work begins

12.2.2 AC to send doodle poll for availability- site meeting to be booked following responses AC

13.0 Date of Next Meeting

13.1 TBC following responses from doodle poll. AC

The background of the slide is a photograph of a person in a swimming pool. The person is seen from the side, with their arm extended towards the edge of the pool. The water is a deep blue, and the pool deck is a light-colored, textured surface. The person is wearing a dark-colored swimsuit.

Burwell Sports Facilities Needs Assessment & Option Appraisal Presentation - September 2022



Mull
Leisure Cor

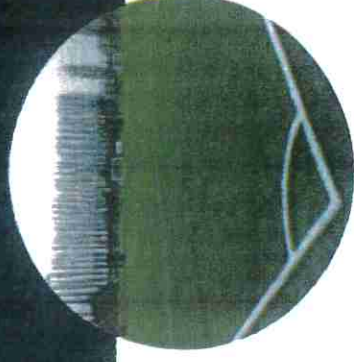
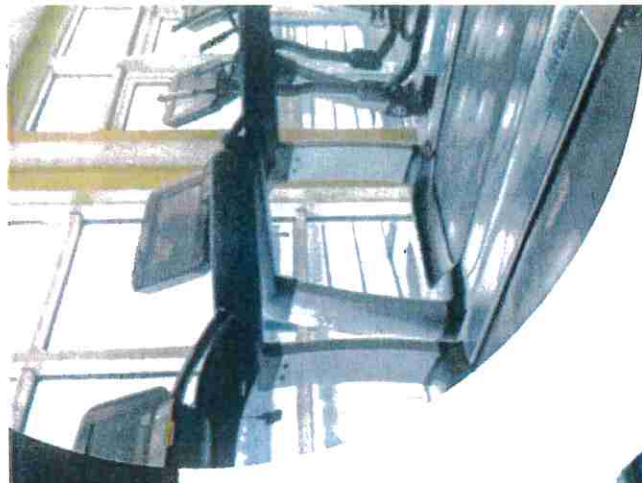
About MLC

Mulhall Leisure Consultancy (MLC) was formed in April 2017 and provides expert advice and support to sports & leisure organisations. MLC's principal consultant, Craig Mulhall, has over 24 years experience working within the sports & leisure sector, with a focus on local authority leisure management.

Craig's career began in 1997, working for SLM (Everyone Active), where he enjoyed 13 years working in a variety of operational roles. Craig's time at SLM culminated in a pivotal role as Business Development Manager, where he was responsible for securing multiple new contracts, in a time of rapid company growth.

Craig then joined Serco Leisure as Business Development Director in 2010 and enjoyed a very successful 7 years before setting up MLC. During his time at Serco (a FTSE 100 business), Craig was project lead on many notable sport and leisure projects and brings this experience into his consultancy business.

Craig works collaboratively with several sports & leisure organisations to initiate change and improvement in sports facilities and associated services.

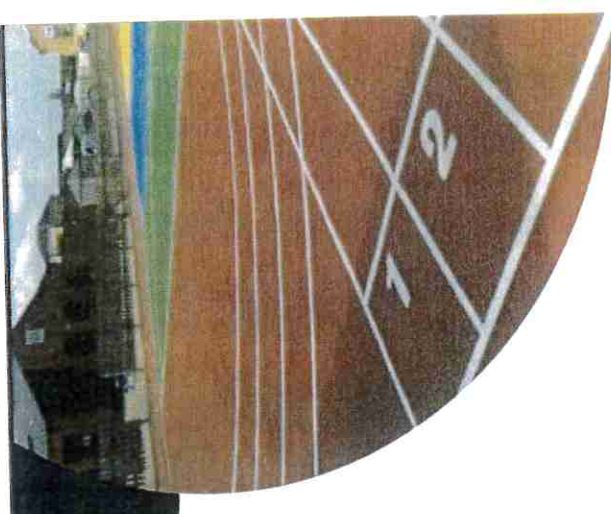


A wide range of services

- Feasibility studies – development of financial and operational solutions, including analysis of different operating and management models.
- Needs Assessments – including latent demand and demographic profiling.
- Options appraisals – including the provision of detailed sensitivity analysis within financial workbooks.
- Production of Sports Facility Assessments and strategic reports.
- Tender submission support – including method statement (bid) writing, development of interactive financial models and legal & commercial analysis.
- Data Analysis – distilling large amounts of raw data into useable formats to help inform decision making for sports & leisure.
- Grant funding applications – Sport England, Football Foundation, LTA, National Lottery, Power for Change and multiple small grant schemes.
- Business Planning – including supporting organisations with sufficient research to make informed investment decisions
- Author of Physical Activity and wellbeing strategies.
- Critical Friend – support to organisations to review new business opportunities.
- Interpretation of design / operational input and critique for new leisure projects.
- Mitigation analysis – including setting out cases for and against the planning principles of sport.
- Stakeholder Consultation – including e-surveys and consultation with clubs, NGB's and the general public.
- Bid team training / mentoring – supporting individuals and teams in their development.



CIMSPA
MEMBER



Relevant Experience for this Project

MLC possess specific skills and experiences that are relevant for this potential collaboration. These include the following:

- Project Management of large funding awards – MLC have recently worked with Active Lincolnshire to disseminate over £100k worth of Sport England / DfE funding.
- Strong track record of securing funding for the projects he has supported. For instance, in the past 5 years, MLC has secured over £3million in funding from the Football Foundation.
- Bidding for and winning leisure management contracts – during his Business Development roles (spanning 14 years), Craig submitted over 100 bids for leisure services. This work included method statement (bid) writing, development of interactive bespoke financial models and legal & commercial analysis of each contract opportunity.
- Mobilisation and transition of sports & leisure facilities – recent experience of supporting an operator to mobilise a new contract, builds on experience of leading mobilisations of large, complex contracts on behalf of Serco & SLM.



Our Project Team – Craig Mulhall

Craig brings a range of skills to this project from over 20 years working in the sports & leisure sector. Having been the lead for Business Development for two major leisure organisations and now an independent sports & leisure consultant, Craig brings extensive knowledge of operating Sports & Leisure facilities to this project alongside commercial and contractual acumen in the sector.

- ❑ Within his Business Development Director role at Serco Leisure, Craig was the Project Manager for the successful bid and then the transition phase of the 21 year operational contract at the National Water Sports Centre in Nottingham. Similarly in Birmingham, Craig project managed the bid phase and transition of a 15 year operational contract for 9 sports & leisure facilities.
- ❑ Through his distinguished sports & leisure career, Craig has developed extensive experience of business planning, financial analysis, demographic research and activity engagement methodologies, all of which are required for this project.
- ❑ Now in his consultant role, Craig continues to utilise his skills to help clients in work such as feasibility studies, business planning, funding applications, options appraisals, sports facility strategies, playing pitch strategies and physical activity strategies. The skills that have been used in these types of studies will be required for this project.
- ❑ For instance, within the feasibility studies that MLC have been involved in, Craig has produced detailed business plans, which include operational and financial plans for sports & leisure sites. These feasibility studies all include sensitivity analysis, risk registers and solution identification (and development).
- ❑ With this project, Craig will be the single point of contact and provide particular focus/input on the financial aspects of the high level plans, providing key benchmarking and due diligence.
- ❑ Craig will also utilise his experience as a Quest Assessor and a Technical Advisor on the Sport England design/technical framework within this project.

Our Project Team – Andy Wilkinson

Andy brings a range of skills to this project from over 29 years of working in Education. He has held a wide range of roles within the school, having been a Pastoral Head, Head of PE, Director of Sport, Director of Specialisms and is currently an Assistant Headteacher at Carre's Grammar School.

- ☐ He has played a key role in the way the school has developed into a thriving outward looking community use facility. For example, he led the school in its application to become a Sports College back in 2003, a High Performing Specialist School in 2008, a Football Foundation application in 2009 for over £625,000 and a Food Fitness & Sports Diploma application in 2010 worth over £1million.
- ☐ Andy is currently Project Lead for the new site proposal for Carre's and KSHS to merge onto a £30million combined site on the outskirts of the town.
- ☐ Andy formed AWSE Consultants in June 2022 to focus on providing expert advice and support to schools, educational providers and sport and leisure organisations.
- ☐ MLC and AWSE Consultants have successfully partnered on numerous projects over the past three years, including most noticeably the Opening Schools Facilities funding programme for Active Lincolnshire, an options appraisal for the Latymer Foundation and a playing pitch strategy for Dengie Peninsula.
- ☐ Andy understands the balance required between commercial and community needs for sport and physical activity.
- ☐ In this project, Andy will support MLC within all stages, focusing specifically on providing high quality research and insight.
- ☐ Andy will check & challenge all aspects of the project, as the projects critical friend.

Project Scope – What can MLC do now?

- Background Research
- Strategic Review
- Needs Assessment
- Options Appraisal
- Site Analysis
- Recommendations



- Site Visit / Face to face meetings
- Review of existing local plans / strategies e.g. LFFP, PPS
- Gap Analysis
- Identify current & future stakeholders
- Mini Business Cases for each option
- Production of summary report

Project Methodology

Stage	Stage Description	Key Actions
Stage 1	Project Brief	Develop a detailed project brief that explains the vision and objectives of the
		Agree key roles and responsibilities for each organisation
		Assess the key milestones, dates, meeting cycles and decision dates
		Develop a detailed project programme
Stage 2	Project Activation	Outline the project governance required to successfully manage the master
		Finalise and agree the project brief
		Agree fee proposal, invoicing details / PO and payment schedule
		Set up and host initial meeting and site visit
		Agree communication methods. Set up project team meetings / agree free

Project Methodology

Stage	Stage Description	Key Actions
Stage 3	Background Research & Strategic Review	Review of existing local plans, sport & leisure strategies, Playing Pitch strategies, health and safety policies, any other associated strategies / policy.
		Initiate engagement with NGB's. Lead officers to seek early discussions and feedback on the project.
		Collate demographic profiling, housing growth estimates, market segmentation and likely activity specific objectives
		Layout the initial high level thoughts on funding, grants, investments and other resources
		Investigation of current users, background and objectives.
		Consideration of potential local planning authority approach, current policy and likely approval to develop out the site
Stage 4	Developing the Recommendations	Summarise the background information so it can be used with a report
		Summarise the recommendations and strategic statements
Stage 5	Produce the Final Report	Produce a short report on the background information, findings and recommendations team

Project Methodology



Stage	Stage Description	Key Actions
Stage 4	Needs Assessment	Carry out a needs assessment for each individual activity and sport being c
		Review the following reports – Sport England FPM, Football Foundation LFFP, Local Autl Authority BSFS
		Identify existing & proposed community use for sport, leisure and commercial provision Complete a gap analysis
		Consider how existing demand and latent demand changes with housing and pop
		Analysis of local strategic need/displacement of neighbouring facilities & users/ Catchment area analysis – demographic information/population breakd Produce a summary report that captures all elements of the needs asses

Project Methodology



Stage	Stage Description	Key Actions
Stage 5	Option Appraisal & Site Analysis	Consider the land available for sport, leisure and physical activity and how best to use it
		Create a long list of options and produce a high level mini business case for each
		Short list the options using an options analysis evaluation matrix
		Develop mini business cases with the shortlisted options
		For each option create indicative programmes of use, with robust analysis into the sustainability of the site
Stage 6	Detailed Appraisal & Final Recommendations	Identification of potential stakeholders and community users of the site
		Review of Sport England Planning Policy Guidance – initial justification / comment on the viability of the proposed scheme
		Analyse opportunities and constraints in relation to the Council objectives and the proposed scheme. Produce a detailed report that summarises the options appraisal and site analysis



Next Stages – what other services can MLC provide?

- Stakeholder Engagement
- Management & Operational Review
- Scheme Development
- Business Plan
- Grant Funding Applications
- Procurement of Facilities
- Construction of Facilities
- Opening of facilities

Project Timescales

The project timeline is yet to be fully developed. However, we have assumed that should the project commence in September 2022, the following key project dates are realistic:

- **Stage 1** – Project brief is complete by early September
- **Stage 2** – Project is activated by mid September
- **Stage 3** – Background research and strategic review is complete by end of September
- **Stage 4** – Needs Assessment is complete by end of October
- **Stage 5** – Options Appraisal and Site Analysis is complete by end of November

Our Contact Details

Craig Mulhall
Managing Director

craig@mlc-leisure.co.uk

07572 097836

Andy Wilkinson
AWSE Consultants

awseconsultants@outlook.com

07944 915936



Mulhall
Leisure Consultancy

FEE PROPOSAL

Client – 'This Land'

Options Appraisal, Needs Analysis & Feasibility Study

Burwell Sports Facilities

Mulhall Leisure Consultancy
Company Number 106673314
VAT No. GB 398740736

www.mlc-leisure.co.uk

August 2022

Contents

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1	Executive Summary	03-04
2	Relevant Project Experience	05-13
3	Project Methodology	14-19
4	Project CV's	20-23

EXECUTIVE SUMMARY

Mulhall Leisure Consultancy is delighted to present our proposal to deliver an options appraisal, needs analysis and feasibility study for Burwell Sports Facilities.

If successful, the project will be delivered on time and on budget by two highly experienced and hands on consultants – Craig Mulhall and Andy Wilkinson.

The project will be led by Craig Mulhall, Managing Director of Mulhall Leisure Consultancy, who will also be the single point of contact for the client.

If you have any questions about our proposal, please contact Craig at:

craig@mlc-leisure.co.uk

07572097836

www.mlc-leisure.co.uk

KEY BENEFITS OF OUR PROPOSAL

- Two experienced consultants
- Single point of contact
- Delivered on time

Leisure

ABOUT US

Mulhall Leisure Consultancy Limited trading in May 2017 and provides a range of services and support to organisations, in respect of management of sports, attractions, leisure facilities. MLC's principal consultant, Craig Mulhall, has over 24 years experience working within the leisure sector, with a focus on local authority management.

Craig's career began in 1997, working for Leisure Active), where he enjoyed 13 years working in operational roles. Craig's time at Leisure Active was a pivotal role as Business Development Manager, where he was responsible for securing contracts, in a time of rapid company growth. He then joined Serco Leisure as Business Development Director in 2010 and enjoyed a very successful period before setting up MLC. During his time at MLC (FTSE 100 business), Craig was project manager of a notable sport and leisure projects and gained experience into his consultancy business.

Since its formation, MLC has formed partnerships with other organisations and experts in order to deliver client objectives, and has formalised its place to bring about effective con-

RELEVANT EXPERIENCE

CASE STUDY 1

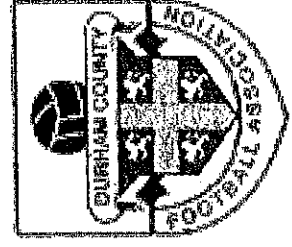
Durham County Council & Durham County FA Riverside Sports Complex & Pavilion

Following the successful completion of a high level feasibility study, MLC working on behalf of LK2, completed an options appraisal for Durham County Council and Durham County FA.

The options appraisal consisted of a defined methodology as follows:

- Desktop Research
- Assessment of need
- Strategic Review
- Operational & Management Review
- Stakeholder Engagement
- Option Development
- Financial implications – development of mini business cases, including capital costs
- Risk Register
- Summary of options
- Conclusion & Recommendations

The options appraisal considered six different solutions, including the baseline of 'do nothing'. Each option was developed using a mini business case and associated institutional



RELEVANT EXPERIENCE

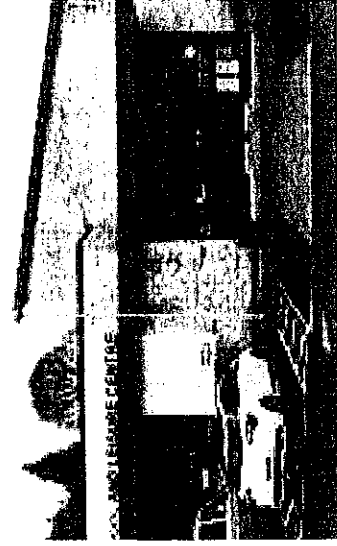
CASE STUDY 2

Oldham Council & Oldham Community Leisure Trust Saddleworth Leisure Centre

MLC working on behalf of LK2, completed a detailed feasibility & options appraisal for the redevelopment of Saddleworth Leisure Centre. The options appraisal consisted of a defined methodology as follows:

- Desktop Research
- Assessment of need – deep dive into 3G pitch provision and health & fitness provision
- Strategic Review
- Operational & Management Review
- Option Development for new 3G pitch and facility extension
- Financial implications – development of mini business cases, including capital costs
- Risk Register
- Summary of options
- Conclusion & Recommendations

The options appraisal considered three different solutions, including the baseline of 'do nothing'. The concept of a covered 3G pitch was developed alongside two different ways of extending the existing building to maximise income and participation levels.



RELEVANT EXPERIENCE

CASE STUDY 3

South Kesteven District Council - Contract Wide Leisure Service, Four Leisure Centres at Stamford, Grantham, Deepings and Bourne

MLC supported The Sports Consultancy (TSC) and construction partner MACE, in the completion of a detailed feasibility & options appraisal for the potential redevelopment of four leisure centres in South Kesteven. The options appraisal consisted of a defined methodology as follows:

- Desktop Research
- Assessment of need – with a particular focus on swimming and health & fitness provision
- Strategic Review
- Operational & Management Review
- Option Development
- Financial implications – development of mini business cases, including capital costs
- Risk Register
- Summary of options
- Conclusion & Recommendations

The feasibility study considered the existing, district wide provision of sports and leisure



02

RELEVANT EXPERIENCE

Project Title:
'Establishing a new home for Crewe FC'

Feasibility, Option Appraisal, Business Plan, Asset Transfer

This project is comparable to the project in Burwell on the basis that Craig & Andy have worked with Crewe FC, Cheshire East Council, Cheshire FA and multiple other stakeholders to develop a scheme for outdoor pitches and associated buildings.

The feasibility study and options appraisal led to a five year business plan. Currently the club are negotiating an asset transfer of a new venue, which will be developed in the next few years.

Client Quote

Craig & Andy have worked diligently on bringing our vision to reality. Over the past 12 months, they have supported the club through a number of different works that has initiated an asset transfer for a new venue. This will become a new home for Crewe FC. Craig & Andy have written a sustainable 5 year plan to underpin this and now continue to support the club to obtain the necessary funding to construct our

Our work with Crewe FC is protected
share the following screenshots of the

The business plan is very detailed and
It balances detail, benchmarking and

All of our work includes a clear executive
clients.

The business plan was supported by
that allowed our client to make informed



03

METHODOLOGY

The methodology for this project is based on our experience of achieving successful project outcomes for our clients in the past. A detailed project plan is highlighted on pages 17 and 18 and sets out the key tasks within each stage.

The key first stage of this project is to establish and agree the project brief. Once an agreed brief is set, the project will be activated through a series of kick off meetings. The project team will concurrently be carrying out the necessary research and review of the available strategic reports.

The needs assessment and option appraisal will set the foundations of the project and will be used in future phases. Please see attached detailed workbook for all phases.

SINGLE POINT OF CONTACT

Craig Mulhall will act as the single point of contact for the contract.

PROJECT GOVERNANCE

We will set up a dedicated Teams channel for the project and provide access to selected

STAGE

01

02

03

04

05

03

METHODOLOGY

The MLC team has capacity to deliver the needs assessment and options analysis stages of this project.

The project timeline is yet to be fully developed. However, we have assumed that should the project commence in September 2022, the following key project dates are realistic:

Stage 1 – Project brief is complete by early September

Stage 2 – Project is activated by mid September

Stage 3 – Background research and strategic review is complete by end of September

Stage 4 – Needs Assessment is complete by end of October

Stage 5 – Options Appraisal and Site Analysis is complete by end of November

The outcome at the end of stage 5, is to produce a report for the project team to consider the best next steps for the project. We will use graphic design software to provide a report that is highly visual and easy to understand.

BACKGROUND RES

An essential part of this work is to consider the social, sporting and physical activity infrastructure that will influence needs in the future.

The works outlined below will be carried out by the team develops a comprehensive understanding of the

REVIEW OF EXISTING
LOCAL PLANS, SPORT
& LEISURE STRATEGIES,
PLAYING PITCH
STRATEGIES, HEALTH &
WELL-BEING AND ANY
OTHER ASSOCIATED
STRATEGIES / POLICY.

LAYOUT THE INITIAL
HIGH LEVEL THOUGHTS
ON FUNDING, GRANTS,
INVESTMENTS AND
RESERVES

NEEDS ASSESSMENT

The needs assessment stage of the project will focus on each sport / physical activity individually, to ensure that a detailed view is taken about why it should or should not be included in the project. A key part of the needs assessment is to consider the current provision and uptake set against the projected future requirement as the population grows.

The team will utilise a number of tried and tested models to ascertain the needs of the community, in line with local and national policy.

CARRY OUT A NEEDS
ASSESSMENT FOR EACH
INDIVIDUAL ACTIVITY
AND SPORT BEING
CONSIDERED

REVIEW THE FOLLOWING
REPORTS - SPORT
ENGLAND FPM, FOOTBALL
FOUNDATION LFFP, LOCAL
AUTHORITY PPS AND
LOCAL AUTHORITY BSFS

IDENTIFY EXISTING &
PROPOSED COMMUNITY
USE FOR SPORT, LEISURE
AND COMMERCIAL
PROVISION WITHIN THE
CATCHMENT.

COMPLETE A GAP
ANALYSIS

CONSIDER HOW EXISTING
DEMAND AND LATENT
DEMAND CHANGES
WITH HOUSING AND
POPULATION GROWTH

ANALYSIS OF LOCAL
STRATEGIC NEED/
DISPLACEMENT OF
NEIGHBOURING
FACILITIES & USERS/
PARTICIPANTS

OPTIONS APPRAISAL

A long list of options is created as placed into a matrix that allows the process ensures that the schemes fit with the greatest needs in the area.

Mini business cases are developed viability of each of the schemes.

CONSIDER THE LAND
AVAILABLE FOR SPORT,
LEISURE AND PHYSICAL
ACTIVITY AND HOW
BEST TO DEVELOP IT

DEVELOP MINI BUSINESS
CASES WITH THE
SHORTLISTED OPTIONS

O4

CONSULTANT CVS



CRAIG MULHALL



MANAGING DIRECTOR

MULHALL LEISURE CONSULTANCY

Craig formed Mulhall Leisure Consultancy (MLC) in April 2017 to provide expert advice and support to sport & leisure organisations. Craig has over 24 years experience working within the sport & leisure industry, with a focus on local

RECENT EXPERIENCE

CREWE FC BUSINESS PLAN

Development of a 5 year financial and business plan for the establishment of a new venue. Business Plan included operational methodology, repairs & maintenance approach and club marketing plan. It also suggests potential funding sources and loan repayment options.

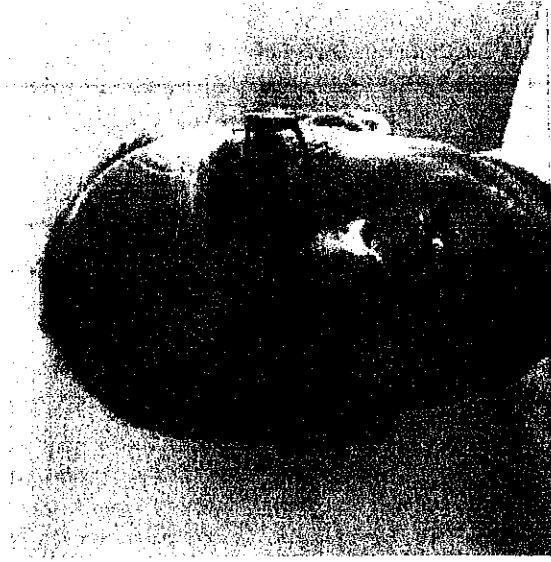
CLIENT: CREWE FC

FILTON LEISURE CENTRE BUSINESS PLAN 2020

Developed a 15 year business plan for the Filton Leisure Centre.

O4

CONSULTANT CVS



ANDY WILKINSON

DIRECTOR

AWSE CONSULTANCY

Andy formed AWSE Consultants in June 2022 to focus on providing expert advice and support to schools, educational providers and sport and leisure organisations. Andy has over 29 years of experience working within education. He has held a wide range of roles within the school, having been a Pastoral Head, Head of PE, Director of Sport,

RECENT EXPERIENCE

PLAYING PITCH STRATEGY

In 2022, Andy supported MLC to complete a playing pitch strategy for the Dengie Peninsula, MLC. This project was mainly focused on assessing the local need for football, rugby and cricket. Andy provided a comprehensive review of the existing provision, an analysis of the current and future demographics and was a close friend to MLC throughout the project.

CLIENT: BURNHAM RAMBLE

CREWE FC BUSINESS PLAN

Andy supported the development of a 5 year

PROJECT PRICE

Our project fee is outlined below:

A day rate of £500 excluding VAT has a detail of which is outlined within the

Should the specification of works be such that we would anticipate to have a conver-



Mulhall
Leisure Consultancy



Burwell Playing Fields

Survey Results

July 2022

this
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BUSINESS

The brief

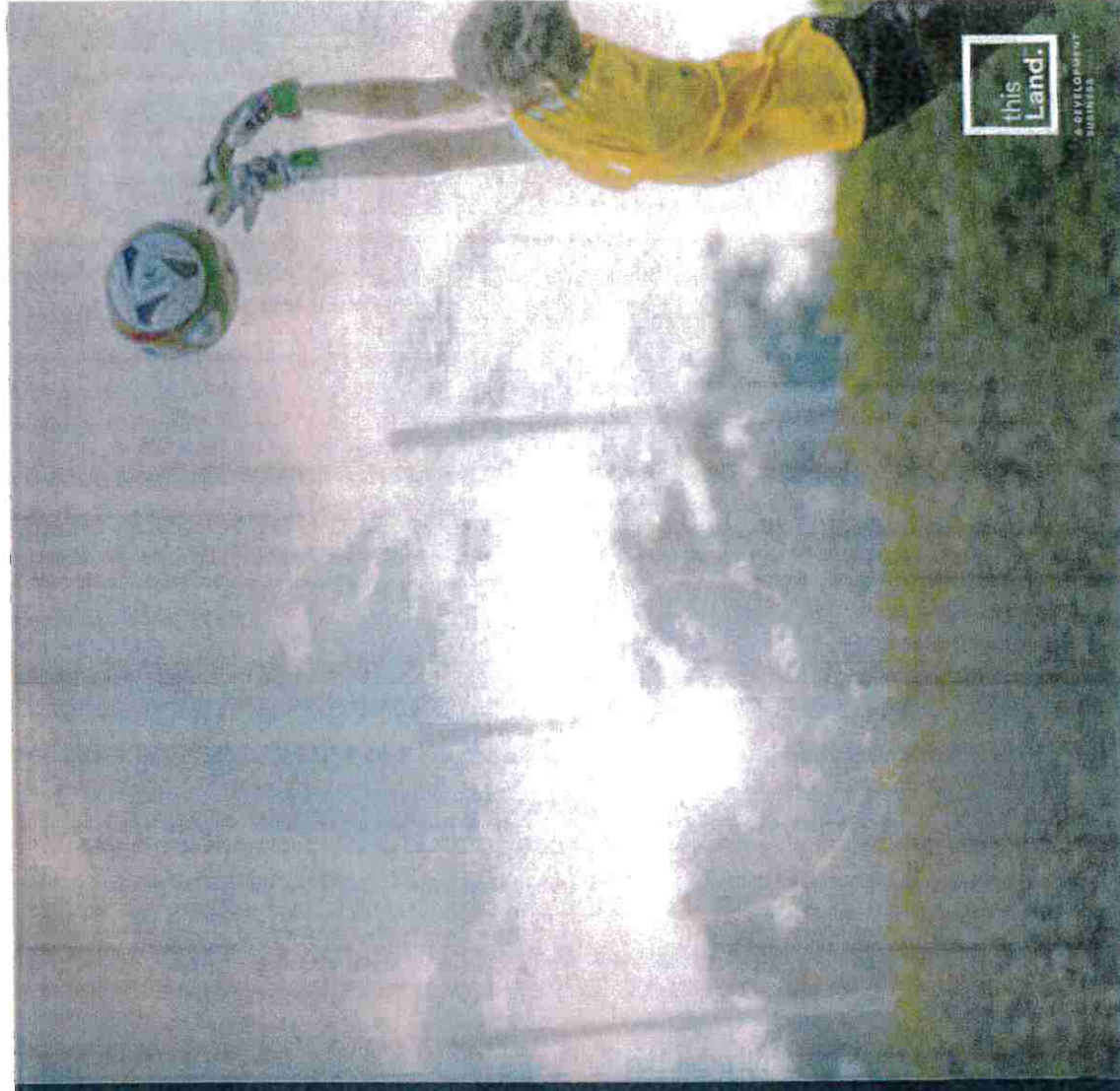
The appointed taskforce needed to look for opportunities to receive direct feedback on what playing fields and facilities the community would want to see built in Burwell.

As a result an open public event was hosted to enable stakeholders such as the local community to meet the taskforce and share their views, aspirations and wishes for community playing fields.

Door-drop invitations were circulated to the immediate local area inviting their attendance to an open community event that took place alongside the launch of the recently completed refurbishment of the Gardiner Memorial Hall, on Saturday 9th July.

The following slides detail responses gathered via in person questionnaires, online survey monkey and postal entries post event.

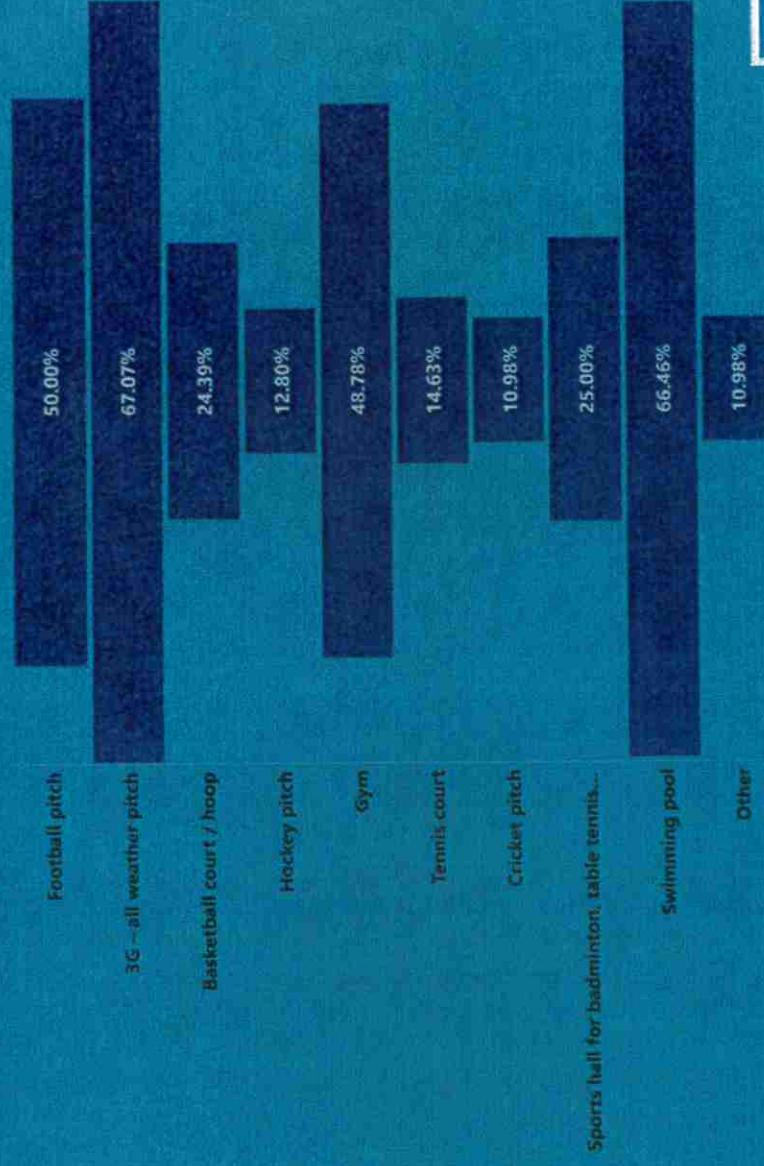
To date we have received 168 completed questionnaires following the event.



What sports facilities?

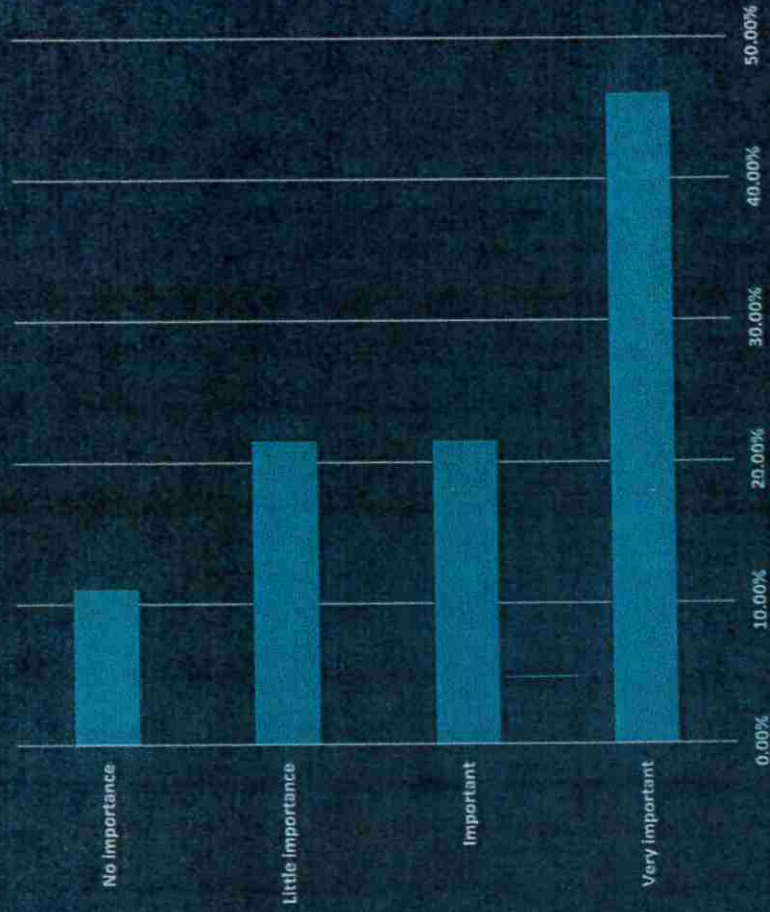
When asked what sports facilities they would like to see included as part of Millstone Park the most requested was 3G – All Weather Pitch, closely followed by a Swimming Pool and Gym.

Other suggestions included a skate park, cycle tracks/paths and bowls green, as well as more informal playing fields.



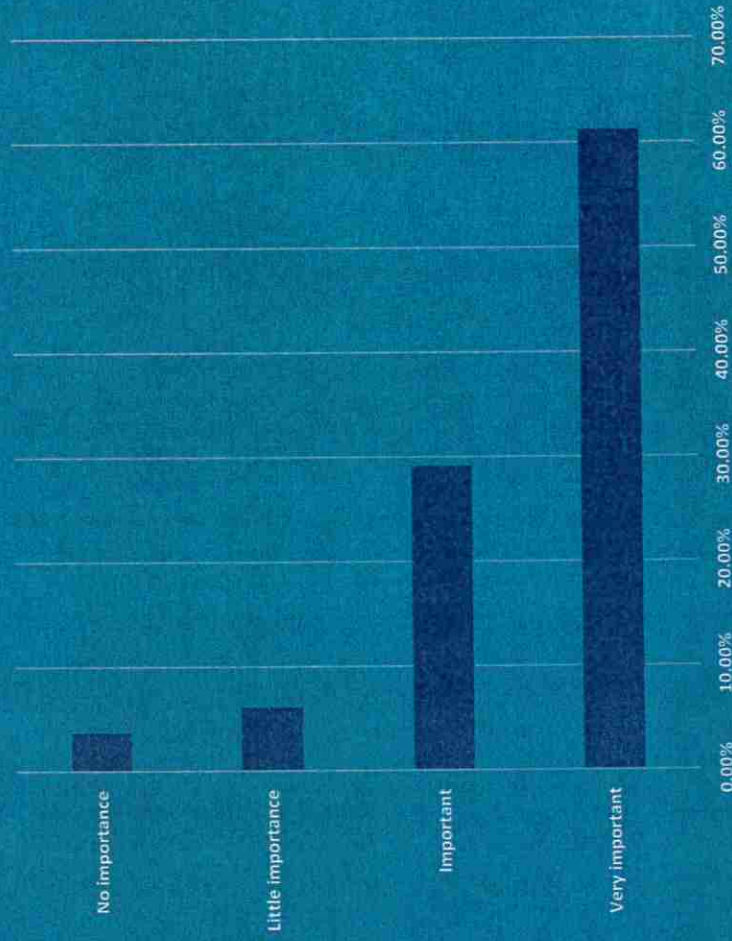
Community Hall?

Nearly half of all respondents said it was **very important** to have a community hall that could provide classes and functions as part of the development.



Changing facilities?

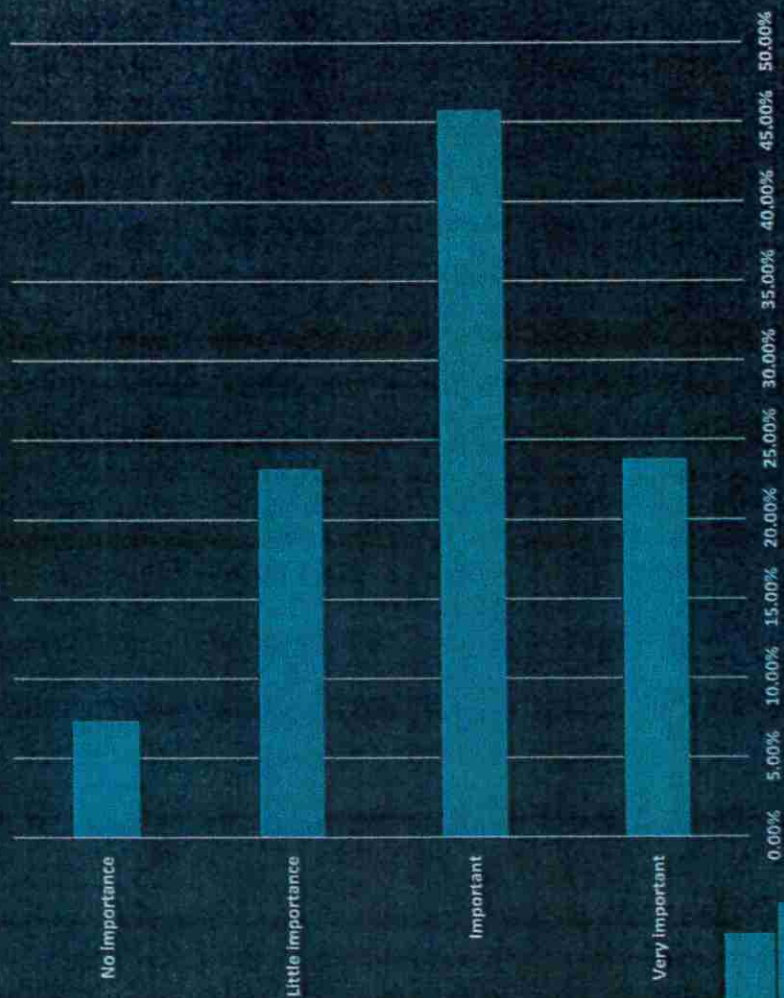
Changing facilities would be important or very important to users of the facilities.



Coffee Shop?

Having an onsite coffee shop / bar would be **important to 45%** of users if featured at the facilities.

With most saying they only expected a coffee shop / bar to be **open when sporting events are held** or normal daily hours (9-5pm).

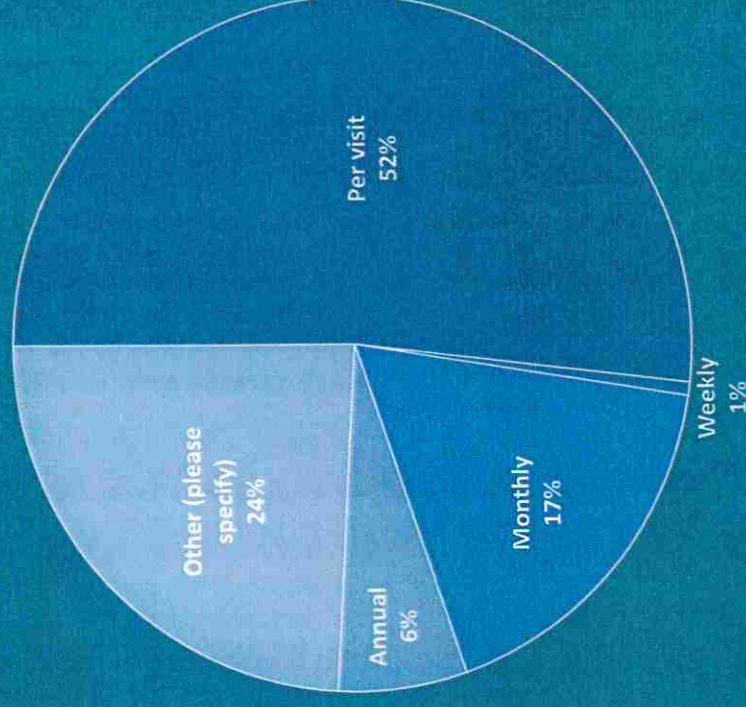


Fees?

The majority of respondents would expect to pay to use the facilities **per visit** with only a small percentage saying they would want a form of annual fees.

Of those that suggested they would pay monthly, they also stated that they would like to see options for discounts such as peak/off peak and over 60s.

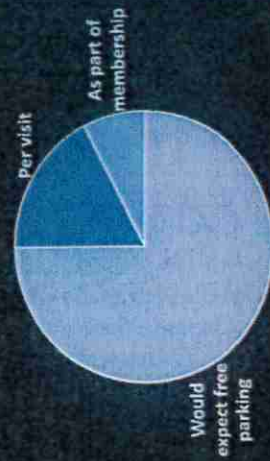
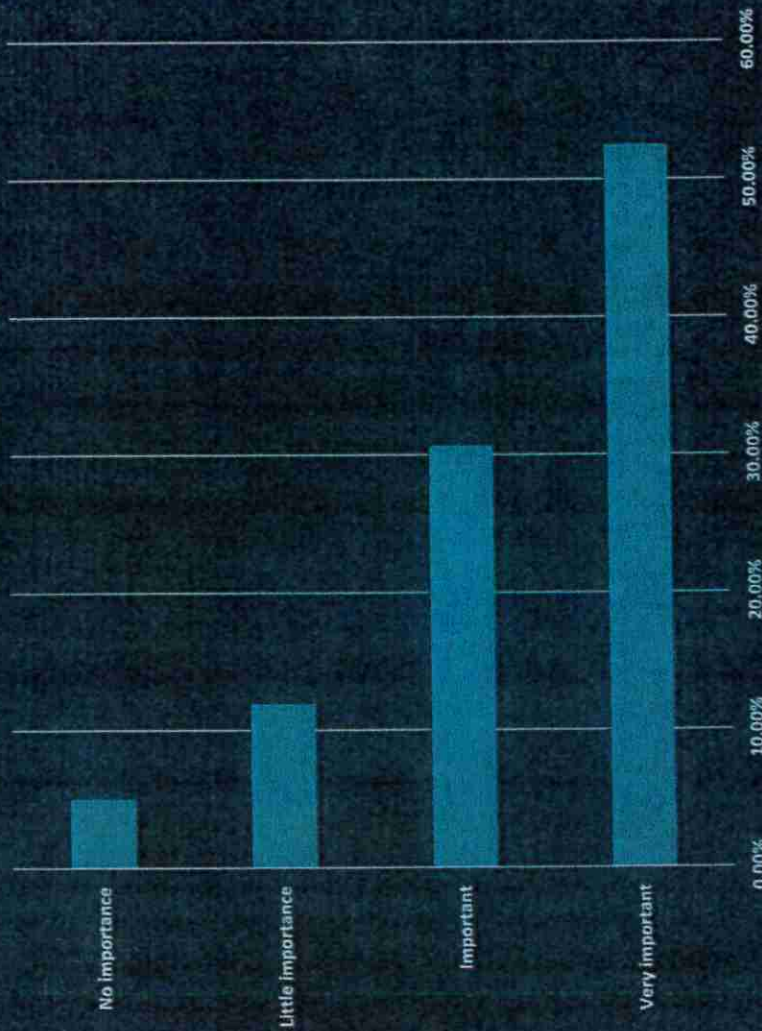
And those that would like to see it used for football would expect to pay as part of their football club membership fees.



Parking?

Just over 80% of respondents said having available parking would be **important or very important** at the facilities.

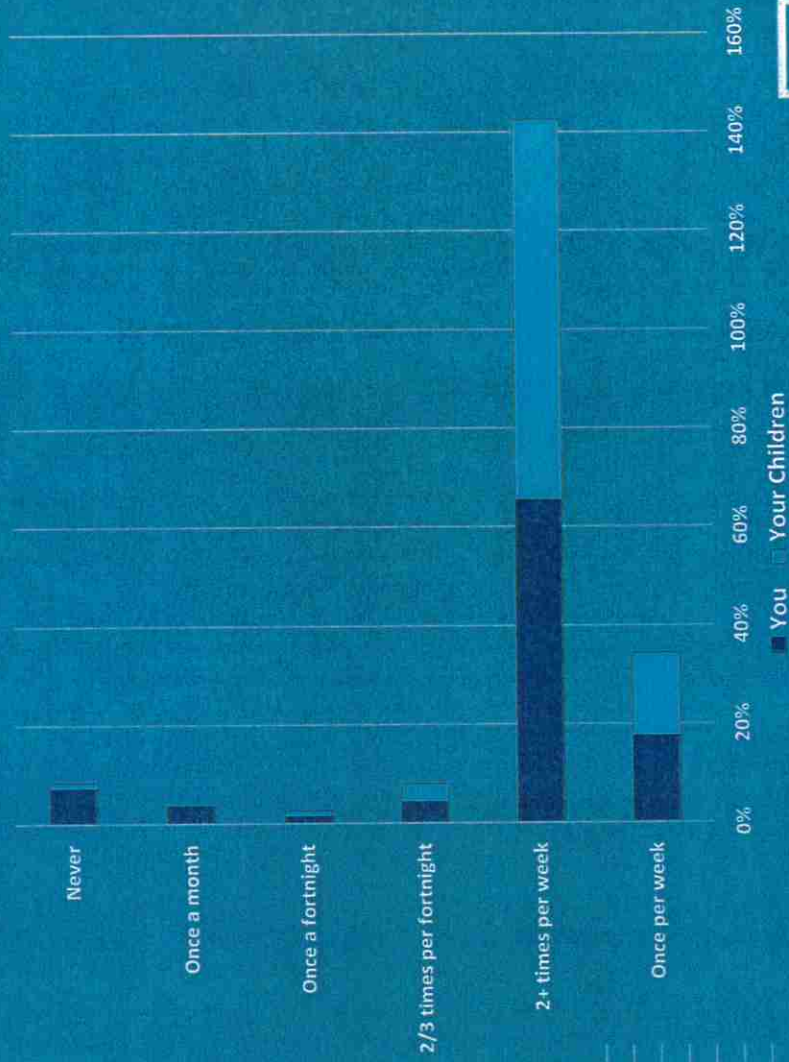
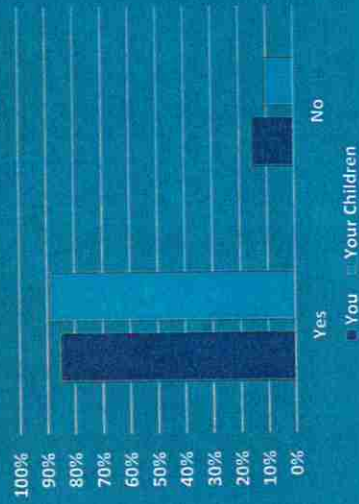
With almost the same amount saying they would expect **free parking** onsite.



Existing Activities?

The majority of respondents already actively participate in regular sports or active recreational activities (over 85% of respondents).

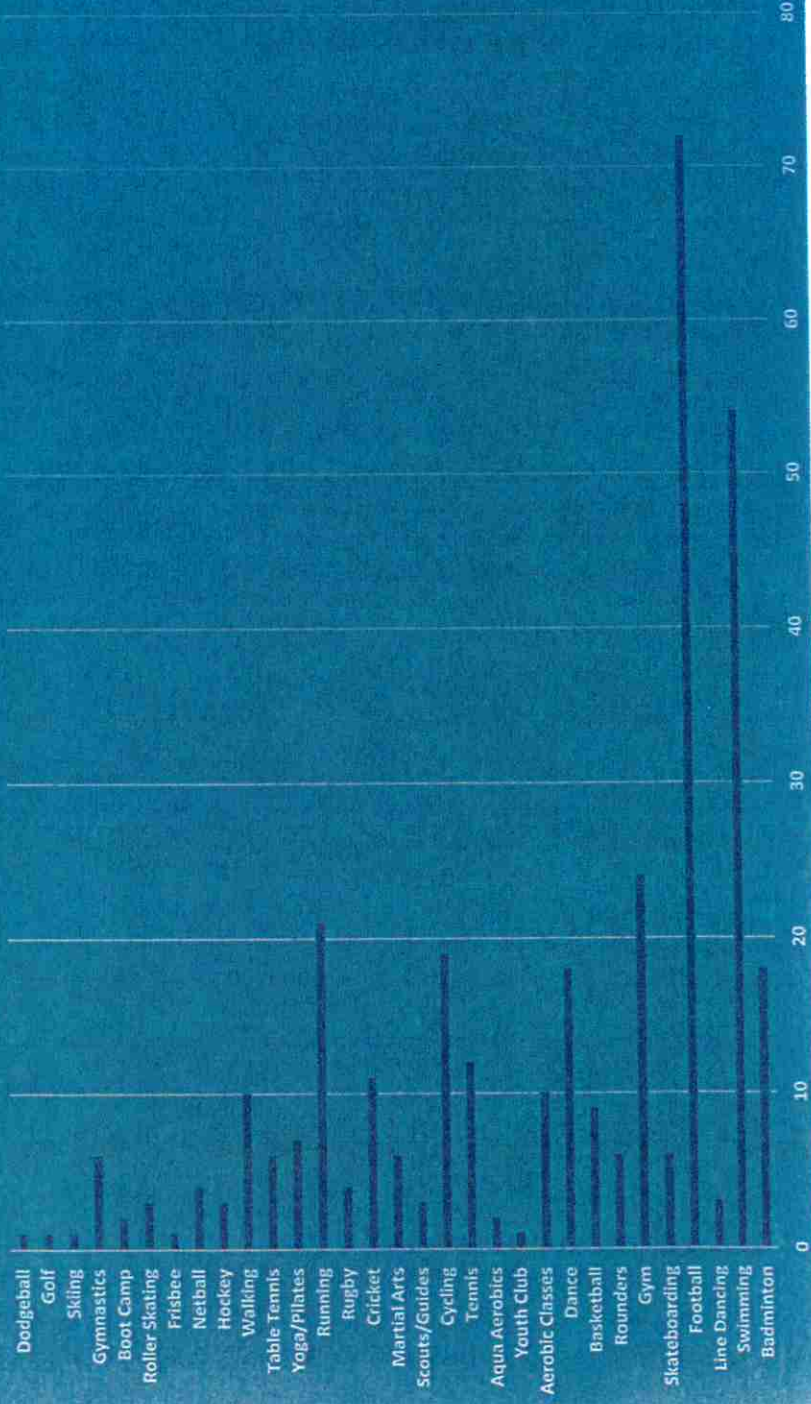
With respondents who are currently participating in some form of activity, doing so 2+ times a week across both adults and children.



Existing Activities?

When asked what existing activities respondents currently participate in, the majority listed football, which was followed by swimming and then gym and running.

This current activity aligns with the facilities most requested when asked what facilities respondents would like to see developed.



ADDITIONAL COMMENTS

We need informal sports areas too.

Facilities for the older generation

The village needs some different activities supported other than football & cricket

Maybe a tuck shop / vending machines instead of coffee shop?

Could it be a space to share with non-sports organisations?

Don't just limit to sports – we're a community!

Will the site be carbon zero?

The only thing missing in Burwell is a gym and swimming pool.

Bike parking and easy cycle access

A fitness studio would be great – with mirrors and suitable flooring

Don't forget accessible facilities.

Demographics

How old are your children?

0 - 4	15%
5 - 7	19%
8 - 11	39%
12 - 15	33%
16+	36%

Age range of respondent?

>20	2%
21-29	10%
30-39	22%
40-49	26%
50-59	15%
60+	24%

Status?

Single	6%
Couple	32%
With children	25%
Retired	16%



Thank you for listening

this
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Notes on 24/8/22 Steering Group Meeting

Present: Lea, Liz, Gerri, Jenny, Alex

New date for first Burwell Repair Café

Saturday 12th November is the agreed new date and GMH has been booked.

Set up 11.00 – 12.00, Open to public 12.00 – 15.00, Pack up 15.00 to 16.00.

Publicity and online bookings

The deadline for Clunch is 1st Sept (perhaps a little later). To solve the problem of the booking system not being ready in time for us to include a URL in the article, we will instead refer readers to a dedicated page on the Parish Council website. Jenny will experiment with Google Forms to see what is possible. [Lea will update Mike Carrington about this as he is down to set up and run the booking system].

Repair Cafe logo

Jenny will ask Yvonne to pay the subscription fee to join the International Repair Café organisation (39 Euros). This will give us the right to use their logo and access to their digital toolkit.

Roles

We went through the table of Repair Café roles, filled in some gaps and confirmed others.

Running the cafe: co-ordinator/deputy confirmed as Geraldine/Liz.

Gerri will arrange a meeting for the volunteers who have expressed an interest in helping with the café. We will need 6 in the cafe team on the day.

Repairs co-ordinator at the event Andy Tate has offered to do this - it's good to have this key role filled

Admin and record keeping Gerri will ask Sara Phipps if she is willing to co-ordinate this.

Building the repairer team Lea will take this on.

Deputy treasurer Liz will ask Christine Gird whether so would like this role (she has already expressed interest)

Other roles We still need to find someone to co-ordinate the activities of the non-repairer and non- refreshments volunteers on the day (set up, signage, welcomers, donations, feedback and repair form collection etc).

Preparation for volunteers meeting on 7th Sept (admin and refreshments, not repairers)

Purpose of meeting will be to update volunteers on progress. Can also confirm their availability for the 12th.

Lea will send out reminder email that includes the new date for the Repair Cafe (will be sent to repairers too, for info).

1st September Zoom meeting with Kate (CCF)

The meeting will cover the online booking system and any other Repair Café questions we may have. Jenny, Alex and Gerri would like to participate (Lea will send their email addresses to Kate).

An issue to raise with Kate is whether we need to PAT test electrical items before repair, after repair or both (Andy is willing to be trained as a PAT tester).

End

Notes on first Burwell Repair Café (BRC) Launch Team meeting: 27/7/22

Held at Gardener Memorial hall

Chair: Lea Dodds

Present: Graham Jackson, Rod Hannah, Alex Spencer, Donald Forbes, Andrea Pryor, Vanessa Dolphin, Lou Roberts, Sylvia Durrant, Pat Cleary, Stan Yelland, Bob Rawlinson, Christine Gird, Geraldine Tate, Liz Swift, Mike Swift

- Chair welcomed everyone and outlined the aims of the meeting. Explained that we have a lot of work ahead of us, but that we are not alone. Cambridge Carbon Footprint already supports many Repair Cafes in the Cambridge area and are happy to assist us with their knowledge and resources. We are also fortunate to have the backing of the Parish Council (more below).
- Liz Swift, Chair of Burwell Parish Council (BPC) read an encouraging introductory message Jenny Hopkins, Chair of Burwell Climate Forum.
- Chair explained that:
 - Burwell Parish Council is providing seed funding (£200, subject to confirmation), liability insurance (to be confirmed), a free venue and a temporary home for BRC's funds.
 - Initially we should focus solely on the Repair Cafe. There are many worthwhile activities that could be added, such as clothes swaps and time banking - but that will be for the future.
- Everyone present said a few words about their interest in the project and how they could see themselves getting involved.
- Chair described the operation of the Arbury Repair Café, where he and Andy Tate had been made welcome as observers/helpers earlier in the year. It was mentioned that Great Shelford is running a Repair Café on September 10th - it could be worth some of us visiting (by arrangement).
- Chair talked about the need to form a Launch Team to share the many tasks. The meeting went through the main roles one by one. Chair to write up and circulate a summary.
- Meeting agreed that our contact details can be shared within the group – need to check that those unable to attend are also in agreement.
- Two dates for next Launch Team to be proposed (to find the best date during the holiday season).

END

BURWELL PARISH COUNCIL
SPRING CLOSE MANAGEMENT GROUP
MINUTES OF THE MEETING OF 25/07/2022

Present; Mike Swift (Chair), Liz Swift, Paul Webb, Jenny Moss, Geraldine Tate, Caroline Smith, Colin Smith, Malcolm Busby, Rachel O'Leary, Martin O'Leary

Apologies; Helen McMenamin-Smith

The minutes of the meeting of 19/05/2022 were accepted.

There were no matters arising from the previous meeting that were not already included on the agenda.

Signs Sub-committee Report

Rachel reported that Graham Wallace, a retired professional designer, had produced a design for the entrance signs. Rachel circulated a copy of the proposed design. Rachel and other group members suggested alterations to both the text and the layout. Rachel noted the amendments. The group accepted the illustrations. Jenny offered to supply a QR code to provide access to additional information. Rachel said that the current design only allows for 2 screw holes at the top. She recommended that the rectangular signs should have screw holes at each corner.

The signs sub-committee will contact the designer to incorporate the alterations to the text and layout into an amended design for the entrance signs.

Liz and Paul thanked the sub-committee for their hard work.

Autumn and Winter Work Programme

The group agreed to arrange work parties during the autumn and winter to carry out the following tasks

- Cutting ivy off the trunks of mature trees
- Raking and collecting arisings after the vegetation on the earthwork banks is cut
- Path maintenance
- Tree planting

The hay cut is to take place later in the week. It appears that the Maintenance Officer trimmed the earthwork banks last autumn. The grass raking work party last year found the trimmed arisings much easier to collect than mown arisings. Trulink, the grass cutting contractor, is to be asked not to mow the earthwork banks.

Fire risks

Martin welcomed the news that the hay crop was to be cut and collected as it represented a fire risk in the current weather conditions. Martin, Rachel, Colin and Caroline had recently put out a fire in the western boundary hedge which had been started by children who were discovered at the site of the fire. A local resident informed Martin that there had been a previous fire in the hedge in May to which the fire brigade had been called.

Family Fun Day, 03/09/2022, Margaret Field

Information about Spring Close will form part of a larger Parish Council display. The design for the new entrance signs will be exhibited. The Maintenance Officer will transport tables to Margaret Field.

There was a discussion about a form to recruit volunteers to work at Spring Close and Pauline's Swamp. Caroline asked for St Mary's churchyard to be included. The form would be available on the stall.

Trees and tree maintenance

Mike informed the meeting that the Parish Council had appointed a contractor to carry out urgent work on the parish council trees following the tree inspection. A dead tree in the poplar grove is to be felled, and a dangerous elm removed from the Mandeville slope. Some group members queried the apparent omission of Field Maple T2 from the work schedule. Mike answered that the tree needed to be monitored.

Malcolm queried the apparent absence of the trees on the castle mound from the inspection report. Mike was unable to answer the query as he did not have a copy of the relevant pages of the report at the meeting.

Malcolm asked if the contractor could leave the trunks and large branches from the felled trees in situ to create new habitats for wildlife. He asked that if the smaller branches were to be chipped on site that a mound of wood chippings was left in Spring Close to mulch young trees.

Martin said that the Wild Burwell group had been unable to maintain newly planted trees this summer as a result of members' illnesses and family commitments. No one had been able to tend the saplings in Spring Close. He outlined the difficulties of watering saplings in Spring Close as there was no close water source to the planted areas. He asked that the Parish Council prepare a maintenance plan for future tree planting. Parish councillors agreed to contact ECDC and other organisations for information about their maintenance plans and procedures.

Date of next meeting

Wednesday 31/08/2022 6.00pm meet at Spring Close Mandeville gate for site meeting.
7.00pm adjourn to Mandeville Hall

Yvonne Rix

From: Cambridgeshire ACRE <alison.brown@cambsacre.org.uk>
Sent: 12 August 2022 15:32
To: Yvonne Rix
Subject: Your invitation to Cambridgeshire ACRE's Annual General Meeting 2022



Notice of Cambridgeshire ACRE's AGM

Date: Wednesday 28 September 2022

Time: 2.00pm - 3.00pm

To be held by: Zoom Video Conference

Dear Yvonne

You are invited to attend Cambridgeshire ACRE's Annual General Meeting which is being held on Wednesday 28 September 2022, from 2.00pm – 3.00pm, by Zoom videoconference. The meeting will be chaired by our President, the Right Reverend Stephen Conway, the Bishop of Ely.

Please click on the button below to find out more, to register to attend or to note your apologies. Members who are unable to attend will find information on how to appoint a proxy, should they wish to do so.

[Click here for more information or to register to attend](#)

If you have any queries about the meeting, please contact me on 01353 865029.

With best wishes



Rev Chris Johnson

15 Toyse Lane

Burwell

Cambridgeshire

CB25 0DF

01638 745502

07484 284353

Minister@BurwellBaptistChurch.org.uk

**Building
a loving
worshipping
learning
evangelistic
and
Spirit filled
fellowship**

12 August 2022

Dear Clerk to the Parish Council

Cooking Together@Home project

I am writing on behalf of Burwell Baptist Church to send our thanks and gratitude to you for the donation that you have paid to our Cooking Together@Home project to the value of £200.

Our project is designed for families who are affected by Covid, furlough or are in general need and are connected with us through local community contacts. We supply the family with a free pack of food each month. This food pack contains the ingredients and a recipe to 'Cook Together' a family meal - cooking tips are also included. We also offer additional food and cosmetic items. Our purpose is to be a light in the local community sharing God's love through practical support and encouragement by providing a free family meal and encouraging the cooking of a healthy meal together at home.

Thank you for helping us to provide this food pack service within Burwell (currently to 15 families which includes 42 children and to residents within a local hostel). Your donation will help towards enabling us to offer additional collection weeks during the school holidays, secure our project for the foreseeable future, and be able to provide support and help to more local families.

We very much appreciate your support for our project.

Yours faithfully

Trevor Wick, Secretary, Burwell Baptist Church



Burwell Solar Farm Community Liaison Group
1pm, Wednesday 29th June 2022
Gardiner Memorial Hall
MINUTES
DRAFT

Members

Name	Role/organisation
Cllr Nick Acklam	Reach Parish Council
Cllr David Brown	District Councillor for Burwell
Yvonne Rix	Parish Clerk
Liz Swift	Chair of Burwell Parish Council
Cllr John Trapp	District Councillor for Bottisham
Paul Wedd	Vice Chair of Burwell Parish Council

In attendance

Name	Role/organisation
Andrew Boulton	Construction Manager, EDF Renewables
Kerry MacPhee	Community Liaison Officer, EDF Renewables

1. Welcome

KMP welcomed the group.

2. Introductions and apologies

The members introduced themselves. No apologies were received.

3. Terms of Reference

The group have requested the following change be made to the ToFR:

1.3: The CLG will remain active throughout the further development and construction of the project, ***however, the group have requested that meetings do not cease upon completion of construction and continue if required thereafter.***

4. Election of Chair

The group elected Cllr David Brown as Chair of Burwell Solar Farm Community Liaison Group.

5. Project update

- Minor works are beginning now: Vegetation clearing, erection of perimeter fence and access road repair works in preparation for deliveries. Hightown Drove road repairs and resurfacing also being arranged.
- Directional drilling will take place so as not to disturb wildlife on site.
- In approximately four weeks, internal access track will begin subject to repair work completion.
- Majority of works will take approximately six months with snagging and commissioning works continuing thereafter.
- HGV deliveries will be limited to 7am-5pm Mon- Fri, half day Saturday and no deliveries on Sundays and bank holidays.
- Contractors will undertake H&S workshops to including transport and access sessions.

- In late August, PV modules will start to be delivered at a rate of one HGV per hour maximum (likely five HGVs per day).
- Piling works will begin late Sept approx. for eight weeks and will be limited to working hours to minimise noise intrusion.
- Project completion will be early 2023 with energisation likely in Jan/Feb and 3-4 months of commissioning work thereafter.
- The project lifespan will be 40 years.
- Decommissioning: Many of the project materials will be recycled though hard to foresee how the recycling and decommissioning landscape will look in 40 years' time.
- There will be no storage component to this site as per the planning conditions.
- Potential challenges the project faces are around access works improvements though currently on track.
- PV modules have a 40-year performance warranty, however should technologies advance over the next 40 years, there is a chance that the site could be repowered with more advanced modules.
- Grazing on the land is unlikely given it is largely arable, but not completely discounted.
- Deer fencing will surround the site with CCTV cameras on the perimeter.
- Community Benefit Fund (CBF): Positive discussion on possible projects to spend monies on however the group would like more formal guidance on how the fund will be split between the two parishes. Likely that the Parish Councils will administer the funds.

6. AOB

- A question was asked as to the nature of the soil and whether any evidence of peat has been found? AB confirmed no peat has been found on site.

7. Actions

- The group agreed that a meeting every two months would be beneficial, avoiding the 1st Wednesday of the month.
- Kerry to explore opportunity to hold a workshop for the local community to attend to update on works being done and project progression.
- Kerry to confirm CBF split and group to agree on whether monies should be held separately or the parishes combine.
- Kerry to explore additional sponsorship from EDF Renewables for Phase 2 of Gardiner Memorial Hall redevelopment (to support community and repair café, meeting place and EV charging points).
- Kerry to find out about EV charging points in rural villages.

8. Date and venue of next meeting

It was agreed to meet on Wednesday 21st Sept at Gardiner Memorial Hall. [This was subsequently rescheduled to Thursday 15th September.]

Burwell Solar Farm Community Liaison Group

Proposed Terms of Reference

1. Role of the Liaison Group

- 1.1 The group will be known as the Burwell Solar Farm Community Liaison Group (hereafter referred to as the CLG).
- 1.2 The aim of the CLG is to provide a forum for the exchange of information relating to the further development and construction of Burwell Solar Farm.
- 1.3 The CLG will remain active throughout the further development and construction of the project and continue if required thereafter.
- 1.4 The CLG will operate as a forum for the exchange of information and maintenance of channels of communication between representatives of EDF Renewables (the developer and operator), the local community and their elected representatives.
- 1.5 Questions can be submitted by the public in advance of a CLG meeting and will be addressed at the next meeting, or at a suitable subsequent meeting (for example, where a detailed technical response is required).

2. Group Membership

2.1 Membership will be drawn from:

- EDF Renewables
- Landowners or their representatives
- Burwell Parish Council
- Reach Parish Council
- East Cambridge District Council District Councillors representing Burwell ward
- East Cambridge District Council District Councillors representing Bottisham ward
- Cambridgeshire County Council representing Burwell ward
- East Cambridge District Council Planning Officer
- Representative of the local business community
- Representative of the local voluntary sector

2.2 In the event that the nominated representative is unable to attend a CLG meeting, a substitute can attend.

2.3 From time to time, additional community group representatives or members of the public with an interest can be co-opted on as full members of the CLG.

2.4 Should any member of the CLG step down, a replacement member may be nominated and agreed with the existing membership.

2.5 At the point that construction begins on the Burwell Solar Farm, the CLG membership will also include additional representatives from:

- EDF Renewables' Tier 1 construction contractor
- Additional officers from the local authority monitoring construction activity (e.g. Highways)

3. Meeting arrangements

3.1 EDF Renewables will provide the secretariat for the meetings and the group will elect an independent chair.

3.2 The Chair is responsible for the orderly and timely running of meetings, adherence to the agenda and enforcement of the CLG's terms of reference.

3.3 An agenda will be provided in advance and CLG members will be invited to submit agenda items for each meeting.

3.4 Minutes shall be kept as a record of the meetings and these will be agreed at the following meeting.



3.5 Meetings will be arranged at suitable locations within the community.

4. EDF Renewables' Commitments

4.1 EDF Renewables will administer the meetings and meet all related costs, such as venue hire.

4.2 EDF Renewables will provide relevant, project specific speakers to answer questions relating to the development and construction of Burwell Solar Farm.

4.3 EDF Renewables shall undertake a risk assessment in advance of each meeting and take measures to mitigate against risks, including any risks relating to public health and Covid-19.

4.4 EDF Renewables will publish the approved minutes of each meeting on the Burwell Solar Farm page of the EDF Renewables website.

5. CLG Member Commitments

5.1 CLG members will make representations on behalf of the communities they represent.

5.2 CLG members will disseminate responses and outcomes of meetings back to their communities.

5.3 CLG members will work with EDF Renewables to identify key topics of interest to the local community that might be the subject of 'themed' CLG meetings or additional workshops.

6. Meeting Arrangements

6.1 The frequency of meetings will be agreed among the membership in response to the progress of development and the level of activity.

6.2 In general, the meetings are working meetings for the exchange of information, and as such external guests can join by invite-only (for the purposes of presenting or sharing expertise), and meetings will not be open to members of the public who are not official representatives (as listed in 2.1).

The first meeting of the Burwell Solar Farm Community Liaison Group took place at 1.00pm, Wednesday 29th June 2022 at Gardiner Memorial Hall, Burwell.



Lucy Frazer QC MP
HOUSE OF COMMONS
LONDON SW1A 0AA

Ms Yvonne Rix
Clerk
Burwell Parish Council
The Reading Room
99 The Causeway
Burwell
Cambridgeshire
CB25 0DU

22 August 2022

Dear Yvonne,

I appreciate that on a daily basis Parish Councils have to address a range of issues which impact the local community.

In the past, I have been happy to give what support I can, where I can. This has included:

- Helping to make the Highways Authority aware of damage to local roads, particularly potholes;
- Supporting the installation of new signage to improve pedestrian and driver safety;
- Supporting funding requests where the Parish Council would like to implement measures for the purposes of improving overall road safety; and
- Liaising with the police on behalf of the Parish Council to organise speed enforcement checks, where appropriate.

If there are any local matters where the Parish Council feels I can help, please do not hesitate to email me at lucy.frazer.mp@parliament.uk.

I look forward to hearing from you and hopefully working together to further improve our local communities.

Kind regards,

Lucy Frazer MP

Member of Parliament for South East Cambridgeshire



The Planning Inspectorate

National Infrastructure Planning
Temple Quay House
2 The Square
Bristol, BS1 6PN

Customer Services: 0303 444 5000
email: Sunnica@planninginspectorate.gov.uk

All Interested Parties, Statutory Parties and
any Other Person invited to the Preliminary
Meeting

Your Ref:

Our Ref: EN010106

Date: 31 August 2022

Dear Sir/ Madam

**Planning Act 2008 – Section 88 and 89 and The Infrastructure Planning
(Examination Procedure) Rules 2010 – Rules 6, 9 and 16**

**Application by Sunnica Ltd for an Order Granting Development Consent for
the Sunnica Energy Farm Project**

**Invitation to the resumed Preliminary Meeting (PM) and Notification of
Accompanied Site Inspection (ASI1)**

Following Day 1 of the PM on 26 July 2022, I am writing to let you know that we will
be resuming the PM on Wednesday 28 September 2022 at 14:00.

This letter provides formal notification and an invitation to attend the resumed PM,
which will be a blended event. The resumed meeting will discuss **the procedure**
for the Examination of the above application.

Date	Start time	Venue and joining details
Wednesday 28 September 2022	Seating available at the venue from: 13:00 Virtual Arrangements Conference from: 13:00	Bedford Lodge Hotel 11 Bury Road, Newmarket CB8 7BX and By virtual means using Microsoft Teams



	Preliminary Meeting resumes: 14:00	Full instructions on how to join online or by telephone will be provided in advance to those who have pre-registered
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If you simply wish to observe the resumed PM then you can either:

1. Watch a livestream of the event - a link to the livestream will be made available on the project webpage shortly before the event is scheduled to begin; and/or
2. Watch the recording of the event which will be published on the project webpage shortly after the event has finished.

Alternatively, you can attend the physical event to observe the proceedings; however, to ensure there is adequate seating capacity at the venue we request that you register your attendance to **observe only** by **Procedural Deadline C** (Wednesday 14 September 2022) using this Form.

Please note that it may not be possible to participate on the day if you have not registered your **wish to speak** by Procedural Deadline C.

Purpose of the resumed Preliminary Meeting (PM)

The purpose of the resumed PM is to enable further views to be put to us about how the application should be examined.

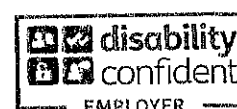
I would remind everyone that the resumed PM is **not** an opportunity for you to give your views about what you like or don't like about the application. The merits or disadvantages of the application will only be considered once the Examination starts, which is after the PM has closed. All relevant and important matters will be taken into account when we make a recommendation to the Secretary of State for Business, Energy, & Industrial Strategy who will take the final decision in this case.

The agenda for the resumed PM is at **Annex A** to this letter.

Written submissions about how the application should be examined

The Planning Act 2008 establishes a principally written process for the Examination of applications for Development Consent Orders and **representations made in writing carry equal weight to oral representations at all stages of the process.**

On 22 July 2022 the Examining Authority (ExA) wrote to notify all Interested Parties (IPs) and others of our Procedural Decision to postpone the scheduled Issue



Specific Hearing (ISH1) and Open Floor Hearings (OFH1 and 2), as a result of the need to consider whether the start of the Examination should be delayed.

At Day 1 of the PM held on 26 July 2022 the ExA made a Procedural Decision to delay the start of the Examination, the reasons for which in summary concerned the consequences of the Applicant not submitting the anticipated Change Request in advance of the Examination. In its letter of 22 July 2022 the ExA set out in detail the background to the Applicant's intended Change Request.

We have taken account of the written submissions sent to the Planning Inspectorate by Procedural Deadline B (8 August 2022) on the Examination procedure, specifically the prospects of progress on the submission of the Change Request being sufficient to support an effective Examination commencing in September 2022.

We note also that the Applicant formally submitted the Change Request on 30 August 2022 in accordance with its revised deadline. Consequently, the ExA has issued its revised draft timetable for the Examination which is at **Annex C** to this letter.

If the ExA decides to accept the proposed changes into the Examination, all IPs will have an opportunity to make representations on the changed application during the Examination. At this time we are not inviting comments on the merits of the Change Request. Should the Change Request be accepted into the Examination before the resumed PM, the implications for the Examination timetable will be discussed at the resumed PM and any amendments confirmed in the Rule 8 letter.

We are now requesting written submissions from recipients of this letter about how the application should be examined. We particularly wish to hear from you if you wish to comment on:

- the revised draft Examination Timetable set out at **Annex C** to this letter; and/or
- the arrangements for future Examination hearings, including the use of virtual methods.

You are invited to make a written submission about how the application is to be examined by **Procedural Deadline C** (Wednesday 14 September 2022) (see **Annex C** to this letter).

We request that submissions on the above points are made using the Make a submission tab on the project webpage on or before **Procedural Deadline C**. **Annex E** to this letter provides further information about using the Make a submission tab.

Please note that **you are not required to attend, or make written submissions to, the resumed PM in order to participate in the Examination**. If you are an Interested Party you can make a Written Representation and comment on the Written Representations made by other Interested Parties during the Examination. You will also be able to participate in any hearings that are arranged.



Requests to participate at the resumed PM

If you wish to participate and speak at the resumed PM you are required to notify the ExA by completing this Form by **Procedural Deadline C** (Wednesday 14 September 2022).

Any request to participate in the resumed Preliminary Meeting **must include** the following information:

- Name and unique reference number (found at the top of your letter or email from the Planning Inspectorate)
- Email address (if available) and contact telephone number
- Name and unique reference number of any person/organisation that you are representing (if applicable)
- as this will be a blended event, please provide confirmation of whether you will participate virtually or in-person
- the agenda item on which you wish to speak and a list of the points you wish to make.

Joining instructions for the resumed PM will be issued by the Case Team via email shortly before the resumed PM date.

Please contact the Case Team using the contact details at the top of this letter if you require any support to attend the resumed PM, either virtually or in person.

After the Preliminary Meeting

As soon as is practicable following the close of the PM we will issue a letter (known as the Rule 8 letter) setting out the finalised Examination Timetable. A note of the PM will also be published on the project webpage.

Further Procedural Decisions made by the Examining Authority

The ExA has considered representations made at Day 1 of the PM and thereafter. For the avoidance of doubt, food security and land use is an issue that the ExA proposes to examine as part of the principal issue of socio-economics and land use.

We are also requesting Statements of Common Ground to be prepared between the Applicant and other town and parish councils not previously referred to in the procedural decision made in Annex F to the Rule 6 letter of 28 June 2022:

- Isleham Parish Council;
- Kennett Parish Council;
- Barton Mills Parish Council;
- Wicken Parish Council;
- Reach Parish Council;
- West Row Parish Council; and
- Newmarket Town Council.



We have also made Procedural Decisions:

- to make Drug Development Solutions Limited [PD-012]; and the Travellers Community Elms Farm [PD-013] Interested Parties under section 102A of the PA2008; and
- to hold an early Accompanied Site Inspection (see below).

Accompanied Site Inspection (ASI1)

We will be holding an Accompanied Site Inspection at **9:00 on Thursday 29 September 2022.**

The ExA has reviewed the suggested sites and locations provided at Procedural Deadline A. Due to the number of locations requiring inspection, there are likely to be further ASIs during the Examination. The geography of the Application Site, likely weather and ground conditions and accessibility have been taken into account in order to draw up a logical and efficient programme. This early ASI will take advantage of anticipated drier ground conditions and longer daylight hours in order to visit sites where access or visibility may be difficult later in the year. It does not imply any other order of importance in respect of the sites selected.

The Applicant is requested to submit a draft itinerary for ASI1 that includes the following locations by **Procedural Deadline C** (Wednesday 14 September 2022):

Morning: Sunnica West Site B

- Locations of proposed solar arrays and ecological mitigation
- Public Right of Way to the south-east of the site
- Snailwell Road/Fordham Rd frontage
- Snailwell Roman villa site
- Chippenham Fen

Afternoon: Limekiln Gallops & associated areas

- Various points along the Limekilns
- Water Hall
- Railway Field
- A14 accommodation bridge (via The Avenue).

The ExA will review the draft itinerary and publish its final ASI itinerary on **Thursday 22 September 2022.**

IPs who wish to attend the ASI on 29 September 2022 should notify the ExA by completing this **Form** by **Procedural Deadline C** (Wednesday 14 September 2022).

Time has been reserved in the draft Examination Timetable to undertake further ASIs as necessary. Notes of Unaccompanied Site Inspections (USIs) are published on the project webpage of the National Infrastructure Planning website. Notes of the USIs already undertaken can be found [here](#).



Further information about ASI1 and accompanied site inspections generally is included in **Annex D**.

Examining Authority's Written Questions

The ExAs first Written Questions will be published as soon as practicable following the close of the PM.

The proposed deadline for responses to our first Written Questions is **Deadline 2** (Friday 11 November 2022) (see **Annex C** to this letter). There will be an opportunity to discuss this proposed Deadline at the resumed PM.

Management of information

Please note that in the interest of facilitating an effective and fair Examination, it is necessary to publish some personal information. To find out how we handle your personal information please view our [Privacy Notice](#).

We look forward to working with all parties in the Examination of this application.

Yours faithfully

Grahame Kean

Lead Member of the Examining Authority

Annexes

- A** Agenda for the resumed Preliminary Meeting
- B** Introduction to the resumed Preliminary Meeting
- C** Revised Draft Examination Timetable
- D** Notification of Accompanied Site Inspection (ASI1)
- E** Information about the Make a submission tab

This communication does not constitute legal advice.

Please view our [Privacy Notice](#) before sending information to the Planning Inspectorate.



Agenda for the resumed Preliminary Meeting (PM)

If you simply wish to observe the resumed PM then you can either:

1. Watch a livestream of the event - a link to the livestream will be made available on the project webpage shortly before the event is scheduled to begin; and/or
2. Watch the recording of the event which will be published on the project webpage shortly after the event has finished.

Alternatively, you can attend the physical event to observe the proceedings; however, to ensure there is adequate seating capacity at the venue, we request that you register your attendance to **observe only** by **Procedural Deadline C** (Wednesday 14 September 2022) using this Form.

Please note that it may not be possible to participate on the day if you have not registered your **wish to speak** by Procedural Deadline C.

Date: **Wednesday 28 September 2022**

Seating available from: **13:00**

Arrangements Conference: **13:00**

Meeting start time: **14:00**

Venue: **Blended event at the Bedford Lodge Hotel, Bury Road, Newmarket CB8 7BX and by virtual means using Microsoft Teams**
Full instructions on how to join online or by phone will be provided in advance to those who have pre-registered

Attendees: **Invited parties who have pre-registered**

Agenda for the Preliminary Meeting	
13:00	Seating available at venue for in-person attendees
13:00	<p>Virtual Arrangements Conference</p> <p>Please arrive at 13:00 to enter the virtual lobby using the instructions provided in the Joining Instructions email sent by the Case Team. From here you will be admitted to the Arrangements Conference by the Case Team, greeted and given further instructions.</p> <p>The Arrangements Conference will commence at 13:00. This will be hosted by the Case Team and cover the housekeeping</p>

	arrangements for the PM and allow time for any questions to be asked about how to take part.
14:00	Preliminary Meeting
Item 1	The PM will formally open at 14:00 . The Examining Authority will join, welcome participants and lead introductions.
Item 2	Update from the Applicant on the status of the proposed Change Request and responses to consultation undertaken by the Applicant
Item 3	The Examining Authority's further remarks about the Examination process
Item 4	Draft Examination Timetable – Annex C to this letter
Item 5	Any other matters
Close of the Preliminary Meeting	

If you wish to participate and speak at the resumed PM you are required to notify the ExA by completing this **Form** by **Procedural Deadline C** (Wednesday 14 September 2022).

The event will start at **14:00** irrespective of any late arrivals, for whom access may not be possible.

It may take some time to admit virtual participants from the virtual lobby, your patience whilst you are waiting is appreciated.

The agenda for the resumed PM is subject to change at the discretion of the Examining Authority (ExA), although in making changes the ExA will be mindful of the need to provide opportunities for fair involvement to all Invited Parties.

Any request to participate in the resumed PM **must include** the following information:

- Name and unique reference number (found at the top your letter or email from the Planning Inspectorate)
- email address (if available) and contact telephone number
- name and unique reference number of any person/organisation that you are representing (if applicable)
- for blended events, confirmation of whether you will participate virtually or in-person
- the agenda item on which you wish to speak and a list of the points you wish to make.

Introduction to the resumed Preliminary Meeting (PM)

Background

The resumed PM will be a blended event with some participants attending in person and some taking part virtually using Microsoft Teams.

The Examining Authority (ExA) is conscious of videoconferencing fatigue and will aim to keep the proceedings focussed and as efficient as possible.

The Examining Authority and the Case Team

The ExA will introduce themselves again at the start of the resumed PM.

The ExA will again be supported by the Planning Inspectorate Case Team. During the Arrangements Conference a member of the Case Team will welcome and admit participants from the virtual lobby, and will be available to answer questions by email before and after the PM. The contact email address is:

Sunnica@planninginspectorate.gov.uk

The Planning Inspectorate Case Team will also be present at the in-person resumed PM at the Bedford Lodge Hotel and will welcome and register attendees as they arrive from 13:00 onwards.

The purpose of the resumed Preliminary Meeting (PM)

The resumed PM is being held to conclude the arrangements for the Examination of the application for a Development Consent Order (DCO) for the Sunnica Energy Farm. It focuses on the process only, and it will not be looking at the substance of the proposals. Questions, discussions and representations about the merits or disadvantages of the Proposed Development are for the Examination itself which will begin the day after the close of the PM.

The resumed PM will be your opportunity to influence the process that the ExA intends to follow. The agenda for the resumed PM is attached to this letter at **Annex A**. It is important to have this letter and the agenda in front of you and to refer to them during the course of the resumed PM. You may wish to print these in advance for reference.

You may also find it useful to have in front of you the detailed information in [Annex B to the Rule 6 letter dated 28 June 2022](#).

Preliminary Meeting invitees

The Applicant is invited to the PM and is generally given the opportunity to reply to any representations made.

Also invited are all Interested Parties (IP), i.e. everyone who has made a valid Relevant Representation and has been registered as an IP, including those made IPs following procedural decisions made by the ExA.

Each person or organisation with an interest in land or rights that are affected by a Compulsory Acquisition request in this application is an Affected Person (AP) and is also invited to the resumed PM.

Conduct of the Preliminary Meeting

The ExA estimates that the resumed PM should be concluded in the afternoon session as scheduled. During the resumed PM participants may have to make allowances and be patient if there are delays associated with the technology used. In recognition of the fatigue associated with on-screen communication, the ExA will provide a break during the resumed PM if necessary.

A digital recording of the resumed PM will be made available on the project webpage as soon as practicable following the close of the PM.

Following the ExA's introductions, each participant who has been registered to speak will be asked to introduce themselves, including any organisations or groups that they represent. The ExA will then conduct the meeting in accordance with the agenda. If you prefer not to have your image recorded, you can switch off your camera at any point.

The Examination Process

The Examination of NSIPs is primarily a written process and hearings take on an inquisitorial approach as opposed to an adversarial one. This means that the ExA will probe, test and assess the evidence primarily using written questions. While some hearings are held to provide supplementary evidence, questions to the Applicant or to witnesses will come from the ExA. Questioning or cross-examination of witnesses by other parties will not generally be allowed.

In terms of opportunities to provide evidence in writing, the draft Examination Timetable includes the following provisions:

- Local authorities can submit LIRs;
- IPs can make Written Representations (WRs) and comment on WRs made by other parties;
- IPs can respond to the ExA's written questions (ExQs) and comment on responses provided by others; and
- IPs may be asked to contribute to the making of Statements of Common Ground (SoCG). SoCGs most usefully extend to defining matters that are not agreed or are outstanding.

The draft Examination Timetable includes a series of numbered Deadlines for receipt of written submissions. Timely submissions received by the relevant Deadline and that address its purpose will be accepted. **Documents received after the relevant Deadline are only accepted at the discretion of the ExA and may not be accepted to ensure fairness to all parties.**

discussion of the merits of the Proposed Development can be entered into during an ASI.

Those wishing to attend the ASI scheduled for Thursday 29 September 2022 should notify the ExA by completing this **Form** by **Procedural Deadline C** (Wednesday 14 September 2022).

Revised Draft Examination Timetable

The Examining Authority (ExA) is under a duty to **complete** the Examination of the application by the end of the period of six months beginning with the day after the close of the Preliminary Meeting.

The Examination of the application primarily takes the form of the consideration of written submissions. The ExA will also consider any oral representations made at hearings.

Item	Matters	Date
1.	Procedural Deadline A Deadline for receipt by the ExA of: <ul style="list-style-type: none"> • Written submissions on the Examination Procedure, including any submissions about the use of virtual methods • Requests to be heard orally at the Preliminary Meeting • Requests to be heard at notified Issue Specific Hearing (ISH) Requests by Interested Parties to be heard at the ISH as notified at Annex E of the Rule 6 letter • Requests to be heard at notified Open Floor Hearings (OFH) Requests by Interested Parties to be heard at an OFH as notified at Annex E of the Rule 6 letter • Suggested locations for site inspections (Accompanied or Unaccompanied), including justification, for consideration by the ExA 	Wednesday 13 July 2022
2.	Preliminary Meeting - adjourned	Tuesday 26 July 2022
3.	Procedural Deadline B Deadline for receipt by the ExA of: <ul style="list-style-type: none"> • Written submissions on the prospects of sufficient progress being made on the submission of the Change Request to support an effective Examination commencing in September 2022 	Monday 8 August 2022
4.	Procedural Deadline C	Wednesday 14 September 2022

	<p>Deadline for receipt by the ExA of:</p> <ul style="list-style-type: none"> • Requests to be heard orally at the resumed Preliminary Meeting • Notification of wish to attend ASI • Written submissions on the Examination Procedure including any submissions about the use of virtual methods • Applicant's draft itinerary for ASI1 on Thursday 29 September 2022 	
5.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • ExA's final itinerary for the ASI on Thursday 29 September 2022 	Thursday 22 September 2022
6.	Preliminary Meeting resumes	Wednesday 28 September 2022
7.	Accompanied Site Inspection (ASI1)	Thursday 29 September 2022
8.	<p>Issue by the ExA of:</p> <ul style="list-style-type: none"> • Examination Timetable <p>Publication of:</p> <ul style="list-style-type: none"> • The ExA's Written Questions (ExQ1) 	As soon as practicable following the close of the Preliminary Meeting
9.	<p>Deadline 1</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on Relevant Representations (RR) • Summaries of all RR exceeding 1500 words • Local Impact Reports (LIR) from any local authorities • Notification by Statutory Parties of their wish to be considered as an IP by the ExA • Applicant's draft itinerary for ASI2 • Notification of wish to attend ASI2 • Requests to be heard at an OFH <p>Requests by Interested Parties to be heard at an Open Floor Hearing (OFH)</p>	Wednesday 19 October 2022

	<ul style="list-style-type: none"> • Requests to be heard at a CAH Requests by Affected Persons (defined in section 59(4) of the Planning Act 2008) to be heard at a Compulsory Acquisition Hearing (CAH) • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 • Comments on any further information received Comments on any further information received by the ExA 	
10.	<p>Publication by the ExA of:</p> <ul style="list-style-type: none"> • ExA's final itinerary for ASI2 (if required) 	<p>Tuesday 25 October 2022</p>
11.	<p>Dates reserved for:</p> <ul style="list-style-type: none"> • Issue Specific Hearing (ISH) on the draft DCO (if required) • Issue Specific Hearing (ISH) on other environmental issues (if required) • Accompanied Site Inspection (ASI2) (if required) 	<p>Tuesday 1 November 2022 To Thursday 3 November 2022</p>
12.	<p>Deadline 2</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Post Hearing Submissions, including written submissions of oral case • Written Representations (WRs) • Summaries of all WRs exceeding 1500 words • Initial Statements of Common Ground (SoCG) requested by the ExA • Statement of Commonality of SoCG 	<p>Friday 11 November 2022</p>

	<ul style="list-style-type: none"> • Responses to the ExA's Written Questions (ExQ1) • Responses to comments on RRs • Applicant's draft itinerary for ASI3 (if required) • Applicant's revised draft of DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 1 • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 • Comments on any further information received Comments on any further information requested by the ExA and received by Deadline 1 	
13.	<p>Deadline 3</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Comments on WRs • Comments on LIRs • Comments on responses to ExQ1 • Comments on SoCG • Comments on Applicant's draft itinerary for ASI3 (if required) • Comments on Applicant's revised draft of DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 2 	<p>Tuesday 22 November 2022</p>

	<ul style="list-style-type: none"> • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 • Comments on any further information received Comments on any further information requested by the ExA and received by Deadline 2 	
14.	Publication by the ExA of: <ul style="list-style-type: none"> • ExA's final itinerary for ASI3 (if required) 	Tuesday 29 November 2022
15.	Dates reserved for: <ul style="list-style-type: none"> • Accompanied Site Inspections (ASI3) (if required) • Open Floor Hearings (OFH) (if required) • Issue Specific Hearings (ISH) (if required) • Compulsory Acquisition Hearings (CAH) (if required) 	Tuesday 6 December 2022 To Friday 9 December 2022
16.	Deadline 4 For receipt by the ExA of: <ul style="list-style-type: none"> • Post Hearing Submissions, including written submissions of oral case • Any revised/updated SoCG (if any) • Applicant's revised draft of DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 3 • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 • Comments on any further information received Comments on any further information 	Friday 16 December 2022

	requested by the ExA and received by Deadline 3	
17.	Publication of: <ul style="list-style-type: none"> • ExA's Second Written Questions (ExQ2) (If required) 	Thursday 5 January 2023
18.	Deadline 5 For receipt by the ExA of: <ul style="list-style-type: none"> • Responses to ExA's Second Written Questions (ExQ2) • Comments on revised/updated SoCG (if any) • Comments on Applicant's revised draft DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 4 • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of the Examination Rules • Comments on any further information received Comments on any further information requested by the ExA and received by Deadline 4 	Friday 13 January 2023
19.	Deadline 6 For receipt by the ExA of: <ul style="list-style-type: none"> • Any revised/updated SoCG (If any) • Applicant's revised draft of DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations 	Monday 30 January 2023

	<ul style="list-style-type: none"> • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 5 • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of the Examination Rules • Comments on any further information received Comments on any further information requested by the ExA and received by Deadline 5 	
20.	Publication of: <ul style="list-style-type: none"> • ExA's Third Written Questions (ExQ3) (If required) 	Wednesday 1 February 2023
21.	Publication of: <ul style="list-style-type: none"> • Report on the Implications for European Sites (RIES) 	Monday 13 February 2023
22.	Dates reserved for: <ul style="list-style-type: none"> • Accompanied Site Inspections (ASI4) (if required) • Open Floor Hearings (OFH) (if required) • Issue Specific Hearings (ISH) (if required) • Compulsory Acquisition Hearings (CAH) (if required) 	Tuesday 14 February 2023 to Friday 17 February 2023
23.	Publication of: <ul style="list-style-type: none"> • ExA's commentary on, or schedule of changes to, the draft DCO 	Monday 20 February 2023
24.	Deadline 7 For receipt by the ExA of: <ul style="list-style-type: none"> • Post Hearing Submissions, including written submissions of oral case • Responses to ExA's Third Written Questions (ExQ3) (If issued) • Comments on revised/updated SoCG (if any) 	Friday 3 March 2023

	<ul style="list-style-type: none"> • Comments on ExA's commentary on, or schedule of changes to, the draft DCO • Updated Guide to the Application • Updated Book of Reference (BoR) and Schedule of Changes to the BoR • Updated Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 6 • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of the Examination Rules • Comments on any further information received Comments on any further information requested by the ExA and received by Deadline 6 	
25.	<p>Deadline 8</p> <p>For receipt by the ExA of:</p> <ul style="list-style-type: none"> • Final SoCG • Final DCO Final DCO to be submitted by the Applicant in the SI template with the SI template validation report • Final Statement of Commonality of SoCG • List of matters not agreed where SoCG could not be finalised • Final Guide to the application • Final updated BoR Final BoR and schedule of changes to BoR • Final Schedule of Negotiations • Comments on any Additional Submissions accepted at the discretion of the ExA (if any) by Deadline 7 • Comments on any further information received Comments on any additional 	<p>Monday 13 March 2023</p>

	information/submissions received by Deadline 7 <ul style="list-style-type: none"> • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	
26.	Deadline 9 For receipt by the ExA of: <ul style="list-style-type: none"> • Any further information requested by ExA Any further information requested by the ExA under Rule 17 of The Infrastructure Planning (Examination Procedure) Rules 2010 	Tuesday 28 March 2023
27.	The ExA is under a duty to complete the Examination of the application by the end of the period of six months	Tuesday 28 March 2023

Submission times for Deadlines

The time for submission of documents at any Deadline in the timetable is 23:59 on the relevant Deadline date, unless instructed otherwise by the ExA.

Publication dates

All information received will be published on the project webpage as soon as practicable after the Deadlines for submissions.

Hearing agendas

Please note that for Issue Specific Hearings and Compulsory Acquisition Hearings the ExA will publish a high-level agenda alongside the notification of the hearing to help inform your decision about whether to register to participate. A detailed draft agenda will be made available on the project webpage at least five working days in advance of the hearing date. However, the actual agenda on the day of each hearing may be subject to change at the discretion of the ExA. For Open Floor Hearings agendas may not be published.

Notification of Accompanied Site Inspection (ASI1)

The Examining Authority (ExA) will hold an Accompanied Site Inspection (ASI) under Rule 16 of the Infrastructure Planning (Examination Procedure) Rules 2010 on the following date:

Date	Meeting Place	Time	Notes
Thursday 29 September 2022	Morning & Afternoon Red Lodge Sports Pavilion, Hundred Acre Way, Red Lodge, Bury Saint Edmunds IP28 8FQ	Morning: 9:00 Afternoon: 14:00	Car Parking is available free of charge. The inspection will include some walking on uneven or wet ground. Weather conditions may vary. The Planning Inspectorate therefore advises attendees to wear suitable clothing and sturdy footwear. Further information about access and other arrangements will be confirmed in the ExA's Final ASI itinerary, to be published on Thursday 22 September 2022

It is very important for Interested Parties to note that **there is no opportunity to make any oral representations to the ExA about the Proposed Development at an ASI**. However, participants may indicate specific features or sites.

It may be necessary to limit the numbers of persons who accompany the ExA on the ASI for logistical and safety reasons, such as the requirement to wear PPE and the capacity of the vehicle(s) that will be used.

Interested Parties who wish to attend the ASI on 29 September 2022 should notify the ExA by completing this **Form** by **Procedural Deadline C** (Wednesday 14 September 2022).

Interested Parties can choose to attend the ASI for either the:

- Morning only

- Afternoon only
- Both Morning and Afternoon

Please contact the Case Team using the contact details at the top of this letter if you require any support to attend the ASI.

Further information about site inspections can be found in the Planning Inspectorate's Advice Note 8.5: The Examination: hearings and site inspections

Information about the Make a submission tab

IMPORTANT:

Any request to participate in an Event should be made on this Form.

The Make a submission tab is available on the project webpage.

You will need to enter your unique reference number ('Your ref' found at the top of your postcard or email from the Planning Inspectorate) beginning either 2003, SUNN-SP, SUNN-AFP, SUNN-APL, SUNN-0, SUNN-ISP, SUNN-OP or SUNN-EIA. If you are making a submission on behalf of another person or organisation, and do not have your own unique reference number, then you should enter the unique reference number of the person or organisation you are representing. If you are not a registered Interested Party then it is at the discretion of the Examining Authority whether or not your submission is accepted.

Submissions will be published on the project webpage as soon as practicable following the close of the relevant Deadline. For further information about publishing submissions please view our Privacy Notice.

You will be able to submit a document (upload file), make a text representation or both. It is possible to upload multiple files for each individual submission item. Electronic attachments should be clearly labelled with the subject title and not exceed 50MB.

Submissions **must not include hyperlinks** to documents/evidence hosted on a third party website eg technical reports, media articles etc. See the Planning Inspectorate's Advice Note 8.4: The Examination for further information about making written submissions. All submissions must be made in a format that can be viewed in full on the National Infrastructure Planning website. Any submissions that exceed 1500 words should also be accompanied by a summary; this summary should not exceed 10% of the original text.

You should select the relevant Deadline for your submission and then, on the next webpage, select the relevant Submission item as described in the Examination Timetable at **Annex A** to this letter. Please ensure you make a separate submission for each Submission item and **do not duplicate your submission**. If you consider that your submission does not fit the description of any of the Submission items then please select the Submission item 'Other' and ensure that it is properly titled so that the subject matter of your submission is clear.

If you experience any issues when using the Make a submission tab please contact the Case Team using the contact details at the top of this letter and they will assist.



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12 September 2022

Dear Colleague

I am writing to formally pass on my thanks as His Majesty's representative for the ceremonial county of Cambridgeshire for all the planning and hard work that you have undertaken over the last few days.

In the county, districts, towns and parishes yesterday, the people of Cambridgeshire came together in respectful, inclusive, and professionally well-orchestrated events, thanks to your leadership and the efforts of your teams. This enabled many people to hear first-hand the Proclamation of the passing of our late sovereign, Her Majesty Queen Elizabeth II, and the accession of His Majesty King Charles III.

As His Majesty's Lord Lieutenant, it was my personal privilege to be involved in the hearing of the proclamation in both Cambridge and Peterborough, alongside the High Sheriff, senior members of the clergy and civic leaders. My Deputy Lieutenants that attended proclamations in other locations across the county have also expressed their gratitude for the support they received and for the well organised ceremonies in our communities.

Cambridgeshire can and should be proud of the manner in which we conducted this most historic of events, in no small part as a result of your work, which I recognise will continue over the coming days and in the lead up to the state funeral.

Thank you again for your support, this was very much an example of the county coming together to be at our best.

Yours faithfully

Mrs Julie Spence OBE QPM
HM Lord Lieutenant for Cambridgeshire

