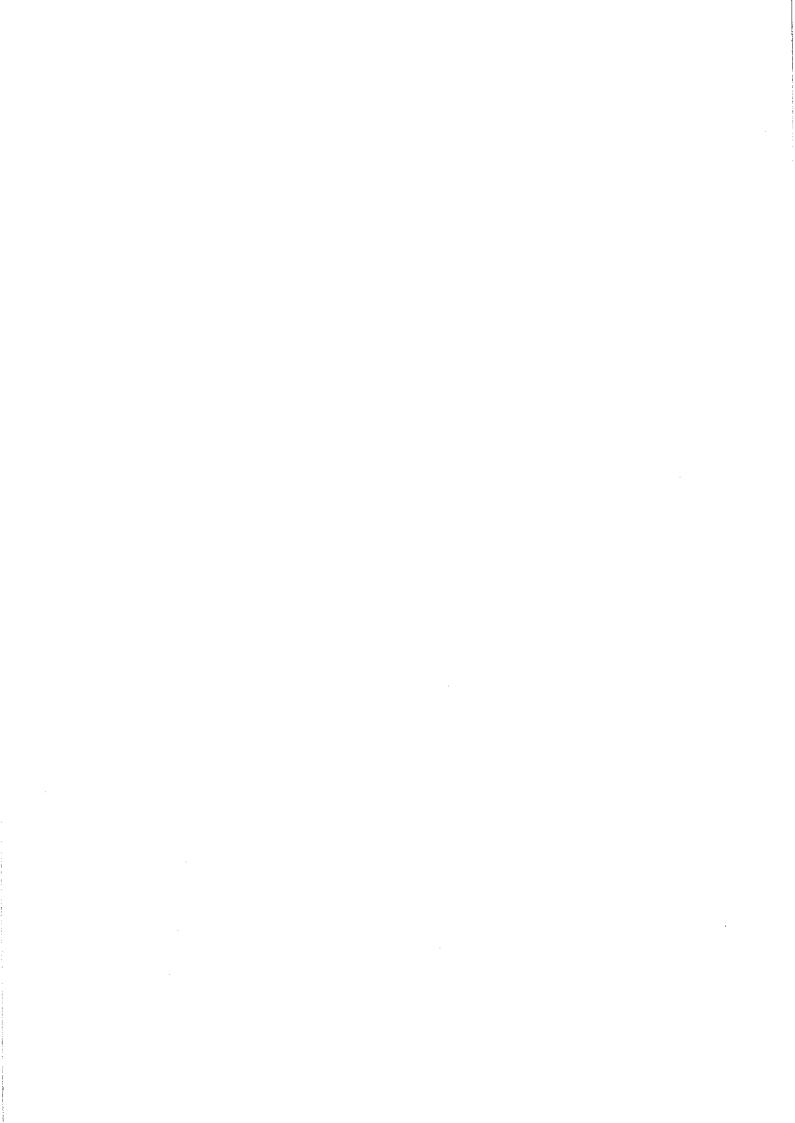
	T		T	T		
Burwell Parish Council	Bank Reconc	liation at 31st	December 2022			
Bank Balance at						
30.09.2022				1		
Unity Bank	£291,244.37					
Less Unpresented 30.9.22	£0.00					
Plus in transit 30.9.22	£0.00					
	£291,244.37					
Plus income	£46,482.26					
Less Expendiure	£65,614.98					
	£272,111.65					<u> </u>
Balance at 30.06.2022						
Unity Bank	£272,111.65			 -		
Less Unpresented	£0.00					
Balance	£272,111.65					
Please note that these figures	do not include	the funds in th	e CCLA Account			<u></u>
which at 31.12.22 total £1023						
Second Precept Payment inclu	ıded in halance		:	†		
- Second Freedper dyment men	ded in Dalance					
Fund Allocation						
Total Funds		-				
Unity Trust			£272,111.65			
CCLA		<u> </u>	£102,300.60			
Total Funds			£374,412.25			
	1780		T3/4,412.23			185
Earmarked Reserves	,		•			V 407444
20/21 Capital Trees	77817		£1,000.00		-	
Capital Safety Campaign		<u> </u>	£3,775.39			
21/22 Cap. LHII Buffer Zones		-	£5,000.00	771100	tata COE	2 12
Pauline's Swamp			£10,230.03		iate E330	3.13
Recreation Ground/Pavilion Signature	iking Fund		£17,500.00			· n.
Gardiner Memorial Hall	CIL Earmarked		-118.	 -	4 outstand	ing payments
Highways Buntings Path Signs			£5,000.00		Uutstanu	ing payments
CIL Funding	Not earmarke		£46,302.00		:	
Climate Change	- I	<u> </u>	£5,000.00	1	ed appro	v £500
Westhorpe Play Area			£20,000.00		ed appio	X 1300
Community Garden			£50.00			
Spring Close Signs			£2,000.00			
Recreation Ground/Muga Light	ing and Fencine	n			ed Lights	and Fencing
Repair Café		<u>9</u>	ru			0 if need be
Balance of Earmarked Reserve	es		£179,872.19	t	ai L100.0	o ii fieed be
Plus Carnival Donation			£500.00			
4g		V - V.	£180,372.19		7.00	7.
Balance of CIL 123 Rec Funding	Z Availahle		<u> </u>			,, <u>,</u>
Available to be claimed from E	<u> </u>		- AAL			
Summary	1000 10722.00					<u> </u>
Total Funds		77/5141	£374,412.25			
Earmarked(Includes £500 Rec	Carnival Donati	ion)	£180,372.19		,	
Balance of Funds Available		0117	£194,040.06			DTO
			£134,040.00	<u></u>		PTO



	1			····	
CIL FUNDING					
CIL Receipts		Use by	History of Earmarke	d CIL Funding	
2015/2016	£7,894.64	2020/2021	GMH Seed Funding		£35,000.00
2016/2017	£32,649.94	2021/2022	GMH Stockdale Cost	S	£2,100.00
2017/2018	£75,650.08	2022/2023	LHII Buntings Path/\	/illage 20mph	£5,000.00
2018/2019	£41,791.17	2023/2024	GMH		£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground (Car Park	£35,000.00
2019/2020	£1,983.96	2024/2025	Unearmarked		£46,302.00
2020/2021	£4,771.87	2024/2025			
2021/2022	£15,658.63	2025/2026			
2021/2022	£9,080.43	2025/2026			
2022/2023	£16,461.77	2026/2027			
2022/2023	£4,150.00	2026/2027			
	£238,402.16				£238,402.00
Gardiner Memorial Hall					
Total Funding for Project		!	£560,758.00		
Expenditure to 30.9.2022	-	£513,830.92		•	
Still to be paid (Estimated)		£31,102.25			
Retention		£24,477.20			
		£569,410.37			-
Overspend			-£8,652.37		



Burwell Parish Council

Summary of Receipts and Payments

Summary - Cost Centres Only (Between 01/04/2022 and 31/12/2022)

Cost Centre	Re	ceipts		F	Payments		Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Administration	150.00	6.42	-143.58 (-95%)	25,900.00	21,684.95	4,215.05 (16%)	4,071.47
Agency Grass Cutting	1,900.00	2,283.64	383.64 (20%)	3,000.00	2,603.70	396.30 (13%)	779.94
Allotments	3,000.00	3,668.19	668.19 (22%)	1,630.00	1,462.05	167.95 (10%)	836.14
Capital Budget			0.00 (N/A)	9,000.00	2,899.40	6,100.60 (67%)	6,100.60
Cemetery	14,000.00	10,900.00	-3,100.00 (-22%)	2,900.00	2,703.72	196.28 (6%)	-2,903.72
CIL Funding		20,697.64	20,697.64 (206976			0.00 (N/A)	20,697.64
Deposits		2,475.00	2,475.00 (247500		2,325,00	-2,325.00 (-23250	150.00
Donations		2,652.00	2,652.00 (265200	1,950.00	650,00	1,300.00 (66%)	3,952.00
Gardiner Memorial Hall	8,000.00	40,727.86	32,727.86 (409%)	11,400.00	302,677.49	291,277.49 (-25559	-258,549.63
Grant Funding		221,758.00	221,758.00 (221758			0.00 (N/A)	221,758.00
Jubilee Green			0.00 (N/A)	150.00		150.00 (100%)	150.00
Jubilee Reading Room			0.00 (N/A)	5,345.00	3,555,76	1,789.24 (33%)	1,789.24
Lock Up	200.00		-200.00 (-100%)	20.00		20.00 (100%)	-180.00
Mandeville Hall	14,000.00	19,733.34	5,733.34 (40%)	20,800.00	12,918.82	7,881.18 (37%)	13,614.5
Margaret Field			0.00 ₋ (N/A)	5,050.00	1,170.80	3,879.20 (76%)	3,879.20
Pauline's Swamp		740.73	740.73 (74073%	1,500.00	1,217,32	282.68 (18%)	1,023.4
Play Equipment			0.00 ⁻ (N/A)	2,000.00	882.66	1,117.34 (55%)	1,117.34
Precept	183,602.00	183,602.00	0.00 (N/A)			0.00 (N/A)	0.0
Priory Meadow and Orchard		58.40	58.40 (5840%	100.00		100,00 (100%)	158.40
Public Areas			0.00 (N/A)	11,220.00	10,368.07	851.93 (7%)	851.9
Repair Cafe		43.50	43.50 (4350%		349.65	-349.65 (-3496	E -306.1
Spring Close			0.001(N/A)	5,500.00	4,615.99	884.01 (16%)	884.0
Staff			0.00 (N/A)	93,000.00	73,299.52	19,700.48 (21%)	19,700.4
Street Lighting			0.00 (N/A)	750.00	171.64	578.36 (77%)	578.3
The Pavilion			, 0.00 (N/A)	6,200.00	1,804.98	4,395.02 (70%)	4,395.0
The Recreation Ground	2,500.00	3,568.97	1,068.97 (42%)	20,700.00	18,261.67	2,438.33 (11%)	3,507.3
VAT		90,515.16	90,515.16.(905151			0.00 (N/A)	90,515.1
NET TOTAL	227,352.00	603,430.85	376,078.85 (165%)	228,115.00	465,623.19	-237,508.19 (-104%	138,570.6
<u></u>					· · · · · · · · · · · · · · · · · · ·		
Total for ALL Cost Centres V.A.T.		603,430. 5,952.			465,623.1 68,899.4	3	
GROSS TOTAL		609,383.	78		534,522.€	32	

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Burwell Parish Council Finance and General Purposes/Strategy Group

7th February 2022

Minutes

<u>Present:</u> Liz Swift (Chair), Lea Dodds, Joan Lonsdale, Michael Swift, Geraldine Tate, Paul Webb, Brenda Wilson, Ian Woodroofe, and Yvonne Rix.

F&GP/07022023/01 Apologies for absences and declarations of interests

An apology for absence had been received from Hazel Williams and Gus Jones.

F&GP/07022023/02 Approval of the minutes of the meeting of 29.11.22

The minutes of the meeting held on 29th November 2022 were approved and signed as a true record.

Proposed by Ian Woodroofe and seconded by Michael Swift.

F&GP/07022023/03 Consideration of the Action Sheet

PROJECT	INFORMATION AND UPDATES
Local Council	Yvonne Rix reported that slow but steady progress is being made with the review
Risk System	of the Council's Risk Assessments.
CCLA	Funds at 31.1.2023 £102,564.81
Investment	

F&GP/07022023/04 Quarterly Finance Report - Oct 22 to Dec 22

Yvonne Rix presented the attached Quarterly Finance Report for the period Oct 2022 to December 2022 with the following comments being made:

The Council has total funds of £374,412.25 split between the Unity Trust Current Account and the CCLA Account.

The Bank Reconciliation is at 31st December 2022 and does not take into account payments paid out of earmarked reserves after that date.

The Final Account payment for the Gardiner Memorial Hall was as estimate and had no increased impact on the Gardiner Memorial Hall Refurbishment costs. £24,477.20 retention monies are still to be paid. When looking at the Payments and Receipts summary Yvonne Rix explained that the income for the Gardiner Memorial Hall includes a payment of£33,782.64 from ECDC towards refurbishment costs. Grant Funding income is money received from Grant funders for the Gardiner Memorial Hall. The invoice for the rent for the Lock Up has only just been sent out.

Mandeville Hall income is higher as it includes hall charges paid by those temporarily using Mandeville Hall during the Gardiner Memorial Hall refurbishment.

The income of £58.40 under the Priory Meadow heading is for income received for the erection of a memorial bench in the meadow.

Under the payments, the budget for Gardiner Memorial Hall does not include refurbishment payments. However, these amounts are included in the actual figure.

F&GP/07022023/05 Budget

Yvonne Rix reminded the group that at the previous meeting she had been asked to look at the proposed budget and try to produce a balanced budget based on the precept and other income likely to be received by the Council. She reported that she had done this. Initially the Council's income had been looked at carefully, starting with the hall hire. The previous figures had been based on the period April to October, which incorporated the period where the Gardiner Memorial Hall had been out of use. By using the period between September and December, with the Gardiner Memorial Hall back in use, and a greater demand for both halls. The estimated income was higher than previous. This new figure was used to calculate the expected income for the year, which in turn reduced the deficit within the budget. Two further potential payments were removed. These being replacing the hedge at the cemetery, which

could be deferred, not done or paid out of reserves, and the cost of the elections. Even if the Council does not require an election there will still be some costs, but this too, can be paid out of reserves. The increased level of income and removal of the election costs and the replacement of the cemetery hedge will reduce the budget leaving a surplus of £1257.16.

The Group agreed that the attached revised budget should be recommended to Full Council for approval.

It was also agreed that the Assets and Environment Working Group should be asked to revisit the replacement of the hedging at the Cemetery, looking at other options such as volunteers carrying out the work or fencing.

Concern was also shown about the cost of energy due to the massive increase in prices. Usage and availability of providers supplying energy at cheaper rates should be monitored.

F&GP/07022023/06 Cil Funds - Westhorpe Play Area

Yvonne Rix reported that the Council currently has £46,302.00 of unearmarked CIL funding. Liz Swift proposed that this funding could be earmarked for the Westhorpe Play Area. The proposal was seconded by Brenda Wilson and all members of the group were in favour of a recommendation being made to Full Council.

The Group recommends to Full Council that the sum of £46,302.00 unearmarked CIL funding should be earmarked for the Westhorpe Play Area.

The Council has an opportunity to apply to ECDC for a Facilities Improvement Grant of up to £10,000. The Clerk to arrange for an application to be submitted.

The project currently has the following funding:

Earmarked by Parish Council £20,000.00 EDF Renewables Community Fund £15,000 Community Group £6,0000

With the earmarked £46,302 CIL Funding, the project will have £87,302 towards the costs. The Community Group is trying to secure further funding, but it is likely that the Parish Council may need to consider using reserves for the balance of the project. Four playground providers have been invited to submit a proposal for the refurbishment. All have now been met on site. One provider has informed the Council that they will not be submitting a proposal. All providers were informed that the Council had a budget of £100,000. One proposal has been received to date, costing in the region of £125,000. The cost to remove and dispose of the existing bark and the new surface is the most expensive part of the project cost. The Community Group is looking to see if volunteers could clear the bark from the site in order to save costs.

Paul Webb suggested that the Group should earmark CIL funding received in 2023 for the second phase of the Gardiner Memorial Hall Refurbishment. It was generally felt by the Group that this was a matter for the new Council taking over in May.

F&GP/07022023/07 Charges and Fees

Halls

Some discussion took place about the need for the hall charges to reflect the running costs of the hall, with others considering that the halls were a community facility with a need to be affordable. The charges have not been increased since April 2019. Some well attended business based groups could afford a higher charge and a suggestion was made that there could be a higher charge for these users. However, this would prove difficult in the terms of the administration of the halls. The Group agreed that the hourly rate for both halls should be increased by £1.00. Please see separate list for fees.

The Group recommends that the hourly charge for the hire of the halls (Mandeville Hall and Gardiner Memorial Hall) should be increased by £1.00.

It was also agreed that bookings should be monitored, and prices reviewed in six months' time.

Cemetery

The Group recommends to Full Council that all fees should be increased by £10.00 apart from the burial of an infant under twelve which should remain the same at £90.00.

The Group also recommends that a charge of £25.00 should be introduced for the transfer or changes to an Exclusive Right.

Allotments

Council has already agreed that the allotment rent from October 2023 should be 25p per square metre.

The Group agreed that a recommendation should be made to Full Council that allotment rent from

October 2024 should be 30p per square metre.

Sports Facilities

Charges for the use of Sports Facilities to be considered by the Community, Sports, and Leisure Group at their meeting on 21st February 2022.

Lock Up

The Group agreed that the rent of £200.00 should remain the same for the Lock Up.

F&GP/07022023/08 Mobile Phones for Key Holders

It was agreed that further investigation is required to find out what smart phone deals are available, either to purchase out right or as a contract for the key holders. The phones are needed so that the key holders can use the app for the intruder alarm at the Gardiner Memorial Hall. Ian Woodroofe and Lea Dodds to investigate.

Concern was shown about the Key Holders or Paul Webb being responsible for dealing with intruder alerts during the night at the hall. A final decision will be made about the phones at the next Finance and General Purposes meeting.

F&GP/07022023/09 Cleaning Contract

Yvonne Rix reported that Burwell Cleaning had informed her that they would be ceasing trading as of the 31st March 2023. The Clerk to proceed with going out to tender for a new contractor. The Keyholders carrying out the cleaning instead of a contractor was mentioned, but this was felt not to be the best way forward. However, it could be an option in the short term should a contractor not be available to start from the 1st April 2023.

F&GP/07022023/10 5 Year Plan (Strategy Group)

It was suggested that a greater focus on Climate Change and the action plan the Council is working to in order to meet the target of carbon neutral by 2030 should be included in the 5 Year Plan. It was agreed that this should be discussed at the next Strategy Day later on in the summer when the new Council is in place.

The Group agreed that a recommendation should be made to Full Council that the proposed 5 Year Plan 2023-2028 should be adopted and that changes to content regarding Climate Change should be considered when the plan is reviewed at the next Strategy Day. Proposed by Paul Webb and seconded by Michael Swift.

F&GP/07022023/11 Any other matters and matters for discussion at the next Meeting (F&GP or Strategy)

Yvonne Rix informed the group that ECDC has appointed Emma Knights as Senior Strategic Planning Officer. For the foreseeable future, Emma's work will concentrate supporting parishes that are thinking about or working on Neighbourhood Plans. It was suggested that Emma could be invited to a meeting once the new council is in place.

Notification has been received from Unity Bank that the partnership with the Post Office allowing cash to be banked will cease on 5th May 2023. Any cash that the Parish Council receives from that date will now need to be paid in at the Nat West bank in Newmarket. Having a 'sum up' device available may give an alternative to paying in cash. Payments by bacs or direct pay should be encouraged.

Those present discussed the date for the Annual Meeting of the Parish Council and it was agreed that the following recommendation should be made to Full Council.

The Group recommends to Full Council that the Annual Meeting of the Parish Council should be held on Tuesday 23rd May 2023, 7.30 pm at the Gardiner Memorial Hall.

The Group discussed if the Museum should be charged for the allotment plot previously let to Paul Hawes. For the year to October 2023 the cost will be £11.50. It was agreed that the Museum should be charged.

The Football Club had written in to the Council about a possible reduction in fees to balance out the loss of income from the sale of refreshments whilst the Pavilion is not available due to the water damage. It was agreed that this would either be discussed at the next meeting with the Football Club and/or at the next meeting of the Community, Leisure, and Sports Group.

F&GP/07022023/12 Date of the next meeting

The meeting ended at 9 pm.

The next Finance and General Purposes meeting will be held on 28th March 2023.

Signed	Dated

Gardiner Memorial Hall Heat and Light Rates Repairs, Remewals, Sanitary etc Performing Rights Fire	Donations General Donations Youth Donations Neighbourhood Watch BAFY	Cemetery Electricity and Rates Repairs, Renewals Maintenance inc. side hedge Cleaning Contract Cemetery Fees	Allotments Rates Electricity Maintenance including skips Income - Lettings	Agency Grass Cutting CCC Verges	Administration Supplies Telephone and Internet Thotocopier T /Software/Protection Etc Fire Precautions (All Properties) Election Costs Photocopier Income Insurance Premium Mileage (Not Handyman) Audit Fees CAPALC + Other Memberships Conferences and Training Lloyds Cards Annual Report Other Income Other Income Other Income Other Income Other Income Handyman Capital Expenditure Handyman General Expenditure Website Public Toilet
£5,000.00 £2,500.00 £500.00 £1,000.00 £500.00	£700.00 £700.00 £50.00	£1,800.00 £600.00 £400.00 £350.00 £14,000.00	£880.00 £300.00 £450.00 £3,000.00	£3,000.00 £1,900.00	Expenditure Income £1,500.00 £1,250.00 £1,500.00 £1,500.00 £1,500.00 £0,000 £0,000 £1,300.00 £1,300.00 £2,500.00 £2,500.00 £2,000.00 £2,000.00 £2,000.00 £2,000.00 £2,000.00 £2,000.00 £2,000.00 £2,000.00 £1,000.00 £1,000.00 £1,000.00
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£1,600.00 £500.00 £0.00 £0.00 £0.00	£0.00 00.03 00.03	£700.00 £0.00 £0.00 £6000 Reserves side hedge £0.00 £0.00	£120.00 £120.00 £450.00 £550.00	£500.00	Increase £500.00 £500.00 £500.00 £1,500.00 £1,500.00 £0.00 £0.00 £250.00 £250.00 £250.00 £250.00 £250.00 £250.00 £250.00 £250.00 £250.00 £250.00 £200.00 £200.00 £200.00 £200.00 £200.00 £200.00 £200.00 £200.00 £200.00 £200.00

£1,800.00	£8,000.00	£2,500.00	4.472.00	£700.00
				!
£150.00		£150.00	-	£0.00
1,500.00		£3,500.00		£2,000.00
£770.00		£850.00		£80.00
1,000.00		£1,000.00		€0.00
2,000.00		£2,500.00		£500.00
£75.00		£75.00		€0.00
£20,00		£20.00		£0.00
	£200.00		£200.00	£0.00
1,000.00	-	£1,000.00		£0.00
4,000.00		£6,000.00		£2,000.00
1,200.00		£1,300.00		£100.00
8,000.00		£9,500.00		£1,500.00
£100.00		£100.00		£0.00
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£500.00		£500.00		€0.00
£100.00		£100.00		€0.00
		£2,500.00		£2,500.00
£300.00		£300.00		£0.00
€0.00		€0.00		€0.00
£220.00		£300.00		£80.00
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2,700.00		10,000.00		2000.00
	£1,800.00 £1,500.00 £770.00 £1,000.00 £2,000.00 £2,000.00 £4,000.00 £4,000.00 £1,200.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00 £5,000.00	. מיז	£3,000.00 £3,500.00 £1,000.00 £2,500.00 £2,500.00 £2,500.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £2,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00	£2,500.00 £3,500.00 £150.00 £2,500.00 £2,500.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £1,000.00 £2,500.00 £2,500.00 £3,000.00 £3,000.00 £3,000.00 £3,000.00

				GMH Phase 2
				Westhorpe Play Area
				Priory Meadow Arisings inc. main budget
				Councillor Training
				Hedge/Cemetery included in main budget
				Dishwasher MH
				Ride on Lawnmower
				Canital Projects for consideration
£1,257.16				
Suplus	£205,529.24	Precept		
2.92 £42,990.00	£267,355.00 £63,082.92	0 £43,700.00	£224,365.00	
±0.00	£5,000.00	0	£5,000.00	Sinking Fund
	1			income Tennis
£0.00	£5,000.00	£2,500.00	,	Income from Hirers/football
€0.00	£1,200.00	0	£1,200.00	Tennis Court Maintenance
£1,545.00	£13,545.00	0	£12,000.00	Pitch Maintenance Contract
£0.00	£500,00	0	£500.00	Misc and Maintenance
£500.00	£7,500.00	0	£7,000.00	The Recreation Ground
€0.00	€1,000.00		£1,000.00	Repairs, Renewals
£0.00	£2,200.00		£2,200.00	Cleaning Contract
£500.00	£1,500.00		£1,000.00	Rates
£6,045.00	£8,045.00		£2,000.00	Electricity
				The Pavilion
ችU.UU	±500.00		€500.00	Church Flood Lights
20.00				Maintenance
±300.00	£600.00		£250.00	Electricity
COED OD				Street Lighting
20,000.00	208,000.00		£36,000.00	Clerk
£3,000.00	£26,000.00		£26,000.00	Maintenance Officer
55 000 00 57 000 00	±14,000.00		£13,000.00	Assistant to Clerk
£1,000,00	£20,000.00		£18,000.00	Key Holder
23 200 00				Staff
£0.00	£3,000.00		£3,000.00	Maintenance
£1,000.00	£3,500.00		£2,500.00	Grass and Hay Cut
2 200		1		Spring Close

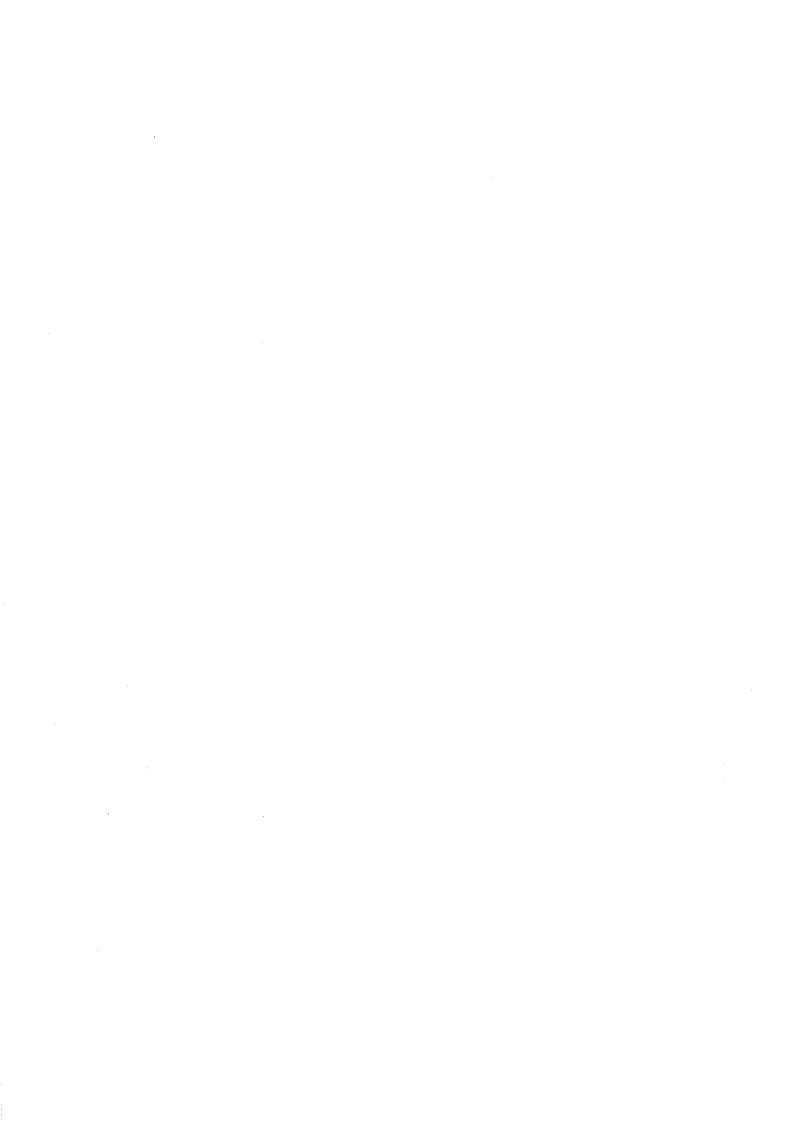
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Gardiner Memorial Hall - Hire Rates		
	Full Rate	Non-profit Burwell Organisations
Hourly rates 0900 Monday ti Thursday 2300 (Friday 1730)	£20.00	£15.00
Weekdays (excluding Public Holidays) - Minimum payment x 1 hour		
All day 0900 - 2300 Monday to Thursday	£165.00	
Friday Evening & All day Saturday, Sunday & Public Holidays		
Hourly rate to 1800 (NB: Minimum Payment x 2 hours	£27.00	£20.25
1800 to 2400 Friday & Saturday	£148.00	
All day 0900 to 2400	£225.00	
Discounts		
Non- Profit Burwell Organisations	25%	



Mandeville Hall Charges Non Charity							
	Room 1	Room 2	Room 3				
Hourly Rates 0900 Monday to Thursday 2300 (Friday 1730)	£22.00	£19.00	£19.00				
Hourly Rates 0900 Monday to Thursday 2300 (Friday 1730)	Room 1 & 2 or 1 & 3						:
	£36.00						
Hourly Rates 0900 Monday to Thursday 2300 (Friday 1730)	Room 2 & 3						
	£33.00						
Hourly Rates 0900 Monday to Thursday 2300 (Friday 1730)	Whole Hall						
	£43.00						
Weekdays (excluding Public Holidays) - Minimum payment x 1 Hour	Room 1	Room 2	Room 3	Rooms 1 & 2 or 1 & 3	Rooms 2 & 3	Whole Hall	
All Day 0900 to 2300 Monday to Thursday	£181.00	£145.00	£145.00	£283.00	£255.00	£342.00	
Friday Evening & All day Saturday, Sunday & Public Holidays	Room 1	Room 2	Room 3	Rooms 1 & 2 or 1 & 3	Rooms 2 & 3	Whole Hall	
Hourly rates 0900 to 2300 (Friday 1730) Saturday and Sunday	£29.00	£24.00	£24.00	£48.00	£43.00	£60.00	
1800 to 2400 Friday to Saturday	£166.75	£120.00	£120.00	£258.75	£217.00	£299.00	
All Day 0900 to 2400	£238.00	£180.50	£180.50	£378.75	£326.00	£447.00	
Discounts							
Non - profit Burwell Organisations (reflected in Charity Prices)	52%						
Commercial Bookings on Application							
Rainbows and Brownies (Halls 2 & 3) per hour	69.00						
Scout Association (Hall 1) per hour	£10.50						
Burwell Farmers Market	£150.00						



BURWELL PARISH COUNCIL BURIAL GROUND - Fees effective from 1st April 2023

Fees fixed and settled under the Local Authorities' Cemetery Order 1972

Part 1 - Interments (excluding fee for digging grave)

For the interment granted: a) of the body of a still-born child or of a child whose age at the time of death did not exceed 12 years	£90
b) of the Person whose age at the time of death exceeded twelve years:	
Single grave to the depth of 5 ft.	£340
Double grave to the depth of 7 ft.	£340
c) For any interment at a depth exceeding 7 feet, for each additional foot, an additional:-	£150
d) Re-opening of grave	£270
e) For the interment of cremated remains in a grave for which the exclusive rights have been issued	£170
f) For the interment of cremated remains in designated plot in the garden of Remembrance.	£170
Part 2 - Exclusive Rights of Burial in Earthen Graves	
a) For the exclusive right of Burial for 50 years in an earthen grave 9ft. x 4ft.	£305
b) Exclusive right for a child's grave	£100
c) Transfer of an exclusive right	£25
d) For the exclusive right of burial for 50 years of cremated remains in earthen space 2 ft. x 2 ft.	£170
d) As c) above for a double ashes plot	£250
Part 3 - Monuments, tablets & Monumental Inscriptions	
For the right to erect or place on a grave:	
a) A Headstone not exceeding three feet in height, including inscriptions	£275
b) A flower vase (in lieu of headstone), including inscriptions	£170
c) A plaque 10" x 4" on a wall in the garden of rest	£180
d) A double plaque 10" x 8" on a wall in the garden of rest	£275

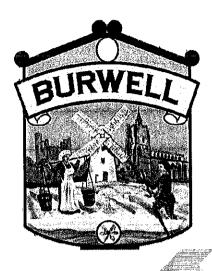
(These fees are inclusive of any future additional inscriptions)

Use of Cemetery Chapel for a service prior to burial

£250

All fees and payments set out apart from the use of the chapel will be doubled where a person is not an inhabitant or parishioner of the Parish of Burwell, or where neither of the parents of a still-born child is such an inhabitant or parishioner. The term inhabitant shall be interpreted to include a person who at the time of death or some time during the six months immediately prior to death normally resided in the Parish of Burwell, or in special circumstances at the discretion of the Parish Council.





BURWELL PARISH COUNCIL FIVE YEAR PLAN

2023 - 2028

Burwell is a large Fenland village situated at the eastern side of the county of Cambridgeshire. It is a thriving and vibrant community with approximately 4962 adults on the Electoral Roll as of 3rd January 2023. The 2011 census gives the total number of residents as 6309, and the estimated current number is 8556. The village comprises of around 3350 dwellings. A further 350 dwellings are due to be built on land to the west of Newmarket Road. The development is currently (January 2023) at the reserved matters planning stage. Infill development continues to add to the growth of the village. The village benefits from several shops, a post office, primary school, nursery facilities, pubs, doctor's surgery, dentist, Day Centre for the Elderly, Social Enterprise Print Centre, Sports Hall, and Museum. Many commercial businesses have chosen to operate from Burwell and the village has several small industrial areas.

The village has many community groups and organisations providing a wealth of activities for all ages. A number of these groups provide support and engagement for the elderly and vulnerable members of the community.

The Parish Council has an office which is open to the public on weekday mornings between 9 am and 12 noon.

Purpose of the Five-Year Plan

The Purpose of this document is to provide the Council with an approved plan of capital projects, areas, and assets in need of attention and a financial forecast for the next 5 years. Whilst the approved document sets the plans for the Council, it is appreciated that changes will need to be made to meet the needs of the parish and management of the Council's many assets. It is therefore accepted that this document should be reviewed at least annually by the Council.

The Council

The Council consists of 17 elected (or co-opted) members and is the first tier of local government. Elections are due to be held in May 2023 and 2027. The Council has adopted the General Power of Competence.

The General Power of Competence allows the Council to do "anything that individuals generally may do" (LA 2011 s1(1)). This can be anywhere, not just in the parish, and for anyone, including individuals. On the 30th January 2022 the Council has no projects ongoing which rely on the General Power of Competence. The adoption of the power must legally be reviewed following an election when the Council will need to confirm that it still meets the criteria of being a Council with the General Power of Competence, in that at least two thirds of the Council have been elected and has a qualified Clerk holding the Certificate in Local Council Administration General Power of Competence, Module 7.

The Council is governed by its Standing Orders and Financial Regulations which are reviewed annually.

The Full Council meets twice per month on the second and last Tuesday, except in December when generally only one meeting is held.

The Council has statutory duties that it must carry out and is able to carry out other duties using statutory Powers or the General Power of Competence if it has been adopted.

Burwell Parish Council has many assets which they are responsible for. These include the following

The Jubilee Reading Room
The Gardiner Memorial Hall
Mandeville Hall

Priory Meadow and Community Orchard

Recreation Ground including Skate Park and Pavilion

Play Areas

Margaret Field

Spring Close

Pauline's Swamp

Allotments

Cemetery and Chape

Trees

Open Spaces

Street Furniture

The maintenance and upkeep of these assets falls on the Parish Council. Whilst some maintenance and refurbishment can be carried out on a routine basis, more expensive work and projects must be scheduled over a greater period.

The Council is also responsible for the management of the Cemetery and allotments, grass cutting of verges on behalf of the County Council

The Council is a statutory consultee for all planning applications submitted for the parish.

Climate Emergency

Burwell Parish Council recognises that the world is in a state of climate emergency and acknowledges that we must act now to reduce our carbon footprint. Burwell Parish Council approved a preliminary provisional climate action plan on 11th February 2020. The document was a bare bones initial outline of action that the council could take. On 14th January 2021 a draft Climate Emergency Action Plan was adopted. This document goes into our commitment in greater detail. Our aim is to become a carbon neutral parish by 2030. At a meeting of the Full Council held on

August 10th, 2021, Council agreed to establish a Climate Change Forum to address climate issues.

TERMS OF REFERENCE FOR THE FULL COUNCIL AND WORKING GROUPS

As a result of the Council's Strategy Day held on 1st July 2017, the following Terms of Reference were agreed by the Full Council and Working Groups. The Terms of Reference were reviewed at the Council's Strategy Day held on 21st July 2021 with no changes being made.

Full Council

All members of Burwell Parish Council (17)

Quorum = One third or minimum of three, whichever is the greater.

Full Council will consider any matter referred by any Working Group, provided it is minuted at the relevant meeting.

	Although State Control
Area of Interest	Strategic Aim
Full Council	To steer and co-ordinate the work of the
1 Strategic Direction	Working Groups to ensure that strategic
### Company	aims are being addressed and to develop
**************************************	policies and procedures that will enable
100 TO 10	the organisation to function effectively as
The second secon	an employer, service provider and
	community representative.
Ten refer for	To set the annual precept.
Full Council	To consult with and be accountable to the
2 Representation	community through open communication
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	and to advocate on behalf of the parish
** Compared to the compared to	and its residents.
Full Council	To promote and publicise the work of the
3 Parish Profile	council and the area that it serves.
Full Council	To comment on planning issues that arise
4 Planning Issues	in the Parish and consult with the Local
TOTAL STATE AND ADDRESS OF THE STATE ADDRESS OF THE STATE AND ADDRESS OF THE STATE ADDRESS OF THE STATE AND ADDRESS OF THE STATE ADDRESS OF THE	Planning Authority as and when required.
Full Council	To address Climate Change to enable the
6 Climate	Council to become carbon neutral by
Emergency	2030.
Full Council	To set the annual precept for the Council.
6 Precept	

TERMS OF REFERENCE FOR WORKING GROUPS

Following on from the same Strategy Day it was agreed that four Working Groups should be set up. Whilst some matters can only be dealt with by the Full Council such as setting the Precept, other matters will be considered in more detail by one of the Working Groups. The Group will then make a recommendation for a final decision to be made by Full Council. Each Working Group agreed their

own Terms of Reference/Objectives. These Terms of Reference/Objectives were approved by Full Council. Working Groups meet bi-monthly. The following Four Working Groups were established:

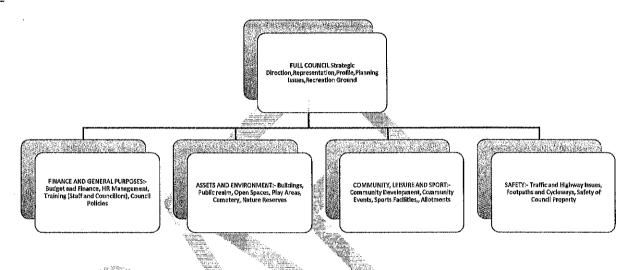
Finance and General Purposes

Assets and Environment

Community, Leisure, and Sport

Safety

Structure



Objectives of the Working Groups

The Working Groups have the following objectives:

Assets and Environment (A&E)

Variable Var				
Assets and Environment				
A&E 1 Buildings	To maintain all Council owned			
**************************************	properties to a standard			
**************************************	acceptable to the users and			
The state of the s	local community in general.			
A&E 2 Public Realm	To maintain to an acceptable			
	standard area of the public			
TOTAL PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE PROPERTY AND ADDRESS OF THE PROPERTY ADDRESS OF THE	realm that are the			
The state of the s	responsibility of the Council			
### 12 / #### * 12 / ### * 12 / ###	(grass cutting, bus shelters,			
	benches etc.), and work in			
	partnership with the Local			
	Authority to identify and			
	implement environmental			
	improvement.			
A&E 3 Open	To maintain to an acceptable			
Spaces/Recreational Areas	standard all open spaces that			
	are in the ownership of the			
	Council.			

To ensure that council owned
play areas are well maintained
and safe, user-friendly areas
to visit.
To keep the cemetery in a
manner that is suitable to its
designation. To
sympathetically monitor the
rules relating to the site.
To work with and support the
Pauline's Swamp Trust and
other outside agencies in the
maintenance and
development of the two public
Nature Reserves within the
Parish
To work in partnership with
the Local Authority and
Community support groups to
identify and implement
environmental improvement.
To support and investigate
issues raised by the local
community.

Community, Leisure and Sport (CL&S)

San Alaman.	——————————————————————————————————————			
Community, Leisure and Sport				
CL&S 1 Community	To advise Council on small			
Development -	grant applications from outside			
	organisations (up to £500).			
** The substitute of the subst	To support activities that help			
TOTAL SECTION STATE OF THE SEC	local groups to address their			
The state of the s	own needs, and to initiate			
**************************************	projects that provide services			
	for the elderly and young			
Table Tabl	people in particular.			
	If requested, to provide			
The state of the s	representation on outside			
= "STATE OF THE PROPERTY OF TH	bodies.			
CL&S 2 Community Events	To organise agreed public			
	events and to support other			
	organisations with the			
	realisation of their own			
	community events.			
CL&S 3 Sport	To ensure that all Council			
	owned sports facilities are			
	maintained to an acceptable			
	standard.			

	To work in partnership with the Local Authority and Parish sports clubs and organisations to ensure that the sporting needs of the community are fully met.
CL&S 4 Allotments	To maintain reasonable infrastructure at the village Allotments site and give support to users and the Allotment Association (BAGS) when deemed necessary.

Finance and General Purposes (F&GP)

Finance and General Purposes			
F&GP 1 Budget and Finance	To monitor and control the		
Property Company of the Company of t	council's budget and to		
**************************************	recommend a precept that		
Table 20	balances the needs of the		
- All of the second sec	community against the		
Page 1988 and the control of the con	community's ability to pay.		
F&GP 2 H R Management	To efficiently administer all		
NEED FOR TO DESCRIPT TO THE PROPERTY OF TH	matters relating to the		
	recruitment, retention, and		
The state of the s	development of personnel and		
Table 1	to monitor, develop and		
	maintain systems and working		
	practices to the standard of		
	Investors in People.		
F&GP 3 Training	To provide agreed training and		
1	development opportunities for		
The state of the s	personnel and councillors that		
**************************************	will be of benefit to the		
**************************************	individual and the organisation		
F&GP 4 Council Polices	To monitor and update Council		
	Policies as and when necessary.		
100 A	The Working Group may refer		
1	certain matters to other		
Name and the second sec	council Working Groups if		
	considered relevant.		

Safety Group (S)

Sa	afety
S 1 Traffic and Highway Issues	To observe and record the speed and volume of traffic within the Parish and support the Speedwatch Initiative.

	To consult with residents
'	regarding perceived traffic
	problems and report any issues
	to the relevant Authority.
	To work in partnership with the
	Local Authority to find possible
	solutions to improve the safety
	of road users, cyclists and
	pedestrians using the village's
	roads.
S 2 Footpaths and Cycleways	To monitor the condition of
•	village footpaths and report
	any damage to the Local
	Authority.
	To work with volunteers to grit
**************************************	certain footpaths when icy
######################################	conditions prevail.
	To support any initiatives to
######################################	improve cycleways within the
The state of the s	parish and surrounding area.
S 3 Safety of Council Property	To ensure that all Council
	Property and equipment is
The second secon	correctly maintained and safe
With a second se	to use
	To make sure that weekly and
**************************************	annual safety checks are
	carried out at all council play
	areas.
200000	-

Working Groups Short, Medium- and Long-Term Plans

Each Working Group has agreed its own Short, Medium- and Long-Term Plans. In this instance the following applies:

Short Term -Year One

Medium Term Years Two to Three

Long Term - Years Four to Five

All capital projects are likely to be subject to external conditions, such as working with principal authorities for Highway improvements, and therefore the expected target delivery date for a project could change.

Assets and Environment

Short Term	Gardiner Memorial Hall – Phase 2 Westhorpe Play Area	
Medium Term	Decoration of Mandeville Hall/Jubilee Reading Room Mandeville Hall Climate Change Audit	
Long Term	Margaret Field Play Area	

Community Leisure and Sport

Short Term

Remaining CIL123 Funding – Muga Lights and higher fencing shield for the tennis courts

Spring Close remedial work – signage/volunteers changing pathways, and urgent tree work.

Community Orchard-Interpretation signs – awaiting map

Football Provision at Margaret Field – Short term temporary facility.

Community Garden at the Recreation Ground.

Medium Term

Football Provision at Margaret Field – Joint Venture with Scouts for provision of a pavilion

Long Term

Newmarket Road Sports Hub

Safety Group

Short Term

Cycleway to Exning (planning etc)

Reinstatement of road markings - some have been done

Buntings Path Flashing 20 mph School Signs (PFI)

Village Safety Campaign

Meeting with Highways to discuss traffic issues

Medium Term

Burwell to Exning Cycleway (construction of)

Support ECDC to improve the cycleway between Burwell and Swaffham Prior

Long Term

Support ECDC - Cycleway Burwell to Fordham/Soham

Support Lucy Frazer MP in her bid for junction improvements A14/A142

Burwell Bypass Campaign

Finances and General Purposes

Short Term

Explore funding for projects

Development of the Council's communication strategy

With the Council coming to the end of its term in 2023, with the possibility of several Councillors not being willing to stand for a further 4 years, explore the opportunities to promote the council and the work that we do.

Medium Term and Long Term

Investigate possible options for computer software for Cemetery and Allotment Management

Consider reducing the size of the Council

Climate Change Forum

The following Terms of Reference were approved by Full Council on 24th August 2021. The Forum has met generally on a monthly basis since the beginning of October 2021.

Meetings

The Forum will meet at least six times a year.

Membership

All interested Parish Councillors plus a representative of any properly constituted Local Environment Group (Burwell Environment Group, Wild Burwell, Spring Close Management Group, Pauline's Swamp Trust, National Farmers Union, or a member of the local farming community).

The meeting will be chaired by a member of the Parish Council.

If the Parish Clerk is unavailable to attend a meeting, the Forum will nominate a person to act as Minute Taker.

Quorum is eight.

Spending Powers

Expenditure per item/project will be set by Full Council

Powers of Referral

The Forum may refer or make recommendations to Full Council, provided that the proposal has been minuted at the relevant meeting.

Action Plan

The Forum will develop its own working programme within the Framework of the Council's Climate Emergency Action Plan document. It will be evaluated before and amended after each Forum meeting and attached to the Minutes as an Appendix.

Gardiner Memorial Hall Refurbishment and Extension Project

The first phase of the project, the refurbishment of the original building has now been completed (September 2022)

Funding for the second phase (extension estimated at £518,000) will still need to be sourced. East Cambs District Council has indicated that a further £115,000 or up to a third of the project cost, CIL 123 Funding could be made available for the project.

COVID 19

2022 has seen Council activity return to pre-pandemic levels. Hall bookings especially for parties have increased at both the Mandeville Hall and the refurbished Gardiner Memorial Hall with both halls proving to be popular community facilities.

Current Situation 2023

2022 has seen the development of a cost-of-living crisis in the United Kingdom, with an unprecedented rise in energy costs. This will have a massive impact on the Council's finances for the next few years. Interest rates have started to rise again, providing a greater return for Council's investment in the CCLA.

FUNDING/FINANCES

The main source of income for the Parish Council is through the Precept. Other income is raised through hiring of halls and sporting facilities, burial costs for the cemetery, allotment rent and grant funding for individual projects. The Council currently receives some Community Infrastructure Levy.

Council's expenditure covers the cost of:

The provision of and all the costs involved with the Council's assets Staffing costs

Other costs relating to Parish Council activity

The precept for 2022/2023 was £183,602.00 The precept for 2023/2024 is £205,529.24

Funds Available

On 1st January 2023 Burwell Parish Council has funds available:

Fund Balance	£374,412.25
Less Earmarked Reserves	£180,372.19
General Reserves	£194,040.06

CIL Allocation

Burwell Parish Council receives Community Infrastructure Levy from East Cambridgeshire District Council as a result of housing development in the parish. These funds must be spent within a period of 5 years from when they are received by the Parish Council.

The majority of CIL funds have been earmarked for projects. The following demonstrates CIL funding received and its allocation as of 31st December 2022.

CIL Receipts		Use by	History of Earmarked CIL Funding	
2015/2016	£7,894.64	2020/2021	GMH Seed Funding (Spent)	£35,000.00
2016/2017	£32,649.94	2021/2022	GMH Stockdale Costs (Spent)	£2,100.00
2017/2018	£75,650.0 <u>8</u>	2022/2023	LHII Buntings Path/Village 20mph	£5,000.00
2018/2019	£41,791.17	2023/2024	GMH (Spent)	£115,000.00
2019/2020	£28,309.67	2024/2025	Recreation Ground Car Park (Spent)	£35,000.00
2019/2020	£1,983.96	2024/2025	Unearmarked	£46,302.00
2020/2021	£4,771.87	2024/2025		
2021/2022	£15,658.63	2025/2026		
2021/2022	£9,080.43	2025/2026		
2022/2023	£16,461.77	2026/2027		
2022/2023	£4,150.00	2026/2027		
	£238,402.16			£238,402.00

Earmarked Reserves

20/21 Capital Trees		£1,000.00
Capital Safety Campaign	-	£3,775.39

21/22 Cap. LHII Buffer Zor	nes	£5,000.00	Cost to date £3563.13
Pauline's Swamp		£10,230.03	
Recreation Ground/Pavillo Fund	on Sinking	£17,500.00	
Gardiner Memorial Hall		£55,579.45	Estimated outstanding payments
Highways Buntings Path S	Signs/20 mph Limit	£5,000.00	CIL
CIL Funding	Not earmarked	£46,302.00	CIL
Climate Change		£5,000.00	Committed approx £500
Westhorpe Play Area		£20,000.00	
Community Garden		£50.00	
Spring Close Signs		£2,000.00	
Recreation Ground/Muga	Lighting and Fencing	£8,500.00	Committed Lights and Fencing
Repair Café		-£64.68	Additional £100.00 if need be
Balance of Earmarked Re	serves	£179,872.19	5. ************************************
Plus Carnival Donation		£500.00	The state of the s
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	£180,372.19	Mandada Andri Carlos Tarris (Mandada Andri Carlos Tarris (Mandad
Balance of CIL 123 Rec Fu	nding Available		

Budgets

Available to be claimed from ECDC £3722.00

To determine the level of precept required, the Council annually calculates its budget on the following basis. To help forecast income and expenditure over the five years of this plan the following spreadsheet has been drawn up. Inflationary increases have been based on a year on year of 5%. No allowance has been made for capital expenditure.

Precept/Budget 2023/2024	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028
The state of the s	Income (-)				
<u>Administration</u>	Expenditure	Expenditure	Expenditure	Expenditure	Expenditure
Supplies	£2,000.00	£2,100.00	£2,205.00	£2,315.25	£2,431.01
Telephone and Internet	£2,000.00	£2,100.00	£2,205.00	£2,315.25	£2,431.01
Photocopier	£1,750.00	£1,837.50	£1,929.38	£2,025.84	£2,127.14
IT /Software/Protection Etc	£3,000.00	£3,150.00	£3,307.50	£3,472.88	£3,646.52
Fire Precautions (All Properties)	£250.00	£262.50	£275.63	£289.41	£303.88
Election Costs					
Photocopier Income					
Insurance Premium	£10,000.00	£10,500.00	£11,025.00	£11,576.25	£12,155.06
Mileage (Not Handyman)	£750.00	£787.50	£826.88	£868.22	£911.63
Audit Fees	£2,800.00	£2,940.00	£3,087.00	£3,241.35	£3,403.42
CAPALC + Other Memberships	£1,500.00	£1,575.00	£1,653.75	£1,736.44	£1,823.26
Conferences and Training	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Lloyds Cards	£2,500.00	£2,625.00	£2,756.25	£2,894.06	£3,038.77
Annual Report	£800.00	£840.00	£882.00	£926.10	£972.41
Other Income	-£100.00	-£105.00	-£110.25	-£115.76	-£121.55
Other and PR	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Handyman Capital Expenditure	£600.00	£630.00	£661.50	£694.58	£729.30
Handyman General Expenditure	£4,000.00	£4,200.00	£4,410.00	£4,630.50	£4,862.03

Website	£320.00	£336.00	£352.80	£370.44	£388.96
Public Toilet	£1,500.00	£1,575.00	£1,653.75	£1,736.44	£1,823.26
Agency Grass Cutting					
CCC Verges	£3,500.00	£3,675.00	£3,858.75	£4,051.69	£4,254.27
Income	£1,900.00	£1,900.00	£1,900.00	£1,900.00	£1,900.00
Allotments	~ 1,000.00	2.,000.00	21,000.00	21,000,00	~,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Rates	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Electricity	£750.00	£787.50	£826.88	£868.22	£911.63
Maintenance including skips	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Income - Lettings	-£4,200.00	-£4,410.00	-£4,630.50	-£4,862.03	-£5,105.13
Comptons		-r\$.			
Cemetery Electricity and Rates	£2,500.00	£2,625.00	£2,756.25	£2,894.06	£3,038.77
Repairs, Renewals	£600.00	£2,023.00 £630.00	£2,750.25 £661.50	£694.58	£3,036.77 £729.30
Maintenance inc. side hedge	£400.00	£420:00	£441.00	£463.05	£486.20
Cleaning Contract	£350.00	£367.50	£385.88	£405.17	£425.43
Cemetery Fees	-£15,000.00	£15,750.00	£16,537.50	-£17,364.38	-£18,232.59
Company 1 odd	~ 10,000. <u>00</u>	~10,100.00	<u> </u>	211,001.00	210,202.00
<u>Donations</u>			The second secon		
General Donations	£700.00	£735.00	£771.75	£810.34	£850.85
Youth Donations	£700.00	£735.00	£771.75		£850.85
Neighbourhood Watch	£50.00	£52.50	£55.13		£60.78
BAFY	£500.00	£525.00	£551.25	£578.81	£607.75
**************************************	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1 (2) (1) (1) (2) (2) (2) (2) (3) (4) (4) (4) (4) (4) (4) (4) (4) (4) (4			
Gardiner Memorial Hall				07.040.00	00 000 04
Heat and Light	£6,600.00	£6,930.00	£7,276.50	£7,640.33	£8,022.34
Rates	£3,000.00	£3,150.00	£3,307.50	£3,472.88	£3,646.52
Repairs, Remewals, Sanitary etc	£500.00	£525.00	£551.25	£578.81	£607.75
Performing Rights Fire	£1,000.00 £500.00	£1,050.00 £525.00	£1,102.50 £551.25	£1,157.63 £578.81	£1,215.51 £607.75
Misc	£300.00	£525.00 £105.00	£331.25 £110.25	£115.76	£121.55
Cleaning Contract	£100.00 £2,500.00	£2,625.00	£110.25 £2,756.25	£115.70 £2,894.06	£3,038.77
Income from Hirers	£2,300.00 -	£2,025.00 -£15,195.60	£2,750.25 -£15,955.38	£2,094.00 -£16,753.15	£3,036.77 -£17,590.81
And the second s	£1,200.00	£1,260.00	£1,323.00	£1,389.15	£1,458.61
GMH Sinking Fund	£1,200.00	£1,200.00	£1,020.00	21,569.15	21,400.01
Jubilee Green	Appendix of States				
Misc	£150.00	£157.50	£165.38	£173.64	£182.33
Jubilee Reading Room					
Heat and Light	£3,500.00	£3,675.00	£3,858.75	£4,051.69	£4,254.27
Rates	£850.00	£892.50	£937.13	£983.98	£1,033.18
Repairs, Renewals	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Cleaning Contract including Public	£2,500.00	£2,625.00	£2,756.25	£2,894.06	£3,038.77
Toilet	075.00	070.75	000.00	000.00	804.40
Misc	£75.00	£78.75	£82.69	£86.82	£91.16
Lock Up					
Repairs, Renewals	£20.00	£21.00	£22.05	£23.15	£24.31
Letting Income	£200.00	-£210.00	£220.50	-£231.53	-£243.10
Lorang mooning	~~~~UU.UU	-LE 10.00	~~~~~~~	-A.E.O (OO	~~~TU, IU
Mandeville Hall	4				
Repairs, Renewals, Sanitary etc	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51
Heat and Light	£6,000.00	£6,300.00	£6,615.00	£6,945.75	£7,293.04
	•	, -	, -	, -	,

					04 500 40	
Performing Rights	£1,300.00	£1,365.00	£1,433.25	£1,504.91	£1,580.16	
Rates	£9,500.00	£9,975.00	£10,473.75	£10,997.44	£11,547.31	
Fire Precautions	£100.00	£105.00	£110.25	£115.76	£121.55	
Cleaning Contract	£7,000.00	£7,350.00	£7,717.50	£8,103.38	£8,508.54	
Income from Hirers	-£20,210.92	-£21,221.47	<i>-</i> £22,282.54	-£23,396.67	-£24,566.50	
Margaret Field	05 000 00	05.050.00	CE E40 E0	£5,788.13	£6,077.53	
Grass Cutting, Toilet Hire, Pitch Maintenance etc	£5,000.00	£5,250.00	£5,512.50	£0,700.13	£0,077.03	
	050.00	CEO EO	£55.13	£57.88	£60.78	
Misc	£50.00	£52.50	200.13	237.00	۵,00.70	
Income						
Pauline's Swamp		AM :				
Pauline's Swamp	£1,500.00	£1,575.00	£1,653.75	£1,736.44	£1,823.26	
Pauline's Swamp	21,000.00	21,010.00	21,000.10	21,700.11	~1,020.20	
Play Equipment						
Bark	£500.00 a	£525.00	£551.25	£578.81	£607.75	
Maintenance	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51	
Skate Park	£500.00	£525.00	£551.25	£578.81	£607.75	
OKato Fark		2020101				
Priory Meadow and Orchad	Transaction of the control of the co					
Misc	£100.00	£105.00	£110.25	£115.76	£121.55	
hay cut	£2,500.00	£2,625.00	£2,756.25	£2,894.06	£3,038.77	
Public Areas	-157775 7.7 (A)	**************************************				
Bus Shelters	£300,00	£315,00	£330.75	£347.29	£364.65	
Street Furniture Maintenance	£0.00	£0.00-	£0.00	£0.00	£0.00	
Christmas Tree and Lights	£300.00	£315.00	£330.75	£347.29	£364.65	
Hedge Cutting	£2,000.00	£2,100.00	£2,205.00	£2,315.25	£2,431.01	
Trees including annual tree	£6,000.00	£6,300 <u>.00</u>	£6,615.00	£6,945.75	£7,293.04	
inspection	10 12 12 12 12 12 12 12 12 12 12 12 12 12	00.075.00	00.050.75	04.054.60	C4 054 07	
Grass Cutting	£3,500.00	£3,675.00	£3,858.75	£4,051.69	£4,254.27	
Repair Café						
Spring Glose	£3,500.00	£3,675.00	£3,858.75	£4,051.69	£4,254.27	
Grass and Hay Cut	£3,000.00	£3,073.00 £3,150.00	£3,307.50	£3,472.88	£3.646.52	
Maintenance	23,000.00	23,100.00	20,007.00	20,412.00	20,0-10.02	
Staff						
Key Holder	£20,000.00	£21,000.00	£22,050.00	£23,152.50	£24,310.13	
Assistant to Clerk	£14,000.00	£14,700.00	£15,435.00	£16,206.75	£17,017.09	
Maintenance Officer	£28,000.00	£29,400.00	£30,870.00	£32,413.50	£34,034.18	
Clerk	£39,000.00	£40,950.00	£42,997.50	£45,147.38	£47,404.74	
	,	,	,	•		
Street Lighting						
Electricity	£600.00	£630.00	£661.50	£694.58	£729.30	
Maintenance						
Church Flood Lights	£500.00	£525.00	£551.25	£578.81	£607.75	
<u>-</u>						
The Pavilion						
Electricity	£8,045.00	£8,447.25	£8,869.61	£9,313.09	£9,778.75	
Rates	£1,500.00	£1,575.00	£1,653.75	£1,736.44	£1,823.26	
Cleaning Contract	£2,200.00	£2,310.00	£2,425.50	£2,546.78	£2,674.11	
Repairs, Renewals	£1,000.00	£1,050.00	£1,102.50	£1,157.63	£1,215.51	

The Recreation Ground

Grass cutting	£7,500.00	£7,875.00	£8,268.75	£8,682.19	£9,116.30
Misc and Maintenance	£500.00	£525.00	£551.25	£578.81	£607.75
Pitch Maintenance Contract	£13,545.00	£14,222.25	£14,933.36	£15,680.03	£16,464.03
Tennis Court Maintenance	£1,200.00	£1,260.00	£1,323.00	£1,389.15	£1,458.61
Income from Hirers/football	-£5,000.00	-£5,250.00	-£5,512.50	-£5,788.13	-£6,077.53
income Tennis	-£2,000.00	-£2,100.00	-£2,205.00	-£2,315.25	-£2,431.01
Sinking Fund	£5,000.00	£5,250.00	£5,512.50	£5,788.13	£6,077.53
	£205,472.08	£215,745.68	£226,532.97	£237,859.62	£249,752.60
Precept	£205,529.24				
Suggested Precept		£215,000.00	£225,000.00	£237,000.00	£250,000.00

Capital Projects

When calculating the Precept in future years of the plan, considering the Working Groups short, medium- and long-term plans, the Council will need to consider the funding of the following projects:

Short Term

- Gardiner Memorial Hall Extension Phase 2
- Spring Close Remedial Work
- Community Orchard Interpretation Signs
- Westhorpe Play Area
- Temporary Short Term Football Provision at Margaret Field

Medium Term

- Decoration of Mandeville Hall,
- Mandeville Hall Climate Change Audit
- Football Provision at Margaret Field = Medium Term Venture with Scouts for the provision of
 a pavilion
- Newmarket Road Sports Hub
- Software for allotment and cemetery management

Long Term

- Margaret Field Play Area
- Jubilee Reading Room Climate Change

By adopting this document, the Council agrees that the above short, medium- and long-term plans should form the basis of the Council's work for the next five years 2023 to 2028.

Approved by Council

Review

This document should be reviewed on an annual basis.

Burwell Parish Council

Notes of the Safety Group Meeting – 17th January 2023 7.30 pm at the Jubilee Reading Room

<u>Present:</u> Paul Webb (Chair), Liz Swift, Jim Perry, Gill Miller, Brenda Wilson, Geraldine Tate, and Lea Dodds.

Apologies

An apology for absence had been received from Ian Woodroofe.

The minutes of the previous record were signed as a true record.

1.Safety Campaign

We are now on the final quarter of the Safety Campaign which finishes at the end of March 2023. A further 4-page leaflet has been submitted to Clunch for inclusion in the February/March edition. The leaflet includes information on personal safety, some of which has been duplicated on the Parish Council website. The website will be updated as more information on scams is received. The final quarter will focus on the pedestrian, cyclists, and equestrian element of the campaign.

Gill Miller reported that the school is willing to send out Safety Campaign information using Parent-Mail if we would like.

There is still nearly £3.5k of funding left and some of this money could be used to purchase resources such as Hi-Viz items to promote road safety. Gill Miller to look to see what the CCC Road Safety Team has available. These need to be available to be handed out at the Community Safety Update Meeting now due to be held on 1st March 2023. There was some discussion on the types of safety items to have available. It would be useful to have a stand at the Co-op again. Items could be distributed through the school, cycle club and walking groups. Paul Webb, Gill Miller and Yvonne Rix to arrange a meeting to look at promotional safety items.

There has been positive feedback on the Slow Down in Burwell signs. A further 10 to be purchased and a larger size costed.

Gill Miller reported that the school has not appeared to be keen in taking part in the STARS or the Junior Travel Ambassador scheme. Gill Miller to forward a letter of praise from the CCC Road Safety Officer to the Clerk. She continued to suggest other activities that the school may be interested in such as making a collage for the younger children, which could be put up on display at the Gardiner Memorial Hall or role play activities for the slightly older children.

A tri-fold leaflet could be done for the third and fourth section if felt needed.

Distribution Plan and letter for bin stickers

Two thousand stickers have been purchased for the bins funded by the East Cambs Community Safety Partnership. Brenda Wilson and Leah Dodds to compile an accompanying letter. The letter and sticker to be posted through letterboxes. Ideally, they should be delivered by the end of January.

Distribution Plan:

High Street - Brenda Wilson

Swaffham Road - Paul Webb and Gill Miller

Newmarket Road - Jim Perry

Ness Road - Geraldine Tate and Lea Dodds

The Causeway - Liz Swift

Any leftover can be delivered to North Street, Toyse Lane, Buntings Path, Silver Street and Isaacson Road.

Parking

There has been little response from residents regarding parking issues in the village. If there are consistent parking issues, then they can be raised with the Neighbourhood Policing Team.

Buffer Zone Markers

The Group discussed the option to pay for the countdown markers for the Buffer Zones. The likely cost is in the region of £2000. There is £1436.87 left in the buffer zone budget, and it was agreed that the balance could be paid out of the Safety Campaign funds. Yvonne Rix to request a proper quotation from Highways.

MVAS and Speedwatch Update

The MVAS batteries were changed on 16th January 2022. Paul Webb still needs to provide the office with a location rota for the signs. Data downloading has still not been achieved.

The aim is to have three Speedwatch Teams up and running by the end of March. Stephen the Speedwatch Coordinator is hoping to have equipment available for collection by the end of the week. Locations within the buffer zones need to be checked for safety and appropriateness prior to being used. Jim Perry to arrange the three teams. Paul Webb and Jim Perry to get together to discuss the need for more volunteers.

LHI 20 mph Update

No further information has been received from Highways regarding the implementation of 20 mph zones in the county. It would be useful to have regular meetings with Highways again.

Burwell to Exning Cycleway Update

The project is still awaiting the release of funding from the two developments. The project is being led by Suffolk County Council, who are looking at ways to fund the land acquisition so that this does not delay the project once funding from the developers has been received. There will be no solar lighting. Yvonne Rix to look for the plans for the proposed cycleway for Lea Dodds.

Hedge School Path

Lea Dodds had raised concern about the hedge running along the footpath into the school. If the hedge could be cut back more, the path would be wider reducing the need for children to walk so close to the school driveway. Yvonne Rix reminded the group that the Parish Council has no power to enforce the cutting of hedges. She continued to say that she had spoken to the caretaker who had pointed out that the surface under the hedge was in a poor condition and would create a trip hazard, but would speak to his Groundsman. Yvonne Rix agreed to email the school about the situation.

The issue with the recently tarmacked Swan Alley footpath where it joins the neighbouring property was also discussed. There is a sharp drop of a couple of inches between the two levels and there is concern that this could be a trip hazard. The householder has clearly stated that they do not wish

anyone to do anything on their property, and Highways will not do anything for this reason and that it is not part of the highway. It was suggested that a letter should be sent to the householder asking for them to do something to reduce the risk. However, the Parish Council has no powers to deal with this and therefore particularly in the current financial climate where Highways has carried out work to the path and have created the risk, to expect the resident to carry out work to lessen the risk is not an option. It is also not known where the Council would stand if they were to alert the resident of the risk and possible liability for any injuries caused. The Clerk to try and find out about possible liability for the Parish Council.

Jim Perry reported that the bushes at 133 North Street were still overhanging the road.

The next scheduled Safety Meeting will be held on 21st March 2023

The meeting closed at 8.45 pm.

Signed

Dated



Yvonne Rix

From:

Street Name Numbering <StreetNameNumbering@eastcambs.gov.uk>

Sent:

31 January 2023 13:37

Subject:

STNN/21/204 - Addressing 1 new dwelling - Site at 58 Swaffham Road, Burwell

Attachments:

STNN_21_204 - Schedule - site at 58 Swaffham Road, Burwell.pdf; STNN_21_204 -

Location Plan - site at 58 Swaffham Road, Burwell.pdf

Dear Sir/Madam,

STREET NAMING AND NUMBERING – New property

Please find enclosed a copy of Schedule of Certification of Street Numbering for 1new property. The scheme is valid from 01st February 2023

You will see that the old postal address/Plot Number is to the right of the new street number.

Please amend your records accordingly.

Kind regards,

Gemma Smart

Street Naming and Numbering Officer East Cambs District Council 01353 665555

Pay, report, apply online 24 hours a day

Please consider the environment before printing this e-mail

(Working Hours: Tuesday, Wednesday and Thursday 9am-5pm)





STREET NAMING AND NUMBERING SERVICES SCHEDULE OF CERTIFICATION OF STREET NUMBERING EAST CAMBRIDGESHIRE DISTRICT COUNCIL

PARISH BURWELL

IMPLEMENTATION DATE: 01ST February 2023

SCHEME REF STNN/21/204

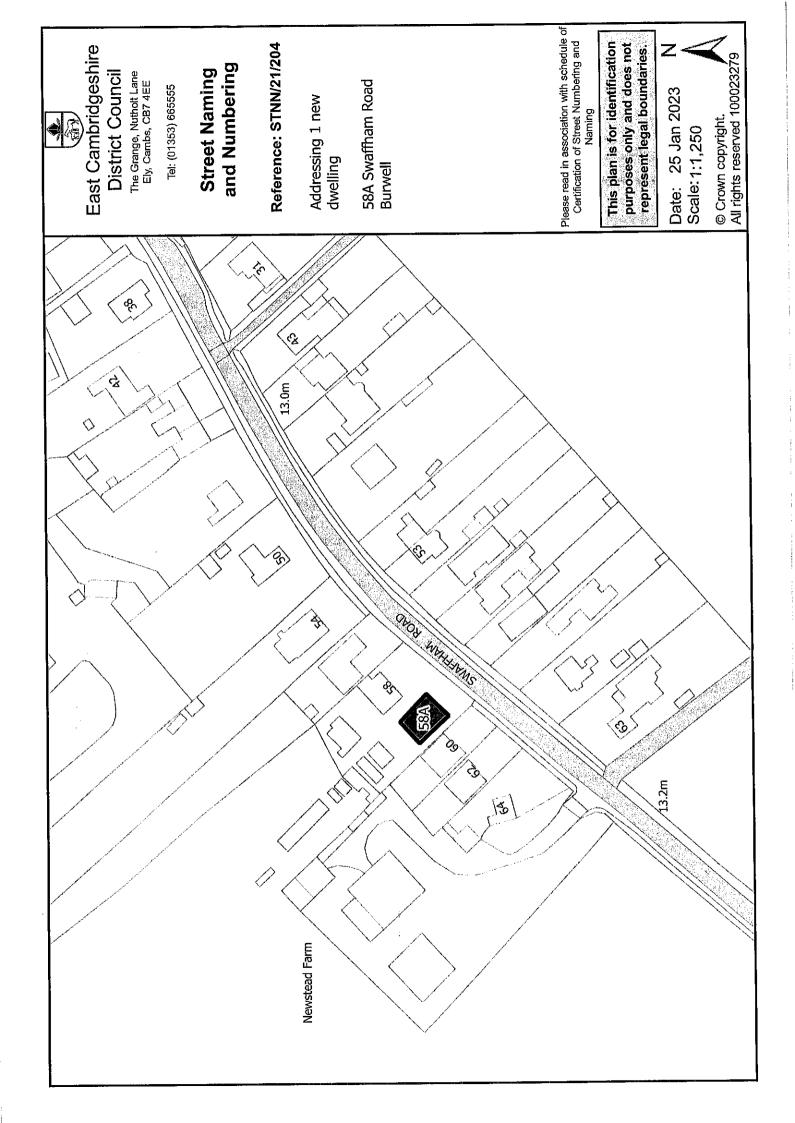
ADOPTED STREET NAME:

E: SWAFFHAM ROAD

DIRECTION: From High Street

Official	Property Formerly Known As	y Known As					
on sale	No/Plot	Development Name	Developer	Planning Reference	Building Control Reference	STNN Reference No	Date
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Yvonne Rix

From:

Communications Team <comms@cambridgeshirepeterborough-ca.gov.uk>

Sent:

12 January 2023 11:16

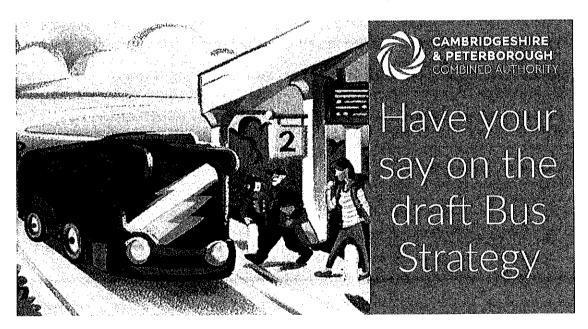
To:

Yvonne Rix

Subject:

Have your say on the Draft Bus Strategy





Good Morning all,

Cambridgeshire & Peterborough Combined Authority is asking members of the public and stakeholders to have their say on its <u>draft Bus Strategy</u> in a consultation which will run until 22nd February 2023.

The Bus Strategy sets the vision for Cambridgeshire and Peterborough which is for a comprehensive network of bus services across Cambridgeshire and

Peterborough that people find convenient, easy to use, reliable, affordable, and offers an attractive alternative to the car. The purpose of the Bus Strategy is not to examine detailed, granular issues around specific routes and services; more to outline the key, strategic aims, objectives, and aspirations the region has for its bus network to enable the Combined Authority and partners to bid for further funding and shape the network to meet the needs of residents and businesses.

Press release can be found here

The Survey can be found here

Thank you in advance for sharing the survey with the residents you represent and providing them the opportunity to have their say









Cambridgeshire & Peterborough Combined Authority, 2nd Floor, Pathfinder House, St Mary's Street,
Huntingdon, Cambridgeshire PE29 3TN
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I UBLIC TO HAVE THEIR SAY ON DRAFT STRATEGY FOR A BETTER REGIONAL BUS NETWORK

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Accept All

Reject All

PUBLIC TO HAVE THEIR SAY ON DRAFT STRATEGY FOR A BETTER REGIONAL BUS **NETWORK**

Cambridgeshire & Peterborough Combined Authority is asking members of the public and stakeholders to have their say on its draft Bus Strategy in a consultation which will run until 22nd February 2023.

The Bus Strategy sets the vision for Cambridgeshire and Peterborough which is for a comprehensive network of bus services across Cambridgeshire and Peterborough that people find convenient, easy to use, reliable, affordable, and offers an attractive alternative to the car. The purpose of the Bus Strategy is not to examine detailed, granular issues around specific routes and services; more to outline the key, strategic aims, objectives, and aspirations the region has for its bus network to enable the Combined Authority and partners to bid for further funding and shape the network to meet the needs of residents and

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Accept All

Reject All

The Combined Authority will engage with the public over what aspects of the draft Bus Strategy are the most important, and the consultation will consider everyone's views on the finalised Bus Strategy. The more people who contribute to this public engagement, the more representative the results will be so everyone is encouraged to take a few minutes to give us your views in the simple survey

Deputy Mayor of Cambridgeshire & Peterborough, Cllr Anna Smith, said: "The public outcry about Stagecoach's cutting of services last autumn was another reminder of just how important buses are to the people of Cambridgeshire and Peterborough. When services are reduced, people in our region find it harder to get to work, school and shops, and they struggle to access vital services.

"So we want to hear from you about how you use the buses and get your thoughts on our draft bus strategy. It's only by hearing from the people who live, study and work in our region that we can best deliver a bus strategy that really works for everyone. A comprehensive bus network that better connects people to places across all parts of the region and beyond".

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- ▶ £10 million Government funding

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Combined Authority

@CambsPboroCA · 5m

Cambridgeshire & Peterborough Combined Authori members of the public and stakeholders to have the draft Bus Strategy in a consultation which will run ur February 2023. Find out more here hubs.la/Q01xQSj

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5 minutes ago

Cambridgeshire & Peterborough Combined Authority is asking mambara of the nublic and

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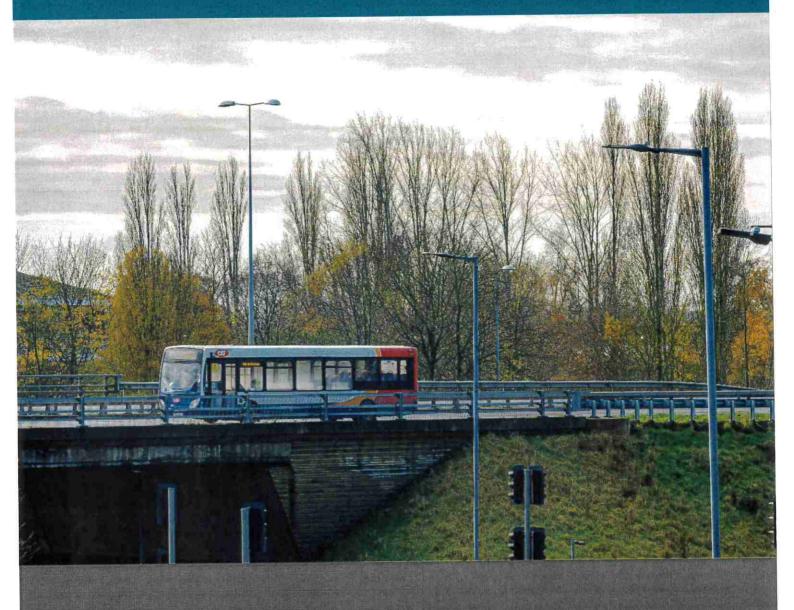
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Accept All	
Reject All	



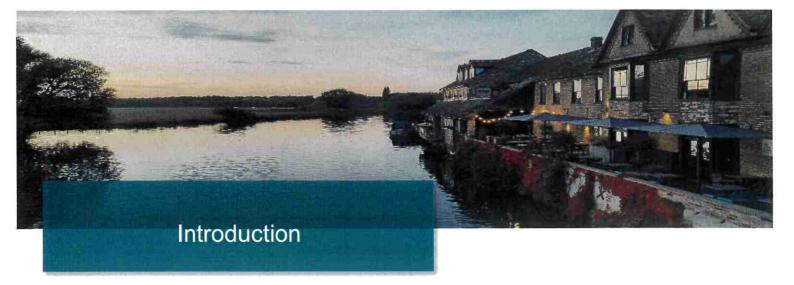


Bus Strategy

October 2022

Contents

Introduction	3
Setting the scene	5
Background to the Bus Strategy	6
Supporting Policy	7
A Bus Strategy for Cambridgeshire and Peterborough Vision	
Bus Strategy - Aims	11
Delivering the Bus Strategy	12
Bus Strategy – An integrated, coherent network linking people to the places th	ey want to get
Bus Strategy – Bus services for rural areas	<i>》</i> 14
Bus Strategy – Getting to places quickly and on time	14
Bus Strategy – Value for money and simple, integrated ticketing	14
	15
Bus Strategy – Delighting customers	
Bus Strategy – Bus services that be ople want to get on	



Cambridgeshire and Peterborough is an economically successful, innovative, and desirable area to live and work. However, our success and recent growth have brought challenges, including pressure on our transport network, a need to tackle emissions locally, and and to contribute to the wider climate challenge response. And, in some parts of our area, people feel disconnected from the opportunities that exist in the wider region.

Public consultations show that people want to see good public transport services, as these will benefit them personally and their communities. Whilst the Covid-19 pandemic has changed travel behaviour, we know that the bus offers the opportunity to make an important contribution to the way the region functions.

Local partners have acknowledged a climate change emergency and we need to reduce carbon emissions, tackle traffic congestion and improve air quality. An Independent Commission on Climate highlighted the need to reduce car miles in our region by 15% by 2030, advocating a switch to using public transport, walking and cycling. The Cambridgeshire and Peterborough Combined Authority has agreed this target.

Local authorities are making pledges to become carbon neutral. Promoting zero carbon transport means rethinking our transport systems and how we travel, with greater emphasis on buses, pedestrians and cyclists. We need to transform public transport, making it more attractive, such that it provides a real alternative to the car.

Our ambition is to see Cambridgeshire and Peterborough at the forefront of excellent public transport provision. Therefore, we are seeking to transform bus travel – offering high levels of convenience and connectivity – not just in our urban areas, but across the entire region, including rural areas and market towns; something not seen on such a scale anywhere else in the UK. We want to deliver a fully integrated bus network, serving the needs of the

Cambridgeshire and Peterborough area. We want to make journeys quicker, cheaper and more reliable, delivering attractive, environmentally friendly services across our area. To do that, we will need to improve the whole journey, ensuring off-bus infrastructure and services complement the on-bus travel experience

The Cambridgeshire and Peterborough Bus Strategy has been prepared by Cambridgeshire and Peterborough Combined Authority (CPCA). Working with its constituent authorities and other partners, and bus operators. It sets out the ways in which we want to make bus travel more convenient, very attractive and easy to use, such that it becomes the obvious way to make a journey. This means improving every aspect of the current service, building on the strong foundations already in place, including the Busway, Cambridge Park & Ride and demand responsive TING service.

This strategy sets out the main principles of how we will achieve our ambition and more than double bus patronage by 2030. More details of how we will deliver and fund this are set out in our Bus Service Improvement Plan (BSIP), reflecting our response to the National Bus Strategy: Bus Back Better, published in 2021. Our Strategy and BSIP will be regularly reviewed to reflect changing circumstances and to push continuous improvement.

The Cambridgeshire and Peterborough Combined Authority is committed to working with

Government to deliver on our collective ambition, a London-style network across our geography.



Setting the scene

Since 1986, bus operators have decided what services to run, including the routes, timetables and fares charged. Local authorities can pay operators to run other additional services that wouldn't otherwise be provided. Currently, the Combined Authority spends £6.97M per annum on the provision of such services across the region. Authorities are also responsible for providing bus priority measures, bus stop infrastructure, Park & Ride sites and the Busway. The Cambridgeshire and Peterborough bus network has generally declined over the period since 1986, although areas of partnership including the Cambridgeshire Busway and Cambridge Park & Ride network have delivered improvements.

The Combined Authority was established to champion sustainable economic growth across our region and the Mayor has additional powers for bus services, including the ability to assume control of the bus network, under certain conditions, through a franchising scheme (similar to the bus operation in London).

CPCA has already consulted on a new Local Transport and Connectivity Plan (LTCP). This Bus Strategy is a supporting document to the LTCP and reflects the ambition to reduce traffic and emissions and provide a much more sustainable transport network that benefits everyone.

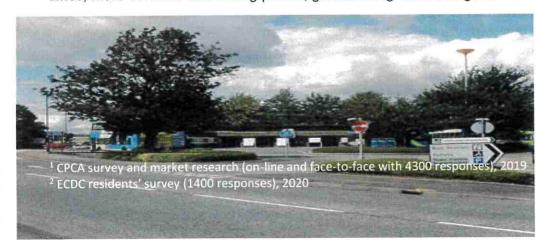
We've already taken some positive steps to support bus services in the region with heavy investment in the Busway and Park & Ride provision. Recently, a new demand responsive service, 'TING', was launched in rural West Huntingdonshire.

We need to do much more to improve our bus network and address some key challenges:

- Bus services do not offer a practical option for many journeys because they are not available, don't go to the right places at suitable times, or are too infrequent.
- They may not be co-ordinated to connect with other services and are perceived as being unreliable and offering no advantage over the private car
- O Considered expensive by many and not value for money.
- The attractiveness of bus travel is hampered by inadequate information, difficult to understand timetables, complex fares and variable standards of services.
- Poor reliability 65% of bus users want to see more reliable bus services, followed by more frequent services and faster bus journey times.
- O Inconvenience 58% of non-bus users cited inconvenience as the reason for not using the bus, seeing cars as a faster and cheaper way to travel.

Market research suggests a desire to see bus service improvements, with 80% of survey respondents (bus and non-bus users) showing support.

- ¹ Bus users want to see greater reliability and less disruption on the road network, more frequent services connecting more places and more co-ordination, with services joining up better in terms of service timings, connections and fares. In more rural areas, there is particular desire to see buses linking more places, more often, including evenings and Sundays.
- ² Non-bus users support a wider range of improvements, including more frequent services, quicker journey times, more services connecting places, greater integration and good value fares.



Background to the Bus Strategy



The story so far

In 2018, the Combined Authority commissioned an extensive review of all aspects of bus service delivery, examining the current state of play, drawing on engagement with stakeholders and operators, evidence and data. It took a close look at the different elements of the network, including city services, Park & Ride, Busway, inter-urban and rural services. It highlighted the pressures and constraints on each element and explored potential options and opportunities, including fares and ticketing, information and bus infrastructure.

The review highlighted the underperformance of the bus network and the challenges it faced, particularly declining usage and commercial viability, poor image, unreliability and inconsistent levels of service.

Seeing the need for a new approach, the Combined Authority agreed to use its powers under the Bus Services Act 2017 to consider different options, including the possibility of Bus Franchising. A notice of intent to undertake an assessment of Bus Franchising was published on 9 May 2019. In late 2019, extensive market research and stakeholder engagement took place to get a clear picture of what bus users and nonusers wanted from the bus network. There was a desire for improvement, which was translated into a 'Vision for Bus', adopted by the authority in May 2020. This set out a desire for a world class bus network.

Consideration of bus franchising continued during 2020-21, but it was clear that the bus market was suffering greatly form the effects of the COVID-19 pandemic. Such uncertainty made it necessary to stall these considerations.

In response to the publication of the National Bus Strategy in 2021, the Combined Authority

prepared a Bus Service Improvement Plan (BSIP) and submitted this to the Department for Transport. Given the uncertainties around the local bus market and inability to pursue bus franchising at that point, the BSIP did not attract Government funding. However, in a separate bid to the Government's ZEBRA scheme, funding was received towards the provision of 30 battery electric buses for Cambridge.

The landscape for bus provision across the region has changed markedly over the last couple of years, giving a need to revisit the strategy for taking the bus network forward. There are significant challenges - lower patronage post-Covid, cuts in commercially-viable services and increasing unreliability due to traffic and driver shortages. Meanwhile, the ambitions for what the bus network needs to achieve are growing, as set out in the National Bus Strategy and locally through the new Local Transport and Connectivity Plan and Greater Cambridge Partnership's plans to dramatically boost bus provision and in parallel cut private vehicle travel by 15%. Achieving this will see bus patronage more than double, compared to 2019 levels, with some 60-75 million passenger journeys anticipated. Whilst some of this will be met by spare capacity, the implication is that there will need to be a significant uplift in bus provision, with more buses operating overall and for longer each day.

This Bus Strategy sets the scene for the way ahead – to transform the bus network through clear and decisive actions – to benefit all.

Supporting Policy

This Bus Strategy fully reflects wider national and local policy aspirations.

Government published its **National Bus Strategy: Bus Back Better** in March 2021, setting out an ambitious vision for significant improvements to bus services to return usage to pre-COVID levels and then to build patronage further. It wants to see services that are:

- More frequent, with turn-up-and-go services on major routes and feeder or demand-responsive services to lower-density places.
- Taster and more reliable, with bus priority wherever necessary and where there is room.
- Cheaper, with more low, flat fares in towns and cities, lower point-to-point fares elsewhere, and more daily price capping everywhere.
- More comprehensive, with overprovision on a few corridors reduced to boost provision elsewhere and better services in the evenings and weekends, not necessarily with conventional buses.
- ☼ Easier to understand, with simpler routes, common numbering, co-ordinated timetable change dates, good publicity, and comprehensive information online.
- Easier to use, with common tickets, passes and daily capping across all operators, simpler fares, contactless payment and protection of bus stations.
- Better integrated with other modes and each other, including more bus-rail interchange and integration and inter-bus transfers.

Locally, CPCA has developed a **Local Transport and Connectivity Plan** (LTCP), which aims for a transport system that:

- Is accessible and efficient for everyone
- Increases the ability to access good jobs, travel to health appointments and access opportunities to improve life chances
- Is affordable to use
- Addresses pollution that adversely impacts on people's quality of life and health

It responds directly to the Independent Commission on Climate's findings that the region experiences transport emissions that are 50% higher than the UK average, reflecting higher levels of traffic. In response, it recommended a reduction in car miles driven by 15% by 2030, advocating a switch to public transport and active travel modes. It recognised that this would require significantly better public transport services with greater connectedness.

The Plan links to a variety of other plans and strategies, a number of which highlight the need for improved public transport. The Employment and Skills Strategy notes the need for better public transport connectivity to improve access to colleges and universities and to ensure that travel costs are more affordable for young people.

The LTCP vision is of:

"A transport network that secures a future in which the region and its people can thrive."

This will be achieved by investing in a joined-up, net zero carbon transport system, which is high quality, reliable, convenient, affordable, safe, and accessible to everyone. Better, cleaner public transport will reduce private car use, and more cycling and walking will support both healthier lives and a greener region. Comprehensive connectivity, including digital improvements, will support a sustainable future for the region's nationally important and innovative economy.

Excellent public transport will support the achievement of the goals and objectives of the LTCP.



Productivity Giving both employers and people the means to achieve more of their potential, making them more efficient and innovative to create more prosperity

Housing – support new housing and development to accommodate a growing population and workforce, and address housing affordability issues

Easier to develop areas that are built around good public transport rather than the car. Bus offers a flexible way to meet the needs of new and growing communities.

Business and tourism – ensure all our region's businesses and tourist attractions are connected sustainably to our transport hubs, ports, and airports

Buses can connect communities to key destinations for the benefit of everyone

Employment – connect all new and existing communities sustainably, so all residents can easily access a good job within 30 minutes by public transport, spreading the region's prosperity

Buses can be routed and timed to meet the needs of employees. They are ideal for the provision of collective travel to key destinations, lessening the impact of travel peaks.

Resilience – build a transport network that is resilient and adaptive to human and environmental disruption, improving journey time reliability

Bus routes and levels of service can be varied at short notice to adapt to changing needs and demands. Dedicated priority measures allow bus journey times to be competitive and for services to run reliably



Connectivity – people and communities are brought closer together, giving more opportunity for work, education, leisure, and pleasure

Accessibility – promote social inclusion through the provision of a sustainable transport network that is affordable and accessible to all

Buses can provide transport for all, both those with no alternative and those who would like to choose an alternative to the car

Digital – communities are digitally connected; innovative technologies are supported and there is improved connectivity and mobility across the region

Travel by bus offers the opportunity to stay digitally connected whilst on the move and for people to do other things whilst travelling



Health – improved health and wellbeing, enabled through better connectivity, greater access to healthier journeys and lifestyles, delivering stronger, fairer, more resilient communities

Health and wellbeing – provide 'healthy streets and high-quality public realm that puts people first and promotes active lifestyles

Buses offer a more efficient use of road space, giving streets back to communities. Public transport is central to the provision of sustainable travel options and more active lifestyles. Collective travel provides a greater sense of belonging and community

Air quality – ensure transport initiatives improve air quality standards across the region, exceeding good practice standards

Zero emission buses help to improve air quality. Use of bus reduces other traffic and its harmful impacts



Safety – to prevent all harm by reducing risk and enabling people to use the transport system with confidence

Safety – embed a safe systems approach into all planning and transport operations to achieve 'Vision Zero' – zero fatalities and serious injuries

Buses offer a safe form of transport, allowing stressfree travel



Environment – protecting and improving our green spaces and improving nature with a well-planned and good quality transport network

Environment – deliver a transport network that protects and enhances our natural, historic, and built environments

More bus travel and fewer cars means that less space is needed for roads and car parks



Climate - successfully and fairly reducing emissions to 'net zero' by 2050

Climate change – reduce emissions to 'net zero' by 2050 to minimise the impact of transport and travel on climate change

Zero emission buses contribute to the achievement of net zero. Use of bus reduces other traffic and its harmful impacts The Combined Authority's Mayor sees compassion, community and collaboration at the heart of what the authority does to serve the region's population. Provision of a successful bus network is characterised by these facets. It contributes to a fairer and equal society, benefits everyone, brings people together and requires collaboration to make it work efficiently and effectively.

The LTCP sets out the clear need for a comprehensive and excellent bus network to tackle car dependency and encourage a shift away from car use to public transport use. Accessible, affordable, reliable and frequent public transport will be a crucial part of realising the vision. New services will be needed to better connect people to jobs and facilities.

Large-scale investment in bus services will be needed in the Greater Cambridge area, where the aim is to reduce traffic levels in the city by 10-15% on 2011 levels in order to improve journey times and reduce pollution.

Other local strategies set out in the LTCP support making improvements to public transport, including more connectivity, increased frequencies and greater availability.

The LTCP will be developed further in the light of consultation responses and adopted in early 2023.

Case Study - Excel

First has developed an 83 mile long service marketed as Excel that links Peterborough and Norwich every thirty minutes via a series of important market towns across the broad plains of East Anglia. Regularly refreshed and updated, the Excel service uses high-spec double-deckers to run a service that is fast, reliable and highly regarded by passengers – it has also become a successful alternative to the Beeching-cut Peterborough – Wisbech – Kings Lynn rail service, and operates via Peterborough rail station to provide onward bus-rail connections





A Bus Strategy for Cambridgeshire and Peterborough - Vision



The vision is for a comprehensive network of bus services across

Cambridgeshire and Peterborough that people find convenient, easy to use, reliable and good value for money, which is inclusive and offers a viable alternative to the car.

We want to create a more connected region, which will encourage active and sustainable travel, improve health and wellbeing and reduce private vehicle journeys.



Success in achieving the vision will mean more travel by bus and less reliance on car travel. This in turn will help us maintain economic growth, care for the environment and improve quality of life.

To realise the vision, this Strategy seeks to achieve the following:

- A comprehensive bus network, better connecting people to places across all parts of the region and beyond.
- Buses are part of a fully integrated and planned transport system.
- A more affordable network, with simplified fares and capping across the network
- Transitioning to new, low emission vehicles, providing all the benefits of modern bus travel
- A more understandable bus network, services and fares, with clear information and easy ticketing.

- Faster and more reliable journeys by bus, delivered with more, effective bus priority measures.
- High quality passenger waiting facilities.
- Good quality bus services with high levels of satisfaction amongst customers.
- A doubling of bus passengers (based on 2019/20 levels) by 2030.
- Less traffic and congestion by attracting car users to buses.
- Better bus infrastructure, including bus shelters and wider real time information coverage

Achieving these outcomes will rely on the delivery of a programme of interventions across the Cambridgeshire and Peterborough geography. Bold decisions, with appropriate levels of funding, will be needed, backed by a steady, consistent and determined approach to delivering a better bus network for all.

Bus Strategy - Aims



The Bus Strategy aims to set out how bus services will be improved to deliver the goals and objectives of the Combined Authority's Local Transport and Connectivity Plan and Greater Cambridge Partnership's transformation of the public transport network.

The aim of the Bus Strategy is to pave the way for a bus network that is convenient, attractive and easy to use, characterised by all of the following attributes:

Routes connecting to places and activities that people want to get to. CONVIENENT All areas are well served by bus. Direct routes with little deviation. Frequent services with limited waiting time in-between. Services are available all day and into the evening, every day. Range of tickets to meet different needs. The network is simple and easy to understand. Buses enjoy a great public image and everyone is happy to use them. Services can be relied upon and run to time, without delay. Cost of using a bus is considered good value for money, with targeted fares offers that incentivise some groups. ATTRACTIVE Buses run direct and quick. Buses are clean, comfortable and pleasant to ride on. Services are well marketed and there is plenty of clear information in a range of formats, available via different media. Waiting environments are attractive, offer seating and information, and people feel safe using them. Pleasant and helpful drivers, able to assist when needed. Zero emission buses, offering a quiet and smooth ride. A network that evolves in response to changing needs and demands. A single understandable network that functions as one, with connecting services, branding and system-wide ticketing. Ability for people to transfer between bus and other travel modes (walk, cycle, escooter, car, coach, train). A clear service offer, backed by a Passenger Charter.

Buses run at regular time intervals and with consistent frequencies.

Simple fares with payment through a range of methods. A system that is accessible and can be used by all.

Plenty of information is readily available.

Stable services with minimal changes, removing uncertainty and confusion.

Delivering the Bus Strategy

Four main principles underpin our approach to delivering the bus service improvements in this Strategy:

 Achieving a continuous cycle of passenger growth and service improvement

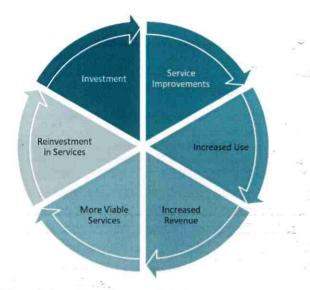


Figure 1. Creating a virtuous circle for our bus services



Figure 2. Volume growth gives ability to invest and expand

Using the best operational model of provision to achieve the necessary step change in the most effective way

We believe that bus franchising could be the best way of delivering a modern, integrated transport system across Cambridgeshire and Peterborough with a fully accessible, low emission, bus network providing affordable, inclusive and integrated travel opportunities.

Bus services are currently provided within a deregulated environment. Commercial operators decide what routes and timetables they are going to offer and the fares they will charge. Where services do not exist or are considered deficient, the Combined Authority can seek to contract with operators and subsidise the provision of additional services.

Recognising that the fully deregulated provision of bus services doesn't work, the Government's National Bus Strategy required areas to introduce Enhanced Partnerships. These involve local authorities and bus operators working in partnership to jointly improve bus services. Enhanced Partnership Plans and Schemes set out how the bus network will be improved, including legally binding commitments by the authority to provide facilities and measures; in return, operators commit to service improvements, such as newer buses. Through such partnerships, authorities gain more influence of the network, although operators still operate within a deregulated environment.

Locally, there are concerns that the current approach does not deliver the best service for the whole Cambridgeshire and Peterborough region. Therefore, the Combined Authority is currently assessing whether introducing bus franchising would be beneficial. This would mean that the Combined Authority would specify all routes, timetables and ticketing arrangements, inviting bus operators to tender for contracts to operate those services.

Franchising itself will not deliver new or improved services, greater reliability or lower fares. These can only be achieved through increased investment in the network. However, what franchising could offer is greater network stability and control over the design and delivery of an improved network of services with a sense of single, integrated system and identity.

3. Partnership

Delivering an effective and attractive public transport service will rely on different parties working together from the private, public and voluntary sectors. Central to this will be the Bus Operator Forum, which brings together authorities, operators and different stakeholders.

The overall ambition is for better bus services. These may be provided by a range of different operators, both large and small. Equally, they might be run by the commercial or voluntary sectors, or even by the authority itself. Regardless of how or who runs the services, the network will be seen as a single entity, promoted and delivered as one.

4. Integration

Whilst the Bus Strategy is all about the public bus network, it is intended that this be provided in the most effective and efficient way. The comprehensive and extensive nature of the bus network will mean that it should be able to cater for many different needs, including pupils going to school and patients attending hospital appointments. Therefore, the network will be planned to co-ordinate with those other more specialist types of transport, with the aim of achieving economies of scale and best use of all vehicle resources.

Bus Strategy – An integrated, coherent network linking people to the places they want to get to

The foundation of the Strategy is the transformation of the bus network to offer more buses to more places. The comprehensive network will comprise:

- Services radiating out in all directions from Cambridges and Peterborough to market towns and villages. Some of these will offer more direct routes with fewer stops, making journeys faster.
- City services within Cambridge and Peterborough, including orbital routes offering direct links to peripheral employment and education sites.
- Services connecting market towns.
- Other local services in rural areas, including flexible services that run on demand with app booking, and community-based transport using minibuses and volunteer cars.

This coordinated, planned network will offer levels of connectivity across the region that have never existed before. The simplicity of the network and consistent levels of service will be important in helping everyone understand and use it. Different types of services will run at frequencies shown in the table below, with all services operating at least once an hour. The most frequent will run every six minutes. All services will run from early morning through to the evening and on seven days per week. The intention is to create a network that offers a real alternative to the car.

Wherever possible, measures will be put in place to prioritise road space for buses, or provide new dedicated infrastructure for buses to use, so they can travel unhindered and quickly. Not only will this give faster journeys for passengers, but it also means more efficient use of buses and drivers, allowing more services to be offered with the same resources.

The successful Park & Ride bus network that has served Cambridge well for many years, will continue. However, the more comprehensive overall bus network will mean that more people will be able to make their whole journey by bus, rather than having to drive to a Park & Ride site and change.

It is also intended to maximise use of the Busway, with very frequent services, with links from surrounding areas connecting to it.

The density of services and high frequency will make connections between routes easy to make and with minimal waiting time. This will open up travel opportunities to even more destinations, aided by the ability to use one ticket for the whole journey. Less frequent services will be timed to connect with one another at designated interchange points, where pleasant waiting facilities will be provided for passengers.

Case Study - Cambridgeshire Busway

16 miles of reserved track stretch from St Ives in the northwest to Addenbrookes and Trumpington south of Cambridge. Eighteen new guided buses refreshed the fleet at the start of 2020, including a dozen unique three axle 100-seater double-deckers to deal with peak loadings and reduce standees. The Busway, largely running on reserved track at a steady 56mph, contributes considerably to reducing congestion along the A14 corridor and around the Addenbrookes Biomedical campus. It is a Bus Rapid Transit (BRT) system that exploits all the best features of guided busways.



Bus Strategy – Bus services for rural area

The ability to reach a range of facilities and services quickly and easily is important for people living in rural areas. This requires a more comprehensive bus network to be put in place, offering links to, from and between more places. Equally, services will be sufficiently frequent and run as directly as feasible.

Dispersed travel demands and spares population mean that it may not always be appropriate to run conventional fixed route bus services. Therefore, other types of services, including demand responsive and community transport provision will be part of the solution. Furthermore, efficiency in the operation of services will be achieved by integrating different travel requirements, including education, social care and health transport.

Case Study - TING

This innovative wide area demand responsive transport scheme uses four vehicles to maintain an anywhere to anywhere bus link in real time across 360 sg.km of west Huntingdonshire. The three conventional bus services in this area (each running 1 -4 round trips daily) may be merged into the Ting service by registering significant turn-up-and-go flows as part of the DRT offering to create better journey aggregation and reduce expenditure. This service directly supports our Vision for Bus, giving access for everyone to quick and easy travel. As part of its tender renewal after 12 months of trial operation, two of the vehicles to be used will be pure electric minibuses..



Bus Strategy – Getting to places quickly and on time

Buses need to be able to run without hold-ups and unhindered by traffic. The overall aim of reducing other traffic on the road system, through measures such as road charging, will help buses. However, more will need to be done. Therefore. every bus route will be assessed to identify specific measures that will help buses run faster and more efficiently. Measures including bus lanes, traffic signal priority for buses and introducing restrictions on parking or loading will be considered. Furthermore, traffic restraint measures will be introduced to discourage private transport use and encourage people to swap to the bus. These will include road charging measures, as currently put forward in the Cambridge area.

Processes will be put in place to better manage roadworks and temporary road closures, to minimise any impact on bus services and passengers.

Working with planning authorities, steps will be taken to encourage new development on existing public transport routes and to provide infrastructure that facilitates efficient bus service provision and encourages bus use.

Bus Strategy – Value for money and simple, integrated ticketing

Whilst regular users of buses often consider bus fares to represent reasonable value for money, particularly where attractive day or season tickets exist, non-users perceive bus travel to be costly. Clearly, cost and ticketing can be a barrier to using the bus. Therefore, simple fares and ticketing system play a crucial part in making bus use attractive.

Just one ticket range will be made available, allowing travel on any bus, providing ease of use and flexibility. Tickets will include single, day, week, month and year, along with bundles, such as 10 tickets for use over a 1-month period.

Payment will be available on-bus (cask or contactless) or via app, with payment automatically capped to offer the best ticket deal, providing the cheapest travel option.

Recognising that young people up to 25 years are dependent on buses, but equally have low incomes, they will be offered discounted fares to bridge the transition from child to adult fares.

Bus Strategy – Information and getting the message out

The comprehensive network of bus services will be promoted as a single, joined up system. There will be a single source of information about all routes, times and tickets, regardless of different operators running services. A simple identifiable brand will be used across the region's bus network and on all information. Simplicity of the information will be aided by the easily understood network and regular timetables. Clear, comprehensive information will be provided online, via app and at bus stops, including real time displays indicating when the next bus is due.

There will be strong marketing campaigns encouraging bus use via a range of media, including targeted communications aimed at particular groups of potential users.

Information will be available before and during travel, helping people to plan their journeys and be informed about other details on the way. Onbus audio-visual displays will provide information on journey progress, next stops, delays and other information, such as connections with other services at points ahead.

Bus Strategy – Delighting customers

Travel by bus will be pleasant and comfortable. Passengers will feel safe at all stages of their journeys.

Buses will offer design features that delight customers, including the ability to move around the bus, sit in comfort and have a clear view out of the windows. USB charging will be available at all seats. All buses will be equipped with on-bus CCTV.

Drivers will be trained in smooth driving and customer care.

Bus stops and the walking routes to them will be well maintained and lit. Where feasible, CCTV will be provided. Bus stops will, wherever possible, have shelters, along with seating and information displays. Stops will be kept clear of other

vehicles, allowing buses to pull up right at the kerb, enabling easy access on to and off buses. Bus stations and interchanges will be enlarged to accommodate more buses and will offer safe and pleasant waiting environments for customers.

Surveys will be undertaken regularly to measure customer satisfaction with different aspects of the bus network, identifying potential areas for improvement.

Bus Strategy – Bus services that people want to get on

Buses make efficient use of road space. A bus can carry the same number of people as up to 70 cars. Modern diesel engines mean much lower emissions and introduction of zero emission electric buses will make for a very clean, smooth and quiet way of travelling.

The aim is for a new, modern fleet of zero emission buses to run services across the region. These will also provide a high standard of comfort for customers, in terms of décor, lighting, temperature and seating.

New bus depots will be established to provide suitable electric charging facilities for the fleet, as well as excellent vehicle maintenance and cleaning facilities and staff accommodation.

Case Study - Electric Buses

The first two electric double-deckers arrived in December 2019 for trial running whilst our successful ZEBRA bid was compiled. The successful bid is now being actioned and will replace all the Park & Ride buses with thirty zero emission double-deckers in Spring 2023. These will dramatically cut NOx and particulates in Cambridge City Centre. By operating many short journeys in the city core they will maximise the benefits of the vehicles in our Air Quality Management Zone.





Climate Change Forum

24th January 2023, 7.30 pm at Gardiner Memorial Hall, High Street, Burwell

<u>Present</u> Paul Webb (Chair), Liz Swift, Michael Swift, Jim Perry, Geraldine Tate, Lea Dodds, Clive Leach, Martin O'Leary, and Nicola Hallows.

1. Apologies for absence

Apologies for absence had been received from Jenny Moss, Gill Miller, Brenda Wilson, and lan Woodroofe.

2. Approval of the minutes of 1st November 2022

The minutes of the meeting held on 1st November 2022 were approved and signed as a true record.

3. <u>Climate Change Action Sheet - Consideration of items and updates to the Climate Change</u>
Action Sheet

Actio	on Sneet	
Item	Action Required	Person/Status
Climate Action	Does this need reviewing?	Paul and Jenny to update. They would also like to produce a
Policy		handout on the Climate Action Policy for members of the public.
Energy usage and	Assess Mandeville Hall – ask	Paul Webb to approach Sharman and Grimwade to see if they
sources	F&GP for £577. + £200 for	can do an appropriate assessment and what the cost would be
	JRR	for Mandeville Hall and the Jubilee Reading Room
Transport and travel	EV Charging Points	Paul Webb attended East Cambs Climate Change meeting. They
	Cycle paths	are running a pilot scheme in both Soham and Ely, with two
		community charging points situated in each town. It is not known
		if a charge will be made for using the charging points.
		Disappointed that Burwell had not been included in the pilot.
		Many local authorities and councils are linking with Connect Curb
		as a provider. Paul Webb to talk to Richard Kay ECDC to see if
•		there are any local council/authority incentives currently
		available. Gardiner Memorial Hall has the required electrical
		installations ready to install a 7KW and 22KW charging point(s).
		The Burwell to Exning cycleway is still waiting for the release of
		funding from the developers for the project.
		Martin O'Leary asked that buses should be added under the
		transport and travel heading. This was agreed. Nicola Hallows felt
		that the Climate Change Forum could lobby for better bus
		services and educate residents. Michael Swift reported that
		members of the Parish Council are attending many meetings
		regarding the bus service, but not on this group's agenda. Lea
		Dodds expressed that the A1102 Group is very good and that the
		Climate Change Forum could offer their support. A significantly
* *		improved bus service should be in place prior to the congestion
		charge starting. However, the city will see far greater
		improvements than the rural areas. Other areas within the
		County are trialling demand minibuses. This does not include
		East Cambs.
Agriculture and food	Government grants	Response from Klondyke
Agriculture and 1000	COVERNITORIE BIGINES	Jenny to contact NFU – no response as yet.
•		Government axing grants
		No updates available 24.1.23
		140 apaates available 24.7.120

Housing and	Focus on the need for new	East Cambs Climate Group are in favour of Neighbourhood plan
infrastructure	builds to be carbon neutral	The Parish Council considers that they have limited advantages
	Neighbourhood Plan	and the cost and time required to put a plan in place out weight
		any advantages. This will be a matter for discussion for the new
		Council when elected in May.
		ECDC how has some thermal imaging cameras available for use
		by Council's and organisations. Training is required. It is only
		possible to use the cameras over the cooler months. The
		software prints a report which includes signposting to providers
		who can help the householder. Clive Leach spoke about
		Sustainable St Albans and Lea Dodds informed the Council that
		Cambridge Carbon Footprint has 9 similar cameras which they
		_ ,
		have been using since 2010. It is possible that BEG would be
		willing to move this project forward. BEG will need to discuss th
		scheme with Richard Kay (ECDC) with a possible option of hiring
		the cameras in October 2023 but undergoing training earlier in
		the year.
Local business	Write letter	No update – 24.1.2023
Waste and resources	Promote recycling/upcycling.	The order has been placed with the contractor to install the
	Water refill stations	water stations at Mandeville Hall and the Jubilee Reading Room
	Repair Cafe	The next Repair Café will be held on Saturday 4th February 2023
	Textile industry	Forty-four items have already been booked in. There will be
		eleven repairers, but more are required. People can visit the cal
		for a coffee and cake even if they do not have an item to be
		repaired. The third Café will be held in June and discussion may
		take place before then to look at clothing swaps/sale.
Environment and	Tree Planting and	Grass management plan for 2023 approved by Full Council –
land use	Maintenance (especially	many thanks to Wild Burwell. Composting areas need to be
	watering)	constructed and an exemption license applied for. Manchetts
	Biodiversity	have pledged £150.00 towards the construction of composting
		areas.
		No further updates for the planting of trees around the Avenue
		The planting of new hedging to be carried out at Pauline's
		Swamp. The Spring Close Management Group will be having a
		meeting on 30 th January 2023.
		Jim Perry mention about obtaining an area of land for tree
		planting.
		'
		Parsonage Farm has agreed to supplying water for the trees in Priory Meadow. Pauline's Swamp are looking to have a water
		, , _
		container and asking the Fire Station if they will fill. A water
		container is also being considered at Spring Close.
		The ownership of the land on the site of the old scout hut was
		questioned. No one knew the answer, but the Scouts should know.
	Question compilers needed	Some original questions suggested by BEG to be circulated. BEG
Village Survey		
Village Survey		to give an indication of the objectives for the survey, how the
Village Survey		results will be used and based on this, compile some appropriat questions. The survey could be delivered by Google Poll for

		which there is no cost or Survey Monkey which will cost a £350 annual subscription but does produce formats for all platforms.
Fossil Fuels	Publicly state support for divestment from fossil fuels	Draft letter (Clive Leach) to Lucy Frazer to be circulated and sent from the Climate Change Forum. Letter includes an invite to Lucy Frazer to attend a Climate Change Forum meeting.

4. Any Other Business

There was no other business.

5. Date of the next meeting -

The next meeting to be held on Tuesday 7th March 2023

The meeting closed at 8.37 pm.

Signed

Dated



Gardiner Memorial Hall

Notes of the meeting with the Design Team

11th January 2023

Present: Parish Council - Liz Swift, Paul Webb, Gill Miller, Geraldine Tate, Yvonne Rix

Design Team - Alistair Bliss, Paul Mills, Martin Lindus

1. Entrance to the rear of the building/Entrance to new hall

Liz Swift that the Council is disappointed that the Design Team had not brought to attention that the access to the rear of the hall would need not be fully accessible. It was noted that the Planning Authority had made no comment either. The foyer had been stated as an entrance to the new hall on the plans.

Martin Lindus reported that the work had not been part of the first phase and that organisationally there was no need to use this door for accessible purposes as the door at the front of the building was available. There will be a need to look at the entrance as part of phase 2 when the extension is built. Alternatively, the work to make the entrance and foyer accessible could be carried out as a standalone project. It was agreed to leave the work to phase two. There may be a non-material planning amendment required. Martin Lindus suggested that a slightly wider automatic opening door could be installed with a small window to the side, along with a ramp and rail.

The necessary funding for phase 2 still needs to be sourced. 1/3rd of the funding will hopefully be available from ECDC. Although in theory work as detailed in the planning application has started, and therefore phase 2 could just continue, Martin Lindus suggested that renewing the planning permission a year before the end date (August 2024) may be worth doing. It may also be worthwhile the Council reviewing the requirements for the extension and if it is still what is needed prior to going ahead with the project.

Gill Miller asked if anything could be done to prevent the kitchen door from closing when in use. It was suggested that a battery operated door stop (door automatically closing when hearing the fire alarm) could be an option and could easily be fitted

2. A) Drainage

Yvonne Rix raised concern that there had been a blockage in the drain leading from the disabled toilet and the adjacent cubicle. It was noted from the plans that the existing drainage pipe had been utilised. Martin Lindus to look back on the plans to see what had been specified and if that had been carried out or if any further remedial action needs to be taken.

B) Velux Window Blinds

It has not been possible to source any blinds to fit the Velux type roof windows. Paul Mills suggested fitting a dark film over the windows as they are not needed for light and using the blinds sourced which are dark but not black out. It was agreed that this should be done.

C) Training - Heating System

It does not appear to be possible to programe the heating to come on at a set times. They system works so that the hall is heated to an ambient pre-set temperature and is boosted prior to sessions taking place. The Keyholder is waiting to hear back from the supplier with

some possible training dates. Paul Webb understands that the units can also be used for air conditioning. This will be investigated.

D) Security Light Heat Pump Area

Cadman's are due to install an isolation switch. Sensor currently covered with bin bag. Paul Mills to chase Cadman's.

E) Dimmer Switch - Lights

Paul Webb explained to the Design Team that he had been advised that the manufacturer had said that the lights were dimmable to 1%. Paul Webb to forward information to Paul Mills.

F) Car Park Exit

Paul Mills to chase Andrew Firebrace. This is to be done as a standalone project.

3. Final Account

Paul Mills informed the Group that Cadman's had agreed to the suggested Final Account figure of £450,000. It was agreed that this should be accepted.

4. Audio Visual Equipment

Paul Mills reported that Varsity had drawn up the contract between the Council and AED but not much else. Paul Webb explained that there are two HMDI input locations and that it was his understanding that the equipment should pick up which location the input was from with out any manual intervention, but this is not the case. There are also some other issues, along with a suggestion from AED that further equipment is required which would cost in the region of £500.00. Some involvement from Varsity may be required in order to resolve all issues.

5. Any other matters

Yvonne Rix reported that a couple of the wooden planks on the stage have lifted. Cadman's to look at this.

Pauline's Swamp Minutes of Meeting 21st November 2022 at 25 The Causeway 7.30pm

Present: Mike Swift (Chair), Liz Swift, Paul Webb, Paul Hawes, Geraldine Tate and Jim Perry

- 1. Apologies: Jenny Moss & Helen McMenamin-Smith
- 2. Approval of the Minutes of 3rd October: Proposed by Paul Webb. Seconded by Paul Hawes.
- 3. Action Sheet Updates:
 - Hopkins Homes. Yvonne has informed our Solicitor that we have agreed to accept the smaller piece of land and our Solicitor has passed this information to Birketts. No further news at present.
 - 2. Photographs of the Swamp. Helen is dealing with this.
 - 3. Photo Competition. Remove
 - 4. Cameras. No further action at present as we don't have a Power Supply.
 - 5. Purchase of Feeder Pond Land. This is ongoing. Nothing from Jenny at the moment or Anglia Water or Wildlife Trust regarding the lowering of the water table at The Swamp. Paul Hawes and Paul Webb to contact Bob Scott in future about the possible purchase of the land.
 - 6. Visitors' Centre. On the backburner until we have the land.
 - 7. Workdays/Tree Planting. Paul Hawes wants help to revamp the Bug House and will suggest some dates. It was agreed to buy some Hawthorn as there is none in the Tree Nursery. Members of Wild Burwell have offered to help. It was suggested that The woodland Trust might have some suitable hedging and Jenny and James also know suitable suppliers and they have a list of what we need. Planting should take place before the end of January.
 - 8. **Destruction of Boundary hedge by Alan Nash.** We will contact Kevin Drane again to ask what's happening with the Legal case against Alan Nash.
 - 9. **Fire Risk and Damage.** The Dutch Barn has now been added to The Parish Council's Insurance. We received £234.13 from the Insurance Company towards replacing the bench that was destroyed in the fire. The bench that we have chosen will cost £609. It was agreed to pay the difference and Yvonne will order the bench.
 - 10. Swamp Contact Details. It was agreed to remove this item.
 - 11. **Vision Plan Update.** Any items for inclusion and/or amendments should be sent to Paul Webb and Jenny.
 - 12. **Bird Seed Over Winter.** The position of the feeders will be looked at and we will ensure that Gwen and Neil have sufficient supplies to keep the feeders topped up.
 - 13. The dates suggested are September 2nd or 3rd and Jenny is to ask James which day is better for him; either the Saturday or Sunday. A request has been received from the Carnival Committee asking to incorporate some aspects of their Fun Day into our Open Day. However, it was agreed that this is not really viable as we are a Nature Reserve and wish to concentrate on Environmental issues.

Any Other Business

The provision of Water Containers is ongoing and can be added to the Action Sheet.

Date of Next Meeting. Monday 16th January 2023 at 7.30pm

30

27222123818 Burwell Parish Council

Your Ref: TBA

Our Ref: 27/22/21/23818/Z

Tel Ext:

Date: 05 January 2023

0.00

Dear Sirs,

Zurich Municipal

Customer:

Burwell Parish Council

Farnborough Casualty Claims

Incident:

25 October 2022

PO Box 107 2 Gladiator Way

2 Gladiator Way Farnborough GU14 6GB Third Party : Ms F. Holland

This case has now been closed. Settlement details are as follows:

Settlement Date : 05 January 2023

DX: 140850 Farnborough 4

Phone 0800 335 500 http://www.zurichmunicipal.com

Direct Phone 0800 917 7204 Direct Fax 01252 549670

Zurich Municipal is a trading name
of Zurich Insurance pic
A public limited company
incorporated in Ireland
Registration No. 13460
Registered Office: Zurich House
Ballsbridge Park, Oublin 4, Ireland
UK branch registered in England
and Wales, Registration No.BR7985
UK Branch Head Office: The Zurich
Centre 3000 Parkway, Whiteley,
Fareham, Hampshire PO15JZ

Third Party Injury (inc. loss of earnings)	:	£	0.00
Third Party Property	:	£	2946.28
CRU	:	£	0.00
Third Party Solicitors Costs	:	£	0.00
Own Solicitors Costs	:	£	0.00
Medical Fees	:	£	0.00
Loss Adjuster Fees	:	£	0.00
Engineer Fees	:	£	0.00
Counsel Fees	:	£	0.00
Other Own Expert Fees	:	£	0.00
Other Fees	:	£	0.00

Amount Recovered: £0.00

Payment to Customer

Having investigated the matter we were of the opinion that legal liability would attach for the following reason(s):

There was a breach of Statutory Duty

There was negligence on the part of a fellow employee

Yours faithfully,

Diane White Claims Department

Paul Hawes

Newmarket Road

Burwell

CB25

Dear Parish Councillors,

As requested, I am writing to confirm the transfer of the tenancy for the allotment plot at the back of the museum land. I hereby give consent for this plot to be placed in the name of Burwell Museum and Windmill Trust with immediate effect. I am agreeing to this as the Trustees have as part of the constitution stated that this area will only be used as a green and open space, and for occasional use for the overflow of events. I feel reassured that this will be adhered to in the future and therefore I am happy to relinquish the tenancy.

As one of the founding members of Burwell Museum and Windmill, and having been involved in the museum and windmill across 4 decades, I would like to Thank all Parish Councillors across the years for their support from then to the present time and I am sure this will continue in the future. We have enjoyed a collaborative and cooperative relationship which has secured success for all.

The support and goodwill of the residents of Burwell village and the hundreds of volunteers who have given their time and attention over the past 40 years, I am proud to say that I feel we have created a Museum which is second to none in its class and we have created an admirable asset for our wonderful village and surrounding areas to engage and educate generations to come.

Yours sincerely,

Paul Hawes.



Summary of meeting with EDF Renewables re Solar Farm, Weirs Drove on 7th February 2023

<u>Present:</u> Kerry MacPhee (EDF Renewables), John Trapp (Reach District Councillor), Liz Swift, Paul Webb, and Yvonne Rix (Clerk). David Brown (Burwell District Councillor) and Charlotte Cane (Reach PC and CCC)

Apologies Andrew Boulton (EDF Renewables), Lavinia Edwards and Matt Newman (Reach PC)

Project Update

Major deliveries are almost complete so there should be less HGV's accessing the site. Piling is 95% complete and module mounting is 50% complete. Energisation is now likely to be mid to late April due to delays with the National Grid. Discussions taking place with the National Trust re grazing. Any grazing is unlikely to take place before 2026.

Kerry MacPhee noted that the Council had received complaints from horse riders using the Weirs about inappropriate driving by some of the HGV drivers.

Community Benefit Fund

Some idea of when the funding will become available would be beneficial.

Charlotte Cane suggested that a compromise over the fund split of 77.5%-22.5% should be considered. Liz Swift agreed to take this to Full Council on 28th February 2023. Charlotte Cane to attend the meeting if possible. Kerry MacPhee considered this to be a good compromise. If the two parishes can not agree and Kerry MacPhee will ask EDF Renewables to make a decision. This is unlikely to be based on village size.

EDF Renewables will invite third parties such as Grant Scape to tender for administrating the fund. Paul Webb expressed that he considered that there is no necessity for the fund to be managed by a third party and that it should be managed by the Parish Councils, who already have sound and transparent financial regulations. Paul Webb asked for this to be minuted. Charlotte Cane and Liz Swift both agreed that a third party is not necessary. Kerry MacPhee explained that this is the way EDF Renewables work and said that she would try to get someone from the Assets Operations Team to come along to the next meeting.

There was no other business.

The next meeting to be held on Wednesday 22nd March, 10.30 am at the Jubilee Reading Room.

