

District Council Report

November 2025

Full Council met in November with Local Government Reorganisation taking up much of the meeting. After much debate Council agreed, by a majority to submit option b to Government. This option would see 2 unitary authorities created, with ECDC joining with Fenland, Hunts and Peterborough. Four different options have been submitted by existing Councils. Government is expected to consult on their preferred option and has made it clear that Government will have the final say. Council also unanimously agreed a motion to draw up a new empty homes strategy by July 2026. Council also approved a Local Council Tax Reduction Scheme, and an updated anti-fraud and corruption strategy. Following the announcement of the retirement of Mr John Hill, Chief Executive, Council approved the appointment of Emma Grima as his replacement. Council also received update reports from the Cambridgeshire and Peterborough Combined Authority.

I also attended a meeting of the Operational Services Committee. Committee received a performance report for the waste and street cleaning service. Committee approved a consultation on a district-wide public space protection order for vehicle related anti-social behaviour. Finally, Committee received a budget monitoring report and reports from Anglia Revenues Partnership.

David Brown

From: [BURWELLSURGERY.ADMIN \(BURWELL SURGERY\)](#)
To: [Katherine Hyett](#)
Subject: Re: Query on behalf of Burwell Parish Council
Date: 19 November 2025 18:46:01

CAUTION: This email originates from outside of Burwell Parish Council

Dear Katherine

I think that we can accommodate the extra people living in the 60 extra houses proposed.

We are going to have to extend to accommodate the extra staff our service will need and will be looking at applying for the section 106 money at some point to support this.

One general point (which may or may not be relevant) is that Burwell is deficient in a care and or nursing home compared with pretty much every other local village. Patients often reach a certain level of frailty then have to move away which is a shame.

I think it would be great if some of the social housing requirement in these new developments could include plans for a care home in the village.

Kind regards

Dr Alex Manning

BURWELL SURGERY

Newmarket Road

Burwell

Cambridge

CB25 0AE

Tel: Appointments (01638) 741234

Email: cpicb.burwellsurgery.admin@nhs.net

Website: www.theburwellsurgery.co.uk

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From: BURWELLSURGERY.ADMIN (BURWELL SURGERY) <cpicb.burwellsurgery.admin@nhs.net>

Sent: 14 November 2025 15:28

To: Katherine Hyett <burwellpc@burwellparishcouncil.gov.uk>

Subject: Re: Query on behalf of Burwell Parish Council

Good afternoon,

I have forwarded your email onto our practice manager.

Kind regards,

BURWELL SURGERY

Newmarket Road

Burwell

Cambridge

CB25 0AE

Tel: Appointments (01638) 741234
Email: cpicb.burwellsurgery.admin@nhs.net
Website: www.theburwellsurgery.co.uk

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From: Katherine Hyett <burwellpc@burwellparishcouncil.gov.uk>
Sent: 14 November 2025 15:14
To: BURWELLSURGERY.ADMIN (BURWELL SURGERY) <cpicb.burwellsurgery.admin@nhs.net>
Subject: Query on behalf of Burwell Parish Council

You don't often get email from burwellpc@burwellparishcouncil.gov.uk. [Learn why this is important](#)

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Dear Burwell Surgery,

Burwell Parish Council recently objected to 25/01073/FUM – an application for 60 more houses on the Millstone Park Development on Newmarket Road (already 350 houses). One of the reasons given was concerns about capacity for the doctors surgery with additional patients. Please could you let me know if this is of any concern to the surgery and practice?

Kind Regards,
Katherine

Katherine Hyett
Burwell Parish Clerk

Burwell Parish Council

Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU
Tel: 01638 743142

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Subject: Burwell Planning Application - 25/01073/FUM
Date: 18 November 2025 17:16:41
Attachments: [Outlook-cidcbb64b5](#)
[Outlook-0md3jqyt](#)

CAUTION: This email or

Thank you for your time on the phone last week regarding your consultation response to our application for 60 dwellings at Millstone Park (Phase 6). Hopefully this email arrives in time, a week before your upcoming Parish Council meeting on 25th November and appreciate the opportunity to provide clarification on several points raised in the initial objection.

We acknowledge that items **1 and 4** reflect broader concerns about the scale of development in Burwell but item **2 and 3** in particular we hope can be removed in light of Healthcare and Transport Consultee responses resulting in no objections. While we respect your position, we would like to offer the following clarifications on **items 1–4**:

1. Dwelling Numbers

The outline scheme as approved granted planning consent for 350 dwellings. The final residential parcel is for an additional 60 dwellings. This was always identified as future development in the outline planning application and has been technically reviewed on its own merits.

2. Healthcare Provision

- **Cambridgeshire and Peterborough ICS:** Burwell Surgery has no spare capacity, but the ICS **has not objected**. Impacts will be mitigated through CIL contributions to increase clinical capacity locally.
- **East of England Ambulance Service NHS Trust (EEAST):** EEAST notes increased emergency call demand but **has not objected**. They seek a Section 106 contribution for ambulance infrastructure and recommend defibrillator provision within the new community.
- Both consultees support proportionate mitigation and design measures promoting health and wellbeing.

3. Highways and Transport

The application was supported by a Transport Assessment agreed with Cambridgeshire County Council Highways who **have not objected**.

The scheme will generate about 30 extra car movements in the morning rush hour and 28 in the evening rush hour.

- Around 21% will head east towards Exning and the A14

- About 36% will go west into Burwell
- Around 43% will use Isaacson Road

Main junction near the site (Newmarket Road / Isaacson Road):

- Even in the busiest future scenario, the junction will still work well. With the proposals notably resulting in a minor increase from the existing baseline scenario and queues will be less than **one car**.

Burwell centre junction (Newmarket Road / High Street / The Causeway):

- This junction will also cope easily with the extra traffic. It stays well within capacity, with only short delays and the proposals resulting in a minor increase from the existing baseline scenario.

Safety:

- A review of accident data shows **no major safety issues**. Only **five minor accidents in five years**, and none at the site entrance.

Traffic Calming Commitment:

To reinforce low speeds and pedestrian priority, the applicant will incorporate **gateway features at the entrance to Phase 6**, alongside the existing 20mph design speed and shared surface streets. These could include:

- Visual narrowing and contrasting surfacing at the site entrance
- Enhanced signage and landscaping to signal entry into a residential zone
- Raised table or similar feature at the first junction
- These measures will complement the approved design and ensure a safe, attractive environment for all users.

4. Scale of Development and Alleged Overdevelopment

The proposed 60 dwellings are part of the wider Millstone Park masterplan, which has been subject to strategic planning and consultation. The density of Phase 6 is approximately 30dph (excluding the large area of open space to the east), which is comparable with previous development phases.

The design provides a sensitive transition between adjacent phases and complements the evolving character of the wider development. The scheme has been carefully planned to avoid overdevelopment, respecting the relationship with existing neighbourhoods and the countryside edge.

Open Space and Play Provision

Phase 6 provides 4,700m² of open green space, **exceeding the policy requirement** of 3,888m²; and includes areas for recreation, natural play, and biodiversity enhancements.

Play provision meets and exceeds SPD standards:

- Toddler play: 100m² provided (requirement: 30m²).
- Junior and youth play needs for Phases 3–6 are met through a **1,000m² equipped play area within** the wider masterplan.

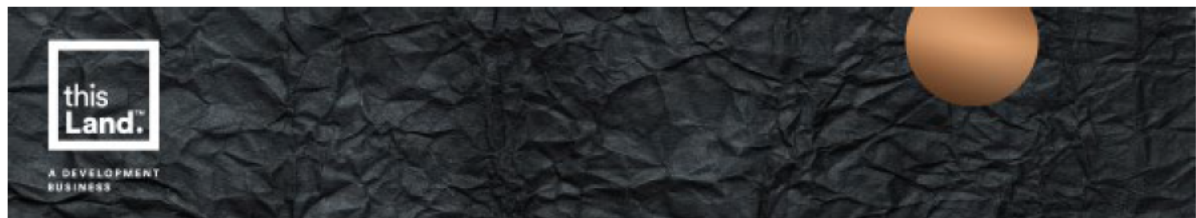
Additional features include species-rich grassland, native tree planting, and ecological enhancements supporting biodiversity net gain.

We trust this provides reassurance that the scheme has been subject to thorough technical review and that appropriate mitigation and enhancements are in place. We remain committed to working constructively with the Parish Council and local stakeholders. Should the Council wish to consider its consultation comments in light of the clarification, we would welcome that and remain available to discuss any further points.

Kind regards,

[Redacted signature]

[Redacted name]



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Climate Change, Biodiversity and Pollution Forum

Minutes

7:30pm at Mandeville Hall, Burwell, 4/11/2025

Present: Geraldine Tate (Chair/Burwell Parish Council), Liz Swift (Burwell Parish Council), Richard Jenkins (Burwell Parish Council), Jim Perry (Burwell Parish Council), Lea Dodds (Burwell Parish Council), County Cllr. Yannifer Malinowski, Martin O'Leary (Wild Burwell/Spring Close Mgt Group), John Hughes (National Trust), Nicky Hallows (Wild Burwell), Alima Adams (Burwell Environmental Group), Katherine Hyett (Clerk, Burwell Parish Council) and 5 Representatives from National Grid

1. Apologies for absence

Ian Woodroffe, Paul Webb, Lavina Edwards

2. Approval of the minutes of 2 September 2025

Lea Dodds proposed the approval of the minutes of 2nd September 2025, Geraldine Tate seconded this and it was agreed by all.

3. National Grid Update

5 members of staff from External affairs, Lands, Consents, Engineering and Design attended and provided a presentation. They confirmed they will send this presentation to the Clerk. The purpose was to explain work to date and what development could happen. They emphasized that they have a legal obligation to connect developers to the grid.

Briefly the presentation gave an overview of their role which is to transport electricity not generate it. They explained:

- the roles of Ofgem and NESO (National System Energy Operator)
- How electricity generation is changing
- UK needs to build 5 times more transmission infrastructure in the next 7 years than in the last 30 yrs
- Looking at how they can maximise connections in the existing infrastructure – not very much capacity in current substation
- If they extend to the south of the current substation this would go to planning.

The NESO connections Reform project has delayed their activities. Its purpose (nationwide) is to reform how customers (energy producers) apply to get a connection instead of a first come, first served approach. Until the outcomes are known of this National Grid cannot determine the next steps with the Burwell Substation.

They mentioned that they had started the land surveying process and their approach to working with landowners. They have paused the survey process until they get the outcomes of the Connections Reform. They also talked about potential community benefits ranging from donations to £530k should a new substation be built and the approach to bio-diversity net gain (BNG). They have legal obligations through the planning process and they talked about how they could create real benefits working with partners. There are different options still being looked at depending on the outcomes of the Connections Reform process – utilise the capacity they have, create a small extension to the current substation under permitted development, create a larger extension or an additional substation which would require planning permission and go through public consultation.

Brief summary of questions raised and answers:

- They don't have a definite date for the outcome of the Connections Reform project but would expect something in the first half of 2026.
- Noise surveys – they were asked about cumulative noise and how you can model this with the cumulative schemes expected in the Burwell area. They explained that they have a legal obligation to report on this in their Environmental Impact statement however the normal assumption would be to model based on consented schemes. They did state there may be the option for the planning authority to ask them to make some assumptions.
- They were asked about work already going on and explained this wasn't an extension or connected to these plans.
- They were asked about Kingsway - their plans/timescales and how this interacts. They have no control over the Kingsway application process although they have a duty to protect their assets as well so would be involved in the consultation process - they can't control. Kingsway's plans are at their risk if the substation is unable to provide capacity.
- They were asked about how they manage their risks and what could happen if government changed policy – they have some protection in place through Ofgem.
- They asked about who owns the connections and how they are decided – customer owns the bay and would be responsible for overhead or underground cabling and pylons towards the project.

On the assumption there will be a new substation:

- Will there be a public consultation – yes.
- Will we get discounted electricity? – homes near pylons may get discounts (government scheme, not theirs) – will find out more over the next couple of years.
- How many projects are projected to feed in: they can't give that, it would be speculation
- What would the capacity be of a new substation – typically limit to 5 GW.
- Can we input into BNG and how this is created? – yes
- The National Trust asked if they have done any landscape character assessment surveys? The concern is that the landscape is not valued and more installations are being placed here because there are some already creating urban creep. There is a worry that our local landscape is being dismissed.
- They were asked about sharing and coordination of pylons – they cannot share pylons but there are constraints as to how close they are, how power lines are managed etc.
- They were asked about the visual impact of the current site and what responsibilities they had in screening that as trust is low in terms of the promise residents get about screening of new projects.
- They were asked about water courses, and they said yes it would be an important consideration and surveys were still to be completed. There is evidence of water voles etc.

Finally, Burwell Parish Council asked them for a summary statement of what was presented and said tonight which they said they would provide and we also asked that they conduct public consultations and drop ins.

4. Spring Close Chalk Stream – update on pollution and actions

Nicky Hallows:

Wild Burwell have been talking to experts for about a year to improve the chalk stream and have come up with several proposals. As part of this they decided to test the water every two weeks (results circulated hard copy in the meeting -BPC have soft copy that can be

requested). The samples are analysed in a lab by suitably qualified people. The pollution is caused by the outflow pipe owned by Anglian Water – the impact is shown after heavy rain with turbidity levels and E-Coli levels being very high and hazardous to health. In terms of mitigating the effects the ideal would be to get the outflow pipe moved by Anglian Water. Another option is to build shallow settlement pools which will reduce the pollution. However Burwell Castle is registered as a scheduled monument and this would need further investigations into permissions.

Burwell Parish Council Clerk update:

The pollution was reported to Burwell Parish Council on 29/7/25 and warning signs were placed at the different entries to the site the following morning. The Environment agency were contacted on 31/07/25 – ref 02414026. I contacted them to follow up but they confirmed we would not get updates from them but we should continue to report any pollution events

Anglian water were contacted 31/07/2025: ref 27901338 – I have since called numerous times and have tried to request their test results. All I have received in writing to date is the following (please note new job no.)

Sent from Anglian water on 14/08/2025

Job Reference: 66624023

Thanks for your request for a summary of the job notes. I have provided one below for your reference.

"A job was raised on 31st July 2025 to investigate an external sewer flood and an Anglian Water sewage technician attended the same day. During the visit, the technician checked all Anglian Water owned manholes in the area and found them clear, with no signs of discharging sewage. They then checked the water course affected and found no evidence of sewage there either. The sewage line was then CCTV surveyed to check for blockages but nothing was found."

I called again to say that we did not agree and received a voicemail on 17/09 from 07816 192601 Lucy Hodge – Network Manager for the area. I have tried to call her twice and left messages with no success.

Notes from Lea Dodds that are pertinent to this issue:

- Chalk streams are listed as high-priority sites in the government's "Storm Overflows Discharge Reduction Plan" Policy paper Sept 2023
- Spring Close has SSI (Geology) status
- Spring Close is a County Wildlife and County Historical site

Anglian Water has incorporated the national "Storm Overflows Discharge Reduction Plan" into their own "Action on Storm Overflows Our plan to 2050", including this commitment "Storm overflows located near sensitive environments such as a Special Site of Scientific Interest (SSSI) or chalk stream are prioritised in our business plan".

Actions agreed:

1. **Nicola Hallows to carry on collecting data to enlarge the data set. Try and get more results post rainfall.**

2. Katherine Hyett to contact Historic England for advice on whether the Spring would be considered part of the Scheduled Monument site and what consents we would need.
3. John Hughes will mention the issue to one of his colleagues who works 50% NT and 50% Anglian Water to see if they can suggest anything.

5. Election of Chair and Vice Chair and meeting structures

Geraldine Tate proposed that we elect a Chair and Vice-Chair in the New Year. This will allow time for expected new councillors to be involved. We are keen to change the meeting structure to encourage more action orientated proposals and minutes will be sent within a week of the meeting to ensure people are aware of commitments. Martin O'Leary asked if the public could be invited and that will also be discussed.

6. Any other business

Lea Dodds talked about the Nature recovery plan –Burwell has been selected to be a part of Cambridgeshire County Council's *Nature Recovery FROM THE GROUND UP* project that Cambridgeshire County Council are launching across Cambridgeshire. Wild Burwell have also been invited to a talk about this and will; share details

7. Date of the next meeting: January 6th 2026

Meeting closed 9:14

Additional Notes: Post meeting update from Clerk about Burwell Castle as a Scheduled Monument:

Our listing: <https://historicengland.org.uk/listing/the-list/list-entry/1015596>

Heritage Category:

Scheduled Monument

List Entry Number:

1015596

Date first listed:

03-Dec-1951

Further information about planning consents:

<https://historicengland.org.uk/advice/planning/consents/smc/>

Historic England Cambridgeshire: 01223 582749 (Clerk called 5/11/2025)

Andrew Norsfield is the officer responsible for our area however was unavailable so I spoke with Sally Harper who does the same role for another area. She asked for an overview of what we may propose doing with a map of the area and they will support us with advice– send to Sally.harper@historicengland.org.uk

Dr Will Fletcher is the local inspector for Historic England.

Burwell Parish Council
Finance and General Purposes
25.11.2025

Present: Paul Webb (Chair) Liz Swift, Geraldine Tate, Lea Dodds, Linda Kitching, Ian Woodroofe, Brenda Wilson, Yvonne Rix (RFO) and Katherine Hyett (Clerk).

F&GP/25112025/01	Apologies for absences and declarations of interests	There were no apologies and no declarations of interests.
F&GP/25112025/02	Approval of the minutes of the meeting held on 23.09.2025 and Budget Meeting held on 21.10.25	The minutes of the meetings held on 23.9.25 and 21.10.25 were approved. Proposed by Liz Swift and seconded by Lea Dodds.
F&GP/25112025/03	<u>Risk Assessments:</u> Clerk to annually review all Risk Assessments and the need to create new assessments following Council decisions/activities <u>CCLA Account:</u> Funds at 31.10.25 £116,751.04	The Clerk reported that recent actions taken by the Council have not led to the need for new any new risk assessments. The group noted that the funds in the CCLA Account at 31.10.25 stands at £116,751.04.
F&GP/25112025/04	Consideration of 2026/2027 Precept	The Council has agreed a budget for the 2026/2027 financial year of £406,285.00. It is expected that £82,119.00 of this will be covered by payments from facility, cemetery, and allotment fees. This will leave £324,166 still to be funded. It had been agreed by Council that this balance would be funded by the precept and reserves. It was noted that the Council currently has sufficient funds to cover risks and allow to allow a percentage to cover the budget. Ian Woodroofe questioned if an allowance had been made for any work required on the heating at the Gardiner Memorial Hall. There is currently funding in the budget for maintenance at the hall and also £20,000 has been earmarked for the

		<p>maintenance of Council properties if needed.</p> <p>Ian Woodroffe reminded the group that the imminent government budget may also have an effect on Council Tax and thought should be given to this when deciding on the precept. The group agreed that the amount of precept to be requested should be £290,000. This will be around a 12% increase from last year and will leave approx. £34,166 to be funded from reserves. This was proposed by Liz Swift, seconded by Linda Kitching and agreed by all.</p> <p>The Group recommends to Full Council that the precept for the financial year 2026/2027 should be set at £290,000.00 an increase of approx. 12.5%.</p>
F&GP/25112025/05	Update on benchmarking of the Clerk's role	<p>Paul Webb informed the group that a meeting has been arranged for the 9th of December to discuss the benchmarking of the Clerk's post and to look at the benchmarking of other posts.</p> <p>The results of the meeting will be reported back to the next Finance and General Purposes meeting.</p>
F&GP/25112025/06	Update of the provision of vehicle for the Maintenance Officer	<p>The SEG Group will look into purchasing or leasing a suitable vehicle, with the view of acquiring early 2026. Towing capacity of the vehicle needs to be considered. Delegated power should be given to the group or individuals to purchase the vehicle. Thought needs to be given for the payment of the deposit when the vehicle is purchased.</p>
F&GP/25112025/07	Consideration of further earmarking of funds:	Recommendation to Full Council – That £7,500.00 is

	<ul style="list-style-type: none"> • £5,000-£7,500 for replacement office and maintenance equipment • Other earmarking including the latest CIL Funding of £77,798.42 	<p>earmarked from the reserves for the replacement of office and maintenance equipment. Proposed by Ian Woodroofe and seconded by Linda Kitching.</p> <p>Recommendation to Full Council – That £50,000 is earmarked from the recently received CIL funding of £77,798.42 for the Newmarket Road Sports Hub. The total earmarked from CIL funding will then be £200,000.00 which will give us around 10% of the approx. build cost. This should be an acceptable Parish Council contribution when applying for grant funding. The balance of the CIL funding to be considered at the next F&GP meeting. Proposed by Lea Dodds and seconded by Ian Woodroofe and agreed by all.</p>
F&GP/25112025/08	<p>1)Presentation from Clerk to explain the new Assertion 10 introduced in 2025 and what Burwell Parish Council must do to comply</p> <p>2)Proposed new IT Policy to comply with Assertion 10</p> <p>3)Proposal to accept a quote from Vision ICT of £145 to review our site content against the latest WCAG 2.2 AA guidelines, identify any areas where updates may be needed, and provide a clear action plan to bring everything fully in line with the regulations leading to a revision of our accessibility statement.</p> <p>4)Update on review of FOI and Transparency information published</p> <p>5)Proposal to remove the Data Protection and Information Security Policy from the website - it has been</p>	<p>1)Katherine Hyett explained to the group that for 2025/2026 there is a need to meet Assertion 10 in the Annual Governance and Accountability Return and in order to do so, there is a requirement for the Council to have an IT Policy in place and to bring our Data Management and website accessibility up to date. She gave background information and where the Council currently stands.</p> <p>2) The Group felt that more time was required to properly read through the proposed IT Policy, which is based on the NALC template. There is a significant part of the document covering social media and this can replace the Council's outdated existing policy. Lea Dodd believes that it is important that the policy is useful. New</p>

	<p>superseded by new legislation and is covered by the General Privacy notice and the Staff, Councillors and Role Holders Privacy notice (also being reviewed).</p>	<p>councillors will need to receive training on the policy. It was felt that at this stage it is not possible to make a recommendation to Council to adopt the policy, but that it the Clerk should provide information on the policy at the next Council meeting, and then to allow time for Councillors to read the document in detail, to consider the adoption of the policy at the first meeting in January 2026.</p> <p>Katherine Hyett explained that the majority of the Council's policies need reviewing and updating and that she would like to get this sorted as soon as possible. She has drawn up a Policy list/schedule which will be considered at the next F&GP meeting.</p> <p>3) F&GP recommends to Full Council that Vision ICT is asked to carry out the website content against the latest WCAG 2.2AA guidelines and report back with amendments required at a cost of £145 plus VAT. Proposed by Liz Swift, seconded by Linda Kitching and agreed by all.</p> <p>4) This item was deferred to the next meeting.</p> <p>5) The Group agreed that this item should be a Clerk's recommendation to Full Council. Proposed by Linda Kitching, seconded by Lea Dodds and agreed by all. Katherine Hyett was thanked for the work required for this item.</p>
F&GP/25112025/09	<p>Staffing:</p> <p>1) Proposal to pay George an additional 0.5 days wages when he covers Martyn or Debbie's holiday including key holding and cleaning duties that add at least 3.5 hours (could be up to 7hrs) to his working day due to evening bookings.</p>	<p>The Group makes the following recommendation to Full Council:</p> <p>That George Rowland is paid a minimum of 3.5 hours when covering key holder roles as and when required.</p>

F&GP/25112025/10	Five Year Plan – Financial Information	Yvonne Rix reported that she is in the process of compiling the table for the Council's finances for the Five-Year Plan. She asked particularly for confirmation that the inflation percentages used were appropriate. It was agreed that this was the case. It was also agreed that the budget for the 25/26 financial year should be included as a separate table. Paul Webb also informed the group that a meeting with the RFO has been pencilled in for late February to look at the figures within the plan for future years and that the results of the meeting will be brought back to the next F&GP meeting.
F&GP/25112025/11	Date of the next meeting – 27 th January 2026	The next meeting date was noted. The meeting closed at 9.08 pm.

Signed

Dated

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

Date: 18/11/2025
Time: 7:30pm
Location: Jubilee Reading Room

Present: Geraldine Tate (Chair), Liz Swift, Paul Webb, Brenda Wilson, Jim Perry, Lea Dodds

Katherine Hyett: Clerk

Membership

Lea Dodds
Ken McCarthy
Jim Perry
Liz Swift
Geraldine Tate: Vice Chair
Paul Webb
Brenda Wilson
Ian Woodroofe: Chair

1) Apologies

Ian Woodroofe

2) Approval of the minutes of the meeting on 16th September 2025

The minutes of the meeting held on 16th September 2025 were approved and signed as a true and accurate record. Proposed by Liz Swift, seconded by Lea Dodds and agreed by all.

3) Rolling updates

a) Community Safety

i. Speed Watch and MVAS

Speedwatch: The new Speedwatch device has arrived and will be available to John Rollin for use and kept in the Jubilee Reading Rooms. The next Speedwatch session is on 3rd December.

MVAS: On Ian's return Katherine Hyett/Ian Woodroofe to work together to put a deployment plan in place, proper reporting of data, plan renewal of licencing and ensure risk assessment/policy up to date.

MVAS: Another Parish Council highlighted some training required for renewal of our licence (G39 Accreditation). We were able to get this training for George Rowland for £65 instead of £150 upwards through collaboration with other parish councils. Katherine Hyett requested the Parish Council's licencing information from the streetlighting team at Cambridgeshire County Council and received the following:

CCC137556537 – Licence expired on 01/01/2022 for 12 units

CCC150699753 - Licence expired on 01/01/2022 for 7 units

CCC394793914 – Licence valid until 02/01/2027 for units L16TCV, L15TCV, L6TAL, L9TAL

CCC429141825 – No details of column numbers available for this MVAS reference number but the application was approved for all the columns on 13/06/2022

The have said they are 'happy to assume that the licence was granted for 5 years for CCC429141825'. Ian and Katherine to check.

Following the course we were required to buy:

- Electrical protection gloves
- electrical tester
- Highway maintenance magnetic stickers for van
- Flashing yellow beacon for van

ii. Local Highway's initiative 2026/2027

We were successful with our 2025/2026 application and Highways will plan a meeting with Katherine Hyett soon to discuss implementation.

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

Applications for the 2026/207 round are open until 16th January 2026

The Local Highways Improvement (LHI) programme covers all districts in Cambridgeshire and invites any groups or organisations that represent the local community to apply for funding. The schemes are community driven and give local people the opportunity to put forward proposals for highway improvements in their area.

The schemes are delivered by the County Council on a joint funded basis and applicants can apply for funding of up to either £25,000 for complex projects or £10,000 for non-complex projects, as a contribution to their scheme. The applicant is expected to provide a minimum contribution of 10% towards the total scheme cost.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/local-highway-improvement-funding>

Recommended for debate by full council

Idea	Complex	Non-complex	Notes
Zebra crossing on the High St between Reach Rd and Isaacson Rd	Yes	No	Typical cost: £48,000 The zebra crossing costs allow for 40m of carriageway resurfacing on either approach, installed under a road closure. There is no provision for drainage or street lighting
Road markings – double yellow lines in various locations around the village inc. on the Causeway by Newnham Lane and the Lays, entrance to Silver St from the Causeway, entrance to Old School Close. KH to provide a map to Jim Perry for other suggestions.	No	Yes	Yellow lines can prevent all types of parking - both on the road or on verges and pavements but they can be expensive as there is a lengthy legal process before installation. Cost £4000 March implemented in 7 different locations recently – cost £14k
Newnham Conservation area	TBC	TBC	Route Management – complex? close off the entry to and from Pantile Lane to Newnham Lane and advise those entering Pantile Lane from Low Road it was a “No Through Road.” Modal filter? – Complex, cost £14k One way street – non-complex £15k

Other ideas discussed but not recommended at this stage

Idea	Complex	Non-complex	Notes
Pound Hill zebra crossing – remarking and lights	No	Yes	New Halo lights – cost of installation up to £7k?

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

			LHI process too slow – better to progress through other routes. Carole Hutton trying to help us.
Redesign of junction at the top of the Causeway	Probably	No	More detail needed traffic lights - £125k upwards Mini Roundabout? Put a narrowing to entrance to the causeway – more likely, work to find out more from highways – could be a future application?
Bollards on the Causeway to stop cars parking on the pavement	No	Yes	To prevent cars parking on pavements and verges, physical deterrents can also be used. They cause an obstruction so cars can not pull onto pavements or verges. <ul style="list-style-type: none"> • £1,700 The bollard cost is based on the supply and installation of one Cambridge Bollard, installed under basic traffic management. Ruled out – others ideas were felt to contribute more to the village and safety. Pavement needs significant work which would mean removing them.
Speeding – Swaffham Road			Possible ideas: Give way features Speed Tables Unlikely to score highly due to layout of road, pavements and lack of amenities. Reminders of 30mph signage suggested – Parish Council could consider self-funding.

iii. Gritting

After chasing information for more than a year a Freedom of information request submitted to Cambridgeshire County Council - FOI-202511007130, confirmed received on 13/11/2025 (response should be in 20 working days).

- a) Was any gritting safety equipment purchased by the County Council, how much money was spent and who did this money go to?
- b) Was any of that equipment delivered to the volunteers that requested it as part of this programme?

Katherine Hyett has signed up again as a volunteer and requested equipment but has not requested other volunteers.

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

iv. Community safety meeting

Evening suggested by ECDC, roughly 2 hours -must not be speeding or planning permission

The parish council are responsible for:

- Choosing a date and time.
- invite your parish councillors, district & county councillors, along with any schools in your area, or anybody you believe is appropriate to attend.
- Advertising the meeting.

The Community Safety Partnership (ECDC) are responsible for:

- Bringing a panel of professionals such as ECDC community safety team members, county council youth officer, police and anybody else we believe is appropriate to attend from the board.
- Advertise the meeting by sharing your materials for it.
- If a three-month action plan is developed from the meeting, CSP members will action and provide you with updates regarding the targets.

After some discussion it was decided to defer this to spring.

b. Public and community transport

The group discussed 4 aspects:

Bus service performance: still unsatisfactory although some remedial actions are being put in place (shown in additional information). Katherine Hyett to ask combined authority and bus companies for feedback they have received on the T4 and T5 routes and how they are responding. A-B1102 have fielded lots of complaints particularly about the T5 etc. Jon Cook (A-B1102 Chairperson) is meeting with Paul Bristow (Mayor, Combined Authority). Liz Swift to ask if she can meet with Paul Bristow next time.

RPTI Equipment: We will be getting an electronic information sign at the Hall Lane bus stop.

Bus Fares: Although disappointing that, the Combined Authority Board agreed to end the local fare cap on 31 October 2025. They confirmed the decision was made to allow funding to be reallocated to support the continuation of the Tiger Pass to enable £1 bus journeys for under-25s across the region until the end of March 2026.

GCP Newmarket Rd Travel hub: The CSHS group proposed that we should recommend to Council that we write a letter supporting the feedback provided by the A-B1102 group.

c. Football Liaison and sports pitches

New PitchPower reports provided by the clerk. Meeting needed to set fees. Katherine Hyett to set up meeting : Liz, Ian, Paul and Tony Cornwall.

d. Spring Close and Priory Meadow Management Group.

Meeting was held last week, key issue is the chalk stream. Agreed that this should not be rolling update. Land issues to report into LBF when relevant, community volunteer events into this group when needed.

e. Pauline's Swamp Nature Reserve

Agreed as above to remove from rolling updates on this agenda. Instead have one item – community group updates.

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

f. Burwell Action For Youth

Some discussion about the Bus, 18 sessions booked but will cost more next year – more publicity needed. See above to move discussion to community group updates.

g. Community Garden

No discussion – as above remove specific item from rolling updates.

h. Liaison With Sports Centre

The group said that the update at full council as very useful. No other discussion – as above remove specific item from rolling updates

i. Repair Café/Swish

Both recent events were successful. More dates coming. More social media to find targeted repairers. As above remove specific item from rolling updates

j. Newmarket Road Sports Hub

Paperwork for agronomy is being progressed. This Land said that the spoil heaps had been bigger job than first thought, this could cause delay to full agronomy reports.

This Land update:

- Vistry - marketing suite most likely opening January, first occupation Feb/March time
- New developer is coming in – phase 3 (land will be sold to them) – should mobilise Feb 2026
- Phase 6 application been submitted – should be considered early next year.

All planning applications are now submitted. 100 occupations – should be 2027. Public open space is all detailed in planning consent making it extremely unlikely a dog field or pump track can be considered. Burwell FC have said that it is a possibility to put this next to the skateboard park eventually as the new development will reduce their need at the rec.

Mulhall Leisure have started working with football club to start their development plan. This is first step to taking it to the football foundation. This would include aspects such as: starting to work phasing of development, looking at club growth plans, considering the capacity of the club, programme of use for the 3G pitch, number of new girls' teams, other sports etc.

They are starting to think of other funding that can be included. KH confirmed £150k CIL money has been earmarked at Council. Football foundation funding – best guess that the likely window of funding would be end of 2026/start of 2027.

Plan:

Leave December meeting in place but cancel if no key updates

January meeting to be face to face to update and plan wider February meeting.

Presentation update to Council on 3rd February (CSHS Meeting) to give an overview of project: Football club/This Land/Mulhall Leisure all to attend

k. Waterways

No update. Agreed to take off this agenda unless there is a specific item about recreation on the waterways.

BURWELL PARISH COUNCIL COMMUNITY, SAFETY, HEALTH & SPORT MINUTES

l. Events

Christmas carols inc. donations/catering: Being held on 19th December, Sarah Ashby organising. It was agreed that the any costs of the mulled wine would come out of the donations and the remainder would go to a pancreatic cancer charity in Mike Swifts memory. Geraldine and Liz will help with any refreshments after the band. All Parish Councillors attending will help to clear up.

Burwell in Bloom: This was deferred as Ken McCarthy didn't attend.

Remembrance Sunday: It was commented that it was good not to have traffic going past. Liz Swift thanked George and Katherine for the work they do to organise the event.

m. Affordable housing

Cambridgeshire ACRE still haven't had a Housing Association come forward to sponsor a Housing Needs Survey for Burwell. However, they are keen to keep the process moving and will now begin identifying potential land that could be suitable for a rural exception site. It will still be necessary to conduct a housing needs survey at some point but doing some initial work on identifying suitable land can encourage a Housing Association to get involved and help speed up the process.

4) Donation Requests – none

5) **New defibrillator** – Katherine Hyett is liaising with Jacqueline Whipp, the current owner of the defibrillator that was on Trinity Church to see if this can be located at Gardiner Memorial Hall. It was discussed that a defibrillator would be useful at the Recreation Ground.

6) Burwell at Large update

Burwell community forum is disbanding, therefore no more Burwell at Large. **Recommendation to Council: establish a longer Annual Parish meeting and invite community stalls, creation of a volunteer notice board in the Jubilee Reading Room.**

7) Correspondence

- a. ECDC Orchard giveaway: Priory Meadow and Community Garden are applying for trees. Clerk to submit applications.
- b. Pound Hill Zebra Crossing – acknowledged and being discussed and highlighted to highways on a regular basis
- c. Dogs on the recreation ground -Katherine Hyett explained she had met with the new employee at ECDC responsible for what was the Dog Warden's role. They advised that a PSPO for dogs to be on the lead is not an option and they suggested looking into fencing off the play area. Councillors suggested more signs: "please do not allow you dog to foul on the pitches" – possibly place on the pavilion. Clerk to add information to the website about where you can or can't walk your dog's off the lead.
- d. Response from Police and Crime Commissioner - noted

8) Other reports/meetings - none for noting

9) AOB - none for noting

10) Next meeting date – 3 February and will be a special meeting about the Newmarket Road Sports hub

Meeting closed: 9:15

Signed

Dated

From: [Asset Data Strategy](#)
To: [Katherine Hyett](#)
Subject: RE: Capitally Funded Highway Maintenance Schemes
Date: 27 November 2025 12:18:42

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

We will consider all roads/footways that meet our intervention thresholds, but I would recommend you do resubmit them.
For your information the details you submitted are below.

Burwell	High Street	scoop,cheeks,manicured	submerged,atom,merely	Gardiner Memorial Hall on the High Street to Lanes Bakery	Drainage	Repeated flooding - we suspect the drains need to be upgraded
Burwell	Toyse Lane	scaffold,berated,apple	materials,downturn,contoured	All of Toyse Lane - from Ness Road to North Street	Carriageway	cracking over large areas, road surface uneven. This road is subject to much more wear from HGV's than other roads in the village due to businesses based down Broods Road. We get a significant number of complaints about speed, road noise and heavy usage and feel this would benefit from a quieter tarmac surface.
Burwell	The Causeway/High Street	triangle,purified,captions	prefer,stick,essays	The corner of the Causeway and Hythe Lane to the corner of Hall Lane and the High Street	Footway and cycleway	The footpath is incredibly uneven due to wear and tree routes. It is also a shared cycleway. We have been made aware of a number of falls in this area. This is probably the busiest pedestrian thoroughfare in the village with access to the school, library, sports centre and shops.

Regards
Lisa

From: Katherine Hyett <burwellpc@burwellparishcouncil.gov.uk>
Sent: 20 November 2025 16:19
To: Asset Data Strategy <assetdatastrategy@cambridgeshire.gov.uk>
Subject: RE: Capitally Funded Highway Maintenance Schemes

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Please could you let me know if we should resubmit items that we submitted last year if they have not been dealt with or will they still be on the list?

Kind Regards,
Katherine

Katherine Hyett
Burwell Parish Clerk

Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU
Tel: 01638 743142

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

From: Asset Data Strategy <assetdatastrategy@cambridgeshire.gov.uk>
Sent: 19 November 2025 15:36
Subject: Capitally Funded Highway Maintenance Schemes

CAUTION: This email originates from outside of Burwell Parish Council
Dear all

Cambridgeshire County Council produces an annual programme of works to deliver a variety of Capitally Funded Highway Maintenance Schemes each year. These schemes are scored and prioritised for delivery as part of our forward programme and are approved by our Highways and Transport Committee in March of each year, for delivery from April of that year. Details of the Prioritisation process that was used to assess schemes for inclusion in the 2025/26 Capital programme were approved in the Highways and Transport Committee in December 2024. The link [Council and committee meetings - Cambridgeshire County Council - Meetings Calendar](#) will provide further information. Please refer to Item 6.

The process outlined above is currently under review to confirm the criteria to be used to develop the 2026/27 capital programme, this will be confirmed at the December Highways and Transport Committee.

These programmes of work are based upon the use of objective condition data, asset management principles, and a range of other factors, including member and public reports, usage, risk and other relevant factors.

You can find out more information about the 25/26 Capital Maintenance Programme, and the types of projects which are currently funded here [Capital maintenance programme | Cambridgeshire County Council](#)

How you can help us:

We are writing to you to ask if you wish to highlight any roads or footpaths where you think capital investment is needed. You should bear in mind that this request is for larger scale capital investment, which may include the following:

- Major resurfacing or reconstruction of a significant length of road or footway/cycleway.
- Installation of a new drainage system or replacement of a failed existing highway drainage system where there is severe flooding on the road.
- Major maintenance of a Public Right of Way which may be unpassable or difficult to use.

What to do if you'd like to highlight a reactive issue instead which needs attention:

Please note that this process is not for reporting any reactive work requests such as fixing a pothole, overhanging vegetation or repairing a gully etc, these more minor defects will not be included in the prioritisation process and should be reported via [Cambridgeshire County Council - ReportIt](#) instead.

How you can participate:

The link [Highway Maintenance Investment 2026/27 - Fill in form](#) will take you to an online form where you can report any areas of concern that meet the Capital Highway Maintenance Investment criteria examples provided above.

When you need to respond to us by:

Please note this link is only available until 2345hrs on Thursday 11th December 2025.

Next steps:

Your responses will be reviewed by officers and used to help prioritise schemes for our 26/27 Capital Maintenance Programme. This will be discussed at the March 2026 meeting of the Highways & Transport Committee.

Thank you in advance for your contribution, if you have any questions please let us know.

Regards

Assets Strategy Team
Asset Management, Design & Delivery
Cambridgeshire County Council

Email: assetdatastrategy@cambridgeshire.gov.uk

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Parish & Community Forum – Minutes

Date: 19 November 2025

Time: 2:00 PM – 3:15 PM

Location: Online

Chair: Caline Easey Saunders

Attendees & Organisations

- Caline Easey Saunders - CCC
- Wendy Lansdown - CCC
- Tom Heffer - CCC
- Ildiko Docsova - Healthwatch
- Lisa Eves - Retrofit Projects Officer East Cambs DC
- Susan Shirley - Cambridgeshire Acre in East Cambs
- Kirsty Luckham - Age UK Cambridgeshire and Peterborough, from the Household Support Fund team
- Kevin Evans – Neighbourhood Watch
- Eagles, Carol - Citizens Advice West Suffolk helping residents in South and East Cambridgeshire
- Sadler, Jason : Barclays Bank
- Debra Smith – Branching Out
- Diana Green - Commissioning Officer, Care Together Team CCC
- Nathan Jones – The Library Presents
- Peter Metcalfe - ECDC
- Kirsty Braybrook - ECDC
- Lucy Cooke - ECDC
- Elizabeth Swift – Burwell PC
- Catherine Sutherland – ECDC Waste Team

- Juliet Adams – Care Micro Enterprise - CCC
- SANTOS, Tamara Shevchuk (BURWELL SURGERY)
- Rachel Mason – Cambs Acre
- KNOTT, Tracey (ST. GEORGE'S MEDICAL CENTRE)
- Zoe Lowe – Cambs Skills
- Lesley Cuthbert - CamSight
- Robert Colbert – P3
- Stephanie Jones - ECDC
- Phil Marsh - Vicar, St Mary's Ely (Movement for Recovery)
- KIRIN, Charlotte - NHS CAMBRIDGESHIRE AND PETERBOROUGH ICB
- Kerrie Wall - ECDC
- Diane Lane and Kathryn Buck – Littleport Town Council
- Fiona - Christians Against Poverty
- Beth Pettit – How Are You – East Cambs
- Heidi Welch - Child & Family Centre Manager CCC
- Lucy - Sutton Time Bank
- Natalie Griffiths – Soham Town Rangers
- Rob Gwilliam – Cambs Libraries
- Naomh Campbell – CoOp - Member and Co-operative Engagement
- Peter Bates – East Cambs Climate Action Network
- Diane Lane and Kathryn Buck
- Jess from Soham Moor Old Grammar School Fund and THRIFT Soham Community Land Trust

1. Welcome and Introductions

Chair welcomed attendees and outlined the agenda.

Final forum of the year.

2. Waste & Recycling Update

Speaker: Catherine Sutherland, Senior Waste Management Officer, ECDC

catherine.sutherland@eastcambs.gov.uk

- Government's Simpler Recycling Reforms coming into effect.
- Weekly food waste collection statutory from June 2026.
- Black bin collections moving to fortnightly; new 180L bins introduced.
- Residents will receive kitchen and outdoor food caddies plus liners.
- Key Dates: 30 Nov 2025 (additional needs), 31 Jan 2026 (confirm arrangements), Mid-March–May 2026 (bin delivery), 1 June 2026 (service live).

Actions

All attendees: Share ECDC website link and encourage residents to register additional needs before 30 Nov.

Catherine Sutherland: Provide resources and FAQs for distribution.

Community connectors: Promote outreach events and social media updates.

3. Home Energy Efficiency & Grants

Speaker: Lisa Eves, Retrofit Projects Officer, ECDC - lisa.eves@eastcambs.gov.uk

Warm Homes Local Grant launched (£8m over 3 years).

Previous scheme delivered £1.75m improvements to 100 homes in East Cambs.

Support includes insulation, heating upgrades, solar PV, batteries.

Eligibility: low-income households, health conditions, private landlords included.

Referral via Action on Energy website or phone.

Actions

All attendees: Signpost residents to Action on Energy.

Lisa Eves: Share referral process and promotional materials.

4. Nature Recovery Project

Update: Wendy Lansdown (on behalf of Sandy Skelton)

Collaboration between County Council and Natural Cambridgeshire.

Supporting parishes to co-create Community Nature Plans.

Phase 1 clusters include Reach, Burwell, Fordham, Isleham.

Register of interest form available.

Actions

Attendees: Complete register of interest form.

Forum organisers: Invite Sandy for a future update session.

5. Movement for Recovery

Speaker: Phil Marsh, St Mary's Ely - phil.marsh@stmarysely.org

National initiative linking faith groups, civic bodies, and voluntary sector.

Mapping of church-based social action in East Cambs: 34 churches surveyed; 125 services for families, 57 food security, 58 mental health.

Aim: improve collaboration and signposting.

Actions

Phil Marsh: Share mapping document and contact details.

Forum organisers: Explore thematic forum on food or mental health.

Slide show - [ECDC Church Leaders 250720 short.pdf](#)

6. Ely Safer Initiative

Speaker: Peter Bates, East Cambs Climate Action Network - peter@eastcambscan.org

Event on 27 Nov at St Mary's Church Hall.

Focus: climate resilience and community adaptation.

Action

Attendees: Share event details locally.

7. Care Micro Enterprises

Speaker: Juliet Adams, ECDC - juliet.adams@cambridgeshire.gov.uk

20+ care micro enterprises now on trusted provider list.

Increased choice for residents needing localised care.

Action

Attendees: Refer potential providers or clients to Juliet.

8. Community Updates

Burwell Library: Closed 24 Nov – mid-Dec for maintenance (Rob Gwilliam).

Carer Support Saturdays: Dementia respite sessions ongoing; volunteers needed (Tracey Knott).

Community Navigators: Service now delivered by Making Space (Wendy Lansdown).

Library Presents: Groups invited to help select arts programme (Nathan Jones).

Newsletter: Beth Pettit to circulate monthly updates.

Warm Spaces & Soham Sustainable Tours: Event on 3 Dec (Naomh Campbell).

9. Next Meeting

Date: 21 January 2026 (in-person)

Venue: To be confirmed (Phil Marsh offered St Mary's Ely as potential host).

Summary of Key Actions

Action	Responsible	Deadline
Share recycling info & encourage additional needs registration	All attendees	30 Nov 2025
Distribute energy grant info	All attendees	Ongoing
Complete Nature Recovery interest form	Attendees	ASAP
Share Movement for Recovery mapping	Phil Marsh	ASAP
Promote Ely Safer event	All attendees	27 Nov 2025
Refer care micro enterprises	Attendees	Ongoing
Confirm venue for Jan forum	Forum organisers	Dec 2025

Links from the Chat:

Action on Energy

[Action on Energy Cambridgeshire - Action on Energy Cambridgeshire](#)

Action on Energy Cambridgeshire is a partnership between Cambridgeshire councils, together we provide our communities with advice.

Nature Recovery

[Register Interest](#) for the Nature Recovery project

Shout outs:

Naomh Campbell, Member Activator, Co-op Community & Member Participation Team

- **Please can I share Soham Store's Sustainable Tours - 3 dec**

<https://www.facebook.com/share/1DjbgzfUc7/>

And, especially with the drop in temperature today, encourage groups to sign up to Warm Spaces to enable everyone you'll find a Warm Welcome within a 30 minute walk from where they live.

<https://www.warmwelcome.uk/>

Tracey Knott – Shopping Saturdays, poster attached

Community Navigators – Leaflet for the new service attached.

If you'd like to be added to the regular How Are You East Cambs newsletter mailing list, please email me beth.pettit@cpft.nhs.uk

From: [Burwell energy awareness team BEAT](#)
To: [Elizabeth Swift](#); [Katherine Hyett](#)
Subject: Burwell Energy Awareness Group (BEAT) community group. led group
Date: 03 November 2025 22:52:33

CAUTION: This email originates from outside of Burwell Parish Council

Burwell Energy Awareness Team (BEAT)

Introduction and Invitation.

Dear Liz Swift Chair and Members of Burwell Parish Council,

We are writing on behalf of the Burwell Energy Awareness Team (BEAT) a forming group of residents working together to improve understanding of local and regional energy developments and their impact on Burwell's environment, landscape, and heritage.

Our aim is to strengthen collaboration between residents and local authorities to promote open discussion, share information, and support balanced, sustainable decisions. BEAT is a non-political, community-based group that looks to work constructively alongside the Parish Council, the Kingsway Solar Community Alliance (KCSA), and local wildlife and countryside groups. Share accurate easy to understand information with residents. To assist in protecting Burwell's open spaces, safe guard our heritage and natural assets. Provide a clear local voice linking residents parish councils and developers.

We would like to invite Parish Council representatives to our next meeting 18th November at 7.30 pm at the Burwell Day Centre, where we will share BEAT's aims and objections for the benefit of the village community.

Thank you for your time and continued support of Burwell's community and environment.

With kind regards,

on behalf of, Burwell energy awareness team.

BEAT
Office address
Burwell Social Club
21 The Causeway
Burwell
Cb250DU



12 November 2025

National Grid update – Burwell substation

National Grid is the owner of the electricity transmission system in England and Wales and has a duty to connect customers (including large generators and electricity consumers) to the grid. We have several customers who are in a contracted position to be connected at Burwell, including solar, battery and distribution network operator customers.

The substation is nearing capacity, so, to connect any future energy customers, changes will be needed to accommodate them. These changes could be a small or larger substation extension to the existing site, or even a new substation built at a different location.

Currently a process is being led by the National Energy System Operator (NESO), called 'Connections Reform' that will change the way new energy projects connect to the grid. The outputs of Connections Reform will influence what is ultimately required at Burwell.

In preparation for the outcomes of Connections Reform, we've been looking at how we might increase the capacity within the existing substation or by extending the substation site footprint. A site south of the existing substation was identified as a potential and to date we've done surveys on and around this parcel of land, including engineering, ecological, ground condition surveys and noise monitoring.

We hope to know more about the Connections Reform outputs and how it shapes future development in Burwell in the first half of 2026. When more information is available, we will share updates with the local community in Burwell.

Please do not hesitate to get in touch with our community relations team if you have any queries in the meantime. They're available daily between 9am and 5.30pm on 0800 073 1047, or by emailing burwell@nationalgrid.com.

Mark Riddington
Project Manager, National Grid

From:



Subject:

RE: Compliance of Wiers Drove Burwell Battery Energy Storage Site with current UK Standards.

Date:

20 November 2025 08:48:10

CAUTION: This email originates from outside of Burwell Parish Council

Dear Sean, Katherine,

Thank you for bringing this enquiry to our attention.

I've spoken to the team about the questions raised and I've got the following response from our O&M H&S Manager and Senior SHEQ Advisor, Bianca Watts (in copy):

[Redacted]

Thank you for your enquiry into the safety and environmental standards of the Burwell BESS site on Weirs Drove, which we operate on behalf of the project owner.

I hope you will take comfort in that Health, Safety and Environment are always at the forefront of all we do at Ethical Power and a matter we take very seriously.

I can confirm that the site does meet safety standards, both old and newer legislation. The site is audited by one of the Ethical Power Health and Safety team annually, and the audit is inclusive of environmental checks. The last audit at Burwell BESS site was conducted on the 4th August 2025 resulting in a score of 95%.

The site team also undertake an emergency drill annually, to ensure the Emergency Response Plan is relevant and suitable to any possible changes to the site or legislation. The Fire Risk Assessment for Burwell is also reviewed annually, or sooner in the event of changes brought to my attention.

The Burwell BESS has an automatic heat, smoke and gas detection system to provide an early warning - the alarms are sounded on site as well as signalled in our 24/7 Control Room so that the monitoring team is then able to contact the relevant emergency services. The BESS cabinets are non-combustible and located further away from each other than required to assist with fire spread. The risk of a fire is relatively low from the types of batteries used. They are designed in a way to reduce the risk of thermal runaway but, should it occur, the ignition will be detected, any gas will be vented out, the fire will be extinguished, and so it would be very difficult for the fire to spread to other parts of the site until such time as fire services intervene. The fire suppression system present in the battery units is an aerosol suppression system activated by heat detection in the cabinets; the aerosol consists of potassium salt and inert gas and is a clean agent. Finally, there is also a fire hydrant adjacent to the site for emergencies. Ethical Power and our client have been in contact with the fire services to review this and can confirm they are happy of the type of systems and provisions used.

I can also confirm that Burwell BESS has an attenuation pond which has reviewed with the Environment Agency. In the highly unlikely scenario where additional measures are required to extinguish any fire the characteristics of the site also serve to further prevent any pollution to either the surrounding watercourse or aquifer. The attenuation pond can store fire water until the emergency is resolved, and it can then be tankered away from site and suitably disposed of. Decontamination of the pond would occur after the fire water is removed and soakage test would be undertaken to confirm the ground is impermeable thereby limiting effects on any watercourse.

I trust this has answered the queries you brought forth, and I wish you a pleasant day.

Regards,

Bianca Watts

O&M H&S Manager/Senior SHEQ Advisor

##

Please do not hesitate to reach out to us should you have any further questions.

Kind regards,
Victoria

[REDACTED]

Dear Sean,

We have no powers in compliance nor the relevant technical staff to make these assessments on any of these matters. You would need to contact the relevant bodies that you have listed below for this information and I see you have copied planning and the county council who may be more help. I would also suggest that it is the company who operates the site who is responsible for making safety assurances. I have attached a copy of information they have sent us previously but it is generic not specific about this site.

We have previously been in touch with Ethical Power who operate the site following the alarm going off for an extended period and I would suggest they respond to this enquiry so I have copied the contact I have and hopefully they will pass this to the relevant person to respond. Please note Ethical Power are only responsible for the operation of the current site and not the development of the new site.

I am sure the Council will also appreciate that reassurance.

Kind Regards,
Katherine

Katherine Hyett
Burwell Parish Clerk

Burwell Parish Council

Jubilee Reading Room
99 The Causeway

Burwell
Cambridge
CB25 0DU
Tel: 01638 743142

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[REDACTED]

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

I am writing to request formal clarification regarding the existing battery energy storage facility located on Wiers Drove, Burwell.

Given the substantial updates in national legislation, safety guidance and environmental standards relating to Battery Energy Storage Systems (BESS), I would be grateful if you could confirm:

1. Whether the existing installation on Wiers Drove has been reviewed or reassessed against the **latest UK standards, including updated guidance from the Health & Safety Executive (HSE), the National Fire Chiefs Council (NFCC), and the Environment Agency (EA);**
2. Whether any compliance checks, inspections or audits have been undertaken since national BESS standards were strengthened; and
3. Whether the Parish Council holds, or can access, the most recent documentation confirming that the site meets current safety, fire, environmental and groundwater protection requirements.

As this facility is located above the **Burwell Principal Chalk Aquifer** and close to sensitive ecological areas, I and other residents I am sure would welcome reassurance that the site complies with today's statutory safety and environmental protections rather than standards in place at the time of its original approval.

I have copied the relevant statutory bodies into this correspondence, as they have regulatory responsibility for **BESS** safety, environmental protection, groundwater safeguarding, and compliance with planning conditions.

Thank you for your assistance. I look forward to your response.

Kind regards,

[Redacted signature]

[Redacted signature block]



www.manchetts.co.uk

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mail or attachments.

From: [REDACTED]
To: [Lea Dodds](#); [Elizabeth Swift](#); [Katherine Hyett](#); [Geraldine Tate](#); [Paul Webb](#)
Subject: Kingsway Solar, Burwell South Electricity Substation - some findings
Date: 18 November 2025 12:30:46

CAUTION: This email originates from outside of Burwell Parish Council

Hi,

I was scrolling through the BBC News website yesterday and came across an article in the local news for Cambridgeshire titled "What are Data Centres and are more coming to the East" which includes the following statements

"Kao Data In Harlow has signed an agreement with Downing Renewable Developments to build a solar farm on nearby greenbelt land which could 'private wire' up to 40MW directly to the (business) park and bypass the National Grid.

There is a demand for new connections to the National Grid across the UK from a wide range of companies, including data centres and new housing estates."

Downing Renewable Developments Llp is the 'parent company' of Kingsway Solar Farm Ltd. I did a bit of research on the Companies House website. Kingsway Solar Farm Ltd has two directors, Anthony John Gannon and Ameet Juttla, both resident in Scotland. They are both in their early 40's. They are both directors/officers or have been directors/officers of the same 29 companies or limited liability partnerships which all seem to be connected with renewable energy - wind farms and solar farms.

Downing Renewable Developments Llp has significant control of Kingsway, owning 75% or more of the share capital of Kingsway.

Downing Group Llp has significant control of Downing Renewable Developments Llp, owning 75% or more of the share capital.

I couldn't establish who was ultimately behind Kingsway or Downing.

Kingsway Solar Farm Ltd was initially set up in May 2023 with the name of Rat Hall Solar Farm Ltd. Perhaps that name should still be used.

Much of the local concern has been about the visual impact of tall, new pylons and a new electricity substation. We should perhaps be more prepared for a development rush of new solar farms, new housing estates and businesses requiring electricity in our area when or if the new substation is built.

[REDACTED]

SUNNICA LIMITED

**SECTION 153 OF THE PLANNING ACT 2008 AND REGULATION 6 OF THE INFRASTRUCTURE
PLANNING (CHANGES TO, AND REVOCATION OF, DEVELOPMENT CONSENT ORDERS)
REGULATIONS 2011**

**NOTICE OF APPLICATION TO MAKE A NON-MATERIAL CHANGE TO THE FOLLOWING
DEVELOPMENT CONSENT ORDER:**

**THE SUNNICA ENERGY FARM ORDER 2024 (S.I. 2024/802) AS CORRECTED BY THE SUNNICA
ENERGY FARM (CORRECTION) ORDER 2024 (S.I. 2024/1154)**

Notice is hereby given that an application has been made by Sunnica Limited (company number 08826077) of registered office 2 Crossways Business Centre Bicester Road, Kingswood, Aylesbury, England, HP18 0RA (the “**Applicant**”) to the Secretary of State for Energy Security and Net Zero to make a non-material change to the Sunnica Energy Farm Order 2024 (as corrected by the Sunnica Energy Farm (Correction) Order 2024) (the “**Order**”) under the Planning Act 2008 (the “**NMC Application**”).

The Order includes provision authorising the construction, operation, maintenance and decommissioning of a generating station with a gross electrical output capacity of over 50MW, comprising ground mounted solar photovoltaic panel arrays; one or more battery energy storage systems with a gross storage capacity of over 50MW; connection to the UK electricity transmission system and other associated and ancillary development (the “**Scheme**”). Sunnica seeks to make a non-material change (the “**NMC**”) to the Order.

NMC – extending the Order limits to include the extension to the Existing Substation

The Order authorises the construction and operation of cabling to connect the Scheme to the national grid at the Burwell National Grid Substation (the “**Existing Substation**”).

Following the original application for the Order, the Existing Substation has been extended to include an area of land (the “**Additional Land**”) that is outside, but adjacent to, the Order limits. The Additional Land is limited in scope and is currently being used for hardstanding (i.e. it has already been built on).

Following discussions with National Grid Electricity Transmission plc (“**NGET**”), the owner and operator of the Existing Substation (including the Additional Land), Sunnica is proposing to change the proposed location for the cabling to connect the Scheme to the Existing Substation to instead be located within the Additional Land. All land rights in relation to this cabling will continue to require agreement between Sunnica and NGET.

The focus of the NMC is therefore to amend the Order limits to include the Additional Land (which is only approximately 2 hectares in size and comprises previously developed land), via updates to the corresponding plans and documents, to facilitate this re-location of the cabling. This requires a small extension to Work No. 4 to cover the Additional Land, which does not give rise to any new or materially different environmental effects to those originally assessed as part of the application for the Order (given the area is currently being used for hardstanding). Further, no powers (including in relation to compulsory acquisition) are being sought by Sunnica over the Additional Land.

The change to the Order that comprises the NMC is simply to amend the references to the corresponding plans and documents in Schedule 10 (Documents and plans to be certified) of the Order.

The NMC proposed to the Order by Sunnica is necessary for the reasons set out above. The NMC will not give rise to any materially new or materially different environmental effects to those originally

assessed as part of the application for the Order, nor would it require additional compulsory acquisition of land, nor would it have new or different effects on local residents or business or any additional implications in respect of habitats regulation assessment; therefore, Sunnica considers that the NMC is non-material in nature.

A copy of the NMC Application and its accompanying documents are available for inspection, free of charge, via the Planning Inspectorate's website at the below address until at least the end of the consultation period referred to below:

Planning Inspectorate website (documents tab):

<https://national-infrastructure-consenting.planninginspectorate.gov.uk/projects/EN010106/documents>

If you require a hard copy of the NMC Application and its accompanying documents (for example because you do not have access to a computer and are unable to view the documents on PINS' website), you can request hard copies by contacting the Applicant at info@sunnica.co.uk or on 0808 168 7925. Each hard copy is available at the cost of £25 per copy.

Any representation about the NMC Application must be made by email to:

Sunnica@planninginspectorate.gov.uk, or in writing to:

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

Please quote reference EN010106 on any correspondence. Consultation responses will be published on the relevant project page of the National Infrastructure Planning website.

Please note that representations must be received by the Planning Inspectorate by **11.59pm** on **16 January 2026**.

SUNNICA LIMITED

27 November 2025



BY RECORDED DELIVERY AND EMAIL

The Clerk
Burwell Parish Council
Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU
burwellpc@burwellparishcouncil.gov.uk

27 November 2025

Dear Sir/Madam

SUNNICA ENERGY FARM ORDER 2024 – NON-MATERIAL CHANGE APPLICATION

SECTION 153 OF THE PLANNING ACT 2008 AND REGULATION 7 OF THE INFRASTRUCTURE PLANNING (CHANGES TO, AND REVOCATION OF, DEVELOPMENT CONSENT ORDERS) REGULATIONS 2011

The enclosed notice relates to a 'non-material change' application (the "**application**") being made to the Secretary of State for Energy Security and Net Zero (the "**Secretary of State**") for the Sunnica Energy Farm Order 2024 (as corrected by the Sunnica Energy Farm (Correction) Order 2024 (the "**Order**") by Sunnica Limited ("**Sunnica**"). We act for Sunnica in relation to the application.

The Order includes provision authorising the construction, operation, maintenance and decommissioning of a generating station with a gross electrical output capacity of over 50MW, comprising ground mounted solar photovoltaic panel arrays; one or more battery energy storage systems with a gross storage capacity of over 50MW; connection to the UK electricity transmission system and other associated and ancillary development (the "**Scheme**"). Sunnica seeks to make a non-material change (the "**NMC**") to the Order.

NMC – extending the Order limits to include the extension to the Existing Substation

The Order authorises the construction and operation of cabling to connect the Scheme to the national grid at the Burwell National Grid Substation (the "**Existing Substation**").

Following the original application for the Order, the Existing Substation has been extended to include an area of land (the "**Additional Land**") that is outside, but adjacent to, the Order limits. The Additional Land is limited in scope and is currently being used for hardstanding (i.e. it has already been built on).

Following discussions with National Grid Electricity Transmission plc ("**NGET**"), the owner and operator of the Existing Substation (including the Additional Land), Sunnica is proposing to change the proposed location for the cabling to connect the Scheme to the Existing Substation to instead be located within the Additional Land. All land rights in relation to this cabling will continue to require agreement between Sunnica and NGET.

Pinsent Masons LLP

30 Crown Place London EC2A 4ES United Kingdom

T +44 (0)20 7418 7000 F +44 (0)20 7418 7050 DX 157620 Broadgate

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The focus of the NMC is therefore to amend the Order limits to include the Additional Land (which is only approximately 2 hectares in size and comprises previously developed land), via updates to the corresponding plans and documents, to facilitate this re-location of the cabling. This requires a small extension to Work No. 4 to cover the Additional Land, which does not give rise to any new or materially different environmental effects to those originally assessed as part of the application for the Order (given the area is currently being used for hardstanding). Further, no powers (including in relation to compulsory acquisition) are being sought by Sunnica over the Additional Land.

The change to the Order that comprises the NMC is simply to amend the references to the corresponding plans and documents in Schedule 10 (Documents and plans to be certified) of the Order.

The NMC proposed to the Order by Sunnica is necessary for the reasons set out above and Sunnica is seeking the NMC as such. The NMC will not give rise to any materially new or materially different environmental effects to those originally assessed as part of the application for the Order, nor would it require additional compulsory acquisition of land, nor would it have new or different effects on local residents or business or any additional implications in respect of habitats regulation assessment; therefore, Sunnica considers that the NMC is non-material in nature.

Consultation

Before a decision can be made by the Secretary of State, Sunnica must consult with various persons in accordance with the requirements of the Infrastructure Planning (Changes to, and Revocation of, Development Consent Orders) Regulations 2011 (the “**2011 Regulations**”).

You have been identified as a consultee for the purposes of Regulation 7(2) of the 2011 Regulations. In addition, we draw your attention to the Regulation 7(3) letter published by the Secretary of State on 19 November 2025, enclosed with this letter.

The enclosed Regulation 6 notice contains details of how you can access the application documents and how to respond to the consultation. Any representation about the application must be made by email to: Sunnica@planninginspectorate.gov.uk or in writing to:

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

As set out in the notice, the consultation ends on 16 January 2026. Therefore, the deadline for receipt of your views about the application is **11:59pm on 16 January 2026**.

Yours faithfully

Pinsent Masons LLP

On behalf of

SUNNICA LIMITED

2 Crossways Business Centre Bicester Road
Kingswood
Aylesbury
England
HP18 0RA

Enclosures:

- (i) Copy of a notice pursuant to Section 153 of the Planning Act 2008 and Regulation 6 of the Infrastructure Planning (Changes to, and Revocation of, Development Consent Orders) Regulations 2011.
- (ii) Regulation 7(3) letter from the Secretary of State, dated 19 November 2025.



BY EMAIL ONLY:

Pinsent Masons

Alex.Tresadern@pinsentmasons.com

19 November 2025

Dear Mr Tresadern,

The Sunnica Energy Farm Order 2024 – S.I. 2024/802 – Proposed Non-Material Change Application

Regulation 7(3) of the Infrastructure Planning (Changes to, and Revocation of, Development Consent Orders) Regulations 2011 - Written consent from the Secretary of State for not consulting a person or authority

1. Thank you for your email and letter of 13 November 2025 on behalf of Sunnica Limited (“the Applicant”). The email and letter of 13 November 2025 provided a description of the proposed changes, the reasons for the proposed changes, the proposed reduced consultee list, and a list of the parties consulted on the original application in respect to the Sunnica Energy Farm Order 2024 (“the Order”), and as corrected by the Sunnica Energy Farm (Correction) Order 2024. The letter requested the Secretary of State’s consent under Regulation 7(3) of the Infrastructure Planning (Changes to, and Revocation of, Development Consent Orders) Regulations 2011 (as amended) (“the 2011 Regulations”) to a reduced list of consultees.
2. The letter provides the following description of the changes sought:
 - a) Change 1: extending the Order limits to include additional land at the Burwell National Grid Substation (“Existing Substation”) to facilitate the re-location of the cabling connecting the Sunnica Energy Farm to the Existing Substation.
3. The Applicant proposes to consult seven parties:
 - Suffolk County Council, as a host authority;
 - West Suffolk Council, as a host authority;
 - Cambridgeshire County Council, as a host authority and because the additional land for Change 1 lies within its administrative area;
 - East Cambridgeshire District Council, as a host authority and because the additional land for Change 1 lies within its administrative area;
 - Burwell Parish Council, as the additional land for Change 1 lies within its
 - parish;
 - National Grid Electricity Transmission plc, as the owner and operator of the additional land for Change 1; and

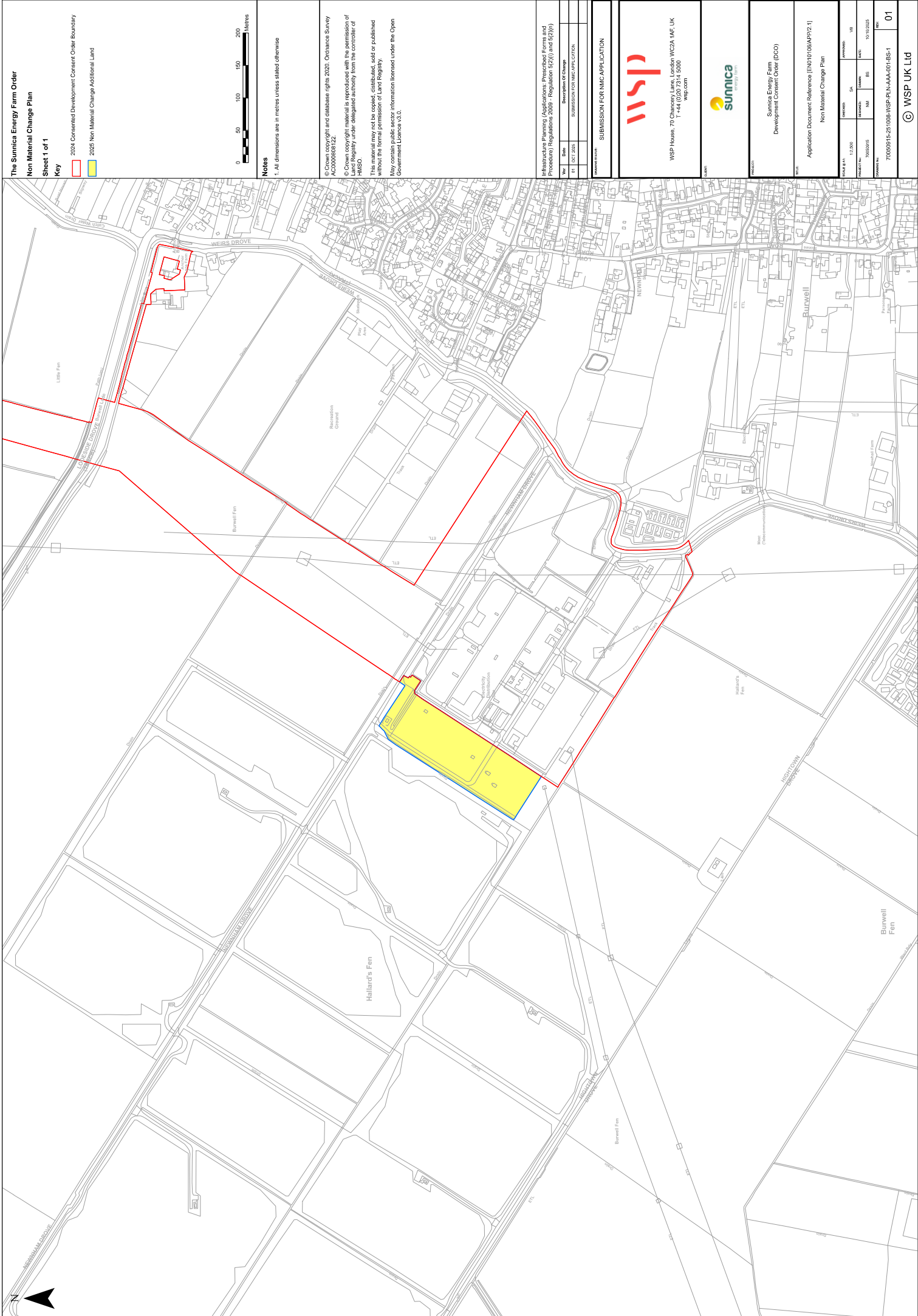
- Swaffham Internal Drainage Board, as the holder of drainage rights in relation to the additional land for Change 1.
4. The Secretary of State is satisfied that the consultees proposed by the Applicant for consultation should be consulted, noting the nature of the proposed changes as set out at paragraph 2 above.
 5. The Secretary of State is satisfied that it is not necessary for other consultees from the Order to be included in the reduced consultee list, as they are not directly affected, either because the proposed amendments will not affect their interests or because their interests relate to a different part of the scheme.
 6. Accordingly, the Secretary of State gives written consent for the consultation to proceed in accordance with the details set out above, under regulation 7(3) of the 2011 Regulations. In taking this decision, the Secretary of State acknowledges that notice of the Application will be provided by the Applicant, in line with the requirements in Regulation 6 of the 2011 Regulations.
 7. The Secretary of State's written consent in this matter should not be taken as indicating approval for any other aspects of the proposed changes to the Order, which fall to him for consideration and determination, or whether the proposed changes will ultimately be regarded as material or not.

Yours sincerely,

Mohamed Ahmed

Head of Planning

On behalf of the Secretary of State for Energy Security and Net Zero



The Sunnica Energy Farm Order
Non Material Change Plan

Sheet 1 of 1

Key

- 2024 Consented Development Consent Order Boundary
- 2025 Non Material Change Additional Land



Notes

1. All dimensions are in metres unless stated otherwise

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Infrastructure Planning (Applications) Prescribed Forms and Procedure (Regulation 2009 - Regulation 5(2)(i) and 5(2)(ii))

Ver	Date	Description of Change
01	01/01/2025	SUBMISSION FOR NMC APPLICATION

SUBMISSION FOR NMC APPLICATION



WSP House, 70 Chancery Lane, London WC2A 1AC, UK
T +44 (0)20 7314 5000
wsp.com



Sunnica Energy Farm
Development Consent Order (DCO)

Application Document Reference [EN01056APP2.1]
Non Material Change Plan

Project ID	1-2-200	Location	SA	Approved	VR
Project Name	700000415	Location	SA	Approved	VR
Project Ref	700000415	Location	SA	Approved	VR
Project Ref	700000415	Location	SA	Approved	VR

From:



Subject:

Re: ENERGY UPDATE FOR PC MEETING

Date:

01 December 2025 10:52:40

CAUTION: This email originates from outside of Burwell Parish Council
Dear All,

I was asked to attend a preliminary meeting of the Steering Group for the Kingsway Area Parish Council Alliance on 30 November. I was happy to accept as it ensures that the northern end of the area affected by Kingsway's proposal has a say in the strategy opposing the scheme. Kingsway Solar Community Action was also represented.

The primary aim of the Steering Group will be to ensure that there is a cohesive, authoritative voice of opposition at the centre of public examination proceedings (should Kingsway's application get that far) - this would involve engaging a barrister and expert witnesses.

Eleven PCs are now signed up to the Alliance which is virtually all of those parishes directly affected. Terms of reference for the Steering Group will be issued to the PCs for ratification very shortly as we need to prepare for Kingsway's anticipated application to the Planning Inspectorate for a Development Consent Order in early 2026. Signing up to the ToRs will not impose financial obligations on PCs and the Steering Group will have no remit to spend beyond the funds generated by the Alliance. The Group hopes to proceed by consensus but is mindful of the possibility that consensus could break down as Kingsway evolves its application.

The Group agreed that our preparations for the likely public examination should focus on the following areas:

- pollution arising from water used to manage a fire at Kingsway's proposed BESS installation which lies over the aquifer that supplies Cambridge's drinking water
- the disruption to communities during the construction phase of Kingsway's proposal. The Group accepted that there was a substantial gap in understanding the disruption arising from the construction of the proposed pylon route which needed remedying.
- unacceptable and unnecessary adverse visual impact on landscape. The Group acknowledged the work of Alison Farmer at the northern end of the pylon route and also registered the significant concerns raised by Historic England about impact on an area rich in archeology and heritage. I undertook to see if Alison could now assess the visual impact of the entire pylon route and, potentially, the solar farms themselves.

The Group believes that there is a credible chance of persuading the Planning Inspectorate to postpone or even reject public examination of Kingsway's application on the basis of weaknesses in its strategic business case. Is there a need for this scheme, would National Grid be able to accept a feed from the scheme in a meaningful time frame and is Kingsway ready to deliver that feed given the opposition of landowners in the connection corridor? The Group is seeking urgent legal advice on this.

The Group will meet again on 8 January 2026.

Regards,

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
24/11/25	Reformat, update legislation and add details	Katherine Hyett - Clerk		Annual		

Burwell Parish Council Data Management & Data Protection Policy

Introduction

Burwell Parish Council ("the Council") collects, stores, and uses personal data about residents, employees, councillors, contractors, and others in the course of carrying out its functions and delivering services.

The Council is committed to managing this information responsibly, lawfully, and securely in accordance with:

- the **UK General Data Protection Regulation (UK GDPR)**
- the **Data Protection Act 2018**
- guidance issued by the **Information Commissioner's Office (ICO)**.

This policy explains how the Council manages information, what standards apply, and what rights individuals have regarding their personal data.

2. Aims of the Policy

The aim of this policy is to ensure that Burwell Parish Council:

- handles all personal data lawfully, fairly, and transparently
 - safeguards the privacy of individuals
 - maintains clear standards for collecting, using, storing, sharing, and disposing of data
 - has systems in place to prevent loss, misuse, or unauthorised access
 - responds properly to requests for information and rights exercises
 - complies with all legal duties relating to information governance.
-

3. Scope

This policy applies to:

- All **employees, councillors, volunteers, contractors**, and anyone acting on behalf of the Council
- All personal data held in any form: electronic files, paper records, emails, photographs, CCTV, website forms, or other media

- All activities where the Council processes personal data (e.g., administration, finance, allotments, cemetery management, public enquiries, consultations, newsletters).

It covers **personal data**, **special category data**, and **data contained in official records**.

4. Key Data Protection Principles

Burwell Parish Council adopts the following principles from the UK GDPR:

1. **Lawfulness, fairness & transparency** – information must be processed legally and openly.
2. **Purpose limitation** – data must only be used for explicit and legitimate purposes.
3. **Data minimisation** – only the minimum data necessary will be collected.
4. **Accuracy** – information will be kept accurate and up to date.
5. **Storage limitation** – data will be retained only for as long as required.
6. **Integrity & confidentiality** – data must be kept secure.
7. **Accountability** – the Council must be able to demonstrate compliance with these principles.

5. Lawful Bases for Processing

The Council must identify a lawful basis before processing personal data. Common bases used by the Council include:

- **Public Task** – performing a function carried out in the public interest
- **Legal Obligation** – complying with law (e.g., financial regulations, audit requirements)
- **Contract** – employment or service provision
- **Consent** – used only where the individual has a genuine choice
- **Legitimate Interests** – in limited cases where not overridden by individuals' rights.

Special category data (e.g., health) requires an additional lawful condition.

6. How the Council Uses Personal Data

Personal data is used for purposes including:

- responding to public enquiries
- administering meetings and publishing agendas & minutes
- managing staff, volunteers, and councillors
- financial administration
- allotments, cemetery management, and other services
- consultation and community engagement
- website operation
- statutory reporting and audit
- regulatory functions (where applicable).

Only data necessary for these purposes will be collected.

7. Information Security

Burwell Parish Council will ensure that all personal data is kept secure. Measures include:

Technical Controls

- password-protected systems
- secure email
- antivirus and firewall protection
- controlled access to shared drives
- regular backups stored securely.

Physical Controls

- lockable storage for paper files
- restricted office access
- secure disposal (shredding/confidential waste).

Working Practices

- councillors and staff must follow safe handling procedures
- personal data must not be stored on unsecured personal devices
- care must be taken when sending or receiving sensitive information.

8. Sharing and Disclosure of Data

The Council may share data with:

- service providers and contractors acting on behalf of the Council
- other public bodies where legally required
- auditors or regulators
- law enforcement agencies when appropriate.

Data will not be shared unless:

- a lawful basis applies
- sharing is necessary and proportionate
- appropriate safeguards or contracts are in place.

The Council will not sell personal data.

9. Retention and Disposal

The Council keeps records only for as long as they are needed. Retention periods follow:

- the **Local Government Association / NALC retention guidelines**, and
- the Council's **own retention schedule**.

When no longer required:

- paper documents will be securely shredded
- electronic files will be permanently deleted
- data held by processors will be removed according to contract.

10. Data Subjects' Rights

Individuals have the right to:

- be informed about how their data is used
- access their data (Subject Access Request)

- request rectification
- request erasure (where lawful)
- request restriction or object to processing
- data portability (in certain cases).

Requests must be submitted to the **Clerk** and will be handled within statutory time limits.

11. Data Breaches

A data breach includes unauthorised access, loss, or misuse of personal data.

The Council will:

1. report breaches immediately to the Clerk
2. investigate and record all breaches
3. assess risks to individuals
4. notify the ICO within 72 hours where legally required
5. inform affected individuals when necessary.

A breach log will be maintained.

12. Training and Awareness

- All staff and councillors handling personal data will receive training.
 - Training will be refreshed periodically and when legislation or procedures change.
 - New starters will receive guidance as part of their induction.
-

13. Privacy Notices

The Council will publish clear privacy notices covering:

- how data is collected
- why it is collected
- the lawful basis for processing
- retention periods
- data sharing arrangements
- rights of individuals
- how to raise concerns.

Privacy notices will appear on the website and be provided at the point of data collection.

14. Roles and Responsibilities

- The **Council** is the data controller.
 - The **Clerk** manages day-to-day compliance and acts as the primary contact for data protection matters.
 - A **Data Protection Officer (DPO)** will be appointed if legally required.
 - All councillors, staff, and volunteers must follow this policy and any associated procedures.
-

15. Monitoring and Review

This policy will be reviewed:

- annually, or

- sooner if legislation or council practices change.

Updates will be approved by full Council.

16. Complaints

Anyone who believes the Council has not handled their data properly may:

1. contact the Clerk in writing
2. escalate to the **Information Commissioner's Office** if not satisfied.

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
24/11/25	Reformat, update contact details and name local authorities	Katherine Hyett - Clerk		Annual		

General Privacy Notice

BURWELL PARISH COUNCIL

Contents

Your personal data – what is it?	2
Who are we?	2
Other data controllers the council works with:.....	2
What personal data do we process?:	2
How we use sensitive personal data	3
Do we need your consent to process your sensitive personal data?	3
We use your personal data for some or all of the following purposes:	4
What is the legal basis for processing your personal data?	4
Sharing your personal data.....	4
How long do we keep your personal data?	5
Your rights and your personal data	5
Transfer of Data Abroad.....	6
Further processing	6
Changes to this notice	6
Contact Details	6

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Burwell Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Other local authorities such as East Cambridgeshire District Council, Cambridgeshire District Council and Cambridgeshire and Peterborough Combined Authority
- Community groups
- Charities
- Other not for profit entities
- Contractors
- HMRC
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

What personal data do we process?:

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status,

- nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation;
 - to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
 - To confirm your identity to provide some services;
 - To contact you by post, email, telephone or using social media (e.g., Facebook, X, WhatsApp);
 - To help us to build up a picture of how we are performing;
 - To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
 - To enable us to meet all legal and statutory obligations and powers including any delegated functions;
 - To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
 - To promote the interests of the council;
 - To maintain our own accounts and records;
 - To seek your views, opinions or comments;
 - To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
 - To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
 - To process relevant financial transactions including grants and payments for goods and services supplied to the council
 - To allow the statistical analysis of data so we can plan the provision of services.
- Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***
- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will update as necessary. This Notice was approved by Burwell Parish Council on 12th June 2018 and updated on 24 November 2025.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller
Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU
Tel: 01638 743142
Email: burwellpc@burwellparishcouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Version	Description of Change	Reviewing Officer	Reviewing Committee	Frequency of Review	Minutes reference adopted	Next Review Date
24/11/25	Reformat, update contact details and name local authorities	Katherine Hyett - Clerk		Annual		

BURWELL PARISH COUNCIL
PRIVACY NOTICE
For Staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Burwell Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed while carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including: level, performance management information, languages and proficiency, licences/certificates, immigration status, employment status, information for disciplinary and grievance proceedings, and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.

We use your personal data for some or all the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Deciding about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.

- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests.
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information to monitor compliance with equal opportunities legislation;

- to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- [We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
2. ***The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
 3. ***The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
 4. ***The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
 5. ***The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
 6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
 7. ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will update as necessary. This Notice was last approved by Burwell Parish Council on 12th June 2018 and updated on 24th November 2025

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller
Burwell Parish Council
The Jubilee Reading Room
99 The Causeway
Burwell
Cambridge
CB25 0DU
Tel: 01638 743142
Email: burwellpc@burwellparishcouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.