

Clerk's report: FC/120526/ items 6-12

FC/120526/6 Review and adoption of standing orders and financial regulations.

Standing orders

<https://www.burwellparishcouncil.gov.uk/ UserFiles/Files/Standing%20Orders%202025%20Adopted.pdf>

Last reviewed 14/10/2025 – NO CHANGES RECOMMENDED

Financial Regulations:

<https://www.burwellparishcouncil.gov.uk/ UserFiles/Files/Financial%20Regulations%20Adopted%202025.pdf>

Last reviewed 14/10/2025 – NO CHANGES RECOMMENDED

FC/120526/7 Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

- Management agreement between Pauline's Swamp Trust and Burwell Parish Council to be created. Nothing to review.
 - Agreement in place with Burwell Football club recently reviewed by Council and signed in April 2026 for the 2026/2027 season. Fees to be reviewed in January.
 - Agreement in place with Shredder Skate School recently reviewed and signed in April 2026 on a monthly rolling basis. Fees to be reviewed in January.
 - Burwell Parish Council is the named lease holder for the day centre with Cambridgeshire District Council– review required with agreement to be put in place between Burwell Parish Council and Burwell and District Day Centre.
 - Mingay Park – leased to Burwell and Exning Cricket Club – expiring 2067
 - Museum Land – leased to Burwell Museum – expiring 2085
 - N-CIS – 12 month minimum contract commenced Oct 2025, 3 months rolling notice not before 1st July 2026
 - Bright HR/Brightsafe – 12 month agreement ending/to be renewed April 2027
 - Scribe and Hallmaster software – annual rolling contracts.
 - S.Harrison & Co – Hedge cutting contract, end date 30th August 2030.
 - Ellgia – commercial waste contract: end date 23rd September 2026.
 - Mr Groundsman – Grass cutting and pitch maintenance, Margaret field and the recreation ground. Due for renewal January 2027.
 - Zion -General village grass cutting contract ending 31st March 2027
 - Utilities: Electricity, Octopus (18 month contract commencing April 2026) Gas, EDF (2 year contract commencing April 2026)
 - Sharp – Printing and photocopier servicing, 5 year agreement commenced November 2023
 - BT Broadband and phones in contract until 2028
 - Cambridgeshire County Council: annual payment to Burwell Parish Council for cutting their verges.
 - East Cambridgeshire District council lease of land to Burwell Parish Council for Westhorpe Park.
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FC/120526/8 Review of representation on or work with external bodies and arrangements for reporting back.

It is planned for this to be discussed at strategy day 2026

FC/120526/9 Confirmation of arrangements for insurance cover in respect of all insurable risks and to agree renewal of our policy with Zurich for a period of 3 years or commencing an agreement with a new supplier.

Gallagher have confirmed the following:

“unfortunately I think we will need to withdraw from the quote process as we are not going to be able to improve on your premium spend if that is what the council is hoping to achieve. I issued a submission to our scheme insurer Hiscox, as well as to Allianz and Aviva. Due to the ongoing public liability claim, Allianz and Aviva declined to provide a quotation on this occasion. Hiscox I am still awaiting the final response from, however from experience – due to the ongoing claim and claim experience, I think they will come back with the same response. That being said, they have provided an indicative premium subject to sign off at £16,770.10, which I believe from our records is around double what the Council are currently paying with Zurich – any therefore if we do get sign off, I believe we will be severely uncompetitive. Therefore, whilst the public liability claim is still ongoing, I would recommend remaining with Zurich until it is settled and closed, and I will update our diary and keep the information you have already provided on our file so that we can look to provide an alternative quotation in the future.”

Cost of renewal with Zurich is:

1 Year: £12,282.31 (including IPT)

3-Year (LTA): £11,121.65 (including IPT)

FC/120526/10 Review of the Council’s and/or staff subscriptions to other bodies.

The Council currently has membership of NALC and CAPALC, the Clerk has membership of SLCC paid for by the Parish Council.

FC/120526/11 Review of the Council’s policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

These have all recently been reviewed under the new assertion 10 – details can be found:

https://www.burwellparishcouncil.gov.uk/UserFiles/Files/Minutes/202651-fcm_31.3.26.pdf

The Data privacy notices and the Data Management and Data Protection policy are next due for review in December 2026.

The Publication scheme has recently been reviewed and is due to be reviewed in March 2027.

FC/120526/12 Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

These are all advertised on the website:

https://www.burwellparishcouncil.gov.uk/Full_Council_Meetings_34595.aspx

My ref: SRC26
Your ref:
Date: 29/04/2026
Contact: Rob Gwilliam
Telephone: 01353612744
Email: rob.gwilliam@cambridgeshire.gov.uk

Place and Sustainability
Cambridgeshire Libraries

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

Ely Library
6 The Cloisters
Ely
CB6 4ZH

Dear Sir/Madam,

Spring is in the air, and for the libraries that can only mean one thing, the drive to organise this year's reading challenge. The Reading Agency have announced the theme for this year, which is all about music in 2026, Summer Reading Challenge: Read to the Beat!

Last year's 2025 Summer Reading Challenge: Story Garden brought thousands of Cambridgeshire children into libraries to keep up their reading skills and confidence, so preventing the dip in their learning that happens naturally over the school holidays. Burwell again had finishing statistics above the County average, and that is down to your support allowing us to run events for them during the holidays.

The cost of living crisis that everyone is facing continues, and we are hoping families continue to see libraries and the Summer Reading Challenge especially as something that is available to them, but this means we will need additional resources if we are going to ensure that as many families as possible in our community are able to take part in, and benefit from, this exciting and fun Challenge. These will include extra staffing hours, materials for activities and non-library-based promotion.

Last year, your generous offer also allowed us to welcome the incredible Inflatable Theatre magic show, and incredibly fun series of tricks to amaze the children, which at the end of the show all the children leave with a balloon creation.

Reading for pleasure is more important to children's success than education or social class, so we hope you feel you can support us to deliver this year's Read to the Beat, Summer Reading Challenge in your community.

Additionally, we would like to invite a representative from the Parish Council along to the ceremony to present the medals to the finishers. The ceremony this year will be happening on Thursday 18th September between 3.30-4pm in Burwell Library.

Please contact me at the address/email address in the letter heading.

Yours sincerely

Rob Gwilliam
Area Library Manager East Cambridgeshire
People and Communities
Cambridgeshire County Council

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Date: 21/04/2026
Time: 7:30pm
Location: Mandeville

Membership

Jim Perry
Liz Swift (Vice Chair)
Geraldine Tate (Chair)
Paul Webb
Brenda Wilson
Lea Dodds

Present: Liz Swift, Yemi Macaulay, Ryan Noyes, Paul Webb, Ben Vinten, Hazel Barber, Pat Cleary, Jim Perry, John Damian, Lea Dodds

Clerk Katherine Hyett

CSHS/210426/1 Apologies

Apologies were received from Geraldine Tate.

CSHS/210426/2 Approval of the minutes of the meeting on 3rd February 2026:

The minutes of the meeting held on 3 February 2026 were approved.

CSHS/210426/3 Matters Arising

There were no matters arising.

CSHS/210426/4 Community**a) Community Group Updates:**

It was noted that *Pauline's Swamp* Open Day will take place on Sunday 6 September.

Liz Swift advised that they are looking for a commercial BBQ and a generator, and asked if anyone knew of someone who may be able to provide these.

b) Events:**Annual Parish Meeting**

Geraldine, Liz and Pat will be creating a display. Katherine asked if someone could help by photographing Parish Council properties. Councillors were asked to let Katherine know if they are unable to attend the Annual Parish Meeting.

Waste education events

A summer event and a curry night (both CBP events) were discussed. **It was proposed that these events and free use of the hall be referred to Full Council for approval.**

c) Youth Engagement Report from ECDC

The ECDC Youth Engagement report was noted (reports attached).

Lea Dodds commented that engagement needs to reach more young people across different venues and events. The BAFY bus is funded until the May half-term and then will run every other week until the summer holidays. The Sports Centre is being considered as a venue for a youth initiative.

There was discussion about: creating a short survey for users of the community bus; Encouraging people to join BAFY (Paul asked councillors to promote this); Speaking with local schools; The possibility of appointing a youth project worker.

d) New to Burwell Packs

It was noted that the community forum has historically helped to instigate and organise these

packs. Reverend Paula Spalding has recently made contact regarding this and offered to discuss taking it forward, Liz Swift referred her to Hazel Williams.

e) Notes and updates from the 18th March Parish & Community Forum

Notes from the meeting held on 18 March were received (reports attached).

Paul Webb confirmed he will attend the next forum meeting on 20 May and is happy to provide transport.

It was suggested that a member of Neighbourhood Watch be invited to future CSHS meetings. Kevin Evans will be approached to attend and speak.

CSHS/210426/5 Safety

a) Community Safety Meeting

A Community Safety Meeting (not covering road safety) is pencilled in. The aim will be to invite the school, police and other community groups. Liz Swift will follow up with Lydia Barlow to confirm a date, likely October or November.

b) Highways

a. Regular highways meetings

Katherine will set up a meeting, ensure Yannifer Malinoski can attend and try to get highways there.

b. Howlem Balk

Homeowners' responsibilities were noted, along with highways responsibilities to provide a walking route. No further action will be taken by Burwell Parish Council at this stage.

c. Double yellow lines

Katherine Hyett questioned whether the council wanted to look at a privately funded LHI – we had received an email about yellow lines on the junction of silver street and Buntings Path, a letter about Newnham Lane and further discussions about the Causeway, councillors also mentioned Isaacson Road junction. John Damian questioned the purpose and enforcement of double yellow lines. Lea Dodds asked whether current lines should be repainted and to try and encourage enforcement is possible. It was noted that we previously agreed Councillors would go around the village and identify areas for double yellow lines. No volunteers were identified to pursue this at present, although Paul Webb and Lea may look at it later in the year. Katherine will provide a large map. Katherine stated that it would be useful to have a councillor leading on highways matters.

c) Speeding

a. MVAS Data (Toyse lane)

Discussion deferred to the next meeting.

b. Factory Road

Email correspondence was noted (attached). It was acknowledged that there are limited actions available, but the Parish Council could do more to highlight how residents can report speeding concerns.

d) Dogs on the Recreation Ground – see attached emails

It was agreed that all complaints should be forwarded to the District Council and that the preferred route for us would be a PSPO. The Parish Council will continue to explain publicly why dogs must be kept on leads. No one wished to propose the creation of by-laws, as these were felt to be difficult to enforce.

CSHS/210426/6 Health**a) Webpage – health and well being.**

Katherine hasn't done anything on this yet and asked for councillors to volunteer on pulling together content. No volunteers came forward so Katherine said a local resident had offered to do some writing for us and would councillors be happy for Katherine to speak to him which they confirmed was fine as long as we have editorial control.

b) Defibrillators:

Katherine will bring costings for a new defibrillator to the next meeting. She outlined contact already made with Jacqueline Whipp, and Jim and Liz agreed to follow up with Jacqueline as she hasn't responded.

c) Active travel**a. Close Pass Campaign**

An email was noted (attached) requesting suggested locations for temporary signage. Suggested locations included:

- Top of The Cause
- Corner by Mill Lane
- Both ends of the village

This will not be taken to Full Council – Katherine will respond to the email requesting the locations.

b. Burwell to Exning Cycleway

No further progress to report.

c. Active travel Survey: <https://yourvoice.cambridgeshire.gov.uk/place-and-sustainability/burwell-and-fordham-survey>.

Concerns were raised that routing via Exning to reach Fordham is unrealistic. Active travel options towards Soham were felt to be more useful, and it was suggested that the needs of horse riders should also be considered. Katherine to draft a response to go to council.

CSHS/210426/7 Sport**a) Newmarket RD Sports Hub update**

An on-site meeting had taken place earlier that day. David Hemstock reported negatively on the soil condition, noting it should be ribbled, much looser and potentially seeded to recover soil condition with a crop such as clover or lucerne.

It was agreed that another meeting is needed to review wording relating to Section 106, and that a formal letter will be required. David Hemstock will revise his report.

b) Football – signage for the recreation ground

Highways have approved a sign, Katherine to design and work with Burwell Print.

CSHS/210426/8 Donation Requests

None were provided prior to the meeting.

CSHS/210426/9 AOB**a. Donation Request:**

Swish and Repair Café currently holds over £3,000, which is donated to local eco-projects. Cambridge Carbon Footprint (CCF) runs an annual match-funding week. Approval will be sought at Council to donate £200 to CCF so this can be doubled. CCF is a long-established organisation that supports repair cafés and delivers educational work on reducing carbon footprint. The next Repair Café will be held on 10 May.

- b. **Fairground:** Would like to come a week earlier than planned – w/c 13th July. All else agreed would remain the same. This was agreed.
- c. **Police matters:** Katherine updated Councillors on the Police response to criminal damage and anti-social behaviour.

Meeting closed 8.57

CSHS/210426/10 Next meeting 2 June 2026

Signed

Dated

Action sheet:

Responsible	Action	Status
Liz Swift	Ask other Parish Council reps on the A-B1102 group if they had considered or were funding any community transport	Update needed
K Hyett/P Cleary	Contact community groups about making knitted Remembrance wall on Jubilee Reading Room	Complete
L Swift/G Tate	Arrange meeting with Lydia Barlow at ECDC about community safety forum for October/November time	
Katherine Hyett	Liaise with Highways about HGV's in North Burwell: <ul style="list-style-type: none"> • Is there an option to ban HGV's from Silver Street? • Can we ask for further speed measurements – black strips to monitor speed and volume of traffic? • Clerk to try and create report for Toyse Lane from MVAS data for next meeting. • Set up regular Highways meetings 	Not started
Councillors/Clerk	Continue to raise traffic/Highways issues with district and county councillors. Clerk to repeat request to Yannifer Malinowski about regular meetings with Highways	
Katherine Hyett	Create a health and well-being web page	Not started
K Hyett/G Tate/L Swift/ P Cleary	Arrange Annual Parish Meeting in new format and consider promotion of health opportunities as well.	Ongoing
Katherine Hyett	Contact Suffolk County Council again for meeting about Burwell to Exning Cycleway	Complete
Katherine Hyett	Add to full council agenda: <ul style="list-style-type: none"> • Fairground proposal • Consideration of applying for 20mph funding 	Complete
Katherine Hyett	Seek clarification from highways on 20mph questions	Complete
Councillors	Councillors to advise Liz Swift if they can help source a commercial BBQ and generator for Pauline's Swamp Open Day (6 Sept).	

Katherine Hyett	Find a volunteer photograph Parish Council properties for the Annual Parish Meeting display.	
Councillors	notify Katherine if they are unable to attend the Annual Parish Meeting	
Katherine Hyett	refer Waste Education events and free hall use to Full Council for approval. Find volunteers to support	
Councillors	Consider if they can help support BAFY activities	
Katherine Hyett	Approach Kevin Evans to attend a future CSHS meeting and speak on Neighbourhood Watch.	
Katherine Hyett	Provide councillors with a large village map to identify potential locations for double yellow lines.	
Katherine Hyett	Respond to the Close Pass Campaign email with suggested signage locations	
Katherine Hyett	Regular social media posts explaining why dogs need to be on a lead at the recreation ground. Forward any complaints that may provide evidence for a PSPO to District Councillors	
Katherine Hyett	Follow up with a local resident who has offered to help write content to see if they would help with the Health & Wellbeing webpage.	
Katherine Hyett	Research the cost of a new defibrillator	
Liz Swift	Follow up with Jacqueline Whip on Katherine's email sent 30/3/2026	
Katherine Hyett	Draft a response to the Active Travel Survey for consideration by Council,	
Katherine Hyett	Design signage for the Recreation Ground to avoid traffic going down Hythe Close and work with Burwell Print.	

BURWELL PARISH COUNCIL
The Jubilee Reading Room
99, The Causeway, Burwell Cambridge. CB25 0DU
Telephone 01638 743142
E-mail burwellpc@burwellparishcouncil.gov.uk

Chairman: Mrs E Swift

Clerk: Miss K Hyett

6 May 2026

To whom it may concern,

Response from Burwell Parish Council

Consultation: Active Travel in East Cambridgeshire – Burwell to Fordham Route

Burwell Parish Council has considered the proposed active travel route between Burwell and Fordham. While the Council supports the principle of improving opportunities for active travel, it does not consider that the routes as currently proposed represents a sensible, practical or policy-compliant solution.

Route Directness and Practicality

In particular, the Council has concerns about the proposed routing via Exning, which is regarded as overly indirect. National guidance is clear that active travel routes should be direct, coherent and attractive if they are to be used regularly. The Department for Transport's Local Transport Note (LTN) 1/20 states that routes which involve unnecessary detours are unlikely to meet the needs of users and will discourage uptake. The Parish Council considers that the level of deviation proposed significantly undermines the objective of providing a viable active travel connection between Burwell and Fordham. This concern is also reflected in the National Planning Policy Framework (NPPF), which promotes the provision of sustainable transport modes that are practical and genuinely encourage modal shift.

Alternative Strategic Connections

The Parish Council suggests that it may be more beneficial to explore improved active travel links towards Soham. Soham offers onward rail connections and a wider range of employment opportunities, education facilities and services. A route aligned with existing travel patterns is more likely to deliver meaningful benefits and support journeys for work, education and access to services, in line with national transport objectives.

Alternative Route Options

Burwell Parish Council broadly supports the response submitted by Fordham Parish Council, which suggests that, if a direct cycle route alongside Ness Road (B1102) is not achievable, an alternative route could be considered via:

- North Street in Burwell
- Broads Road as far as Broads Farm



- The existing byway leading past Ness Farm and Tollgate Farm and re-joining Ness Road near the Fordham level crossing

This option merits further investigation as it may provide a more direct, safer and lower-traffic alternative.

Inclusive User Groups

The Parish Council is keen to ensure that any active travel route takes into account the full range of users, including:

- **Walking** (for transport and leisure)
- **Wheeling**, including wheelchairs, mobility scooters and powerchairs
- **Cycling**, including e-bikes and adapted cycles
- **Micro-mobility**, such as scooters
- **Active riding**, including horse riding where appropriate on designated routes

Burwell Parish Council would welcome further engagement and discussion on alternative routing options that better reflect residents' travel patterns, meet national design and accessibility standards, and deliver clear, demonstrable benefits for the community.

Yours sincerely,



Katherine Hyett
Parish Clerk

Burwell Parish Council
Land, Buildings & Facilities Group
Meeting of 28.04.2026 , 7.30 pm at Mandeville Hall
Minutes

Members:
 Lea Dodds (Chair), Richard Jenkins
 (Vice Chair), Linda Kitching, Jim
 Perry, Liz Swift, Geraldine Tate,
 Paul Webb

Present: Cllr Elizabeth Swift, Cllr Hazel Barber, Cllr Pat Cleary, Cllr John Damian, Cllr Lea Dodds (Chair), Cllr Richard Jenkins, Cllr Linda Kitching, Cllr Ben Lucas, Cllr Ryan Noyes, Cllr Jim Perry, Cllr Geraldine Tate, Cllr Ben Vinten, Cllr Yemi Macaulay

LBF/280426/01 Apologies for absences and declarations of interests.

Paul Webb apologised for absence and Ben Lucas declared an interest in the allotments.

LBF/280426/02 Approval of the minutes of the meeting held on 17.03.2026.

The minutes of the meeting held on 17.03.2026 were approved.

LBF/280426/03 Property items for discussion:

Issue/Update	Actions
1) Gardiner Memorial Hall	
Loft insulation – several quotes have been sought but transport costs have been prohibitive. We are now looking at other options. We may need building control approval. The Clerk is investigating this further.	KH to follow up.
Exit and Entrance – a presentation was provided detailing the changes we want to make to make the exit safer. Clerk and Ben Lucas to submit a pre-planning application.	KH/BL
2) Mandeville Hall	
Car Park Chain – After some discussion it was felt the bollard proposed by the maintenance officer was not suitable and a telescopic one may be better. Clerk to research further following suggestions from the working group.	KH
Distribution board replacement provisionally scheduled for 11 th May	
3) Jubilee Reading Room	
No updates were discussed	
4) Pavillion/Recreation Ground and Tennis Courts	
Recreation Ground Barrier: This has been damaged twice recently by vans trying to enter the car park. It is also very heavy and difficult to close. The Clerk is awaiting a quote from Brian Marsh for a replacement swing barrier,	KH
5) Cemetery and chapel	
Replacement of trees: 2 large Swedish whitebeams were removed following the tree survey. The Clerk had spoken to the trees officer at Cambridgeshire County Council and she provided some recommended native species. Prices were sought from Barcham's but were felt to be expensive. Clerk to research further.	KH
5) Allotments	
<ul style="list-style-type: none"> BDHC propose a cold water pipe to run from the bath to the BDHC shed so they can make cups of tea. This was discussed and it was agreed this should be recommended to full council with a condition that they insert an isolation valve to reduce issues from freezing. Compostable toilet possibility. BDHC need to write a detailed proposal to Burwell Parish Council detailing costs, funding, any safety and maintenance issues and who they would want to take responsibility. 	<p>Full Council</p> <p>BDHC</p>
6) Margaret Field	

7) Westhorpe Play area	
Use of remaining allocated funds – Geraldine Tate and Pat Cleary volunteered to look at how we spend the remaining £2,267.27. The clerk said that originally, we were going to look at picnic benches and also the inclusive play audit for recommendations.	GT/PC
8) Jubilee Green Play area	
9) Priory Orchard and Spring Close	
The Clerk noted that the gate had been vandalised and would be fixed when the maintenance officer builds more compost bays there as requested by Wild Burwell.	Maintenance Officer
10) The Lock up – Newnham Lane	
Repair of the roof needs revisiting and more quotes	KH
11) Pauline's Swamp Nature Reserve	
Open day 6 th September, Ryan Noyes volunteered to help. A large BBQ and generator are needed. KH suggested that Liz Swift contact Burwell Football, someone else suggested contacting the Scouts.	LS

LBF/280426/05 Benches and Bins

The working group agreed to delegate authority to the Clerk to purchase and place 5 bins and 2 benches utilising the recently allocated CIL budget of £2500

LBF/280426/06 Fire Safety Contract and fixed wire testing

This was deferred to the next meeting. Quotes for the fire safety contract may go straight to Council.

LBF/280426/07 Consideration of quotation for shutter servicing

The working group will **recommend to Council** that we progress with the quote of £310 from Syston Doors for the fire shutter servicing at Mandeville Hall and Gardiner Memorial Hall

LBF/280426/08 Any other urgent matters

Defibrillator – Gardener Memorial Hall

Liz Swift provided an update regarding the possible installation of a defibrillator at Gardener Memorial Hall, as discussed at the Community, Safety, Health and Sports meeting held on 21 April 2026. Liz has spoken with Jacqueline Whipp, who owns the defibrillator and is/was an NHS paramedic. It was noted that the Parish Council would be responsible for replacement of batteries and pads and that Ms Whipp would be paid to carry out regular checks.

Katherine Hyett advised that she still has several questions which need to be addressed before a full proposal can be presented to Council. Liz Swift plans to speak with Jacqueline Whipp again, and Katherine Hyett will provide a list of questions to be followed up.

Maintenance Officer – Health and Safety and Staffing

The Clerk explained that, due to the medical issues, she would like the following actions to be taken.

Using her authority under Burwell Parish Council's Financial Regulations, section 5.18:

- The Clerk will authorise a health and safety consultant to undertake a full risk assessment of all maintenance officer duties – this is expected to cost circa £500.
- The Clerk will also authorise a referral to an occupational health specialist – costs to be confirmed but initial cost likely to be £400-£600

The Clerk further requested:

- That the working group recommend to Council the appointment of a Maintenance Support Officer, in line with the proposal paper provided, for a period of 16 weeks commencing as soon as possible.

- That the current strimmer and hedge cutter be replaced with battery-operated equipment from EGO, specifically, with quotes to be provided to full council. The proposed equipment would significantly reduce vibration exposure, support the Council's Net Zero objectives, and reduce ongoing fuel costs. A quotation was provided by Newmarket Garden Machinery totalling £995, who currently service the Council's machinery. The Clerk confirmed that prices were checked online and the same quotation was received from two additional suppliers. Councillors also suggested alternative suppliers, including Charlie Kirk, Ben Burgess and Fenland Spirit Services. The Clerk will check both equipment choices and prices with a couple more suppliers and provide a detailed quote to council.

It was agreed that the appointment of a temporary maintenance support officer and the new equipment could go to Council for approval.

LBF/280426/09

Date of the next meeting: 30.06.2026

Signed

Dated



COMMUNITY PARTNER
2025-26

SYSTON ROLLING SHUTTERS LTD T/A

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COMMISSION

INSTALL

MANUFACTURE

DESIGN

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T: 01638 743 142

PC/SR/ **NQ0582**
18th March 2026

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

Attn: Katherine Hyett

Dear Katherine,

Re: Mandeville Hall, CB25 0AR & Gardiner Memorial Hall, CB25 0HD

We have now completed the service visit for the last twelve months and shall be pleased to continue as follows –

To carry out annual servicing in July 2026 to:

2 No. Rolling Shutters – Mandeville Hall
1 No. Flameshield 120 Fire Shutter – Gardiner Memorial Hall

For the sum of**£310.00 PER VISIT PLUS VAT**
(This price is based on both sites being serviced on the same day)

PLEASE QUOTE OUR REFERENCE NUMBER ON ALL CORRESPONDENCE.

Please can you send us an order/instruction to proceed. No further works will be carried out unless we have a written instruction to carry out the servicing.

Disclaimer

Our commitment to service your door is to check all moving parts, top up or change any lubricants, carry out any adjustments or minor repairs and observe all safety aspects of operation.

This unfortunately is not an insurance of any further breakdown, and any unforeseen failings are a separate issue.

V A T will be payable if applicable at current rate.
Payment terms are strictly 28 days from the date of invoice, and we reserve the right to charge interest, at the current rate, on all overdue accounts.

Assuring you of our best attention at all times, we are

Yours Faithfully
SYSTON DOORS

Rebecca Needham
Service Administrator

Ex: 3 25 0769 / 3 25 0140

1499 Melton Road | Queniborough | Leicester LE7 3FP | T (0116) 260 8841 | E sales@syston.com | www.syston.com



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Councillor Briefing – Temporary Maintenance Support Worker (16 Weeks)

Purpose of the Proposal

Approval is sought to appoint an 18-year-old temporary Maintenance Support Worker for 15 hours per week over a 16-week period. This role will ensure essential grounds and cemetery maintenance continues safely and to the expected standard during the peak season.

Why This Temporary Appointment Is Needed

1. Maintaining Essential Public Spaces

The council has a duty to keep cemeteries, open spaces, and community areas well-maintained. Our Maintenance Officer is currently unable to carry out strimming and heavy grass-cutting due to injury. Without support, the standard of maintenance will fall, leading to decline in appearance, increased complaints, and reputational risk.

2. Reducing Lone-Working Risks

Many outdoor tasks currently require the Maintenance Officer to work alone. Bringing in a support worker significantly reduces lone-working exposure and improves safety.

3. Additional Value: Carpentry Skills

The candidate has completed Level 1 Carpentry, enabling them to support a wider range of tasks including minor repairs, small improvement projects, and general maintenance requiring two people.

4. Financial Case

See next page – significant savings

5. Other Benefits

The appointment may support the case for a longer-term apprenticeship opportunity, will support the retention of our other employee, provides potential holiday cover and reduces H&S risks.

Summary for Councillors

Approving this appointment ensures service continuity, reduces lone-working, saves over £4,000, and provides wider community benefit.

Financial Summary

1. Overview

This appendix sets out the full employment cost of appointing a temporary Maintenance Support Worker for 15 hours per week over a 16-week period and compares this with the cost of outsourcing cemetery grass-cutting.

2. Employment Cost Breakdown

Base salary: £2,880.

Employer NI: £0 (under-21 exemption).

Employer pension: £0 (below thresholds).

Holiday pay: £309.60.

PPE/training: ~ £200.

Total employment cost: £3,389.60.

3. Outsourcing Cost Comparison

Outsourced cemetery cuts: £7,200.

In-house temporary worker: £3,389.60.

Total saving: £3,810.40.

4. Key Financial Points

The temporary appointment delivers significant savings, avoids NI and pension costs, and provides additional operational value.

5. Conclusion

The temporary appointment is a cost-effective and financially responsible approach to maintaining essential grounds services during the peak season.

EGO Battery Equipment



Newmarket Garden Machinery <enquiries@ngms.co.uk>

To ✓ Katherine Hyett

CAUTION: This email originates from outside of Burwell Parish Council

Good afternoon

Further to our telephone conversation today, please find below details as discussed with George:

PHX1600 pro x head

£299

STA1700 strimmer head

£129

HTA2000S hedge cutter head

£179

BA2800T 5.0a battery

£229

CH700E T 700W rapid+ charger

£129

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Kind regards

Yours sincerely

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BURWELL PARISH COUNCIL
SPRING CLOSE AND PRIORY MEADOW MANAGEMENT GROUP
MINUTES OF THE MEETING OF 18/03/2026

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

Apologies; Nicola Hallows

The minutes of the meeting of 22/01/2026 were accepted

GRASS CUTTING UPDATE

The grass cutting schedule for 2026 has now been finalised, allowing for the amenity grassland areas in Spring Close to be cut in early June after the spring flowering season, and the 'hay cut' area to be cut in early July rather than later in the summer. The timing of the first cut of the year before No Mow May is being moved back to March so as not to mow the spring flowers.

CHALK STREAM UPDATE

Dr Steve Boreham has submitted a detailed report summarising the monitoring of the water quality of the spring pool from February 2025 to February 2026. Sampling took place on 28 occasions, usually at fortnightly intervals. Dr Boreham concluded that without the road run-off from the outfall pipe the spring has had relatively high water quality over the 12-month testing period. However, he always detected low levels of faecal Coliform bacteria in the water of the spring pool. He suspects that this derives from leaking sewers in the catchment area. Measurements of water quality from the spring following heavy rain showed high levels of turbidity, ammonia-N, phosphate-P and Coliform bacteria. Measurements from the water gushing out of the outfall pipe showed similar results, suggesting that the cause of moderately severe pollution in the spring pool is the water emerging from the outfall pipe.

On 02/02/2026 water samples were taken from the watercourse, including the spring, at seven sampling stations as far as Hythe Lane bridge. High levels of turbidity, ammonia-N, phosphate-P and faecal Coliform bacteria were found in the stream at the Spring Close footbridge.

Nicola Hallows carried out most of the sampling. She transported the water samples to Dr Boreham's laboratory in Reach for testing. Dr Boreham carried out the testing voluntarily, but Nicola paid for materials used in testing the water samples. Dr Boreham does not wish to continue providing his services voluntarily.

It was agreed at the meeting that the council will write to Dr Boreham, thanking him for his services. Liz Swift said that Nicola could submit an expenses claim to the council for the cost of materials.

The drainage maps on the Dig-Dat tile proved inconclusive. Nicola then spoke to a CCC officer at a From the Ground Up meeting. The officer helped to source a CCC Highways drainage map which confirmed that the outfall pipe drains the surface water from sections of the High Street and Spring Close. CCC have reported the pollution incident to the Environment Agency under reference 02477024.

There was a discussion about putting fluorescent dyes down the drainage gullies at the vehicle entrance to the Guildhall when it rains.

Paul Webb reported that the Lower Cam Catchment Area and Lodes Networking Group is considering applying for a grant to purchase water testing equipment which could be shared between local chalk stream projects. Paul also suggested that the council website is updated to include a pollution warning about the spring pool.

The local MP, Charlotte Cane, is visiting the spring at 10.30 a.m. on Tuesday, 07/04/2026, in view of the pollution incidents and her own interest in chalk streams. Members of the group will attend.

TREE SURGERY ARISING FROM THE TREE INSPECTION REPORT

Background

Martin O’Leary wrote to the Clerk of the council on 15/03/26, requesting that the recommended tree work is postponed until September 2026 so that the council complies with the provisions of the Wildlife and Countryside Act concerning disturbance to nesting birds. The Clerk replied on 16/03/26 stating that the legislation included exemptions if works are required for urgent health and safety reasons or if a thorough inspection confirms no nesting birds are present.

Malcolm Busby met Martin and Rachel O’Leary in Spring Close on 17/03/26 to look at the individual trees or groups of trees for which work has been recommended in the inspection report. Subsequently Malcolm produced a detailed report of his findings which he sent to the Clerk on 18/03/26. Malcolm also highlighted the possibility of disturbance to bats by the work.

The Clerk reported that Shaun Reader, the appointed tree surgeon, called into the council offices to discuss the issues. Mr Reader told the Clerk that he intended to comply with the provisions of the Wildlife and Countryside Act and that he took note of the concerns raised by members of the management group.

Shaun Reader also explained that higher rainfall than usual in January and February caused delays in starting the work, and that some areas of the site would have been too wet underfoot in the early months of the year. He will carry out the work at the start of April.

Discussion at this meeting

Councillors noted the concerns raised by Malcolm, Martin and Rachel, but thought that the recommended work needed to be carried out now to comply with deadlines given in

the inspection report. There were health and safety issues where dead branches etc were deemed to be dangerous especially when overhanging paths.

Martin noted that there was no mention the council's Biodiversity Action Plan about the provisions of the Wildlife and Countryside Act concerning disturbance to nesting birds or bat roosts. He suggested that the plan is revised to include such references.

SEATS

Liz Swift and Paul informed the group that the council is planning to allocate £2500 Community Infrastructure Levy (CIL) funds for the purchase of new seats and bins at council properties, including a new seat to be located at the western end of the Spring Close main meadow.

Martin reminded the group that at the previous meeting members had also requested a new seat at the eastern end of the main meadow and that the two existing benches in the main meadow be replaced with seats over time. Martin asked if there were sufficient funds in the 2026/2027 Spring Close budget to purchase a seat at the eastern end of the main meadow. Paul advised that any funds in the 2025/26 Spring Close budget at 31/03/2026 can be carried forward to 2026/2027.

REVISED PLAN OF THE PRIORY MEADOW FRUIT TREES

Item deferred as Nicola was not present.

ADDITIONAL COMPOST BAY IN PRIORY MEADOW

Liz will follow this up with the Clerk

PROPOSED BIOBLITZ IN SPRING CLOSE

Caroline Smith explained what a bioblitz was. National Trust Wicken Fen ran a bioblitz several years ago at Priory Meadow/Priory Wood which was well attended. The Trust can be contacted to see if they can help run a bioblitz at Spring Close. Caroline wondered if St Mary's Churchyard could be included as well. If that was the case, it might be possible to provide toilets in the Guildhall rather than hire a Portaloo. Geraldine said there might be funding available from the Burwell Repair Café/Swish community fund.

WEBSITE

Martin pointed out the descriptive text for Spring Close on the Open Spaces page of the council website makes no mention of nature or biodiversity or the nature-focussed management of the site. Rachel offered to review the text. The entries for Priory Meadow and Pound Hill should also be reviewed.

ANY OTHER BUSINESS

Malcolm has volunteered to prepare a risk assessment for working in the spring pool and stream. He will liaise with the Clerk about insurance issues.

DATES OF NEXT MEETINGS

07/04/2026 10.30 a.m. Visit of Charlotte Cane to Spring Close

11/06/2026 7.30 p.m. Jubilee Reading Room

THIS LAND Ltd

**Technical assessment of the
proposed sports ground**

at

BURWELL SPORTS HUB SITE

BURWELL, CAMBS.

FEBRUARY 2026

**(REVISED APRIL 2026
REVISION 'A')**

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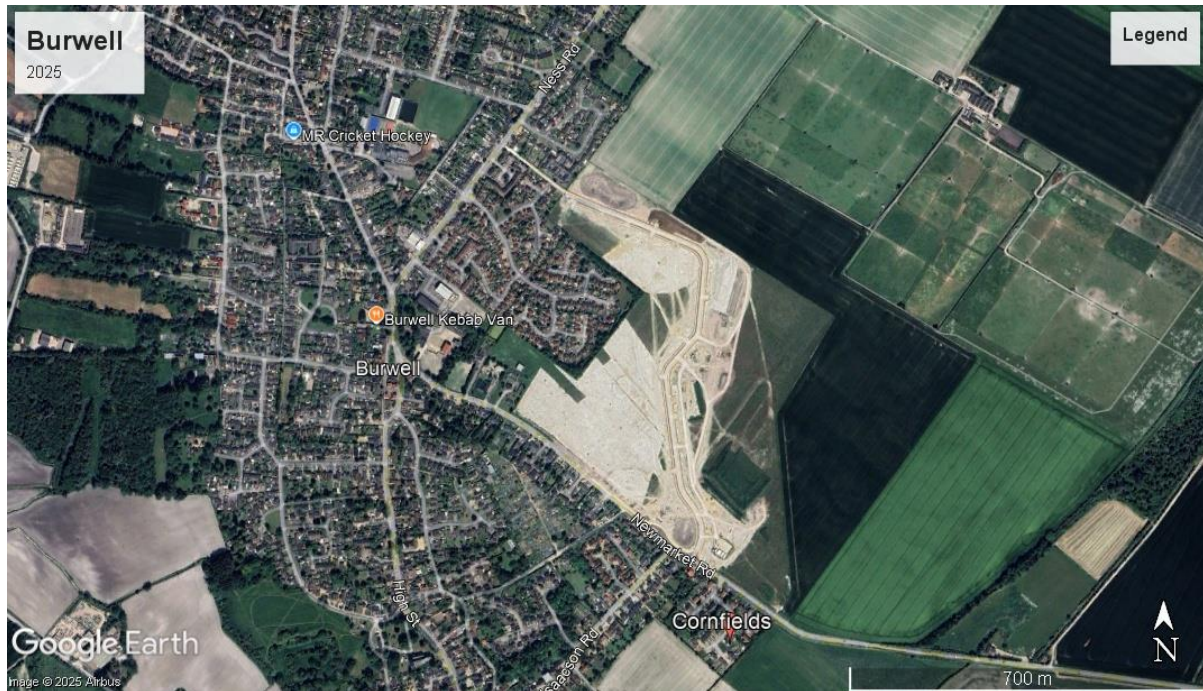


Fig 1. Google Earth image of the full site and surrounds, central area with soil stripped, 2025.

1.0 Executive Summary

- 1) The client, This Land Real Estate Developers (TL) have Cambridgeshire County Council as shareholders and are involved in the management of the planning process for housing development land. Their Millstone Park site at Burwell includes a proposed sports hub area of circa 4.7ha with the land to be transferred to Burwell Parish Council (BPC) via a Section 106 agreement. The agreement does not in this case include a lump sum to help fund the sports elements. As the TL website news section states:

“Residents will also benefit from new sports facilities, which will be built and managed by the Parish Council using land provided by This Land. As part of the plans, This Land is supporting the Council with the delivery of the pitches and infrastructure”.

The development team includes This Land, Flagship Homes and Linden Homes/Vistry Homes (East Anglia), the site including 350 new houses plus green spaces and play areas. Pegasus Urban Development Ltd produced the initial sports area layout (Fig. 2).

The site of the future sports hub currently has over 10,000 cu.m of topsoil and other material mounded on it. This is proposed to be spread over the site by TL in early spring 2026 prior to handover to BPC. The implications of this are discussed with the potential budget cost effects. This includes the current option of including an artificial grass pitch (AGP) on the site, over and above planning application requirement to provide sports facilities including a pavilion and grass pitches.

The site findings indicate that a formal piped land drainage scheme may not be required due to the soakaway capacity of the underlying chalk and limestone soil

profile and strata. The topsoil is compactable when played on in winter and will require particular attention to decompaction treatments. In summer, some level of irrigation may be needed to help renovate high-wear areas in dry conditions.

Several basic layout options are illustrated in this report, with many sub-options possible to combine senior and junior grass pitches and artificial grass pitches of different sizes.

NB - The original report has been updated here in Revision 'A' to include notes on the site assessment visit of 21/4/26. A further revision is expected to be issued once factors impacting on the budget are clarified by BPC & This Land

2) The project and stakeholder team includes:

- Tom Kershaw, Senior Land & Development Manager, This Land
- Katherine Hyett, Clerk to Burwell Parish Council
- Craig Mulhall of Mulhall Leisure Consultancy
- Andrew Wilkinson AWSE Consultants
- Joseph Hall, Facilities Planning Manager (Southeast and East Region) and Duncan Jenkinson of the Football Foundation.
- Katie Critchley, Cambridgeshire FA.
- Tony Cornwall, Chairman of Burwell FC

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Limitations of this report

Any recommendations contained within this report do not constitute a specification for the works outlined, nor can the recommendations be guaranteed to fully correct any issues or concerns found at this stage.



Fig 2. The preliminary layout of the sports ground area (cricket now deleted from the plan).

2.0 Introduction

1. The client brief is for the production of a comprehensive technical report following a site assessment visit, outlining site conditions and to make recommendations on work required to construct the new sports ground to achieve a minimum of the GMA 'Good' standard quality recommendations and FA/FF standards. To include the following works:

Work package 1 (WP1) – Desktop review of forwarded documentation. Carry out a site visit to assess the general conditions, natural soils and any stored soils, drainage, etc. Review history, hydrogeology, climatic and player usage factors.

Make recommendations on construction, drainage and turf, with maintenance aspects outlined, providing a comprehensive report with indicative costs together with CAD-based drawings, including AGP layouts (x2).

2. The proposals within this report include suggested modifications to the proposed layout, with budget costs based on sports field drainage being installed to the full field area, grass pitches and margins, with the proposed 3G AGP 'futureproofing' spatial elements included.
3. A meeting was held on site on the 13th of January 2026 with Tom Kershaw of This Land. Detailed assessment of the soil mounds by the TL geotechnical consultant were also underway. Weather conditions on the day were overcast with some rain, with a temperature of 7 degrees C. Ground conditions were damp but firm over the whole field area, with the surface beginning to soften with the continuing rain.
4. Documents forwarded or obtained include:
 - Existing site topographic survey base plan in DWG format
 - Burwell Outline Consent Plan with original sports pitch layout
 - Site Investigation from 2021
 - GE23374 Burwell Stockpile Report, 11/2025, Geoenvironmental Ltd
 - Burwell Sports Needs Analysis & Options Final Report & Executive Summary.
 - East Cambridgeshire District Council Planning Portal reference 25/01073/FUM, Phase 6 application, including:
 - Flood Risk Assessment, Parts 1/2/3, WSP Ltd
 - Proposed drainage strategy
 - Surface water calcs.
 - Landscaping plans
 - Other planning applications - 15/01175/OUM, 20/01755/RMM
 - Site imagery and other general information
 - Soil agronomic analysis – GMA/NRM Laboratories



Fig 3. Views of the future sports ground area – access, view towards Newmarket Road and (bottom) the soil mounds.

3.0 Site Assessment

3.1 Site Overview

3.1.1 The site is currently accessed from a new spur road leading directly off Newmarket Road. The first phase access road system is constructed but not all roads have been named at present. The sports ground is located on what was previously agricultural land. The boundary is currently part fenced with Heras, part with original agricultural fencing.

3.1.2 The total site area including the grassed field, pavilion, car park is approximately 4.66 ha, The areas of the sports ground as marked on the planning application preliminary layout in Fig. 2 are measured as:

- *Sports ground estimated total grassed area – 33,000 sq.m*
Playing surface area – 31,100 sq.m including 3m margins.
- *Senior Pitch 1 - 107 x 66m + 3m margins.*
- *Senior Pitch 2 - 107 x 66m + 3m margins.*
- *U12 Junior Pitch 1 - 68 x 45m + 3m margins.*
- *U12 Junior Pitch 2 - 68 x 45m + 3m margins.*
- *U12 Junior Pitch 3 - 68 x 45m + 3m margins.*
- *Pavilion area – 2,800 sq.m*

3.1.3 **Agro-climatic data** for the site, Cambridgeshire area (Area 28 MAFF Climate & Drainage Bulletin) includes the following averaged information:

- *The annual rainfall is approximately 575mm/year (plus climate change factor).*
- *Heaviest rainfall expected in 1 day for a 10-year return period is approx. 26mm.*
- *Return to Field Capacity ('soil saturation') is on average late November.*
- *End of Field Capacity is on average mid to late-March.*

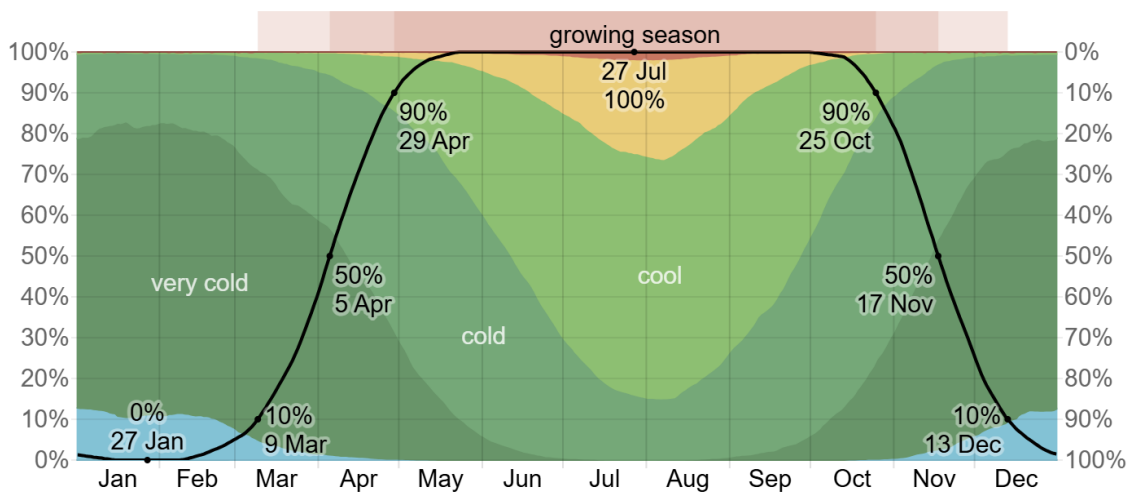
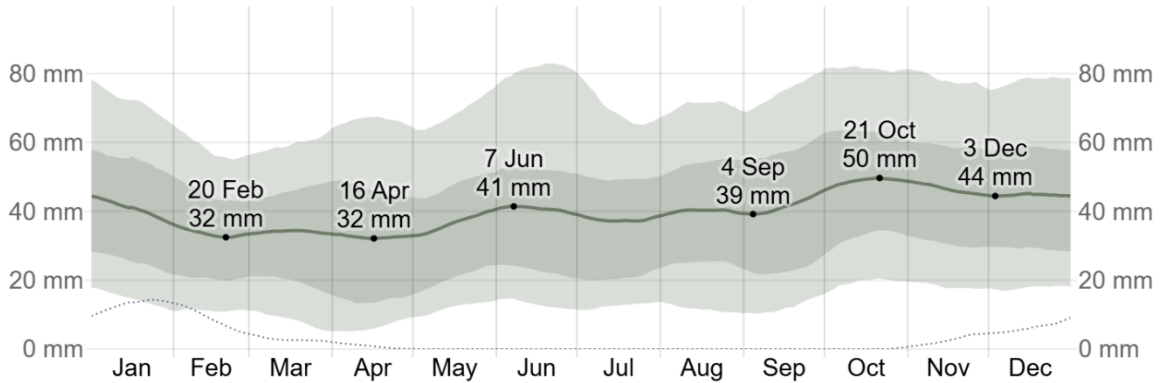
The end of field capacity is a good marker for the better timing of soil movement to avoid damage to topsoil. This is also when topsoil becomes less prone to damage from trafficking (feet and wheels) when wet, with grass transpiration and evaporation helping to dry out the soil surface.

The growing season for grass is also linked to the warming conditions at this time; the best time to fertilise is when the grass is actively growing and soil moisture is adequate, typically from March/April onwards. Using Growing Degree Days (GDD) for grass fertilization, ensures nutrients are applied when the grass is actively growing, typically when soil temperatures reach 8°C – 10°C or above. GDD allows for precise, weather-driven application rather than relying on the calendar, often aiming for roughly 200 GDD for programming the fertilizing.

In summary, the site lies in a medium annual rainfall area with a relatively late return to Field Capacity (soil saturation); an April to October growing season, and a late-November to late-March winter period during which the playing surfaces are affected by high wear from soccer and the soil compaction resulting, combined with minimal grass growth. Good drainage will be necessary for soccer use in winter.

The spring/summer grass recovery period is relatively long but limited by the potentially minimal soil moisture levels, with the chalk below the topsoil holding less water than for a clay soil profile for example.

Average monthly rainfall for Burwell:



Growing Degree Days (GDD):

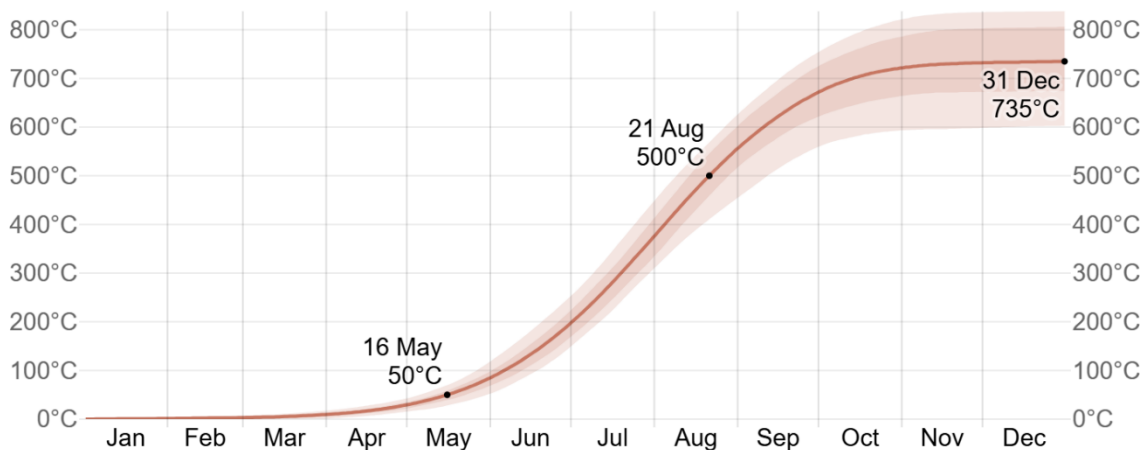


Fig 4. Climatic data for Burwell area – rainfall and average growing season.

3.2 Assessment Methods

A desktop overview of the site using satellite imagery and provided/downloaded documentation was carried out prior to the site visit. A topographic survey-based site plan was used to check landform and develop sketch layout options.

The site was assessed by hand-digging trial pits to check soil characteristics and drainage status of the soil profile on both the field area and the surrounding topsoil mounding. Samples of topsoil were taken for agronomic analysis.

Geo-Environmental have produced a report on the composition of the mounds around the site, dated 5/11/25, understood to be supplemented in due course with analyses from various points.

4.0 Observations

4.1 Soil Conditions

The soils in the area around Burwell are described as Landis Soilscape 3 classification, shallow lime-rich loamy soils over chalk or limestone. These soils are prone to droughtiness in prolonged dry weather. More specifically, the soil association is the 0343f NEWMARKET 1, of shallow, calcareous coarse loamy rendzina soils. The patterned ground, often a characteristic of the association, may consist of alternate deep and shallow soils every few metres.

The soils are permeable and overlie the chalk or chalky drift, so the soils are well-drained (Wetness Class I). They readily absorb winter rain with little run-off. Crops obtain some moisture from the chalk, but the coarse textured soils are moderately or very droughty for most arable crops. All the soils are very droughty for grass.

The soils are particularly easy to work, and their field capacity period after rainfall is short and drainage is rapid. This allows cultivations within a day or two of heavy rain. There is time for some landwork even in winter. Nutrients are rapidly leached from the soils, so top dressings of nitrogen are often applied in both February and March.

In essence, the soil type requires good drainage to allow trafficking through winter (for sports use and equipment) through decompaction of topsoil rather than pipe-drainage, although some drainage may be advisable to maintain a connection between surface runoff and the chalk below if the surface is compacted, i.e. through play when the soil is wet.

Some 'made-ground' areas are noted to exist, informal track and parking areas where the topsoil has been stripped and stone laid. There were small areas of surface debris concrete, etc.

The topsoil was of a consistent quality over the site and around 300mm deep where the original land was undisturbed. Otherwise, large soil mounds cover around one third of the sports hub area. These mounds are notated with the type of material, topsoil/soil/stone. On the day of the assessment further investigation of the mounds and what they were made up of was underway.

A sample of the topsoil was taken for analysis from the field and the mounds, with the results given below:

ANALYTICAL REPORT			
Report Number	36293-26	B563	
Date Received	19-JAN-2026		
Date Reported	26-JAN-2026		
Project	SOIL		
Reference	BURWELL SITE		
Order Number	PO 101 HD		
Laboratory Reference		SOIL780764	SOIL780765
Sample Reference		SAMPLE 1	SAMPLE 2
		SOIL	SOIL
Determinand	Unit		
Very Coarse Sand 1.0 - 2.0mm	% w/w	1	0
Coarse Sand 0.5 - 1.0mm	% w/w	4	2
Medium Sand 0.25 - 0.50mm	% w/w	8	7
Fine Sand 0.15 - 0.25mm	% w/w	7	7
Very Fine Sand 0.05 - 0.15mm	% w/w	15	18
Silt 0.002 - 0.05mm	% w/w	36	36
Clay <0.002mm	% w/w	29	32
Textural Class **		CL	CL
Notes			
Analysis Notes			
The sample submitted was of adequate size to complete all analysis requested.			
The results as reported relate only to the item(s) submitted for testing.			
The results are presented on a dry matter basis unless otherwise stipulated.			
This test report shall not be reproduced, except in full, without the written approval of the laboratory.			
** Please see the attached document for the definition of textural classes.			
Document Control			
Reported by			
<i>Ieresa Clyne</i>			
Natural Resource Management, a trading division of Cawood Scientific Ltd.			
Coopers Bridge, Braziers Lane, Bracknell, Berkshire, RG42 6NS			
Tel: 01344 886338			
Fax: 01344 890972			
email: enquiries@nrm.uk.com			

USDA Textural Class Abbreviations

The texture classes are denoted by the following abbreviations:

Class	Code
Sand	S
Loam	L
Silt	Z
Loamy sand	LS
Sandy loam	SL
Silt loam	ZL
Sandy clay loam	SCL
Clay loam	CL
Silt clay loam	ZCL
Clay	C
Silty clay	ZC
Sandy clay	SC

Fig 5. Topsoil analysis results for the undisturbed area and mound samples, both Clay Loam.





Fig 6. The topsoil overlies a hard chalky subsoil



Fig 7. Left – Mound ‘K’ appears to be mostly topsoil.
Right – The soil does compact and smear under trafficking when wet.

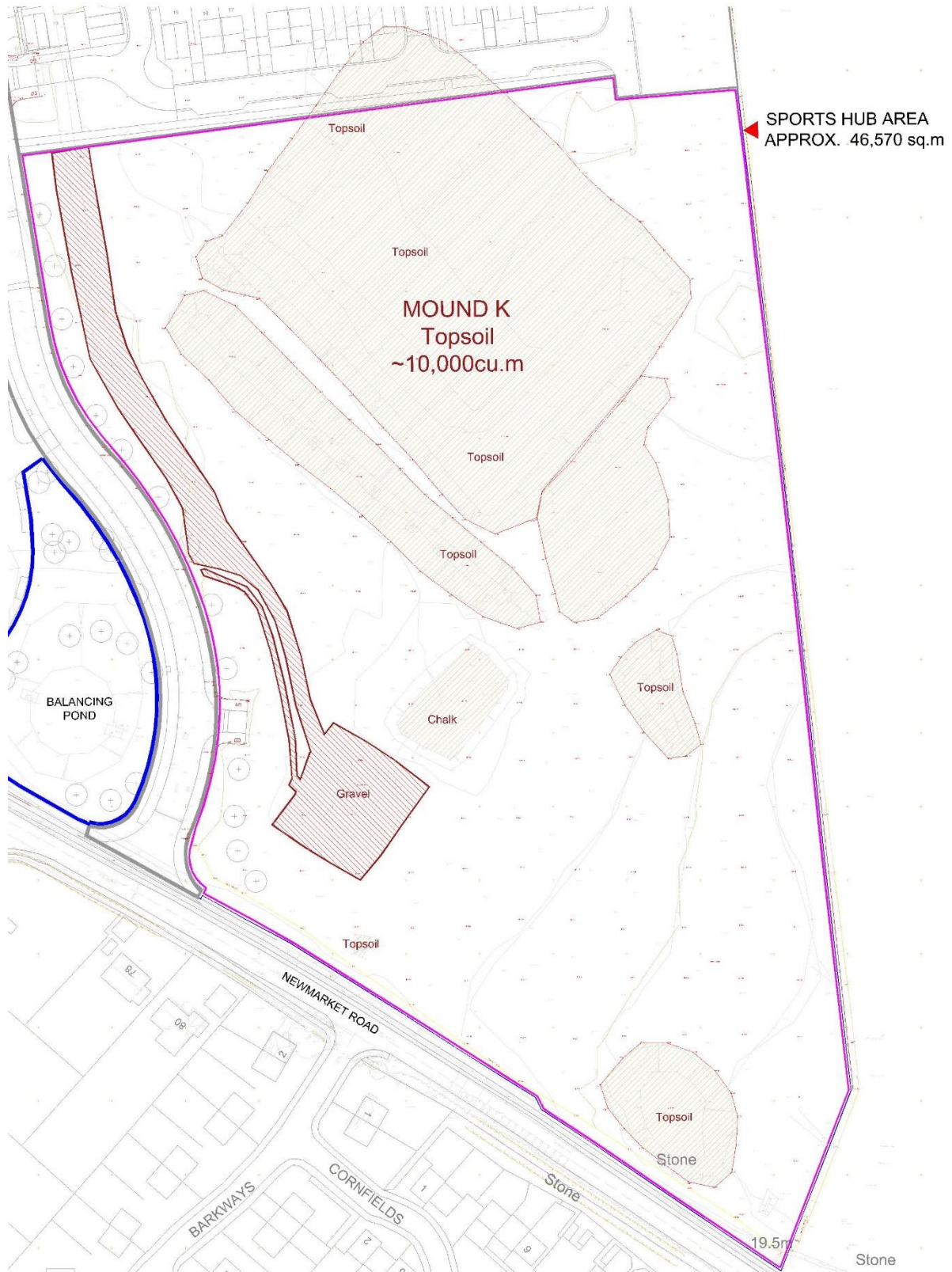


Fig 8. The mounds on the sports hub site, Mound 'K' is the largest of approx. 10,000 cu.m



Fig 9. There are small areas of debris present. Some areas have little or no topsoil.

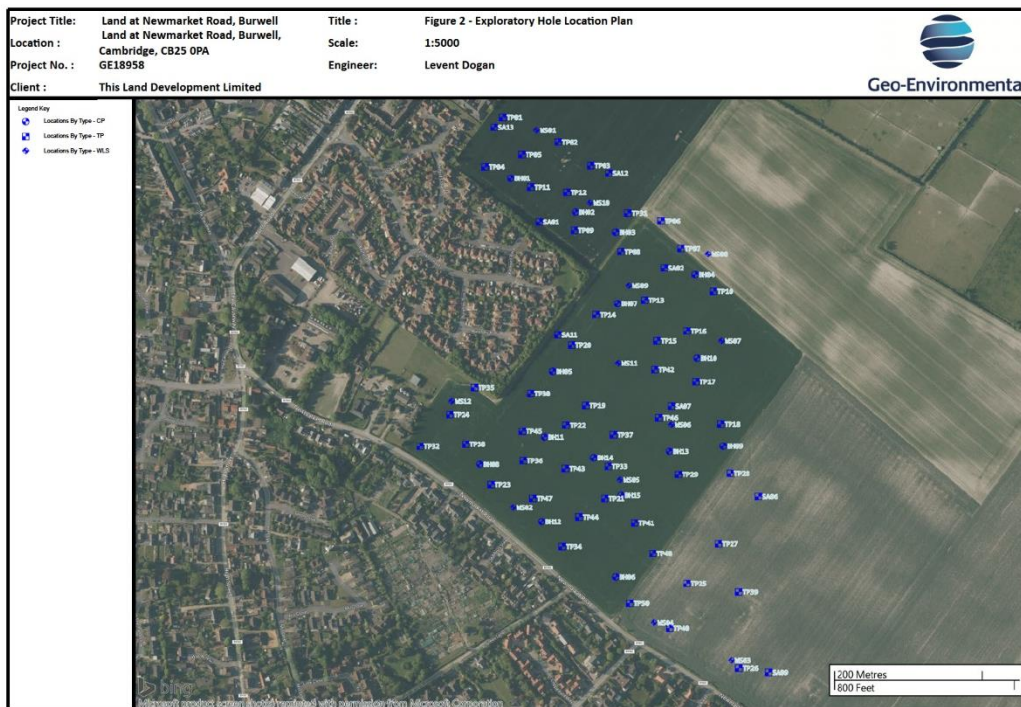


Fig 10. The original 'planning' layout with mounds superimposed.



		discharge to the drainage ditch network, possible at greenfield run-off rate would be required, under an extension of riparian rights.
Environmental Considerations	Human Health	Given that no contaminants of concern above the respective guideline values for a proposed land use have been identified within the soils, it is considered that remedial measures to protect end users are not required.
	Groundwater	No evidence of mobile contamination was encountered within the soils. In the absence of any specific pollutant linkages, no risk mitigation measures are considered to be required.
	Ground Gases	No ground gas protection measures are required.
	Radon Gas	No radon protection measures are required.
	Built Environment	The use of PE or PVC or similar is recommended, but subject to confirmation from the water utility company.
	Waste Disposal	Initially, the results of the laboratory testing were submitted for Catwaste classification, the results confirmed that the near surface soils did not have any properties that would deem the material hazardous waste. In addition, twenty-five samples of the shallow soils were submitted for Waste Acceptance Criteria (WAC) Tests. The results of the WAC testing indicated a number of samples exceeded the Inert landfill WAC for dissolved organic carbon. Therefore, should the Topsoil be removed for off site disposal it is likely to require disposal at a non-hazardous landfill. However, the general chemical testing on the Topsoil has indicated that it is suitable for re-use on site within private gardens or landscaped areas.
Further Action: <ul style="list-style-type: none"> • Submit chemical testing results to appropriate waste facility to confirm waste classification. • A discovery strategy should be maintained during development such that any abnormal conditions (geotechnical or potential contamination) are identified and their potential impact on the proposed development assessed prior to determining any potential mitigation measures. 		
<i>This Executive Summary is intended to provide a brief summary of the main findings and conclusions of the investigation. For detailed information, the reader is referred to the main report ref. GE18958-GAR-FEB21.</i>		

Fig 11. The Geo-Environmental reports include conclusions on topsoil requiring disposal as 'non-hazardous waste' if removed from site.



Ground Appraisal Report

positions. Table 5.1 summarises the soakage rates, which were calculated based on the results of the soakage testing:

Reference	Geology	Depth (m)	Calculated Infiltration Rates (m/s)		
			1 st Cycle	2 nd Cycle	3 rd Cycle
INFRA-SA01	Grey Chalk Subgroup	2.10	3.7X10 ⁻⁴	4.0X10 ⁻⁴	3.4X10 ⁻⁴
INFRA-SA02 ^{a)}	Grey Chalk Subgroup	2.00	-	-	-
SA01	Grey Chalk Subgroup	1.00	3.2X10 ⁻⁵	2.3X10 ⁻⁵	1.2X10 ⁻⁵
SA02	Grey Chalk Subgroup	1.00	N/D	N/D	N/D
SA06	Grey Chalk Subgroup	1.80 ^{b)}	2.5X10 ⁻⁴	2.1X10 ⁻⁴	2.1X10 ⁻⁴
SA07	Grey Chalk Subgroup	1.00	2.3X10 ⁻⁵	1.2X10 ⁻⁵	1.6X10 ⁻⁵
SA09 ^{a)}	Grey Chalk Subgroup	2.00	-	-	-
SA11	Grey Chalk Subgroup	2.50	3.9X10 ⁻⁴	2.3X10 ⁻⁴	2.7X10 ⁻⁴
SA12	Grey Chalk Subgroup	2.50	8.5X10 ⁻⁵	6.9X10 ⁻⁵	6.2X10 ⁻⁵
SA13 ^{a)}	Grey Chalk Subgroup	2.50	-	-	-

N/D: Not determined due to insufficient fall in head over two day period
^{a)} Infiltration was too fast to determine the rates, i.e. a head of water could not be achieved when 2000 litre of water was pumped into the pit over a period of 5 minutes.
^{b)} Collapsed

Table 5.1 Summary of Soakage Test Results

Based on the above results and ground conditions encountered on site, it is considered that conventional soakaways would be suitable for discharging storm water run-off to the ground where more blocky chalk layers are encountered.

Furthermore, given the presence of chalk which was encountered at shallow depths ($\leq 1.0\text{m}$) across the site, it is recommended that early consultation with the Environment Agency (EA) is sought to determine whether they would agree in principle to discharge the stormwater into the chalk as well as to clarify their requirements for any permit.

Fig 12 (a & b). The Geo-Environmental reports conclusions on runoff soakaway effect.

4.2 Site levels & gradients

The general elevation of the field centre is around 19.5m ASL. The site slopes evenly from 19.7 in the north-west to 18.3 in the south-east, a distance of 340 metres. The overall gradients of around 0.4-in-100 or 0.25% for the original ground area well within the Sport England recommendations for soccer:

SPORT ENGLAND GRADIENT RECOMMENDATIONS:

Direction of play < 1.25% = less than 1:80

Across play < 2% = less than 1:50

The point regarding topsoil spreading was discussed on site with Tom Kershaw, with the potential to spread excess topsoil over the area if necessary but with an effect on the further work required to prepare the sports pitches, drainage and other linked factors.

4.3 Drainage

The soil profile around Burwell is generally a variable topsoil depth over chalk and limestone, which is free draining. On examination of historical satellite imagery on Google Earth, very little agricultural land drainage can be identified in the area, runoff percolating through into the chalk and limestone layers. The flood risk image below indicates that only small areas in extreme rainfall events have a surface water problem:

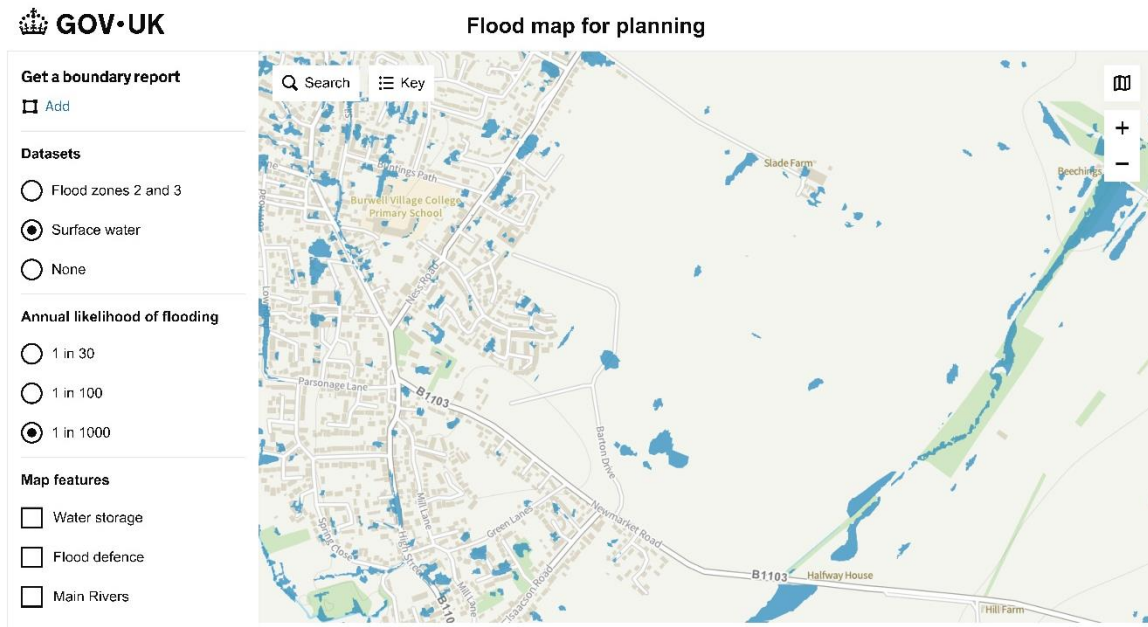


Fig 13. EA drainage map. Even with a 1-in-1,000 year storm, very little surface water is predicted.



Fig 14. Existing drainage image. A soakaway swale (right, along the boundary fence) has been formed on the eastern boundary of the sports hub site by stripping topsoil.

To maintain the site's natural soakaway capacity for runoff, the topsoil must have a good percolation capacity through prevention of a compact surface layer. Typically, a soil type such as is present on site will compact up to 100mm deep due to the effects of feet and wheels when wet, in the winter soccer season.

The proposal to consider installing an artificial grass pitch (AGP) soon, or in the future, may also take advantage of the soakaway effect of the subgrade. However, some variability on the infiltration rate over the subgrade surface can be expected, to be assessed during planning.

4.4 Vegetation

The proposed playing field area and mounds have a dense covering of weeds. These weeds have undoubtedly seeded over the summer, so the seed bank in the soil will be high.

It was suggested on site that weed control on the field and mounds could be initiated by discing over the flatter area and strimming or flailing the mounds, either by hand or using a robotic flail mower for steep slopes, gathering the brash for removal from site.



Fig 15. The soil mounds and future playing field area have a dense cover of grass weeds and broadleaved weeds.

4.5 Services

Overhead and underground services are present in and around the site; cables, gas pipes, etc. Information on these is held by the client and housing developer.

5.0 Recommendations

5.1 Design and Construction Proposals

5.1.1 Project Proposals – The current programme for developing the sports hub area is planned to be initiated in March 2026 with the spreading of topsoil over the playing field area by This Land. From this point, the stakeholder team under Burwell Parish Council are understood to be responsible for delivering the pitches and other facilities. As a minimum, senior and junior grass pitches are to be developed over the area, with a pavilion and parking planned as an integral part of the Sports Hub.

This Land are the current freeholders with the S106 agreement stating that the land is to be transferred to BPC after 100 houses are completed. The estimated cost of the full project is £1.5 million but BPC currently have only an allocated £200,000 of CIL funding.

Currently proposed facilities include:

- *Grass pitches - 5v5, 7v7, 9v9, one senior match pitch 11v11 (Burwell FC preference)*
- *Clubhouse with 4 x changing rooms*
- *Parking – 50 to 60 spaces*
- *Padel courts*
- *Rugby training on the AGP/grass*
- *The project may develop to encompass a 3G (4G) AGP plus:*

The County FA and Football Foundation are in support of the project and are working on funding opportunities. They have identified a need for a 3G pitch in the area through the local playing field strategy.

Burwell FC are to be the primary users and may take the lease on for the sports hub. They currently have 22 teams, men's and women's, playing on three different sites at the moment with relatively poor facilities; Burwell Recreation Ground with 4 pitches that flood, training on a sports centre MUGA for half teams, and a private 3G at the British Racing School in Newmarket. The club has 2 teams per age group and are sure they can increase to playing on 3 nights plus Saturday and Sunday, possibly doubling the number of girls/women's teams.

Various options are illustrated below for the setting out of pitches for different age groups. With the shape and size of the area, there are many layout options. Ultimately, the grassed area constructed for soccer can be marked out differently week to week for alternative uses.

A business plan examining various development options has been produced by Craig Mulhall of Mulhall Leisure Consultancy and Andrew Wilkinson of AWSE Consultants, examining the financial feasibility of grass and artificial pitch layouts, with:

- Initial estimates for the pavilion are around £750,000.
- For the full-sized 3G approximately £1.1 million.
- GMA cost estimates for the basic grass pitch options (and AGP) are presented below.



Fig 16. Layout option 1 – for grass only pitches, one first team pitch plus junior pitches – there are many connotations for line-marking other pitch size combinations.



Fig 17. Layout option 2 – for grass and full-sized 3G AGP, the senior sized pitches could be ‘subdivided’ for junior pitch layouts with alternative line-marking



Fig 18. Layout option 3 – for grass and full-sized 3G AGP, with junior pitch options.



Fig 19. Layout option 4 – for grass and smaller sized 3G AGP, with junior pitch options.

FA Recommended pitch and ball sizes from 2013/2014

Age	Format	Ball Size	Pitch Size (yards)	Pitch Size (metres)
U7	5 v 5	3	30x20 to 40x30	27.43x18.29 to 36.58x27.43
U8	5 v 5	3	30x20 to 40x30	27.43x18.29 to 36.58x27.43
U9	7 v 7	3	50x30 to 60x40	45.72x27.43 to 54.86x36.58
U10	7 v 7	4	50x30 to 60x40	45.72x27.43 to 54.86x36.58
U11	7 v 7 (Primary Sch.)	4	50x30 to 60x40	45.72x27.43 to 54.86x36.58
U11	9 v 9	4	70x40 to 80x50	64x36.58 to 73.15x45.72
U12	9 v 9	4	70x40 to 80x50	64x36.58 to 73.15x45.72
U13	9 v 9 or 11 v 11	4	90x50 to 100x60	82.3x45.72 to 91.44x54.86
U14	9 v 9 or 11 v 11	4	90x50 to 100x60	82.3x45.72 to 91.44x54.86
U15	9 v 9 or 11 v 11	5	90x50 to 110x70	82.3x45.72 to 91.44x64
U16	9 v 9 or 11 v 11	5	90x50 to 110x70	82.3x45.72 to 91.44x64
U17	11 v 11	5	90x50 to 110x70	82.3x45.72 to 91.44x64
U18	11 v 11	5	90x50 to 110x70	82.3x45.72 to 91.44x64
Sen	11 v 11			90x45.5 to 120x90

Fig 20. Recommended pitch sizes have been inserted into the draft layout with margins.

5.1.2 Construction and Drainage.

- 1) In the original, undisturbed condition, the topsoil and subsoil present on site does not normally require a formal pipe-based drainage, other than a very basic system for occasional wet spots. There may be areas where the underlying chalk has a higher fines content with less 'blocky' stone fraction, hence percolation may be reduced. Runoff tends to infiltrate through the topsoil, percolating through the chalk layer to groundwater at depth. Quoting from the 2025 revision of the Sport England guidelines 'Natural Turf for Sport', Part B – Playing Fields:

1.4.1 Type 1: Undrained

There are very few situations where undrained pitches will provide sustainable, quality playing surfaces that can accommodate uninterrupted play throughout the winter period. They are likely to be of use only on naturally well-drained soils, where natural soil structure has not been destroyed by earthworks.

For example, sand, well-structured topsoil over gravel, limestone or chalk, and where there is sufficient gradient to assist in shedding excess surface water off the pitch surface.

In these situations, to facilitate surface water run-off, a maximum gradient is recommended of between:

1.25% (1 in 80) along the pitch, and;

2.00% (1 in 50) across the pitch.

The topsoil is prone to compaction which limits infiltration and percolation if trafficked (feet and wheels) when wet. Decompaction is a more important operation than formal drainage in this case.

The site consists of some original soil profile, some stripped and some modified zones. If the whole of the intended playing area was consistently 300mm depth (approximate original topsoil depth), the decompaction of the topsoil layer could be carried out using a Vertidrain or similar equipment, this being capable of decompacting to a depth of up to 400mm.

The question on whether pipe or similar drainage is required on this playing field site is made more complicated by the proposal to spread topsoil stripped from the new housing area over the playing field site

This may cause a problem in significantly increasing the depth to the soakaway chalk layer. For example, the Mound 'K' 10,000 cu.m of (mainly) topsoil material, spread over approximately 30,000 sqm of playing surface and margins results in a 0.33m rise in overall ground levels. This would result in a topsoil depth over the chalk drainage layer of over 600mm.

- 2) At this stage, the recommendation is to form the pitch areas without pipe drainage, monitoring topsoil depths as-laid, with the following key points referred to:
- ***Incorporation of the recommended pitch gradients to allow surface runoff (1-in-80, 1.25%).***
 - ***Carefully maintaining a consistent depth of topsoil over the playing field to aid future management.***
 - ***Checks on infiltration rates over the playing field on completion of topsoil spreading to ensure consistent conditions for runoff removal from the surface***

Following the topsoil strip, mounding, storage and respreading, the topsoil will be in a delicate condition, lacking structure and will show signs of poor surface drainage in the first winter, most likely, but as the grass and roots mature and soil structure improves, the soil profile drainage will also improve. There will be a year of soil remediation, possibly covering two playing seasons, before the soil forming the basis of the playing surface is up to full performance.

A first phase grow-in and maintenance programme will be needed, which the GMA can provide.

- 3) The soakaway drainage strategy for the site is detailed in the WSP report, a summary note shown below:

“The surface water drainage strategy is shown on drawing BUR-WSP-06-XX-DR-D-4000-P04 which utilises infiltration as the method of disposal. Sustainable Urban Drainage Systems include private garden soakaway crates and permeable paving for individual properties. Soakaways are located 5m from building foundations or 10m from the adoptable highway. Where there is insufficient room, a piped gravity surface water network drains to strategic infiltration basins.

The attenuation basins have been sized to accommodate:

- *1 in 100-year event + 40% climate change*
- *1 in 30 year event + 40% climate change (GMA edit, this line)*

Soakaway crates are located within the gardens of each plot, and these are designed to attenuate the surface water runoff from the roofs of private dwellings, before being infiltrated into the sub-soil at a minimum rate of $1.2 \times 10^{-5} \text{m/s}$ (0.0432m/hr). This infiltration rate is the lowest value recorded based on the site wide ground investigation undertaken by GESL reference GE18958/LD01/201126 dated November 2020. The impermeable area used in calculations is based on the largest roof plan area.

The soakaway crates are designed for up to the critical 1 in 30-year rainfall return period which is higher than the recommended return period of 10 years stated in Building Regulations Approved Document Part H. Analysis includes +40% climate change to rainfall intensities and a 10% allowance for urban creep for property impermeable areas, resulting in no flooding”.

- 4) In future, if problems develop with the drainage status of the pitches due to higher levels of play or related to the depth to the permeable chalk layer and loss of percolation effect through the soil profile, a lateral pipe system may be required, outfalling to a verified soakaway area or structure.

This system may also be required if the gradients over the site are very shallow, preventing uniform surface runoff over the playing surface.

In any case, the final depth and quality of topsoil and the gradient/smoothness of the surface is critical to planning the detailed design and specification stage.

Sand-slits or banding may also be needed, possibly on the higher-wear senior pitch (es). These should be ‘Koro Topdrain’ type (or similar), 200mm depth, 50mm wide and at approximately 0.5m spacing, to the playing surfaces and a 1 metre surround.

Such a system would be given a ‘rule-of-thumb’ lifespan of around 25 years for the pipes and, depending on level of maintenance, between 5 and 10 years for the sand-slits. These do tend to cap-over at the surface, with smeared soil over the sand surface reducing infiltration rates.

Sand grooving, a system where narrower and shallower sand-filled micro-trenches are installed over the slits, can help rejuvenate a sand-slit system suffering from this problem, but is not a good substitute for 50mm wide slits.

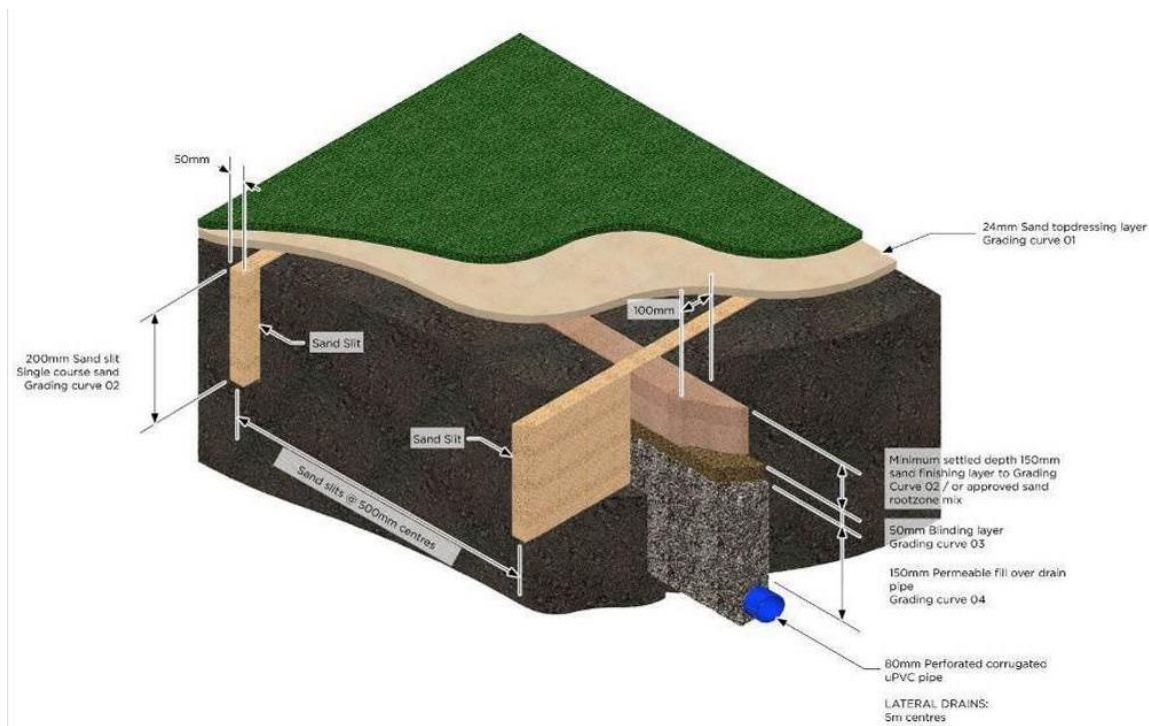


Fig 21. The higher level of drainage system, a Sport England ‘Type 2, 4 or 5’, pipes only or pipes plus sand-silts/sand bands may be needed as levels of use increase.

5.2 Programming and Establishment

A full set of tender documents can be produced by the GMA with selected contractors to approach, aiming for 2026 construction and establishment of the grass pitches.

Work to be carried out as quickly as possible includes:

- *Controlling the weeds by mechanical/chemical methods, Spring 2026*
- *Topsoil spreading when ground conditions are good enough to avoid soil damage, Spring 2026. Including deep decompaction measures, top and subsoil.*
- *Levelling, cultivation and seeding, Spring 2026.*
- *Grow-in and maintenance through 2026/27.*

Grassing – The new pitch area will be seeded with an Agronomist-approved sports field Perennial Ryegrass (PRG) mix and fertiliser applied at the calculated rate based on the soil analyses carried out, supplemented by further analysis of the mounded soil once spread.

Establishment – If the work can be programmed for Spring 2026, then grass establishment should be possible through the season without irrigation. Summer seeding may lead to poor grass establishment due to droughty conditions.

5.3 Maintenance aspects

The simple option of growing-in grass pitches only, with drainage to follow, if and when needed, should result in playable pitches for the beginning of the 2026/27 season. Maintenance costs should be quite low annually, limited to:

- Mowing
- Decompaction
- Fertilising
- Weed Control (especially the first 2 years due to the recent soil seed-bank build-up)
- Rolling/spiking and other routine operations.

It should be possible to maintain the new pitches to at least the GMA “Good” standard, possibly ‘Advanced’. The levels of maintenance should be sufficient to keep the pitch at this GMA standard, typically including:

- Maintain sward height between 30 – 40 mm, cutting frequently to avoid any build-up of clippings and using self-mulching mowers where possible, unless boxing off. A typical annual programme is outlined below, focussing on the higher wear winter pitch elements:
- Decompact using a Vertidrain, Wiedenmann or similar machine at least once during March to May and again between August and October when the soil is in the right condition, working at different depths and with differing tine patterns and diameters. This operation should be done slowly and with heave.
- Carry out a linear aeration operation using a “Shockwave” or “Groundbreaker” or similar machine once during the summer period when the ground is dry and friable.
- Spray the pitches using a suitable selective herbicide in accordance with the manufacturer’s instructions and in accordance with a suitable risk assessment and COSHH assessment. This should be done at least 2 weeks ahead of overseeding and should be repeated until weeds are controlled at less than 10% of the total cover. Weed treatment should not take place within 8 weeks of new grass emerging.
- Scarify the pitches in two or three directions ahead of the post-season renovations, if required. Or carry out a fraise mowing operation.
- Over-seed the pitches at a rate of 35 – 40 g/m² using a suitable specialist seed drill such as a Vredo or equivalent, ideally in three directions. The seed mix should be a blend of at least 3 different high-quality varieties of dwarf perennial ryegrass ranked in the top 10 for wear tolerance, appearance and red-thread resistance in the latest seed handbook.
- Sand top-dress high wear areas with topdressing sand, enough sand to give a 5 mm depth. The sand should be dry and applied when the sward is dry, and the grass is growing strongly. It should be thoroughly brushed into the base of the sward.
- Fertilise as required to maintain a healthy turf cover. Allow for 25 – 30 Kg/N per ha per growing month as a guide. GMA Consultants can advise on a bespoke programme.
- Brush and slit the pitches on a weekly basis using a SISIS Quadraplay or similar multi-tool grooming unit, as ground conditions allow.

- After each game repair divots using a divot fork and a mix of sports rootzone or sand mixed with grass seed.
- **Water as needed to rapidly establish and maintain a strong sward, if possible.**

NB - This site is going to be prone to droughtiness due to the chalk subsoil. Consideration should be given to installing a borehole and simple mobile sprinkler system for summer renovation.

6.0 Summary

- 1) The simplest option for developing the pitches on the site quickly and inexpensively is to follow-on from the topsoil spreading with a tender process based on soil measures and grassing, with drainage installation if needed in the future, as a Phase 2 operation potentially linked to the proposal to install and AGP.
- 2) The budget estimate below covers the grassed pitch option, the total area allowing for all pitch configurations being around 31,300 sq.m or 3.13 ha (just over 7.7 acres). Standard costs for an AGP are given for junior and senior sizes, taking into account the site conditions (soakaway effect rather than full piped drainage).
- 3) Risk assessment – the proposed development is low-risk in terms of usage; there are unlikely to be any significant embankments or slip risks. Embankments for the soakaway swale should be kept at no steeper than a 1-in-4 slope, with protection for users along any deep swales.

Risks associated with the costings and operational stage focusses on the topsoil spreading factor; the final depth, uniformity and quality of this over the playing field area.

- 4) The sports field work is to achieve the targeted GMA 'GOOD' to 'ADVANCED' performance quality standards.

5) **Action points**

The following are key to progressing the project construction stage:

- *Suggest an EMI scan to verify as-laid soil depths. EMI (Electromagnetic Induction) soil scanning is a non-contact, proximal sensing technique that measures soil electrical conductivity to rapidly map field variability, including texture, moisture, salinity, and compaction. It uses sensors towed over fields, creating high-resolution data for zone-based precision management.*
- *Check uniformity over chalk subsoil surface – percolation capacity, hardness.*

- *Check WSP Flood Risk Assessment, May 2025 points related to the soakaway capacity over the playing field and potentially additional attenuation measures.*
- *Control of weeds on the site and initiation of soil reconditioning.*
- *Detail the future usage levels of the sports field to assess additional measures that might be necessary, e.g a higher level of drainage specification.*
- *Production of a detailed specification and tender package.*

7.0 Indicative Costs

The client should look to have a professionally produced specification to allow comparable tendered prices for the work to be obtained. The GMA can support the client on this point.

The budget costs below are based on current rates, but these may increase in April 2026 due to annual materials price rises, for example. Note that the later in the year the issuing of tenders is done, the busier the specialist contractors are, hence returned tenders may include an additional rate increase in the total.

Provisional items are included.

- Hydroseeding may be the better option for seeding when dry conditions are expected.
- Decompaction work may or may not be required after grow-in.
- For the AGP options, a reduced cost can be expected due to the soakaway effect of the subgrade and other factors, though there will be topsoil to remove from the site of the pitch, preferably disposed of on site.

Note that these costs exclude VAT.

A recommended minimum 6.25% contingency amount is included in the summary table below, but the client should make their own assessment as to the increased percentage that may be needed to cover typical eventualities.

COST ESTIMATE							
THIS LAND/BURWELL PARISH COUNCIL							
SOCCER PITCHES							
					DATE:		February 2026
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT	PROVISIONAL ITEMS	NOTES
1	PRELIMINARIES				£12,000.00		
2	PREPARATORY WORK						
2.1	Clearance of the working area, weeds, rubble, etc. Remove from the playing field site	Item	1	£ -	£0.00		To be arranged with This Land prior to topsoil spreading
2.2	Spoil disposal ON/OFF SITE	Item	1	£ -	£0.00		To be arranged with This Land
2.3	Allow for temporary Heras fencing	Item	1	£ -	£0.00		To be arranged with This Land
3	EARTHWORKS						
3.1	Topsoil discing/rotivating & fine grading following the spreading by This Land. Including minor regrading.	Item	31300	£ 0.40	£12,520.00		
3.2	Soil loosening & cultivations	sq.m	31300	£ 0.45	£14,085.00		
3.3	Stone picking & stone burying	sq.m	31300	£ 0.15	£4,695.00		
4	DRAINAGE						Deemed not needed at this stage, pending assessment after the topsoil is laid
4.1.1	Supply & install a 160mm Ø main drain sealed pipe	lin.m	0	£ -	£0.00		
4.1.2	Excavate for, supply & lay 80mm Ø lateral drains at a 5-metre spacing	lin.m	0	£ -	£0.00		
4.2	Install silt chambers	Nr	0	£ -	£0.00		
4.3	Allow for supply & fit all lateral/main junctions.	Nr	0	£ -	£0.00		
4.4	Allow for supply and fit all pipe end caps.	Nr	0	£ -	£0.00		
4.5	Topping up drain runs -	Item	0	£ -	£0.00		
5	CULTIVATIONS & SEEDING						
5.1	Final raking cultivation to produce a seedbed	sq.m	31,300	£ 0.15	£4,695.00		
5.2	Fertilising - apply 15:15:15 or similar ratio @50g/sq	sq.m	31,300	£ 0.18	£5,634.00		
5.3	Pitch and margin seeding @ 35g/sq.m	sq.m	31,300	£ 0.47	£14,711.00		
5.4	Hydroseeding to replace Item 5.3	PROVISION sq.m	31,300	£ 1.00		£31,300.00	Requires good water supply on site
5.5	Decompaction using Vertidrain.	PROVISION sq.m	31,300	£ 0.06		£1,878.00	
5.6	Herbicide applications	sq.m	31,300	£ 0.25	£7,825.00		
6	RENOVATION & MAINTENANCE - 12 months	Item	1	£ 20,000.00	£20,000.00		By the Sports Pitch Contractor NB: deleted if BPC/BFC are to maintain
	TOTAL :				£96,165.00		
	Contingency 6.25%:				£6,010.31		
	GRAND TOTAL :				£102,175.31		PLUS VAT
7	OTHER ITEMS						
7.1	Irrigation & Borehole	Item	1	£ 80,000.00	£80,000.00		Basic manually operated sprinkler system for two senior sized pitches
7.2	3G Senior artificial grass pitch, 106 x 70m including floodlighting, fencing, infill retention fittings (soakaway drainage)	Item	1	£ 800,000.00	£800,000.00		Assuming topsoil repositioned on site
7.3	3G Junior artificial grass pitch, 88 x 61m including floodlighting, fencing, infill retention fittings (soakaway drainage)	Item	1	£ 620,000.00		£620,000.00	Assuming topsoil repositioned on site
7.4	Ball-stop fencing, sports hub perimeter fencing	Item	1	£ -	£0.00		To be fixed
7.5	Fixtures and fittings	Item	1	£ 12,000.00	£12,000.00		Goals, dugouts, benches, etc.
7.6	Water supply (for construction & operational stages)	Item	1	£ -	£0.00		To be fixed
7.7	Access, pavilion etc under separate cover	Item	1	£ -	£0.00		To be fixed
7.8	Temporary changing, catering & storage units	Item	1	£ 90,000.00	£90,000.00		Requires services connections
7.9	Landscaping	Item	1	£ -	£0.00		To be fixed

Table 1. Indicative costs for the grass pitch development with budget figures for the AGP (to be updated once further information has been made available)

APPENDIX 1 - Site Notes for the visit of 21/4/2026

- 1) **Site assessment and meeting** - A meeting was held on site with Tom Kershaw of This Land Ltd and Liz Swift, Ben Lucas and one other of Burwell Parish Council to assess the recent soil spreading work and further actions. General photos taken as below:



The topsoil has been spread by dozer and compacted by tracking-down.



The topsoil is hard and structureless, compaction from the spreading process is expected to be present through the new profile

2) Observations include:

- The previously mounded soil has been spread to a depth of around 450-600mm, an accurate check on build-up is to be made by Tom Kershaw of This Land through a new topographic survey, this to compare with the original topo data.

- The soil has not been levelled to an even gradient; there are broad humps and hollows across the field. TL/BPC are to check the requirements for sports pitch preparatory work under the S106 agreement. A land-plane or GPS/laser guided Dozer will be needed to correct overall levels to sports field standard.
- The soil profile is compacted by Dozer tracking and should be deep subsoil-loosened to initiate the soil structure recovery; using a heavy subsoiler such as this:



Agriweld subsoil loosener, working depth up to 560mm

- The soil should then be broken down further using heavy discs. After this, it would be ideal to cultivate and sow something beneficial to soil recovery, such as a nitrogen fixing plant, maybe a crop such as clover/lucerne until such time as the grassing for the sports pitches is to be done. This will initiate the standard two to three year remediation process following this type of topsoil handling.

With this, the process to remediate the soil, keep weed growth and seeding under control will begin, reducing future BPC maintenance costs.

- The sports pitches will need to be topdressed to cover sharp stones at the surface, applying several sand topdressings.
- Topsoil from the 3G pitch (if this is to be installed) and car-park/pavilion area could either be spread on the grass pitches or made into a spectator mound.

- The level of drainage required was discussed. Given the depth and nature of the additional topsoil over the underlying chalky layers, new pipe drainage is recommended to link surface with the 'soakaway' layer.

The basic pipe system upgrading was discussed, with additional secondary drainage possible for higher-use pitch areas, such as Koro 'Topdrainer' installed sand-slitting which could increase the level of play from an estimated 4 hours senior level use per week to 6 hours/week (refer to Fig. 21 in the main body of this report).

- 3) **Budget Implications** – The budget presented above in Table 1 is to be amended once the data on the build up is available from the new topo survey. There was some discussion over who would be responsible for levelling the field ready for sports pitch establishment, and who would pay for this work.

A meeting is to be held between This Land and BPC to finalise this latter point. Once clarified and the build-up implications are known, this report will be issued with an updated budget as **Revision 'B'**.

Appendix 2 – PQS for football – minimum target level for the new pitches- GMA ‘ADVANCED’ standard.

Appendix 1 – Performance Quality Standards for football								
Performance Standard	Unit		Elite	High	Advanced	Good	Basic	Poor
	Length of grass/cutting height	mm	Range	22-30	25-35	25-50	30-60	30-70
Total ground cover	%	Minimum	95	90	80	70	60	<60
Desirable grasses	%	Minimum	98	90	80	70	60	<60
Undesirable grasses	%	Maximum	2	10	20	30	40	>40
Bare Areas	%	Maximum	5	10	20	30	40	>40
Weeds	%	Maximum	0	3	5	10	15	>15
Pests & Diseases	%	Maximum	2	3	5	10	15	>15
Thatch	mm	Maximum	0	3	5	10	15	>15
Root depth	mm	Minimum	100	100	90	85	70	<70
Rootzone / soil profile*	mm	Minimum	200	150	125	100	90	<90
Hardness (Penetrometer)	PSI	Range	35 -200	35-200	35-200	35-200	35-200	>300
Infiltration rate	mm /hr	Minimum	150	50	10	5	2	<2
Pitch surface levels/evenness	mm	Maximum	5	10	15	20	25	>25