

# Cllr Lorna Dupré

MONTHLY REPORT FEBRUARY 2025

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## GROWTH ANNOUNCEMENT

The end of January saw a high-profile announcement from the Chancellor, Rachel Reeves, about the Government's ambitions for growth.

Much of the announcement focused on Cambridgeshire, and in particular the decision to revive the Oxford-Cambridge corridor or 'OxCam arc' dumped by Boris Johnson three years ago. This plan, touted as 'Europe's Silicon Valley', will now be overseen by science minister Sir Patrick Vallance, whom many will remember appearing on our screens as one of the health professionals advising us daily during the early phase of the Covid pandemic.

Details included confirmation of

- East West Rail, with a new station at Tempsford
- The new Cambridge Cancer Research Hospital
- A University of Cambridge Innovation Hub in central Cambridge
- Development at the Beehive Centre site in Cambridge, and at Waterbeach
- The new Fens and Lincolnshire reservoirs
- Upgrading of the A428 Milton Keynes to Cambridge.

There will be a new delivery body for development around Oxford, to mirror the growth company for Cambridge already established by the Government, headed by Peter Freeman, the former chair of Homes England.

This announcement is a recognition of Cambridgeshire's significance to the UK economy. But it's also an urgent attempt to revive flagging economic growth, and much of what has been announced by way of infrastructure to support intensified development around Cambridge consists of schemes already planned or under way.

It's not clear whether the money is there for the whole route of East West Rail to Cambridge, and residents and businesses need certainty about this so that they can plan for the future.

House-building plans in and around Cambridge are already ambitious, developed through the local planning process. The infrastructure in the Chancellor's announcement is needed to meet these existing plans, not additional ones. For example the proposed Fens Reservoir—still in the early stages of consultation—will not be supplying water until the late 2030s, and is intended to enable the existing housing targets. Additional development will require further investment to ensure communities have access to sufficient

water, health services, and transport. Anglian Water is continuing to object to a number of development proposals on the basis of the insufficient sewage systems.

Commitment to the Cambridge Cancer Hospital is welcome, but our health services, from GP surgeries and access to dentists, to accident and emergency facilities in our hospitals, are already struggling.

And the establishment of further unaccountable delivery bodies to progress the Government's plans does not bode well for genuine public engagement and democratic input. This is particularly concerning as the Chancellor's announcement comes just at the point at which the Government is tearing up the fifty-year-old map of local government [see below] and reorganising local councils which will take several years to set up and start work.

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## LOCAL GOVERNMENT REORGANISATION

An announcement by the Government in December on the future shape of local government is being followed through at breakneck speed.

The Government wants elected Mayors, everywhere. And no two-tier (county and district) councils anywhere. Areas without Mayors are being prioritised to get them, and two-tier council areas are being invited to submit proposals for moving to single-tier 'unitary' councils in the coming months. Those council areas that want to move really quickly on this have been given the opportunity to request cancellation of their upcoming county council elections this May.

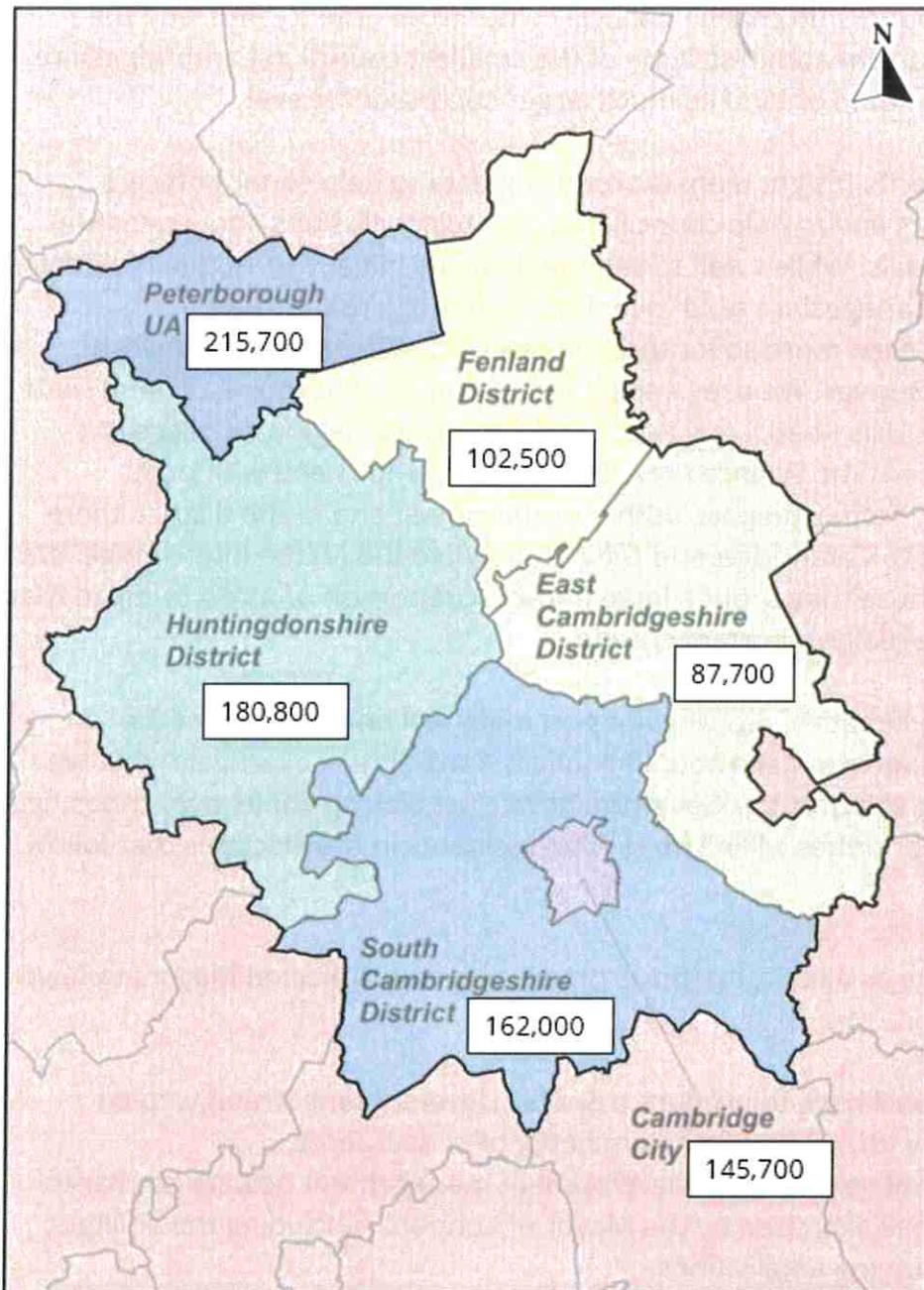
In Cambridgeshire and Peterborough, the elections for the County Council and the Mayor on Thursday 1 May will go ahead.

### Unitary councils

The Government's specification for new unitary councils continues to emerge. Broadly, new Mayoral authorities should have a population of around 1.5 million (ours has about 900,000 so is a little on the small side). Each Mayoral authority should have at least two unitary councils under it. Each of these councils should have a population of at least 500,000.

This means that unless there's a lot of special pleading, we should expect two unitary councils for Cambridgeshire and Peterborough. It may be possible to cut up existing district councils and reallocate the pieces, but this would slow up the process and make it more complex, and the Government doesn't seem to be in that sort of mood.

The populations of the local authorities in the Cambridgeshire & Peterborough Combined Authority area from the most recent (2021) census are as follows.



The Leader of East Cambridgeshire District Council, the smallest council in our Combined Authority area, has written to the leaders and chief executives of the other councils in our area, saying that East Cambs “will not be resorting to redrawing maps and producing our own proposals”. However, she has set out criteria on which she is prepared to hold discussions with neighbouring councils, including her administration’s current policies on council tax freezes, controversial approach to Community Land Trusts (CLTs), and support for its trading companies.

She also says she wants to hear “proposals which respect our current boundaries and seek an equitable partnership between the constituent parts of any new Council”. This all does rather seem to miss the point that this process is about creating a new council (not a new partnership of councils—that is what the Combined Authority is), which will be substantially bigger than East Cambs.

Furthermore, councils do change political colour from time to time, and the policies of the current administration of the smallest council in Cambridgeshire cannot be set in stone or bind its much larger successor for ever.

The county council's Insight team is producing data to help council officers advise councillors and to help councillors come to conclusions about sensible, workable proposals. While I wait to see the data, my initial view is that residents across East Cambridgeshire tend to look to Cambridge rather than Peterborough—even more so for those in places like Cheveley, Stetchworth, Bottisham and Burwell. We use hospital facilities at Addenbrookes, FE and sixth form facilities at Hills Road, Long Road, and Cambridge Regional College. We commute to jobs at the Science Park, Biomedical Campus and with other employers. Even from Littleport, at the northernmost end of the district, there are direct trains to Cambridge, and the A10 down to the Milton interchange. We don't all do all those things, but a large enough proportion of us do to mean that these should be really important criteria.

And of course, ultimately, drawing lines on maps will be exactly what the Government's exercise is all about. If councils don't agree collectively what we think is the best solution, the Government will just pick one of its own choosing. Its policies and priorities will be up to local residents in the elections that follow.

### More powers for Mayors

At the same time as all this, the Government also wants elected Mayors to have more powers.

- All areas will have to produce a Spatial Development Strategy, to be adopted with support from a majority of constituents.
  - Mayors will be given new development management powers 'similar to those those exercised by the Mayor of London'—including the ability to call in planning applications.
  - Mayors will be able to charge developers a 'Mayoral Levy' to 'ensure that new developments come with the necessary associated infrastructure'. Such a levy was used to help fund London's Elizabeth Line in 2012.
  - Homes England will have a stronger partnership with established Mayoral Strategic Authorities and increased accountability to mayors to help them deliver on their plans. As part of this, the government says it will move Homes England to a more 'regionalised model' over time, 'so that the agency is even more responsive to the economic plan of an area'.
  - Mayors will be given 'the funding they need to deliver on their housing ambitions, with control of grant funding for regeneration and housing delivery'.
  - Established Mayoral Strategic Authorities will be given the power to set out the strategic direction of any future affordable housing programme.
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## STRATEGY RESOURCES & PERFORMANCE

### Council budget

Cambridgeshire County Council Strategy Resources & Performance Committee met on Tuesday 28 January and considered its budget proposals to the Full Council, which will meet on Tuesday 11 February.

Plans for the coming year include an investment of more than £56M in highways maintenance to tackle the significant backlog of repairs. This includes £14.5M for day-to-day management of the highway and an additional £20M in planned maintenance including roads, pavements, drainage, bridges, safety barriers, traffic signals, public rights of way, and cycleways.

The proposals include £3M to cover inflation for local care providers and an extra £8M for the five per cent increase in the Real Living Wage. The draft budget also invests an additional £9M for children who become 'looked after' by the care system, and £4.7M to support home to school transport services.

In addition, an estimated £6M of Household Support Fund will support those most in need, alongside further improvements in libraries through £1.3M already committed to the Libraries Plus programme.

Nationally, the financial picture for councils is not good. Four in five county councils are saying that they will be worse off than before the Government's autumn budget and financial settlement. 93 per cent of county and unitary councils will have to raise council tax by the maximum permitted, which is 4.99 per cent in all but exceptional circumstances.

County councils face huge challenges meeting the need for adult social care, provision for special educational needs, and school transport. 93 per cent of Cambridgeshire County Council's spending is on things it must do by law, and 86 per cent of the council's income comes from council tax and business rates. It really doesn't leave much room for manoeuvre.

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## ADULTS & HEALTH

### Frequent users of A&E

A new specialist team is helping to reduce avoidable visits to Accident and Emergency (A&E) departments across Cambridgeshire and Peterborough.

Known as the High Impact Use team (HIU), the service is a partnership between NHS Cambridgeshire & Peterborough and the County Council (who host the service) on behalf of the Integrated Care System (ICS). This service helps those who often attend A&E for reasons that extend beyond medical interventions and for needs which would be better met by other professionals.

Since its launch in October 2024, the team found that many of the frequent visitors to A&E at local hospitals were experiencing issues such as loneliness, financial problems, and poor physical and mental health, rather than medical emergencies requiring urgent hospital care.

The HIU team works alongside partners to build a trusted relationship with each person identified as requiring non-clinical support through their frequent attendances at A&E, and help meet their needs. This can include arranging and attending appointments with the patient, enrolling them in community groups or charity services, and assisting them to access other support such as counselling services, housing advice and employment guidance.

The service is provided to people aged eighteen or over who are registered with a GP in Cambridgeshire, Peterborough or Royston.

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## **CHILDREN & YOUNG PEOPLE**

Sutton C of E Primary school is opening a specialist autism resource centre at Easter. There are several such facilities at secondary schools in Cambridgeshire, but just one other such facility in a primary school in the county. The new ten-place Enhanced Resource Base was approved last May (2024).

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## **COMMUNITIES, SOCIAL MOBILITY & INCLUSION (COSMIC)**

### **Little Downham library**

The Book Café at the Village Hall in Little Downham has had to scale back operations, restricting opening to Wednesday afternoons only. Denice Maxey and a team of volunteers are coordinating these, supported by Assistant Parish Clerk Kendle Hanslip, but they are still looking for a volunteer manager. Meanwhile I've liaised with the County Council's libraries manager to ensure their support for retaining this Community Managed Library in the village.

### **Falls prevention**

Cold homes can affect mobility and put older people at greater risk of falling. It's important to be extra careful to avoid falls during winter months. There's an online interactive risk checking tool to help identify your risks, or those of older family, friends, or neighbours.

**[www.steadyonyourfeet.org/cambridgeshire](http://www.steadyonyourfeet.org/cambridgeshire)**

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## **ENVIRONMENT & GREEN INVESTMENT**

### **Contract for collection of recyclable waste**

There has been much discussion recently of a new contract for disposal of recyclable waste which involves transport for processing in Northern Ireland.

This contract is for the contents of our blue bins. Recyclable materials dropped off at Household Recycling Centres are dealt with under different contracts.

The contract for blue bin waste is let by RECAP, the Cambridgeshire & Peterborough Waste Partnership ([www.recap.co.uk](http://www.recap.co.uk)). The County Council's procurement team assisted RECAP with the procurement process because the council hosts the RECAP Manager role, but the contract award decision was made by the waste collection authorities (the district councils). The waste collection authorities have managed this contract for the last ten years.

The current contractor, Thalia at Waterbeach, did not submit a compliant bid, so was disqualified. The contract was awarded to two successful contractors:

- Biffa (London) for material from East Cambridgeshire, Huntingdonshire and Fenland
- RE-GEN (Northern Ireland) for material from Cambridge, South Cambridgeshire and Peterborough.

Bids were awarded on quality as well as on price, and transport considerations were part of the criteria.

It has been suggested that the new contract with RE-GEN will mean thousands of miles of additional HGV journeys, compared to the current contract. However, RE-GEN already has contracts with sixteen other authorities and distributes sorted recycling back to the UK before making the return journey to Northern Ireland. The company intends to build a new processing facility in the Midlands during the lifetime of this contract.

RE-GEN can recover up to 99 per cent of material through their plant, compared to 80 per cent under the current contract. This will mean capturing an estimated 400 tonnes more material a month. This is not only important in its own right environmentally, but also in light of the forthcoming national 'extended producer responsibility' scheme. Under this scheme the original producers of waste are required to fund the lifetime costs of its recycling and disposal—and councils will be required to demonstrate as efficient and effective recovery of packaging as possible.

In short, goods and packaging are manufactured around the UK, and indeed the world. Recycling and recovery of these materials is also carried out nationwide and worldwide.

### **Cradge bank at Sutton Gault**

The erosion of the Cradge bank at Sutton Gault was reported to the Environment Agency in September by a local resident. When he posted further evidence in early December, I took this up with the Environment Agency, and

was promised action as soon as the water levels had subsided soon enough to permit access for people, plant, and materials.

(I have since been told that because a breach would not increase flood risk to people or property, this was not treated as a high priority; that earlier access was prohibited by the water levels in the flood plain, which had fallen but then rose again; and that operational staff were busy managing issues associated with flooding across the area.)

Just before Christmas, vehicles arrived on site, and the increasing gaps in the bank were plugged with sandbags as a temporary measure. The Environment Agency's next step is to carry out an investigation to determine options for a more permanent repair—they hope to have the funding for the investigation this year. A preferred option will then need to be costed, then bid for.

All of this is taking place in the context of funding cuts, under-staffing and low morale at the Environment Agency across the country. Funding for the regulator is nearly a third lower in real terms than it was in 2010.

The Environment Agency incident hotline number is 0800 80 70 60, or email [enquiries@environment-agency.gov.uk](mailto:enquiries@environment-agency.gov.uk). Do specifically request to be kept informed if you make a report; if you don't, the Environment Agency will just assume you are providing some local intelligence, and not contact you back.

### **New strategies to come to committee in March**

Two new environmental strategies are to be presented to the County Council's Environment & Green Investment Committee in March—a Tree & Woodland Strategy for management of trees and hedgerows on the council's own land (including road verges), and a Biodiversity Strategy.

### **Waste water treatment decision delay**

A decision by Government on the move of the waste water treatment plant from North East Cambridge to Honey Hill has been delayed until April.

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## **HIGHWAYS & TRANSPORT**

### **A10 BP roundabout crossing consultation**

A public consultation on a proposed new crossing of the A10 BP roundabout is now open, closing at 11:59PM on Wednesday 5 March 2025.

The proposals include two bridge options and one signal crossing option, each with different design features, benefits and costs. As an active travel route, the new crossing would be designed for walking, cycling and travelling by wheelchair or mobility aids.

Cambridgeshire and Peterborough Combined Authority is funding the project and Cambridgeshire County Council is responsible for delivering the scheme. To find out more, residents are invited to attend a drop-in event or webinar:

- Tuesday 4 February, 7:00-8:15PM (online webinar)
- Tuesday 11 February, 3:00-7:00PM, Witchford Village College (drop-in)
- Wednesday 26 February, 1:00-2:15PM (online webinar)
- Thursday 27 February, 10:30AM-2:30PM Ely Library (drop-in)

Throughout the consultation, residents can also visit an unstaffed exhibition at Ely Library during library opening hours to find out more about the proposals. Library staff will not be able to answer questions but there will be information banners and printed copies of the consultation brochure for residents to read.

The consultation findings will help inform a future decision to be made by Cambridgeshire and Peterborough Combined Authority and Cambridgeshire County Council regarding the preferred option to be taken forward.

For further information, including to complete the survey and register for a webinar, visit [www.cambridgeshire.gov.uk/ely-witchford-crossing](http://www.cambridgeshire.gov.uk/ely-witchford-crossing)

### Street light LED replacements

The programme to replace fluorescent street lights with more environmentally friendly LED ones has started, with replacements in the Sutton division happening in Little Downham (but not Pymoor, yet) and Mepal.

A number of complaints have been received, locally and across the county, which are being investigated. The new fittings intentionally shine the light more directly down, and this is an issue in areas where a lot of street lights were removed when management of the lighting was contracted to Balfour Beatty, leaving pools of darkness between street lights. Councillors are also asking officers to review some of the lights against the agreed specification.

### Chain Causeway Sutton

This got off to a slightly rocky start, with several days of unpredictable on-off road closures until the road was fully shut on Thursday 9 January, and some rather suboptimal signage for the first day or two. But work is now progressing well and according to programme, despite several wet and windy days.

### A142 Witcham Toll to Lancaster Way

Works are expected on the A142 to retexture the carriageway at various points between Witcham Toll and Lancaster Way. These are currently scheduled to take place between 11 and 17 February, and to involve occasional closures of the A142 between 8:00PM and 6:00AM. See **one.network** for information on locations and dates of works.

### **Footpath 3 Gravel End to Downham Hythe**

The long-awaited work to reinstate this footpath is now planned to start on 10 March, completing on 13 May. I am continuing to press council officers on this timetable as I know how valued this pedestrian link between the two villages is.

### **Speed sign on The America**

Cllr Mark Inskip and I managed to intercept county council officers before they removed one of the speed signs on The America in Sutton, which they wrongly claimed was no longer working.

### **Meanwhile on the Combined Authority**

The new Tiger On Demand bus service is now available in East Cambridgeshire. Tiger On Demand is a flexible transport service for residents in rural and under-served areas. The service allows passengers to book journeys between designated virtual stops, offering a reliable and convenient alternative to traditional fixed-route bus services. Residents can book their journeys

- On the Tiger On Demand app
- By calling the dedicated booking line 01480 595 440
- Via the website at [www.tigerondemand.co.uk](http://www.tigerondemand.co.uk)

Operating times are Monday to Saturday, 6:30AM to 7:00PM. Fares are £2 per journey for adults, £1 for children aged 5 to 16 or Tiger pass holders, free for under-5s or concessionary and disability bus pass holders. Pay by debit or credit card when booking over the phone, or via the app. Unfortunately drivers are not able to accept cash or card payments.

For full details please visit: <https://transport.cambridgeshirepeterborough-ca.gov.uk/buses/tiger-on-demand/>

The Transport & Infrastructure Committee unanimously recommended to the Mayor that he agree to introduce franchising of bus services in Cambridgeshire and Peterborough. This would put control of routes, fares and timetables into democratic hands, and enable profit-making routes to subsidise socially needed but less used ones.

### **MEET YOUR COUNCILLORS**

#### **Surgery: new venue!**

Cllr Mark Inskip and I are moving our monthly councillor surgery to Joy Bistro at 65 High Street Sutton—thank you to the Bistro for being so welcoming! Dates and times remain the same, 6:30-7:30PM on the first Monday of each month unless otherwise advised. Forthcoming dates are Monday 3 February and Monday 3 March.

### Or catch me at ...

- Wednesday 12 February, 10:30-11:30, Nellie's Scott Court Sutton
- Wednesday 12 February, 12:00-12:45, Soup lunch Coveney Village Hall
- Tuesday 18 February, 10:00-11:00, Timebank coffee morning The Glebe Sutton
- Friday 28 February, 10:00-11:00, Nellie's Scott Court Sutton

The above may change at short notice subject to late changes to my diary.

I can also be contacted

- by email at [lorna@lornadupre.org.uk](mailto:lorna@lornadupre.org.uk)
- on Facebook
- by phone on 07930 337596

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### **Cllr Lorna Dupré**

County Councillor for the Sutton division



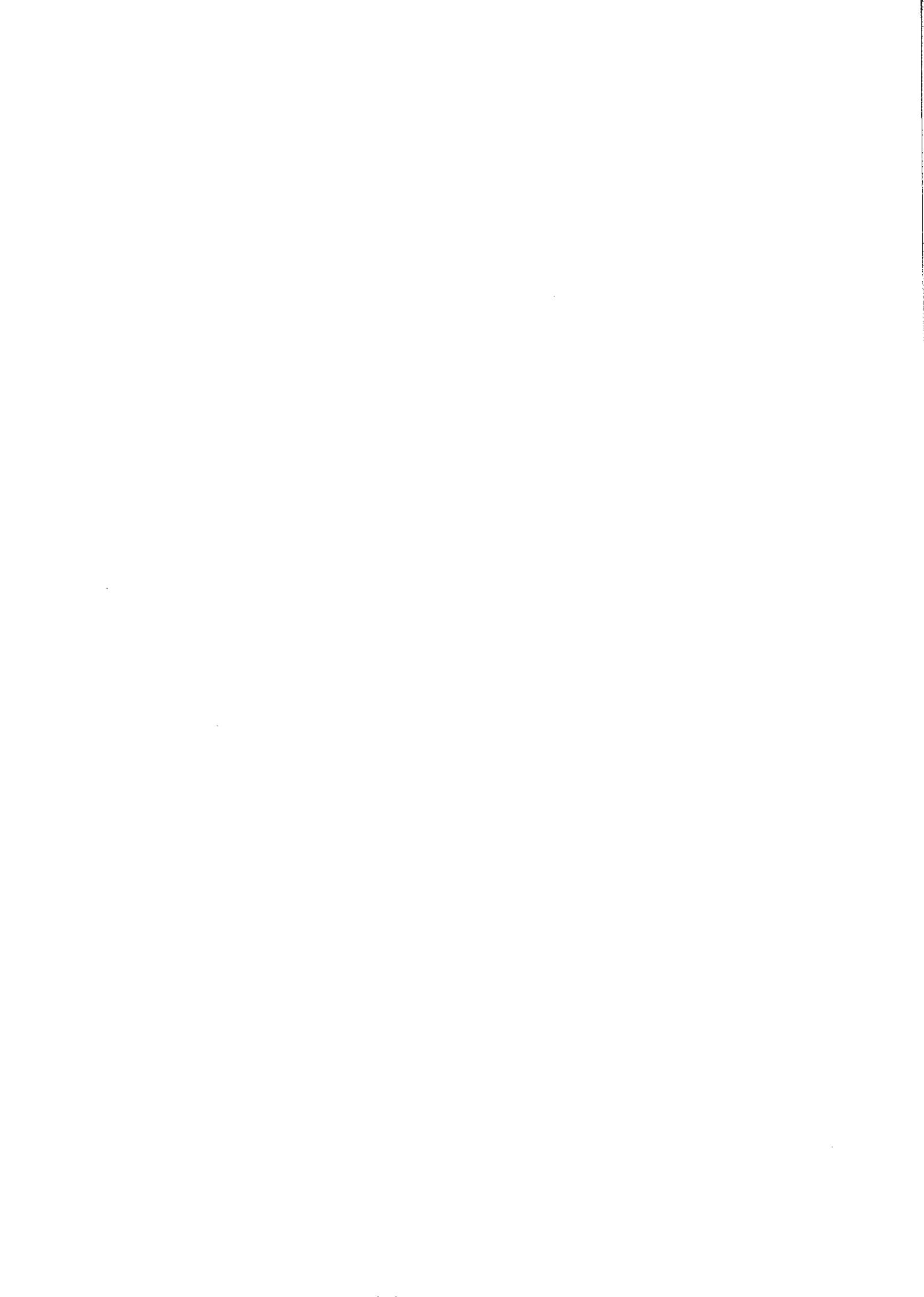
**District Report 28th January, 2025 - Lavinia Edwards**

**Planning Committee - There was just the one application on January's Planning Committee agenda.**

**It was to make alterations to a previously approved application at Cam Drive, Ely, Cambs. The applicant wanted permission to remove a Public House/Restaurant, removal of micro library and increase retail units from 4 to 5.**

**The applicant stated that there was no longer a market for the Public House and would compensate by including a community centre, a Co-Op convenience store and a nursery. The application was recommended for refusal by Officers as the proposed development would not provide a greater benefit to the area. Member's decided to go against the Officers and approved the application as the development had waited a number of years for the shops.**

**The Planning Department received 136 applications during November which was a decrease of 19% from the previous November.**



# BURWELL PARISH COUNCIL SAFETY MINUTES

**Date:** 21 January 2025

**Location:** Jubilee Reading Room

**Present:** Paul Webb, Ian Woodroofe, Clive Leach, Liz Swift, Geraldine Tate, Brenda Wilson

**Apologies:** Jim Perry

## Membership:

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

## 1) Approval of the minutes of 18th June 2024

The Minutes of the meeting held on 18<sup>th</sup> June 2024 were approved and signed as a true and correct record. Proposed by Liz Swift and seconded by Geraldine Tate.

## 2) Rolling Actions and updates

Ref	Item	Action	Responsibility	Due
A	Safety/Crimes/Scams	Update to BPC Website. PW confirmed that previous info can be found from safety campaign. Also refer to ECDC/CCC and other advice and add links.	Clerk	18 <sup>th</sup> March
B	Emergency Plan	IW gave a presentation previously. Template is ready to go Discuss in more detail at the next meeting	Ian Woodroofe	18 <sup>th</sup> March
C	Speedwatch	The group confirmed to store the equipment at an appropriate Parish Council location. KH to discuss with JP	Clerk	End of Jan
D	MVAS	Data is being gathered. KH to work on creating reports to publicise.	Clerk	18 <sup>th</sup> March
		PW need to provide a plan of MVAS locations – By end of month	Paul Webb	End of Jan
E	LHI's – current and next	Current: Solar Panel Flashing signs <ul style="list-style-type: none"> <li>• Prioritisation and feasibility studies undertaken between February and May 2025</li> <li>• Member panel meetings will occur between June and July 2025</li> <li>• Report to Highways and Transport committee including prioritised lists for approval in October 2025</li> <li>• Programming, design, and consultation with successful applicants between November and June 2026</li> <li>• Pricing and construction between July and December 2026</li> </ul> Need to reallocate Parish Council budget via Council agreement should we be successful. Clerk to add to Council agenda  LHI 2026/2027. The group discussed ideas including:	Highways        Clerk	n/a        February
			All discuss in more detail at next meeting.	

## BURWELL PARISH COUNCIL SAFETY MINUTES

		<ul style="list-style-type: none"> <li>• Zebra crossings at either Reach road/Swaffham road or nr. The Cemetery on Ness Rd.</li> <li>• Redesign at the top of the Causeway</li> <li>• Road markings</li> <li>• Bollards on the Causeway to stop cars parking on the pavement.</li> </ul> <p>Clerk to look at whether items can be covered by LHI's and budget for complex LHI's and feedback to the group</p> <p>It was raised that we had previously discussed Halo's at the Post Office Crossing and the 3 year cycle of road marking improvements. Clerk to investigate and update on progress.</p>	Clerk	18 <sup>th</sup> March
			Clerk	18th March
f	The Causeway – parking, yellow lines, speeding	<p>It was agreed to write to all residents on the Causeway again to politely remind them that they shouldn't park on the verge or drive on the pavement.</p> <p>It was also agreed that we contact Highways again about yellow lines on junctions with the Causeway to support safety issues.</p>	Clerk	18 <sup>th</sup> March

### 3) Correspondance:

- I. 2/8: EB Yellow lines (Causeway/Newnham Lane). Clerk to respond confirming that we cannot authorise a mirror, this would be a highways decision and they have previously turned down any such requests. We will ask about double yellow lines again.
- II. 12/9: AM: Concerns Regarding Battery Electricity Storage Planning. The Clerk suggested that we add a specific section to our emergency plan covering battery storage and who to contact in an emergency. Action with Ian Woodroofe. Clerk to respond to Amanda Manchett.
- III. 04/11: FO: handbrake skid driving at the Rec  
Explore options for slowing traffic in car park. Clerk and Maintenance officer to look at options for slowing traffic in the car park.
- IV. 06/12: MB: procedure and policy in place for weather extremes?  
Clerk to revise checks procedures after severe weather and how this is communicated to the public – update at next meeting. Also filter information to the emergency plan.

### 4) Gritting scheme

It was noted that we still hadn't received any equipment. The Clerk has asked Cambridgeshire Country Council to escalate this.

### 5) Hate crime awareness & 3rd Party reporting centre

Clerk to request attendance at training and discuss at next meeting

### 6) Burwell Bypass

## BURWELL PARISH COUNCIL SAFETY MINUTES

60% support rate on survey in 2023

It was noted that Fordham and Soham campaigned for 10 years. Views between Councillors were very mixed. Keen to reduce traffic through the village but also concern about impact on biodiversity. Discuss at next meeting

### 7) AOB

The Chair thanked everyone who participated in safety campaign and indicated that he would consider stepping down as Chair, he has Chaired this group for a significant amount of time. It was agreed that this should be an agenda item at the next Safety Meeting and attendees can have the option to nominate a new Chair.

BW raised the issue of the dangerous footpath near Hall Lane. KH responded that this had been raised a capital maintenance request to Highways.

### 8) Meeting Dates 2025

18<sup>th</sup> March, 20 May, following TBC

**Meeting closed 20.28**

Signed

Dated

Name



Burwell Parish Council - Finance and General Purposes

28.1.2025

**Minutes**

Present: Paul Webb (Chair), Liz Swift, Michael Swift, Brenda Wilson, Charlie Milner, Ian Woodroffe, Yvonne Rix (RFO), Katherine Hyett (Clerk).

**F&GP/28012025/01 Apologies for absences and declarations of interests**

Apologies for absence had been received from Linda Kitching and Gus Jones. There were no declarations of any known interests.

**F&GP/28012025/02 Approval of the minutes of the meeting held on 26.11.2025**

The minutes were approved and signed. Proposed by Liz Swift and seconded by Charlie Milner.

**F&GP/28012025/03 Consideration of the Action Sheet and updates from previous meeting:**

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Manual Handling – Risk Assessment completed Use of electronic devices – Clerk and Paul Webb to look at. Code of Conduct – to be reviewed 2025/2026 Working at Height – George due in March 2025, cost approved. Further Assessments required: Community Garden and Community Orchard Volunteer Risk Assessment – Clerk to look at. Social Media Risk Assessment – Clerk and Paul Webb to look at.
CCLA Investment	Funds at 31.12.2024 £112,562.64

**F&GP/28012025/04 Quarterly Report – Period ended 31<sup>st</sup> December 2025**

Considered and approved. Proposed by Liz Swift and seconded by Charlie Milner. The Group noted the level of expenditure for the Gardiner Memorial Hall as it is already higher than the budget. This is mainly due to energy costs and some servicing of equipment.

Michael Swift expressed the need to keep an eye on the level of expenditure in relation to the budget. Yvonne Rix explained that one of the documents provided shows the expenditure and income in relation to the budget figures and also shows this as a percentage of the budget. She confirmed that she also raises any concerns regarding income and expenditure as part of the financial report given to the Council/Finance and General Purposes Working Group.

**F&GP/28012025/05 Staff Hours Clerk/RFO January to March 2025 and April 2025 -Onwards and Staff Appraisals/Probation Review.**

The payment of overtime for the Clerk and RFO had previously been approved by Full Council up until the end of 2024. It was agreed that a recommendation should go to Full Council for this to be continued until the end of March 2025. Discussion about amending the contracts for the Clerk and RFO, increasing their hours, will be discussed at the next F&GP meeting.

***A recommendation to be made to full council that the overtime payments for the Clerk and RFO should be continued until the end of March 2025.***

Staff appraisals will be carried out at the end of February/early March. The Clerks probation appraisal will be carried out in the next week or two.

**F&GP/28012025/06 Charges review from April 2025:**

Charges from April 2025 were considered by the Group:

### Gardiner Memorial Hall and Mandeville Hall

Liz Swift proposed, seconded by Michael Swift that the hiring charges for the two halls should not be increased this year. Income/expenditure should be monitored during the year. The group agreed to the proposal and the following recommendation to be made to Full Council:

***The Group recommends to Full Council that the hiring charges for the Gardiner Memorial Hall and Mandeville Hall are not increased for 2025/2026.***

### Tennis Court Fees

Liz Swift proposed, seconded by Charlie Milner that the fee to hire the tennis court is set at £8.00 per hour with no additional charge made for using the lights. This was agreed by the group with the following recommendation being made to Full Council:

***The Group recommends to Full Council that a charge of £8.00 per hour, with or without lights is charged for the use of the tennis courts. For those paying a quarterly fee the charge should be raised from £50.00 to £55.00.***

Football fees will be discussed with Burwell Football Club at their next AGM. It was noted that the Football Club fees will be increased over the next few years.

### Cemetery Fees

Charlie Milner proposed, seconded by Liz Swift that all cemetery fees with the exception of the internment of a still born child or a child under the age of 12 should be increased by £10.00. The group agreed for the following recommendation to be made to Full Council:

***That all cemetery fees are raised by £10.00 with the exception of the internment of a still born child or a child under the age of 12.***

### Allotment Fees

The Council had previously agreed that the allotments fees charged in October 2025 should remain the same as in October 2024 (30p per square metre). A recommendation to be made to Full Council for the fees to increase to 33p per square metre from October 2026. Proposed by Brenda Wilson and seconded by Charlie Milner.

***The group recommends to Full Council that the Allotment fees are increased to 33p per square metre from October 2026.***

### **F&GP/28012025/07 Office Technology – Router £203.27 plus installation) and Screen for Clerk £75.00**

The Group agreed that a new router for the office should be purchased along with a screen for the Clerk. It was agreed that as these total under £500, and the screen is required for Health and Safety reasons that the Clerk should go ahead and purchase prior to going to Full Council. Proposed by Ian Woodroffe and seconded by Liz Swift.

### **F&GP/28012025/08 Staff Training updates including PASMA training at a cost of £125.00 for Handyman**

The Group agreed that the handyman should carry out the PASMA training at a cost of £125.00 to enable him to help Richard Jenkins with work at the Recreation Ground which requires the use of tower scaffolding. It was also agreed that the handyman should renew his Working at Heights certificate at a cost of £26.00. Proposed by Ian Woodroffe and seconded by Liz Swift.

### **F&GP/28012025/09 Parish Online**

There is an opportunity to have a three-month trial for Parish Online. The actual cost annually is £300.00. A taskforce working group would need to be set up. The following recommendation to be made to Full Council:

***The Group recommends that the Parish Council enters into a three-month trial for Parish Online.***

Paul Webb reported that East Cambs District Council is trying to secure funding for district wide provision for Parish Online which parish councils will be able to use.

**F&GP/28012025/10 Social Media and Communications Group**

The terms of reference for the group need to be looked at prior to a meeting being set for the end of February.

**F&GP/28012025/11 Any Other Matters:**

The Clerk reported that having submitted the latest LHI application for the solar powered signs for Buntings Path and the Causeway, she is aware that the parish council contribution needs to be £7000 not £3000 as first thought. In order to cover the contribution, the Group recommends the following transfer of earmarked reserves. Proposed by Liz Swift and seconded by Ian Woodroofe.

*That the existing earmarked reserves for the 21/22 LHI Buffer Zones (£1,436.87) and the earmarked reserves for the Highways Buntings Path Signs/20 mph limit (£6,967.62) are combined, and re earmarked for the Parish Council contribution towards the 25/26 LHI Programable Flashing speed signs for the Causeway and Buntings Path.*

**F&GP/28012025/12 Date of the next meeting – 25<sup>th</sup> March 2025**

The next Finance and General Purposes meeting will be held on 25<sup>th</sup> March 2025 following the Full Council meeting.

The meeting closed at 20.45.

Signed

Dated



Katherine Hyett  
**Burwell Parish Council**  
99 The Causeway  
Burwell  
Cams  
CB25 0DU

27/01/2025



## Offer Letter

Ref: G-232506

Dear Katherine,

### **Burwell Parish Council: Grass Pitch Maintenance Fund (MARGARET FIELD - HEATH ROAD, CB25 0BZ) - Football**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six-year revenue grant of **66.67%** of a total project cost of **£19,200** subject to a maximum payment of **£12,800** to Burwell Parish Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Report.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

### **Terms and Conditions**

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including your grant acceptance, payment and monitoring requirements as well as other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

### **Pre-Claim**

- That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and evidence of completion is provided to the Foundation, before any payments are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

## Ongoing

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October.

Whenever pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a PitchPower Report from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Grounds Management Framework and to see what 'Good' means <https://thegma.org.uk/GMF>

The payment schedule for your grant is as follows:

	Year 1 / Claim 1	Year 2 / Claim 2	Year 3 / Claim 3	Year 4 / Claim 4	Year 5 / Claim 5	Year 6 / Claim 6	Total
<b>Cost</b>	£3,200	£3,200	£3,200	£3,200	£3,200	£3,200	<b>£19,200</b>
<b>Foundation Grant</b>	£3,200	£3,200	£2,134	£2,134	£1,066	£1,066	<b>£12,800</b>
<b>Applicant contribution</b>	£0	£0	£1,066	£1,066	£2,134	£2,134	<b>£6,400</b>

## What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Please note that, in line with our General Terms and Conditions, you have **one month** from the date of this letter to accept your grant offer.

Once you have accepted your grant, and discharged any pre-claim conditions that may apply, you will need to complete our online claim form to claim your year 1 project costs. This is paid upfront to help cover your maintenance costs for the year.

A few essential pointers here:

- You will need to provide a bank statement in the Organisation name as shown on your Offer Letter.
- The works should be procured by the Organisation named on the award Offer Letter, this should be the name shown on any invoices.

A guide on how to complete and submit your claim is available here: <https://footballfoundation.org.uk/support-with-claims>

Once this has been checked and approved by our Grant Assessment Team, your year 1 payment will be paid and you will then be able to start your Project.

For subsequent claims in the following years, the Organisation will be required to evidence the total spend for works completed at the site. The total cost of the works is outlined in your Payment Schedule.

If you have any questions about this stage and what happens next, please contact [enquiries@footballfoundation.org.uk](mailto:enquiries@footballfoundation.org.uk).

### ***What happens then?***

Any works covered by the Project should align to the recommendations in your PitchPower report and be completed by an external contractor/supplier.

Please note funds must not be used for:

- Routine maintenance such as grass cutting or line marking.
- The repair, servicing or maintenance of machinery.
- The payment of in house/internal club grounds team or volunteers.

For further information on the criteria of the Fund and what is eligible, please see: <https://footballfoundation.org.uk/grant/grass-pitch-maintenance-fund>

### ***Publicity***

We imagine you're as keen as us to shout about your funding success. Once you've formally accepted your grant offer, you'll be sent an email with a link to our Funding Publicity Portal. Here, you'll find the resources and guidance you need to share the good news.

If you have any questions around grant publicity, please don't hesitate to get in contact using the [Contact Us](#) page on our website.

Congratulations on your funding success and best of luck with your Project!

With best wishes,



**Dean Potter**

**Director of Grant Management**



Katherine Hyett  
**Burwell Parish Council**  
99 The Causeway  
Burwell  
Cams  
CB25 0DU

27/01/2025



## Offer Letter

Ref: G-232503

Dear Katherine,

### **Burwell Parish Council: Grass Pitch Maintenance Fund (BURWELL RECREATION GROUND - HYTHE LANE, CB25 0EZ) - Football**

I am delighted to inform you that your application to the Football Foundation for a grant has been successful. We have agreed to award you a six-year revenue grant of **68.89%** of a total project cost of **£48,000** subject to a maximum payment of **£33,068** to Burwell Parish Council. This funding is to be used towards the enhanced grass pitch maintenance works, as set out within your PitchPower Report.

For the purposes of this offer letter, this is known as the "Project". The details, aims, objectives and targets of the Project are as set out in your Application.

### **Terms and Conditions**

The grant is to be used specifically for the delivery of the Project and is subject to our Grass Pitch Maintenance Fund Terms and Conditions which you'll be able to review through your online account.

These T&Cs set out your formal agreement with the Foundation, including your grant acceptance, payment and monitoring requirements as well as other key information. Please take the time to read these carefully.

Your grant is also subject to the following specific condition(s):

### **Pre-Claim**

- That a minimum of two representatives from the Organisation complete a Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) and evidence of completion is provided to the Foundation, before any payments are released.

Further information on the Grounds Management Association Level 1 Football Groundsmanship course (ONLINE) can be found at <https://www.thegma.org.uk/learning/training>

## Ongoing

- That the Organisation provides the Foundation with Monitoring information in respect of the condition of each of the grass pitches at your site for the period of claw-back. Pitch assessment data must be submitted at least twice per year using the PitchPower tool <https://footballfoundation.org.uk/pitchpower> within the following window (1) 1st November – 31st March (essential) and within at least one of these windows; (2) 1st April – 30th June or (3) 1st July – 31st October.

Whenever pitch assessment data is submitted, it is important that there is at least one month between the readings. On receipt of the data, the Pitch Advisory Service will provide a PitchPower Report from which the recommendations identified are to be undertaken in order to improve and maintain the grass pitches at your site to at least the Pitch Quality Standard (PQS) of 'Good'. Visit the GMA website for information on the Grounds Management Framework and to see what 'Good' means <https://thegma.org.uk/GMF>

The payment schedule for your grant is as follows:

	Year 1 / Claim 1	Year 2 / Claim 2	Year 3 / Claim 3	Year 4 / Claim 4	Year 5 / Claim 5	Year 6 / Claim 6	Total
<b>Cost</b>	£8,266	£8,266	£8,000	£8,000	£7,732	£7,732	<b>£48,000</b>
<b>Foundation Grant</b>	£8,266	£8,266	£5,510	£5,510	£2,756	£2,756	<b>£33,068</b>
<b>Applicant contribution</b>	£0	£0	£2,490	£2,490	£4,978	£4,978	<b>£14,932</b>

## What happens next?

First of all, you need to formally accept your grant offer! You can do this easily via your Football Foundation Account. Please note that, in line with our General Terms and Conditions, you have **one month** from the date of this letter to accept your grant offer.

Once you have accepted your grant, and discharged any pre-claim conditions that may apply, you will need to complete our online claim form to claim your year 1 project costs. This is paid upfront to help cover your maintenance costs for the year.

A few essential pointers here:

- You will need to provide a bank statement in the Organisation name as shown on your Offer Letter.
- The works should be procured by the Organisation named on the award Offer Letter, this should be the name shown on any invoices.

A guide on how to complete and submit your claim is available here: <https://footballfoundation.org.uk/support-with-claims>

Once this has been checked and approved by our Grant Assessment Team, your year 1 payment will be paid and you will then be able to start your Project.

For subsequent claims in the following years, the Organisation will be required to evidence the total spend for works completed at the site. The total cost of the works is outlined in your Payment Schedule.

If you have any questions about this stage and what happens next, please contact [enquiries@footballfoundation.org.uk](mailto:enquiries@footballfoundation.org.uk).

### ***What happens then?***

Any works covered by the Project should align to the recommendations in your PitchPower report and be completed by an external contractor/supplier.

Please note funds must not be used for:

- Routine maintenance such as grass cutting or line marking.
- The repair, servicing or maintenance of machinery.
- The payment of in house/internal club grounds team or volunteers.

For further information on the criteria of the Fund and what is eligible, please see: <https://footballfoundation.org.uk/grant/grass-pitch-maintenance-fund>

### ***Publicity***

We imagine you're as keen as us to shout about your funding success. Once you've formally accepted your grant offer, you'll be sent an email with a link to our Funding Publicity Portal. Here, you'll find the resources and guidance you need to share the good news.

If you have any questions around grant publicity, please don't hesitate to get in contact using the [Contact Us](#) page on our website.

Congratulations on your funding success and best of luck with your Project!

With best wishes,



**Dean Potter**

**Director of Grant Management**



My ref: LVL Review 2025  
Date: 27/01/2025  
Email: [planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk)



Letter sent to all: applicants, agents,  
consultees, Local Members and Parish  
Councils involved with Cambridgeshire County  
Council planning matters

Place & Sustainability  
County Planning, Minerals and Waste  
ALC2613  
New Shire Hall  
Enterprise Campus, Emery Crescent  
Alconbury Weald  
PE28 4YE

*By email only*

Dear Sir/Madam,

### **Consultation on the proposed 2025 revision of the Local Validation List for planning applications for the County Council's own development and for waste development**

Local validation lists set out the information that needs to be included with planning applications submitted to Cambridgeshire County Council for its own development and waste development, to enable the planning authority to validate and register the applications.

Local planning authorities are required to review their existing local validation lists at least every two years. Local validation lists are in addition to the national requirements, which require, for example: completion of an application form, certificates and a site location plan. The listing of the supplementary information in the guidance assists consultees and other interested parties to understand and assess the proposal and is intended to provide clarity for applicants and agents.

The Local Validation List and relevant guidance notes are reviewed every two years and the last review was in 2023. We have carried out an initial review of the list and updated the guidance notes for 2025. We propose to make minor revisions to update references to legislation and Local Plan policies that have changed.

We are consulting applicants and their agents, statutory consultees, local members and parish councils on the proposed draft revised guidance document (which provides the full validation requirements and guidance) and the Validation Checklist will be updated following the consultation period, taking into account the comments that have been received.

The draft revised Local Validation List Guidance note is attached, and the consultation period will run for 6 weeks from 27 January 2025 until 10 March 2025.

You can view the existing Local Validation List June 2023 and accompanying Local Validation Guidance List, which are available on the County Council's website.

[Submitting a planning application | Cambridgeshire County Council](#)

How can I comment?

Please send any comments that you have on the guidance notes to:

[planningdc@cambridgeshire.gov.uk](mailto:planningdc@cambridgeshire.gov.uk)

Alternatively, you can write to:

County Planning, Minerals and Waste, Box No ALC2613, New Shire Hall, Enterprise Campus,  
Emery Crescent, Alconbury Weald, PE28 4YE

Please ensure that your comments arrive by 10 March 2025.

What happens next?

All comments received by 10 March 2025 will be taken into consideration, summarised and reported together with the proposed finalised Local Validation Checklist and Guidance notes to the Council's Planning Committee.

Please let us know if you would like to be notified of the date that the Planning Committee will be asked to approve the new Local Validation List and Guidance notes. The report detailing the comments received in response to the consultation and how they have been taken into account in the final draft of the 2025 documents that members will be asked to approve will be available on the Committee pages of the Council's website.

Yours faithfully,



Deborah Jeakins  
Business Manager, County Planning Minerals and Waste

## Our Local Validation List Requirements (June 2025)

NOTE: - This guidance will be updated when there are significant changes to planning policy documents and will be reviewed and republished at least every 2 years.

### Purpose

This document sets out the information that must be submitted to Cambridgeshire County Council with a planning application (for waste or County Council development) to enable it to be accepted and processed and the circumstances in which you will need to submit information. Not all the items listed will apply in every case and you are strongly advised to seek pre-application advice to find out what information is required, before submitting your application. Failure to consider all necessary points will mean that the application will be invalid and an invalid application cannot be registered. The submission of poor quality or conflicting information is likely to delay or prevent the processing of an application.

### Pre-application advice

Applicants are encouraged to take advantage of the pre-application services that we offer in accordance with Paragraph 40 of the National Planning Policy Framework (December 2024).

### Our planning advice

As noted above, we offer a planning pre-application service for County Planning, Mineral and Waste planning applications. More information about planning pre-application advice can be found by scrolling down the following page on our website. [Submitting a planning application](#). In addition to giving planning policy advice, we can advise: which documents will need to be submitted to meet the requirements of the validation checklist; on the appropriate level of community engagement; and encourage engagement with the relevant statutory and non-statutory bodies at an early stage.

### Our other specialist advice

Cambridgeshire County Council also offers separate specialist pre-application advice for:

- Ecology and Biodiversity
- Transport and Highways
- Sustainable travel and smart travel measures including advice on best practice travel plans
- Public Rights of Way and Highway Records
- Archaeology and Historic Environment
- Surface Water Drainage and sustainable drainage schemes (Cambridgeshire County Council is the Lead Local Flood Authority).

## More information on our specialist advice

More information about Cambridgeshire County Council's specialist advice services, including the separate application forms fee information, can be found on [Cambridgeshire County Council's Developing New Communities web page](#). In addition, Cambridgeshire County Council's Ecology Team can be contacted by emailing [Ecology@cambridgeshire.gov.uk](mailto:Ecology@cambridgeshire.gov.uk) and Cambridgeshire County Council's Historic Environment Team can be contacted by emailing [ArchaeologyDC@cambridgeshire.gov.uk](mailto:ArchaeologyDC@cambridgeshire.gov.uk).

## Pre-application advice from others

Most other government organisations and statutory bodies also offer chargeable pre-application advice. For example, the District and City Councils, Natural England, Sport England, Historic England, Highways England, the Environment Agency, and Middle Level Commissioners, more information can be obtained directly through accessing their websites. Applicants are encouraged to engage with the local community and statutory and non-statutory bodies prior to submitting a planning application.

## Submitting a planning application

Planning applications for the County Council's own development and for waste development can be submitted by visiting [The Planning Portal](#).

### For County Council development

Cambridgeshire County Council must be the applicant (or a joint applicant) given in answer to question 1 on the application form. The name of a council officer should not be included. A full stop can be placed in the name box of the planning portal's electronic form to allow an application to be submitted.

## Mineral development

Please note that neither the Standard Planning Application Form nor the Local Validation List currently applies to applications for mineral development. Application forms for new mineral development can be downloaded from [Submitting a planning application webpage](#) on the County Council's website <https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-applications/submitting-a-planning-application>. Prior to submitting a planning application for mineral development please contact the County Planning, Minerals and Waste Team to check what information should accompany the application by submitting a request for planning pre-application advice.

## National validation requirements

In addition to our local validation list requirements, national validation requirements also need to be met. National legislation can be found on the website [legislation.gov.uk](http://legislation.gov.uk) and the national validation requirements are set out in Article 7 of [The Town and Country Planning \(Development Management Procedure\) \(England\) Order 2015](#). Guidance on the National requirements can be found by visiting [Planning practice guidance](#).

The national validation requirements include the payment of the correct fee. A guide to the fees for planning applications in England can be found on [Planning Portal fees page](#). An additional processing fee is charged by the Planning Portal for an application submitted through the planning portal. There are additional requirements for

Environmental Impact Assessment development, which are set out in [The Town and Country Planning \(Environmental Impact Assessment\) Regulations 2017](#).

## Our local validation list requirements

The following sections describe each of the Local Validation List requirements, indicating in which circumstances each should be provided. They also give the development plan policy behind the requirement (policy drivers) and advise where you can find further information. Some items will require advice from a technical specialist. Applicants are advised to seek early advice on the scope and methodology to help inform their submission, which will take account of the scale and type of development.

### 1. Planning Statement

#### Policy Drivers

- Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that all applications for planning permission be determined in accordance with the development plan unless other material considerations indicate otherwise.
- South Cambridgeshire Local Plan (September 2018) policy HQ/2 Public Art and New Development.

#### Types of applications that require this information

All, except those for very minor developments where there are no policy implications.

#### Information required

A planning statement should identify the context and need, where appropriate, for a proposed development and include an assessment of how it accords with relevant national and development plan policies. Where the proposal does not accord with a planning policy or policies this should be acknowledged and reasons given why the planning authority should grant permission. The statement should also consider the likely impacts of climate change.

For South Cambridgeshire District Council's area:

Where relevant for developments of proposed new floor space of 1,000 square metres or more, consideration of integrating public art into the design of the development are encouraged, so a statement addressing the consideration of this policy requirement should be included to demonstrate policy consideration.

#### Where to look for further assistance

National planning policy documents can be found by visiting [Gov.uk](#).

For example: - [The National Planning Policy Framework \(December 2024\)](#); [The National Planning Policy for Waste \(October 2014\)](#); [The Planning Practice Guidance](#).

## The Cambridgeshire and Peterborough Minerals and Waste Local Plan

The Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) can be found on our [Adopted Minerals Plan](#) web page. Additionally, the following minerals and

waste supplementary planning documents [RECAP Waste Management Design Guide Supplementary Planning Document \[February 2012\]](#) can also be viewed for further information.

## District and City Council Planning Policies

The District and City planning authorities' planning policy front pages within Cambridgeshire can be accessed by visiting the following websites [Cambridge City Council](#); [East Cambridgeshire District Council](#); [Fenland District Council](#); [Huntingdonshire District Council](#); and [Greater Cambridge Planning](#) for Cambridge City Council and South Cambridgeshire District Council. It is also necessary to have regard to adopted Neighbourhood Plans. Details of these can be found on the relevant planning policy pages of the appropriate District or City Council's website. Emerging local policy is also a material consideration to be given appropriate weight dependent upon the stage it has reached. Where there are emerging policies, information can be found on the policy pages of the relevant Council's website.

## Material Considerations

[South Cambridgeshire District Council's Public Art Supplementary Planning Document \(January 2009\)](#)

[Cambridge City Council's Public Art Supplementary Planning Document Council's Public Art Supplementary Planning Document \(March 2010\)](#)

## 2. Local Authority Development Letter

### Policy Drivers

- Regulation 3 of The Town and Country Planning General Regulations 1992 (Statutory Instrument 1992 No 1492) (as amended) states that where a planning authority proposes to develop land then the application shall be made to and determined by the authority itself. Examples are new schools, extensions to schools; libraries; roads, bridges, and other transport infrastructure; and household recycling centres.

### Types of applications that require this information

All applications submitted under Regulation 3 of the 1992 Regulations.

### Information required

A letter from the commissioning officer of the applicant department who must be prepared to take responsibility for compliance with planning conditions if permission is granted.

### Where to look for further assistance

See the following regulations The Town and Country Planning General Regulations 1992 and The Town and Country Planning General (Amendment) (England) Regulations 2018 which can both be found on the government's website [legislation.gov.uk](http://legislation.gov.uk).

### 3. Statement of Community Involvement

#### Policy Drivers

- See The Cambridgeshire Statement of Community Involvement (January 2019) on our website [Cambridgeshire Statement of Community Involvement \(January 2019\)](#).

#### Types of applications that require this information

Category A development as defined in Section 3 of the Cambridgeshire Statement of Community Involvement (January 2019).

#### Information required

A statement demonstrating how the applicant has complied with the requirements for pre-application consultation set out in the County Council's Statement of Community Involvement including how the views of the local community have been sought and considered in the formulation of development proposals.

#### Where to look for further assistance

See [the Cambridgeshire Statement of Community Involvement \(January 2019\)](#) on our website for more information.

### 4. Biodiversity survey and report

#### Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 7: Biodiversity and geology.
- East Cambridgeshire Natural Environment Supplementary Planning Document (September 2020) policies SPD:NE1 to SPD:NE11
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity, and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.
- Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document (July 2022) biodiversity issues B1 to B10
- Area Action Plans and Neighbourhood Plans that identify specific biodiversity / biodiversity net gain targets

## Types of applications that require this information

See the Standard Application Form, the Biodiversity Checklist, and accompanying guidance which have been placed alongside this document on our website page, [submitting a planning application](#).

## Information required

See the Biodiversity Checklist and accompanying guidance notes and the Natural Cambridgeshire Developing with Nature Toolkit.

## Where to look for further assistance

See on the relevant websites:

- [Planning Practice Guidance Natural Environment](#)
- [Natural Cambridgeshire Developing with Nature Toolkit \(October 2018\)](#)
- [British Standard BS 42020:2013 Biodiversity. Code of practice for planning and development](#)
- [Cambridgeshire Biodiversity Checklist and guidance notes](#)
- [Cambridgeshire Green Infrastructure Strategy \(June 2011\)](#)
- [East Cambridgeshire District Council Natural Environment SPD \(September 2020\)](#)
- [East Cambridgeshire District County Wildlife Site SPD \(September 2010\)](#)
- [East Cambridgeshire District Council Hedgehog Recovery Design Guidance SPD \(2024\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [GCSP Supplementary Planning Documents and Guidance](#)
- [Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)

## 4a. Biodiversity Net Gain (BNG)

### Policy Drivers

- Mandatory Biodiversity Net Gain (BNG) - Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021) and Biodiversity Net Gain (BNG) Planning Policy Guidance.
- National Planning Policy Framework (December 2024), particularly Section 15: Conserving and enhancing the natural environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 57(h.): Designing new buildings, 58(a.): Altering and extending existing buildings, 59: Designing landscape and the public realm, 69: Protection of sites of biodiversity and geodiversity importance, and 70: Protection of priority species and habitats.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 7: Biodiversity and geology.
- East Cambridgeshire District Council - Natural Environment Supplementary Planning Document (September 2020) policy SPD.NE6: BNG

- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity, and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b. & m.): Design Principles, NH/4: Biodiversity, and NH/5: Sites of Biodiversity or Geological Importance.
- Greater Cambridge Shared Planning Biodiversity Supplementary Planning Document (February 2022) issue B7
- Area Action Plans and Neighbourhood Plans that identify specific biodiversity net gain targets

## Types of applications that require this information

Required for all applications except for [BNG exempt developments](#). Further information can be within the Planning Practice Guidance: [Biodiversity Net Gain](#).

## Information required

- a draft Biodiversity Net Gain Plan using the statutory template supplied by DEFRA and is available at [Biodiversity Gain Plan](#)
- a draft full completed metric using the statutory template supplied by DEFRA and is available at: [Calculate biodiversity value with the statutory biodiversity metric - GOV.UK](#)

Further information can be found within paragraph 11 of the PPG on BNG: [Biodiversity Net Gain](#)

The council may request further information relating to biodiversity net gain as part of the planning application, such as:

- a draft Habitat Management and Monitoring Plan (HMMP) for significant on-site BNG sites, or any proposed off-site BNG sites, to span a minimum of 30 years
- a draft Landscape Environmental Management Plan (LEMP) for non-significant sites to span up to 30 years

Providing more information at the initial submission will minimise delays in validation and assessment of the application.

## Where to look for further assistance

See on the relevant websites:

- [Biodiversity Net Gain \(gov.uk\)](#)
- [BNG Online - PAS / Future Homes Hub \(BNG requirements and planning process\)](#)
- [CIEEM Biodiversity Net Gain Guidance](#)
- [British Standard BS 8683: Process for designing and implementing biodiversity net gain – Specification](#)
- East Cambridgeshire District Council - [Natural Environment SPD](#) (September 2020)
- [East Cambridgeshire - BNG](#), including East Cambs Nature Recovery Network
- [GCSP Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [GCSP Supplementary Planning Documents and Guidance](#)
- [Fenland District Council – BNG](#), including Nature Recovery Network

- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Cambridgeshire County Council Biodiversity and Greenspaces](#)
- [Cambridgeshire and Peterborough Local Nature Recovery Strategy](#)

## 5. Statement of sustainable design and construction

### Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and 17 Design.
- Cambridge City Local Plan (October 2018) policies 1: The presumption in favour of sustainable development, 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, and 57 (c. and e.): Designing New Buildings.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies GROWTH 5: Presumption in favour of Sustainable Development; ENV 2: Design; ENV 4: Energy and water efficiency and renewable energy in construction; ENV 5: Carbon offsetting, and ENV 6: Renewable energy development.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdon Local Plan to 2036 (May 2019) policy LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies S/3: Presumption in Favour of Sustainable Development, CC/1: Mitigation and Adaption to Climate Change, CC/3: Renewable and Low Carbon Energy in New Developments, CC/4: Water Efficiency, CC/7: Water Quality, and HQ/1: Design Principles.

### Types of applications that require this information

Within South Cambridgeshire District Council's area:

- For all applications.

Within all other districts and Cambridge City Council:

- For New schools and all developments creating more than 1,000m<sup>2</sup> of floor space.

### Information required

Within all districts except Cambridge City, a Statement of Sustainable Design and Construction will be required in which climate change will need to be considered. The County Council declared a climate change emergency in May 2019 and is seeking to reduce the Council's carbon footprint in line with the Council's Climate Change and Environment Strategy. The current buildings already used by the County Council (excluding schools run by Academies) will need to account for their energy usage in the Council's carbon footprint work. This is being undertaken by the Council's Climate Change and Energy Service), outside of the planning regime. The County Council's buildings will be subject to Building Regulations requirements which already seek to ensure energy efficiency measures for non-residential properties under the Nearly Zero Energy Buildings (NZEB) regulation. For new development they will be expected to meet Very Good overall and to achieve Excellent BREEAM credits in both Energy and Water.

Within Cambridge City Council's area:

A completed Sustainable Development Checklist (Section 4 of Sustainable Design and

Construction SPD) will need to be submitted.

Within South Cambridgeshire District Council's area:

- A Water Conservation Strategy is to be submitted for all non-residential development, unless demonstrated not practicable e.g., for operational buildings that do not contain water supply or welfare facilities.

## Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Greater Cambridge Sustainable Design and Construction Supplementary Planning Document \(SPD\)](#) January 2020.
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [BRE Environmental assessment Method, BREEAM](#)
- [Huntingdonshire Design Guide SPD \(2017\)](#)
- [Cambridgeshire County Council's Climate Change, Energy and Environment website pages. Net Zero Cambridgeshire 2045](#)
- [East Cambridgeshire Climate Change SPD \(2021\)](#)
- [East Cambridgeshire District Council Design Guide SPD \(2012\)](#)

## 5A. Health Impact Assessment

### Policy Drivers

- National Planning Policy Framework (December 2024) Section 8 and the Planning Practice Guidance on promoting healthy and safe communities.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18 Amenity Considerations.
- Fenland Local Plan (May 2014) policy LP2: Facilitating Health and Wellbeing of Fenland Residents.
- Huntingdon Local Plan to 2036 (May 2019) Policy LP 29 Health Impact Assessment.
- South Cambridgeshire Local Plan (September 2018) policy SC/2: Health Impact Assessment.

### Types of applications that require this information

All new developments within South Cambridgeshire, Huntingdonshire and Fenland that trigger the minimum floor space and site areas for that district.

### Information required

Within South Cambridgeshire, Huntingdonshire and Fenland, Health Impact Assessments are required as set out below:

Within South Cambridgeshire District Council's area:

- An extended screening/rapid Health Impact Assessment is to be submitted for developments of 1,000-5,000m<sup>2</sup> of floor space and a full impact assessment for

those over 5,000m<sup>2</sup>.

Within Huntingdonshire District Council's area:

- Demonstration that the design of the scheme has been informed by a rapid Health Impact Assessment for large scale developments in excess of 2,500 square metres or where the site area exceeds 2 hectares.
- Demonstration that the design of the development has been informed by a full Health Impact Assessment for large scale major developments where the new proposed floorspace would be 10,000 square metres or where the site exceeds 2 hectares.

Within Fenland District Council's area:

- For Major development, a Health Impact Assessment is required.

### Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [South Cambridgeshire Health Impact Assessment Supplementary Planning Document \(March 2011\) This is a material consideration.](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)
- [London Healthy Urban Development Unit Rapid Health Impact Assessment Tool](#)
- [Evidence to inform both rapid and full HIAs can be found in Cambridgeshire Joint Strategic Needs Assessments, and in related health and wellbeing data available from Cambridgeshire Insight](#)

## 6. Tree survey / arboricultural report

### Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policy 71: Trees.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; ENV 2: Design and ENV 7: Biodiversity and geology.
- Fenland Local Plan (May 2014) policies LP16: Delivering and Protecting High Quality Environments across the District, and LP19: The Natural Environment.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 30: Biodiversity and Geodiversity and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1.b. & m.): Design Principles.

### Types of applications that require this information

- When there are trees or hedges on the development site that are likely to be or could be impacted by the development.

And/or

- When there are trees or hedges on land adjacent to the development site that could influence the development or might be important as part of the local landscape. See

## Information required

- Details of the species, size, canopy extent, condition and future management and the projected future life of trees on or adjacent to the development site.
- Which trees are to be retained or lost?
- Details of tree protection measures during development.

## Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- British Standard BS5837: Trees in relation to construction.
- [South Cambridgeshire District Council's Trees and Development Sites Supplementary Planning Document \(January 2009\)](#)
- [Huntingdonshire District Council's A Tree Strategy for Huntingdonshire \(February 2015\)](#) Including Section 10 Landscape Proposals.
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)

## 7. Flood Risk Assessment

### Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 14 Meeting the challenge of climate change, flooding, and coastal change.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, and Policy 22 Flood and Water Management.
- Cambridge City Local Plan (October 2018) policies 31: Integrated water management and the water cycle and 32: Flood Risk.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 5: Flood Risk, LP 6: Waste Water Management and LP: 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1 (1.m.): Design Principles, CC/1: Mitigation and Adaption to Climate Change, CC/8: Sustainable Drainage Systems and CC/9 Managing Flood Risk.

### Types of applications that require this information

When the application site is:

- In flood zone 2 or 3, including minor development (as defined by the Environment Agency) and change of use for all development likely to have any impact upon flood risk. For more information see The Environment Agency's guidance on Flood Risk and Coastal Change;
- More than 1 hectare in flood zone 1 for all development likely to have any impact upon flood risk.
- Less than 1 ha in flood zone 1, including a change of use in development type to a more vulnerable class (e.g. from a commercial to a residential use), or where they could be affected by sources of flooding other than rivers and the sea (e.g. surface water drains,

reservoirs).

- Less than 1 ha in Flood zone 1 if there are proposed changes to hard standing likely to affect the level of flood risk.
- Less than 1 hectare within flood zone 1 which has critical drainage problems as notified by the Environment Agency.

## Information required

The scope of the flood risk assessment is dependent on the nature, scale, and location of the development. It should consider any relevant significant impacts upon local infrastructure. The Environment Agency's advice should be followed, more information on this can be found here: [Flood risk assessments for planning applications](#).

## Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [National Planning Policy Framework \(December 2024\)](#)
- [Planning Practice Guidance - Flood Risk and Coastal Change Section](#)
- [The Environment Agency's Flood risk assessment for planning applications](#)
- [The Middle Level Commissioners' Planning Advice and Consent Documents](#)
- [Cambridgeshire County Council's Flood and Water Supplementary Planning Document \(July 2016\)](#). This document was approved by Cambridgeshire County Council as the policy of the Lead Local Flood Authority on 14 July 2016.
- [Cambridgeshire County Council's Surface Water Guidance \(April 2024\)](#)
- [Cambridgeshire County Council's Surface water management plans](#)
- [Cambridgeshire County Council's Watercourse Management guidance](#)
- [Sustainable drainage systems: non-statutory technical standards \(March 2015\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase One Water Cycle Strategy \(2008\)](#)
- [Cambridge City Council's and South Cambridgeshire District Council's Phase Two Water Cycle Strategy \(2011\)](#)
- [Cambridge and South Cambridgeshire Level 1 Strategic Flood Risk Assessment \(September 2010\)](#)
- [East Cambridgeshire District Council Level 1 and Level 2 Strategic Flood Risk Assessment \(October 2017\)](#)
- [Fenland District Council Strategic Flood Risk Assessment \(July 2011\)](#)
- [Huntingdonshire District Council Level 1 and 2 Strategic Flood Risk Assessment \(June 2017\)](#)
- [Cambridge City Council's Sustainable Drainage Design and Adoption Guide](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)

## 7A. Surface water drainage strategy and foul drainage strategy

### Policy drivers

- National Planning Policy Framework (December 2024), particularly Section 14 Meeting the challenge of climate change, flooding and coastal change.

- Written Ministerial Statement (18 December 2014 Secretary of State, Communities and Local Government).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 22 Flood and Water Management
- Cambridge City Local Plan (October 2018) policies 28: Carbon reduction, community energy networks, sustainable design and construction, and water use, 31: Integrated water management and the water cycle, 32: Flood Risk and 59 (e.): Designing landscape and the public realm.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 2: Design and ENV 8: Flood risk.
- Fenland Local Plan (May 2014) policy LP14: Responding to Climate Change and Managing the Risk of Flooding in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 5: Flood Risk, LP 6: Waste Water Management and LP 15 Surface Water.
- South Cambridgeshire Local Plan (September 2018) CC/1: Mitigation and Adaption to Climate Change, CC/7: Water Quality, CC/8: Sustainable Drainage Systems and HQ/1(1.m.): Design Principles.

## Types of applications that require surface water drainage strategy information

- Major development as set out in Article 2(1) of the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- The provision of a building or buildings where the floorspace to be created by the development is 1,000 square metres or more, or
- Development carried out on a site having an area of 1 hectare or more in all flood zones.
- Waste planning applications.

## Information required

The scope of surface water drainage and foul drainage strategies is dependent on the nature, scale and location of the development and should include considering any relevant significant impacts on local infrastructure. The incorporation of Sustainable Drainage Systems (SuDS) should be achieved, whenever feasible, to address the risk of surface water and sewer flooding and provide wider environmental benefits, including biodiversity net gain and water quality. The County Council's Flood and Water Team's advice should be followed in developing SuDS. Visit our website for more [Flood and Water information](#).

### Foul drainage strategy

A foul drainage strategy that is proportionate to the proposed development should be submitted when assessing the design implications of any new development, including when the development is being designed to connect to a public sewer as a means of disposing of treated effluent.

The foul drainage strategy should include, but not be limited to: -

- the location of connection points
- means of conveyance (gravity/pumped),
- discharge rates
- details of any pre-application discussions undertaken with the relevant provider.

### Dry Weather Flows

An appropriate assessment of dry weather flows is needed to avoid the risk of increased

flooding elsewhere, when relevant, because of additional flows into the receiving watercourse, unless in instances when development is being proposed to connect to the public foul sewer, it can be demonstrated that this is unnecessary for example if it is adequately controlled through a separate permitting regime e.g. Water Recycling Centre development.

Note: -Applicants can seek confirmation from Anglian Water as to whether there is capacity available within the public sewerage network and at the receiving Water Recycling Centre to serve the development as part of their pre-application service.

## Where to look for further assistance

See item 7 above.

## 8. Heritage Statement

### Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 16 Conserving and enhancing the historic environment.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 21: The Historic Environment
- Cambridge City Local Plan (October 2018) policies 55: Responding to context, 58(a.): Altering and extending existing buildings, 60: Tall buildings and the skyline in Cambridge, 61: Conservation and enhancement of Cambridge's historic environment; 62: Local heritage assets.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 11: Conservation Areas; ENV 12: Listed Buildings; ENV 13: Local Register of Buildings and Structures; ENV 14: Sites of archaeological interest; ENV 15: Historic parks and gardens; ENV 16: Enabling development associated with heritage assets.
- Fenland District Local Plan (2014) policies LP16: Delivering and Protecting High Quality Environments across the District; LP18: The Historic Environment.
- Huntingdonshire Local Plan to 2036 (2019) Policies LP 11: Design Context, LP 12: Design Implementation and LP 34: Heritage Assets and their Settings.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.b.): Design Principles and NH/14: Heritage Assets.

### Types of applications that require this information

- Where the ground will be disturbed within an area of archaeological potential or for major development proposals where archaeological remains may survive.
- Which affect a scheduled monument or battlefield or its setting.
- Which affect a listed building or its setting.
- Within or which will affect a conservation area.
- Which will affect a registered park or garden or its setting.

### Information required

- A written Statement of Heritage Significance is required as part of or to accompany all planning applications which may affect Heritage Assets, including archaeology. This should include consideration of listed buildings and structures, historic parks and gardens, historic battlefields, scheduled monuments, including potential impacts upon their settings, and archaeology.
- All Heritage Statements should assess the significance of all potential impacts of the

proposed development upon all heritage assets that might be affected and their settings. If appropriate, it should include measures to avoid, mitigate and/or compensate. A specialist assessment of existing and proposed information may need to be commissioned and submitted as part of the application. The need for and cost of this work, including any archaeological investigation work that may need to be carried out prior to submission or before development begins, should be taken into consideration at an early stage. This could have implications for project timescales and viability.

- For all applications within or adjacent to a historic conservation area, an assessment of the impact of the development upon the character and appearance of the area.
- For major development, significant infrastructure works, and for all applications involving ground disturbance within an area of potential archaeological significance, an assessment of existing archaeological information, and a programme of fieldwork may be required. When appropriate, early consultation with the specialist national and local advisors is recommended to scope the extent of the work required.

## Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance Historic Environment](#)
- [Cambridgeshire Historic Environment Record \(CHER\)](#)
- [Historic England's Charter for Historic England Advisory Services \(27 July 2017\)](#)  
Attention is drawn to in particular to sections 11 and 12.
- [Historic England's Statements of Heritage Significance Advice Note 12 \(21 October 2019\)](#)
- [Cambridge City Council's Design and Conservation Documents](#)
- [Greater Cambridge Shared Planning information about Conservation Areas](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [East Cambridgeshire District Council Built Heritage](#)
- [Fenland District Council's Heritage Statements](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire District Council's information on Conservation Areas](#)
- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Listed Buildings Supplementary Planning Document \(July 2009\)](#)
- [South Cambridgeshire District Council's Heritage Information to be submitted with Planning, and Listed Building Consent Applications](#)
- [Cambridgeshire County Council Archaeological advice for planning developments](#)

## 9. Landscape impact assessment

### Policy Driver

- National Planning Policy Framework (December 2024)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 16 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55:

Responding to context, 56(a.): Creating successful places, 57(a.): Designing new buildings; and 60: Tall buildings and the skyline in Cambridge.

- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; and ENV 2: Design
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 3: Green Infrastructure, LP 10: The Countryside, LP 11: Design Context and LP 12: Design Implementation.
- South Cambridgeshire Local Plan (September 2018) policies CC/1: Mitigation and Adaption to Climate Change, HQ/1(1.a. & d.): Design Principles and NH/2: Protecting and Enhancing the Landscape Character.

## Types of applications that require this information

For large buildings and other tall structures e.g. anaerobic digestion tanks and emission stacks on sites in open locations outside the settlement development boundary, as defined in the relevant City/District council local plan or development plan document.

## Information required

- A proportionate methodological appraisal of the landscape and visual impacts of the proposed development carried out by someone who is appropriately trained and experienced.
- For Environmental Impact Assessment development requiring a landscape visual impact assessment, this should include consideration of significant effects. Otherwise, a Landscape Visual Assessment may be appropriate.

## Where to look for further assistance

More information can be found in the following documents and on the relevant websites:

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy 2011 \(June 2011\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire Tree Strategy 2020-2030 \(November 2020\)](#) [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [East of England Landscape Typology](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [The Landscape Institutes Guide to Reviewing Landscape Visual Impact Assessments \(LVIAs\) and Landscape and Visual Appraisals \(LVAs\) \(January 2020\)](#)

## 10. Landscape proposals

### Policy Driver

- National Planning Policy Framework (December 2024)
- Planning Practice Guidance
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 17: Design
- Cambridge City Local Plan (October 2018) policies 8: Setting of the city, 55: Responding to context, 56(i.): Creating successful places, 57: Designing New Buildings (a.), 59: Designing landscape and the public realm; and 71: Trees.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policies ENV 1: Landscape and settlement character; and ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 3: Green Infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity and LP 31: Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.a. & m.): Design Principles and NH/4: Biodiversity.
- Neighbourhood Plan Policy

### Types of applications that require this information

- Where trees or hedgerow will be removed because of the development compensatory planting will be required.
- For development that will have a visual impact that could be mitigated by landscape planting.

### Information required

- Appropriate hard and soft landscape details, including details of existing and proposed levels, paving treatments, and materials.
- Details of the method of planting and long-term maintenance and management should also be addressed (see item 11 below). If appropriate, reference should be made to detailed landscape proposals arising from the design concept in the Design and Access Statement.
- Existing trees and other vegetation should, where practicable, be retained in new developments and protected during the construction of the development (see item 6 above).
- Plans and drawings at an appropriate scale should be accompanied by schedules of details as appropriate to include details of planting species, densities and size and form of specimens at planting and an implementation programme.

### Where to look for further assistance

- [Planning Practice Guidance - Natural Environment](#)
- [Cambridgeshire Landscape Document 1991](#)
- [Cambridgeshire Green Infrastructure Strategy 2011](#)
- [East Cambridgeshire District Council Design Guide SPD \(2012\)](#)
- [Delivering and Protecting High Quality Environments in Fenland SPD \(July 2014\)](#)
- [Huntingdonshire Tree Strategy 2020-2030 \(November 2020\)](#)

- [The Huntingdonshire Landscape & Townscape Assessment Supplementary Planning Document \(March 2022\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document \(March 2010\)](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance \(includes site and village design guides\)](#)
- [Greater Cambridge Biodiversity Supplementary Planning Document \(February 2022\)](#)
- [Neighbourhood Plans | East Cambridgeshire District Council](#)
- [Neighbourhood Planning - Fenland District Council](#)
- [Neighbourhood Planning - Huntingdonshire.gov.uk](#)
- [Neighbourhood plans - Cambridge City Council](#)
- [Neighbourhood Plans - South Cambs District Council](#)

## 11. Landscape and biodiversity enhancement management scheme

### Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design, Policy 19 Restoration and Aftercare, and Policy 20 Biodiversity and Geodiversity.
- Cambridge City Local Plan (October 2018) policies 56(i): Creating successful places, 59: Designing landscape and the public realm, and 70: Protection of priority species and habitats.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 3: Green Infrastructure, LP 11: Design Context, LP 12: Design Implementation, LP 30: Biodiversity and Geodiversity and LP: 31 Trees, Woodland, Hedges and Hedgerows.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. m.): Design Principles, and NH/4: Biodiversity.
- Neighbourhood Plan Policy

### Types of applications that require this information

- Where soft landscape or biodiversity enhancement measures are proposed (see items 4 and 10 above).
- Applications for new landfill sites or their extension will require aftercare of the restored land.

### Information required

- A programme of landscape management and biodiversity enhancement works for existing and proposed habitats and soft landscape features for a period of at least 5 years from the completion of development.
- For schools this should be in a format that the person responsible for grounds maintenance can understand.
- Information to set out the proposed restoration, after-use and aftercare arrangements for all waste management proposals which are likely to be temporary in nature (and secured if necessary, by a legal agreement). The County Council will seek to ensure that the restoration of waste sites is done progressively to ensure that restoration can be achieved at the earliest opportunity. Agreement of the after use of restored temporary waste management sites will be undertaken on a case by case basis, as should the aftercare arrangements (with such aftercare potentially extending to 10 years or more).

### Where to look for further assistance

- [Planning Practice Guidance](#)

See items 4, 6 and 10 above.

## 12. Transport Assessment or Statement

### Policy Drivers

- National Planning Policy Framework (December 2024), particularly Section 9 Promoting sustainable transport.
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development and Policy 82 Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 7: Transport impact.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: Design Implementation, LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle Movement.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. f., h. & i.): Design Principles, SC/12 Air Quality, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Neighbourhood Plan Policy

### Types of applications that require this information

- Transport Assessment – where the proposed development has significant transport implications including new schools.
- Transport Statement – schemes where the proposed development has some transport implications.

#### Scope of the transport information:

Applicants should agree the scope of the transport information that is necessary with Cambridgeshire County Council's transport officers at the pre-application stage. There will be some cases, dependent on the location and nature of the development, where information less than a professionally produced transport statement will suffice. However, it is essential that the applicant provides accurate information at both the pre-application stage and in the documents that are submitted in support of an application.

### Information required

All applications which, if permitted, would lead to an increase in traffic, or a change in the type of traffic using the access should be accompanied by the following information:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.

- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate Heavy Commercial Vehicle movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- For sites that will generate heavy commercial vehicle movements, details of the route which they will follow to access the strategic routes shown on the Cambridgeshire Advisory Freight Map.

#### Transport Assessment

A Transport Assessment should be appropriate to the scale of the development and the extent of the transport implications of the proposal. It should consider any relevant significant impacts on local transport infrastructure. It should also consider accessibility to the site by all modes of transport and the modal split of journeys made to and from the site by different forms of transport and on foot when applicable.

#### Transport Statement

A Transport Statement should outline the transport aspects of the application and any proposed measures to maximise access by public transport, walking and cycling; to reduce the need for parking associated with the proposal; and to mitigate transport impacts.

#### Within South Cambridgeshire District Council

South Cambridgeshire District Council also requires that where a Transport Assessment / Statement or Travel Plan is required, a Low Emissions Strategy statement should be integrated (See policies SC/12 and TI/2). This should include justification for the level and type of parking proposed; and consideration of the provision of electric charging points for applications that include proposed provision (policy TI/3).

#### Within Cambridge City Council

Cambridge City Local Plan (October 2018) policy 82: Parking Management. Requires consideration of electric vehicle charging points or the infrastructure to ensure their future provision should be provided within a development where reasonable and proportionate, and where it is viable to do so especially in relation to major new development.

### Where to look for further assistance

- [Travel Plans, Transport Assessments and Statements - GOV.UK](#)
- [Cambridgeshire County Council Transport Assessment Guidelines](#)
- [Cambridgeshire Advisory Freight Map](#)
- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)
- [Neighbourhood Plans | East Cambridgeshire District Council](#)
- [Neighbourhood Planning - Fenland District Council](#)
- [Neighbourhood Planning - Huntingdonshire.gov.uk](#)
- [Neighbourhood plans - Cambridge City Council](#)
- [Neighbourhood Plans - South Cambs District Council](#)

## 13. Parking and access arrangements

### Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design.

- Cambridge City Local Plan (October 2018) policies 57(b.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 8: Parking provision.
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. h. & i): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Movement Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: Design Implementation, LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle.

## Types of applications that require this information

- Applications involving a new access (vehicular or pedestrian) to/from the public highway or changes to an existing access.
- Applications that require temporary access during the period of construction.
- Applications proposing changes to parking arrangements.
- Applications that will affect the requirement for car and cycle parking by introducing more users or floor space to a site such as a new classroom.
- Applications, which if permitted, would lead to an increase in traffic, including an increase in capacity/floorspace which could potentially lead to an increase in traffic.
- A change in the type of traffic using the access should be accompanied by a layout plan of the existing access.

## Information required

- A layout plan of the existing access onto the public highway.
- A Layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access.
- The existing daily traffic movements (and type of vehicle/s) to the site. Where more than one business uses the same access onto the public highway the total number of vehicle movements must be provided.
- The proposed daily traffic movements (and type of vehicle/s) to the site.
- For sites that will generate HCV movements, swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of existing and proposed parking provision on site layout plans, ideally at 1:500 scale making clear where there is specific provision for disabled persons and non-car modes such as cycles, minibuses, and commercial vehicles (see Standard Application Form).
- Within Huntingdonshire District Council's area all development which includes proposals for car parking and cycle provision requires a clear justification of the space for vehicle movements and the level of vehicle and cycle parking proposed including consideration of facilities for charging plug-in and other low and ultra-low emission vehicles.
- Additionally, within Huntingdonshire District Councils area proposals for new non-residential buildings over 2,500 square metres of net internal floorspace need to consider the provision of dedicated changing and showering facilities for cyclists.

## Where to look for further assistance

- [Transport Initiatives LLP and Cambridge city Council's Cycle Parking Guide for New Residential Development \(February 2010\)](#)
- [Traffic Advisory Leaflet 5/95: Parking for Disabled People \(1995\)](#)
- [Cambridge Cycle Campaign's Cambridge Cycle Parking Guide](#)
- [Huntingdonshire Design Guide supplementary Planning Document \(2017\)](#)

- [Greater Cambridge Shared Planning Supplementary Planning Documents and Guidance](#)

## 13A. Construction environmental management and traffic management plans

### Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 18 Amenity Considerations and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) policies 35: Protection of human health and quality of life from noise and vibration, and 81: Mitigating the transport impact of development.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.
- Huntingdonshire Local Plan to 2036 (May 2019) Policy LP 14: Amenity.

### Types of applications that require this information

- Applications, which if permitted, would give rise to HCV construction traffic in locations that may adversely affect highway safety or amenity of the occupiers of nearby properties will require a Traffic Management Plan.
- For proposals, the construction of which would be likely to have impacts for occupiers of nearby properties will require a Construction Environmental Management Plan.

### Information required

For construction effects on the environment and surrounding communities:

- A Construction Environmental Management Plan (CEMP) setting out the details of the proposed construction methods, for example construction working hours; details of contractors cabins including their location; plant compounds; control of temporary access during construction (if applicable) and dust mitigation measures etc. to consider impacts arising from on-site impacts.
- In a Traffic Management Plan, information identifying and mitigating construction traffic impact visiting the site upon sensitive receptors e.g., local schools opening / closing times and peak traffic conditions.
- Proposals to reduce the number of vehicles visiting the site during the period of construction.

In addition, for Heavy Commercial Vehicle construction traffic:

- A layout plan of the existing access onto the public highway.
- A layout plan to show access width, junction radii (if appropriate) and visibility splays at existing and/or proposed access, including any temporary access proposals for use during the period of construction.
- The proposed daily construction traffic movements (and type of vehicle/s) to the site.
- Swept path diagrams (for the largest vehicle to be generated) in support of the geometry of the access proposed.
- Details of proposed parking for contractors' and delivery vehicles on site layout plans.
- Hours of deliveries of construction materials and or dispatch of waste etc.
- Vehicle routes.
- Arrangements to divert or protect the use of existing footpaths and cycle ways during construction, and

- Management and enforcement.

## Where to look for further assistance

- [Planning Practice Guidance](#)

See items 4, 6, 10, 12, 13, 15 and 16.

## 14. Travel Plan

### Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 23 Traffic, Highways and Rights of Way.
- Cambridge City Local Plan (October 2018) 57 (b. and d.): Designing New Buildings, 80: Supporting sustainable access to development, 81: Mitigating the transport impact of development, and 82: Parking Management.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 7: Transport impact
- Fenland Local Plan (May 2014) policy LP15: Facilitating the Creation of a More Sustainable Transport Network in Fenland
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. g., h. & i.): Design Principles, TI/2: Planning for Sustainable Travel, and TI/3: Parking Provision.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 16: Sustainable Travel and LP 17: Parking Provision and Vehicle Movement.

### Types of applications that require this information

- All developments including waste developments that are likely to generate a significant increase in vehicle movements (other than for sites which can demonstrate very limited staffing levels and visitor numbers). This includes school development involving a net increase of one or more classrooms, temporary or permanent (30 pupils) or the addition of a facility such as a pre-school. For smaller school applications, for example where there is a one or two classroom increase, the need for a Travel Plan can be dealt with by way of a suitably worded prior to occupation condition.
- Where the school has a Travel Plan, the application should be accompanied by an updated version that considers the school population when developed. Where existing data is not available, for example in relation to modes of transport for new school proposals where there are no children attending the school, outline travel plans may be accepted. These should be linked to a transport assessment or statement.

### Information required

- The Travel Plan should outline how transport implications are going to be managed, by whom, and over what timescale to ensure the minimum environmental, social, and economic impacts.
- It should also state how the plan would be promoted, implemented, monitored, and maintained.
- Consideration should be given to how the transport impacts of the development can be minimised by encouraging maximum use of sustainable transport to and from the development.
- For example, a school travel plan should promote safe cycle and walking routes, restrict parking and car access at and around the school, and include on-site changing and cycle storage facilities to promote maximum use of public transport. It should also refer to using the County Council Modeshift Stars and a commitment to its continued use.

## Where to look for further assistance

- [Planning Practice Guidance Travel Plans, Transport Assessments and Statements Section](#)
- [Travel for Cambridgeshire's Travel Plan Support Information](#)
- [The Modeshift Stars Organisation - relevant for School Travel Plans](#)

## 15. Noise and/or Vibration impact assessment

### Policy Drivers

- National Planning Policy Framework (December 2024)
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 35: Protection of human health and quality of life from noise and vibrations.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/10: Noise Pollution.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 14: Amenity and LP 29: Health Impact Assessment.

### Types of applications that require this information

Development proposals which: -

- would give rise to noise and/or vibration both on and off site which could disturb occupants of nearby buildings (e.g. outdoor sports pitches, waste development); and
- are noise-sensitive themselves and which are close to existing sources of noise and/or vibration.

A noise impact assessment is likely to be required for the following: -

- Potentially noise generating developments (e.g. waste development, outdoor sports pitches) in the vicinity of existing noise sensitive uses such as residential, offices, schools, and hospitals.
- Noise sensitive development / uses in the vicinity of existing noise generating uses e.g., classified roads, railways, or in areas with an existing noisy environment such as the City Centre.
- Mixed use applications comprising both noise generating and noise sensitive uses; and
- Commercial applications including ventilation, extractor, or cooling units / plant / equipment in the vicinity of noise sensitive uses.

### Information required

A noise/vibration impact assessment undertaken by person competent in acoustics and noise/vibration impact assessments. The noise/vibration assessment should include appropriate mitigation measures.

### Where to look for further assistance

- [Planning Practice Guidance Noise Section.](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\) - Chapter 10](#)

Environmental Health & Appendix 6 Noise.

- [The Noise Policy Statement for England \(March 2010\)](#).

## 16. Lighting assessment

### Policy Drivers

- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 17 Design and Policy 18 Amenity Considerations
- Cambridge City Local Plan (October 2018) policy 34: Light Pollution Control.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, and SC/9: Lighting Proposals.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 12: design Implementation, LP 14: Amenity and LP 30: Biodiversity and Geodiversity.

### Types of applications that require this information

- Where external lighting would be provided or made necessary by development in the vicinity of residential property, a listed building, conservation area, or in the open countryside. Where lighting could affect local wildlife.
- Regulation 3 applications for floodlit sports pitches will need a comprehensive lighting assessment.
- External security lights on buildings or in car parks should be described in the application documents.

### Information required

- A layout plan with beam orientation and light spill.
- Hours of use.
- Schedule of the equipment in the design (luminaire type; mounting height; aiming angles and luminaire profiles); and
- An isolux contour map to show light spill levels down to 1 lux - A lighting assessment may be required including the distribution of horizontal and vertical illuminance and showing neighbouring buildings.

### Where to look for further assistance

- [Planning Practice Guidance Light Pollution Section](#).
- [Huntingdonshire Design Guide Supplementary Planning Document \(2017\)](#)
- [Guidance Note 1 for the reduction of obtrusive light 2020 - Institution of Lighting Professionals \(theilp.org.uk\)](#).
- [Artificial light in the environment - GOV.UK \(www.gov.uk\)](#).
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\) - Chapter 10 - Environmental Health & Appendix 7 Light Pollution](#).
- [Sport England Artificial Sports Lighting Design Guide \(November 2012\)](#)

## 17. Air quality assessment

### Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change and Policy 18: Amenity Considerations
- Cambridge City Local Plan (October 2018) policies 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents, and LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1. n.): Design Principles, SC/12: Air Quality, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 14: Amenity, LP 29: Health Impact Assessment and LP 36: Air quality.

### Types of applications that require this information

Where the development: -

- Is proposed within or adjacent to an Air Quality Management Area (AQMA).
- Could itself result in the designation of an AQMA and/or result in a significant worsening of existing air quality within an area.
- Would conflict with or render unworkable elements of a local authority's air quality action plan, or
- Is a waste proposal where there will be emissions to air, including dust, odour and bioaerosols.

Within Huntingdonshire District Council's area Air Quality Assessments are also required for the following proposals: -

- For developments where the floor space to be built is 10,000 square metres or more or where the site area is 2 Hectares or more).
- Or any part of the site is located within 50m of an Air Quality Management Area (AQMA) or a clean air zone (CAZ), or
- A significant proportion of the traffic generated would go through an AQMA or a CAZ.

Or

- Any part of the site is located within 100 metres of a monitoring site where the annual mean level of nitrogen dioxide exceeds  $35\mu\text{g}/\text{m}^3$ .
- Additionally, A low emissions strategy will be required within Huntingdonshire District Council's Area when an air quality management assessment shows that the proposal would have a significant effect upon air quality; have an adverse effect upon air quality factors; cause a significant increase in the number of people that would be exposed to poor air quality or would lead to a designated nature conservation or protected species that is sensitive to air quality being adversely affected.

### Information required

- Such information as is necessary to allow a full consideration of the impact of the proposal on the air quality of the area.
- Where dust is likely to be an issue a Dust Management Scheme will normally be required which sets out the possible dust sources, sensitive receptors, mitigation measures and monitoring arrangements.
- Where odour is likely to be an issue an Odour Management Scheme will normally be required which sets out the possible odour sources, sensitive receptors, mitigation measures and monitoring arrangements.

- Such schemes should normally be discussed with other relevant regulatory bodies, including the Environment Agency and the City/District Council Environmental Health Officer.
- A bioaerosols risk assessment is required for open air composting facilities within 250m of a residential property.

## Where to look for further assistance

- [Practice Guidance Air Quality Section](#).
- [Cambridge City Council's Air Quality in Cambridge- Developers Guide \(September 2008\)](#)
- [Cambridge City Council's Air Quality Action Plan 2018 - 2023 \(January 2018\)](#).
- <https://www.cambridge.gov.uk/air-quality-action-plan> South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development (March 2010) Chapter 10 - Environmental Health & Appendix 4 Air Quality Supplementary Design Guide.
- [The Department for Environment Fisheries and Food Low Emissions Strategies: using the planning system to reduce transport emissions](#).
- [The Environmental Protection UK and the Institute of Air Quality Management Land-Use Planning and Development Control: Planning for Air Quality \(January 2017\)](#) For example, Table 6.2 of this document gives indicative criteria for the numbers of vehicle movements that would warrant an Air Quality Assessment.

## 18. Contaminated land assessment

### Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridge City Local Plan (October 2018) policy 33: Contaminated land.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 14: Amenity and LP 37: Ground contamination and Groundwater Pollution.
- South Cambridgeshire Local Plan (September 2018) policy SC/11 Contaminated Land.

### Types of applications that require this information

- Where contamination is known or suspected.
- Where the development site is in the vicinity of contaminated land.
- When the proposed use would be particularly vulnerable or sensitive e.g. residential care homes, schools.

### Information required

- Sufficient information to determine the existence or otherwise of contamination; its nature; the risks it may pose; and whether these can be satisfactorily reduced to an acceptable level without undue environmental impact during and following development.
- Where contamination is known or suspected, or the proposed use would be particularly vulnerable, the applicant should provide information necessary to determine whether the proposed development can proceed or not.
- All investigations of land potentially affected by contamination should be carried out in accordance with established procedures (such as BS10175 (as amended) Code of Practice for the Investigation of Potentially Contaminated Sites).
- A preliminary risk assessment that identifies the sources, pathways and receptors will be required to enable validation of an application. A phased or tiered approach is

recommended in the government's Land Contamination Risk Management Advice. Link to the Environment Agency Land Contamination Risk Management Advice

- This initial information is essential to determine whether further, more detailed investigation, will be required.
- The minimum requirement is a land contamination assessment that reports the findings of a desk study and site reconnaissance (walk over).
- Where contamination is found developers will need to demonstrate in the land contamination assessment that any unacceptable risk will be successfully addressed through remediation without undue environmental impact during and following development.

## Where to look for further assistance

- [Planning Practice Guidance Land affected by Contamination Section](#).
- [Cambridge City Council's Contaminated Land in Cambridge - Developers Guide \(April 2009\)](#).
- [East Cambridgeshire District Council's Guidance on submitting planning applications on land that may be contaminated \(January 2015\)](#)
- [South Cambridgeshire District Council's Design Guide Supplementary Planning Document: High Quality and Sustainable Development \(March 2010\): Chapter 10 - Environmental Health & Appendix 5: Development of Potentially Contaminated Sites](#).
- [Environment Agency's Land contamination: technical guidance](#).

## 19. Waste Audit and Management Strategy

### Policy Drivers

- National Planning Policy Framework (December 2024).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change.
- Cambridge City Local Plan (October 2018) policy 28: Carbon reduction, community energy networks, sustainable design and construction, and water use.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 2: Design.
- Fenland Local Plan (May 2014) policy LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy CC/6: Construction Methods.

### Types of applications that require this information

Development proposals: -

- That involve demolition of a building or part of a larger building.
- Where the development site is previously used (brownfield) land that may be contaminated.
- That involve significant earthmoving (including greenfield sites).

### Information required

See separate document 'Guidance on Waste Audit and Management Strategies for submission in support of a planning application or to fulfil a requirement of a planning condition' Cambridgeshire County Council June 2013 on the [submitting a planning application page](#) of the County Council's website.

### Where to look for further assistance

- [Planning Practice Guidance on Waste](#) - Should significant developments include a waste

audit? Paragraph: 049 Reference ID: 28-049-20141016

- [The RECAP Waste Management Design Guide Supplementary Planning Document \(February 2012\)](#)

## 20. Open Space / Playing Field Assessment

### Policy Driver

- National Planning Policy Framework (December 2024), particularly Section 8 Promoting healthy and safe communities.
- Cambridge City Local Plan (October 2018) policies 67: Protection of open space, and 73: Community, sports, and leisure facilities.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy COM 3: Retaining community facilities.
- Fenland Local Plan (May 2014) policies LP6: Employment, Tourism, Community Facilities and Retail.
- Huntingdonshire Local Plan to 2036 (May 2019) policies LP 14: Amenity, LP 29: Health Impact Assessment and LP 32: Protection of Open Space.
- South Cambridgeshire Local Plan (September 2018) policies HQ/1(1.j): Design Principles, NH/11: Protected Village Amenity Areas, and NH/12: Local Green Space.

### Types of applications that require this information

Development within designated open spaces/playing fields/allotments.

### Information required

- Plans showing any areas of existing or proposed open space within or adjoining the application site and any access links, equipment, sports pitch size and layout, facilities, landscaping to be provided on open space areas.
- Any application involving the loss of, or provision of, playing fields should be supported by evidence from a district wide Playing Pitch Strategy or an independent needs assessment as referred to above.
- In order to ensure that compensatory measures provide net benefits to the community the proposal should include enhancement of any remaining open space in cases of partial loss, and the enhancement of other existing spaces or new provision that would serve the same community as that being lost.
- New provision for the loss of sports or recreational open space should be in a form that best meets an identified existing need.

### Where to look for further assistance

- [Planning Practice Guidance Open space, sports and recreation facilities, public rights of way and local green space section.](#)
- [Sport England Playing Fields Policy and Guidance \(March 2018\)](#)
- [Cambridge City Council's Open Space Recreation Strategy \(October 2011\)](#)
- [Cambridge City Council Open Space Standards \(March 2010\) South Cambridgeshire District Council's Open Space in New Developments Supplementary Planning Document \(January 2009\).](#)

## 21. Information in support of applications for the storage, treatment, or disposal of waste

### Policy Driver

- The Landfill Directive.
- Landfill England and Wales Regulations 2002 (as amended).
- National Planning Policy Framework (December 2024) particularly Section 8 Promoting healthy and safe communities.
- National Planning Policy for Waste (October 2014).
- Cambridgeshire and Peterborough Minerals and Waste Local Plan (July 2021) Policy 1 Sustainable Development and Climate Change, Policy 3 Meeting Waste Management Needs and Policy 4 Providing for Waste Management.
- Cambridge City Local Plan (October 2018) policy 36: Air quality, odour and dust.
- East Cambridgeshire Local Plan (April 2015, as amended 2023) policy ENV 9: Pollution.
- Fenland Local Plan (May 2014) policies LP2: Facilitating Health and Wellbeing of Fenland Residents; LP16: Delivering and Protecting High Quality Environments across the District.
- South Cambridgeshire Local Plan (September 2018) policy HQ/1 (1. n.): Design Principles, and SC/14: Odour and Other Fugitive Emissions to Air.
- Huntingdonshire Local Plan to 2036 (May 2019) Policies LP 29: Health Impact Assessment and LP 36: Air Quality.

### Types of applications that require this information

- 1) New landfill sites or extensions to existing landfill sites (including land raising).
- 2) Proposals involving the storage, treatment or disposal of hazardous waste and proposals for the incineration (including advanced thermal technologies) or chemical treatment of non-hazardous waste.

### Information required

- For both 1 and 2) Type and source of waste; plans and elevation drawings of buildings and other infrastructure; working hours; access arrangements including wheel cleaning; surface water drainage.
- For 1) A topographical survey of the existing site; scaled plans and cross sections explaining the proposed phases of working; pre-settlement and post-settlement contours; gas and leachate control systems; when relevant means of disposal of treated effluent and assessment of dry weather flows, duration of development; soil handling; restoration, after use and aftercare.
- For proposals for hazardous waste and incineration - a Health impact assessment (HIA) - HIA is a tool to appraise both positive (e.g. creation of new jobs) and negative (e.g. generation of pollution) impacts on the different affected subgroups of the population that might result from the development.

### Where to look for further assistance

- It is strongly advised that the assistance of a suitably qualified agent with experience in waste planning is obtained and consideration given to their appointment as agent for the application.
- Waste disposal by landfill and most other waste management facilities will also need an Environmental Permit. For more information visit The Environment Agency's information about environmental permits. You are advised to contact the Environment Agency's at an early stage to ensure that your planning application is consistent with Environment Agency's permitting requirements.
- [Planning Practice Guidance Waste Section](#)

- [The Environmental Permitting \(England and Wales\) Regulations 2016.](#)
- [South Cambridgeshire District Council's Health Impact Assessment Supplementary Planning Document \(March 2011\).](#)
- [Public Health England - Gothenburg Consensus Paper: Health Impact Assessment - Main concepts and suggested approach, European Centre for Health Policy, WHO-Euro, Brussels \(December 1999\).](#)
- [European Commission, Health and Consumer Protection Directorate - General Paper Ensuring a high level of health protection \(17 December 2001\)](#)
- [Public Health England's Health Impact Assessment in spatial planning document \(October 2020\)](#)

## 22. Plans and Drawings (including cross-sections where required)

### Policy Driver

- Article 7(1) (c) of The Town and Country Planning (Development Management Procedure (England) Order 2015.

### Types of applications requiring this information

All to which this guidance applies unless otherwise stated below.

### What information is required?

- All scale plans and drawings shall be to a recognisable scale and include a scale bar in addition to the national requirement of a North point.
- The red line of the application area should include the means of access to the public highway and all of the proposed development including ancillary parking provision (see paragraph 024 Reference ID: 14-024-20140306 of the Planning Practice Guidance).
- Existing and proposed Block plans of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries and neighbouring properties and clearly outlining the parking and maneuvering areas.
- Existing and proposed elevations (e.g., at a scale of 1:50 or 1:100).
- Existing and proposed floor plans (e.g., at a scale of 1:50 or 1:100).
- Drawings must be sufficient to identify the building within its context.
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100).
- Roof plans (e.g. at a scale of 1:50 or 1:100) - required only for complex roof structures. The roof plan should show the shape of the roof at an appropriate scale.
- Adequate cross-sections showing existing and proposed changes of level are necessary for proposals on sloping sites and all applications which include proposed changes in levels.
- It is the responsibility of the applicant/agent to provide accurate and updated plans and drawings within reasonable tolerances. The information should be sufficient to show the proposals in their context, including their relationships with relevant existing on-site and off-site reference points/features.

### Where to look for further assistance

- [Planning Practice Guidance Making an application](#) - Validation requirements

### NOTES

- Environmental Impact Assessment development is covered by separate regulations, which are mainly outside of the scope of these guidance notes.

- If during the lifetime of this list, policy documents, relevant legislation, and other documents are amended or superseded, the revised or replacement document shall be treated as a substitute for any superseded reference.

**BURWELL PARISH COUNCIL**  
*The Jubilee Reading Room*  
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*Telephone/Fax 01638 743142*  
*E Mail burwellpc@burwellparishcouncil.gov.uk*

**MILLSTONE DEVELOPMENT/NEWMARKET ROAD SPORTS HUB**

20<sup>TH</sup> December 2024 at 10am

Meeting Location: Mandeville Hall, Tan House Lane (Off Reach Road), Burwell CB25 0AR

**Present:** Liz Swift (Chair), Michael Swift, Paul Webb, Charlotte Cane MP, Yannifer Malinowski, Tony Cornwall, Andy Wilkinson, Craig Mulhall, David Meek, Khalid Shaban, Katherine Hyett (Clerk)

**Apologies:**

David Brown, Lavinia Edwards

**1. Update on state of housing development from This Land**

Concerns were raised about the lack of progress with the housing development and the difficulties getting updates from Vistry who are due to complete Phase one. This Land cannot speak for Vistry but made us aware that there may be some restructuring going on. This Land are progressing well with planning application for 50 units, should have resolution in January. They have done everything in terms of infrastructure. They did all the work as per highway requirements but some lighting bollards to come on site as this was requested afterwards by the Technical Engineer. Couple of substations are coming on board in the New Year as well.

TC asked about deadlines as trigger is 100 houses to provide the sports hub. KS confirmed no specific target deadlines.

PW – what is the latest understanding of when Vistry are looking to start building on site? KS: Best guess beginning of second quarter 2025.

PW- Does that mean they will have to abandon their plans for gas boilers and use more green technology. His understanding is that if houses are built after June 2025 you can't put gas boilers in. KS response- Not sure if the rules are when they break ground, or get planning consent. DM confirmed this would be a question for Vistry. PW asked KS to ask Vistry. KS said not very forthcoming at the moment but he will try.

MS – Village is well read. Villagers comment that Vistry is in serious trouble financially. Private eye reports that This Land are in serious financial trouble. He finds it difficult to counter these comments. DM: You can counter this, he can't speak for Vistry, they are a public company. This Land are fully audited. Private Eye is incorrect. Development company will spend money and then build, taking figures in isolation doesn't provide a full picture.

CC – Last time we met we talked about the importance of communication, she receives messages about this that residents are very concerned. Thinks it would be very helpful for the developers to communicate something.

KS – highlighted that they are at the mercy of the planners. LS highlighted that it looks an eyesore. Houses should have been started Jan 2024, it is concerning. Rumour mill runs rife. KS will share our frustrations with Vistry. PW and LS said another public meeting would be useful.

KH asked for clarification of the role of Master Developer: KS: Responsible for the co-ordination of the site as a whole, infrastructure and build plannings but not timings. Planning has a time control element as consent expires over 3 years but they can't.

DM confirmed that regarding communication they had said they would get through the planning phase first, but that had been delayed again so they are at the mercy of the planners. They wouldn't do a public meeting about their finances, if people want details they can contact Cambridge County Council

TC talked to valuers, property values for development coming down as building costs went up – asked This Land if they are being affected. DM – no major concerns re this, just submitted their 10 year business plan and everything is in budget.

## **2. This Land to clarify handover condition of land**

LS said they had confirmed at the last meeting that the hump would be levelled and no services would be in place. LS then asked clarification about the land that slopes down towards the road and whether this was included. KS confirmed they will use spare soil to level out as much as possible – what they have there but won't be able to import any additional soil. Land may not be completely level.

CM: what's in the soil that they use to level the land? Concern was about contaminated soil. KS confirmed all contaminated soil has left the site. It will be ungraded soil. It has been tested by This Land.

PW asked when they would be in position to provide the offer letter. Khalid advised we get legal advice and relook at section 106 – we have to demonstrate that we have a plan to deliver the sports hub in the Section 106. PW disagreed. He confirmed spoke to ECDC and we are aware of what our legal obligations are.

CC – need to keep conversation going, will the land be levelled prior to offer letter? Khalid – not until we understand that the PC have the budget to deliver what they need to do. DM reiterated that they are trying to help, the land can be passed to the PC at any time but the PC need to be ready. LS noted that we only 2 months to accept and need to go through council. PW stated that we have to obtain title to the land to get funding (CM later stated this is not the case as the section 106 agreement should be sufficient).

CM stated that the Football Foundation have confirmed project is strategically important. We are probably at least 12 months minimum away from a decision about a 3G pitch. LS reiterated the need for the Parish Council to work closely with CM and AW. LS also highlighted that we need to convince 17 councillors and that it's not going to cost villagers an extortionate amount of money.

TC asked about what ECDC would accept about the hub – ie. Final plan and interim plan. CM talked about interim steps (similar football club). – e.g. temporary changing rooms, water electrics, grass pitches. Start putting a plan together with master plan, then steps towards developing permanent building and raising capital.

### **3. What steps need to be taken?**

LS asked about next steps for both housing and football clubs. DM suggested collaborative message after planning decision which gives us a reason to inform. Hopefully a joint communication from Vistry, This Land and Parish Council.

KS reassured the group that land is there for us, when we want it and we should keep the conversation going. DM stated that This Land can't do much more at this point.

CM said that we can prove that we will get title of land, security of tenure and that it will levelled. They will get everything ready to submit to Football Foundation. TC reiterated that we need to get plan in place and then go to This Land – all were in agreement.

CM highlighted that we have to raise a substantial 6 figure sum. The cost may £1.5m. We need to find partnership funding (PW said 25% and CM said more than that). CC raised complicated dance of funding being in place with different groups and that someone on the Parish Council was really needed to push it forward (CC left meeting).

LS stated that we need to keep communication open. TC highlighted that Vistry could trigger the time frame with 100 dwellings occupied. KS responded that as Master developer they will start to put a programme together. KS thinks we have at least two years.

CM and AW– will meet with the Football Foundation to specifically discuss the project. They will put together a timeline from triggering the football foundation application, what the following steps and timescales are and what are all the other factors, including planning.

MS asked if Vistry goes bankrupt what would happen. TC confirmed administrator will sell to someone else.

LS asked about a possibility of a pump track on the land. The answer is no for both H&S and planning reasons. LS understands but said she would ask.

KH suggested a teams catch up end of February which was agreed. AW said that football foundation's perceived ceiling of £1m doesn't exist anymore so this helps.

PW suggested This Land and CM come to a Parish Council meeting to update in future.

Meeting closed 10:53



Pauline's Swamp Minutes of the Meeting of 30<sup>th</sup> September 2024 held at 25 The Causeway at 7.30 pm.

Present: Mike Swift (Chair), Liz Swift, Paul Webb, Jim Perry, Paul Hawes, Geraldine Tate, Jenny Moss (secretary), Helen McMenamin-Smith, Richard Jenkins, Paul Pickles.

### 1. Apologies.

James Moss. It was noted that James has sent his resignation as Trustee to the Secretary. Mike will send a letter of thanks acknowledging the work he has done for Pauline's Swamp.

### 2. Approval of the minutes of 22<sup>nd</sup> August 2024.

The minutes were proposed by Paul W and seconded by Helen.

### 3. Action Sheet Updates.

#### 1. *New land and Visitors Centre.*

The clearance done by Paul Pickles has really opened up the land. We discussed the drainage situation – because the adjacent land being developed is a few feet higher, we could suffer from flooding. The foreman Andrew Kitley (developers MD Lynxcourt) suggested that he dig the existing pond deeper for us, so that water will fill the pond rather than flood the area. Paul H thought this a good idea. Andrew also suggested to Jim that he help raise the ground where the portacabin would sit. We would need a ramp up to the cabin to allow disabled access.

Mike thinks it would be helpful to have a land surveyor view the site – we wondered if Lynxcourt should be asked to help with the cost. Apparently the drainage from the industrial site will run along the back of our land. We also need to find out the consequences of having water run-off into the main body of the Swamp. We need to get the original plans for development from ECDC to see if the raising of the development site was taken into consideration during planning. All agreed that a meeting with the site developers would be of enormous help – Jenny to write a letter asking if they would be willing to meet up with us. Paul W wants to hook up electricity from the industrial units, as the new site will probably be in shadow and without much wind for solar or wind turbine power, but apparently the developers have said this is not possible.

#### 2. *Work Days.*

It could well be too wet for an autumn sedge cut – the entrance to the site is already quite boggy. James Moss has said that, although he has resigned as Trustee, he is still willing to help with any work that needs doing, such as building a board walk, or the sedge cut when possible/required.

A tree has partially come down, and is leaning over the path, so we will need a contractor to remove this safely (and leave the wood on site for the habitat). We will ask Katherine to get quotes.

We agreed on a Work Day of Saturday 19<sup>th</sup> to plant buddleia, further clearance of the new land, removal of bulrushes, and possible removal of the mesh fencing along Love Lane.

Mike suggested we appoint someone present to oversee all work being done.

#### 3. *Vision Plan*

Paul and Jenny still to finalise the latest draft revision, but will meet when Paul is back from holiday.

#### 4. *Water Container.*

Jim says he will attach the required hosing before the work day on the 19<sup>th</sup> Oct.

#### 5. CCTV.

Paul W is meeting J&J Drake on site at 8 a.m. on 15<sup>th</sup> October to configure the router and test all is working. We don't expect to have to pay further for this. Paul mentioned that the cameras can be controlled by smartphone, to change the angle, but there was some concern that without any cameras pointing into the barn we still won't be able to prevent vandalism.

#### 6. Compost Toilet.

Jenny and Liz will meet up on Wednesday 9<sup>th</sup> in the afternoon to complete an application to Pride of Place.

#### 7. Tara.

Tara's classes haven't taken off this year, but a compost toilet would help.

#### 8. Friends of Pauline's Swamp.

To be added to Vision Plan. Paul H said that the museum used to have a Friends group who would raise up to £10,000 every year for the museum.

### 4. Appraisal of Open Day 2024.

**Activities:** Mike said that the Open Days are to raise awareness of nature, and wondered if the children's games aren't necessary, but Helen said she thought it attracted families and children and from there made them aware of the nature at The Swamp.

**Volunteers:** We definitely need more help on the day. Geraldine said that the WI would not want to get involved when it was mentioned that perhaps they would help.

**Car parking:** We need to organise car parking better so that cars aren't parked between the barn and the stalls, and lock the gate earlier to prevent visitors parking on site. When cars move around on site they should have a guide in a tabbard walking in front.

**BBQ/Refreshments:** A few trustees mentioned that the BBQ meat had been "like cardboard" but others disagreed. It could be that the "cardboard" ones had sat on the BBQ for longer than others. Helen suggested that someone is appointed to be in charge of the donations bucket, so that change for notes can be given. We would need a float in future, and the SumUp card reader would be useful. The Day Centre recently had an Open Day BBQ, where they charged £3.50 for burgers and sausages alike, and they obtained a street vendor licence from ECDC for around £20 so that we can have a fixed charge rather than donations. We need to try and have more soft drinks donated, and find a different tea urn as apparently the tea tasted unpleasant.

Burwell Brewery was very popular.

**Misc:** Other suggestions for next year include fire engine and ice cream van.

Jim mentioned that we had no animals this year -- in the past we have had Len Rix's animals, raptors, hedgehogs.

Geraldine said that someone had thought the dog show was too expensive at £2 per category, but Jenny said this was standard and that people had seemed willing to pay.

It was agreed that the Jam&Booze competition had been a flop.

We will set a date for next year's Open Day in January, making sure it is after schools have gone back.

**5 Any Other Business.**

Mike has offered to design a sign advertising the Swamp to go under the VW sign at the entrance. Jenny to send Mike the Swamp logo. Jim will measure to see how much space there is – Brian Marsh has given permission for us to put a sign up here.

Paul Pickles found that the chain and padlock at the inner gate were undone last week, with the code altered. Jim will change this to match the newly altered code of the outer gate.

Jim has offered to paint the outer gate before the winter.

Helen expressed concern about the furniture still in the barn, specially with no cameras pointing inside.

Paul Hawes had £15 to donate from the Open Day bird boxes. Helen told us that a lady from her church had donated £10.

**Date of Next Meeting.**

Monday 20<sup>th</sup> January at 25 The Causeway 7.30 pm.

At this meeting we will elect Chair and Secretary. Jenny will check the Trustees tenures.

The meeting closed at 9 p.m..

Signed.....

Date..... 20-1-25



**Dear Local Council**

**Safety of Lithium-ion Batteries Campaign**

**You may recall that I wrote to you in June last year to inform you of this campaign. So let me reintroduce myself. I am the assistant to Lord Foster (hence my email address) and the Parliamentary Advisor to the charity Electrical Safety First (ESF).**

**ESF and Lord Foster launched this campaign in June last year to ensure the safety of Lithium-ion batteries. The attached transcript of a webinar held by ESF on 30th December outlines the issues and the campaign, which is designed to save lives and cut down on fires and save damage to property. There are four issues**

- That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed. Currently this is not the case.**
- That regulation are made to ensure the safe disposal of the batteries. Currently this is not the case resulting in fires in bin lorries and waste disposal sites.**
- That charging kits and conversion kits used on the bikes are also safe. Currently regulations do not cover this.**
- That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops. Currently this is not the case.**

**This campaign has the support of a large number of organisations (see attached) including the NALC and the SLCC as well as 500 individual local Councils, and we are already discussing this with Ministers – who are not unfriendly. We feel, therefore, that the support of local councils will keep the momentum going and hope you will be able to back this campaign.**

**I look forward to hearing from you,**

**All the best**

**Ron Bailey**

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Electrical  
Safety  
First

# Lithium-Ion Battery Safety Campaign

For supporters of **Electrical Safety First's Campaign**

December 11<sup>th</sup> 2024

Powering change +  
saving lives.

[electricalsafetyfirst.org.uk](http://electricalsafetyfirst.org.uk)

# Agenda

Introduction: Lesley Rudd, CEO

Campaign Overview: Wayne Mackay, Head of Policy and Public Affairs

Legislative Next Steps: Westminster PA Team

Q&A

Closing Remarks: Lesley Rudd, CEO



# ESF Attendees



Lesley Rudd, CEO



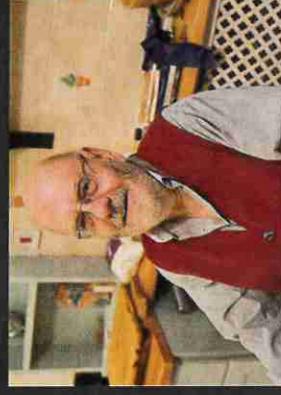
Wayne Mackay, Head of  
Policy and Public Affairs



Luke Osbourne, Deputy  
Technical Director



Tara Joe, Policy and  
Public Affairs Manager



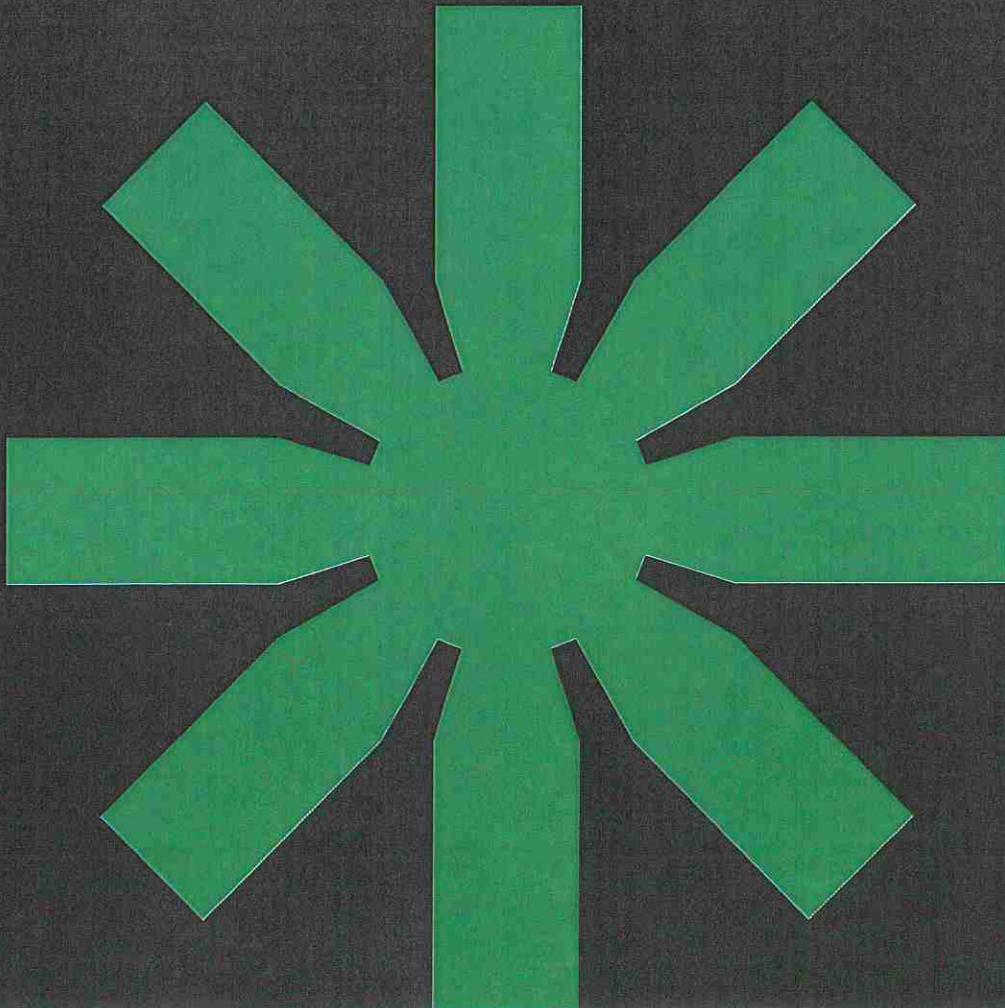
Ron Bailey,  
Consultant



Henry Cainen, Policy and  
Public Affairs Advisor



# Lesley Rudd, CEO



BATTERY BREAKDOWN

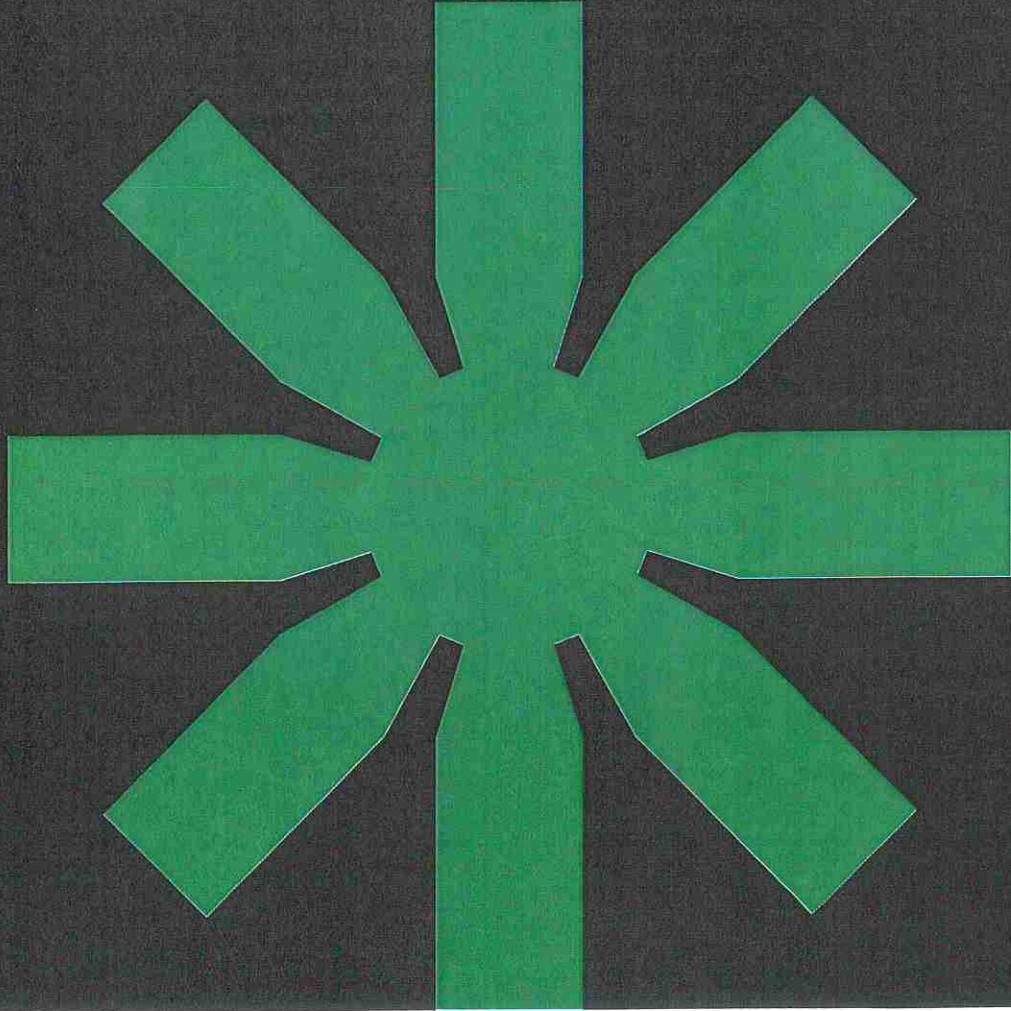
# Scott's story

Case study of a devastating e-bike fire





# Wayne Mackay, Head of Policy and Public Affairs



## Who we are

- The UK charity dedicated to reducing the number of deaths and injuries from electricity.
- Our flagship product safety campaigns focus on **regulating online marketplaces** and reducing the number of **e-bike and e-scooter fires** across the UK.



# Campaign Recap

# The rise of safety concerns



Over

15

Deaths reported since 2020

180

Constituencies have reported fires

3

Coroner's inquiries urging Government action

# TIMELINE



**RESEARCH**  
ESF's Technical experts commenced research, testing and review of issues

**ESF BILL**

- Developed legislative asks with NFCC & LFB support
- Private Member's Bill in Commons & Lords
- Nearly 100 national supporters

**2022**

**PARTNER INSIGHTS**  
Reports of increases in fires by London Fire Brigade and other FRSS

**Early 2023**

**CAMPAIGN LAUNCHED**  
Extensive media, social and public affairs activities launched

**Summer 2023**

**PRaM BILL**  
Seek amendments to legislation & assurances on secondary regulations +

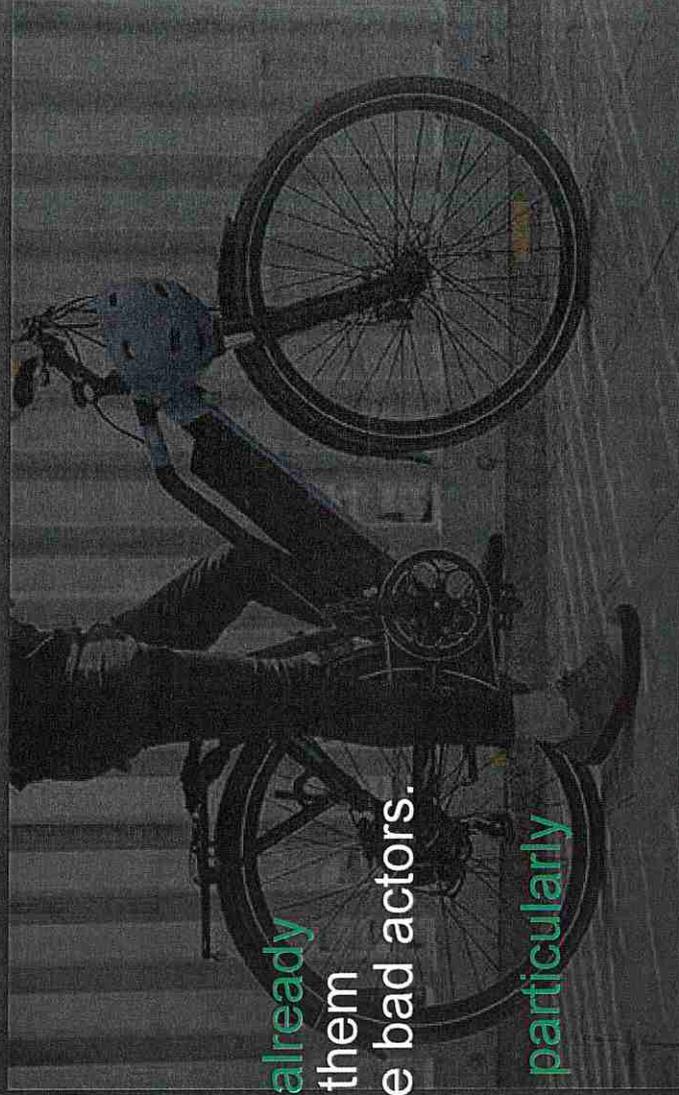
**2024**

**2025**

# Regulatory solutions

## 1

- Require third-party certification before sale.
- Most reputable manufacturers already follow these practices; making them mandatory would help eliminate bad actors.
- Enhances enforcement efforts, particularly on online marketplaces.



# Regulatory solutions

Supply disposal guidance and chemical information with each sale.

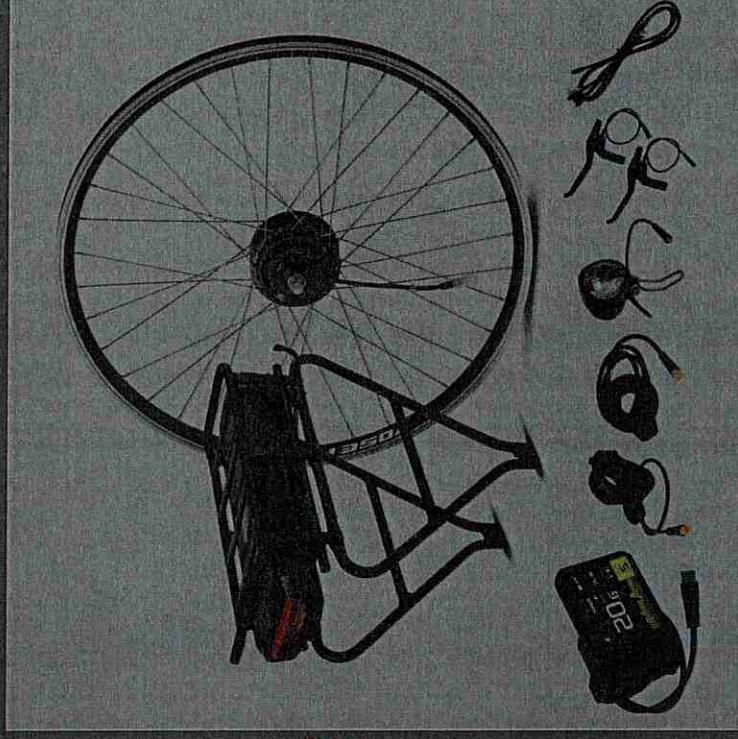
Reduce fire risks by minimising improper battery disposal.

Reduce medical response to chemical exposure after thermal runaway.



# Regulatory solutions

- 3**
- Government standard for e-bike conversion kits. **There is currently not one.**
  - Measures to ensure safer charging.



4002



# Risks of unregulated online marketplaces



**85%**

of survey  
respondents trusted  
the safety of  
products on OMPs

**60**

listings of e-bike and  
e-scooter chargers  
from third party  
sellers on OMPs were  
found to be illegal

# Delivery riders



44%

**purchased  
aftermarket  
chargers from  
OMPs**

55%

**purchased  
conversion kits  
from an OMP**

59%

**use more than  
one battery on  
their e-bike**

**Disproportionately impacts on low-income  
workers in high-density housing**

# Online Marketplaces



- Duties on Online Marketplaces
- Redress Responsibilities
  - Scrutiny



# Westminster Public Affairs Team

Powering change + saving lives.

# Campaign support

- Nearly **100** national organisations
- + **500** parish and local councils



BATTERY BREAKDOWN

# Political support In parliament



WE SUPPORT  
A BILL THAT CAN  
SAVE LIVES.



The call for tighter regulation is urgent and the Government must introduce third-party certification to improve the safety of e-bikes, e-scooters, and their batteries.



# Next steps Product Regulation and Metrology Bill



- Strengthen this legislation to address the scale of e-bike and e-scooter battery safety issues, and better regulate online marketplaces
- Collaborate with coalition partners, Peers, and MPs to amend the Bill in both the Lords and Commons.
- Ensure the secondary regulations are developed with a focus on consumer protection, safety, and thorough stakeholder consultation.

# A busy 2025!

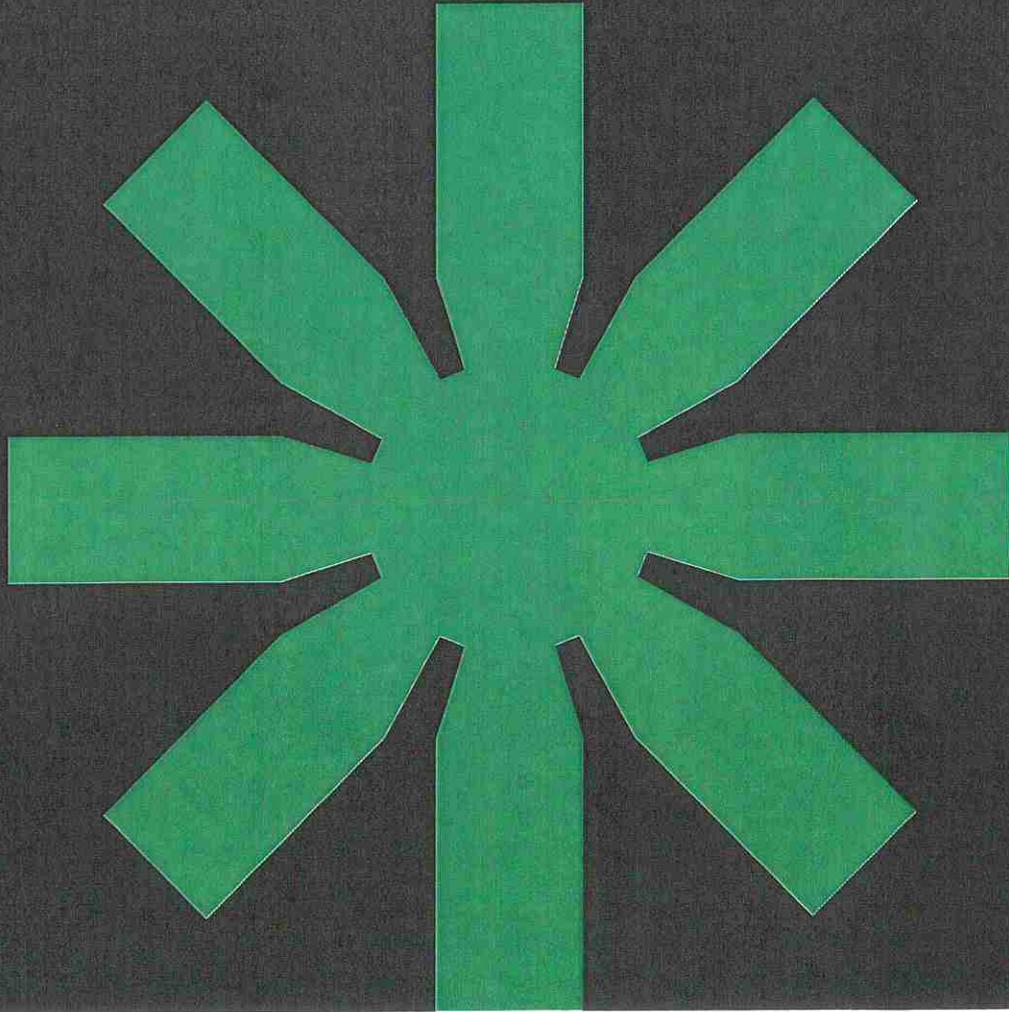
- All of this results in a **very busy upcoming 2025.**
- We will **need all your help** and support to get our campaign commitments across the line in the Product Regulation & Metrology Bill, and subsequent secondary legislation.



# Q&A



# Lesley Rudd, CEO





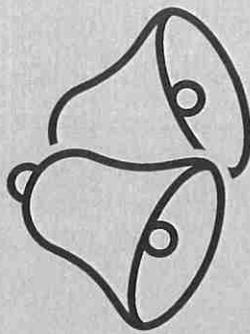
# Thank you, Happy Christmas!

**Electrical Safety First** is the UK charity dedicated to reducing fires, deaths, and injuries caused by electricity. Recognised as the leading technical authority on home electrical safety, we campaign on behalf of consumers and work with policy makers and stakeholders to improve electrical safety regulation and reduce electrical risk.

[electricalsafetyfirst.org.uk](http://electricalsafetyfirst.org.uk)

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London  
SE1 0ES

Email: [enquiries@electricalsafetyfirst.org.uk](mailto:enquiries@electricalsafetyfirst.org.uk)





Good afternoon Katherine,

Many thanks for your comments on the Priory Wood management plan, it is very much appreciated.

With regards to accessibility improvements on the site, the Woodland Trust has a variety of options to use on its sites to allow access for a wide range of users, and these options will be looked at for any access improvements at Priory Wood. In terms of the kissing gates these refer to some new kissing gates in the southwestern corner of the wood. This was referenced incorrectly in the management plan but has now been updated. We have also added in a reference to climate change to the plan. In terms of the pond and the flow, this will be looked at during the pond works already referenced in the plan.

Thank you again for getting in touch.

Kind regards

Hannah

