

Burwell Parish Council
Asset and Environment Group
Meeting of 24.06.25, 7.30 pm at Mandeville Hall
Minutes

- Members:
 Lea Dodds (Chair)
 Chris O'Neill (Vice Chair)
 Linda Kitching
 Gus Jones
 Richard Jenkins
 Jim Perry
 Liz Swift
 Michael Swift
 Geraldine Tate
 Paul Webb
 Ian Woodroofe
 Ken McCarthy

Present:

- Lea Dodds (Chair)
 Richard Jenkins
 Jim Perry
 Liz Swift
 Michael Swift
 Geraldine Tate
 Ian Woodroofe
 Ken McCarthy
 Katherine Hyett (Clerk)

A&E/240625/01 Apologies for absences and declarations of interests.

Paul Webb and Linda Kitching sent their apologies. Richard Jenkins declared an interest in item 2b.

A&E/240625/02 Approval of the minutes of the meeting held on 29 April 2025.

The minutes of the meeting held on the 29th April 2025 were approved and signed as a true and accurate record. This was proposed by Liz Swift and seconded by Richard Jenkins and all were in favour.

A&E/240625/03 Election of Chair and Vice-Chair

Chair: Liz Swift proposed that Lea Dodds continue as Chair of Assets and Environment this was seconded by Geraldine Tate and all were in agreement.

Vice Chair: Liz Swift proposed that Richard Jenkins be elected as Vice Chair, this was seconded by Geraldine Tate and all voted in favour.

Lea Dodds and Richard Jenkins were duly elected Chair and Vice-Chair of Assets and Environment

A&E/240625/04 Property Updates:

Issue/Update	Actions
1) Gardiner Memorial Hall	
a. GMH Exit/Entrance - no update	KH to progress
b. Air Source Heat Pump – replacement and servicing. Reported 16 th May to Mitsubishi and no further update as yet	IW to follow up with Sothams
c. SEG – completed. We now have a account with EDF to export energy from GMH solar panels. The rate is 3p, we will look to get a better export rate when we change electricity supplier after coming out of contract with Engie in Spring 2026	
d. Replacement/additional tables – The WI have offered £400 towards tables and would like to purchase 6 square tables at £63 each – total £378. We still need to replace our standard tables at some point. Lea Dodds proposed we go ahead with the purchase, Ken McCarthy seconded the proposal and all were in favour.	KH to progress with purchase.
e. Storage – deferred to the next meeting	
f. Cycle stand – a Sheffield stand donated by a resident has been installed at Gardiner Memorial Hall at no cost to the Parish Council.	
g. Solar Panels cleaning – £50 quote to clean. Some discussion over the fact that they should be self-cleaning. KH to refer to Grimwade Sharman for advice and progress with cleaning should they recommend it.	KH to progress

2) Mandeville Hall	
<p>a. Redecoration of Mandeville – deferred as additional quotes required.</p> <p>b. LED Lighting – RJ updated that the materials have been purchased, and it was expected that this progress in the summer holiday period to minimise input on hirers.</p> <p>c. Energy supplier change - KH provided a report with the caveat that quotes only remain valid for one day. KH recommended that we move from Corona to Green Octopus as we are likely to get a better export rate. The A&E working group decided to submit a recommendation to full council to change to the Green Octopus 12-month plan (or the 24-month plan if no leaving penalties). This was proposed by Lea Dodds and seconded by Ken McCarthy.</p>	<p>KH – Recommendation to full council.</p>
3) Jubilee Reading Room	
4) Pavillion/Recreation Ground and Tennis Courts	
<p>a. Skatepark Maintenance: KH said that we had received a quote for over £5k for tiger mulch to repair the corners of the skate park and we would need further quotes for preparation of the ground. She suggested that we speak to David Bracey who will be doing our annual playground inspection shortly before progressing any further, but we may want to consider this is future budgeting plans. A Councillor mentioned that there was a sinking fund for the Skate Park. KH said she would need to find out more about that.</p> <p>b. Skatepark sign and dog on lead signs -KH provided a brief report with a process around purchasing signs and the current signs that need replacing. This was agreed and fits within our current financial regulations. Burwell Print Centre to be asked to produce the signs.</p> <p>c. Disabled access – Pavillion toilets -The different options provided in the Clerk’s reports were discussed, Mike Swift said that the pavilion toilets had always been designed for public use. Vandalism is a concern. Lea Dodds recommended that we propose the radar key solution initially to Council, Richard Jenkin’s seconded this.</p> <p>d. Disabled access to the Recreation Ground play park A letter had been received that asked for disabled spaces to be closer to the park and improvements to be made to the gateway for wheelchair accessibility. It was felt that the parking spaces we have already would probably be sufficient and the Clerk will investigate the gateway with the Maintenance Officer. Advice would be sought from our inclusive play audit.</p>	<p>KH to speak to RFO and David Bracey.</p> <p>KH to contact instruct Burwell Print Centre.</p> <p>KH – Recommendation to full council.</p> <p>KH to follow up.</p>
5) Cemetery	
No update at meeting.	
5) Allotments	
The regulations are being revised and will be presented at the next meeting.	
6) Margaret Field	
No update at meeting.	
7) Westhorpe Play area	
a. Signage quotes to be considered – see 4b – new signs to be purchased.	
8) Jubilee Green Play area	
<p>a. Memorial Bench – a letter was received asking if a memorial bench could be place at Jubilee Green adjacent to the roundabout and slide. This would be funded by the family. Agreed to submit a recommendation to Council.</p>	<p>KH – Recommendation to full council</p>
9) Priory Orchard and Spring Close	
<p>a. Additional Bench with a back - a letter was received requesting that the benches at Spring Close have backs on them such as the one by the Spring. They asked if a new bench would be considered. This will be referred to the Spring Close Management Group.</p>	<p>KH – Refer to Spring Close secretary.</p>

A&E/240625/05 Tree Report

We received a very detailed tree report and some initial costings. It was agreed that we should go ahead with the work specified as 'high' in the report subject to a decision from Council. KH to seek more quotes but it is expected to cost circa £2500. The Clerk will then work with different management groups and Councillors to review the 'important' work and what can be done by volunteers, our Maintenance Officer and outside contractors with a view to progressing that within the 12-month recommended time scale. There is some debate on ownership of some trees to be further researched by the Clerk.

A&E/240625/06 ESG update

ESG are meeting Jeremy Sharman at GMH on 2nd July to optimise final recommendations for heating/energy usage at GMH

Richard Jenkins has been using a measuring device to monitor usage and will hopefully be able to feedback soon. Richard asked KH for a copy of the June and July electricity bills.

Energy Audits – Lea Dodds attended a presentation by Acre who are providing us with free energy audits and felt reassured these would progress soon. Ian cautioned “against going cheap as we could be living with the choices for a long time.”

A&E/240625/07 Commercial waste and recycling update.

KH updated that there had been some troubles with late delivery and pick up at the start of the contract with Ellgia. We may need to extend the temporary contract (3 months currently) as we are still awaiting feedback from ECDC as to whether they can take on any of our bins.

A&E/240625/08 Hedge cutting – consideration of quotes

KH provided a report with costing for hedge cutting excluding the Leys which we propose handing back to County Council. 4 quotes were provided: S. Harrison & Co were the cheapest over a 5-year period. It was proposed by Lea Dodds and seconded by Ken McCarthy to recommended this to full council subject to references and a year 1 break option in the contract.

A&E/240625/09 CCTV/Alarms and Emergency lighting – consideration of quotes

This was deferred to the next meeting as further detail was required.

A&E/240625/10 Public Rights of Way Hierarchy engagement

Lea Dodds offered to complete this with the assistance of other councillors. Ken McCarthy said we should engage the walking groups in the village.

A&E/240625/11 Any other urgent matters

Geraldine Tate thanked Sarah Ashby for the feedback form for hirers. She also asked if we could review the information given to hirers including needing to provide their own bin bags etc. KH to follow up with Geraldine and Sarah Ashby.

A&E/240625/12 Date of the next meeting: 26th August 2025

Meeting closed: 21:24

Supplier	forecast annual	Forecast costs	Standing charge	Unit Charge per KWH	Contract length	Fixed or variable	Is electricity tariff 100% from renewables	Co2 emissions
Eon next (npower)	£1,977.40	£164.78	£0.30	26.7	1yr	fixed	TBC	
Green Octopus (no standing charge)	£2,032.14	£169.34	£0.00	29.05	1yr	Fixed	100% renewables - 2 exporting tariffs - SEG 3p per KWH, other tariff panel power 8p per KWH. REGO Certificate and energy generator	
Green Octopus - 12 month	£1,810.22	£150.85	£0.35	24.07	1yr	Fixed	100% renewables - 2 exporting tariffs - SEG 3p per KWH, other tariff panel power 8p per KWH	
Green Octopus - 24 month (no exit fees)	£1,816.15	£151.35	£0.35	24.14	24 month	Fixed	100% renewables - 2 exporting tariffs - SEG 3p per KWH, other tariff panel power 8p per KWH	
EDF	£1,707.63	£142.30	£0.50	21.8	1 yr	Fixed	no - coal 4.3, gas 19.7, Nuclear 54%, Renewable 20.1, other 1.9%	
Scottish power	£1,775.43	£147.95	£0.66	21.9	1yr	fixed	100% renewables - REGO Certificate and energy generator	136g/kwh
British Gas	£1,764.87	£147.07	£0.40	23.14	1 yr	Fixed	coal 4, gas, 17, nuclear 57, renewables 20, other 2	
								117g/kwh
Corona energy - CURRENT			Over £3	32.68			Coal 10.6, gas 49.2, Nuclear 7.7, Renewable 27.7, other 4.8	

Octopus's Intelligent Octopus Flux tariff, which is a smart time-of-use tariff with peak and off-peak pricing, where import and export rates always match. It currently pays just under 30p/kWh during the peak hours 4-7pm. To access this tariff you must be also an Octopus customer for your imported energy, and it is limited to customers who have a specific battery (GivEnergy, Enphase, SolarEdge and Tesla).

Cuts		TH Tree Surgery	East Cambs Trading Co Ltd	Zion	S.Harrison&co
Mingay Park Cricket Ground, Reach Road	The Internal face of all hedges surrounding the cricket ground to be trimmed. The external face along Tan House Lane will also need to be trimmed and the cuttings carefully cleared from the Lane. The hedges to be trimmed to the maximum recommended height of 1.2 metres (height of hedge on Cricket Field side) to help shield neighbouring properties from balls and noise pollution.	£400.00	£384.20	£300.00	
Recreation Ground, Weirs Road	Cut face of hedgerow all way round the rec including behind the pavilion.	£650.00	£268.94	£520.00	
Allotments, Green Lane	The hedgerow along Green Lane needs to be maintained to prevent encroachment onto the byway. The hedge on either side of the entrance from Newmarket Road is to be maintained in order to prevent encroachment on to the entrance driveway and the height of this hedge needs to be maintained at approximately 2 metres. There is no vehicular access and it will probably require pole hedge cutters.	£300.00	£576.30	£300.00	
Spring Close/Castle Mound, Spring Close	All surrounding hedges should be trimmed to reach and then maintained at a height of two metres where the hedge is free standing or one metre of shrubby growth where the hedge is on a bank. Particular attention is to be paid to the hedges facing Spring Close and the Lane/footpath to the right of the entrance running towards the wood.	£250.00	£576.30	£300.00	
Margaret Field, Heath Road	All surrounding hedges to be trimmed to maintain maximum height of 2 metres in order to limit noise/nuisance. Front hedge – front, top and back, in field face cut only.	£450.00	£268.94	£300.00	
Jubilee Green, Parsonage Lane	Hedge to the right of the ground, as approached from Parsonage Lane entrance, to be trimmed and maximum height maintained. Both left and right hand sides need trimming at Park Road entrance. Hall Lane entrance to Jubilee Green needs to be maintained and hedges trimmed back, and scrub cleared from pathway.	£250.00	£268.94	£300.00	
Cemetery, Ness Road	Internal hedge on right hand side needs to be cut back very hard in first year and kept to 2 metres in future years. Also cut hedge to left and back. Internal ornamental hedges and front hedge to be left.	£600.00	£268.94	£300.00	
Jubilee Reading Room, 99 The Causeway	Trim back internal faces of boundary hedges and reduce height as necessary	£200.00	£115.26	£125.00	
Hatley Drive Amenity Area	The hedges along the riverbank need to be cut back and maintained	£200.00	£153.68	£300.00	
Kingfisher Drive Amenity Area	All boundary hedges need to be cut back and maintained	£200.00	£153.68	£0.00	
Priory Meadow	Hedges to be kept trimmed back and maintained at appropriate height.	£250.00	£268.94	£300.00	
Corner Pound Close/ Parsonage Lane	Brambles need to be kept trimmed back to enable easy maintenance of the grass bank.	£150.00	£115.26	£0.00	
Pauline's Swamp	All boundary hedges to be cut back to boundary fence each autumn.	£300.00	£268.94	£520.00	
Additional charges (litter picking)				£520.00	
Year 1		£4,200.00	£3,688.32	£4,085.00	£4,000.00
Year 2		£4,200.00	£3,688.32	£4,207.55	£2,750.00
Year 3		£4,200.00	£3,688.32	£4,333.78	£2,890.00
Year 4		£4,200.00	£3,688.32	£4,463.79	£3,035.00
Year 5		£4,200.00	£3,688.32	£4,597.70	£3,190.00
Over 5 years without the leys		£21,000.00	£18,441.60	£21,687.82	£15,865.00
Over 5 years with the leys		£22,500.00	£19,786.30	£26,227.05	£18,585.00

Burwell Parish Council - Finance and General Purposes

3.6.2025

Minutes

Present: Michael Swift, Ian Woodroofe, Brenda Wilson, Lea Dodds, Liz Swift, Jim Perry, Yvonne Rix (RFO), Katherine Hyett (Parish Clerk)

F&GP/03062025/01 Apologies for absences and declarations of interests

Apologies for absence have been received from Linda Kitching and Paul Webb. There were no declarations of interest.

F&GP/03062025/02 Approval of the minutes of the meeting held on 25.3.2025

The minutes of the meeting were approved and signed as a true record. Proposed by Liz Swift and seconded by Lea Dodds.

F&GP/03062025/03 Consideration of the Action Sheet and updates from previous meeting:

The following updates were noted:

PROJECT	INFORMATION AND UPDATES
Local Council Risk System	Clerk to annually review all Risk Assessments and the need to create new assessments following Council decisions/activities.
CCLA Investment	Funds at 30.4.2025 £114,301.70

F&GP/03062025/04 Any matters relating to the Financial Report given at PC Meeting 23.6.2025

No matters were raised.

F&GP/03062025/05 Audit Update and Arrangements for the Exercising of Public Rights

Yvonne Rix explained that the Internal Audit Report had been received earlier in the day and that no matters of concern had been raised. She continued to report that the period for the Exercising of Public Rights will be from the 1st July 2025 until the 11th August 2025.

F&GP/03062025/06 Consideration of the need for additional and or changes of Unity Trust Bank signatories

The group agreed that Lea Dodds, as Vice Chair of the Council, should be added to the list of Unity Bank signatories.

Recommendation to Full Council: That Lea Dodds, as Vice Chair of the Council, is added to the list of Unity Trust Bank signatories.

F&GP/03062025/07 Review of the following Direct Debits, Risk Management Policy, Internal Controls, Safeguarding of Council Funds

All items were reviewed.

Recommendations to Full Council:

- **That the following direct debits are approved – Anglian Water(WAVE), BT, Corona Energy, ECDC, EE Limited (Pauline’s Swamp), Engie Gas, Engie Electric, HMRC (For VAT purposes), Information Commissioners Office, Lloyds Bank Corporation, NEST (Superannuation), PEAC (UK) Ltd (Photocopier hire) and Vodafone (Recreation Ground CCTV).**
- **That the review of the Burwell Parish Council Risk Management Policy is approved noting the Following:**
 - I. **That there is concern about cyber attacks and that the Clerk should investigate if there is any advice for local councils.**
 - II. **That clarification is sought on whether parish councillors attending events e.g. manning a stand at Ely Market, outside of the parish are covered by the Parish Council’s insurance.**
 - III. **Carrying out a review of the hall hire regulations and checking that those running classes have their own public liability insurance.**

- **That the review of the Finance Risk Assessment for the Council is approved.**
- **That having considered all information available the group considered that the Council has the necessary controls in place to safeguard Council funds and that this review should be approved.**

F&GP/03062025/08 Receipt of CIL Funding and consideration of earmarking of funds in general

The group agreed that the earmarking of the funding should be brought to the attention of the Full Council possibly as part of the Strategy Day.

F&GP/03062025/09 Any Other Matters:

Delegation of Power – Future Energy Contract:

The group agreed that at this stage there is no need to delegate power in order to take advantage of suppliers offering cheaper energy prices and time should allow for this to go to Full Council.

Engie:

Lea Dodds reported that information had been provided to a claims company regarding the contract with Engie and that initial reaction from the company is that we are likely to have a case. This is encouraging but there is a long way to go. If successful it is understood that the 30% commission due is paid out of another fund.

F&GP/03062025/10 Date of the next meeting – 29th July 2025

The next meeting of the group will be held on 29th July 2025.

It was noted that there may be a need to elect a chair to cover the meeting due to the likely absence of Paul Webb and Michael Swift.

The meeting closed at 8.52 pm.

Signed

Dated

Burwell Parish Council Risk Management Policy

Adopted 10th March 2015 and reviewed by Finance Working Group 2nd March 2017 and the Finance and General Purposes Group on 6th March 2018 (approved by Council 13.3.18), reviewed F&GP 26.3.19 (approved by Council), reviewed by F&GP 28th July 2020 and approved by Council, Reviewed by F&GP 28.9.2021 and approved by Council 12.10.21. Reviewed by F&GP 29.11.2022 and approved by Council 13.12.22. Reviewed by F&GP 28.11.23 and approved by Council on 12.12.23

Risks

This document has been produced to enable the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although risks cannot be eliminated fully, it has in place a strategy that provides a structured, systematic, and focused approach to managing risk.

Risk is something that will affect the ability of the Council to achieve its objectives and meet its duties. Risk management is the process by which these risks are identified, evaluated and controlled. This document will be reviewed annually.

Subject	Risk	Level of Risk	Management/Control of Risk	Actions
Finance including financial planning and controls	Fraud, Financial systems, bank accounts, fire at Council office, Loss of income - Halls, adequacy of precept and loss/delay of precept	L/M	Burwell Parish Council Financial Regulations adopted 27.1.15, reviewed annually by Finance and General Purposes Working Group in November and approved by Council. Financial Risk Management carried out annually by Finance and General Purposes Working Group in November and approved by Council. Effectiveness of Internal Audit reviewed annually in November by Finance and General Purposes Working Group and approved by Council. Fidelity Guarantee of £500,000 included in Council's insurance policy currently with Zurich. Loss of income cover included in Insurance Policy. Adequate level of general reserves held to cover loss or delay in receipt of precept,	Ensure budgets are produced for maintenance and capital projects by Working Groups for inclusion in precept. Concern raised about the risk of cyber attacks. Parish Clerk to investigate advice relevant to local councils.

Election Costs	Costs when a full election takes place	M	Through the budgeting process the Council will consider this, however there are no measures available to minimise the risk of having a contested election. Reserves could be earmarked to cover likely costs and replenished if required.	
Staff	Employers Liability, Health and Safety, Lone Working, Use of Computer equipment, Loss/illness of staff	M	Employers Liability of £10,000,000– included in insurance policy currently with Zurich. Burwell Parish Council Health and Safety Policy, Training Policy. Clerk working in liaison with Assistant Clerk and regular contact with key Councillors. Other staff can be covered by contractors and volunteers.	
Contractors	Damage to property and injury to individuals	M	Copy of Public Liability Insurance Certificates obtained at start of season.	
Assets as listed on Parish Council Asset Register inc. buildings	Theft, Damage, Fire and faulty or damaged equipment	L	An Asset Register is maintained, and insurance is held at the appropriate level for all items. Regular checks carried out on all assets. Equipment is regularly maintained and serviced.	
Council records	Paper – Loss through theft, fire, or damage Electronic – Loss through theft, fire, or damage	L M	Archived Minutes stored by Cambridgeshire County Council. Paper documents stored in a fireproof room. Documents retained as per recommended NALC/SLCC Guidelines. Burwell Parish Council -Data Protection and Information Security Policy All electronic files continuously backed up using storage system and secondary back up system at Mandeville Hall. Cloud storage is in place and all data is automatically uploaded on a daily basis.	

Councillors	Members Interests and actions undertaken	L	Members are required to disclose interests at the meeting and declare these on the interest form, as per regulations-failure to do so can result in a fine. Code of Conduct, training, Clerk advice. Clerk and Councillors attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to check legality of decision if council is unsure.	Maintain SLCC/NALC membership
Insurance	Adequacy Cost Compliance Fidelity Guarantee	L	An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and council to ensure the cover conditions are complied with.	
Volunteers	Damage to property and injury to individuals	L	Insurance Policy	Check to see if insurance covers volunteers outside of the parish on Council business eg manning a stand at Ely Market
Health and Safety	Council Activities including hirers of property and playing fields Liability	L	Health and Safety Policy Letting Regulations for Halls Insurance	Review of the Hall Booking Regulations to be undertaken. Check with classes to ensure that they have

			Risk assessments to be carried out for any new activities and events, as per the council's Financial Regulations. Public liability insurance is held. Council to ensure any activities undertaken are covered by insurance.	their own public liability insurance.
Playgrounds and equipment	Unsafe equipment Injury	M	Annual Inspection by qualified Playground Inspector, Weekly inspections carried out by Handyman and findings reported to Council. Public Liability insurance in place to a value of £10,000,000	
Street Furniture	Damage, theft	L	Insurance cover in place for all items included in Asset Register	
Winter Gritting Scheme		L	Covered by Parish Council Insurance and also covered for agreed route with Cambridgeshire County Council	
Burial Grounds, Recreation Grounds and Play Areas and other Parish Council owned Land	Memorial Stone – movement Trees – Injury caused by falling branches, debris, and diseased trees Unauthorised entry	L	Check routinely for unsafe stones Tree Policy adopted May 2014 and regular maintenance. Insurance cover All large areas – access restrictions	Memorial Stones recently checked for stability.

FINANCE RISK ASSESSMENT FOR BURWELL PARISH COUNCIL
3rd June 2025

Finance Area	Finance subhead	Current situation		Comments
		Yes	No	
Fraud	All invoices received must be shown on the Agenda/Minutes	Yes		All invoices are listed as a separate agenda item
Fraud	All payments must be approved by the Council at a meeting PRIOR to the signing of the cheques or authorising BACS payments	Yes		
Fraud	The bank mandate for signatories must include a minimum of two parish councillors per cheque. All BACS payments must be approved by a minimum of two parish councillors	Yes		
Fraud	Signatories must check that the amount on the cheque/BACS Payment corresponds with the approved amount	Yes		
Fraud	Invoices must accompany the cheques/BACS payments for signing/approving for verification	Yes		
Fraud	Each signatory must initial the cheque stub of each cheque signed so each they can be identified later, if necessary	Yes		
Fraud	If petty cash is held - accounts should be reconciled by a Councillor quarterly.	Yes		No Petty Cash held
Insurance (Compulsory)	Fidelity Guarantee Insurance should cover the amount received in precept (half if paid bi-annually) plus the amount held in any bank account as at 31 st March.	Yes		Fidelity Guarantee insurance currently £500k –
Insurance (Compulsory)	Employer's Liability Insurance	Yes		£10m
Insurance (Compulsory)	Motor Vehicle Insurance (if applicable)	N/A		
Insurance (Desirable)	Public Liability (recommended level for playgrounds is £5m.)	Yes		Current cover £10m
Insurance (Desirable)	Does the Council own office equipment - <i>where is it held who has the insurable interest?</i>	Yes		All equipment held at own office - Jubilee Reading Room Clerk takes home laptop as and when needed.
Insurance (Desirable)	Buildings & Contents - <i>Contents insurance only covers general tables & chairs etc. If individual groups store equipment in a parish owned building they must insure it themselves as the interested insured party.</i>	Yes		
Insurance (Desirable)	Structures	Yes		

01/07/2025

FINANCE RISK ASSESSMENT FOR BURWELL PARISH COUNCIL


3rd June 2025

Finance Area	Finance subhead	Current situation		Comments
		Yes	No	
Insurance <i>(Desirable)</i>	Defamation (inadvertent)	Yes		Libel& Slander £250K
Insurance <i>(Desirable)</i>	Accidents for members & voluntary assistants	Yes		
Insurance <i>(Desirable)</i>	Legal Expenses	Yes		Standard cover
Insurance <i>(Desirable)</i>	Events	Yes		For Parish Council events Confirm with hirers that they have their own insurance if necessary
Financial Systems	Inaccurate Figures - bank reconciliation should be carried out by RFO in conjunction with another councillor every quarter	Yes		Carried out quarterly with Finance and General Purposes Group
Financial Systems	A regular check should be made that invoices listed the agenda have subsequently been approved and paid	Yes		All invoices are listed as a separate agenda item
Financial Systems	The amounts held in bank accounts (taken from the bank statement) should be reported at each parish council meeting. <i>(Members can keep their own tally and verify any discrepancy)</i>	Yes		Reported to Council quarterly
Financial Systems	Formal budget should be prepared and approved by the Parish Council before precept is agreed at the Parish Council meeting	Yes		
Financial Systems	A budgetary control statement should be presented to the parish council meeting quarterly.	Yes		
Fire at Council Office	Separate record of bank account details to be held by Chairman. <i>(Copies of lost bank statements can be supplied by the bank and minutes will supply approved payments, for the purpose of rewriting the cash book.)</i>	Yes		The council has 2 bank accounts with Unity Trust and CCLA both allowing online access
Fire at Council Office	Copy of minutes to be held by Chairman	Yes		Minutes kept in steel cabinet in room with a fire door. Also stored on two level internal electronic system and in addition using a 'Cloud' provider.
Fire at Council Office	Monthly back-up disk of relevant computer files to be held by Chairman	Yes		All electronic files continuously backed up Son/father/grandfather system
Fire at Council Office	All original copies of deeds, leases or other legal documents to be photocopied and the originals to be	Yes		All held by our solicitors Ward Gethin Archer

01/07/2025

FINANCE RISK ASSESSMENT FOR BURWELL PARISH COUNCIL
3rd June 2025

Finance Area	Finance subhead	Current situation		Comments
		Yes	No	
	archived with County Record Office/Solicitor			
Fire at Council Office	Does the Parish Council need to purchase a fire-proof or fire resistant safe?	No		Currently has small fireproof box



Dear Parish Council,

Cambridgeshire County Council has responded to a request by the Department for Transport (DfT) for local highway authorities to produce detailed transparency reports on maintenance activities to secure additional funding.

Under the new requirements, 25% of the £500 million additional maintenance funding from Government for 2025-26 is contingent on authorities publishing reports by the end of June 2025 demonstrating compliance with best practice criteria.

The reports must detail five-year maintenance spending comparisons, network condition statistics, pothole repair estimates, and planned maintenance activities.

Authorities, such as the County Council, must also submit additional information by October 2025 covering asset values and compliance with best practice criteria.

The requirements apply to all local highway authorities in England.

The council's report was published today and is available on our website at <https://www.cambridgeshire.gov.uk/highways-transparency>.

Key highlights from the report show:

- Since 2023-24, the amount of capital funding we spend on highway maintenance has increased by **£35m**, from **£24m** to **£59m**.
- The Council has allocated more than **£73m** for highways maintenance in 2025/26 inclusive of revenue funding.
- Over the last five years, we have repaired an average of **55,400 individual potholes** each year.

In 2024/25 we:

- Spent more than **£30m** improving over **145 kilometres** of roads county-wide.
- Reconstructed or resurfaced **166 roads**.
- Spent more than **£4.5m** repairing **52,229 potholes** across the county.
- **Received 16,371 potholes** reports from our residents.
- Spent more than **£5m** improving over **120km** of key walking and cycling routes county-wide.
- Reconstructed or repaired **241 footpaths**.
- Emptied and cleaned more than **35,000 drains**.

- **Upgraded 31 traffic signals.**
- Recycled **41,000 tonnes** of material and saved over **735 tonnes carbon dioxide equivalent**, through various sustainability and carbon reduction processes.

In 2025/26, we have planned the following improvements:

- **259 schemes** to repair **135km of road** (with over 60% being preventative treatment work).
- **253 schemes** to repair key walking and cycling routes county-wide.
- **5 bridges** will be upgraded.
- **20 traffic signals** will be replaced/upgraded.

Cllr Alex Beckett, chair of the Highways and Transport Committee at Cambridgeshire County Council, said:

‘We have listened to Cambridgeshire residents who tell us time and again they want the condition of the county’s highways network improved. So, against a backdrop of economic uncertainty and tight funding, we are spending record amounts to fix the backlog that built up over many years of austerity, because we know this is a priority.

‘We are making good progress and, while there is still a long way to go, there are more positive improvements coming this year. We welcome the DfT’s new transparency guidance for local highways authorities because it fits with what we are already doing to change how we work and make sure we communicate openly and transparently with everyone who uses Cambridgeshire’s highways network.’

Further information:

- Cambridgeshire County Council’s report and more information can be found here: <https://www.cambridgeshire.gov.uk/highways-transparency>
- Department for Transport: [Highway maintenance funding: guidance for local authorities - GOV.UK](#)

Georgina Pope | Personal Assistant to David Allatt, Service Director for Infrastructure and Project Delivery | Place and Sustainability

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From: [Stewart Broome](#)
Subject: Licensing: East Cambs District Council Licensing Act 2003 policy review
Date: 18 June 2025 12:40:11
Attachments: [LA03_policy_2026 - Consultation version - tracked changes.pdf](#)

Licensing Act 2003

Re: Statement of Licensing Policy – 5 year review consultation

Dear Member

I write to inform you that East Cambridgeshire District Council is currently reviewing its Licensing Act 2003 – Statement of Licensing Policy.

It is a requirement under section 5 of the 2003 Act for all Licensing Authorities to review its Statement of Licensing Policy from time to time and at least every 5 years.

You have been sent this email as to make you aware that the formal consultation process commences from tomorrow. Although you are a statutory consultee under the Licensing Act 2003, there is no obligation upon you to submit a comment.

The matters dealt with by this revision are as follows:

Paragraph	Explanation
1.17A	Promotion of Equality, paragraph introduced to set out the Council's commitment to equality matters.
2.08 to 2.11	Other relevant matters, paragraphs introduced to provide more information on associated regulated activities.
5.4	Counter terrorism and public safety, paragraph introduced to set out the new requirements of the Terrorism (Protection of Premises) Act 2025.
Appendix 1	Scheme of delegation, introduced to provide transparency.

The deadline date for consultation responses is 5pm on Friday 1st August 2025.

Full information can be found at [Current consultations | East Cambridgeshire District Council](#)

Should you wish to submit a comment please do so by e-mailing licensing@eastcambs.gov.uk with the subject heading "LA03 – Consultation response"

Kind regards,

Stewart.

Stewart Broome
Licensing Manager
East Cambs District Council
The Grange
Nutholt Lane
Ely
CB7 4EE

01353 616287

Pay, report, apply online 24 hours a day



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East Cambridgeshire District Council

Licensing Act 2003

STATEMENT OF LICENSING POLICY



Published: ~~40 November 2020~~TBC
Effective: ~~7 January 2021~~TBC

PREFACE

This is the ~~sixth~~ Statement of Licensing Policy produced by East Cambridgeshire District Council under the Licensing Act 2003, having been approved by the Council on ~~22 October 2020~~TBC. It will be the basis for all licensing decisions taken by the Council as the Licensing Authority over the next five years commencing on ~~7 January 2024~~TBC

The Statement of Licensing Policy sets out how the Council, as the Licensing Authority, will seek to balance increased leisure opportunities with the protection that children, vulnerable persons and communities need and expect.

The Council recognises how important the entertainment industry is within the district and well-run businesses will get the support of the Council. New licensing related developments that are well planned and can demonstrate initiatives that uphold the four licensing objectives of the Licensing Act 2003 are welcomed. However, the Council will not hesitate in dealing firmly where problems relating to crime and disorder and anti-social behaviour or nuisance exist.

The Statement of Licensing Policy will be kept under review and it will be amended when issues arise that make change necessary. The Council will seek through the licensing process and the decisions it takes, to make East Cambridgeshire a safe and welcoming place for both residents and visitors to enjoy.

In reviewing this policy statement, the Licensing Authority has taken account of new revised Guidance issued by the Home Office.

This revised Statement of Licensing Policy was offered for consultation between ~~27 June 2020 and 14 August 2020~~Dates TBC to statutory consultees, responsible authorities, interested parties and the public at large. Notice of the consultation process was advertised on the Council's website and copies were placed at the Council's Reception at The Grange, Nutholt Lane, Ely, CB6 4EE and in each of the libraries within the East Cambridgeshire district.

Formal responses to the process were requested to be made in writing to:

Licensing Section
East Cambridgeshire District Council
The Grange
Nutholt Lane
Ely
CB6 4EE

or by email to licensing@eastcambs.gov.uk

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East Cambridgeshire District Council is one of five district authorities and one unitary authority that make up the County of Cambridgeshire. It has a population of approximately 895,750 (mid 2018⁴ est.) and covers an area of almost 65,500 hectares.

The district is predominantly rural in character and stretches from the Norfolk border in the north to within a few miles of the city of Cambridge in the South; from the long straight stretch of the New Bedford River in the West to a long border with Suffolk to the East.

The district has an outstanding built and natural heritage, including the internationally recognised Ely Cathedral, the National Stud, July Racecourse, Wicken Fen and Anglesey Abbey. Close to Cambridge, the district enjoys excellent connections with regional road and rail networks, as well as London Stansted Airport.

East Cambridgeshire district offers a wide and developing variety of culture, history, businesses, recreation and dwellings with transport infrastructure provided by the mainline railway to London, Peterborough, Cambridge and Stansted Airport, and local bus services.



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1.0 INTRODUCTION

Foreword

- 1.1 East Cambridgeshire District Council is the “Licensing Authority” under the Licensing Act 2003 and is responsible for granting premises licences, club premises certificates, personal licences and authorising temporary event notices in the East Cambridgeshire district in respect of the sale and/or supply of alcohol and the provision of regulated entertainment and late night refreshment.
- 1.2 The Licensing Authority is required to discharge its licensing function through a committee of between 10 and 15 members – the Licensing Committee. The Council has appointed a Licensing Committee compatible with this requirement, and a Licensing Sub-Committee (drawn from Members of this Committee) has been established to determine applications. The quorum of the Sub-Committee is three.
- 1.3 When assessing applications, the Licensing Authority must be satisfied that the measures proposed in the applicant’s operating schedule aim to achieve the four licensing objectives. **Bold type in this policy refers to matters that the Licensing Authority expects to see addressed in the applicant’s operating schedule, where appropriate. Passages of text that are not in bold are provided to assist applicants to understand what the Licensing Authority is seeking to achieve, the factors that influence the achievement of the licensing objectives and the control measures that could be implemented by the applicant to achieve that outcome.**
- 1.4 However, it should be recognised that this policy covers a wide variety of premises and activities undertaken therein, including theatres, cinemas, restaurants, pubs, nightclubs, private members’ clubs, village halls and community centres, as well as off-licences and late night food premises and vehicles selling hot food or hot drink after 23:00 hours. For this reason, this policy cannot detail all the factors that influence the achievement of the licensing objectives, nor can it detail all the control measures that may be appropriate.

Licensing Objectives

- 1.5 The 2003 Act requires the Licensing Authority to undertake its various licensing functions in a manner that promotes the four licensing objectives. These are

- **the prevention of crime and disorder**
- **public safety**
- **the prevention of public nuisance**
- **the protection of children from harm.**

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These objectives are the only matters to be taken into account in determining the application and any conditions to be attached must be appropriate to achieve the licensing objectives.

- 1.6 In respect of each of the four licensing objectives, applicants will need to provide evidence to the Licensing Authority that suitable and sufficient measures, as detailed in their operating schedule, will be implemented and maintained, relevant to the individual style and characteristics of their premises and events. Reference will need to be made to whether additional measures will be taken on an occasional or specific basis such as when a special event or promotion is planned, which is intended to, or likely to attract, larger audiences.**

Statement of Licensing Policy

- 1.7 The 2003 Act further requires that the Licensing Authority publishes a 'Statement of Licensing Policy' which sets out the policies that the Licensing Authority will generally apply to promote the licensing objectives when making decisions on applications made under the Act.
- 1.8 This 'Statement of Licensing Policy' has been prepared in accordance with the provisions of the 2003 Act and having regard to Home Office Guidance issued under Section 182 of the Act.
- 1.9 The 2003 Act further requires the Licensing Authority to monitor, review, and, where appropriate, amend its Statement of Licensing Policy. The Licensing Authority will consult with those groups mentioned in paragraph 1.13 below prior to amending any part of the policy and in preparing its Statement of Licensing Policy for each future five-year period.
- 1.10 This Statement of Licensing Policy was reviewed in June 2025⁹, circulated for consultation between ~~27 June 2021~~ June 2025 and ~~14 August 2025~~ prior to being ratified by Council on 22 October 2020. It has effect until 6 January 2026.

Disclaimer

- 1.11 Advice and guidance contained in the Statement of Licensing Policy is intended only to assist readers and should not be interpreted as legal advice. Readers are strongly advised to seek their own legal advice if they are unsure of the requirements of the Licensing Act 2003 or of the Guidance or Regulations issued under the Act.

Consultation

- 1.12 There are a number of groups that have a stake in the leisure industry, including providers, customers, residents and enforcers, all of which have views and concerns that require consideration as part of the licensing function and promotion of the licensing objectives.
- 1.13 In developing this policy statement, the Licensing Authority consulted widely. Along with the statutory consultees (the Responsible Authorities), the views of existing licence holders, businesses, voluntary groups and residents were also taken into account. Due consideration was given to the views of all those who responded to that consultation process.
- 1.14 The Licensing Authority acknowledges that the Director of Public Health (the “DPH”) will be useful in providing evidence of alcohol- related health harms when there is a revision of policy particularly in relation to cumulative impact policies or early morning restriction orders, and will therefore ensure that the DPH is consulted on such matters.

Links to other Strategies

- 1.15 In preparing this Statement of Licensing Policy, the Licensing Authority has had regard to and consulted with those involved in East Cambridgeshire District Council’s local strategies on crime prevention, planning, transport, culture, tourism, community, eGovernment, health and wellbeing, and economic development, to ensure the proper co-ordination and integration of the aims and actions of these policies. Review and amendment of these strategies will be considered for their impact upon this Statement of Licensing Policy.
- 1.16 Where appropriate, the Licensing Authority will co-ordinate and liaise with the Planning Authority and will provide information regarding licensed premises in the area, including evidenced alcohol related crime and disorder information, to enable the Planning Committee to have regard to such matters when making decisions. .
- 1.17 The Licensing Authority recognises its responsibilities under the Equality Act 2010, and the Human Rights Act 1998, and in particular Article 6 (right to a fair public hearing), Article 8 (right to respect for home, private, and family life) and Article 1 of the first protocol (right to peaceful enjoyment of property and possessions). The Licensing Authority also recognises its responsibilities under the Data Protection Act 2018, and the General Data Protection Regulation (GDPR) when it comes to handling and storing personal data, and has created a data retention and sharing policy which is available via the Council’s website.

Promotion of Equality

- 1.17A East Cambridgeshire District Council is committed to eliminating discrimination, harassment, and victimisation, whilst advancing equality of opportunity; and fostering good relations between individuals with different protected characteristics and those who do not have them. This commitment aligns with the public sector equality duty imposed by the Equality Act 2010.

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The protected characteristics are age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation, and pregnancy and maternity.

Regulated Entertainment

- 1.18 Regulated entertainment has been subject to a number of changes since the first licensing statement of policy was produced in 2005 due to the 2003 Act being amended by other legislation. Applicants should be aware that the Licensing Authority will apply the rules applicable to the provision of regulated entertainment at the time of application. Full information on regulated entertainment is available on the Council's website.
- 1.19 The Licensing Authority will look to balance the natural concerns of parties likely to be affected by regulated entertainment with the wider cultural benefits, particularly the cultural benefits for children of holding events.

Licensing Process

- 1.20 When considering applications, the Licensing Authority will have regard to:
- the Licensing Act 2003 and the licensing objectives
 - Government Guidance issued under Section 182 of the Licensing Act 2003
 - any supporting regulations
 - this Statement of Licensing Policy.
- 1.21 This does not, however, undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have the application considered on its individual merits, nor does it override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.
- 1.22 The Licensing Authority recognises that, in some circumstances, longer licensing hours for the sale of alcohol may help to avoid concentrations of customers leaving premises simultaneously and to reduce the potential for disorder. It also recognises that overly restrictive hours may inhibit the development of night-time economies that are important for investment, employment and tourism.
- 1.23 When determining applications by the Licensing Committee, the Licensing Authority will seek to balance those factors against its duty to promote the four licensing objectives and the rights of residents to peace and quiet.
- 1.24 When the Licensing Authority is considering any application, it will avoid duplication with other regulatory regimes, and does not intend to use the licensing regime to achieve outcomes that can be achieved by other legislation.
- 1.25 There may be occasion where East Cambridgeshire District Council seeks a premises licence from the Licensing Authority for one or its properties or promoted events. The Licensing Committee and its officers will consider the matter from an entirely neutral standpoint. If relevant representations are

made, for example, by local residents or the police, they will be considered fairly by the committee. Those making representations genuinely aggrieved by a positive decision in favour of a local authority application by the Licensing Authority are entitled to appeal to the Magistrates' Court and thereby receive an independent review of any decision made.

- 1.26 In all cases, the Council will observe the rights of appeal afforded by the Licensing Act 2003.
- 1.27 It should be noted that incomplete applications will not be accepted, but will be returned with an explanation of why it is incomplete.
- 1.28 The Licensing Authority welcomes applications made via East Cambridgeshire District Council's electronic application facility.

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Planning and Building Control

- 1.29 The Licensing Authority will ensure that planning, building control and licensing regimes will be separated to avoid duplication and inefficiency.
- 1.30 **The Licensing Authority would normally expect that applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned.** However, the Licensing Authority acknowledges that applications for premises licences or club premises certificates may be made prior to any relevant planning permission having been sought or granted by the planning authority. Applicants would be expected to ensure that all relevant permissions are obtained where necessary.
- 1.31 The Licensing Authority recognises that licensing applications should not be a re-run of a planning application nor should they cut across decisions taken by the planning committee or following appeals against decisions taken by the Council's planning committee. The Licensing Authority's licensing committee will not be bound by decisions made by the Council's planning committee and vice versa.
- 1.32 Where the granting of any variation to a premises licence or club premises certificate involves a material alteration to a premise, the Licensing Authority would expect the applicant to apply for relevant planning permission or building control consent where appropriate.
- 1.33 **The Licensing Authority recognises that when, as a condition of planning permission a terminal hour has been set for the use of the premises for commercial purposes, and where these hours are different from the licensing hours, the applicant must observe the earlier closing time.** Premises operating in breach of their planning permission would be liable to prosecution under planning law.

Applications

- 1.34 Where licensable activities are to take place an application for a premises licence, or a club premises certificate must be made, or a Temporary Event Notice must be served on the relevant parties.
- 1.35 Premises licence and club premises certificate holders can apply to vary their permission providing the variation is not considered to be a substantial change to their existing licence or certificate. Substantial changes would require a new application to be submitted. Substantial is not defined, and although each application will be considered on its own merits, applicants are advised that the Licensing Authority considers the addition of alcohol as a licensable activity, or the increase in premises footprint or licensable area by more than 30% as being a substantial change.
- 1.36 A simplified minor variations process was introduced in 2009 allowing for certain minor amendments which are unlikely to have a detrimental impact on the licensing objectives to be determined by Officers. Officers will consult with relevant responsible authorities where there is any doubt of possible impact on the licensing objectives. There is no right to a hearing, or appeal with such applications although any comments made by other persons or responsible authorities must be taken into account before any decision is made.
- 1.37 Where the proposed variation to a premises licence or club premises certificate is in respect of structural alterations, the application must always be accompanied by a plan of the proposed alterations in addition to the existing premises licence or club premises certificate and the plan to which it relates.
- 1.38 Administrative amendments can be made without applying for a full application. The process the applicant will undertake will depend on the nature of the change. Examples of such changes are below.
- change of name and address of a person named in the licence;
 - variation of the licence to specify a new individual as designated premises supervisor;
 - transfer of a licence
 - request to be removed as designated premises supervisor;
 - request of a community premises to disapply the mandatory condition concerning the supervision of alcohol sales by a personal licence holder and the need for a designated premises supervisor who holds a personal licence.

Temporary Event Notices

- 1.39 The Licensing Act 2003 provides for certain occasions when small scale events (for no more than 499 people at a time and lasting for no more than 168 hours) do not need a licence providing that advance notice is given to the Police, and Environmental Health, and the Licensing Authority. When giving a temporary event notice (TEN), consideration shall be given to the four licensing

objectives. The Police or Environmental Health may intervene to prevent such an event taking place or agree a modification of the proposed arrangements, if they believe an objective will be undermined. In some cases this could result in the Licensing Authority imposing conditions on a temporary event notice (TEN). The Licensing Authority only intervenes if the statutory permitted limits on temporary event notices would be exceeded, or the minimum notice periods are not observed.

- 1.40 The Licensing Authority recommends providing at least one month's notice, but the statutory minimum notification period is ten clear working days for a 'standard' TEN, and no less than 5 clear working days for a 'late' TEN not including the day of the event or the day the TEN is received.

Responsible Authorities and Authorised Persons

- 1.41 The Licensing Authority recognises the Responsible Authorities and Authorised Persons contained in section 13 of the 2003 Act (as amended), and will consult with them when required, and accept applications from them when submitted.
- 1.42 East Cambridgeshire District Council will make the full list of Responsible Authorities available on its website. This list will include the full contact details of these bodies to enable an applicant or licence holder to fulfil their obligations under the 2003 Act.
- 1.43 The Licensing Authority also considers that the [Director of Public Health \(DPH\)](#) will also be useful in providing evidence such as alcohol related A & E admissions or ambulance service data that might be directly relevant to an application being made under the 2003 Act.'

Other Persons

- 1.44 Other persons can make representations about licensing applications or apply for a review of an existing licence or club premises certificate.
- 1.45 An "other person" is defined as any person who lives or is involved in a business in the relevant authority's area, who is likely to be affected by the application.
- 1.46 The principles that the Licensing Authority will apply to determine whether an individual is an "other person" are that:
- each case will be decided upon its merits;
 - the Licensing Authority will not apply a rigid rule to its decision-making and will consider the examples of considerations provided in the Guidance to the Act;

- the Licensing Authority will also consider the term ‘involved in any business’ in its widest possible context, which might include partnerships, charities, faith groups and medical practices;
- the Licensing Authority recognises that any individual or group may specifically request a representative to act on their behalf, i.e. legal representatives, ward, district or town/parish councillors and MPs.

- 1.47 The Licensing Authority acknowledges that local councillors can make representations as an “other person” in their own right if they live, or are involved in a business in authorities area, or in their capacity as a local councillor if they have concerns about any premises regardless of whether they live or are involved in a business in the authorities area.
- 1.48 The Licensing Authority considers that Trade Associations, Trade Unions and residents and Tenants’ Associations qualify as “other persons” where they can demonstrate that they represent persons in paragraph 1.41.
- 1.49 The Licensing Authority will not generally view these bodies as an “other person” unless they have a member who can be classed as an “other person”.
- 1.50 The Licensing Authority will generally require written evidence that a person is authorised to represent an “other person” in any case other than that mentioned in paragraph 1.47 above.

Representations

- 1.51 Any Responsible Authority or “other person” may make relevant representations on applications for the grant or variation or minor variation of a premises licence or club premises certificate and request reviews of licences or certificates that have been granted.
- 1.52 A representation will only be ‘relevant’ if it relates to the likely effect of the grant of the licence on the promotion of at least one of the four licensing objectives. In addition, in the case of a representation submitted by an “other person”, the representation must not be frivolous or vexatious.
- 1.53 The licensing authority is required under the Licensing Act 2003 (Hearings) Regulations 2005 to provide the applicant with copies of the relevant representations that have been made, including the name and address of the person who submitted it. Unless a person making a representation can satisfy the licensing authority that there are exceptional reasons as to why their name and address should not be made public (in which case some or all of their details may be withheld), these details will be released. Due to this “other persons” may wish to approach a responsible authority or ward councillor with their concerns.
- 1.54 In all cases, applicants and those making representations that are genuinely aggrieved by a decision of the Licensing Committee are entitled to appeal to the Magistrates’ Court against the decision of the committee.

- 1.55 Where the Responsible Authorities or an “other person” does not raise any relevant representations about the application made to the Licensing Authority, the Licensing Authority will grant the premises licence or club premises certificate subject only to conditions that are consistent with the operating schedule and any mandatory conditions prescribed by the Licensing Act 2003.

Conditions

- 1.56 Licensing is about the appropriate control of licensed premises, qualifying clubs, temporary events and the people who manage them or hold personal licences within the terms of the 2003 Act.
- 1.57 The Licensing Authority may not impose any conditions unless its discretion has been engaged following the making of relevant representations, or in the case of a temporary event notice relating to an event being held on a licensed premises where an objection notice is received, and it has been satisfied at a hearing that it's appropriate to impose conditions due to the representations/ objection notice raised. It may then only impose such conditions as are appropriate to promote the licensing objectives arising out of consideration of the representations/ objection notice.
- 1.58 The Licensing Authority actively promotes the benefits of partnership working between the Council and local businesses to enhance business operations and thereby achieves the community benefits of minimisation of waste, enhancement of the street scene, promotion of community safety, reduction of the fear of crime and the encouragement of tourism and inward investment.
- 1.59 To maximise the efficiency of administering licences and reduce the necessity for hearings, the Licensing Authority will actively encourage applicants and clubs to consult with Responsible Authorities and seek professional guidance from Council services, when operating schedules are being prepared to allow for proper liaison to take place in such areas as noise reduction, CCTV, refuse and litter, etc., to avoid representations being necessary. The Licensing Authority accepts that while some applicants may find it useful to contact the Responsible Authorities and Council services for advice and professional assistance, others will not need to do so, and that applications cannot be refused on the basis that such consultation has not taken place.
- 1.60 Where relevant representations are made, the Licensing Authority will weigh up all the evidence and determine the application with the requirement to uphold the licensing objectives at the front of their minds.
- 1.61 Any conditions arising from the operating schedule or as a result of representations will focus primarily upon the direct impact of the activities taking place at licensed premises on those attending the premises and members of the public living, working or otherwise engaged in normal activity in the area concerned and will cover matters that are within the control of individual licensees.
- 1.62 The Licensing Authority acknowledges that the licensing function cannot be used for the general control of the anti-social behaviour of individuals once they

are beyond the direct control of the licensee of any premises concerned. However, other mechanisms may be utilised, where appropriate, to tackle unruly or unlawful behaviour of consumers when beyond the control of the individual, club or business holding the licence, certificate or authorisation concerned. These could include

- planning controls
- positive measures by the Council to create a safe and clean town environment in partnership with local businesses, transport **operators, etc.**
- the provision of CCTV surveillance in town centres, ample taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols
- powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly
- police enforcement of the general law concerning disorder, anti-social behaviour and ASBOs, including the issuing of fixed penalty notices for disorder, making dispersal orders, etc.
- the prosecution of any personal licence holder or member of staff at such premises who is selling alcohol to people who are drunk
- the confiscation of alcohol from children and adults in designated areas
- police and/or local authority powers to close down instantly for up to 24 hours any licensed premises or temporary events on grounds of disorder, the likelihood of disorder or noise emanating from the premises causing a nuisance
- the power of the police, other responsible authorities or a local resident or business to seek a review of the licence or certificate in question.

- 1.63 If an applicant volunteers a prohibition or restriction in his/her operating schedule because his/her own risk assessment has determined such prohibition or restriction to be appropriate, such volunteered prohibitions or restrictions will become conditions attached to the licence or certificate and will be enforceable as such. The Licensing Authority reserves the legal right to amend the wording of offered prohibitions or restrictions to ensure they are clear and enforceable, but will ensure that the amended wording does not go beyond the original offering.
- 1.64 The Licensing Authority recognises that all applications should be considered on an individual basis and any condition attached to such a licence will be tailored to each individual premises, to avoid the imposition of disproportionate and other burdensome conditions on those premises. Standard conditions, other than mandatory conditions, will, therefore, be avoided and no condition will be imposed that cannot be shown to be appropriate for promotion of the licensing objectives.

Delegation of Functions

- 1.65 One of the major principles underlying the Licensing Act 2003 is that the licensing functions contained within the Act should be delegated to an appropriate level so as to ensure speedy, efficient and cost effective service delivery.

- 1.66 The Authority is committed to the principle of delegating its powers to ensure that these objectives are met and has arranged for its licensing functions to be discharged in accordance with the Guidance issued by the Secretary of State, the Council's Constitution and procedures laid down for good governance.
- 1.67 In determining applications where the Licensing Authority has acted as a responsible authority, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest. This will be achieved by allocating distinct functions to different Officers within the authority, so the Officer presenting the report to the Sub-Committee and advising the Members will be a different individual to the Officer who is acting as the responsible authority. The Officer acting as the responsible authority will not be involved in the decision making process.

Need for Licensed Premises

- 1.68 There can be confusion about the difference between "need" and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or hotel. This is not a matter for a Licensing Authority in discharging its licensing functions or for its Statement of Licensing Policy.

Special Policies

- 1.69 The Licensing Act 2003 permits a Licensing Authority to introduce a number of special policies within its Statement of Licensing Policy where evidence exists to support the introduction of such a special policy.
- 1.70 Sections 1.71 to 1.96 explains these special policies in more detail. However, when considering whether to adopt a special policy the following will be considered amongst other relevant data, or information:
- Health Data including the wider public health and local alcohol profiles for England (LAPE) data <https://fingertips.phe.org.uk/profile/local-alcohol-profiles>
 - Data on alcohol related hospital admissions, alcohol specific hospital admissions and alcohol related deaths in the local area
 - Treatment data on the number of people in the area in a structured alcohol treatment service
 - The identification of concerns about crime and disorder, public safety, public nuisance, or the protection of children from harm;
 - Consideration as to whether there is good evidence that crime and disorder or nuisance are occurring, or whether there are activities which pose a threat to public safety or the protection of children from harm;
 - If such problems are occurring, to identify whether these problems are being caused by the customers of licensed premises, or that the risk of cumulative impact is imminent;
 - Identification of the boundaries of the area where problems are occurring;

- Consultation with those specified in the Act, and subject to the outcome of the consultation, include and publish details of the special policy in the licensing policy statement.

Cumulative Impact

- 1.71 “Cumulative impact” means the potential impact upon the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for a Licensing Authority to consider in developing its Statement of Licensing Policy.
- 1.72 The Licensing Authority acknowledges that a concentration of licensed premises in a particular area can result in an increased number of people walking through or congregating in streets during the night with the potential impact of an increase in crime, anti-social behaviour, noise pollution and other disturbance to residents, together with an increase in littering or fouling. In such cases, the amenity of local residents can be placed under severe pressure but may not be attributable to any individual premises.
- 1.73 The Licensing Authority will only adopt a special policy on cumulative impact if there is evidence that a significant number of licensed premises concentrated in one area are resulting, or are likely to result, in unacceptable levels of crime and disorder or public nuisance. Section 5A of the Licensing Act 2003 will be observed.
- 1.74 At the time of publishing this policy the Licensing Authority, having regard to the evidence available, considers that there is no particular part of the district causing a cumulative impact on any of the licensing objectives.
- 1.75 However, the cumulative impact of licensed premises in a particular area may, at a future time, on representation from residents, or businesses, or a responsible authority, trigger the consideration of whether any additional licences or substantial variations to existing licences to increase such aspects as capacity or operating hours, would lead to an unacceptable saturation in an area. The onus will be upon the objectors to provide evidence that additional licences or the variation of existing licences would produce the cumulative impact claimed. Such approaches will be considered by the Licensing Sub-Committee.

Early Morning Restriction Order

- 1.76 Whilst the Licensing Act 2003 introduced a single integrated scheme for licensing premises used for the sale or supply of alcohol, regulated entertainment and late night refreshment, one of its primary purposes has been to tackle problems associated with misuse of alcohol.
- 1.77 It has now been recognised by Government, through statutory guidance, that longer hours were not necessarily an answer to all problems. As a result licensing authorities have been given greater discretion in their

approach to the management of licensed premises in their areas. On 31st October 2012 amendments to the 2003 Act, by virtue of the Police Reform and Social Responsibility Act were commenced, which allows licensing authorities to adopt new measures for the management of their night time economies.

- 1.78 One of these measures is an Early Morning Restriction Order (EMRO), which allows local authorities to look at restricting the sale of alcohol at a specified time between the hours of midnight and 6:00am.
- 1.79 EMROs are intended to deal with alcohol-related crime & disorder, anti-social behaviour, and serious public nuisance, which is not directly attributable to licensed premises. Licensing Authorities (LAs) are encouraged to look at the relationship between their existing cumulative impact area, if one is in place, and a proposed EMRO area.
- 1.80 An EMRO restricts the time within which alcohol can be supplied. Alcohol supply can be prohibited between 0000-0600 and applies to Premises Licences, Club Premises Certificates and Temporary Event Notices. There are no exceptions save that which authorise supply of alcohol to residents with overnight accommodation via mini-bars and room service.
- 1.81 An EMRO can apply to a specific area or even single street – it does not need to be district-wide. It can apply to specific days of the week, can specify different times for different days of the week, and can apply to limited periods of the year or for an unlimited period. But it cannot apply on New Year's Eve/New Year's Day.
- 1.82 EMROs do not affect authorised hours for regulated entertainment or late night refreshment.
- 1.83 The adoption of an EMRO is subject to a process involving the collection and analysis of relevant evidence and a consultation exercise with the public and holders of licences and/or club premises certificates. A representation from residents or businesses or a responsible authority may trigger the consideration of implementing an EMRO. The decision to adopt an EMRO has to be taken by a meeting of the Council.
- 1.84 EMROS must be periodically reviewed to ensure they remain appropriate to promote the licensing objectives and can be varied or revoked via the same process as adoption.
- 1.85 Alcohol supply during the time when an EMRO is in force is treated as a Section 136 offence under LA03 (unauthorised licensable activity).
- 1.86 At the time of publishing this policy the Licensing Authority, having regard to the evidence available, considers that there is no particular part of the district that requires an EMRO.

Late Night Levy

- 1.87 A Late Night Levy (LNL) is an optional power, introduced by the Police Reform and Social Responsibility Act which allows ~~Licensing Authorities (LAs)~~ to raise a contribution towards the costs of policing the night time economy (NTE) by charging a levy to holders of Premises Licences and Club Premises Certificates authorised to sell alcohol. A LNL must apply across the whole borough and also applies to all on- and off-licences. TENS are not included.
- 1.88 A LNL would require that a levy be paid by those persons who are authorised to sell alcohol between the periods specified in the LNL (the 'late night supply period') regardless of whether they are actually open during that period. This can be no earlier than 0000hrs and no later than 0600hrs, and must be the same period every day.
- 1.89 At least 70% of the Levy must be paid to the Police and Crime Commissioner.
- 1.90 There are no restrictions on what the police portion can be used for. The Local Authority portion can be used to tackle alcohol-related crime and disorder and to support management of the NTE in line with the: reduction of crime and disorder; promotion of public safety; prevention of public nuisance; street cleansing.
- 1.91 The implementation of a LNL is subject to public consultation and, if it is to be introduced, must be adopted at a meeting of the Council.
- 1.92 The Licensing Authority may deduct the costs of preparing, publicising & administrating the levy (subject to regulations) before paying the police proportion; however an estimate of these costs must be published on the website.
- 1.93 Licensing Authority's should consider the potential financial risk (e.g. lower than expected revenue – the police portion must be paid regardless of whether the levy has been collected in full) prior to implementation.
- 1.94 Holders of authorisations affected by the levy may make a free variation application such that they may avoid being affected by the levy. The Licensing Authority should allow at least two months to holders to make such applications.
- 1.95 The levy will apply indefinitely however it must be reviewed at regular intervals and may be ceased at the end of a levy year.
- 1.96 The council have not adopted this provision and before doing so would conduct a full consultation.

Public Space Protection Orders (PSPO)

- 1.97 Public Space Protection Orders (PSPO's) replaced Designated Public Place Orders (DPPO's) when the Anti-social Behaviour Crime and Policing Act 2014 came into effect.

- 1.98 East Cambridgeshire District Council's Community Safety Partnership is responsible for the introduction and management of PSPO's within the district.

Advice and Guidance

- 1.99 The Licensing Authority recognises the valuable cultural, social and business importance that premises and events requiring a licence under the Licensing Act 2003 provide, and welcomes the diversity of activities that are provided by licence holders. For this reason, pre-application discussions will be encouraged to assist applicants to develop their operating schedule. The Licensing Authority and the Responsible Authorities of the Council will offer as much general advice and guidance to applicants as resources permit. If following the receipt of this guidance an application needs to be submitted, and additional assistance is required, the Licensing Authority provides a paid for licensing pre-application advice service for all applicants. Full details are available on the Council's website.
- 1.100 The Licensing Authority will also seek to liaise with applicants and/or mediate between applicants and others who may make representations, to achieve a satisfactory outcome for all involved, wherever possible and where resources permit. Where an applicant considers that mediation and liaison may be likely or probable, it is recommended that he/she discusses his/her proposal with the Licensing Section and those from who they think representations are likely prior to submitting an application. Once an application has been lodged, there are statutory timescales imposed upon the application and determination process, which restrict the opportunity for such discussions, liaison and mediation.

Reviews of Licences

- 1.101 At any stage following the grant of a premises licence a responsible authority (including the licensing authority) or another person may ask the licensing authority to review the licence because of a matter arising at the premises in connection with one of the four licensing objectives. In addition, a review of the licence will normally follow any action to close the premises (for up to 24 hours) on the grounds of disorder or noise nuisance or as a result of a Magistrates' Court determination.
- 1.102 Where the Licensing Authority has applied to review an authorisation, there will be a clear separation of responsibilities to ensure procedural fairness and eliminate conflicts of interest.
- 1.103 Under the Violent Crime Reduction Act 2006, following an application from the chief officer of police, the Authority can attach interim steps to licences pending a full review. The Act also introduced a new offence in relation to persistent alcohol sales to minors.
- 1.104 Any application for review must relate to particular premises for which a premises licence is in existence and must be relevant to the promotion of one

or more of the licensing objectives. Representations must be in writing and may be amplified at the subsequent hearing or may stand in their own right. Applications will not be accepted if they are considered to be frivolous, vexatious or repetitive. Government Guidance suggests that more than one request originating from an “other person” or Responsible Authority for a particular premise within a reasonable interval may be considered as repetitious.

- 1.105 Prior to the hearing, the licence holder will be made fully aware of the representations, the evidence supporting the request and will be given the opportunity to prepare a response.
- 1.106 The licensing authority views particularly seriously applications for the review of any premises licence where there has been evidence of the following:
- a) use of licensed premises for the sale and distribution of drugs and/or the laundering of the proceeds of drug crimes;
 - b) use of licensed premises for the sale and/or distribution of firearms;
 - c) evasion of copyright in respect of pirated films and music;
 - d) underage purchase and consumption of alcohol;
 - e) use of licensed premises for prostitution or the sale of unlawful pornography;
 - f) use of licensed premises for unlawful gaming;
 - g) use of licensed premises as a base for criminal activity;
 - h) use of licensed premises for the organisation of for example, racist, homophobic or sexual abuse or attacks;
 - i) use of the licensed premises for the sale or supply of illegal goods;
 - j) use of the licensed premises for the sale or supply of illicit or counterfeit tobacco and/or alcohol and/or consumer goods;
 - k) the use of licensed premises for the sale of stolen goods;
 - l) where the police are frequently called to attend to incidents of disorder;
 - m) prolonged and/or repeated instances of public nuisance;
 - n) where serious risks to public safety have been identified and the management is unable or unwilling to correct those
 - o) where serious risks to children have been identified.

Enforcement

- 2.00 The licensing authority has an established enforcement policy, based around the principles of consistency, targeting, transparency and proportionality set out in the Department of Trade and Industry’s Enforcement Concordat. Due regard will also be given to the Regulator’s Compliance Code issued by the Department for Business Enterprise and Regulatory Reform and the Attorney-General’s Guidelines to Crown Prosecutors for bringing prosecutions.
- 2.01 The licensing policy proposes that a graduated response is taken where offences against licensing legislation are found or where licence conditions have been breached. An isolated administrative offence, such as failing to maintain certain records, may be dealt with purely by way of a written warning whilst more serious offences which have either been committed over a period

of time or which jeopardise public safety, such as failing to maintain fire extinguishers properly, may result in a referral for prosecution.

- 2.02 The licensing authority will seek to work actively with the police, and other statutory authorities in enforcing licensing legislation. It expects the agencies to share information about licence holders and licensed premises under the Crime and Disorder Act 1998 and its common law powers, and to consult closely with the licensing authority when any enforcement action may be required.
- 2.03 The licensing authority will investigate allegations of unlicensed activities and to ensure that licence conditions are complied with.

Inspection of Premises

- 2.04 Any inspection regime will be targeted at those premises that pose the greatest risk and are known to cause the greatest problems.
- 2.05 The licensing authority will aim to reduce inconvenience, confusion and inconsistency by co-ordinating inspections and visits with the fire authority, police, building control and environmental health officers as appropriate.

Annual Fees for Premises Licences, and Club Premises Certificates

- 2.06 The Police Reform and Social Responsibility Act 2011 introduced a requirement for Licensing Authorities to suspend Premises Licences and Club Premises Certificates when the annual fee is not paid by the due date.
- 2.07 Where a licence or certificate holder disputes the presented fee, or claims an administrative error prior to the annual fee due date, the suspension will start after the 21 day permitted grace period has expired.

Other relevant matters

2.08 Adult entertainment.

The Licensing Authority has adopted Schedule 4 of the Local Government (Miscellaneous Provisions) Act 1982 and premises offering regular entertainment of a sexual nature must be licensed as a sex establishment under those provisions. The Council acknowledges that there is an exemption which allows sexual entertainment to be provided at premises licensed under the Licensing Act 2003, as long as it is provided on no more than 11 occasions within 12 months and with at least 1 month between each occasion. Premises using this exemption should ensure that procedures are in place to exclude children when entertainment of this nature is offered.

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2.09 Gaming machines in licensed premises - Automatic entitlement.

There is provision in the Gambling Act 2005 (GA2005) for premises licensed to sell alcohol for consumption on the premises to automatically have two gaming machines of category C and/or D.

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2.10 Gaming Machine Permit

If a premises wishes to have more than 2 machines of categories C and/or D, then it needs to apply for a permit and the Council will consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission under section 25 of the Act, and such matters as licensing officers consider relevant.

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2.11 Exempt Gaming

Premises licensed under the Licensing Act 2003 may offer gaming such as poker and bingo provided the stakes and prizes do not exceed permitted levels. Details of these limits are available from the Council or the Gambling Commission.

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3.0 LICENSING OBJECTIVES

3.1 The following sections set out the Licensing Authority's Policy relating specifically to the four licensing objectives

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm.

3.2 In each section relating to the objectives, the Licensing Authority has defined its intended outcome in bold type. Each section then lists the influencing factors on the achievement of that objective but, because of the wide variety of premises and activities to which this policy applies, the lists provided are not exhaustive. **Applicants should know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.**

3.3 Further, in each section, a list of possible control measures is provided, to be of assistance to applicants, but again is not intended to be an exhaustive list. Many control measures achieve more than one objective but have not

necessarily been listed under each objective. Similarly, applicants will not be required to mention a control measure more than once in their operating schedule.

- 3.4 **The selection of control measures, referred to in 3.3 above, should be based upon a risk assessment of the premises, events, activities and the customers expected to attend (e.g. their age, number, etc.).** Whilst the Licensing Authority cannot require such risk assessments to be documented (other than where required by other legislation), it considers such documentation to be good practice and a useful tool in the instruction and training of staff, as well as a sound basis for review by the licence holder, in the event of requiring to make application for variation or in response to changing circumstances/conditions at the premises.
- 3.5 Additional measures may be appropriate on an occasional or specific basis such as when a special event (e.g. popular live band) or promotion (e.g. during major sporting occasions) is planned, which is intended, or likely, to attract larger audiences and/or audiences of a different nature, and which can have a significant impact upon the achievement of the licensing objectives. **Reference must be made in an applicant's operating schedule, where applicable, to such occasions and the additional measures that are planned to achieve the licensing objectives.**
- 3.6 The Licensing Authority considers the effective and responsible management of the premises, instruction, training/awareness and supervision of staff and the adoption of best practice to be amongst the most essential control measures for the achievement of all the licensing objectives. **For this reason, these elements should be specifically considered and addressed within an applicant's operating schedule.**
- 3.7 In addition, the occupancy capacity for premises, and events as appropriate, is also considered to be an essential factor in achieving the four licensing objectives (except in respect of premises licensed for the consumption of food and/or alcohol off the premises). **The Licensing Authority will expect the issue of occupancy capacity to be considered and addressed, where necessary, within an applicant's premises risk assessment.**
- 3.8 The design and layout of premises are important in determining capacity, as is the availability and size of exits within recommended travel distances. Other factors should also be considered when assessing the appropriate capacity for premises or events. These could include
- the nature of the premises or event
 - the availability of alcohol treatment services to the premises or event
 - the nature of the licensable activities being provided
 - the provision or removal of such items as temporary structures, such as a stage, or furniture
 - the number of staff available to supervise customers both ordinarily and in the event of an emergency
 - the age of the customers
 - the attendance by customers with disabilities or whose first language is not English

- availability of suitable and sufficient sanitary accommodation
- nature and provision of facilities for ventilation
- provision of seating
- retention of room divisions to minimise the effect of any disorderly activity
- use of separate areas in single-room pubs to minimise the effect of any disorderly activity.

3.9 The agreement to a capacity for premises or events should not be interpreted as a requirement to also provide permanent monitoring arrangements such as door staff, attendance clickers or maintenance of attendance records. The Licensing Authority recognises that the person in charge at the premises can often readily assess the occupancy level of the premises without resort to such measures. **However, where the capacity is likely to be reached (such as on known busy evenings) and particularly where a special event or promotion is planned, the applicant will be expected to implement additional arrangements that will be put in place to ensure that the capacity of the premises is not exceeded.**

4.0 PREVENTION OF CRIME AND DISORDER

- 4.1 East Cambridgeshire District Council is committed to improving further the quality of life for the people of the district by continuing to reduce crime and the fear of crime.
- 4.2 Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty upon East Cambridgeshire District Council, Cambridgeshire Police, Cambridgeshire County Council and others to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
- 4.3 The promotion of the licensing objective to prevent crime and disorder places a responsibility on licence holders to become key partners in achieving this objective. **Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder on and in the vicinity of their premises, relevant to the individual style and characteristics of their premises and events.**

- 4.4 When addressing the issue of crime and disorder, the applicant should demonstrate that those factors that impact upon crime and disorder have been considered. These could include
- under-age drinking
 - drunkenness on premises
 - public drunkenness
 - drugs
 - violent behaviour
 - anti-social behaviour.
 - alcohol pricing, and marketing
- 4.5 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:
- effective and responsible management of premises
 - training and supervision of staff
 - adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
 - acceptance of accredited 'proof of age' cards e.g. PASS, locally approved 'proof of age' cards e.g. 'Prove It' and/or 'new type' UK driving licences with photographic ID
 - provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)
 - employment of Security Industry Authority licensed door supervisors
 - provision of toughened or plastic drinking vessels
 - provision of secure, deposit boxes for confiscated items ('sin bins')
 - provision of security measures, such as lighting outside premises
 - membership of local 'Pubwatch' schemes or similar organisations.
- 4.6 Within the operating schedule for premises from which alcohol will be sold, the premises licence holder must specify a personal licence holder as the 'Designated Premises Supervisor' (DPS). The Licensing Authority will normally expect the premises licence holder to give the DPS the day-to-day responsibility for running the premises. Although there is no legal obligation for the DPS to be on the premises at all times, the Licensing Authority acknowledges that the premises licence holder and the DPS, in particular with regard to the sale of alcohol, remain responsible at all times, including in their absence from the premises, for compliance with the terms of the Licensing Act 2003 and conditions attached to the premises licence to promote the licensing objectives. In addition to the DPS holding a personal licence, the Licensing Authority would strongly encourage the DPS to undergo additional training and to have experience commensurate with the nature and style of entertainment provided and the capacity of the premises.

4.7 Whilst the Licensing Act 2003 requires each sale of alcohol to be made or authorised by a personal licence holder, there is no requirement for every sale to be made by a personal licence holder or for them to be personally present at every transaction. In determining whether real authorisation is given, the Guidance issued by the Secretary of State encourages the practice of an overt act of authorisation, such as a specific written statement being given by personal licence holders to persons not holding a personal licence to make sales of alcohol in their absence.

4.8 Certain temporary events are not required to be licensed but can be notified to the Licensing Authority using the Temporary Event Notice procedure. However, depending upon the nature and location of such events, these can have serious crime and disorder implications. Organisers of these events are encouraged to submit their notification as soon as reasonably practicable, giving at least ten clear working days, or five clear working days (Late TENs) minimum statutory notice, to enable the police, and environmental health to consider them. The Licensing Authority acknowledges that 'working days notice' means working days exclusive of the day on which the event is to start and exclusive of the day on which the notice is given.

5.0 PUBLIC SAFETY

5.1 East Cambridgeshire District Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. **To this end, applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.**

5.2 When addressing the issue of public safety, an applicant must demonstrate that those factors that impact upon the standards of public safety have been considered. These could include

- the occupancy capacity of the premises
- the age, design and layout of the premises, including means of escape in the event of fire
- the nature of the licensable activities to be provided, in particular the sale or supply of alcohol, and/or the provision of music and dancing and including whether those activities are of a temporary or permanent nature
- the hours of operation (differentiating the hours of opening from the hours when licensable activities are provided, if different)

- customer profile (e.g. age, disability)
- the use of special effects such as lasers, pyrotechnics, smoke machines, foam machines, etc.

5.3 The following examples of good management practice are given to assist applicants who may wish to take account of them when preparing their operating schedule, having regard to their particular type of premises and/or activities:

- suitable and sufficient risk assessments
- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the safety of the premises and patrons
- appropriate instruction, training and supervision of those employed or engaged to secure the safety of the premises and patrons
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- provision of effective CCTV in and around premises (e.g. CCTV systems may need to be checked to ensure they are fit for purpose, the evidential quality of the images provided may need to comply with the Home Office Scientific Development Branch Guidance on Public Space CCTV Systems, there may be a requirement for the system to be compatible to and connected to the Streetsafe East Cambridgeshire CCTV Control Room for the purposes of monitoring and recording if on the public highway)
- provision of toughened or plastic drinking vessels
- implementation of crowd management measures
- proof of regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety.

5.4 Counter terrorism and public safety

In accordance with The Terrorism (Protection of Premises) Act 2025, license premises are required to implement appropriate measures to mitigate the risk of terrorism. This includes conducting thorough risk assessments to identify potential threats and vulnerabilities, and adopting security measures such as enhanced physical security, staff training, and emergency planning. Premises must also coordinate with local law enforcement and adhere to guidelines provided by the Security Industry Authority. Ensuring the safety and security of patrons is paramount, and these measures are essential to protect the public from the threat of terrorism.

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6.0 PREVENTION OF PUBLIC NUISANCE

- 6.1 Licensed premises have a significant potential to impact adversely upon communities through public nuisances that arise from their operation. East Cambridgeshire District Council wishes to maintain and protect the amenity of residents and other businesses from the potential consequence of the operation of licensed premises, whilst recognising the valuable cultural, social and business importance that such premises provide.
- 6.2 The Licensing Authority intends to interpret “public nuisance” in its widest sense and takes it to include such issues as noise, light, odour, litter and anti-social behaviour, where these matters impact upon those living, working or otherwise engaged in normal activity in an area.**
- 6.3 Applicants need to be clear that the Licensing Authority will normally apply stricter conditions, including controls on licensing hours, where licensed premises are in residential areas and where relevant representations have been received. Conversely, premises for which it can be demonstrated have

effective measures planned to prevent public nuisance may be suitable for 24-hour opening.

6.4 In the case of shops, stores and supermarkets selling alcohol, the Licensing Authority will normally permit the hours during which alcohol is sold to match the normal trading hours unless there are exceptional reasons relating to disturbance or disorder.

6.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance, relevant to the individual style and characteristics of their premises and events.

6.6 When addressing the issue of prevention of public nuisance, the applicant must demonstrate that those factors that impact on the likelihood of public nuisance have been considered. These may include

- the location of premises and proximity to residential and other noise sensitive premises, such as hospitals, hospices and places of worship
- the hours of opening, particularly between 23.00 and 07.00
- the nature of activities to be provided, including whether those activities are of a temporary or permanent nature and whether they are to be held inside or outside premises
- the design and layout of premises and, in particular, the presence of noise-limiting features
- the occupancy capacity of the premises
- the availability of public transport
- 'wind down period' between the end of the licensable activities and closure of the premises
- last admission time.

6.7 The following examples of control measures are given to assist applicants who may need to take account of them in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- appropriate instruction, training and supervision of those employed or engaged to prevent incidents of public nuisance, e.g. to ensure customers leave quietly
- control of operating hours for all or parts (e.g. garden areas) of premises, including such matters as deliveries
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- installation of soundproofing, air conditioning, acoustic lobbies and sound limitation devices
- management of people, including staff, and traffic (and resulting queues) arriving and leaving premises
- liaison with public transport providers
- siting of external lighting, including security lighting
- management arrangements for collection and disposal of litter
- effective ventilation systems to prevent nuisance from odour.

7.0 PROTECTION OF CHILDREN FROM HARM

- 7.1 The protection of children from harm is a most important issue. It is hoped that family-friendly premises will thrive but the risk of harm to children remains a paramount consideration when determining applications.
- 7.2 The general relaxation in the Licensing Act giving accompanied children greater access to licensed premises is a positive step, aimed at bringing about a social change in family-friendly leisure. Clearly, this relaxation places additional responsibilities upon licence holders. However, it is also recognised that parents and others accompanying children also have responsibilities.
- 7.3 The protection of children from harm includes the protection of children from moral, psychological and physical harm. Potential harm can come from interactions with other persons, and from the broadcast of media such as, the exhibition of films, or the transmission of live broadcast programmes or social media whilst on licensed premises.

7.4 The Licensing Authority considers that, on the one hand, there should be no presumption of giving children access or, on the other hand, no presumption of preventing their access to licensed premises. The Licensing Authority has no intention of imposing conditions requiring the admission of children and where no licensing restriction is appropriate, admission of children will remain entirely a matter for the discretion of the individual licensee or club, or person who has given a temporary event notice, subject to compliance with the general provisions of the 2003 Act.

7.5 Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, relevant to the individual style and characteristics of their premises and events.

7.6 Whilst children may be protected adequately from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. When addressing the issue of protecting children from harm, the applicant must demonstrate that those factors that impact upon harm to children have been considered. Areas that will give particular concern in respect of children include

- where entertainment or services of an adult or sexual nature are commonly provided
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with evidence of under-age drinking
- where there's a known association with drug taking or dealing
- where there's a known association with the provision of illicit goods
- where the premises or event supplying alcohol is in close proximity to services where young and/or vulnerable persons may frequent
- where there is a strong element of gambling on the premises, and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

7.7 The following examples of control measures are given to assist applicants and are considered to be amongst the most essential that applicants should take account of in their operating schedule, having regard to their particular type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (e.g. licensing trade voluntary codes of practice, including those relating to drinks promotions)
- avoiding alcohol branding that is targeted at young persons, such as alcopops
- limitations on the hours when children may be present, in all or parts of the premises

- limitations or exclusions by age when certain activities are taking place
- imposition of requirements for children to be accompanied by an adult
- acceptance of PASS accredited 'proof of age' cards and/or 'new type' UK driving licences with photographic ID
- measures to ensure that children do not purchase, acquire or consume alcohol
- measures to ensure that children are not exposed to incidences of violence or disorder.

These examples can be adopted in any combination.

7.8 **In the case of film exhibitions, the Licensing Authority will expect licence and certificate holders and those who have given notice of a temporary event within the terms of the 2003 Act to implement measures that restrict children from viewing age-restricted films classified according to the recommendations of the British Board of Film Classification or East Cambridgeshire District Council. In the case of a film exhibition that has not been classified by the BBFC, the Licensing Authority will expect the licensee to submit the media to the Authority for approval, and conduct an assessment of the suitability of the film for exhibition to children and to implement measures that restrict viewing by children if appropriate.**

7.9 If considered appropriate, the Licensing Authority may require that adult supervisors be checked for suitability to work with children.

7.10 The Licensing Authority will rarely impose complete bans on access to children. In exceptional circumstances, conditions restricting access or excluding children completely may be considered appropriate.

Pauline's Swamp Minutes of the Meeting of 24th February 2025 held at 25 The Causeway at 7.30 pm.

Present: Mike Swift (Chair), Liz Swift, Paul Webb, Jim Perry, Paul Hawes, Geraldine Tate (joined the meeting at 7.40 pm), Jenny Moss (secretary), Richard Jenkins.

1. Apologies.

Helen McMenamin-Smith,

2. Approval of the minutes of 20th January 2025.

The minutes were proposed by Liz and seconded by Jim.

3. Appointment of new Trustees

After considering the applications for the post of Trustee, Paul W proposed that we accept Victor Le Grand as Trustee, Jim seconded. The vote was unanimously accepted. Jenny will let Victor know.

4. Action Sheet Updates.

1. New land and Visitors Centre.

A neighbouring farmer has flailed some of the hedgerow on Love Lane next to our land at the top of Love Lane. The debris was scattered as far as the industrial estate on the other side of the lane, causing one of the tenants to contact the Parish Council office believing it to be the fault of the Swamp. The farmer cleared up the debris from the industrial estate, but there is still more to be cleared from Love Lane and our land. It was decided that this would be best done after further land clearance and cutting back of the hedgerow had been done. Jim recommended that we ask Bob Rawlinson.

2. Work Days.

Carl will clear the pond on Saturday 1st March. It was decided not to seek volunteers for this work day, but to assess what needs doing for the next one. Paul H, Richard, Jim, and Jenny said they could attend, and Liz said that she will pop by. Jim will contact Bob Rawlinson regarding the further clearance. Jenny will have a look at the state of the tree posters and QR codes. Carl will have replacement safety rope for the buoy in his van.

We haven't yet organised the planting of buddleia, but know we have lots of young plants available.

3. Vision Plan

The revised draft (Revision 5A) has been submitted for review. The "detailed map" in section 4 needs updating – Paul W will take a look at this. We need to add "Cambridge County Council Wildlife Site" and "Nature Reserve" to the front page.

Paul W will update the Biodiversity and Wildlife section and send to Jenny. It was agreed that, when these changes have been made, Jenny will send to Mike /Paul for approval without the need for it to remain on the Action Sheet. I

It was also noted that the Trust document needs to be reviewed, and that the updated Trustee list of members needs to be sent to the office.

It is important that we alter the ownership of the Swamp both with Land Registry and in the original Trust document. We need to ask the Parish Clerk to check with the previous Clerk how far she got chasing Land Registry.

Jenny suggested that the previously mentioned "Friends Group" be changed to "Volunteers Group" and that we add "Start a Friends Group" to our list of short term developments in the VP.

4. *CCTV.*

Liz has been in communication with Lisa from J&J Drake to arrange a date for Sam (also J&J Drake) to have a look at the set-up of cameras and solar panels. For no further charge, following this review, they will make the system viable. The date of 29th April has been suggested. One camera remains broken. Sam has mentioned that we put protection around any vulnerable cameras.

5. *Compost Toilet.*

No money for a grant will be available till the start of April, but Liz and Jenny are still willing to prepare application for then. We will ask Tara (see following item) if she can add anything to this, as she has previously offered.

6. *Tara.*

Tara has asked if she can try again with her classes at the Swamp this year. All agreed that this would be perfectly acceptable.

7. *Friends of Pauline's Swamp.*

See item 3. Geraldine will see when Gwen is available for a meeting with herself and Jenny.

8. *Sign boards.*

Jenny is waiting to hear back from the sign printing company. She has contacted them to approve their design, and to request one with the walking figure and arrow reversed. The office will send the reversed sign also for approval. The signs will each measure 800x600 cm.

9. *Footbridge between Swamp and Love Lane.*

The landowner who threatened to remove the footbridge and charge any costs incurred did not respond to Mike's letter asking for a meeting. Should the land be up for sale, the sellers may have realised that there could be a costly legal dispute over this.

Paul H suggested stakes be put in on the far side of the ditch where we have planted hedgerow.

10. *Open Day 2025.*

Jenny will set up a separate Open Day Action Sheet for this, as in previous years.

We will run the dog show again, Mike will order rosettes. Suggested stalls so far are Hidden Treasures, Planet Friendly Living, Centre Peace, Burwell Brewery.

11. *Wicken Fen.*

The next Wicken Fen forum day is the 10th March this year. As the sedge cut needs to be done before this, Paul W will ask if Parish Councillor Michael Geary can help with this, as he has the required machinery.

5 Any Other Business.

Gwen Spike has said that new bird feeders are required. Jenny will liaise with her to see what is required.

Gwen has mentioned to Geraldine that she frequently meets people who have never heard of Pauline's Swamp, and have no idea where it is. We considered having a sign on Swaffham Road, but would need approval from Highways. Victor used to work for ECDC and may be able to help with this.

We talked again about enforcing the footpath extending from Love Lane.

Paul H had brought some old maps of the area to the meeting. There is a piece of land on the far side of the old railway line that seems unclaimed, and Paul wondered if Pauline's Swamp actually owned this land. If the previous tenant of 58 Swaffham Road had "absorbed" this land, it would now appear to belong to the new tenants, but Paul did wonder. Paul bought the land in 1982.

The neighbouring tenants have been keeping the culvert clear, but have disappointingly installed fencing between the Swamp and their land that seems wildlife unfriendly.

Burwell At Large is on the 22/23 March. Jenny will ask the office to print up copies of the trifold leaflet, and any other interesting posters/photos. We will also have forms for becoming a Friend or Volunteer.

Date of Next Meeting.

Thursday 1st May at 25 The Causeway 7.30 pm.

The meeting closed at 9 p.m..

Signed.....

Date.....



Subject:
Date:



Grass cutting
19 June 2025 11:34:56

Further to my telephone call earlier this morning, could I please ask that your unilateral decision to not cut all the grass on the castle does not sit well with many residents and would request that you take another look at this policy please.

As a daily dog walker on the castle it severely limits the off lead runs for our pets. The tall grasses in particular carry some nasty seeds and can end up an expensive vets bill for our dog walkers.

Again I would ask if you would take a look at this concern, I believe there are enough other areas around that would still be more than adequate for your wildlife and diversity plan.





Subject:
Date:



RE: un leashed dogs on recreation ground Hythe lane
16 June 2025 11:12:44

Morning

So over a year has passed since our last correspondence and I regret to inform you that nothing has changed. Every time I visit the recreation ground I see dogs off leads and at the weekend was frightened by a dog directly bounding up to me. When I politely speak to the owners about the notice saying dogs must be on a lead - they all say - well nobody takes any notice of it -. I would like the PC to revisit this problem please. I really do think a PSPO and a sporadic visit by a dog warden would soon whip the doggie folks of Burwell into shape – no one wants a £1000 fine!

Do we know the views of East Cambs District Council on this matter?

I look forward to hearing from you,

Kind regards



Subject: RE: un leashed dogs on recreation ground Hythe lane

Dear 

Thank you for your email and please accept my apologies for the delay in responding.

One of the biggest issues we have with dog owners complying with regulations is that we are unable to police what goes on 24 hours per day. We do believe that the signs have helped, but know that whatever restrictions or orders that are in place, even legal orders, some owners will continue to allow their dogs to run about off their leads as they know the likelihood of being caught is minimal. I appreciate that a dog running up to greet an individual, particularly if they are vulnerable due to age etc., or do not like dogs is very daunting, especially if it is a large breed of dogs. I will try and put something about this in the Parish Council Clunch Report (June Edition) to make residents aware of the concerns.

With regards to monitoring, our Maintenance Officer and Key Holders visit the site on a regularly basis throughout the week, but it is mainly residents' complaints and raising of concerns that highlight problems the most.

I hope this response somewhat goes towards answering the questions raised.

Kind regards

Yvonne Rix (Mrs)
Parish Clerk

Burwell Parish Council Jubilee Reading Room 99 The Causeway
BURWELL Cambridge CB25 0DU Tel/Fax: 01638 743 142

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[Redacted]

Subject: RE: un leashed dogs on recreation ground Hythe lane

Dear Yvonne

Thank you for you email giving an update on my query. However, I am disappointed to learn the outcome decision of the group and would like to know, if I may - more about how they arrived at this decision. I would also be interested to learn how you are monitoring the situation.

Thanks and regards

[Redacted]

[Redacted]

Subject: FW: un leashed dogs on recreation ground Hythe lane

Dear [Redacted]

Our Community, Leisure, Health, and Sports Group discussed your suggestion of having a Public Spaces Protection Order at the Recreation Ground. I regret to inform you that at this stage they do not consider an order is the right thing to do. We do believe that the new signs have improved matters, although we appreciate that some owners continue to let their dogs run free. Please be assured that we will continue to monitor the situation at the Recreation Ground for the foreseeable future.

Kind regards

Yvonne Rix (Mrs)
Parish Clerk

Burwell Parish Council Jubilee Reading Room 99 The Causeway
BURWELL Cambridge CB25 0DU Tel/Fax: 01638 743 142

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From: Yvonne Rix
Sent: Wednesday, January 3, 2024 11:31 AM
[REDACTED]
Subject: RE: un leashed dogs on recreation ground Hythe lane

[REDACTED]

Thank you for your email. I will share your suggestion of having a Public Spaces Protection Order with our Community, Leisure, Health and Sports Group when they next meet.

Kind regards

Yvonne Rix (Mrs)
Parish Clerk

Burwell Parish Council Jubilee Reading Room 99 The Causeway
BURWELL Cambridge CB25 0DU Tel/Fax: 01638 743 142

*

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Sent: Saturday, December 30, 2023 4:33 PM
To: Yvonne Rix <burwellpc@burwellparishcouncil.gov.uk>
Subject: un leashed dogs on recreation ground Hythe lane


Hi

I know I have written to you before about this and would like to thank you for the action you have taken as I have noticed the new red sign notifying that dogs should be on a lead - However I am sad to say that it does not seem to be having any affect. I have just come back from a walk around the trim trail and was greeted by 4 dogs not on leads, one of which came bounding up to me. I think the owner was unaware it should have been on a lead. I think given it's a public space with a children's park on site there is a good argument that it could be given a Public Spaces Protection Order (PSPO) which would then allow for a fine for dogs found being off a lead. I think once word was out that there was a fine, dog owners would be more compliant with the regulation. I would like the council to raise this at a meeting please, however I would need to remain anonymous as I do not wish to be brought into a public argument with my fellow dog loving Burwellians!

I look forward to hearing from you.
Kind regards

[Redacted signature]


Subject:
Date:


Burwell AL
27 June 2025 09:57:42

Good Morning. I attended the meeting about the Anchor Lane Solar Park on Wednesday. I was disappointed that there was such a poor turnout. I myself saw the meeting on Facebook and notified several friends who attended. Since then I have spoken to people who knew nothing about this meeting. I understand the company would not want lots of people turning up to ask questions. Tim Buxton gave the impression that it was all too much trouble anyway.

There must be a better way to communicate to the villagers. This and other issues concern everyone and not just people who have Facebook.

The meeting itself was dire with very little information. The impression given was that it's going ahead anyhow so why bother and they're probably right but its important as a Community that we know what's going on. The plans for this were submitted in April so I am surprised that it was not mentioned at the Open Meeting that took place on 6th May when questions relating to existing Solar Farms and Battery storage were raised.

What can we do in the future to make sure that the Parish Council (our representatives) communicate to the residents of Burwell.



[REDACTED]

To:
Subject:
Date:

[REDACTED]

[Katherine Hyett](mailto:katherine.hyett@burwellparishcouncil.gov.uk)
Re: Meeting at Mandeville Hall last night re: proposed solar panel site
26 June 2025 22:51:59

Dear Katherine

Many thanks for your swift response to my email.

Yes, I fully understand about the timescales for Clunch but was hoping this might be a consideration for any future planning applications for solar farms. However, I note you mention that the Parish Council are going to discuss ways of getting information across to the community in the future.

I will go online and have a look at the planning portal as you kindly suggested.

Thanks again.

Kind regards

[REDACTED]

Sent from my iPhone

> On 26 Jun 2025, at 16:34, Katherine Hyett <burwellpc@burwellparishcouncil.gov.uk> wrote:

> [REDACTED]

>

> Thank you for your email. This meeting was organised by the Anchor Lane Team not the Parish Council, although it did come as a response to The Parish Council submitting an objection to their planning application as the Council felt they hadn't consulted the community as they had described. We did however promote the meeting on our website and on facebook for them and asked them to put posters around the village. The meeting was only organised one week in advance so the timescales for Clunch wouldn't have worked. The Parish Council is actively looking at how they can provide more information to the village about planning applications of this nature.

>

> The Parish Council isn't a planning authority, it acts a consultee so we cannot make decisions on planning applications but I will feedback your email the next Parish Council meeting where this application will be discussed again. I would recommended you submit feedback on the planning portal to ensure the planning team receive your specific feedback and can provide you with a response:

> <https://pa.eastcambs.gov.uk/online-applications/applicationDetails.do?keyVal=SU3HC4GGGG000&activeTab=summary>

>

> Hope this helps.

>

> Kind Regards,

> Katherine

>

> Katherine Hyett

> Burwell Parish Clerk

>

> Burwell Parish Council

> Jubilee Reading Room

> 99 The Causeway

> Burwell

> Cambridge

> CB25 0DU

> Tel: 01638 743142

>

> *****

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> -----Original Message-----

[REDACTED]

> Sent: 26 June 2025 11:00

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

> Subject: Meeting at Mandeville Hall last night re: proposed solar panel site

>

>

> Dear Parish Clerk

>

> Just writing to say how disappointed I was with the turn out of the local community last night. I guess there were less than 20 people there. Most said they were unaware of the meeting. I only found out via a friend. Would it be viable to put a message in the clunch perhaps in regard to these meetings? Then one would hope that more people would have attended.

>

> I hope the Parish Council will take into account the fact that sunnica was approved to go ahead. Why can't this take place before another solar panel/batteries park is even given consideration.

>

> The noise we suffered from when the other solar panels were installed went on for over a year and now we are expecting to be put through it all again. Has anyone checked the distance from the Newnham Farm site to local houses please as I think it is less than over the required distance?

>

> I understand a decision is to be made at the end July which does not leave much time for the community to come together and realise the implications of having yet another solar site close to their homes.

>

> I look forward to receiving your response in due course.

>

> Yours sincerely

>

[REDACTED]

>

>

> Sent from my iPhone

From: [Rachel Hogger](#)
To: [PlanningPolicy](#)
Cc: [Clr Alan Sharp](#); [Clr Alison Whelan](#); [Clr Anna Bailey](#); [Clr Bill Hunt](#); [Clr Charlotte Cane](#); [Clr Chika Akinwale](#); [Clr Christine Ambrose-Smith](#); [Clr Christine Colbert](#); [Clr Christine Whelan](#); [Clr Councillor Test](#); [Clr David Brown](#); [Clr David Miller](#); [Clr Gareth Wilson](#); [Clr Ian Bovingdon](#); [Clr James Lay](#); [Clr John Trapp](#); [Clr Julia Huffer](#); [Clr Kathrin Holtzmann](#); [Clr Keith Horgan](#); [Clr Kelli Pettitt](#); [Clr Lavinia Edwards](#); [Clr Lee Denney](#); [Clr Lorna Dupre](#); [Clr Lucius Vellacott](#); [Clr Mark Goldsack](#); [Clr Mark Inskip](#); [Clr Martin Goodearl](#); [Clr Mary Wade](#); [Clr Ross Trent](#); [David Morren](#); [Isabel Edgar](#)
Subject: Neighbourhood Planning in East Cambridgeshire
Date: 27 June 2025 10:46:57
Attachments: [image001.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)

Dear Parish Clerks
Cc: District Councillors

Re: Neighbourhood Planning in East Cambridgeshire

I would be very grateful if you could share this email, as you see fit, to your parish councillors.

Many of you will be aware that, following the government's Spending Review 2025, Locality's neighbourhood plan website [Home - Locality Neighbourhood Planning](#) was updated to announce that there will not be a new grant and technical support programme available to neighbourhood plan groups (parish councils, town councils and neighbourhood forums) this financial year. This follows the closure of the previously running programme at the end of the 2024/2025 financial year.

For avoidance of doubt, any technical support secured from Locality prior to 31 March 2025 is not affected by this recent announcement.

We recognise this is a considerable blow for those parish councils in the middle of preparing a neighbourhood plan. It is also an important consideration for those parish councils who are thinking of preparing a new plan or updating an existing plan in the near future.

With respect to this, the Strategic Planning and Development Management team would be very grateful if could respond to this email by **31 July 2025** notifying us of the following:

- is your parish or town council expecting to be preparing or reviewing a neighbourhood plan in the short term (next 12 months) or medium term (beyond 12 months)
- if so, please provide a little bit of detail
- if it is a maybe, this information will help too.

Finally...to go a little way towards mitigating the current situation, the rest of this email signposts you to existing planning practice guidance and Locality's support resources that are still available.

National planning practice guidance

The government maintains online planning practice guidance available to all those involved in the planning system. The guidance can be useful in helping to understand legislation as well as national policy that is set out in the National Planning Policy Framework (NPPF)

Planning practice guidance contains a section specific to neighbourhood planning. This can be found here:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

The 'home' page for all planning practice guidance can be accessed here

<https://www.gov.uk/government/collections/planning-practice-guidance>

The NPPF can be viewed here: [National Planning Policy Framework - GOV.UK](#)

Locality Neighbourhood Planning Resources

Over the years Locality have prepared a range of excellent resources for neighbourhood plan groups.

<https://neighbourhoodplanning.org/> You can find these by using the 'Resources' tab at the top of the page.

Below I flag up just a handful of such resources:

- Neighbourhood Planning Roadmap. 'How to create a Neighbourhood Plan: your step by step roadmap guide' This is best used as a reference point at different stages of the plan-making journey
- How to assess and allocate sites for development. This is relevant if your council is seeking to allocate sites for development.
- Achieving well-designed places through neighbourhood planning.

- What transport matters can a neighbourhood plan address?
- How to implement, monitor, and review your made neighbourhood plan. This is relevant to those of you with adopted neighbourhood plans. I recommend visiting this guide.
- Frequently Asked Questions resource available here <https://neighbourhoodplanning.org/advice/>

ECDC web page

East Cambridgeshire District Council's own website hosts a neighbourhood plan page

[Neighbourhood Planning | East Cambridgeshire District Council](#)

From here you can view:

- a list of designated neighbourhood areas [Introduction to Neighbourhood planning | East Cambridgeshire District Council](#)
- a list of adopted neighbourhood plans [Neighbourhood Plans | East Cambridgeshire District Council](#).

With thanks


Rachel



Rachel Hogger

Senior Strategic Planning Officer

Strategic Planning and Development Management

 01353 665555

 www.eastcambs.gov.uk

 eastcambsgov  @EastCambs 

East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire CB7 4EE

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From: [Andrew Highfield](#)
To: [Katherine Hyett](#)
Cc: [CANE, Charlotte \(MP\)](#); [Elizabeth Swift](#); [George Seach](#)
Subject: RE: Feedback on the new Tiger Bus Services - T4 and T5
Date: 23 June 2025 21:49:16
Attachments: [image001.png](#)

Hi Katherine

Thank you for collating and sharing this feedback.

We greatly value the input of our passengers. Your comments and suggestions are essential in helping us better understand how the network is performing and where improvements may be needed.

We are currently in the process of collating all public feedback, both positive experiences and recommendations for improvement, as part of our ongoing review of the Tiger network.

This review will help us assess the effectiveness of the current routes and inform any necessary adjustments, ensuring that the network continues to develop in a way that better connects our communities and improves accessibility across the region.

We appreciate your patience during this process and welcome all further feedback as we work towards a more inclusive and efficient transport system for all.

George – Please can you ensure the feedback detailed below is saved in the review spreadsheet.

Regards

Andrew

Andrew Highfield
Assistant Director, Public Transport Services

Andrew.Highfield@cambridgeshirepeterborough-ca.gov.uk

The Combined Authority supports agile working, so please don't feel you need to respond to this email outside your working hours.



Collaboration



Integrity



Vision



Innovation



Leadership

The Cambridgeshire & Peterborough Combined Authority can be contacted via Cambridgeshire & Peterborough Combined Authority, 2nd floor, Pathfinder House, St Mary's Street, Huntingdon, Cambridgeshire, PE29 3TN.

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

Sent: 13 June 2025 13:25

To: Andrew Highfield <andrew.highfield@cambridgeshirepeterborough-ca.gov.uk>

Cc: CANE, Charlotte (MP) <charlotte.cane.mp@parliament.uk>; Elizabeth Swift <elizabeth.swift@burwellparishcouncil.gov.uk>

Subject: Feedback on the new Tiger Bus Services - T4 and T5

Dear Andrew,

The new bus routes were on the agenda for the Burwell Parish Council meeting on 10th June. I was asked to send feedback to yourself. The feedback minuted was as follows:

- A Councillor has seen bus drivers being abusive/rude to passengers.
- Ticket charges keep changing and don't seem to be communicated to drivers or passengers
- People have been having issues using tiger bus passes particularly where the route changes from Suffolk to Cambridgeshire
- People have had to hand in their notice at work as they cannot get to their jobs on time
- People have been paying twice when using the interchange hubs.
- Residents in Burwell can no longer get to Tesco in Newmarket.
- Drivers haven't been trained properly on routes or charging
- Interchange points for the T4/T5 aren't working properly
- We need a Sunday/Bank Holiday service
- A later bus at weekends and in the evenings is needed – the last bus to Burwell now leaves Cambridge at 6.15pm rather than 7.15pm
- The bus timetables still are not getting some students to college in time
- It is impossible for residents in Burwell to work in Cambridge and rely on public transport.
- Residents in Exning can't catch a bus into Cambridge.
- Buses are frequently late
- There are issues with the stagecoach app
- The T5 doesn't stop in enough places in the village and it's unrealistic to expect less mobile residents to get on one bus and then another after a few hundred yards – particularly when the interchange times are not working.
- Could the Park and Ride buses be used as the hub points rather than designing new routes into Cambridge.
- Communication has been very poor from the combined authority and we have heard more from the volunteer group A-B1102.
- Parish Councils have yet to be sent any copies of timetables and have spent considerable time printing, formatting and providing these to residents. Reliance on online from the Combined Authority doesn't work for a big proportion of the population.
- The website provided was difficult for residents to navigate.

- There has been positive feedback from students going to the Oakes Sixth Form College
- Burwell Parish Council office has seen much more communication from the A-B1102 group than the combined authority and is very appreciative of this group of volunteers.

Kind Regards,
Katherine

Katherine Hyett
Burwell Parish Clerk

Burwell Parish Council

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

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