

Burwell Parish Council

Energy Sub-Group

Minutes of 23 September Meeting, JRR 19:30

Present

Richard Jenkins

Ian Woodrooffe

Lea Dodds (Chair and Minutes)

1) GMH

ASHP Controls.

- a) *Convactor unit control in main hall* see Richard's summary of Airmech visit 22/9/25, copied below.
- b) *Simple guide* required after we have fully understood the system

Replacing faulty ASHP Mitsubishi has agreed to a free replacement – booked for 25 September. New unit to be delivered at 13.30 on the day. Richard to attend.
Ian saw Jeremy Sharman to request commissioning documents, but none were available.

ASHP control/operation To allow low temperature hot water to flow around pipework on the side of the hall that does not have the radiator, we need to install a bypass loop within the existing system complete with regulating valve. Ian to review on return from his holiday.

Maintenance contract After the repair, we will need to recommend a provider for maintenance support - 3 quotes will be required. ESG requests that if providers intend to use subcontractors for part of the contract, they should name them (to ensure all the suppliers are competent). Lea to ask Katherine for an update.

Destratification fans Raise with energy auditor (later in year)

Energy monitor readings Richard will report after new readings checked.

2) Mandeville

NZV Phase One Impact, Sotham and Cahill all invited to quote for the work. Tender closes 6th October (so bid opening to be on Tuesday 7th)

LED lighting Rooms 2 & 3 still to be done – quotations have been requested.

3) Rec and pavilion Faulty floodlight to be fixed early Oct when cherry-picker on site.

AOBs and date of next meeting

- a) Paul is reducing his workload and has stepped down from the ESG.
- b) No ESG meeting in October. Next meeting provisionally November 24th.
- c) Lea to enquire whether George can replace the missing insulation at GMH.

Schedule for Q3 – Q4, 2025

Oct - Nov	<i>GMH – fix all issues with heating Recommendation and approval of contractor for MH project</i>
Oct - Dec	<i>MH Phase 1, co-ordination and delivery Begin search for energy provider to replace Engie</i>
Feb - Mar 2026	<i>Arrange GMH energy audit and plan necessary work</i>
Apr – May	<i>JRR energy assessment and plan necessary work (free ACRE service not available)</i>

Richard's summary of Airwizard visit to GMH 22/9/25

I was at Gardiner this morning to be in attendance whilst the Airwizard Engineer was onsite to investigate the Aermec FCU's (Fan Coil Units) in the Main Hall.

It turns out the system was not commissioned following the original installation (no surprise there). The Wall Controller/Thermostat is working ok (so we didn't need to replace it), but it had not been programmed correctly and the 4nr FCU's had not had their internal configurations set up correctly.

This will also have had an effect on the efficiency of the ASHP installation, because due to a lack of a Flow and Return connection at the last point on the pipework, the pipes would not heat up on that side of the Hall unless the FCU's were switched on and calling for heat. This was the case this morning upon arrival. The only reason the Hall was warm (19deg C), was because there is a Radiator in the main toilet, which has a TRV, which allowed the heated water to go around the first set of pipes in the Hall.

The following adjustments were made:

- FCU Dip Switches have been adjusted to suit the actual Heating System and Controls present (see attached photo)
- The Micro-switches on the vents in the FCU's have been bypassed to remove the accidental isolation of the system by members of the public
 - The system now works only via the Wall Thermostat, which is set at 21deg C
 - When the temperature in the Room is 19deg C and below the internal Fans will run at 100% and their internal Motorised Valve on the Heating Pipe opens
 - When the temperature in the Room is between 19deg C and 21deg C, the internal Fans reduce to 33% and the internal Motorised Valve on the Heating Pipe remains opens
 - When the temperature in the Room is 21deg C and above the internal Fans stop and the internal Motorised Valve on the Heating Pipe closes

Important notes:

- From now on, the Vents on all 4nr FCU's need to be left open, otherwise the units will be noisy and inefficient.
 - Might be worthwhile to make and fit signs above these FCU's saying to leave Vents open and not put anything on top of the units, to avoid unwanted debris falling through the open vents?
- The Filters located at the bottom of the FCU's need to be vacuumed monthly and washed with water annually (Debbie was shown how to remove them).
- The 3nr remaining Switched Fused Spurs need to be replaced with Unswitched versions, to avoid accidental isolation of the FCU by members of the public (one was off when we arrived) @Katherine Hyett, please order these from Screwfix (see attached Snip) and I will fit them.

Notes – 2026/2027 BUDGET MEETING

Present: Paul Webb (Chair), Liz Swift, Lea Dodds, Clive Leach, Yvonne Rix (RFO), Katherine Hyett (Clerk).

F&GP/21102025/01 Apologies for absences and declarations of interests	Apologies – Linda Kitching, Ian Woodroffe, Geraldine Tate
F&GP/21102025/02 Current Financial Situation	Yvonne Rix gave the following update on the financial situation of the Council. Unity Trust (14.10.25) £561,541.15 CCLA (30.9.25) £116,366.13 <u>Total current Parish Council Funds £677,907.28</u> Which includes: Earmarked Reserves £279,038.78 General Reserves £398,868.50 (less 6 months expenditure Oct-March 26 £165,000) = £233,868.50 Potential funding available £233,868.50 Please note that Income over Expenditure minus CIL Funding in 2024/25 was £41,582.12. This is included in the general reserves above
F&GP/21102025/03 Changes to Budget Format	Yvonne Rix explained that some changes had been made to the way that the budget has been set out. These include the following: Combining a number of cost codes within cost centres Grass cutting including verges and Priory Meadow included as one general grass cutting item. General up-keep costs for the properties now included under one 'general maintenance' item. Staff costs include an allowance for salary point increase, pay awards, increase in hours and higher benchmarking of Clerk's role if agreed. She then explained that certain cost centres or headings are not part of the budget calculations. Following cost centres to be ignored as not part of the budget: CIL Funding Grant Funding Deposits

	VAT Repair Café Earmarked Reserves
--	--

F&GP/21102025/04 Explanation of suggested Budget	Yvonne Rix explained that the purpose of tonight's meeting is to set a budget and not the precept, but that it is not possible to consider the budget without some reference to the precept. She explained the following: Budget is split into Revenue Budget – General running costs for the Council Projects – 'One off' projects Purchase of vehicle for Maintenance Officer:- Two options – Purchase vehicle outright or lease Leasing cost should be included in the revenue budget. Purchasing the vehicle for the maintenance officer could be made from general reserves, then from future years earmark 25% annually of the cost plus an allowance for inflation to build up a fund for the purchase of the next vehicle. All projects suggested have been included in the budget. Figures: Overall proposed Budget £406,265.00 Split Revenue Budget £353,215.00 Projects £38,300.00 Vehicle including Tow bar, Power Point £14,750.00 Expected non-precept income (Income from hall hire, pitch hire, cemetery and allotment fees etc) £82,119.00 Funding required to be raised from precept or other means = £324,146.00 If this is funded entirely by the precept, we would be looking at around a 27% increase to the Band D rate (£104.32 25/26, £132.56 26/27) For the revenue budget (no projects included, nor the vehicle) we would be looking at raising £271,096.00 (revenue budget £353,215.00 less Expected non-precept income of £82,119.00). Funding this through the precept equates to an increase in the Band D rate of around 5% (£104.32 in 25/26, £109.54 26/27) 2025/2026 There was a 12.5% increase in the Band D Rate
--	---

	Increasing the Band D rate by 13% (£117.88 26/27) would equate to a further £20,658.70 being available above what is needed to cover the revenue budget Possible ways of covering proposed budget: 1. Increase precept to match complete budget 2. Split the projects over more years, limiting the amount undertaken in 2026/27 to match any income raised from the precept above that is needed to cover the revenue budget. 3. Allocate the underspend from 24/25 to cover some of the projects. 4. Use general reserves to cover some of the projects. 5. Mixture of the above. Projects: Lock Up Repairs £2,000.00 Jubilee Reading Room Insulation £2,000.00 Redecoration of MH and JRR £2,700.00 Cemetery Chapel Refurb £3,500.00 Weed Control Equipment £2,000.00 Creation of Workshop £1,500.00 Recreation Ground New Bins £600.00 Recreation Ground Replacement Fencing £1,500.00 Recreation Ground Replacement Gym and Play Equipment £5,000.00 Newmarket Road Preliminary Sports Hub Costs eg Consultation/funding applications, planning, surveys etc. £10,000.00 Bus Shelter Improvements £6,000.00 Computer Equipment (new laptop for Clerk) £1,500.00 <u>Total £38,300</u> Second hand vehicle £12,000.00 Charging Point £1,250.00 Towbar £1,500.00 <u>Total £14,750.00</u>
--	--

F&GP/21102025/05 Budget recommendation to Full Council	Recommendation to be to Full Council on 11th November 2025. This discussion followed after the next item. Lea Dodds felt that the projects should be spread over the next three years as many are not urgent. Purchasing the vehicle for the Maintenance Officer is a priority but further discussion on whether the vehicle should be purchased outright or leased is required. Having a fund available for preliminary work for the Newmarket Road Sports Hub is a priority but this could be funded from reserves. Katherine Hyett would like to have a better idea of the budget and expenditure prior to making recommendations for committing further expenditure to Full Council. Lea Dodds considers that funding for employing further staff if needed should be looked at in future years. Earmarking funds to cover election costs in the future should be considered. Maintenance Officer Capital and General expenditure could be combined. The Council has significant reserves including the underspend from 2024/2025 that could be used to cover the cost of some of the projects. Funding from the Solar Donations could be used to fund the vehicle as this would meet the criteria. <u>The following recommendation to be made to Full Council</u> <i>That the budget as presented including all projects is approved by Full Council, and that the budget is funded by the precept and funding from general reserves which includes the underspent funds from 2024/2025.</i>
F&GP/21102025/06 Financial suggestion for future consideration	Yvonne Rix explained the items below to the group as possible actions that could be considered in the future. Transfer of money from Unity Trust to CCLA to benefit from current interest rates (4.0%). Alternatively, open a savings account with Unity Trust, currently paying interest of around 2.10% to 3.80% depending on type of account. The group agreed that this should be actioned in the future but that more information on withdrawal of funds particularly from CCLA is required. It was suggested that £150,000.00 could be transferred, but potentially more could be transferred is access to the funds is fairly instant. Earmarking £5,000 to £7,500 for a fund to cover cost of replacement maintenance and office equipment. Would suggest putting in an amount from budget each year to keep the fund at a reasonable level. Thought to be a good idea.

	From the 25/26 budget earmark the £10,000 allocated to the resurfacing of Jubilee Green Play Area (small area only) and earmark for the resurfacing of Jubilee Green Play Area, Inclusive and general improvements. <i>Agreed – Recommendation to Full Council</i> From the 25/26 budget earmark the £5,000 allocated to the Gardiner Memorial Hall to the Gardiner Memorial Hall entrance fund. <i>Agreed – Recommendation to Full Council</i> Earmark from the general reserves £10k - £20k for a buildings maintenance fund to cover costs such as redecoration, minor improvements etc. From each future year's budget add a sum to replenish the funding. Thought to be a sensible way forward.
Any other business	Katherine Hyett asked for the following two items to be considered. It was agreed that both should be recommended to Council for approval: <i>1. The delegated power is given to the ESG Group/Chair/Clerk to accept the best value contract regarding the Council's energy supply.</i> <i>2. That due to difficulties in providing holiday cover for Martyn Wright, payment is made in lieu of any annual leave not taken by the 31st March 2025.</i>
F&GP/21102025/07 Date of Next Meeting	The next meeting will be held on 25th November 2025. The meeting closed at 9.05 pm.

Burwell Parish Council

Land, Buildings & Facilities Group

Meeting of 28.10.25, 7.30 pm at Mandeville Hall

Minutes

Members:

Lea Dodds (Chair), Richard Jenkins (Vice Chair), Chris O'Neill, Linda Kitching, Jim Perry, Liz Swift, Geraldine Tate, Paul Webb, Ian Woodroffe, Ken McCarthy

Present: Lea Dodds, Richard Jenkins, Brenda Wilson, Liz Swift, Geraldine Tate, Paul Webb and Jim Perry.

A&E/281025/01 Apologies for absences and declarations of interests.

Apologies were received from Linda Kitching, Ian Woodroffe and Ken McCarthy.

A&E/281025/02 Approval of the minutes of the meeting held on 24 August 2025.

The minutes of the meeting held on 24th August 2025 were approved and signed as a true and accurate record. Proposed by Richard Jenkins, seconded by Geraldine Tate and agreed by all.

A&E/281025/03 Property items for discussion:

Issue/Update	Actions
1) Gardiner Memorial Hall	
a) Consideration of quotation for fire shutter service maintenance b) Heating – it was confirmed that we cannot set up a schedule of heating at GMH but that key holders can adjust the thermostat for some meetings.	a) Liz Swift proposed recommendation to Council for fire shutter service quotation and Paul Webb seconded, approved by all. b) Clerk to liaise with Richard Jenkins on instructions for hirers and key holders
2) Mandeville Hall	
a) Consideration of quotation for fire shutter service maintenance	Liz Swift proposed recommendation to Council for fire shutter service quotation and Paul Webb seconded, approved by all
3) Jubilee Reading Room	
Nothing to update for this meeting	
4) Pavillion/Recreation Ground and Tennis Courts	
a) Consideration of quotation for repair to walker (gym equipment)	Liz Swift proposed recommendation to Council for repair to equipment, Paul Webb seconded, approved by all
5) Cemetery and chapel	
Nothing to update for this meeting	
5) Allotments	
Nothing to update for this meeting	
6) Margaret Field	
Nothing to update for this meeting	
7) Westhorpe Play area	
Nothing to update for this meeting	
8) Jubilee Green Play area	
Nothing to update for this meeting	
9) Priory Meadow and Spring Close	
Nothing to update for this meeting	
10) The Lock up – Newnham Lane	
Roof replacement/fix needed – currently seeking quotes	Clerk to finalise for next meeting

A&E/281025/05 Tree Report update

Deferred to the next meeting

A&E/281025/06 Inclusive Play Reports

Reports from PiPa about the inclusivity of our play parks were circulated to all Councillors to read. The Clerk made Councillors aware that they could have a meeting with the report writer on teams. It was suggested that these reports are used when taking any decisions about play park equipment renewal or development.

A&E/281025/07 Civic.ly – presentation from the Clerk.

The Clerk gave the following presentation about Civic.ly along with a quick demonstration. Paul Webb proposed that we recommended the purchase of civic.ly software to Council, Liz Swift seconded and all were in favour.

A&E/281025/08 Grass Cutting

Deferred to the next meeting

A&E/281025/09 Any other urgent matters

None

A&E/281025/10 Date of the next meeting: 16 December

Meeting closed 8:50



Civic.ly

Katherine Hyett 28.10.25

Key Challenges

Data Fragmentation & Accessibility

- No centralised asset database
- Insurance register potentially outdated (£2.5m AGAR value may not reflect reality)
- Paper files difficult to navigate
- Staff without parish email accounts submitting data informally

Compliance & Inspection Gaps

- Several inspections have not done for years
- No systematic reminders for PAT testing, boiler servicing, safety certificates
- Insurance requirements (weekly playground inspections with immediate defect resolution) challenging to evidence
- logbooks maintained manually in buildings

Operational Inefficiencies

- Staff trying to complete Excel spreadsheets on phone/or paper in field
- Cannot attach photos or detailed notes to inspections
- Time-consuming to produce reports for council decisions
- Heavy reliance on individual staff knowledge

Future Growth Pressures

- Section 106 sports hub and astro pitches coming
- Potential devolution of new estate parks from East Cambridgeshire
- Net zero target by 2030 with no current baseline



What is it?

A comprehensive digital asset management solution specifically designed for town and parish councils.

Key tools:

- centralise all asset data
 - automate inspection schedules
 - provide mobile access for staff and councillors
 - AI-powered asset recognition
 - pre-built compliance checklists
 - real-time task management
- 

Key Features Addressing Burwell's Needs

Asset Register & Mapping:

- Visual mapping with OS maps and satellite imagery
- Photo-based asset creation with automatic location capture
- AI-powered asset identification from 600+ council asset types
- What3Words integration for precise location tracking
- Automatic compliance regulation tagging (BS1176/1177 for playgrounds)

Task & Inspection Management

- Pre-built checklists for all standard inspections
- Scheduling from daily to every 10 years
- Seasonal scheduling for grounds maintenance
- Mobile app for field staff (no more awkward Excel on phones)
- Automated defect creation from failed inspections
- Photo evidence attachment

Compliance and Documentation

- Document upload with AI analysis (coming summer 2025)
- Automatic renewal reminders extracted from documents
- Full audit trail for insurance claims
- Evidence of inspection completion and defect resolution
- Risk assessments

Team Collaboration

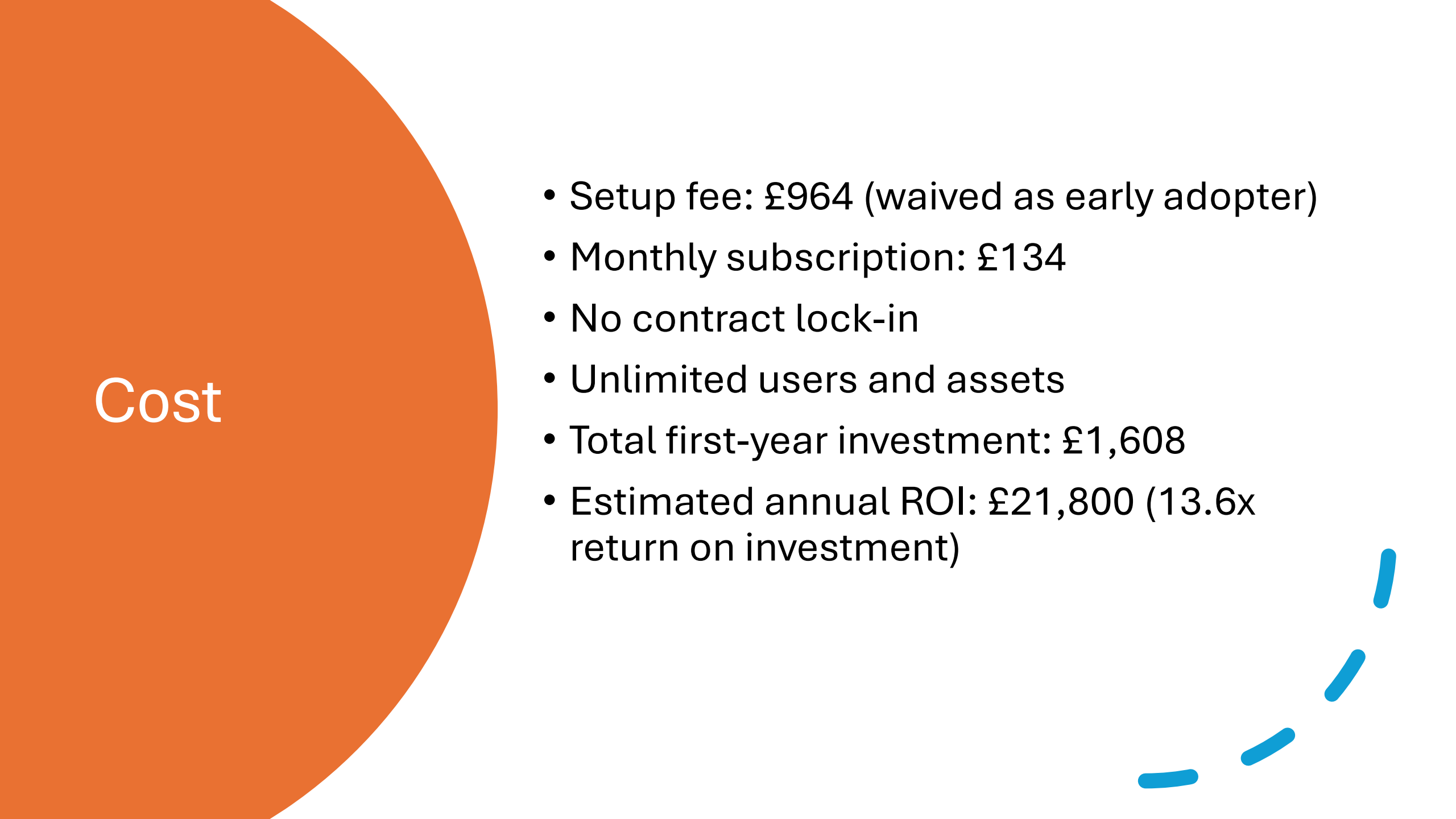
- Unlimited users at no extra cost
- Contractor access for direct task updates
- Councillor access for defect reporting

Sustainability Features (Future Add-on)

- Energy consumption tracking
- Carbon footprint calculations
- Smart meter integration
- Essential for 2030 net zero target

Comparison with Alternatives

- **Parish Online:** Primarily a GIS mapping tool, excellent for boundaries and environmental data but lacks operational asset management, task scheduling, mobile access, and compliance tools that Burwell needs.
- **Current System (Paper/Excel):** While familiar, it cannot provide the audit trails, automated reminders, photo evidence, or centralised access required for modern compliance and efficient operations.
- **Enterprise Maintenance Management Solutions:** Systems such as Safety Culture and MaintainX are over-complex, don't have mapping and do not understand parish and town councils



Cost

- Setup fee: £964 (waived as early adopter)
- Monthly subscription: £134
- No contract lock-in
- Unlimited users and assets
- Total first-year investment: £1,608
- Estimated annual ROI: £21,800 (13.6x return on investment)



What does
Civic.ly
look like?

Civic.ly additional information

- [Civic.ly - 10 Minute Overview](#)
- [Civic.ly - 2 minute overview of mobile app](#)

Answers to Your Questions

1. Could you reassure us about the security of data uploaded to the system?

Absolutely. Security is fundamental to Civic.ly. Your data is protected with:

- **End-to-end encryption** – data is encrypted both in transit (HTTPS everywhere) and at rest
- **UK-based hosting** – all data stored on AWS servers in the UK, never leaving the country
- **Complete network isolation** – resources run in private VPC subnets with no public access
- **Comprehensive audit trails** – every action logged via CloudTrail and kept indefinitely
- **Least privilege access** – every component has only the minimum permissions needed

We take security seriously because we understand councils hold sensitive community data. Our infrastructure follows enterprise-grade security practices.

2. Product longevity and investment in time – can you reassure us?

Excellent question. Here's why you can invest confidently in Civic.ly:

Established company, proven track record:

- Civic.ly is built by **Starboard Systems** (makers of Scribe), who have been serving town and parish councils for **over 20 years**
- We have **1,500+ customers** and are the **market leader** in providing cloud software to town and parish councils in England and Wales
- We understand the sector deeply – we've been here through multiple government reforms and technology changes

No lock-in policy:

- You can export all your data and leave anytime with 30 days' notice (monthly plans)
- We earn your business every month by being genuinely useful, not by trapping your data

Bottom line: You're not taking a risk on a new company – you're working with the established market leader who's adding a proven, modern solution to help councils manage assets better.

3. Can we back up a copy of the data on our system? What about interoperability?

Yes, your data remains fully accessible:

- **Anytime CSV export** – you can export all structured data (assets, inspections, jobs, defects) to CSV format directly from the platform whenever you want

- **Multimedia files on request** – for photos, contact us at hello@civic.ly and we'll provide them in ZIP format
- **No proprietary lock-in** – CSV is a universal format that works with Excel, your financial systems, or any other software
- **Account termination export** – if you ever leave, we provide complete data export (including all multimedia files) before deletion

The data is **yours**. Civic.ly is a tool to help you manage it more effectively, not a silo to trap it in. You maintain full control and can integrate it with other systems as needed.



**COMMUNITY
PARTNER**
2025-26

SYSTON ROLLING SHUTTERS LTD T/A

SYSTON DOORS

www.syston.com

E: burwellpc@burwellparishcouncil.gov.uk
T: 01638 743 142

PC/RN/ **MQ2075**
10th October 2025

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

Attn: Katherine Hyett

Dear Katherine

Re: Mandeville Hall, Tan House Lane, Burwell, Cambridge CB25 0AR

Further to your email enquiry, we are pleased to submit our quotation as follows:

To carry out annual servicing to 2 No. Rolling Shutters

For the sum of£225.00 PER VISIT PLUS VAT

PLEASE QUOTE OUR REFERENCE NUMBER ON ALL CORRESPONDENCE.

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

Disclaimer

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

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

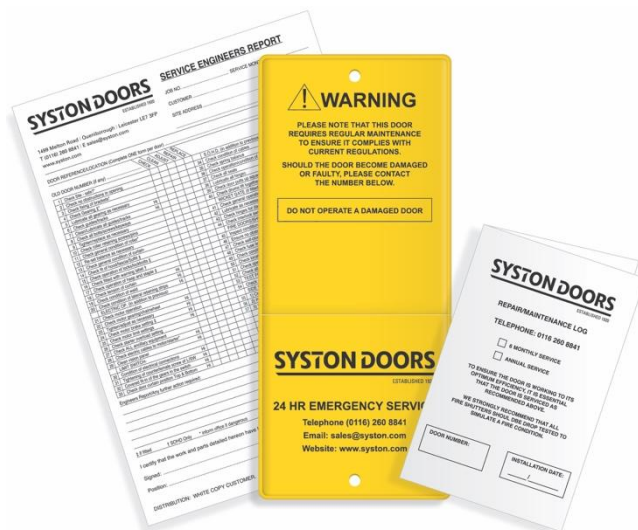
V A T will be payable if applicable at current rate.

Payment terms are strictly 28 days from the date of invoice, and we reserve the right to charge interest, at the current rate, on all overdue accounts.

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

Yours Faithfully
SYSTON DOORS

Rebecca Needham
Service Administrator



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



Raising Standards
Advancing Safety



Directors: P. E. Cassidy (Managing), L.J. Elliman

Registered in England No: 2240153

SYSTON ROLLING SHUTTERS LTD. trading as SYSTON DOORS

Mrs Yvonne Rix
Burwell Parish Council
99 The Causeway
Burwell
CB25 0DU
Cambridge

Ref: 73327

Thursday, 25 September 2025

Dear Yvonne

Maintenance Estimate

Thank you for your enquiry regarding our maintenance services, I am pleased to enclose an estimate for the work as requested.

All our maintenance work is carried out to the European Standards of EN1176, EN1177 and EN16630. OLP is accredited to both ISO9001:2015 (Quality Assurance), ISO 45001:2018 (Health and Safety Systems) and all our inspectors and field engineers also hold DBS certificates so you can be assured your repairs will be carried out to the highest possible standards of both quality and safety.

Maintenance Estimate No.: 73327

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
Replace bearing					
	PRELIM-04	To carry out maintenance work and fit parts as described above including all consumables. All work carried out to EN1176 and EN1177	2	£75.00	£150.00
	COMCOA009	P16 - Multipurpose Lubricating Oil - 100ml	1	£2.50	£2.50

Subtotal £152.50

Product Image	SKU Code	Product	Qty	Each GBP	Total GBP
Prelims					
	PRELIM-03	To travel to site with up to 3 staff members per vehicle including mileage cost.	54	£1.90	£102.60

	PRELIM-05	To prepare maintenance works risk assessments and method statements covering playground repairs works.	1	£30.00	£30.00
	PRELIM-09	Environmental disposal of waste generated from maintenance work. Waste License No: CBDU124380	1	£40.00	£40.00

Subtotal £172.60

Total (ex. tax)	£325.10
Tax	£65.02
Total (inc. tax)	£390.12

Project Assumptions

The following assumptions have been made regarding this quotation:

- Quotation is Valid for **60 days** from date of creation. Please contact your OLP representative, if you would like us to check and update the prices for a further period.
- Good access will be available to the site.
- Estimate or Quotation? Whilst we endeavor to provide fixed prices for all maintenance and repair works sometimes additional issues are discovered during the works. When this occurs, the client will be advised of the discovered problem and the additional cost of the repair before the further work is carried out.

Ordering Is Easy

- Call 01354 699482
- Email: maintenance@onlineplaygrounds.co.uk

Payment and Delivery Terms

If you have a **Trading Account** then the total invoice is payable within 28 days of project completion, otherwise payment in full by **Pro-forma Invoice** is required.

* All delivery times are from receipt of official order subject to seasonal demand. The delivery times of "genuine spares" unless in stock is unfortunately beyond our control and in some cases can be up to 8 weeks.

I trust the above quotation meets with your approval and look forward to receiving your further instructions. If in the meantime you need any more information or changes making to this proposal, please do not hesitate to contact me.

CAMBRIDGESHIRE COUNTY COUNCIL

Weirs Drove, Burwell

(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)

ORDER 2025-2015

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Weirs Drove, Burwell as lies between The Orchard and Welsumme Farm.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via Weirs Drove; Reach Road; B1102; The Causeway C221; Hythe Lane and vice versa.

The Order is made to facilitate water meter maintenance and associated works which are being carried out on or near this highway and it will come into operation on 17 November 2025 and continue until these works have finished or on the 16 May 2027 whichever is the earlier.

It is anticipated that these works will be carried out between 08:00hrs and 17:00hrs 17 November 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall,
Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

Rt Hon Steve Reed MP
Secretary of State for Housing, Communities & Local Government

Dear Secretary of State,

Cambridgeshire and Peterborough LGR – An area at risk of disadvantage

We write as a group of Parish Councils, East Cambridgeshire District Councillors and Cambridgeshire County Councillors representing just over 19,000 residents, greatly concerned for the future of our communities when weighing up the prospect of most possible outcomes of the Local Government Reorganisation for Cambridgeshire and Peterborough.

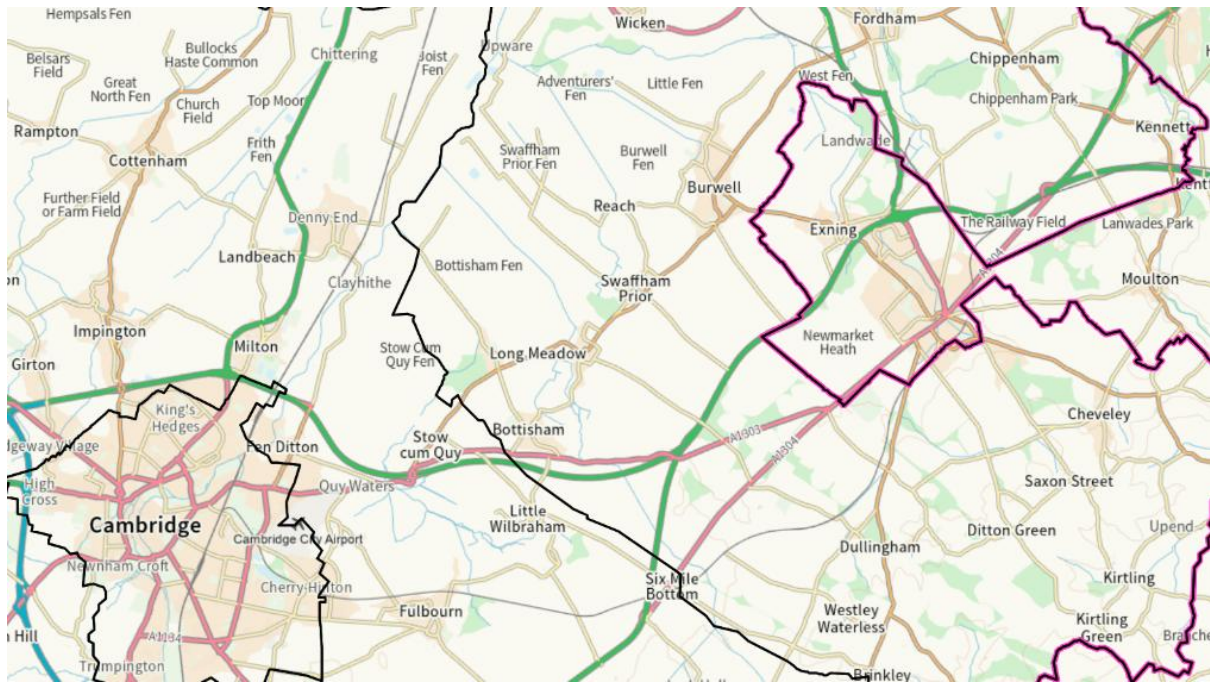
Cambridgeshire County Council have approved to submit “Option A”. Following thorough analysis and engagement they feel confident this best meets your criteria for LGR. We feel strongly in our south-east corner of the region this is the best wholistic option for Cambridgeshire and Peterborough but is also the only option for us. All other options risk us losing our historic connections to South Cambridgeshire and Cambridge City, and our ability to be heard and properly represented in the future.

All options being presented by the various District/City Councils including our own, East Cambridgeshire District Council (ECDC), place us with remote areas we have no ties to; infrastructure, services or community, making us concerned the processes being followed are not acknowledging our own real or perceived connections. ECDC are an evenly split council and half are not recognising that 69% of East Cambridgeshire are in support of Option A. 16 out of 19 parishes in our area have voted in support of Option A, the vast majority unanimously.

The motivation for this letter of statement is not political; there are likely representatives from all political persuasions. This is about our lived experiences and protecting our social and economic realities.

We are predominantly rural communities that are satellites of the city of Cambridge, therefore have strong similarities with the satellite communities of South Cambridgeshire. The closest parts of our divisions are 6.3 miles from the centre of Cambridge and the furthest 20 miles. In contrast this is 46 miles and 60 miles respectively to Peterborough by road via Cambridge or at best between an hour to just under 3 hours by public transport. Cambridge is closer to us than our district city of Ely.

The following map demonstrates our proximity to Cambridge and how geographically disadvantaged we could become if our connection to Cambridge is not retained. If our divisions become geographical outliers, this will place us directly next to a similar outlier from our neighbouring county, Newmarket Suffolk. We see this potential scenario as an even more concerning risk.



What we're setting out here is that we have our own complications locally that we fear would simply not be understood by a distant administration in Peterborough with a different geographical and demographic lens and where we will always be the smaller voice on the periphery. The management of strategic services such as education and health would likely encounter significant additional and unnecessary costs for any authority we were in with Peterborough, simply because of the distances to be travelled by social workers or by children and young people to special schools.

The Greater Cambridge Partnership are already working with our parishes to deliver greenways to transform our resident's commute options and moving the Newmarket Road park-and-ride to better support sustainable connectivity from the east.

If East Cambridgeshire were joined as a single authority with Cambridge and South Cambridgeshire, we believe this will not only work best for integrating public services to support our families but opens real opportunities to deliver sustainable growth aligned with a coherent public transport infrastructure in and through the area that connects the Oxford and Cambridge arch to the east coast.

Within a week, you will have received all the devolution proposals from councils, and we urge you to keep the impact on our communities in mind as you consider the options for Cambridge & Peterborough. If you decide not to proceed with Option A, we would like to reserve the right to be consulted on your alternative at the earliest opportunity.

Yours sincerely,

County Councillors

Cllr Jonny Edge (Woodditton Division)

Cllr Yannifer Malinowski (Burwell Division)

District Councillors

Cllr Charlotte Cane MP (Bottisham Ward)

Cllr James Lay (Woodditton Ward)

Cllr John Trapp (Bottisham Ward)

Parish Councils

Burwell Division

Burwell – Chair, Cllr Liz Swift

Reach – Chair, Cllr Nathan Bridgewater

Snailwell – Chair, Cllr Peter Moggridge

Swaffham Prior – Chair, Cllr John Covill

Woodditton Division

Ashley – Chair, Cllr Sarah Howell

Bottisham – Chair, Cllr Nadene Cundell

Brinkley – Chair, Cllr Ian Monks

Burrough Green – Chair, Cllr Tom Rusk

Cheveley – Chair, Cllr James Hadlow

Dullingham – Chair, Cllr Robert Algar

Kirtling & Upend – Chair, Cllr Richard Staunton

Lode – Chair, Cllr Lucy Wells

Stetchworth – Chair, Cllr Wayne Bell

Swaffham Bulbeck – Chair, Cllr Gordon Reid

Westley Waterless – Chair, Cllr Jim Paltridge *non-quorate

Woodditton – Chair, Cllr Dudley White



Cheveley Parish Council

Dullingham Parish Council



Lode Parish Council

STETCHWORTH PARISH COUNCIL



SWAFFHAM BULBECK
PARISH COUNCIL

WESTLEY WATERLESS

Woodditton

From: [Stephanie Jones](#)
Subject: Invitation to join the East Cambs District Council Register of Consultees
Date: 22 October 2025 11:34:54
Attachments: [image001.png](#)
[image002.png](#)
[image005.png](#)
[image006.png](#)

CAUTION: This email originates from outside of Burwell Parish Council

Good morning,

I would like to extend an invitation to you to join the East Cambs District Council's register of consultees.

Consultee register

If you would like the opportunity to get involved in local decision making by acting as a sounding board for future policy or service proposals, then why not join our register of consultees and give us your views about the decisions we make and the services we provide.

[Join the consultee register](#)

How to apply

If you would like to act as a consultee, whether as an individual or a group, then your name will be added to our register of consultees and you will be allocated a consultee reference number. As changes are proposed to develop our policies or services, the nominated officer will select a number of individuals or groups from the list of consultees who could be affected by, or may have an interest in, the policy or service proposals.

If you are selected, you will be sent a copy of the proposal (in your preferred format, paper or electronic), together with a covering letter and feedback form. You will then have a set period of time to consider the proposal and to offer your feedback.

All completed feedback forms will be taken into consideration as part of the consultation process. By detecting and assessing any adverse impact on a particular group before the policy, strategy or service proposals are implemented, it allows us to ensure that different groups are equally served by our policies and services.

Completing the feedback form is not compulsory and we will not chase you for a response if you decide you do not wish to reply to any particular consultation.

We may publish a summary of responses to a particular consultation exercise on our website for public inspection, but if we do so, all personal data will be redacted and your individual responses will not be identifiable.

If you decide that you no longer want to act as a consultee, notify us either verbally or in writing and your name will be removed from the consultee database.

Kind regards



Stephanie Jones

Communities and Partnerships Support Officer

[Communities and Partnerships](#)



01353 665555



www.eastcambs.gov.uk



[eastcambsgov](#)



[@EastCambs](#)

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

[Privacy Notice](#)

[Pay, report, apply online 24 hours a day](#)

Please consider the environment before printing this email.

ECDC Private and Confidential Notice The information contained in this e-mail is intended for the named recipients only. We are committed to reducing single-use plastics #bringyourownbottle CONFIDENTIALITY NOTICE The information contained in this e-mail is intended for the named recipient(s) only. If you are not the intended recipient you

may not copy, distribute or take any action or reliance on it. If you have received this e-mail in error please notify the sender immediately by replying to the e-mail address or by telephoning 01353 665555. Please note that all of your email correspondence will be dealt with in line with ECDC's Privacy Notice which can be found at: <http://eastcambs.gov.uk/notices/privacy-notice> All reasonable precautions have been taken to ensure no viruses are present in this e-mail however, the Council cannot accept responsibility for any loss or damage arising from the use of this email or attachments