Epping Forest District Office
Civic Offices,
High Street,
Epping,
CM16 4BZ

7th August 2018

Dear Sir/Madam

Writtle University College Road Race 30th September 2018

Writtle University College and *Team On Form* will be jointly promoting their first cycling road race on Sunday, 30th September 2018. We had intended to hold the race last year but unknown to us, until the last minute, a privately run sportive elected to use part of the circuit for their event to be run on the same day. Unfortunately, we had to cancel, but have taken every precaution to be certain that this year it will run unhindered. The race finishes in front of Shellow Cross Farm and race headquarters will be at Writtle University College.

The event will take place under the Technical Regulations of the *British Cycling Federation* and with permission from Essex Police. There will be *Accredited Marshals* to stop traffic at the four main junctions of the racecourse: Boyton Cross, Leaden Roding, (Fyfield), Birds Green and Roxwell. I enclose a map of the course with some advance notices to be put up to alert your staff and/or customers. Within British Cycling, the racecourse we are using goes under the name 'Birds Green EA130'.

The race is scheduled to start at 9.00 a.m. and finish about 12.00 p.m. It will consist of 60 riders and will be preceded by three lead cars of which the first ones will be displaying a roof sign [CAUTION CYCLE RACE APPROACHING]. The end of the race convoy will be marked out by the chief commissaires' car and a First Aid car.

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My reason for writing is to courteously inform local residents, road users and businesses of the impending race. I am aware that there are pressures on local roads and that cycle races can only proceed with the goodwill of the local community. If you have any questions about the event, please call me on 01245 424200 ext. 26049, or 07977 260763, or e-mail me at mark.walker@writtle.ac.uk

Yours sincerely

Mark Walker
Course Manager, Cycling Performance
University Road Race Organiser