

# Burwell Parish Council

## Land, Buildings & Facilities Group

### Meeting of 16.12.25, 7.30 pm at Mandeville Hall

#### Members:

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

## Minutes

**Present:** Lea Dodds, Richard Jenkins, Linda Kitching, Liz Swift, Paul Webb, Ian Woodroofe

### **LBF/161225/01      Apologies for absences and declarations of interests.**

Apologies were received from Jim Perry and Geraldine Tate

### **LBF/161225/02      Approval of the minutes of the meeting held on 28.10.2025.**

The minutes of the meeting held on 28<sup>th</sup> October 2025 were approved and signed as a true and accurate record. Proposed by Paul Webb, seconded by Richard Jenkins and agreed by all.

### **LBF/161225/03      Property items for discussion:**

Issue/Update	Actions
<b>1) Gardiner Memorial Hall</b>	
<p>a) <b>Insulation:</b> Through electrical work being completed at GMH, it had been raised that there was no insulation in the loft. The maintenance officer recommended buying 20 rolls of the following product  <a href="#"><u>Knauf Insulation Loft Roll 40 Combi-Cut 150mm</u></a>  Part number U0159843  Manf # 2404166  <b>£91.13 inc VAT</b>  Total: £1822.60</p> <p>b) <b>Leaks:</b> The Clerk updated Council that there is now a leak on both sides of Gardiner memorial Hall near the stage. We are meeting roofers before Christmas to discuss solutions.</p> <p>c) <b>Exit/Entrance:</b> Lea Dodds, Liz Swift and the Clerk met with Chris Partick (Conservation Officer - EDCD) to discuss lowering the wall. He advised us to complete pre-planning with Highways and to ensure symmetry of the wall where possible. We discussed the need to investigate safety railings to prevent members of the public falling onto the High St pavement from the higher grassed area beneath the trees.</p> <p>d) In addition, Ian Woodroofe mentioned that he and Richard Jenkins still wanted to run a check on the replacement aresource heat pump</p>	<p>a) Clerk to send details to Ian Woodroofe to check with a knowledgeable source. Subject to response, Lea Dodds proposed that we provide this recommendation to full council, Paul Webb seconded this.</p> <p>b) Clerk to update at next meeting</p> <p>c) Clerk to progress.</p> <p>d) Ian Woodroofe to organise and consult with the office about availability of the hall.</p>
<b>2) Mandeville Hall</b>	
<p>a) <b>Net zero work update</b>  Lighting to be completed on Thursday 18<sup>th</sup> December by Sothams.  Teams call about completion of Impact Services work – insulation, solar panels and batteries on Thursday 18<sup>th</sup> December.</p>	

<p>Ian Woodroffe asked about commissioning of the systems. The Clerk asked exactly what documents the Council wanted and stated that no payment would be made without full council approval.</p> <p>Richard Jenkins said that a upgrade was needed to the back up distribution board to three phase to enable power to the halls in short term power outages – we will look at this at a later date.</p> <p>Snagging will be completed post completion for all works.</p>	
<b>3) Jubilee Reading Room</b>	
<p><b>a) Electrical work</b></p> <ul style="list-style-type: none"> <li>I. Sign and parking lights – these have been fixed and wiring updated to suitable wiring for external use. Cost was £95</li> <li>II. Emergency lighting and store room lights – quotes are being sought but there is more discussion needed for the scope of the works. The clerk asked if we could derate the fuse from 13amp to 5 amp and run a light from the power and fit to wall (£25) and no emergency lighting in the left hand side of the store room. May be a need for an asbestos survey to be completed at the Jubilee Reading rooms.</li> </ul> <p><b>b) Public toilet door</b> Awaiting purchase of parts to be fixed</p>	<p><b>a)</b> Clerk and Richard Jenkins to liaise further about the scope of the work for a)II. Clerk to look into asbestos register and arrange survey if necessary.</p> <p><b>b)</b> Maintenance officer to fix asap.</p>
<b>4) Pavillion/Recreation Ground and Tennis Courts</b>	
<p><b>a) Public toilet vandalism:</b> This has been fixed for a small cost of under £50. The maintenance officer is looking at getting price to fix a steel sheet to the door to hopefully prevent further damage as the door has now been replaced several times.</p> <p><b>b) Play area fencing.</b> The Clerk provided the following costs for fencing off the play area at the Recreation Ground and highlighted that most of the complaints about dogs came not from the park but people being approached by off leash dogs whilst walking around the trim trail. This will be beneficial to parents and children – particularly children who are scared of dogs. Richard Jenkins asked about seeking public opinion and it was felt this may be a good topic to raise at the community safety meeting.</p> <p>Costs:  1.2 meters high, 21 panels, £43.90 +vat each  1.2 meters high dig in 1.8 meters posts £9.96 +vat each  22 bags of post mix £9.00 +vat each  Total £1339.02 +vat  Would need a safety gate: £1-1.5k for a basic self-closing gate</p> <p><b>c) Tennis Court Netting:</b> The cost to replace the netting would be £323.98 for new netting, 3 hrs to fit all the way round.</p> <p><b>d) Reinstating equipment around trim track:</b> a quote was provided to fit the equipment that had rotted with metal footings of just over £3000, other quotes we need to be sought should we wish to go ahead with this work. It was asked if the equipment had been missed – the Clerk wasn't</p>	<p><b>a)</b> Maintenance officer to seek quote and provide to Clerk</p> <p><b>b)</b> Add to potential agenda for a community safety meeting</p> <p><b>c)</b> Liz Swift proposed and Paul Webb seconded that we recommend the replacement of the Tennis Court netting to Council at a cost of £323.98</p> <p><b>d)</b> Monitor situation, check agreed terms of sinking fund.</p>

<p>aware of any complaints. Paul Webb highlighted that there was a sinking fund for this equipment (Clerk to check with RFO about agreed usage of the sinking fund) but it was agreed that we should just continue to monitor the situation.</p>	
<b>5) Cemetery and chapel</b>	
<p>a) <b>Flooring:</b> The carpet tiles have been removed and will be disposed of. A cleaning company has tested products for suitability for cleaning the quarry tiles and we are awaiting a quote.</p> <p>b) <b>Window replacement:</b> Following the meeting with the Conservation Officer we will now no longer be replacing the windows and simply be seeking glazier quotes for the vandalised window.</p>	<p>a) Clerk to chase up quotation for cleaning tiles</p> <p>b) Liz Swift to send the Clerk details of glazier she has used previously. Other quotes to be sought.</p>
<b>5) Allotments</b>	
<p>a) Asbestos Sheeting – consideration of quotes for removal of 8 sheets of asbestos: Quote 1: £650, Quote 2: £495, Quote 3: £350 This was decided at full council prior to this meeting to progress with the cheapest suitable quote.</p>	
<b>6) Margaret Field</b>	
<p>No updates were given.</p>	
<b>7) Westhorpe Play area</b>	
<p>No updates were given.</p>	
<b>8) Jubilee Green Play area</b>	
<p>No updates were given.</p>	
<b>9) Priory Orchard and Spring Close</b>	
<p>a) <b>New grass cutting regime:</b> The Clerk updated that group that this had been discussed due to complaints from dog walkers and concerns with fire breaks and complexity of the current path system. Changes were suggested to the schedule and cutting routine for Spring Close and Priory Meadow. This has been discussed at length with the management group. Zion (our contracted grass cutters) met with us on site to discuss the changes and, following this, provided an updated schedule of payments. The Clerk provide councillors with a spreadsheet comparing the 2025 schedule with the new proposed 2026 schedule which would mean an addition £875 in cost. Wild Burwell requested that the verge cuts be moved to early March and early April to support wildflower growth. The pros and cons of this were discussed and it was decided not to recommend this change to Council.</p> <p>b) <b>Benches at Spring Close:</b> a resident's letter was shared with Councillors. The Clerk stated that it was important we consider any future bench purchases should have backs and arms as these were generally better for anyone with mobility issues. The Spring Close Management group will make recommendation as to what they want and where and this can go to full council should budget be required. The Clerk stated that we may be able to repurpose a bench from another area of the village. It was felt better to purchase new benches than to try and adjust the current benches. We could look into funding sources.</p> <p>c) <b>Chalk Stream Pollution at Spring Close:</b> An email was provided giving a status update from Anglian Water. We are arranging a meeting in the New Year with an officer from Historic England. As the whole site is a scheduled monument consent is needed which may be complex.</p>	<p>a) Liz Swift proposed that the new grass cutting schedule is recommended to Council, Paul Webb seconded this.</p> <p>b) Clerk to update Council should any additional funding be found or if other benches can be re-purposed. F&amp;GP to consider allocation of budget.</p> <p>c) Clerk to follow up with Anglian Water and Historic England.</p>

d) Spring Close Management Group minutes 13.11.25 – noted.	
<b>10) The Lock up – Newnham Lane</b>	
a) <b>New roof:</b> The lock up requires a roof replacement and two quotes have so far been received. One company refused to provide a quote.	a) Clerk to seek further quotes
<b>11) Pauline's Swamp Nature Reserve</b>	
a) Pauline's Swamp NR Minutes 18.09.25 – <b>noted</b> Legal advice about the trust status and ownership is being provided in the new year. We are awaiting a meeting date from Ward Gethin Archer.	

**LBF/161225/05      Tree Report update and to consider quotations on work required.**

The Clerk provided an Excel report detailing the 3 quotations and progress against the tree survey completed earlier in 2025. It was decided to recommend that we progress with using SR Landscape Services to complete the Important and Medium works at the Cemetery and Spring Close and the Important works at Jubilee Green and Priory Meadow. The Clerk will organise for the medium priority works at Jubilee Green and Priory Meadow to be completed by staff or volunteers. It was also agreed that we ask SR Landscape Services to provide a more detailed report on completion of works including photos of work completed for payment to be made. **Recommendation to be made to full council – proposed by Lea Dodds and seconded by Paul Webb.**

**LBF/161225/06      Grass cutting:** Discussed above: LBF/161225/03 9a

**LBF/161225/07      Any other urgent matters**

**Green Lanes:** The Clerk mentioned that we had received complaints about the state of Green Lanes and pedestrians being unable to walk down there. As it is a byway these complaints were referred to County, however they have stated:

“CCC Highways surface maintenance responsibilities do not extend to maintaining these to a standard for normal vehicular use. In these circumstances, the onus for ongoing maintenance and repair primarily is that of residents who use the Byway to access their properties / businesses. This has come up previously, and my response is the same.

As the majority of the damage appears to be through vehicular use accessing the allotments, I suggest that the responsibility for maintenance of this section of Burwell Byway 38 is that of the Parish Council. “

In response the Clerk has asked:

- Would the Parish Council and any other residents be able to install bollards to restrict unnecessary traffic or would we require highways permission? It seems it is getting used as a cut through and I would expect this to get worse with the new development on Newmarket road.
- As it is a pedestrian that is complaining do you have a responsibility to maintain some sort of path? (acknowledging we may need to improve for vehicles).

Lighting at the recreation ground: The office has received complaints about how dark it is near the barrier entry to the Recreation Ground car park and this also impacted viewing of CCTV for the police. It was agreed the Clerk should look at costs for a light to be installed near the barriers.

**LBF/161225/08      Date of the next meeting:** 24<sup>th</sup> February 2026

**Meeting closed 9:00 pm**

**Signed:**

**Dated:**