

Burwell Parish Council
Land, Buildings & Facilities Group
Meeting of 17.03.2026, 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

Present: Lea Dodds, Richard Jenkins, Liz Swift, Paul Webb, John Damian, Ben Vinten, Ryan Noyes, Pat Cleary, Linda Kitching, Hazel Barber.
 Katherine Hyett (KH): Clerk

LBF/170326/01 Apologies for absences and declarations of interests:

Apologies were received from Geraldine Tate and no declarations of interests were received from the group.


No apologies were received from Chris O'Neill.

LBF/170326/02 Approval of the minutes of the meeting held on 16.12.2025

The minutes were approved and signed.

LBF/170326/03 Property items for discussion:

Issue/Update	Actions
1) Gardiner Memorial Hall	
<p>a) Loft insulation We have received another quote which is vastly different (much cheaper) to our previous quote. KH felt It wasn't accurate – further work needed.</p> <p>b) Leaks The scaffold is up, the solar panels are coming off on 26th March and work is progressing.</p> <p>c) Exit/Entrance KH and Ben Lucas are working together to produce the pre-planning. We have a proposed design to send through.</p> <p>d) Solar panels We are still trying to get access to the SMA Energy app to visualise our energy supply. Currently it is Paul Webbs email address registered which needs to be updated to the office.</p>	<p>KH to follow up with SIG who provided the quote.</p> <p>Share proposed document with Council once completed.</p> <p>KH to resend email to Paul Webb with details.</p>
2) Mandeville Hall	
<p>1. Net zero work update</p> <p>1.1. Screen – part of the project was to have a display screen to show energy usage, acting as an educational tool. Sharp have quoted £650. Paul Webb suggested speaking to Cahill and asking them for a quote. Further work needed re quotes. Budget for this needs to be allocated.</p> <p>1.2. Distribution Board (see additional information) – The purpose of the work and the quotes were discussed. It was decided to recommend acceptance for DH electrical's quote to Council.</p> <p>2. Redecoration KH updated the group they would now be seeking quotes for professional decorators.</p>	<p>KH to get more quotes for the screen. Paul Webb and Yvonne Rix to discuss proposal to ear mark further funds for electrical work and screen. KH to add recommendation to Council.</p> <p>KH to scope work and seek quotes.</p>

<p>KH raised the additional issue of the car park – the plastic gridwork is starting to sink, Council may want to consider resurfacing the car park area that has the plastic grids in a 18-24 months' time. If we moved to a hard surface it would need to be permeable. Martin Mead has looked at the surface for us and doesn't see any immediate risk but also suggested the car park spaces could be smaller and we may be able to fit in an addition 5 spaces. Camline are a company we could use to redo the lines.</p> <p>Toilets KH mentioned that the public cannot use Mandeville toilets and signs have been put up to notify them of that. This for safeguarding reasons.</p> <p>Additional Info Lea Doods went to a conference run by Cambs Acre and attended talks on energy savings and improving occupancy. The lotto fund could be a good funding option for the next stage of Mandeville – energy efficient heating and cooling systems.</p>	<p>Lea Dodds to factor into LBF budget proposals.</p>
<p>3) Jubilee Reading Room</p>	
<p>a) Asbestos and electrical work. KH updated that there has been no progress on this as yet.</p>	
<p>4) Pavillion/Recreation Ground and Tennis Courts</p>	
<p>a) Path leading to pavilion – Mead went to quote and recommended we don't replace at this stage. Paul Webb mentioned lighting that hadn't worked for a long time. KH wasn't aware of this. Plan to consider use of sinking fund in next couple of years.</p> <p>b) Edging to trim track path – again this is an item for future planning. Currently wooden – could consider different materials.</p> <p>c) Skatepark maintenance – not discussed as KH needs to do more research.</p> <p>Additional Info: Paul Webb mentioned lines on the tennis court and maintenance.</p>	<p>KH to research further. Lea Dodds to consider budget requests.</p>
<p>5) Cemetery and chapel</p>	
<p>a) Flooring update: The floor had been cleaned and now looks as it should, carpet tiles are removed. Sealant to be applied after painting the ceiling.</p> <p>b) Window replacement Quotes to be sought from specialist glaziers</p> <p>c) Ceiling – painting George can do but needs a second person for H&S compliance.</p> <p>Building is now locally listed – we have a responsibility to look after it. We could also potentially earn more revenue from it.</p> 	<p>KH to ensure maintenance works are completed and then create a promotional plan.</p>
<p>5) Allotments</p>	
<p>a) Request to relocate the tree nursery from Priory Meadow to a vacant allotment site.</p>	<p>KH to speak to Wild Burwell</p>

The general consensus was that we shouldn't lose an allotment plot, however we have identified a small plot of land (not an allotment) in the corner of the allotments that may be suitable. KH to go back to Wild Burwell to see if this would work and then we will consult with allotment holders.	
6) Margaret Field	
No updates were discussed	
7) Westhorpe Play area	
No updates were discussed	
8) Jubilee Green Play area	
The tree work has been completed.	
9) Priory Orchard and Spring Close	
No updates were discussed	
10) The Lock up – Newnham Lane	
a) New roof needs revisiting and further quotes to be found.	KH to complete – less urgent.
11) Pauline's Swamp Nature Reserve	
a) Legal update A meeting is happening on 24 th March with Liz Swift, Lea Dodds, Jenny Moss and Katherine Hyett + Roger Taylor of Weller Partners. An update will follow that.	

LBF/170326/05 Benches – Spring Close/Burwell ex-service club verge

Katherine Hyett suggested that we recommend to council that some of the unallocated CIL funding be earmarked to new benches (at Spring Close/verge nr. Social club) and also to 3 new bins – one replacement and two additional. **The group decided to recommend to Council that £2500 be allocated to street furniture with at least one bench going to Spring Close.**

LBF/170326/06 Fire Safety Contract and fixed wire testing

Katherine Hyett presented a draft document which was a request to obtain quotes for the fire safety contract. The group agreed that she should proceed with gathering quotes to present to the Council. Fixed Wire testing was not discussed.

LBF/170326/07 Approval to be sought for David Bracey to conduct the annual park inspections, required by law. Cost £450 plus VAT, no increase on last years fee. It was agreed to recommend to Council that we accept David Bracey's quote of £450 to complete the annual park inspections.

LBF/170326/08 Any other urgent matters

Katherine Hyett requested that the office rent an 8-yard skip as we have a significant amount of general waste to dispose of. This would be authorised by Liz Swift (Chair) and Katherine Hyett (Clerk) as per our finance regulations. Good value will be sought but expected cost is £350-£400.

LBF/170326/09 Date of the next meeting: 28th April 2026

Meeting closed 20:17