

Burwell Parish Council
Land, Buildings & Facilities Group
Meeting: 25.08.2026, 7.30 pm at Mandeville Hall
Minutes

Members:

Lea Dodds (Chair), Richard Jenkins
(Vice Chair), John Damian, Linda
Kitching, Ben Lucas, Ryan Noyes,
Jim Perry, Liz Swift, Geraldine Tate,
Ben Vinten, Paul Webb

Present: Lea Dodds, Liz Swift, Geraldine Tate, Brenda Wilson, Pat Cleary, Linda Kitchen, Richard Jenkins, Paul Webb, Jim Perry, Ryan Noyes, Caroline Hillary (member of the public), Katherine Hyett (Clerk).

LBF/300626/01 Apologies for absences and declarations of interests.

John Damian, Ben Lucas and Ben Vinten

LBF/300626/02 Approval of the minutes of the meeting held on 30.06.2026.

Resolved: That the minutes of the meeting held on 30 June 2026 be approved.

LBF/300626/03 Property items for discussion

1) Gardiner Memorial Hall

Councillors were advised that Ben Lucas and Katherine Hyett are working on the submission of a planning application.

Geraldine Tate enquired whether air conditioning would be included in the new hall. It was noted that the proposed heating system may be capable of providing cooling as well as heating. This needs further research to advise hirers and consider cooling options.

Lea Dodds/Katherine Hyett to follow up.

2) Mandeville Hall

A contractor has been selected and instructed. Sarah Ashby will be booking in dates.

3) Jubilee Reading Room

- a) Legionella recommendations: the report was circulated in additional information. The primary recommendation is around management systems. Katherine Hyett asked Councillors for their views on the Water Systems Management Chain – **it was agreed to recommend to Council that the following appointments be made:**

Duty of Care Holder: Katherine Hyett

Nominated Responsible (Competent) Person: George Rowland

Nominated Deputy Responsible (Competent) Person: Debbie Cawley

4) Pavilion and Recreation Ground

- a) Skatepark: Lea Dodds, George Rowland and Max Jamieson (Shredder Skate School) will meet to discuss possible repairs to the mounds of grass surrounding the skatepark.
- b) Zipwire: It was noted that the Zipwire had been serviced and re-opened. Richard Jenkins suggested adding metal components, but Katherine Hyett suggested we follow Creative Play's advice whilst the equipment is being serviced by them. Paul Webb asked about sending pictures to Creative Play and Katherine Hyett updated that there had been significant communication with Creative Play already. Lea Dodds commented that the Zip Wire is very well used. Katherine Hyett said that it was to be expected that there would be splits in the wood and the upkeep of wooden equipment at the recreation ground would incur more cost than other playgrounds. We were advised by the engineer servicing the zip wire to select a metal zip wire when it is replaced.

- c) Tennis court marketing: **It was agreed to recommend to Council that we offer 2 free days of tennis in the Spring.** The office would organise this if approved by Council but Councillors can get involved if they want to make this into more of an event.
- d) Legionella recommendations: Members noted that legionella testing had returned satisfactory results with no legionella detected. Lea Dodds queried the heating system and whether we review the installation. Lowe Services, who did the original installation had offered to review the plumbing system and provide advice. Katherine Hyett to organise

5) Cemetery and Chapel

Painting/decoration: This is progressing with the porch currently being completed. George Rowland needs to provide cost of paint for the internal ceiling and quotes for window repair.

6) Allotments

Antisocial behaviour –There have been several complaints of anti-social behaviour at the allotments from neighbours. The office always advises that these complaints be reported to the police and they have also contacted community policing team.

7) Margaret Field

Pitch maintenance – The planned pitch maintenance at Margaret field has not been able to take place so Katherine Hyett is contacting the funding organisation to assess the impact on our 5 year funding plan.

8) Westthorpe Play area

The new benches have been ordered and are being delivered this week. George will be installing them.

9) Jubilee Green Play area

Councillors were advised that three companies had been approached regarding the replacement of the wet pour surface. Potential funding sources, including the National Lottery Community Fund, were discussed. Further funding opportunities will be explored.

10) Priory Orchard and Spring Close

The hay cut has been completed. Katherine Hyett advised that it may be worth considering more cuts in the new grass cutting schedule – this will reduce fire risk and remove the issue of the compost heaps over filling. It will also help the young trees in the orchard. This will be discussed at the Spring Close/Priory Meadow management meeting.

It was suggested that the availability of fruit from the orchard and information about the trees should be promoted through social media. Councillors to contact Katherine Hyett with information.

11) The Lock up – Newnham Lane

Library of things: the possibility of establishing a "Library of Things" in partnership with Cambridgeshire County Council and potentially providing an electrical waste collection point was discussed. Cambridgeshire County Council had said they would get in touch with us. Katherine Hyett to follow up if necessary.

12) Pauline's Swamp Nature Reserve

Open day 6th September: Katherine Hyett has posted on social media and suggested councillors share this on Facebook.

LBF/300626/04 Annual play area inspection

The annual play area inspection report had been circulated to Councillors prior to the meeting. Katherine Hyett advised that the majority of issues identified were low-risk and minor in nature and would be addressed through ongoing maintenance by Katherine Hyett and the maintenance team.

Councillors noted the following matters requiring further consideration:

1. Jubilee Green Wet Pour Surfacing

Replacement of sections of the wet pour surfacing is required. Quotes are currently being sought.

2. Tree-Related Matters

The report mentions the potential introduction of annual tree surveys at both the Recreation Ground and Jubilee Park. Katherine Hyett suggested that Lea Dodds review the Council's Tree Policy and consider whether a regular inspection programme should be incorporated. Councillors were advised that TH Tree Surgery will be attending the Recreation Ground in early September to undertake the medium-priority works identified in the recent tree survey. At that time, they will also assess whether any immediate works are required to trees in the vicinity of the zip-wire.

3. Recreation Ground Fencing

Quotes will be obtained for the repair or replacement of fencing at the Recreation Ground.

4. Pathway Edging

Quotes will be sought for works to the edging adjacent to the pathway.

LBF/300626/05 Review of commercial waste contract

Katherine Hyett advised that three quotations had been received for the works. The matter will be referred directly to Full Council for consideration and decision. Katherine Hyett is currently awaiting further information from one contractor regarding options.

LBF/300626/06 Any other urgent matters

There were no further urgent matters raised, and the meeting concluded at 8:30pm

Signed

Dated

Land, Buildings & Facilities Group Action List

Actions arising from meeting held 25 August 2026

Action	Responsible	When
Follow up on cooling/air conditioning options for Gardiner Memorial Hall.	Lea Dodds / Katherine Hyett	Ongoing
Book and confirm dates for Mandeville Hall contractor works.	Sarah Ashby	ASAP
Meet to discuss skatepark mound repairs.	Lea Dodds, George Rowland & Max Jamieson	To be arranged
Arrange two free tennis days, subject to Council approval.	Office Team	Spring 2027
Organise plumbing/heating review with Lowe Services.	Katherine Hyett	To be arranged
Provide chapel ceiling paint costs.	George Rowland	Awaiting information
Obtain chapel window repair quotes.	George Rowland	Awaiting information
Contact funding organisation regarding Margaret Field maintenance funding.	Katherine Hyett	Ongoing
Install new benches at Westhorpe Play Area.	George Rowland	Upon delivery
Continue seeking funding and quotes for Jubilee Green wet pour replacement.	Katherine Hyett/George Rowland	Ongoing
Consider cutting schedule for Priory Meadow	Spring Close/PM Management Group	Next meeting
Provide orchard information for social media promotion.	Councillors	As available
Follow up with CCC regarding Library of Things proposal.	Katherine Hyett	Next meeting
Share Pauline's Swamp Open Day publicity.	Councillors	Before 6 Sept 2026
Review Tree Policy and inspection programme requirements.	Lea Dodds	Next meeting
Obtain quotes for Recreation Ground fencing.	Katherine Hyett	Ongoing
Obtain quotes for pathway edging.	Katherine Hyett	Ongoing
Obtain outstanding commercial waste information.	Katherine Hyett	Ongoing

Recommendations to Full Council

1. Approve Legionella appointments as per minutes.
2. Approve two free tennis days in Spring 2027.
3. Consider and select a commercial waste contractor.