

Burwell Parish Council

Asset and Environment Group

Meeting of 24.06.25, 7.30 pm at Mandeville Hall

Minutes

Present:

Lea Dodds (Chair)
Richard Jenkins
Jim Perry
Liz Swift
Michael Swift
Geraldine Tate
Ian Woodroofe
Ken McCarthy
Katherine Hyett (Clerk)

Members:
Lea Dodds (Chair)
Chris O'Neill (Vice Chair)
Linda Kitching
Gus Jones
Richard Jenkins
Jim Perry
Liz Swift
Michael Swift
Geraldine Tate
Paul Webb
Ian Woodroofe
Ken McCarthy

A&E/240625/01 Apologies for absences and declarations of interests.

Paul Webb and Linda Kitching sent their apologies. Richard Jenkins declared an interest in item 2b.

A&E/240625/02 Approval of the minutes of the meeting held on 29 April 2025.

The minutes of the meeting held on the 29th April 2025 were approved and signed as a true and accurate record. This was proposed by Liz Swift and seconded by Richard Jenkins and all were in favour.

A&E/240625/03 Election of Chair and Vice-Chair

Chair: Liz Swift proposed that Lea Dodds continue as Chair of Assets and Environment this was seconded by Geraldine Tate and all were in agreement.

Vice Chair: Liz Swift proposed that Richard Jenkins be elected as Vice Chair, this was seconded by Geraldine Tate and all voted in favour.

Lea Dodds and Richard Jenkins were duly elected Chair and Vice-Chair of Assets and Environment

A&E/240625/04 Property Updates:

Issue/Update	Actions
1) Gardiner Memorial Hall	
a. GMH Exit/Entrance - no update	KH to progress IW to follow up with Sothams
b. Air Source Heat Pump – replacement and servicing. Reported 16 th May to Mitsubishi and no further update as yet	
c. SEG – completed. We now have a account with EDF to export energy from GMH solar panels. The rate is 3p, we will look to get a better export rate when we change electricity supplier after coming out of contract with Engie in Spring 2026	
d. Replacement/additional tables – The WI have offered £400 towards tables and would like to purchase 6 square tables at £63 each – total £378. We still need to replace our standard tables at some point. Lea Dodds proposed we go ahead with the purchase, Ken McCarthy seconded the proposal and all were in favour.	KH to progress with purchase.
e. Storage – deferred to the next meeting	
f. Cycle stand – a Sheffield stand donated by a resident has been installed at Gardiner Memorial Hall at no cost to the Parish Council.	KH to progress
g. Solar Panels cleaning – £50 quote to clean. Some discussion over the fact that they should be self-cleaning. KH to refer to Grimwade Sharman for advice and progress with cleaning should they recommend it.	

2) Mandeville Hall	
<p>a. Redecoration of Mandeville – deferred as additional quotes required.</p> <p>b. LED Lighting – RJ updated that the materials have been purchased, and it was expected that this progress in the summer holiday period to minimise input on hirers.</p> <p>c. Energy supplier change - KH provided a report with the caveat that quotes only remain valid for one day. KH recommended that we move from Corona to Green Octopus as we are likely to get a better export rate. The A&E working group decided to submit a recommendation to full council to change to the Green Octopus 12-month plan (or the 24-month plan if no leaving penalties). This was proposed by Lea Dodds and seconded by Ken McCarthy.</p>	KH – Recommendation to full council.
3) Jubilee Reading Room	
4) Pavillion/Recreation Ground and Tennis Courts	
<p>a. Skatepark Maintenance: KH said that we had received a quote for over £5k for tiger mulch to repair the corners of the skate park and we would need further quotes for preparation of the ground. She suggested that we speak to David Bracey who will be doing our annual playground inspection shortly before progressing any further, but we may want to consider this in future budgeting plans. A Councillor mentioned that there was a sinking fund for the Skate Park. KH said she would need to find out more about that.</p> <p>b. Skatepark sign and dog on lead signs -KH provided a brief report with a process around purchasing signs and the current signs that need replacing. This was agreed and fits within our current financial regulations. Burwell Print Centre to be asked to produce the signs.</p> <p>c. Disabled access – Pavillion toilets -The different options provided in the Clerk's reports were discussed, Mike Swift said that the pavilion toilets had always been designed for public use. Vandalism is a concern. Lea Dodds recommended that we propose the radar key solution initially to Council, Richard Jenkin's seconded this.</p> <p>d. Disabled access to the Recreation Ground play park A letter had been received that asked for disabled spaces to be closer to the park and improvements to be made to the gateway for wheelchair accessibility. It was felt that the parking spaces we have already would probably be sufficient and the Clerk will investigate the gateway with the Maintenance Officer. Advice would be sought from our inclusive play audit.</p>	<p>KH to speak to RFO and David Bracey.</p> <p>KH to contact instruct Burwell Print Centre.</p> <p>KH – Recommendation to full council.</p> <p>KH to follow up.</p>
5) Cemetery	
No update at meeting.	
5) Allotments	
The regulations are being revised and will be presented at the next meeting.	
6) Margaret Field	
No update at meeting.	
7) Westhorpe Play area	
a. Signage quotes to be considered – see 4b – new signs to be purchased.	
8) Jubilee Green Play area	
a. Memorial Bench – a letter was received asking if a memorial bench could be placed at Jubilee Green adjacent to the roundabout and slide. This would be funded by the family. Agreed to submit a recommendation to Council.	KH – Recommendation to full council
9) Priory Orchard and Spring Close	
a. Additional Bench with a back - a letter was received requesting that the benches at Spring Close have backs on them such as the one by the Spring. They asked if a new bench would be considered. This will be referred to the Spring Close Management Group.	KH – Refer to Spring Close secretary.

A&E/240625/05 Tree Report

We received a very detailed tree report and some initial costings. It was agreed that we should go ahead with the work specified as 'high' in the report subject to a decision from Council. KH to seek more quotes but it is expected to cost circa £2500. The Clerk will then work with different management groups and Councillors to review the 'important' work and what can be done by volunteers, our Maintenance Officer and outside contractors with a view to progressing that within the 12-month recommended time scale. There is some debate on ownership of some trees to be further researched by the Clerk.

A&E/240625/06 ESG update

ESG are meeting Jeremy Sharman at GMH on 2nd July to optimise final recommendations for heating/energy usage at GMH

Richard Jenkins has been using a measuring device to monitor usage and will hopefully be able to feedback soon. Richard asked KH for a copy of the June and July electricity bills.

Energy Audits – Lea Dodds attended a presentation by Acre who are providing us with free energy audits and felt reassured these would progress soon. Ian cautioned "against going cheap as we could be living with the choices for a long time."

A&E/240625/07 Commercial waste and recycling update.

KH updated that there had been some troubles with late delivery and pick up at the start of the contract with Ellgia. We may need to extend the temporary contract (3 months currently) as we are still awaiting feedback from ECDC as to whether they can take on any of our bins.

A&E/240625/08 Hedge cutting – consideration of quotes

KH provided a report with costing for hedge cutting excluding the Leys which we propose handing back to County Council. 4 quotes were provided: S. Harrison & Co were the cheapest over a 5-year period. It was proposed by Lea Dodds and seconded by Ken McCarthy to recommended this to full council subject to references and a year 1 break option in the contract.

A&E/240625/09 CCTV/Alarms and Emergency lighting – consideration of quotes

This was deferred to the next meeting as further detail was required.

A&E/240625/10 Public Rights of Way Hierarchy engagement

Lea Dodds offered to complete this with the assistance of other councillors. Ken McCarthy said we should engage the walking groups in the village.

A&E/240625/11 Any other urgent matters

Geraldine Tate thanked Sarah Ashby for the feedback form for hirers. She also asked if we could review the information given to hirers including needing to provide their own bin bags etc. KH to follow up with Geraldine and Sarah Ashby.

A&E/240625/12 Date of the next meeting: 26th August 2025

Meeting closed: 21:24

Signed

Dated