

**Burwell Parish Council**  
**Asset and Environment Group**  
**Meeting of 26.08.25, 7.30 pm at Mandeville Hall**

**Members:**

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

**Minutes**

**Present:** Lea Dodds (Chair), Jim Perry, Geraldine Tate, Richard Jenkins, Ian Woodroofe, Ken McCarthy.

**In attendance:**

Katherine Hyett (Clerk) and Sarah Ashby (Assistant to the Clerk)

**Apologies:** Linda Kitching, Liz Swift, Michael Swift and Paul Webb.

**A&E/260825/01      Apologies for absences and declarations of interests.**

Ken McCarthy declared an interest in allotments as he is a tenant.

Richard Jenkins declared an interest in the lighting project at Mandeville Hall as his company has completed work in room 1 and may submit future tenders.

**A&E/260825/02      Approval of the minutes of the meeting held on 24 June 2025.**

The minutes of the minutes of the meeting held on 24 June 2025 were approved.

Richard Jenkins proposed, Ian Woodroofe seconded, and all were in favour

**A&E/260825/03      Proposal to change the name of this working group to Land, Buildings and Facilities.**

Lea Dodds explained that this was discussed at strategy day and was a more accurate, understandable description of what the group is responsible for. Richard Jenkins proposed that we go ahead with this recommendation to Council. Geraldine Tate seconded the motion and all were in favour.

**A&E/260825/04      Property items for discussion:**

Issue/Update	Actions
<b>1) Gardiner Memorial Hall</b>	
<b>a. Air source heat pump and fan heaters:</b> Mitsubishi have agreed to a free replacement, a date for this to be installed is being progressed with RJ and IW ensuring it is commissioned properly. We are progressing with work on the fan heaters with costs for a contractor agreed at full council.	ESG to continue with follow up. Clear instructions to be issued to staff once complete.
<b>2) Mandeville Hall</b>	
<b>a. Energy Audit outcomes to be discussed</b> Completed free of charge from Acre – there were mixed thoughts on the quality. Lea has drafted some questions to go back to Acre, particular with regards to phase 2. Reminder that funding needs to spent before the end of February. IW said that the concerns shouldn't affect phase 1	ESG to review specification for tenders for Net Zero work.
<b>b. Phase 2 lighting</b> – we will go back out to other contractors with revisions to the spec.	RJ to provide updated specification.
<b>c. Redecoration of Mandeville: consideration of estimates</b> It was decided to defer redecoration until all lighting complete.	KH to update decorators

<p>d. <b>Parking issues</b>  <b>Ongoing parking issues with Cricket Club and residents were discussed and the Clerk said we had looked into bollards.</b>  <b>Recommend to Council that we widen the entrance to the Cricket Parking and use the chain for the entrance overnight.</b></p>	<p>KH add to agenda FC and check on any additional costs.</p>
<b>3) Jubilee Reading Room</b>	
<p>Nothing was discussed</p>	
<b>4) Pavillion/Recreation Ground and Tennis Courts</b>	
<p>Tennis courts lock has been ordered following vandalism.</p> <p>Lights on football training pitch – when completing the other work Richard Jenkins identified a fault with these lights which he determined must be a manufacturing fault. He has managed to get a free repair for that light and would like to check the other lights but would require a cherry picking. KH updated that we may be able to get this in combination with the tree work required.</p>	<p>George Rowland to fit on arrival.</p> <p>KH and RJ to follow up.</p>
<b>5) Cemetery</b>	
<p>Nothing was discussed.</p>	
<b>5) Allotments</b>	
<p><b>1) Consideration of reviewed allotment regulations</b>  Sarah Ashby gave an overview of why they needed reviewing. The group were happy with the proposed changes and recommended proposing the new regulations to Council. This was proposed by Geraldine Tate and seconded by Ian Woodroffe. All were in favour.</p> <p><b>2) Management of empty plots</b>  Current process is that George strims them when he can and before someone view the plot. We have several tenants giving up this year and could have 1300 square metres vacant this year.  Three options:  1) Biodegradable weed suppressant covers – high costs (The Allotment society do not have any approved weed suppressants)  2) The Council ask allotment holders to maintain empty allotment plots on a voluntary basis or for a reduction in their rents.  3) George continues with the maintenance.</p> <p>Lea Dodds pointed out that we should have a campaign to increase uptake and build our waiting list.  The group were open to all items and suggested we try a roll of weed suppressant in the first instance and consult current tenants about helping with empty plots.</p> <p>It was also suggested that we review the current £25 deposit for allotments with potential to increase to £50</p>	<p><b>KH to add to full council agenda a recommendation to accept the new allotment regulations.</b></p> <p>Sarah Ashby to do more research.</p> <p>Yvonne Rix to add to F&amp;GP agenda.</p>
<b>6) Margaret Field</b>	
<p>Nothing was discussed.</p>	
<b>7) Westhorpe Play area</b>	
<p>Nothing was discussed.</p>	
<b>8) Jubilee Green Play area</b>	
<p>Nothing was discussed.</p>	

**9) Priory Orchard and Spring Close**

KH updated the group briefly on the pollution issue at Spring Close. This will be discussed in more detail at the CBP Forum and with the Spring Close management group.

**A&E/260825/05****Tree Report – consideration of quotations for High and Important work**

<b>Recreation Ground</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Combination using cheapest quote</b>
High works	£700.00	£331.36	£331.36
Important works	£4,215.00	£4,970.40	£4,215.00
<b>Total</b>	<b>£4,915.00</b>	<b>£5,301.76</b>	
Discounted price for work together	£4,550.00		£4,546.36
<b>Paulines Swamp</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Combination using cheapest quote</b>
High works	£750.00	£994.08	£750.00
Important works	£1,900.00	£2,961.53	£1,900.00
<b>Total</b>	<b>£2,650.00</b>	<b>£3,955.61</b>	
Discounted price for work together	£2,500.00		£2,650.00
<b>Margaret Field</b>	<b>SR Landscape Services</b>	<b>East Cambs Trading Co</b>	<b>Combination using cheapest quote</b>
High works	£900.00	£579.88	£579.88
Important works	£2,300.00	£3,707.09	£2,300.00
<b>Total</b>	<b>£3,200.00</b>	<b>£4,286.97</b>	
Discounted price for work together	£3,000.00		£2,879.88

Four suppliers were approached for quotations and only 2 responded. According to the financial regulations 'for contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes; where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates'. The Clerk recommended that in order for Council to comply with financial regulations we:

- 1) Progress with the 'High work' at the recreation ground through East Cambs Trading Company at a cost of £331.36 and seek further quotations for the important works.
- 2) Progress with SR Landscape Services for the 'High' and 'Important' works at Pauline's Swamp at a cost of £2500.
- 3) Progress with the 'High work' at Margaret Field through East Cambs Trading Company at a cost of £579.88 and 'Important' work through SR Landscape Services at a cost of £2300.

It was agreed that these recommendations should go to full council.

**A&E/260825/06****Play area annual safety inspection report for information**

The Clerk included a copy of this for Councillors to review. Apart from the roundabout being closed most items were low risk and the clerk and maintenance officer would work through recommendations and bring any decisions to Council. Councillors were asked to discuss any questions they had with the Clerk.

**A&E/260825/07****Update on building Fire Risk Assessments and recommendations**

The Clerk updated that we had received the risk assessments for Mandeville and Gardiner Memorial Hall which were conducted by an external expert. Other fire risk assessments had been

completed by George Rowland and Debbie Cawley. These reports will be sent to full council with updates on recommended actions.

**A&E/260825/09      Any other urgent matters**

None were raised

**A&E/260825/10      Date of the next meeting: 28 Oct 2025**

Meeting closed 21.27pm

DRAFT