

Burwell Parish Council

Land, Buildings & Facilities Group

Meeting of 28.10.25, 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, Ian Woodroffe, Ken McCarthy

Present: Lea Dodds, Richard Jenkins, Brenda Wilson, Liz Swift, Geraldine Tate, Paul Webb and Jim Perry.

A&E/281025/01 Apologies for absences and declarations of interests.

Apologies were received from Linda Kitching, Ian Woodroffe and Ken McCarthy.

A&E/281025/02 Approval of the minutes of the meeting held on 24 August 2025.

The minutes of the meeting held on 24th August 2025 were approved and signed as a true and accurate record. Proposed by Richard Jenkins, seconded by Geraldine Tate and agreed by all.

A&E/281025/03 Property items for discussion:

Issue/Update	Actions
1) Gardiner Memorial Hall	
a) Consideration of quotation for fire shutter service maintenance b) Heating – it was confirmed that we cannot set up a schedule of heating at GMH but that key holders can adjust the thermostat for some meetings.	a) Liz Swift proposed recommendation to Council for fire shutter service quotation and Paul Webb seconded, approved by all. b) Clerk to liaise with Richard Jenkins on instructions for hirers and key holders
2) Mandeville Hall	
a) Consideration of quotation for fire shutter service maintenance	Liz Swift proposed recommendation to Council for fire shutter service quotation and Paul Webb seconded, approved by all
3) Jubilee Reading Room	
Nothing to update for this meeting	
4) Pavillion/Recreation Ground and Tennis Courts	
a) Consideration of quotation for repair to walker (gym equipment)	Liz Swift proposed recommendation to Council for repair to equipment, Paul Webb seconded, approved by all
5) Cemetery and chapel	
Nothing to update for this meeting	
5) Allotments	
Nothing to update for this meeting	
6) Margaret Field	
Nothing to update for this meeting	
7) Westhorpe Play area	
Nothing to update for this meeting	
8) Jubilee Green Play area	
Nothing to update for this meeting	
9) Priory Meadow and Spring Close	
Nothing to update for this meeting	
10) The Lock up – Newnham Lane	
Roof replacement/fix needed – currently seeking quotes	Clerk to finalise for next meeting

A&E/281025/05 Tree Report update

Deferred to the next meeting

A&E/281025/06 Inclusive Play Reports

Reports from PiPa about the inclusivity of our play parks were circulated to all Councillors to read. The Clerk made Councillors aware that they could have a meeting with the report writer on teams. It was suggested that these reports are used when taking any decisions about play park equipment renewal or development.

A&E/281025/07 Civic.ly – presentation from the Clerk.

The Clerk gave the following presentation about Civic.ly along with a quick demonstration. Paul Webb proposed that we recommended the purchase of civic.ly software to Council, Liz Swift seconded and all were in favour.

A&E/281025/08 Grass Cutting

Deferred to the next meeting

A&E/281025/09 Any other urgent matters

None

A&E/281025/10 Date of the next meeting: 16 December

Meeting closed 8:50



Civic.ly

Katherine Hyett 28.10.25

Key Challenges

Data Fragmentation & Accessibility

- No centralised asset database
- Insurance register potentially outdated (£2.5m AGAR value may not reflect reality)
- Paper files difficult to navigate
- Staff without parish email accounts submitting data informally

Compliance & Inspection Gaps

- Several inspections have not done for years
- No systematic reminders for PAT testing, boiler servicing, safety certificates
- Insurance requirements (weekly playground inspections with immediate defect resolution) challenging to evidence
- logbooks maintained manually in buildings

Operational Inefficiencies

- Staff trying to complete Excel spreadsheets on phone/or paper in field
- Cannot attach photos or detailed notes to inspections
- Time-consuming to produce reports for council decisions
- Heavy reliance on individual staff knowledge

Future Growth Pressures


- Section 106 sports hub and astro pitches coming
- Potential devolution of new estate parks from East Cambridgeshire
- Net zero target by 2030 with no current baseline



What is it?

A comprehensive digital asset management solution specifically designed for town and parish councils.

Key tools:

- centralise all asset data
 - automate inspection schedules
 - provide mobile access for staff and councillors
 - AI-powered asset recognition
 - pre-built compliance checklists
 - real-time task management
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Key Features Addressing Burwell's Needs

Asset Register & Mapping:

- Visual mapping with OS maps and satellite imagery
- Photo-based asset creation with automatic location capture
- AI-powered asset identification from 600+ council asset types
- What3Words integration for precise location tracking
- Automatic compliance regulation tagging (BS1176/1177 for playgrounds)

Task & Inspection Management

- Pre-built checklists for all standard inspections
- Scheduling from daily to every 10 years
- Seasonal scheduling for grounds maintenance
- Mobile app for field staff (no more awkward Excel on phones)
- Automated defect creation from failed inspections
- Photo evidence attachment

Compliance and Documentation

- Document upload with AI analysis (coming summer 2025)
- Automatic renewal reminders extracted from documents
- Full audit trail for insurance claims
- Evidence of inspection completion and defect resolution
- Risk assessments

Team Collaboration

- Unlimited users at no extra cost
- Contractor access for direct task updates
- Councillor access for defect reporting

Sustainability Features (Future Add-on)

- Energy consumption tracking
- Carbon footprint calculations
- Smart meter integration
- Essential for 2030 net zero target

Comparison with Alternatives

- **Parish Online:** Primarily a GIS mapping tool, excellent for boundaries and environmental data but lacks operational asset management, task scheduling, mobile access, and compliance tools that Burwell needs.
- **Current System (Paper/Excel):** While familiar, it cannot provide the audit trails, automated reminders, photo evidence, or centralised access required for modern compliance and efficient operations.
- **Enterprise Maintenance Management Solutions:** Systems such as Safety Culture and MaintainX are over-complex, don't have mapping and do not understand parish and town councils



Cost

- Setup fee: £964 (waived as early adopter)
- Monthly subscription: £134
- No contract lock-in
- Unlimited users and assets
- Total first-year investment: £1,608
- Estimated annual ROI: £21,800 (13.6x return on investment)



What does
Civic.ly
look like?