

Burwell Parish Council
Land, Buildings & Facilities Group
Meeting of 30.06.2026, 7.30 pm at Mandeville Hall
Minutes

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, Jim Perry, Paul Webb, Ryan Noyes, Katherine Hyett (Clerk)

Apologies – Linda Kitching, Ben Lucas, Ben Vinten and Richard Jenkins

LBF/300626/01 **Apologies for absences and declarations of interests - none**

LBF/300626/02 **Approval of the minutes of the meeting held on 28.04.2026 – the minutes were approved and signed**

LBF/300626/03 **Property items for discussion:**

Issue/Update	Actions
1) Gardiner Memorial Hall	
a) Exit/Entrance – The Clerk confirmed a pre-app has been submitted, there is a 20 day turnaround. Thank you to Ben Lucas for his help. b) Floor – we are seeking quotes to buff and seal the floor c) Cleaning – we are seeking quotes for a deep clean and some new equipment.	KH to update re quotes.
2) Mandeville Hall	
a) Car Park – cricket and entrance. The Clerk explained the arrangements in the lease for parking for cricket users Cricket Parking guidance It was agreed that we should put a telescopic bollard in the entrance of the car park and that we would recommend to Council to purchase https://www.theworkplacedepot.co.uk/heavy-duty-telescopic-parking-posts b) Decorating – The clerk confirmed one quote had been received so far which was considerably in excess of amounts budgeted. c) Energy Contract – Katherine Hyett explained that there were still issues with the meter reading at Mandeville but a formal complaint had been submitted to Octopus. It was agreed to recommend to Council that the contract should be renewed with Octopus on a 12 month basis whilst issues being resolved.	KH – recommendation to council KH – seek further quotes KH – Recommendation to council
3) Jubilee Reading Room	

a) Glass door – The glass door to the office is currently broken and we are out of contract. It was decided that we remain out of contract and recommend to Council to approve the quote for fixing the door.	KH – recommendation to council
4) Pavillion/Recreation Ground and Tennis Courts	
a) Recreation Ground Barrier – The clerk explain that the quote received from N&G Marsh to replace our current barrier was substantially cheaper than other quotes found online, however there wasn't sufficient detail. It was agreed that Lea Dodds or Richard Jenkins should meet with Brian Marsh and George Rowland to get a clear spec/design. Jim Perry asked if the barrier could come further forward but it is believed that would move it onto Highways land. Katherine Hyett said she would contact the farmer about cutting the hedge back to improve visibility. b) Update creative play: This was discussed at full council and wasn't discussed further here. c) Fencing – 4 panels of fencing need replacing at the recreation ground. Different options were considered but it was agreed to recommend to council to buy 4 panels from AA fencing at a cost of £198.80	LD/RJ/GR to arrange to meet Brian Marsh KH to contact Graham Reeves KH – recommendation to Council
5) Cemetery and chapel	
a) Window – the maintenance officer is trying to seek quotes to fix the window.	KH – Get quotes
5) Allotments	
No items discussed	
6) Margaret Field	
No items discussed	
7) Westhorpe Play area	
a) Westhorpe Play Area (remaining earmarked funds £2267.27) Proposal to buy two picnic benches to be located near the entrance and path on north side of the park. East Cambridgeshire DC have said they will give permission. Possible tables: a) ESPO: Circular Picnic Tables : £745 b) ESPO: https://www.espo.org/adult-octobrunch-picnic-table.html : £718 c) ESPO: https://www.espo.org/heavy-duty-picnic-table-with-extended-top.html £593 (accessible for wheelchairs) d) NBB: Wheelchair Access Picnic Tables - Octagonal : £702 - £780 e) Calder: Calder Circular Wheelchair Accessible Picnic Table : £788.27	KH: Recommend the purchase of 3 benches to Council.

It was agreed to recommend to council to buy one bench 'c' and one bench 'd'	
b) Bench required inside park: proposal is to use one of the benches already purchased and allocate the cost to Westhorpe Play park funds (£376) and purchase another one for elsewhere in the village.	
8) Jubilee Green Play area	
a) Replacement of wet pour: quotes will be sought for this and taken straight to full council.	KH – Get quotes
9) Priory Orchard and Spring Close	
No items discussed	
10) The Lock up – Newnham Lane	
a) Roof: This needs to be looked at again and new quotes received.	KH – Get quotes
11) Pauline's Swamp Nature Reserve	
Liz Swift asked Katherine Hyett to confirm the date of the hay cut.	KH – Confirm dates

LBF/300626/05 Legionella risk assessments

Katherine Hyett updated Council that we need to get Legionella Risk Assessments for our properties and she will seek quotes asap

LBF/300626/06 Any other urgent matters

The commercial waste contract is due for renewal soon. The Clerk advised that it may be easier to remain with Ellgia as this was now operating well but she will check terms and prices to ensure it's competitive. We are overweight in the summer and may need an additional bin.

The switch for the Muga lights needs replacing as it is not working properly – it was agreed that this is a normal maintenance cost that the Clerk can authorise.
[Switch for MUGA Lights](#) - £54

Meeting ended: 20:52

Signed

Dated