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

# Burwell Parish Council
# Land, Buildings & Facilities Group
# Meeting of 27.10.2026, 7.30 pm at Mandeville Hall

## MINUTES

**Present:** Lea Dodds, Brenda Wilson, Liz Swift, Linda Kitching, Geraldine Tate, Yemi Macaulay, John Damian, Ryan Noyes, Ben Vinten, Jim Perry, and Richard Jenkins
Katherine Hyett – Clerk.

**LBF/271026/01 Apologies for absences and declarations of interests.**
Apologies were received from Paul Webb

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**LBF/271026/02 Approval of the minutes of the meeting held on 25.08.2026.**
The minutes for the meeting on 25th August 2026 have been approved.

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**LBF/271026/03 Property items for discussion:**

**1. Gardiner Memorial Hall**
**a) ASHP Servicing**
The Clerk reported that attempts had been made to obtain servicing quotations on 19 October and will continue to be followed up. Rede Court has been identified as a potential supplier: https://www.redecourt.com/.
**Action: Clerk to continue pursuing quotations.**
**b) Floor**
Issues have been experienced with the hall floor becoming sticky and sustaining damage. A quotation of £1,295 plus VAT has been received for sealing the floor. Members agreed that further advice and additional quotations should be sought before any decision is made.
**Action: Clerk to seek further advice and quotations.**
**c) Exit Planning Application**
The Clerk advised that pre-application information needs to be submitted to the Highways Authority – she is trying to see if we need to pay for this. Ben Lucas is currently finalising the application for submission to East Cambridgeshire District Council.

Members also raised the handrail on the right-hand side of the stage. The Clerk believed this had already been repaired but agreed to confirm this.
**Action: Clerk to check the status of the handrail repair.**

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**2. Mandeville Hall**
**a) Speakers and Microphone**
The Clerk suggested purchasing speakers and a microphone to support hall bookings, with the possibility of modular staging also being considered. Ben Vinten agreed to investigate suitable options.
**Action: Ben Vinten to explore options and report back.**
**b) Decorating**
The decorating works had been scheduled; however, it was noted after the meeting that these works have now been postponed until the Christmas period.
**c) Broadband**
The Clerk reported ongoing issues with the broadband service at Mandeville Hall and confirmed that these are being pursued with BT.
**Action: Clerk to continue liaising with BT.**
**d) Meter Update**
The Council is currently unable to apply for the business equivalent of Intelligent Flux (Shape Shifters) because the electricity meter is still not communicating. An engineer is scheduled to attend on 9 November.
**Action: Await engineer visit and update.**

**3. Jubilee Reading Room**
Jim Perry reported that the gas meter door is broken.
**Action: Clerk to arrange repairs.**

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**4. Pavilion, Recreation Ground and Tennis Courts**
**a) Skatepark**
One quotation has been received regarding remedial works to the banks. Members agreed that additional quotations should be sought on a like-for-like basis and should also include the zipwire surfacing.
**Action: Clerk to seek further quotations.**
**b) Path from Gate to Pavilion/Car Park**
One quotation has been received for path improvements. Members agreed that further quotations should be obtained on the same basis, and the outstanding car park quotation should be chased.
**Action: Clerk to seek further quotations and chase the car park quote.**
**c) Electrical Works**
Members considered the proposal submitted by Richard Jenkins and, following discussion, agreed to **recommend Option C to Full Council.**
**d) Barrier**
Members considered a quotation from Brian Marsh and agreed to **recommend acceptance of the £2,100 quotation to Full Council.**
**e) Replacement Picket Fencing on Large Climber**
Members agreed that further quotations should be sought for replacing the existing picket fencing with High-Density Polyethylene (HDPE).
**Action: Clerk to obtain additional quotations.**

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**5. Cemetery and Chapel**
**a) Repainting the Chapel Ceiling**
Members agreed that repainting the chapel ceiling constituted routine maintenance and should proceed, subject to approval by the Clerk and Chair within their delegated financial limits.
**Action: Clerk to arrange works.**

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**6. Allotments**
**a) Gate**
**Members agreed to recommend the proposed new metal gate to Full Council.**

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**7. Margaret Field**
No matters were raised for discussion.

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**8. Westhorpe Play Area**
No matters were raised for discussion.

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**9. Jubilee Green Play Area**
**a) Wet Pour Surfacing**
Three quotations had been received; however, the specifications varied significantly. Members agreed that further work was required to develop a standard specification before approaching additional suppliers.
**Action: Lea Dodds and Katherine Hyett to review requirements and develop a specification.**

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**10. Priory Orchard and Spring Close**
No matters were raised for discussion.

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**11. The Lock-Up, Newnham Lane**
**a) Roof**
The Clerk reported that no action had yet been taken regarding the roof and that additional quotations are required before the matter can progress.
**Action: Clerk to obtain further quotations.**

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**12. Pauline's Swamp Nature Reserve**

**a) Gate**

The Clerk advised that the footings of the kissing gate at Pauline's Swamp had gone rotten. The Maintenance Officer suggested a couple of concrete posts to support the gate as a very cheap solution. Longer term she advised that they might want to consider an accessible gate. It was agreed to go ahead with this solution and that the Pauline's Swamp committee will discuss longer term access issues. Jim Perry mentioned issues with the gate posts as well and vegetation along love lane. The Clerk advised she will speak to the Maintenance Officer.

**Action: Maintenance Officer to install concrete fixings and check gate and access lane.**

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**LBF/271026/04 Fire Reports**

The fire reports, circulated separately, were received and noted.

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**LBF/271026/05 Recycling – New Regulations**

The new recycling regulations were noted. The Clerk advised that she had contacted the Council's commercial waste contractor to seek guidance on the implications of the changes and any actions required.

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**LBF/271026/06 Bench Location**

Members considered the location of the final sloper bench purchased through Community Infrastructure Levy (CIL) funding. It was proposed that the bench be installed outside the Ex-Servicemen's Club. Following discussion, **it was agreed to recommend this location to Full Council for approval.**

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**LBF/271026/07 Bus Shelter Seating**

The Committee reviewed the options set out in the additional report and **agreed to recommend to Full Council the purchase of the bench priced at £285.60 for installation at the North Street bus shelter.**

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**LBF/271026/08 Grass Cutting Contracts**

It was agreed to delegate the initial review of the grass cutting contract submissions to Cllrs Liz Swift, Lea Dodds and Ryan Noyes, together with the Clerk. Any recommendation arising from the review will be presented to Full Council for consideration and decision.

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**LBF/271026/09 Any Other Urgent Matters**

The Clerk advised that gravel was being kicked onto the tennis courts and requested approval to purchase kickboards to help mitigate the issue. Members agreed to the purchase, at a cost of less than £50.

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**Meeting closed 20:51**

**Signed**

**Dated**

*Details for most items are contained in the attached additional information*