

# Climate Change, Biodiversity and Pollution Forum

## MINUTES

22<sup>nd</sup> April 2025, 7.30 pm at Mandeville Hall, Burwell

**Present:** Clive Leach (Chair), Lea Dodds, Linda Kitching, Mike Swift, Liz Swift, Jim Perry, Geraldine Tate, Alima Adams, Rachel O' Leary, Nicky Hallows, Katherine Hyett (Clerk).

1. **Apologies for absence: Paul Webb, Ian Woodroffe, Martin O'Leary, Ken McCarthy**
2. **Approval of the minutes of 4 March 2025**  
The minutes of the meeting held on 4 March 2025 were approved by all and signed as a true and accurate record.
3. **Declaration of interests – none declared**

#### 4. Updates from previous meeting and action points

Item	Actions agreed
<b>Earth Cafes</b>	
Rachel O'Leary attended the Earth Café in the library run by Paul Webb and Peter Bates and Jeremy Patterson. Mainly about renewable energy for the home. There were discussions about another one. Small attendance of relatively knowledgeable attendees. The committee discussed that the challenge is attracting those that are less knowledgeable about climate impact.	Nothing noted.
<b>Wildlife counts</b>	
Item moved to discuss under biodiversity plan	
<b>Action Plans</b>	
<b>Biodiversity Plan</b>	
Nicky Hallows (NH) and Katherine Hyett (KH) have updated and Katherine will circulate to members of the CBP forum. NH is waiting for wildlife counts from Martin O'Leary (MOL)	1. KH to circulate current draft for comment with an aim to finalise at the next meeting.
It was previously agreed that the relevant vision plans from Spring Close and Pauline's Swamp should be incorporated. The update of these plans has now been moved to Colin Smith	2. MOL to send wildlife counts to NH
	3. Spring Close mgt committee to provide updated vision plans to KH
<b>Pollution Plan</b>	
To be created following Biodiversity Plan	Nothing noted.
<b>Group name and Terms of Reference</b>	
It was confirmed that the new terms of reference and updated name were agreed at Council. This item will now be removed.	n/a
<b>Swish and Repair Cafes</b>	
9 Repair cafes and 3 swish cafes. Geraldine Tate confirmed she had been informed that it is now the 2 <sup>nd</sup> biggest swish in Cambridgeshire. Cambridge Carbon Footprint donations will be match funded next week. Burwell Parish Council (BPC) are using money raised to provide donations to local groups. Plan	Nothing noted.

to donate £250 to Cambridge Carbon Footprint which would be doubled.	
<b>Net Zero</b>	
<p>Chair update: Things moving on at apace in the village. As a community we have made excellent progress on getting grant funding, museum has now installed solar panels.</p> <p>The Chair talked about solar farms and battery stations being developed in the locality. Mentioned Greenergy project on Hightown Drove. He feels this group is important to ensure appropriate community feedback.</p> <p>Lea Dodds provided a more detailed update on the Greenergy project – they are using 1/3 to 2/3 of the field, the rest will be retained for agricultural use or conversion to wildflower meadows etc.</p> <p>Rachel O’Leary highlighted that current objections seem more focussed on fire risk now than noise. Liz Swift talked about where we think Burwell South will be. Jim Perry stated that what he finds disagreeable is that the plans are already in place and we have little opportunity to influence.</p> <p>Lea Dodds highlighted the website: <a href="http://energydashboard.co.uk">energydashboard.co.uk</a> – you can see where our energy is coming from.</p> <p>The group agreed we must try and mitigate some of the worse aspects and get community benefits.</p> <p>Rachel O’Leary asked about grazing sheep under solar farms. Nicky Hallows raised hedging and how that can be implemented.</p> <p>Rachel O’Leary also raised the education aspect and that we need to show we are listening to local people’s concerns.</p>	
<b>Wildlife Corridor</b>	
<p>Previous minutes: <i>Wildlife Corridor between Spring Close and Priory Wood:</i></p> <p><i>Nicky Hallows has contacted the Woodland Trust – they have now decided they are not interested. She will contact the farmer directly. Julia Rogers suggested that Nicky should speak to Michael Geary about it.</i></p> <p><i>Nicky highlighted that there are incentives from the Government re. Forestry</i></p> <p>No further update at this meeting.</p>	Nicky Hallows to contact farmer/Michael Geary.

## 5. Climate Action Plan Progress

What	Actions	Goal and progress
<b>Carbon Neutral Parish Council by 2030</b>	<ol style="list-style-type: none"> <li>1. Establish the Council’s carbon footprint as of February 2020 to establish a carbon emissions baseline against which progress can be monitored</li> <li>2. Identify and quantify potential carbon reduction measures</li> <li>3. Select the most effective measures and create a roadmap</li> </ol>	

	4. Implement the roadmap 5. Monitor the Council's carbon footprint and report on progress annually 6. Investigate offsetting and implement as appropriate	
<b>Climate Emergency Contingency Planning</b>		
<b>Reduction of Burwell's Carbon Footprint</b>		
<b>Flights</b>		
<b>Local Transport</b>		
<b>Energy</b>		
<b>Food and Agriculture</b>		
<b>Local business</b>		
<b>Environmental Protection and biodiversity</b>		
<b>Waste and Resources</b>		

It was raised that we need to keep focus on delivering against the action plan. The Chair highlighted that potential nuclear events may need to be recorded in a pollution/village emergency plan as we are in the vicinity of RAF Lakenheath. This had recently been reported on by the BBC

Geraldine Tate raised that we need to do more to educate residents and it was suggested that we organise some events with engaging speakers for the public. The Clerk requested that people send suggestions for speakers to her. Liz Swift supported this idea and said we need to reach a wider audience so we also get the sceptics in. Nicky Hallows felt we could get behind more national campaigns and endorse them. It was agreed we should identify some initiatives. The Clerk encouraged committee members to send ideas to be included on the agenda.

#### **6. Cambridgeshire ACRE - Nature in Our Neighbourhoods (Appendix 1)**

It was agreed that the Clerk would complete this survey and say that we would possibly be interested but would need to find out more.

#### **7. Any Other Business**

Jim Perry attended the Wicken Fen liaison forum recently. A lot of the things we have discussed have been mentioned there. A number of councils are up in arms about Kingsway. There will be a new bridge just past the cock up. Lea Dodds and Clive Leach both felt this would be a positive outcome for cyclists. Jim suggested Wild Burwell may be interested in attending the Wicken Fen Forum.

Lea Dodds provided the website again: [Energydashboard.co.uk](http://Energydashboard.co.uk)

Nicky Hallows said there was another useful website for measuring CO2 emissions. The Clerk said she could add these to the Parish Council website

#### **8. Date of the next meeting – 1 July 2025**

**Signed:**

**Dated:**

## APPENDIX 1

Dear Katherine

I'm writing to share an exciting opportunity for Burwell. Your parish has been selected because it neighbours a parish involved in the [New Life on the Old West \(NLOW\)](#) project.

As NLOW draws to a close this autumn, Cambridgeshire ACRE is developing a new follow-on project, Nature in Our Neighbourhoods. This project will continue and build on the success of NLOW, supporting rural communities to lead on nature recovery.

What's the project about?

We're applying for funding to empower local communities to restore habitats like ponds, hedgerows and grasslands, and to help create tailored Nature Recovery Plans. The project will offer practical resources, training and support to parish councils and volunteers, making it easier to take action locally, at your own pace. Cambridgeshire County Council are about to launch their Local Nature Recovery Strategy and we want to support you to apply it to your parish.

Why get involved?

By participating, your community could benefit from:

- Improved local green spaces and biodiversity
- Support to set up or grow local conservation groups
- Access to free resources, tools, and expert advice
- Stronger community connections and wellbeing

What do we need from you now?

To strengthen our funding application, we need to show evidence of parish interest. Please take a moment to complete this *very short* survey, whether you're interested in being involved, or not:

[Survey](#)

It's just a few questions and will help us understand what support your parish might need, if you'd like to be part of this project.

Thank you so much for your time and for everything you already do to support nature and community life in your parish.

Kind Regards

Hayley  
Hayley Neal  
Chief Executive  
Cambridgeshire ACRE

# BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

**Date:** 1<sup>st</sup> April 2025

**Location:** Mandeville

**Present:** Mike Swift, Geraldine Tate, Jim Perry, Liz Swift, Ken McCarthy, Paul Webb, Clive Leach, Katherine Hyett (Clerk)

**Apologies:** Julia Rogers

**Approval of the minutes of the meeting on 4<sup>th</sup> February 2025:**

It was proposed by Liz Swift that the minutes are signed as a true and accurate record of the meeting on 4<sup>th</sup> February. This was seconded by Paul Webb.

**Membership**

Michael Swift: Chair  
Clive Leach  
Charlie Milner  
Jim Perry  
Liz Swift  
Geraldine Tate  
Paul Webb  
Ian Woodroofe  
Ken McCarthy  
Julia Rogers

**1) Rolling Actions and updates**

Ref	Item	Actions (including past updates)	Responsibility	Due
A	Donations	Request dealt with under AOB. Budget for 2025/2026: £1k for Youth and £1k general. No further update		
B	Recreation Ground and Margaret Field football provision and liaison with Burwell Football Club	Ball stop funding: Mike Swift and Paul Webb to provide previous documents/quotes to the Clerk – This action hasn't been completed. However, Mike Swift had completed some research, and it was agreed that a site visit was needed with the football club to work out exactly what they want.	Mike Swift/Paul Webb	Apr/May
		It was agreed that the football club can buy a tabletop freezer for the Pavilion. This was approved. Note from Clerk post meeting: the football club should try and seek out a good energy rating and be responsible for cleaning and maintaining the contents and ensuring this is switched off if not in use for a period of time.	Clerk to contact Burwell Football Club	April
		Andy Prince requested on behalf of the football club to ask if a memorial plaque and bench could be placed at the Recreation Ground in memory of Paul Harrison. Paul was at every football match, home and away. The football club would like to place a plaque on the pavilion and/or bench. The Football Club will pay for the plaque and bench. The group agreed that they would be happy with a bench with a plaque on it. As there is no cost to Council this does not need to be a recommendation.	Clerk to contact Burwell Football Club	April
C	Spring Close and Priory	Mike Swift updated the group that Nicola Hallows had been working with a Geologist on a report for a	Clerk	Next full council.

## BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

	Meadow Management Group	chalk stream project. The Clerk will share report with Council		
D	Pauline's Swamp	The Trust have asked Nicola Hallows to ask experts to provide a report on the pond water quality. They couldn't do the sedge cut last year. Michael Geary has now cut the sedge this year. New friends of Pauline's swamp group established and there is a working group to rake up from the sedge cut on Sunday 13 <sup>th</sup> . JJ Drake are scheduled to come back to work on solar powered CCTV on 29 <sup>th</sup> April. Jim Perry highlighted there were some fallen trees. Katherine and George to assess risk.	Clerk	ASAP
E	BAFY	Ken McCarthy has joined BAFY. Youth bus coming after Easter (tbc by Liz Swift). Bus will now be going to the Recreation Ground not the Sports Centre. Ken pointed out that contact details for BAFY were not in the Clunch article.	BAFY	
F	Community Garden	No update from Helen McMenamin-Smith. 2 new planters placed down there. Brian Marsh to potentially strengthen the shed.		
G	Liaison with Sports Centre	Paul said the Chair of the Sports Centre would be happy to update on progress with the sports centre – agreed to arrange this for full council	Paul Webb to liaise with the Clerk.	
H	A to B1102 and Public Transport issues	Jon Cooke had arranged a meeting for 7 <sup>th</sup> April – however it has been postponed to May. Mayor came to Burwell at Large and felt things are looking more promising and ongoing talks are happening. T4 and T5 are the Burwell Services. 2 tender processes have happened. They are considering Tiger on Demand for Burwell. The next review of Tiger on Demand is in September this year.		
I	Westhorpe Play Area	No further action on this but the Clerk advised it would be sensible to delay any further spend until after the PiPA inclusive play audit which is being funded by ECDC.		
J	Repair Café/Swish	Both events went very well. Grants are available to apply for before the end of April		
K	Newmarket Road Sports Hub	Jim Perry raised the ongoing financial issues at This Land. Mike Swift gave some history to the project. 01/04 LS/PW/KH had a meeting with Craig Mulhall. Craig has been in touch with This Land and they have now confirmed that they would not fund the agronomist report. We have now decided to get some legal advice from the SLCC and will decide on how to progress this.	Clerk	April

# BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

		Katherine Hyett to contact Khalid about evidence of non-contaminated land. If necessary, Paul Webb to speak to football club re paying for the agronomist report. KH to contact Khalid about contamination		
L	Trees on the Avenue	We continue to get no response from the County Council. It has been chased regularly, and the trees have now been reported as unsafe to Highways. The Clerk copied Josh Schumann on her last email, and he said he would raise the lack of response with the Director of the Service.		
M	Waterways	Chalk Stream project will contribute to this. BEG will try and move forward with Waterways improvements this year.		

## 2) Phone Box

It has been discussed over several years, but the group confirmed they would like it to be an information hub. The Clerk will discuss with the maintenance officer and put a proposal into Assets and Environment.

## 3) Burwell in Bloom

Following feedback Ken McCarthy is keen to progress 'Burwell in Bloom' to enhance appearance of the village. Judging would be in July. He has spoken to many organisations and the proposal has been warmly received. Ken is happy to lead this activity, and the Parish Council will support him. He is likely to get sponsorship for prizes. The categories would be:

- Young persons garden
- Large garden
- Small garden
- Business garden
- Wildlife garden

Clerk to add a recommendation to Council that we support the proposed Burwell in Bloom competition.

## 4) Correspondence

### I. Request for Rugby posts on Margaret Field

Clerk to respond that football is played at Margaret field but there may options at the Recreation Ground which we will explore.

## 5) Other reports/meetings

- I. Inclusive play audits – Clerk updated the group that ECDC are funding PiPA for inclusive play audits. PiPA exists to empower the true meaning of inclusion, equality and diversity in play area design. Enabling everyone the same opportunity to play in a fun and safe environment, because all children need and have the right to play. It's the only independent tool available to evaluate all aspects of play design, it was endorsed by the UK government's Accessible Britain Challenge and hailed as a best practice document for play area design by the British Design Council.

# BURWELL PARISH COUNCIL COMMUNITY, LEISURE, HEALTH & SPORT MINUTES

## 6) **AOB**

We received a late request from Ely foodbank for a section 137 grant for Ely Foodbank of £1000. There was some discussion about this. Clerk is to respond asking for more details about what any donation would be used for and whether we can support in non-financial ways and to explain that we have a very small donations budget. Paul Webb declared an interest in Ely Foodbank.

## 7) **Next meeting date:** 15 July 2025

Meeting closed 20:50

**Burwell Parish Council**  
**Asset and Environment Group**  
**Meeting of 29.04.25**  
**7.30 pm at Mandeville Hall**

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

**Minutes**

**Present:** Lea Dodds, Gus Jones, Jim Perry, Liz Swift, Mike Swift, Geraldine Tate, Linda Kitching, Ian Woodroofe, Richard Jenkins, Katherine Hyett (KH)(Clerk)

**A&E/290425/01 Apologies for absences and declarations of interests.**

Paul Webb and Ken McCarthy sent their apologies.

**A&E/290425/02 Approval of the minutes of the meeting held on 25 February 2025.**

The minutes of the meeting held on the 25th February 2025 were approved and signed as a true and accurate record. This was proposed by Liz Swift and seconded by Geraldine Tate and all were in favour.

**A&E/290425/03 Property Updates:**

Issue/Update	Actions
<b>1) Gardiner Memorial Hall</b>	
<p><b>a. GMH refurbishment Phase Two (meeting minutes inc. in additional information)</b>  Lea Dodds reminded the group of the recommendations provided in the GMH Phase 2 meeting minutes. The Assets and Environment group will recommend to full council that we agree a 12 month deferral on considering Gardiner Memorial Hall phase 2, except for the possibility of Paul Webb exploring funding possibilities. Richard proposed this course of action, Geraldine Tate confirmed and all were in favour. Jim Perry had been missed off the list of those present – the Clerk apologised and will add him.</p>	<p>1a) KH to correct and submit GMH phase 2 meeting minutes to full council and recommendation to defer.  KH to update architect.</p>
<p><b>b. GMH Exit/Entrance (+ issue with drains)</b>  KH preparing pre planning application and will update next meeting. She queried whether council know about an issue with the drains being impacted by the tree roots at the front of the property. Geraldine Tate thought something had been done to try and improve problems in the first phase.</p>	<p>1b) KH -complete pre-planning application. Research drains issue.</p>
<p><b>c. Air Source Heat Pump – replacement and servicing and insulation</b>  Found out that the warranty only applies from the date of purchasing the first heat pump. Sothams will work with Mitsubishi to try and replace under warranty if possible.</p> <p>Sharman Grimwade have said the tank can be external and that the position of the thermostat isn't wrong (this had been moved). Final decision to be taken on insulation</p>	<p>1c) Ian Woodroofe to progress with Sothams.</p>

<p><b>d. SEG</b> KH updated that progress was slow – we hadn't been provided with a G98 registration number by our solar panel fitter who have now gone out of business. Sharman Grimwade applied for one on our behalf and we are awaiting this.</p> <p><b>e. Replacement/additional tables</b> KH has asked the WI for further feedback on tables and awaits this.</p> <p><b>f. Toilets – addition of finger plates and wall protectors under dryers (£88.86 – cost includes items for JRR)</b> Lea Dodd's proposed we go ahead with this, Liz Swift seconded and all were in favour.</p> <p><b>g. Storage shed</b> We discussed options for a storage shed – council asked if Judo mats could be stored in there instead.</p>	<p>1f) KH to add recommendation to council and purchase</p> <p>1g) KH to research further</p>
<p><b>2) Mandeville Hall</b></p>	
<p><b>a. Net Zero project</b> This is awaiting the energy audit before progressing any further.</p> <p><b>b. Redecoration of Mandeville</b> Funds were agreed at the last council meeting.</p> <p><b>c. LED Lighting</b> LED lighting should be completed prior to insulation. ESG will provide a recommendation to full council.</p> <p><b>d. Meter change/energy supplier change</b> This needs to be progressing to enable claim back from the new solar panels. We also need to update the address with Royal Mail</p> <p><b>e. Projector and screen – proposal to buy a pull up screen and projector £834 + VAT</b> KH has investigated potential options and felt this would be the best value and allow us to use the equipment flexibly including at the JRR. We will also be able to use the projector on the wall for bigger images and could look at projector screen paint when redecorating.</p>	<p>2d) Lea to look into 3 potential suppliers and recommend to full council. Office to continue with change of address.</p> <p>2e) Liz Swift proposed that we go ahead with the purchase of a pull up screen and projector, Linda Kitching seconded this and all were in favour. KH to add recommendation to full council.</p>
<p><b>3) Jubilee Reading Room</b></p>	
<p><b>a) Maintenance of public toilet and staff toilet – anti mould paint and equipment - £158.10</b> KH explained that the toilet had significant mould and needed redecoration. This was agreed under general maintenance and does not need to go to full council.</p> <p><b>b) Drain blockage</b> It was discussed that we should monitor this. It has been an ongoing issue but no further action at this time.</p>	<p>3a) Lea Dodds proposed, Jim Perry seconded – all in favour. KH to organise.</p>
<p><b>4) Pavillion/Recreation Ground and Tennis Courts</b></p>	
<p><b>a. Electrical Remedial Works at the Recreation Ground</b> About 80% of work done, just a new switch for the MUGA lights and some finishing off on the skatepark. We now have tower scaffold – thank you to Richard Jenkins.</p> <p><b>b. Installation of speed bumps in car park</b> No update at this stage</p> <p><b>c. Skatepark – banks</b> The Clerk explained that they are seeking a quote for tiger mulch to repair the corners</p> <p><b>d. Skatepark sign needs updating – low risk</b> No update at this stage</p>	

<p><b>e. Gym equipment (Play and Leisure) – signage missing/repair seizing of footplates – recommended safety instructions (p32/p35 2024 playground inspection report (PIR 2024)) – total cost £443.96</b> £350 was for sign, the remainder for the bearings and delivery. KH felt that the sign was too expensive so she will seek other quotes but we should go ahead with the fix to the gym equipment.</p> <p><b>f. Monkey bars – signage missing</b> (creative play – p47 PIR 2024) – Cost is £25: KH recommended that we purchase this</p> <p><b>g. Zip wire is currently broken – parts have been provided under warranty.</b> KH updated the group that this would be repaired shortly</p>	<p>4e and f) Lea Dodds proposed and Liz Swift seconded that we go ahead with the purchase of the bearings and the sign for the monkey bars (f).</p>
<p><b>5) Cemetery</b></p>	
<p><b>a. Painting of ceiling</b> KH explained that it would be low cost to repaint the ceiling but would take some staff time.</p> <p><b>b. Squirrel protection for clock tower – black mesh and spray £70</b> KH explained that we needed to protect the Chapel tower from squirrel damage and the maintenance officer felt this may be the best solution. The A&amp;E group agreed we should go ahead.</p> <p><b>c. Window replacement</b> No update at this meeting</p>	<p>5a) Councillors to visit Chapel and review</p> <p>5B) KH to ask the Maintenance office to complete this work.</p>
<p><b>6) Allotments</b></p>	
<p><b>a. Fence between Burwell museum allotment plot and other allotments.</b> We have materials at hand so this wouldn't cost the council anything apart from staff time. This would support a clear demarcation of boundary and help to prevent visitors from the museum wandering onto allotments.</p>	<p>Recommend to full council to progress with building the fence.</p>
<p><b>7) Margaret Field</b></p>	
<p><b>a. Grass cutting adhoc agreement:</b> Mr Groundsman: The price of cutting the field leaving a 5 meter strip uncut around the edge of the field would be £130 + VAT per cut This is based on fortnightly cuts up to 20 maximum subject to weather and growth.</p>	<p>7a) the group agreed we should go ahead with this until the contract for football pitch maintenance is renewed.</p>
<p><b>8) Westhorpe Play area</b></p>	
<p><b>a. Replacement timber frame sheep</b> This piece of equipment had broken and is being replaced under warranty.</p> <p><b>b. Grass cutting</b> KH explained that no mow May and June had created a safety concern with the football area next to Westhorpe Play Park and at Jubilee Green – grass and animal excrement is often found and would create a greater risk with long grass. The group agreed that the maintenance officer can do extra cuts in this time</p> <p><b>c. Signage required – dog ban/ownership and what3words (p141 PIR 2024)</b> No update at this meeting.</p>	
<p><b>8) Jubilee Green Play area</b></p>	
<p><b>a. Grass cutting</b> football area, additional cut proposed for safety (see 7b) – agreed.</p>	

## 9) Priory Orchard and Spring Close

### a. Vandalism of signs

KH made the group aware that the signs at Spring close had been vandalised – The Maintenance Officer is looking for a stronger solution, probably metal posts.

**A&E/290425/04**

### **Weed management policy**

Lea Dodds explained that we need an updated policy that recognises the need for biodiversity support and environmental protection, bearing in mind the resources available. A proposal was included in the additional information to form a small group of volunteers from A&E and the CBP forum to research options and create a report/proposal. Geraldine Tate, Liz Swift and Jim Perry offered to be part of this group with Lea Dodds.

**A&E/290425/05**

### **ESG update (meeting minutes included in additional information) including energy audits.**

The minutes were noted.

After some discussion it was felt that we should wait for Cambridgeshire Acre's offering on energy audits before progressing.

**A&E/290425/06**

### **Commercial waste and recycling**

KH explained that due to new regulations ECDC have advised us that we require a commercial waste solution for our properties. KH will present a proposed solution to Council or A&E.

**A&E/290425/08**

### **Annual Play equipment inspection**

KH sought approval for instructing David Bracey to conduct the annual park inspections, required by law. Cost £450 plus VAT, no increase on last year's fee, she had looked at other providers and this was good value for money.

Lea Dodds proposed we go ahead, Liz Swift seconded and all were in favour.

**A&E/290425/09**

### **Any other urgent matters**

KH raised that by having access to a toilet at the recreation ground we were breaking the Equality Act 2010 by not providing the same level of access to a disabled person. She is looking into solutions.

Geraldine Tate raised that the dishwasher at GMH was not working well again.

KH will ask staff to look into this.

**A&E/290425/10**

### **Date of the next meeting: 24<sup>th</sup> June**

**Meeting closed 21:23**

# Burwell Parish Council

## Energy Sub-Group

Present

Richard Jenkins

Ian Woodroofe

Lea Dodds (Chair and Minutes)

Apologies: Paul Webb

### Minutes of 14 April 2025 Meeting, JRR 19:30

	Action
<p><b>1) GMH</b></p> <p><u>Replacing faulty ASHP</u> Richard, Lea and Ian agreed that Eco-Installer lack credibility. Their unfamiliarity with the installation (acknowledged in Shane Freeland's email, received today) is understandable to a degree, but Shane's insistence that the controller was incorrectly located is a concern. He seems to not realise that the system has secondary thermostats. Also, it is worrying that their service engineer was so adamant about the system being wrongly specified, when we now know, for example, that buffer vessels can be installed outside.</p> <p>To help us get a better understanding of the entire system we agreed that Ian should accept the offer from Adam Kerrison, of Sotham, to visit GMH and assist us with setting the controls, downloading the logged performance data and how best handle our warranty claim (at no charge, up to that point).</p> <p>Ian will also ask whether they would like to quote for maintenance support.</p> <p>No final decision yet on whether to enclose or shield the expansion vessel.</p> <p>&lt;See also post-meeting information below&gt;</p> <p><u>Installing energy monitoring</u> Richard liaising with Shelly support on clamp connection and data interpretation.</p> <p><u>Other GMH</u></p> <p>We should ask the selected energy audit provider to consider destratification fans for GMH in their report (NB could be smoke alarm issues).</p>	<p>Ian to contact Sothams and report back</p> <p>Richard</p> <p>Lea</p>
<p><b>2) Mandeville Hall</b></p> <p><u>Energy audit</u> Green Zone was the only provider to reference a British Standard in their offer, they are also the cheapest. With GMH heating issues unresolved, and with the prospect of free energy audits from ACRE in the future, we are minded to recommend Green Zone for the auditing of Mandeville Hall, at a cost of £900.</p> <p>Prior to the recommendation going to full Council, we would like to ask Green Zone to provide (a) more information about their methodology and any energy models they use. (b) a commentary on how their service matches or deviates from our briefing document.</p> <p>Carrying out a single audit will keep the Mandeville project on track and also gives us a benchmark audit against which to evaluate the service offered by ACRE.</p> <p>Lea to be main point of contact for the audit, supported by Ian and Richard.</p> <p><u>Lighting</u> For both the full and partial versions, Elite provided the cheapest of the 3 quotes obtained. We therefore recommend to full Council that we accept Elite's offer £3180 for the partial option. This will allow the PC to see how the lighting works in practice.</p>	<p>Lea to contact Katherine</p> <p>Lea</p> <p>Full Council agenda item</p>

<p>Disposal of the old tubes and fittings may involve additional cost</p> <p><u>Other Mandeville issues</u> We didn't discuss the issue of switching from Corona to a new energy provider. Previous minute said:</p> <p><i>"Factors to consider include cost per kWh, ability to handle feed-in to the grid, a competitive feed-in rate and whether the electricity tariff is 100% from renewables. We believe that Octopus ticks most of those boxes, but we need to check all potential suppliers"</i></p>	<p>Richard to investigate</p> <p>Lea to include in next ESG agenda</p>												
<p><b>3) Next Meeting</b></p> <p>Next meeting 12<sup>th</sup> May 2025, 19:30</p>													
<p><b>Schedule for Q1 - Q3, 2025</b> (unchanged)</p> <table border="0"> <tr> <td>March-April</td> <td>Mandeville Energy audit. Then, respecify work + re quoting if necessary.</td> </tr> <tr> <td>April-May</td> <td>Recommendation and approval of contractor</td> </tr> <tr> <td>May-August</td> <td>Mandeville Phase 1, co-ordination and delivery</td> </tr> <tr> <td>March-April</td> <td>GMH - fix most urgent issues with heating</td> </tr> <tr> <td>June-Oct work</td> <td>GMH - energy audit, leading to getting quotes for necessary work</td> </tr> <tr> <td>Aug-Sep</td> <td>Review energy contracts</td> </tr> </table>	March-April	Mandeville Energy audit. Then, respecify work + re quoting if necessary.	April-May	Recommendation and approval of contractor	May-August	Mandeville Phase 1, co-ordination and delivery	March-April	GMH - fix most urgent issues with heating	June-Oct work	GMH - energy audit, leading to getting quotes for necessary work	Aug-Sep	Review energy contracts	
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**Information obtained after the meeting**

Ian has had a response from Sotham:

- Sotham engaged with Mitsubishi on our behalf for the previous warranty claim. They have sent the job report sheet to Ian, and have also sent him full documentation.
- Sotham are looking into the warranty associated with the replacement unit (the same one has failed).
- Adam is willing to meet ESG members at GMH w/c 28<sup>th</sup> April and go through the controls and system operation.
- Sotham will advise regarding the R32 diagnostic test. In Adam's opinion it is likely to be compressor failure, with a replacement unit required.
- Sothams will send us a quotation for a service agreement (details to be discussed during Adam's visit).



# Burwell Parish Council

## Minutes – Gardiner Memorial Hall Phase 2

**Date of meeting: 2<sup>nd</sup> April 2025**

**Present: Lea Dodds (Chair), Clive Leach, Geraldine Tate, Liz Swift, Mike Swift, Paul Webb, Jim Perry, Katherine Hyett (Clerk)**

### **Documents sent to all BPC Councillors:**

- Gardiner Memorial Hall Cost Plan
- Feasibility Option 2 - 240103.02A
- Elevations and Sections Option 2 - 240103.04A
- Feasibility Site Plan Proposed - 240103.05B
- Feasibility Site Plan Existing - 240103.06
- Elevations Existing - 240103.07
- Elevations Existing - 240103.08
- Feasibility Ground Floor Existing - 240103.09
- Feasibility Section Existing - 240103.10
- Schedule of Work - November 24 Rev A

### **Items for the agenda were:**

1. What has been proposed?
2. Why are we proposing it and any evidence of need? (review past reasons)
3. Funding and costs
4. Priority level with other Parish Council projects? Time scales

The Chair suggested we address item 4 first as this may give us an immediate answer as to whether we progress with Gardiner Memorial Hall Phase 2 now. He stated the need for Councillors to be able to dedicate their time to this project.

Liz Swift is keen to get it completed but said things have changed in the village. We have only had one production to date. Feels a small meeting room would be beneficial but everyone is very stretched. Liz feels we should get Mandeville done first.

Paul Webb said that we have an opportunity to go back to ECDC and remind them of their undertaking with phase 2. They had agreed 33% funding in principle several years ago. Liz Swift said we went back to them last year and it would need to go through approvals and meetings again so it would be like starting from scratch.

Mike Swift said we will be starting again, the situation has changed. He feels the exit is the priority.



## Burwell Parish Council

Clive Leach felt it was a question of project management – we don't have sufficient people and resource and he concurs with Lea Dodds.

Geraldine Tate said she is with Paul – she would be desperately disappointed if we don't go ahead. Paul Webb said he would take on seeking out funding opportunities.

Lea Dodds said the funding we have been offered in is principle and is insecure. We may find new incumbents are supportive, but we may not. He listed several projects we are already committed to: Mandeville Project, energy audits all three buildings, priority to decarbonise by 2030. The extension would potentially raise carbon levels. We need to get the heating working and understood for this building, review our energy suppliers, Parish Online. Lea's recommendation would be to defer for a year.

The Clerk discussed the available capacity at Mandeville. The office confirmed that daytime meetings can be accommodated at Mandeville. It was suggested that we carry out an experiment that tests demand for these rooms if we cut feed and add suitable equipment.

Liz Swift reiterated that if we solely want meeting rooms we could do that at Mandeville, however we must look at the exit/entrance at GMH and get that prioritised.

Clive Leach asked about whether the exit/entrance was considered in phase 1 and Paul Webb confirmed it was always Phase 2

Paul Webb said if we don't go ahead, we should still get EV chargers and batteries. He repeated that he does think it worth going back to ECDC. Highlighted we have a good relationship with them for funding. He also said the work at Mandeville may be surprisingly quick.

The Chair confirmed that we should propose:

- 1) The office to research equipment and rates at Mandeville to promote a range of daytime uses in Room 3, with a view to running a one year trial at reduced hourly rates.
- 2) GMH Exit and entrance should become firm priority for action as it is considered a safety risk.
- 3) The group proposes to Council that we agree a 12 month deferral on considering Gardiner Memorial Hall phase 2, except for Paul Webb exploring funding possibilities.

### AOB

The Clerk asked whether a removable stage had been considered at Mandeville – this would make it easier to move bookings there if GMH was needed for a production.

Paul Webb asked about progressing with the EV Chargers and Lea Dodds responded that it would be addressed in the energy audits.

# **CAMBRIDGESHIRE COUNTY COUNCIL**

Hall Lane, Burwell

## **(TEMPORARY PROHIBITION OF THROUGH TRAFFIC)**

### **ORDER 2025-795**

NOTICE is given that Cambridgeshire County Council has made an Order pursuant to the Road Traffic Regulation Act 1984, as amended by the Road Traffic (Temporary Restrictions) Act 1991, the effect of which is to stop any vehicle from proceeding along Hall Lane, Burwell as lies between the B1102 and Spring Close.

Access will be maintained to properties affected by this order.

The alternative route for vehicles is via B1102; Spring Close and vice versa.

The Order is made to facilitate gas connection and associated works which are being carried out on or near this highway and it will come into operation on 9 June 2025 and continue until these works have finished or on the 8 December 2026 whichever is the earlier.

It is anticipated that these works will be carried out between 9 June and 13 June 2025.

The Order shall not apply to any persons lawfully engaged in connection with any works for which it is made, any member of the Police Force, Fire and Rescue Service, Ambulance Service, a vehicle being used by Special Forces during the execution of their duties or to any person acting with the permission or upon the direction of a Police Officer in uniform.

**Frank Jordan, Executive Director, Place and Sustainability, New Shire Hall, Emery Crescent, Enterprise Campus, Alconbury Weald, Huntingdon, PE28 4YE**

Thursday 29 May 2025

Email sent 04/05/2026

Hello Katherine

Comments from Wild Burwell for the Council on the grass cutting so far this year:

To note that the contractors did not leave the borders on Jubilee Green again. This is a shame - the one year that they were left became a real haven for flowers and invertebrates over the summer.

You previously asked if Malcolm had any comments about Mill Close Green as it might be possible to put it to the Council that this area could be a 'special case' like Pound Close. His thoughts were that the residents (and people in general) are now becoming more accepting of No Mow May. And (I think) will continue to do so the more years that this is undertaken. Some of the Mill Close residents helped Malcolm remove the arisings on Mill Close Green after the recent cut.

However, I think it should be noted that if the verges etc continue to be cut so late in April (the last couple of days of the month this year and last year), this really does knock back the flowering plants and so there's not so much to see during May apart from grass regrowth. This year particularly, the weather has been so warm that all the verges etc were looking beautiful, so many flowering plants on display by mid April - and now of course they are all gone. An early April cut would be so much better. Could this be considered by the Council? The contrast can be seen clearly on Pound Hill, and the small mound adjacent to Pound Hill (the one with the unwell fir tree) which was looking great until last week.

On the other hand, Wild Burwell notes the great progress which has been made over the past few years: the increase in flowering plants and the habitat available for invertebrate life and other wildlife from changing the mowing schedule should not be underestimated. Plants are at the start of the chain - if we 'tidy' them all away, that negatively affects the whole onward chain of life. The people who think it looks untidy may well still enjoy the sight and sound of the swifts returning - but no insects means starving swifts...

Best wishes

Nicky

**BURWELL PARISH COUNCIL**  
**The Jubilee Reading Room**  
**99, The Causeway, Burwell Cambridge. CB25 0DU**  
**Telephone 01638 743142**  
**E-mail [burwellpc@burwellparishcouncil.gov.uk](mailto:burwellpc@burwellparishcouncil.gov.uk)**

Chairman: Mrs E Swift

Clerk: Miss K Hyett

6 May 2025

Ron Bailey  
Parliamentary Advisor to Electrical Safety First  
Sent via email

Dear Ron,

Thank you for your informative email on 20<sup>th</sup> January 2025 about the safety of Lithium-Ion Batteries Campaign.

Burwell Parish Council is happy to support this campaign and endorses your four recommendations:

- 1) That e bikes and e scooters and the Lithium-ion batteries used to propel them are subject to independent testing before being marketed.
- 2) That regulations are made to ensure the safe disposal of the batteries.
- 3) That charging kits and conversion kits used on the bikes are also safe.
- 4) That online marketplaces through which many goods are sold nowadays are subject to the same safety regulations as high street shops.

Yours sincerely



Katherine Hyett  
Clerk, Burwell Parish Council

