

**Burwell Parish Council**  
**Asset and Environment Group**  
**Meeting of 25.02.25, 7.30 pm at Mandeville Hall**

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

**Minutes**

**Present:** Lea Dodds (Chair), Gus Jones, Richard Jenkins, Linda Kitching, Ken McCarthy, Jim Perry, Julia Rogers, Liz Swift, Michael Swift, Geraldine Tate, Paul Webb, and Ian Woodroofe

**A&E/291024/01 Apologies for absences and Declarations of Interests**

Richard Jenkin's declared an interest in A&E/291024/03 item 4a

**A&E/291024/02 Approval of the minutes of the meeting held on 17 December 2024**

The minutes of the meeting held on 17<sup>th</sup> December 2024 were approved and signed as a true and accurate record. This was proposed by Paul Webb, seconded by Liz Swift and all were in favour.

**A&E/291024/03 Property Updates**

| Property                 | Issue/Update   | Actions   |
|--------------------------|--|---|
| 1)Gardiner Memorial Hall | <p>a. <b>GMH refurbishment Phase Two.</b><br/>We have received several documents and costs and need to decide our next course of action.</p> <p>b. <b>GMH Exit.</b><br/>The exit/entrance to GMH needs to be improved for safety. It was agreed that a pre-planning application should be submitted. The Clerk explained that she hadn't been able to complete this yet.</p> <p>c. <b>Sink brackets £23.99 x4 (£95.86).</b><br/>The sinks are loose to the plasterboard. It has worked well trialling the brackets on one sink so this is the proposed costs for fitting to the remaining 4 sinks. It was agreed to go ahead immediately with this as it was a safety issue. Lea Dodds also suggested adding aluminium finger plates to doors for cleanliness. This would be minimum cost.</p> <p>d. <b>Dishwasher</b><br/>The Clerk informed the group that it has been descaled, thoroughly cleaned and new instructions provided to Key Holders and Hirers.</p> | <p>a) Clerk to set up a meeting to discuss Phase 2 with the project team consisting of Paul Webb, Lea Dodds, Mike Swift, Liz Swift, Ian Woodroofe and Geraldine Tate.</p> <p>b) Clerk to complete pre-application.</p> <p>c) Maintenance Officer to purchase and fit brackets and check costs of finger plates.</p> |
| 2) Mandeville Hall       | <p>a. <b>Net Zero project</b><br/>Lea Dodds updated the group that we received £25k of £30k funding requested. Another contractor</p>  | <p>c) Chair of F&amp;GP to raise this with the RFO.</p>   |

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|  | <p>coming to provide us with a third quote to ensure we comply with our financial regulations.</p> <p><b>b. Update on soakaway</b><br/>The Clerk updated that this had been successfully completed and seems to have worked, we will continue to monitor with heavy rain.</p> <p><b>c. Redecoration of Mandeville</b><br/>The Clerk raised that we haven't allowed for redecoration budget on Mandeville following works completion. This will be raised at F&amp;GP</p> <p><b>d. LED Lighting</b><br/>This was not discussed in the meeting.</p>  |   |
| 3) Jubilee Reading Room                          | Nothing to be noted.   |   |
| 4) Pavillion/Recreation Ground and Tennis Courts | <p><b>a. Electrical Remedial Works at the Recreation Ground</b><br/>Richard Jenkins update that this will hopefully progress in March.</p> <p><b>b. Door closer on Rec toilet door circa £20</b><br/>It was agreed this should be purchased and installed.</p> <p><b>c. Removal of unsafe equipment: Static wall and leg raise (appendix 1).</b><br/>The Clerk confirmed this equipment had been removed. We are unable to replace under warranty.</p> <p><b>d. Installation of speed bumps in car park:</b><br/>The Clerk found the following quotes online but was concerned at the discrepancy between costs and possible quality. Before conducting further research she wanted to seek councillors views as to whether the felt the speed bumps were a good idea</p> <ul style="list-style-type: none"> <li>• 4m x2, 3m x2</li> <li>• Barriers Direct: £848.98</li> <li>• The Work Place Depot: £479.95</li> <li>• Speedbumps Direct: £992.40</li> </ul> <p>It was suggested to ask the sports centre as then had installed speed bumps. Generally it was felt to be a good idea but would need to be funded by reserves.</p> | <p>b) Maintenance officer will purchase a door closer and install.</p> <p>d) Clerk to research further and make recommendation.</p> |
| 4) Cemetery                                      | Nothing to be noted.   |   |
| 5) Allotments                                    | Nothing to be noted.   |   |
| 6) Margaret Field                                | Nothing to be noted.   |   |
| 7) Westhorpe Play area                           | Nothing to be noted.   |   |

|                                   |  |  |
|-----------------------------------|--|--|
| 8) Jubilee Green Play area        | Nothing to be noted.   |  |
| 9) Spring Close                   | Nothing to be noted.   |  |
| 10) Grass and Hedge Cutting       | Nothing to be noted.   |  |
| 11) Hatley Drive/Kingfisher drive | Kingfisher drive benches were completely rotten and removed. |  |
| 12) Bus Shelters                  | Work approved being completed when possible.                 |  |

**A&E/291024/05      Annual Fire extinguisher servicing on all properties**

**Quotes received:**

1. Atom Technologies: £245 + £4.25 per extinguisher
2. Camfire: £275 (quoted per site, additional equipment to service won't cost more)
3. Prestige: £274 (may be additional costs if additional items to service).

**Liz Swift proposed that we recommend to Council that Camfire progress with our fire extinguisher servicing. Paul Webb seconded the motion and all were in favour.**

**A&E/291024/06      Fire/intruder alarm/CCTV and emergency lights servicing**

The Clerk highlighted that we are currently using a number of different suppliers for different properties and that she would like to explore putting one contract in place for all of the buildings. Ian Woodroofe stated that we needed to get a clear scope from suppliers, Paul Webb asked about including PAT Testing but the Clerk felt this was probably better kept separate as it is usually different suppliers. The Clerk said that she would be keen for Ian Woodroofe and Richard Jenkin's input on this.

**A&E/291024/07      Parish Tree Survey**

**Consider quotations (all exclusive of VAT) from:**

Eastern Tree Surgery: £2650  
TMA Consultants: £3134.52  
East Cambs Trading Company: £1850  
Ligna Consultancy: £2803.60

**Liz Swift proposed that we recommend to full Council go ahead with East Cambs Trading Company, Richard Jenkins seconded the proposal and all were in favour.**

**A&E/291024/08      *That a two or three person Energy Sub-Group (ESG) be set up to monitor and reduce energy costs in BPC buildings***

**Objectives**

- a. *That quotations be obtained for energy audits of Mandeville Hall and Gardiner Memorial Hall.*
- b. *That the ESG assesses the energy audit quotations and makes recommendations to Council.*
- c. ESG acts as the project team for the Mandeville Hall decarbonisation work.
- d. ESG reviews energy suppliers for contract renewals in Q3

***Issues would be prepared for consideration by A&E or full council. We will review the need for the ESG after 12 months.***

Ian Woodroofe, Richard Jenkins, Paul Webb and Lea Dodds all offered to be part of the ESG. Liz Swift proposed we accept their nominations, Geraldine Tate seconded this and all agreed. It was agreed that we didn't need the approval of full Council for this group as they are acting as a sub team that would refer issues/decisions to working groups or full council.

**A&E/291024/09      Any other urgent matters**

The Clerk raised that we would need to consider replacing tables at Gardiner Memorial Hall soon and that the WI had offered a donation. It was requested that we have some different size tables available.

**A&E/291024/10      Date of the next meeting: 29 April 2025**

**Appendix 1:**



Signed:

Date: