

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

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| 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 |
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| 1) Gardiner Memorial Hall | |
| <p>a. GMH refurbishment Phase Two (meeting minutes inc. in additional information) 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. GMH Exit/Entrance (+ issue with drains) 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>c. Air Source Heat Pump – replacement and servicing and insulation 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> |

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| <p>d. SEG 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>e. Replacement/additional tables KH has asked the WI for further feedback on tables and awaits this.</p> <p>f. Toilets – addition of finger plates and wall protectors under dryers (£88.86 – cost includes items for JRR) Lea Dodd's proposed we go ahead with this, Liz Swift seconded and all were in favour.</p> <p>g. Storage shed 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> |
| 2) Mandeville Hall | |
| <p>a. Net Zero project This is awaiting the energy audit before progressing any further.</p> <p>b. Redecoration of Mandeville Funds were agreed at the last council meeting.</p> <p>c. LED Lighting LED lighting should be completed prior to insulation. ESG will provide a recommendation to full council.</p> <p>d. Meter change/energy supplier change This needs to progressing to enable claim back from the new solar panels. We also need to update the address with Royal Mail</p> <p>e. Projector and screen – proposal to by a pull up screen and projector £834 + VAT 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 pain 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> |
| 3) Jubilee Reading Room | |
| <p>a) Maintenance of public toilet and staff toilet – anti mould paint and equipment - £158.10 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) Drain blockage 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> |
| 4) Pavillion/Recreation Ground and Tennis Courts | |
| <p>a. Electrical Remedial Works at the Recreation Ground 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. Installation of speed bumps in car park No update at this stage</p> <p>c. Skatepark – banks The Clerk explained that they are seeking a quote for tiger mulch to repair the corners</p> <p>d. Skatepark sign needs updating – low risk No update at this stage</p> | |

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| <p>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 £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>f. Monkey bars – signage missing (creative play – p47 PIR 2024) – Cost is £25: KH recommended that we purchase this</p> <p>g. Zip wire is currently broken – parts have been provided under warranty. 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> |
| 5) Cemetery | |
| <p>a. Painting of ceiling KH explained that it would be low cost to repaint the ceiling but would take some staff time.</p> <p>b. Squirrel protection for clock tower – black mesh and spray £70 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&E group agreed we should go ahead.</p> <p>c. Window replacement 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> |
| 6) Allotments | |
| <p>a. Fence between Burwell museum allotment plot and other allotments. 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> |
| 7) Margaret Field | |
| <p>a. Grass cutting adhoc agreement: 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> |
| 8) Westhorpe Play area | |
| <p>a. Replacement timber frame sheep This piece of equipment had broken and is being replaced under warranty.</p> <p>b. Grass cutting 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>c. Signage required – dog ban/ownership and what3words (p141 PIR 2024) No update at this meeting.</p> | |
| 8) Jubilee Green Play area | |
| <p>a. Grass cutting 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: 24th June****Meeting closed 21:23****Signed****Dated**