

Burwell Parish Council Asset and Environment Group
Notes of the Meeting of 30th June 2020 - held virtually

Present: Joan Lonsdale (Chair), Robin Dyos, Jim Perry, Liz Swift, Michael Swift, Hazel Williams, Paul Webb, and Geraldine Tate

A&E/300620/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Derek Reader. There were no declarations of interests.

A&E/300620/02 Approval of the minutes of the meeting held on 25th February 2020

The minutes of the meeting held on 25th February 2020 were approved.

Proposed by Michael Swift, seconded by Liz Swift.

A&E/300620/03 Consideration of Action Sheet and updates from minutes

Please see Appendix 1 Action Update Sheet.

Recreation Ground Update – As some funding remains it had been agreed that the purchase of an outdoor table tennis table would be investigated.

The overhead clean at Gardiner Memorial Hall has been carried out.

The Undertakers and Stonemasons have been made aware of the issues with the subsidence under the head stone at the Cemetery.

The lights at the Jubilee Reading Room have been replaced.

The purchase of bark for the play areas has not yet been done. With the Annual Playground Inspection due it was agreed to wait to purchase the bark until after the inspection has been carried out.

A&E/300620/04 Gardiner Memorial Hall

Refurbishment and fundraising Report

Michael Swift went through the following update report:

Pre-Construction Work

- Pre-Planning Application advice sought from ECDC Planning and Conservation Officer
- Preliminary costings received from Stockdale
- Mechanical and Electrical Engineers/Consultants, Jamie Saunders of Northmore (suggested by Dan Jones) and Jeremy Sharman and Tim Grimwade of Sharman Grimwade Limited have met with Robin Dyos and Paul Webb at the Gardiner Memorial to discuss heating options. Both indicated the need to look at insulation in line with the heating. Both have submitted proposals, which Paul Webb and Robin Dyos will go through in more detail including holding further meetings with companies and come back to the next GMH meeting.

Fundraising

Cambridgeshire County Council Capital Grant Fund

Application for £300k submitted via Joshua Schumann and has successfully made it to the next stage. Forms will be completed by Paul Webb, Michael Swift, and Yvonne Rix early next week as applications considered on a first come, first served basis.

CO-OP Community Fund

Application submitted 23.6.20 for £40k. Should know outcome by end of October 2020.

Business Plan

Business Plan being drawn up by Paul Webb

Consultations

- Consultation for GMH and MH Hirers September 2018
- Plans on show at Annual Parish Meeting May 2019
- Plans available for residents to see in the Jubilee Reading Room May 2019 (article in Newmarket Journal making readers aware)
- Clerk to organise possible consultation with other potential users in the village.

Gardiner Memorial Hall Meetings

Meetings will be held weekly on a Tuesday morning at 10.30 am

A&E/300620/05 Cemetery

Hedge Replacement consideration of comments from Kevin Drane ECDC Tree Officer

Advice had been received from Kevin Drane about replacing the hedge at the Cemetery. The Group agreed that it would be useful to have a meeting to discuss further his recommendations for hedge species. The work ideally needs to be carried out in the Autumn. It was also agreed that the suggestion to move part of the hedge back to create a layby on the road, would not be a good idea as the layby would get parked with other cars leaving no space for those attending the graves.

A&E/300620/06 Public Toilets Update

Bob Skilton has been asked to carry out the work with an expected start date of the beginning of August. The Clerk was asked to contact him to find out how long he would expect the work to take. It was agreed that the work needed to be completed by the end of August 2020.

A&E/300620/07 Tree Work

Trees overhanging properties adjacent to Spring Close

A letter has been received from a couple of residents in Spring Close regarding trees on the other side of the bridleway overhanging their properties. It was agreed that as these are in Spring Close, The Spring Close Management Group should investigate and bring their findings back to Council.

Jubilee Green – Skip

The clearance of overgrowth around the remaining trunks of the trees removed in Jubilee Green still needs to be carried out. Skip providers are not willing to deliver a skip to a large grassed area. It was therefore decided that a skip should be ordered for delivery to the allotment and that the Handyman should cart the rubbish away in his trailer back to the allotments.

A&E/300620/08 Allotments

Tree Work

An enquiry has been received from an allotment holder regarding trees overhanging her allotment. The handyman can cut back some of the lower branches of trees later in the year to give more light. If more work required such as reducing the height will require a tree surgeon. The Clerk was asked to obtain some quotes.

Temporary Covid-19 Regulations

The allotment holders had been subjected to some temporary allotment regulations during the Coronavirus lockdown period to ensure that the allotments were as safe as possible. As some restrictions have now been lifted or lessened, it was agreed that the temporary regulations should be revised. The padlocks will also be returned to the gates to help prevent the risk of thefts.

A&E/300620/09 Mandeville Hall Ceiling Update

Robin Dyos reported that the revised drawings for the remedial work to the ceiling in room one should be received from Smithers Purslow by the end of the week. Gawn Associate will then be asked to review the documents.

A&E/300620/10 Play Equipment – Annual Safety Inspection

The annual playground inspection is due in July. David Bracey who carried out the inspection last year, will inspect again this year with a cost of £350.00 plus VAT. The Group agreed that he should be asked to carry out the inspection.

A&E/300620/11 Recreation Ground

Car Park

The condition of the car park surface at the Recreation Ground is still causing issues especially with drainage. Quotes have been received from two contractors with suggestions of the work that could be carried out. The Finance and General Purposes Group to look to see if any funding is available to carry out an overhaul of the parking areas. Funding must be included in the budget to allow for annual topping up of planings or what other material is used.

Email from resident regarding Trim Track

An email has been received regarding a difference between the ground level and trim

track level which is a potential trip hazard. The handyman to check and monitor.

A&E/300620/12 Any other matters

Covid -19 Parish Council Properties

The Clerk asked the Group to consider if the water at the Pavilion and Halls should be tested for Legionella. The Group considered that this should not be necessary as the water system at the Pavilion is sealed and the Key holder has regularly been running water at both Mandeville Hall and Gardiner Memorial Hall.

The Group agreed that the outside toilet at the Recreation Ground should be reopened. The Keyholder will need to clean the toilet more than once per day. Whilst the halls are closed, this will not increase her general workload. Important to ensure that signs are up reminding users to wash their hands. Paper towels and a holder need to be provided. The Clerk reported that the paper towels were on order but currently out of stock with the supplier. Hazel Williams to ask the Day Centre if the Council can borrow some from them until our supply arrives.

Risk Assessments are in place for the Halls for when they reopen.

Bench – Priory Meadow

(Matter previously discussed by Community, Leisure and Sports Group). Mr and Mrs Stokes have decided that they would like the bench in Priory Meadow. As this is acceptable by the Assets and Environment Group, the Clerk will talk to the couple regarding siting etc.

5 Bells use of GMH Car Park

The landlord from the Five Bells has asked if they could use the car park at the Gardiner Memorial Hall as they are using their own car park for additional tables during the coronavirus restrictions. The Group agreed that this was acceptable, but usage may not be possible once the Hall and the Museum reopened.

Farmers Market July

The Farmers Market in July will be held on the grassed area outside of Mandeville Hall. The organiser has asked if the toilets in Mandeville Hall, water and tables could be made available. The Group agreed that the disabled toilet could be made available but all other areas of the building including the kitchen would be unavailable. There will be no availability of water for their use, but tables would be made available. There will be a charge made to cover the cost of opening the hall and cleaning following the event.

A&E/300620/13 Date of the next meeting – 25th August 2020

The next meeting will be held on 25th August 2020 following the Full Council Planning Meeting starting at 7.30 pm.