

Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting held on 25.4.2023 7.30 pm at The Gardiner Memorial Hall  
Present Lea Dodds (Chair), Hazel Williams, Jim Perry, Michael Swift, Liz Swift, Geraldine Tate, Paul Webb, and Gus Jones.

A&E/25042023/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Joan Lonsdale. There were no declarations of interests.

A&E/25042023/02 Approval of the minutes of the meeting held on 28<sup>th</sup> February 2023

The minutes of the meeting held on 28<sup>th</sup> February 2023 were approved and signed as a true record. Proposed by Liz Swift and seconded by Michael Swift.

A&E/25042023/03 Consideration of Action Sheet items and updates from minutes

The following updates were noted:

Project	
GMH refurbishment	The Clerk reported that there had been an issue with the heating pressure monitor but this had now been fixed. The broken solar panel is due to be repaired later this week. More is now known on how the heating system works. The Clerk to chase AED for the quote for the curtains and lighting adjustments. The audio-visual system is now working without issues.

The Clerk reported that the Maintenance Officer has installed a replacement shower panel in the pavilion. The Newmarket Road entrance to the allotments has now been closed to vehicles. One of the neighbours adjacent to the track had informed the council that they also had concerns regarding the erosion along the edge of the track and that they were pleased that the track is now only for pedestrian use.

The additional tennis court fencing has now been installed. A complaint has been received regarding the new MUGA lights shining into a property in Hatley Drive. The Maintenance Officer will try to adjust the lights slightly.

Jim Perry asked if the outside water tap is still available at the Pavilion. Both electricity and water will need to be available for the Carnival in July.

A&E/25042023/04 Purchase of Dorgard Fire Door Retainers for the Gardiner Memorial Hall

The Group agreed that an automatic fire door retainer should be purchased for the Gardiner Memorial Hall at a cost of £79.49 plus VAT.

A&E/25042023/05 Gardiner Memorial Hall Exit

Andrew Firebrace has now provided a report on the findings of their investigative work to enable changes to be made to the vehicle exit of the Gardiner Memorial Hall in order to improve safety. An actual proposal detailing suggested improvements had been expected. The Clerk was asked to go back to Andrew Firebrace and to ask how much it would cost for detailed designs of the possible improvements to be drawn up.

Highway implications could also be discussed with Bob Rossiter when he meets with members of the Council.

A&E/25042023/06 Consideration of quotations for tree work – Land adjacent to 12-14 Reach Road

Three quotations had been received to carry out the work suggested by Kevin Drane, ECDC Tree Officer to the trees adjacent to 12 and 14 Reach Road. The following recommendation to Full Council was agreed:

**That the quotation in the sum of £1580.00 plus vat from SP Landscapes, being the cheapest, is accepted to carry out work advised by ECDC Tree Officer to trees adjacent to 12 and 14 Reach Road.**

A&E/25042023/07 Cemetery

Collapsed Hedging along the rear side of the Cemetery (Baker Drive) – Consideration of quotations for hedge removal

Two quotations had been received to remove the existing hedge along the Burwell side of the Cemetery. Once the existing hedge has been removed, volunteers can be asked to help with planting new plants to create a new hedge. The group makes the following recommendation to Full Council to remove the existing hedge.

**That the quotation in the sum of £2784.02 from S R Landscapes, being the cheapest, is accepted to carry out the removal of the existing hedge at the Cemetery.**

Damage to bush on driveway corner

The Group discussed options such as planting a taller cylinder type bush to prevent vehicles being driven over the corner of the actual burial ground. The Group agreed that the decision should be left to the Maintenance Officer.

A&E/25042023/08 Request for byway improvements – Green Lane

An allotment holder has asked now that the Newmarket Road entrance to the allotments has been closed, if work could be carried out to improve the condition of Green Lane. Green Lane is a byway and is maintained by Highways, who consider that the byway is in a suitable condition for its purpose. Also, since the email has been received, some plantings from the development site have been used to fill in many of the holes.

A&E/25042023/09 Any Other Business

Mandeville Hall – Walls and Ceilings (Paint)

The Clerk reported that the Mandeville Hall walls and ceilings will soon need repainting. This could be carried out at the same time as any thermal performance upgrades are made. Consideration should also be given to changing the lighting to LED lights. The warranty is coming to the end for the Stannah lift at the Gardiner Memorial Hall. Service Plans are available but are very expensive and it was agreed not to take out a plan at this stage.

The Clerk was asked to find out how much it will cost to carry out the annual tree inspection this year.

The dividing door at Mandeville Hall is still not shutting. The Clerk asked that if a completely new door is required, should one with greater sound proofing be considered?

The Group to consider once a recommendation for the repair and quotation has been received.

An email had been received from Wild Burwell regarding No Mow May. The group agreed that this had been overlooked when the contract had been discussed earlier in the year and would not be incorporated in this year's cutting regime, but would be added to the contract for 2024 onwards.

Wild Burwell had also emailed to inform Council that they may not be able to collect all of the arisings from the areas indicated in the grass cutting summary for this year but would do what they could.

A&E/25042023/10 Date of the next meeting – 27<sup>th</sup> June 2023.

The meeting closed at 9.03 pm.

Signed

Dated