

Burwell Parish Council

Asset and Environment Group

Meeting of 5.9.2023 7.30 pm at The Gardiner Memorial Hall

Present: Lea Dodds (Chair), Jim Perry, Chris O'Neill, Liz Swift, Michael Swift, Clive Leach, Sara Phipps, Gus Jones, and Paul Webb.

A&E/050923/01 Apologies for absences and Declarations of Interests

Apologies for absence had been received from Geraldine Tate and Ian Woodroofe. There were no declarations of interests.

A&E/050923/02 Election of Vice Chair

Sara Phipps had informed the Council that she did not wish, so soon after being elected, to carry out the role of Vice-Chair of the Assets and Environment Group.

With no further nominations, Chris O'Neill was elected as Vice-Chair of the group.

Proposed by Clive Leach and seconded by Liz Swift.

A&E/050923/03 Approval of the minutes of the meeting held on 27th June 2023

The minutes of the meeting held on 27th June 2023 were approved. Proposed by Paul Webb and seconded by Jim Perry.

A&E/050923/04 Consideration of Action Sheet items and updates from minutes

Project	
GMH refurbishment Phase One	The defects have now been signed off for Cadnam's and the Final Account has been paid. There are still some issues with work carried out by AED that need to be addressed prior to the balance of payment being paid to them.
GMH Exit	Mead Construction have given their thoughts on what we could do with the entrance at the Gardiner Memorial Hall. Two or three weeks ago Richard Cross at Andrew Firebrace came back and said that he would get something to us during the following week, but nothing has arrived yet. Mead Construction has suggested swapping the entrance and exit. The group members commented that the traffic island may be an issue, but generally doing this is likely to be a cheaper option. Highways will need to be involved in any discussions. It was suggested that a meeting should take place with Mead Construction to discuss further.
Grass Cutting Contract	The Clerk reported that she had approached Cambridgeshire County Council for schedule and specification of works, and despite sending a reminder had not received anything back. Clerk to make the request again. Lea Dodds questioned if handing the cutting of the verges was the right thing to do. He pointed out that for £700 (cost to have the verges cut less payment received from CCC) we have control on how the verges should be cut. No further decision was made for cutting the verges.

A&E/050923/05 Recreation Ground damaged fencing panels – Consideration of quotation received.

Despite two other quotations being requested, on one quotation from Arbus had been received. The quotation was on a supply or supply and fit basis and was between £277.20 and £1015.00. Michael Swift informed the Group that careful consideration needed to be paid as to whether the work was essential or not due to the current Council financial situation. It was agreed that a decision should be deferred until such time as the budget had been checked so that the Council could confirm that they have the finance to fund the work. Some of the panels have been reinforced with metal rods and doing this to the rest of the panels may be more cost effective.

A&E/050923/06 Skate Park Maintenance – Update and consideration of quotation received.

The quotation from J J Drake to replace the light bulbs has still not been received. Cracks beginning to appear in the surface are as expected as explained by the construction company when the park was first built. The repairs can be paid for out of the sinking fund. The Skate Park is well used and needs to be safe. It was suggested that as Max Jamieson is running his business from the skate park, it would be reasonable to ask him to contribute towards the cost. The Clerk had tried to get a quote from Opus, but nothing received. It was decided that the Clerk should try and obtain another quotation as a comparison and a decision to be made when more costings are known.

A&E/050923/07 Consideration of quotations for tree work recommended by Kevin Drane for Kingfisher Drive Amenity Area

Three quotations had been received to carry out the work to the trees on the Amenity Area in Kingfisher Drive by the District Council tree officer. The Group makes the following recommendation to Full Council:

That the quotation from S R Landscapes in the sum of £190.00 to carry out the work to the trees on the Kingfisher Drive Amenity Area recommended by Kevin Drane is accepted.

Consideration of work to trees by residents of 30 Hatley Drive

The residents of 30 Hatley Drive have asked for some work to be carried out to trees situated on the Kingfisher Drive Amenity Area which are overhanging their property. The ECDC Tree Officer has said that he will take a look at the trees when he is next in the village.

A&E/050923/08 Mandeville Hall dividing door – Update and consideration of Spazio quotation

Group members had taken the opportunity to look through the details for the two options provided by Spazio. It is thought that the cheapest option at just under £2000 may work. Right Price Windows is still looking to see if there are any alternatives. It was agreed to defer making a decision to see if Right Price Windows come up with anything.

A&E/050923/09 Annual Tree Inspection – Consideration of quotations including East Cambs Trading Company.

Three quotations had been received to carry out the Annual Tree Inspection including one from the East Cambs Trading Company which was the cheapest at £1575.00. The question of if it is necessary for the inspection to be carried out regularly. The Clerk to investigate, but the Council should be seen to be acting with due diligence. Visual inspections by the Maintenance Officer are carried out after storms and periods of high winds.

A&E/050923/10 Cemetery Hedge (Right Side)

The Clerk reminded the group that they had previously agreed to replace the hedge at the Cemetery on the boundary adjacent to Baker Drive. Council had agreed that the hedge would initially be removed by S R Landscapes and then replanted by volunteers. The Clerk asked where the hedge plants would be sourced from and more importantly, where would volunteers be found to plant the new hedge plants. The boundary edge is very long and will take a lot longer time to plant than the hedging planted at Pauline's Swamp by volunteers. It was agreed that the Clerk should go back to the contractors who had originally quoted to remove and replace the hedge for revised quotations.

A&E/050923/11 Tennis Courts – Deep Clean, damage by resident, security

The Clerk reported that following Full Council agreeing to getting the court cleaned by Cambridge Courts, Simon Gale had entered the courts and tried to clean some of the tyre marks off the court with an unapproved substance. This has left a mark on the courts. It was suggested that Simon Gale should be asked to make good the damaged done.

Paul Webb and Gus Jones left the meeting at 9 pm.

The Clerk reported that the Maintenance Officer who does do some cleaning of the courts, could give a deeper clean if he had a brush attachment for the pressure washer.

The Clerk was asked to find out the cost of a brush attachment and for this to go as a recommendation to Full Council for consideration.

A&E/050923/12 Hatley Drive Amenity Area Boundary

The Clerk informed the group that the information requested from the resident of Hythe Close has not yet been received.

A&E/050923/13 Annual Play Area Safety Inspection

The group members had looked at the reports for the Annual Play Area Safety Inspection and had noted that most of the work required could be carried out by the Maintenance Officer.

A&E/050923/14 Youth Shelter Painting and possible tarmacking (plus path from Community Garden to Skate Park)

The Play Area Inspector had suggested getting the surface under the Youth Shelter tarmacked along with the path leading to the carpark. The Clerk to find out how much this will cost. The use of a landscaping stabilising solution could also be looked at.

A&E/050923/15 Priory Meadow – Willow Tree Broken Branch

A branch has broken on a willow tree in Priory Meadow. The Clerk was asked to see if Kevin Drain could advise on the best way to deal with this.

A&E/050923/16 Replanting of hedge damaged by fire – Margaret Field

A length of hedge had been damaged by fire when the portaloo at Margaret Field was vandalised. The Clerk was asked to find out if Wild Burwell/Tree Nursery would be interested in replanting the hedge and also to create a row of hedging in front of the second gate. The cost of the hedging plants if needed can be covered by the Council.

A&E/050923/17 Work to reduce the risk of frost damage at the Pavilion

Harrisons of Burwell have suggested installing some lagging to the pipework in the roof at the pavilion which has a low level electrical current running through to prevent the pipework from freezing in the future. It is not known how much pipework is now showing as a greater depth of insulation has been laid by Right Price Windows. It was felt that this should be clarified and more information on the lagging to be sourced.

A&E/050923/18 Access to the rear of the Museum from the allotments

Following on from the Full Council meeting where access to the rear of the Museum was discussed, the Clerk confirmed that there were no issues with the Museum using the allotment track to access the rear of the Museum, however this will need to be taken into account for the risk assessment for the allotments. She continued by saying that having dates when events are due to take place as early in the year as possible, will allow the allotment holders to be warned in advance of more traffic using the track and also, be beneficial when administrating bookings for the Gardiner Memorial Hall as the Museum users use the hall car park.

She also suggested that the Museum may wish to use temporary fencing to separate the land being used for events and the track/allotment area for safety purposes.

Jim Perry reported, and Sara Phipps also added that an allotment holder had mention this too, that the track, especially in the middle has become very rutted and uneven. The Clerk to ask the Maintenance Officer to look at this.

A&E/050923/19 Request from Burwell Carnival to have a storage container at the Recreation Ground

The Carnival Committee has asked if it would be possible for them to have a storage container on the Recreation Ground. It was agreed that this would be possible as long as there is room, and the container is kept tidy. All members were in favour,

A&E/050923/20 Dogs on the Recreation Ground and signage

An email had been received from a resident raising concern about unleashed dogs at the Recreation Ground running over to other visitors and jumping up them. They had continued to ask for more prominent signs to be erected. The group agreed that there should be more signs. The Clerk to source. It was also suggested that the Dog Warden is asked to make occasional visits to the Recreation Ground.

A&E/050923/21 Pound Hill – Replacement Tree

Kevin Drane recommended that following the removal of the failing cherry tree on Pound Hill, that a more native tree be planted in its place. The WI who planted the original tree would like to be involved in sorting out a replacement tree. It was noted that Wild Burwell had suggested that no further trees be planted on Pound Hill. However, as this is a replacement tree, it was felt that this is not an issue. It was agreed that the Clerk should write to the WI and agree a way forward.

A&E/050923/22 Date of the next meeting

The next meeting is due to be held on 31st October 2023.

The meeting ended at 9.28 pm.

Signed

Dated