

Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting of 19.12.2023 7.30 pm at The Gardiner Memorial Hall

Present: Lea Dodds (Chair), Gus Jones, Jim Perry, Liz Swift, Michael Swift, Sara Phipps, Geraldine Tate, Clive Leach, and Linda Kitching.

**A&E/19122023/01 Apologies for absences and Declarations of Interests**

Apologies for absence had been received from Paul Webb, Chris O'Neill, and Ian Woodroffe. There were no declarations of any known interests.

**A&E/19122023/02 Approval of the minutes of the meeting held on 31<sup>st</sup> October 2023**

The minutes of the meeting held on 31<sup>st</sup> October 2023 were approved and signed.

**A&E/19122023/03 Non-Agenda updates from the previous meeting:**

The following updates were noted:

Work to trees – 30 Hatley Drive

We now have approval to carry out the work suggested by Kevin Drane. The Clerk to request some quotations.

Mandeville Hall – Dividing door

An application has been submitted to ECDC Growth and Infrastructure Fund for a grant to cover the cost of the replacement door. It is not known when we will receive the outcome of the application.

Cemetery Water Leak

The Clerk reported that she had gone out to three companies for a quotation to install the new water supply pipework at the Cemetery. Only one quotation had been returned in the sum of £512.00 plus vat. This was from R Winkworth. It was agreed that the following recommendation should be made to Full Council:

***That the quotation from R Winkworth to install a new tap and pipework from the water meter at the Cemetery in the sum of £512.00 plus vat is accepted.***

Skate Park General Repairs

The Clerk reported that Chaz Hampson had agreed to look at the skate park when he is next in the area. The Clerk to contact Mr Hampson to see when this is likely to be.

Pavilion Water Pipes

The Clerk reported that the Maintenance Officer has now lagged all of the pipes in the roof at the pavilion.

**A&E/19122023/04 Consideration of Action Sheet items**

Project	
GMH refurbishment Phase One	The Clerk reported that AED has now been back to deal with the audio visual and lighting issues. It is not known if they have done anything about addressing the issues when using the panel at the back of the hall and a HDMI lead.
GMH Exit	The Clerk reported that she had contacted the Conservation Officer and was told that if we wish to have the views of the Conservation Officer for any changes to the entrance/exit then we will need to submit a pre application advice request. She continued to report that she had also contacted the Tree Officer Kevin Drane and had received the following response: Hi Yvonne,  Due to the level changes and limited

	<p>rooting area an incursion of 2.5m into the existing rooting area would likely involve significant root severance that could effect the health of the tree nearest the entrance significantly. Would it not be a better and cheaper option to reduce the height of the wall on either side of the current exit and improve the visibility this way instead? You could also install a mirror angled to show pedestrians approaching the exit from the direction of the church.</p> <p>Regards Kevin Drane Trees Officer (Planning.</p> <p>It was suggested that protecting the roots with some form of a protecting the roots with some form of a reinforced concrete shelf may be an option. The Clerk to go back to Meads to see if there are any less invasive options.</p>
Grass Cutting Contract	<p>A meeting of the Assets and Environment Group to discuss the contract had been held with the following notes being taken:</p> <p><u>Verges</u></p> <p>It was agreed that a recommendation should be made to Full Council that the Parish Council should continue to be carried out by the Parish Council.</p> <p>The decision was very much based on the fact that both Willingham Parish Council and Soham Town Council have their verges cut by the County Council and have found that the verges are not cut very well, and the cuts are very infrequent, and communication is poor.</p> <p>It was agreed to reduce the number of cuts of the verges to a maximum of 6 cuts per year (currently 10 cuts per year). However, sight lines can be cut more frequently as required. This could be carried out by the Maintenance Officer if the contractor is not in the village imminently. Paul and Lea willing to look at the verges with potential contractors. There is a need to balance biodiversity and budget.</p> <p>The aim would be for a cut in late April, no cut in May (No Mow May), cut in early July and the remainder of the cuts between August and October.</p> <p>Jim Perry suggested that if the Maintenance Officer had a ride on mower, he could cut the verges. This is something that could be discussed at a later date but there would be many implications that would need to be discussed such as the need to employ another staff member, vehicle towing capability, storage, cost etc. Clive Leach informed the group</p>

	<p>that the Museum has a ride on mower which could be available.</p> <p><u>Open Spaces Below</u> The same number of cuts to apply as for the 2023 grass cutting season unless stated otherwise.</p> <p><u>Spring Close:</u> An additional path to the disabled gate to be added to the cutting programme and one path rerouted. The fire strip around the edge should be 2 metres not 5 metres.</p> <p><u>Priory Meadow:</u> It was suggested that a 'Love the Orchard' type group is set up to look after and to prune the trees to encourage the best fruit crop. The area under the trees needs to be kept short to stop the trees fighting with the weeds. It was agreed that the grass should be cut the same as in 2023.</p> <p><u>Margaret Field:</u> Due to football now being played on Margaret Field it was felt that Mr Groundsman should be asked if he would take over cutting the site including cuts, if necessary, over the winter period.</p> <p><u>Small Areas:</u> To be cut up to a maximum of 6 times per year to the same schedule as the verges.</p> <p><u>Contract:</u> It was agreed that the contract should be for one year with a view to extending for a further two years subject to a satisfactory level of work. The contract should allow for an annual cost increase in relation to the RPI.</p> <p>The Clerk will now sort out the tender documents.</p> <p>The Spring Close Management Group is keen to takeover the management of Priory Meadow including the orchard and it was agreed that the following recommendation should be made to Full Council: <b><i>The Assets and Environment Group recommends to Full Council that the remit of the Spring Close Management Group is changed to include the management of Priory Meadow including the Community Orchard.</i></b></p>
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#### **A&E/19122023/05 Hatley Drive Amenity Area Boundary – Update**

The resident in Hatley Drive has removed his fence. However, the resident in Hythe Close has put up a wire fence in the same place. The Clerk was asked to write to the resident in Hythe Close and state that the wire fence is only acceptable as a holding fence whilst the hedgerow is planted. The resident also needs to be reminded that all planting must take place on her side of the boundary and should not encroach on to Parish Council land. A

request to be made to the resident for a timeline of when the planting will take place. The Hatley Drive resident to be kept informed of what is happening.

**A&E/19122023/06 Quotation received from Meads to tarmac path to Skate Park and under the Youth Shelter at the Recreation Ground.**

A quotation has been received from Meads to tarmac under the youth shelter. The cost is £4750 plus vat. They also provided a quotation to surface the footpath from the skate park to the car park. The cost for this is either £2450 or £4500 plus vat depending on type of path. The recommendation to have this work done has come from the Playground Safety Inspector to address the stones from the area which end up on the skate park. The group agreed however that at this point in time the Council is not in a financial position to have the work done.

**A&E/19122023/07 Mandeville Hall – Issues with water draining away from guttering**

The Clerk reported that water from the gutters is unable to clear properly during spells of heavy rain. This is believed to be due to the underground drainage pipes which lead to under the car park being blocked in some way. This causes the water to back up. The underground pipe work is clear (Toby from Right Price Windows who carried out the work at the pavilion) used his camera to check this out earlier in the year for us. It has been checked before, as this is an ongoing issue. However the underground pipework does appear to just stop. The car park would need to be dug to find out exactly what is happening. It was agreed that the Clerk should look at the plans for the water drainage and also ask Winkworth's if they have any suggestions as to how this could be resolved.

**A&E/19122023/08 Skate Park Maintenance – Lights Update**

It was noted that 4 lights are now out, and that Full Council has just approved JJ Drake to carry out a diagnostic check.

**A&E/19122023/09 Gardiner Memorial Hall – Minor Plastering repairs**

The Clerk reported that above the door between the back entrance foyer and the foyer area leading into the hall, the plaster is coming away from the wall. We are now past the defects period. This could be due to one area having heating and the other not. The Maintenance Officer should be able to repair.

**A&E/19122023/10 Annual PAT Testing**

The annual PAT Testing is due.

***The Group recommends to Full Council that the Clerk organises the Inspection.***

**A&E/19122023/11 Any other urgent matters**

The Clerk reported that the roof at the Gardiner Memorial Hall is still leaking. There is a tiny place on the roof where water comes in if it rains extremely heavily and the wind is blowing in a certain direction. This has been investigated before and the last time when Neil Kennedy tried to resolve the issue, he had informed us that if whatever he had done before did not work, scaffolding etc would be required to investigate further. The Clerk was asked to obtain some quotations for further investigative work to be done and any repair required to be carried out. It was suggested that J J Drake could also be asked to quote.

Liz Swift reported that there is concern about the ground surface under the new accessible gate at Spring Close and asked if the group could look at a more suitable option. The Maintenance Officer to be asked for suggestions in the first instance.

**A&E/19122023/12 Date of the next meeting**

The next meeting will to be held on 27<sup>th</sup> February 2024.

The meeting closed at 8.27 pm.

Signed

Dated