Burwell Parish Council

Asset and Environment Group

Meeting of 27th February 7.30 pm at The Gardiner Memorial Hall

Minutes

Present: Lea Dodds (Chair), Liz Swift, Michael Swift, Gus Jones, Ian Woodroofe, Paul Webb, Jim Perry, and Geraldine Tate.

**A&E/27022024/01 Apologies for absences and Declarations of Interests**

Apologies for absence had been received from Linda Kitching and Chris O’Neill.

**A&E/27022024/02 Approval of the minutes of the meeting held on 19th December 2023**

The minutes of the meeting held on 19th December 2024 were approved. Proposed by Liz Swift and seconded by Paul Webb.

**A&E/27022024/03 Consideration of Action Sheet items**

The following updates were noted:

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| Project |  |
| GMH refurbishment Phase One | This item to be retitled GMH Refurbishment Phase Two. Saunders Boston are not willing to release the auto-cad drawings for the first phase of the refurbishment. PDF drawings may be available. If the information required is not available, Jeremy Lander may need to have a further survey carried out. The Clerk to contact Varsity to see if they can help and to check if we actually own the drawings under the contract.Neil Kennedy to visit the site to look at the roof leak. |
| GMH Exit | The Clerk reported that she had spoken with Meads Construction, and they had suggested that it may be beneficial for a tree report to be carried out. The Clerk to locate the report carried out for Phase One of the refurbishment to see if it could be of any use. |
| Grass Cutting Contract | References for Zion Landscapes had been received, both were satisfactory. The group confirmed that they were happy for a recommendation to be made to Full Council for the grass cutting contract to be awarded to Zion Landscapes.  |

**A&E/27022024/04 Consideration of quotations for felling of tree Kingfisher Drive Amenity Area/ 30 Hatley Drive**

Three quotations had been received to carry out tree work recommended and approved by the Tree Officer. The cheapest quotation was from S R Landscapes in the sum of £780.00. The group agreed to make the following recommendation to Full Council:

***The Group recommends to Full Council that S R Landscapes carry out tree work to trees on the Kingfisher Drive Amenity Area in the sum of £780.00.***

**A&E/27022024/05 Mandeville Hall**

**Dividing door:**

The grant application to cover the cost of a replacement door had been unsuccessful. Two quotations had been received to replace the door. One from Syston Doors in the sum of £5782.00 plus Vat and one from Spazio in the sum of £5400.00 plus Vat. The Group agreed that the door needs to be replaced and suggested that the Clerk negotiates with both companies and the company with the best price is awarded the work.

***The Group recommends to Full Council that the replacement of the folding door at Mandeville Hall is offered to the company offering to carry out the work for the lowest price following negotiations taking place.***

**Guttering soakaway:**

The Clerk reported that the Maintenance Officer had jet washed the underground drainage causing the gutters at Mandeville Hall to flood. This has improved but not resolved the problem, and the Maintenance Officer is intending to jet wash the pipes again. If this does not resolve the issue it was agreed that the following recommendation should go to Full Council:

***The Group recommends that should the Maintenance Officer be unable to totally resolve the issue with the blocked drain, then the quotation to repair the storm drainage from Winkworth Contractors in the sum of £675.00 plus VAT is accepted.***

**CCTV**

The CCTV equipment at Mandeville Hall needs replacing as it is no longer working. The cameras are fine. The original installer of the system, Aztek has quoted £640.00 plus VAT to replace the equipment. It was agreed that the following recommendation is made to Full Council:

***The Group recommends to Full Council that the quotation from Aztek in the sum of £640.00 plus vat to replace the CCTV equipment at Mandeville Hall is accepted.***

**Disabled WC – Strobe replacement**

The Clerk reported that the recent fire check at Mandeville Hall carried out by Prestige has highlighted that the disabled toilet strobe is not working. The Clerk was requested to go back to Prestige and ask them to repair or replace the strobe.

**A&E/27022024/06 Consideration of quotations received to install electricity sockets in the roof of the pavilion to be used to run frost prevention heaters.**

It had been suggested that it may be worth having some frost-control heaters in the loft space at the pavilion to help prevent further freezing of the pipes. This was thought to be a sensible idea. Three quotations had been sought to install the additional sockets required. The Group agreed to recommend to Full Council that the cheapest quotation from Cartwrights in the sum of £299.50 plus vat is accepted.

***The Group recommends to Full Council that the quotation from Cartwrights in the sum of £299.50 plus vat to install additional sockets in the pavilion roof space is accepted.***

**A&E/27022024/07 Hedge along the Leys.**

Lea Dodds informed the group, having previously shared photos, that the hedge along the Leys in some places is overhanging the footpath making it very narrow for users with mobility scooters, wheelchairs, and buggies. It is not known who is actually responsible for the hedge. The Clerk to investigate further.

**A&E/27022024/08 Bus Shelters**

Members of the group discussed the condition of the bus shelters in the village. Most are in a very tired state. The Parish Council owns the shelters. Having electronic displays in the shelters would be good, but it is not known if Stephenson’s would be willing to assist with this. The bus shelters look and feel dirty, and some have broken panels. It was agreed that a refurbishment plan should be considered with one shelter being improved each year. Advertising space could be sold inside the shelters. Initially an audit should take place of all of the shelters, including which ones are used the most. The Clerk to draw up a list.

**A&E/27022024/09 GMH Phase 1 Energy Model**

Ian Woodroofe reported that Sharman and Grimwade are willing at no cost to carry out a comparison between the actual energy use at the Gardiner Memorial Hall and the Energy Model used for the provision of the heat pump etc. as part of the first phase of the refurbishment. The Clerk to provide Ian Woodroofe with the necessary information so that it can be passed on to Sharman and Grimwade.

**A&E/27022024/10 Any other urgent matters**

Following recent comments on the Burwell Community Facebook page about having a defibrillator at the Gardiner Memorial Hall, Paul Webb suggested that should the Council look to acquire a further unit then it would be more appropriate to install one at the Recreation Ground. It was also noted that another area not covered is the Toyse Lane, Ness Road end of the village.

The Clerk reported that a request had been made by a resident for a Kerb stone to be added to a grave in the cemetery. The grave is situated in one of the older parts of the cemetery where there are a few graves with kerbs. It is the Council’s policy not to allow Kerb stones in the cemetery and it was therefore agreed that the request is refused.

Gus Jones asked if Highways could be contacted about the planting of trees in the Avenue. Liz Swift explained that Jenny Moss is dealing with this, and that as Chair to the Council she had also written to Highways a couple of times to no avail.

**A&E/27022024/11** **Date of the next meeting 30th April 2024**

Liz Swift and Michael Swift gave their apologies for the next meeting which is due to take place on 30th April 2024.

The meeting closed at 9.04 pm.

Signed Dated