Burwell Parish Council

Asset and Environment Group

Meeting of 30.4.2024 7.30 pm at The Gardiner Memorial Hall

Present: Lea Dodds (Chair), Richard Jenkins, Gus Jones, Paul Webb, Geraldine Tate, and Ian Woodroofe.

**A&E/30042024/01 Apologies for absences and Declarations of Interests**

Liz Swift, Michael Swift, Linda Kitching, Clive Leach and Chris O’Neill.

**A&E/30042024/02 Approval of the minutes of the meeting held on 27th February 2024**

The minutes of the meeting held on 27th February 2024 were approved as a true and

correct record. Proposed by Jim Perry and seconded by Ian Woodroofe.

**A&E/30042024/03 Non-Agenda updates from the previous meeting:**

The Clerk gave the following update:

Tree work at Kingfisher Drive has been completed.

A decision still needs to be taken as to which quotation to accept for the dividing door

at Mandeville Hall.

Winkworths has been asked to carry out the work to the drain/soakaway at Mandeville

Hall.

The CCTV at Mandeville Hall has been repaired.

The warning light outside the disabled toilet at Mandeville Hall still needs to be repaired.

Highways has been asked about the hedge along the Leys but have not replied. The hedge cannot be cut at present due to nesting season. The contractor should be asked to cut it back to a greater extent when it is cut in the autumn.

Sharman and Grimwade have not yet come back to the Council about the energy usage at the Gardiner Memorial Hall in comparison with the initial design model. Ian Woodroofe to chase.

Ian Woodroofe raised concern that he had seen Zion Landscapes driving a lawn mower on the road without a registration number plate. The Clerk to speak to Zion Landscapes about this.

**A&E/30042024/04 Consideration of Action Sheet items**

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| Project |  |
| GMH refurbishment Phase Two | Revised plans received from Jeremy Lander. Meeting to be set up to look to review the plans. |
| GMH Exit | The Arboriculture Report had been sent out to all members of the group. The report indicates that work cannot be carried out that will in any way damage the tree roots. It was felt that the safety of those walking along the footpath and approaching traffic is most important. Paul Webb proposed, seconded by Geraldine Tate that the Council should formally apply to ECDC for Pre-Application Advice. There is likely to be a charge for this. A recommendation to be made to Full Council to cover the cost. |

**A&E/30042024/05 41 Baker Drive/Cemetery**

Correspondence and photos have been received from the resident of 41 Baker Drive who would like the Council to take some branches off one on the trees in the cemetery and remove the hedge ivy as this prevents the morning sun from accessing her garden.

The Tree Officer could be asked to take a look at the tree, but this was felt not to be the way forward. Removing the ivy hedge would create a lack of privacy both for the resident if people were in the cemetery and for people attending graves or funerals in the Cemetery. It was agreed that no action should be taken, and the hedge cut as normal in the autumn. Proposed by Paul Webb and seconded by Geraldine Tate. The Clerk to inform the resident.

**A&E/30042024/06 Bus Shelter Audit**

A comprehensive list of all the bus shelters has been drawn up. The non brick shelters have all be cleaned with the power washer. There are a number of the 19 bus stops in the village which do not have a shelter. Lea Dodds suggested that a possible next step would be to find out which stops were used the most. The Clerk was asked to find out if the information is available from Stephenson’s Bus Company. The Clerk was also asked to see if Stephenson’s know of any organisation that could be approached about advertising in bus stops. Any income could be used to improve the shelters in the future. Having a digital display showing when the next bus will be arriving would also be useful. Ian Woodroofe reminded those present of the app ‘My Trip’ which gives details of up to up-to-date bus arrival times etc. This app could be advertised in the bus shelters. There are Stephenson’s QR codes displayed at the bus stops but these only display bus timetables.

**A&E/30042024/07 Reducing GMH Energy Usage**

It was explained that due to high energy contract prices, despite reduced energy usage

as a result of the refurbishment, energy costs for the hall were still very high. As it is not possible to get out of the contract, if we wish to reduce the costs further then actions such as turning down temperatures, installing stratification fans to circulate the heat could be taken. Richard Jenkins informed the group that an inexpensive device is available which can be fitted to each of the electricity circuits. The device measures the electricity each circuit uses. This may be an option once it is known if the hall is working correctly as per the model designed by Sharman and Grimwade for the refurbishment. Paul Webb reminded all that actual usage is within 10% of that calculated by Sharman and Grimwade.

**A&E/30042024/08 Area adjacent to Pound Hill – Grass cutting request**

A request had been made by Wild Burwell for an additional area of land adjacent to

Pound Hill to be cut under the same regime as Pound Hill. Unfortunately, the area has

already been cut this year. It was agreed that Zion Landscapes would be asked to include

this area within the Pound Hill regime in following years.

Wild Burwell has also asked for details of when the Council uses weed killer. The Council

uses a version of Roundup which is safe to all once it has dried. The Clerk to respond to

Wild Burwell.

**A&E/30042024/09 Car Park Lighting GMH**

Geraldine Tate explained the need for the rear lights at the Gardiner Memorial Hall to be

on when it is dark. These have to be manually turned on by the keyholder. It was

suggested that the lights should be fitted with an automatic sensor. The Clerk to obtain

some quotations. Proposed by Paul Webb and seconded by Ian Woodroofe.

**A&E/30042024/10 Mandeville Hall Dividing Door**

The Clerk reminded the group that quotations had been received from two companies,

Spazio and Syston Doors. Spazio is the cheapest at £5400.00 plus VAT. Neither company

could offer any further discount. Both companies Issue a 12-month guarantee. The work

has already been agreed by Full Council. The Group agreed that the quotation from Spazio should be accepted. Proposed by Paul Webb and seconded by Jim Perry.

**A&E/30042024/11 Any other urgent matters**

There were no urgent matters to discuss.

**A&E/30042024/12** **Date of the next meeting**

The next meeting will be held on 25th June 2024.

The meeting ended at 9.05 pm

Signed Dated