**Burwell Parish Council**

**Asset and Environment Group**

**Meeting of 29.10.24 7.30 pm at The Gardiner Memorial Hall**

**Minutes**

**Present:** Lea Dodds (Chair), Richard Jenkins, Clive Leach, Jim Perry, Liz Swift, Michael Swift, Ian Woodroofe, Chris O’Neill (Vice Chair) and Linda Kitching

**A&E/291024/01 Apologies for absences and Declarations of Interests**

Apologies from Geraldine Tate, Paul Webb and Gus Jones

Richard Jenkins declared an interest regarding the electrical work at the Recreation Ground as the company he works for has submitted a quotation

**A&E/291024/02 Approval of the minutes of the meeting held on 27th August 2024**

The minutes were approved as a true and correct record. Proposed by Liz Swift and seconded by Richard Jenkins – all were in favour

**A&E/291024/03 Property Updates**

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| --- | --- | --- |
| Property | Ref (additional info) | Issue/Update |
| Gardiner Memorial Hall | a | **GMH refurbishment Phase Two**  The recommendations from the Architect (Jeremy Lander) were discussed. Ian Woodroofe asked that we clarify costs of services as well as building costs.  **The recommended quantity surveyor costs would be £750. It was resolved that progressing this should be proposed to full Council. Liz Swift proposed, Jim Perry seconded and all voted in favour.**  Next stages would be a pre-planning application  Questions were raised about snagging from the first phase of refurbishment. Ian Woodroofe to update the Clerk.  Lea Dodds commented that there will be lots of work to do on the parking and a challenge with Biodiversity requirements. Raised possibility of planting trees on GMH land along the boundary with Mill Lane to off-set this.  It was also noted that the draft plans don’t include electric car charging points. |
| a | **GMH Exit**  Following the Architects comments and the drafting of car park plans it was decided that merging the exit and entrance isn’t a possibility. Therefore, no pre-planning application should be submitted.  Parish Clerk to find previous report re. removal of wall to widen current exit. |
|  | **Fire Alarm maintenance and emergency lighting**  Parish Clerk stated that this was being tested the following day.  engineer coming weds  Richard Jenkins is currently auditing our properties electrical systems. |
|  | **Service quotation**:  Syston Doors: To carry out annual servicing to 2 No. Flameshield 120 Fire Shutters in July 2025  For the sum of £260.00 PER VISIT PLUS VAT  **It was proposed this would go to Full Council for approval in the new year. Proposer – Chris O’Neill and seconder Clive Leach**  It was highlighted that the shutters need to be tested with the fire alarm. |
| Mandeville Hall |  | **Flooding/soakaway**  Lea Dodds explained the issue with water cascading from the gutters at the front entrance to Mandeville. We have been unable to unblock the route to the current soak away. Quotes are being sought from 3 groundwork companies – for further investigation/new soakaways.  Jim Pery highlighted that the cellar used to flood and they said there were a number of Springs in that area. |
| Jubilee Reading Room |  | Fan in toilet is fixed |
| Cemetery |  | Repair work in Chapel required. Parish Clerk will provide a more detailed report at a later meeting. |
| Allotments |  | Possibility of covering spare allotments to prevent weed growth was raised. It was decided to keep with established practice and decline the request |
| Recreation Ground and Pavilion |  | **Fire Alarm maintenance/electrical work/emergency lighting**  Paul Webb to update Parish Clerk re Fire Alarm. Richard Jenkins assessing lighting/electrics and quotes being sought for any repairs needed.  Parish Clerk to share Richard Jenkin’s report. |
| b | **Tennis Courts Maintenance**  The current maintenance schedule was discussed and no changes were considered necessary. As the court ages, further work may be required. It was decided to review the situation in Spring. |
|  | **Trees**  Large dead tree in car park. Quotes to remove:  Company A: £395 + VAT  Company B: £1200  Company C: £1150 + VAT  **Chris O’Neil proposed that we recommend to full council to go ahead with the quote from Company A, this was seconded by Ian Woodroofe and all were in favour.** |
|  | **Toilet**  Toilet door damaged – cost of new door £89+VAT, £21 for lock and £20 for door plates. £130 total. It was agreed that this was essential routine maintenance and this should be progressed immediately. |
| Margaret Field |  | **Planning Permission**  Advised by Maggie Camp we would need to apply for a deed of release in relation to the covenant. We would need to apply to Cyril Tait O’Callaghan or his successors in title – she advised we would need independent legal advice, and we may need to pay a premium for its release and show good reason.  Lea Dodds has looked at cost of obtaining will to find his successors in title – about £2.  Michael Swift disagreed that we are breaking the covenant. The planning permission provided allows for a recreation ground and it was felt that we should challenge the planning team’ interpretation of recreation. Parish Clerk to speak to planning team and advise on next steps. ` |
| Westhorpe Play area |  | No updates |
| Jubilee Green Play area |  | Possible resurfacing required. Lea Dodds to meet George Rowland and discuss options. |
| Spring Close |  | **Accessible entrance:**  7 bags of cold tar, £7 each - £49 for fixing accessible entrance. This can progress as routine maintenance |
| Grass and Hedge Cutting |  | Hedge cutting completed. New information being put together for retender as it’s out of date. |
| Bus Shelters |  | **Repairing Bus Shelters:**  Green paint for all £279.51  Aluminium: £16.16 x 3 per replacement sheet, 6 replacement sheets= £291  Perspex sheets x 6: £73+ VAT+ £438  (Ness rd., Toyse Lane, North St, The Causeway, High St)  **Total cost for maintenance= £1009**  **Liz Swift proposed this cost should be submitted to full council for approval, Linda Kitching seconded the proposal and all were in favour.**  The Parish Clerk noted only £300 in budget this year for Bus Shelters |

**A&E/291024/05 Weed Control/Strategy for Pesticide use**

It has been confirmed that we are back on the schedule however Burwell is not currently showing online. The Parish Clerk is following up to ensure we have been added.

Lea Dodds continues to research alternatives to the current approach and has written to our twin town in France to find out what they do.

Highways haven’t provided a financial credit from our withdrawal from the Spring Treatment. – Parish Clerk to follow up.

**A&E/291024/06 Community gritting scheme application (additional information c)**

Paul Webb, George Rowland and Katherine Hyett have volunteered.

**A&E/291024/07 Bins (additional information d)**

**We have had two requests:**

One for an additional bin (or bin to be moved) to the corner of First Drove.

One for dog bins at Spring Close and whether these can be sponsored.

It was decided that there are sufficient bins at Spring Close.

Liz Swift proposed that there should be a bin on the corner of First Drove, Jim Perry seconded this. Parish Clerk to look at whether it would be viable to move a bin or a new one to be purchased.

**A&E/291024/08 CCTV**

Request for CCTV at Westhorpe due to anti-social behaviour.

This was considered and refused due to cost and electricity access.

**A&E/291024/10 Any other urgent matters**

No matters were raised.

**A&E/291024/11** **Date of the next meeting 17 December 2024**

**Meeting closed 20.55**

**Signed Dated**

**Additional Information**

1. **GMH Phase 2**

Revised plans attached – sent separately

**Next steps/Feedback from Jeremy Lander:**

* + 1. Quote received for a Quantity Surveyor:
    2. Preparation of a cost plan for an extension and associated works to the memorial hall £750.00 We have assumed no site visit or ‘in person’ meetings will be required
    3. He doesn’t believe we can have an entrance and exit on one side.  It would need to be at least 6m wide and with the necessity for 2-way traffic all around the building. Turning head at the SW corner would be very tight and not an ideal location right by the entrance. He would also be concerned about fire brigade access. If we retain the existing exit we would need to widen it to give better visibility splay as he think’s was mentioned in the planning approval.
    4. There is also a lot of work involved in getting parking along the sides as proposed by Saunders Boston.  The ground slopes up to the boundary and digging in will not only be expensive but also an issue with neighbouring fences and buildings, also loss of biodiversity.  Really needs thinking about carefully.  Not sure how this was left with Saunders Boston and the planners, or how it was costed. He also asked whether there was any discussion with planners about accessible spaces?
    5. Jeremy feels a new planning application is essential and it would be sensible to apply for a pre-application consultation with ECDC to find out what can be implied, or brought forward, from the previous consent. For that he would need to prepare some more information and a design and access statement- that would incur 20% of the total 10% fee advised in his 25th January letter, less the cost of the feasibility.

1. **Tennis courts complaint**

As a parishioner and regular user of the beautiful tennis courts (which incidentally I constructed while a director of Cambridge Courts) I am dismayed at the poor condition the surface has become due entirely to the lack of proper maintenance. When handed over our "Court care guide" specifically proposed the type of moss and weed treatments required and whilst the grounds staff have occasionally swept up, black mould has been allowed to develop, making the surface far more slippery than designed.

I've previously brought this to the clerk's attention and quoted for a thorough one off clean and six monthly visits to spray for weeds and moss, but was told that your staff were on top of the situation. Recently Cambridge Courts also contacted the clerk with similar result. I regret this supposed maintenance schedule is far from evident and the life expectancy of the surface as well as the grip is being compromised unnecessarily. I note the area is now being hired to a netball team who actually demand more grip than tennis players and fear for a fall. I'd encourage PC to re-visit the courts and take advantage of the autumn climate to attend to the required maintenance.

**Parish Council office checks and maintenance**

It is checked for safety weekly, we have recently filled some holes and we have spoken to the Netball team, as recently as this summer, to see if they are happy with the surface which they are.

Maintenance – we jet wash when required but probably 3 times a year. We treat for mould in spring and autumn, as recommended (we have changed to a more effective product than the one recommended originally – Q-Clear, which is recommended for tennis courts) and it is sprayed regularly for weeds. Through the autumn we clear for leaves and debris. We have filled small potholes – these don’t colour match but are safe and are cost effective.

1. **This is a request for winter volunteers for this winter season 2024 - 2025.**

This is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council decides on specific routes in their area which are important to the local community and agrees them with the county council.   **If you are a parish or town council looking to join the scheme, please send your completed form by 31st October 2024.**  The end of October deadline is to ensure we can order any equipment your volunteers will need. We will need a form for each of your volunteers, including those who have volunteered before.  The form is required annually ensure our health and safety standards are being met.   
[**http://cambridgeshire-self.achieveservice.com/service/Community\_gritting\_registration\_form**](http://cambridgeshire-self.achieveservice.com/service/Community_gritting_registration_form)

For further information:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

1. **Bins:**

Information received:

1. Tell me whether there is a map of current litter and/or dog bins in Burwell? *We do not have a map, but please find attached a list of bins in Burwell that we keep using for our records.*
2. How we go about applying for an extra litter bin and whether there is any cost? (for the actual bin and litter collection) *Litter bins are purchased/emptied from us for installation on the highways. They fall under your responsibility if on parish land.*
3. *Dog bins are purchased by the parish and installed/emptied from us on the highways (in adopted areas of course). We currently do not charge parishes for dog/litter bin empties. All requests need to be placed via Customer Services.*
4. Are we able to apply to have a current litter bin moved? Yes, depending on circumstances (e.g. low usage, better location, obstruction/risks). *Bin relocation is considered so to optimise resources, as well as the proximity of other bins when a new bin is requested.*
5. Have you come across businesses sponsoring dog bins before and do the Parish Council pay for these to be emptied? – any info on dog bins appreciated. *No. I think it would be a good idea*

For info only, the litter bin model in use across the district is  <https://uk.glasdon.com/litter-bins/outdoor-litter-bins/glasdon-jubilee-tm-110-litter-bin>