

Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting of 27.6.2023 7.30 pm held at The Gardiner Memorial Hall

Present: Lea Dodds (Chair), Paul Webb, Sara Phipps, Gus Jones, Linda Kitching, Jim Perry, Clive Leach, Ian Woodroofe.

A&E/27062023/01 Apologies for absences and Declarations of Interests

Apologies for absence had been received from Liz Swift, Michael Swift, and Geraldine Tate.

No interests were declared.

A&E/27062023/02 Election of Chair and Vice Chair

Paul Webb proposed Lea Dodds as Chair, seconded by Clive Leach. With no other nominations, Lea Dodds was elected as Chair. Lea Dodds gave thanks to Joan Lonsdale who had been Chair of the group until she stood down at the recent elections. Clive Leach nominated Sara Phipps as Vice Chair, seconded by Paul Webb. As there were no further nominations, Sara Phipps was elected as Vice Chair.

A&E/27062023/03 Approval of the minutes of the meeting held on 25th April 2023

The minutes of the meeting held on 25th April 2023 were approved. Proposed by Paul Webb.

A&E/27062023/04 Consideration of Action Sheet items and updates from minutes

The following updates were noted:

Project	
GMH refurbishment Phase One	<p>Snagging Meeting held 6.6.23 Cadman's (2), Paul Mills (Varsity) Debbie Cawley, Yvonne Rix, Liz Swift, Paul Webb, and Geraldine Tate present:</p> <p>Following items were noted at the meeting, with some items having now been dealt with:</p> <p>Cracks in walls – now dealt with by Cadman's</p> <p>Uneven wooden planks on stage and steps – being dealt with.</p> <p>Window catches – concern two have already broken - Cadman's to provide details of the supplier.</p> <p>Sink loose in two toilets – Cadman's to address.</p> <p>Blocking drain disabled toilet - Cadman's and Varsity to look at the original working drawings/plans to check that the pipe work has been installed as stated.</p> <p>Broken pipe clips main hall – repaired.</p> <p>Cil – Refreshment area. Varsity/Cadman's to look at spec.</p> <p>ASHP Wooden surround, short nails – Cadman's to resolve.</p> <p>Incorrect items/titles in handover file</p> <p>Error code on heating monitor – unable to clear but system appears to be working okay.</p> <p>Dimmer light – Paul Mills to check specification. Quotation to change the light control switch if the one specified has been fitted.</p> <p>Stage nosing – Cadman's to sort</p> <p>Loose sockets – Cadmans to fix.</p> <p>Old paint work bleeding through new rear of stage -cost would be down to the PC to sort out. Paul Webb to check the contract. If it specifies "re-decoration of hall" we will expect the contractor to do the work.</p> <p>The Clerk reported that the error code on the heating monitor has now been looked at by Mitsubishi. Apparently one of the units in the air source heat pump needs to be</p>

replaced. The new part has arrived, and Mitsubishi is due to schedule a time for the part to be fitted. Members of the group agreed that Mitsubishi should honour a new warranty for the entire air source heat pump for 12 months following the installation of the replacement part.

The group agreed that the light control unit still needed to be sorted. Paul Webb expressed that the need for the lights to be suitable for a full cinema experience had been stated. Paul Webb agreed to look through his paperwork for confirmation of this.

Ian Woodroffe asked about the covers for the heating control units to prevent hirers from trying to change settings. The unit in the main hall may need to be left uncovered as hirers may need to use this to boost the heating. A cover for both the control units to be sourced and fitted.

Actual data for energy usage to be analysed against the model provided by Sharman and Grimwade. This should be carried out over a period of 6 months from when the replacement air source heat pump part has been fitted (approx. end of December). Clerk to circulate to the group the document containing the model produced by Sharman and Grimwade.

There are still issues for AED to sort out such as the light bar dropping, amendments to curtains, stage spotlight, difficulties with using the plug sockets rear control box. The Clerk had last emailed AED on 13th June.

It was noted that Delta T Devices had issues using the audio-visual equipment and that it may be useful for Delta T Devices Technical Officer to attend a further meeting with the Council and AED.

The following items are coming up for an annual service and the Clerk asked for permission to obtain quotations. Clive Leach and Ian Woodroffe to provide the Clerk with companies who are qualified to service the Air Source Heat Pump.

Lift – Although previously agreed not to enter into a service plan with Stannah Lifts, there is a health and safety requirement to have the lift serviced if lift is used once a year by a disabled person. **The following recommendation to be made to Full Council – That the Council purchases the Basic Plan which includes 4 services per year at a cost of £280.00 per year.**

The serving hatch shutters should also be serviced as they are automatically activated should a fire occur. The annual cost for servicing by the Syston Doors is £250.00. **The Group recommends to Full Council that Syston Doors is asked to carry out the annual services for the shutters at Gardiner Memorial Hall.**

Consideration should also be given to having the shutters at Mandeville Hall serviced. This item then led to a general discussion of fire precautions. Paul Webb offered to check the contractor's obligations re fire planning documentation.

GMH Exit	<p>Initial report received from Andrew Firebrace. Enquiry then made to Andrew Firebrace for a cost to do detailed design for alterations. Unfortunately there has been no reply from Andrew Firebrace. The Clerk has emailed them again and has also asked if they could recommend anyone else if they are unable to carry out the work. The Clerk will go back to Varsity to see if they could recommend another company. The Clerk will also approach Mead Construction to see if they are able to carry out this type of work. It was noted that at this point in time there is nothing in the budget for this project.</p>
Grass Cutting Contract	<p>1.General Update The Clerk reported that the weather had caused issues with the first few cuts of the verges.</p> <p>2.Draft Contract preparation work The Clerk gave a rough timeline for putting together the new grass cutting contract. The timeline is as follows: <u>Timeline</u> – Contract to Council 12.12.2023. Advertise January to mid-February. Considered by A&E date to be confirmed. Then Full Council 27.2.23 to confirm appointment of contractor.</p> <p><u>Verges</u> – The group needs to start making some decisions regarding the grass cutting of verges in future years. The Council could if it wishes, hand back the responsibility of the verges to the County Council. We are paid £1903 pa by the County Council to cut the verges. It costs the Council £2630.00 pa. The County Council will cut the grass three times per year. 1st cut April or June dependant on the weather, 2nd cut July/August and final cut Sept/October. They must be made aware of any areas where daffodils/wildflowers exist (plans required) and these areas will be left for them to grow as long as they are not causing a visibility issue. Paul Webb felt that the verge cutting should be handed back to the County Council. Prior to making a final recommendation to Full Council it would be useful to have a copy of the County Council’s schedule/specification for the cutting of verges. The Clerk to try to obtain. If Council decides not to hand back the verges then consideration should be given to having a separate contract for the verges.</p> <p><u>No Mow May</u> The group considered the No Mow May Scheme and agreed the following recommendation to Full Council: That the Council adopts the NO MOW MAY policy where it is safe to do so. This may not be an option for areas cut by George such as the front of the Cemetery, play areas etc due to health and safety.</p>

A&E/27062023/05 Recreation Ground damaged fencing panels

Some of the fence panels at the Recreation Ground are damaged. The Clerk was asked to obtain some quotations to get the panels replaced or repaired.

A&E/27062023/06 Skate Park Maintenance

A quotation has been received from Clark and Kent who constructed the skate part. They would expect the work required to take two days and their day rate is £1425.00 plus VAT per day. Max Jamieson Shredder Skate School has also stated that some work needs to be carried out on the skate park and has recommended Opus to carry out the work. The Clerk to ask Opus for a quote.

Max is also saying that one of the lights is not working (thought it was Two). George met with Drakes to look at this and Drakes should be sending us a quotation to replace the bulbs. The Clerk to chase. It was also questioned if the existing bulbs/lamps are still within the guarantee period.

Max would also like a sign put up asking young children to stop throwing stones on to the ramps. George regularly sweeps the ramps to keep them clear of stones. It was general feeling that a sign would not prevent the stones being thrown onto the skate park.

The groundwork around the skate park edges is dropping due to water running down the sides and children digging away at the dirt. This is causing the skatepark foundations to be revealed which Max believes could be a hazard. He suggests that matting is installed beneath any additional soil that is added. Opus and Clark & Kent to be asked to provide a price to rebuild the slopes including the rubber protection matting.

We have also been made aware that there is some broken glass which has become bedded in the ground within the matted areas under the gym equipment. George has cleared as much as possible. A notice has been placed to make people aware on the Facebook Community Page.

A&E/27062023/07 Consideration of tree work recommended by Kevin Drane for Kingfisher Drive Amenity Area

Kevin Drane has recommended work to three trees which are preventing light to several houses adjacent to the Kingfisher Drive Amenity Area. The Clerk was asked to obtain some quotations for the work to be carried out.

A&E/27062023/08 Mandeville Hall dividing door

The Clerk reported that the Maintenance Officer has done a temporary fix of the door, it is operational, but not a long term solution. Toby (the contractor) carrying out work at the pavilion has taken a look but is finding it difficult to find a suitable door that runs on both a top and bottom track. This is mainly due to his suppliers not wishing to quote for the products required as it is a commercial property not a residential property. Toby has suggested a company that may be able to help. The link to their website

<https://www.spaziofoldingdoors.co.uk/commercial-doors/>

The Clerk has no idea of costs, but Toby did say that they may need a steel lintel which we do not have. The original contractor Salmon's are not interested in doing the work but have provided original door and system details which I have passed on to Toby. The Clerk was asked to obtain a quotation from Spazio Folding Doors.

A&E/27062023/09 Annual Tree Inspection

The Clerk reported that she had tried to contact EWP who carried out the work last year. There was no response by either email or phone. Having looked at information with Companies House, it looks like he is no longer in business. Last year the fee charged was £1661 plus VAT. The Clerk continued to report that she had gone back to the other

companies who quoted last year and asked for a revised quotation. The quotes received are as follows: TMA £3924.81 and Ligma £2608 plus VAT.

Eastern Tree Surgery who also carry out the annual inspections have also said that they would provide a quotation. Another option could be investigated further is East Cambs District Council. One of their trading companies carry out annual inspections. The Clerk was asked to discuss further with East Cambs and report back to the next meeting.

A&E/27062023/10 Parking at Mandeville Hall

There has been an issue again with parking at Mandeville Hall when there are cricket matches being played. The Cricket Club users can take up the majority of the spaces leaving only a few, if not any for our hirers. The Clerk reported that complaints have been received about this from some of our hirers. Through the lease the cricket club has the use of 10 plus one disabled bay down the side of the hall. We also received a letter from Burwell and Bottisham Photographic Club as when they held their exhibition this year there were no spaces available for their visitors to park. The Photographic Club was looking to move their monthly Meetings to Mandeville Hall, but because of the issue with parking they no longer intend to do so. This has lost the Council around £544.50 income per year. A meeting to be arranged with the Chair and Secretary in the next week or two to discuss.

A&E/27062023/11 CCTV Recreation Ground

CCTV at the Recreation Ground is currently not working. The Group agreed that the installer should be asked to come out and check the equipment. It was agreed that this should not be done until work at the pavilion has been completed as the equipment may fail again should the contractors need to turn the power off again.

A&E/27062023/12 Hatley Drive Amenity Area Boundary

Several Councillors, the Maintenance Officer and the Clerk visited the site in June following a letter received from the property owner of 7 Hythe Close. The fence erected by the owner of 31 Hatley Drive was noted. At this stage it was agreed that there was no need to instruct a Land Surveyor to carry out a survey. The owner of 31 Hatley Drive to be asked to cut out a small access point in the fence he erected for hedgehogs and other small animals. Native hedging could be planted along the riverbank. Paul Webb proposed, seconded by Lea Dodds, with all members of the Group in favour that the Council should not become involved with this ongoing dispute. Clerk to reply to both parties.

A7E/27062023/13 Any Other Business

There was no further business.

A&E/27062023/14 Date of the next meeting – 29th August 2023.

Lea Dodds gave his apologies for this meeting.

The meeting closed at 9.10 pm.

Signed

Dated