

Burwell Parish Council  
Asset and Environment Group  
Meeting of 20.12.22 7.30 pm at The Jubilee Reading Room

Minutes

Present: Joan Lonsdale (Chair), Lea Dodds, Jim Perry, Liz swift, Michael Swift, Geraldine Tate, Hazel Williams, and Ian Woodroofe.

A&E/201222/01 Apologies for absences and Declarations of Interests

Apologies for absence had been received from Gus Jones, Derek Reader, and Paul Webb. There were no declarations of interests.

A&E/201222/02 Approval of the minutes of the meeting held on 25<sup>th</sup> October 2022.

The minutes of the meeting held on 25<sup>th</sup> October were approved and signed as a true and accurate record of the meeting. Proposed by Liz Swift and seconded by Lea Dodds.

A&E/201222/03 Consideration of Action Sheet items and updates from minutes

Project	
GMH refurbishment	<p>The Clerk reported that the final account for the project from Cadnam's had been received by Paul Mills (Varsity). Paul Mills has gone back to Cadman's stating that this is too high at £477000 and that it should be in the region of £450000. He awaits a response from Cadnam's. Delays and issues should be used to contest the final account figure. It is still felt that something should have been said by the professional's employed for the project about the non-compliant entrance to the small hall. In future the original hall door at the front of the building should be open for all bookings and used as the main entrance. Signs directing hirers to this entrance need to be installed.</p> <p>Training is being arranged for the use of the heating system and heat pump. It was suggested that two sessions should be held, if possible, one for staff and one for Councillors. Blackout blinds for the Velux windows are not available. This needs to be raised at the meeting with Varsity. Some feel that total blackout blinds are not necessary. Some issues such as the repainting of the servery ledge and the stage nosing will be dealt with when the 12-month defects work is done. Ian Woodroofe to look at the original specification for the dimmable light control to see if what has been installed meets the specification. Matters relating to the Audio-Visual equipment still to be raised with AED.</p> <p>The Clerk to find out if Cadman's have had the opportunity to look at the roof leak yet (this does not form part of Cadman's contract).</p>

A&E/201222/04 Wild Burwell Grass Cutting Proposal

The Grass Cutting Contractor has now looked through the proposal from Wild Burwell. He is willing to accommodate much of the proposal into the work he does. There are

some changes to his charges and the proposal for the verges will not see any change to the cost per cut. He is prepared to collect the grass, but not remove from the sites. Not all verges will be suitable for cutting in line with the proposal and it was agreed that the Contractor should exercise judgement using his expertise and knowledge in deciding which verges can be cut in line with the proposal and which should not. The overall cost for cutting in line with the proposal is higher but not to the extent that it becomes an issue for Council. The group continued to discuss the composting bays and agreed that one bay should be situated at the rear of the Cemetery, one close to the Community Garden at the Recreation Ground and several bays in Priory Meadow.

The group makes the following recommendation to Full Council.

**The Asset and Environment Group recommends to Full Council that the proposal from Wild Burwell for grass cutting in the village is adopted. However, in relation to the verges, which may not all be suitable, the Contractor to exercise judgement using his expertise and experience as to which verges in the village should be cut in line with the proposal and which should not. Composting bins should be erected as follows:**

**1no. at the rear of the Cemetery consisting of 1 bay**

**1no. as part of the Community Garden at the Recreation Ground consisting of 1 bay**

**1no. in Priory Meadow consisting of several bays.**

A&E/201222/05 GMH – External Lighting - Consideration of quotations

Three quotations had been requested and two returned to provide additional external lighting to the rear of the Gardiner Memorial Hall. The quotations received are for two different types of light and it was suggested that the specifications for the lights quoted for should be obtained before a decision is made. It was noted however that when the phase 2 extension is built then the additional light would no longer be required. The following recommendation to Full Council was therefore agreed:

**The Asset and Environment Working Group recommends to Full Council that the quotation from Barnwell Electrical to install additional lighting to the rear of the Gardiner Memorial Hall in the sum of £375.00 plus VAT.**

The Clerk was asked to find out when the lighting and fencing at the Recreation Ground is due to be carried out.

A&E/201222/06 Margaret Field – Ditch

Margaret Field is exceptionally wet, and it has been suggested that if the original ditch in the verge outside of the hedge is reinstated, drainage would improve. The ditch was filled in when the second entrance gate was installed when many car boot sales were being held on the field. This gate has not been used for a number of years and the entrance is currently blocked with concrete boulders. The Clerk was asked to obtain some quotes to get the ditch reinstated.

A&E/201222/07 Cemetery

Collapsed Hedging along the rear side of the Cemetery (Baker Drive) – Consideration of quotations for replacement hedge

This item will be discussed at the next meeting when all quotations have been received.

A&E/201222/08 Trees – Mingay Park (Cricket Ground)

An email has been received from some residents in Reach Road regarding trees overhanging their gardens from Mingay Park. The Clerk was asked to contact the ECDC Tree Officer, Kevin Drane and ask if it would be possible for him to take a look at the trees and advise on any required work.

A&E/201222/09 Disabled access - Spring Close

A letter has been received from a resident about possible disabled access to Spring Close. The group considered the request and felt that the best location where something could easily be done is near the kissing gate at the entrance where the unmade up Spring Close road joins the made-up section of the road. The Maintenance Officer to look if there are any feasible options. The Clerk to respond to the letter from the resident.

#### A&E/201222/10 Allotments

##### Pond

A group of allotment holders have created a pond on an area within their adjoining plots unsuitable for cultivation. The allotment holders have provided information on how the pond was constructed and what they intend to use it for. They also intend to have a fence around the pond. Having read the information provided, the group agreed that the pond could remain, but the allotment holders should provide the Council with a risk assessment. Should any or all of the group of allotment holders give up their allotments, the pond will need to be removed.

#### CCTV/Signs/Allotment Security/Bees – Response from BAGS

An email from BAGS in response to the working groups comments to the requests made from BAGS at the last meeting was noted. It was reported that the padlocks on the gates are often not properly locked. The allotment holders need to be reminded of the need to lock the padlocks.

#### Junior Section of the Society DBS Request

BAGS has asked if it is possible for the DBS application for Joshua Sward could be done through the Parish Council. This is possible as the Council has been told by Lizzy Wales, she is able to do them on our behalf. The Clerk to ask if BAGS require any others to be done for those who are working with the Junior Section.

#### Soil erosion – Newmarket Road entrance

The Hedge Cutting Contractor has raised concern over the years that he is finding it increasingly difficult to cut the hedge on the right-hand side of the entrance to the allotments from Newmarket Road due the erosion of the soil on the edge of our property. He believes that the erosion is being made worse by vehicles using this entrance to access the allotments. The Maintenance Officer to be asked to look at the issue and advise. The entrance will need to be closed for vehicle access and the hedge left uncut. Pedestrian access can remain. The neighbouring properties need to be made aware of the situation.

#### General Skip for allotment holders

At the previous Assets and Environment Meeting it was agreed that a skip would be provided for the allotment holders once a year. BAGS has suggested that this is arranged for the Spring bank holiday. This should be possible as long as the ground is not too wet making it not possible for the skip lorry to access the site.

#### A&E/201222/11 Any Other Business

There were no other matters to be discussed.

#### A&E/201222/12 Date of the next meeting

The next meeting will be held on 28<sup>th</sup> February 2023.

The meeting closed at 8.40 pm

Signed

Dated