

Burwell Parish Council

Asset and Environment Group

Minutes of the Meeting of 31.10.2023 7.30 pm at The Gardiner Memorial Hall

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

A&E/31102023/01 Apologies for absences and Declarations of Interests

An apology for absence had been received from Chris O'Neill.

A&E/31102023/02 Approval of the minutes of the meeting held on 5th September 2023

The minutes of the meeting held on 5th September 2023 were approved as a true and correct record. Proposed by Paul Webb and seconded by Liz Swift.

A&E/31102023/03 Non-Agenda updates from the previous meeting:

The following updates were noted:

Work to trees – 30 Hatley Drive

Kevin Drane has suggested work that should be carried out including felling one tree. As these trees are in a Conservation Area the Clerk has to ask ECDC for permission to carry out the work suggested. This item will be brought back to Council for consideration once the outcome of the application has been received.

Mandeville Hall – Dividing door

Nothing further has been received from Right Price Windows. A possible funding opportunity has arisen through the ECDC Growth and Infrastructure Fund for a replacement door which will sound-proof the rooms more efficiently. The Clerk is in the process of compiling the application.

Tennis Courts – Cleaning

The Maintenance Officer now has the brush for the power washer and has cleaned the court. The outcome has been good, but the Maintenance Officer has said that excessive cleaning using the machine is likely to remove the paint markings on the court. A vote of thanks was agreed for the Maintenance Officer.

Fire damaged hedge – Margaret Field

Martin O'Leary has taken a look at the burnt area of hedge and has suggested that as there is already some natural regeneration at the base of the burnt area, that the original hedge should be left to naturally regenerate.

He also looked at the area south of the gate. Growth is not as vigorous as it is in the shade of the overhanging beech trees. He does not think that there is any room for further planting as the area in front of that section of hedge has been churned up by vehicles. There is a very narrow and shallow ditch between the hedge and verge in which there is plentiful sapling growth. If the saplings are allowed to grow it would thicken the existing hedge. It was agreed to allow the plants time to regenerate.

Dogs on lead signs – Recreation Ground

It was noted that large red 'Dogs Must be Kept on Leads' signs have now been erected at the Recreation Ground.

Tree on Pound Hill

Burwell Belles WI Group in conjunction with funding from Manchetts intend to plant a non-fruit bearing crab apple tree on Pound Hill to replace the tree that had to be felled. The group are intending to celebrate the planting in some way.

Willow Tree Priory Meadow

Kevin Drane has advised that the failed branch on the tree is removed and if the area is in regular use by the public to consider getting the tree pollarded to a suitable height or to fence off the area to allow the tree to develop naturally without risk of causing harm

to the public. He also suggested that it may be wise for the Council to consider having all of its trees inspected. To be discussed later in the meeting.

Youth Shelter Painting and possible tarmacking (plus path from Community Garden to Skate Park)

The Clerk reported that she has asked Meads for a quotation to carry out the tarmacking. The Maintenance Officer would be able to paint the shelter.

A&E/31102023/04 Consideration of Action Sheet items

Project	
GMH refurbishment Phase One	The Clerk reported that she has emailed Darren at AED on 18 th October and is awaiting a response.
GMH Exit	A meeting with Meads has been arranged for 7 th November 2023. The following response has been received and noted from Highways about the option of swapping the entrance and exit at the hall. Highways J Broder- <i>The entrance/exit to the Gardiner Memorial Hall: my only comment would be regarding the decreased width of what is now the exit, this may cause issues for vehicles turning left into the hall. I believe that unless this is widened then vehicles may pull into the opposite lane to make the turn.</i>
Grass Cutting Contract	It was agreed that a separate meeting needs to be convened to discuss the way forward with the grass cutting contract. The Clerk reported that she had spoken with the grass cutting contractor and he has informed her that they may not be continuing to cut parish grass in the future. He may be willing to carry out the hay cut at Pauline's Swamp and Spring Close but was not prepared to remove any arisings from site. It was suggested that the Clerk should ask other similar sized parish councils who they use to cut their grass. Wild Burwell may also be able to suggest local contractors. Returning the responsibility for the verges to the County Council would be an economical saving, but including the cutting of verges within the crontact could be a better package.

A&E/31102023/04a Potential Water Leak at the Cemetery

We have been informed by Anglian Water that we may potentially have a water leak at the Cemetery. It is thought that the leak could be underground som where between the meter on the footpath and the stopcock at the Cemetery Shed. Trying to locate the leak(s) will be very expensive. The Clerk having had a discussion with the Maintenance Officer, suggested that the tap could be relocated just inside the cemetery gate, making it considerably cheaper to replace the water pipe from the meter. This was considered to be a sensible idea and the Clerk was asked to get some quotations to have the work carried out.

A&E/31102023/05 Hatley Drive Amenity Area Boundary

Further information as requested had been provided by the resident of Hythe Close.

Having considered the information, the group makes the following recommendations to Full Council:

That a legal letter is sent to the owners of 31 Hatley Drive requesting that the fence they erected on parish council land is removed.

That the offer made by the owner of 7 Hythe Close to plant bushes etc to reinstate the native hedging along the boundary between 7 Hythe Close and the parish council owned land is accepted.

A&E/31102023/06 Cemetery Hedge (Right Side)

The Clerk has gone back to the two contractors to see if their quotations submitted previously still stand. S R Landscapes has said that their quotation still stands at £4427.72. The quote from S P Landscapes has increased to £9525 plus VAT. Due to concerns with the cost involved with replacing the water pipe at the cemetery, it was agreed that replacing the hedge should be put on hold until next year and some consideration should be given to including the cost within next year's precept.

A&E/31102023/07 Purchase of Christmas Tree

The Group agreed that a recommendation is made to Full Council to purchase a Christmas Tree for Pound Hill up to the cost of £300.00.

The Group recommends to Full Council that a Christmas Tree costing up to £300 is purchased for Pound Hill.

A&E/31102023/08 Skate Park Maintenance – Lights and general repairs

The quotation from JJ Drakes to replace the 2 light bulbs which are not working is £320.55 plus VAT per fitting or if we wished to replace all 4 the cost is £843.26 plus VAT. The Clerk was asked to find out if there is any warranty for the light bulbs. Ian Woodroffe to draft an email regarding technical details for the Clerk to send to JJ Drakes. The Clerk to also check if JJ Drakes were aware that the posts can be lowered for maintenance.

A&E/31102023/09 Wild Burwell – Bird and Bat Boxes

Wild Burwell would like to put up some bird and bat boxes on some of our open spaces such as Spring Close and Margaret Field and would like the Council's permission to do so. It was agreed that Wild Burwell could put up the boxes.

A&E/31102023/10 Mandeville Hall – Consideration of an Induction Loop

A resident has asked if we have an Induction Loop at Mandeville Hall and if we have not, would we consider having one. The group agreed that this could be considered if and when refurbishment work is proposed for the hall.

A&E/31102023/11 Mandeville Hall – Safe access to Mandeville Hall

Lea Dodds explained that he was concerned to see a number of people, including children walking away from the carpark of Mandeville Hall using the main vehicle access and not the small path leading directly on to Reach Road, which has now become very muddy and easily turns into a puddle when wet. The Council had previously looked at providing a proper path either leading on from the vehicle access or where the short path is, but this had been found to be too expensive. It was agreed that the Maintenance

Officer should try to build up the path to prevent puddles forming and possibly putting down some bark.

A&E/31102023/12 Water Pipes in Roof – Pavilion – Frost Protection

The Clerk reported that there is 30 cm of insulation in the roof limiting the amount of piping left uncovered. The Maintenance Officer has been asked to insulate any open pipework with a suitable tape. There has also been a further leak at the Pavilion, which is believed to have occurred due to the excess pressure being released via the pressure release valve and the water released being unable to escape. The overflow pipe to be checked to ensure that there are no obstructions. It had also been noticed that the temperature gauge has been set for 90 degrees and this was deemed to be too high and should be altered to a lower temperature.

A&E/31102023/13 Consideration of contracts for the shutters at Gardiner Memorial Hall and the automatic door at the Jubilee Reading Room

A quotation to carry out annual check to the shutters at the Gardiner Memorial Hall in August 2024 has been received from Syston Doors in the sum of £255.00 plus VAT. The annual contract for the maintenance of the automatic door at the Jubilee Reading Room by Dormakaba is due for renewal at a cost of £221.00 plus VAT.

The Group agreed to recommend to Full Council that both should be accepted.

The Group recommends to Full Council that both the Syston Doors Contract for the shutters at Gardiner Memorial Hall in the sum of £255.00 plus VAT and the Dormakaba Contract for the automatic door at the Jubilee Reading Room in the sum of £221.00 plus VAT should be accepted.

A&E/31102023/14 Annual Tree Inspections

The Clerk had been asked at the previous meeting to find out how often a professional inspection of trees should be carried out. The following is the advice received:

Advice from Kevin Drane ECDC

“ A period of 4 years would be the maximum but some trees may require more regular inspections due to their targets, age, condition or weather events, a quality inspection should include a recommendation for when each tree should be re-inspected sometimes a whole area will be identified for more regular inspections if the site usage and condition/age of trees make it a higher risk area, an example would be trees near a children’s play area which if mature would be expected to require more regular inspections due to the high usage of the site by less risk aware persons.”

Eastern Tree Surgery has also provided us with a ball-park quotation to carry out a survey. This, like the one by East Cambs Trading Company, checks all trees but only reports back on those needing attention. It may be worth having a discussion with Eastern Tree Surgery (who suggested at least every three years).

The group noted that the previous inspection had been carried out in February 2022. The Clerk agreed to send out the reports from the inspection again and for group members to look through the reports.

A&E/31102023/15 Recreation Ground damaged fencing panels – Consideration of quotation received/funding availability

There is only £500 allocated in the budget for Miscellaneous and Maintenance (non pitch) work.

Cost of the repairs/panels:

One Panel supply only £277.20

Five Panels supply only £690.00

Installation by Arbus £325.00

As the budget is very limited it was agreed that any replacement work should be deferred until next year.

A&E/31102023/16 Skate Park Repairs

The Clerk had previously provided the following details to the group:

Quotation received from Clark and Kent Contractors -estimate two days' work at around £1425.00 plus VAT per day.

Contractor suggested by Max Jamieson Ryan Alcock – emailed twice with no response.

Other contractors emailed gave the following responses:

Evolution Skate Parks

Many thanks for your valued enquiry.

Whilst we do offer an extensive and comprehensive repair service, it does not extend to those facilities constructed from concrete I'm afraid.

The fact of the matter is that they are inherently difficult to repair with any certainty of durability and longevity. As a professional company, we have to be confident that we can stand by our workmanship in both these areas.

Taking on this type of work is accepting responsibility for a successful outcome, which is not always guaranteed I'm afraid to say.

My advice would be to contact a concrete specialist, or the original construction company. We hear all too often that the latter are less than interested for possibly the same reasons as us.

I do apologise for the rather negative response. I wish I could help!

I do of course wish you luck in your quest.

Axo Leisure

Hi Yvonne,

Unfortunately, we don't deal in concrete Skate parks, only steel framed ramps, so we are unable to offer a quotation at this time

Maverick Industries

Regretfully we are too busy to take on repairs on our competitor's parks at the moment. It may help to know that the repairs are simple enough for anyone with basic DIY skills to deal with – if you have a general builder locally this would be your most economical option. The key to effecting successful repairs on the concrete is to ensure that all the debris is cleared out thoroughly before filling, and that the repair area is bone dry. You can use a variety of different materials for filling – we favour Renderoc for most repairs but also use a Chemfix resin when needed. So long as the repairs are trowelled smooth that's all there is to it!

You certainly shouldn't be thinking about having the park polished – it's not very old at all and polishing isn't necessarily a great idea as you'll be effectively degrading the surface further and creating a very slippery riding surface.

If you are not able to find a local builder to take the work on, you could try Chaz

Hampson on 07768 212896 or email him the photos at

chesmetalwork@hotmail.com. Chaz does maintenance on many skateparks across the country and we are happy to recommend him.

Hope this is helpful.

Whilst there are a number of companies showing up on google when you type in Concrete Skate Park Maintenance, a lot are based in the USA or Australia. If you add East Anglia to the search, it is only Clark and Kent and a company called Safe Play that come up. I have contacted Safe Play, they were not initially sure if they would quote for work in Cambridgeshire and asked for photos etc, which I have sent to them. Still waiting for a reply.

The Group discussed options given and agreed that Chaz Hampson should be asked to provide a quotation to carry out the repairs. The skate park is well used and needs to be safe and maintained.

A&E/31102023/17 USA Flight Path (Jim Perry)

Jim Perry informed Council that he was concerned about recent USA Airforce flight movements over Burwell and informed the group that a number of years ago an agreement had been made with the Lakenheath base that the flight path would not directly be over Burwell. It was suggested that Jim Perry could write to the local MP regarding his concerns. The Chair asked members of the group to vote on whether or not this matter should be taken further. With the majority voting against taking further action, no further consideration was given to the matter.

A&E/31102023/18 Any other urgent matters

There were no urgent matters to discuss.

A&E/31102023/19 Date of the next meeting – 19th December 2023

The next meeting is due to be held on 19th December 2023.

The meeting finished at 9.10 pm.

Signed

Dated