

The Brow - Technical Team

Monthly Report No.1

Report No.	01	Author:	Malcolm Perrin
		Date:	11DEC23

Circulation:	<p>All members of the Technical Team plus...</p> <p>Chair for KLTC; Clerk for KLTC Kevin Price (KP):</p>
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Aims and Objective:	<p>Kirkby Lonsdale Town Council (KLTC) have set up a Technical Team to review existing technical documentation in its possession, with the aim of re-opening The Brow footpath using a cost-effective approach that is low risk and safe for Public access.</p> <p>The KLTC Technical Team was officially announced at a monthly KLTC meeting on 08NOV23. The team comprises of the following members, each skilled and experienced in their own special field...</p> <ul style="list-style-type: none"> • <i>Malcolm Perrin (Lead) – Civil Engineer & KL Town Councillor;</i> • <i>Robin Ree – Semi-Retired Engineer & KL Town Councillor;</i> • <i>Mike Marczynski – Industrial Chemist & KL Town Councillor;</i> • <i>Nick Hampson – Civil Engineering & Chartered Surveyor;</i> • <i>John Peel – Retired Construction Director</i> <p>The Team will meet regularly to examine a ‘way forward’ and gather evidence to fill gaps in past reports. The Lead will submit a progress report to the KLTC Chair each month detailing costs, progress and evaluations for the Town Council to approve for development.</p>
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Item	Description	Action	Date for completion
1.	Health, Safety, Environment & Quality (HSEQ):		
a.	<p><u>Statement:</u> All work requested by Kirkby Lonsdale Town Council (KLTC) Technical Team will be planned, managed and monitored in accordance with current Health & Safety legislation, including...</p> <ul style="list-style-type: none"> • <i>Health and Safety at Work Act (HSWA) 1974;</i> • <i>Management of Health and Safety at Work Regulations 1999; and</i> • <i>The Construction (Design and Management) Regulations 2015</i> <p>... to ensure the health, safety and welfare at work of their employees and contractors.</p> <p>All Contractors will be asked to prepare a Risk Assessment and Method Statement (RAMS) for approval by a member of the Technical Team before work can commence on site.</p> <p>RAMS will include...</p> <ul style="list-style-type: none"> • <i>Proof of training for the task;</i> • <i>Current certification for any plant and equipment being used;</i> • <i>Proof of adequate Public Liability insurance.</i> 	NOTE	
b.	<p>Does the Town Council have Directors and Officers insurance...?</p> <p><i>Directors' and officers' liability insurance – also known as D&O insurance – covers the cost of compensation claims made against your business's directors and key managers (officers) for alleged wrongful acts.</i></p>	KP	22DEC23
c.	<p><u>Incidents / Adverse events to date:</u> Locks to The Brow gates were frozen last week when trying to open for the drone survey. They are in poor condition showing signs of corrosion. <i>Action: replace all locks with one single lock attached to a secure chain around the gates.</i></p>	RR	22DEC23
2.	Technical / Engineering:		
a.	<p>Stage 1a – Tree management and vegetation clearance To proceed without delay. Vegetation clearance started in OCT23.</p> <p>Scope of work – number of trees to cut back will be determined with advice from specialist Arboriculturist and Yorkshire Dales National Park Authority (YDNPA). – Steve Hastie. <i>Action: JP to discuss with Steve Hastie 11DEC23</i> Consider any Tree Preservation Orders (TPO).</p> <p>Tenders to be sent out to min. three Tree Surgeons for costs before end of this year.</p> <p>Trees must be cut back before next year's bird nesting season... end of MAR24.</p>	JP RR/JP	11DEC23 12JAN24

b.	<p>Stage 1b. – Survey Monitoring of The Brow</p> <p>Monthly surveys are required for min. 6months to establish any movement in the footpath. Scope of work includes...</p> <ul style="list-style-type: none"> • Level survey required along the footpath for horizontal and vertical movement; • Footpath cracks – to be measured across existing cracks in tarmac; • The Motte stone boundary wall – 3D laser Point Cloud survey for verticality. <p>The Technical Brief was written by NH and sent out to five Surveyors by Town Clerk (KP) for costs.</p> <p>Quotes are due for return by 06DEC23. MP to submit to KLTC for decision.</p> <p>All five quotations now received. Decision to appoint Surveyor at next Council meeting of 13DEC23.</p>	MP	13DEC23
3.	Communication / Request for Information (RFI)		
a.	<p>Ex-Chair (Mike Burchnell) is in possession of ‘hard copy’ folders, photos and Engineering information of The Brow from past construction and reviews.</p> <p><i>Note: MM has requested this information be returned to KLTC at the earliest through Clerk KP.</i></p> <p>It is good practice and recommended that all hard copies of archive material be digitised.</p>	MM/KP	
b.	<p>CAN Geotechnics report from 2016 has come to our attention this week. Was this report considered by Fairhurst...?</p> <p>Also... is there a copy of RG Parkins report on file...?</p>	JP	10DEC23
		JP	22DEC23
c.	<p>Request information from Fairhurst...</p> <ul style="list-style-type: none"> • Reports and surveys for future Pre-Construction Information (PCI); • Borehole logs, trial pit logs, intrusive work on The Brow; • Topographical survey, condition surveys, drawings – all in AutoCAD format. • Data and details of software used in slope stability assessment. 	MP	22DEC23
d.	<p>Request topographical survey drawings and information from D2R Surveyors</p> <p><i>Note: Surveys received in digital .dwg format to assist with drone survey</i></p>	NH	complete
e.	Request costs expended on The Brow to date from Town Clerk Kevin Price.	MM	13DEC23
f.	<p>Request survey data and drawings from past two years.</p> <p><i>Action: NH to contact Commendium to request past survey data.</i></p> <p>Terminate Commendium Ltd services for monitoring The Brow.</p>	NH	15DEC23
		KP	31DEC23
g.	Set up Microsoft SHAREPOINT or DROPBOX to share all information and documents between team members	MP	22DEC23
h.	Open communications with local WFC Councillors Ian Mitchell and Hazel Hodgson to inform and take advice on future contact with WFC.	NOTE	

4.	Programme / Progress		
a.	Drone survey carried out on Friday 01DEC23 with NH and small team. Survey was Free of Charge (FOC). Early results show helpful definition of the slope and footpath for future monitoring for movement. <i>Note: Await download of data and images from NH and team to present to Technical Team for analysis.</i>	NH	10DEC23
b.	Monitoring of The Brow to start JAN24.	NH/MP	DEC23
5.	Commercial		
a.	Tenders have been sent to five Surveyors for ongoing Monitoring of The Brow. Return date is 06DEC23. All costs to be reviewed and a Surveyor selected at next KLTC meeting on 13DEC23.	All	
b.	Tenders to be sent out to three Arboriculturists to quote for cutting and trimming mature trees on The Brow sloping bank.	RR	JAN24
c.	Costs expended on The Brow – to date <i>Action: Talk to Clerk Kevin Price for a clear breakdown of costs spent on The Brow to date.</i>	MM	31DEC23
6.	Legal		
a.	The Title Register and Title Plan was purchased by NH for KLTC. Documents show clear areas of ownership and adjacent land rights.		
b.	Responsibility for ownership and maintenance of the footpath surface and land 150mm below ground level needs clarification. JP will investigate further... KLTC own the land; WFC have liability for maintenance – (the top two spits – 150mm) YDNPA regulate the area – D2R Survey was commissioned by the NPA. <i>Action: NH to discuss issues and responsibilities with known contact Alison Lea, Planning Inspector – specialist in access and rights of way.</i>	JP NH	31DEC23 31DEC23
7.	Stakeholders		
a	St Marys – reply to recent letter sent from M Hibbs requesting a meeting with the Technical Team. How can they help us...? <i>Note: Consider drainage survey and costs, motte boundary wall monitoring for movement, remove timber fence near gazebo.</i> <i>Action: MP to reply to recent Email from Merlin Hibbs requesting a meeting with KLTC Technical Team to see how they may help with future plans. A meeting may be premature at this stage, but St Marys are an important Stakeholder on the Project.</i>	MP	22DEC23
8.	Friends of Save Ruskins View		
a.	The KLTC Technical Team presented a revised strategy to The Friends on 23NOV23 for re-opening The Brow footpath in a more cost-effective manner, to support a more realistic fundraising goal.		

	<p>The justification is to fill gaps displayed in Fairhurst’s ‘Remedial Options Appraisal’ report dated 07AUG23 and provide substantial evidence to demonstrate non-movement of The Brow footpath. This informal presentation was well attended by both groups.</p> <p>The presentation expanded on a Public presentation given on 20OCT23 by focussing on...</p> <ul style="list-style-type: none"> • Stage 1a – Tree management and vegetation clearance - cutting back mature trees on the sloping bank to reduce loading on the Brow slope. To be actioned before next years nesting season... MAR24; and • Stage 1b – Survey Monitoring of The Brow footpath using... <ul style="list-style-type: none"> ○ Level surveys on the footpath to determine any vertical / horizontal movement; ○ Monitoring the width of open cracks in footpath using studs and calliper measurements; and ○ Point cloud survey (3D laser survey) of the stone boundary wall adjacent to the Motte, for verticality. To be actioned immediately for a minimum 6month period. • The Technical Team question why The Brow was closed, ie... <ul style="list-style-type: none"> ○ What evidence is there of a landslip as mentioned in Fairhurst’s Slope Stability report...? ○ What evidence is there of movement along The Brow footpath...?; and ○ What load case was used in the Slope Stability report, ie... using construction traffic in the load case... not public foot traffic loading (a much smaller load case)...? • A full set of slides was sent to all Friends after the meeting... for information only. <p>Malcolm Perrin Technical Team Lead 06DEC23</p> <p>End of document</p>		
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