

**Minutes of Histon & Impington Parish Council Environment Committee**  
**Tuesday 26 August 2014 7.30 p.m**  
**At the Parish Office, New Road, Impington**

**Environment Committee Minutes**

**Membership: 7 + 2 ex-officio**

**Quorum: 3**  
**Appendices: 5**

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Derek Marston (Chairman), John Dunn, Cedric Foster, Pene Nudds, Ruth Moulder Simon Goddard & Dan Mace (HICOP); 1 resident Clerk: Mrs Angela Young	
E14/021	<b>APOLOGIES FOR ABSENCE</b> Cllrs: Denis Payne (personal), David Jenkins (personal), Nick Wood (work)	
E14/022	<b>TO RECEIVE DECLARATIONS OF INTEREST AND DISPENSATIONS</b> <b>To receive</b> declarations of pecuniary interest from Councillors <b>on items on the agenda</b> - <i>none</i> <b>To receive</b> written requests for dispensations for disclosable pecuniary interests (if any) - <i>none received</i> <b>To grant</b> any requests for dispensation as appropriate - <i>none</i>	
E14/023	<b>TO APPROVE MINUTES OF THE MEETING HELD 17 June 2014</b> All <b>agreed</b> to sign as a true record of the meeting	
E14/024 024.1	<b>MATTERS ARISING</b> <u>Action List</u> provided to all ( <b>Appx 1</b> ) Discussion followed: <u>Item 13/41</u> Cllr Jenkins to progress meeting with Hain Daniel urgently <u>14/005.4 Apple Tree at Burial Ground</u> Dan Mace had <b>agreed</b> to prune tree annually. Simple agreement to be drawn up <u>14/014.1 Discharge flap and manhole cover</u> Drainage Task & Finish to consider specification for work now felt to be required on manhole cover. Confirmed flap not required At this point with agreement of Committee Chair brought forward items 28.1, part of 26.1 (HICOP report) and 27.3. Standing Orders were suspended during all items	
E14/025 025.1	<b>ITEMS DEFERRED FROM LAST MEETING</b> <u>Full Council Feedback</u> a) what will the Parish Council do/deliver in the next year? b) How can we engage better with the community? c) What are the challenges? Committee considered paper resulting from April Full Council meeting ( <b>Appx 2</b> ) noting the period of time was 18 months to include next financial year. Discussion on: <u>Crossing Keepers Hut</u> Noted Specified Reserves of £14,585. Cllr Nudds outlined work being carried out and agreed by Committee on windows and door, and undertook to follow up with tradesmen to completion and installation. Additional quotes to be sought for guttering work. Enviro.volunteers co-ordinating trenching work. Aspirations for canopy and platform with power discussed. All felt it was important to promote the use of the hut in the community. Suggestion of stage/platform as a Public Art Project. Moving electricity boxes would be at expense of Parish Council <u>Telephone Box</u> referred to Public Art Working Party. No Environment Committee budget <u>Brook Improvements</u> Noted Specified Reserves of £3,000, County Council fund of some £8,000. <b>Agreed</b> to contact Mike Davies at County Council to request a meeting with Cllrs Marston and Nudds to look for ways forward and opportunities for making up deficit required <u>Allotments/Shared garden Initiative</u> Cllr Moulder undertook to contact the local Gardening Society to gauge interest <u>Development of Activities/Facilities at Manor Field</u> All members felt the land should be left as natural grassland and enjoyed as casual open space. Some tree management and softening on landscape possible, perhaps in coppiced hazel. Possibility of boundary hedge raised. Suggestion for engaging better with the community noted. Committee elected to choose 3 three priority challenges to take forward: - Crossing Keepers Hut	<b>PJN</b>  <b>Public Art WP</b>  <b>DVM/PJN</b>  <b>RM</b>

	<ul style="list-style-type: none"> <li>- Brook Improvements</li> <li>- Sustainability Event follow ups</li> </ul>	
E14/026	<b>TO CONSIDER ENVIRONMENT MEETINGS AND REPORTS</b>	
026.1	<p><u>Clerks Report (Appx 3)</u> Accepted, further discussion on:  <u>Christmas Lights</u> Noted works to deliver Christmas lights for 2014 as previously agreed delegated to Clerk to progress. Noted lack of power at Crossing Keepers Hut curtailed improvements that end of villages  <u>Street Furniture</u> Review to be carried out. Noted residents request for consideration of seat between St Audrey's Close and School Hill, litter bin at car park  <u>HICOP</u> update received in Clerk's Report. Dan Mace and Simon Goddard further updated Committee:</p> <ul style="list-style-type: none"> <li>- Informal paths mowed every 2 weeks, to remain as mowed rather than hard paths</li> <li>- Hedge is establishing</li> <li>- Some fruit this year</li> <li>- Last tranche of trees to be planted February 2015, to form a small close group as seen in early 20<sup>th</sup> Century</li> <li>- Picnic tables regularly used, facilities all respected by users</li> <li>- Mowing self-sufficient this year. Dan Mace continued to liaise with Buchans on that. Parish Council to advise HICOP of grass contract timings for rest of field 2015-16</li> <li>- Copy of recent wildlife survey by the Cambridge Natural History Society to be provided to Parish Council when available. 30 August Maintenance Day and picnic planned. HICOP showed an interest in proposed Sustainability Committee Working Party and membership. Standing Orders re-instated</li> </ul>	
026.2	<p><u>Tree Wardens Report (Appx 3)</u> Accepted. <b>Agreed</b> to write to Andrew Gimmer on his retirement from SCDC as assistant Tree Officer. Noted quote for work on Ash at Burial Ground received. Tree Warden and Clerk delegated to progress as necessary. Recommendations considered:  <u>Replacement trees for those felled in the community.</u> <b>Agreed</b> to officially advise Ian Lorman (SCDC Trees and Landscape Officer) that if residents are prepared to replant when they have to take protected trees out on their property they can do so on Parish Council land but this would be within Parish Council specification and agreement. Noted the maintenance commitment involved  <b>Agreed</b> to draw up a Tree Planting Scheme for Manor Field to include opportunity for third party planting (as above)  <b>Agreed</b> to purchase 1 hornbeam, 4 oak to replace those which had died, cost estimated £250  <b>Deferred</b> decision on whether to grind out stumps at Burial Ground pending quotes to be sought on clearing the boundary</p>	PJN
026.3	<u>Allotment Officers Report (Appx 3)</u> Accepted	
026.4	<u>Public Art Working Party</u> No update	
026.5	<u>Drainage Task &amp; Finish Update</u> Cllr Dunn reported on open meeting held 21 August following recent flooding incidents in Histon & Impington. Anglian Water and County Council representatives had attended. Task & Finish Group to meet early September to draw together information received. County Council had cleared drains as temporary measure, also emptied sewage pipes	
E14/027	<b>TO RECEIVE/APPROVE</b>	
027.1	<u>Budget Report</u> to date ( <b>Appx 4</b> ) Accepted. Noted no areas of concern. Burial Ground income not as high as expected	
027.2	<b>Agreed</b> to disband Christmas Lights Working Party	
027.3	<b>Agreed</b> to form Sustainability Community Working Party (related to Environment Committee but not linked solely to membership of) – Terms of Reference to be drawn up for acceptance at October Full Council. Cllrs Moulder and Marston to draft Term of Reference to be circulated to all for agreement. Suggestion of 2 or 3 clearly identified priority projects, capitalising on work by HICCA e.g. energy monitors still in community ownership and funded by Parish Council. Noted relationship with Neighbourhood Plan work	October agenda
027.4	<u>Homefield Park Railings (Appx 5)</u> Report provided to all and accepted. <b>Agreed</b> to support the launch of a small Working Party to take forward a project and deliver by Spring 2015. Budget to be allocated up to £12,500, suggestion of funding from Specific Reserves fund of £46,614. To be taken to Full Council for agreement September 2014, any changes to budget requirement to be reported to Council as soon as apparent, for further agreement. All members fully supported proposal to install estate style railings	Sept agenda
027.5	<u>Allotment Fee Review</u> All <b>agreed</b> to increase Gatehouse Road fee to £10 per annum from	

027.6 027.7	<p>September 2015. Glebe Way to remain at £10. Additionally <b>agreed</b> to attempt to introduce charge for upkeep of paths and haulageways for 2015-16 season with immediate effect in Spring 2015</p> <p><u>Update of Active/Non Active Scheme</u> Most covered under Item 025. <b>Agreed</b> to strike allotment gate as not required unless part of a bigger improvement project</p> <p><u>Quotes Clerks Report (Appx 3 applies)</u>. <u>Duck Platform</u>, 2 quotes reviewed. <b>Agreed</b> to accept quote for £595 from Neville Rice. Insurance documents to be obtained prior to commencement of work in September. Noted a low risk task</p> <p><u>Circular Seat School Hill</u> 2 quotes reviewed. <b>Agreed</b> to accept quote for £360 from Site and Maintenance, seat to be removed to workshop. To request holly green or black paint. Chairman formally asked for meeting extension of 15 minutes under Standing Order 1 x). <b>All agreed</b></p> <p><u>New Circular Seat at The Green</u> 3 quotes reviewed ranging from £1,334 - £4,833 plus installation. <b>Agreed</b> to fund up to 1/3 of cost of seat, 2 families to share remainder of cost if acceptable. Clerk delegated to progress, spend agreed up to £1,000, vired from other Environment budgets or open space Specified Reserves of £17,888 if necessary</p> <p><u>Pest Control</u> 2 quotes reviewed. Following professional advice on any presence of water vole, <b>agreed</b> Clerk delegated to proceed with best value quote</p> <p><u>Half day Visit by Tree Warden</u> to carry out works of Manor Field. 2 quotes received for £400 and £250. Cllr Nudds outlined pre-survey work required. <b>Agreed</b> to fund half day visit by Tates at £50.p.h (£250) once TPO position clarified</p> <p><u>Purchase of Dog Signs</u> up to £150. <b>Agreed</b> to spend up to £150. Cllr Nudds and Clerk to choose design and order stock, stickers preferred. For use in known problem areas</p> <p><u>Health &amp; Safety Emergency Works</u> to be ordered under Delegated Powers</p>	P J N
E14/028 028.1 028.2 028.3	<p><b>OTHER ITEMS AND CORRESPONDENCE</b></p> <p>Item had been brought forward to start of meeting. Standing Orders suspended during discussion</p> <p><u>Grass Cutting Contract Review</u> resident Katherine Holiday attended and presented ideas for biodiversity improvements in verge maintenance</p> <ul style="list-style-type: none"> <li>- 98% of wildflower meadows destroyed since 1930's</li> <li>- Sustainable land available to recreate that loss in the form of verges</li> <li>- Plantlife encourages Councils to sign up by reducing times and months for mowing, with wildflowers active from March to end of August. Cllr Nudds outlined Parish Council's adopted Environmental Statement and confirmed this approach fitted the Parish Council's objectives, but different areas of verge were responsibility of differing authorities, and the Council had no control over visibility spray treatments.</li> <li>- Some areas in Histon &amp; Impington had been allocated for enhancement, including corner of Clay Close Lane (Burgoynes Road). It was noted that changes to mowing was not cheaper in general. Cllr Moulder outlined her own interest in biodiversity. Discussion followed on supplying signs identifying area; "Wildlife Hotels"; education and persuasion that neat verge may be seen as "un-natural". Noted newly formed Sustainability Working Party was the place for this discussion.</li> <li>- Suggestion of Working Party's involvement with next grass cutting contract review, a task delegated to Clerk and Chairman to carry out prior to next season. Grass contract with Buchans in place until March 2016.</li> </ul> <p><u>Circulating File</u> available on request</p> <p><u>Other Correspondence</u> Noted dog bin relocated at Park Lane (footpath to Westwick) loose. To be reported to SCDC</p>	
E14/029	<p><b>Date of next meeting</b></p> <p><b>Tuesday 4 November 2014</b></p>	
E14/030	<p><b>Items for next agenda/s, to include:</b></p> <ul style="list-style-type: none"> <li>o Review Terms of Reference</li> <li>o Review of Street Furniture, including bollards on Green, Replacement Community Noticeboard at War Memorial site</li> <li>o Revenue opportunities; Advertising policy on The Green</li> <li>o Draft regulations for Open Space</li> <li>o Budget requirements 2015-16</li> </ul>	

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