

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 30th January 2018
8pm, At the Parish Office, New Road, Impington

Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3
Appendices: 4

Agenda No:	Present: Cllrs: Aga Cahn, Elaine Farrell, Cedric Foster, Pene Nudds, Helena Perry (in part) ; Nick Wood (in part); Also: Dan Mace (HICOP) Deputy Chair Cllr Foster took the Chair	
E17/048 048.1	APOLOGIES FOR ABSENCE Cllrs: Butcher (personal), Payne (personal). Cllr Perry would be late	
E17/049 049.1	TO RECEIVE DECLARATIONS OF INTEREST AND DISPENSATIONS To receive declarations of pecuniary interest from Councillors on items on the agenda - <i>none</i> To receive written requests for dispensations for disclosable pecuniary interests (if any) - <i>none received</i> To grant any requests for dispensation as appropriate - <i>none</i>	
E17/050 050.1	PUBLIC PARTICIPATION None	
E17/051 051.1	TO APPROVE MINUTES OF THE MEETING HELD 14th November 2017 All agreed to sign as a true record of the meeting	
E17/052 052.1	MATTERS ARISING Action List provided to all (Appx 1) Discussion followed on: <u>16/007.1 Draft Memorial Seat Strategy</u> now part of workshop list. Remove from Matters Arising list <u>17/033 WW1 Commemoration</u> Cllr Nudds to contact Cllr Ing as soon as possible <u>17/022.2 Trees & Allotment Report</u> for August 2017 will be provided for file by Cllr Nudds. Ivy Policy will also be provided by Cllr Nudds <u>17/043.2 Crossing Keepers Hut</u> No details documented to date. Budget had been included in Precept calculations as existing Specified Reserve	P J N P J N
E17/053 053.1	TO RECEIVE Clerks Report provided to all and accepted (Appx 2) including other agenda items. Further discussion on: Noted meeting due to <u>review Brook Enhancement Work</u> <u>Community Flood Training</u> Cllr Payne had provided written report <u>Drainage Working Party</u> sole Parish Council member Cllr Foster. Agreed Cllr Farrell to join Working Party. Meeting to be called after brook enhancement review meeting held <u>Burial Ground</u> Unauthorised memorial, family contacted with request to remove <u>Hisimp News</u> agreed to prepare articles on OFO hire bikes; Allotment availability; HICOP grafting sessions <u>CCC Road Sweepers</u> pilot scheme noted, Parish Council had registered interest <u>Neighbourhood Plan Drop In</u> Committee members urged to attend session 1 February 2018 <u>Yesteryear Road Run</u> Noted not currently planned for 2018 <u>Noticeboard at The Copse</u> Site & Maintenance emergency order to repair following damage <u>Delegated Project Update</u> <ul style="list-style-type: none"> • Bus shelter at Manorial Waste – order placed with Brookfield for window opening, works due; new notice boards on order, due for delivery end February, then quotes for installation to be reviewed. Old notice boards to be stored • Roses bed at War Memorial – preparation work carried out by Buchans. Cllr Farrell liaising re re-planting. No invoice to date • Homefield Park Footpath and Estate Railings – Footpath: work understood to be complete 	E F



053.2	<p>and invoice received, contractor contacted for clarification, no response to date. Estate Railings: Quotes refreshed, Cllr Nudds and Clerk delegated to accept best value and proceed. All agreed to approve as “unpainted” style</p> <ul style="list-style-type: none"> • Railings and bridge at The Green (CCC to fund materials) – order made with Paul West for Spring 2018 • Duck signs for The Green – initial design reviewed, two to be ordered from Algar Signcraft • Grafitti – one contractor has advised cannot as insurance issue, 2nd quote being chased. Noted witness marks remain at Crossing Keepers Hut • Brook Enhancement – report and quotation received, meeting to be called to review New Request – for High Street signs “Do Not Litter”. Not agreed as street clutter an acknowledged issue in the area <p>Trees & Allotment Report (Part of Appx 2) Accepted. Trees: Additional report on: <u>Priority 1 Tree Works</u> to be identified and ordered early February, as outlined in precept paper showing expected spend, plus any damage from Storm Doris Meeting to be requested with <u>The Boot Brasserie</u> management to discuss possible mitigation work following removal of trees in front car park – pleaching trees suggested <u>Histon Football Club Holdings</u> Committee to request meeting re works required in eastern part of The Copse. Parish Council believe responsibility lies with owners <u>The Crescent</u> Hanging deadwood highlighted to County Council by Tree Warden Allotments: Report on waiting list received. <u>Gatehouse Road</u> agreed to allow Community Allotment team to tend a second plot if becomes available <u>Glebe Way</u> Buchans yet to finish cutting back most northerly section of hedge</p>	PJN/Clerk
053.3	<p>HICOP Report Dan Mace reported verbally on:</p> <ul style="list-style-type: none"> • Well attended wassailing event • 4 March, pruning workshop due • Grafting works due in Spring 2018 • Plans for improvement works outside entrance costed at £500 and included in Environment Committee Budget end of year figures for 2017-18 	PJM
053.4	<p>Sustainability Group Report No written report. Cllr Perry reported on:</p> <ul style="list-style-type: none"> • Single use plastic campaign work, a marine plastics specialist presenting on 7 February • 6 weekly social events planned • Weeding Group run by Cedric Foster now associated with the Sustainability Group 	COB
053.5	<p>Public Art Working Party meeting held in December where <u>Public Art artist candidates</u> had been shortlisted. For continuity, selection Committee membership for interview stage suggested as: Alison Turnbull (for A Turnbull Associates) Bridget Cusack (for A Turnbull Associates) Pene Nudds Tim Ewbank Helena Perry Cllr Nudds will circulate relevant details and final choice to all Environment Committee members</p>	PJM
E17/054	<p>OTHER MATTERS</p>	EF
054.1	<p>To Agree appointment of <u>Grass Contractor for 2018-2022</u> Three quotations received following tender process, based on simplified specification Brookfield Groundcare £14,800 Buchans Landscapes £16,310 CMG Group £17,350 Additional information provided by each was reviewed. Proposed Cllr Perry, seconded Cllr Farrell all in favour and agreed, based on past performance, reliability and proven willingness to work with council on project work or “special” areas, to award 4 year contract to existing contractor Buchan Landscapes. Members were keen to ensure Brookfield are acknowledged as an approved contractor and to ensure quotes for maintenance/project works outside of the</p>	

054.2	grass contract are requested where appropriate. CMG Group also to be acknowledged on the approved contractor list. Noted upcoming need for quote for boundary clearance work at the Mill Lane boundary of Burial Ground, were enviro.volunteers unable to undertake To Review outcomes of workshop 18 January and plan for second workshop (Appx 4) Report received and accepted. Agreed second session 8 March 2018 7.30pm. Ideas put forward for overlaying information re grass contract; policies; street furniture maintenance. Members to visit sites before 8 March. Map showing bins and benches to be provided to all members. Burial Ground yet to be discussed at workshop. Noted recommendation from groundstaff to take back Burial Ground grass care in-house with mower purchase required and plans for future maintenance at Milton Road site	PN/EF HP
054.3	To Note Budget for 2018-19 Noted budget of £41,050 agreed following cut of £5k at Full Council, plus any specified reserves funds	
054.4	To agree process to identity walking/cycling/running routes as a project suggested by Neighbourhood Plan Group – with 6 week completion aim. Cllr Nudds and Farrell attending Neighbourhood Plan drop in event 1 February 2018 and would seek clarity on the request. Cllr Perry to also approach Cllr Jenkins for full clarity and request a meeting, Delegation to work with the Neighbourhood Plan group agreed . Chairman formally asked for an extension of 10 minutes under Standing Order 1x), All agreed	
E17/055	OTHER CORRESPONDENCE	HP Next agenda
055.1	Circulating File no items to circulate	
055.2	Hollyoak Vets sponsoring of HISIMP News has provided over £200 to date. Agreed to advise Hollyoak Vets the funding will be earmarked for plants on the High Street and surrounds, with investigations into dog tie up provision/water bowls	
055.3	Available Grant Funds e.g. Innovate and Cultivate Fund – opportunities for Environment Committee. Noting small grant deadline 5 May 2018 agreed next agenda for decision. Idea for gas powered dog waste fuelled street light mooted. Cllr Perry to investigate and report back	
E17/056	Date of next meeting Thursday 8 March – Workshop Committee: Tuesday 13 March 2018	
E17/057	How to communicate meeting discussions/decisions and To request items for next agenda Website: Duck Feed Signs; HICOP Event 4 March; Final Selection of Public Art Scheme artists; Sustainability Group regular meet ups Next Agenda (s): Street Furniture Review Part 2 (previously deferred) To agree Conditions of Use – Homefield Park To Review Duck Platform improvements To agree application for grant funding	
	Meeting Closed: 9:40pm Appendices attached: Appx 1 – Action List Appx 2 – Clerks Report in Trees & Allotment Report Appx 3 – Quarterly Finance Report Appx 4 – Workshop outcomes No 1	