

**Minutes of Histon & Impington Parish Council Environment Committee**  
**Tuesday 31<sup>st</sup> January 2017**  
**At the Parish Office, New Road, Impington**

## Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3  
 Appendices: 4

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Elaine Farrell (Chair), Aga Cahn, Ashley Gordon, Pene Nudds, Nick Wood Dan Mace (HICOP) Clerk: Angela Young	
E16/054	<b>APOLOGIES FOR ABSENCE</b>	
054.1	Cllr Hertoghe (personal), Cllr Butcher (personal), Cllr Jenkins (illness)	
E16/055	<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>	
E16/056	<b>PUBLIC PARTICIPATION</b> None present	
E16/057	<b>TO APPROVE MINUTES OF THE MEETING HELD 6<sup>th</sup> December 2016</b> All <b>agreed</b> to sign as a true record of the meeting	
E16/058	<b>MATTERS ARISING</b> 058.1 <u>Action List</u> provided to all ( <b>Appx 1</b> ) Discussion followed on: <u>15/070.2 Woodland Trust Order</u> HICOP providing a map to Cllr Nudds following positive discussions <u>16/16.1 County Meeting re Trees</u> Graham Armstrong has been replaced by Simeon Carroll, meeting with Tree Warden pending <u>16/018.1 Village Green Lighting</u> Allan Hitch from County Council talking to Balfour Beatty re. heritage lighting provision for one further lamppost <u>16/039.3 Clay Close Lane Ditch</u> Clerk to contract Cllr Foster Drainage Task & Finish co-ordinator to decide where item lay. Cllr Nudds has provided suggested works specifics which may be sensible to include under Mitigation works. Planned using Specified Reserve funding <u>16/039.5 Lake Footpath</u> Cllr Farrell progressing approach to Chivers Farms <u>16/039.9 Homefield Park Maintenance Issues</u> Cllr Nudds advised quotes had been supplied, awaiting decisions <u>16/049.2 WI Centenary Tree</u> Cllr Nudds has met the Chairperson recommending possible locations, further contact awaited	EF
E16/059	<b>TO RECEIVE (all Appx 2)</b> 059.1 <b>Clerks Report</b> provided to all and accepted ( <b>Appx 2</b> ) Noted list of all delegated and outstanding works, for regular review and update by Clerk and Chair. Also list of issues of note. Further discussion on: <ul style="list-style-type: none"> <li>• <u>Anti-Social Behaviour</u> meeting 8<sup>th</sup> March. Cllr Farrell would attend if possible</li> <li>• <u>Newsletter</u> deadline 14<sup>th</sup> March. Suggestions for articles on overgrown vegetation and Gatehouse Allotments availability</li> <li>• <u>Tree Works</u> due 10<sup>th</sup>, 17<sup>th</sup> and 24<sup>th</sup> March. Clerk to chase Tates Treework position on permissions, also update on emergency works to obscured street lamps in The Coppice</li> <li>• <u>Dog Bins</u> Cllr Wood <b>agreed</b> to survey all dog bins, litter bins and seats in Histon &amp; Impington for condition report. Cllrs re-iterated problems in Pages Close bin (overgrown) and Home Close (height and size issues)</li> <li>• <u>Royal Mail Rubber Bands</u> Post Office management had spoken to postmen re littering</li> </ul>	EF  NW

<p>059.2</p> <p>059.3</p> <p>059.4</p>	<p><b>Tree Wardens report</b> Cllr Nudds is also Allotments and Rural Footpath Officer (<b>All Appx 3</b>) Provided to all and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> <li>• <u>Trees Ian Lorman SCDC Tree Officer</u> had requested feedback on business proposal to provide competitively priced tree surveys. Cllr Nudds outlined concerns and all <b>agreed</b> as Tree Warden, Cllr Nudds to respond appropriately.</li> <li>• <u>Parlour Close verge trees</u> Complaints received from residents, Trees appear to be responsibility of developer, no longer in existence. <b>Agreed</b> to advise contact made with Greenleas Resident Association, or residents affected form a group to deal with such long term maintenance issues</li> </ul> <p><b>Allotments report</b> having been noted, further discussion followed:</p> <ul style="list-style-type: none"> <li>• <u>Gatehouse Road</u> up to 40% empty. Cllr Nudds to approach individuals from the Community plot in case they are ready to move onto their own plot</li> <li>• <u>Glebe Way</u> Cllr Nudds to instruct Mrs O'Brien on letters to be sent. Clerk to chase Buchans on work agreed to cut grass and haulage way and all paths, and hedge noting first couple of metres re-cut by hand to confirm extent of cut required</li> </ul> <p><b>Footpath report</b> having been noted, further discussion followed:</p> <ul style="list-style-type: none"> <li>• Problems areas on rural footpath require attention. Clerk to identify correct contact at County Council and report Footpath Officers suggestions</li> </ul> <p><b>Sustainability Working Party</b> No report. Noted next repair café 4<sup>th</sup> March 2017</p> <p><b>HICOP Report</b> Dan Mace reported on:</p> <ul style="list-style-type: none"> <li>• <u>A14 Grant</u> £1,760 awarded, conditions include providing training workshops for establishing orchards along the A14 corridor</li> <li>• <u>Hedge trimmer/strimmer</u> purchased</li> <li>• <u>Application</u> for Feast Funds for information board/panel</li> <li>• <u>Wassailing</u> had been cancelled 29<sup>th</sup> January. Rescheduled 26<sup>th</sup> February, together with a day time pruning workshop</li> <li>• <u>Grafting Service</u> on offer end of March</li> <li>• <u>HICOP</u> to prune Parish Council apple trees in Burial Ground and Clay Close Lane shortly</li> </ul>	<p>PJN</p> <p>PJN/COB</p>
<p>E16/060</p> <p>060.1</p> <p>060.2</p> <p>060.3</p> <p>060.4</p>	<p><b>OTHER MATTERS</b></p> <p><b>To Define Conditions of use for Homefield Park</b> Cllr Jenkins had reviewed policy and provided one suggestion for improvements (<b>Appx 4</b>). Cllr Farrell to carry out further work and share via google docs</p> <p><b>To Review and Accept</b> standard prices for maintenance work 2017-18 Site &amp; Maintenance Services. All <b>agreed</b> to accept standard price list for 17-18 as one preferred contractor for emergency and standard works. Noted provision of welding service</p> <p><b>To Arrange Details</b> for visit from Pinders Circus 23<sup>rd</sup> – 26<sup>th</sup> March. Cllr Nudds <b>agreed</b> to be point of contact for the weekend 23<sup>rd</sup> – 26<sup>th</sup> March. Noted insurance certificates received at Parish Office</p> <p><b>To Agree:</b></p> <ol style="list-style-type: none"> <li>a) <u>Public Art</u> – all <b>agreed</b> to spend up to £750 from Public Art Section 106 funds on <u>graffiti project</u>. To include paint. County Council has provided rules and time restraints. Plan for Easter start for project. All <b>agreed</b> to accept quote for Site &amp; Maintenance for £300 + VAT to carry out welding work to make <u>BT Box in Milton Road</u> safe. <b>Agreed</b> from Environment Committee budgets. No decision yet coming forward on <u>renovation costs</u> to be funded from Public Art Section 106. <b>Agreed</b> <u>Public Art Working Party date</u> required as soon as possible</li> <li>b) <u>Hire of digger at £250 per day</u> for use by enviro.volunteers to prepare land at Manor Field for tree planting. Work at Crossing Keepers Hut also required and could be carried out same day. Proposed Cllr Cahn, seconded Cllr Gordon all in favour to <b>agree</b> funding, Cllr Nudds to liaise with RFO on details of insurance</li> <li>c) <u>Brook Enhancement</u> process for awarding of contract, budget held under Specified Reserves Fund. All <b>agreed</b> to delegate to Clerk working with Cllr Foster and Rob Mungovan, SCDC, to provide specification to interested parties, select contractor and order work</li> <li>d) <u>The Copse</u> purchase of new gate for The Copse entrance following vandalism. Gate to be purchased and installed by S Gill as emergency order at cost of £140 +VAT. All noted and <b>agreed</b></li> <li>e) <u>Crossing Keepers Hut</u> works required, including formation of temporary yard, and to review future plans. All <b>agreed</b> Cllr Nudds to work with Clerk to bring forward all suggested works, including hoarding while works undertaken. <b>Agreed</b> an information</li> </ol>	<p>EF</p> <p>PJN</p> <p>PJN/LMM</p> <p>CJF</p> <p>PJN</p>

	<p>board was key to the works. Local artist has requested use of hut in July. <b>Agreed</b> to progress all works in order to meet this booking request. Specified Reserve fund held. Cllr Nudds to approach County Council or others re electricity supply/CCTV provision/wifi. Cllr Wood to investigate public wifi hotspot costs</p> <p>f) <u>Planting Scheme</u> to consider project for hanging baskets or planters in High Street. Cllr Farrell <b>agreed</b> to investigate costs. Ideas for involvement of local shops and businesses raised, perhaps by encouraging Traders Association, also Garden and Greenhouse Club involvement</p> <p>g) <u>Mission Statement</u> Existing Environmental Statement reviewed. All present felt a vision for 2017 was needed, and beyond. Cllrs Wood and Farrell <b>agreed</b> to work on a vision paper</p> <p>h) <u>Neighbourhood Plan</u> report provided to all electronically. Cllr Cahn took hard copy to review, report back and pass on</p> <p>i) <u>Committee Restructure</u> proposals. Cllr Farrell had received feedback from members in advance of Task &amp; Finish meetings due in February</p>	<p>NW</p> <p>EF</p> <p>EF/NW</p> <p>AC</p>
E16/061	<p><b>OTHER CORRESPONDENCE</b></p> <p>061.1 <u>Circulating File</u> available on request</p> <p>061.2 <u>Piaggio</u> update on Health &amp; Safety review and plans to improve conditions for use. Members request information on container for tools/sides for back area</p> <p>061.3 <u>Clay Close Lane/Doctors Close</u> noted these two areas now known as "Pocket Parks". New sign at Doctors Close would reflect this name</p> <p>061.4 <u>Highways Maintenance reports</u> Issues raised reported to Highways Committee</p>	
E16/062	<p><b>Date of next meeting</b></p> <p><b>Tuesday 14<sup>th</sup> March 2017</b></p>	
E16/063	<p><b>How to communicate meeting discussions/decisions and To request items for next agenda</b></p> <p><b>No website article suggestions</b></p>	
	<p><b>Meeting Closed: 9:12pm</b></p> <p><b>Appendices attached:</b></p> <p><b>Appx 1 – Actions List</b></p> <p><b>Appx 2 – Clerk’s Report</b></p> <p><b>Appx 3 – Tree Warden’s Report</b></p> <p><b>Appx 4 – Homefield Park Report</b></p>	