

**Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 31 March 2015
At the Parish Office, New Road, Impington**

Environment Committee Minutes

Membership: 7 + 2 ex-officio

Quorum: 3
Appendices: 4

Agenda No:	Present: Cllrs: Derek Marston (Chair), John Dunn, Cedric Foster, Christine Hertoghe, Pene Nudds, HICOP Representative: Dan Mace (in part) Clerk: Mrs Angela Young	
E14/058	APOLOGIES FOR ABSENCE Cllrs: David Jenkins (personal), Denis Payne (personal), Nick Wood was absent Simon Goddard (HICOP)	
E14/059	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>	
E14/060	PUBLIC PARTICIPATION To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
E14/061	TO APPROVE MINUTES OF THE MEETING HELD 4 FEBRUARY 2015 Noting Cllr Dunn had offered apologies for absence, all agreed to sign as a true record of the meeting	
E14/062	MATTERS ARISING <u>Action List</u> provided to all (Appx 1) Discussion followed on: <u>Allotment Strimming</u> Cllr Nudds yet to discuss with Cllr Wood <u>Play Area Entrance</u> Quotes received, scope of work queried, with County Council footpath included in recommended specification. Risk Assessment on surface carried out, agreed to investigate ownership and attempt to tie in any work required with County Council work on Highways at Green. Ordering of work had previously been delegated to Clerk, agreed to note payment may be required from general reserves as budgeted 2014-15 <u>Footpath Report</u> To be completed. Noted original objective of report was to record quality, identify responsible officer at County Council and to document aspirations <u>Homefield Park Estate Fence</u> Cllr Nudds to chase preferred contractor for date, then call Task & Finish meeting with Cllr Marston and Clerk to take forward. Noted removal of old fence not part of contractors remit. Noted £6,000 capital funding to be carried forward to 2015-16 <u>Manor Field Earth Mound</u> . Cllrs Marston and Foster reported on status. Jim Gardiner to attend site and level the area, as proven good value for such work. £150 maximum had been budgeted 2014-15 <u>Street Furniture Review</u> Yet to be completed. All work identified to date carried out. Seat removed from The Green to be re-sited at Doctors Close. Noted memorial seat installed on Green. Noted concern over half buried litter bin at The Coppice bus stop At this point with agreement of Committee Chair suspended Standing Orders and brought forward item 063.7. Dan Mace left following this item and Standing Orders re-instated	PJN/NW PJN
E14/063 063.1	TO RECEIVE (where received) Clerks Report (Appx 2) Accepted. Further discussion on: <u>Woodcraft Folk</u> Cllr Nudds suggested blanket Risk Assessment form be accepted for regular fire events <u>Youth Shelter Stepping Stones</u> Cllr Nudds to approach Mr Unwin re slabs and report back to Clerk with specification for further quote. Agreed to note payment may be required from general reserves as budgeted 2014-15 <u>Community Noticeboard</u> at The Green. Agreed to proceed with open front design at £213.50	PJN

<p>063.2</p> <p>063.3</p> <p>063.4</p> <p>063.5</p> <p>063.6</p> <p>063.7</p>	<p>(Ian Levitt). Cllr Foster to meet Mr Levitt on site to discuss detail, including need for bevelled sill. Agreed to note payment may be required from general reserves as budgeted 2014-15. Community noticeboard at School Hill replacement/refurbishment on hold, although noted budget agreed 2014-15</p> <p><u>Work at The Brook</u> Agreed to add work required on repair of north bank to Buchans 2015-16 contract at £280. Further quote to be obtained for grass reinforcement in front of duck platform, any acceptable quote to be rolled out to include area in front of pedestrian access at South Road Play Area</p> <p>Tree Wardens Report No written report from Tree Wardens. Items highlighted by Clerk (Appx 2) including need to carry out Manor Field Tree inspection in July 2015, budgeted for in 2014-15 (£2,400). Cllr Nudds reported verbally on:</p> <ul style="list-style-type: none"> • All applications for <u>tree works</u> come through Planning Committee Clerk, one outstanding tree work application in Cambridge Road • <u>Manor Field entrance</u> Tree Works carried out by Tates Treeworks under supervision of Pene Nudds, as agreed at half day rate. Some further lowering work outstanding at entrance. Conifers are restricting access along footpath, to be removed • <u>No reports of fallen trees</u> during recent winds • <u>Leaning tree</u> reported near Chivers Field. Cllr Nudds believes to be ash in private ownership at Clay Close Lane junction. Not a concern • <u>Trevor Silk</u> commemorative tree to be re-sited at Doctors Close following demise of 2 previous specimens on Bridge Road <p>Allotment Officers Report No written report from Allotment Officer. Items highlighted by Clerk (Appx 2)</p> <ul style="list-style-type: none"> • <u>Lock at Gatehouse Road</u> agreed to weld lock to chain at cost of £98 + VAT • <u>Sustainability Working Party</u> agreed to allocate plot 18 or 19. Sustainability WP to confirm which plot <p>Footpath Officers Report update in Clerks Report (Appx 2)</p> <p>Sustainability Working Party Cllr Nudds disappointed that meetings invariably held same night as Highways Committee. Cllr Marston to suggest experimental biodiversity planting on verge adjacent to Histon Manor on Park Lane, extension to planting at ditch along Clay Close Lane, and at area of The Green where crocus' bloom.</p> <p>Aside from the Sustainability Working Party, as a resident had contacted Parish Council re wildflower planning in Homefield Park. Cllr Nudds agreed to meet to identify suitable areas</p> <p>Public Art Working Party Report not yet available. Convener to be asked to email the latest minutes round to Environment Committee members. Noted Bellway Homes have agreed to extend S106 spend to include both Histon & Impington</p> <p>HICOP Standing Orders were suspended for this item. Dan Mace reported on:</p> <ul style="list-style-type: none"> • <u>3 Year Planting Plan</u> completed, with a representation of 26 trees found in Histon 80 years ago • <u>Maintenance Day</u> planned 11 April 2015 • <u>3 "bug hotels"</u> designed by Junior School pupils to be built • Orchard taking part in <u>Open Gardens 2015</u> • Plans for <u>feast week</u> event • HICOP to carry out own mowing during 2015 	<p>CF</p> <p>PJN</p>
<p>E/14/064</p> <p>064.1</p> <p>064.2</p> <p>064.3</p>	<p>TO REVIEW</p> <p><u>End of Year Spend Against Budget 2014-15 (Appx 3)</u> Draft accepted. Noted will be updated once all expected payments made on outstanding invoices</p> <p><u>Opportunities to make savings</u> or to increase revenue so the Parish Council can increase the amount committed to "Community Services" budget (Appx 4) Recommendation resulting in £2,500 decrease in budget headings accepted</p> <p><u>Grass Cutting Contract Issues</u> Cllr Marston and Clerk to meet Buchans 17 April. Items to raise:</p> <ul style="list-style-type: none"> • <u>Clay Close Lane</u> verge "scalped". Request for more care to keep the area attractive • <u>Cambridge Road</u> south of The Crescent (by The Coppice). Request to cut back hedge harshly on other side of footpath • <u>New Road</u> (Copse junction with B1049). Cut grass behind logs 	<p>DVM</p>
<p>E14/065</p> <p>065.1</p>	<p>TO APPROVE</p> <p><u>Draft Regulations for Open Space</u> Draft provided to all. All members to provide feedback to</p>	

065.2	Clerk by end of April. Final version to then be circulated for final delegated acceptance by Cllrs Marston and Clerk for immediate implementation where appropriate Cllr Nudds and Clerk to approach Cllr Cahn for formation of a Working Party to look at increasing opportunities for use of open space, including chargeable events <u>Price Review for Village Green</u> Future agenda item Chairman formally asked for 15 minute meeting extension under Standing Order 3(w). Agreed	DVM PJN Future agenda
065.3	<u>Annual Plan</u> to feed into Council's calendar at Full Council April 2015, draft provided. All members discussed and had input to draft calendar of projects/spend. Agreed: <ul style="list-style-type: none"> • Take Capital bid for Manor Field fence (St Audreys End) and Homefield ranch fence to May committee, to request release of funding at May Full Council and for work to commence June/July • <u>Crossing Keepers Hut</u> aim to complete restoration September 2015, other plans for site not likely in 2015-16. 	
065.4	Clerk to complete plan for presentation to April Full Council, including information on calendar for Committee meetings, Full Council agreement for Capital projects <u>Process to identify Final Budgets for 2015-16</u> Cllr Marston to work with Clerk to correctly identify budgets and requests for funding from general reserves for item agreed 2014-15 but not yet implemented	DVM
E14/066	OTHER MATTERS AND CORRESPONDENCE	
066.1	<u>Energy Performance Report</u> Histon & Impington Sports Pavilion results of free energy survey. Cllrs Dunn and Nudds to inspect and report back to Recreation Committee	JD/PJN
E14/067	Date of next meeting Tuesday 12th May 2015	
E14/068	Items for next agenda/s, to include: Capital Requests for wooden fence Homefield and Manor Field	
	Meeting Closed: 9.40pm	