

**Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 4 February 2015
At the Parish Office, New Road, Impington**

Environment Committee Minutes

Membership: 7 + 2 ex-officio

Quorum: 3
Appendices: 3

Agenda No:	Present: Cllrs: Derek Marston (Chair), Cedric Foster, Christine Hertoghe, Denis Payne, Nick Wood HICOP Representative: Simon Goddard Clerk: Mrs Angela Young	
E14/048	APOLOGIES FOR ABSENCE Cllrs: David Jenkins (personal), Pene Nudds (personal), John Dunn was absent	
E14/049	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>	
E14/050	TO APPROVE MINUTES OF THE MEETING HELD 4 NOVEMBER AND 18 NOVEMBER 2014 All agreed to sign as a true record of the meeting	
E14/051	MATTERS ARISING Action list provided to all (Appendix 1) Discussion followed: <u>Apple Tree Pruning</u> Chair suspended Standing Orders to allow HICOP representative to speak. Agreement now signed, HICOP had carried out pruning and cleared arisings <u>Public Art quote</u> pending item to be struck from list, premature With agreement of Committee Chair brought forward items 53.3 Budget Request 15-16 and item 52.10 HICOP Report at this stage. Standing Orders reinstated after these items	
E14/052	TO RECEIVE (where received)	
052.1	Clerks Report (Appx 2) Accepted. Further discussion on: <u>Quotes for budget item due to be spent during 2014-15</u> Clerk to list and approach relevant members for written specification <u>Contractors List</u> Clerk to draw up new preferred contractors list <u>Noted dog bin issues</u> dealt with and pending <u>WISER</u> Noted fourth WISER visit due 13 May 2015. Clerk to look into provision of planters along B1049 using WISER proceeds, currently standing at £308.76 All other items noted	
052.2	Tree Wardens Report No written report from Tree Wardens. Items highlighted by Clerk (Appx 2) including orders made. Clerk to request details of outstanding items for 2014-15, noting budgets are not transferable to 2015-16 with unspent budgets returning to General Reserves	
052.3	Allotment Officers Report Noted clearance work at Gatehouse Road not carried out due to differing opinion on treatment specification. Agreed to ask Cllr Nudds to contact Cllr Wood to discuss opportunities for community effort in clearing unused plots. Additionally Cllr Marston to raise at Sustainability Working Party meeting. Full discussion on the need to increase usage and ideas put forward on group rentals and rent free periods for those willing to clear plots or complete clearance once started by community groups. All agreed costs for clearance received not economically acceptable, spraying not eco-friendly	PJN/NW
052.4	Footpath Officers Report attached (Appx 2). Due to be completed in Spring 2015 and to form an information paper thereafter, including maps, updated when appropriate. Members thanked Cllrs Marston, Foster and Dunn for work carried out. Concern over state of Gunn's	

052.5	Lane highlighted. Changes in personnel and budgeting at County Council compounded concerns Burial Ground Report Clerk's remarks noted. Damage to Mill Lane fence had been temporarily repaired. Holly had been cut back	
052.6	Sustainability Working Party Report Meeting due 12 February. Cllrs Marston and Simon Goddard due to attend	
052.7	Public Art Working Party Report Written report due. Cllr Payne updated Committee on discussion including:	
052.8	<ul style="list-style-type: none"> • £31,000 held in Specified S106 Reserves • Role of Neighbourhood Plan in suggesting projects • Opportunities to magnify budget via grant applications Drainage Task & Finish Report Written report due. Cllr Payne updated Committee: <ul style="list-style-type: none"> • £8,000 Mitigation funding due from County Council in February • Total cost of works on Brook estimated at £15,000 Noted Highways Committee held budgets for these works	
052.9	Homefield Park Fence Task & Finish Report meeting to be called to take project forward. Funding shown over 2 years in Capital budgets	
052.10	HICOP Report Simon Goddard reported on: <ul style="list-style-type: none"> • Last 22 trees to be planted end February, bringing total to 70 • Pruning workshops held • Wassailing event attended by 70 people • Dog fouling at Orchard minimised by use of signs • Earth mound on access path causing problems for wheelchair users. Committee delegated Cllrs Marston and Foster to work with the Clerk to clear up to cost of £150 	CJF/DVM/ Clerk
E/14/053	TO REVIEW	
053.1	Street Furniture report (Appx 3) Prepared by Cllrs Marston and Foster. Accepted. Noted play area equipment and bus shelter not Environment Committee remit. Agenda item 54.4 to look at approval of works. Cllr Payne to bring forward paper in Summer 2015 covering review of Bylaws to ensure all Parish Council owned/leased areas of land are covered	DWP
053.2	Street Light discussions with County Council and Balfour Beatty Lights on Green to be installed late Spring. Easement being drawn up, with County Council covering Parish Council legal costs. Cllr Marston to organise operational meeting beforehand to discuss the works, Cllr Nudds to be invited to attend	DVM
053.3	Budget request 2015-16 (following Finance, Legal & Admin meeting held 28 January 2015) This item had been brought forward to early in the agenda. Cllr Payne outlined discussion at FLA 28 January 2015 and the need to review spend for 2015-16 to ensure were correct and achievable. Also the requirement to publish annual return on website to show general reserves level under new Council Award scheme. Cllr Marston advised the Committee had been asked to identify not only whether but when budgets were to be spend by use of a calendar of works <ul style="list-style-type: none"> • Identify what problem may prevent proposed spend proceeding • Pare overall budget by a few percent • Look for ways of increasing revenue Members requested to input ideas/views for calendar to Cllrs Marston and Clerk by end of March	All members
053.4	Revenue opportunities Discussion on different ways of raising money by increasing charges, new initiatives and grant funding opportunities	
E14/054	TO APPROVE	
054.1	Purchase of Community Notice Board for War Memorial Existing board in poor state. Suitable replacement identified at cost of £630 plus installation. Following discussion on reasons for provision of community noticeboards, free for all to use, and rise of modern technology use, agreed to remove existing board and defer further action	
054.2	Arrangements for clearance of dead planting at Brook Work required before end February. Quote requested based on specification provided by SCDC, all agreed to proceed to maximum spend of £600	
054.3	Design of Memorial Seat on The Green All agreed design acceptable (Broxap Eastgate). Family to cover costs. Following review of street furniture noted recommendation to remove existing inadequate bench. New memorial seat to replace	
054.4	Proposals for Street Furniture refurbishment/replacement Delegated to Cllrs Marston and Foster working with the Clerk to ensure appropriate recommendations for refurbishment	DVM/CJF

	proceed by end of March. Site and Maintenance currently preferred contractor for small works	
E14/055	OTHER MATTERS AND CORRESPONDENCE None received	
E14/056	Date of next meeting Tuesday 31 March 2015	
E14/057	Items for next agenda/s, to include: <ul style="list-style-type: none"> ➤ Draft regulations for use of Open Space ➤ Final Budgets for 2015 - 16 	
	Meeting Closed: 9.30pm	

DRAFT