

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 10th July 2018
7.30pm, At the Parish Office, New Road, Impington

Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3
Appendices: 2

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| Agenda No: | Present: Cllrs: Marcus Romer (Elected Chair), Elaine Farrell, Walter Davey, Simon Jocelyn, Geoff Moore, Pene Nudds, Aga Cahn (in part) Also: Helena Perry (in part) Clerk: Chelsea O'Brien | |
| E18/014 014.1 | APOLOGIES FOR ABSENCE Cllrs: Andy Butcher (personal), Dan Mace (HICOP) | |
| E18/015 015.1 | TO CO-OPT SUSTAINABILITY MEMBER Proposed Cllr Farrell , seconded Cllr Nudds all in favour to co-opt Helena Perry | |
| E18/016 016.1 | 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> | |
| E18/017 017.1 | PUBLIC PARTICIPATION No public present | |
| E18/018 018.1 | TO APPROVE MINUTES OF THE MEETING HELD 29th May 2018 All AGREED to sign as a true record of the meeting | |
| E18/019 019.1 | MATTERS ARISING Action List provided to all (Appx 1) Discussion followed on: 16/058.1 Clay Close Lane – no action to report, Drainage Task & Finish to convene meeting to progress. Cllr Nudds to contact convener 17/033 WW1 Commemoration – details received from Eleanor Whitehead, to be re-circulated to all 17/033.2 Improvement fence between Burial Ground and Allotments – Buchans to be instructed to cut back hedge to enable works on fence to be undertaken 17/033.4 Sustainability Group Insurance – Helena Perry to discuss with RFO 17/043.1 Parish Office Footpath clearance – Cllr Farrell updated Committee on discussions to date of aspirations for wooded area and wildflower planting with Recreation Chair and ground staff. Agreed to advise Recreation Committee and encourage composting bays for grass cuttings noting advice from tree surveys re. grass cuttings 17/062.1 WI Commemoration – agreed to remove from list 18/009.1 Waste Incinerator – link provided agreed to remove from list 18/008.1 Asset Management – clerk to send work to date to Cllr Moore to progress, agreed item for next workshop | PJN HP EF |
| E18/020 020.1 | TO RECEIVE Clerks Report provided to all and accepted (Appx 2) including other agenda items. Further discussion on: Request for permanent signage Cambridge Road, Impington from Big Tidy Up manager asking people not to litter, agreed to review area and feedback to next meeting Dog Bin Provision Review – Cllr Nudds agreed to commence review of bins Deterioration to Village Green at zebra crossing – following discussion, agreed to contact Buchans for alternative treatments, preferred option would be 'grasscrete' Emergency order to damaged bench on Green noted Fire at Homefield Park – Cllr Romer thanked Cllrs Nudds and Farrell for their efforts reporting and handling emergency services 27 June Proposal for works on base of war memorial to include cleaning of bottom plinth and remedial | Next agenda EF |



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| | <p>work to path edges, agreed to delegate to Cllr Farrell working with the Clerk to action Trees & Allotment Report (Part of Appx 2) Accepted.</p> <p>Allotments: 10 plots available at Gatehouse Road, waiting list offered</p> <p><u>Gatehouse Road</u> site layout to be provided to allotment officer. Standpipe/borehole water provision, Cllr Nudds reported no progress to date, Helena to take to back to Sustainability Group to explore options noting Cottenham Road (Paradise Allotments) have a borehole. Cllr Jocelyn to provide allotment secretary details to Helena to further</p> <p>Sustainability Group Report social to be held 13th July at the Community Orchard, meeting due to look at upcoming events</p> <p>HICOP Report no items raised</p> <p>Public Art Working Party Report notes of meeting held 21st June provided to all.</p> <p>Glaze Pavilion – Cllr Nudds to provide Clerk with written statement clarifying ownership status</p> <p>Workshop Outcomes 2 July notes provided to all</p> | <p>SJ/HP</p> <p>PJN</p> |
| E18/021 | OTHER MATTERS | |
| 021.1 | Quarterly Budget Review – provided to all, no items of concern | |
| 021.2 | Review of Outstanding Projects including budget allowance detailed within Clerks Report (Appx 2). Additional discussion on: Electricity for Crossing Keepers Hut and Homefield Park – agreed Geoff Moore working with Clerk and RFO to Project Manage installation Homefield Park Play Equipment – details of equipment to be circulated to members, item for next agenda to review. Noting several projects for Homefield Park; electricity, play equipment and railings, Chair expressed need for a collective approach and site management plan when projects commence | Next agenda |
| 021.3 | Review Evolving Management Plan Dan Mace continues to work with Clerk and RFO to bring forward on both a management plan and 5 year financial plan | |
| 021.4 | Feedback from Feast Market suggestion of having litter picks available to purchase at community events noted | |
| 021.5 | Communication Channels with other Committees. Cllr Romer to raise at Full Council informal training session for Councillors on ‘Slack’ messaging tool | MR |
| 021.6 | Plaque for High Street Planters Helena Perry briefed the Committee on approaches of sponsorship of plants and planters on the basis of displaying a plaque. Following discussion, to prevent cluttering and maintenance of plaques, option for sponsors to be advertised in the village noticeboards, website and newsletter to be explored. Helena Perry to report back at next meeting | Next agenda |
| 021.7 | Improvements to Windmill Gardens site evaluation and planting options received from Erika Hunt. Environment Committee welcome ideas for improvements to site but feel project should be led and managed by Environment Committee, item for next agenda to agree how to progress noting need for budget to be identified | Next agenda |
| 021.8 | Additional Costings for completion of Glazed Pavilion no costings received, Cllr Nudds verbally updated Committee on positive communications with contact at Marshalls regarding repair work. Following receipt of costings, timeline/project plan required to ensure smooth transition from repair to installation | |
| 021.9 | To consider quotes for renovation of BT Phone Box, Milton Road Contractors have declined to vote. Cllr Farrell expressed disappointment the action to re-fresh quotes was conversed at the Public Art Working Party noting delegation in place for Cllr Farrell to progress project. Cllr Farrell to date has engaged with volunteers keen to undertake the renovation. Project to be progressed at next workshop including details of costings of materials required | |
| 021.10 | To agree layout for school access through Play Area at The Green draft representation provided to all showing meandering path from Junior School to link up with existing path on Play Area. Agreed to present to July Full Council for sanction subject to input from Primary School Task & Finish | July Full Council |
| 021.11 | Chairman formally asked for an extension of 15 minutes under Standing Order 1x), All agreed To consider maintenance implications of school access through Play Area at The Green | Next agenda |
| 021.12 | agreed to defer to next agenda following decision at July Full Council Rule Infringement at Burial Ground Cllr Romer updated members of site meeting held attended by himself, Clerk, Deputy Clerk and the family. Noting the designation of “green” cemetery, all felt visual appearance of being ‘green’ was imperative. Discussion followed on how surface could be brought up level with ground and green in appearance – suggestions included turf, artificial grass or green stones with steel edging acting as a border. Clerk and | |

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| | Cllr Romer to follow up with family and, noting Review of Burial Ground Regulations and fees on next agenda, decision to be made on action required. | Next agenda |
| E18/022 022.1 | OTHER CORRESPONDENCE <u>Circulating File</u> available on request | |
| E18/023 | Date of next meeting Tuesday 28 August 2016 Then; 9 October; 4 December 2018; 5 February; 26 March 2019 | |
| E18/024 | How to communicate meeting discussions/decisions and To request items for next agenda Website: agreed no item to communicate Next Agenda (s): Allotment Fee Review Burial Ground Regulations and Fee Review Homefield Park – Play Equipment Plaques for planters Litter signs Cambridge Road, Impington Improvements to Windmill Gardens Maintenance Implication of school access through Play Area Future Agendas: Street Furniture Review Conditions of Use – Homefield Park Review Duck Platform improvements | |
| | Meeting Closed: 9:45pm Appendices attached: Appx 1 – Action List Appx 2 – Clerks Report / Trees & Allotment Report | |