

HISTON & IMPINGTON PARISH COUNCIL

CLERK'S REPORT

REPORT TO:	Environment Committee	21st May 2019
AUTHOR/S:	Angela Young, Clerk	

[E19/004.1 Review and Accept Terms of Reference:](#)

Please note there will, in due course, be an appendix to these Terms of Reference outlining longer term financial planning for each Committee

ENVIRONMENT COMMITTEE (as reviewed and accepted at AGM 20 May 2019)

Reporting in by: Working Party: Public Art

1.0 Terms of Reference

- 1.1 Membership shall comprise 6 members of the Council + ex-officio members
- 1.2 The committee shall normally meet bi-monthly as per the calendar of meeting circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chairman shall require

2.0 Powers

The Environment Committee has the **delegated authority** to:

2.1 Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

- 2.1 Arrange for production of and signing off of policies
- 2.2 Support the Environment Statement and continue to review, implement and develop the plan including the Public Art Strategy, Tree Policy and Sustainable Energy
- 2.3 Manage and maintain the public unequipped open spaces including: the War Memorial, Ambrose Way, Manorial Waste, Sec 52, Doctors Close, The Copse, The Coppice, rear of Manor Park, Allotments, Village Green, Homefield Park, trees and street furniture in the sole ownership of the Council, and agree their usage by outside organisations
- 2.4 Oversee condition of public bridleways and report issues to County Council
- 2.5 Manage other land (eg County Council verges) which the Council (on the recommendation of the Committee) accepts temporary responsibility for
- 2.6 Establish and maintain a regular cycle of tree inspections by properly qualified and responsible organisation, and act on those recommendations so as to manage the Council's liability
- 2.7 Recruit and retain volunteers
- 2.8 Maintain the two village signs
- 2.9 Administer the Burial Ground, adhering to agreed Regulations, maintain all the facilities on the site and to approve applications for Exhumation Orders
- 2.10 Administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon
- 2.11 Agree the level of charges in respect of the Council's cemetery, allotments and any other areas within the Committee's remit**
- 2.12 Maintain and administer all aspects of the Village Green including: maintenance, bookings, signage, rails, fencing, duck viewing platform

- 2.13 Oversee day to day management and maintenance of assets: e.g. Crossing Keepers Hut, Village Signs, Youth Shelter, Bus Shelters
- 2.14 Oversee provision of dog and litter bins, refuse and litter picking issues
- 2.15 Agree the purchase of items of plant and equipment within generally approved budgets where not already identified.**
- 2.16 Initiate new projects and monitor completion of projects

E19/009.1 Clerk's Report:

Meetings:

- Deputy Clerk met with Cllr Nudds 2 April to look at allotment issues
- Clerk and RFO met Alison Turnbull to review Public Art contract phase 2, 7 May

General:

- Newsletter copy by 10 June strict deadline
- Any material for Feast Market 30 June needing office assistance to be advised by 24 June latest
- Acting Clerk attending Cemetery Administration training 20 June
- Amey Cespa appeal on waste incinerator – information received from CBWIN Campaign forwarded to Planning Committee for any action
- Details of Stop-Digging Ground Screws provided to Cllr Nudds and RFO
- Letter of thanks sent to founder member of the litter pickers and winter gritter teams, Steve Morris, now leaving the area
- Enviro.vols continue to carry out excellent community work, recently at Cemetery, Manor Field and Green

- **SCDC:**
- Mr Foster liaises with SCDC on environmental issues reported by Road Adopters/Big Tidy Up members.
- Mr Foster also reports any street names in need of repair/replacement
- Big Tidy Up group have been awarded a £500 grant from the Red Lion Beer Festival committee towards equipment

- **CCC:**
- Has introduced a **new street lighting attachment policy** 1 April 2019. To attach any item to a County Council street light (hanging basket, festive lighting, advertising banners, CCTV camera, public transport information etc.) will need to apply for an attachment licence online (12 month or 5 year). From November 2019 Cambs County Council plan to **withdraw services for managing street lighting energy for District and Parish Council street lights**. Once handover process agreed County Council will advise
- Mr Foster continues to report on line any problems highlighted by residents or Councillors, or liaise directly with the Highways Supervisor, or land owner. Also organises Road Adoption, Tidy Ups, weeding group.

Burial Ground:

- Non compliant plot – will be returned to grass by end of June
- Bench installed without permission – letter sent to next of kin

Open Spaces:

- Whyatts Fair arrives 25 June, leaving 2 July. Open from Friday 28 June
- Camel Projects have asked to talk to the FLA re the Manorial Waste ground adjacent to their development site
- Wildflower area at The Green. Maintenance instructions provided to grass contractor
- Cllr Nudds in touch with groundstaff re future maintenance of small areas e.g. garden on B1049 adjacent to The Coppice
- Complaint from resident of The Coppice regarding overgrown footpaths. Grass contractor and Council staff have cleared
- Sustainability member has contacted Chair with query as to whether grass cutting could be delayed or if the Council has a wildlife policy on the matter
- Cllr Moore to meet with Assistant Groundsman to brief on use of the electricity supply at Crossing Keepers Hut

Bookings: Wellbeing Doodle, The Green 7 May

E19/009.2 Tree Warden and Allotment Officer's Report:

No written report received. Clerk notes –

Trees:

- Request sent to Tree Warden inspect trees in Winders Lane and The Green
- Tree Wardens Network slideshow re Pruning Protected Trees provided
- SCDC have enquired if Parish Council would be interested in paying for organised Tree Warden training at £100
- SCDC Walk and Talk Events 25 June and 5 July

SCDC Tree Applications received since last meeting:

None received

E19/009.3 Sustainability Report:

Photos and info on wildlife verges provided; May 2019 newsletter received

E19/009.4 HICOP Report:

HICOP have permission to remove logs from the fallen tree in the Copse to form informal seating areas. They will contact Cllr Nudds before removing and transporting

E19/010.5 Dog Bins:

Opportunity to change bin in Home Close for larger bin. Questions remain over who would fund this. SCDC would collect weekly. Query also over whether another bin could be provided closer to the Community Orchard as litter pickers regularly pick up abandoned bags.

Re dual black/blue bins – Dist Cllr Hunt has asked if the Committee could consider introducing these at all high traffic areas in the villages – ie The Green, outside Tesco's). Future agenda under Street Furniture / bin review?