

	<p>September. Item to be removed from committee's action list. <u>E18/70.3 War Grave Signage</u>: in hand with Clerk. <u>E18/71.1 Doctors Close Play Area</u>: item to be removed. <u>E19/6.1 Froglife</u>: second on reserve list for project, GM contact. <u>E19/6.2 Bier storage</u>: completed. PN suggested it could be on public display, to be discussed at next workshop. PN to discuss with new owner of Manor. <u>E19/8.1 Asset Management</u>: meeting held between GM/RFP/PN. GM to update at next meeting. <u>E19/8.3 Theories from Home</u>: Project on hold as Alison Turnbull seeing further grant funding. <u>E19/9.2 IVC and Hospital Trees</u>: PN to provide wording for letters to be sent.</p> <p>The current action list document contains much of the same information as the project list, it was AGREED that these could be combined into one document with actions for members indicated on the minutes.</p>	<p>item Clerk</p> <p>Workshop/PN</p> <p>Agenda item (GM)</p> <p>PN</p> <p>Clerk</p>
E19/021	<p>TO RECEIVE</p> <p>021.1 Clerk's Report: No report available.</p> <p>021.2 Trees & Allotments: No written Tree Warden report. One enquiry received regarding resident who is selling their house and needs a Tree Warden report, PN to action suitable response. Also received an enquiry from resident at the Coppice regarding raised bed area at front of property, which they have investigated and proved to be Parish Council property. Clerk to respond advising we will look at various options to resolve the issue. Item to be discussed at next Worskshop regarding removing all tress in the area or trimming and removing suckers. Other tree items were a fallen limb in the Copse which had been cleared, and damage to a Poplar in Cambridge Road which was constructor damage. Bee's nest in lime tree on Green removed.</p> <p>Allotments: Paths had now been cut at Glebe Way. AGREED to send a letter to plotholders giving them a month's notice of payment due date, informing them of next year's rate rise and asking them to confirm they are renewing. Plotholder meeting to then be held at end of October for them to pick their plot.</p> <p>021.3 Sustainability Report : none received.</p> <p>021.4 HICOP Report: DM reported a good year for maintenance at the Orchard, with a long grass look being taken. This will be mown before the Juicing Day event on October 5th. However, it has been a bad year for apples so HICOP will ask for donations from the public for the event. The two oak trees recently planted appear to be growing well.</p>	<p>PN</p> <p>Clerk</p> <p>Workshop</p> <p>Clerk</p>
E19/022	<p>OTHER MATTERS</p> <p>022.1 Quarterly Budget Review (Appx 4) PN reported the failure of new trees planted at the Burial Ground, PN to request groundsmen to water, but these may need replacing, and budget is available. COB informed committee of resignation of grounds operative. PN explained that the 35 commemorative trees purchased should have been 39 in number to reflect the number of men lost, so four more needed to be ordered. There is money in the Tree Planting budget, Clerk to present request to FC meeting before order placed.</p> <p>022.2 Workshop held 18 June 2019 and Cycleabout held 20 June 2019 (Appx 5) Report form Workshop on 18th June discussed.</p> <ul style="list-style-type: none"> - Worn area on Green: reseeding can be done in September and March, suggestion to engage with the school, GM to liaise. - Desire Line damage at crossing/worn area on green: delegated to Clerk to action. Added to project list. - Area Around pump: meeting needed to discuss whole area, specification for removing second path, DM to circulate drawings previously done. Add to project list. - Crossing Keeper's Hut: door and windows made, PN to instruct carpenter to install. To be painted once in situ. Will need protective film added to reduce possibility of vandalism damage. GM to produce an instruction sheet for use of electricity on site. Histon Baptist 	<p>PN</p> <p>Clerk/Full Council</p> <p>GM</p> <p>Clerk</p> <p>Workshop/ Clerk PN</p> <p>GM</p>

	<p>Church has requested use of the site for a Nativity event, which has been accepted, they will require electricity inside the hut. Consult with electrician as to best way this can be achieved, ideally to allow use of two tea urns (approx. 6 KW).</p> <p>- Saffron Road/New School Road weedkilling: not in contract with Buchans. Site has been trimmed previously. Groundsman to investigate which area needs attention.</p> <p>- Brook Mitigation – Denis Payne had been in communication with Pat Matthews at district council, and he had suggested another meeting to discuss detailed plans. PN said work needed to be done between November 2019 and March 2020. Add to project list, arrange meeting and prioritise. Cycleabout not discussed.</p>	<p>Clerk</p> <p>Groundsman</p> <p>Clerk</p>
022.3	<p>To review Neighbourhood Policy List (Appx 6)</p> <p>Policies P8 and P12 identified as relevant for the Environment Committee to report on. All AGREED, to be added to Terms of Reference.</p>	<p>Clerk</p>
022.4	<p>Review Outstanding Projects (Appx 7)</p> <p>Some items were AGREED as priorities for completion. These were as follows:</p> <ol style="list-style-type: none"> 1) Homefield Park Estate Railings: the quote for the work has been refreshed and is much higher. Clerk to compare quote and check where increases lie. Quote needed for groundworks, PN to generate specification and provide contact to clerk to action. 2) Brook Improvements 3) Public Art BT Phone Box: Clerk to obtain quotes to renovate. PN/Clerk to ascertain where missing parts are stored. PN has quotes for screen graphics for inside. 4) 35 Commemorative Trees – The Copse: 35 on order, 4 more needed (see item 22.1). Quotations also needed for preparation of planting area and planting of trees, these tasks may be something undertaken by the Enviro Volunteers. Specifications needed. 5) Public Art Glaze Pavilion: Planning permission only has 18 months left, costings needed for repair and installation. <p>Other projects were also discussed.</p> <p>Crossing Keeper’s Hut – staging area, specification needed from PN. Christmas Lights can be purchased from budget, Clerk to get groundsman to evaluate.</p> <p>Manor Field Oak Trees and Seats – trees planted. Seats will need a specification before quotations can be requested. PN to spec at workshop.</p>	<p>Clerk</p> <p>PN</p> <p>PN/Clerk</p> <p>PN</p> <p>PN/Clerk</p> <p>PN/ Clerk</p> <p>PN/Workshop</p>
022.5	<p>Feedback from Feast Market 30 June 2019 (Appx 8)</p> <p>The comments were discussed. PN reported that the Station House would be for community use with the land in front of it having public access.</p>	
022.6	<p>Christmas Lights Plans for 2019</p> <p>The groundsman has indicated some dead wood on the Green, PN to add to list of work that will need quotations. All AGREED Capital Bid Request for additional money for replacement lights to be presented at September Full Council meeting.</p>	<p>PN</p> <p>Full Council</p>
022.7	<p>Daffodil bulb requirements for 2019</p> <p>AGREED to purchase 1 bag mixed daffodils, 3 bags crocuses.</p>	<p>Clerk</p>
022.8	<p>Review of Burial Ground Regulations and fees</p> <p>No recommendation for increase to fees as raised 5% in previous year. Clerk presenting report to Full Council regarding charging for transfer of deed which other parishes currently charge for but this parish does not. Report will also include recommendations re grave diggers. Passed to next agenda for feedback from Clerk.</p>	<p>Next agenda</p>
022.9	<p>Review of Allotment Regulations and fees</p> <p>No regulation changes. All AGREED inflation rate increase of fees, determined as being an increase of £1. Increase to be notified to ploholders in forthcoming letter.</p>	<p>Clerk</p>
022.10	<p>“Happy to Chat “bench</p> <p>Neighbouring parish has introduced a designated “Happy to Chat” bench where residents are encouraged to sit and talk to each other, designed to help wellbeing. Discussion was had on design of labelling of bench, location of bench, and whether residents would object to use of bench. Clerk to gain feedback from other parish on success and report to the next meeting.</p>	<p>Clerk/ Agenda item</p>

E19/023	<p>OTHER CORRESPONDENCE</p> <p><u>Circulating File</u> available on request</p>	
E19/024	<p>Date of next meeting</p> <p>Tuesday 26th November, 3 March 2020.</p> <p>Workshop dates: Tuesday 27 October 2019, 30 January 2020</p>	
E19/025	<p>How to communicate meeting discussions/decisions and To request items for next agenda</p> <p>Website: More lights for the Green. Trees Group Fundraiser article in HISIMP News</p> <p>Next Agenda (s): Election of Deputy Chair; Asset Management; Burial Ground Fees; Happy to Chat bench; Conditions of Use – Homefield Park; Street Furniture Review; Waste & Dog Bin Review, Value of Green Open Spaces review (from Full Council 056.3)</p>	
	<p>Meeting Closed: 9.20 pm</p> <p>Appendices attached:</p> <p>Appx 1 – Appendix to Terms of Reference</p> <p>Appx 2 – Minutes of the meeting on 28th May 2019</p> <p>Appx 3 - Action List</p> <p>Appx 4 – Quarterly Budget Review</p> <p>Appx 5 – Workshop held 18 June 2019 and Cycleabout held 20 June 2019</p> <p>Appx 6 - Neighbourhood Policy List</p> <p>Appx 7 - Outstanding Projects</p> <p>Appx 8 – Feedback from Feast Market 30 June 2019</p>	