Minutes of Histon & Impington Parish Council Environment Committee Tuesday 27th August 2019 7.30 pm, At the Parish Office, New Road, Impington

Environment Committee Minutes

Membership: 6 + 2 ex-officio Quorum: 3
Appendices: 8

Agenda No:	Present: Cllrs Pene Nudds (PN), Walter Davey (WD), Simon Jocelyn (SJ), Dan Mace (DM) (HICOP), Clerk: Theresa King, Chelsea O'Brien	ACTION
E19/014	TO ELECT COMMITTEE DEPUTY CHAIR FOR 2019 Item carried forward to next Agenda.	Next Agenda
E19/015	APOLOGIES FOR ABSENCE	
	Aga Cahn (personal), Geoff Moore (personal)	
E19/016	TO REVIEW AND ACCEPT APPENDIX TO TERMS OF REFERENCE (Appx 1)	
016.1	The terms of reference were reviewed and ACCEPTED . PN requested that section on cooptees be added into terms of reference. Cllr David Jenkins to meet chairs of all committees to discuss presentation of three year reports mentioned in appendix.	Clerk
E19/017	TO RECEIVE DECLARATIONS OF INTEREST AND DISPENSATIONS	
	To receive declarations of pecuniary interest from Councillors on items on the agenda - none	
	To receive written requests for dispensations for disclosable pecuniary interests (if any) - none	
	To grant any requests for dispensation as appropriate - none	
E19/018	PUBLIC PARTICIPATION	
	No members of the public attended the meeting.	
E19/019	TO APPROVE MINUTES OF THE MEETING HELD 28th May 2019	
019.1	All AGREED to sign as a true record of the meeting (Appx 2)	
E19/020	MATTERS ARISING	
	Action List provided to all (Appx 3) Discussion followed: E18/20.1 Dog Bin Review: PN working with District Cllr Pippa Heylings on review of all bins and dog bins, with intention to map and number bins. PN stated that the emptying day on many of the dog bins was incorrect. Possibility of using "What Three Words" app to number bins. E18/52.2 Kings Meadow Budgets double yellow line: to be struck from the list due to development of site. E18/59.1 A14 Landscaping: This has been superceeded by the formation of the HI Trees group by DM. who provided an update. The new group have talked to two landowners regarding planting areas, Caroline Chivers and the Holiday Inn franchisee. Caroline Chivers has agreed for her land to be used, the local Holiday Inn team were also in favour but when the request was passed through to higher management the franchise owner declined the use of the land. DM and the group are gathering more evidence. DM also had a positive meeting with Chris Griffin of the A14 team; it was thought that planting would take place in winter 2020 but it now looks possible to do it winter 2019. DM to meet with Caroline Chivers on September 10th. The new group are currently raising money for the purchase of the trees, and thanked the Parish Council for their donation. The Woodland	PN/Pippa Heylings
	Trust had also been applied to and one young local girl had personally raised money. DM to give details to TK/COB for article in HISIMP news. SJ provided a map of the proposed planting from the A14 group meeting. PN asked regarding a link between the South Road	DM/Clerk
	play area and the new planting areas, this to be raised at the Full Council meeting in	FC Agenda



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	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.	item Clerk
	E19/6.1Froglife: second on reserve list for project, GM contact. E19/6.2 Bier storage: completed. PN suggested it could be on public display, to be discussed at next workshop. PN to discuss with new owner of Manor.	Workshop/PN
	E19/8.1 Asset Management: meeting held between GM/RFP/PN. GM to update at next meeting. E19/8.3 Theories from Home: Project on hold as Alison Turnbull seeing further grant	Agenda item (GM)
	funding. E19/9.2 IVC and Hospital Trees: PN to provide wording for letters to be sent.	PN
	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.	Clerk
E19/021	TO RECEIVE	
021.1	Clerk's Report: No report available.	
021.2	<u>Trees & Allotments:</u> 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	PN
	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	Clerk
	discussed at next Worskshop regarding removing all tress in the area or trimming and	Workshop
	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.	Workshop
	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.	Clerk
021.3	Sustainability Report : none received.	
021.4	<u>HICOP Report:</u> 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 5 th . 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.	
E19/022	OTHER MATTERS	
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	PN
	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.	Clerk/Full Council
022.2	Workshop held 18 June 2019 and Cycleabout held 20 June 2019 (Appx 5) Report form Workshop on 18th June discussed.	
	- Worn area on Green: reseeding can be done in September and March, suggestion to engage with the school, GM to liaise.	GM
	- Desire Line damage at crossing/worn area on green: delegated to Clerk to action. Added to project list.	Clerk
	 - 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 	Workshop/ Clerk PN
	damage. GM to produce an instruction sheet for use of electricity on site. Histon Baptist	GM



	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). - Saffron Road/New School Road weedkilling: not in contract with Buchans. Site has been	Clerk Groundsman
	strimmed previously. Groundsman to investigate which area needs attention. - 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.	Clerk
022.3	To review Neighbourhood Policy List (Appx 6) Policies P8 and P12 identified as relevant for the Environment Committee to report on. All AGREED, to be added to Terms of Reference.	Clerk
022.4	 Review Outstanding Projects (Appx 7) Some items were AGREED as priorities for completion. These were as follows: 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. Brook Improvements 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. 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. Public Art Glaze Pavilion: Planning permission only has 18 months left, costings needed for repair and installation. Other projects were also discussed. Crossing Keeper's Hut – staging area, specification needed from PN. Christmas Lights can be purchased from budget, Clerk to get groundsman to evaluate. Manor Field Oak Trees and Seats – trees planted. Seats will need a specification before quotations can be requested. PN to spec at workshop. 	Clerk PN PN/Clerk PN PN/Clerk PN/ Clerk PN/ Clerk PN/Workshop
022.5	Feedback from Feast Market 30 June 2019 (Appx 8) 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.	
022.6	Christmas Lights Plans for 2019 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.	PN Full Council
022.7	Daffodil bulb requirements for 2019 AGREED to purchase 1 bag mixed daffodils, 3 bags crocuses.	Clerk
022.8	Review of Burial Ground Regulations and fees 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.	Next agenda
022.9	Review of Allotment Regulations and fees No regulation changes. All AGREED inflation rate increase of fees, determined as being an increase of £1. Increase to be notified to plotholders in forthcoming letter.	Clerk
022.10	"Happy to Chat "bench 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.	Clerk/ Agenda item



E19/023	OTHER CORRESPONDENCE	
	<u>Circulating File</u> available on request	
E19/024	Date of next meeting	
	Tuesday 26th November, 3 March 2020.	
	Workshop dates: Tuesday 27 October 2019, 30 January 2020	
E19/025	How to communicate meeting discussions/decisions and To request items for next agenda	
	Website: More lights for the Green. Trees Group Fundraiser article in HISIMP News 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)	
	Meeting Closed: 9.20 pm	
	Appendices attached:	
	Appx 1 – Appendix to Terms of Reference Appx 2 – Minutes of the meeting on 28 th May 2019	
	Appx 3 - Action List	
	Appx 4 – Quarterly Budget Review	
	Appx 5 – Workshop held 18 June 2019 and Cycleabout held 20 June 2019 Appx 6 - Neighbourhood Policy List	
	Appx 7 - Outstanding Projects	
	Appx 8 – Feedback from Feast Market 30 June 2019	

