

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 3rd March 2020
7.30 pm, At the Parish Office, New Road, Impington

Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3
 Appendices: 3

Agenda No:	Present: Pene Nudds (PN), Walter Davey (WD), Simon Jocelyn (JC), Geoff Moore (GM), Yvonne Murray (YM), Dan Mace (DM), Chris Jones (CJ) Clerk: Theresa King	ACTION
E19/049	APOLOGIES FOR ABSENCE Denis Payne (work), Aga Cahn (personal), Helena Perry (personal)	
E19/050	To Co-opt to Committee	
050.1	Cllr Chris Jones asked to be co-opted to Committee. All members AGREED , and Cllr Jones joined the committee.	
E19/051	To Elect Committee Deputy Chair for 2019-2020	
051.1	Cllr Chris Jones volunteered to take the post, Cllr Murray had also expressed an interest in the post but withdrew her interest. All members AGREED to accept Cllr Jones as Committee Deputy Chair.	
E19/052	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	
E19/053	PUBLIC PARTICIPATION No members of the public attended the meeting.	
E19/054	TO APPROVE MINUTES OF THE MEETING HELD 26th November 2019 and 11th February 2020 and revised minutes of 27th August 2019	
054.1	All AGREED to approve the minutes from the three meetings and these were duly signed by the Chair.	
E19/055	Matters arising	
055.1	045.1: Public Art presentation. YM had spoken to Alison Turnbull (AT) who felt that the committee had voted to support the Theories of Home project without buying into the project, so AT would like to present to either Environment or Full Council. Discussion followed, including: <ul style="list-style-type: none"> • Workshops at the start of the project had been engaged in and were effective; • Presentation to be undertaken when the project had more concrete timings; • Presentation needed a timeline and plan of the project to show effectiveness; • Processes in place so we know what we are trying to achieve; • Committee agreed that presentation should be reviewed by members of committee to support AT and prove collective ownership. PN suggested new councillors lack background information which hinders buy-in. Suggestion for presentation to be at APM as a village project. 045.2 WWI tree planting; planned for March 26 th and 27 th , Acacia paying for stakes and ties. Article for newsletter. 045.3 Three Free Trees – HIYEC planted, article for next HISMP Newsletter. Other voucher to be used to purchase a large fruit tree, a cherry as large as possible to go into Homefield Park. Clerk to action. Enviro volunteers to plant, completion by 31/3/2020 so photos can be sent to	Clerk Clerk

055.2	<p>SCDC. 09.2 Letter to IVC & Hospital – PN has actioned letter to hospital. 031.1 referring to 19/022.1 Purchase of two additional oaks: two ordered from Barchams for delivery in September, may require additional costs for planting. Two trees more expensive as previous order had discount for bulk purchase.</p> <p>Outstanding Projects: it was agreed that project priorities be discussed in detail at the next workshop for the coming financial year, using previous 5 year plan/presentation. PN suggested projects must have some mechanism to record items we have committed to for Neighbourhood Plan, and climate emergency. PN requested a standing agenda item be added for Climate emergency. Noted that there is currently a £3,000 specified reserve budget for Homefield Park Play equipment, item on next agenda to agree reallocation of funds towards Glaze Pavilion project. Brook Desilting not happened yet, Clerk expressed concerns on timing as nearly bird nesting time, PN suggested hiring matting be put down as a solution to get it done. Clerk to progress item with South Cambs.</p>	<p>Workshop</p> <p>Agenda Item</p> <p>Next Agenda</p> <p>Clerk</p>
E19/056	<p>To Receive Reports</p>	
056.1	<p>Clerk's Report received, following items discussed. <u>Tree planting:</u></p> <ul style="list-style-type: none"> • PN said need to identify spaces and plans for tree planting; • Hold District and County councils to task for not replacing trees they have removed; • Identify landowners who might have land as identified by the call for sites request (awaiting information from SCDC). <p><u>Burial Ground - non compliant plot:</u> Clerk to action giving a date definition as to when it will be actioned so it can be enforced. <u>Open Spaces Bookings:</u> Committee happy for current year's requests to go ahead. PN responded to request received from PHD student re public display of local history project, using CKH. PN had responded positively but requested a specific plan to show committee for approval. <u>Issue at 31 The Coppice:</u> Clerk verbally updated that resident is monitoring structural damage but has requested some tree work be undertaken. More information to be provided to committee for next meeting so a decision can be made as to the course of action, Clerk to provide costings and information.</p>	<p>Clerk</p> <p>Next Agenda</p> <p>Next Agenda</p> <p>Clerk</p> <p>Clerk/Next Agenda</p>
056.2	<p>Tree Warden Report – no written report received. Tree Warden gave verbal report, highlights as follows:</p> <ul style="list-style-type: none"> • Chair queried how tree work should be authorised in terms of financial commitment; • Meeting with resident re Villa Road/South Road area - overgrown, area youngsters use to play but County Council land so does committee want to approve funding for work - next agenda item. • Upcoming Tree surveys with Hayden – Clerk to contact them to see when they are available to do surveys as needed in full leaf as in winter last time. • Develop a procedure for emergency works such as those created by storm Ciara. Create a draft specific to tree works and list approved contractors. Feed this into Emergency Plan at Full Council – Clerk to create draft for discussion at next meeting. 	<p>Next Agenda</p> <p>Clerk</p> <p>Clerk/Next Agenda</p>
056.3	<p>Allotments Report- no written report Verbal report given, highlights as follows:</p> <ul style="list-style-type: none"> • Clerk to provide updated plans and waiting lists to PN; • Gatehouse Road fence will need repainting in spring' • Gatehouse Road allotments – suggested advert in newsletter re vacancies; • Fly tipping at Gatehouse Road – procedure required to define how to order skip • Gatehouse Road: Reaffirm with grass contractor, keep haulage way clear. • Gatehouse paths need stimming • Water supply at Gatehouse Road should be on project list, as should composting toilet, Clerk to add. 	<p>Clerk</p> <p>Clerk/RFO</p> <p>Clerk</p>
056.4	<p>Sustainability Report – none received.</p>	
056.5	<p>HICOP – General maintenance undertaken at Orchard. Hedge kept low so view of orchard is not restricted. Pruning also undertaken at Clay Close Pocket Park and IVC. Request received</p>	

056.6	<p>for Book Trail event to be held at Orchard, HICOP group to discuss at next meeting.</p> <p>HI Trees – Meeting between landowner and Highways England representative. Delay in plans as until A14 Improvement work is complete it is unclear where boundary of HE land lies. Planting being planned for winter 2020. Good feedback on species. 30 specimen trees to be planted in field. PN queried waterlogging at bottom of embankment near intended planting area - DM understands new drainage ditch put in as part of A14 improvements will alleviate issue.</p>	
E19/057	<p>Other Matters</p>	
057.1	<p>Workshops held 27th October and 30th January 2020 Issues and projects discussed at workshops. Useful vehicle to decide on projects to prioritise for the coming year. No further dates outlined, committee members suggested Thursdays not the best day, Tuesdays possibly a better day. No further dates planned, Clerk to find suitable date in April.</p>	Clerk
057.2	<p>Review and approve Burial Ground Regulations Rules and regulations had been updated to reflect burial charges for under 18's, BRAAM registration, defined sizes for memorials. Members suggested two changes to the regulations: item 5 on the general regulations should indicate that any costs accrued by the Parish Council for removal of anything would be at the families' cost; Item 6 on the Health and Safety section be updated to say "put in writing" in the dealings with the ground person. Subject to these changes, all AGREED to accept the regulations and fees</p>	
057.3	<p>"Happy to Chat bench" Various options were discussed covering:</p> <ul style="list-style-type: none"> • Location – suggestions included the new seats to be installed around trees at the Orchard, any new benches at the School Hill development; • Cost – would need a capital expenditure request; • Project owners to progress - GM suggested contacting HICOM Mental Wellbeing, see if we could use an existing bench, and get a plaque. Clerk delegated to discuss with HICOM. 	Clerk
057.4	<p>Request to put up signs for no-mow verges sign for B1049 section HI Sustainability would like to put up a sign as per circulated picture to ensure no-mow option is known about and kept to, as last year residents cut the area. Ensure section is defined as no mow past the dog bin. All AGREED to approve request on the proviso that all no mow areas have signs, that they are laminated, and that B1049 area is well defined. PN suggested this should be added to a review of the grass cutting contract this year so the areas are reaffirmed as no mow and specified in the contract.</p>	Clerk/PN/ RFO
057.5	<p>Tony Hillier Sculpture Adoption – paper attached Discussion was had on the paper. Items included:</p> <ul style="list-style-type: none"> • Sculptures available - Camel, Sewing, Man with Grandchild, possibly stainless steel dog although this was felt to be less in character with Tony's work; • Locations – PN suggested not ruling out placement on non-Parish council owned land such as School Hill. Decision on location needs to be correct from outset as cost to relocate would be expensive; • Liability and Insurance would need to be reviewed first, as would planning permission; • Next step a costing exercise e.g. cost of lifting Camel, any ground works; • Two sites to be suggested for each piece, then public consulted. <p>All AGREED in favour in principle, CJ to work with office in order to produce a paper to be submitted for Capital Bid to Full Council, as quickly as possible. To be followed by a public event, possibly on the Village Green, to gauge residents view on the project.</p> <p>Cllr Murray left the meeting at this point.</p>	CJ/Clerk
057.6	<p>Budgets update for 2019/2020 as of 03/02/2020 This was provided as an indication of spend at this point. Clerk suggested changing budget descriptions for clearer understanding in the new financial year. All AGREED to take recommendation of the RFO and the Clerk.</p>	Clerk/RFO
057.7	<p>To agree purchase of paints for BT Phone Box and agree to paint in spring 2020</p>	

057.8	<p>All AGREED in favour. Clerk to ask RFO to order paints and organise quotes for the painting.</p> <p>To agree work at CKH to remove and replenish chippings and move existing tree trunk seating up to a budget of £750</p> <p>Some of this work had been completed by envirovolunteers. Longer term, the site needed the chippings and soil dug out and replenished. Brookfield already quoted for this, will require further quotes, Clerk to action obtaining them. All AGREED in favour to action, but reduce cost to £500. Thanks to volunteers and traders who had already actioned the work at this site.</p>	Clerk/RFO
057.9	<p>To agree purchase of mulch for planting bed opposite Holiday Inn</p> <p>Area needs replanting, and weeding before mulching, but a planting plan will be needed and a capital bid request for plants. Envirovolunteers to weed, then mulch area awaiting planting plan. Next agenda item for planting plan and agreement to purchase plants.</p> <p>All AGREED to extend the meeting by 15 minutes.</p>	Clerk Next Agenda
E19/058	<p>Other Correspondence</p> <p>A request had been received asking whether Parish Council would like nativity in CKH again this year. PN had said that the enviro.volunteers thought it complimented their efforts at the Santa's Grotto event and would like to see them again.</p>	
E19/059	<p>Date of next meeting Tuesday 05 May 2020</p> <p>Workshop : date to be found in April, avoiding Easter, Tuesday or Wednesday. Clerk to action.</p>	Clerk
E19/060	<p>How to communicate meeting discussions/decisions and To request items for next agenda</p> <p>Website: Newsletter : Planting of WW1 trees, Homefield Park Railing, HIYEC tree planting</p> <p>Next Agenda(s): 2020/2021 Budgets including reallocation of specified reserve; Review of Conditions of Use of Open Spaces; Street Furniture Review; Waste and Dog Bin Review including request for Litter bin for Windmill Gardens; Asset Management; Planting plan & purchase request for Holiday Inn bed; Decisions re work required at 31 The Coppice and South Road/Villa Road area</p>	
	<p>Meeting Closed: 9.45 pm</p>	