

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 15th September 2020
7.30 pm, Via Zoom

Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3
Appendices: 3

Agenda No:	Present: Pene Nudds (PN), Simon Jocelyn (JC), Geoff Moore (GM), Chris Jones (CJ) Denis Payne (DWP), Aga Cahn (AC) Co-optees: Dan Mace (DM), Cllrs Beressi-Jones and Venables joined the meeting as observers Clerk: Theresa King	ACTION
E20/011	APOLOGIES FOR ABSENCE Yvonne Murray (personal), Walter Davey (personal), Helena Perry (personal)	
E20/012 012.1	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	
E20/013	PUBLIC PARTICIPATION No members of the public attended the meeting. Cllrs Beressi-Jones and Venables attended as observers.	
E20/014 014.1	TO APPROVE MINUTES OF THE MEETING HELD 14th July 2020 Item 006.2, line reads “items is included” and should read “item is included in committee project list”. All AGREED to approve the minutes once this change had been made and these will be duly signed by the Chair.	Clerk/PN
E20/015 015.1	Matters arising Item 006.5 Bridge at County Farms – item still outstanding. Other matters covered by Clerk’s Report or later agenda items.	
E20/016 016.1 016.2 016.3	To Receive Reports Clerks Report (Appx. 1) Item on Villa Road/South Road area: CCC Highways team had indicated they would not undertake any work. Chair suggested further discussion with James Broder of Highway take place to explain that work would make the Environment better. Tree Warden Report (Appx.2) Written report received on day of meeting. Item 2 – tree work in Homefield Park. Clerk had obtained three quotes for work before lockdown, Clerk to refresh quotes especially for that of the large walnut tree in the grassy area and progress if health and safety issue. Item 4 – concerns raised that tree work request from SCDC planning team are not coming through, DP to provide details on registering for updates directly, Clerk and Chair to action. Item 7 – Clerk has one quote for hedging awaiting further quotes then work with Chair to order plants as delegated in item E20/007.5. Planting to be actioned by both contractors and public. Allotment Report (Appx. 3) Written report received on day of meeting. Item 1 – increase in allotment rents to be added to Full Council Agenda for 21 st September to allow plot holders to have a year’s notice. Clerk to action. Item 5 – issues remain with grass contractors, areas being missed or not cut as wide. Meeting to be set up with contractor to discuss contract, GM to discuss what is required outside of meeting to support discussions.	Clerk Clerk/PN Clerk/PN Clerk GM/PN

016.4	Sustainability Report – none received, no representative present	
016.5	HICOP Verbal report given. Orchard has been used well during lockdown, including the meeting of the Parsnip Club. Volunteer sessions have taken place performing work that can be done whilst obeying current government guidelines such as weeding. Donation of £400 towards a new table in the orchard from Ward Property Management, gratefully received. Tony Hillier pig statue, called Truffles, to be located in Orchard, CJ and Clerk to work with DM to relocate.	CJ/Clerk/ DM
016.6	HI Trees – verbal report given. When last conversation held with land owner two months ago, still some confusion on where boundary was to be between A14 and the field. This is now resolved with a new fence in place and soil replaced. DM to contact landowner 16/09/2020 to create a detailed planting plan. Community planting event still preferred, if it is possible under current guidelines, and specimen trees to also be planted. Hope to plant in January/February 2021, liaising with landowner re contractor involvement.	
016.7	Rural Footpaths report – nothing to update.	
E20/017	Other Matters	
017.1	Extra bin to be located on Cambridge Road All agreed option of free installation and invoicing of £3 each time bin is emptied. Clerk to ascertain emptying routine.	Clerk
017.2	Glaze Pavilion This was not moved from its storage location at Hain Daniels on 28 th August as originally planned. Cllr Nudds proposed that a contractor be employed to move pavilion at a cost of £150, proposed Cllr Nudds, seconded Cllr Cahn, all in favour. It will be moved to Grange Farm, owned by the Chivers family, which will be free of charge for a limited time, possibly two months. Chivers family are concerned it is vulnerable where it is stored. Discussion followed covering some of the following points: <ul style="list-style-type: none"> • Several parts to process including installation, flooring and landscaping • These could be done as “bite size” processes • Different foundation methods possible • Decide whether to repair manually or completely strip frame • Lots of costs involved • When project originally started in 2015, opinion was it would be £5,000 to install but £3,000 was thought to be realistic as it was thought there would be volunteers to help install so this money would cover landscaping and a launch event • SJ questioned lifetime of piece, PN stated only a temporary structure and therefore prone to certain vulnerabilities • Galvanising of frame will give longer life but it could be left unpainted. • PN has quotes from various contractors for actions, nothing in writing provided to office or committee to date. <p>Committee agreed that a full specification was needed along with a project plan, to be presented to Environment Committee for agreement before Capital Bid Request submitted to Full Council. Clerk to arrange a meeting for interested parties from Public Art Working party and Environment Committee to meet and plan the project.</p>	
017.3	To agree on re-allocation of reserve budget - item deferred	Clerk
017.4	Feedback from Workshop held 19th August 2020. Committee members present had attended workshop, items included on agenda for decision.	
017.5	To agree plans and funding of work to be undertaken at Peace Memorial site. Rose beds: high profile area, committee felt replacement work could not be completed by Remembrance Day. DP to ask Royal British Legion re their plans for this event. Suggestion to put in half as many rose bushes when replanting, mix drainage matter with the soil, build up edges of beds. Clerk to request groundstaff to tidy up area as much as possible, full plan to renew to be created and agreed. Residents to be kept informed of what is happening.	DP Clerk

	Top Dressing – budget allowed for this item, Clerk to obtain quotes from contractors and action Vegetation near drain: Envirovolunteers to investigate area and tidy as needed.	Clerk
017.6	To agree receipt of WWI memorial stone and location, and installation of same. Receipt of donation of stone agreed , installation to occur at The Copse, proposed Cllr Nudds, seconded Cllr Jones, all in favour. Next agenda item on how to install stone.	Next agenda
017.7	Future of High Street Planter Maintenance and watering There is some confusion as to ownership of planters. Clerk to create an up to date map of planters and their locations, and confirm ownership in order to identify those that Parish Council will need to undertake to water. Subsequent to this clerk to obtain quotes from contractors such as Floratec to undertake the watering.	Clerk Clerk
017.8	Public Art “Theories from Home” update. Contract issued and first invoice received from artist and paid.	
017.9	Hillier statue project update. Capital Bid request to be submitted to September Full Council meeting. Clerk to circulate document created to committee. CJ and PN to meet to agree exact locations of some statues such as the one in Homefield Park. PN suggested allowing for grass cutting and general ground maintenance in costings. Committee agreed to support the project when submitted to Full Council.	PN/CJ
017.10	Tree planting plans and locations, to include replacement trees for work carried out by third parties Committee agreed that this should be discussed at a workshop, Clerk to organise a suitable date in October for item to be added to November meeting agenda.	Workshop Agenda item
017.11	Climate Working Party/Climate Emergency- no update	
017.12	Budgets for 2020/2021 provided for note, as of 7 th September. 21% of budget total spent, but more invoices to be paid for upcoming projects.	
017.13	Budgets for 2021/2022 need to be decided by November 2020. October workshop to plan projects for the year in order to decide upon budgets.	Workshop
E20/018	Other Correspondence	
018.1	Envirovolunteers have said that the usual Santa’s Grotto event will not be held this year because of restrictions. They would like the committee to consider funding improvements to the areas at the CKH such as extra lighting and a tree to cheer people up. Previously trees have been provided by the envirovolunteers. Permission may need to be sought from CCC to put a tree on the tarmac section.	
E20/019	Date of next meeting 17th November 2020, 26th January 2021, 23rd March 2021, 25th May 2021 Workshop dates: workshop to be organised for October 2020	
E20/020	How to communicate meeting discussions/decisions and to request items for next agenda Website: BT phone box renovation update; Acceptance of memorial stone from the artist, and collaboration to install in due course. Next Agenda(s): 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;	
	Meeting Closed: 9.39 pm	