

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 17th November 2020
7.30 pm, Via Zoom

Environment Committee Minutes

Membership: 6 + 2 ex-officio

Quorum: 3
Appendices: 7

Agenda No:	Present: Pene Nudds (PN) (Chair), Simon Jocelyn (JC), Geoff Moore (GM), Chris Jones (CJ) Denis Payne (DWP), Aga Cahn (AC) , Yvonne Murray (YM), Jean Venables (V) Co-optees: Dan Mace (DM) Clerk: Theresa King	ACTION
E20/021	APOLOGIES FOR ABSENCE None	
E20/022 012.1	To Co-opt to Committee The Chair invited Cllr Jean Venables to be co-opted to Committee. All members AGREED , and Cllr Venables joined the committee.	
E20/023 013.1	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	
E20/024	PUBLIC PARTICIPATION No members of the public attended the meeting.	
E20/025	TO APPROVE MINUTES OF THE MEETING HELD 2020 Item 17.6 To agree receipt of WW1 memorial stone: modify to read “Committee agreed to accept and install the stone plaque, PN to meet artist to discuss possible locations and method of installation.” All AGREED to agree minutes with amendment, Chair to sign.	
E20/026 026.1 026.2	Matters arising 015.1 Report on bridges in woodlands – Cllr Jones and Moore provided report (Appx 1) Bridges need repairing, Office to forward report to County Farms to get work done. 016.2 Clerk to get quotes for clearance work prior to hedging installation at Manor Field, approach Brookfield, Norman Unwin, and Village Landscapes. 017.10 tree planting locations: Committee to forward suggestions to Clerk. PN to email clerk any known trees removed by third parties to update list maintained by Clerk. Outstanding Projects (Appx 2) Prioritise renovation of area at pump in light of recent flooding. Clerk to action groundstaff to check outflow pipe and update. Drainage routes across the Green must be written up using information from knowledgeable persons.	Clerk Clerk PN/Clerk Clerk
E20/027 027.1 027.2	To Receive Reports Clerk’s Report. Received (Appx 3) Tree Warden Report (Appx 4) Received on day of meeting. Item 1 Tree Surveys: Hayden’s have changed the way they undertake surveys, we previously had a Health and Safety and Condition survey. PN to have a dialogue with them. DP suggested if we need to represent useful life, then there are specialist companies who provide mapping systems which present the information in this way. Item 3: SCDC planning notification discrepancy: Official applications do not request replanting	

	– SCDC need reminding to request replacement. Clerk to discuss with SCDC.	Clerk
027.3	Allotments Report (including Envirovolunteers report) (Appx 4) Items 1 & 2: Clerk to notify ploholders. Item 3: Fly tipping inside: Clerk to report to SCDC. Item 6: review allotment regulations. Next agenda.	Clerk Clerk Clerk Next Agenda
027.4	Envirovolunteers: Diarise maintenance issues and bulbs.	
027.5	Sustainability Report. No written report. Clerk verbally updated. No budget for coming year. Send contact website details etc. to YM.	
027.6	HICOP Report / HI Trees Report. Verbal update. <u>HICOP</u> had had several maintenance sessions. Good turnout, so completed all 22 post replacements on small trees. Trees being grown in the way orchards were years ago. Need to replace three failed trees over winter. <u>HI Trees</u> ; Extra fence put in by HE, needs removing before planting can be planned. Possibly contact District Councillors. Planting to be planned in blocks, keeping the view from A14. Provisional planting date of 27/2/2021, organising a Covid compliant event. Jan Watt and Nick Philips of Wood land Trust organising. Chippings for mulch to come from villages Xmas tree chippings. Clerk to draft article for HISIMP News, forward to DM for review.	Clerk/DM
027.7	Rural Footpaths. GM and CJ walked woods. Well used areas. Link to map of footpaths on website, copy to JV. Look into extending footpaths to make circular routes.	
E20/028	Other Matters	
028.1	To review and confirm any changes to the Use of Homefield Park Policy Question raised regarding general Open Spaces Use policy; consider this with sections for separate areas. Policy to be reviewed again at next meeting. Purpose of policy is as a tool for clerks to use in urgent situations. Suggested reducing in size to a single side. SJ suggested contacting uniformed groups to see what they use it for, deem what is acceptable use. Once this done consider policy.	Next Agenda
028.2	Tony Hillier statue project update to note, and to agree process for acquisition of any extra statues Costings reviewed now heavy work being done FOC. One contractor available March, another January. Locations suggested by community – not Parlour Close but new verge area created by road works. Principal approval of Highways on this but land as not given into Highways control as yet, check sightlines not obscured before progressing. CM talked to school project manager re road name plates going in, placement to be monitored if sculpture to be sited here. Andy Cap statues intended for this site, but this revisited – maybe Grandfather & Grandson sculpture more suitable. Re additional sculptures, there are only two left, the Dog and the Horse, and Joan Hiller had wanted to keep two, so the decision is not to acquire any more sculptures.	
028.3	To agree process to prioritise tree works orders resulting from the tree surveys Committee agreed to delegate to Clerk and Chair.	Clerk/PN
028.4	To agree additional tree works for clearance around utilities on Mill Lane boundary at the Cemetery Committee agreed to delegate to Clerk and Chair, seeking best value quotation.	Clerk/PN
028.5	To agree process for funding and creation of tree signs for the Oaks at the Copse and an information board. Clerk update on feedback regarding Public Art funding. - can be used. Contact professional artist for work, represent the spiral of the trail. PN give a written brief so can get artist involved. As a financial decision brief will need to be signed off and agreed by committee. Admin Assistant to assist.	PN/Admin Asst
028.6	To consider purchase of an additional 2 oak trees for planting at The Copse as part of the WW1 memorial project. Barchams not got any, not likely to, Clerk to contact other suppliers, suggested Ashridge Nurseries and Chew Valley Trees, Committee agreed 50% loading on previous price of £118,	Clerk/PN

	plus delivery. Budget cap at £500.	
028.7	To agree way forward with location and installation of stone WW1 memorial plaque and consider whether a donation should be made to the artist Cannot make a donation from PC. Clerk to enquire if it is possible to purchase plaque within our financial regulations as there would be no tender process. Village Society may make donation. Artist to suggest some ways of installing. .	Clerk/Next Agenda
028.8	Theories of home update – to agree wording for plaque as per request from Alison Turnbull (Appx 5) Discussion on update provided. Suggested wording for plaques disliked, committee suggested using some reference to Chivers slogans, colours dislike, need to check material and colour. Meeting to be arranged with Alison Turnbull to discuss. All Agreed to extend the meeting by 20 minutes.	All
028.9	Theories of Home project - to agree location and process for installation of additional castings Committee all agreed second set of sculptures to go in The Coppice. Clerk to check moulds suitable for glass sculptures in the future. Exact locations to be specified, meet artist and Alison Turnbull. Clerk to investigate possible utilities in the area. AC, PN and JV to attend meeting with artist.	Clerk AC/PN/JV/ Clerk Clerk
028.10	To agree to repairs of Crossing Keeper's Hut windows Polycarbonate replacements. Delegate to clerk to get quotes.	Next Agenda
028.11	To discuss and agree siting of Map board, previously installed at the Green Next agenda item.	Clerk/PN
028.12	To agree to re-quote and order clearance work in Mill Lane boundary at the Cemetery Ordered Buchan's and invoice paid but not aware work done. Delegate to Clerk and PN to obtain best value quote. All agreed to extend the meeting by a further 20 minutes to complete agenda items.	PN/Brian Ing
028.13	To agree support for Glazed Pavilion project Capital Bid process Committee requested to support capital bid process in hope it meets deadlines of planning permission running out. Committee agreed that as project is over £5,000 and following Capital Spend policy, the first draft of the Capital Bid request should be presented at December F&A to ensure project is still valid.	Clerk/CJ/ PN
028.14	To agree budgets for 2021/2022 (Appx 6) Committee members were asked to forward any comments or requests to the Clerk. Delegated to Chair, Vice Chair and Clerk to finalise for submission to F&A Committee.	Clerk/CJ/ PN
028.15	To review and agree FLA 3 Year Plan (Appx 7) Committee members were asked to forward any comments or requests to the Clerk. Delegated to Chair, Vice chair and Clerk to finalise for submission to F&A Committee.	Clerk
028.16	To agree items to be published in December 2020 Newsletter Delegated to Clerk.	
E20/ 029	Other Correspondence Email from resident re community veg beds – suggested are not PC land. Clerk to respond Email re Coton Pollinators project – good idea, but no current project suitable,	Clerk
E20/030	Date of next meeting 9th February 2021, 23rd March 2021, 25th May 2021 Workshop dates: to be confirmed. To cover tree planting locations.	
E20/031	How to communicate meeting discussions/decisions and to request items for next agenda	

	<p>Website: Next Agenda(s): Allotment Regulations review; Review of Homefield Park policy; WW1 Plaque installation; Map board installation; 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;</p>	
	<p>Meeting Closed: 10.15 pm</p> <p>Appendix 1: Histon Woods report Appendix 2: Outstanding Projects ver 2.1 Appendix 3: Clerk's Report Appendix 4: Tree Warden & Allotment Warden report including Envirovolunteers report Appendix 5: Theories of Home update Appendix 6: Budgets worksheet Appendix 7 :FLA 3 year plans</p>	

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