

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 9th February 2021
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) Aga Cahn (AC) , Yvonne Murray (YM), Jean Venables (V) Co-optees: Dan Mace (DM) Clerk: Theresa King	ACTION
E20/032	APOLOGIES FOR ABSENCE Cllr Payne (work)	
E20/033	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	
E20/034	PUBLIC PARTICIPATION No members of the public attended the meeting.	
E20/035 035.1	TO APPROVE MINUTES OF THE MEETING HELD 17TH NOVEMBER 2020 (appendix 1) All AGREED to approve minutes, Chair to sign.	
E20/036 035.2	Matters arising Items covered by Clerk's Report. Clerk suggested that now there is a 3 Year plan as accepted by F&A, the Outstanding Project Report be replaced by an Action List, Clerk to create this going forward.	Clerk
E20/037 037.1	To Receive Reports Clerk's Report circulated (Appendix 2). In addition to report, Clerk informed committee that the previous report generated by CJ and GM on the footbridges at the woods had now been passed on to the correct person at County Farms. Discussions on Clerk's report covered the following topics. <ul style="list-style-type: none"> • SCDC water courses - GM had inspected a footbridge off the path between Histon and Oakington, and reported to SCDC Award Drain team. The bridge had started to crumble with the heavy rain.so SCDC were alerted and they removed the bridge within 48 hours, with the landowner's permission. Bridge will be replaced by landowner, but main public footpath does not go across this bridge. • PN queried issues with other ditches being full, such as those alongside Gatehouse Road Allotments, Clay Close Lane and the South Road with Villa Road junction, and wondered if SCDC have responsibility for any of these. GM had also reported issues at the area by NIAB gates, which had been cleared and flowing well. GM and PN to review other areas and report as necessary. It was also noted that the North Villages Group had also reported issues with ditches to Anglia Water. • Benches at Manor Field – Clerk to book installation to co-ordinate with bench delivery and to commit budget. • Manor field hedging – Admin Assistant had created sketch and sent to PN. To be resent so that contractor for clearance can be organised and then hedge plants ordered. • Issues on obtaining three quotes: contractors not keen to be asked to quote and then not get work. Suggestions of setting up call off contracts to be investigated. Clerk to ask F&A 	GM/PN Clerk PN/Clerk/ Admin Asst

	and Internal Auditor to confirm whether having three quotations is compulsory, whether using approved contractors can bypass this.	Clerk
037.2	<p>Tree Warden Report & Allotments Report No written reports received. Verbal updates provided.</p> <ul style="list-style-type: none"> • PN compiling list of work required as a result of tree surveys, so contractors can quote for the work. Already have quotes for Homefield Park so this to be actioned, work at boundary with Mill Lane at Burial Ground specification received, quotes to be obtained. • Locations for tree planting to be discussed at a workshop. • Gatehouse Allotments – need to clear Haulage way. Carpet use increasing, carpets inside not removed, if all moved to one place can get fly tipping team to pick up. Clerk to send reminder to plot holders re carpet use. 	Clerk Workshop Clerk
037.3	Sustainability Report. No written report received no action to report.	
037.4	<p>HICOP Report HICOP are delighted the Truffle the Pig (a Tony Hillier statue) is now at the Orchard; thanks given to CJ and Ed Jackson for completing move which went very smoothly. Two trees replaced, plans to prune trees and also those fruit trees at the Burial Ground and Clay Close Lane over the next couple of weeks.</p>	
037.5	<p>HI Trees Report/A14 Landscaping report (appendix 3) – report supplied by SJ, no longer A14 based so will be covered by HI Trees. DM had met with landowner to check site for tree planting and dug a couple of holes to ascertain state of land re water pooling. Area where diggers had been parked was waterlogged, the use of the area has created a pan of soil. Landowner's Farm Manager had suggested not planting in this area. Plans are to plant 2/3 of the plots this March, approximately 600 trees and 180 shrubs. Dan Wright of Brookfield Contracting to begin planting 8th March, remaining trees planted next season. Hope is that there will then be a community even in 10/12 months' time. Work to improve drainage of digger park area to be undertaken.</p> <p>HI Trees also want to undertake a tree planting project, possibly as part of some sort of Feast event. Make sure 100% COVID compliant. Idea of project is to get people going out to identify locations to plant. Focused activity, once sites suggested investigate landowner agreement.</p> <p>Committee thanked DM for all his work and supported Parish Council involvement for the community tree planting event at the Feast or suitable time.</p>	
037.6	<p>Rural Footpaths Clerk reported Rural Assets contact for bridge repairs at Histon Woods. Suggestion on social media for footpath link through allotments and other land to connect to woods and other footpaths. CJ to speak to landowner and if path to go through allotments will need Parish Council approval. Also some on County Farms land, CJ to investigate.</p>	CJ
E20/038	Other Matters	
038.1	<p>To receive update from Cllr Jones regarding installation of Hillier statues around the village and initial draft of Public Art Trail map Installation completed, contractors SP Landscapes very professional. General feedback positive, publicity for project in Cambridge Independent Newspaper. Draft Art Trail published. Sculptures to be inspected regularly by Groundstaff. Man and Dog sculpture within Homefield Park: issue with shards on top, a result of it being stainless steel, now removed. Groundstaff consider safe. Committee were asked whether they were happy with current location, whether a fence was required for extra safety. All agreed to remove current fencing and monitor situation. Formal signs to be made, DM to send info needed for Truffle so all can be done at same time.</p>	DM/CJ/ Clerk
038.2	<p>To review Allotment Regulations: to agree recommendation from Allotment Warden to add to rules the obligation for plot holders to maintain and clearly display their plot number and to agree to spend on items to make markers Committee agreed to funding costs of getting signs for plot numbers then see what money left for posts. Once plot numbers installed, then change regulations.</p>	Clerk Next agenda

038.3	<p>To receive update on the Theories of Home Project and review. PN concerned re large scale crack in one wooden pillar, flat surface so soaks up water, opening needs filling in. May be resolved when signs installed. Clerk to put issues in writing to Alison Turnbull and Charlotte Howarth. May need to identify a solution if Alison and Charlotte cannot resolve.</p>	Clerk
038.4	<p>To agree location & method of installation of stone WW1 Memorial plaque. Need to resolve "reimbursement" issue for materials/artist, then decide on installation process and get quotes. Artist favours Peace Memorial location. PN to discuss financial options with F&A chair, cost of materials is approx. £350.</p>	PN
038.5	<p>To review Homefield Park policy and review safety at Homefield Park (appendix 4) Draft updated policy circulated. GM noted a structure/shelter within the park, built by a resident, without permission. GM suggested engaging with users and ascertaining their aspirations to see if it is something that is required, work out a plan of action including risk assessments needed. Feeling that Homefield Park was a "Wild" place, any policy should not be prescriptive and try to get people to respect the area. Working group to make concise rules with view to our other open spaces. Suggestion that signage at gate may achieve the objectives desired, cover what was needed from an insurance point of view. GM proposed amended policy be agreed and adopted, with workshop to consider fuller review. All Agreed, amended policy adopted.</p>	Workshop
038.6	<p>To receive Quarterly 2020/2021 budget report (appendix 5) All agreed to accept.</p>	
038.7	<p>To receive report on 2021/2022 budget review by F&A committee and 3 year plan (appendix 6) Much work done by Chair and Vice Chair with "critical friend" from F&A on 3 year plan, highlights from each financial year circulated. Some projects moved into operational budgets. End result is a list of projects for next two years, lighter in 21/22 so can consolidate, finish projects, reduce reserves, and reflect the COVID-19 impact. Substantive projects now fall into following year, prepare for these in 21/22 so ready to action in 22/23. PN informed committee that it had been considered that no budget for Abbey Farms needed to be considered, as Chair had been assured there would be funds for the project. All agreed to accept.</p>	
038.8	<p>To receive update on Glazed Pavilion project Capital Bid Process (appendix 7) Draft new Capital Bid Form created by Clerk, circulated. Planning permission lapses on April 3rd 2021. Electricity installation at Homefield Park considered a symbiotic project, and if this is to be considered, it needs to be done before any base is put in.</p> <p>PN recommended a two phase project, phase 1 being the installation of electricity, footings and hard staging area as this would deliver facilities to the community straight away. A Project Manager would be used to deliver the project, an outside contractor being suggested to bring together all the requirements needed (e.g. specify footings, conform to building regulations and planning permission granted, coordinate landscaping etc). PN recommended using the structural engineer used previously on the project, Clerk advised that a tendering process may need to take place. Phase 2, The Glazed Pavilion installation, would then itself be a separate project. GM asked re abortive costs for removing footings and was advised by PN it would be approx. £700 for concrete.</p> <p>PN proposed the committee supported expanding the circulated Capital Bid form for Phase 1 to take to Full Council. All agreed, PN to work on expanding it. Proposed to take to March Full Council.</p> <p>All agreed to extend meeting for 20 minutes.</p>	PN
038.9	<p>To review project for wooden shelter at Crossing Keeper's Hut (appendix 8) The need to have somewhere to meet outside has been highlighted by the current pandemic and lockdown rules. Two items not in original specification - insurance and planning permission. As project had not been actioned within time frames specified by F&A, and over £5,000, project should now follow new Capital Spend policy. PN to discuss with F&A chair what is required, YM to help complete document for Capital Bid for Feb Full Council.</p>	PN/YM

038.10	<p>To agree use of fallen timber to provide informal seating around the open spaces in the village.</p> <p>It was discussed as to whether this could be funded from the Covid support fund, with Enviro volunteers applying, using the Parish Council wood that has been left after tree work. PN to review where it is possible for this to be done, depending on materials in that location. Day rate £500 per day for 2 men as indicative costs. All agreed to purchase up to 2 days contractor work, to a maximum value of £1500. GM would look into how to apply to Covid fund.</p>	PN GM
038.11	<p>To agree to a resident's request to remove a small dilapidated chain link fence, clear ivy and plant a native species hedge in its place along their boundary with The Coppice.</p> <p>Resident maintains their area of The Coppice and reports fly tipping in the area. They are asking for permission to plant a natural hedge at their own cost. The Committee raised concerns about the loss of the boundary if fence completely removed. All agreed to advise resident to plant the hedge in front of existing the fence on her property, then the Parish Council would monitor the fence for health and safety purposes.</p>	
E20/039	<p>Other Correspondence</p> <ul style="list-style-type: none"> No mow verges – suggestion for more. To be considered at next workshop. Resident request “Do you think some benches could be put in Homefield Park please? Would be nice for neighbours to meet up there & it’s used by so many people “ - covered by item 038.11. 	Workshop
E20/040	<p>Date of next meeting 23rd March 2021, 25th May 2021</p> <p>Workshop dates: to be confirmed.</p>	
E20/041	<p>How to communicate meeting discussions/decisions and to request items for next agenda</p> <p>Website:</p> <p>Next Agenda(s): Map board siting and updating; Village planters maintenance; Asset Management; Waste and Dog Bin Review including Request for Litter bin for Windmill Gardens, Request for dog poo bin for South Road</p>	
	<p>Meeting Closed: 9.49 pm</p> <p>Appendix 1: Minutes 17th November 2020 Appendix 2: Clerk’s Report Appendix 3: HI Trees Report/A14 Landscaping report Appendix 4: Homefield Park policy Appendix 5: Quarterly 2020/2021 budget report Appendix 6: 2021/2022 budget review by F&A committee and 3 year plan Appendix 7: Glazed Pavilion project draft Capital Bid Process Appendix 8: CKH Shelter Capital Bid</p>	