

Minutes of Histon & Impington Parish Council Environment Committee
Tuesday 23rd March 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
E20/042	APOLOGIES FOR ABSENCE Cllr Payne (work)	
E20/043	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	
E20/044	PUBLIC PARTICIPATION No members of the public attended the meeting.	
E20/045	TO APPROVE MINUTES OF THE MEETING HELD 9th FEBRUARY 2021 (Appendix 1) 045.1 All AGREED to approve minutes, Chair to sign.	
E20/046	Matters arising 045.2 Clerk had drafted an action register (appendix 2), all agreed to review, refine and reduce number of items.	ALL
E20/047	To Receive Reports 047.1 Clerk's Report circulated (Appendix 3) Items discussed: <ul style="list-style-type: none"> • Plot numbers for allotments now received, some recycled posts stored at Burial ground which could be used to install, Clerk to inform ground staff; • Call off orders - Clerk to discuss with F&A committee. Suggestion is for approved contractors, orders would be placed against a flat rate contract, would need to tender for contracts; • Piaggio Battery – Clerk to find history of work on vehicle, ascertain if battery is needed. • Feast - Clerk shared details known, smaller event. • Planters – ground staff can undertake watering, will need large water bottles. Clerk to investigate costs. Also involve Cedric Foster to get the businesses to water their planters. Clerk to obtain a list of suitable plants from Erika Hunt then we can replant our planter on the Green. 047.2 Chair's report – circulated (Appendix 4) Abbey Fields - PN had discussed with Cllr Payne and Cllr Jones re model of management used in other open spaces such as Homefield Park being used for the area. Further discussion to be had once land is acquired, define how the committee works with the Task and Finish Group for the project. Project files – YM agreed this is something to initiate and to tie in with the asset management work being undertaken by Cllr Moore to record better information. Working with the Recreation Committee on study of need- all agreed this should be done, GM pointed it out it should include recreation, leisure and outdoor activities, not just sport. Timing for this had not been discussed; Clerk to circulate the 5 phase slide from Cllr Jenkins. Action Plan – Committee agreed that this was something that needed further consideration,	<p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk/F&A</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p> <p style="text-align: center;">Clerk</p>

	and should link into the three year planning exercise. The list could also include items that are not necessarily projects but items that the committee would like to undertake. For the APM committee chairs have been asked to prepare a five minute slot, PN suggested a photo montage and voiceover of items, CJ and PN to create.	PN/CJ
047.3	<p>Tree Warden Report & Allotments Report No objections to any of the tree work requests from planning. Emergency work at the Coppice – one more tree to be worked on, would only drop limbs rather than fall over. Resident requests received for issues at 31 The Coppice and Orchard Road. Trees at the rear of Gatehouse Allotments have come down – need review for work. PN to inform Clerk of work needed for possible action. New plot holders at allotments working very hard. Only three vacant plots now at Gatehouse Road, committee asked if these were not attractive and PN responded that they had large amounts of bramble on them which could be actioned by ground staff or contractors, PN to work with Clerk to address.</p>	PN Clerk/PN
047.4	Sustainability Report. No written report received no action to report.	
047.5	<p>HICOP Report Verbal update given. Pruning of all trees completed in a Covid compliant manner, including those in Clay Close Lan, the Burial Ground and IVC. One tree replaced two to be replaced. New bench to be installed which was paid for by Andy Wood from a local company.</p> <p>HI Trees Report 850 trees have now been planted in two blocks, eight varieties of trees. Third block being kept for community planting, being kept for a year in order to break up the soil more where the Highways England diggers were parked. Highways England to offer help in this matter. Maintenance on the trees will be needed, with mowing between the trees, mulching and keeping the weeds in check, and DM asked if the Parish Council could help with the mowing on the area. The committee said it would reserve the right to come back to Dan on this. Highways England has also returned to plant the area at the side of the A14.</p>	
047.6	<p>Rural Footpaths Request had been made by a resident for a new footpath between the Gatehouse Road allotments and the Bridleway. CJ had met with the landowner to discuss the possibility, but landowner had suffered over winter with extra traffic over his land so did not want to discuss any extra pathways at this time. CJ had further discussions with landowner regarding Parish Council publicity of Country Code, areas possible for more tree planting, possible hedgerow planting area. CJ suggested bringing forward a paper to discuss in depth, promoting respect for the countryside. PN suggested funding some signs with the County Council to make people aware of the code, and to map residents' ideas of footpaths that could be linked. PN also noted a bridge near one that had previously been demolished should also be assessed as appearing well worn. Signage is also being investigated for the well-used path at Gunn's Lane with the Highways Committee.</p>	CJ
E20/048	Other Matters	
048.1	<p>To discuss wording and options for the signage for the Tony Hiller statues as part of the project</p> <p>A verbal update was received from CJ. There had been responses from residents both for and against chalking being allowed on the sculptures but the great majority of the community had been in favour of this established tradition being continued. JV raised concerns that the chalking may lead to painting, but to date nothing more than chalking had occurred and a regular weekly inspection of the sculptures was undertaken by ground staff. The committee was therefore supportive of the wording on the signage remaining as per the current temporary signs. The current quotation for signs fits within original Capital Bid budget. Discussion was had on the final design to be adopted:</p> <ul style="list-style-type: none"> • Current QR code on signs to be remove and space allowed for a future QR code linked to the Sculpture Trail; • QR code is seen as being a way to also access more information on a sculpture as part of trail; 	

<p>048.2</p>	<ul style="list-style-type: none"> • PN suggested size of sign was made the same as that for the Theories of Home sculptures; • PN suggested that, following discussion for the Theories of Home signs in regard to colour suitability for dementia, similar colours are used such as white writing on a brown background. <p>CJ to work with Clerk on the permanent signs, obtaining further quotes from other contractors such as Algar Signcraft. The committee also agreed that they were happy to include in the order the sign for the Community Orchard sculpture, to be made with slight amendments but the same structure.</p> <p>To accept current documentation and confirm continuing progressing documents to finalise the Capital Bid project for the Glaze Pavilion/ Homefield Park electricity project, so we ultimately have all the information to make an informed decision at the end - papers attached (Appendix 5)</p> <p>PN outlined the areas covered by the papers. CJ expressed concern that there seemed to be lot of milestones still to be achieved on this project, and asked whether it should be considered as a new project and be reassessed. One of the main issues was highlighted as the resolution of the issue with the Deed and Covenant on the area, PN stated that she believed the deeds were with the District Council, and that planning permission was not needed as it was below relevant height and cubic capacity measures and could therefore come under permitted development. PN had also asked the Planning Department to confirm if the work undertaken so far was enough to constitute the project as being started before the date the permission lapses on 3rd April.</p> <p>Discussion on the item continues, covering the following:</p> <ul style="list-style-type: none"> • YM thanked Pene for clear documentation confirming it had helped her make a better informed decision about the project • CJ asked if this project should be considered alongside all the projects the committee wished to achieve over the coming financial years. • PN stated that items had been highlighted as needing confirmation, and wished the committee to give her the opportunity to give the information as requested so it can be decided upon; • AC raised concerns that the project may not continue, having been involved in early discussions with residents where a need had been discussed; • GM advised he still held concerns, including having an early consultation with the community, as having a wider consultation without any knowledge of costs would be unhelpful; • GM also suggested a detailed budget estimate was needed, and that this should be done by a technical project manager rather than the workload falling on PN; • The question was raised as to whether this area was greenbelt or a conservation area and whether the permitted development would then cover this; • GM suggested going to F&A to seek approval to spend budget on seeking professional advice to check the state of the pavilion so a cost for renovation could be obtained; • SJ suggested a meeting with the planning authorities to secure correct information; • YM suggested that there was no proof or evidence of public approval held; • YM suggested that the each milestone would need to be completed before the project could move forward, and that each was a tollgate at which the project could fail; • GM suggested that some risks could not be mitigated, and that they were inherent in the structure and the location we were proposing to locate it; • AC described the Pavilion as a “back stage” area, rather than a stage, or possibly an art installation; • CJ highlighted that the Pavilion was not being presented as an art installation, and that the community needed to identify it as that and agree the costs it would be to achieve it, as otherwise residents would lose faith in what the Parish Council does; • CJ suggested reassessing the project in the new financial year with regard to all the projects it was hoped to achieve; • PN said she was disappointed these issues had not been raised when papers were first circulated, and was trying to give information so an informed decision could be made. <p>CJ proposed an amended motion: The committee notes the current documentation and</p>	<p>CJ/Clerk</p>
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	<p>the progress update. It observes that there are a significant number of milestone tasks yet to be initiated and completed. Mindful that it is nearly a new financial year and there is an ambitious program of projects that the Environment Committee has planned, the Committee should therefore determine the priority of the Glaze Pavilion project alongside the other projects, which could include whether it is discontinued.</p> <p>The committee voted to accept the amended motion; Cllr Jones proposed, Cllr Jocelyn seconded, four voted in favour, three voted against, motion was accepted.</p> <p>The committee then voted for the amended motion; Cllr Jones proposed, Cllr Jocelyn seconded. Four voted in favour, three voted against, and the amended motion was carried.</p> <p>The committee will hold a workshop as soon as possible in order to review the priority of projects to be delivered, and bring any decisions to the next committee meeting for a vote.</p> <p>Clerk noted that at the F&A committee meeting the Chair had said that committees had to focus on those projects they wanted to deliver in the upcoming financial year to ensure the best use of funds was achieved.</p>	
048.3	<p>To accept current documentation and confirm continuing progressing docs to finalise the Capital Bid for Crossing Keeper’s Hut Oak Shelter Capital Bid - papers attached (Appendix 6)</p> <p>PN advised that funds were available from the specified reserve to complete this project which had begun when the hut had been moved. The installation of electricity into the area had been funded from Section 106 monies. The shelter is one part of the improvements originally planned for the areas, and other parts may need funding from other bids. PN outlined the scope and milestones of the project.</p> <p>Further discussion followed, covering the following;</p> <ul style="list-style-type: none"> • JV stated that she supported the project, and suggested all quotes would need to be refreshed; • PN asked if any holes had been seen in the risk assessment; • CJ raised concerns over the residential development of the area and whether this needed to be factored in when considering this bid; • GM raised concerns about an open structure, the security of the site and demand for this structure, and whether new residents would appreciate being co-opted into helping with security issues; • JV stated it was for the committee to make the decision, not any new residents; • YM stated she did not feel she had all the information needed to decide on whether this should go forward, and that it should be considered alongside other items in the three year plan for prioritisation. <p>CJ felt that this project was affected with the same questions as the previous project. CJ proposed the following amendment to the motion: The Committee notes the current documentation and the progress update. It observes that there are a number of milestone tasks yet to be initiated and completed. Mindful that it is nearly a new financial year and there is an ambitious program of projects that the Environment Committee has planned, the Committee should therefore determine the priority of the enhancement project at The Copse and the area around the CKH alongside the other projects.</p> <p>The committee voted to accept the amended motion, Cllr Jones proposed, Cllr Murray seconded, four voted in favour, three voted against, motion was accepted.</p> <p>The committee then voted for the amended motion, Cllr Jones proposed, Cllr Murray seconded. Four voted in favour, three voted against, and the amended motion was carried.</p> <p>The committee will hold a workshop as soon as possible in order to review the priority of projects to be delivered, and bring any decisions to the next committee meeting for a vote</p>	
048.4	<p>To receive update on Theories of Home Jelly Sculptures regarding issues identified and decision on how to proceed – item not discussed</p>	
048.5	<p>To receive update on various issues with grass cutting contractor, including report</p>	

048.6	from Parish Range on issue at the Burial Ground, discuss ideas for solutions and how to move forward – item not discussed	
048.6	To receive update on the project to desilt the Brook and the installation of the new silt bunds and decide on planting options and plans – item not discussed	
048.7	To discuss ongoing Village planters maintenance – item not discussed	
048.8	To discuss a plan for a Feast Event on Tree Planting – item not discussed	
048.9	To received update budget vs spend report for 2020/2021- – item not discussed	
048.10	To review projects for the next financial year from the three year plan – item not discussed	
E20/ 039	Other Correspondence None discussed.	
E20/040	Date of next meeting 25th May 2021 Workshop dates: to be confirmed.	
E20/041	How to communicate meeting discussions/decisions and to request items for next agenda Website: None Next Agenda(s): Review and prioritise projects for the next financial year from the three year plan; Update on Theories of Home; Grass cutting contract; Work at the Brook and the installation of the new silt bunds; Village planters maintenance; Feast Event on Tree Planting; Map board siting and updating; Asset Management; Waste and Dog Bin Review including Request for Litter bin for Windmill Gardens, Request for dog poo bin for South Road	
	Meeting Closed: 9.50 pm Appendix 1: Minutes of 9th February 2021 Appendix 2: Action Register Appendix 3: Clerk's Report Appendix 4: Chair's Report Appendix 5: Papers for the Capital Bid project for the Glaze Pavilion/ Homefield Park Appendix 6: Papers for the Crossing Keeper's Hut Oak Shelter Capital Bid	