



**NOTICE OF MEETING:** **NATURE & BIODIVERSITY**  
**TIME:** 7.30pm  
**DATE:** **Tuesday 31<sup>st</sup> January 2022**  
**VENUE:** Community Room, Recreation Ground

Mrs T King – RFO to Histon & Impington Parish Council  
26<sup>th</sup> January 2023

**MEMBERS:** 6 + 2 Ex Officio

**AGENDA**

**QUORUM:** 3

NB22/026	<b>Apologies for Absence</b>	<b>For Decision</b>
NB22/027	<b>To Receive Declarations of Interests</b> To receive declarations of pecuniary interest from Councillors on items on the agenda	
NB22/028	<b>Public Participation</b> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
NB22/029	<b>To Approve minutes of the meeting held 15<sup>th</sup> November 2022 - attached</b>	<b>For decision</b>
NB22/030	<b>Matters Arising from Previous Meetings – for information.</b>	<b>To note</b>
NB22/031	<b>To receive Reports:</b> <ul style="list-style-type: none"> <li>• Clerks Report (attached)</li> <li>• HI Trees/HICOP</li> <li>• HI Sustainability</li> </ul>	<b>To note</b>
NB22/032	<b>To receive updates on projects and consider addition of further projects:</b> <ul style="list-style-type: none"> <li>• Nature England project with HIGS</li> <li>• PECT Report</li> <li>• ECOFest</li> <li>• Funding for a publicly accessible EV charging point at the rec (or another suitable location)</li> <li>• Adding solar panels over the parking bays when rec car park redeveloped</li> </ul>	<b>For decision</b>
NB22/033	<b>Public Art projects:</b> <ul style="list-style-type: none"> <li>• To agree to fund the Pat Fleet memorial bench from the S106 Public Art reserve fund</li> <li>• To agree to engage Alison Turnbull to help select a suitable artist</li> <li>• To agree committee member support for the project</li> <li>• To agree to fund Histon &amp; Impington "blue plaque" scheme, and recommend process</li> </ul>	<b>For decision</b>

NB22/034	To review Tree Officer position, job description, and agree way forward with recruitment - attached	For decision
NB22/35	<u>Communicating the January 23 Nature and Biodiversity Committee Meeting and Request Matters For Next Agenda</u>	For decision
	Date of next meeting – Tuesday March 28th 2023	

**Minutes of Histon & Impington Nature & Biodiversity**  
**7:30pm, Tuesday 15<sup>th</sup> November 2022**  
**Community Room, Recreation Ground, New Road, Impington**

**Nature & Biodiversity Committee Minutes**

Membership: 6 + 2 ex-officio

Appendices: 3 Quorum: 3

<b>Agenda No:</b>	<b>Present:</b> Cllrs.; Aga Cahn, Tom McKeown; Sarah Smith <b>HI Trees/HICOP:</b> Dan Mace <b>HI Sustainability:</b> Nicole Barton <b>Clerk:</b> Theresa King  <b>2 vacancies</b>	
NB22/015 015.1	<b>APOLOGIES FOR ABSENCE</b> Apologies from Cllr Murray; Adam, Payne	
NB22/016 016.1	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> None declared.	
NB22/017 017.1	<b>PUBLIC PARTICIPATION</b> Nothing on agenda addressed.	
NB22/018 018.1	<b>To Approve minutes of the meeting held 3<sup>rd</sup> October (Appx 1)</b>  <b>All in favour</b> for Chair to sign as a true and accurate record of the meeting, <b>approved</b>	
NB22/019 019.1	<b>Matters Arising</b> Matters discussed as they occurred on the agenda.	
NB22/020 020.1 020.2	<b>HI Trees, HICOP and HI Sustainability</b>  <b>To co-opt a representative of HI Sustainability</b> All agreed to co-opt Nicole Barton.  <b>To receive update from HICOP, HI Trees and HI Sustainability</b> <u>HI Trees:</u> have been offered some oak trees by resident to replace some of the lost ones from the planting. Hoping to replant in January 2023. Approx. 25% loss, 20% loss average. <u>HICOP:</u> gatepost at entrance have rotted. Sourced a new gate, with an H shaped metal frame which would be buried in the ground, with a wooden gate suspended from it. Delivery due in 4 weeks' time, contractor assigned to fit. Total cost £1,500, fundraising to be undertaken. <u>SUSTAINABILITY:</u> a Swish party had taken place on 5 <sup>th</sup> November, and it was probably the biggest held in Cambridge. The Histon and Impington Youth Eco Council (HIYEC) and Cambridge Carbon Footprint had helped to organise, over 43 volunteers helped on the day, and the HIGS group had a stall. Over half a ton of clothes were swapped, meaning thousands of items. The event had covered all costs, with a small excess which was donated to HIGS and The Cambridge City Foodbank. Thanks to the publicity of the event, there over 200 attendees from a wide age range, including elderly people and carers; having a team of repairers as part of the event was very popular. The Halloween costume exchange run by HIYEC was also very popular, Nicole to produce an article for December newsletter.	<b>NB</b>
NB22/021 021.1	<b>To ask for Full Council commitment to a Climate Fresk event.(Appx 2)</b>  Cllr McKeown presented paper with more details of the planned event including a debriefing exercise to focus on what could be done around the Parish. This would enable council to have ideas on how to tackle climate change. If motion approved, a suitable time would need to be found to enable the most councillors to participate. The lead times for booking the sessions is with two weeks' notice, four being better. Nicole Barton	

	<p>commented that previously a similar sort of event had been held on the St Audrey's Community Centre, but that an activity was needed afterwards to make people continue to engage. Cllr Cahn suggested the committee's projects could be used as a starting point.</p> <p>Motion proposed to approve spend of £900 to conduct a Climate Fresk training workshop for all council members and staff. Contingency budget up to £150 to cover facilitators' transport expenses from London to H&amp;I." Proposed Cllr McKeown, seconded Cllr Smith, all agreed.</p>	
NB22/022	<p><b>Feedback from workshop on Biodiversity held on 2<sup>nd</sup> November 2022</b></p> <p>022.1 Cllr McKeown had led and facilitated the event and was thanked by the committee. The workshop had been followed up with a stand at the Swish event. The workshop had had a modest turnout but high-quality input was received. Items suggested included the management of existing areas such as Manor Field, improving connectivity between Histon and Girton, edges of farmland and commercial sites, suggestions for no-mow areas, wetlands, planters and a possible bigger re-wilding project. Suggestion to add to operational budget for next financial year to facilitate some of the smaller projects. Cllr Smith to write a detailed follow up note of suggestions, with what needs to happen, and who committee needs to speak to. No-mow options were quite popular, and the aim is to focus on site-based ideas, involving residents and community gardeners. The suggestions re making Manor Field a meadow with less mowing can be included in the new grass cutting contract, including the mowing of current walking lines to allow access. Ensure residents are aware of reasons for project, to increase biodiversity. Nicole Barton suggested maps of the green spaces could be produced for the village.</p>	
NB22/023	<p><b>Precept Request 23/24 - To review projects, budgets and identify capital projects for submission to Finance, Governance and Legal Committee by 25th November for consideration in precept request 23/24 (Appx 3)</b></p> <p>023.1 The committee discussed the operational budget worksheet and the list of Projects as below.</p> <p><b>Operational Budget</b>  <u>Trees- new planting:</u> use 22-23 budget to undertake modest planting this year as suggested by Dan Mace, increase to £2,000 for FY 23-24.  <u>Biodiversity Enhancements:</u> committee agreed to add new line for FY23-24 at £2,000  <u>P12 of the Neighbourhood Plan:</u> this project states that a survey of biodiversity should be made for the villages and changes planned. Committee agreed to add an operational budget line for this item, with a budget for FY23-24 of £2,000.  <u>Daffodils survey:</u> use some of the Open Spaces budget lines for FY 23-24.  <u>Committee also agreed</u> to add other line for "Other Open spaces" FY 23-24</p> <p><b>Capital projects</b>  <u>FY22-23 Climate Fresk event</u> estimated cost £1,050  <u>FY 22-23 Capital bid for site based biodiversity projects,</u> estimated cost £500  <u>FY 22- 23 P12 of the Neighbourhood Plan:</u> cost involved with accessing tools and software £500</p> <p><u>FY 23-24 Sustainability Conference:</u> planning group to be formed, once more details know bid to be made. May be grants available.  <u>FY23-24 Follow up actions to PECT survey of Pavilion:</u> Cllr Cahn to create a list of possible actions and circulate, consider the costs in relation to the Rec Development project and look into grants available.</p>	
NB22/024	<p><b>To Review Tree Officer position</b></p> <p>024.1 Currently, a former councillor is in the post of Tree Officer, and a letter has been written asking if she wishes to continue in the role, but there has been no reply to the correspondence. Therefore, committee agrees to look in to recruiting a new Tree Officer. One resident may consider taking on the role after discussing the level of work, division of responsibility, and insurance situation and has suggested working as a mentor for a new officer. Clerk to call resident and discuss position requirement/role. Clerk to draft a</p>	

	specification and bring to next meeting detailing skills needed, hours required, level of commitment, and subject of mentoring. Cllrs also suggested an overview of working with residents be included, outline that an interest in trees rather than being an expert is what required. Individual must agree to be contactable in emergency cases.	<b>Clerk Next agenda</b>
NB22/025	<p><b>DATE OF NEXT MEETING</b> Tuesday January 31<sup>st</sup>, March 28<sup>th</sup> 2023</p> <p><b>Items for next agenda:</b> Tree Officer Position job specification</p> <p><b>Meeting closed: 8.47 p.m.</b></p> <p><b>Appendix 1: Minutes 3<sup>rd</sup> October 2022</b></p> <p><b>Appendix 2: Climate Fresk Paper</b></p> <p><b>Appendix 3: Operational Budget and projects list</b></p>	

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## HISTON & IMPINGTON PARISH COUNCIL

### CLERK'S REPORT

<b>REPORT TO:</b>	<b>Nature and Biodiversity Committee</b>	<b>26<sup>th</sup> January 2023</b>
<b>AUTHOR/S:</b>	<b>Theresa King, RFO</b>	<b>NB22/031.1</b>

**Purpose:** To highlight matters on agenda and update Committee on issues arising since last meeting. Issues requiring particular **ratification or note** in bold.

#### 1. Tree surveys

The Parish Council undertakes tree surveys every three years; the last took place in August 2020. One of the tree surgeons we use recommended us having the surveys done relatively early in the year so the effects of the hot summer could be seen. I booked the surveys for April, including the costs in the budgets for 2023-24 and was awaiting confirmation of the date of the visits. However, they visited the Recreation ground on 25<sup>th</sup> January, so the surveys will be completed shortly. The contractor has agreed to hold off invoicing until April. The old Infant School Playing Field has been included this year, as we now lease it. Once the surveys are received, we will look at what work is suggested to form a plan of works to action. Total cost of surveys ££8,280 + VAT

#### 2. Grass cutting contract requests sent out.

Clerk worked with Cllrs Payne and Smith to amend contract to reflect new requirements and Cllr Payne produced new maps. Three contractors from the approved contractors list have been approached to provide quotes for the grass cutting contract. Responses were requested by 10<sup>th</sup> February 2023. LAI Committee may wish to discuss the contract for areas that come under their remit.

#### 3. 6 Free trees offer from SCDC.

The offer is for either 6 small trees or one large one, and we are able to place an order for both parishes. Having worked with Dan Mace, the order for Histon is to be for six smaller trees, three field maple and three silver birch which will be planted in Manor Field. For Impington we have ordered a single Oak tree, as working alongside HI Friends, they wanted to plant a memorial tree to the late Queen, this to be planted at the Recreation Ground, and it was felt this was a suitable project. We will work with Chivers Farms to select a suitable position. The trees are due for delivery w/c 30/01/23.

#### 4. Tree works approval

1. A resident of the Coppice lives adjacent to an area where there are a group of sweet chestnuts on Parish Council land that overhang his property. We have had work done on them in the past, and I obtained two quotes for work to be undertaken.

- Richardsons: To reduce the height and cut back overhanging branches of trees £1,150 plus £40 for SCDC permission.
- Tates: £300 to pollard two sweet chestnuts

**Recommend Tates for the work.**

2. The trees that are in the Coppice that overhang the road at Burroughfield have begun to shed branches and they have not had work done on them for some time. This is affecting the road and highways safety. Three quotes obtained.

- Tates; Reduce the overhang over the highway and remove the lowest branches of the trees to lift crown and deadwood, clear all arisings £1,500.
- Acacia: Raise lower crowns to 3.5 /4 m over road and prune back remaining high canopies by 3.5 m to lessen general canopy overhang, price includes hire of cherry picker £2,200.00
- Richardson's: Crown raise to a height of 5m above the highway, cut back overhanging branches, remove one dead elm completely, includes submission to SCDC £1,190.00

**Recommend Richardsons to undertake works.**

## Projects for the Nature and Biodiversity Committee

2022/23

Project	Notes	Status	Budget (£)
Tree Planting project in follow up to Queen's canopy survey	(See costing report from Dan Mace). Planting ~4 trees along Cottenham Road, between the Parish Church and the junction with Glebe Way.		22-23 Budget is £1000
Climate Fresk for PC/Community		Arranged – to take place Friday February 24 <sup>th</sup> 2023	Training Budget (FG&L)
Project 12 in the Local Plan/Local Biodiversity Action Plan	Small projects before end March 23		Capital Bid or use of the budgets for Open Spaces
Tree Surveys 2023		Taken place Jan 23, earlier than expected	Tree Maintenance
Nature England Project with HIGS	Doctor's Close hedging		

## Projects for 2023/24

Project	Notes	Status	Budget/£
ECO Fest			
Project 12 in the Local Plan/Local Biodiversity Action Plan		New budget line agreed.	£2,000
Sustainability Conference and 30-Day Challenge	With HI Sustainability and Eco Churches		Capital Bid
Daffodil Bulb Planting	Survey the village spring 2023 to see where (of the original sites) Daffodils are still coming up and where we want to do replanting for Spring 24		Open Spaces Budget or part of Biodiversity Budget line
Follow up to the pavilion energy efficiency survey by PECT	Working with Rec Development Group.		Capital bid

Public Art Project: Pat Fleet memorial			S106 Public Art fund
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## **HISTON AND IMPINGTON PARISH COUNCIL**

### **VOLUNTEER TREE OFFICE POSITION**

The Tree Officer position at the Parish Council is held on a volunteer basis.

We require an individual with an interest in trees and their care, who can work alongside Parish Council staff in relation to the care and maintenance of the trees on Parish land. In particular, the individual must be available to be contacted to give advice in an emergency, such as during or after a storm. They should also work with staff to provide general advice on tree works such as that resulting from the tree surveys.

As part of the role, they may also be asked to review planning applications for tree work from South Cambs District Council, and other planning applications where major tree work is required. Alerts are received by staff and will then be passed on to the Officer. Any comments can then be passed back to South Cambs by staff or information passed to the Planning Committee when considering an application.

This volunteer role will be covered by the Parish Council's insurance for volunteers, and the hours would be determined by the need for emergency help. The Parish Council may be able to offer mentoring from other people with more experience in order to develop the role.

Part of the role will require working with residents, reviewing issues they may have and keeping them informed of works that might affect their neighbourhood. You will also be working alongside office and ground staff in order to complete the required works and offer advice.