

**NOTICE OF MEETING:** **HISTON & IMPINGTON PARISH COUNCIL**  
**TIME:** **7.30pm**  
**DATE:** **Monday 16<sup>th</sup> October 2023**  
**VENUE:** **Community Room, Recreation Ground**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs Chelsea O'Brien – Clerk to Histon & Impington Parish Council  
11<sup>th</sup> October 2023

Members: 19 Quorum: 7

**AGENDA FRONT SHEET**



	<b>** Refreshments served from 7pm**</b>	
23/058	<b><u>To Receive and Approve Apologies for Absence</u></b>	
23/059	<b><u>To Receive Declarations of Interests and Dispensations</u></b> To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b> To receive written requests for dispensations for disclosable pecuniary interests (if any) To grant any new requests for dispensation as appropriate	
23/060	<b><u>Date(s) of next Committee Meetings</u></b> Upcoming dates shared on events page of <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> , detailed under agenda item 064 and calendar invites emailed to all	
23/061	<b><u>Public Participation</u></b> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	15 Mins
23/061	<b><u>To Approve minutes of the meeting held 18<sup>th</sup> September 2023 attached</u></b>	For Decision
23/062	<b><u>Matters Arising from Previous Meetings – for information only</u></b> <b><u>Actions List - attached</u></b> Any other Matters Arising to report	5 Mins To note
23/063	<b><u>To Receive Reports – for information only</u></b>	10 Mins
063.1	<b><u>Monthly reports</u></b> from County and District Councillors – <b><u>attached</u></b>	
063.2	<b><u>Clerk's Report – attached</u></b>	
063.3	<b><u>Chair's Report –attached</u></b>	
23/064	<b><u>To Accept Committee Reports - note actions and accept</u></b>	15 Mins
064.1	<b><u>Finance, Governance &amp; Legal</u></b> draft minutes 25 <sup>th</sup> September <b><u>attached</u></b> . Next meeting 4 <sup>th</sup> December	

064.2	<b>MOTION: To agree to delegate creation and publication of Finance Questionnaire to Cllr Stonham, Cllr Murray and Cllr Payne to be published in time for resident feedback to be considered prior to precept setting</b>	<b>For Decision</b>
064.3	<b>MOTION: The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend <u>report attached</u></b>	<b>For Decision</b>
064.4	<b><u>Planning Committee</u></b> draft minutes 19 <sup>th</sup> September, 10 <sup>th</sup> October <u>attached</u> . Next meeting due 31 <sup>st</sup> October	
064.5	<b><u>Nature &amp; Biodiversity</u></b> draft minutes 3 <sup>rd</sup> October <u>attached</u> . Next meeting due 14 <sup>th</sup> November	
064.6	<b>Parish Council Climate Action Plan – <u>paper attached</u></b> <b>MOTION: To agree to the proposed process for developing the PC Climate Action Plan</b> <b>MOTION: To appoint a small working group to oversee and support this process</b>	<b>For Decision</b>
064.7	<b>Parish Council Support for Climate and Ecology Bill – <u>paper attached</u></b> <b>MOTION: Support the Climate and Ecology Bill</b> <b>MOTION: Inform local residents, local press and our MP Lucy Frazer of its support for this bill.</b>	<b>For Decision</b>
064.8	<b><u>Highways, Drainage and Formal Spaces</u></b> meeting held 9 <sup>th</sup> October, draft minutes not available for this meeting. Next meeting due 7 <sup>th</sup> November	
064.9	<b><u>Dates of upcoming Committee meetings:</u></b> <b><u>Wellbeing, Recreation &amp; Leisure</u></b> Next meeting 6 <sup>th</sup> November <b><u>Employment and Transformation</u></b> Next meeting due 30 <sup>th</sup> October	
23/065	<b><u>To Receive Finance &amp; Administration Report</u></b>	10 Mins
065.1 065.2 065.3	<b>To note</b> payment of accounts under delegated approval – see RFO Report <u>attached</u> <b>To approve</b> payment of outstanding accounts due– RFO Report <u>attached</u> <b>To report</b> on amounts paid in	<b>For Decision</b>
23/066	<b><u>Other Matters</u></b>	30 Mins
066.1	<b><u>Community Engagement with MP candidates</u></b> to discuss and approve in principle a process of engagement to be timetabled for January agenda to finalise	<b>For Decision</b>
066.2	<b><u>Zombie Fest, Holiday Inn, Impington</u></b> to delegate to Chair and Clerk to review any resident feedback received	<b>For Decision</b>
066.3	<b><u>Application to Fell Beech Tree, The Coppice</u></b> advice received from SCDC Tree Officer, application will be refused due to insufficient supporting documentation from resident claim company	
066.4	<b><u>Phase 1 Policy Review</u></b> to review and approve (uploaded to SharePoint 22 <sup>nd</sup> August 2023). Hard copies available on request	<b>For Decision</b>
066.5	<b><u>Correspondence Received:</u></b> Letter from Cambridgeshire County Council in relation to surface water issue, Garden Walk, Histon <u>attached</u>	
23/067	<b><u>Communicating the November Full Council Meeting and Request Matters For Next Agenda/s:</u></b>	5 mins
23/068	<b><u>Next Full Council:</u></b> Monday 20 <sup>th</sup> November 2023	

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 18<sup>th</sup> September 2023**

**9 Appendices attached**

# Full Council Minutes

<b>Agenda No:</b>		<b>Action/ Power</b>
	<p>Present: <b>Cllrs:</b> Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Aga Cahn, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Denis Payne, Sarah Smith, Joe Uttridge, Louise Wilbraham</p> <p><b>Clerk(s):</b> Chelsea O'Brien; Theresa King</p> <p><b>Members of Public:</b> 17</p> <p><b>Dist Cllr(s):</b> Hansraj, Cahn, Heylings (in part)</p> <p><b>Cty Cllr:</b> Hathorn (in part)</p> <p>With agreement of Council, Chair suspended Standing Orders and brought forward item 049</p>	
<b>23/046</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllrs Geoff Moore (personal), Edd Stonham (personal)</p>	
<b>23/047</b>	<p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Davies – 055.6 Friends of Histon &amp; Impington Community – Charity Manager</p> <p>Cllr Payne – 055.6 Friend of Histon &amp; Impington Community – spouse paid employee of HI Friends</p>	
<b>23/048</b>	<p><b>DATE(s) OF NEXT COMMITTEE MEETINGS</b></p> <p>Upcoming dates shared on events page of <a href="http://www.hisimp-pc.gov.uk">www.hisimp-pc.gov.uk</a> detailed under agenda item 23/053 and calendar invites emailed to all.</p>	
<b>23/049</b>	<p><b>PUBLIC PARTICIPATION</b></p> <p>17 members of public in attendance.</p> <p>Resident spoke in support of item 055.8 on the agenda and provided Clerk and Chair with paper to be circulated to all Councillors post meeting. Resident briefed Council covering:</p> <ul style="list-style-type: none"> <li>- Luton Airport did not respond to any consultation submission, there was no legal requirement to do so</li> <li>- Request support from Parish Council to write in support of residents</li> <li>- Increase in disruptive flights over the villages</li> <li>- Deployment of air brakes and not following flight paths is the reason for noise disruption</li> <li>- Noise above 7000ft not monitored</li> <li>- Planes that follow flight path should not cause noise disruption and should have a steady decent over unpopulated areas</li> <li>- Calibrated noise monitoring has been used to collect data, to be shared with the Parish Council</li> </ul> <p>Chair thanked residents for attending and addressing Council and noted further discussion on this item will be under agenda item 055.8.</p> <p>Chair of Histon and Impington Royal British Legion Branch addressed Council to request support and responsibility from the Parish Council for the road closure for the Remembrance Parade. Chair noted agenda item 055.1</p> <p>Resident spoke to agenda item 055.9 – Noise from Hain Daniels Factory. Chair confirmed invitation from Hain Daniels for up to 4 representatives to attend an onsite meeting prior to writing a letter. Chair noted agenda item 055.9</p> <p>Resident of The Coppice spoke against decision at the July Full Council meeting to fell a tree at land adjacent to 1 The Coppice. Resident requested further consideration by Council prior to felling, including independent surveys and monitoring. He noted no external cracks can be seen on boundary wall nearest to the Tree. Chair thanked the resident for addressing</p>	



	<p>vision and future of the community and Council.</p> <p>Cllr Murray noted the staff team stepping up to alert Finance, Governance and Legal Committee of a spend and governance review required, to feature on the next agenda. All Councillors were informed and requested to read documentation as will help build on three-year plans.</p>	<b>Agenda</b>
<b>23/053</b>	<b><u>To Accept Committee Reports</u></b>	
053.1	<b><u>Finance, Governance &amp; Legal</u></b> draft minutes 31 <sup>st</sup> July provided to all and accepted. Next meeting due 25 <sup>th</sup> September	
053.2	<b><u>Planning Committee</u></b> draft minutes 18 <sup>th</sup> July, 8 <sup>th</sup> August, 29 <sup>th</sup> August provided to all and accepted. Next meeting due 19 <sup>th</sup> September	
053.3	<b><u>Wellbeing, Recreation &amp; Leisure</u></b> draft minutes 4 <sup>th</sup> September provided to all and accepted. Next meeting 6 <sup>th</sup> November to discuss precept request and three-year plan	
053.4	<p><b><u>Dates of upcoming Committee meetings:</u></b></p> <p><b><u>Nature &amp; Biodiversity</u></b> Next meeting due 3<sup>rd</sup> October 2023</p> <p><b><u>Highways, Drainage and Formal Spaces</u></b> Next meeting due 9<sup>th</sup> October</p> <p><b><u>Employment and Transformation</u></b> Next meeting due 30<sup>th</sup> October 2023</p>	
<b>23/054</b>	<b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 6)</b>	
054.1	<b>To note</b> payment of accounts under delegated approval as detailed in report <b>(Appendix 6)</b>	
054.2	<b>To approve</b> payment of outstanding accounts as detailed in report <b>(Appendix 6)</b> . Proposed Cllr Payne seconded Cllr Crockford all in favour and <b>approved</b>	
054.3	<b>To report</b> on amounts paid in. Noted	
054.4	<b>To note</b> receipt of External Audit Report provided to all and noted <b>(Appendix 7)</b> . Council recorded thanks to RFO for another successful audit with no comments	
<b>23/055</b>	<b><u>Other Matters</u></b>	
<b>055.1</b>	<b><u>To agree</u></b> to purchase wreath and donations for Remembrance Sunday, spend up to £100 in accordance with powers under <b>General Power of Competence</b> . All in favour and spend approved. Clerk informed all, risk assessment has been completed for application to close the road for the parade and service on Sunday 12 <sup>th</sup> November. As a formal road closure has not been applied for before, a traffic management plan is required. Trained volunteers are now working on the plan, which will then form part of the application to submitted to County Council.	<b>GPC</b>
<b>055.2</b>	<p><b><u>To Accept Invitation to meet with MP Anthony Browne</u></b> to approve attendance of Clerk and Chair. Cllr Smith reminded all of discussion at the July meeting and the agreement of Council to engage with all candidates. Cllr Payne noted fairness is required, and the same questions and concerns should be shared with each of the candidates to ensure no advantage, supported by Cllr Crockford. Cllr McKeown suggested Council arranges a local husting event with an invite to all candidates which was received positively.</p> <p>Council noted the opportunity to build relationships with candidates but deferred the item to the next agenda to explore the idea of a hustings event.</p> <p>Cllr Payne left the meeting.</p>	<b>Next agenda</b>
<b>055.3</b>	<b><u>To approve additional spend for installation of Air Conditioning in the Community Room and Heating/Cooling system in the Parish Office</u></b> Following review of initial quote, a higher energy efficiency system was requested to include a timer. Quote has now increased and additional funds of £2431 are required (£9332 already approved). Proposed Cllr Uttridge, seconded Cllr Carrington all in favour and approved.	
<b>055.4</b>	<b><u>Operational Health &amp; Safety Work required at Recreation Ground Play Area</u></b> Following completion of independent Play Area Inspection, following work identified as required, report provided to all <b>(Appendix 8)</b>	

<p>055.5</p>	<ul style="list-style-type: none"> <li>- Repairs to wooden support beams on Cherry Multi Play (only manufacturer will repair)</li> <li>- Recommendation to replace safety surfacing surrounding Cherry Multi Play</li> <li>- Recommendation to replace safety surfacing surrounding roundabout</li> </ul> <p><b>Operational Health &amp; Safety Work required at Village Green Play Area</b> Following completion of independent Play Area Inspection, following work identified as required, report provided to all (<b>Appendix 8</b>)</p> <ul style="list-style-type: none"> <li>- Repair to safety surface edging on slide</li> <li>- Replacement of safety surfacing surrounding flat swings</li> </ul> <p>Chair discussed items 055.4 and 055.5 together as presented in the report. Proposed Cllr Uttridge, seconded Cllr Carrington, all in favour to accept recommendation as presented: <b>Delegate to Clerk and RFO working with Cllr McKeown to proceed with best value quote. Preference from Office to use single contractor to reduce carbon emission and preliminary costs.</b></p>	
<p>055.6</p>	<p><b>Friends of Histon &amp; Impington Community</b> Report for Histon &amp; Impington Parish Council August 2023 provided to all and accepted (<b>Appendix 9</b>)</p>	
<p>055.7</p>	<p><b>To consider and approve</b> a Full Council workshop to be held in late September to discuss possible projects for three-year plans. As discussed under agenda item 052.3, Cllr Davies urged all to consider the long-term plan of what Council wants to see in our community, using a balanced and pro-active approach. Cllr Murray agreed to facilitate. Proposed Cllr Carrington, seconded Cllr Davies all in favour and approved. Cllr Murray to send dates to all for consideration noting workshop must be held before the next Full Council meeting to assist with formulating three year plans</p>	
<p>055.8</p>	<p><b>Council to consider and approve</b> delegation to Clerk and Chair to write letter to Luton Airport to highlight the concern of Histon &amp; Impington Residents around noise from the change of flight paths. Resident was thanked for informative presentation. Cllr McKeown queried if the Parish Council could add value to this, resident responded to say Parish Council required to carry weight to response. Cllr McKeown expressed disappointment response was not targeting the proposed expansion and the impact of flying, and should align with climate emergency priorities, supported by Cllr Smith who reiterated her alarm at the proposed level of expansion to Luton Airport. Resident confirmed, if flight paths were adhered to, routes would be over un-populated areas, cutting corners creates increased carbon emissions which does not align with the Parish Council climate emergency views. Standing Orders re-instated. Cllr Heylings confirmed SCDC did not submit a representation as the consultation documents stated CB24 would not be impacted, subsequently a representation will be submitted prior to deadline 22<sup>nd</sup> September. Following additional information presented, Cllr Murray amended the motion to read:</p> <p>Council to consider and approve delegation to Clerk and Chair to write letter to Luton Airport with the assistance of nominated Parish residents to highlight the concern of Histon and Impington Residents around noise from the change of flight paths and potential expansion of Luton Airport. Proposed Cllr Cahn, seconded Cllr Leonard 7 in favour, 7 against, 2 abstentions. Cllr Murray as Chair, used her casting vote against the motion, motion not carried.</p> <p>Motion as presented on agenda then voted on:</p> <p><b>Council to consider and approve</b> delegation to Clerk and Chair to write letter to Luton Airport to highlight the concerns of Histon &amp; Impington Residents around noise from the change of flight paths. Proposed Cllr Crockford, seconded Cllr Jocelyn, majority in favour, 2 against.</p>	
<p>055.9</p>	<p><b>To consider and approve</b> delegation to Clerk and Chair to write to Hain Daniels to highlight the concern of Histon &amp; Impington Residents around noise from factory. Chair confirmed invitation for up to four representatives to attend Hain Daniels to be accepted, resident feedback to be collated to assist with production of letter. Proposed Cllr Davies, seconded Cllr Carrington all in favour. Meeting to be held prior to sending letter.</p>	

23/056	<b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b>  All agreed to delegate to Chair and Clerk to draft and post	
23/057	<b>Next Full Council: Histon &amp; Impington Parish Council</b>  Monday 16 <sup>th</sup> October 2023	
	<b>Meeting closed: 9:01pm</b>  Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: Finance Report Appendix 7: External Audit Report Appendix 8: Operational Health & Safety Works Appendix 9: Friends of Histon & Impington August 2023 Report	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
<b>Oct-20</b>					
20/074.3	Emergency Plan Review	No set date	Highways, Drainage and Formal Spaces	On Sharepoint for Highways, Drainage and Formal Spaces to review with view of including a fire plan	
<b>Oct-22</b>					
22/065.2	Local Council Award Scheme - Office progressing Foundation Level Application noting action plan for current year required. Input from three plans key in producing plan and structure	No set date	Office Team	Awaiting completion of three year plans for next review. On completion of plans, item for agenda to update progress and requirements.	
<b>Jun-23</b>					
23/031.1	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	Dec	Working Group	Response received from Stir - Working Group to review and make recommendation (Nov Full Council Agenda)	
23/031.3	Communications Working Group	Dec	Working Group	Meeting held 9th October - findings to be reported at Employment Comm 30th October	
<b>Jul-23</b>					
23/041.4	Young Persons Development and Sports Co Ordinator		ET/FGL Comm	Proposal to be costed and evidenced prior to review by E&T and FGL	



## COUNTY COUNCILLOR'S REPORT SEPTEMBER 2023



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**CONTENTS: 20mph zones, OP Fiesta, UK power networks and city congestion, Childish politicking collapses the regions overarching transport strategy, waste 7 bins district councils may be the primary interface between residents and their waste but the County Council bears the primary responsibility, buses**



*Orchard Park Fiesta on the hottest day of the year*

**20mph zones** I am pleased to report that both Orchard Park and Histon and Impington have been successful in their applications for 20mph zones. With a final decision on the road layout for the zone in Histon/Impington due in October.

**Orchard Park summer Fiesta** hit hard by 'the hottest day of the year' factor which probably lead families to make the most of one of the few hot weekends of the year by leaving Orchard Park turnout at this annual event wasn't as good as some years.

I was, however, able to have some great conversations with residents, who brought up busway issues and bus service issues. We also discussed other traffic issues across Orchard Park. I will report back to the community council in November on comments I collected.

**City Congestion and UK Power networks** Congestion is an ongoing issue in the city which is being exacerbated by UK power networks who faced with a choice between negotiating with landowners to run cabling for new developments through farmland or simply digging up the road (as they are within their legal rights to) choose the latter causing massive disruption and congestion to the city. The County Council highways team are already lobbying government on this but if you think it makes no sense to allow this level of disruption

## COUNTY COUNCILLOR'S REPORT SEPTEMBER 2023

when there are alternatives please do write to our MP to express your concerns. It seems in a city growing at the rate Cambridge does these legislative issues need addressing to allow minimal disruption to local residents in a city where there are already many disruptive issues flowing from growth growth. The issues of electric cables getting from a to b is already causing all sorts of problems across the county except this issue to grow.

**Childish politicking and the local travel plan** the Combined Authority's (Mayor's) efforts to produce an updated Transport and Connectivity Plan (LTCP) for the county was brought to the Combined Authority board in September. Combined Authority officers had been lead to believe through careful work with board members after the previous draft was rejected that this version would be accepted, so it was a surprise when Cllr Fitzgerald (Conservative leader of Peterborough Council) said nothing during meeting before silently using his vote to veto the new plan. In response to this Mayor Johnson (Labour) withdrew discussion of and access to £200,000 of funding for initial works on an electric bus depot in Peterborough as the new bus depot was mentioned in the updated travel plan but not the older, current version.

Whilst the role of politicians is to scrutinise and sometimes reject papers it is quite simply a waste of everyone's time and money to operate like Cllr Fitzgerald did. I believe in a politics which is about respect, a desire to try to work for better outcomes and an acceptance that different people have different views, and that through a careful process of discussion, conversation and compromise agreement can be reached. Cllr Fitzgerald's behaviour was the direct opposite of this.

**The 7 bins myth and other works of fiction entering the political environment** This is a report and not a party political document, however, I object to operating within a field (politics) where those at the highest level have decided that the best way to fight an election is to simply make things up. I am not a member of the Labour party I do not speak for the Labour party but the claims that Labour are considering a meat tax are false and beneath the Prime Minister to make. Similarly there has never, again as claimed by our Prime Minister, been a proposal to have '7 waste bins' in fact the truth of what is actually happening in Cambridgeshire in terms of waste demonstrates that the government aren't interested in the detail of waste.

There are two sources of massive fall out from government behaviour in the county and district. Most of this goes unreported because it is an extremely sensitive commercial area so the vast majority of this work is confidential but some things are in the public realm. I sit on both RECAP the shared partnership for waste across the County and the Environment and Green Investment Committee at the County Council with responsibility for waste and have been heavily involved in this work.

The first issue is the BATc odour emissions works. Due to legislative changes this has basically lead to the shutting down of both the composting and the residual waste (landfill) operations at Waterbeach, (so only recycling continues at Waterbeach which is a district council contract). Those facilities are now being used as transfer stations before waste is taken for processing in other counties. This is extremely costly both financially and in terms of carbon. If you look at the County Council's balance sheet published in committee papers you can see the financial cost to the taxpayer. There is

## COUNTY COUNCILLOR'S REPORT SEPTEMBER 2023

no compromise to be had with DEFRA the responsible government department and it makes it a real issue for the County.

Simultaneously 'weekly food waste collections' are causing massive problems. There is evidence that weekly food waste collections are a very effective way to reduce food waste. The government committed to this as a national policy rolled out from 2025 where it agreed to cover the net costs per waste authority area to make this transition and then backtracked on that promise in Cambridgeshire. The financial risk for this sits with the County council.

**Buses** – Darren Roe MD of Stagecoach East (bus operating company here) wrote an excellent article in the Cambridge Independent articulating how significant the impact of congestion in Cambridge City Centre is on bus services. Congestion in the city means that buses can never run to time and if we are serious as a county about improving buses across the county this issue must be resolved.

<https://www.cambridgeindependent.co.uk/news/opinion-what-the-stagecoach-east-md-makes-of-cambridge-s-tr-9329920/>

Updates from Stagecoach's David Boden show the 8A bus service from Orchard Park continues to grow in popularity and also that peak time travel seems to be being managed effectively. I haven't heard anything to the contrary on this.

### INFORMATION

**Report a Highways fault** If you see a problem; blocked gully/ drain, pot hole or other Highways issue please report it using the tool below.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

**Adult care assessment** Call centre: [0345 045 5202](tel:03450455202) 8am - 6pm Mon to Fri, 9am - 1pm Sat

<https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/care-needs-assessment>

Do get in touch with me directly if you have any problems, questions or concerns.

**I've got a problem who do I contact?** Organisational structure in Cambridgeshire is complicated, just ask the question. Email me, a District Councillor or the Parish Clerk we'll all point you to the right person (or try to).

**Climate Emergency** the county council wants to hear your thoughts. What are your ideas? What have you done? What projects could do with some help? The County Council really wants to hear your ideas email [climate@cambridgeshire.gov.uk](mailto:climate@cambridgeshire.gov.uk).

## COUNTY COUNCILLOR'S REPORT SEPTEMBER 2023

### **Government Structure in Cambridgeshire** *detailing responsibilities*

**County Council;** education, transport, highways, heritage, social care, libraries, trading standards, waste management, maintaining their estate.

**District Council;** council tax payments, household bin collections, housing and housing benefits, council leisure facilities, environmental health, residential planning, local emergency, community policing contact point.

**Parish/ Community Council;** looking after community buildings, open spaces, allotments, play areas, bus shelters, community projects.

**Greater Cambridge Partnership (GCP)** 'The local delivery body for a City Deal with central Government worth up to £500 million over 15 years to deliver infrastructure (decarbonising transport), 44,000 new jobs, 33,500 new homes and 420 additional apprenticeships.'

Partnership between Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, University of Cambridge

**The Combined Authority, Cambridge and Peterborough, our elected Mayor (CPCA)** A board consisting of representatives from the District, City and County Councils and Peterborough Unitary Authority, headed by the Mayor.

Responsible for - Business support, skills, housing, transport strategy- liaising with Department of Transport, environment, international, digital connectivity, resilience, research and strategy and new homes.

**Police and Crime Commissioner, Cambridge and Peterborough** To support and challenge the Chief Constable to provide effective and efficient policing services for the area.

**Cambridgeshire and Peterborough Fire Authority** the governing body responsible for the fire and rescue service, made up of County Councillors and Peterborough City Councillors.

# **South Cambridgeshire District Council – Histon & Impington Ward District Councillors' Monthly Report – October 2023**

## **District Councillor Contact Details**

If you have any questions or concerns, please contact us using the details below.

Martin Cahn: [Cllr.Cahn@scambs.gov.uk](mailto:Cllr.Cahn@scambs.gov.uk) 07826 748407

Sunita Hansraj: [Cllr.hansraj@scambs.gov.uk](mailto:Cllr.hansraj@scambs.gov.uk) 07584 671322

Pippa Heylings: [Cllr.Heylings@scambs.gov.uk](mailto:Cllr.Heylings@scambs.gov.uk) 07837 228416

## **Webchat**

Webchat, in soft launch form, is now up and running well. This will be available 10am to 3pm and has someone on the end of the link.

It is expected that 3 times as many queries can be dealt with than can be dealt with by phone. It will cover all services except for planning at this stage.

## **Cambridge South Station**

A further £200 M has been allocated to the four-platform Cambridge South railway station at Cambridge Biomedical Campus. The fully accessible station is due to be completed by 2025 and is expected to welcome 1.8 million passengers a year.

## **Fly tipping**

SCDC have had a big fly tipping campaign which has had a lot of press coverage. Fly Tipping carries a fine of £400

## **Mobile Wardens**

We have agreed to extend the current 3-year Mobile Warden grants for a further year while a full analysis of the current schemes takes place. This has turned out to be far more complex than anticipated because every scheme is different, and some appear to be failing. We don't want to consider axing funding before we know that everything has been done to support the groups running the schemes to be as successful as possible. Half of our parishes are now covered but we need to improve the involvement of CCC and ICS.

There is valuable potential to save both the NHS and social care money if we really do help to keep people well and happy in their own homes.

## **Cultural Infrastructure Strategy**

Genecon are currently developing a Cultural Infrastructure Strategy for the whole of Greater Cambridge on behalf of Cambridge City Council and South Cambridgeshire District Council. The strategy will map where cultural activity happens in South Cambridgeshire at the moment, and consider where there are opportunities, where there are gaps, and where investment could be targeted in the future to make sure it has the most impact for local people, businesses and communities.

**'Cultural infrastructure'** means the buildings, structures and places where people produce or experience culture.

**‘Culture’** has a wide-ranging definition. For the purposes of this strategy, it is focused on the creative, community, literary, artistic and social events and activity that bring people together and shape the way they think, feel and experience a place.

**If you own or operate a place or a space where cultural activity takes place, or if you own or manage land or buildings where cultural activity could take place in the future, Genecon want to hear from you.**

This includes theatres, music venues (including pubs), community centres and hubs, village halls, outdoor events spaces, cinemas, historic buildings and sites, creative workspaces, art schools (visual and performing arts), libraries, museums, galleries, shopping centres, community cafes, school halls, rehearsal spaces recording studios - anywhere where people gather to experience culture.

Please note this strategy focuses on **cultural infrastructure** (the physical places and spaces where cultural activity takes place) and is not the same thing as a cultural strategy – this is a separate piece of work.

To learn more about the Cultural Infrastructure Strategy, and be part of shaping the cultural infrastructure priorities for South Cambridgeshire in the future, please email Lauren Gee on [laurengee@genecon.co.uk](mailto:laurengee@genecon.co.uk) or the Planning team

At the same time a **Culture Strategy** is starting to be prepared by the Communities team and Cllr. Martin Cahn is leading on this. Councillors are currently being consulted on this prior to wider consultation. We would love to hear your views on the most productive and useful support we could provide to those in Histon and Impington, Orchard Park and King’s Meadow.

## 4-Day Week

The move to a 4DW by the waste service has gone without a hitch due to numerous things that were put in place to ensure that it was a smooth transition. There were 6 missed bin collections which says it all.

As the trial has progressed the Council has filled 13 of the 23 posts that were identified as being hard to fill, saving £767,000 on agency staff. Further details on <https://www.scambs.gov.uk/your-council-and-democracy/four-day-working-week-trial/>

## Cost of living work update

Based on quotes received and allocated budget, we plan to provide 630 electric blankets, targeting those with limited mobility who are struggling financially. Disability benefits and Council Tax Support data has been used to identify older people who are claiming a disability and council tax support. Also targeted will be working age people who claim the mobility element of disability benefit and council tax support. Any remaining stock will be handed out at the discretion of visiting support teams, housing officers and income maximisation officers. Fraud prevention measures are in place. It is hoped letters will go out in early October.

## Landlord Incentivisation

The Council proposes to replicate a successful model from Bristol City which financially incentivises landlords to offer homes to Ukrainians moving on from their hosts. The government tariff will pay for this.

## Water

Mr Gove's water task force has met for the first time and the City Director of Planning, Stephen Kelly, was included. The original thoughts of piping water from Graffham Water have not proved viable, so the plan now is to move it via the Grand Union Canal.

Bridget Smith, the SCDC leader has been successful in raising the issues that we are facing especially relating to the short-term impact on the current plan.

## RAAC

We are told that no schools in Cambridgeshire have dangerous aerated concrete

## Polling District Review

SCDC is starting a review now of polling districts and polling stations and full details can be found on our website at: <https://www.scambs.gov.uk/your-council-and-democracy/elections/polling-district-review/> Due to the demolition of the old Meadows Centre, it is proposed to move the King's Meadow polling station to the new Meadows Community Centre, which lies a few metres within the City Council area.

The consultation runs until 27 November. The Council will be consulting widely with residents and other interested parties so feel free to share widely.

## Community Hubs – Village Agents job advert

The Council has renewed its contract with Cambridgeshire ACRE to continue the delivery of Community Hubs (previously called Warm Hubs) until October 2025, with funding from the Integrated Care Board. Full news will be released in due course. Cambridgeshire ACRE will advertise the three 'Village Agent' job roles as part of this project. The Village Agents team will provide help, support and solutions for the health and social care needs of members of the community, by engaging with local neighbourhood volunteers, health and care sector, statutory and voluntary organisations.

It is hoped that the successful applicants will already be members of the community they serve as part of the role, so please encourage anyone that you think would be suitable to apply! A full job description and details of how to apply can be found here: [Recruiting now: Village Agent \(South Cambridgeshire\) - 3 posts • Cambridgeshire Acre \(cambsacre.org.uk\)](#)

## Ban and restrictions on some single-use plastic items came into effect on 1<sup>st</sup> October

The Department for Environment, Food and Rural Affairs (Defra) is [reminding councils about the ban and restrictions on some single-use plastic items that is coming into effect from 1 October](#). Defra is highlighting these changes to ensure that all council and industry stakeholders – retailers, suppliers and manufacturers – are aware of the changes coming into effect, when they will be required to make changes, and why the ban is coming into force.

The ban includes single use plastic cutlery, balloon sticks, extruded and expanded polystyrene cups and food containers, single-use plastic trays and bowls, except as part of pre-packaged food items.

## **The plan for drivers published**

On 2 October, the government launched [its plan for drivers which sets out how the government is working to 'improve the experience of driving and the services provided for motorists'](#). The plan covers a number of areas including smoother journeys, easier parking, stopping 'unfair' enforcement and inconsiderate driving, and 'helping the transition to zero-emission driving'.

## **Funding and statutory guidance for youth provision in England – support and webinar**

On 27 September, the Department for Culture, Media and Sport (DCMS) published [updated statutory guidance in relation to leisure-time activities and facilities for young people](#). Councils must have regard to this guidance when exercising their statutory duty to secure, so far as reasonably practicable, leisure-time activities and facilities for young people aged 13 to 19 and those with learning difficulties or disabilities aged 20 to 24. Alongside the statutory guidance, DCMS has also provided support for councils via the National Youth Agency (NYA) by funding a Peer Review Framework for councils' youth services. This will support councils in reviewing their youth offer and learning from each other. If you think the PC could benefit, please contact the NYA to discuss the programme at [support@nya.org.uk](mailto:support@nya.org.uk).



## CLERK'S REPORT

<b>REPORT TO:</b>	<b>Full Council</b>	
<b>AUTHOR/S:</b>	<b>Chelsea O'Brien Clerk</b>	<b>9<sup>th</sup> October 2023</b>

### Purpose

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

### Administration/ General:

- Incident of anti-social behaviour at Recreation Ground noted (Friday 29<sup>th</sup> September) young people climbed the Hornets Tea Bar and were verbally abusive to Tennis Coach who finished the session early. Representative of IVC and Youth Worker have viewed CCTV
- Bowls and Tennis Court winter preparation has now taken place
- The Green – remedial works to repair grass area next to crossing taking place w/c 9<sup>th</sup> October
- Repairs to Recreation Ground Play Area and Village Green play area scheduled w/c 9<sup>th</sup> October
- All staff Review and Development Sessions have now taken place – feedback and recommendations will be shared with Employment Committee 30<sup>th</sup> October for approval at November Full Council

### **ACTION FOR CALL COMMITTEES**

**Dates of meetings to consider precept request and start of 3 Year Plans:**

**Wellbeing, Recreation & Leisure: 6<sup>th</sup> November**

**Highways, Drainage & Formal Spaces: 7<sup>th</sup> November Nature & Biodiversity: 14<sup>th</sup> November**

**Planning & Development: 21<sup>st</sup> November**

**All requests to be with the RFO by Friday 24<sup>th</sup> November**

### Meetings Attended:

- Agenda setting with Cllr Murray and Stonham
- One to one meeting with staff including wellbeing checks
- Staff reviews
- RFO and Cllr Murray to discuss Finance matters
- Cllr Murray and Cllr Smith to discuss tree application for the The Coppice
- Resident of New School Road to discuss grass contractors and resident matters

### External Meetings:

It is important from a safeguarding and insurance aspect that all meetings in which a Councillor is attending to represent the Council are logged with the Office for the Council diary. It is also best practice to not attend these meeting alone, to meet in public places and not private residential properties and to always have a colleague or member of staff present to ensure there is an accurate record of the meeting.

Quotes from the Good Councillors Guide:

“Where councillors, clerk and chairman work together as a team they combine knowledge and skills to deliver real benefits real benefits to the community they serve. Good working relationships, mutual respect and an understanding of their different roles is vital”

“The best councils will have a clerk and councillors who work as a team to provide a service for the community”

### **Local Government Pay Claim 23/24**

#### **Update from Society of Local Council Clerks:**

Published 4 October 2023

Further to previous updates on the ongoing delay in the pay settlement. We realise the frustration that there is continuing delay before you can finally get the pay increase that has been outstanding since 1st April.

The Unions are due to meet after the GMB Ballot closes on 24 October and thereafter we hope that the settlement will be agreed and paid. It is hoped that this will be in time for the November pay, which will be some seven months after the anniversary date.

In the meantime, the employers’ side advises very strongly against imposing or implementing any pay increase as an interim payment before the collective bargaining process has concluded. Doing so they add would not only fragment the unity of the employers’ position but would also leave councils vulnerable to questions being asked by auditors about why, in the absence of a national collective agreement, expenditure has been incurred.

Further news on this will be issued as soon as we are aware.

If finalised, the settlement will be noted at November Full Council for inclusion in December salary for payment to all staff, if this misses the November Full Council cut off, Finance Governance and Legal Committee meeting on 4<sup>th</sup> December will note the settlement to ensure payment can be made to staff in 2023.

## Histon & Impington Parish Council Chair's Report

### What has been going on since last month's Full Council? – Items and Themes of Council workload

Item	Comments
<b>Hains Daniel Noise (Community Engagement)</b>	A proactive meeting of around 12 residents took place on Thursday 5 <sup>th</sup> October to collect data around the noise and disturbance to residents. The next step will be to collect data to bring to Full Council and to Hains Daniel for review and consideration.
<b>Luton Airport Noise (Community Engagement)</b>	Led by HIPC Clerk and Histon & Impington Residents, HIPC were able to move quickly following the presentation by Histon Residents at September Full Council. An objection was submitted by Council to London Luton Airport (LLA) in relation to the way the AD6 airspace change has disrupted the tranquillity of our parishioners in South Cambridgeshire.  HIPC also endorsed a document prepared by RELAS meeting the 11am deadline for submission of comments on 22 <sup>nd</sup> September 2023. <a href="https://www.london-luton.co.uk/community/noise/current-airspace-changes/ad6">https://www.london-luton.co.uk/community/noise/current-airspace-changes/ad6</a>
<b>Tree near the Coppice (Community Engagement)</b>	Thank you to the residents who attended September Full Council. Work carries on working with South Cambs District Council and other advisors to reach a resolution.
<b>Financial Statement (Governance)</b>	HIPC Staff Team led by the experience and information generated by our Responsible Financial Officer highlight the need for 3-year plans to sustain the proactive project delivery seen under this new council. This requirement is in line with the Local Council Award Scheme (LCAS) at Silver and Gold Level
<b>Review for Clerk (Governance, Transformation)</b>	Thanks to Chelsea and Edd for an extensive review for our HIPC Clerk. The review considered the input from other staff reviews to identify opportunities and priorities for HIPC going forward
<b>Community Engagement Policy/Budget Survey</b>	Thanks to Cllr McKeown for leading this important effort to ensure clear process and procedure is in place to provide guidelines for more proactive interaction with our residents. Thanks also to Edd for putting together a survey to consider Resident's feedback on our budget and project list.
<b>Highways Meeting (Action)</b>	There is a new Cambridgeshire County Council Highways Officer who is taking proactive action on the state of our pavements and roads in Histon. To report a Highways fault: <a href="https://highwaysreporting.cambridgeshire.gov.uk">https://highwaysreporting.cambridgeshire.gov.uk</a>
<b>Zombie Fest (Governance)</b>	Thanks to Liz Hill of HI HUB for investigating the arrangements for this large event to be held in our villages. HIPC continues to monitor the safeguarding for this event.
<b>STIR (Action)</b>	Under Agenda Item 031.10 in June Full Council this item was delegated to a Parish Council Working Group. We are working with STIR to agree the Heads of Terms for the area known as Manorial Waste ground. People have been using and enjoying this area over this summer and we hope to further improve this area of the High Street for residents. Thank you to HIPC and residents for the maintenance that has been diligently carried out to keep the new planting thriving.
<b>Pump Track Meeting (Action)</b>	A meeting of the Pump Track team took place last week and was highlighted in HI People to take this key project for our village forward.
<b>Full Council Workshop (Vision)</b>	This has been highlighted as an important meeting for HIPC. The Agenda will cover our aims to have long-term plans and budgets in place as well as confirming this Council's vision for HIPC. I will put this meeting in place as a priority as soon as I can find a date that most Councillors can attend.

## Community Engagement

It was great to see 17 members of the public attend last month's Parish Council meeting to raise issues that mattered to them and to raise items that directly affected their location in the village. With this interaction Histon & Impington Parish Council can work and make decisions in a more informed way.

The Local Council Award Scheme at Silver Level has significant items relating to the Community, two of which state requirements for Council below:

- 'An action plan and related budget responding to community engagement and setting out timetable for action and review'
- 'Evidence of helping the community plan for its future'

See the survey put together by Finance, General and Legal Committee to further drive a Community driven action plan for Council. With the ambitious projects and deliverables being the goal of this council, support by the Community to drive these deliverables is essential. The Community Engagement policy drafted by Tom will support the actions taken by Council.

**Link to LCAS Specification:** <https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>

## What's next for HIPC in 2023?

Our October Full Council is largely focused on governance and budgets. A focus on these items in October allows Council to take time to present to Histon & Impington earlier in the year than historically possible the background and rationale around the setting of the precept for our villages. The focus on compilation and evolution of three year plans led by our Clerk and RFO will allow this process to become a basis to allow continuous setting and forecasting of HIPC's project delivery going forward.

## Thank you

In the month in which we have seen the Staff Reviews take place, a Thank you for our Staff team who have led strategically to highlight the direction that Council needs to consider to further improve HIPC's delivery for the village. The information and understanding they have for the workload and potential of the Council is significant and their expertise has the ability to create a skilled new HIPC Council. This transfer of knowledge is essential and will prompt some challenges together with the identification of many opportunities as HIPC increases its work with the Community. Thanks also to our new Councillors for taking on these challenges and for our residents and village groups who are increasingly working with HIPC and holding us as a Parish Council.

If you have any questions about Parish Council workload please do email any of our Councillors, copying our clerk so we have your questions on file. We aim to increase the ability of the village to work together and your input will allow us to create the council that you want to see. Contact information and more information about our meetings and workload can be found on Histon & Impington Parish Council website.

**Find out more about us on Histon & Impington Parish Council website:** <https://hisimp-pc.gov.uk/>

**Yvonne Murray**

**Chair of Histon & Impington Parish Council**

**(4<sup>th</sup> Report since AGM 2023)**

**Minutes of Histon & Impington Parish Council Finance, Governance & Legal Committee  
Monday 25<sup>th</sup> September 2023 at 7.30pm at the Community Room at the Recreation Ground**

## Finance, Governance & Legal Committee Minutes

**Membership: 6 + 2**

**Quorum: 3**

**Appendices: 8**

<b>Agenda No:</b>	Present: <b>Cllrs</b> Yvonne Murray (Vice Chair). Neil Davies, Denis Payne Clerk for the meeting: Theresa King (RFO)	
	<b>2 vacancies</b>	
	<b>Due to Cllr Stonham being unavailable, Cllr Murray, as Vice Chair, chaired the meeting.</b>	
<b>F23/030</b>	<b>To Receive Apologies for Absence</b>	
<b>031.1</b>	Cllr Legge (personal), Cllr Leonard (absent), Cllr Stonham	
<b>F23/031</b>	<b>MEMBERS DECLARATIONS OF INTEREST</b> (for items on the agenda)	
<b>031.1</b>	Cllr Davies – 035.4 Friends of Histon & Impington Community – Charity Manager Cllr Payne – 035.4 Friend of Histon & Impington Community – spouse paid employee of HI Friends	
<b>F23/032</b>	<b>PUBLIC PARTICIPATION</b>	
<b>032.1</b>	No members of the public were present.	
<b>F23/033</b>	<b>APPROVE MINUTES OF MEETING HELD 31<sup>st</sup> July 2023 (Appx 1)</b>	
<b>033.1</b>	Proposed Cllr Murray, seconded Cllr Davies, 1 abstention. As abstention made committee non quorate, minutes to be approved at next meeting.	<b>Next meeting</b>
<b>F23/034</b>	<b>MATTERS ARISING</b>	
<b>034.1</b>	Agenda List after meeting 310723 circulated ( <b>Appx 2</b> ). Report noted, items discussed as follows: <u>Item 35.1 Archiving</u> – RFO to ascertain if minutes re located centrally and Office staff to action sending to county archives. <u>F21/009.2 Wayleave</u> – Cllr Payne suggested this should be investigated more as may provide additional income.	<b>Office</b> <b>Office</b>
<b>F23/035</b>	<b>To receive, Review and Accept</b>	
<b>035.1</b>	<b>RFO's Report (Appx 3)</b>  RFO noted bank balances and interest rates. Full investment review to take place as part of budget setting process.	
<b>035.2</b>	<b>Half yearly Review of Budgets against spend (Appx 4)</b> Report noted. RFO to circulate half yearly reports to Committees to support budget setting process. RFO notes some areas of reduction in income and increases in expenditure on the RFO report.	<b>RFO</b>
<b>035.3</b>	<b>Half yearly review of Reserves and Spend including Section 106 (Appx 5)</b> Report noted. RFO highlighted level of spend of Section 106 funds.	
<b>035.4</b>	<b>To receive Funding Request for 24-25 for HI Friends</b> Letter regarding possible funding for 24-25 financial year outlined possible request from HI Friends, for consideration in budget setting. Request noted.	
<b>F23/036</b>	<b>Capital Projects and Spend</b>	
<b>036.1</b>	<b>To review capital budgets and spending for 2023/24 and receive capital projects and to</b>	

	<p><b>agree to return reserve for LHI bid for 23-24 to General Reserves (Appx 6)</b></p> <p><b>Return of LHI 23-24 reserve to general reserves</b>, proposed Cllr Murray, Seconded Cllr Davies, <b>all in favour and approved.</b></p> <p>RFO highlighted level of spend and agreed spend on capital items compared to set budget for 23-24 financial year, being £55K for capital projects, £45k reserve spend and £15K contingency, making a total of £115K. RFO also noted that report did not include additional spend for items which were in the planning stage that would be needed for health and safety issues, such as the tree works, replacement fire panel in the Pavilion and work on the doors and windows in the Community Room. Cllr Payne queried if spend for Abbeyfields was any longer required and agreed to investigate further to confirm. Cllr Payne and Stonham had worked on figures provided to create scenarios for future year precept settings and the impact that continued high spending would have on reserves, and this was discussed by the Committee.</p> <p>The committee agreed that they should recommend to Full Council to shift focus to three-year plans and pause any major new capital spend outside of mandatory maintenance and health and safety spend that had not already been agreed for the current financial year. The development of long-term plans would allow for a better financial strategy to be developed, with possible consultation with the community on future projects and the funding of these, especially if this would result in large rises in precept figures. RFO to draft statement and circulate for all Committee members for comments and final statement to be circulated to all Councillors prior to being included in October Full Council meeting.</p>	<p><b>DWP</b></p> <p><b>RFO, Full Council</b></p>
<b>036.2</b>	<p><b>To finalise updated Capital Bid process</b></p> <p>Item deferred to next agenda.</p>	<b>Next Agenda</b>
<b>F23/037</b>	<b>24-25 Budget planning</b>	
<b>037.1</b>	<p><b>To consider 2024/2025 budget and precept timetables, including capital budgets for 2024/2025</b></p> <p>RFO to supply each Committee with budget sheets for 24-25 as soon as possible. Committees to be advised that budget requests should be returned to RFO by end of November 2023 for consideration at the December 2023 FGL meeting. Committees must also supply draft three-year plans at the same time. Because of timescales there will not be the chance to consult with the community for 24-25 but having three-year plans will allow this in future.</p> <p>Proposed Cllr Murray, seconded Cllr Payne for all committees to follow above timetable, <b>all in favour.</b></p>	<b>RFO</b>
<b>037.1</b>	<p><b>To agree timing and information to be sent to Committees regarding budget planning and to request Committees to create three-year plans</b></p> <p>Cllr Murray proposed that as discussed in item 036.1, statement to be circulated to all Councillors to advise of FGL Committee recommendation regarding capital spend for 23-24 financial year. Statement to be brought to October Full Council meeting for approval. Draft three-year plans to be requested for budget setting in December. Seconded Cllr Payne, all agreed.</p>	
<b>F23/038</b> <b>038.1</b>	<p><b>To review Financial Risk Management Plan and agree (Appx 7)</b></p> <p>Cllr Payne suggested the Risk Assessment rating and Review columns should be updated and suggested adding in a risk and impact matrix in order to give a better view of the risks and their impacts on the Council. RFO to amend and bring to next meeting.</p>	<b>RFO</b> <b>Next Agenda</b>
<b>F23/039</b> <b>039.1</b>	<p><b>To agree a Website Action Plan (Appx 8)</b></p> <p>Item deferred to next Agenda.</p>	<b>Next Agenda</b>
<b>F23/040</b> <b>040.1</b>	<p><b>To further review scope and objectives of committee and agree Terms of Reference</b></p> <p>Item deferred to next Agenda.</p>	<b>Next Agenda</b>

<b>F23/041</b>	<b>To receive update on central database to record projects and project leaders and agree next steps</b>	
<b>041.1</b>	Item deferred to next Agenda.	<b>Next Agenda</b>
<b>041.2</b>	<b>To review grant and donations policy with recommendation for Full Council</b>  Item deferred to next Agenda.	<b>Next Agenda</b>
<b>F23/042</b>	<b>Other Matters</b>	
<b>042.1</b>	<p><b>To agree to spend £1,280 to effect repairs at the Crossing at the Green, brought to this agenda due to the time sensitive nature of the project.</b></p> <p>The area at the crossing on the Green was dug up and plastic grids installed with the aim of encouraging grass growth whilst giving the area some resistance to wear and tear, but this has not succeeded. The ground staff believe that the plastic tiles are not like those used for safety surfaces and do not allow for good root growth of the grass, and the hardcore layer beneath is too deep for the grass to find purchase. It is also felt that the use of the crossing has decreased. The proposal is to remove the tiles and reduce the hard core, then top up with soil and reseed. It is proposed to use the hardcore removed on other projects and the plastic tiles will also be retained for other sites. The autumn is the ideal time of year for planting grass seed and the ground staff wish to proceed as soon as possible for this reason. The project will be publicised so the community is aware.</p> <p>Two quotes received: Contractor 1 £1,280 without VAT and Contractor 2 £3,950.00 + VAT</p> <p>Proposed Cllr Payne, seconded Cllr Davies, <b>all agreed to proceed with the work with Contractor 1.</b></p>	
<b>F23/043</b>	<p><b>How to Communicate 25<sup>th</sup> September 2023 FG&amp;L meeting on website</b></p> <p>Cllr Murray to draft item to highlight use of three year plans and budgeting process.</p> <p><b>Items for next agenda: To finalise Capital Bid Process; To agree Financial Risk Assessment Plan; To agree a website Action Plan; To further review scope and objectives of committee and agree Terms of Reference; Review of Grant and Donations Policy; Central Database recording.</b></p>	
<b>F23/044</b>	<p><b>Date of next meeting(s): 4<sup>th</sup> December 2023, 8<sup>th</sup> January 2024 (precept setting), 15<sup>th</sup> April 2024</b></p> <p><b>Meeting Closed at 8.42 p.m.</b></p> <p><b>Appendix 1: Minutes of the meeting 31.07.23</b>  <b>Appendix 2: Agenda list after 31.07.23</b>  <b>Appendix 3: RFO's Report</b>  <b>Appendix 4: Half yearly Review of Budgets against spend</b>  <b>Appendix 5: Half yearly review of Reserves and Spend including Section 106</b>  <b>Appendix 6: General Reserve Spend report</b>  <b>Appendix 7: Financial Risk Management Plan</b>  <b>Appendix 8: Website Action Plan paper</b></p>	

<b>REPORT TO:</b>	<b>Full Council</b>	
<b>AUTHOR/S:</b>	<b>Finance, Governance and Legal Committee and Theresa King, RFO</b>	<b>11<sup>th</sup> October 2023</b>

**For decision:**

**The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend.**

When the precept was set for the financial year 23-24 in January 2022, it was decided we would allow £55K for Capital spend items, £45K Reserve spend including Section 106 funds, and £15K contingency, making a total of £115K. This was on top of the operational budgets for each committee, and the Capital element which has to include any request to top up existing reserves.

It is a positive reflection that so many projects have come forwards and are being progressed. It is also apparent that there are maintenance issues starting to become a priority, such as the playground repairs. The RFO has been tracking the commitment for spend for various projects, and as of 30.09.23 the situation is as follows:

	<b>Already spent to 30.09.23</b>	<b>Additional agreed spend up to end of year 23-24</b>	<b>Total of spent and agreed</b>	<b>Budget 23/24</b>
Specified Reserves	£5,714.19	£2,500	£ 8,214.19	
S106 Reserves	£30,350.30	£38,598	£68,948.30	
<b>TOTAL RESERVE SPEND</b>			<b>£77.162.49</b>	<b>£45,000</b>
General Reserve spend (capital)	£19,664.40	£52,410	<b>£72,074.40</b>	<b>£55,000 + £15,000 =£70,000</b>
		<b>COMMITTED SPEND TOTAL</b>	<b>£149,236.89</b>	
		<b>BUDGETED SPEND TOAL</b>		<b>£115,000</b>
		<b>OVERSPEND</b>	<b>£34,236.89</b>	

As you can see, after only 6 months, the Committed Spend Total is forecasted to be £34k over the amount we had agreed to spend on capital items for the year. This includes projects which are being funded by Section 106 monies, and these are reserves that will not be replenished. This committed spend figure does not include any projects that have not yet been formally agreed, and any unforeseen mandatory maintenance and health and safety work needed for the remainder of the financial year, examples of which are:

- Work as a result of the tree surveys – quotes currently range between £15.5K and £21K, although we are finding that there are more trees which need work done since the surveys were done;



- Fire Panel in the Community Room – this no longer meets safety standard BS5839- Part 1, it will need to be surveyed and there may be sensors to be replaced as well as the panel itself;
- Doors and windows in the community room which have dropped or are not openable.

Cllrs Payne and Stonham have created a spreadsheet which runs a scenario based on the current committed spend and the impact it would have on the level of precept and reserves. For 24/25, if we increase our operational budget and incomes by 5%, keep our reserve spend at £45K, ask for £57.75K for capital projects (an increase of 5%) and £15K for contingency, the precept increase would need to be 7.19%, resulting in the Band D figure increasing to £132.14 next year (123.28 this year) in order to maintain the current level of spend. Our general reserve would be down to 80% of our precept.

**Therefore, the Finance, Governance and Legal Committee are recommending that Council approves to shift focus to reviewing the Committee Project lists and 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend until the three-year plans are completed. Any agreed spends should also be scrutinised to give a more accurate indication of the financial year they will be completed in.**

**The creation of three-year plans by each Committee will enable us to forecast spend more accurately, and is a requirement of the Gold level of the Local Council Award Scheme. It will also allow the staff team to prioritise workloads, have an understanding of what is planned for the coming years and request accurate quotations in order to provide budgeting figures.**

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

<b>Agenda No:</b>	Present: <b>Cllrs:</b> Simon Jocelyn, Walter Davey, Jennifer Crockford, Yvonne Murray, James Leonard, Steve Carrington, Sarah Allen Clerk: Amelia Luck (via zoom)	
P23/084 084.1	<b>APOLOGIES FOR ABSENCE</b> Apologies received from Cllrs Payne and Cahn	
P23/085 085.1	<b>MEMBERS DECLARATIONS OF INTERESTS</b> None	
P23/086 086.1	<b>PUBLIC PARTICIPATION</b> None	
P23/087 087.1	<b>MINUTES OF MEETING HELD Tuesday 29<sup>th</sup> August 2023</b> 2 abstentions. Majority in favour of accepting	
P23/088 088.1	<b>MATTERS ARISING</b> <b>None</b>	
P23/089 089.1	<b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b> <a href="#"><u>23/03442/HFUL 36 Pages Close, Histon</u></a> single storey annexe in rear garden. All agreed to make a recommendation of refusal. There is insufficient car and cycle parking according to HIM05 of the Neighbourhood Plan. If SCDC officers are minded to approve a transport and delivery plan which would need to be approved by officers.	
089.2	<a href="#"><u>23/03397/PRIOR Barn To Rear Of 11 Clay Close Lane, Impington</u></a> change of Use of Agricultural Building to 1 No. Dwelling House (use class C3), and for building operations reasonably necessary for the conversion. All agreed to make no recommendation. We feel there is inadequate information to form a recommendation. Information we feel is missing is no foul waste report or energy efficiency report which we feel is necessary in order for South Cambridgeshire to meet Net Zero.	
P23/090 090.1	<b>PLANNING CORRESPONDENCE RECEIVED</b> <b><u>None</u></b>	
P23/091 091.1	<b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b> <a href="#"><u>Histon &amp; Impington Village Design Guide SPD</u></a>	For information only
P23/092 092.1	<b>OTHER MATTERS</b> <b><u>Clerks report</u></b> – deferred to next meeting.	Clerk
P23/093 093.1	<b>ITEMS FOR NEXT AGENDA</b>	
P23/094	<b>DATE OF NEXT MEETING(S)</b> <b>10<sup>th</sup> October, 31<sup>st</sup> October, 21<sup>st</sup> November 2023</b>	
	<b>Meeting Closed: 8:12pm</b>	

# Minutes of Histon & Impington Parish Council Planning and Development Committee

Tuesday 10<sup>th</sup> October 2023

7.30pm, Community Room, Recreation Ground

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

<b>Agenda No:</b>	Present: Cllrs: Simon Jocelyn, Walter Davey, Jennifer Crockford, Yvonne Murray, James Leonard, Sarah Allen Clerk: Amelia Luck (via zoom)	
P23/095 095.1	<b>APOLOGIES FOR ABSENCE</b> Apologies received from Cllrs Payne and Carrington	
P23/096 096.1	<b>MEMBERS DECLARATIONS OF INTERESTS</b> None	
P23/097 097.1	<b>PUBLIC PARTICIPATION</b> None	
P23/098 098.1	<b>MINUTES OF MEETING HELD Tuesday 29<sup>th</sup> August 2023</b> 2 abstentions. Majority in favour of accepting	
P23/099 099.1	<b>MATTERS ARISING</b> <b>None</b>	
P23/100 100.1	<b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b> <a href="#">23/02998/HFUL 15 Park Lane, Histon</a> single storey extension to rear, two storey extension to side, new roof, change to external materials, alterations to and additional fenestrations, removal of chimney and bin/cycle store to side. All agreed to make a recommendation of approval. we would like to note that the Neighbourhood Plan does specify this house requires 4 parking spaces but we acknowledge that they have increased parking provision and believe there will be no struggle to fit 4 cars onto the drive on inspection of the plans. Noting that Park Lane is a much used route in/out of the village we add the condition that contractor parking should be made within the curtilage of property and deliveries to be made outside of peak travel times and off the highway where possible.	
100.2	<a href="#">23/03591/HFUL 13 Park Lane, Histon</a> two storey and single storey rear extensions to existing dwelling. All agreed to make a recommendation of approval. Noting that Park Lane is a much used route in/out of the village we add the condition that contractor parking should be made within the curtilage of property and deliveries to be made outside of peak travel times and off the highway where possible.	
P23/101 101.1	<b>PLANNING CORRESPONDENCE RECEIVED</b> <u>None</u>	
P23/102 102.1	<b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b> <a href="#">Histon &amp; Impington Village Design Guide SPD</a>	For information only
P23/103 103.1	<b>OTHER MATTERS</b> <u>Clerks report</u> – accepted noting recommendation and decisions matched	Clerk
P23/104 104.1	<b>ITEMS FOR NEXT AGENDA</b>	
P23/105	<b>DATE OF NEXT MEETING(S)</b> <b>31<sup>st</sup> October, 21<sup>st</sup> November, 12<sup>th</sup> December 2023</b>	

	<b>Meeting Closed: 8:12pm</b>	
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**Minutes of Histon & Impington Nature & Biodiversity**  
**7:30pm, Monday 3<sup>rd</sup> October 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Nature & Biodiversity Committee Minutes

**Membership: 6 + 2 ex-officio**

**Appendices: 4      Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: Joseph Adam; Tom McKeown, Sarah Smith (Chair) <b>Ex Officio Members:</b> Cllrs: Yvonne Murray <b>Clerk:</b> Theresa King <b>HICOP/Hi Trees:</b> Dan Mace  <b>2 vacancies</b>	
<b>NB23/007</b> <b>007.1</b>	<b>APOLOGIES FOR ABSENCE</b>  Cllr Cahn (absent), Cllr Stonham (apologies)	
<b>NB23/008</b> <b>008.1</b>	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b>  None declared.	
<b>NB23/009</b> <b>009.1</b>	<b>PUBLIC PARTICIPATION</b>  No public present	
<b>NB23/010</b> <b>010.1</b>	<b>To nominate a member of this Committee to be a member of the Finance, Governance &amp; Legal Committee</b>  Cllr Murray agreed to represent the committee and provide feedback.	
<b>NB23/011</b> <b>011.1</b>	<b>To review and approve Terms of Reference (Appx 1)</b>  Committee to review current Terms of Reference and feedback any comments for future changes. Committee agreed to approve this version as a working version. Proposed Cllr Murray, seconded Cllr McKeown, <b>all in favour to approve as working version.</b>	<b>Committee</b>
<b>NB23/012</b> <b>012.1</b>	<b>To Approve minutes of the meetings held 28 March 2023 and 22<sup>nd</sup> May 2023 (Appx 2)</b> Cllr McKeown abstained as not at the meetings but noted a spelling mistake in item 43.1 in "Park Lane". Cllr Adam proposed to accept the modified minutes, seconded Cllr Murray, <b>all in favour and approved.</b>	
<b>NB23/013</b> <b>013.1</b>	<b>Matters Arising from Previous Meetings</b>  Discussed as agenda items	
<b>NB23/014</b> <b>014.1</b>  <b>014.2</b>	<b>To receive Reports</b>  <b>Chair's Report (Appx 3)</b> <b>Report covered HI EcoFest; Project P12 (Nature recovery Plan); Histon Woods (aka "The Wi Woods"); Site Management Plans; Climate Action Plan</b> Report noted by all. Cllr Smith updated the committee on the Climate Action Plan and outlined the proposed item for the October Full Council Agenda. Draft documents to be circulated for Committee consideration before addition to Full Council Agenda.  <b>HI Trees/HICOP</b> Dan Mace gave a verbal update on both items. HI Trees had undertaken a second weeding session with a good turnout. Trees appear to be growing well and will be surveyed on 8 <sup>th</sup> October 2023 to discover any failures. The Woodland Trust, who provided the trees, are asking for an update as other projects have lost trees, and they are offering to replace losses, which the group may take advantage of. HICOP had a good turnout for the Orchard Breakfast which helped with raising funds. A juicing event was to be held on Saturday 7 <sup>th</sup> October 2023. Dan Mace requested more updates from Council as to when Manor Field is to be mown in future in case the orchard	<b>SS</b>

014.3	<p>needs to be include after issues this year. Cllr Smith confirmed that updates would be provided in future.</p> <p><b>HI Sustainability</b> No member was present, Cllr Smith verbally updated the committee after discussions with Nicole Barton. Swavesey Library of Things were considering going more mobile and spreading to other villages. They may come and present to the committee and possibly present a funding request. The group is also organising another Swish Event on November 4<sup>th</sup>.</p>	
NB23/015	<b>To receive update on Tree Officer position</b>	<p><b>Next Agenda</b></p>
015.1	<p>Only one application received for position, from Daphne Fisher, which was accepted, and Daphne started work on 7<sup>th</sup> September 2023 for one year. Daphne has been working on the tree survey information, visiting all Parish owned sites to check and review the survey results and consider the management of the trees highlighted to provide biodiversity value, such as pollarding rather than removal. She will then provide a report to the committee for consideration and decisions on work to be undertaken.</p>	
015.2	<p><b>To discuss work required as a result of the tree surveys, and delegate emergency work to staff, working in conjunction with Tree Officer</b> Two issues requiring action have been identified by the Tree Officer. The first is a group of five sycamores at Homefield Park which are considered dead and dangerous as they are very close to houses and a footpath. One of the trees was identified on the 2023 tree surveys as needing felling due to basal and heartwood decay. The Tree Officer highlighted that the additional trees had succumbed to Sooty Bark Disease since the surveys were done in February and warned that many trees had failed with the disease due to the hot summer of 2022 and the wetter weather of 2023, and that more trees may need to be identified for removal due to the disease spreading in the time since the survey was completed. The Tree Officer has also reviewed a tree at The Coppice which has been identified in the tree surveys as possibly needing felling. Due to the size of the tree, the Tree Officer considers this may possibly qualify as an Ancient Tree, and would suggest we work with Histon and Impington Green Spaces (HIGS) to engage the services of a specialist in ancient trees and their management.</p> <p>RFO has obtained quotation for the work on the sycamores at Homefield Park of £1,540.00 + VAT from a contractor who is available to undertake the work as soon as possible as well as the submission of the Five Day Notice to South Cambs. The committee highlighted the need to communicate all plans to residents as soon as possible, especially those living near any proposed works. Possible replanting to be considered and discussed with Dan Mace as representative of HI Trees.</p> <p>Cllr Murray proposed, Cllr Smith seconded, <b>all in favour</b> to delegate emergency tree work to staff and Tree Officer. Cllr Smith to ask HIGS for details of contact to undertake ancient tree survey work in order to obtain a quotation. Committee highlighted the need for the engagement of the community when a full review of work as a result of the tree surveys is considered and publicise plans for comment.</p>	<p><b>SS</b></p>
NB23/016	<b>To receive Project updates and review items requiring decisions</b>	<p><b>RFO</b></p>
016.1	<p><b>Small Biodiversity projects – To receive review of location of daffodil bulbs and possible planting sites, and agree a budget of up to £250 for planting in autumn (Appx 4)</b> Committee reviewed the planting locations. Additional suggestions were near the sculpture of Grandfather and Grandson near Park School and the entrance to Park primary. Committee suggested that the community be asked to get involved in the project. Proposed Cllr Murray, seconded Cllr McKeown, <b>all in favour</b> to proceed with order of daffodil bulbs. Cllr McKeown also suggested hellebores be considered.</p>	
016.2	<p><b>To review project of Hedge planting at Manor Field and agree next steps</b> Plan to plant new hedging running parallel to footpath, current hedging has many gaps. Cllr Smith estimates a length of 150-200 metres and using figures for the hedging planted at Doctor's Close, estimates a cost of between £2,500 and £3,000 for plants, post maintenance costs of £1,000 and additional costs for clearing and possibly planting.</p>	

<p><b>016.3</b></p>	<p>November and December are the best months to plant. Cllr Smith suggested consideration also needs to be made of the site being considered for a pump track. Dan Mace also suggested that power lines running across the field may need to be considered when using machinery. Committee agreed it should be included in the 3 year plan for 24-25, in order to consider all aspects of the project and include the moving regime for the field. Proposed Cllr Smith, seconded Cllr Murray, all in favour to include in 24-25 planning.</p> <p><b>To discuss tree replanting scheme, decide on locations and agree budget for action</b></p> <p>Report provided by Dan Mace with suggested locations and outline costings. Dan highlighted that planting trees needs time and effort and people resource to make sure they grow on well and can be very weather dependent. The committee suggested that the community should be involved when planting trees. Cllr Smith highlighted that a message needed to be made to the Employment and Transformation Committee that staff capacity was needed to undertake and maintain projects. Cllr Murray questioned whether trees could be planted where any are removed as part of the work as a result of the tree surveys but Dan highlighted that woodlands were known to be difficult to plant in. Dan highlighted that the best planting time for trees is December to March. RFO to contact County Council re council owned possible sites and planting as new Highways officer in place.</p> <p>Cllr McKeown proposed an amended motion: To agree locations for planting as provided and use tree planting budget to complete project, and agree to highlight the need for maintenance including some ground staff support and raise with Employment Committee. Proposed Cllr McKeown, seconded Cllr Adam, all in favour to accept amended motion.</p> <p>Proposed Cllr Smith, seconded Cllr McKeown, all in favour to accept amended motion. Cllr Smith to contact Employment and Transformation Committee.</p> <p>Cllr Adam also highlighted a scheme in London where trees were being put in residential sites, to provide more information to next meeting.</p>	<p><b>RFO</b></p> <p><b>SS</b></p> <p><b>JA</b></p>
<p><b>016.4</b></p>	<p><b>To receive updates on Energy Efficiency projects</b></p> <p>Survey of seals in Community Room undertaken, awaiting costings for repair. Additional hire of M&amp;E consultant already agreed by Full Council. Cllr McKeown had drafted a letter to enable quotations to be received for the service. Potential consultants to be identified. Aim is for consultant to make specific recommendations.</p>	
<p><b>016.5</b></p>	<p><b>To receive updates on Public Art projects</b></p> <p>RFO working in place of Cllr Payne on Pat Fleet bench. Worked with group of residents, obtained more information and ideas, then contacted two suppliers and awaiting possible designs. No progress on Blue Plaque scheme currently.</p> <p>Cllr Smith highlighted that further Public Art proposals were always welcome and suggested it be added to future agendas. Cllr Smith requested RFO confirm Section 106 expiry dates and circulate to Committee. Dan Mace suggested a wooden sculpture outside with orchard with slats in for bikes, Cllr Murray questioned whether any monoliths created could be converted into sculptures. RFO to contact SCDC to confirm if Public Art projects can include functional items like bike racks and bins.</p>	<p><b>RFO</b></p> <p><b>RFO</b></p>
<p><b>016.6</b></p>	<p><b>To receive updates on other Small Biodiversity projects</b></p> <p>Cllr Smith suggested asking the community if they have any more ideas. Committee to decide if the operational budget for these will be spent this year, to be reviewed in November meeting.</p>	
<p><b>NB23/017</b></p> <p><b>017.1</b></p>	<p><b>Other matters</b></p> <p><b>To consider request from resident for additional litter bin at Homefield Park</b></p> <p>Resident who volunteer litter picks suggested an additional litter bin would be beneficial after increased rubbish in mid-summer. Cllr McKeown suggested considering making the existing bin a bigger general bin. RFO to investigate exact location suggested and costs</p>	

017.2	<p>of various bins and present at next meeting. Will need to be added to Ranger collection scheme if not in current position.</p> <p><b>To consider installation of additional fencing near garages which back onto Homefield Park for security improvements</b>  RFO outlined suggestion of installing fencing in an area behind garages which back onto Homefield Park in order to deter antisocial behaviour and climbing onto garages.  Deferred to next meeting, RFO to provide more details and possible costings.</p>	<p><b>RFO</b></p> <p><b>RFO</b></p>
NB23/018	<p><b><u>Communicating the October 23 Nature and Biodiversity Committee Meeting and Request Matters For Next Agenda</u></b></p> <p><b>Communication:</b> Agreed Article on process being undertaken with review of tree survey work, Bulb planting and ideas for Public Art projects. Articles to be posted to website and then ask for an article on HI Hub – delegated to Cllr Smith, Cllr Murray and RFO.  <b>Next agenda:</b> Budgets and three-year plans including decisions on tree works needed as a result of tree surveys and Tree Officer report.</p>	<p><b>SS, YM, RFO</b></p>
NB23/019	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Meeting close: 9.18 p.m.</b></p> <p><b>Appendix 1 : Terms of Reference</b>  <b>Appendix 2: Minutes of the meeting held 28 March 2023 and 22<sup>nd</sup> May 2023</b>  <b>Appendix 3: Chair's Report</b>  <b>Appendix 4: Daffodil Bulb planting sites</b></p>	



## **Developing the Histon and Impington Parish Council Climate Action Plan**

### **Proposed motion:**

The proposed motion is:

- 1) To agree to the proposed process for developing the PC Climate Action Plan
- 2) To appoint a small working group to oversee and support this process

### **Background**

At its meeting in June 2023 the Parish Council agreed to finalise by the end October 2023 a climate action plan, including new targets for achievement of net zero and a means of assessing progress towards its targets. To assist this, it also agreed that each Parish Council committee will identify how it can and should contribute to a net zero policy and identify actions it will own for inclusion in the climate action plan.

It is clear that we won't meet our end of October deadline on this and therefore a revised deadline of end February 2023 is suggested below. We need to start making progress on this as soon as possible.

This paper suggests an overall process for developing the action plan, starting with discussions in individual committees and overseen/guided by a small working group.

Annex 1 to this paper provides a first draft outline Climate Action Plan. But please note this is very early stage and only provided as an aid for committee discussion, and not for discussion at this meeting.

### **Further information provided**

Also provided to Council is the Histon & Impington Carbon Footprint report generated from the Impact Community Carbon Calculator ([impact-tool.org.uk](https://impact-tool.org.uk)). This might be a helpful source of information for committees in exploring which change targets they could deliver and support. Another potentially useful source is this footprint calculator provided by WWF [WWF Footprint Calculator](#). Some councillors have already attended carbon literacy training and this is strongly recommended to others if they can find the time.

## **Proposed process for developing a Parish Council Climate Action Plan**

### **1. Individual Committee meetings (October to December)**

Committees are asked to devote time on the agenda for their next meeting (or the next meeting when sufficient time can be allocated) to discuss the key questions below. This does not have to be prescriptive- committee chairs can have their own approaches to tackling these questions or add other issues for discussion.

- i. How does the work of this committee impact climate change

*e.g. what responsibilities of this committee relate in some way to carbon emissions or climate adaption, what negative impact could your decisions be having, what big projects do you have coming up with implications for carbon emissions, what work are you already doing to address climate change, what else can you do/what can you do differently?*

- ii. What specific goals/actions do you suggest that your committee can own in a climate action plan

*These might be short term and very specific action, medium term actions or changes in the current way of doing things*

- iii. How should we monitor progress?

*Ideas please on how you want to monitor progress of this plan beyond yes/no on whether a discrete action has been completed. e.g. do you want to establish some goals for emission reduction or solely on higher level estimates being done by others? Can you suggest any other metrics/goals you want to measure?*

- iv. What questions do you have / what information do you need?

*What information gaps do you have? Do any of the committee members want to attend climate change training (there is lots available) or organise some sectoral training (e.g. a new sports sector climate change training module has just been released). What other help do you need?*

## **2. Parish Council workshop to discuss an outline plan (Dec/early 2024)**

A working group will pull together the results from the above discussions to present the results from committee discussions, key issues for further discussions and (if possible) a draft plan. These will be discussed in a full council workshop, with other selected invitees (e.g. District/County councillors, Cambridge Carbon Footprint, HI Sustainability).

## **3. Present final plan for Council adoption (3-4 weeks after workshop)**

The same working group will finalise a plan for Full Council Adoption by end February 2023.

## **Annex 1**

### **Draft outline for a Histon & Impington Parish Council Climate Action Plan**

## 1. Introduction

Including summary of background and work to date

## 2. Summary of goals and actions

High level summary of goals and actions under the themes below

## 3. Leading by example

*All action here would be for what the PC can do on in its own decision making, on its own premises and with land that it owns/manages.*

For example:

- Saving energy and producing green energy
- Manage land for nature and increase tree cover
- Promote sustainable and active transport
- Reduce harmful activities
- Improve waste management
- Climate proofing decision making

## 4. Enabling the community

*Goals for informing and empowering the community, building capacity to address climate change, building community resilience for climate change action and adaptation.*

For example:

- Increase community engagement on climate change
- Build capacity of local groups and networks
- Support events to inform/upskill the community
- Develop community energy projects

Support mass purchase schemes

Engage local businesses

## **5. Wider policy and engagement**

*Goals related to PC influence and engagement on wider policies and the PC raising its voice on climate change.*

For example:

Neighbourhood Plan

Local Plan

Influencing development decisions

Speaking truth to power

## **6. Monitoring Progress**

*Absolutely key- how we will monitor progress of the plan.*

## **Appendices**

### **LIST OF ACTIONS BY PARISH COUNCIL COMMITTEE**

Proposal is that the plan is shared across Committees but it would be useful to have a breakdown of actions owned by each Committee here

**Other appendices TBD**

## **Motion on HIPC support for the Climate and Ecology Bill**

### **Draft Motion:**

The Parish Council agrees to:

1. Support the Climate and Ecology Bill
2. Inform local residents, local press and our MP Lucy Frazer of its support for this bill.

### **Background and rationale**

The Clerk received an e mail from Zero Hour, an environmental organisation campaigning for this bill to ask the Parish Council to give the bill its support. Further background provided by Zero Hour can be found at <https://www.zerohour.uk>

The Climate and Energy Bill is a private members bill introduced by Caroline Lucas MP (Green Party) and goes for its second reading in Parliament on the 24<sup>th</sup> November. It has so far received support from 240 local councils and 132 MPs from across the political spectrum as well as numerous globally recognised environmental experts and environmental NGOs.

The Bill aims to align UK environmental policy with two key global commitments: i) halting and reversing nature loss by 2030, agreed by COP 15 of the Convention on Biological Diversity in 2022 in the Kunming-Montreal Framework and ii) commitments to carbon emission reductions needed to limit global temperature rise above 1.5 degrees Celsius agreed in COP21 of the United Nations Framework Convention on Climate Change (Paris Agreement of 2021). Specific measures in the bill which would come through a new UK environment strategy include:

- i) Ensuring emissions are reduced rapidly, for the best chance of limiting warming to 1.5 degrees
- ii) Not only halting, but reversing the decline in nature, setting nature measurably on the path to recovery by 2030;
- iii) The UK taking responsibility for its overseas footprint, both emissions and ecological;
- iv) Prioritising nature in decision-making, and ending fossil fuel production and imports as rapidly as possible;
- v) Ensuring that no-one is left behind, by providing for retraining for people currently working in fossil fuel industries;
- vi) Giving people a say through an independent and temporary *Climate & Nature Assembly*, representative of the UK population- a tool for bringing public opinion along with the pace of change that is needed.

The full text of the bill can be found at <https://www.zerohour.uk/full-bill-pdf>

### *Why should we support this bill?*

In its most recent report the IPCC (Intergovernmental Panel on Climate Change) delivered a final warning on the swift and drastic action needed to keep global temperature rises below the threshold that would cause irrevocable damage to the planet. Nationally, the UK Committee on Climate Change found in its report in June this year that the UK was missing its climate targets on almost every front. And in January this year the Office for Environmental Protection (the watchdog set up to oversee UK nature targets) found that species abundance was in inexorable decline and that of 23 environmental targets examined the UK was demonstrably on track on none of them. So it remains clear that a significant acceleration of effort is needed for us to address the dual climate and nature crisis both here in the UK and globally.

There are many things that the Parish Council can do at local level to help reduce carbon emissions and reverse nature loss- both through addressing its own direct footprint and support for wider community initiatives. As already agreed by council, these will be set out in our climate change action plan, in our approach to management of our green spaces and (hopefully) also in a Nature Recovery Plan. However, for nearly all the things that can be influenced locally (and most particularly when it comes to key sectors like transport, energy and land use planning issues) there is also a need for supportive and enabling policies from national government. Each time a target is weakened or pushed back, financial support is cut, or government support for a pro-environment measure is withdrawn (e.g. reduced support for house insulation and renewable energy, weakening of water quality (rivers and chalk streams) protections or reduced support for active travel schemes) it makes our job at local level harder. And it is also true that if we fail to tackle climate change and devastating nature loss it is local councils and other local groups who will be on the front line dealing with the crises that result- where extreme weather is concerned, this is already happening. Thus it is important that we keep letting our government know of our own commitment to tackling the climate and nature crisis as well as of our expectation that they will be ambitious at national level, ambitious on the global stage and create the right enabling conditions for local action. This point is not made as a party political point- a change in government may well be imminent and the same applies to whomever might be in charge of the country.

My ref: CR

Your ref:

Date: 21/09/2023

Contact: Chris Ramsbottom

Telephone:

E Mail:

[chris.ramsbottom@cambridgeshire.gov.uk](mailto:chris.ramsbottom@cambridgeshire.gov.uk)

**Finance and Resource Directorate**

**Property Services**

**Cambridgeshire County Council**

**New Shire Hall**

**Alconbury Weald**

**PE284YE**

Chelsea O'Brien  
Parish Clerk  
Histon & Impington Parish Council

Dear Chelsea,

I write in reply to your email to Stephen Moir, Chief Executive of Cambridgeshire County Council dated 6<sup>th</sup> September 2023.

Your enquiry was following [REDACTED] Garden Walk Histon attendance at the Full Council meeting of Histon and Impington Parish Council in July to ask the Parish Council for support in liaising with Cambridgeshire County Council regarding existing perceived flooding issues within the residents of Garden Walk rear gardens.

I understand from your email that the resident raised two separate issues, firstly the issues of surface water and drainage issues, and secondly the requests from the residents to Anglian Water to convert their foul drainage from a soakaway/septic tank design to a connection into the mains drainage.

I will address both points below.

### **Surface Water Issues**

Parish Council will be aware of the historic existing surface water issues that has been experienced on both County Council land (formerly County Farm land) and the rear gardens of residents of Garden Walk.

The residents, who have I believe nominated [REDACTED] to represent them, have claimed that after the new school was built the existing flooding and surface water issues already being experienced have worsened within the curtilage of some of their properties as a direct result of the school being built.

As a result of this correspondence from residents the council have been carrying out further site survey work using consultants to conclude and evidence whether the

building of the school has resulted and caused any change to the existing surface water issue to that prior to the school being constructed.

The Council consulted an independent drainage engineer in respect of the impact of the flood risk caused by the construction of the school to neighbouring properties and that work is now complete.

The drainage expert is of the view that there is no overground hydraulic link i.e surface water run-off, between the properties at Garden Walk and the school either pre or post construction.

Accordingly, in his view, the construction of the school has not caused any increased risk of surface water flooding to the properties at Garden Walk. From a drainage perspective, there is no reason why the construction of the school could exacerbate the risk of flooding to these properties. It is well known that these properties have historical flooding issues.

However, the Investigations by the expert have found that the foundations of the school may have interfered with the natural subterranean (underground) flow route of the water on the site.

The soft clay nature of the ground at the school site, meant that the foundations at the western part of the school site had to be dug to a sufficient level to ensure adequate load bearing capacity. The depth of the foundations at this point appears to have cut off the underground flow of water away from some of the neighbouring properties in a northerly direction, thereby increasing the groundwater levels.

The Council therefore now intend to undertake further work to resolve this issue and restore the site to its pre-construction level. The council propose and plan following designs by our consultant engineers to install new land drainage along the strip of land between the gardens of the properties at numbers 1 to 29 Garden Walk and the school boundary which will then connect into the existing land drainage previously installed within the school playing field. Both ends of the land drainage will have manholes for access and maintenance.

Once this work has been completed, the site will be restored to its preconstruction condition.

We are currently detailing the specification and will be procuring the work. The intention is to complete the work as soon as possible and we will keep affected residents fully informed regarding the programme of work once finalised and agreed.

For information it is not intended that access onto any of the residents' land will be required to carry out the proposed work on site.



## Foul Drainage

As you are aware the properties on Garden Walk dispose their foul drainage through a soakaway septic tank system and do not have mains drainage. We are aware that the residents have enquired via Anglian Water regarding the possibility of moving to a mains foul drainage system. Anglian Water have dismissed this request on the grounds of cost viability. The Council will support the residents in any way it can although this is a private matter between residents and Anglian Water. Could I request that in support of the residents of Garden Walk, the Parish Council consider to write to Anglian Water to express your support in this foul drainage matter and ask if Anglian Water is prepared to reconsider their present stance.

If you require any further clarification please contact me direct on the email address within this letter.

Yours Sincerely



Chris Ramsbottom  
Service Director Property  
Cambridgeshire County Council