

**NOTICE OF MEETING:** **HISTON & IMPINGTON PARISH COUNCIL**  
**TIME:** **7.30pm**  
**DATE:** **Monday 19th February 2024**  
**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  
 14<sup>th</sup> February 2024

Members: 19 Quorum: 7

**AGENDA FRONT SHEET**



| <b>** Refreshments served from 7pm**</b> |   |                   |
|--|---|-------------------|
| 23/093                                   | <b><u>To Receive and Approve Apologies for Absence</u></b>  |                   |
| 23/094                                   | <b><u>To Receive Declarations of Interests and Dispensations</u></b><br>To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b><br>To receive written requests for dispensations for disclosable pecuniary interests (if any)<br>To grant any new requests for dispensation as appropriate |                   |
| 23/095                                   | <b><u>Date(s) of next Committee Meetings</u></b><br>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 100.1 and calendar invites emailed to all   |                   |
| 23/096                                   | <b><u>Public Participation</u></b><br>To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter  | 15 Mins           |
| 23/097                                   | <b><u>To Approve minutes of the meeting held 22nd January 2024 attached</u></b>   | For Decision      |
| 23/098                                   | <b><u>Matters Arising from Previous Meetings – for information only</u></b><br><b><u>Actions List - attached</u></b><br>Any other Matters Arising to report   | 5 Mins<br>To note |
| 23/099                                   | <b><u>To Receive Reports – for information only</u></b>   | 15 Mins           |
| 099.1                                    | <b><u>Monthly reports</u></b> from County and District Councillors – <b><u>attached</u></b>   |                   |
| 099.2                                    | <b><u>Clerk's Report – attached</u></b>   |                   |
| 099.3                                    | <b><u>Chair's Report –attached</u></b>  |                   |
| 23/100                                   | <b><u>To Accept Committee Reports - note actions and accept</u></b>   | 10 Mins           |
| 100.1                                    | <b><u>Planning Committee</u></b> draft minutes 5 <sup>th</sup> February <b><u>attached</u></b> . Next meeting due 20 <sup>th</sup> February 2024  |                   |

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|        | <b><u>Neighbourhood Plan Working Party</u></b> – to agree to nominate 1 Councillor from each Committee to form membership   | <b>For Decision</b> |
| 100.2  | <b><u>Highways, Drainage and Formal Spaces</u></b> draft minutes 24 <sup>th</sup> January <b>attached</b> . Next meeting due 5 <sup>th</sup> March  |                     |
| 100.3  | <b><u>Nature &amp; Biodiversity</u></b> draft minutes 6 <sup>th</sup> February to follow. Next meeting due 30 <sup>th</sup> April   |                     |
| 100.4  | <b><u>Dates of upcoming Committee meetings:</u></b><br><b><u>Wellbeing, Recreation &amp; Leisure</u></b> next meeting 4 <sup>th</sup> March 2024<br><b><u>Finance, Governance &amp; Legal</u></b> Next meeting due 15 <sup>th</sup> April 2024  |                     |
| 23/101 | <b><u>To Receive Finance &amp; Administration Report</u></b>  | 10 Mins             |
| 101.1  | <b>To note</b> payment of accounts under delegated approval – see RFO Report <b>attached</b>  | <b>For Decision</b> |
| 101.2  | <b>To approve</b> payment of outstanding accounts due– RFO Report <b>attached</b>   |                     |
| 101.3  | <b>To report</b> on amounts paid in   |                     |
| 23/102 | <b><u>Other Matters</u></b>   | 50 Mins             |
| 102.1  | <b>Council notes the decision taken at the meeting held 22 January 2024 which read: <i>For Decision: Council to consider entering into a 12-month contract for 12 pages of content in HI Lights Magazine under the same terms as previous contract. Chair asked Council to consider whether they had the information and were ready to consider the item. Proposed Cllr Hobbs seconded Cllr Crockford 8 in favour, 1 against, 3 abstentions <b>motion carried</b></i></b><br><b>Noting no decision was taken to approve or sign a contract, just that Council would consider entering a contract. The wording used ‘under the same terms as previous contract’ was for drafting purposes only (of the new contract) and not an approval of payment of fees approved under the previous contract that terminates 31<sup>st</sup> May 2024.</b> | <b>To note</b>      |
| 102.2  | <b><u>HI Friends Wellbeing Team Financial Request</u></b> – to consider funding request of £25,000 for 2024-25 and a commitment from Council for £25,000 + CPI for 2025-26, 2026-27. Copy of letter <b>and requested supplementary documents attached</b> (*Account documentation too large to convert to PDF available on request). Included within precept calculations   | <b>For Decision</b> |
| 102.3  | <b><u>Connections Bus Youth Work Financial Request 2024</u></b> – to consider funding request of £26,087 for youth work provision in Histon and Impington. Copy of letter <b>and requested supplementary documents attached</b> . (*Account documentation too large to convert to PDF available on request). Included within precept calculations   | <b>For Decision</b> |
| 102.4  | <b><u>Camtrust Financial Request</u></b> - to consider funding request for Supported Work Experience Programme, total amount required for programme £19,350. <b>Programme details and supplementary documents attached</b> (*Account documentation too large to convert to PDF available on request). Any approved funds to be taken from General Reserves  | <b>For Decision</b> |
| 102.5  | <b>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting</b>  | <b>For Decision</b> |
| 102.6  | To discuss current staffing levels and staff wellbeing  |                     |
| 102.7  | To approve payment of 10 days holiday for Head Parish Ranger  |                     |
| 102.8  | <b>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</b>   | <b>For Decision</b> |
| 102.9  | <b><u>Tailored Offer of Specialist Support for Sport Pitches</u></b> Council to review and consider seasonal contractor work to allow for a comprehensive review of staffing levels and needs of Council <b>specification attached</b> . Any approved funds to be taken from General Reserves   | <b>For Decision</b> |

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| 102.10 | <b><u>To Approve Membership of Youth Provision Working Group</u></b> and delegate drafting Terms of Reference for approval at next appropriate Full Council meeting  | <b>For Decision</b> |
| 102.11 | <b><u>Invitation to Community Engagement Workshop</u></b> Tuesday 27 <sup>th</sup> February 2024, 7.30pm. Paper and draft policy <b><u>attached</u></b> to note  |                     |
| 102.12 | <b><u>To Approve Emergency Work of £3075.42</u></b> + VAT to replace aluminium commercial single door for public toilet to current safety requirements (anti finger trap guard, mobility threshold, concealed closers, hook look non-hold open/closer, glazed reinforced panel). | <b>For Decision</b> |
| 23/103 | <b><u>Communicating the February Full Council Meeting and Request Matters For Next Agenda/s:</u></b>   | <i>5 mins</i>       |
| 23/104 | <b><u>Next Full Council:</u></b> Monday 18 <sup>th</sup> March 2024  |                     |

**Minutes of the Meeting held of Histon & Impington Parish Council  
Community Room at the Recreation Ground  
7.30pm, Monday 22<sup>nd</sup> January 2024**

**13 Appendices attached**

# Full Council Minutes

| <b>Agenda No:</b> |  | <b>Action/ Power</b> |
|-------------------|--|----------------------|
|                   | <p>Present: <b>Cllrs:</b> Yvonne Murray (Chair), 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<br/> <b>Clerk(s):</b> Chelsea O'Brien; Theresa King<br/> <b>Members of Public:</b> 11<br/> <b>Cty Cllr:</b> Hathorn (in part)<br/> <b>Dist Cllr:</b> Hansraj (in part)</p>   |                      |
|                   | <p><b>WELCOME FROM THE CHAIR</b></p> <p>Chair welcomed all to the meeting and outlined the need to follow process as highlighted in Chairs Report covering:</p> <ul style="list-style-type: none"> <li>- Everyone is welcome and encouraged all questions</li> <li>- Raising of hand when wishing to speak in line with Standing Orders</li> <li>- Consider speaking just once on a subject matter unless exceptional circumstances</li> <li>- Everyone to enjoy contributing and no question left unresolved</li> <li>- Teamwork and respect of each other and staff</li> </ul> |                      |
| <b>23/081</b>     | <p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies: Cllrs Joseph Adam (personal), Sarah Allen (personal), Aga Cahn (personal), (personal), Geoff Moore (personal), Cllr Stonham (personal)<br/> Dist Cllrs Heylings and Cahn</p>   |                      |
| <b>23/082</b>     | <p><b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b></p> <p>Cllr Payne – pecuniary interest – item 090.3, 090.4, 090.5<br/> Cllr Carrington – pecuniary interest – item 090.1<br/> Cllr Uttridge – pecuniary interest – item 090.1, 090.5<br/> Cllr Davies – pecuniary interest – item 090.5</p>   |                      |
| <b>23/083</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 23/088 and calendar invites emailed to all.</p>  |                      |
| <b>23/084</b>     | <p><b>PUBLIC PARTICIPATION</b></p>   |                      |
| <b>084.1</b>      | <p><b>Tennis Club Member</b> present to outline the request for the additional hours (item 90.2) and how this has evolved since a boost in membership following the pandemic. It was noted the exact number of additional hours to be requested from the Tennis was unknown until the charges/fees had been approved by Council.</p>   |                      |
| <b>084.2</b>      | <p><b>Resident present</b> shared concerns regarding the application for development of flats on School Hill. He queried a statement in the planning documentation and informal meeting 12<sup>th</sup> July with the Chair and members of Council. Cllr Jocelyn confirmed his attendance at the informal meeting and noted no view of the Council was aired at that meeting. The documents shared at that meeting were draft and a commitment to circulate once finalised was noted.</p>  |                      |
| <b>084.3</b>      | <p><b>Representative of Camtrust</b> shared with Councillors the work of Camtrust and the life skills and opportunities available to residents. Funding for two popular projects (work experience in local businesses and bike refurbishment) is coming to an end this year and Camtrust would like to be considered for a grant/donation from the Parish Council. Chair welcomed an application from Camtrust and advised the representative to get in touch with the Clerk for details on how to apply.</p>  |                      |

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| 084.5                                      | <p><b>Representative of HILights</b> shared a presentation with Council of the successes of the three magazines published to date and the positive feedback received from the community and local businesses. The magazines have encouraged a shop local ethos as well as sharing local news, events and Parish Council activities. It was noted community organisations are invited to submit news/events and they would be featured free of charge as an editorial item, but advertising is charged regardless of status (business, charity, local government etc). With agreement of Council, Chair suspended Standing Orders and brought forward item 090.3 and 090.4. Cllr Payne left the meeting for these items.</p>  |              |
| 23/085<br>085.1                            | <p><b><u>TO APPROVE minutes of the meeting held 20<sup>th</sup> November 2023</u></b></p> <p>Proposed Cllr Wilbraham, seconded Cllr Hobbs all in favour Chair to sign as a true and accurate record of the meeting, <b>approved</b>. 1 Councillor abstained</p>  |              |
| 23/086<br>086.1                            | <p><b><u>MATTERS ARISING</u></b></p> <p>Action list provided to all (<b>Appendix 1</b>) and accepted.</p>  |              |
| 23/087<br>087.1<br>087.2<br>087.3<br>087.4 | <p><b><u>REPORTS TO NOTE</u></b></p> <p><b>County Council</b> written monthly report November and December copied to all and accepted (<b>Appendix 2</b>) covering: <b>County Council Budget, Levelling Up, Public Health, Highways Maintenance Way of Working, Regularising gully clearing, Histon High Street Flooding.</b> Cty Cllr Hathorn highlighted the budget, no additional queries were raised</p> <p><b>District Councillor Report</b> written monthly report December copied to all and accepted (<b>Appendix 3</b>) covering: <b>Building Local Resilience, National Planning Policy Framework, Cambridge 2040, Cambridgeshire County Council Quality of Life Survey, Anti-Social Behaviour, Rent Overpayment Issues, SCDC Housing Maintenance, Correction of Fake News, SCDC Help for Residents.</b> Additional discussion on meeting with Police Commissioner and Community Safety Partnership noting a recent reduction in reports of anti-social behaviour and offer of part funding of a youth worker for Orchard Park.</p> <p><b>Clerk's Report</b> written report provided to all and accepted (<b>Appendix 4</b>). Clerk reminded all of the last working day of Head Parish Groundsman and Parish Council organised gathering planned.</p> <p><b>Chairman's Report</b> written report provided to all and accepted (<b>Appendix 5</b>). No additional items raised</p> |              |
| 23/088<br>088.1                            | <p><b><u>To Accept Committee Reports</u></b> - <i>note actions and accept</i></p> <p><b><u>Employment and Transformation</u></b> meeting scheduled 9<sup>th</sup> January postponed.</p> <p>To co-opt to the Committee noting 3 vacancies. Item to be included on next committee agenda.</p> <p><i>*Recruitment Packs provided to Councillors only noting draft contract of employment included and subject to change</i></p> <p>Cllr Payne noted by email, and Cllr McKeown noted in the meeting, that pension enrolment is now compulsory. Clerk noted future of 12 New Road has not yet been discussed.</p> <p><b>To review and approve:</b></p> <ol style="list-style-type: none"> <li>To approve recruitment and salary for the posts: Head Parish Groundperson; Assistant Parish Ranger and Assistant Parish Groundperson. Following discussion and noting the wish for a final review of the recruitment packs by Full Council, proposed Cllr Davies seconded Cllr Wilbraham to recruit for three posts at the salary/band as proposed on the recruitment packs. <b>Motion carried</b></li> <li>To approve delegation to the Employment Committee and other named Councillors (<b>to be agreed</b>) to review the recruitment packs and agree a timetable for recruitment. Any changes to model contracts will result in further review by Full Council. Cllr</li> </ol>              | ET<br>Agenda |

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| <p>088.2</p> <p>088.3</p> <p>088.4</p>               | <p>Hobbs noted the need to stagger the employment of the Assistant Parish Groundsman until the Head Parish Groundsman is in post to encourage involvement in the recruitment process. Proposed Cllr Davies, seconded Cllr Legge <b>all in favour</b> and approved. Cllrs Carrington and Hobbs nominated to assist with the review of the packs alongside the Employment Committee. <b>Motion carried</b></p> <p>3. To approve delegation to the Clerk and Employment Committee Chair to finalise and recruit subject to no changes to model contracts. A unanimous view of Council was for the recruitment packs to be reviewed by Full Council. Motion not carried when taken to vote, all Councillors voted against. <b>Motion not carried.</b></p> <p><b>Planning Committee</b> draft minutes 21<sup>st</sup> November 2023, 12<sup>th</sup> December 2023 and 9<sup>th</sup> January 2024 provided to all and accepted. Date of next meeting to be confirmed following confirmation from Camel Projects of extension to consultation period for School Hill application and date of public meeting.</p> <p><b>Finance, Governance &amp; Legal</b> draft minutes 4<sup>th</sup> December and 8<sup>th</sup> January provided to all and accepted. Next meeting due 15<sup>th</sup> April 2024</p> <p>To co-opt to Committee noting 2 vacancies – item for next Committee agenda</p> <p><b>Dates of upcoming Committee meetings:</b><br/> <b>Wellbeing, Recreation &amp; Leisure</b> next meeting due 4<sup>th</sup> March 2024<br/> <b>Highways, Drainage and Formal Spaces</b> next meeting 23<sup>rd</sup> January 2024<br/> <b>Nature &amp; Biodiversity</b> Next meeting due 6<sup>th</sup> February 2024</p>   | <p>FGL<br/>Agenda</p>               |
| <p>23/089</p> <p>089.1</p> <p>089.2</p> <p>089.3</p> | <p><b>TO RECEIVE FINANCE &amp; ADMINISTRATION REPORT (Appendix 6)</b></p> <p><b>To note</b> payment of accounts under delegated approval as detailed in report (<b>Appendix 6</b>).</p> <p><b>To approve</b> payment of outstanding accounts as detailed in report (<b>Appendix 6</b>). Proposed Cllr Crockford seconded Cllr Leonard all in favour and <b>approved</b></p> <p><b>To report</b> on amounts paid in. Noted</p>  |                                     |
| <p>23/090</p> <p>090.1</p> <p>090.2</p> <p>090.3</p> | <p><b>Other Matters</b></p> <p><b>Recreation Ground Facilities Charges 24-25 and Sports Club Formal Arrangement Fees to review and approve charges.</b> Report provided to all (<b>Appendix 7</b>). Cllrs Carrington and Uttridge left the meeting. Two scenarios presented to Council, 5% increase to cover costs in materials or 7% increase to cover increase in cost of materials and just 2% of staff costs increases (noting nationally staff salaries increased on average of 5%). Cllr Payne expressed his support for 7%, shared by Cllr Davies. RFO confirmed 5% increase was included within the budget and precept process but not all projects identified could be achieved. 7% would allow some flexibility for additional projects. Cllr Hobbs queried the youth Hornet fees and noted he was unable to vote on any increase. Chair highlighted that abstentions may run risks of costs not being covered. RFO confirmed youth Hornets team charges are included in the Formal Arrangement fee. Proposed Cllr Payne, seconded Cllr Davies all in favour and accepted. 10 in favour 1 against, <b>motion carried.</b></p> <p>Councillors queried pricing structure in relation to other nearby Parishes, action with the Office to complete.</p> <p><b>Request to amend Formal Arrangement from Tennis Club</b> to review and consider request for inclusion of additional hours for sports courts hire within the formal arrangement (currently separate), detailed within report provided to all (<b>Appendix 7</b>). Councillors questioned the impact this would have on public hire. Clerk confirmed these hours have not been offered to the public as they are usually offered to the tennis club so unable to advise. It was noted access to the courts outside of office hours requires pre-booking and key collection. Gate access system working group yet to meet to consider options. Noting this, Cllr Hobbs suggested the working group is transferred to the WRL Committee. Noting this is not on the agenda for review, item for next WRL Committee to request update and timeline from the working group. Cllr Hobbs suggested Council approves the 21.5 summer season additional hours at £2.08 per hour to allow review of gate access and review of formal arrangement and costings to take place. <b>All in favour to accept proposal.</b></p> <p><b>HI Lights Magazine Review</b> noting 12-month contract ends 31<sup>st</sup> May 2024. Review of</p> | <p>Office</p> <p>WRL<br/>Agenda</p> |

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|                     | <p>findings to date from the Clerk team provided to all (<b>Appendix 8</b>)</p> <p>Standing Orders suspended to allow members of the public to take part. Cllr Payne left the room for this item and item 090.4</p> <p>Cllr Crockford questioned how obvious it is to community organisations of the offer of free editorial feature. HILights representative offered to share communications sent to all contributors with Cllr Crockford for review and feedback.</p> <p>Cllr Carrington stated the Council should support local ideas but noted the dates for submission of articles are so far in advance of publication and not ideal for village groups arranging events.</p> <p>Cllr Davies reminded all of the suggestions within the report provided (<b>Appendix 8</b>) and shared his positive views of the monthly Girton Parish Magazine, noting the Town Charity contributes towards the publication with no contribution from Girton Parish Council. HILights confirm they have spoken to organisers of the Girton Parish Magazine but noted the smaller scale print and distribution required. Cllr Davies also noted the publication dates for HILights does not align with key village events (i.e. Feast Week).</p> <p>Cllr Carrington asked if Camtrust could be considered to help with printing, HILights confirmed Print Out undertake all printing noting this is litho printing which is not available at Camtrust.</p> <p>Standing Orders reinstated.</p> <p><b>For Decision: Council to consider</b> entering into a 12-month contract for 12 pages of content in HI Lights Magazine under the same terms as previous contract. Chair asked Council to consider whether they had the information and were ready to consider the item. Proposed Cllr Hobbs seconded Cllr Crockford 8 in favour, 1 against, 3 abstentions <b>motion carried</b></p> |  |
| <p><b>090.4</b></p> | <p><b><u>HI Lights Magazine Financial Request 2024 to consider</u></b> funding request of £7584 which covers 12 pages of content across 4 magazines (£3690) and contribution towards printing costs (£3984). Copy of funding request provided to all (<b>Appendix 9</b>). Cllr Davies noted no financial data for HILights magazine (income and expenditure and budget) was provided as part of the funding request. Chair asked HILights representative as a point of clarity if this information could be shared, response given was that noting overheads are shared with HIHub a breakdown specifically for HILights was not possible, but all accounts are published on Companies House.</p> <p>Cllr Smith noted requests for funding to other bodies are usually accompanied by budget breakdown of the full cost of delivering the project, HILights confirmed the funds requested are for advertising services and contribution to the print cost.</p> <p>Council noted its commitment last year to review and approve a process for funding requests outside of the Donations and Grants Policy and that this review has stalled. The need for income and Expenditure and budgets information prior to making a decision for any funding request featured is to ensure due diligence and consistency for all applying.</p> <p>Proposed Cllr Crockford, seconded Cllr Hobbs all in favour to defer item, awaiting receipt of income and expenditure and project budget to accompany funding request. Cllrs Murray, Crockford, Smith and Davies to review documentation received prior to publication on next agenda. Cllr Wilbraham noted the need to consistency with all requests.</p>   |  |
| <p><b>090.5</b></p> | <p><b><u>HI Friends Wellbeing Team Financial Request 2024 to consider</u></b> funding request of £25,000 to support towards the cost of the Wellbeing Team. Copy of funding request provided to all (<b>Appendix 10</b>). Cllrs Payne, Davies and Uttridge left the room. Councillors noted no financial information provided with the request for funding, proposed Cllr Smith, seconded Cllr Crockford all in favour to defer item, awaiting receipt of income and expenditure and project budget to be reviewed by working group prior to publication on the agenda. Cllrs Payne, Uttridge and Davies returned to the meeting.</p> <p>Under Standing Order 3x, Chair extended the meeting to transact all business on the agenda.</p>   |  |
| <p><b>090.6</b></p> | <p><b><u>Connections Bus Youth Work Financial Request 2024 to consider</u></b> funding request of £26,087 for youth work provision in Histon and Impington. Copy of funding request provided to all (<b>Appendix 11</b>). Cllr Wilbraham left the meeting. Councillors noted no financial information provided with the request for funding, proposed Cllr Payne, seconded Cllr Carrington all in favour to defer item, awaiting receipt of income and expenditure and project budget to be reviewed by working group prior to publication on the agenda. Cllr Wilbraham returned to the meeting but urged Council to consider the wider youth provision within the Parishes and the need to make consistent decisions.</p>  |  |

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| <p><b>090.7</b></p> <p><b>090.8</b></p> | <p><b>Age UK Financial Request 2024 to consider</b> funding request of £11,000 for Community Warden Funding in Histon and Impington. Copy of funding request provided to all (<b>Appendix 12</b>). Financial information included as part of application, proposed Cllr Legge, seconded Cllr Davey, all in favour <b>motion carried</b>.</p> <p><b>2024-2025 Precept:</b> To approve recommendation to request precept for 2024-2025 from South Cambridgeshire District Council of £435,828.48, an increase of 5%, making the figure £129.43 per annum on a Band D property (an increase of £6.16), with Council Tax rates continuing to be equal for the two parishes. Supporting paper provided to all (<b>Appendix 13</b>). Proposed Cllr Hobbs seconded Cllr Carrington all in favour <b>motion carried</b></p> |  |
| <p><b>23/091</b></p>                    | <p><b>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</b></p> <p>All agreed to delegate to Chair and Clerk to draft and post</p>   |  |
| <p><b>23/092</b></p>                    | <p><b>Next Full Council: Histon &amp; Impington Parish Council</b></p> <p>Monday 19<sup>th</sup> February 2024</p>  |  |
|   | <p><b>Meeting closed: 9:48</b></p> <p><b>Appendix 1: Action List</b><br/> <b>Appendix 2: County Councillors Report</b><br/> <b>Appendix 3: District Councillor Report</b><br/> <b>Appendix 4: Clerk's Report</b><br/> <b>Appendix 5: Chairman's Report</b><br/> <b>Appendix 6: Finance Report</b><br/> <b>Appendix 7: Recreation Ground Fees</b><br/> <b>Appendix 8: HILights Magazine Review</b><br/> <b>Appendix 9: HILights Funding Request</b><br/> <b>Appendix 10: HI Friends Funding Request</b><br/> <b>Appendix 11: Connections Bus Funding Request</b><br/> <b>Appendix 12: Age UK Funding Request</b><br/> <b>Appendix 13: Precept Report</b></p>   |  |



| 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. Deferred at January meeting |         |
| <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 | May Agenda             | Office Team                          | Awaiting completion of three year plans and Engagement Policy                       |         |
| <b>Jun-23</b> |   |                        |                                      |   |         |
| 23/031.1      | Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor   | March Agenda           | Working Group                        | Review of Heads of Terms still underway following amendments from Stir.             |         |
| 23/031.3      | Communications Working Group  | February Full Council  | Working Group                        | Invitation to attend workshop on February agenda. Item for decision March agenda    |         |
| <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                  |         |
| <b>Oct-23</b> |   |                        |                                      |   |         |
| 23/055.9      | Letter to Hain Daniels following resident meeting   | No set date            | Resident Group/YM                    | Resident group will advise when to send letter                                      |         |
| 23/067.1      | Community Engagement with MP Candidates   | No set date            | Clerk                                | Clerk to seek feedback from St Andrew Church Halls                                  |         |
| <b>Nov-23</b> |   |                        |                                      |   |         |
| 23/072.1      | County Council Highways Officer Walkabout   | ASAP                   | Cty Cllr Hathorn                     | Open - no date yet confirmed  |         |
| <b>Jan-23</b> |   |                        |                                      |   |         |
| 23/090.2      | Gate Access System - working group to report to WRL Comm  | March WRL Agenda       | Working Group                        |   |         |
| 23/090.4      | HI Lights Funding Request   | March Agenda           | Working Group                        | Additional information requested  |         |
| 23/090.5      | Hi Friends Funding Request  | February Agenda        | Working Group                        | Additional information requested  |         |
| 23/090.6      | Connection Bus Funding Request  | February Agenda        | Working Group                        | Additional information requested  |         |

# COUNTY COUNCILLOR'S REPORT JANUARY 2024

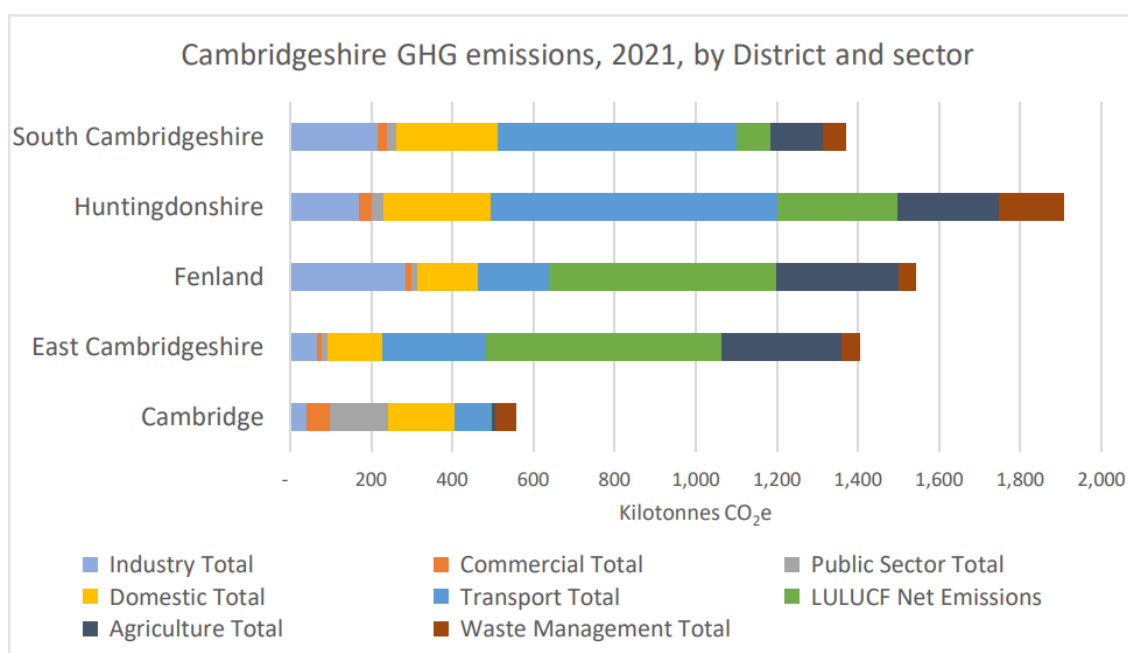


Ros Hathorn, 76 Cambridge Road, Impington, Cambridge CB24 9NU

[Ros.Hathorn@cambridgeshire.gov.uk](mailto:Ros.Hathorn@cambridgeshire.gov.uk)

Tel: 07548 745197

<https://hiopcouncillors.wordpress.com/>



*Taken from the County Council's annual carbon report.*

**CONTENTS: Civil Parking Enforcement, Highways & Transport budget, County Council's annual climate change report, County Council's annual climate change report, Highways weed strategy, Voi scooters, County Council's annual climate change report, Quality of Life Survey**

## Transport and sustainable travel

**Civil parking Enforcement** has gone live in South Cambridgeshire district as of Feb 1 2024, with a period of warning notices being issued in the preceding 6 weeks. Initial reports suggest it is already improving parking issues in regular trouble spots such as Circus Drive, Orchard Park.

**The County Council Highways & Transport committee** voted to support proposals for the biggest highways maintenance investment in a decade. With investment of £43m over the next two years, into both revenue and capital highways projects; repairing and preventing potholes, delivering improved drainage schemes, engaging in preventative work on the roads, footpaths and cycleways including peat soil affected roads, sign and road marking maintenance, improvements to public rights of way, bridges maintenance and improving traffic light technology.

# COUNTY COUNCILLOR'S REPORT JANUARY 2024

**Highways weed strategy.** Parishes should have received a notification that weed killing will be resumed this year.

**Voi scooters** I have been asked by the Combined Authority to comment on an extension to the area of operation for VOI scooters heading towards Northstowe. I supported this with the caveats that I think Voi need to provide far better customer services both for customers when they have issues with the service particularly submitting photos in poor light and for parish councils and residents who have issues with VOI's choice of street parking locations.

## Climate Change

**County Council's annual climate change report** came to the Environment and Green Investment committee in January. This is an important piece of work for demonstrating performance so far and where the big challenges lie in reducing carbon. The County Council has significantly reduced its own greenhouse gas emissions, as it seeks to become a Net Zero organisation by 2030.

The annual carbon footprint report, measures greenhouse gas emissions from the council's own activities as well as emissions from the whole of Cambridgeshire. The council publishes these findings because it is committed to transparency and openness in sharing its work to tackle climate change.

There was a 47 per cent reduction in known greenhouse gas emissions produced by the council in 2022-23 compared to baseline figures. A total of 99,104 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) was produced in that year compared to 185,621 tCO<sub>2</sub>e over 2018-19, according to the council's annual carbon footprint report.

The report also measures the carbon emissions across the county, including by district and city area. A good deal of how the county will reach net zero is still unknown. I am meeting a group of tenant farmers early February and will report back next month.

This is a link to the annual carbon report or find it on the County Council website if you search for carbon footprint it is very interesting reading.

[CCC Carbon Footprint Report 2022-23 \(cambridgeshire.gov.uk\)](https://www.cambridgeshire.gov.uk/carbon-footprint-report-2022-23)

# COUNTY COUNCILLOR'S REPORT JANUARY 2024

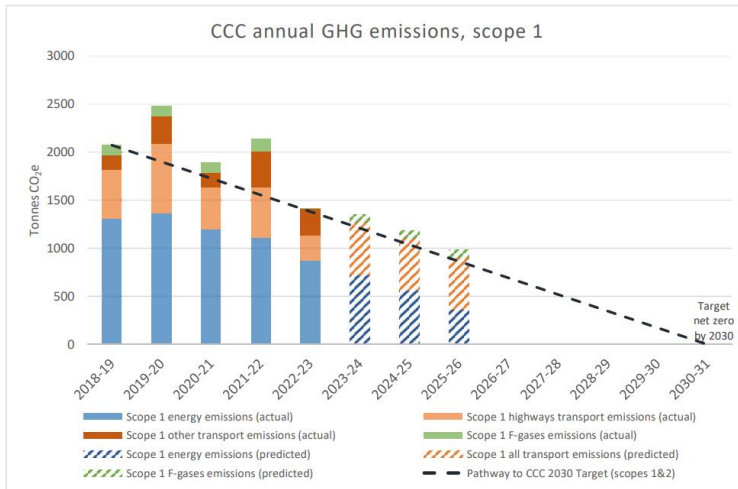
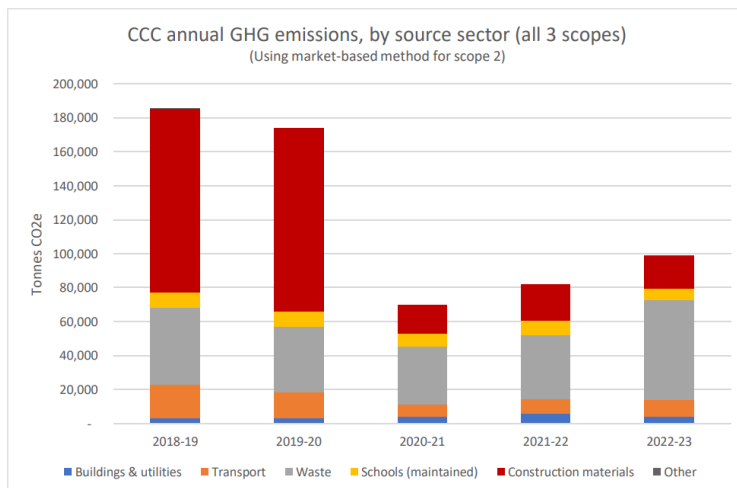


Figure 7

## \*CCC Cambridgeshire County Council

Figure 8



Last year the County Council commissioned a quality of life survey this found that overall, residents believe they have good quality lives in Cambridgeshire. 72% report high or very high levels of happiness, over half have no health concerns, 84% report feeling safe in their area, 75% feel they belong in Cambridgeshire and 77% say it's a good place to raise children. However, it's not a perfect picture for everyone some groups are more likely to have more negative scores across key QoL metrics: younger people, renters, disabled residents, ethnic minority respondents and those from lower SEGs. And, like the nation, rising costs are worrying the County, with 86% saying this is a concern. Younger people and those from lower Socio-Economic Groups (SEGs) are significantly less likely to report high levels of happiness with feelings of loneliness being a key theme.

The Council play a relatively trusted role in residents' lives, 52% say they trust Cambridgeshire, and 44% see the Council delivering value for money. This is roughly in line with national averages. Satisfaction with waste management and lights is high 79% say they are satisfied with waste management services, and 72% with street lighting – core services offered by the Council. Registration and

## COUNTY COUNCILLOR'S REPORT JANUARY 2024

library services are also drivers of satisfaction amongst those who use them. But, in line with national trends, many have frustrations with road services, 73% say they are dissatisfied with road services. In open questions, potholes and road services are most spontaneously raised as frustrations... as is the introduction of traffic reduction measures.

Few know exactly what the Council delivers... and expect more than is on offer Residents assess the Council against services the Council doesn't even deliver like GPs and schools... which likely feeds into perceptions of the Council. Indeed, 46% don't feel they know about the services on offer to them through the Council.

76% of residents are concerned about climate change.

At a high level, the majority feel positive about their local area and raising children there.

Results from south Cambridgeshire District were

64% see family and friends as often as they would like (average 64%) , 62% feel they have enough free time (average 64%), 32% have struggled with their mental health in the last year (average 37%), 22% often feel lonely (average 29%), 31% of parents say their child has experienced mental health problems this year (30%), 75% of parents feel their child has good relationships with their peers (average 69%), 36% report struggling with their physical health this year (average 40%), 36% report their mental or physical health has been impacted by Covid-19 (average 39%)

Views on their local community were

86% agree people from different backgrounds get on well together (average 80%), 89% feel safe (average 84%), 80% feel like they belong (average 75%), 77% know where to go to find out how to get involved e.g. volunteering (average 73%)

It's an interesting report you can read the results here.

[Quality of life survey 2023 - Cambridgeshire County Council](#) or search for Quality of life survey on the County Council website.

### 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>

## COUNTY COUNCILLOR'S REPORT JANUARY 2024

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) .

### **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.

**Cambridge development Company** ..... Announced by government County Council officers are tearing their hair out trying to get a bit more detail. I will add to this as more is learnt.

# COUNTY COUNCILLOR'S REPORT JANUARY 2024

**District Councillor Report to be inserted once received**



**CLERK'S REPORT**

|                   |                                  |                                     |
|-------------------|----------------------------------|-------------------------------------|
| <b>REPORT TO:</b> | <b>Full Council</b>              |                                     |
| <b>AUTHOR/S:</b>  | <b>Chelsea O'Brien<br/>Clerk</b> | <b>7<sup>th</sup> February 2024</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:**

- Community room repairs to door seals and windows underway, final repairs scheduled 22<sup>nd</sup> February
- Public Toilet door more damaged than expected and in need of replacement – quote arranged
- Issues with boiler 12 New Road noted, inspection and safety testing booked 12<sup>th</sup> February
- Survey undertaken on 12 New Road report shared with WRL Committee
- Car park light timer faulty – replacement timer ordered
- Power supply to defibrillator security casing faulty – replaced and now working
- Repairs following emergency light testing complete
- Additional security light in compound installed
- Boundary treatment and clearance to High Street Car Park taking place 7<sup>th</sup> February
- Post installed at Burial to prevent unauthorised access
- Repairs to various benches in the village now complete
- Hard Court resurfacing – date to be confirmed office aiming for w/c 15<sup>th</sup> April when grass courts open

**Meetings Attended:**

- Agenda setting with Cllr Murray and RFO
- One to one meetings with staff including wellbeing checks
- Inspection of High Street car park, Village Green and Recreation Ground with Head Parish Ranger
- Walkabout with Head Parish Ranger and Head Parish Groundsman
- Clerk, Cllr Payne, Cllr Murray and representative of HI Lights met to discuss contract renewal

**Visitors to The Office:**

- Parish Council approved electrician
- Crossover security
- Cllr Murray, Cllr Carrington, Cllr Moore, Cllr Payne

**HI Lights Spring Edition – deadline for content 1<sup>st</sup> March 2024 – all content to be with Office by 26<sup>th</sup> February for final editing and submission.**

# Histon & Impington Parish Council

## Chair's Report

Another busy month for Histon & Impington Parish Council with some important items on the agenda for February including a number of grant funding and sponsorship of key village services including:

- HI Lights
- Connections Bus (Youth Club)
- HI Friends Funding

Whilst it was disappointing that the above items were deferred, I felt some important improvements for Council came out of those decisions. Council was clear about the data and information needed to support their decision-making process and almost unanimously put the need for that information first. Councillors have subsequently put in a lot of time to get process, policy and obtain information to allow informed decisions in the future.

Meetings and discussions have taken place with all the above organisations to ensure they have an understanding of the information required and the reasons why. You will see that two of these items are on February's agenda and the decision around the decision for HI Lights made in January has been validated in February's agenda.

It was my pleasure during the last month to be invited to

- understand more about the Youth Club by Connections bus and to be given some time to discuss future considerations for improvements in what the village offers our young people.
- Also to meet with Liz Hill of HI Hub to understand more about the HI Hub model and the potential for increasing communication in our villages.
- Meet with Trinity, their master planners Perkins and Will and a group of Parish Councillors to discuss the progress on the Cambridge Science Park North project (CSPN). They confirmed that the ability to collaborate and understand requirements for this project from HIPC was important to them.
- An update on the HI Pump Track in the Nature & Biodiversity from one of the chairs of the HI Pump Charity and Parish Councillor, Tom Mckeown
- An update on the Recreation Development Group with representatives from the Histon & Impington Tennis Club. This information will be brought to the Wellbeing, Recreation and Leisure Committee meeting on 4<sup>th</sup> March 2024. The aim will be to confirm the direction and progress on this important project for our villages.

Also, thanks to all who attended the meeting about the development at School Hill about the shops. To residents who attended both the meeting held by Camel Developments at the library and our later planning meeting. Also, to Camel for being available to answer questions about the development. There were many members of the public there and the decision by HIPC to recommend refusal saw many references to our adopted Neighbourhood Plan.

Last month you will have seen the etiquette request to Councillors in my Chair's report. This month I will work with Council to increase our ability to collaborate and cascade information to our Community to ensure that we increase our clarity of decision-making to members of the public and within Council. At the CSPN meeting the importance of openness and transparency was highlighted and we confirmed to Trinity that this goal was one of the most important within our Council. All members of the public are welcome at our meetings, and we hope that we will make meetings interesting enough for you to consider spending some of your Monday evenings with us.

**I would like to take this opportunity to give thanks for the below items, that you may not know are taking place in our villages:**

- **Particular thanks to Trevor Smith, our lead Parish Ranger for his work at the Recreation Ground and in our villages. He has stepped up since Steve Campin's retirement to take on the Parish Council work and is displaying increased skills and strengths in taking on this wider support role.**
- **Also, Thanks to all of you who attended Steve Campin's retirement party at Histon & Impington Recreation ground and to the Office Team who made the event so successful and special for Steve and all who attended.**
- **To the staff team who have initiated the possibility of Mr Groundsman supporting HIPC this year on the maintenance of our cricket pitch. Without the connections developed with such stakeholders, we would not be able to consider the possibility of this collaboration.**

**If you have any questions about our Parish Council work that you would like us to cover, do let us know and we would be happy to discuss.**

**Yvonne Murray**

**Histon & Impington Parish Chair.**

## Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

|                   |  |  |
|-------------------|--|--|
| <b>Agenda No:</b> | Present: <b>Clrs:</b> Simon Jocelyn, James Leonard, Steve Carrington, Yvonne Murray, Walter Davey, Denis Payne, Jennifer Crockford, Aga Cahn<br>Clerk: Amelia Luck   |  |
| P23/150<br>150.1  | <b>APOLOGIES FOR ABSENCE</b><br>None   |  |
| P23/151<br>151.1  | <b>MEMBERS DECLARATIONS OF INTERESTS</b><br>Councillor Carrington declares a non-pecuniary interest for item 155.2   |  |
| P23/152<br>152.1  | <b>PUBLIC PARTICIPATION</b><br>14 members of public in attendance. All in attendance for item 155.5. All members of public object to the application listing reasons such as shading and loss of light to neighbouring properties, inadequate parking, poor quality building materials, loss of privacy to neighbouring properties and increased noise pollution. 1 member of public raised the point that the Village Design Guide details a desired height limited and does not support box like designs. Another member of public points out discrepancies within the plans. For example, on the plans it names the water located at the back of the School Hill site as a ditch when in fact this water is part of The Brook. Another member of public noted that this site is within the conservation area. A member of public requested that The Council requests for this application goes to committee at South Cambridgeshire District Council. Chair urges all members of public to submit comments directly to South Cambridgeshire District Council if they have not done so already.<br><br>Chair suspends standing orders and brings forward item 155.5. Once recommendation was made all members of public left the meeting.<br><br>Standing orders were then reinstated. |  |
| P23/153<br>153.1  | <b>MINUTES OF MEETING HELD Tuesday 9<sup>th</sup> January 2024</b><br>Cllr Jocelyn proposes. Cllr Carrington seconds. All in favour to approve.  |  |
| P23/154<br>154.1  | <b>MATTERS ARISING</b><br>None   |  |
| P23/155<br>155.1  | <b>TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED</b><br><u>24/00293/HFUL 27 Melvin Way, Histon</u> single storey rear extension linking to existing garage. Conversion and single storey extension to garage. Reconfiguration of ground floor side facing doors and windows and insertion of rooflights. All agreed to make a recommendation of approval. subject to demonstration of cycle parking provision.  |  |
| 155.2             | <u>24/00132/HFUL 14 Clay Street, Histon</u> first floor extension to front elevation with new render. Cllr Carrington abstains and leaves the room due to a non-pecuniary interest. Majority in favour to make a recommendation of refusal. This is because the proposed development will be out keeping with Neighbours and street scene as all the houses along this section of road are uniformed.<br><br>Cllr Carrington re enters the room.   |  |
| 155.3             | <u>23/04726/LBC 84-86 Station Road, Histon</u> raise a single chimney to the required 1.8m safety height above the new ridge and install a new like for like pot 600mm. all agreed to make a recommendation of approval.   |  |
| 155.4             | <u>23/02757/HFUL 19 New Road, Impington</u> loft conversion with rear dormer and ground floor single storey rear extension (retrospective). Proposed change in materials of the rear dormer. All agreed to make a recommendation of refusal. If SCDC officers are minded to approve we request that a officer visits No.21 New Road to inspect concerns regarding shading before permission is granted.  |  |

|                  |   |                      |
|------------------|---|----------------------|
| 155.5            | <p><b>23/04537/FUL Land Adjacent To School Hill, Histon</b> first and second floor extension above the existing ground floor commercial business and service premises (Use Class E) and library (Use Class F1(d)) to create 15 No. residential apartments including a communal terrace, together with an associated communal entrance/ service building (including first and second floor commercial units (Use Class E)), cycle parking, refuse provision, landscaping, the reconfiguration of the established car park, substation and associated infrastructure works.</p> <p>All agreed to make a recommendation of refusal. Reasons detailed below.</p> <ul style="list-style-type: none"> <li>• Councillors found that the proposed plans for this application are in breach of HIM02, HIM05, HIM06 and HIM07 of the Neighbourhood Plan. Evidence of breaches from HIM02 is that the proposed plans cause harm (shading and noise pollution) to an identified interesting building (14 School Hill, Brook House). Evidence of a breach from HIM05 is inadequate parking. This policy states that a 1-bedroom residential dwelling requires 1.5 parking spaces, and a 2-bedroom residential dwelling requires 2 parking spaces. An additional provision may be needed for visitors, service vehicles and salesmen. The proposed plans for this application do not comply with any of these requirements. Evidence of a breach from HIM06 is loss of car parking associated with main town centre uses. It is stated in the Neighbourhood Plan that applications in breach of this will not be supported.</li> <li>• Noting approval granted for <b>S/1793/19/FL</b> further development adjacent to this site would result in overdevelopment of the complex and High Street.</li> <li>• No detail provided on how parking and deliveries will be controlled. We therefore support Highways comments and also request if SCDC officers are minded to approve a construction management plan is produced and approved before permission is granted.</li> <li>• The Village Design Guide states that <i>“building height along the high street should generally be limited to that of the surroundings (2 storey) although 3 storey development may be acceptable set back from the road frontage”</i>. The Village Design Guide also states that setting and scale of Listed Building to be respected. In the case of the proposed plans the proposed height dominates all nearby listed buildings</li> <li>• The possibility of a swale has been discussed however councillors do not believe there will be any opportunity for space for this to be implemented. It should also be noted that The Local Flood Authority objects to this application.</li> <li>• Although cycle parking has been demonstrated there is no scope for storage of larger cycles such as cargo bikes.</li> </ul> <p>Cllr Crockford proposes refusal based on the above. Cllr Payne seconds. All in favour.</p> |                      |
| P23/156<br>156.1 | <p><b>PLANNING CORRESPONDENCE RECEIVED</b></p> <p><u>None</u></p>   |                      |
| P23/157<br>157.1 | <p><b>HISTON &amp; IMPINGTON NEIGHBOURHOOD PLAN – Reference Points</b></p> <p><a href="#">Histon &amp; Impington Village Design Guide SPD</a></p>   | For information only |
| P23/158<br>158.1 | <p><b>OTHER MATTERS</b></p> <p><b>Neighbourhood Plan-</b> agree and appoint a lead to engage volunteers to begin the production of a plan. Item deferred to next Full Council meeting.</p>  | Clerk                |
| P23/159<br>159.1 | <p><b>ITEMS FOR NEXT AGENDA</b></p> <p>None</p>   |                      |
| P23/160          | <p><b>DATE OF NEXT MEETING(S)</b></p> <p><b>20<sup>th</sup> February, 12<sup>th</sup> March, 2<sup>nd</sup> April 2024</b></p>  |                      |
|                  | <p><b>Meeting Closed: 9:05pm</b></p>  |                      |



**Minutes of Histon & Impington Highways Drainage and Formal Space**  
**7:30pm, Wednesday 24<sup>th</sup> January 2024**  
**Parish Office, Recreation Ground, New Road, Impington**

## Highways Drainage & Formal Spaces Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 0

Quorum: 3

|                                  |  |  |
|----------------------------------|--|--|
| <b>Agenda No:</b>                | <b>Present:</b> Cllrs: Joseph Adam, Tom McKeown, Simon Jocelyn, James Leonard,<br><b>Clerk:</b> Chelsea O'Brien<br><b>Member of Public:</b> 1  |  |
| LAI/23/034                       | <b>ELECTION OF COMMITTEE CHAIR</b><br><br>Cllr Jocelyn proposed Cllr McKeown, seconded Cllr Leonard all in favour to <b>elect</b> Cllr McKeown as Committee Chair  |  |
| LAI/23/035<br>035.1              | <b>APOLOGIES FOR ABSENCE</b><br><br>Cllrs: Stonham (personal), Murray (personal), Moore (personal)   |  |
| LAI/23/036<br>036.1              | <b>MEMBERS DECLARATIONS OF INTERESTS</b><br><br>None declared  |  |
| LAI/23/037<br>037.1              | <b>PUBLIC PARTICIPATION</b><br><br>Resident presented to the Committee drone images and summary of recommendations for the Committee to consider regarding the Histon Road – Darwin Green junction. Discussion covered: <ul style="list-style-type: none"> <li>- Request for County Highways Officers to research best national practice for formulating Section278 Agreements to ensure quality and design is of the same quality as GCP projects on Histon Road and Milton Road</li> <li>- Immediate actions required to remove and repaint white lines to bike lane</li> <li>- Replace incorrect speed signs</li> <li>- Add no overtaking cyclists sign to southbound carriageway whilst the cycle lane is closed during construction</li> <li>- Request a safety audit of the junction</li> </ul><br>Committee shared support for the recommendations set out in the summary document, Cllr McKeown to share with Cty Cllr Hathorn with a view of opening a dialogue with the County Council noting the safety concerns expressed. Councillors thanked the resident for attending. Resident left the meeting |  |
| LAI/23/038<br>038.1              | <b>TO APPROVE minutes of the meeting held 7<sup>th</sup> November 2023</b><br><br>Proposed Cllr Jocelyn, seconded Cllr Leonard all in favour and <b>agreed</b> Chair to sign as a true and accurate record of the meeting  |  |
| LAI/23/039<br>039.1              | <b>MATTERS ARISING</b><br><br>Provided to all and accepted ( <b>Appendix 1</b> )<br><b>LAI/23/013.7 Street Name Plates</b> – ordered and due to be installed by SCDC, item to be removed from list   |  |
| LAI/23/040<br>040.1<br><br>040.2 | <b>ACTIVE PROJECT UPDATES</b><br><br><b>Local Highways Initiative Application 24/25</b> Cllr McKeown noted application has been submitted to County Council for a Copenhagen Crossing on Station Road/High Street (same as last year but updated with feedback from the village schools). Application is available to view on SharePoint.<br><br><b>Privately Funded Highways Initiative</b> Pedestrian Barrier Review/Removal. Schedule for removal and safety audit provided to all ( <b>Appendix 2</b> ) Cllr McKeown briefed all on positive meeting with County Council Officers and Clerk which resulted in schedule of works. It was noted some are more complex and required bespoke signage and offsetting posts for safety purposes. Clerk noted the need for publicising and highlighting the safety benefits   | <b>Comm<br/>Members/<br/>Next<br/>Agenda</b> |

|  |  |  |
|--|--|--|
| <p>040.3</p> <p>040.4</p>  | <p>noting the negative feedback received at the removal of pedestrian barriers in Normanton Way. The Committee noted the Neighbourhood Plan policies and safety audit undertaken and the need to create a safer and more accessible environment for pedestrians alongside promoting respectful cycling. Item for next agenda to accept the report and phase the project. Councillors to review schedule and prioritise barriers to assist with phasing at the next meeting</p> <p><b>To Agree Membership of Allotment Working Party</b> action list following site visits made by Cllr Moore and McKeown provided to all and accepted (<b>Appendix 3</b>). Membership approved as: Cllrs Moore and McKeown with two spaces offered to the Nature &amp; Biodiversity Committee. Item for next Nature &amp; Biodiversity agenda</p> <p><b>Gatehouse Road Allotments Clearance</b> work scheduled for first quarter of 2024. Site plan and waiting list to be updated following completion of works and provided to Working Party</p>   | <p>Next agenda</p> <p>N&amp;B Agenda</p>   |
| <p>LAI/23/041</p> <p>041.1</p> <p>041.2</p> <p>041.3</p> <p>041.4</p> <p>041.5</p> | <p><b>OTHER MATTERS</b></p> <p><b>New Bus Shelter Proposal associated with Planning Application 23/04914/FUL</b>   Demolition of rear warehouse and link structure and the construction of 5 No. 3 bedroom Mews style dwellings.   135 Station Road Impington Cambridgeshire CB24 9NP and £10,000 contribution for its ongoing maintenance. Cllr McKeown provided a paper detailing the proposal, provided to all and accepted (<b>Appendix 4</b>). All in favour to support offer, Cllr McKeown to confirm Parish Council support with County Officer.</p> <p><b>To Agree Delegation of Spend using Parish Council approved Contractors to Committee Chair and Clerk:</b></p> <ul style="list-style-type: none"> <li>- To agree spend up to £750 install post at the Burial Ground to prevent non-authorised vehicular access</li> <li>- To agree spend up to £1500 for clearance work and maintenance to High Street Car Park</li> <li>- To agree spend up to £1000 to repair benches at various village locations</li> </ul> <p>Noting all spend is within approved committee budget all in favour to support delegation to Committee Chair and Clerk to proceed with works.</p> <p><b>Local Highways Initiative Application 25/26</b> to consider schemes to submit and agree timetable for consultation. County Council timetable to be confirmed but likely to be September 2024 – January 2025. Following discussion on possible projects and Committee Wish List, it was noted the most contentious issue was Station Road. It was noted best route for this would be an LHI Feasibility Study to provide options as the scheme would be vast and would require community consultation on the different options. Committee supported this route but also noted having the Wish List prioritised would ensure community consultation could be scheduled in good time before the application window opens. <b>Agreed</b> to delegate to Cllr McKeown and Clerk to review list and prioritise potential projects for review at the next meeting</p> <p><b>Station Road Parking Restrictions</b> to agree to consult with residents of Station Road via letter drop/poll to gather information as to what restrictions would work for submission to County Council for consideration and feasibility/costing. All in favour to support letter drop, Clerk to contact County Officer to offer suggestions to residents</p> <p><b>Review of Emergency Plan</b> deferred to next agenda</p> | <p>TMK</p> <p>TMK/<br/>Clerk</p> <p>TMK/Clerk</p> <p>Next Agenda</p> <p>Clerk</p> <p>Next agenda</p> |
| <p>LAI/23/042</p>  | <p><b>ITEMS FOR NEXT AGENDA</b></p> <p>SCDC Electric Car Charging Grant<br/>Ambrose Way/Mill Lane Reconfiguration<br/>Emergency Plan Review<br/>Wish List Review<br/>PFHI Barrier Removal</p>  |  |



LAI/23/043

**DATE OF NEXT MEETING**

**Next Meeting** Tuesday 5<sup>th</sup> March 2024

Meeting closed: 9.15pm

DRAFT

Finance Report to be inserted

|                   |                                  |                                     |
|-------------------|----------------------------------|-------------------------------------|
| <b>REPORT TO:</b> | <b>Full Council</b>              |                                     |
| <b>AUTHOR/S:</b>  | <b>Chelsea O'Brien<br/>Clerk</b> | <b>7<sup>th</sup> February 2024</b> |

**Agenda Item:**

**Tailored Offer of Specialist Support for Sport Pitches** Council to review and consider seasonal contractor work to allow for a comprehensive review of staffing levels and needs of Council **specification attached.**

Financial Regulations do not apply to this contract noting the specialist work on the cricket and tennis courts which are subject to signed formal arrangements with sports clubs.

**Extract from Financial Regulations:**

*a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:*

*ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants*

*iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;*

**Cricket**

- Pre-season activities required to ensure the cricket squares are prepared ready for the season starting in April (rolling, verticutting, setting out and cutting)
- Maintenance of both cricket squares up to the end of the cricket season (cutting and repairing pitches as required, including 2 fertiliser treatments).
- Preparation of all pitches for adult and junior games during the season on both squares (I have estimated the number of games based on last years matches).

**Tennis**

- Pre-season activities required including setting and marking out, verticutting and rolling
- Weekly cutting & over marking lines during the season

**Exclusions**

- Cricket outfield cutting
- Fuel for equipment
- White lining paint
- Covering pitches for cricket
- Maintenance of the tennis & cricket after September 2024 (this can be included if required / subject to discussion).

**Assumptions**

- The PC would make machinery available for use in the above.
- The cost model would require fine tuning based on 2024 fixtures for cricket (small movement in cost likely, could be up or down).

- The exclusions could be added into the cost base should the PC decide to do so.
- The end of season renovation work to the tennis & cricket would be part of the contract.
- The PC assistant groundsman would be available to manage covers during inclement weather.
- The PC assistant groundsman would be available for some rolling of cricket pitches (say 2 hours per week).

### **Other benefits**

- confident of saving the PC money on other areas of expenditure associated with the recreation ground. e.g. equipment maintenance, materials etc).

The cost of the above specialist support is £15,000 + VAT

End of season renovation to both cricket squares (including all materials) £2200 + VAT

End of season renovation to tennis courts - TBC due to unknown scope at this stage.

## **Community Engagement Workshop**

All members invited to attend a workshop to finalise draft **Community Engagement Policy** ready for approval at March Full Council.

**Workshop:** 7:30pm Tuesday 27<sup>th</sup> February 2024 in the Community Room, Impington Rec.

### **Background**

Council has given intention to work towards **Quality** then **Gold** of the Local Council Award Scheme (**LCAS**). Community engagement and communication is an identified weakness in our assessment for those levels. A communications working group was setup to improve this area; Cllrs Tom McKeown, Geoff Moore, Sarah Allen, Yvonne Murray and Denis Payne.

This group has been working on policy to deliver recommended change to get council operating at the level required by LCAS for engagement and communications. Drafts have been through several iterations with input from the working group, parish council staff and Hi-Hub staff. The draft policy has been shared on SharePoint with a request at Full Council Workshop on November 27<sup>th</sup> 2023 for members to provide feedback online.

### **Request**

Communication and engagement are key to receiving the higher LCAS accreditations. As such the working group believes it important for the policy to get buy-in from Full Council. Therefore, we are arranging an all-member workshop on Tuesday 27<sup>th</sup> February 2024 at 7:30pm in the Community Room, Impington Rec. We invite all members to attend and help identify potential issues and edits. This will allow time for a final revision before bringing the policy to March Full Council for approval.

Draft policy dated February 9 2024 attached for note.

# Draft Histon and Impington Parish Council (HIPC) Community Engagement Policy

## 1. Introduction and Context

- 1.1. Histon and Impington Parish Council has been recognised as delivering Foundation Level for community engagement in the Local Council Award Scheme (LCAS). However, it has also expressed an aspiration to work for the subsequent Quality and Gold level awards.
- 1.2. Council recognises that community engagement and communication is an identified weakness in an assessment towards those levels.
- 1.3. Community engagement is important to Histon and Impington Parish Council because:
  - 1.3.1. It increases the representation of the community and helps Histon and Impington Parish Council to deliver services and projects in ways that have most impact locally;
  - 1.3.2. It helps to improve the community's understanding of how Histon and Impington Parish Council operates, how decision-making processes work and what their role and contribution can be;
  - 1.3.3. It helps to ensure that strategies and plans are developed which take account of local social, economic and environmental factors.
- 1.4. Community engagement matters to local people because:
  - 1.4.1. It encourages involvement and participation in decision making;
  - 1.4.2. It helps to ensure unrepresented groups are included;
  - 1.4.3. It helps to engage local people in the resolution of their own problems and involves them in decisions on the allocation of resources to address local issues.
- 1.5. For these reasons, community engagement is a positive thing to do, but it is a complex discipline that encompasses a range of methods and associated risks.
- 1.6. This policy provides best practise around community engagement and communication methods to deliver the desired improvement for the LCAS, whilst also addressing the risk to council, its members and staff.
- 1.7. For the purposes of this Community Engagement Policy, 'community' refers to individuals, residents, groups or organisations of Histon and Impington.
- 1.8. Unless specified this document considers 'Council' as the organisation of Histon and Impington Parish Council, encompassing both elected members and employed staff.

## 2. General Principles

- 2.1. The Parish Council will:
  - 2.1.1. Represent and promote the interests of the area and all its residents;
  - 2.1.2. Conduct its community engagement and other activities with due regard for equality and diversity;
  - 2.1.3. Be transparent and open in all that it does;
  - 2.1.4. Work closely with and listen to residents, businesses and community groups;

- 2.1.5. Engage with as many people as possible who want to participate in decision making, local service delivery and planning for the future;
- 2.1.6. Be accessible to all parts of the community, including older and younger people and those in social deprivation;
- 2.1.7. Communicate information in a clear, timely, factual and appropriate manner;
- 2.1.8. Ensure that involvement is actively encouraged by using a range of methods;
- 2.1.9. Enhance communication with partners and be actively involved in relevant networking organisations and partners;
- 2.1.10. Promote the image and raise the reputation of the Parish Council;
- 2.1.11. Ensure that resources, training, advice and assistance are available to meet the above objectives;
- 2.1.12. Promote standing for election and co-option as a councillor and ensure any Council processes are accessible and have due regard to equality and diversity.

### 3. Website

- 3.1. Council requires all published documents are added to the website as a public record of HIPC actions. This includes meeting minutes, agendas with supporting papers, survey results and consultation responses.
- 3.2. Such publication should be within ten working days for timely communication with residents.

#### CASE STUDY

PC response to the Sustainable Travel Zone consultation was requested by a resident, providing this document via the website allows scrutiny of council's position.

- 3.3. Members will not divulge details from meeting agendas or minutes until such publication is completed, or the maximum publication time exceeded.
- 3.4. Council recognise that key items will need to be expedited to meet external publication schedules.
  - 3.4.1. Priority items from a meeting can be shared ahead of minute publication by advising the Clerk at the meeting of the item(s) of public interest and requesting a draft of that specific minute within one working day following the meeting.
  - 3.4.2. Members understand this means the minutes will be slightly delayed and cannot be linked within the article.
- 3.5. Council recognises the need to redact certain data to comply with GDPR, and to redact certain minutes and agendas due to employment, legal or confidential items.
- 3.6. In the interests of staff workload, this Council accepts whole removal of such items from public agenda packs. Redaction of specific words or paragraphs is onerous and prone to error. Council must keep an internal record of what information was removed, who conducted the removal

and the reasons for removal.

#### CASE STUDY

Agenda for June 2023 Full Council notes a missing item and reason for redaction. "Draft lease provided to Councillors only due to confidential views and recommendations from Parish Council solicitor within documentation"

- 3.7. In the interests of transparency, Council commits to indicating where any items have been wholly removed.
- 3.8. Council encourages all members to propose or draft website items.
- 3.9. Website items require sign off by the Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 3.10. Sign off is to ensure items are consistent with committee and council position.
- 3.11. Completed posts are added to the website by Parish Council staff.

#### LCAS Commentary

*Publicity advertising council activities*

#### 4. Social Media

- 4.1. Council recognises that social media has great potential to engage quickly and dynamically with residents.
- 4.2. This communication is two-way: resident feedback informs better decisions, informing residents identifies issues sooner.
- 4.3. However, social media is not an official channel for the council.
  - 4.3.1. Consultations are the official method for engaging widely with the community – see section 7.
  - 4.3.2. Staff will not monitor social media for contact to the Parish Council.
  - 4.3.3. Office email or phone is the official channel for resident queries, concerns and issues – see sections 9 and 10.
- 4.4. Hi-Hub weekly online newsletter provides a structured means for online communication. Hi-Hub editors will typically post social media items to direct readers to items in their newsletter.
- 4.5. Publication is midday on Thursdays. Short 'News in Brief' (NIB) items can be suggested up to, and including, Thursday morning. Longer articles need suggesting earlier in the week.
- 4.6. Council encourages all members to propose or draft social media items for the Parish Council's social media account.
- 4.7. Social media items require sign off by the Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 4.8. Post made by social media administrators as follows:
  - 4.8.1. Facebook: Cllrs Murray, Smith, and Payne



4.8.2. Instagram: Staff members Amelia Luck, Chelsea O'Brien

CASE STUDY

The Council designed an online survey to gather input for a 20mph Speed Zone. Sharing the survey link on Facebook showed a correlated increase in completed surveys.

- 4.9. Council welcomes members engaging with the community via social media with their personal social media accounts. The personal engagement brought by these accounts make the Council more approachable.
- 4.10. However, this must be done with caution. Members interact on social media as with their own personal account, not as a councillor.
  - 4.10.1. Be clear when you are giving your own personal view, versus stating a council decision already public record via published minutes, website article or original social media post.
  - 4.10.2. Remember the Code of Conduct when posting. Early publication via a personal account of information you are only privy to as a council member could be viewed as abuse of position.
  - 4.10.3. Nonetheless, the community will conflate personal posts with council correspondence. This can be welcome when things go well, however it can become very unpleasant when things are difficult.
  - 4.10.4. In this situation, Council advises members to refer all further correspondence to the Parish Office by phone or email and to disengage from the social media thread.
- 4.11. Considering the above, Council strongly recommends initial social media posts are always directly made with a Parish Council account, with members engaging via following comments or replies only.
- 4.12. In commenting, members are an ambassador for the Council and the work it does. The tone of comments should be professional, inclusive and must seek to inform rather than inflame online discussion.
- 4.13. At all times, members will abide by the Acceptable Website Comment Policy [<https://hisimp-pc.gov.uk/documents/acceptable-website-comment-policy/>]

- 4.14. Council reserves the right to remove resident comments that do not abide by the Acceptable Website Comment Policy from the social media accounts that it administers.

## GUIDE

X/Twitter: Council believes that constructive, productive community interactions are increase unlikely on this platform following its rebranding to X.

Facebook: Allows unlimited text. However, shorter text that includes a link to more detail on the PC website likely to perform better. Including an image is highly recommended to increase the “visibility” of your post.

Instagram: Instagram is focused on sharing great images. An excellent opportunity for photographically inclined members. Content is generally positive compared to other platforms so it maybe an ideal platform for members new to social media. Brief caption to describe the context of the image. Links to a website article with more detail can be included.

## 5. Meeting Agendas & Minutes

- 5.1. The Council agrees to provide agendas in good time to inform the public and Hi-Hub. Council recognises this is a key factor in achieving engagement with public speaking slots at council meetings.
- 5.2. This includes all supporting papers, unless redacted in accordance to 3.5 and removal highlighted in accordance to 3.6 & 3.7.
- 5.3. While a three working days notice is the statutory requirement, the benefit of meeting Hi-Hub’s Thursday publication schedule is recognised by Council.
- 5.4. The Council requires all members to provide motions and agenda items in a timely manner to achieve this aspiration.

## CASE STUDY

Monday June 19 2023 full council had papers on website Wednesday 14 June. This allowed HiHub newsletter to include items in Thursday 15 June newsletter. To deliver this deadline to members for motions and papers was Monday 12 June.

- 5.5. Agendas are not public record until placed onto the parish website. Members will not share details before this time.
- 5.6. With agreement from the Committee Clerk and either Committee Chair or Council Chair a paper’s author may discuss items with external publications in the interest of getting accurate, representative reporting.

- 5.7. In these cases, the document must be clearly identified as draft, with author, version number and intended committee added to the footer.
- 5.8. Minutes following a meeting are not public record until placed onto the parish website.
- 5.9. Such publication should be within ten working days for timely communication with residents.
- 5.10. Members will not divulge details from meeting minutes until such publication is completed, or the maximum publication time exceeded.

#### CASE STUDY

PC response to the Sustainable Travel Zone consultation was requested by a resident, providing this document via the website allows scrutiny of council's position.

#### LCAS Commentary

*Publicity advertising council activities. A community engagement policy involving two-way communication between council and community*

### 6. Public Speaking slots

- 6.1. All Full Council and Committee meetings are open to the press and public, except in limited circumstances where legislation allows the meeting to be closed.
- 6.2. All Full Council and Committee meetings reserve a slot on the agenda for public comments.
- 6.3. The Council believes that use of these public speaking slots should be encouraged.
- 6.4. Providing agenda, papers and articles before meetings will enable residents to speak about agenda topics.
- 6.5. This engagement informs a better debate, which leads to better decisions by this Council.
- 6.6. Though members welcome residents raising additional topics, they recognise that decisions on topics without an agenda item cannot be taken.
- 6.7. Council would have residents note that Standing Orders limit an individual's contribution to three minutes. Advising staff of planned attendance and providing notes on the topic ahead of a meeting will maximise the impact of a speaking slot.

#### LCAS Commentary

*A community engagement policy involving two-way communication between council and community*

## 7. Consultations

- 7.1. Consultations are the most formal method within the engagement tool kit. They aim to get the community's view on a particular subject or proposal directly to inform a specific decision.
- 7.2. The Council recognises the benefit of consulting with residents as ideas are formed and projects planned.
- 7.3. Consultation provides residents with a low friction opportunity to engage with a topic as there will be no concern with speaking out on a public social media platform, or a requirement to speak at a public meeting.
- 7.4. It helps inform a better decision in the long term. Early engagement helps identify issues before they become difficult to rectify.
- 7.5. This Council understands that decisions taken with no public input fuels residents' frustration with our actions.
- 7.6. The Council will allow input throughout the development of projects, understanding that this calms frustration if the decision ultimately goes another way.

### CASE STUDY

Online frustration at initial plans for 20mph zone missing primary school – seen as a done deal. Consultation able to show that scheme open to change. Results evidenced residents desire to include Park Primary School within the reduced speed zone.

- 7.7. Committees can host questionnaires on the HIPC website; this provides instant feedback, protected data and greatest reach.
- 7.8. Council will assist those without online access to complete questionnaires via paper at the Parish Office.
- 7.9. Consultations should be conducted within a limited time, with the organising Committee providing an analysis of results within 14 days of the closure of the consultation.
- 7.10. It is essential to consider the Gunning Principles when undertaking a consultation exercise:
  - 7.10.1. Consultation must take place when the proposal is still at a formative stage;
  - 7.10.2. Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response;
  - 7.10.3. Adequate time must be given for consideration and response;
  - 7.10.4. The product of the consultation must be conscientiously considered.

- 7.11. In consideration of member and staff availability and our community's capacity to engage, Council will avoid undertaking consultations during Christmas and school summer holidays.

#### LCAS Commentary

*Evidence of helping the community plan for its future. Engaging with diverse groups in the community using a variety of methods*

#### GUIDE

Only ask for data that you have use for – a GDPR requirement.  
Do ask demographic questions, with ability to opt out, to verify responses align with expectation from census data.  
Avoid open-ended questions; “What you think should be done?” - as these will require significant manual analysis.  
Consider open questions sparingly, as these will require manual analysis. “Where should the swings be installed?”  
However, allow for a free text ‘Other’ in multiple-choice questions, this will avoid correspondence due to missed options.  
Avoid leading questions. Aim to get a broad set of views to inform the best decision.  
Questionnaires are created in MS Forms by Cllrs Murray, Stonham. Please contact them if your committee needs help setting up a survey.

## 8. Workshops

- 8.1. Council views workshops as a good way to engage with experts from our community to gather ideas and inform project development.
- 8.2. The Council agrees to advertise workshop events widely to ensure all those who are interested in the workshop’s topic are given the opportunity to attend.
- 8.3. Workshops provide great flexibility to engage with the community. They can take place in any venue. They do not require formal notice, formal minutes or an agenda. However, Council encourages use of these formal methods to assist agenda preparation for subsequent formal council business.

#### LCAS Commentary

*A community engagement policy involving two-way communication between council and community. Evidence of helping the community plan for its future.*

## GUIDE

Take care when selecting a venue to prevent access issues. For example, a pub makes it difficult for younger members of the community to attend. Or, stepped access can prevent attendance by people with disabilities.

When an event is likely to be popular members must ensure attendance is within the chosen venues capacity. Considering ticketing your event. Or advising of capacity on your invites so that excess attendees can be politely turned away.

Histon and Impington Community Room has a seated capacity for 40 people, 70 people if standing.

### 9. Email

- 9.1. The first point of contact with the Parish Council by email is to staff.
- 9.2. Staff should be copied in on any ongoing conversation to remain up to date with progress.
- 9.3. However, Council recognises that actions may be innovative - aka controversial – generating difficult correspondence.
- 9.4. Members putting forward, championing or leading on projects should be willing to take correspondence for those projects.
- 9.5. Initial communication with staff can be directly, simply triaged to the member responsible.
- 9.6. Council requires that correspondence is responded to within 3 days, this applies to members and staff.
- 9.7. Provided a member plans a detailed response, a holding message is acceptable within this period.

### LCAS Commentary

*A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of*

### 10. Mobile/phone

- 10.1. The first point of contact with the Parish Council by phone is to staff.
- 10.2. Stated parish office phone hours are Monday through Thursday, 9:30am till 3:00pm.
- 10.3. Council appreciates, and thanks staff, for the flexibility they show in addressing items outside of these hours.
- 10.4. Council recognises that its actions may be innovative - aka controversial – generating difficult correspondence.
- 10.5. Members putting forward, championing or leading on projects should be willing to take correspondence for those projects.
- 10.6. Initial communication with staff can be directly, simply triaged to the member responsible.

10.7. The Council will offer a mobile phone and sim card to all staff.

#### LCAS Commentary

*A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of methods.*

### 11. Harassment

- 11.1. The council will consider any angry, aggressive or unduly repeated contact with staff or members as harassment.
- 11.2. Harassment toward staff and members will not be tolerated by this Council.
- 11.3. A record of all such incidents will be kept in a log.
- 11.4. The Council will support staff and members in making reports to the police.

### 12. Support

- 12.1. Council recognises that community engagement can increase the workloads of its employees, and through unpleasant interactions become the cause of work-related stress.
- 12.2. As such Council will provide support to its staff. For example, but not limited, to:
  - 12.2.1. Cognitive Behavioural Therapy (CBT) and mindfulness training to separate role from individual;
  - 12.2.2. Participation in Handling Online Harassment and Abuse, or similar, training;
  - 12.2.3. Policy to triage correspondence to key council members;
  - 12.2.4. Operate a buddy system - Communication does not need to remain with initial contact, pass onto another member of staff or member of council;
  - 12.2.5. Mobile phone and sim card offered to staff;
  - 12.2.6. Support staff participation in HI Friends wellbeing events.

#### LCAS Commentary

*A wide range of council activities, including innovative projects, that produce positive outcomes for the community*

### 13. Surgeries and outreach

- 13.1. The Council will support members who wish to provide face-to-face contact with residents by holding surgery sessions.
- 13.2. To maintain personal safety these will take place in public locations, with a minimum of two members.

- 13.3. Where required, and if member is comfortable with meeting location, confidential matters may be followed up in a private meeting.
- 13.4. The member must inform staff prior to a private meeting taking place.
- 13.5. The Council encourages its members to take part in community outreach events such as the Histon Feast.
- 13.6. The Council encourages its members to visit community groups. For example, care homes, Histon and Impington Business Network and school councils.

#### LCAS Commentary

*A community engagement policy involving two-way communication between council and community. Engaging with diverse groups in the community using a variety of methods.*

#### 14. Print media

- 14.1. Council requests members familiarise themselves with the Press Release Policy - <https://hisimp-pc.gov.uk/documents/press-and-media/>
- 14.2. Council encourages all members to propose or draft items for the PC pages in Hilights magazine. In line with the Press Release Policy, articles require sign off by Clerk to the Committee most relevant to the topic. In the absence of the Committee Clerk, another member of staff, or the Committee Chair, can provide this sign off.
- 14.3. The Council will publish an Annual Report at the Annual Parish Meeting.

#### LCAS Commentary

*Engaging with diverse groups in the community using a variety of methods.*

#### 15. Stakeholders

- 15.1. The Council understands that communication is not only about community engagement, external stakeholders in Parish projects must also be considered.
- 15.2. It is the responsibility of any working group to provide regular updates to stakeholders on ongoing projects. This should include when a project has stalled with no update, such that stakeholders are not left in the dark.

#### CASE STUDY

Drafting Head of Term for Stir's lease of PC land. Delays between PC and Solicitors were not communicated to Stir's owner. Causing frustration for stakeholder and reputational damage to the Council.



- 15.3. The Parish Council may also be a consultee to District and County Council (also Peterborough and Cambridge Combined Authority (CPCA) and Greater Cambridge Partnership (GCP)) consultations.
- 15.4. In these instances, the primary role is to share information about the consultation to the community.
- 15.5. The Council may wish to respond on the community's behalf or engage additionally to the consultation to establish the community's consensus view. However, this cannot replace the direct engagement by the community with the consultation.

#### LCAS Commentary

*A wide range of council activities, including innovative projects, that produce positive outcomes for the community*

## 16. Evaluation

- 16.1. It is important that Council measures the success of this policy and its effectiveness in engaging with the community. To review the policy, the council will:
  - 16.1.1. Consult with the community through perception and satisfaction surveys;
  - 16.1.2. Measure the visits on the website;
  - 16.1.3. Request highlight circulation numbers from Hi-Hub;
  - 16.1.4. Conduct reviews with members and staff.

The Parish Office  
Histon & Impington  
Rec Ground New Road,  
Impington, Cambs  
CB24 9LU

Date: 9<sup>th</sup> February 2024

Ref: JY42804

## ***ESTIMATE***

Dear Sirs,

**Ref: Replacement Door at the above address**

We thank you for your recent enquiry and we now have pleasure in submitting our estimate as follows:-

To survey, remove the existing frame(s) and dispose of/recycle (where applicable) and to supply and fit:

1No. Aluminium Commercial single door with thermally broken profiles, anti-finger trap guard, mobility threshold, concealed closers, standard pull pad handles, hook lock non hold open closer and glazed with reinforced solid flat panel..

All frames to be PPC finished in standard Anthracite grey matt finish.

**For the sum of £3075.42 plus VAT (£3690.50 incl of VAT) subject to survey**

This estimate is valid for one-month period, beginning from the date of this estimate. Any purported acceptance of this estimate after the expiry of the one-month period will not be valid acceptance and N & C Glass Limited reserves the right to vary this estimate as necessary.

10-year warranty on the frames, hardware and sealed units. Painted products are only guaranteed for 5 years.

**Should you have any queries or wish to discuss this estimate further, please feel free to contact the Sales Dept on 01353 652957.**

Mobility thresholds are not a standard threshold therefore they must be requested and are an additional cost.

E. & O.E.



Client Name: Histon & Imp[ington] Date: 9<sup>th</sup> February 2024  
Reference no: JY42804

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By accepting this estimate, you are accepting our terms and conditions which are 50% deposit payment with order and final balance on completion of the works. Our full terms and conditions are available on our website – [Terms and Conditions](#). Orders with a nett value of £500 or less are to be paid in full at time of order/survey.

The customer may cancel the order during the cooling off period which shall run for seven days from midnight on the day on which the order was confirmed by the customer (not including Sundays or Bank Holidays).

Any cancellations, by either party, must be given by written notice.

**If cancellation is requested after the order has been surveyed, the Company has the right to charge a survey fee of £250.00 + VAT.**

All Health and Safety provisions by others. Method Statement available on request.

It is the responsibility of the customer/main contractor to ensure that there is clear and safe access to all necessary work areas in compliance with Health and Safety Regulations and that all required safety signage is in a clearly visible position.

Where applicable, all waste will be disposed of in accordance with the Waste (England and Wales) Regulations 2011 and under our Waste Carriers Licence (No. CBDU126990).

We recommend that any blinds/curtains that are fitted should be removed prior to our carrying out any work. Should their removal by our staff be necessary, this would be entirely at the customer's risk (although we would be as careful as possible).

If applicable, alarm/electrical systems are to be disconnected before commencement of any works and reconnected on completion of work by others, this cost is not included in this estimate.

All glazing work is carried out in accordance with N.H.B.C. recommendations and to our own requirements as manufacturers. Any glazing in windows that is below 800mm from floor level, or adjacent to a door, will be toughened safety glass in accordance with BS6262 and Building Regulations Approved Document K.

It should also be noted that we have to comply with the requirements of Approved Document A (Structure) to ensure that no window or door may be considered load bearing (excluding bay windows) and so, if no lintel is present, we would have to install additional support (at additional cost).

All materials and workmanship conform to the latest British Standards and code of practice.

All double-glazed sealed units are manufactured and conform to BS EN 1279-6.

Any access equipment required will need to be provided by the customer/main contractor (unless stated otherwise above), together with an operator (if required). If access equipment has been provided to allow N & C Glass to carry out the above works, it is also the responsibility of the customer/main contractor to provide the same to allow N & C Glass to carry out any future remedial work.

This estimate assumes that all work can be carried out during normal working hours (Monday to Friday, 7am – 5pm). Working outside these hours may incur additional costs. Please note



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that any access/parking permissions will need to be arranged by the customer/main contractor.

On completion of the works, and when full payment has been received, the installation will be covered by an insurance backed guarantee and all warranties and operation/maintenance manuals will be issued. Failure to follow these instructions will invalidate all warranties. As a FENSA registered company, we will also register your installation (where applicable) and FENSA will issue a certificate directly.

N & C Glass employ a policy of continuous improvement. If, at any stage, you are dissatisfied with our performance, please contact us at [info@nandcglass.co.uk](mailto:info@nandcglass.co.uk) where a director will act accordingly.

Should you have any queries or wish to discuss this estimate further, please feel free to contact me at the office on the telephone number shown above.

Assuring you of our best service and attention at all times, we are never knowingly undersold.

We remain  
Yours faithfully  
for N & C GLASS LIMITED

*Jean Yardy*

**Jean Yardy**  
**Sales Estimator r**  
**(Direct Dial 01353 652942)**  
**(email [jean@nandcglass.co.uk](mailto:jean@nandcglass.co.uk))**