

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 16th September 2024**

11 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	<p>Present: Cllrs: Yvonne Murray (Chair), Joseph Adam, Sarah Allen, Aga Cahn, Steve Carrington, Walter Davey, Neil Davies, Christopher Hobbs, Simon Jocelyn, David Legge, James Leonard, Tom McKeown, Sarah Smith, Edd Stonham (Vice Chair), Joe Uttridge Louise Wilbraham</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public: 34</p> <p>Dist Cllr: Cahn, Hansraj (in part)</p> <p>Cty Cllr Hathorn (in part)</p>	
24/045	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Jennifer Crockford (personal), Geoff Moore (personal), Denis Payne (personal)</p>	
24/046	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>Cllr Stonham – item 054.2 Expenses Payment – Pecuniary Interest</p> <p>Dispensations:</p> <p>Cllr McKeown – Pump Track Trustee – dispensation granted for this meeting only (16th September) to take part in debate only</p> <p>Cllr Stonham- Pump Track Trustee – dispensation granted for this meeting only (16th September) to take part in debate only</p>	
24/047	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/053 and calendar invites emailed to all.</p>	
24/048 048.1	<p>34 members of public present, 32 for item 054.1 Pump Track</p> <p>Resident of Garden Walk wished to address Council re Flooding. Resident thanked the Council for previous support relating to this matter and noted the correspondence received from the County Council 21st September 2023 conceding there was an issue and commitment to rectify it. To date no meeting or viable solution has been presented to residents. Resident has provided evidence detailing: County Officers making false statements in support of their position; Primary school has operated without complying with planning permission; errors in the surface water drainage design; permission was granted despite the flood risk assessment never being updated to assess the impact of the final design and raising the ground level over 1m to neighbouring properties. Resident requested support from the Parish Council by means of writing to the County Council with the view of receiving a solution. Clerk confirmed all correspondence from the resident had been received and noting this item was not resolved following previous approval from Parish Council to assist, the Clerk would write another letter and continue to support until resolved. Councillors noted the new MP should be contacted, resident thanked Council for the suggestion and left the meeting</p> <p>Trustee of Pump Track Charity Colin Myles shared a brief presentation on behalf of HI Pump Track Charity covering: What is a pump track; The Charity; Consultation undertaken to date; data from HI Pump Track consultation and the Parish Council Big Rec Survey 2021; and dialogue with landowners in the villages. Resident noted the speed in which the presentation was delivered and that they were unable to comment, but the Clerk had advised the maximum time allowed was 5 minutes; noting they requested to use the projector an additional 2 minutes was allocated.</p> <p>Resident re Manor Park Field addressed Council highlighting the proposals for a similar project 12 years ago at this site and the strong disapproval from residents voiced then. He</p>	Clerk

	<p>noted:</p> <ul style="list-style-type: none"> - Manor Park is the only open space left in our community, well used by locals and visitors - A change of use with a prescribed construction using concrete and lighting would destroy the nature of this amenity - Requests the Parish Council removes this site from any further consideration with immediate effect - Expressed support for the provision of a Pump Track but not at the expense of changing the use and character of Manor Park - Request to suspend the Parish Council spending any money to proceed with producing plans for any site - Parish Council to focus on consulting with the community first <p>Resident re Manor Park Field addressed Council as a voice for nature and made reference to the document 'Local Green Spaces in Histon & Impington' that identified Manor Park field as unique in the village boundary, open space without development, a site of important biodiversity and interconnecting habitats. The Community Orchard offers peace and tranquillity, safe space for dog walkers and highlighted by the community as huge value just the way it is. It was noted Manor Park field did not score highly in the Pump Track survey but was put forward as a quick option for delivery. Being one of the only open spaces in the villages is not a reason to build on it, but a reason to protect it. Residents are entitled to care about open green spaces and should not be accused of scaremongering. Manor Park field is an important, rare and beautiful open field, the Parish Council should consider other sites and residents will back the project. Build something we can all be proud of in a suitable location, remove Manor Field from the shortlist immediately, no money should be spent until it is.</p> <p>Chair, Cllr Murray, addressed all to confirm this is not a Parish Council project, HI Pump Track have formed a Charity and are running the project independently to the Parish Council. The Parish Council wants a rigorous investigation and consultation and noted if a site does not pass a feasibility study, no drawings will be produced. Two sites were recommended in the report presented to Council, but those recommendations could be overturned. The decisions on the agenda are not for the provision of a pump track or choosing a site. The feasibility studies will prevent a site being re-considered in the future if deemed unviable</p> <p>With agreement of Council Chair brought forward item 054.1 Pump Track Review of Sites and proposed Motions. Following item 054.1 31 members of the public left the meeting</p>	
<p>24/049</p> <p>049.1</p>	<p><u>TO APPROVE minutes of the meeting held 15th July 2024</u></p> <p>Proposed Cllr Wilbraham, seconded Cllr Hobbs all in favour and approved. Chair to sign minutes as an accurate record of the meeting. Two abstentions noted.</p> <p>Chair suspended the meeting and brought forward items 051.1, 051.2, 051.3 then returned to agenda order. Cty Cllr Hathorn, Dist Cllr Hansraj left the meeting following these items.</p>	
<p>24/050</p> <p>050.1</p>	<p><u>MATTERS ARISING</u></p> <p>Action list provided to all (Appx 1) and accepted. Additional discussion on:</p> <p>055.9 Letter to Hain Daniels – no set date, item to remain open</p> <p>072.1 County Council Highways Officer Walkabout held 9th September with Cllr Murray and Cty Cllr Hathorn. New advice received is for all reports to be posted on the County Council website (hedges, overgrown vegetation). Item to be removed from the action list.</p> <p>Cllr Carrington noted the congestion on the B1049 crossroad traffic lights and queried the light phases/timing. Cllr McKeown noted the light phasing is not the issue, it is the volume of traffic. Clerk noted these lights were remodelled/upgraded to enable safer crossing points noting the long 'dog-leg' turning into The Green from Water Lane and Glebe Way and near misses with pedestrians. Cllr McKeown noted this would all be included in the transport study approved at the HDFS Committee</p> <p>114.10 Connections Bus - Cllr Wilbraham verbally updated of meetings held with Sawston and Shelford Youth Initiative and Romsey Mill. Cllr Wilbraham noted the working group is on course for presentation to Council in October</p> <p>042.3 Remembrance Parade Road Closure – submitted, sealed order awaited</p>	

<p>24/051</p> <p>051.1</p> <p>051.2</p> <p>051.3</p>	<p><u>REPORTS TO NOTE</u></p> <p><u>County Council</u> written report Summer 2024 copied to all and accepted covering New Road Planning Applications; Busway; COVID vaccination programme; Dentistry; New Director of Education, Sunnica Solar Farm, Community Energy Consultation; Active Travel Hierarchy; Mill Road Bus Gate Consultation; Winter Gritting; Sale of Old Shire Hall. Additional discussion on: Peak time impact from traffic associated with the Cavendish School being reviewed; offer of Community Travel Plan for Histon & Impington (first in the County); Stagecoach meeting scheduled 26th September at Recreation Ground Community Room. Cllr Davies questioned if a travel plan would be dynamic and include the provision of future developments. Cty Cllr Hathorn noted no plan is future proof, but this was expressed at the Highways Drainage & Formal Spaces Committee. A plan that is dynamic and meets the changing needs of the villages is key. Cllr McKeown noted the HDFS Committee approved a village wide transport study at the meeting held 10th September. Cllr Davies made a suggestion of asking for financial support for the study from Trinity. Clerk noted this request.</p> <p><u>District Councillor Report</u> written report September 2024 copied to all and accepted covering General Election; East West Rail; New Towns Taskforce; Coffee Pod recycling; National Planning Policy Planning Framework (NPPF); Four Day Week Trial; War Memorial Grant; School Hill Development; Motorcycle Noise. Cllr Hobbs queried the status of the School Hill Planning application and the next steps. Dist Cllr Cahn confirmed the next step is for the applicant to appeal and noted parking was the only material planning consideration that led to the decision of refusal. Parish Council should be notified of the appeal, but Dist Cllr Cahn would keep the Office updated. Cllr Jocelyn requested a copy of the District Council response to the NPPF consultation. Dist Cllr Cahn to forward the District Councils response.</p> <p><u>Clerk's Report</u> written report provided to all and accepted (Appendix 2). No additional items raised</p> <p><u>Chairman's Report</u> written report provided to all and accepted (Appendix 3). No additional items raised</p>	<p>Dist Cllr Cahn</p> <p>Dist Cllr Cahn</p>
<p>24/052</p> <p>052.1</p> <p>052.2</p> <p>052.3</p>	<p><u>To Accept Committee Reports</u> - <i>note actions and accept</i></p> <p><u>Planning Committee</u> draft minutes 16th July, 6th August, 27th August, 6th September provided to all and accepted. Date of next meeting(s): 24th September, 22nd October.</p> <p>Ministry of Housing, Communities and Local Government – proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system. Cllr Jocelyn noted due to other commitments he was unable to assist but noted Cllr Payne had expressed an interest. Cllr Jocelyn proposed Cllr Payne and Murray working with the Assistant Clerk to draft and submit a response on the 24th September, seconded Cllr Murray, approved</p> <p><u>Highways, Drainage and Formal Spaces</u> draft minutes 10th September to follow. Date on next meeting 12th November.</p> <p>Error in agenda numbers noted at this point, corrected in the minutes.</p> <p><u>Dates(s) of upcoming Committee Meetings:</u> <u>Nature & Biodiversity</u> Date of next meeting 5th November <u>Finance, Governance & Legal</u> Date of next meeting 7th October <u>Wellbeing, Recreation & Leisure</u> Date of next meeting 23rd September 2024 <u>Employment & Development</u> Date of next scheduled meeting 14th October 2024</p>	<p>DWP/ YM/AC</p>
<p>24/053</p> <p>053.1</p>	<p><u>TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 4)</u></p> <p>To note payment of accounts under delegated approval, noted. Clerk with written approval from the Chair approved delegated payment for solicitor support for the Freedom on</p>	

<p>053.2</p> <p>053.3</p> <p>053.4</p>	<p>Information request received 12th August. Invoice awaited. Councillors queried the staff time and financial impact this request had on Council, Clerk noted a verbal report would be provided at next Finance, Governance and Legal Committee.</p> <p>To approve payment of outstanding accounts due. Cllr Stonham left the meeting for this item. Proposed Cllr Davies, seconded Cllr Leonard all in favour, approved</p> <p>To report on amounts paid in, noted</p> <p>To note receipt of External Audit Report provided to all (Appx 5). Chair congratulated RFO noting no items of concern were raised</p>	<p>FGL Comm</p>
<p>24/054</p> <p>054.1</p>	<p><u>Other Matters</u></p> <p><u>Pump Track Review of Sites</u> report provided to all (Appx 6) with information on all Parish Council owned sites considered in the Pump Track Consultation document dated 30th November to 28th December 2023. Two sites (Homefield Park and Manor Park Field) had a recommendation to proceed with feasibility studies, but also highlighted known concerns for the sites (utilities, tree preservation orders, flood prevention measures etc). Cllrs McKeown and Stonham left the meeting for the vote, noting the dispensation granted only permitted debate.</p> <p>Motions:</p> <ol style="list-style-type: none"> 1. To rename Skatepark Provision to Skatepark/Pump Track Provision. Proposed Cllr Davies, seconded Cllr Carrington all in favour, approved 2. Parish Council to undertake feasibility, open dialogue with landowner (noting in some cases land is leased) and produce artwork with the view of consulting residents at a later date by means of letter drop consultation and public meeting. Funds to be taken from the skatepark/Pump Track specified reserve <p>It was noted artwork would only be produced if the site is deemed feasible. Cllr Leonard queried why only Parish Council sites were being considered in the report and asked if there is a parallel activity to consider other sites. Clerk confirmed the Parish Council would only undertake feasibility on Parish Council owned sites. Chair suspended the meeting for a point of clarity and opportunity for residents to speak. Pump Track Trustee did confirm the Pump Track Chariry would fund feasibility on non-Parish Council sites if additional sites were found. At this point Cllrs McKeown and Stonham returned to the meeting to take part in the debate. Resident queried the items published on the June agenda and site-specific issues which should be addressed prior to site consideration. Chair noted the Parish Council has taken a step back with the view of collecting data via the feasibility studies and noted the Pump Track charity welcome site options. Resident queried a £15k spend mentioned, Chair noted no costing exercise has been undertaken to date, there is fund with £15k which will be used to fund this, with a view of keeping the costs as low as possible. Suggestion from resident to include the Recreation Ground in feasibility study, noted. Request for Terms of Reference for feasibility studies to be published, accepted by the Chair.</p> <p>Cllr Hobbs requested the due diligence of these must cover biodiversity, supported. Cllr Davies noted he was a member of the Parish Council when the consideration for a skatepark was on the agenda. He noted a skatepark is very different to a pump track and 12 years ago he was against the project. As time has moved on, he is now supportive of the project noting as a community Histon and Impington offers poor facilities and urges Council to consider giving the pump track project support. He noted there is no perfect solution and there is a need to be open minded. First step for Council should be to approach the County Council as landowner to check if they would support a pump track at Manor Park Field prior to undertaking a feasibility study. Cllr Leonard expressed concern other sites have been ruled out by the Pump Track Trustees purely due to cost and Parish Council are considered as they are free. The community should support fundraising to ensure the Pump Track is delivered in the right place. Chair re-iterated commitment from Pump Track trustees that all sites raised by residents will be considered. Support was expressed in the room by all, for a Pump Track in the right location otherwise everyone loses. Cllr Smith expressed thank to Pump Track team for work undertaken to date, their</p>	

drive is to deliver a fantastic project for our community. Location would always be the hardest step and an approach has to be set out. The aspiration to deliver quickly and the recommendation to consider Parish Council owned land is reasonable noting some of the sites are tied up in lengthy discussions linked to potential development. Cllr Smith thanked all who had spoken advocating for biodiversity. She highlighted biodiversity net gain statutory requirements and urged Council to aspire to the South Cambs District Council 20% on site not offsite, proposing an addition to motion, 'Feasibility study to include a qualitative discussion detailing the potential impact on biodiversity and options of how biodiversity net gain (20%) would be achieved on site'. Cllr Smith continued, stating that nature has lost out in so many decisions, but so have young people in the villages. The Parish Council has committed to providing better facilities including formal sport facilities. Three priorities for Council have been highlighted; Nature & Biodiversity, provision for youth and provision for formal sports. Support expressed for the addition of the Recreation Ground to the feasibility study and a need for this decision to be transparent. She noted the potential for some of the non-Parish Council owned sites as community facilities and open space and urged the Council to explore investigatory work.

Cllr Carrington noted the Council has to start somewhere and supported the feasibility studies as a means of gathering data or eliminating the sites and requested Council taking a decision. Cllr Hobbs requested clarity regarding the Recreation Ground feasibility noting work has already been undertaken as part of the Rec Development Group how to better utilise the site. Work to include a pump track was undertaken and not possible. It was noted the Parish Council does not own the entire site at the Recreation Ground. Cllr Davies noted the protections to the leased part of the Recreation Ground and development not being an option. Chair proposed the Recreation Ground is added as an amendment to the motion subject to costs. Cllr Stonham requested the Recreation Ground feasibility report undertaken by Wilby & Burnett is shared with the public.

Chair re-instated the meeting

Cllrs McKeown and Stonham left the meeting

Chair proposed a further amendment 'to include the Recreation Ground subject to cost and publication of the Wilby & Burnett Master Plan project of the Recreation Ground.

Amended motion: Parish Council to undertake feasibility on Homefield Park, Manor Park Field and the Recreation Ground* (*subject to costs). Feasibility study to include a qualitative discussion detailing the potential impact on biodiversity and options of how biodiversity net gain (20%) would be achieved on site. Where appropriate to open dialogue with landowner (noting in some cases land is leased) and produce initial design with the view of consulting residents at a later date by means of letter drop, consultation and public meeting. Funds to be taken from the Skatepark/Pump Track specified reserve. It was noted contact would be made with the County Council prior to commencing with a feasibility study at Manor Park Field. **Proposer to accept the amended motion:** Cllr Legge, seconded Cllr Smith, all in favour, **motion carried**

Motion: Parish Council to undertake feasibility on Homefield Park, Manor Park Field and the Recreation Ground* (*subject to costs). Feasibility study to include a qualitative discussion detailing the potential impact on biodiversity and options of how biodiversity net gain (20%) would be achieved on site. Where appropriate to open dialogue with landowner (noting in some cases land is leased) and produce initial design with the view of consulting residents at a later date by means of letter drop, consultation and public meeting. Funds to be taken from Skatepark/Pump Track specified reserve. It was noted contact would be made with the County Council prior to commencing with a feasibility study at Manor Park Field. **Proposed:** Cllr Legge, seconded Cllr Hobbs, majority in favour, 1 against, **approved**

3. **To delegate Chair and Clerk (and any other Councillor with an interest) to seek three quotes for feasibility and artwork and proceed with best available terms. Those delegated to work closely with Pump Track trustees to ensure artwork is in line with the Charity's vision.** Cllr Adam questioned, if there was a limit set in terms of cost. Chair confirmed no maximum amount had been set. Cllr Hobbs noted

	<p>the importance of a design but requested the cost should be capped. Chair proposed an amendment to the motion to read:</p> <p>Amended motion: To delegate Chair and Clerk (and any other Councillor with an interest) to seek three quotes for feasibility and initial design and proceed with best available terms up to and not exceeding £15k to be taken from the Skatepark/Pump Track Provision specified reserve. Those delegated to work closely with Pump Track trustees to ensure initial design is in line with the Charity’s vision. Proposer to accept amended motion: Cllr Hobbs, seconded Cllr Carrington, all in favour, motion carried</p> <p>Motion: To delegate Chair and Clerk (and any other Councillor with an interest) to seek three quotes for feasibility and initial design and proceed with best available terms up to and not exceeding £15k to be taken from the Skatepark/Pump Track provision specified reserve. Those delegated to work closely with Pump Track trustees to ensure initial design is in line with the Charity’s vision. Proposed: Cllr Hobbs, seconded Cllr Carrington, all in favour, approved</p> <p>4. Feasibility and artwork to be presented and approved by Council prior to resident consultation and public meeting. For consistency, Chair proposed an amendment to the motion to read:</p> <p>Amended motion: Feasibility and initial design to be presented and approved by Council prior to resident consultation and public meeting. Proposer to accept amended motion: Cllr Wilbraham, seconded Cllr Legge, all in favour, motion carried</p> <p>Motion: Feasibility and initial design to be presented and approved by Council prior to resident consultation and public meeting. Proposed: Cllr Carrington, seconded Cllr Legge, all in favour, approved Cllrs McKeown and Stonham returned to the meeting</p>	
054.2	<p><u>Sport Pitch Winter Maintenance and Pre-Season preparation (Recreation Ground)</u> to approve purchase of materials and contractor time to complete winter maintenance and pre-season preparation at the Recreation Ground. Report attached (Appx 7) detailing bespoke treatment for grass tennis courts and cricket squares, costings and cost to date for contractor support. It was noted feedback has been requested from Cricket and Tennis Club, reviews received to date have been positive. Proposed Cllr Davies, seconded Cllr Uttridge all in favour, approved</p>	
054.3	<p><u>To Review</u> recommendation from Nature & Biodiversity Committee to re-instate role of Tree Advisor (formally Tree Officer). Report attached (Appx 8) detailing spend required. 1 resident left the meeting for this item. Cllr Smith noted this was a 12-month contract capped to a spend of £2,520. She outlined the benefits of the position including offers Council a difference of opinions and opportunities for Parish Council owned sites, support with disease management, comments of tree work applications, takes the pressure off office team in emergency situations. Role to date has been successful. Proposed Cllr Hobbs, seconded Cllr Uttridge all in favour, approved. Thanks recorded to Tree Officer for the support offered to the Parish Council to date. Resident returned to the meeting.</p>	
054.4	<p><u>Policy Book and Staff Handbook</u> review undertaken by Ashtons as part of HR Retainer, copies available to review and comment on SharePoint. Item for October agenda to approve</p>	
054.5	<p><u>12 New Road Damp Survey</u> report provided to all (Appx 9) with recommendations of work. Noting delegation in place for spend up to £8k for investigations, to approve recommendation and spend within the report with delegation to remain in place to oversee work (Clerk, RFO, Chair and Chair WRL Committee). Proposed Cllr Wilbraham, seconded Cllr Uttridge, all in favour approved</p>	
054.6	<p><u>To agree implementation of Booking System</u> for Parish Council owned facilities;</p>	

054.7	<p>report provided to all (Appx 10). Cllr Hobbs noted the overall objective is to enable more people to have access to facilities by allowing online booking and payment. One of the benefits of the Scribe package is linking to the Parish Council accounts system. This would be a phased approach, with keyless access being considered later. Cllr Davies queried what facilities this would be available on, Cllr Hobbs noted this would only start on the MUGA, Hardcourt and Community Room. Cllr Allen requested this software is used to collect data, supported by all. Cllr Davey noted detail of the external support, which the RFO confirmed would be all with Scribe and not staff. Cllr Uttridge noted this would only be beneficial if there is time available for usage on the facilities and it is marketed correctly. Proposed Cllr Stonham, seconded Cllr Smith all in favour, approved</p> <p>To approve Capital Bid for funding to implement Booking System (055.7) Capital bid form provided to all for consideration (Appx 11). Proposed Cllr Wilbraham seconded Cllr Stonham, all in favour approved</p>	
24/055	<p>HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA</p> <p>All agreed to delegate to Chair and Clerk to draft and post Next Agenda: Review and Approval of Policies and Staff Handbook</p>	
24/056	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 21st October 2024</p>	
	<p>Meeting closed: 9.21pm</p> <p>Appendix 1: Action List Appendix 2: Clerk's Report Appendix 3: Chairman's Report Appendix 4: Finance Report Appendix 5: External Audit Report Appendix 6: Pump Track Review of Sites Appendix 7: Winter Maintenance Appendix 8: Tree Advisor Appendix 9: 12 New Road Damp Survey Appendix 10: Booking System Appendix 11: Capital Bid Booking System</p>	