

**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 17th March 2025**

8 Appendices attached

Full Council Minutes

Agenda No:		Action/ Power
	Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Steve Carrington, Jennifer Crockford, Neil Davies, Chris Hobbs, Simon Jocelyn, David Legge, James Leonard, Geoff Moore, Denis Payne, Sarah Smith, Edd Stonham, Louise Wilbraham, Joe Uttridge Clerk(s): Chelsea O'Brien (Clerk); Theresa King (RFO) Dist Cllr(s): Cahn and Rixon Cty Cllr: Hathorn (in part) Members of Public: 9	
24/111	To CO-OPT TO COUNCIL 1 vacancy on Council to be filled by co-option, no applications received for this agenda, item for May agenda noting interest received.	May Agenda
24/112	APOLOGIES FOR ABSENCE Apologies: Cllrs Joseph Adam (personal), Aga Cahn (personal), Tom McKeown (personal) Dist Cllrs Hansraj	
24/113	DECLARATIONS OF INTEREST AND DISPENSATIONS Cllr Stonham item 121.8 – HI Friends Trustee, Salvation Army (pecuniary) Cllr Jocelyn item 121.8 close family member works for an organisation listed (pecuniary) Cllr Payne item 121.8 – HI Friends (pecuniary) Cllr Davies item 121.8 – HI Friends Charity Manager (pecuniary)	
24/114 114.1	DATE(s) OF NEXT COMMITTEE MEETINGS Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 24/119 and calendar invites emailed to all. 25-26 Council meeting calendar to be reviewed and approved at the Annual Meeting of the Parish Council	
24/115	PUBLIC PARTICIPATION 9 members of the public present. A resident present wished to suggest two points for Council to consider: <ol style="list-style-type: none"> 1) Agenda item 121.9 (Report from Recreation Development Group RDG). Resident noted the motion proposed and the commitment to report back to Council in August, but queried if the Parish Council would consider, before any more is spent, a public exhibition to allow a wider audience to comment. It was also noted the Public Works Loan Board loans for previous projects at the Recreation Ground have 5 years remaining. 2) S106 funding agenda item 121.8. Resident noted as funds directed to enable improvements to community facilities to benefit residents are being offered to local community assets, would those assets benefiting from the funds offer preferential rates of hire to residents going forward With agreement of Council Chair brought forward item 117.1	
24/116 116.1	<u>TO APPROVE minutes of the meeting held 17th February 2025</u> Proposed Cllr Davies, seconded Cllr Wilbraham all in favour and approved . 3 abstentions noted. Chair to sign minutes as an accurate record of the meeting.	
24/117 117.1	<u>MATTERS ARISING</u> Action list provided to all (Appx 1) and accepted. It was noted the Clerk had circulated a	

revised action noting action 24/096.4 was omitted from the list in error.

Chair wished to note item 24/096.4 with the aim of removing any confusion regarding this item (Feasibility Study/Minutes of Community Meeting held 6th February). Chair noted thanks to Parish Councillors Uttridge and Smith, Cty Cllr Hathorn and Dist Cllr Rixon for attending the resident meeting.

Scope of agreed feasibility studies include: Manor Park, Homefield Park and Recreation Ground. The proposal presented by the RDG group (agenda item 121.9) does not include the green spaces at the Recreation Ground. First draft of notes from the 6th February meeting received include framework for the Terms of Reference for the feasibility studies. The next steps are to ensure Council has a clear framework for the Terms of Reference for presentation and approval of Council; clarification of terminology being used: a Feasibility Study for a pump track; Site Feasibility Study and Site Management Plans with a view of removing any confusion.

Chair suggested an action to identify and bring together all stakeholders for each site to ensure all views are heard and perspectives are understood and addressed, support was noted for this approach.

Cllr Smith noted at the resident meeting she sought clarification if the meeting was about a pump track or site management plans. Despite being told the meeting was about site management plans, discussion turned to pump track and reference to a pump track is noted in the minutes and draws conclusions (including impact of a pump track). She wished it noted there was a lack of shared understanding at that meeting. She also noted confusion around feasibility study of a site, feasibility study of a pump track and site management plans and noted her support for a meeting to gain a shared understanding and involvement of stakeholders.

Chair noted a discussion prior to the resident meeting to set a framework, but that framework had moved on to include a test regarding the provision of a pump track. Chair agreed with Cllr Smith that there was reference to a pump track in the meeting.

Meeting suspended to allow resident to take part. Resident and member HI Local for Environment (HILE) formally (Save Histon & Impington Green Spaces) clarified:

- An independent proposal is the goal of the group and meeting
- Pump track was mentioned but not the intention of the group to be a focus

Cllr Smith wished it minuted that she sought clarity at the meeting regarding the framework being proposed and if this was directly for the provision of a pump track, and this was confirmed.

Cllr Davies noted his full support to deliver a pump track in the Community and urges the Council to aspire to deliver this provision. He noted his confusion regarding the terminology being used around a feasibility study and site management plans.

Cllr Crockford sought confirmation the pump track is not a Parish Council project, confirmed by Chair of the Parish Council.

Edd Stonham, Trustee of the Pump Track Charity, noted the charity has identified there has been a lot of doubt regarding the survey undertaken by the Charity, a full survey across the Parishes by mail drop will be taking place, as well as community workshops.

There was a request from a resident for the Parish Council to undertake the survey to prevent bias. Edd Stonham urged the resident to get in touch with the charity to work on the survey.

Cllr Carrington questioned how far and wide the feasibilities are covering and sought confirmation. The Clerk confirmed the motion approved at the September Full Council meeting to undertake a study on Manor Park, Homefield Park and The Recreation Ground (subject to costs). The Clerk also noted these studies were of the sites to see if they are viable for the provision of a pump track – as worded in the report presented to Council to support the motions presented in September.

Meeting re-instated.

	<p>Item 24/104.1 Precept Infographic - Cllr Payne noted his disappointment that only one Councillor has responded to date</p> <p>23/055.9 Hain Daniels Resident Group – Cllr Murray to seek update</p> <p>24/096.2 Youth Provision Action Plan – Cllr Hobbs informed Council of a meeting planned Wednesday 19th March, attendees include Connections Bus, Romsey Mill, Cambridgeshire County Council, Littleport Parish Council, Impington Village College. Notes of the meeting will be taken and shared.</p> <p>Cllr Payne noted action from February minutes Communications Mechanism was not omitted from the action list noting a date of the 31st March was noted by Council as an aspiration for an update. Chair noted no update to report.</p>	
24/118	<p><u>REPORTS TO NOTE</u></p> <p>118.1 <u>County Council</u> written report March 2025 copied to all and accepted covering: NHS Issues; Local Government reorganisation; Waterbeach Busway; Guided Busway Safety; County Farms; Sale of Old Shire Hall; Thank you.</p> <p>Additional discussion on: Local Government Reform, no opinion noting elections 1st May; disposing of land, if the Parish Council wish to buy land off the County Council this will be costed as Green Belt or Development land regardless of if it is agricultural. The County Council's focus on development is the Addenbrookes site.</p> <p>Clay Close Lane – following a meeting with the drainage officer, landowners (including the Parish Council) have been approached to clear the ditches. It was also noted Hill Developers are making a mess of the site and suggested the Parish Council make contact to discuss the matter further. Verbal contact was suggested by Cllr Uttridge as they are usually receptive to requests</p> <p>Cllr Crockford recorded thanks to Cty Cllr Hathorn for her contribution to the Parish Council.</p> <p>118.2 <u>District Councillor Report</u> written report February 2025 copied to all and accepted covering: Council Reorganisation; Motorcycle disturbance; Envirocrime; Four Day Week Consultation; Mobile Warden Schemes; Household Support Fund.</p> <p>Additional discussion on: Local Government Reform – too early to decide.</p> <p>Cllr Davies wished to publicly thank Dist Cllr Rixon; his work making HI Friends aware of the Net Zero grants led to HI Friends securing funding of £55k for an electric mini-bus. Cllr Davies extended his thanks to Liz Hill of HI Hub for her campaigning efforts which made the grant possible and the Parish Council who provided a letter of support for the grant.</p> <p>Cllr Payne recorded a phenomenal job by SCDC funding to help older people to stay in their own homes but noted the County Council and the NHS are saving the return on the investment. The Rose Regeneration project, hosted by AGE UK, has been successful in a grant from SCDC.</p> <p>Dist Cllr Rixon updated on his meeting with envirocrime officers and extended the offer of a meeting with the Parish Council.</p> <p>118.3 <u>Clerk's Report</u> written report provided to all (Appendix 2). Clerk verbally noted the agreement for the ATM protection planter on the High Street has been signed. Parish Council responsible for maintenance of plants only.</p> <p>118.4 <u>Chair's Report</u> written report provided to all and accepted (Appendix 3). Chair welcomed questions on email.</p>	
24/119	<p><u>To Accept Committee Reports</u> - <i>note actions and accept</i></p> <p>119.1 <u>Planning & Development</u> draft minutes 18th February provided to all and accepted. Minutes 11th March 2025 to follow. Date of next meetings 1st April; 29th April 2025</p> <p>119.2 <u>Wellbeing, Recreation & Leisure</u> draft minutes 10th February 2025 provided to all and accepted. Date of next meeting to be confirmed</p> <p>119.3 <u>Dates(s) of upcoming Committee Meetings:</u> <u>Highways, Drainage and Formal Spaces</u> Date of next scheduled meeting 8th April 2025 <u>Finance, Governance & Legal</u> Date of next meeting 28th April 2025</p> <p>To note calendar for meeting dates for 25-26 to be approved at Annual Meeting of the Parish</p>	

	Council Monday 19 th May 2025. Cty Cllr Hathorn, Dist Cllrs Cahn and Rixon left the meeting.	
24/120	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 4)	
120.1	To note payment of accounts under delegated approval, noted.	
120.2	To approve payment of outstanding accounts due. Cllr Payne declared a pecuniary interest and left the room. Proposed Cllr Stonham, seconded Cllr Wilbraham, all in favour approved . RFO noted an extra payment run will be required due to financial year end and will be reported to the Annual Meeting in May. Cllr Payne returned to the meeting.	
120.3	To report on amounts paid in, noted	
24/121	<u>Other Matters</u>	
121.1	Histon & Impington Flower Festival to approve spend of up to £50 to support Parish Council display. Cllr Davies informed Council of no flower festival this year. No vote required.	
121.2	Annual Parish Meeting Arrangements scheduled Monday 12 th May 2025, to agree : Venue and Guest Speakers. Council approved for this to be agreed on email. Responses to be received by the 6 th April.	
121.3	<u>To Review and Approve</u> - Donations Policy - Grants Policy RFO provided a verbal overview of the policies. It was noted the timeline should be clarified to read payments made by the end of March for those applying in that financial year, April for those applying for the following financial year. Cllr Smith thanked RFO for her work on these documents. Proposed Cllr Davies, seconded Cllr Payne, all in favour approved to accept both policies .	
121.4	To Agree to terminate current SLA with Connections Bus Project, dated 2017, in order to bring requests for funding into line with new Grants Policy report provided to all (Appendix 5).	
121.5	To Agree to inform HI Friends of the removal of any SLA with the charity and that applications for grants should be received in future years. Report provided to all (Appendix 5). RFO provided a verbal overview of the work undertaken and the reason for terminating the SLA's noting this forms a contract with the Parish Council and needs to conform to purchasing requirements. Cllr Smith queried the difference in wording in the motions and sought confirmation this is procedural and the decision regarding funding is not impacted by this decision. RFO confirmed the SLA with Connections Bus is rolling and has a 3 month notice period, HI Friends is an annual SLA and the 2024 SLA has not been signed. It was noted this is procedural, and funding already approved is not impacted. Going forward if Connections Bus wish to apply from December 2025 onwards (when the Parish Council funding is currently agreed to) they will need to follow the grants procedure. Chair confirmed reporting requirements are still allowed but these need to be agreed. Chair took item 121.4 to vote: Proposed Cllr Leonard, seconded Crockford, all in favour, approved Chair took item 121.5 to vote: Proposed Cllr Leonard, seconded Cllr Wilbraham, all in favour approved , 4 abstentions noted.	
121.6	Histon & Impington Neighbourhood Plan report reported provided to all (Appendix 6) Motion: Histon & Impington Parish Council to vote to suspend additional work on an update to the Neighbourhood Plan (NHP) but review this no more than 1 year later. A final decision on if we move forward with a new version of the NP would need to be decided no later than March 2029. Cllr Smith asked if the review of the Neighbourhood Plan (NHP) could be done with a light touch refresh or if it always had to be a large-scale project. Cllr Jocelyn confirmed the NHP	

could be anything you wish it to be. Cllr Crockford noted Neighbourhood Plans would be rejected if they do not evidence community involvement.

Cllr Leonard noted the current NHP covers more than just planning, but also aspirations of the villages and that function is more important than trying to influence the planning process. The document should be developed in tandem with the Local Plan. Surveys take time and developing questions needs to start as soon as possible. Cllr Jocelyn noted the NHP cannot contradict the Local Plan, the suspension allows for more information to be gathered.

Cllr Payne noted East Cambs and Huntingdonshire use CIL, noting the Council review there could create a change in policies and approaches. Cllr Payne supported the views of Cllr Leonard and noted 18 specific projects and 8 topics which the NHP contributes to. He noted an annual review process has not been undertaken to date and the main structure of the plan is close to 10 years old.

A discussion with District Officers has been offered and should be undertaken prior to a decision being taken. Improvements to ensure the NHP makes an impact should be a priority and community involvement is a must. Chair noted the priorities and limitation in the way in which the District Council works are different to that of a Parish Council. Chair thanked Cllr Jocelyn for the time taken producing the paper. Cllr Jocelyn noted this is a suspension, if at any time new information comes to light, it can be resumed.

Cllrs Allen and Payne shared the view a review is required urgently. The NHP can be a mechanism for more actionable policies with more impact.

Proposed Cllr Stonham, seconded Cllr Smith **all in favour** to extend the meeting by 15 minutes.

Chair asked for volunteers to undertake the work required, Cllr Smith wished to know more about the work and process required and the support available to communities. Support expressed from Cllrs Moore, Smith, Payne, Leonard and Allen to research the process and what is required to update the NHP.

Motion: Histon & Impington Parish Council to vote to suspend additional work on an update to the Neighbourhood Plan (NP) but review this no more than 1 year later. A final decision on if we move forward with a new version of the NP would need to be decided no later than March 2029. Proposed Cllr Jocelyn, seconded Cllr Hobbs, 3 in favour, 8 against, 3 abstentions, motion not carried.

121.7

To Review and Approve quotation for replacement blinds in the Community Room:

To note extract from minutes June 2023: **To Approve spend from S106 funds** for improvements to the Community Room to include:

- Up to £2000 on thermal fire-retardant blinds delegated to RFO and Clerk

Quote A: £2525.33 – could not provide a quote for fire retardant

Quote B: £2487.00 – commercial fire retardant; colour chosen (linen) highest reflection percentage and lowest transmission percentage for heat

Recommendation from Staff to proceed with Quote B noting this is better value for money and the company who provided the quote have previously done work on the building and therefore have good knowledge limiting complications and delays noting concerns received from users as we approach summer months and from classes that require privacy. Current blinds are 12 years old. Proposed Cllr Hobbs seconded Cllr Wilbraham all in favour, **approved** to proceed with quote B accepting the additional funds required.

121.8

To Approve Section 106 funds use by Community Organisations report provided to all (Appendix 7)

Motion:

- **Council agrees to the proposed Community Facilities projects as detailed in the report attached from external bodies as suitable uses of Section 106 funds**
- **RFO and Clerk to work with groups to gather more information and costings and groups to apply for grants for the projects which will be brought forward to Council or an appropriate Committee.**
- **FGL Committee to oversee correct allocation of funds to the grant funding requests.**

Cllrs Payne, Stonham, Davies and Utridge left the meeting for this item. Cllr Jocelyn abstained from the discussion and vote.
Cllr Crockford sought clarification the money received is from developers to spent in the Community. It was confirmed S106 funds are not from Council Tax but funds that belong to the village to be spent for the benefit of residents. Noting the request from a resident that those Community Assets benefitting from the funds to review how they charge for their facilities and consider offering a preferential rate for residents. Cllr Moore requested regular reports of end dates of S106 funds to the Finance Committee to ensure Council does not end up in this position again. RFO confirmed these funds are usually spent on Parish Council projects, but as no projects have been identified for community facilities indoor space and the dates have lapsed, local organisations were approached for projects (supported by the District Council). Cllr Moore suggested approaching Impington Village College. It was noted the costs provided are estimated, RFO assured work will be undertaken to spend all funds. Proposed Cllr Wilbraham, seconded Cllr Hobbs **all in favour**, approved. 1 abstention noted. Cllrs Payne, Stonham Davies and Utridge returned to the meeting.

121.9

Motion received from Recreation Ground Development Group (RDG):

Histon & Impington Parish Council agree to the following:

- **Histon & Impington Parish Council to note the March 2025 report from the Recreation Development Group (RDG) (Appendix 8)**
- **that the RDG maintain a regular dialogue as appropriate with the Trinity CSPN (Cambridge Science Park North) Working Party**
- **that the RDG seek an updated quote from surveyors, using Appendix A_(Appendix 8), to produce a report by the of August/September 2025 on options available on potential project constituent ideas of an updated Recreation Ground Masterplan as detailed in the RDG Parish Council Report March 2025**

Chair asked Cllr Davies two questions:

- Confirming this scope only covers the non-grassed areas up to the pavilion
- Confirmation that all stakeholders at some point will get the opportunity to give their views, confirmed by Cllr Davies

Cllr Davies briefly covered:

- Request from Clerk for fresh quotation process
- Change of scope noted as 12 New Road was being considered for other uses and should not be considered in isolation
- Holistic framework required
- Inclusion of Parish Council staff, who have actively contributed
- Early stage, previous work undertaken by Wilby & Burnett principally looked at grass facilities
- Additional number of challenges highlighted (car parking, 3G at Impington Village College, future of 12 New Road, need for 4 all-weather tennis courts)

Cllr Davies welcomed questions:

- Cllr Leonard shared a concern the work is short term, the clear lack of recreation space, in parallel this should be considered.
- What does the Parish Council hope to get out of this study that we do not know already.

Cllr Davies noted the shortage of public open space is not new, the Parish Council is trying hard to find alternative sites (County Council owned land and CSPN). Cllr Davies considered this is a long-term vision for the site and options the Council needs to consider enabling continued use of the Recreation Ground and its facilities. Cllr Leonard feels the Council should progress another plan other than CSPN, in parallel with this work. Cllr Davies noted a discussion with County Council is in the pipeline.

Cllr Moore noted it would have been helpful if a plan was available with the report to indicate the area being considered. Council needs to be clear and control the narrative. He suggested a wider discussion to detail the volume of sporting requirements at the Recreation Ground, consultation as to what people want, would enable a clear understanding of grass/open space requirements. Cambridge is noted as a growth area and the opportunity for growth of leisure facilities could be an option in the near future and suggested a pause on this project. In the short-term 12 New Road could be a family home with much needed income for the

Parish Council.

Cllr Payne noted Highways Committee have been looking at a village transport study, a Planning Decision regarding the 3G has not been decided and a meeting is imminent with Trinity. Noting this, a delay may be appropriate until Council knows more. The future of 12 New Road, any proposed use should be supported by a vision. He questioned what the benefit to the Community is for this additional spend.

Cllr Davies noted if HI Hub have particular questions regarding a Parish Council report, a mechanism for questions or clarity should be available to prevent any confusion or misunderstandings. The proposal is to update or maintain existing facilities to ensure the Recreation Ground meets the needs of its users.

Cllr Allen noted 12 New Road could be used as a Youth and Community Hub. It would be good to see how the Parish Council feel about using as offices, if Parish Councillors do not feel office space is an option, there is no need to include in the scope of this project. Views of individual Councillors should be sought regarding the usage.

Cllr Carrington noted his support for Cllr Davies and the need for professionals to ensure all options could be considered

Cllr Smith supported the Parish Council looking at other land opportunities.

She asked three questions for Cllr Davies: Is there a longer-term plan and further study to look at the grass areas of the Recreation Ground? It was noted the September motion committed Council to a feasibility study of the Recreation Ground. The Wilby & Burnett survey and report will feed into the feasibility study

Are we sure none of the things being considered will have any implications on the grass areas? Cllr Davies noted a perimeter path and surface water management may have an impact noting the drainage ditch is at the bottom of the site.

She requested minuted reassurance this work going forward does not discount the Recreation Ground being considered for a pump track. Cllr Davies noted he will be guided by Parish Council and RDG. Cllr Hobbs noted the first report provided by Wilby & Burnett (less than 12 months ago) with the view of expanding sports opportunities at the Recreation Ground and looking at artificial surfaces. It was noted there was not sufficient space for a 3G pitch. The green space was looked at regarding the layout, it was concluded there is no space to increase capacity. If a provision was to be added something would need to be removed, likely a cricket square and football pitch(es).

Chair reminded all this motion was to support a quoting exercise. These quotes would need to come back to Council for consideration. The reason for the surveyors is to ensure a joined-up approach and all requirements could be considered to compliment the work undertaken to date.

Cllr Moore suggested an amendment: The Parish Council revisits the issue of obtaining quotes following an initial meeting with Trinity College. Chair reminded this is just a quoting exercise. Cllr Moore withdrew his amendment.

Chair presented all three motions collectively to Council for the vote:

- **Histon & Impington Parish Council to note the March 2025 report from the Recreation Development Group (RDG).**
- **that the RDG maintain a regular dialogue as appropriate with the Trinity CSPN (Cambridge Science Park North) Working Party**
- **that the RDG seek an updated quote from surveyors, using Appendix A, to produce a report by the of August/September 2025 on options available on potential project constituent ideas of an updated Recreation Ground Masterplan as detailed in the RDG Parish Council Report March 2025**

Proposed Cllr Hobbs, seconded Cllr Uttridge, majority in favour, 1 abstention noted, all three motions **approved**. 7 members of the public left the meeting. With agreement of the Council Chair brought forward item 121.8.

121.10

To approve purchase of equipment for Histon & Impington Litter Pickers to the value

121.11	<p>of £156.70, this covers: 12 bin bag holders; 12 hi-visibility vests. Proposed Cllr Hobbs, seconded Cllr Wilbraham all in favour, approved</p> <p>CAPALC Affiliation Fee 25/26 and nomination of Representative CAPALC Membership £709.09 – Cambridgeshire & Peterborough Association Local Councils NALC Membership £ 557.45 – Nation Association Local Councils DPO Membership £50 – Data Protection Officer Total: £1316.54 Proposed Cllr Legge, seconded Cllr Hobbs all in favour, approved</p> <p>To Nominate Representative all in favour to nominate Cllr Payne, approved</p>	
24/122	<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</p>	
24/123	<p>Next Full Council: Histon & Impington Parish Council</p> <p>Monday 19th May Annual Meeting of the Parish Council</p>	
	<p>Meeting closed: 9.37pm</p> <p>Appendix 1: Action List Appendix 2: Clerks Report Appendix 3: Chairs Report Appendix 4: Finance Report Appendix 5: SLA Report Appendix 6: NHP Paper Appendix 7: S106 Report Appendix 8: RDG Report</p>	