

**Draft Highways Committee Meeting Minutes**  
held in the Village Hall, on Tuesday 23<sup>rd</sup> May 2017 at 7.30pm

Present: Cllrs McCarthy (Chair), Collier, Morris, Nicholas and Assistant Clerk

7.30pm – minute's silence held to honour the Manchester terror attack victims, requested by Cllr Nicholas.

**17H/028. Election of Chair** - Cllr McCarthy was nominated by Cllr Collier and seconded by Cllr Morris. Cllr McCarthy duly elected.

**17H/029. Chairman's Introduction and Apologies** *Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.* Apologies received from Cllrs Ward (personal), Wotherspoon (work) and Young (personal).

**17H/030. Public participation – Standing Orders to be suspended** *Public question time is dealt with prior to the start of the meeting and doesn't form part of the formal business of the Council. Time is limited to 30 minutes and each member of the public is asked to restrict their comments and/or questions to 3 minutes in order to allow other people to speak without the public session exceeding its allotted time. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may film, photograph or make an audio recording of a meeting; use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later; report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting. However, anyone wishing to do so must speak to the clerk prior to the meeting as there is policy which must be followed.* None present.

**17H/031. To accept Declarations of Interest and Dispensations** - i. To receive disclosures of pecuniary & non-pecuniary interests from Councillors on matters to be considered at the meeting. ii. To receive written requests for dispensation. iii. To grant requests for dispensation as appropriate. (NB this does not preclude any later declarations). None received.

**17H/032. Minutes** - To resolve that the minutes of the Committee meeting held on the 28<sup>th</sup> March 2017 be signed as a correct record. 17H/019 Lacks Close corrected to Cross Keys Court. **RESOLVED** 2 residents arrived at 7.37pm, Standing Orders suspended. Residents came to express concerns of dangerous parking on Rooks Street – particularly on bends. Cllr McCarthy outlined our Yellow Line project and although yellow lines deter most drivers, lack of policing doesn't enforce this. AC advised residents to report parking on the Police Website, will email link to them. Standing Orders reinstated at 7.47pm, residents left.

**17H/033. Reports**

- **Assistant Clerk** – report circulated prior to the meeting to highlight matters on agenda & update on matters arising since last meeting. Cllr Morris outlined budgeting procedures at Cambridgeshire County Council (CCC). Cllr Nicholas expressed frustration with the same issues be raised repeatedly. Nothing CPC can do, except to keep pressure on CCC.
- **Pavement Project** – Cllr Morris outlined report circulated prior to meeting.
- **Roads and Pavements Patrols** - Cllr McCarthy will draft letter this week, to include details of how to report faults directly to CCC's highways. Will circulate to Highways Committee prior to submitting to Cottenham Newsletter – deadline end of June .
- **Yellow Line Project** - Cllr Morris - Consultations to be written and circulated.
- **Speed bump removal at Wooden House** - Update - Assistant Clerk as per report.

**17H/034. Long Drove** - Cllr McCarthy outlined his concerns with national speed limit on a narrow, poorly surfaced road. Cllr Morris reiterated the need to delineate entering the 30mph on Beach Road from Long Drove. Cllr McCarthy would like to have supplementary blue "single carriage road with passing places" signs installed. AC to investigate costs and report to next meeting.

- 17H/035. Remembrance Day Road Closures** - Cllr McCarthy outlined problems experienced last year in obtaining the correct number of signs required. AC to get quotes/lead times, ask British Legion if they could store and report to next meeting.
- 17H/036. Equal Opportunities** - to consider items for FLAC to add to our EO statement - Cllr Morris outlined revised Equality Act. Disability and age are the main areas for Highways to consider. To add: To ensure that key facilities are accessible to all. Once FLAC have reviewed, Highways Committee will look at ways forward.
- 17H/037. Rural Opportunities** - to consider applying for "Innovation in Cycling & Walking" funds via Department for Transport – Deadline too close to prepare a comprehensive report that is required. Most items are included in NP.
- 17H/038. Fen Edge Festival** - to consider display items at Festival 24th June 2017 - Traffic and Transport Strategy from NP and recruitment of WP to carry forward, yellow line project, promote CCC highways fault reporting website.
- 17H/039. Matters for consideration at the next meeting** – Yellow line project update, speed bump at Wooden House, prices for road signs (17H/034 & 035), NP ways forward.
- 17H/040. Date of next meeting** – 25<sup>th</sup> July 2017
- 17H/041. Close of Meeting** – 8.44pm

Signed \_\_\_\_\_ (Chair) Date \_\_\_\_\_