

AGENDA REPORTS PACK

HIGHWAYS COMMITTEE

22nd May 2018

18H/031. Minutes**DRAFT Highways Committee Meeting Minutes**

meeting held in the Village Hall on Tuesday 27th March 2018 at 7.30pm

Present: Cllrs McCarthy (Chair), Morris, Ward and Wotherspoon and Assistant Clerk.

In attendance: 2 members of public.

18H/016. Chairman's Introduction and Apologies – Apologies received from Cllrs Collier (traffic) and Dewey (traffic) Cllrs Hodson and Nicholas absent.

18H/017. Public participation – Standing Orders suspended at 7.30pm, resident 1 interested 18H/022. Cllr Young arrived 7.32pm. Standing Orders reinstated at 7.33pm

18H/018. To accept Declarations of Interest and Dispensations – none received.

18H/019. Minutes - To resolve that the minutes of the Committee meeting held on Tuesday 24th January 2018 be signed as a correct record. Amends to 18H/005 – definition of MVAS added. **RESOLVED.**

18H/020. Reports

- **Assistant Clerk** – as per reports pack. Cllr Morris liaising with Rampton Parish Council re lighting studs on cycle/foot path between Cottenham and Rampton.
- **Pavement Project** - Cllr Morris outlined as per reports pack. Assistant Clerk to obtain update from Project Manager.
- **Traffic and Transport Strategy Working Group** – as per reports pack.
- **Major Developments** – Cllr Morris outlined as per reports pack.
 - Bellway Homes (50 homes off Oakington Road) have obtained full planning permission following their successful Reserved Matters submission – building likely to start over the next few months.
 - Gladman Developments site (up to 200 homes and 70 residential care places) sale of land is imminent (closing date 16th March 2018.); a Reserved Matters application will follow in due course, S106 signed.
 - Persimmon Homes (up to 126 homes off Rampton Road) has outline permission; Reserved Matters application to be heard at CPC Planning Meeting on 6th April 2018.
 - County Council (up to 154 homes off Rampton Road) appeal heard on 14th March 2018 at SCDC Inspector due to report within 2 to 6 weeks (end of April).
 - Manor Oak Homes (up to 50 homes off Beach Road) has not yet been considered by SCDC – discussions taking place regarding open space provisions, thereby reducing the number of houses.
 - Lau (23 homes off Oakington Road) has not yet been considered by SCDC – drainage issues raised.
- **Cleaner Communities Pilot Scheme** – disappointed that Cottenham wasn't selected for the pilot scheme, Asst Clerk to monitor progress of scheme.
- **Corbett/Margett/Rooks Streets weight limit TRO** - Cllr Wotherspoon has discussed with Local Highways Officer (LHO) but given his advice that it would have to be done through an LHI bid, thinks a crossing near the Post Office has higher priority. Cllr Wotherspoon to explore other ways to make the lanes more difficult for HGVs to use as a through route, by talking to residents and police.
- **Cycleway linking Oakington & Westwick and Cottenham** - Cllr Wotherspoon; Oakington PC very keen to work with CPC. They are currently giving priority to its link with Girton as part of the Northstowe Phase 2 negotiations. Cllr Wotherspoon has been working closely with the district and county councillors for Landbeach and Waterbeach, with a view to exploring improved links to the railway station there. It is possible that a proper cycleway to Cottenham could be part of the travel planning associated with the new town there. CCCs new Cycleways Officer is very enthusiastic in improving cycle connections between villages.

- 18H/022. High Street Zebra Crossing (Bought forward)** – consider next steps following 2 unsuccessful LHI bids for a Zebra Crossing near to the Post Office. Cllr Morris outlined the LHI process, this year we were very close to receiving. Highways engineers have looked at site and the most viable location for a zebra crossing would be between Rooks & Margett Streets, by the Baptist Church. Discussion amongst councillors regarding zebra crossing – would cause loss of up to 20 parking spaces, need to investigate ways to ensure other parking spaces are fully utilised, e.g. rear of Baptist Church, The Pound. Maybe we need to focus on other solutions to provide other, safer, crossing places on the High Street and ways to make High Street less attractive to use as a through route. Cllr Wotherspoon has subsequently learned that a zebra crossing may be under consideration as part of traffic management associated with development in the local area. Cllr Ward suggested that we ask the Traffic and Transport Group to research and gauge residents’ views – to be brainstormed at next meeting on 10th April. Resident 1 left at 8.15pm.
- 18H/021. Pothole repairs** – consider representations to County Highways (Cllr Shuter) to challenge his comments that the pothole repairs are “good value for money”. Cllr Wotherspoon spoke with Cllr Shuter earlier today asking his opinion, his response was “would they prefer it if we left the potholes until the weather improves”. Potholes are currently being made safe by temporary repairs, with permanent repairs taking place when weather improves. Permanent repairs take longer and are a lot more expensive. Concerns also raised regarding debris being left on site of repairs. Cllr Wotherspoon pointed out that County Highways are now aiming towards more preventative/risk assessed repairs. Cllr McCarthy to write to Cllr Shuter asking for assurances that a program of proper repairs will take place before next winter – will circulate to Cllrs/Asst Clerk before submitting.
- 18H/023. Annual Parish Meeting** – to consider items to report at APM on 10th May 2018, as per reports pack. Need to make it clear that Coolidge Gardens was resurfaced due to lots of pressing by Asst Clerk after project was moved to the next financial year twice. Add in - we have been in talks with local Hauliers to reduce High Street usage, organised road closures and work with the British Legion to ensure remembrance parade runs smoothly, including purchase of road signs. Traffic and Transport Group – recruit more members.
- 18H/024. Matters for consideration at the next meeting** – elect chair.
- 18H/025. Date of next meeting** – 22nd May 2018
- 18H/026. Close of Meeting** - 8.43 pm

Signed _____ (Chair) Date _____

18H/032. Reports

Assistant Clerk – Updates

- **Rampton to Cottenham cycle/foot path** – lighting studs installed early April, positive feedback.
- **Beach Road to Landbeach** - has been marked up for extensive repairs – awaiting remedial works by Eurovia to fix issues caused by the substandard surface dressing last year, Martin Gowler (Network Management Officer, Highways Service, CCC) is chasing contractors (14/05/18).
- **Cadent Gas** – Works were put on hold during school Eater holidays, to allow for High St Zebra crossing works. There have been a few traffic management issues and we have liaised directly with Cadent as and when. Current phase completed 4th May. Cadent have advised us that they have received another project from where they finished outside 34 Histon Road, up towards Histon for the best part of 2km. This should be a lot easier on traffic as only two-way lights. Dates TBC. List of several areas that were damaged during the first phase submitted to Cadent 30/04/18 – awaiting response (chased again 14/05/18)
- **Lambs Lane** – has been marked out for patching works likely to take place during summer holidays – line markings will be repainted.
- **Potholes** - 17/04/18 HO inspected Lambs Lane, Rampton Road, Rooks Street and Denmark Road; several holes marked out for repair. Yellow markings indicate urgent repairs, normally within 5 days. White markings indicate non-urgent repairs, 21 days. They are still behind schedule due to excessive saturation. FOR INFO: Sealing of repairs, commonly called overbanding, CCC policy decision to stop doing this a number of years ago due to a number of motorcycle accidents on overbanded areas. The material at the time had no grip value to it. Materials have changed over the years and they are currently running a trial in one division with new overbanding materials to evaluate. Dependant on where the pothole is and the condition of the material around it will depend on if the crew cuts and patches the pothole or just plugs. Patching is a permanent repair. Unfortunately, over this winter even when they cut and patched them they were reoccurring frequently. Why do they fill one pothole but not the others around it? Simply they do not meet the criteria to fix. A pothole needs to be 40mm or deeper now for me to fix it. On average a crew can do 20-30 potholes a day dependant on how far they travel between each one, if they fixed everything that did not meet the criteria they would never keep up with the ones that do require repair under Highways policy.
- Response from Cllr Shuter, when asked for assurances that a program of proper repairs will take place before next winter:

16th May 2018

Dear Sam,

Thank you for the email concerning potholes in Cottenham.

We have been carrying out a lot of work behind the scenes regarding new improved ways of dealing with potholes. When a pothole is reported online a clear response will be received informing the customer within how many days the repair will take place. You will clearly see the pothole marked either in yellow or white depending on the timescale for repair. The repair will be cut out neatly and all the debris and loose stone swept away, and a smaller aggregate stone used in the repair to help the compaction. We are also trialling over band sealing products (the black edging around a repair) and once we have decided on which is best for Cambridgeshire all potholes and patches will be over band sealed.

This new improved process was presented to all the County Councillors last Friday and is being implemented by the highways teams from now on.

I have asked Evan Laughlin the District Highway Manager covering your area to speak with the relevant Local Highway Officer (LHO) to ensure that the potholes are marked up for the correct repair. I have attached our new pothole leaflet that may be of use to you and Evan and the LHO would be able to meet with you to explain the process further and visit any specific sites should you so wish.

Kind regards,
Mathew

WHY ARE THERE SO MANY IN WINTER?

Potholes are usually formed during the winter months, as a direct result of snow, ice and prolonged periods of rain. They can appear at any time of the year but are more frequent during late winter and early spring. Our roads see all sorts of conditions, including ice, rain and direct sunlight, which can all have devastating effects on the material that roads are made from.

HOW MANY POTHOLES HAVE WE REPAIRED?

Year	Repaired
2015/16	24,233
2016/17	29,370
2017/18	30,877

DOES THE COUNCIL FIX POTHOLES ON ALL ROADS IN CAMBRIDGESHIRE?

Not all roads - motorways and major trunk roads - M11, A14, A1, A1 (M), A11, A47 and A428 are maintained by Highways England.

HOW TO REPORT A POTHOLE?

You can report all potholes and highways faults by going to the County Council website www.cambridgeshire.gov.uk and search for:
Report a highways fault



FOLLOW US



POTHOLES

WHAT YOU NEED TO KNOW

WWW.CAMBRIDGESHIRE.GOV.UK



WHAT IS A POTHOLE?

It's a hole in the road that's deeper than 40mm and wider than 75mm. However, these measurements can vary due to the road type. For example, a pothole on a quieter road will be repaired if the hole is deeper than 80mm.

WHAT CAUSES POTHOLES?

They're caused when water enters tiny cracks in the road, which are usually caused by traffic. When this water freezes, it expands - widening the cracks. When it melts, and traffic passes over the top, it causes the road surface to deteriorate.

HOW LONG DOES IT TAKE TO FIX A POTHOLE?

Depending on the size and location of the pothole and the risk to public safety we commit to dealing with potholes between five days and 12 weeks after they are reported: more than 40mm in depth and a significant risk to public safety – five days.

More than 40mm in depth, but less risk to public safety – 21 days; and 20mm to 40mm in depth – 12 weeks.

HOW DO WE KNOW IF A POTHOLE WILL BE FIXED?

When a pothole has been inspected and risk assessed, it will be marked with paint. Yellow paint indicates it will be fixed within 21 days and white paint indicates it will be fixed within 12 weeks.

HOW ARE POTHOLES FIXED?

We have a number of ways to fix potholes:

- EMERGENCY REPAIR

This is a quick and easy fix, with minimal disruption until it can be repaired as part of other programmed works.

- PERMANENT REPAIR

Crews repair potholes by neatly cutting out a square or rectangular area around the hole with a petrol saw. The area for repair is removed and then re-filled with new bitumen, which gets compacted with a wacker plate.

- DRAGON PATCHER

The Dragon Patcher is a specialist machine, which is much faster, quieter and more efficient than traditional methods. It fires out flames, to dry out the road surface, which is then cleaned with compressed air and sealed with a mix of stone and hot bitumen. The Dragon Patcher is around five times faster than traditional methods, and it's mobile - which is particularly good for rural areas.

WHY HASN'T A POTHOLE BEEN FIXED?

When potholes are reported each one is inspected and risk assessed, and marked with paint, to prioritise repairs for areas most in need. Some potholes are fixed immediately if they're considered a safety risk - which could be due to the position on the road or the hazard it may create - while others will be repaired as part of programmed maintenance work.

Pavement Project

- **Lambs Lane/Victory Way/Stevens Close** – works completed.
- **Beach Road** – Coolidge Gardens entrance narrowed. Awaiting installation date of speed cushions and give way feature – sub-contractor and pricing issues.
- **High Street Zebra Crossing** (near to Green) – road surfacing and line painting took place overnight 11/05/18, Belisha beacons installed 17/05/18.

Traffic and Transport Strategy Working Group

Meeting held on 14th May 2018 – 22 in attendance, 4 new members (total in group 47 plus 5 Cllrs). We discussed the objectives and aims of the group; and methods to address them. The next meeting will be on 27th June 2018.

Speedwatch now has 14 volunteers. We have held two sessions (both at 11am for an hour each): 14th April on the north end of the High Street 184 vehicles passed through, 2 were recorded as speeding, the highest speed was 38mph. On 21st April on Beach Road, 137 vehicles passed through, 12 were recorded as speeding. The highest speed was 46mph. 3 sessions are planned on Fri 18th (5pm), Sat 19th (11am) and Mon 21st (7.30am) May on Histon Road. Session to be arranged for Rampton and Oakington Road soon.

Mobile Vehicle Activated Sign (MVAS) trial

The A14 integration team, offered us the use of one of their vehicle speed activated signs for a 2 week trial. The sign was situated outside B&C Motors, aiming north bound. It was in stealth mode (looks as though it's not working) for the first week, then flashing for the second. The increased traffic in the second week was due to a major incident on the A14 – affecting road throughout Cambs

	Stealth Mode: 13.03.2018 - 20.03.2018	Flashing Mode: 20.03.2018 - 27.01.2018
No of Records	7871	12251
Average speed of road	27.4mph	27mph
85th Percentile	32mph	31mph
Maximum Speed Driven	59	70
Average Reduction in speed through the radar	1.2mph	1.2mph

Major Developments

- Bellway now has full planning permission for up to 50 homes off Oakington Road.
- Persimmon, so far, has only outline planning permission but that could change in June when SCDC consider their “Reserved Matters” application.
- Gladman also only has outline planning permission but we have no news yet on whether or not they have managed to sell the site on to a builder.
- County Council (up to 154 homes off Rampton Road: Planning Inspector upheld the County Council’s appeal against refusal of their application to build 154 homes on and near part of the Recreation Ground
- Applications from **Manor Oak Homes** and **Lau developments** have both been refused recently with much discussion over whether or not SCDC has a 5-year supply of housing land.
- Heidi Allen MP approached to facilitate a multi-agency review of increased flood risk arising from these and other local developments.

18H/033. Traffic Survey**18H/034. Terms of Reference**

The Committee's Terms of reference were last amended in June 2016 – are they still relevant? Are they 'fit for purpose'?

Terms of Reference - Highways Committee

1 Membership

- a) Membership is 9 members of the Parish Council, including Chair and Vice Chair "ex-officio"
- b) Membership of the Committee shall be determined at the Annual Meeting of the Parish Council and subsequent Parish Council meetings if the need arises.
- c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year
- d) The Committee can co-opt up to 3 ad-hoc members from residents on the electoral register; co-opted members do not have a vote

2 Quorum

The quorum necessary for the transaction of any business shall be 3. If the number of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum then the meeting shall be adjourned and business not transacted shall be transacted at either the next Parish Council meeting or the next meeting of the Committee.

3 Frequency of meeting

The Committee shall normally meet 6 times per year, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

- a) at least one meeting per quarter shall be called to draft the Committee's quarterly report to the Parish Council, including advance notice of any strategic projects it is considering that may require finance and/or approval of the Parish Council
- b) at least one meeting shall be called to draft the Committee's annual report to the Parish Council

4 Notice of meetings**a) ordinary meetings**

The Parish Clerk shall call an ordinary meeting of the Committee at such time as agreed by the Committee or the Committee Chair. Agenda shall be available (published on website and all four Parish Council Notice Boards) at least 5 clear days prior to the committee meeting and supporting statements available (published on website) at least 3 clear days prior to the committee meeting.

b) extra ordinary meeting

An extra ordinary meeting can be called by the Chair or two Parish Councillors in writing specifying the agenda item to be discussed. The Clerk must then call the meeting within 14 days publishing the agenda at least 5 clear days before the meeting date.

5 Minutes of meetings

Every meeting of the Committee shall be minuted and the minutes formally agreed by the Committee at its next meeting. The draft minutes shall be published (clearly marked "draft, subject to amendment") on the website normally within 3 working days and a copy sent to the Cottenham Library also within 3 working days.

6 Areas of responsibility

The Highways Committee has delegated authority to:

- a) develop a 4-year strategic framework, (reviewed at least annually) for desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village

- b) monitor traffic management and speeding issues within the village; and report to the relevant authorities
- c) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities
- d) co-ordinate with Highways Division and County Council Traffic Management
- e) make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
- f) report matters associated with Highways projects and consultations, e.g. A14, HCV, Double Yellow line request, speed limit issues and new and proposed traffic control schemes to the relevant authorities
- g) formulate bids for schemes; noting these require budget approval by Finance, Legal & Administration Committee and/or Parish Council prior to submission
- h) monitor and report (at least quarterly) progress on all current traffic-related projects for which the Parish Council bears some or all the costs, including specifically any deviations from planned cost, functionality or timescale profiles
- i) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities

7 Delegation of powers

- a) For convenience in cases where an urgent response is required to areas delegated to this Committee, the Chair of the Committee together with one other person serving on the Committee and the Clerk may prepare and submit a representation on behalf of the Parish Council without referring to the Parish Council, provided a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.
- b) Noting emergency financial delegation policy for the Clerk, the Chair of the Committee and Clerk together with one other person serving on the Committee may approve spending, up to £1,000 plus VAT in a quarter, on professional advisory services without referring to the Parish Council, provided that the Committee and Responsible Financial Officer (RFO) are notified, and a report is made in writing to the next available meeting of either the Committee or the Parish Council whichever is sooner.

8 Precedence

The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.

18H/035. Local Highway Improvement funding 2019/20 (LHI)

Subject: APPLY NOW for Local Highway Improvement funding 2019/20

Good afternoon,

I am pleased to inform you that we are now accepting Local Highway Improvement (LHI) 2019/20 applications!

The submission deadline for LHI applications is **Tuesday 31st July 2018**, following which you will be contacted by an officer to develop your Feasibility Study. They will work with you to ensure your project scope and budget are accurate and achievable. Your Feasibility Study will then be presented to the LHI Member Advisory Panel.

Please ensure you have read through the supporting LHI guidance available online before completing the application. Please complete the application form electronically, save and submit via email.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-your-local-highway/local-highway-improvement-funding/>

If you have any questions please don't hesitate contacting us using local.projects@cambridgeshire.gov.uk

Kind regards

Ciara Cousins
Business Support Assistant, Highways Service, Cambridgeshire County Council