

HIGHWAYS COMMITTEE

AGENDA REPORTS PACK – APRIL 2015

Item 15H/020

Cottenham Parish Council Highways Committee Minutes
Held in the Village Hall, Recreation Ground, Lambs Lane, Cottenham
On Tuesday 10th February 2015 at 7.30pm

Present: Cllrs Leeks (Chair), Collier, Ward, Wotherspoon and Clerk Jo Brook

In attendance: 1 member of the public.

- 15H/001. Any Questions from the Public or Press** – Standing orders to be suspended – Resident spoke regarding Denmark Road traffic issues. Speeding is getting worse and vehicles are now driving on the pavements, with several near misses outside his house. Would like to see some form of traffic calming introduced. Residents have resorted to parking on the road to reduce speeds in the vicinity. Cllr Ward spoke to suggest holding a Speedwatch event on Denmark Road and possible volunteering by residents. Cllr Collier also mentioned the child-designed road signs which we hope to install around the village which may encourage drivers to reduce their speed. It was further suggested that the problem could be raised at the forthcoming police panel meeting – Clerk to send details.
- 15H/002. Standing Orders re-instated - Chairman’s Introduction and Apologies.** Apologies accepted from Cllrs Heydon (personal) and Nicholas (personal).
- 15H/003. Declarations of Interest** *To receive disclosures of pecuniary and non-pecuniary interests from Councillors on matters to be considered at the meeting.* None received.
- 15H/004. Minutes** - Resolution that the minutes (circulated to members) of the Committee meeting held on the 9th December 2014 be signed as a correct record. **RESOLVED.**
- 15H/005. Reports**
- **Clerk** – report circulated prior to the meeting detailing outstanding Highways issues and update on matters arising since the last meeting. Clerk gave a further update on Cottenham Skips – Enforcement had been out to inspect the site. Additionally there was further work underway as part of the Denmark Road flooding issues.
 - **Cottenham Speedwatch update** – Kate Heydon, Cottenham Speedwatch co-ordinator
 - **Update from Northstowe Traffic Working Group** – Cllr Heydon, Parish Council Representative
 - **Update on Bus Service** - article submitted to Cottenham Newsletter, current edition (Issue 145) and 2013 survey information provided re: County Council published survey - Cllrs Heydon and Ward
- 15H/006. Park That Bike Scheme** - to consider any locations that would benefit from free provision of cycle stands (NB fitting costs are not covered). Reference (as shared by Cambs County Cycling Officer on Twitter): <http://www.parkthatbike.info/cycleStands.cfm>. Committee members to consider possible locations. Item deferred. Clerk to ask for suggestions via Facebook.
- 15H/007. Gritting of Landbeach Road** - Update on County Gritting routes and strategy. To consider writing to County Highways to ask that Landbeach Road is routinely gritted on days when the Cottenham Village College school buses use the route (weekdays, in term time) - Cllr Wotherspoon stated that he was confident that Cottenham would get a cyclepath eventually. We need to look at the condition of the road in general. Cllr Collier will speak to CVC regarding joining forces to add weight to our letter. Resolution to write to County Highways to ask that Landbeach Road is routinely gritted during the school term. **RESOLVED.**
- 15H/008. HCV issues on Tenison Manor** – to consider resident concerns regarding HCV’s turning in a residential area due to missing Broad Lane turning for industrial estate – Clerk outlined the issue. CPC recognise that there is a problem but need further evidence. Item deferred.
- 15H/009. Working parties** - To consider setting up the following Working Parties reporting back to the Highways Committee bi-monthly/as necessary:
- Local Highways Infrastructure Bid 2015
 - Buses/public transport
 - Local pavement, footpath, public rights of way, bridleway & cyclepaths; maintenance & opportunities for enhanced provision

- Local policing liaison re: community engagement opportunities (Speedwatch and Police Panel) specific to local transport interests
- HCV, large vehicles; updating on noise & pollution concerns, reports from HCV group
Item deferred.

15H/010. Publication of LHI bid paperwork – Resolution to publish on Cottenham Parish Council web site the the Minor Highways Bid paperwork as submitted to County Council Highways 2014. **RESOLVED.**

15H/011. Review of 2015 Highways projects - Update on the 2015 budget and a review of Highways Committee projects pending, reference: <http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Cottenham-Traffic-Project-Ideas-October.pdf>. Item deferred.

15H/012. Quarterly Committee report – Resolution to accept the expanded Quarterly Highways Committee Report for presentation at the AGM. **RESOLVED.**

15H/013. Local Highways Improvement Grants – results from 2014 and suggestions for 2015 – Cllr Heydon. Item deferred.

15H/014. Matters for consideration at the next meeting – Child-designed road signs (Cllr Collier)

15H/015. Date of next meeting – 14th April

15H/016. Close of meeting – 8.09pm

Signed _____ (Chair) Date _____

Item 15H/021

CLERKS REPORT – April 2015

Highways

NB: Items in red have been outstanding for some while and reported again in bulk to County.

Anything in black is new or an update.

- Histon Road – The path was swept again on the 16th January. The end of the cyclepath hasn't been marked but will be looked into over the spring. Gavin Wiseman is going to inspect the road during wet weather to ascertain whether anything can be done regarding the puddling and water not draining into gullies. Waiting update.
- **Telegraph Street** - unsuitable for HCV's sign will be moved in the new financial year. Gavin Wiseman will forward a location plan before work is carried out. Waiting update.
- **Harlestones Road** – Gavin Wiseman and Graham Armstrong have inspected and we're awaiting their report. The road may be suitable for filling using the new 'fire breaching dragon' pothole machine. Unfortunately the road is too bad to use 'micro surfacing' (as done on Pelham Way). Some areas have now been marked in yellow, indicating that they are about to be repaired, but no news on how this will be done and any longer term plans. Waiting update.
- **Denmark Road** – Huge progress has been made with this project. The ditch on BGW has been cleared, albeit not particularly well in places and this has been reported to County. Camera work on the pipe between BGW and Denmark Road has been undertaken and tree roots removed in the vicinity of Polarglaze. Residents are liaising with owners of 2 Denmark Road re. development plans. These plans will also include a longer term solution to the broken pipe. The matter of foul water seepage has been fully rectified and was due to a Cambridge Water pipe penetrating a County and Anglian Water pipe.
- Beach Road – Karen Lunn will provide updated plans showing the 30/40mph zones by 21st April.
- **Waiting restriction signs (x2) have been requested for the 2 unmarked bays on the High Street (from post office to Hopbine). Without the signs the police are unable to enforce waiting restrictions. Have been informed that this now won't be looked at until replacement for Jon Clarke is found. However following meeting with David Lines he will now look into this for us.**
- Spoke to CCC Cllrs Jenkins & Mason re. taking over land at the back of the Dissenters Cemetary and near Pelham Close/Wilkin Walk to use for additional parking. Suggestion is that it is done via the LHI bid. That way we won't be liable for ongoing maintenance. Gavin is checking ownership of the land.
- **Line reinstatement requested at junction of Broad Lane/Tenison Manor, Twentypence Rd/Smithy Fen and Rampton Rd/Lambs Lane. County looking to do the work in the spring.**
- Lambs Lane – still issues with the gully at the end of Crowlands. Gavin Wiseman awaiting contractors report. Further maintenance may be needed.
- Blocked drain in Lambs Lane reported (near junction with Pelham Way). Causing damage to front wall outside property.
- Pothole on Telegraph St/Denmark Road junction repaired.
- Deep pothole on High St opposite King & Co has been repaired.
- Streetlights – Balfour have responded to apologise for the delays and suggesting that we wait until after the FEF for them to complete all outstanding works.
- There has been an ongoing issue since May 2014 whereby a couple of residents have been directly liaising with County regarding a filled in ditch on Histon Road, in front of the new

affordable houses. Response now received from Sass Pledger and I am awaiting residents feedback. CCC Cllr Mason has advised that the location is on the boundary of the Old West IDB catchment area.

- Gavin Wiseman & Graham Armstrong are conducting an inspection of Landbeach Road to look at sinking at the sides which may have contributed to recent car accidents. Awaiting report.
- Histon Road – Enforcement has been out to inspect Cottenham Skips and is continuing to monitor the situation. I have written to Brian Heffernan to request a timetable as to when action will be taken.
- I have contacted Gavin Wiseman re. process/cost for getting yellow lines installed on Lambs Lane as per Highways plans. Waiting response.
- The street light on Lyles Road has been installed and is now operational.
- Blocked drain in Lambs Lane (near junction with Pelham Way). Causing damage to front wall outside property.
- Pothole on Telegraph St/Denmark Road junction has been repaired.
- Previously repaired hole by sunken ironworks on the High St, opp. King & Co, has crumbled and is causing a significant dip in the road. This has now been repaired again.

New faults reported since last meeting:

- Blocked gully outside the White Cottage (nr Jolly Millers) has been reported.
- Blocked gully opposite 27 Beach Road reported.
- Large pavement pothole on Coolidge Gardens reported.
- Broken street sign (Goode Close) has been reported to SCDC.
- Sign for Long Drove has been knocked down and left in the verge; reported.

Item 15H/024 – Waiting restrictions

We have received complaints regarding lorries parking overnight in the layby near the church. This is causing a nuisance to neighbours and there aren't adequate facilities in the layby therefore meaning that it is being used as a toilet. The suggestion is to install a day waiting limit as per other laybys in the village and a ban on stopping overnight.

The only laybys in the village that currently have waiting restrictions are those between King & Co and Les Ward (although County have yet to provide signage for all of them). The intention is to bring other village laybys into line by introducing similar waiting restrictions i.e. layby outside Shaun's newsagents.

Item 15H/025 – Double yellow lines

There are regular parking issues on Lambs Lane during the school run periods. Cars are parking badly near the junctions with Harlestones Road and Pelham Way in particular. In addition to causing problems for residents living in the vicinity it is causing congestion and is a significant safety issue both to other drivers and with the increased volume of pedestrians during those times. We have received several complaints by residents about these issues and have asked to look at the possibility of installing double yellow lines.

Item 15H/026 – Pedestrian safety survey

Roads are inherently dangerous places, especially where faster-moving, heavier road vehicles come into close proximity with lighter, slower-moving pedestrians. Pavements of adequate width and with proper kerbs are a key tool in increasing segregation and hence improving safety.

We know that pedestrians on several of our streets, especially in the area of Corbett, Margett, Rook's and Telegraph Street and Denmark Road are exposed to more risk of contact with vehicles moving at up to 30mph than elsewhere in the village due the absence, narrowness or unevenness of the pavements in those areas.

In the interests of improving pedestrian safety, especially in and around Corbett, Margett, Rook's and Telegraph Streets and Denmark Road, Cottenham Parish Council should work with Cambridgeshire County Council Highways Department so that, over time:

1. Denmark Road and Telegraph Street have relatively-even kerbed pavements of width greater than 1 metre on both sides of the road and dropped kerbs at safe crossing points for mobile scooters.
2. All these roads have at least one relatively-even kerbed pavement of width greater than 1 metre and dropped kerbs at safe crossing points for mobile scooters with parking restricted to the paved side.
3. Where, as a result of these measures, the road width between kerbs is reduced below 6 metres that section of road will be designated as "Unsuitable for Heavy Goods Vehicles" and parking restricted to one side.
4. Where, as a result of these measures, the road width is reduced below 5 metres, that section of road will be designated 1-way and parking prohibited.
5. The entire zone becomes speed-restricted to 20mph.

This work is a County Highways responsibility and likely to be costly and needs extensive evidence of local support, both within the most affected area and throughout Cottenham, to achieve any likelihood of success; hence the need for a survey carried out independently of residents within the most-affected area.

The survey, which must be house-to-house with personal collection and delivery within the area and by Newsletter elsewhere, might test the degree of agreement (5) or disagreement (1) with each of a number of proposals:

- 1) For Denmark Road it is proposed to:
 - a) ensure the pavement on both sides of the road is at least 1 metre in width
 - b) level the pavement surface where necessary
 - c) provide dropped kerbs at safe crossing points for mobile scooters
 - d) if these measures reduce the kerb-to-kerb carriageway width below 6? metres ...
 - e) if these measures reduce the kerb-to-kerb carriageway width below 5? metres ...
 - f) include within a 20mph zone

- 2) For Telegraph Street ...
- 3) For Corbett Street ..
- 4) For Margett Street ..
- 5) For Rook's Street ..

Item 15H/028 – Quarterly Committee report

14th April 2015, Quarterly Report to Update the Highways Committee, and Full Council on RESOLVED agenda items passed by the Highways Committee 2014/15. By Kate Heydon. The first quarterly report was presented to the Highways Committee on 9th December 2014, titled 'Chair's Report', and was resubmitted without changes as the 'Quarterly Report' to the Highways Committee meeting on 10th February 2015. This is the second Quarterly Report for the Highways Committee.

Highways Committee Topic	Resolution passed to Highways Committee?	Resolution passed by Highways Committee	Date	Followup Resolution to Full Council or FLAC required? Y/N	Followup work required by a Working Party? Y/N	Action Status? Ongoing, Completed.	Date	Comments
Bus needs		14H/007 Resolution for a bus needs petition and standard response in order to monitor local bus needs and to supply information to Stagecoach and the County Council. RESOLVED.	12th August 2014	N	Y	Ongoing		Two separate surveys were set up online for councillors to try and links shared, one through a petition format, the other through Survey monkey. An informal meeting was held with Cllr Jenkins and an informal article submitted to the Cottenham Newsletter. A previous survey undertaken by the County Council on Cottenham Needs came to light and was shared. Our clerk's ability to share information through the parish council web page, facebook page, and through the Cottenham Newsletter clerk's reports and clerk's reports to full council, and to the Highways Committee fulfilled local need at this time. NB. > 6 months since the resolution was passed.
Highways Committee Chair		14H/014 Resolution that Cllr Heydon be ratified as Chair of the Highways Committee. RESOLVED.	14th October 2014	N	N	Completed	14th October 2014	Outside terms of reference - at the second Committee meeting of the Highways Committee.
Minutes		14H/020 Correction to the minutes by Cllr Heydon - "the" was replaced by "whether there is a" before 'the need to increase the service to the far end of the village'. Resolution that the minutes (circulated to members) of the Committee meeting held on the 12th August be signed as a correct record. RESOLVED.	14th October 2014	N	N	Completed	14th October 2014	
Cottenham Speedwatch		14H/022 Resolution that the Highways Committee recommends the purchase and installation of 2 Speedwatch signs on Rampton Road at a cost of £138+VAT. RESOLVED.	14th October 2014	Y	N	Completed	14th October 2014	Passed to Full Council. RESOLVED.
Street Lighting		14H/024 Resolution that the Highways Committee recommends that the lamp column outside 13 Lyles Road in reinstated at a cost of £1850 + maintenance and energy charges. RESOLVED.	14th October 2014	Y	Y	Completed	14th October 2014	Passed to Full Council. RESOLVED.
2013/14 Highways proposed expenditure		14H/026 Resolution that the Highways Committee put together a package of improvements up to the value of £20k. RESOLVED.	14th October 2014	Y	Y	Ongoing	14th October 2014	Passed to Full Council.

2015/15 Proposed Highways Committee Budget Recommendation to FLAC/Full Council	14H/028 Resolution that the Highways Committee recommends a budget of £60k from the 2015/16 precept. RESOLVED.	14th October 2014	Y	Y	Completed	14th October 2014	Passed to FLAC/Full Council/2015/16 Budget proposal. NB the Committee decision reached was based on a spreadsheet provided by Cllr Morris at the meeting, and unrelated to the proposal outlined by Cllr Heydon in the Agenda Reports Pack http://www.cotttenhampc.org.uk/wp-content/uploads/2014/07/Highways-reports-pack-Oct-14.pdf
Landbeach Cycle Path	14H/029 Resolution that Cllr Heydon will write to Landbeach PC to support the concept of a cycle path between Cottenham and Landbeach. RESOLVED.	14th October 2014	Y	N	Completed	14th October 2014	Letter drafted and approved, delivered to Landbeach Parish Clerk.
Minutes	14H/037 Resolution that the minutes (circulated to members) of the Committee meeting held on the 14th October be signed as a correct record. RESOLVED.	9th December 2014	N	N	Completed	9th December 2014	
20mph zone/limit	14H/039 Resolution to consider a 20mph zone in the 4 year Highways strategy. RESOLVED.	9th December 2014	Y	Y	Ongoing		Ongoing under 4 years strategy.
Minutes	15H/004 Minutes - Resolution that the minutes (circulated to members) of the Committee meeting held on the 9th December 2014 be signed as a correct record. RESOLVED.	10th February 2015	N	N	Completed	15th February 2015	
Landbeach Road Gritting/CVC Academy	15H/007 Resolution to write to County Highways to ask that Landbeach Road is routinely gritted during the school term. RESOLVED.	10th February 2015			Ongoing		
Transparency - Minor Highways Bid paperwork	15H/010 Resolution to publish on Cottenham Parish Council web site the the Minor Highways Bid paperwork as submitted to County Council Highways 2014. RESOLVED.	10th February 2015	N	N	Completed	15th February 2015	
Quarterly Highways Report for August 2014 to December 2014.	Resolution to accept the expanded Quarterly Highways Committee Report for presentation at the AGM. RESOLVED.	10th February 2015	Y	N	Completed	15th February 2015	December 9th 2014 Chair's Report resubmitted without changes, re-titled Quarterly Report and approved at the February Highways Committee meeting. December 2014 to April 2015 Quarterly Report to be included at April 2015 Highways Meeting. Also a Supplementary Report to be provided at the April 2015 Highways Committee, AGM.

Agenda Items raised, Highways Committee, August 2014 to April 2015, inclusive. Supplement to the second Highways Committee Quarterly Report to the Highways Committee, shared with the Full Council by email, 6th April 2015. By Kate Heydon.

Item	Date First Raised as an Agenda Item	Aug 12th 2014	Oct 14th 2014	Dec 9th 2014	Feb 10th 2014	April 14th 2014	Completion Status	All relevant work completion, date	Comments
A14 Consultation/ A14 response via HCV Group	Ref 14/187 Full Council	14H/004				Update on 15/8/17			RESOLVED by 14/187 Full Council.
20mph (resident interest raised)	12-Aug-14	14H/004	14H/025	14H/038, 14H/039		Incorporated in the 4 Year Strategy Working Party	Ongoing		
Local Highways Improvement Bid	12-Aug-14	14H/005			15H/013	LH 2015 Working Party			
4 year Parish council strategy	12-Aug-14	14H/006				4 year strategy Working Party			
Bus petition/survey/working group	12-Aug-14	14H/007	14H/027		15H/005	Bus Working Party - Cllrs Heydon & Ward	Ongoing		RESOLVED 14H/007 Highways Committee RESOLVED 14H/022 by Highways Committee. Passed to Full Council. COMMUNITY
Rampton Road Speedwatch signage/Speedwatch Updates	12-Aug-14	14H/008	14H/022	14H/038	15H/001, 15H/005	Cottonham Speedwatch Update - verbal.	Ongoing/Complete	Jan 2015	SPEEDWATCH signs installed.
High Street parking by Shaun's Newsagent	12-Aug-14	14H/009				4 Year Strategy Working Party			Cllrs Bolitho and Cllr Morris monitor.
Disabled parking by the High Street pharmacy	12-Aug-14	14H/010				4 Year Strategy Working party			
Sense of place, child-designed speed signs	12-Aug-14	14H/011		14H/041	15H/001, 15H/014	4 Year Strategy Working Party			Cllr Collier providing regular updates.
Dunstal Field potholes at entrance (mentioned by Cllr Wotherpoon to Cllr Heydon)	12-Aug-14	14H/012	14H/0303			COMPLETED COUNTY	COMPLETED	Dec 2014	Cllr Heydon drafted, clerk liaised with County Pot holes filled by County Council. Clerk arranged meeting on site of local business with County Councillors and Cllr Heydon. County Cllr Mike Mason monitoring an informal agreement, also solar lights maintained (completed)
Cycle path on B3049	12-Aug-14	14H/013				Update - Clerks Report?	Ongoing		
Vote to elect Highways Committee Chair	14-Oct-14		14H/014				COMPLETED	Oct 2014	RESOLVED 14H/014 Highways Committee
HCV Update/B3049 weight limit	14-Oct-14		14H/021			Verbal Update Cllr Ward			
Northstowe Transport Working Group update	14-Oct-14		14H/021	14H/038	15H/005	Verbal Update - Cllr Heydon.			A14 Consultation document circulated.
Street inspection (suggestion originated from County Cllr Jenkins)	14-Oct-14		14H/023	14H/040		LH 2015 Working Party			
13 Lyles Road street lighting (from Tony Nicholas conversation with Cllr Heydon)	14-Oct-14		14H/024			COMPLETED /Update - clerks report?	COMPLETED		RESOLVED 14H/024, passed to Full Council. RESOLVED 14H/026, passed to Full Council 15/065 Highways Committee 2014/15 spend - to consider Highways project expenditure of up to £20k (as per reso 14H/026) - item deferred. RESOLVED 14H/028. Highways committee rejected the Agenda reports Pack proposal to base the suggested 2015/16 Budget on previously resolved commitments (Local Highways improvements + contingency for additional High street crossings relating to improvements incorporating Section 106 funding the Beach Road development); the committee decision was based on a spreadsheet provided by Cllr Morris.
2013-14 Budget expenditure in year, £20,000. (supported by published Agenda Reports Pack)	14-Oct-14		14H/026			Incorporated into LH/ 4 Year Strategy Working Party			
2015-16 Highways Committee precept (supported by published Agenda Reports Pack)	14-Oct-14		14H/028		15H/011	4Yr Strategy Working Party, the Committee vote for precept was based on spreadsheets prepared by Cllr Morris, based on LH/4 Year Strategy.	COMPLETED	Oct 2014	RESOLVED 14H/028. Letter drafted by Cllr Heydon, shared with Highways Committee for approval, and hand delivered to Landbeach Parish Clerk.
Cottonham to Landbeach cycle path support (request originating from Cllr Leeks)	14-Oct-14		14H/029				COMPLETED		
Cllr Bolitho has resigned from the committee and the vacancy will be added to next full Council agenda.				14H/035			COMPLETED		Resignation Cllr Bolitho.
Cllr Heydon declared a non-pecuniary interest in item 14H/039.				14H/036			COMPLETED		
Minutes - Resolution that the minutes (circulated to members) of the Committee meeting held on the 14th October be signed as a correct record. RESOLVED.				14H/037			COMPLETED		

Quarterly Report/Chairs Report							RESOLVED Resolution to accept the expanded Quarterly Highways Committee Report for presentation at the AGM. RESOLVED.		First Quarterly Report presented on 9th december 2014, retitled and re-submitted 10th February 2015. Second Quarterly Report submitted 14th April 2015.
Park that Bike Scheme	10-Feb-15			14H/038	15H/012	Agenda Item Requested, 14th April Quarterly Report.			
					15H/006	Deferred. Include on Agenda.			
Gritting of Landbeach Road	10th Feb 2015					Update - Clerks Report?	Ongoing		RESOLVED 15H/007 Resolution to write to County Highways to ask that Landbeach Road is routinely gritted during the school term. RESOLVED.
HCV issues on Fenison Manor	10th Feb 2015				15H/008	Deferred - Include on Agenda.			
Working parties.	10th Feb 2015				15H/009	See above.			

Item 15H/029 – Supplement to AGM report

Supplement* to the Annual Report to Cottenham Parish Council, 4th April 2015 for the Cottenham Parish Council Highways Committee, based on the published Terms of Reference, July 2014, master held by the Parish Clerk. Author of the Annual Highways Committee 2015 Report: Kate Heydon. (*This supplements the 9th December 2014 Quarterly Report voted for representation to the AGM by Resolution 15H/012).

	RULE	COMPLIANCE	NON COMPLIANCE	COMPLIANCE DATE & REFERENCE
Terms of reference (from published version as of April 2015 displayed on the web site, adopted July 2014, original held by Parish Clerk):				
Version:	Terms of Reference Highways Committee FINAL dated 1st July 2014, Adopted by Cottenham Parish Council on 1st July 2014	YES		Published document on the CPC web site. http://www.cottenhampc.org.uk/wp-content/uploads/2014/06/Terms-of-reference-Highway-Committee-FM-140701.pdf
MEMBERSHIP				
1 Membership	a) Membership is 7 members of the Parish Council + 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.	YES	NO	currently 6 Cottenham Parish Council Members + 1 unfilled Councillor vacancy: Collier, Heydon, Macarthy, Nicholas, Ward, Wotherspoon. + Ex Officio: Leeks and Morris. Ref: http://www.cottenhampc.org.uk/traffic-committee/ RESOLUTION 14/162, AGM 3rd June 2014.
	c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year		NO	Chair appointed by election at the October Highways Committee meeting. 14H/016 14th October 2014. Chair was appointed by election at the second Highways Committee Meeting. (First Highways Committee meeting was on 12th August 2014).
	d) The Chair and Vice Chair of the Parish Council shall be Ex-Officio members of the Committee	YES		Cllrs Leeks, Morris. Ref: http://www.cottenhampc.org.uk/traffic-committee/
	e) 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	YES		James Rowley. Ref: http://www.cottenhampc.org.uk/traffic-committee/
QUORUM				

<p>2 Quorum</p>	<p>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.</p>	<p>YES</p>	
<p>FREQUENCY OF MEETINGS</p>			
<p>3 Frequency of meeting</p>	<p>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:</p> <p>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</p> <p>b) at least one meeting shall be called to draft the Committee's annual report to the Parish Council</p>	<p>NO</p> <p>YES</p> <p>YES</p>	<p>The first meeting in July 2014 was a working party. However, the following Highways Committee meetings are detailed at: http://www.cottenhampc.org.uk/traffic-committee/ 12th August 2014, 14th October 2014, 9th December 2014, 10th February 2015, pending 14th April 2015.</p> <p>Chair elected at the 14th October 2014 Highways Committee meeting, the first report to fulfil the Terms of Reference, quarterly update report was provided to the council and parish clerk prior to the next Highways Committee meeting on 9th December 2014, included as a Report under 14H/038 on the published Agenda. The report was shared with the Full Council via email entitled 'chairs report' with the Full Parish Council* via email on 3rd December 2014 09:53, *excluding one Cllr who had requested to only receive reports in the Agenda Reports Pack due to file size concerns. The report was included in the Published Agenda Reports Pack (on pages 7 and 8) available to download from the web site through http://www.cottenhampc.org.uk/traffic-committee/ The report was not accepted by the Highways Committee at the 9th December 2014 meeting due to point of order concerns regarding the title and position on the published agenda; the report was re-titled, and reincorporated on the 10th February 2015 Highways Committee as 15H/012 at which time the Report was RESOLVED. A second Quarterly Report is due to be included at the 14th April 2015 Highways Committee meeting. Agenda Item request made to the Parish Clerk for inclusion on the 14th April 2015 Highways Committee meeting. (Agenda not published at the time of this spreadsheet).</p>
<p>NOTICE OF MEETINGS</p>			
<p>4 Notice of meetings</p>			

	<p>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 .</p> <p>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.</p>	<p>YES</p>	<p>Agenda requests, and items for the Agenda Report Pack have been supplied to our Parish Clerk within agreed timescales to enable our Parish Clerk to fulfil these requirements.</p> <p>Not Applicable - no EO meetings called by the Highways Committee.</p>
	MEETINGS OF MINUTES		
5 Minutes of meetings	<p>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 within 3 working days and a copy sent to the Cottenham Library also within 3 working days.</p>	<p>NO</p>	<p>Due to workload of the Parish Clerk, compliance has not always met with the timescale for the published Terms of Reference. There is currently an advertised vacancy for a Parish Clerk's Assistant to help with workload, and the requirement to publish a draft within three days may need re-evaluating based on workload of our Proper Officers.</p>
	AREAS OF RESPONSIBILITY		
6 Areas of responsibility	<p>The Highways Committee has delegated authority to:</p> <p>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</p> <p>b) monitor traffic management and speeding issues within the village; and report to the relevant authorities</p>	<p>YES</p> <p>YES</p>	<p>Published: Published online at: http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Possible-2014-projects.pdf 14H/006 12th August 2014 Highways Committee meeting. This requirement is fulfilled by existing regular reports to the Parish Council, and also in the Cottenham Newsletter, from local Cottenham Speedwatch Co-ordinator Kate Heydon since 2009 (Cottenham Speedwatch was established with volunteers in September 2010). Cottenham Parish Council supported Rampton Road Community Speedwatch signage: 14H/008 (deferred 12th August 2014), 14H/022 RESOLVED 14th October 2014. Expenditure RESOLVED by Full Council by 14/306 4th November 2014. Signs installed.</p>

c) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities	YES	Fulfilled by Monthly Reports from our County Council representatives locally, and also by Ecops police updates which serve as a local policing update. In addition Cllrs Heydon and Morris have attended local Police Panel meetings. In order to avoid duplication, our Parish Clerk includes details of responsibilities on http://www.cottenhampc.org.uk/councils/ and regularly posts online on the County Council reporting tools.
d) co-ordinate with Highways Division and County Council Traffic Management	YES	Clerk's Issues Log, and also in relation to RESOLVED agenda items, eg. 14/306, 14H/040.
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	YES	Clerk's Issues Log, and also in relation to RESOLVED agenda items, eg. 14H/012, 14H/013...
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	YES	HCV Group: Cllr Ward, working with Cllr Heydon to submit an A14 Consultation response through the HCV group, re: 14H/004, 14H/021. 14/187 Full Council. Published online at: http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Cottenham-Traffic-Project-Ideas-October.pdf . 14H/026 RESOLVED based on spreadsheet information provided by Cllr Morris to the Highways Committee, detailed in the Agenda Reports Pack, http://www.cottenhampc.org.uk/wp-content/uploads/2014/07/Highways-reports-pack-Oct-14.pdf
g) formulate bids for schemes; noting these require budget approval by Finance, Legal & Administration Committee and/or Parish Council prior to submission	YES	
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	YES	published online bids with timescales, plus Chairs Report/Quarterly Reports shared with Full Council. Additionally Draft Minutes are published online, and financial decisions go through the full Council or Finance Committee. Liason with SCDC and County Council re: Pelham Grange (emails, liason with Parish Clerk, suggested Agenda Items). Northstowe Parish Forum/Transport Working Group updates, eg. 14H/038.
i) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities	YES	
DELEGATION OF POWERS		
7 Delegation of powers		

	<p>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.</p> <p>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.</p>	YES	<p>A14 response to the inspectorate for TR010018 was proposed by Cllr Morris, accepted by Cllr Leeks, and confirmed by Cllr Heydon, and included as an Agenda Item at the next Full Council meeting. (Prior A14 responses had been made by representation through Agenda resolutions through the Full Council, through the HCV group).</p>
PRECEDENCE			
	<p>8 Precedence</p> <p>The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.</p>		N/A