

**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/
	c) The Committee shall appoint a Chair by election from members of the Committee at the first meeting in any Council year		NO	RESOLUTION 14/162, AGM 3rd June 2014. 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		Clrs 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>	YES		<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>
5 Minutes of meetings	MEETINGS OF MINUTES			
	<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>	NO		<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>	YES	YES	<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.</p> <p>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>

<p>c) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities</p>	<p>YES</p>	<p>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.</p>
<p>d) co-ordinate with Highways Division and County Council Traffic Management</p>	<p>YES</p>	<p>Clerk's Issues Log, and also in relation to RESOLVED agenda items, eg. 14/306, 14H/040.</p>
<p>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</p>	<p>YES</p>	<p>Clerk's Issues Log, and also in relation to RESOLVED agenda items, eg. 14H/012, 14H/013...</p>
<p>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</p>	<p>YES</p>	<p>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.</p>
<p>g) formulate bids for schemes; noting these require budget approval by Finance, Legal & Administration Committee and/or Parish Council prior to submission</p>	<p>YES</p>	<p>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</p>
<p>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</p>	<p>YES</p>	<p>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.</p>
<p>i) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities</p>	<p>YES</p>	<p>Northstowe Parish Forum/Transport Working Group updates, eg. 14H/038.</p>
<p>DELEGATION OF POWERS</p>		
<p>7 Delegation of powers</p>		

	<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>	<p>YES</p>		<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>
	<p>PRECEDENCE</p>			<p>N/A</p>
	<p>8 Precedence The Parish Council's adopted Standing Orders, Financial Regulations and Code of Conduct retain precedence over these Terms of Reference.</p>			