

## **AGENDA REPORTS PACK**

## **HIGHWAYS COMMITTEE**

**1<sup>st</sup> August 2019**

**19H/023. Minutes****DRAFT Highways Committee Meeting Minutes**

Meeting held in the Village Hall on Tuesday 23<sup>rd</sup> April 2019 at 7.30pm

**Present:** Cllrs McCarthy (Chair), Dewey, Morris, Ward, Wotherspoon, Young and RFO

**19H/010. Chairman's Introduction and Apologies** – Apologies received from Cllr Nicholas (sick)

**19H/011. Public participation** – Six members of the public present. One resident spoke about item 19H/016. He expressed an opinion that Cottenham is behind with 20 mph schemes in comparison to Cambridge. He stated that certain parts of Rampton road are used regularly by children as a route to school and should be prioritised. Other residents expressed their concerns regarding speeding traffic and that more development will increase traffic further in the area. Two residents felt that a 20 mph scheme should be extended throughout the whole village. This has been raised before and the residents are keen to understand why this has not yet been implemented. One resident has written to the chair about his concerns regarding Telegraph Street and Denmark Road corner suggesting an island might be a solution. One resident described the roads as hostile and unsafe and spoke about how difficult it is for residents to cross the road at certain points in the village believing that a 20 mph enforcement would calm this down.

**19H/012. To accept Declarations of Interest and Dispensations** – Cllr Young declared an interest as he resides on Rampton Road.

**19H/013. Minutes** - To resolve that the minutes of the Committee meeting held on 15<sup>th</sup> January 2019 be signed as a correct record. **RESOLVED.**

**19H/014. Reports**

- **LH Bid update** – The bid was successful and will be used for traffic calming measures on Histon Road. The work is due to be allocated in the coming year.

**19H/015. Speedwatch** – The assistant clerk is currently unable to coordinate the Speedwatch Scheme, a resident has come forward who is happy to take on this role temporarily.

**19H/016. Rampton Road** – A resident from Cottenham has written to the council asking for 20 mph speed zones in the village. With anticipated increases in traffic the resident has asked the council to consider such a limit for Rampton Road. A number of residents were present at the meeting and keen to discuss this issue. Cllr McCarthy spoke about a number of traffic slowing strategies already implemented around the village and how long traffic calming schemes can take to action. There is also an active Speedwatch scheme in the village. The Neighbourhood plan might enable the core of the village to qualify for a 20 mph zone. Cllr Wotherspoon recollects that the core of the village meets the criteria for 20 mph, but this would not include Rampton Road or other roads outside of the core of the village. One suggestion was to liaise with police to look at alternative strategies. The police do not generally object to reduction in speed limits but do not always believe that they will make a difference and they do not wish to criminalise people. There is a Toucan crossing planned for near the exit to the new Persimmon Estate and some other measures including widening the pavements. Rampton Road and the Green are less clear as the Gladman development is not yet certain. All developments have been assessed for traffic management and certain measures are demanded to ensure that the roads are safe. Another factor that might be considered is the number of school children who regularly use the roads to and from school. The committee were keen to see what levels of support amongst the residents of Cottenham there are for a 20 mph scheme in the village. It was agreed that a Traffic and Transport group meeting be arranged for a month's time to gauge opinion and whether there is enough resident interest to take this forward. Possibly to launch a consultation at the Fen Edge Festival by use of a questionnaire. To take this discussion to the full council meeting on the 4<sup>th</sup> June. In the meantime, to do some fact finding/testing with Cambridgeshire County Council about implementation in the core of the village and then the roads outside of that area. Cllr Ward will contact Cambridgeshire County Council for further information. The next Traffic & Transport meeting will be on held on Monday 20<sup>th</sup> May in the pavilion, this is open to all members of the public. To be advertised on our website, Facebook and posters.

**19H/017. Matters for consideration at the next meeting** –

- Progress on 20 mph scheme in the village

**19H/018. Date of next meeting** – Thursday 25<sup>th</sup> July 2019

**19H/019. Close of Meeting** – 8.48

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

## 19H/024. Reports

### LHI Bid update

The Highways project engineer is on the case and reviewing the proposals which include:

- Add gating feature to highlight the 30mph point
- Add on-road 30 mph roundel with red surface highlighting
- Add dragon's teeth markers on approach to 30mph
- Introduce 300 or so metres of 40mph prior to 30mph entry
- *Provide Mobile Vehicle Activated Speed unit*
- Siting of at least two MVAS sockets in-bound with one around 300 metres from 30mph limit.
- Additional virtual island white-lining of road centre
- Some restoration of worn white lines to make up a days workload for the crew.

Should get provisional designs for sign-off within a month with work to follow soon afterwards.

### Oakington Road cycle path

Update on proposed cycle path from Cottenham to Oakington

Notes from report given by Jason Tyrrell from GCP at the Cottenham Liaison Meeting on 24<sup>th</sup> July

Preliminary designs are underway, and once complete negotiations with landowners will begin. Bidwells are handling land negotiations, with sixteen separate landowners involved.

The new cycle path will run parallel to the road but behind the existing drain/ditch. Preference is for the Histon side, on the left as you head towards Oakington from Cottenham. It will start within the village, near the turning into Orchard Close, up to Westwick. Due to narrowness of road/unsuitability of path to be shared foot/cycle path, the cycleway will not be able to continue into Oakington.

The cycleway will end in the 30mph zone. Final alignments are not confirmed, but if it needs to end before the current 30mph limit, this will be moved out. Jason is keen to link with plans of new developments on Oakington Road.

As funding for GCP is due to run out in April, additional/alternative funding will need to be sourced.

### Setchell Drove "gating" consultation

In the absence of a suitable meeting, the following representation has been made by the Clerk, Chair and Planning Committee Chair:

"Cottenham Parish Council is well aware of the issues caused by illegal fly-tipping in rural areas of Cottenham. Setchell Drove has been a particular target for fly-tipping over recent years.

An on site meeting of representatives from CCC, SCDC, EA, CPC and local farmers agreed in principle to seek a gating order effectively closing the road to vehicles but allowing unfettered access to cyclists and pedestrians. A key to the gate would be provided to local farmers, CPC and other legitimate users.

On this basis CPC is strongly in favour of this order and similar ones that may be brought forward nearby."

Cottenham Parish Council.

**19H/025. Remembrance day parade****Before completing this form please confirm that:**

- It is not reasonably practicable for the event to be held otherwise than on a road.
- You have considered the safety and convenience of alternative routes for traffic that would be affected by the order.
- Pedestrian access will be maintained to affected premises.
- You have visited [www.roadworks.org](http://www.roadworks.org) and checked for conflicts.
- You have allowed 12 weeks' to enable the highway authority time to process the application.

**Confirmed:** **1 - Applicants Details**

<b>Applicant Name</b>	Beth Fleetwood
<b>Organisation</b>	Cottenham Parish Council
<b>Applicant Address</b>	Right Side Entrance Community Centre 250a High Street Cottenham Cambridge
<b>Postcode</b>	CB24 8RZ
<b>Telephone Number</b>	07490 459130
<b>24hr Event Emergency Contact Number</b>	07786 407246
<b>Email Address</b>	asstclerk@cottenhampc.org.uk
<b>Secondary Contact Name</b>	Martin McCarthy
<b>Secondary Phone Number</b>	07786 407246

**2 - Event Details**

<b>Name of Event</b>	Remembrance Day Parade			
<b>Time and Date of Event</b>	<b>From</b>	10:30	<b>To</b>	11:30
		10 /11 /19		10 /11/19

<b>Type of event?</b>	<b>Charity / <del>Community</del> / Commercial</b>		
If Charity please provide a charity number here	219279		
<b>Description of Event</b>	Royal British Legion, Remembrance Day Parade <b>Event website – www.</b>		
<b>Has the Event been held before?</b>	<b>Yes/No</b> If yes then when 11/11/18	<b>What is the expected attendance at the Event?</b>	500
<b>Does your event occur annually?</b> <b>If so please list the event dates for the next 3 years.</b> <i>*Please note this does not guarantee your road space and you will need to apply for each event individually. It does assist with the coordination of future projects.*</i>	<b>Year</b>	<b>Event date</b>	
	<b>2020</b>	8/11/20	
	<b>2021</b>	14/11/21	
	<b>2022</b>	13/11/22	
<b>How have residents, local businesses, parish and town councils and emergency services been consulted of the event and its associated impact?</b>	Letter drop, notice boards, PC website,		

	PC Facebook
<b>Have you notified your Local Safety Advisory Group (SAG)?</b>	<b>Yes</b>

### 3 - Restriction Details of ALL Highways Affected

Highways include all Roads, Byways, Bridleways, Footpaths and Footways. All areas of public highway must be listed. Forms that state see attached map will be refused.

Name/Number of Highway <i>Example: High Street, (Parish), Bridle way 2, (Parish), Footpath 16, (Parish)</i>	Highway restriction <i>Road Closure, Lane Closure, Footpath Closure, Parking Suspension, Speed Limit Change</i>	Which highway users will the restriction apply to?				From where to where? <i>Junction of Histon road to outside the Council Offices</i>	Start Time	End Time
		Vehicles	Cyclist	Equestrians	*Pedestrians			
B1049 High St. (part),	Closure	✓	✓	✓		Junction with Telegraph Street to Village Green mini roundabout.	10.30	11.30
Denmark Road (part)	Closure	✓	✓	✓		Junction with Telegraph Street to junction of High Street near War Memorial	10.30	11.30

\*Pedestrian access and egress from premises or land adjacent to the roads must be maintained at all times

<b>Diversion Route(s)</b> <i>An appropriate diversion route for each different highway user that is being restricted <b>must</b> be listed below.</i>
<b>Vehicle diversion -</b> Rampton Road, Lambs Lane, Telegraph Street & vice versa – all in Cottenham
<b>Cyclist diversion -</b> Rampton Road, Lambs Lane, Telegraph Street & vice versa – all in Cottenham
<b>Equestrian diversion -</b> Rampton Road, Lambs Lane, Telegraph Street & vice versa – all in Cottenham

<b>Pedestrian diversion -</b>

#### 4 - Additional Order Information

<p><b>Who will be providing the traffic management for the event?</b></p> <p><input type="checkbox"/> A Traffic Management Company</p> <p><input checked="" type="checkbox"/> Qualified Individual (A copy of their qualification(s) certificate/card and a method statements of how the traffic management will be facilitated to chapter 8 standards <b>must</b> be provided)</p>
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Details of who will be providing your traffic management at the event	
<b>Name</b>	Martin McCarthy
<b>Contact number</b>	07786 407246
<b>Qualifications</b>	Traffic Management for Community Events (LANTRA award) qualification, obtained in October 2016.

#### 5 - Additional Comments

*Details of why your event needs to be held on the highway **must** be included in this section. Please also add provisions in place for emergency services access and any comments that you feel will assist the application.*

<p>There is a parade along the High Street towards the War Memorial and at the War Memorial service approx 500 people will be attending and there is no room on the pavements.</p> <p>This application is fully supported by Cottenham Parish Council and is always well attended. About 400-500 people attended in 2017.</p> <p>This event has had a Road Closure approved for the last six years. There have been no changes made to the details provided previously.</p> <p>NB: Our third-party liability insurance expires in September – will send over certificate when new one is received</p>
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## 6 - Payment Details

<b>Company Name</b>	Cottenham Parish Council
<b>Invoice Address</b>	Right Side Entrance Community Centre 250a High Street Cottenham Cambridge
<b>Contact Name</b>	Beth Fleetwood
<b>Contact Telephone Number</b>	07490459130

\*Please tick your preferred payment method

<b>Invoice</b>	<input checked="" type="checkbox"/>
<b>Cheque</b>	<input type="checkbox"/>
<b>Debit/Credit Card</b>	<input type="checkbox"/>

## 7 - Confirmation

I, as the Highway Event Applicant declare that I am at least 18 years of age and I have completed this form accurately to the best of my knowledge.

I agree that Cambridgeshire County Council may distribute to third parties and use publicly any of the information provided within these forms.

I understand that submission of this application forms indicates acceptance of the terms and condition outlined in the associated Highway Events Application guidance document found at

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/#planning>

<b>Print Name</b>	
<b>Sign</b>	
<b>Date</b>	

### Please return this form along with:

- A Traffic Management Plan clearly showing the affected section of public highway and diversion route.
- A copy of your risk assessment and method statement.
- Evidence that public liability to the value of £5,000,000 for any one event (Can be sent at a later date but no later than 2 weeks prior to the event start date)

**By e-mail:** [Highway.Events@cambridgeshire.gov.uk](mailto:Highway.Events@cambridgeshire.gov.uk)

**By post:** IHMC and Events Team, Vantage House, Washingley Road, Huntingdon, PE29 6SR

*If you require any assistance please contact IHMC and Events Team on 01223 507176.*

### Check list



<p>I have read the terms and conditions within the Highway Event Application Form guidance document, found at <a href="https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/#planning">https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/highway-events/#planning</a>.</p>	<input type="checkbox"/>
<p>I have enclosed a traffic management plan map which clearly highlights the area of all highway restrictions and diversion(s) routes.</p>	<input type="checkbox"/>
<p>If placing signage on the public highway I've enclosed a map and schedule detailing the location, size and affixation method and confirm they comply with the traffic sign regulations and general direction (TSRGD) act 2016.</p>	<input type="checkbox"/>
<p>I have enclosed proof of third party public liability insurance for up to £5,000,000 for any one event.</p>	<input type="checkbox"/>
<p>I have included a copy of the qualifications of the qualified individual(s) who is/are providing traffic management at the event.</p>	<input type="checkbox"/>
<p>I have enclosed a risk assessment and method statement for the installation, maintenance and removal of the traffic management at the event.</p>	<input type="checkbox"/>
<p>I have contacted <a href="mailto:passenger.transport@cambridgeshire.gov.uk">passenger.transport@cambridgeshire.gov.uk</a> as my proposed road closure and/or diversion route is on a bus route.</p>	<input type="checkbox"/>
<p>I have provided accurate payment details and I am aware that in the case of commercial events the payment of £1000.00 will be taken upon application and prior to any order being issued.</p>	<input type="checkbox"/>
<p>I have consulted with all residents, business, parish and town councils and other relevant parties and have given due consideration to any issues raised.</p>	<input type="checkbox"/>
<p>I have submitted my event details to the events local district councils safety advisory group (SAG)</p>	<input type="checkbox"/>
<p>I have obtained and ensured the road signage/infrastructure for use at the event is Traffic Sign Regulation and General Direction (TSRGD) compliant and I have a sufficient amount of signage to implement my traffic management plan.</p>	<input type="checkbox"/>
<p>I have prepared and will deliver a letter drop to all premises effected by the highways restriction no later than 14 days prior to the event date.</p>	<input type="checkbox"/>

## 19H/026. 20mph scheme

Report on 20mph T&TWG meeting May 2019

The options for bringing in 20mph speed limits were discussed at a public meeting of the Parish Council's Traffic & Transport Working Group on 20 May 2019. It is really useful to understand residents' views for and against. Speed reduction measures are already in the pipeline for Histon and Rampton Roads. Features designed to reduce speeds of drivers entering Cottenham on Histon Road from the South include a 40mph buffer zone and making the beginning of the 30mph zone feel more like a village. On Rampton Road there will be a Toucan crossing to the west of the Lambs Lane junction, widening of the mini-roundabout and several speed cushions built later in 2019/early 2020.

Essentially the introduction of 20mph limits are likely to be supported by CCC Highways and Cambridgeshire police where the average speed is already 24mph or less. If it is found to be more than that, they will only do so if there is traffic calming designed to bring the speed down to that average. The key issue is that the road must be 'self-enforcing' – where drivers would feel unsafe if exceeding 20mph. Extensive consultation with local residents and road users would be carried out before any introduction – including gauging their views on the possible costs to the parish.

The first step would be to measure traffic speeds around the village to find out whether the averages are under or over the magic 24mph and the Parish Council will be asked to approve a budget for that work. The traffic surveys would probably take place in September, when traffic has returned to 'normal' after the summer holiday. Depending on the results, a traffic engineer could be commissioned to propose possible traffic calming which could then be costed, and the village consulted on whether they support it. Although in the past it has been assumed that residents as a whole would not support increases in the local precept (the Parish Council part of Council Tax) for things like this, times might have changed so that residents feel it would be a price worth paying to make the village safer to walk and cycle around – particularly for youngsters to travel safely to school and less mobile residents to feel safer on the pavements.

*A discussion at the June Council meeting failed to agree two suitable places for speed monitoring.*

## 19H/027. Combined Authority Transport Plan consultation

This consultation is an opportunity to have an exciting, powerful conversation with people, businesses and providers of public services about the key priorities and principles that will shape our transport network to 2050. It will address the key challenges and opportunities around transport in Cambridgeshire and Peterborough, both now and in the future.

The Cambridgeshire and Peterborough Devolution Deal, agreed with Government in 2017, gave the Mayor and the Combined Authority responsibility for certain transport functions. Among those responsibilities, the Combined Authority took over the role of Local Transport Authority from Cambridgeshire County Council and Peterborough City Council. One of the key responsibilities of the Local Transport Authority is the development of a new Local Transport Plan.

Our draft Local Transport Plan was published on June 17, marking the start of a fifteen-week consultation period which runs until September 27. It sets out an ambitious and challenging strategy for a world-class, integrated transport network, which addresses current and anticipated future pressures on infrastructure, while also supporting housing and economic growth. It aims to bring forward a step-change in how people and goods travel across the area.

It will provide the vision and strategy to meet the infrastructure challenges set out in Cambridgeshire and Peterborough Independent Economic Review (CPIER). It will also be a key strategic pillar in meeting the

Combined Authority’s commitment to doubling the size of the area’s economy over 25 years, and meeting the vision set out in the Growth Ambition Statement.

The Local Transport Plan will set out the Combined Authority’s plans and strategies for maintaining and improving all aspects of the local transport system. It describes:

- the vision and objectives for transport in the area alongside a programme for achieving them;
- the current and future transport needs of people and freight, across transport modes; and
- policies and delivery plans relating to transport, explaining how they contribute to the delivery of local strategic priorities.

You can access the full suite of Local Transport Plan documents on our [website](#), alongside details of our consultation events and ways in which you can respond to the consultation. Consultation events are taking place at a range of locations across Cambridgeshire and Peterborough in June, July and September.

The online questionnaire consists principally of inviting respondents to rank the ten objectives (below) in order of priority.

1. **Housing** Support new housing and development to accommodate a growing population and workforce, and address housing affordability issues
2. **Employment** Connect all new and existing communities sustainably so all residents can easily access a good job within 30 minutes by public transport, spreading the region’s prosperity
3. **Business & Tourism** Ensure all of our region’s businesses and tourist attractions are connected sustainably to our main transport hubs, ports and airports
4. **Resilience** Build a transport network that is resilient and adaptive to human and environmental disruption, improving journey time reliability`
5. **Safety** Embed a safe systems approach into all planning and transport operations to achieve Vision Zero – zero fatalities or serious injuries
6. **Accessibility** Promote social inclusion through the provision of a sustainable transport network that is affordable and accessible for all
7. **Health & Wellbeing** Provide ‘healthy streets’ and high quality public realm that puts people first and promotes active lifestyles
8. **Air Quality** Ensure transport initiatives improve air quality across the region to exceed good practice standards
9. **Environment** Deliver a transport network that protects and enhances our natural, historic and built environments
10. **Climate Change** Reduce emissions to as close to zero as possible to minimise the impact of transport and travel on climate change

*Our discussion could suggest a different prioritisation of the objectives and/or delegate a small group to respond formally to the specific suggestions in the report.*

**19H/028. To consider a simple scheme to re-position the 30mph and introduce a 40mph buffer zone with traffic calming signage on Oakington Road – Cllr Morris**

*The principal accesses to Oakington Road from the new developments will soon be in place.*

Although we are running very close to the wire on submission date (next few days), we should try to get some *LHI* financial and project support etc for a revision to the Oakington Road approach:

1. Revise the position of the 30mph signage so earlier (when incoming) than the Persimmon site entrance
2. Add gating feature to highlight the 30mph point
3. Add on-road 30 mph roundel with red surface highlighting
4. Add dragon's teeth markers on approach to 30mph
5. Introduce 300 or so metres of 40mph prior to 30mph entry
6. *Add one or two MVAS sockets on inbound road*

**Resolution; CPC to submit an outline LHI proposal based on revised traffic-calming of Oakington Road, offering £5K towards overall costs.**

### **19H/029. Community Transport Service - to consider priorities based on s106 provisions – Cllr Morris**

The proposed Combined Authority Transport Plan is likely to do little to alleviate the travel challenges faced by Cottenham households with moderate incomes, especially those who:

- live in the north of Cottenham, or
- live on the new developments.

The challenge becomes greatest in rush hours for individuals who:

- study at Cambridge 6<sup>th</sup> Forms, or
- work in central Cambridge, or
- work on the Science Park, or
- work at Addenbrookes / bio-campus

The Combined Authority Transport Plan aims to bring good jobs within 30 minutes travel time yet currently offers no such option for residents of villages like Cottenham, relying instead on:

- lots more Greenways for cyclists, or
- future shuttle bus services linking Cottenham with the proposed Metro and/or Guided Busway, with
- unclear future for Park & Ride / Rural Transport Hubs

Can we outline a financially-sustainable convenient solution for at least the rush hours elements of such a need, preferably using electric-powered buses from a hub at the new Village Hall?

Can we then evolve the solution with CA, bus operators etc. to provide an integrated service?

No such solution can fully cater for those needing a more flexible service, for which the private car will remain a very important element.

**Resolution: CPC to begin work on a proposed financially-sustainable Community Transport Service, complementary to existing and proposed public transport services in and around Cambridge.**