

**AGENDA REPORTS PACK**  
**HIGHWAYS COMMITTEE**  
**20<sup>th</sup> October 2020**

## 20H/044. Minutes

### DRAFT Highways Committee Meeting Minutes

Meeting held online via Zoom on Tuesday 28<sup>th</sup> July 2020 at 7.30pm

**Present:** Cllrs Ward (Chair), McCarthy, Morris, Henderson, Stewart, Jones, Hewitt, and the Assistant Clerk

**In Attendance:** Cllr Bailey, SCDC Cllr Wilson, Tam Parry (CCC), and two members of the public

**20H/027. Election of Chairman** – to elect a Chair for the Committee. Cllr McCarthy wished to stand down as Chair. Cllr McCarthy was thanked for his work as Chair over the years. Resolution that Cllr Ward take the Highways Chair. Proposed Cllr McCarthy and seconded by Cllr Hewitt. **RESOLVED**

**20H/028. Chairman's Introduction and Apologies** – None received.

**20H/029. Public Participation** – Resident 1 interested in cycling/20mph limit. Felt more attention needed to existing cycle paths. Resident 2 interested in improved facilities for active travel, and issues around speeding. Cllr Hewitt confirmed that an application to the Emergency Active Fund was made last week. SCDC Cllr Wilson spoke in support of a 20mph limit zone and additional traffic calming measures to deter HGV traffic. Cllr Ward explained rules around public participation.

**20H/030. To accept Declarations of Interest and Dispensations** – None given

**20H/031. Minutes** – Resolution that the minutes of the Committee meeting held on 21<sup>st</sup> April 2020 be signed as a correct record. Proposed by Cllr Stewart seconded by Cllr McCarthy. **RESOLVED.** Cllr Wotherspoon and resident 3 joined the meeting at 7.43pm

**20H/032. Reports:**

- **Cottenham to Waterbeach Cycleway** – Brought forward. Standing Orders suspended 7.47pm. Tam Parry from CCC outlined his role and how he works with developers to fund Highways improvements. Cycleway from Long Drove would require creating a bridleway along existing track/fields. Creating a cycleway along Beach Road would be expensive and unlikely to be funded. A cycleway from Long Drove could link with Green End through into Landbeach, or go through Cambridge Research Park, giving two possible crossing points over A10. Both crossing points have planned toucan crossings. Concerns raised over distance to Waterbeach, and increased risk of fly tipping. Upgrade on Green End bridle path will include a gated entrance, which would likely be the same for a bridle way from Long Drove. Change to public right of way would mean SCDC responsible for fly tipping. The Neighbourhood Plan supports new connections to neighbouring villages. Discussion of lighting options, and gravel vs tarmac. Possibility of Greater Cambridge Partnership adopting route as part of link between greenways. No developer funds currently available but Tam looking for possible sources, needs landowners' agreement for bridleway first. Standing Orders reinstated 8.17pm. Tam Parry left the meeting at 8.17pm.

**20H/036. Walking Bus Station** – To consider using the Recreation Ground as a walking bus station for school drop off – Brought forward. Standing orders suspended 8.18pm. Cllr Bailey outlined proposal to use recreation ground as a drop off for walking buses/siblings of children already dropped off at school. Staggered school start times in September mean that some parents have up to 50 minutes wait between drop off times for siblings, possibly leading to large numbers waiting in the area. Still one of several options being considered. Concerns raised regarding building work traffic. Possibility of Cambridge Water installing their water connection to new developments through our site, to avoid closure of Rampton Road. More details needed regarding timings and numbers of children, as well as a risk assessment. Deferred to September full council meeting. Standing orders reinstated 8.40pm.

**20H/032. continued**

- **Clerks Report** – Report Noted. Asst. Clerk reported that overgrown hedges on Rampton Road have been reported to landowner, and she will be pressing for them to be dealt with.
- **Response from Derek Crosby, Cambridgeshire constabulary** – 20mph zone discussion. Regulations on calculating free flow in urban spaces have changed. Measurements can now be taken close to junctions, parked cars, and urban furniture. Roads with existing traffic calming are accepted as having speeds below 24mph. Locations on Denmark Road and High Street identified for additional speed surveys, at an estimated cost of £500 per survey. The NHP has a specific objective to propose 20mph

limit, with zone mapped out, around half size of zone illustrated in report pack. Standing Orders suspended 8.55pm SCDC Cllr Wilson questioned availability of active travel funding and why Cottenham was not receiving this. CPC has submitted bid for portion of 2<sup>nd</sup> tranche of money, 20mph zone not proposed as additional data needed to support. Funding is for projects ready to implement. CPC proposal is for cycling stands and upgrades to cycleway. Standing Orders reinstated 8.58pm.

- **Motorcycles using the cut through from the High Street to Tenison Manor** – Cllr Hewitt has prepared a flyer to gauge nearby residents' opinions. As cut through is not yet part of the adopted highway, CPC is able to install signs, should they wish, with no additional cost other than the cost of signs. Cllr Hewitt to circulate flyer to Highways committee for comment, before leafleting local residents. SCDC Cllr Wilson left the meeting at 9.06pm
- **Update on Cambridge Water – Rampton Road closure** – as discussed in item 20H/036 Cambridge Water are considering rerouting their water supply across CPC land, from Lambs Lane to the new developments on Rampton Road. Will learn more in next week or two.
- **Update on upcoming roadworks and the streetworks allocation process** – Work on Rampton Road by Cambridge Water halted, as Redrow instructed Cambridge Water to stop. Cambridge Water made aware of This Land development by CPC, and so pipe upgrade still needed. Concerns raised over viability of either development going ahead.
- **Summary of roadworks included in developer agreements** – report noted.

**20H/033. Remembrance Day Parade**- CPC to put in application as usual, with Cllr McCarthy to liaise with British Legion regarding plans and will update at October meeting. Volunteers will be needed if parade goes ahead. Resolution for the Assistant Clerk to apply for temporary road closure. Proposed Cllr Morris seconded by Cllr McCarthy. **RESOLVED.**

**20H/034. Zero Carbon Grant** – Cllr Hewitt outlined possible locations for bicycle stands. Included in application for active travel fund, but if unsuccessful could then apply to zero carbon fund. Likely to know if our proposal was included in bid for funding by combined authority 1<sup>st</sup> week August. Zero Carbon deadline is beginning of September. Resolution to apply for Zero Carbon Grant towards bicycle stands, should we be unsuccessful in application through active travel fund. Proposed Cllr Ward seconded by Cllr Hewitt. **RESOLVED**

**20H/035. School Streets Scheme**– To consider how the Parish Council can support CPS in their application. Resident 1 left the meeting at 9.15pm. Discussion regarding levels of traffic cited by County Highways, and whether data included in the Gladman development application supported that. Unknown if County Highways using same data, or more recent measurements. Possible reduction in car use due to Covid - 19. Noted that Comberton have been successful in their application on main road running through the village. County Highways have not taken into account upgrading of recreation ground access road. General discussion of traffic problems in the area. Staggered drop off could result in large numbers of people waiting in area, and possibly increased car numbers as parents having to wait longer. Cllr Hewitt left the meeting at 9.29pm. Discussion on strength of arguments against: Point 1, 2 and 3: questions over validity of traffic volume, Point 4: wrong as not a single track, Point 7: overstated, buses run one way. Resolution to support in principle Cottenham Primary School's application for the School Streets Scheme, and for the Assistant Clerk to write to Martin Ellwood to ask if the points raised would make a difference to their decision. Proposed Cllr Ward seconded by Cllr McCarthy. **RESOLVED**

**20H/037. Traffic and Transport Group**– to consider sending an update on the Traffic and Transport strategy. Proposal to send an update to the Traffic and Transport Group, with a summary of this meeting's discussions. Proposed Cllr Ward seconded by Cllr Henderson. **RESOLVED.** Cllr Ward encouraged residents present to contact CPC if they were interested in joining the T&T group.

**20H/038. Considerations for next meeting** – LHI bid, 20mph Zone, Remembrance Day parade

**20H/039. Date of next meeting** – 20<sup>th</sup> October 2020

**20H/040. Close of meeting** - 9.50pm

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

## 20H/045. Reports

### Clerks Report

(LHO = Highways Officer, AC = Assistant Clerk)

Anything in bold is new or an update

- **Rooks Street** - HO has put forward Rooks St for the slurry scheme; with Network Management to inspect & to state if included in program. 9/1/19 LHO still waiting for Network Management to inspect, IF project got the go ahead, it would be approx. 2 yrs before works would be carried out. Added to rolling program, due to be done 2021/22. Patching work was done 1/7
- **Wilkin Walk** (High St end) – overgrown laurel and brambles. Removed 28/1/19. (stumps and lots of cuttings left in situ, AC has requested they come back and finish properly). 22/8/19 - Will be cleared and sprayed in next month with a view to grassing in spring 2020 (need further authorisation re. grassing) 11/06/20 LHO programming for later this year 23/06 order raised
- **Junction of Victory Way/Lambs Lane** - flooding issues raised with HO, awaiting response. Works ordered to install 1/2 gullies in front of bus shelter which should solve issue (within next 12 wks). Works cancelled 25/5/18 as new surfacing has solved issue (AC not convinced and will monitor). Still puddling, reported to LHO 19/10/18 – will be reassessed next financial year (2019/20). 22/8/19 – LHO will check puddling to Victory Way crossings when next wet. 11/6/20 - LHO still investigating, 23/06 Needs SCDC to sweep debris before able to assess
- **Footpath from Pelham Way through to High St** – 13/9/18 LHO confirmed that the tree roots are too shallow for the path to be repaired, unsure what can be done. No footpath budget available - will be reassessed next financial year (2019/20). 21/1/19 LHO hoping to shave tree roots in May 2019. LHO meeting Works Manager w/c 26/8/19 to discuss how to do without damaging neighbouring property. 11/06 on programme, timing unknown due to Covid restrictions 23/06 beyond capabilities of LHO, passed to Capital Management Team. Loose tiles on two properties adjoining footway, LHO has spoken to both residents, advising they need to rectify, will review in a month
- **Footpaths on Pelham Way**- LHO requesting funding for pavements to be resurfaced
- **Blocked Gullies** – 22/1/19 jetting ordered for High St; Lambs Lane junction up to Church Lane roundabout. Will be picked up when the gully cleaner does the surface dressing area on Twenty Pence Road (31/8/19). Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12. LHO has ordered jetting 17/1/20 AC reported blocked gulleys on High St 28/02. Works ordered 16/04 22/5 LHO waiting for ADC to complete work on High st. Confirmed Denmark Rd has been jetted. 11/06 Denmark road needs re-jetting, 23/06 scheduled. **Map of blocked gulleys plotted**  
<https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmQXhuTs738MzuraGOCov6Xrx1Bf9> 25/09 All highways gulleys along the High Street from the Church (+5.0m), Fire Station (+10.0m) Lambs Lane (+10.0m) to Village Green (+9.0m,+7.8m,,+7.2m)
- **Histon Road (+6.m) Denmark Road (+9.0m) to be checked / jetted over next few months**
- **High Street bollards** – CCC will replace any damaged bollards 'like for like'. If we wanted more visible ones, e.g. on the build outs at the north end of the High Street, we would need to fund ourselves. (Approx cost is £1,000 for a bright yellow bollard with keep right arrow). LHO has ordered replacement reflective tape for the 'Cambridge' bollards. Due to be re-taped 2/08/19. 22/8/19 – Still waiting for tape. 11/06/20 - LHO programming for later in the year. **Missing bollard from outside 87 High Street scheduled for replacement, waiting for date to carry out work 7/9**
- **Denmark Road** – 22/8/19 gullies due to be cleared shortly. LHO will examine report when received to check for specific issues. Works not undertaken last year hence why it may have got worse. Gulleys were cleared in September, but three still blocked. LHO to send out inspector 16/12 LHO has ordered jetting 17/1/20 LHO due to meet Maintenance Manager at the end of March to discuss Beach Road/Denmark Road and possible long term fix, postponed due to Covid restrictions. 22/05 Possible funding for surface work to Denmark Road from Junction of Rook st to Brenda Gautrey Way
- **Flooding on Broad Lane/High Street junction** – Highways have jetted, LHO reported further investigation required, due to take place in next week or so 06/5 further jetting 21/5 broken drainage pipe. LHO to schedule repair 11/06/20 -18m of blockage on Broad Lane possibly due to crushed/collapsed pipes. LHO to discuss next steps with Manager once mapping report received from ADC. 18/6 flooding to two properties reported. 23/6 LHO costing work today, likely to be done in August. Will pump any flood water that occurs before then. Test holes and jetting required to determine scope of work, possible 3+ day road closure required. **Work started on finding and fixing breakages. Whole system needs replacing but out of LHO's budget. LHO to apply for Capital funding**

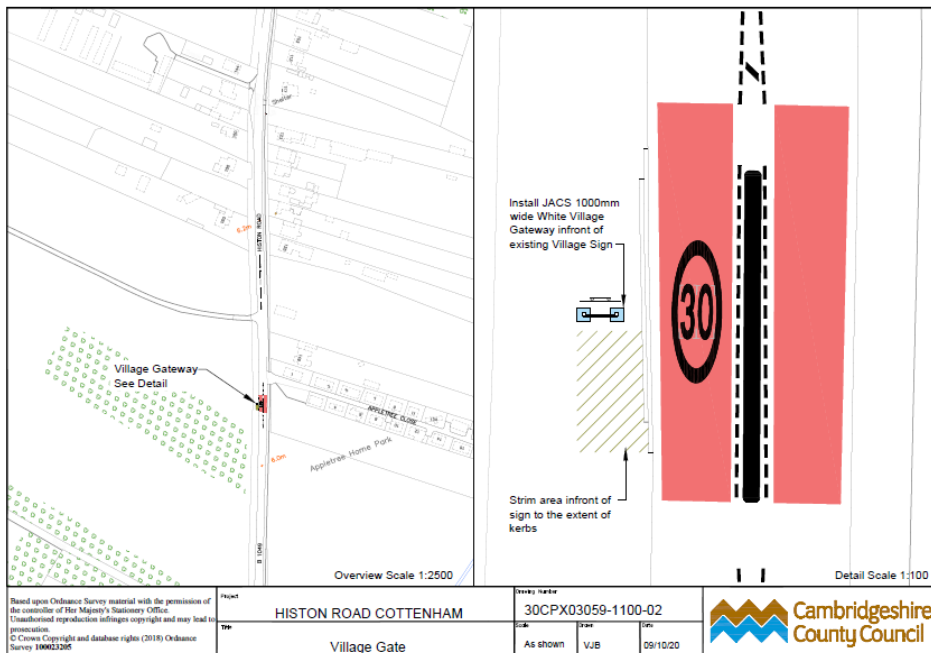
- **Overgrown hedge on Rampton Road blocking cycle path. Reported to Cheffins several times, with no response. Formal letter giving them two weeks to cut back sent out 09/10**
- **Struggling to get volunteers to assist with manning of the access road for CPS closure.**

## Local Highways Improvement (LHI) Schemes

### Histon Road LHI (successful 2019/20 bid)

Road markings and 40mph buffer zone complete

Waiting for installation of gate by 30mph limit sign (see below) and relocation of MVAS pole (was previously installed in wrong location)



### Oakington Road LHI (2021/22 bid)

Traffic calming on Oakington Road:

Following the addition of 161 new houses that will increase traffic on Oakington Road we wish to introduce speed control through:

- Introduction of a 40-mph buffer
- A chicane feature as you enter the 30mph limit
- Remarking the 30mph roundel plus red surfacing and dragon's teeth
- two new sockets to mount our existing MVAS camera, one at the 30pmh limit and one 330 meters inbound from that point

In Addition to these measures, we propose locating MVAS sockets on other arterial roads (Rampton Road, Beach Road, Twenty Pence Road) and within the village centre to allow us to move our MVAS to different locations to increase its efficiency and obtain speed data for these areas.

Closing date was 27<sup>th</sup> September. Feasibility studies currently being undertaken ready for area panels in February/March 2021.

## New Cycleways (Oakington & Waterbeach)

### Cottenham-Waterbeach

Following presentation of proposed route by Tam Parry, Principal Transport Officer, Transport Assessment Team, Cambridgeshire County Council (CCC) at the last CPC Highways Committee there has been little progress due to lack of resource/availability in the CCC team. When they next have a quiet period, they hope to contact the relevant landowners to discuss any concerns they might have. There are no developer funds currently available to pay for it, but Tam is looking for possible sources, but needs landowners' agreement for conversion to a bridleway first.

## **Cottenham-Oakington**

More progress on this one: CCC's agents, Bidwells, have contacted all land-owners along route and most are supportive and they are optimistic that remaining reservations are solvable. Negotiations are on-going and the amended plans are being shown to landowners shortly. It is hoped construction might begin before end of 2021.

## **School Streets Scheme**

Cottenham Primary School was not considered suitable by CCC for their School Street Scheme which would have allowed temporary closure of Lambs Lane during drop-off and pick-up times to create a zone for pedestrians, bikes and scooters at the beginning and end of the school day. An alternative arrangement outlined by CPC Parish Clerk involving temporary traffic lights during drop-off and pick-up was then proposed which was also turned down because of cost. Lambs Lane is deemed to be 'traffic sensitive' (due to the number of vehicles using it and being a bus route) the temporary traffic lights would need to be manually operated which would cost almost £1000/week plus cost of barriers/equipment etc. CCC have said they will look again at the Cottenham scheme should additional funding become available next year.

However, in the meantime the school and Parish Council have worked together to allow people collecting children at the end of the school day to gather on the village hall & rec approach road. Much work was put in by the Parish Clerk and her team to get the building contractors and other rec users to agree to a daily road closure 14.30 – 15.30 and put up copious signage. CPC has organised a daily rota of people to supervise arrangements on the ground. Not ideal, but a workable solution that reduces the overall road safety risk at a similar COVID risk level.

## **Remembrance Day**

Due to Covid restrictions the Remembrance parade will not be taking place this year, and the associated road closure has been cancelled. The Parish Clerk is working with the British Legion and minister of All Saints to co-ordinate a rota for wreaths to be laid at the War Memorial at various points over the day, to allow for social distancing, and to dissuade crowds from gathering. There are also plans to stream a video of the last post and church service online at 11am.

## **Emergency Active Travel Funds Tranche 2**

The Highways and Transport Committee meeting on 15 September allocated £10,000 to cycle parking at Pound, Coop and Butchers (see page 24 in item 9 at <https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/1531/Committee/62/Default.aspx>)

Cambridgeshire County Council may commence delivery of Tranche 2 schemes without pause from the Tranche 1 programme, taking advantage of the flexibility given by the forward funding that has been made available by the CPCA. All funding will be committed and or spent by the 31/03/2021.

## **20H/046. Budget projection**

FLAC's projected Highways budget for 2021/22: £7000

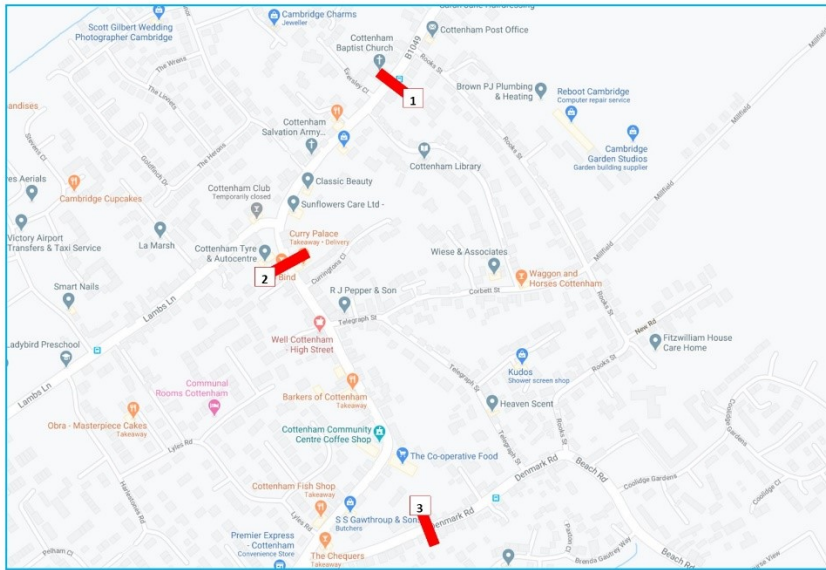
From previous minutes: 20H/010. To consider potential Highways projects over the next five years.

Areas identified as potential projects:

- Improving pavement between Butchers and Coop and corner of Lambs Lane/High St
- 20mph limit in Village core
- improving access to Coop car park
- improving area around the war memorial

## 20H/047. 20 mph zone in Cottenham

### Map of speed survey sites



### Average speed data from site 1 and 2 (site 3 data not yet available)

ATC1 - Northern site (Baptist Church): Ave speed eastbound 24.6 mph/westbound 24.3 mph  
ATC2 - Southern site (Curry Palace): Ave speed northbound 23.4 mph/westbound 23.9 mph

Full content of speed data from site 1 and 2 sent separately

### Response from County Highways regarding data from site 1 and 2

**From:** Rutherford Joshua  
**Sent:** 14 October 2020 15:54  
**To: Subject:** FW: possible 20mph zone in Cottenham

Afternoon Christine,

Matt has passed this one to me, following a review of the data attached and also discussions with the police I am afraid the speeds within the provided spreadsheet aren't quite at the required level as yet.

As a rule we ask for the average speeds to be 24mph or less, I am afraid although close we have to remain consistent across all areas with applications of this nature.

With regards to progressing further, you would need to review the data and install engineering features; such as speed cushions or humps, to further decrease vehicle speeds. Then return with a revised set of data which backed this up, for the police and county to review and then subsequently support your proposal.

The cost of features does vary, but I have attached the following link which will give you some guideline costs - <https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/improving-the-local-highway/local-highway-improvement-funding>

I do also have some concerns about the volume and type of traffic which would potentially pass through this proposed 20mph zone. I understand the linear nature of the village along the B1049 and that the higher than average volumes of HGV's or similar is not something you as a parish can influence, however if this does progress it wouldn't be comparable to any other 20mph zone we currently have in the county.

I do wonder at the reasons behind why the parish is keen to pursue this as an option when the average speeds of just over 24mph within a 30mph limit show excellent compliance already. The costs to further reduce the limit and also get the necessary compliance are likely to be around £15k minimum, whilst studies have shown that simply lowering the speed limit only has around a 2% reduction in average vehicle speeds as a rule.

I have asked for our development management team to get back to you separately regarding the Rampton Rd development.

Happy to discuss on the phone in more detail if you need to go over anything mentioned in the above,

Kind regards

Josh

**Joshua Rutherford**

**Project Manager**

**South Cambridgeshire and  
Cambridge City.**

## **20H/048. Government Consultation: Pavement parking: options for change**

The Department for Transport (DfT) the government has launched the Pavement parking: Options for change Consultation.

The consultation considers three options:

- whether its ongoing work (Option 1), explained in the link below, to improve the TRO process, under which local authorities can already prohibit pavement parking, is sufficient and proportionate to tackle pavement parking where it is a problem; or if not:
- which of 2 specific options you prefer. These were identified in the department's review of the pavement parking problem and echoed by the Transport Committee; are aimed at providing better tools for local authorities. These options, explained in more detail in this consultation document, are: legislative change to allow local authorities with civil parking enforcement (CPE) powers to enforce against 'unnecessary obstruction of the pavement' (Option 2), or: legislative change to introduce a London-style pavement parking prohibition throughout England (Option 3).
- any alternative proposals you may have for managing pavement parking

### **How to respond**

The consultation period began on 31 August 2020 and will run until 22 November 2020 so ensure that your response reaches us before the closing date. If you would like alternative formats (Braille, audio CD, and so on), contact [pavement.parking@dft.gov.uk](mailto:pavement.parking@dft.gov.uk).

You may respond via:

- the online survey, our preferred method
- by downloading the response form and emailing [pavement.parking@dft.gov.uk](mailto:pavement.parking@dft.gov.uk)
- emailing [pavement.parking@dft.gov.uk](mailto:pavement.parking@dft.gov.uk) directly

When responding, state whether you are responding as an individual or representing the views of an organisation. If responding on behalf of a larger organisation, make it clear who the organisation represents and, where applicable, how the views of members were assembled.

Full details of the consultation can be found here:

<https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>



## 20H/049. Community Gritting Scheme

Dear Parish Clerk,

**This is a request for winter volunteers for this winter season 2020-2021.**

We would like to take this opportunity to thank the volunteers that took part in our Community Gritting Scheme last winter.

For those hearing about the Community Gritting Scheme for the first time it is a scheme where Local volunteers can help to keep their community moving in freezing weather. Under this scheme, the parish or town council agrees specific routes in their area which are important to the local community and agrees them with the county council.

If you are a parish or town council looking to join the scheme, **please send your completed form by 31<sup>st</sup> October 2020** by reply to this email or speak to your local highway officer.

**I will need a form for all of your volunteers by the end of October, this includes those who have volunteered before. The form is required annually ensure our health and safety standards are being met.**

For further information please see our web page:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/gritting-roads-cycleways-and-paths/help-with-gritting-and-clearing-snow/>

## 20H/050. Amendment to Highways Committee Terms of Reference

Make representation to the relevant authority in respect of surface water drainage design, management and maintenance e.g. road gullies, laterals, ditches, etc and other observations

### Areas of responsibility

Add:

- a) Formulate strategy and, within annual budget allocation, manage contracts to ensure highway gullies and laterals around Cottenham's lower-lying junction, central and core streets are checked and jetted at least annually
  - a. Priority #1: lower-lying junctions at Village Green / Rampton Road, Broad Lane / High Street and Denmark Road / Rooks Street)
  - b. Priority #2: central and core streets (dashed on Fig 11 of Neighbourhood Plan)
- b) Formulate inspection and maintenance plans for Cottenham's vulnerable surface water drainage systems within and off estates:
  - a. Tenison Manor
  - b. Brenda Gautrey Way/Racecourse View off Beach Road.
  - c. Bellway/Persimmon off Oakington Road
  - d. Redrow/This Land off Rampton Road

## 20H/051. Gulley Jetting

To consider additional cyclic jetting of central area key gullies and laterals

Recent junction flooding has shown that CCC's cyclic programme of gully and lateral cleaning is inadequate to prevent surface water flooding around low-lying junctions in Cottenham, especially:

- Twice per year (March and September)
  - a. Village Green / Rampton Road,
  - b. Broad Lane / High Street and
  - c. Denmark Road / Rooks Street
- Once per year (July)
  - a. central and core streets (dashed on Fig 11 of Neighbourhood Plan)