

AGENDA REPORTS PACK
HIGHWAYS COMMITTEE
17th December 2020

20H/058. Minutes

DRAFT Highways Committee Meeting Minutes

Meeting held online via Zoom on Tuesday 20th October 2020 at 7.30pm

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

20H/041. Chairman's Introduction and Apologies – Apologies accepted from Cllr McCarthy (work).

20H/042. Public Participation – None present.

20H/043. To accept Declarations of Interest and Dispensations – None given.

20H/044. Minutes – Cllr Morris asked that under item 20H/032. Reports - Response from Derek Crosby, Cambridgeshire constabulary, the sentence on line 5 be amended to include 'long term' before 'objective', and 'NHP' amended to 'Neighbourhood Plan'. Resolution that the minutes of the Committee meeting held on 28th July 2020 be signed as a correct record, subject to these amendments. Proposed Cllr Henderson and seconded by Cllr Stewart. **RESOLVED.**

20H/045. Reports:

- **Clerks Report** – Report noted. Assistant Clerk has been contacted by resident regarding missing 30mph sign on Oakington Road. Has been missing since at least April. Cllr Morris to raise with developer at next Liaison meeting. Query re: Jetting. Still no date. Asst. Clerk has been unable to get an update from Local Highways Officer. Query re: overgrown hedge on Rampton Road. Two week deadline to cut back ends on Friday, Asst Clerk to check next steps if not cut back by then.
- **Local Highways Initiative (LHI) schemes** – Report noted. Pole for Mobile Vehicle Activated Sign (MVAS) installed in wrong location, due to be installed in correct location on Histon Road in next few weeks. Asst. Clerk to check timings for feasibility study for current round of LHI schemes. Management plan and risk assessment needed for using MVAS.
- **New Cycleways (Oakington & Waterbeach)** – Report noted. Noted that work on footbridge over A10 has begun.
- **School Streets Scheme** – Report noted. Cllr Wotherspoon expressed disappointment in how few schools have been successful in getting a road closure. It was suggested a modal filter on Lambs Lane may help reduce traffic. Difficulty recruiting volunteers to man Recreation Ground car park closure to allow for parents to queue along entrance to Recreation Ground at school collection time. School due to review collection procedure at half term. Cllr Morris to email headteacher to see if they will be making any adjustments.
- **Remembrance Day** – Report noted. Publicity of online event/doorstop silence has now started.
- **Emergency Active Travel Funds Tranche 2** – Report noted. Cllr Wotherspoon to enquire when work is likely to start.

20H/046. Budget projection – deferred to follow item 20H/051.

20H/047. 20mph zone in Cottenham – To consider results of recent speed surveys and possible next steps in implementing a 20mph zone within Cottenham. Both Demark Road and High Street by Curry Palace showed average speeds below 24mph. Speeds on High St by Baptist Church just above 24mph. County Highways have expressed that speeds need to be 24mph or below to implement 20mph zone, and have concerns for a 20mph zone on the High Street due to high numbers of HGV's using the route. Believe our data shows numbers of HGV's are low, 88% vehicles are cars or delivery vans. Could change scope of 20mph zone to stop before the Baptist Church. Suggested layout of 20mph zone was based on Redrow's plans for traffic calming on Rampton Rd, however speed cushions have been removed from latest plans. Could remove Rampton Rd from zone, however lowering speeds there could help link new developments to centre of village. Suggested that Redrow might have removed speed cushions due to shared responsibility of developers. Cllr Wotherspoon suggested County Highways taking an overly strict reading of guidance related to average speeds. Resolution to go back to County Highways for clarification on their reservation on implementing a 20mph zone in Cottenham. Proposed by Cllr Hewitt and seconded by Cllr Stewart. **RESOLVED.** Resolution to write to Redrow/Persimmon to ask why speed cushions have been removed from proposals. Proposed by Cllr Hewitt and seconded by Cllr Ward. **RESOLVED**

20H/048. Government Consultation: Pavement parking: options for change – To consider response to consultation. Consultation noted.

- 20H/049. Community Gritting Scheme** – to consider participation in County scheme for winter 2020/2021. Resolution to participate in Community Gritting Scheme for 2020/21. Proposed Cllr Ward and seconded by Cllr Hewitt. **RESOLVED.**
- 20H/050. Amendment to Highways Committee Terms of Reference** – To consider asking Full Council to approve an extension to Highways Terms of Reference to include surface water drainage issues. Cllr Morris ran through the proposal to extend Highways Terms of Reference to include jetting of gullies in low lying and core areas of village, and management of water drainage systems for Tenison Manor, Brenda Gautry Way, Racecourse View, and new developments on Oakington/Rampton Rd. Questioned how these would be managed; likely a working party. Query regarding costs of contractor; funding from developers for drainage systems. Jetting likely to be same company County use. If funding through precept, suggested we would need to justify to Parish the extra cost for work County Highways already do, and query whether we need wider consultation. This would be a decision for Full Council as they agree final budget. Query regarding how often gullies currently jetted and how much of a problem it is. Cyclic jetting regime by County insufficient and has been an ongoing issue, as shown in previous Clerk's reports. Risk that we are seen as taking over responsibility of jetting, and any problems then fall on us. Concerns over wording: jetting "at least annually" as budget may not allow for this. Co-ordination over SCDC street sweeping and CCC gully jetting needed, CPC can do this. Cllr Hewitt left the meeting at 9.00pm. Resolution to ask Full Council to approve an extension to Highways Terms of Reference to include surface water drainage issues as detailed in the reports pack, subject to removal of "at least annually" from wording. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 20H/051. Gully Jetting** – To consider cyclic maintenance of central area key gullies and laterals – Cllr Morris ran through proposal for additional jetting of central gullies and laterals. Current cyclic jetting by Highways not enough. Cllr Morris is getting estimates and has suggested £10,000 for next years budget to be agreed by FLAC. Resolution for recommendation to Full Council that up to £10,000 for cyclic jetting of central area of key gullies and laterals be included in the budget. Proposed Cllr Morris and seconded by Cllr Jones. **RESOLVED.**
- 20H/046. Budget projection** - To consider the 5-year plan and see whether this meets the needs of the Highways Committee for budgeting purposes. This year the committee have spent £795 on speed surveys, committed to £4,974.91 for LHI work on Histon Road, and due to receive a bill shortly for work completed. From areas identified as potential projects, path between butchers and Co-Op seen as priority. Estimated that this could cost around £30,000 based on previous pavement works. Propose this amount to FLAC and obtain quotes to provide a more accurate estimate for Full Council budget decision in January. Cllr Morris to approach Durman Stern for a quote. Query where suggested projects came from. Asst. Clerk confirmed items decided last January. Need to look again at list to possibly expand, and then prioritise and look at possible costs. For 21/22 would need budget of £35,000 to include pavement improvement and LHI bid. Resolution to request a budget of £35,000 for 21/22 to include a project to improve the safety of the pavement between the butchers and the Co-Op. Proposed by Cllr Ward and seconded by Cllr Morris. **RESOLVED.**
- 20H/052. Considerations for next meeting** – Modal filter on Lambs Lane, review Terms of Reference, review 5 year plan, school collection procedure.
- 20H/053. Date of Next meeting** – 17th December
- 20H/054 Close of meeting** - 9.44pm

Signed _____ (Chair) Date _____

20H/059. Reports

Clerk's Report

Highways

(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). Gullies 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 gullies 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 gullies plotted <https://www.google.com/maps/d/viewer?ll=52.28948573227372%2C0.13009784187969053&z=15&mid=18l3xmqXhuTs738MzuraGOCov6Xrx1Bf9> 25/09 gullies due to be jetted within next two months. **Gulley cleansing started week commencing 16/11, and is ongoing. LHO has commissioned works along the roads worst affected by the flooding to jet all the main lines and check for any issues on the drainage runs. In particular Beach Road, High Street and Denmark Road. This will be in addition to the gully cleansing arranged by Network Management.**
- **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. 10/20 Missing bollard from outside 91 High St due to be replaced, LHO waiting for permission to work on road.
- **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. **06/11 Works have now been completed to fix 2 breaks in this pipe and the system is now flowing. Due to the age and construction of this system it has been referred to our capital projects team to renew the piping along this stretch to prevent further failure.**

- Struggling to get volunteers to assist with manning of the access road for CPS closure.
- **Missing 30mph sign Oakington Rd- resident has contacted us again as sign is still missing. Asst clerk has chased with LHO**

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 and relocation of MVAS pole (was previously installed in wrong location)

No invoice received yet for the work completed.

Oakington Road LHI (2021/22 bid)

Bid submitted for traffic calming on Oakington Road:

- 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

Additionally, MVAS sockets on other arterial roads (Rampton Road, Beach Road, Twenty Pence Road) and within the village centre.

We are waiting to receive the feasibility report, which the Cambridgeshire Highways project team hope to send out either before Christmas or in the first week of January.

20mph Zone

Update from developers on removal of speed cushions from Rampton Road

In response to a letter to Redrow asking why the proposed speed measures in Rampton Rd had been removed from the latest street work we received the following from Philip Clark at Redrow:

*As you are aware there are a number of schemes currently being delivered in Cottenham by varying housebuilders all with slight variances to the highway obligations placed upon us at outline planning stage. We have therefore been working collaboratively with both CCC Highways and Persimmon to deliver a cohesive scheme that works as a whole as opposed to different sections in isolation, compliant with CCC Highway Design Standards. Through these discussions CCC Highways have confirmed that the traffic calming proposals referred to within your letter were no longer necessary, I believe **the main reason for this is that in order for traffic calming to be effective it needs to be over a minimum length and at consistent intervals. When considered in conjunction with the wider obligations placed on Redrow and Persimmon this was not practical.***

Update from Highways and possible next steps

To follow

20H/060. Speed limit between Cottenham and Rampton

Emails received from the Clerk of Rampton Parish Council

Hi Beth

As mentioned below, please do let me know if your Highways Committee has a plan in mind for any speed reduction measures between Cottenham and Rampton.

We would be very interested in working with you in a joint plan.

Jo

At our recent meeting and with reference to the new development at the top of the hill and the proposed one with This Land we would like to raise with Highways the possibility of altering the speed limit and/or adding buffer zones between Rampton and Cottenham. With particular concern regarding the sharp bend prior to the entrance to the new development.

Is this something that you may have already raised and we can add to?

I presume we approach Highways in the first instance? However given the potential costs involved is this something we can put upon the developers? The increase in traffic and cars entering/exiting from Rampton Road is down to them after all.

What are your thoughts?

Thanks as always for all your support.

Moyra

Moyra Mould

Rampton Parish Clerk (Cambridgeshire)

20H/061. 5-year strategy

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

Previous 4-year strategy from October 2014 sent separately

Cottenham Neighbourhood Development Plan traffic and transport policies sent separately

20H/062. Highways Committee Terms of Reference

Terms of Reference

Highways Committee

1. Membership

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

2. Quorum

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

3. Frequency of meeting

The Committee shall normally meet 4 times per year, as per the calendar of public meetings circulated by the Clerk at the beginning of the year, as long as there is business to conduct and at such times as the Committee Chair shall require:

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

4. Notice of meetings

a) ordinary meetings

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

b) extra ordinary meeting

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

5. Minutes of meetings

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

6. Areas of responsibility

The Highways Committee has delegated authority to:

- a) develop a 4-year strategic framework, (reviewed at least annually) for desirable improvements to the village's traffic issues, including the needs of pedestrians, drivers and businesses throughout the village
- b) monitor traffic management and speeding issues within the village; and report to the relevant authorities
- c) monitor transport issues including those related to parking, cyclists, bus service and shelter requests; and report to the relevant authorities
- d) co-ordinate with Highways Division and County Council Traffic Management
- e) make representation to the relevant authority in respect of highways management and maintenance e.g. roads, footpaths, pavements, cycle ways, bridleways, street furniture and lighting, gritting, bollards, and other observations
- f) report matters associated with Highways projects and consultations, e.g. A14, HCV, Double Yellow line request, speed limit issues and new and proposed traffic control schemes to the relevant authorities
- g) formulate bids for schemes; noting these require budget approval by Finance, Legal & Administration Committee and/or Parish Council prior to submission
- h) monitor and report (at least quarterly) progress on all current traffic-related projects for which the Parish Council bears some or all the costs, including specifically any deviations from planned cost, functionality or timescale profiles
- i) review traffic-related aspects of possible and planned future developments and advise the Planning Committee, Parish Council and other relevant authorities
- j) 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:
 - a. a. Priority #1: lower-lying junctions at Village Green / Rampton Road, Broad Lane / High Street and Denmark Road / Rooks Street)
 - b. b. Priority #2: central and core streets (dashed on Fig 11 of Neighbourhood Plan)
- k) 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

7. Delegation of powers

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

8. Precedence

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

20H/063. Maximum waiting limit in parking bay outside the Post Office

Dear Cottenham Parish council team,

There are a number of parking bays right outside Shauns News/cottenham post office. There is a sign advising a 30 min maximum stay. This however is not enforced, and some drivers tend to leave their cars there for most of the day and in some cases days! This is preventing older post office customers from getting access and causes us to lose trade from passing by traffic. It is also causing issues with our deliveries.

The business (Shauns news) is currently paying towards post office running costs, and due to covid and reduced trade, the survival of the post office (if the situation continues for longer) is in serious risk.

Request: one way that the Cottenham Council can help is by enforcing the 30 min maximum stay.

I am looking forward to your response.

Best Regards

Ari

20H/064. Highways Service Stakeholder Survey

Cambridgeshire County Council is currently carrying out a stakeholder survey to find out your thoughts about our Highways Service. The aim of the questions included in this survey is to gain your opinion, in order to ensure we continue to monitor our performance and where possible improve our future service delivery. The survey is open from now until Sunday 31st January 2021.

You can find the Highways Service survey at <https://www.smartsurvey.co.uk/s/HOHJX0/>

If you have any questions regarding this survey, please feel free to contact Michael Richards, Business and Performance Manager at michael.richards@cambridgeshire.gov.uk

2. Please select an option to show how strongly you agree/disagree with the following statements in relation to general maintenance of the highways network and highway improvement schemes in your local area.

Strongly Agree

Agree

Neither Agree
nor Disagree

Disagree

Strongly
Disagree

Our work is organised
and carried out in a safe
manner.

Our staff ensure there is
minimal disruption and
inconvenience during works.

The level of tidiness during
our works is satisfactory.

The quality of completed work
is satisfactory.

The timescale for delivery of our
work is satisfactory

Our staff act professionally and

courteously towards members
of the public.

Our works contribute to a safer
environment for the travelling
public.

Completed works achieve their
stated outcome

You have a positive overall
experience of the highway
service in your area.

3. The Highways Service needs to prioritise a number of initiatives in order to deliver the service. What would your key priority be for the Highways Service in the year ahead?

4. What improvement to the Highways Service would deliver the greatest benefit for your area and residents?

5. If you have any additional comments you would like to make regarding general maintenance of the highways network or Local Highways Improvement schemes, please include them in the box below:

6. Please can you provide us with a name, phone number and e-mail address to contact you with, should we wish to follow up on any of the comments you may have left us.