

AGENDA REPORTS PACK

HIGHWAYS COMMITTEE

23rd March 2021

21H/004. Minutes



DRAFT Highways Committee Meeting Minutes

Meeting held online via Zoom on Thursday 17th December 2020 at 7.30pm

- Present:** Cllrs Ward (Chair), Morris, Henderson, Stewart, Jones, Hewitt, and the Assistant Clerk
- 20H/055. Chairman's Introduction and Apologies** – Apologies accepted from Cllr Wotherspoon (personal) and Cllr McCarthy (sick). Cllr Dence (Rampton Parish Council) joined the meeting at 7.33pm
- 20H/056. Public Participation** – Standing Orders suspended 7.33pm. Cllr Dence attending on behalf of RPC in relation to item 20H/060. RPC interested in reducing the speed limit on Rampton Road, between Cottenham and Rampton, to 40 or 50mph. They have concerns over escalation of speed along a short stretch of road, and already experience problems with vehicles not reducing their speed as they enter Rampton. Standing orders reinstated 7.35pm.
- 20H/057. To accept Declarations of Interest and Dispensations** – None given.
- 20H/058. Minutes** – Resolution that the minutes of the Committee meeting held on 20 October 2020 be signed as a correct record. Proposed Cllr Hewitt and seconded by Cllr Henderson. **RESOLVED.**
- 20H/059. Reports:**
- **Clerk's Report** – Noted. AC still experiencing difficulties getting updates from Local Highways Officer. Recent whole system gully jetting was ordered by Highways Network Management dept. LHO has order for additional, more thorough cleaning in areas affected by flooding. Footpath to Persimmon site – due to be completed in January but nothing currently scheduled on one.network website. Clerk checking with Persimmon when work due to start. SCDC Cllr Wilson exploring possibility of temporary path in interim. Query regarding proposed cycle path to Oakington and possibility of cyclists crossing road. Cycle path not likely to in place in short term. Cllr Ward setting up a Community Flood Action Group, some interest from residents following article in newsletter. No change currently to School collection procedure.
 - **Local Highways Initiative (LHI) schemes** – Report noted. Should receive feasibility study for 21/22 bid in next few weeks.
 - **20mph zone** – Response from Redrow noted. Results of third speed survey showed average speed under 24mph. Two of three speed surveys showing an average of under 24mph. Cllr Wotherspoon not yet able to meet with County Highways to discuss proposal but has been in contact with other relevant bodies looking at how to sustain a 20mph limit. Can use measurements from core hours, rather than full 24 hours. Cllr Ward to examine data in more detail in January, and forward findings to Committee members. Discussion of report circulated by Cllr Wotherspoon prior to meeting, and whether it shows a reduction in HGV movement through the village. Standing Orders suspended 7.58pm. Query whether Rampton PC have explored possibility of 20mph zone. Cllr Dence will check. Standing Orders reinstated 7.59pm.

20H/060. Speed limit between Cottenham and Rampton – To review Rampton Parish Council’s request to work together on a project to alter the speed limit and/or adding buffer zones between Rampton and Cottenham. Cllr Morris has recently received correspondence from RPC Chair on this matter. Housing developments on Rampton Road and associated street lighting are likely to result in a 40mph limit extending out of the village but will still leave a stretch at national speed limit. Current Highways policy is for speed limit to reflect drivers sense of place; the more built up the lower the limit. Query how limit was reduced to 50mph between Histon and Cottenham. This was lowered several years ago, possibly different policy in place then. Concerns that faster traffic entering Cottenham may come round bend into stationary traffic waiting to turn right into Redrow estate. Likely that existence of new developments will slow traffic. Query as to what Rampton PC are looking for from CPC. Standing orders suspended 8.05pm. Cllr Dence stated they are looking for CPC’s views and to ask what action we may be planning to take. Will inform whether they make an application to reduce the limit themselves, or possibly work together on this. Suggestion to write to County Highways requesting that the limit between the villages be reduced to 50mph. Standing Orders reinstated 8.07pm. Noted that speed limit on stretch between Willingham and Longstanton has been lowered to 40mph. Query regarding how built up the road is. Cllr Jones to check the extent of the 40mph limit outside Willingham. AC to contact Willingham PC to ask if they lobbied for this reduction. Resolution that Cottenham Parish Council are in support of extending the 40mph limit beyond the limit of the housing estates on Rampton Road. Proposed Cllr Ward and seconded by Cllr Stewart. **RESOLVED.** Cllr Dence left the meeting at 8.13pm.

20H/061. 5-year Strategy – To review the 5-year Highways Strategy. Noted it should be a four year strategy as stated by TOR. Previous plan from 2014 started as wish list, informed by consultations with 50-60 residents. Indicative costs included, prioritised and then items spread over several years. Focus on pavements and creating a mobility scooter friendly route from areas of sheltered housing to centre of village. Includes items County Highways have responsibility for. Even if not CP responsibility, CPC can lobby for the work to be done. Also provides a wish list if additional money available from developers. Use same structure for future list of projects. Cllr Ward, Hewitt, Henderson and Stewart to work on list of priorities for review at next meeting. Possibility of actioning work ourselves rather than going through LHI process. Discussion regarding steering S106 funds to our priorities. Current S106 funds already allocated.

20H/062. Highways Committee Terms of Reference – To review the Highways Committee’s Terms of Reference. Queried whether we could make use of ability to add ad-hoc members to committee. Residents from new housing developments may have an interest in footways and drainage. Discussion regarding wording of section 3. a) and if it needed amending. Cllr Hewitt left the meeting at 8.39pm. Section 7. b) ‘one other person’ to be amended to ‘one other councillor’. Clarification that ‘Clerk’ refers to Clerk of the Committee. Resolution to change wording of section 7. a) from ‘one other person’ to ‘one other councillor’ and to adopt the Terms of Reference. Proposed Cllr Ward and seconded by Cllr Jones. **RESOLVED.**

20H/063. Maximum waiting limit in parking bay outside the Post Office – to consider request from the owner of Shaun’s News to enforce the 30-minute maximum stay in the parking bay outside the shop. Noted not only a problem for this parking bay, experienced in

other areas of the village. Parking is currently regulated by Police. Current policing policy does not give priority to dealing with problem parking. This could change following Police and Crime Commissioner election in May 2021. Noted previous owner put cones out prior to deliveries. AC stated that the owner has been putting notes on cars, which has had some effect but still facing problems. Noted there was a link on police website to report issues, including antisocial parking. Questioned whether notes left on vehicles could state from CPC. AC to check powers. Resolution for Cllr Ward to respond to owner of Shaun's News, to discuss situation and see if there is anything CPC can do. Proposed Cllr Ward and seconded by Cllr Morris. **RESOLVED.**

20H/064. Highways Service Stakeholder Survey – To consider a response to the Highways Service Stakeholder Survey. Cllr Morris ran through survey and suggested responses. Cllr Ward to draft a response and send to committee members before responding under delegated representation. AC requested that response includes a comment on lack of communication, and suggested a liaison group with local clerks and LHO and/or other Highways representatives would be useful.

20H/065. Considerations for next meeting. Draft Highways report to full council. Review of list for four year plan. Modal filter on Lambs Lane. School collection procedure.

20H/066. Date of Next meeting –23rd March 2021

20H/067. Close of meeting - 9.21pm

21H/005. Reports

Clerk's 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 1/7/20. 05/1/21 LHO checking programme. **1/3 Network Manager confirmed will take place this year, waiting for date.**
- **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. 5/1/21 AC chased up with LHO. **11/3 Cutting back vegetation could be carried out by volunteers under the Community Highways Volunteering Scheme**
- **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. 5/1/21 LHO to

assess once drainage issues resolved in Victory Way. May require additional gully on Lane to reroute water into Victory Way.

- **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. 5/1/21 LHO to check Capital Management programme to see if included, is a 3-year rolling programme. Resurfacing is beyond LHO's budget, but any Cat 1 issues will be fixed.
- **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. Gully 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. 5/1/21 November gully cleansing missed Beach Road, LHO aware, and checking with team responsible to check if finished/let them know Beach Rd still to do. **11/03 LHO currently surveying Beach Road drainage to investigate cause of issues. Still waiting for ADC to carry out additional cleansing, having issues with them. All work due to be complete by 31/3. LHO hasn't received reports on gully cleansing done in Nov. Beach Rd and top of Green two areas known to have been missed.**
- **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. 5/1/21 bollard ordered for outside 91 High St. Replacement for knocked over bollard on High St by Margett St junction scheduled, LHO having issues sourcing replacement. Will be metal bollard with tape, instead of concrete. **11/3 concrete bollard removed from corner of Margett St/High St. Still waiting for metal replacement.**
- **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. 5/1/21 LHO Waiting to hear if funding available to replace whole run, will know in next month or two.
- Missing 30mph sign Oakington Rd- resident has contacted us again as sign is still missing. Asst clerk has chased with LHO. 5/1/21 LHO to speak to Development Management Inspector/check they have signs in storage. LHO believes developer applying to move 30mph limit, which may be why not reinstated yet.
- **LHO to mark-up 2x limited parking bays by Post Office 11/3**
- **Missing Solar Studs on Rampton Road Cycle path reported to Streetworks. 05/3 Marked as an on-going section 74 overstay. Company are in the process of sourcing replacements. Streetworks have stated the overstay will be in place until they are satisfied that the site has been returned as near as possible to its original state.**

Local Highways Initiative (LHI) schemes – Assistant Clerk

Histon Road LHI (successful 2019/20 bid)

These works are all now completed. The white gate by the Cottenham Sign and the NAL socket for the MVAS are now in place. We need to check if a post was included with the MVAS (currently in storage) or if we can obtain one from County Highways.

To use the MVAS we have signed a Memorandum of Understanding which includes agreement of the points shown below. We will also need a risk assessment in place. We have been provided links to an app and software to set up the MVAS, and download software. This can be done with a tablet via bluetooth.

7. The Organisation hereby indemnifies the County Council against any action, cost, claim or proceeding arising whereby they are legally liable for any incidents resulting in such outcome, including personal injury and death from the installation or use of the signs.

8. It is recommended that the Organisation has suitable insurance, including public liability cover of at least £10,000,000, to cover the use of the sign as in item 7.

9. The Organisation shall ensure that when the signs are installed or moved a safe system of work is followed. There must be a minimum of two persons present and they must wear high visibility clothing. No ladder must be placed against the lamp post or post the sign is being fixed to or being taken down from; a step ladder or platform is recommended.

10. The Organisation shall ensure that the signs will be in one location for no more than 4 weeks at a time. Regular inspection is required to ensure that the sign remains operational. It is recommended that the battery is changed each week and the manufacturers guidelines adhered to for the charging of the battery.

11. Signs must be placed to minimise the need for working at height, but with a minimum height clearance of 2.5m over a pavement (footway). To ensure the avoidance of doubt, advice should be sought by appropriate County Council Highways Officers.

12. The Organisation shall make any data collected by the signs available to the County Council within 28 days of collection in excel format.

13. The Organisation shall take steps to maintain the functionality of the signs, when in use, and ensure that they are calibrated correctly and in accordance with UK guidelines. Signs that are not of a Speed Indicator Type must be set to activate according to the table appended (Appendix 1) to this document.

The County Council and the Organisation acting by their authorised Officers have signed this Memorandum intending to be bound by it.

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.

Cllr Ward attended the Panel on 8th February and presented the proposal on behalf of the Parish Council. After the panel, and scores will be presented to the Highways and Transport Committee in June 2021. An email will be sent out following this to update all applicants on whether they have been successful.

Cycle Paths – Cllr Wotherspoon

Oakington To Cottenham Cycle Path

The sketch below shows in red the position and extent of the scheme. It is on the south eastern side of the road and set behind the hedge in the most part. At the Cottenham end it terminates where

the housing begins – at this point users leave or re-join the carriageway as they will be able to at other points along the length. A controlled crossing is not within the scope of the current project.

Currently, all the landowners have been contacted in writing and have also been met on site to discuss proposals. Bidwells inform me that all landowners should now have received “land take” plans showing the implications for them and we await responses from those landowners and tenants (or their agents). It is early days, but most of those we have heard from have responded positively to proposals. Clearly there are details around accommodation work, access, compensation etc. that need resolution, but this is as expected.



Cycle Stands

Redrow funded cycle stands at Denmark Rd junction, Telegraph St junction and Lambs

Lane junction- Assistant Clerk

Representatives from Vectos wrote to the Parish Council regarding the Redrow funded cycle stands, with planned proposals for their locations. These plans were reviewed at a meeting of the Planning Committee on February 21st, the relevant minutes from this meeting are included below:

21P/017. Cycle Stands - consider Redrow-proposed locations for cycle stands - The new cycle stands need to be in places where users would need them (e.g., near shops and other destinations) and where they do not adversely affect their surroundings. On this basis: the 4 stands to be sited at the

junction of Telegraph St and High St are acceptable. The 8 + 5 cycle stands proposed near the junction of Lambs Lane and High St are not acceptable, as they are some distance from shops/destinations so would not be used and also create obstacles/clutter on pavements in a conservation area. A much reduced number (2) would be acceptable. The 5 + 7 stands located near the junction of Denmark Rd and High St and the listed War Memorial are not acceptable although a much-reduced number (2) would be acceptable. Furthermore, since the stands are to be sited on pavements, we feel it is important that they have a taper plate so that they do not create obstacles for the visually impaired.

• CCC Tranche 2 Active travel stands at Pound Car Park, Co-Op and Butchers – Cllr

Wotherspoon

SCDC Zero Carbon Communities grant funded stands at WARG field and Fen Reeves – Cllr Hewitt

Following an application to the Zero Carbon Communities grant, the District Council has approved a grant of £1,550 to Cottenham Parish Council, to provide cycle stands at WARG field, off Histon Road, and at Fen Reeves Wood on Twenty Pence Road. This will need to be spent by December 2021.

Maximum waiting limit in parking bay outside the Post Office - Assistant Clerk

Sign in situ stating limited parking, but the bays are not marked out. Assistant Clerk has spoken to the LHO, who will mark out the two bays once line painting resumes (weather dependent).



21H/006. Future arrangements for Recreation Ground access road during school pick-up times

Cllr Ward

At present parents/carers gather on the Rec access road 14.45 – 15.30 while waiting to be called into school playground to collect their children due to the staggered end of the school day. The road closure is enforced by placing barriers at the top and the bottom of the access road by volunteers provided by CPC and organised by Cllr Bailey on behalf of CPC since October. This arrangement is

appreciated by the school and parents. Now that the building work on the village hall and nursery has finished the amount of traffic, especially HGVs is negligible. James Kilsby has been asked whether the school could take responsibility for manning the barriers.

21H/007. Modal filter at junction of Lambs Lane & Rampton Road

Cllr Wotherspoon

The County Council would support installation of a modal filter at the junction of Lambs Lane and Rampton Road. The idea was raised in response to requests last year for Lambs Lane to be accepted as one of our “School Streets”. The idea would be to prevent vehicles other than buses and bicycles (and possibly emergency vehicles and refuse freighters) turning into Lambs Lane from Rampton Road (but all vehicles would be able to exit, and Lambs Lane would remain a two-way street). It could potentially increase traffic using Rampton Road (from that junction to the Green), High Street, Lyles Road and Harlestones Road to return to Lambs Lane and all the streets off it. So, it would need a careful survey of village opinion before being implemented.

21H/008. 20mph Zone

Cllr Ward and Cllr Wotherspoon

The current position from County Highways is that, in the absence of installing additional speed reduction measures, they only support introduction of 20 mph zones where average speeds are already less than 24 mph. The latest speed data (mph) collected in October 2020 is:

High St (Curry Palace)	North	23.4	South	23.9
High St (Baptist Church)	North East	24.6	South West	24.3
Denmark Rd	East	23.6	West	22.7

Is there any arrangement for a 20 mph zone which County Highways would find acceptable?

21H/010. CPC Highways 4-year strategy

Cllr Ward, Hewitt, Henderson and Stewart

A list has been drafted of possible highways projects which CPC could support – whether through lobbying or in certain cases, partially funding. Comments and amendments are welcomed from the Highways Committee before presenting to Full Council. Before that, further work is required:

- how do we set priorities?
- what is the best source of cost estimates (only applicable where CPC might contribute to cost?)
- when/how to involve wider consultation? Involve the Traffic and Transport group of residents when we can resume meetings in person?

4-Year Strategy Document sent separately.