



**NOTICE OF MEETING:**

**LAND, ASSETS & INFRASTRUCTURE**

**TIME:**

7.30pm

**DATE:**

**Tuesday 24<sup>th</sup> January 2023**

**VENUE:**

Community Room, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council

19<sup>th</sup> January 2023

**MEMBERS: 6 + 2 Ex Officio**

**AGENDA**

**QUORUM: 3**

LAI22/030	<b>Apologies for Absence</b>	For Decision
LAI22/031	<b>To Receive Declarations of Interests</b>  To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b>	
LAI22/032	<b>Public Participation</b>  To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter on the agenda	
LAI22/033	<b>To Approve minutes of the meeting held 8<sup>th</sup> November 2022 <u>attached</u></b>	For Decision
LAI22/034	<b>Matters Arising</b>	For Information only
034.1	<b>Safety Signs for Play Area</b> problems with supplier have led to delays, now on order	
034.2	<b>Informal double yellow consultation School Hill, Park Lane</b> letter drop undertaken, views received positive. County Council now commencing formal consultation.	
034.3	<b>Bell Hill Planters</b> no update to report from County Council	
034.4	<b>Crossing Keepers Hut</b> repaired, and electricity connected	
034.5	<b>Review of neighbouring Allotments</b> emails sent to neighbouring Parishes and City Council requesting details of plot sizes, annual rent, site facilities. Findings to be presented once received	
LAI22/035	<b>Projects 22/23</b>	
035.1	<b>County Council 20mph Initiative to agree</b> process for community consultation to assess whether to proceed	For Decision
035.2	<b>South Cambs District Council Electric Charge Point Grant</b> to review suitable locations and decide whether to proceed with application. Grant applications close 31 <sup>st</sup> March 2023	For Decision
LAI22/036	<b>Other Matters</b>	
036.1	<b>Section 106 Funds Northstowe Development</b> confirmation received from County Council of funds for Histon & Impington Parish Council of £18,050 to be spent on traffic calming only. To <b>discuss</b> options and how to communicate with the community	For Decision

036.2	<b>To Review notes from Walkabout</b> with Cllr Moore, Cllr Smith, Head Parish Ranger and Head Parish Groundsman <u>internal meeting notes provided to Councillors</u>	For Decision
036.3	<b>Review of process</b> for submission of future Local Highways Initiative Applications	
036.4	<b>Review and Allocation of Neighbourhood Plan Projects</b> <u>list attached</u>	For Decision
036.5	<b>Mobile Vehicle Activated Sign</b> progress update on data collection B1049	
LAI22/037	<b>Items for Next Agenda</b>  <b>Terms of Reference – draft for review</b> <b>Asset Register – review</b>	
LAI22/038	<b>Date of next meeting – Tuesday 7<sup>th</sup> March 2023</b>	

**Minutes of Histon & Impington Land, Assets & Infrastructure Committee**

7:30pm, Tuesday 8<sup>th</sup> November 2022

Community Room, Recreation Ground, New Road, Impington

**Land, Assets & Infrastructure Committee Minutes**

**Membership: 6 + 2 ex-officio**

**Appendices: 2 Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: Geoff Moore (Chair), Joseph Adam, James Leonard, Edd Stonham <b>Clerk:</b> Theresa King	
<b>LAI22/021</b>	<b>APOLOGIES FOR ABSENCE</b> 021.1 Cllrs: Jocelyn (personal), Payne (personal), McKeown (personal), Murray (personal)	
<b>LAI22/022</b>	<b>MEMBERS DECLARATIONS OF INTERESTS</b> 022.1 None declared	
<b>LAI22/023</b>	<b>PUBLIC PARTICIPATION</b> 023.1 No public present	
<b>LAI22/024</b>	<b>TO APPROVE minutes of the meeting held 6<sup>th</sup> September 2022 (Appx 1)</b> 024.1 Item 018.2 should read LHI 23/24  Proposed Cllr Stonham, seconded Cllr Moore, all in favour Chair signed as a true and accurate record noting change above.	
<b>LAI22/025</b>	<p><b>To Report Site Specific Issues</b></p> <p>025.1 <u>Gatehouse Road, Glebe Way Allotments – rent review of both sites (currently set at £17 per plot) and request for delegated funding up to £2,000 for Gatehouse Road site clearance.</u>  Gatehouse Road has 6 vacant plots, all overgrown, and 31 plots on the site are rented. Glebe Way allotments has 15 plots, all rented. <b>Recommendation to increase rent by £1 for 23-24 agreed</b>, noting that tenants must be given 12 months' notice of an increase. Cllr Adam stated that allotment plots in Cambridge are charged £45 per year with water available on the sites. Clerk to investigate rental costs of allotments let by the Cottenham, Girton and Oakington PCs for comparison.  <b>Gatehouse Road clearance agreed</b>, to allow the six overgrown vacant plots to be rented. Cllr Moore suggested a survey be undertaken to ascertain plot holders views on the allotment service and what they might want on the Gatehouse Road site in particular. The survey can be included in notification of price increase. Cllr Moore to prepare a draft survey. This would then be used to develop a medium-term investment plan for the allotments and a target rent to be achieved over five years, taking into account rents on other sites nearby. Cllr Stonham proposed, Cllr Moore seconded, <b>all agreed</b>, and motion accepted.</p> <p>025.2 <u>Bell Hill ETRO update on change of scheme to planters</u> Update received from Cllr McKeown. County Council have agreed to a planter on the island. Cllr Stonham objected to concrete planter as suggested by Highways officer, not environmentally friendly. Wooden planters with signs as newly installed in Chesterton were suggested as an alternative. Cllr Adam to take pictures and circulate to committee. Response to be sent to officer to propose something similar to those used in Chesterton.</p> <p>025.3 <u>Remedial Repairs to Crossing Keepers Hut</u> – Parish Ranger will undertake repairs with an aim of making the Hut useable in December. If work completed, office to contact Histon Baptist Church to enquire if nativity scene could be displayed within. No contact received regarding use of site for Christmas Grotto.</p>	<p style="text-align: center;"><b>Clerk</b></p> <p style="text-align: center;"><b>GM</b></p> <p style="text-align: center;"><b>JA Clerk</b></p>

LAI22/026	<p><b>Prioritise Projects for 22/23 - LHI 23/24: to agree project for approval and delegation of submission to County Council at November Full Council (Appx 2)</b></p>	
026.1	<p>Paper with suggested projects circulated. Cllr Moore explained that the nature of the scheme had changed for 23/24 bid; footpath repairs had always been approved in the past but now projects must be items which will fit in with work we have already adopted e.g., safer travel routes to the centre of the village, making the High Street safer for pedestrians. Cllr Stonham recommended that any project chosen was not reviewed in isolation, but that the impact and effect of any changes on all road users in an area needed to be considered. For example, the impact on the St Andrews Centre junction was not considered when the Bell Hill ETRO was undertaken; the changes have impacted the junction for bigger vehicles and the suggested changes for the area would cause more issues. Five residents had contacted Cllr Stonham with negative feedback on the suggestion. Cllr Adam stated that one of the key investment criteria published by the County is public support, which was crucial to give any project a better chance of being accepted.</p> <p>Cllr Leonard also recommended that any project chosen should be considered in the context of a wider vision which had already been adopted – in particular the Neighbourhood Plan, which had the benefit of earlier consultation and endorsement through a referendum. Cllr Leonard also felt that any wider implications on road networks needed expertise from highways officers. Cllr Moore suggested a consultation of residents and Cllr Joseph suggested asking what residents considered as general higher level issues they had with highways and footpaths. The committee could then go on to put forward our current 23/24 LHI project, asking if there was support for it. Cllr Leonard also stated that consultation was done as part of the drafting of the Neighbourhood Plan, and that this should be included in the creation of a long-term vision.</p> <p>Following the initial discussion, Cllr Moore suggested a Copenhagen crossing on Station Road between The Boot and the Co-op as a LHI 23/24 project, and Cllr Stonham suggested the reinstatement of the B1049 pedestrian crossing. After further discussion it was concluded that given the restricted timescale a single project should be selected by the committee, which was agreed as the Copenhagen crossing on Station Road between The Boot and the Co-op. This had the advantage of maintaining focus on improving the High Street, a Neighbourhood Plan priority / objective and building on the current project at Brook Close.</p> <p>Cllr Adam suggested including a yellow box area in the design for the LHI 23/24 proposal to help slow the traffic flow.</p> <p>Cllr Stonham agreed to design an outline form for a survey on the bigger vision and the LHI 23/24 proposal. Cllr Joseph would help to develop the questions. Cllr Stonham also recommended including IVC on developing future plans. It was suggested a working meeting be held with IVC and County Officers called in to discuss previous suggestions for highways work around IVC</p> <p><b>Committee agreed to recommend to Full Council the project for a Copenhagen Crossing in Station Road.</b> Delegated to Cllr Adam, Cllr Moore, Cllr Stonham and Cllr McKeown to complete application form and public engagement if Council supported the proposal.</p>	<b>Full Council Agenda GM/ JA/ES/T McK</b>
LAI/22/027	<p><b>Precept Request 23/24 - To review projects, budgets and identify capital projects for submission to Finance, Governance and Legal Committee by 18<sup>th</sup> November for consideration in precept request 23/24 (Appx 3)</b></p>	
027.1	<p>After discussion, <b>all agreed suggested operational budget</b> with an increase in the amount for Car Park maintenance to £1,500.</p> <p>The project list circulated was discussed and the following <b>agreed:</b>  <b>Crossing Keeper's Hut:</b> FY 22-23, work completed from budget  <b>Green improvements:</b> Cllr Stonham to review pump area plan with Dan Mace. Will need Capital Bid, potentially FY 23-24</p>	<b>ES</b>

	<p><b>Bunds at Brook:</b> Consult with Nature &amp; Biodiversity Committee to create a planting plan. Previous plan to be sent to Cllr Moore. Specified reserve so no capital funding needed.</p> <p><b>LHI 23/24:</b> funding already set aside in FY 22-23. Need to consider a reserve of £15k for LHI 24/25 project which based on this year would need to be budgeted in FY23-24, suggested figure £15K.</p> <p><b>Pedestrian barriers:</b> FY 23/24 project, capital bid for £10K</p> <p><b>War Memorial renovation:</b> FY 23/24, set up reserve of £15K for project, with match funding to be sought from War Memorials Trust.</p> <p><b>Burial Ground:</b> Cllr Moore, a member of Nature and Biodiversity Committee, and Parish Ranger to visit site and review what needs doing. Use current specified reserve to remove soil and do tree works then plan for further work and maintenance in future years.</p> <p><b>Gatehouse Road allotments:</b> FY22-23 £2,000 for plot clearance. Cllr Stonham to visit and take photos to assess work needed. FY 23/24 allocate £10K to a specified reserve for future work including water supply. See minute 025.1 above.</p> <p>Clerk to update budget sheet to show projects and funding required for submission to FG&amp;L committee.</p>	<b>GM/N&amp;B Clerk</b>  <b>GM, N&amp;B ES Clerk</b>  <b>Clerk</b>
LAI22/028 028.1	<p><b>Other Matters</b></p> <p><b>LHI21/22 plans 03633/D/0100/03 (School Hill) and 03633/P/0100/A (Scheme Overview) require formal approval by County Council to enable Traffic Regulation Order consultation to take place. (Appx 4)</b></p> <p>Cllr Stonham questioned whether these proposals had been consulted on with residents, Clerk to confirm process. Committee suggested Parish Council write to residents to explain why the project was proposed.</p> <p><b>Committee agreed to accept the proposal</b> because it was clear that it would then go forward for a consultation, run by the County Council</p> <p><b>All agreed to extend meeting by 15 minutes.</b></p>	<b>Clerk</b>
028.2	<p><b>General Road Marking Scheme plans HT&amp;IP_MNT/0100/01,02, 03, 04 require formal approval by County Council. (Appx 5)</b></p> <p><b>All agreed plans.</b></p>	
028.3	<p><b>Flood Plan update from informal meeting held 26th October.</b></p> <p>Plan to be updated and brought back to committee.</p>	
LAI/22/029	<p><b>DATE OF NEXT MEETING</b></p> <p>Cllr Moore requested that an item be added to the November Full Council agenda regarding the Sustainable Travel Zone consultation with a 23rd December deadline.</p> <p><b>Agreed</b> to ask Council, whether the Council should respond, and if so recommended to delegate to LAI committee to submit response.</p> <p><b>Next Meeting Tuesday 24<sup>th</sup> January 2022</b></p> <p>Meeting closed: 9.45 p.m.</p>	<b>Full Council</b>

## 7. Projects

7.1. The policies of the neighbourhood plan address the use and development of land within the community in regard to planning applications within the plan area.

7.2. The consultation process during the plan preparation identified several potential interventions or “projects”. Some complement particular policies; others are of a more general application. Some address, at least in part issues discussed in section 6. These projects, summarised below, have been divided into:

- Those that contribute to or underpin implementation of the plan
- Those that are community projects. These are not specifically tied to land use planning.

7.3. Many of the outcomes the community desires require ‘soft’ interventions to ensure the community’s high regard for the villages is not diminished. Some such interventions are also required to complement the plans policies so the latter achieve the intended results.

7.4. The interventions will be diverse; they will impact on the overall character and feel of the villages, acting through social, environmental and economic arenas. Importantly, they will address the priorities and principals that have been set down as part of the plan.

7.5. The parish council should take ownership of advancing these projects, as described in the tables following.

Projects that are part of the neighbourhood plan (land-use)

Proposal	detail	To involve:
<b>Vibrant community</b>		
P1 creation of new formal sports space.  Policy HIM10	<p>Parish council to develop an open space strategy covering both formal and informal uses</p> <p>Parish council to work with partners on the development of formal space at bypass farm and/or elsewhere based on the outcome of this strategy.</p> <p>The parish council to also promote enhanced use of existing facilities under policy HIM14 (for both sports and recreational uses)</p>	H&I parish council, Cambridgeshire county council  <b>Taken on my Recreation Committee</b>
<b>Getting around</b>		
P2 creation of a more extensive cycle path network  Policy HIM15	Parish council to ensure that all new development includes new cycle paths integrated into the development. The parish council will also explore options for creating new paths in partnership with landowners (see p16 below)	H&I parish council, developers, south Cambridgeshire district council, greater Cambridgeshire partnership.  <b>Taken on by Highways committee</b>
<b>Safe, secure and successful</b>		
P3 new community (possible medical) centre to serve residents living in the plan area.  Policy HIM17	Parish council to explore option of vacated infant school site in new road as potential site for a new community (possible medical) centre. Parish council to take a leading role in bringing all relevant stakeholders together	Cambridgeshire Peterborough CCG, Firs house surgery, H&I Parish council, other community groups  <b>Taken on by Recreation committee</b>
<b>Housing for all</b>		
P4 encourage supply of affordable homes  Policy HIM18	<p>Parish council to use appropriate policies in the neighbourhood plan to ensure the minimum stated percentage of affordable units is achieved on any new developments.</p> <p>The parish council to develop a policy regarding its response to requests to change planning designations/planning submissions in the green belt.</p>	H&I parish council, developers, south Cambridgeshire district council.  <b>Taken on by Planning committee</b>

## Community projects (non land-use)

proposal	detail	Agencies
<b>Essential character</b>		
P5 ensure adequate parking provision to support activities within the village	Parish council to consider how parking can be improved and discuss with landowners where additional car parking may be developed	H&I parish council, landowners, south Cambridgeshire district council
P6 explore opportunities to reduce motorised vehicle use within the villages.		
	<p>Parish council to engage across the community (residents, those working here, visitors and business) to investigate measures for making non-vehicular use attractive for local journeys so reducing traffic volumes on roads within the villages.</p> <p>(this might include a wide spectrum of action, including but not limited to the 'digital village' and suitability of footway provision as well as linking with other projects identified here. It will include shifting to non-internal combustion powered vehicles primarily where associated with over behavioural changes.</p> <p>Means to control vehicle speeds to suit the locality may also be considered- see P20)</p>	H&I parish council, local businesses, residents, people commuting to work in the villages, other visitors, HI sustainability.
<b>Taken on by Highways Committee</b>		
<b>Successful economy</b>		
P7 promoting the retail offer in Histon and Impington	<p>Parish council to liaise with businesses to discuss how best to promote the retail offer in the villages.</p> <p>Parish council to work in partnership to develop a marketing strategy whereby the community's retail offerings can be differentiated from those in Northstowe and elsewhere.</p>	H&I parish council, local retail businesses
P8 provide more meeting places for young people	Parish council to work with existing local charities, schools and young people to discuss indoor and outdoor provision	H&I parish council, IVC, Cambridgeshire youth service, connections

	for younger people and to scope activities and demand	<b>Taken on by Environment committee</b>
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proposal	detail	Agencies
P9 actions to ensure the commercial core is sustained, and develops, as an appealing, well used destination.  P10 encourage growth of thriving centre for the community around the station policy area	Parish council to liaise with businesses, consumer groups, the wider community and other interested parties to develop an action plan and to sponsor its implementation  Focus to be particularly on serving those living and working in the vicinity together with users of the guided busway. Parish council to work with developers and local businesses to promote the area, complementing development under policy	H&I parish council, local businesses, consumers, residents living in and around the commercial core.  H&I parish council, developers, local businesses, south Cambridgeshire district council and those living and working close by  <b>Taken on by Planning committee</b>
<b>Vibrant community</b>		
P11 Enhance use of existing community facilities and encourage additional provision to meet needs	Parish council to develop a community facilities strategy (covering both indoors and outdoors) and to work with stakeholders to implement this. (the definition of community facilities in this context is the one used in the local plan.	H7I parish council, local businesses, those living and working in the villages, H&I sustainability, H&I enviro-volunteers  <b>Taken on by Environment committee</b>
P12 enhance the biodiversity within the plan area	Parish council to develop a community facilities strategy (covering both indoors and outdoors) and to work with stakeholders to implement this. (the definition of community facilities in this context is the one used in the local plan.	H7I parish council, local businesses, those living and working in the villages, H&I sustainability, H&I enviro-volunteers  <b>Taken on by Recreation Committee</b>
<b>Getting around</b>		
P13 new guided busway stop in the north west of the community  P14 direct bus services into cambridge	Parish council to discuss with appropriate agencies including the bus providers  Parish council to discuss with bus company and to work with adjacent communities	H&I parish council, busway service providers, Cambridgeshire county council, greater Cambridge partnership scheme  H&I parish council, Cambridge county council, stagecoach  <b>Taken on by Highways committee</b>

proposal	detail	Agencies
P15 ensuring footways, cycle paths and roads remain in an acceptable condition  P16 explore opportunities to extend footpath network  P17 provide more cycle stands across the community to service needs and encourage cycling	Parish council to work with relevant owners/ authorities to ensure footways/ footpaths, cycle paths and roads are adequately maintained so they are safe to use as intended and are in good repair.  Parish council to engage with landowners with a view to securing permissive rights on their properties  Parish council to work with businesses and developers to increase provision of high quality cycle parking across the villages	H&I parish council, Cambridgeshire county council, land owners  H&I parish council  H&I parish council, developers, land owners  <b>Taken on by Highways committee</b>
<b>safe, secure and successful</b>		
P18 actively support and engage with PCSOs  P19 understand the health and well-being of the community and develop programmes of support	Parish council to continue supporting PCSOs in the villages, working with them to address the community's concerns regarding crime and anti-social behaviour, and supporting their engagement with the community to forestall future problems	H&I parish council, Cambridgeshire Peterborough constabulary  H&I parish council, firs house surgery, Cambridgeshire Peterborough CCG, Cambridgeshire county council, age concern, etc.
P20 tackling speeding on the villages roads	Parish council to work with the GP practises, the NHS/CCG, the county council and voluntary agencies to profile the physical and mental health and wellbeing of the community. The parish council should then take leadership and bring forward programmes to enable people to live healthy and satisfy lives.	H&I parish council, Cambridgeshire Peterborough constabulary  <b>Taken on by Highways committee</b>
P21 better broadband and mobile phone coverage  P22 facilitating more sustainable living	Parish council to explore options for promoting adherence to road speed limits, including community speed	H&I parish council, Cambridgeshire county council, broadband and mobile service providers

<p>P23 assess opportunities for reducing net carbon footprint, including renewable energy generation</p>	<p>watch and identification and monitoring of “blackspots”</p> <p>Parish council to discuss and analyse issues within the community and discuss with providers how improvers could be made.</p> <p>Parish council to review opportunities for making it easier for people to live more sustainably by better management of personal resources, better management of waste and clean living. Parish council to then identify measures to facilitate take up of such opportunities.</p> <p>Parish council to identify opportunities for reducing carbon emissions in the community and to assess the potential for community energy schemes (such as community solar PV or equivalent) Where supported by the community, the parish council to then work with potential stakeholders to realise worthwhile opportunities.</p>	<p>H&amp;I parish council</p>