



**NOTICE OF MEETING:** **LAND, ASSETS & INFRASTRUCTURE**  
**TIME:** 7.30pm  
**DATE:** **Tuesday 13<sup>th</sup> June 2023**  
**VENUE:** Community Room, Recreation Ground  
Mrs C M O'Brien – Clerk to Histon & Impington Parish Council  
7<sup>th</sup> June 2023

**MEMBERS:** 6 + 2 Ex Officio

**AGENDA**

**QUORUM:** 3

LAI/23/006	<b>To Elect Deputy Committee Chair</b>	<b>For Decision</b>
LAI/23/007	<b>Apologies for Absence</b>	
LAI/23/008	<b>To Receive Declarations of Interests</b> To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b>	
LAI/23/009	<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	
LAI/23/010	<b>To Approve minutes of the meeting held 7<sup>th</sup> March and 22<sup>nd</sup> May and <u>attached</u></b>	<b>For Decision</b>
LAI/23/011	<b>Matters Arising</b>	<b>For Information only</b>
011.1	<b><u>Action List attached</u></b>	
LAI/23/012	<b>Projects 22/23</b>	<b>For Information only</b>
012.1	<b><u>Bell Hill Planters</u></b> work scheduled to begin w/c 12 <sup>th</sup> June expected to last four to five days	
012.2	<b><u>Privately Funded Highways Initiative Access Control Barriers</u></b> – application submitted to Road Safety Team, currently 3 month turn around. Response awaited	
012.3	<b><u>County Council 20mph Initiative</u></b> application submitted, timetable requested	
012.4	<b><u>Histon &amp; Impington 20mph Zone</u></b> - Expression of interest submitted to Combined Authority, timetable requested	
LAI/23/013	<b>Other Matters</b>	<b>For Decision</b>
013.1	<b><u>Terms of Reference</u></b> review and approve including Committee remit and re-naming of Committee	<b>For Decision</b>
013.2	<b><u>Local Highways Initiative Application 2024</u></b> to consider schemes and plan funding for next application for discussion at the next meeting and approval at September Full Council (18 <sup>th</sup> September), including schemes suitable for Active Travel Funding tranche 5	<b>For Decision</b>
013.3	<b><u>To Review and Approve Installation of Village Information Boards</u></b> <b>Guns Lane, Histon</b> working with the Village Society to produce an information	<b>For Decision</b>

	board of the route/history <b>The Brook</b> to agree whether to reinstate two information boards on the duck platform and whether to update to include Muscovy duck. Removed due to water damage and vandalism.	
013.4	<b>To authorise expenditure</b> of £2800 + VAT for grab lorry (roughly 5 return trips) and traffic management (noting no access to the site) for clearance of surplus soil and various other items at the Burial Ground. Delegate to Clerk to proceed as a matter of health of safety.	<b>For Decision</b>
013.5	<b>Ambrose Way</b> update from recent walkabout <b>report attached</b> . To review options and discuss any work required	<b>For Decision</b>
013.6	<b>Former Infant School Playing Field</b> update on current usage	
013.7	<b>To Approve</b> installation of street name plates for Milton Road and Butt Lane, Impington	<b>For Decision</b>
013.8	<b>Flood Plan</b> update. Information on work to date progressing digital water measuring monitors <b>attached</b>	
LAI/23/014	<b>Items for Next Agenda</b>	
LAI23/015	<b>Date of next meeting – Tuesday 12<sup>th</sup> September 2023</b>	

**Minutes of Histon & Impington Land, Assets & Infrastructure Committee**  
**7:30pm, Tuesday 7<sup>th</sup> March 2023**  
**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: Joseph Adam, James Leonard, Tom McKeown, Yvonne Murray, Denis Payne <b>Clerk:</b> Chelsea O'Brien <b>Members of Public: 3</b> In the absence of Committee Chair, all in favour to elect Cllr McKeown as Committee Chair for this meeting	
<b>LAI22/039</b> 030.1	<b>APOLOGIES FOR ABSENCE</b> Cllrs: Moore (personal), Jocelyn (personal), Stonham (work)	
<b>LAI22/040</b> 040.1	<b>MEMBERS DECLARATIONS OF INTERESTS</b> None declared	
<b>LAI22/041</b> 041.1	<b>PUBLIC PARTICIPATION</b> Three members of the public present to discuss 20mph items on the agenda. With agreement of the Committee, Chair suspended Standing Orders and brought forward items 044.2 and 044.3	
<b>LAI22/042</b> 042.1	<b>TO APPROVE minutes of the meeting held 24<sup>th</sup> January 2023 (Appx 1)</b> Cllr McKeown requested two corrections to the minutes: <ul style="list-style-type: none"> <li>- To add his name to list of Councillors present</li> <li>- Point of clarity on item 035.2 to amend to read: relocation of disabled bays for dual use</li> </ul> All in favour and agreed Chair to sign as a true and accurate record of the meeting	
<b>LAI22/043</b> 043.1 043.2 043.3 043.4 043.5	<b>Matters Arising</b> <b>Action List (Appendix 1)</b> provided to all, additional discussion on: <b>Play Area Safety Signs</b> ordered for all equipped play areas, to be installed at play areas entrances by Head Parish Ranger. <b>PFHI Pedestrian Barriers</b> update received from County Officer, LHI scheme prioritised which has pushed this application back slightly, will be reviewed following completion of LHI Brook Close/The Green scheme currently scheduled for Easter holidays. <b>LHI Application/Double Yellow Lines</b> School Hill, High Street, Brook Close and The Green. Consultation period extended and updated letter drop has taken place with additional double yellow lines around the School Hill triangle and Windmill Lane following feedback from residents <b>Northstowe Traffic Survey Results</b> Cllr Payne confirmed data has been shared with Cllr Moore, item to be removed from list	<b>HPR</b>
<b>LAI22/044</b> 044.1  044.2	<b>Projects 22/23</b> <b>Bell Hill Planters</b> wooden planter specification sent to County Officer, as contractors are booked for April, Committee noted the need to install using rubber bolting method, but noted the need to review at a later date as preference for a kerbed island was expressed by a Councillor. <b>County Council 20mph Initiative</b> application window opened 27 <sup>th</sup> February 2023 Three residents present, outlined:	

044.3	<ul style="list-style-type: none"> <li>- Consideration given to extending scheme to include Park Lane, Gatehouse Road entrance to the villages; Cottenham Road to pick up Park Primary; The Green to the War Memorial</li> <li>- Cycle path coming from The Green to the War Memorial below minimum width and of poor condition</li> <li>- Consider extending to A14 entry to the villages, current 40mph does not reflect the multiple users of the area between the A14 and Histon Football Club (cyclists, pedestrians, HGVs, buses etc).</li> <li>- Safety concern accessing the hotel noting crossing is difficult as vehicles travelling at speed in excess of 40mph on occasions.</li> <li>- Pollution impact of changing speeds due to traffic lights and gradients</li> <li>- Cllr Payne asked resident whether the a reduction in noise was noticeable during the period the MVAS was installed. Resident could not confirm either way</li> <li>- Encouraged the Parish Council to share details of the questionnaire with village schools</li> </ul> <p>Standing Orders reinstated. Cllr McKeown presented all with draft survey and covering explanation for publication on Parish Council website and HI Hub on Thursday 9<sup>th</sup> March. A few minor amendments suggested as well as ensuring questionnaire is tested prior to launch, all in favour to approve.</p> <p><b>County Council Histon &amp; Impington 20mph Zone</b>- Expression of interest details received from County Council including general arrangement plan proposed <b>attached</b>.</p> <p>To review process and agree whether to express interest noting commitment to:</p> <ul style="list-style-type: none"> <li>- Engage with local residents and stakeholders before 31<sup>st</sup> March</li> <li>- Suggest amendment to proposals by 31<sup>st</sup> March</li> </ul> <p>Noting delivery of this scheme must be within 23/24 financial year</p> <p>General arrangement plan reviewed, a few errors highlighted including no speed buffer North of the village and no inclusion of the B1049. Noting 20mph survey and engagement with residents via the website, Hisimp News, social media and HI Hub, all in favour and <b>agreed</b> to express interest in scheme. Suggested amendments to be with the Clerk by 30<sup>th</sup> March 2023 for submission by the Clerk.</p>	Clerk
LAI22/045 045.1  045.2  045.3	<p><b>Other Matters</b></p> <p><b>Review of neighbouring Allotments</b> no response received from Cambridge City (Histon Road), Oakington allotments privately owned. Response received from Milton Parish Council confirming: 6 acre site; plot size 300yd; £30 per annum rent. Clerk to contact Cottenham and Girton for details of allotment provisions. Responses to be presented at the next meeting. Walkabout with Cllr Moore, Clerk and Head Parish Ranger to review allotment sites to be diarised.</p> <p><b>Permission sought:</b> to formally contact Enviro Volunteers to relinquish plot noting no known activity on site for 12 months. All in favour and <b>approved</b>, Council to write to Enviro Volunteer Contact on file advising plots are to be handed back to the Council on both sites (Gatehouse Road and Glebe Way) due to condition and no activity onsite.</p> <p><b>Section 106 Funds Northstowe Development</b> noting question on the 20mph survey for suggestions of other methods of traffic calming from residents, <b>agreed</b> to review survey feedback prior to making a decision.</p> <p><b>South Cambs District Council Electric Charge Point Grant</b> Cllr Moore shared a successful application at Steeple Morden on Sharepoint. Clerk confirmed Parish Council approved electrician would be approached for guideline cost of installing charging point in the two bays to the right hand of the entrance to the Recreation Ground car park noting this car park was the only likely option within the Parishes for community use. Cllr Adam shared work to date mapping charging points using Parish Online software and aspirations to expand further to include streets with only on-street parking. Cllr Payne reminded Cllr Adam of maps linked to the neighbourhood plan with this information already available.</p>	Clerk/GM /HPR   Clerk

045.4	<b>To Agree</b> purchase of signage required to support community road closures, to be owned by the Parish Council and stored at the Recreation Ground. <b><u>Paper attached.</u></b> All in favour and approved to accept recommendation to proceed with contractor 1 at a cost of £1249.95 ex VAT. Adequate storage space to be identified prior to ordering.	<b>Clerk</b>
LAI/22/046	<b>ITEMS FOR NEXT AGENDA</b> Terms of Reference – draft for review Asset Register – review	
LAI/22/047	<b>DATE OF NEXT MEETING</b> <b>Next Meeting</b> Monday 22 <sup>nd</sup> May 2023 (Election of Chair) Meeting closed: 8.54pm	

DRAFT

**Minutes of Histon & Impington Land, Assets & Infrastructure Committee**  
**8:00pm, Monday 22<sup>nd</sup> May 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Land, Assets & Infrastructure Committee Minutes

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

**Appendices: 0**

**Quorum: 3**

<b>Agenda No:</b>	<b>Present:</b> Cllrs: Joseph Adam; James Leonard; Simon Jocelyn; Geoff Moore; <b>Ex Officio Members:</b> Cllrs: Yvonne Murray; Edd Stonham <b>Clerk(s):</b> Theresa King, Amelia Luck 1 vacancy	
LAI23/001	<b>ELECTION OF COMMITTEE CHAIR</b> Cllr Stonham proposes Cllr Moore. Cllr Leonard seconds. All in favour. Cllr Moore chair of Land, Assets & Infrastructure Committee.  <b>ELECTION OF COMMITTEE DEPUTY CHAIR</b> No nominations received – item to be revisited on future agenda if interest expressed	
LAI23/002	<b>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</b> None declared	
LAI23/003	<b>PUBLIC PARTICIPATION</b> No public present	
LAI23/004	<b>To receive a copy of draft Terms of Reference for review and approval at the next meeting</b> Cllr Moore requests an item on the next agenda for renaming the committee.	
LAI23/005	<b>DATE OF NEXT MEETING</b> <b>Meeting close: 8.12pm</b> Tuesday 13 <sup>th</sup> June 2023, 7.30pm	

Item ref	Detail	Due	Responsible	Status	Outcome
<b>Jan-23</b>					
LAI/22/034.1	Play Area Safety Signs - installation at all equipped play areas		Clerk	Difficulties with suppliers and having to find another supplier has caused delays. Quotes being sought as a priority.	Installed - item to be removed
LAI/22/034.5	Review of Neighbouring Allotments - including size, site provisions etc		Admin Assistant	Initial email and chaser email sent to NPC and City Council, no responses received. Email responses to be forwarded once received	
LAI/22/034.6	Brook Bunds		GM/SS	Planting taken place	Item to be removed
LAI/22/035.1	County Council 20mph Scheme	Deadline 30th April	GM	Review of neighbouring Parishes	Overtaken by two submissions remove
			ES	Open dialogue with Oakington & Westwick Parish Council	Overtaken by two submissions remove
			ES	Online survey to go live by end of February	Item to be removed
			GM	GM to ask DWP for data from Northstowe Traffic Surveys	Item to be removed
LAI/22/035.2	SCDC Electric Car Charging Grant		OL	To make enquires of residents with no driveways and if that impact them not having electric cars	
Link to sharepoint:	<a href="https://hisimpouncil.sharepoint.com/sites/land/Shared%20Documents/Forms/AllItems.aspx">https://hisimpouncil.sharepoint.com/sites/land/Shared%20Documents/Forms/AllItems.aspx</a>		JA	To use Parish Online to map village charging points.	
			GM	To check with SCDC grant application details and deadlines	Item to be removed
			JA	To identify streets within the Parishes with on street parking	
LAI/22/036.1	S106 Traffic Calming Contribution		Committee	£18k from Northstowe Development to be spent on traffic calming. Noting can be spent on LHI Projects that meet requirements	
LAI/22/036.3	LHI Survey Review		TMH/JA	Review of data	
LAI/22/036.6	MVAS Approved Locations		GM	Clr Moore to circulate to Committee members	Item to be removed
LAI/22/045.4	Purchase of Road Safety Signs		Clerk	Purchased awaiting delivery	Item to be removed

## MVAS lamp posts

### Histon and Impington

<b>Lamp post ref</b>	<b>Adjacent property</b>	<b>Post code</b>	<b>Direction of camera</b>
L8WEG	9 The Coppice	CB24 9PP	Towards Histon – North
L6WEG	10 The Coppice	CB24 9PP	Towards A14 - South
L8WBQ	New Rd – next to Spire Hospital	CB24 9EL	Away from IVC - South
L13WBQ	35a New Rd	C24 9LU	Towards IVC – North
L17WFW	69 Park Lane	CB24 9JJ	Towards Histon – East
L10WBP	Cambridge Rd – opposite 20 The Crescent	CB24 9NY	Towards A14 – South
L36WAA	114 Cottenham Rd	CB24 9ET	Towards Histon – South



# **LAND, ASSETS AND INFRASTRUCTURE COMMITTEE**

## **Terms of Reference**

Membership shall comprise of six members of the Council + ex-officio members

The Land, Assets and Infrastructure Committee shall normally meet bi monthly as per the calendar of 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 Chairman shall require

## **Powers**

The Land, Assets and Infrastructure Committee has the delegated authority to:

Authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget

Monitor traffic management, parking and speeding problems within the villages

Monitor transport issues, including cyclists, Guided Busway, bus service and shelter requests

Co-ordinate with Highways Division and County Council Traffic Management

Make representation to the relevant authority in respect of highways management and maintenance i.e., roads, footpaths, cycle ways, street lighting, Gritting, bollards, street name signs and other observations from walkabouts

Contribute to a transport plan, neighbourhood plan for the villages and the creation of a more extensive cycle path network

Report matters associated with Highways projects and consultations, i.e A14, HCV, Co Op Crossing, Double Yellow line request, speed limit issues, A14 toucan and new and proposed traffic control schemes

Maintain MVAS equipment and support Community Speedwatch Team

Formulate bids for schemes such as the Local Highways Initiative Scheme, 20mph and other grant funding opportunities

Manage and maintain the public formal open spaces including: the War Memorial, Burial Ground, Glebe Way and Gatehouse Road Allotments, Village Green, High Street Car Park, Infant School Playing Field, street furniture and signs in the sole ownership of the Council

Undertake an assessment of the maintenance, remaining working life, replacement strategies and associated costs for all assets used; and the liabilities inherent in any land for which the committee is responsible.

Review annually and maintain the Asset Register

Administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon

Agree the level of charges in respect of the Council's Burial Ground, allotments and any other areas within the Committee's remit

Administer the Burial Ground, adhering to agreed Regulations, maintain all the facilities on the site and to approve applications for Exhumation Orders

Maintain and administer all aspects of the Village Green including: maintenance, signage, rails, fencing, duck viewing platform

Oversee day to day management and maintenance of assets: e.g. Crossing Keepers Hut, Village Signs, Bus Shelters, two village signs, street furniture (benches)

Oversee condition of public bridleways and rural footpaths, and report issues to County Council

Contribute to Flood Plan and oversee award drains and maintenance of the Brook

## HISTON & IMPINGTON PARISH COUNCIL

### Councillors Report

<b>REPORT TO:</b>	<b>LAI Committee</b>	<b>DATE</b>
<b>AUTHOR/S:</b>	<b>Cllr Geoff Moore</b>	<b>6<sup>th</sup> June 2023</b>

### **Ambrose Way / Mill Lane**

#### **Issues relating to road junction layout and misdirected traffic.**

##### **Road layout:**

The current road layout, which was installed when Ambrose Way was built some 25 years ago, means that Mill Lane, which carries the much greater volume of traffic, is designated as a side road off Ambrose Way. In practice the larger volume of traffic, particularly that travelling south on Mill Lane, tends to ignore the give way road markings and moves into Ambrose way without due hesitation.

An illuminated 'give way' sign was installed during the original construction of Ambrose Way along with the 'give way' road surface markings. The sign is ineffective for two reasons. It is placed too far to the left of the junction and is now completely obscured by a mature crab apple tree.

On site discussions with the local County Highways Officer have established that the sign itself is surplus to regulatory requirements. These are normally only being required in less suburban, more rural areas; and the condition of the current road markings is satisfactory.

Two possible options for dealing with, particularly, the southbound flow of traffic from Mill Lane present themselves.

1. Change the road layout back to the original arrangements pre Ambrose Way. Under this option the give way markings would be moved so they went across Ambrose Way at the entrance between Nos 1 & 2 on Ambrose Way. This would in effect legitimise the majority of current road users' practice. It would place the obligation on stopping or hesitating on traffic coming out of Ambrose Way.

If the option of changing the road layout is not available for regulatory reasons, we should enquire if the discretionary 'give way' sign can be moved to either

- The opposite (western) side of the road by the cemetery so that it is at least more visible to southbound Mill Lane traffic or
- onto the lamp post opposite the junction on its south side

##### **Misdirected traffic:**

The current sign at the junction of the B1049 and Ambrose Way listing roads serviced from Ambrose way should be changed and made so that the cul-de-sac nature of Ambrose way is made clear.

Over recent years the greatly increased volume of delivery traffic has resulted in an increasing number of misdirected delivery journeys entering Ambrose Way. Not only does this produce an

unnecessary volume of traffic in this cul-de-sac but also results in series of unnecessary U-turn manoeuvres.

The signage detailing the roads also does not alert large vehicles to the restricted width of the southern end of Mill Lane. This results sometimes in large lorries having to manoeuvre out of an impassable junction.

If option one, in relation to the road layout, can be implemented then a new road name sign should be installed which has Mill Lane at the top of the hierarchy but also with the caveat 'Unsuitable for wide vehicles' followed by Ambrose Way with the 'cul-de-sac' sign and then Paddock Close and Spring Close. It seems unnecessary to detail roads further north above Orchard Rd.

If no change the road layout can be effected then the road name sign should be changed so that Ambrose Way remains at the top, but it's 'cul de sac' nature is clearly signed; then the remaining roads off it are detailed, Mill Lane, Spring Close, Paddock Close.

## HISTON & IMPINGTON PARISH COUNCIL

### Councillors Report

<b>REPORT TO:</b>	<b>LAI Committee</b>	<b>DATE</b>
<b>AUTHOR/S:</b>	<b>Cllr Geoff Moore</b>	<b>6<sup>th</sup> June 2023</b>

### Flood Plan update

#### Telemetry:

Committee will recall that the draft Flood Plan has section which details possible water gauge locations in '**2A – Locations at risk of flooding: Flood trigger levels**'. See extract at Appendix 1 below.

We have been approached by Cambridgeshire County Council with a view to them installing digital water level monitors that would upload data to cloud storage . The programme is outlined by the County below.

"Cambridgeshire County Council Flood Risk Team are supporting the Connecting Cambridgeshire Project which is building a network of devices to provide data for smarter decisions, often termed the 'Internet of things' the data will be uploaded automatically to a cloud where it is intended to be accessible to all and could potentially be used to provide residents with notifications of high water levels, for example. As a part of the Connecting Cambridgeshire work there is a trial to install a network of water level monitors across the county, the installation and maintenance of the devices is funded for 3 years and we are working with communities and our partners to pinpoint key areas for these devices. We are currently in the process of finalising the locations and planning in the installations, the next step would then be to look at how we can share the data and who may be interested in notifications from these devices."

I accompanied a County officer around all the key locations on the Public Drain network on 11/05. We are waiting to hear which sites the County would be prepared to install equipment at. The long-term maintenance cost would be periodic battery changes; a minimal cost.

#### Recruitment of a Community Flood Action Group and Coordinator:

Given the success of the leafleting of flood risk areas prior to the visit by the County Council's FloodMobile which raised expected attendance it is suggested that we repeat this exercise. This would involve leafleting some 250 households most at risk from surface water flooding in Histon and Impington but with a specific call for volunteers to get in engaged with implementing the Flood Plan.

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## Appendix 1

### 2A – Locations at risk of flooding: Flood trigger levels

Histon and Impington are not in a Flood Warning area. These areas are focussed on rivers liable to flood. The local trigger points detailed below will provide the data to prompt a local Flood warning. However we can use nearby areas that are in Flood Warning areas as proxies. These are Girton and Oakington. It is proposed that the Flood Coordinator , their deputy and the Parish Council Clerk sign up for flood warning relating to these areas.

From the information available, below is a list of areas in flood zones 2 & 3 and the local trigger warnings which would affect them.

It is proposed that the Parish Council install analogue depth gauges at three locations below, 1 2 and 4, and that these are accompanied by a survey to establish their height above ordnance datum. This will have the advantage of providing a clear and objective measure of the water level and also data for local and regional flood monitoring and planning.

In addition a CCTV monitoring facility is available from the Environment Agency and it is proposed to install this to monitor the grid over the culvert entrance at the east end of the drain by the Peace Memorial.

Until these are in place any Flood Warning issued for Girton or Oakington by the Environment Agency should act as the first formal trigger (Amber).

Area number	Location of risk	Trigger level	Actions
Area 1	South Road	Depth gauge at Award drain entrance to NIAB at ???	Alert residents Provide support where appropriate. Liaise with principal authority Prepare evacuation centre
Area 2	Water Lane	Depth gauge at Award Drain Peace Memorial culvert entrance at ??? CCTV monitoring shows water level topping the bank at the east end culvert grid.	Alert residents Provide support where appropriate. Liaise with principal authority Prepare evacuation centre
Area 3	The Green	Flooding from The Brook onto The Green and submergence of the footbridge	Alert residents Provide support where appropriate. Liaise with principal authority Prepare evacuation centre
Area 4	Glebe Road / Ambrose Way	Depth gauge at Award drain on Ambrose Way at ???	Alert residents Provide support where appropriate. Liaise with principal authority Prepare evacuation centre