

Clerk: Mrs C M O'Brien Recreation Ground New Road Impington Cambridge CB24 9LU

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NOTICE OF MEETING: HIGHWAYS, DRAINAGE & FORMAL SPACES

TIME: 7.30pm

MEMBERS: 6 + 2 Ex Officio

DATE: Monday 9th October 2023

VENUE: Community Room, Recreation Ground

Mrs C M O'Brien – Clerk to Histon & Impington Parish Council 4th October 2023

AGENDA QUORUM: 3

LAI/23/016	Apologies for Absence	
LAI/23/017	To Receive Declarations of Interests	
	To receive declarations of pecuniary interest from Councillors on items on the agenda	
LAI/23/018	Public Participation	
	To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	
LAI/23/019	To Approve minutes of the meeting held 13th June attached	For Decision
LAI/23/020	Matters Arising	For Information
020.1	Action List attached	only
LAI/23/021	Projects 22/23	For Information
	All active projects are now with Cambridgeshire County Council – update has been requested from Officers:	only
021.1	Privately Funded Highways Initiative Access Control Barriers	
021.2	Histon & Impington 20mph Zone update posted on website 29th September: https://hisimp-pc.gov.uk/histon-and-impington-20mph-scheme-coming-in-2024/	
LAI/23/022	Other Matters	
022.1	Review of Terms of Reference – to amend to allow co-option (Attached)	For Decision
022.2	Allotments Report attached - covering Feedback from survey Information from nearby sites Charges 24-25 to review charges and agree any increments	For
	Allotment Provision Review report attached	Decision
022.3	A14 Histon Junction Active Travel Scheme preliminary design option for review	
022.4	Roadside Weed Management Policy 2023 – online consultation for completion by 20 th October. To agree delegation for completion	For Decision
022.5	Local Highways Initiative scheme To note unsuccessful application 23/24 and how to publicise To agree to submit application 24/25 and to agree project to present to Full	For Decision

	Council for approval	
022.6	Junction of The Crescent, Villa Road, Cambridge Road to receive the views of resident and discuss accessibility	
022.7	Review of Emergency Plan 2023 attached for first review	
LAI/23/023	Items for Next Agenda	
	Budget/Precept Request and 3 Year Plan	
LAI23/024	Date of next meeting – Tuesday 7 th November 2023	

Minutes of Histon & Impington Land, Assets & Infrastructure Committee 7:30pm, Tuesday 13th June 2023 Community Room, Recreation Ground, New Road, Impington

Land, Assets & Infrastructure Committee Minutes

Membership: 6 + 2 ex-officio Appendices: Quorum: 3

Agenda No:	Present: Cllrs: Geoff Moore (Chair), Simon Jocelyn, James Leonard, Tom McKeown, Edd Stonham (Ex Officio) Clerk: Chelsea O'Brien Members of Public: 0	
LAI/23/006	ELECTION OF COMMITTEE DEPUTY CHAIR	
006.1	Cllr Leonard proposed Cllr McKeown, seconded Cllr Stonham all in favour and approved, Cllr McKeown elected as Deputy Chair	
LAI/23/007	APOLOGIES FOR ABSENCE	
007	Cllrs: Joseph Adam (personal), Yvonne Murray (personal)	
LAI/23/008	MEMBERS DECLARATIONS OF INTERESTS	
008.1	None declared	
LAI/23/009	PUBLIC PARTICIPATION	
009.1	Cllr Moore noted error on Committee agenda, members of the public are welcome to attend and speak to any item, not just items restricted to items on the agenda	
LAI/23/010	TO APPROVE minutes of the meeting held 7 th March and 22 nd May 2023	
010.1	All in favour and agreed Chair to sign as a true and accurate record of the meeting	
LAI/23/011	Matters Arising	
011.1	Action List (Appendix 1) provided to all, additional discussion on:	
011.2	Play Area Safety Signs – installed, item to be removed from list	
011.3	Review of Neighbouring Allotments Details to be requested from Histon Town Charity and New Chesterton (Histon Road) Allotments, data to be collated and then shared with Committee. Draft survey to plot holders to be circulated.	Clerk
011.4	Brook Bunds volunteer watering schedule in place, item to be removed from list	
011.5	County Council 20mph Scheme All items to be removed noting two schemes now applied for. Clerk to request timetable for implementation of both schemes for scheduling purposes. Cllr McKeown highlighted Girton and Oakington Parish Council are working together and have submitted an LHI Application to change the speed limit to 30mph on Oakington Road. Should the application be successful, Histon & Impington Parish Council should consider requesting an amendment to the speed limit on the buffer zone on Gatehouse Road requested via the village wide 20mph scheme to ensure a collaborative approach.	Clerk
011.6	SCDC Electric Car Charging Grant details of scheme success in Steeple Morden available on Committee SharePoint. Cllr Leonard to review documentation and feedback to Committee. Councillors suggested item for the Feast Market to gather information regarding household charging points. Cllr Stonham to create survey and QR code following input from members.	OL ES
011.7	<u>S106 Traffic Calming Contribution</u> £18k from the Northstowe development to be spent on traffic calming. County have confirmed can be spent on LHI project that meet the criteria, Council agreed LHI Programme is the best way in ensuring the funds are spent on time.	

011.8	<u>LHI Survey Review</u> item for next agenda to review projects. Cllr McKeown to re-circulate draft article on Station Road issues to stimulate community input.	тмк
011.9	MVAS Approved Locations list of approved locations provided to all, item to be removed from the list. Sealed bid for second MVAS machine as approved at Full Council had been successful and machine has now been delivered to the Office. Clerk to liaise with Community Speedwatch to share raw data with Councillors and other interested parties or residents	Clerk
011.10	Purchase of Road Safety Signs delivered and now in storage at The Recreation Ground for community use. Item to be removed from the list	
011.11	Glazed Pavilion Clerk verbally updated on visit to site where pavilion is stored. Photos provided to members show the framework is in decline and many of the glass panels are broken. Planning permission has expired, and the Committee removed project from list last year noting no suitable locations in the village could be found and the cost to restore and install is likely to more than the value of the pavilion making the project not financially viable. Clerk to contact Ms Nudds to offer first refusal (as per written agreement). Should Ms Nudds not wish to take possession of the pavilion, item for agenda to agree how to dispose/recycle structure.	Clerk
LAI/23/12	Projects 22/23	
012.1	Bell Hill Planters Office team and residents working together to ensure planters are planted and a maintenance plan in place	
012.2	<u>Privately Funded Highways Initiative Access Control Barriers</u> – response received from the road safety team, awaiting review from County Officer scheduled for July. Response to be circulated once received	
012.3	County Council 20mph Initiative application submitted, timetable requested	
012.4	Histon & Impington 20mph Zone - Expression of interest submitted to Combined Authority, timetable requested	
LAI/23/13	Other Matters	
013.1	 Terms of Reference copy provided to all for review. Discussion outlined: Flood Plan to be a higher priority Links to Neighbourhood Plan to be included noting aspiration for village wide active travel plan Establish links with schools to document routes Need for 3-year Financial Planning Addition of Fire Plan Removal of assets register, to be transferred to Finance, Governance and Legal Committee 	
	Cllr Moore briefed the Committee on the proposal to change the name of the Committee to Highways, Drainage and Formal Spaces. The reasoning was to ensure clarity in the title of the Committees remit. Proposed Cllr Jocelyn, seconded Cllr Moore, all in favour to accept changing of Committee name and Terms of Reference as working document	
013.2	Local Highways Initiative Application 2024 to consider schemes and plan funding for next application for discussion at the next meeting on 12 th September and approval at September Full Council (18 th September), including schemes suitable for Active Travel Funding tranche 5. Action agreed for Cllr McKeown to review survey data and draft article for community consultation, article to note all projects are subject to safety audits.	ТМК
013.3	To Review and Approve Installation of Village Information Boards Guns Lane, Histon agreed to work with the Village Society to produce an information board of the route/history similar to the one installed in Westwick. Members in support of	Clerk

	Clark coursing posting and proporting and post appropriate Committee prosting	Clark
	Clerk sourcing costing and presenting and next appropriate Committee meeting The Brook Discussion on whether to reinstate two information boards on the duck platform. All in favour Clerk to proceed with sourcing costings for re-instatement of information boards as existing. Cllr McKeown noted need for a more inclusive review of the village required, noting memorials in the village with no information/plaques.	Clerk
013.4	<u>To authorise expenditure</u> 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. All in favour to accept quote, Clerk to contact contractor to ensure work is completed outside of peak time and safe diversions are in place for the cycle/footpath.	CIEIR
013.5	Ambrose Way report from recent walkabout provided to all to review options. Cllr Moore shared the views of residents with the committee including: - Change of priority making Mill Lane principal route - Street signage to be updated to show Ambrose Way as cul-de-sac - Possible weight restriction of Mill Lane to be explored - Relocation of Give-Way sign	
	All in favour to consult with residents of Mill Lane (4-40) to establish brief for project prior to consultation with County Council. Clerk and Cllr Moore to draft letter	Clerk/GM
013.6	Former Infant School Playing Field Clerk updated all on current usage and area used by the Early Years Centre for the Forest School. It was noted the site currently has no bins and organised sports are not charged for usage. The building is still in the ownership of Cambridgeshire County Council but currently leased to Cambridgeshire Music until circa 2027	
013.7	<u>To Approve</u> installation of street name plates for Milton Road and Butt Lane, Impington, proposed Cllr Moore, seconded Cllr Stonham all favour and agreed. Clerk to progress application with South Cambs District Council	Clerk
013.8	Flood Plan Cllr Moore provided all with an update of a free offer to install water level telemetry in Histon and Impington. This would enable real-time monitoring of water levels, collecting data to check for seasonal patterns and keeping residents informed of potential rising of water levels. Previous letter drop carried out to be repeated and leaflet produced for the Feast Market to recruit volunteers to form a local Flood Group, including a Flood Plan Co-ordinator to help with implementing the plan when required. Clerk to contact SCDC to schedule	Clerk
	presentation to the Committee from Lee Hillam, Principal Operations Manager/Environment Awarded Watercourses. Cllr Moore to contact Brook Primary to check procedures in place for sudden rising of water and evacuation routes to feed into plan	GM
LAI/23/014	ITEMS FOR NEXT AGENDA	
	Review of LHI Projects	
LAI/23/015	DATE OF NEXT MEETING	
	Next Meeting Tuesday 12th September 2023	
	Meeting closed: 9.30pm	

Item ref	Detail	Due	Responsible	Status	Outcome
Jan-23					
LAI/22/034.5	Review of Neighbouring Allotments - including size, site provisions etc			Follow up email sent following low responses	on October agenda for decision
LAI/22/035.2	SCDC Electric Car Charging Grant		-	Cllr Leonard to review documentation on SharePoint and feedback	
Link to SharePoint:	https://hisimpcouncil.sharepoint.com/sites/land/Shared%20Documents/Forms/AllItems.aspx		JA	To use Parish Online to map village charging points.	
			JA	To identify streets within the Parishes with on street parking	
LAI/22/036.3	LHI Survey Review			Cllr McKeown to draft Station Road article for Committee feedback prior to community consultation	
LAI/23/011.11	Glazed Pavilion		Clerk	Clerk to proceed with safe disposal	
LAI/23/013.1	Information Boards		Clerk	Action for Clerk to seek costs	
LAI/23/013.7	Street Name Plates Milton Road and Butt Lane		Clerk	Dialogue with SCDC open	
LAI/23/013.8	Flood Plan		Clerk	Leaflet updated, awating details for printin	g
			Clerk	To arrange SCDC presentation to Committee	
LAI/23/022.1	Ambrose Way/Mill Lane resident consultation 1 response received provided to members for consideration. View and guidance of how to proceed of County Council requested, response awaited		Clerk/County Counc	Awaiting response from County Council	

Mill Lane Resident Consultation

3rd July 2023

Ref: Mill Lane Consultation

Dear Resident.

The Parish Council is writing to you because neighbouring residents in Ambrose Way have recently raised concerns about the road layout at the junction and the effectiveness of the road name signage for both Ambrose Way and Mill Lane.

The concerns and possible solutions are summarised in the attached one-page document: Ambrose Way / Mill Lane Issues relating to road junction layout and misdirected traffic.

Ambrose Way residents have expressed their views on this, which is to change the road layout back to the original arrangement and to subsequently amend the street name signage as suggested. The Parish Council's Highways, Drainage and Formal Spaces committee recently considered this matter and took the view that before approaching the County Council with these proposals, it would also seek the views of residents of Mill Lane, from numbers 8 to 40.

If you have any views on the issues and solutions outlined in the attached document, the Parish Council would be most grateful to receive them by 28th July 2023. Please either email them to clerk@hisimp-pc.gov.uk or in writing to the address above.

Yours faithfully

Chelsea O'Brien

Clerk, Histon & Impington Parish Council

1 response received from letter drop:

Thank you for your letter of 3rd July regarding the street name consultation.

When I originally moved into my home on Mill Lane, it was the only road joining the B1049 outside the cemetery. The section of lane emerging on to the B1049 was itself a more modern addition as it in turn bisected the original lane which continues to the right giving access to 2 and 4 Mill Lane and into the parking area off the warehouse.

Since Ambrose Way has been built, this street name has taken precedence over Mill Lane - it's always been irkesome! I'm not surprised that there is confusion - particularly as Ambrose Way is not obviously a cul-de-sac and the road is wider than Mill Lane.

I would be very pleased to see Mill Lane given back it's own street name at the junction, and for the Ambrose Way street name to be set back on the other side of the road adjacent to either No. 1 or 2 Ambrose Way so that it is clearly separate.

Highways, Drainage and Formal Spaces Committee		Responsibility
Terms of Reference		
Membership shall comprise of six members of the Council + ex-officio members The Committee can co-opt up to (insert number) members to support the committee 3 Parish Council members shall constitute a quorum. The meetings will only be quorate if 3 Parish Council members are present. Co-opted members may only vote on items with budget determined by the Committee when the meeting is quorate. The number of voting co-optees must not exceed the number of Parish Council members present and able to vote at any meeting and under such circumstances no vote shall take place		
The Highways, Drainage and Formal Spaces 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		Officers
Powers		
The Highways, Drainage and Formal Spaces 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	Permissive	
Produce and review a three year plan for submission and approval annually to the Finance, Governance and Legal Committee		
Monitor traffic management, parking and speeding problems within the villages	Reactive ?	
Monitor transport issues, including cyclists, Guided Busway, bus service and shelter requests	Reactive	
Contribute to Flood Plan and oversee award drains and maintenance of the Brook, and report issues to South Cambs DC Develop Village Fire Plan		
Co-ordinate with Highways Division and County Council Traffic Management	Reactive	
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	Develop Programme of walkabouts	
Contribute to a transport plan, neighbourhood plan for the villages and the creation of a more extensive cycle path network Ties in to neighbourhood plan project P2	Develop Strategy	
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	Monitor 20mph submission Develop	Officers
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	Reactive	Officers

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	Annual review	
the liabilities inherent in any land for which the committee is responsible. Administer both allotment sites, Glebe Way Impington, Gatehouse Road, Histon	Reactive	Officers
Agree the level of charges in respect of the Council's Burial Ground, allotments and any other areas within the Committee's remit	Annual review	Officers
Administer the Burial Ground, adhering to agreed Regulations, maintain all the facilities on the site and to approve applications for Exhumation Orders	Reactive Extension	Officers
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. Village Signs, Bus Shelters, street furniture (benches)	Reactive	Officers
Oversee condition of public bridleways and rural footpaths, and report issues to County Council	Strategy	

Histon & Impington Parish Council

Highways, Drainage and Formal Spaces Allotment Report

REPORT TO:	Highways, Drainage and Formal Spaces	9 th October 2023
AUTHOR:	Amelia Luck	

Purpose:

The purpose of this report is to provide information relating to item 022.1 on the agenda.

Feedback from survey

GLEBE WAY

GLEDE WAT		
POSTCODE	yes	
GARDEN AT HOME	yes	
IMPROVEMENTS	 A tap/water source More regular mowing around plots Access to main gates to allow access of wheelbarrows from main road 	
VALUE OF ALLOTMENT	Very good value	
CONDITION/FACILITIES OF ALLOTMENT	Satisfactory	
MAIN ISSUE AT ALLOTMENT	Water supply and site maintenance	
GENDER	female	
DISABILITY	No	
AGE	18-24	
EMPLOYMENT STATUS	Employed	

GLEBE WAY

DOCTCODE		
POSTCODE		
GARDEN AT HOME	Yes	
IMPROVEMENTS	 Hedge obstructing access to back of allotments Muntjac dear are a regular pest Better water supply A maintained communal compost site would support allotment community 	
VALUE OF ALLOTMENT	Good value	
CONDITION/FACILITIES OF ALLOTMENT	Satisfactory	
MAIN ISSUE AT ALLOTMENT	Water supply and site maintenance	
GENDER	Female	
DISABILITY	No	
AGE	65-74	
EMPLOYMENT STATUS	Retired	

GLEBE WAY

POSTCODE	CB24 9US
GARDEN AT HOME	Yes

IMPROVEMENTS	 Extending the water supply from the cemetery to provide a more convenient tap on site Regular hedge cutting as it encroaches onto paths Plot 9 is unmaintained and very weedy A communal compost area A muntjac proof fence 	
VALUE OF ALLOTMENT	Good value	
CONDITION/FACILITIES OF ALLOTMENT	Poor	
MAIN ISSUE AT ALLOTMENT	Poor maintenance of neighbouring allotments, neglected abandoned plots, water supply, weeds and muntjac	
GENDER	Male	
DISABILITY	No	
AGE	75-older	
EMPLOYMENT STATUS	Retired	

GLEBE WAY

GLDL WAI	
POSTCODE	CB24 9HF
GARDEN AT HOME	Yes
IMPROVEMENTS	 Ensure fellow allotment holders regularly manage their plots Improve access to both road and water supply Consistently mow paths separating plots Do not overtrim the hedges
VALUE OF ALLOTMENT	Very good value
CONDITION/FACILITIES OF ALLOTMENT	Satisfactory
MAIN ISSUE AT ALLOTMENT	Poor maintenance of neighbouring allotment, water supply and deer
GENDER	Male
DISABILITY	No
AGE	65-74
EMPLOYMENT STATUS	Retired

GATEHOUSE ROAD

POSTCODE	CB24 9YP
GARDEN AT HOME	Yes
IMPROVEMENTS	 Increase rents to discourage people from retaining plots they are not maintaining Set up group of volunteers to clear abandoned plots during winter Advertise the cleared plots and seek local groups (perhaps schools) to share large plots
VALUE OF ALLOTMENT	Very good value
CONDITION/FACILITIES OF ALLOTMENT	Satisfactory
MAIN ISSUE AT ALLOTMENT	Poor maintenance of neighbouring allotments
GENDER	Male
DISABILITY	Yes
AGE	65-74
EMPLOYMENT STATUS	Self employed

GLEBE WAY

	GLEDE WAT
POSTCODE	CB24 9YQ

GARDEN AT HOME	Yes
IMPROVEMENTS	 Extending water supply or having a second tap closer Some plots on the edges of site are shaded by trees so pruning or laying a hedge Muntjac are a nuisance so having a continuous fence with netting
VALUE OF ALLOTMENT	Fair value
CONDITION/FACILITIES OF	Satisfactory
ALLOTMENT	
MAIN ISSUE AT ALLOTMENT	Water supply and rodents
GENDER	Male
DISABILITY	No
AGE	35-54
EMPLOYMENT STATUS	Employed

Information from nearby sites

To compare our two allotments sites, nearby Parish Councils and allotment associations were contacted to gain an understanding of what their allotment sites offer. The Parish Councils that have replied to date are Cambourne Town Council, Milton Parish Council and Girton Parish Council. The responses are below.

Cambourne Town Council

Size of plots	A full plot is 25m x 5m and a half plot is
	12.5m x 5m
Charge of plots	A full plot is £20 a year and a half plot is
	£10 a year
Water provision	Sites do have water supply. Taps are
	located at various points across the sites.
	Tenants are currently not charged for water
	usage
Other facilities	Offer toilet facilities at one of the allotment
	sites

Milton Parish Council

Size of plots	Offer whole, ¾, ½ and ¼. their clerk
	believes a whole plot is based on 10 poles.
Charge of plots	Whole - £41. ¾ - £32. ½ - £23. ¼ - £14
Water provision	Hand pumps are used
Other facilties	No other facilities

Girton Parish Council

Size of plots	Offer new tenants a quarter plot then
	tenants have the opportunity to take on

	more land if they have shown they can maintain
Charge of plots	£8 per quarter
Water provision	Two underground water pumps
Other facilities	Toilets and a regular supply of wood
	chippings, hazel stakes and wheel barrows
	for members to borrow

Charges 24-25

Our current charges for 23/24 is £18 for the year. We invite you to review these charges using the information provided above and agree any increments.