



**For NOTICE OF MEETING:** **HIGHWAYS, DRAINAGE & FORMAL SPACES**  
**TIME:** 7.30pm  
**DATE:** **Tuesday 7<sup>th</sup> November 2023**  
**VENUE:** Community Room, Recreation Ground  
 Mrs C M O'Brien – Clerk to Histon & Impington Parish Council  
 1<sup>st</sup> November 2023

**MEMBERS:** 6 + 2 Ex Officio

**AGENDA**

**QUORUM:** 3

HDF/23/025	<b>Election of Committee Chair</b>	<b>For Decision</b>
HDF/23/026	<b>Apologies for Absence</b>	
HDF/23/027	<b>To Co-Opt to Committee</b> up to three members to support the Committee	<b>For Decision</b>
HDF/23/028	<b>To Receive Declarations of Interests</b> To receive declarations of pecuniary interest from Councillors <b>on items on the agenda</b>	
HDF/23/029	<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	
HDF/23/030	<b>To Approve minutes of the meeting held 9<sup>th</sup> October 2023 <u>attached</u></b>	<b>For Decision</b>
HDF/23/031 031.1	<b>3 Year Plan</b> To review and approve 3 year plan for submission to Finance, Governance and Legal Committee on the 4 <sup>th</sup> December. Noting Year 1 of 3 year plan will form the budget for year 2024/2025.	<b>For Decision</b>
HDF/23/032	<b>Items for Next Agenda</b> <b>To accept quotes for:</b> Purchase of post at Burial Ground – to stop vehicular access High Street Car Park Clearance and lining Repairs to benches Village Green	
HDF/23/033	<b>Date of next meeting – Tuesday 23<sup>rd</sup> January 2024</b>	

**Minutes of Histon & Impington Land, Assets & Infrastructure Committee**  
**7:30pm, Tuesday 9<sup>th</sup> October 2023**  
**Community Room, Recreation Ground, New Road, Impington**

## Land, Assets & Infrastructure Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 4

Quorum: 3

<b>Agenda No:</b>	<p><b>Present:</b> Cllrs: Geoff Moore (Chair), Joseph Adam, James Leonard Tom McKeown, Yvonne Murray  <b>Clerk:</b> Chelsea O'Brien  <b>Members of Public: 1 resident</b>  <b>Also:</b> Vanessa Kelly, Cambridgeshire County Council Project Manager, County Councillor Ros Hathorn</p> <p>Cllr Moore announced he is standing down as Committee Chair following this meeting but will remain as Committee member. Item for next agenda to elect Committee Chair</p>	
LAI/23/016 016.1	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Cllrs: Simon Jocelyn (personal), Edd Stonham (personal)</p>	
LAI/23/17 017.1	<p><b>MEMBERS DECLARATIONS OF INTERESTS</b></p> <p>None declared</p>	
LAI/23/018 018.1	<p><b>PUBLIC PARTICIPATION</b></p> <p>No items raised</p>	
LAI/23/019 019.1	<p><b>TO APPROVE minutes of the meeting held 13<sup>th</sup> June 2023</b></p> <p>All in favour and agreed Chair to sign as a true and accurate record of the meeting</p>	
LAI/23/020 020.1	<p><b>Matters Arising</b></p> <p><b>Action List (Appendix 1)</b> provided to all, additional discussion on:</p> <p><b>SCDC Electric Car Charging Grant</b> Cllr Leonard to provide a summary at the next meeting including work completed to date by Cllr Adam on mapping streets with on-street parking</p> <p><b>Enterprise Site, Station Road, Histon</b> confirmation received Enterprise is relocating to a site Cottenham, petrol station is remaining. Members noted this could change options for future traffic calming options for Station Road.</p> <p><b>Flooding Leaflet</b> draft produced by Office. Office to print 250 copies for delivery to flood risk areas in the village with the aim of seeking volunteers and co-ordinator to oversee the plan</p> <p><b>Ambrose Way/Mill Lane Consultation</b> 32 dwellings consulted on Mill Lane, 1 response received shared with members. Clerk and Cllr Moore to draft email to County Council to seek advice on options going forward to re-design the priority of the junction. Draft email to be sent to Cllr Moore prior to sending to County Council</p> <p><b>20mph</b> County Council members hearing scheduled 10<sup>th</sup> October, Cty Cllr Hathorn noted she will be in attendance. Officer recommendation is to proceed with plan as consulted. Cty Cllr Hathorn noted scheme needs to be completed within this financial year.</p>	<p style="text-align: center;">JL</p> <p style="text-align: center;">Office</p> <p style="text-align: center;">Clerk/GM</p>
LAI/23/021 021.1  021.2	<p><b>Projects 22/23</b></p> <p><b>Privately Funded Highways Initiative Access Control Barriers</b> Clerk to contact County Officer for update, copying in Cty Cllr Hathorn.</p> <p><b>Histon &amp; Impington 20mph Zone</b> update posted on website 29<sup>th</sup> September:  <a href="https://hisimp-pc.gov.uk/histon-and-impington-20mph-scheme-coming-in-2024/">https://hisimp-pc.gov.uk/histon-and-impington-20mph-scheme-coming-in-2024/</a></p>	<p style="text-align: center;">Clerk/Cty Cllr H</p>

<p>LAI/23/22</p> <p>022.1</p> <p>022.2</p> <p>022.3</p> <p>022.4</p> <p>022.5</p> <p>022.6</p> <p>022.7</p>	<p><b>Other Matters</b></p> <p><b>Review of Terms of Reference</b> amended to include co-option to Committee (<b>Appendix 2</b>). Proposed Cllr Leonard, seconded Cllr McKeown all in favour and <b>agreed</b>. Item to be included on the next agenda for Co-Option.</p> <p><b>Allotments Report</b> provided to all (<b>Appendix 3</b>) covering: Feedback from survey of ploholders, information and charges and from nearby sites. <b>Gatehouse Road</b> low level of feedback received, Office to re-run survey. Cllrs Moore and McKeown working with a member of the Office team to work on development plan for the site</p> <p><b>Review of Charges 24-25</b> to review charges and agree any increments. Following discussion and review of neighbouring sites, all <b>agreed</b> to increase charges by £2 taking the annual rent to £20 per plot, per annum</p> <p><b>Allotment Provision Review</b> report not included in packs, to be available at the next meeting as part of the 3-year plan discussion</p> <p><b>A14 Histon Junction Active Travel Scheme</b> Standing Orders suspended to allow Vanessa Kelly to take part in discussion. Vanessa shared preliminary plans for discussion and review prior to presentation at the County Council Highways and Transport Committee in December to move to a more a detailed design. Further funding is required to develop the scheme as presented. Councillors shared positive feedback for the scheme and expressed support for the objectives presented. Vanessa noted a few minor issues regarding crossing points and desire lines for cyclists which she would take to the Committee meeting in December.</p> <p><b>Roadside Weed Management Policy 2023</b>. All in favour to delegate to Cllrs Murray and McKeown to complete survey by 20<sup>th</sup> October</p> <p><b>Local Highways Initiative scheme</b> <b>To note unsuccessful application 23/24</b>. Feedback requested from County Council, clerk to chase. <b>To agree to submit application 24/25 and to agree project to present to Full Council for approval</b>. Vanessa Kelly highlighted the option of a technical assessment (transport study and options report) for specific areas of the village which can be applied for via the LHI Scheme. The report would produce ideas for projects that could facilitate a 20mph scheme. Following discussion, covering community consultation and tight deadline for this year, all in favour to resubmit Station Road/High Street application following feedback from County Council noting the community support for the project. It was noted the application came scored fourth, just below the funding cut off. Item to be included on the November Full Council to agree to submit and allocate funding which is required to submit the application, noting funds will not be spent until 24/25 and will be included in year 1 of the 3 year plan for this committee. Vanessa Kelly left the meeting</p> <p><b>Junction of The Crescent, Villa Road, Cambridge Road</b> was included on the Wishlist of the former Highways Committee to redesign/simplify junction noting its vast splay. Clerk to circulate wishlist to members.</p> <p><b>Review of Emergency Plan 2023</b> attached for first review, members to review and feedback at the January 2024 meeting</p>	<p>Next agenda</p> <p>GM/TMK/ Office</p> <p>Next agenda</p> <p>YM/TMK</p> <p>Clerk</p> <p>Nov Full Council</p> <p>Clerk</p> <p>Jan Agenda</p>
<p>LAI/23/023</p>	<p><b>ITEMS FOR NEXT AGENDA</b></p> <p>Election of Committee Chair, Co-Option, 3-year plan and precept request</p>	
<p>LAI/23/024</p>	<p><b>DATE OF NEXT MEETING</b></p> <p><b>Next Meeting</b> Tuesday 7<sup>th</sup> November 2023, Tuesday 23<sup>rd</sup> January 2023</p> <p>Meeting closed: 9.30pm</p>	