

NOTICE OF MEETING: **HISTON & IMPINGTON PARISH COUNCIL**
TIME: **7.30pm**
DATE: **Monday 20th November 2023**
VENUE: **Community Room, Recreation Ground**

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Participation item. Advance notice of questions would be appreciated

Mrs Chelsea O'Brien – Clerk to Histon & Impington Parish Council
15th November 2023

Members: 19 Quorum: 7

AGENDA FRONT SHEET



	** Refreshments served from 7pm**	
23/069	<u>To Receive and Approve Apologies for Absence</u>	
23/070	<u>To Receive Declarations of Interests and Dispensations</u> To receive declarations of pecuniary interest from Councillors on items on the agenda To receive written requests for dispensations for disclosable pecuniary interests (if any) To grant any new requests for dispensation as appropriate	
23/071	<u>Date(s) of next Committee Meetings</u> Upcoming dates shared on events page of www.hisimp-pc.gov.uk , detailed under agenda item 076 and calendar invites emailed to all	
23/072	<u>Public Participation</u> To allow up to 15 minutes for any members of the public to address the meeting in relation to any matter	15 Mins
23/073	<u>To Approve minutes of the meeting held 16th October 2023 attached</u>	For Decision
23/074	<u>Matters Arising from Previous Meetings – for information only</u> <u>Actions List - attached</u> Any other Matters Arising to report	5 Mins To note
23/075 075.1 075.2 075.3	<u>To Receive Reports – for information only</u> <u>Monthly reports</u> from County and District Councillors – <u>attached</u> <u>Clerk's Report – attached</u> <u>Chair's Report – attached</u>	15 Mins
23/076 076.1	<u>To Accept Committee Reports - note actions and accept</u> <u>Employment and Transformation</u> draft minutes 30 th October 2023 <u>attached</u> . Next meeting due 5 th February 2024.	25 Mins

076.2	<u>NALC 2023-24 National Salary Award</u> to note Local Government Association agreement on the pay scales for 23-24 (linked to staff contracts) to be implemented from 1 st April 2023. Updated scales and backpay to all staff are included in November payroll	To note
076.3	<u>Head Parish Groundman</u> has tendered his resignation, last working day 31 st January 2024	To note
076.4	Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting	For Decision
076.5	To Review: recommendations from Employment Committee within <u>confidential report attached</u> (for members only noting pay agreement for staff being discussed) 1SCP performance rise and bonus Head Parish Groundsman and Head Parish Ranger 2SCP performance rise for RFO 2SCP performance rise and change of job title for Administration Assistant to Assistant Clerk 2SCP performance rise and change of job title for Clerk to Clerk/Executive Officer	For Decision
076.6	<u>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</u>	For Decision
076.7	<u>Planning Committee</u> draft minutes 31 st October <u>attached</u> . Next meeting due 21 st November, 12 th December 2023	
076.8	<u>Wellbeing, Recreation & Leisure</u> draft minutes 6 th November <u>attached</u> . Next meeting due 22 January 2024	
076.9	<u>Nature & Biodiversity</u> draft minutes 14 th November will be provided by email and note at January Full Council. Next meeting due 6 th February 2024	
076.10	<u>Highways, Drainage and Formal Spaces</u> draft minutes 9 th October and 7 th November <u>attached</u> . Next meeting due 23 rd January 2024	
076.11	<u>Local Highways Initiative Application 24/25</u> application window open until 5pm Friday 12 th January 2024. To approve allocation of £20k funding and delegation to Highways Drainage and Formal Spaces to submit application for Station Road/High Street <u>application attached</u>	For Decision
076.12	<u>Dates of upcoming Committee meetings:</u> <u>Finance, Governance & Legal</u> Next meeting 4 th December 2023	
23/077	<u>To Receive Finance & Administration Report</u>	10 Mins
077.1 077.2 077.3	To note payment of accounts under delegated approval – see RFO Report <u>attached</u> To approve payment of outstanding accounts due– RFO Report <u>attached</u> To report on amounts paid in	For Decision
23/078	<u>Other Matters</u>	20 Mins
078.1	<u>Security Maintenance at Recreation Ground</u> To agree spend of up to £1200 +VAT to further improve security to the Parish Council compound and replace faulty camera. Quote obtained from approved Parish Council security contractor. Specification: replace faulty camera in car park; extend Wi-Fi from the Office to the Compound to enable new control panel for remote access; Purchase of new camera with audio for compound	For Decision
078.2	<u>Station Road Petition report attached</u> detailing feedback from Resident. Request for Parish Council to formally write and request pause to installation of Traffic Regulation Order	For Decision

	signage on Station Road to allow further consultation to take place noting amendments to TRO will have a cost implication to Parish Council	
23/079	<u>Communicating the November Full Council Meeting and Request Matters For Next Agenda/s:</u>	<i>5 mins</i>
23/080	<u>Next Full Council:</u> Monday 15 th January 2024	



**Minutes of the Meeting held of Histon & Impington Parish Council
Community Room at the Recreation Ground
7.30pm, Monday 16th October 2023**

10 Appendices attached

Full Council Minutes

Agenda No:	<p>Present: Cllrs: Yvonne Murray (Chair), Sarah Allen, Steve Carrington, Jennifer Crockford, Walter Davey, Neil Davies, Christopher Hobbs, David Legge, James Leonard, Tom McKeown, Geoff Moore, Denis Payne (in part), Sarah Smith, Edd Stonham, Joe Uttridge, Louise Wilbraham</p> <p>Clerk(s): Chelsea O'Brien; Theresa King</p> <p>Members of Public: 2; 3 members of Darwin Green Residents Association</p> <p>Dist Cllr(s): Hansraj, Cahn (in part)</p> <p>Cty Cllr: Hathorn (in part)</p>	Action/ Power
23/058	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies: Cllrs Joseph Adam (personal), Aga Cahn (personal), Simon Jocelyn; Dist Cllr Heylings</p>	
23/059	<p>DECLARATIONS OF INTEREST AND DISPENSATIONS</p> <p>None received</p>	
23/060	<p>DATE(s) OF NEXT COMMITTEE MEETINGS</p> <p>Upcoming dates shared on events page of www.hisimp-pc.gov.uk detailed under agenda item 23/065 and calendar invites emailed to all.</p>	
23/061	<p>PUBLIC PARTICIPATION</p> <p>Darwin Green Residents Association 3 members introduced themselves to Council and briefed Council on recent updates including:</p> <ul style="list-style-type: none"> - 230 members of Darwin Green are on the Friendly Neighbour's WhatsApp group administered by Darwin Green resident's association. Councillors welcome to join - Recently opened 150m Greenway pathway linking the development to Histon Road <p>Hain Daniels Factory resident spoke of progress made to date including:</p> <ul style="list-style-type: none"> - WhatsApp group with 32 members - Resident meeting held which 14 residents attended and shared concerns - Hain Daniels have visited residents and are proactively working to resolve the specific noise complaints - Action Plan is in place and a shared email address to collate information - Cllr Murray to assist with the creation of resident led survey, results to be shared at meeting with Hain Daniels - Continued support from Parish Council requested <p>Cllr Payne noted one of the outcomes of the public enquiry of the Guided Bus was the WHO standard set a local precedent for noise</p> <p>5 members of the public left the meeting</p>	
23/062	<p><u>TO APPROVE minutes of the meeting held 18th September 2023</u></p> <p>062.1 Proposed Cllr Crockford, seconded Cllr Carrington all in favour Chair to sign as a true and accurate record of the meeting, approved. Cllr Stonham abstained</p>	
23/063	<p><u>MATTERS ARISING</u></p> <p>063.1 Action list provided to all (Appendix 1) and accepted. Additional discussion on:</p> <ul style="list-style-type: none"> - Addition of item 055.9 Hain Daniels Letter 	

	<ul style="list-style-type: none"> - Cllr Moore queried dates on the Action Plan, Clerk outlined dates can be misleading and quite often inaccurate if action is with a particular committee that defers the task, making the action list out of date at publication. Clerk is mindful of publishing the most accurate date available at the time of producing the action list 	
23/064 064.1	<u>REPORTS TO NOTE</u> County Council written monthly report September copied to all and accepted (Appendix 2) covering: 20mph zones, City Congestion and UK Power Networks, Local Travel Plan, Buses, Recycling and Residual Waste . Additional discussion on: 20mph Cllr Hathorn noted the successful application in Histon and Impington, 10 objections received, but specifically noted if traffic calming or a crossing was installed on Glebe Way it would satisfy policy for change of speed limit to 20mph Stagecoach no feedback received to date, presume service is running smoothly Garden Walk dialogue on going with residents, timescale of work not yet defined but confirmation received a drainage tunnel will be installed (which was successful on B1049) Age UK Funding Cllr Hathorn will follow up funding allocation District Councillor Report written monthly report October copied to all and accepted (Appendix 3) covering: Webchat, Cambridge South Station, Fly Tipping, Mobile Wardens, Cultural Infrastructure Strategy, 4 day week, Cost of Living Work Update, Polling Station District Review, Community Hubs, Ban and Restriction on Single use plastics . Additional discussion on: Warmhub distributed slow cookers and electric blankets to those in need ASB on-going in Orchard Park, Dist Cllr Hansraj noted meeting scheduled with Police Chief Commissioner in October Cultural Infrastructure Strategy ideas welcome Waste SCDC has never taken compostable plastic in the green bin as this takes too long to compost. Technology not in place to reach net zero, but objective is an area of focus and investment County Cllr Hathorn left the meeting.	Cty Cllr Hathorn
064.2 064.3	Clerk's Report written report provided to all and accepted (Appendix 4). No additional items raised Chairman's Report written report provided to all and accepted (Appendix 5). Cllr Murray thanked the Clerk for a well-crafted agenda, focussing on community driven and active matters. Parish Council Christmas meal scheduled Monday 11 th December; Cllr Steve Carrington is arranging.	SC
23/065 065.1 065.2 065.3	<u>To Accept Committee Reports</u> Finance, Governance & Legal draft minutes 25 th September provided to all and accepted. Next meeting 4 th December 2023 MOTION: To agree to delegate creation and publication of Finance Questionnaire to Cllr Stonham, Cllr Murray and Cllr Payne to be published in time for resident feedback to be considered prior to precept setting Cllr Stonham noted the survey was just further development of the Financial Strategy Resident survey undertaken in 2017. Cllr Hobbs noted the importance of a well-structured survey to ensure the data collected is useful and the survey is easy to complete, he urged professional support to be considered, supported by Cllr Smith. Cllr Payne and Stonham noted the tight timeframe and communication with residents is key to feed into the precept and three-year plan process, but no professional support had been sought to date. Survey simply asks for areas of spend indicators and not specific projects. Cllr McKeown noted the LCAS criteria and importance of two-way communication with residents and welcomed the survey. Cllr Smith and Hobbs wished to view survey prior to publication. Proposed Cllr Moore, seconded Cllr Allen all in favour and approved MOTION: The FGL Committee and RFO are recommending that Council approves to	SS/CH

	<p>shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Report from Finance, Governance and Legal Committee and RFO attached outlining current financial position (Appendix 6). Cllr Moore noted financial liabilities that need medium term consideration including asset mapping which will produce accurate sinking fund plans going forward. RFO confirmed Scribe Asset bolt on to finance package is to be available for Beta testing November 2023 which will include ticketed maintenance and carbon footprint calculations.</p> <p>Cllr Legge queried the requirement for three-year plans for Local Council Award Scheme, Clerk confirmed financial planning is a requirement.</p> <p>Cllr Hobbs questioned the length of the pause requested noting the level of reserves Council currently holds, which Cllr Payne confirmed is roughly 12 months as required by the new Internal Auditor.</p> <p>Following feedback, an amended motion was proposed to read:</p> <p>The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Length of pause to be reviewed January Full Council following approval of precept</p> <p>Proposed Cllr Stonham, seconded Cllr Leonard, majority in favour to accept amendment, 1 against. Amendment carried to vote</p> <p>MOTION: The FGL Committee and RFO are recommending that Council approves to shift focus to 3-year plans and pause any major new spend outside of mandatory maintenance and health and safety spend. Length of pause to be reviewed January Full Council following approval of precept</p> <p>Proposed Cllr Stonham, seconded Cllr Leonard, majority in favour to accept amendment, 1 against. Approved</p> <p>Dist Cllrs Hansraj and Cahn left the meeting.</p>	
065.4	<p>Planning Committee draft minutes 19th September, 10th October provided to all and accepted. Next meeting due 31st October 2023</p>	
065.5	<p>Nature & Biodiversity draft minutes 3rd October provided to all and accepted. Next meeting due 14th November 2023</p>	
065.6	<p>Parish Council Climate Action Plan report with motion provided to all (Appendix 7). Cllr Smith reminded all of the commitment at the June meeting to develop an Action Plan and presented all with a draft process for developing. Cambridge Carbon Footprint have expressed support to the Parish Council if required.</p> <p>MOTION: To agree to the proposed process for developing the PC Climate Action Plan. Proposed Payne seconded Cllr McKeown all in favour and agreed</p> <p>MOTION: To appoint a small working group to oversee and support this process. Proposed Cllr Smith, seconded Cllr Uttridge all in favour and agreed, members wishing to be part of the working group to contact the Clerk</p>	
065.7	<p>Parish Council Support for Climate and Ecology Bill report attached (Appendix 8)</p> <p>MOTION: Support the Climate and Ecology Bill. Proposed Cllr McKeown, seconded Cllr Payne, majority in favour, 3 abstentions. Approved</p> <p>MOTION: Inform local residents, local press and our MP Lucy Frazer of its support for this bill. Proposed Cllr Stonham, seconded Cllr Payne, 2 abstentions noted. Approved</p>	
065.8	<p>Highways, Drainage and Formal Spaces meeting held 9th October; minutes not available for this meeting. Next meeting due 7th November 2023</p>	
065.9	<p>Dates of upcoming Committee meetings:</p> <p>Wellbeing, Recreation & Leisure Next meeting 6th November 2023</p> <p>Employment and Transformation Next meeting due 30th October 2023, meeting scheduled 11th December cancelled</p>	

	Cllr Payne left the meeting	
23/066 066.1 066.2 066.3	TO RECEIVE FINANCE & ADMINISTRATION REPORT (Appendix 9) To note payment of accounts under delegated approval as detailed in report (Appendix 9) To approve payment of outstanding accounts as detailed in report (Appendix 9) . Proposed Cllr Stonham seconded Cllr Carrington all in favour and approved To report on amounts paid in. Noted	
23/067 067.1 067.2 067.3 067.4 067.5	<u>Other Matters</u> <u>Community Engagement with MP candidates</u> Clerk to contact St Andrews Church Office for views on previous hustings. Item for January agenda following receipt of information <u>Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received. Cllr Hobbs requested details of standard procedure of staff for events of this kind. Clerk confirmed the Office would deal with any feedback and signpost residents to the appropriate authority. Clerk confirmed Cllr Payne requested the item on the agenda to ensure Council was aware of the event and to offer assurance to residents. Following discussion, Chair proposed an amended motion to read: <u>Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received and take appropriate action in line with standard procedures. Proposed Cllr Stonham seconded Cllr Davies, motion carried to vote <u>MOTION: Zombie Fest, Holiday Inn, Impington</u> to delegate to Chair and Clerk to review any resident feedback received and take appropriate action in line with standard procedures. Proposed Cllr Stonham, seconded Cllr Davies all in favour and approved <u>Application to Fell Beech Tree, The Coppice</u> advice received from SCDC Tree Officer, application will be refused due to insufficient supporting documentation from resident claim company. Noted <u>Phase 1 Policy Review</u> to review and approve (uploaded to SharePoint 22 nd August 2023). Hard copies available on request. Proposed Cllr Stonham, seconded Cllr Carrington, all in favour, 4 abstentions noted. <u>Correspondence Received:</u> Letter from Cambridgeshire County Council in relation to surface water issue, Garden Walk, Histon provided to all (Appendix 10) and noted.	Clerk
23/068	HOW TO COMMUNICATE MEETING DECISIONS AND MATTERS FOR NEXT AGENDA All agreed to delegate to Chair and Clerk to draft and post	
23/069	Next Full Council: Histon & Impington Parish Council Monday 20 th November 2023	
	Meeting closed: 9:19pm Appendix 1: Action List Appendix 2: County Councillors Report Appendix 3: District Councillor Report Appendix 4: Clerk's Report Appendix 5: Chairman's Report Appendix 6: FGL and RFO Report Appendix 7: Climate Action Plan Appendix 8: Climate and Ecology Bill Appendix 9: Finance Report Appendix 10: Garden Walk CCC Correspondence	

Item ref	Detail	Target Completion Date	Responsible	Status	Outcome
Oct-20					
20/074.3	Emergency Plan Review	No set date	Highways, Drainage and Formal Spaces	On Sharepoint for Highways, Drainage and Formal Spaces to review with view of including a fire plan	
Oct-22					
22/065.2	Local Council Award Scheme - Office progressing Foundation Level Application noting action plan for current year required. Input from three plans key in producing plan and structure	No set date	Office Team	Awaiting completion of three year plans for next review. On completion of plans, item for agenda to update progress and requirements.	
Jun-23					
23/031.1	Manorial Waste/Stir - details of Heads of Terms following a meeting with PC Solicitor	January Full Council	Working Group	Review of Heads of Terms still underway following amendments from Stir.	
23/031.3	Communications Working Group	February Full Council	Working Group	Meeting held 9th October - Communication Engagement Policy to be presented to February Full Council	
Jul-23					
23/041.4	Young Persons Development and Sports Co Ordinator		ET/FGL Comm	Proposal to be costed and evidenced prior to review by E&T and FGL	
Oct-23					
23/055.9	Letter to Hain Daniels following resident meeting	No set date		Resident group will advise when to send letter	
23/067.1	Community Engagement with MP Candidates	January agenda		Clerk to seek feedback from St Andrew Church Halls	

COUNTY COUNCILLOR'S REPORT OCTOBER 2023



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CONTENTS: Flooding in Histon, Budget deficit, Orchard Park Pavements, Ring Fort Road Path Orchard Park, Signage left in cycle path over A14 southbound



Flooding in Histon Storm Babet hit on 18 October and brought with it significant amounts of flooding. Flooding was experienced across the county but some of the worst flooding was in Histon. I ensured the emergency highways team were appraised of the situation throughout the Friday/ Saturday/ Sunday period and repeatedly called for more resources and improvements to the road closure. The Road closure was widely ignored this led to particular issues for the residents as whilst the flood water was high it was the waves coming from the traffic driving through the floods which was causing the most serious issues for the residents so please if there is road block signage take it seriously. You might be able to get through but there will be a reason for the road block.

It is not entirely clear what the cause of the flooding was but tree roots blocking drainage channels along Glebe Way and Cottenham Road have since been removed. I have yet to receive a report I am happy with on this matter and am pursuing the issue with officers.

Budget deficit the County Council has a black hole of £23 million for the next financial year significant contributory factors are the adult social care costs, costs of looked after children and ongoing inflationary pressures. At the budget planning session we heard of the County Council's joy to have reduced the cost of 2 children whose care was coming in at around £80,000 a week each to half of that with a strategy to reduce it to around £10,000 a week. This is a phenomenal amount of money but there are complex reasons as to why it was unavoidable initially.

COUNTY COUNCILLOR'S REPORT OCTOBER 2023

If Cambridgeshire received the commensurate financial uplift in its settlement from government to compensate for its population growth that would cover the deficit. It's also worth noting that officers have calculated that to get highways back to the maintenance state they would like to see (well maintained highways, footpaths and cycleways, gullies not blocked etc) would cost an additional £31m over and above the annual budget of around £30m.

Orchard Park pavements I had a long and somewhat depressing walk about with our Local Highways Officer in Orchard Park. What this demonstrated was that some of the design decisions made at planning stage in Orchard Park have been brilliant with footpaths and roads still in excellent condition nearly 20 years later but some design decisions have not stood the test of time. Some tree species planted in 'the wrong place' have caused significant damage. Maintenance work to manage to the issue will be unsightly as tidying up block paving with black tarmac is never ideal. London Plane trees have caused particular havoc and so have some other species. There isn't enough money to rectify anything other than the most urgent issues in one go so discussing the situation thoughtfully and identifying how Orchard Park moves forward as a community is critical.

Ring Fort Road Path Orchard Park There is a possibility of things collapsing if the costs have risen too far (although there is £90,000 contingency about 33% of total budget) and final contracts have not yet been signed but a meeting with the Community Council clerk, the project officer at the County Council and myself lead us to learn that the planned date for works for this path was January 2024. The path will create a set of steps from behind the recreation ground to the A14 roundabout.

Signage left in cycle path over A14 southbound I have run into this on my bike, I'm sure countless residents have run into this but my son coming back with a cut hand due to a collision with one of the metal frames rendered almost invisible at night lead me to contact Streetworks about road signage left on the cycle path. This is apparently National Highways signage. There is a lot of space for this signage to be stored elsewhere and it will be moved but if people are frustrated by this type of issue please do get in touch and I will happily forward complaints.

INFORMATION

Report a Highways fault If you see a problem; blocked gully/ drain, pot hole or other Highways issue please report it using the tool below.

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/roadworks-and-faults>

Adult care assessment Call centre: [0345 045 5202](tel:03450455202) 8am - 6pm Mon to Fri, 9am - 1pm Sat

<https://www.cambridgeshire.gov.uk/residents/adults/organising-care-and-support/care-needs-assessment>

Do get in touch with me directly if you have any problems, questions or concerns.

COUNTY COUNCILLOR'S REPORT OCTOBER 2023

I've got a problem who do I contact? Organisational structure in Cambridgeshire is complicated, just ask the question. Email me, a District Councillor or the Parish Clerk we'll all point you to the right person (or try to).

Climate Emergency the county council wants to hear your thoughts. What are your ideas? What have you done? What projects could do with some help? The County Council really wants to hear your ideas email climate@cambridgeshire.gov.uk.

Government Structure in Cambridgeshire *detailing responsibilities*

County Council; education, transport, highways, heritage, social care, libraries, trading standards, waste management, maintaining their estate.

District Council; council tax payments, household bin collections, housing and housing benefits, council leisure facilities, environmental health, residential planning, local emergency, community policing contact point.

Parish/ Community Council; looking after community buildings, open spaces, allotments, play areas, bus shelters, community projects.

Greater Cambridge Partnership (GCP) 'The local delivery body for a City Deal with central Government worth up to £500 million over 15 years to deliver infrastructure (decarbonising transport), 44,000 new jobs, 33,500 new homes and 420 additional apprenticeships.'

Partnership between Cambridge City Council, Cambridgeshire County Council, South Cambridgeshire District Council, University of Cambridge

The Combined Authority, Cambridge and Peterborough, our elected Mayor (CPCA) A board consisting of representatives from the District, City and County Councils and Peterborough Unitary Authority, headed by the Mayor.

Responsible for - Business support, skills, housing, transport strategy-liaising with Department of Transport, environment, international, digital connectivity, resilience, research and strategy and new homes.

Police and Crime Commissioner, Cambridge and Peterborough To support and challenge the Chief Constable to provide effective and efficient policing services for the area.

Cambridgeshire and Peterborough Fire Authority the governing body responsible for the fire and rescue service, made up of County Councillors and Peterborough City Councillors.

District Councillor Report to be inserted once received

CLERK'S REPORT

REPORT TO:	Full Council	
AUTHOR/S:	Chelsea O'Brien Clerk	13th November 2023

Purpose

To highlight matters on agenda and update Council on issues arising since last meeting. Issues requiring particular **ratification or note** in **bold**

Administration/ General:

- Christmas Tree ordered for delivery to The Green w/c 27th November
- All Christmas lights have passed the PAT test prior to installation
- All Committees have reviewed and prepared a three-year plan for submission to Finance, Governance & Legal Committee 4th December
- Road closure for Remembrance Parade submitted and approved, thanks to the trained volunteers for managing the closure on the day
- Letter drop for Station Road, Poplar Road, Oak Tree Way, New School Road and Saffron Road undertaken by staff prior to road closure

Meetings Attended:

- Agenda setting with Cllr Murray and Stonham
- One to one meetings with staff including wellbeing checks
- Three Year Planning meeting with RFO and Admin Assistant
- RFO attended site visits with Tree Officer
- RFO attended site visits with grass contractors

Visitors to The Office:

- Parish Council approved electrician – PAT testing and emergency lighting
- Crossover security to repair alarm
- Adcocks to install heating in the Office and small meeting room
- Resident of New Road – double yellow lines
- Chair RBL to drop off wreath and discuss road closure
- Bowls Club representative
- Tree Officer

January Edition of Hilights

Reminder that all content must be with the proofreaders by 27th November for submission by 1st December

Christmas Meal

Cllr Carrington is arranging this year's Council Christmas meal – please let him know if you are attending ASAP – arranged for Monday 11th December at The Red Lion

Chair's Report November 2023

As an opening paragraph to my report, I wish to note after a busy month for HIPC. That it never ceases to amaze me how much people can get done and how robust solutions can be found when they are in an environment that they can make decisions about the work about which they own every day and are successful in communicating the rationale to other people. This takes consideration and strategic thinking about the consequences and direct discussion, questioning and understanding of the impact of other people.

I raise the above for consideration as I see our Council working differently and how both Staff and Councillors are adapting to that new way of working. As we consider our 3-year plans HIPC will aim to present an itemised budget for both operational and capital projects. This approach has not been implemented by HIPC for a number of years and we hope that this will further make residents feel involved in the process.

An important area of work this month has been working with Councillors to prepare a Full Council workshop for Councillors to meet and consider how we adapt to the changes in the way Council works and the projects we would like to see clearly in our 3-year plans. As we think strategically about Council teamwork supported by our processes and procedures, we have considered led by the Staff.

- Document Management Improvement
- Increasing the speed and clarity of HIPC information to our villages
- Improving communication both internally within Council and Externally.
- Staff increasing their ability and capacity to drive change management.

All of these are early ideas to adapt to the proactivity of this Council and the increasing interest and will to collaborate from residents which are so important for every Parish Council. This workshop will give us time to identify what Council can improve and we will bring you some of the results of this workshop in some tangible Full Council Agenda decisions in January and February.

Back to our Business as usual for this month. Our Staff (supported by Councillors) have put together, I believe a strong agenda with decisions around supporting our Recreation Ground (Agenda Item 078.1) and resubmitting what we feel is a strong application for our Local Highways Initiative this year (Agenda Item 076.11). Highways and proactivity for the new Civil Enforcement of parking is considered in (Agenda Item 078.2).

After one of the most important weekends for any Parish I would like to thank Andrew Boylett and Colin Myles, supported by Rob Kane for all the work they put in to support the closing of the road for the Remembrance Day parade. Thank you also to our Clerk, Chelsea O'Brien for ensuring that everything was in place in time to allow the road closure. The parade and the service went ahead smoothly with attendance by many people of all ages. Thank you to everyone who took part.

I would also like to Thank the Employment Committee for raising to Full Council the recommendation of Staff job title changes and performance rises. The decision of Full Council will as always be taken in closed session, but the unanimous recommendation of the Councillors on the Employment does confirm the importance of Parish Council Staff, the scope of these roles appear in my view to be one of the broadest and most challenging that I have come across in my Career.

Last month I noted several items that were underway in my report, and I will bring an update on these in our January Full Council as we do not meet in December.

As we consider our local roads and highways, I would like to highlight to Cambridgeshire County Council the disappointment in what appears to be a poor job on marking the yellow lines in Station Road and how we feel this may be a mistake that needs to be corrected to improve clarity around traffic management on our street.

Last but not in any way least I would like to highlight Agenda item 076.3 which confirms that Steve Campin, our Head Parish Groundsman has resigned, and his last working day will be 31st January 2024. When I attended the Histon Hornet's AGM a couple of years ago the first words spoken by Steve Carrington, the Chair of the mighty Hornets were 'What a Football Pitch'! I believe he is right, not just about the pitch but also about the outstanding sporting facilities that have been developed over the years by Steve and the groundstaff team for our villages. I have also seen Steve's kindness and understanding to some of our older residents visiting the recreation ground, that has on more than one occasion taken my breath away. Thank you, Steve. Never mind 'What a Pitch'! 'What a Groundsman'!

Yvonne Murray

Histon & Impington Parish Council Chair

Minutes of Histon & Impington Employment & Transformation
7.30pm, Monday 30th October 2023
Parish Office, Recreation Ground, New Road, Impington

Employment & Transformation Minutes

Membership: 5 + 2 ex-officio

Appendices: 1

Quorum: 3

Agenda No:	Present: Cllrs: David Legge, Yvonne Murray, Sarah Smith, Edd Stonham Clerk: Chelsea O'Brien 3 vacancies noting Cllr Payne formally advised he is standing down from the Committee with immediate effect	
ET23/006	ELECTION OF COMMITTEE CHAIR Cllr Legge proposed Cllr Murray, seconded Cllr Smith all in favour and agreed , Cllr Murray elected as Chair	
ET23/007	ELECTION OF COMMITTEE DEPUTY CHAIR Cllr Smith proposed Cllr Stonham, seconded Cllr Legge all in favour and agreed , Cllr Stonham elected as Deputy Chair	
ET23/008	TO RECEIVE APOLOGIES FOR ABSENCE None received	
ET23/009	MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS None declared	
ET23/010	PUBLIC PARTICIPATION No public present	
ET23/011	TO APPROVE MINIUTES OF THE MEETING HELD 22ND MAY 2023 Proposed Cllr Stonham, seconded Cllr Smith all in favour and agreed Chair to sign as an accurate record of the meeting	
ET23/012	TO REVIEW AMENDED TERMS OF REFERENCE Copy provided to all to review (Appx 1). Members discussed the need to focus on employment matters and felt the 'transformation' element was already taking place at committee level and those Councillors with the expertise should be called upon when required to work on subject matters. Additional discussion covered: <ul style="list-style-type: none"> - Ensure employment matters are not diluted noting this is the only Committee that oversees Employment and staff matters - Councillor conduct in meetings, the impact on staff and mechanism to address - Councillor and Staff Training - Scheduled meeting frequency to be changed to quarterly Proposed Cllr Legge, seconded Cllr Stonham all in favour and agreed to remove items e, f and g from the Terms of Reference and to rename the committee Employment & Development Committee. Individual committees to consider transformation and engagement within the 3 Year Plan process and to note Councillors with an interest or expertise in the area can be called upon to help with specific projects.	
ET23/013	TO REVIEW ASSISTANT RANGER AND ASSISTANT GROUNDSMAN JOB DESCRIPTION AND CONTRACT Draft copy provided to all to review. Members noted the vacancies have not been filled since April 2023 and the use of contractors to support the Groundstaff team in the interim period. Nature & Biodiversity Committee have paused tree planting to ease the pressure on the team but urged the Employment Committee to consider advertising as soon as possible. All agreed to support to start recruiting early 2024, Clerk to email recruitment pack to	Clerk Next Agenda

	Committee to review with a view of approving at the next meeting. The Committee noted the need to include the budget for possibly two different operatives within the precept process.	
ET23/014	<p>Public Bodies (Admission to Meetings) Act 1960 Exclusion of the Press and Public - to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Press and the Public be excluded from the Meeting</p> <p>All in favour and agreed</p>	
ET23/015	<p>TO RECEIVE UPDATE ON CURRENT STAFFING PROVISION (CONFIDENTIAL)</p> <p>Clerk provided a brief overview to members covering:</p> <ul style="list-style-type: none"> - Staff Wellbeing - Staff Workload - Staffing levels 	
ET23/016	<p>TO REVIEW FEEDBACK AND RECOMMENDATIONS FROM STAFF REVIEW AND DEVELOPMENT SESSIONS (CONFIDENTIAL)</p> <p>Paper provided to Committee members only detailing feedback from the Review and Development sessions. Members discussed a scaling criterion being a 1 scale rise was a standard performance increase, 2 scale rise was for exceptional performance. Following discussion, it was agreed to recommend for approval at Full Council:</p> <p>1SCP + bonus to Head Parish Groundsman 1SCP + bonus to Head Parish Ranger 2SCP to Responsible Financial Officer 2SCP to Administration Assistant and change of job title to Assistant Clerk 2SCP to Clerk and change of job title to Clerk/Executive Officer</p>	
ET23/017	<p>Public Bodies (Admission to Meetings) Act 1960 Re-admittance of the Press and the Public – to resolve that the confidential business having been concluded, the Press and the Public be re-admitted to the Meeting</p> <p>All in favour and agreed</p>	
ET23/018	<p>DATE OF NEXT MEETING</p> <p>Meeting close: 9.15pm</p> <p>Next meeting: Monday 5th February 2024; Monday 8th April 2024.</p>	

Planning Committee Minutes

Membership: 8 + 2 ex-officio

Quorum: 3

Agenda No:	Present: CLRs: Simon Jocelyn, Walter Davey, Jennifer Crockford, Yvonne Murray, James Leonard, Denis Payne, Aga Cahn, Steve Carrington Clerk: Amelia Luck (via zoom)	
P23/106 106.1	APOLOGIES FOR ABSENCE Apologies received from Cllr Allen	
P23/107 107.1	MEMBERS DECLARATIONS OF INTERESTS Councillor Carrington declares non-pecuniary interest in item 111.4. Councillor Jocelyn declares pecuniary interest in item 111.3.	
P23/108 108.1	PUBLIC PARTICIPATION 8 members of public present for item 111.4. Members of public raised concerns that the proposed development would have a detrimental impact on their properties. Concerns raised were parking, noise and light pollution, saleability of their properties post implementation of this proposed development and lack of engagement from both IVC and ELA Sports. Chair thanked the members of public for attending and urged them to write their comments to SCDC.	
P23/109 109.1	MINUTES OF MEETING HELD Tuesday 10th October 2023 Majority in favour of accepting. 3 abstentions.	
P23/110 110.1	MATTERS ARISING None	
P23/111	TO CONSIDER NEW PLANNING APPLICATIONS RECEIVED Noting the members of public present Cllr Jocelyn brought forward item 111.4 and suspended standing orders. Once discussion was had and item taken to vote standing orders were reinstated.	
111.1	<u>23/03934/HFUL 18 Milton Road, Impington</u> extension of existing dropped kerb to front. All agreed to make a recommendation of approval.	
111.2	<u>23/03864/ADV 7 High Street, Histon</u> installation of various illuminated and non-illuminated replacement signs. All agreed to make a recommendation of approval. Approval on the condition that maximum illumination times comply with opening times. Noting Cllr Jocelyns interest for item 111.3, Cllr Crockford was proposed and approved as chair of this item only.	
111.3	<u>23/03841/HFUL 19 Villa Road, Impington</u> single storey side and rear extensions. Noting abstention from Cllr Jocelyn, all remaining Councillors in agreement to recommend approval. Cllr Jocelyn returns to chair position.	
111.4	<u>23/03892/FUL IVC New Road, Impington</u> creation of a 3G Artificial Grass Pitch with perimeter fencing, acoustic fencing, hardstanding areas, storage container, floodlights, an access footpath and associated bund. Noting discussion held on item 108.1, chair of committee requests that clerk applies for an extension to this item to allow for engagement with applicants/residents. Item taken to vote. Majority voted in favour to recommend refusal due to insufficient parking in close proximity, size and scale will be overbearing to neighbouring properties and lack of engagement from applicant with residents and local authority. We note that the proposed development does not meet WHO requirements relating to noise and existing parking for current usage is inadequate.	

111.5	<u>23/03835/HFUL 3 Garden Walk, Histon</u> retrofit to include: external wall insulation, solar panels, part single storey, part two storey side extension, new windows, heat pump, front canopy and associated works. Committee wish to note that this property is subject to severe flooding and is served by a septic tank. However, committee do wish to commend the applicant for the use of solar panels and external wall insulation noting Histon & Impington Parish Council declared a climate emergency. All agreed to make a recommendation of approval with the conditions that contractor parking is made within the curtilage of the property and deliveries are made outside of peak school travel times noting proximity to a primary school.	
P23/112 112.1	PLANNING CORRESPONDENCE RECEIVED <u>None</u>	
P23/113 113.1	HISTON & IMPINGTON NEIGHBOURHOOD PLAN – Reference Points <u>Histon & Impington Village Design Guide SPD</u>	For information only
P23/114 114.1 114.2 114.3	OTHER MATTERS <u>Clerks report</u> – deferred to next meeting noting SCDC had not published any decisions at the time of calling the meeting. <u>3 Year Plans</u> - clerk noted that proposed budget was in preparation for the next Neighbourhood Plan review. Committee noted clerks' comments and agreed to accept for submission to FGL committee. <u>Neighbourhood Plan</u> - 2 documents submitted by Cllr Payne. Cllr Payne informs committee that a review of the Neighbourhood Plan should be undertaken during 2024. Cllr Payne also notes that at this current stage there are 2 members of public who have shown interest in being included in this review. Cllr Payne requested a motion be submitted to Full Council to finalise setting up the Neighbourhood Plan review group.	Clerk
P23/115 115.1	ITEMS FOR NEXT AGENDA None	
P23/116	DATE OF NEXT MEETING(S) 21st November, 12th December 2023	
	Meeting Closed: 9:05pm	

Minutes of Histon & Impington Wellbeing, Recreation & Leisure
7:30pm, Monday 6th November 2023
Community Room, Recreation Ground, New Road, Impington

Wellbeing, Recreation & Leisure Committee Minutes

Membership: 8 + 2 ex-officio

Appendices: x

Quorum: 3

WRL	<p>Present: Cllrs: Joe Uttridge, Louise Wilbraham, Tom McKeown, Neil Davies, Steve Carrington</p> <p>Ex Officio Members: Cllr Yvonne Murray</p> <p>Clerk(s): Theresa King</p> <p>Club Representatives : Mr Andrew Grimmer (Bowls Club), Mr David Rush (Croquet Club), Mrs Jane Fidler (Tennis Club), Mr Steve Campin (Head Groundsman)</p> <p>1 member of the public</p>	
WRL23/045 045.1	<p>To Receive Apologies for Absence</p> <p>Cllrs Hobbs, Stonham, Smith and Allen (personal)</p> <p>Cllr Smith formally advised she is standing down from the Committee with immediate effect, making 1 vacancy.</p>	
WRL23/046 046.1	<p>MEMBERS DECLARATIONS OF INTERESTS AND DISPENSATIONS</p> <p>Cllr Davies declared a non pecuniary interest due to his role as Charity Manager of HI Friends</p> <p>Cllr Carrington declared a non-pecuniary interest as Chairman of Histon Hornets.</p>	
WRL23/047 047.1	<p>PUBLIC PARTICIPATION</p> <p>One member of the public was present. Member of public attended regarding item 051.2.</p>	
WRL23/048 048.1	<p>To Approve Minutes of Meetings Held 4th September 2023 (Appx 1)</p> <p>Proposed Cllr Wilbraham, seconded Cllr Uttridge, all in favour to approve.</p>	
WRL23/049 049.1	<p>Matters Arising from Previous Meetings – Actions list (Appx 2)</p> <p><u>R20/026.2 3G Provision within the villages:</u> Cllr Carrington arranged a meeting with IVC representative Becky Roberts, Cllrs Davies, Murray and Hobbs also attended. Project has now submitted planning application, and this has been discussed at the Planning and Development Committee on 31st October 2023. Several residents had attended this meeting with various objections, and Cllr Carrington said that IVC would be in contact with the residents to discuss further. Cllr Davies noted that the Rec Development Group (RDG) had been informed that Histon Football Club and Cambs FA are looking at the development of an artificial pitch at the football ground and so this is no longer high on the RDG priority list. Continue to work with various parties.</p> <p><u>WRL22/014 Development of Manorial Waste/School Hill site:</u> current project now completed with section being turfed. This item to be closed. Any further items such as repainting of youth shelter to be a new project with relevant costings.</p> <p><u>WRL22/023.1 Security Working party and WRL22/035.1 Gate Access system working party:</u> working parties not met. RFO to push groups to meet and provide feedback at next meeting. Jane Fidler highlighted delay in access party providing feedback.</p> <p><u>WRL23/011 Review of charges and terms and condition</u> – see agenda item 050.1</p>	Next Agenda
WRL23/050 050.1 050.2	<p>2024-2025 Facilities and Club charges</p> <p>To be reviewed and approved at November Full Council due to elected members conflict of interest. Item noted.</p> <p>Review of terms and conditions for all hirers – Office to arrange walkabout with all club representatives prior to review taking place, to include feedback from Sporting Hub trial, continuing until end of March 2024. Item noted.</p>	

	established communities are not getting the range of facilities that newer ones do, such as Northstowe, and that District Council's view would need to be changed to address this, although the District Council had expressed that they might help fund ideas if good ones were presented to them.	
WRL23/052 052.1	3 Year Plan and Projects To review and approve 3-year plan for submission to Finance, Governance and Legal Committee on the 4th December, noting Year 1 of 3 year plan will be the allocated budget for year 2024/2025 (Appx 4). Draft Three Year Plan presented to all; discussion covered: Creation of an additional aspirational list to include projects that may fall outside of the three years being reviewed so the visions of the committee can be seen - to include the RDG project, extending the building and use of a 2 nd floor Include review of changes of use of some space – discuss with Nature and Biodiversity use of Homefield Park as a play area.	
WRL23/053 053.1	Emergency Works To approve emergency repairs to various works to pavilion doors and windows (Appx 5). Proposed Cllr Wilbraham, seconded Cllr Murray, all in favour to accept RFO recommendation and proceed with works.	
WRL23/054 054.1	How to communicate the meeting of 6th November 2023 and items for next agenda: Next agenda: Security Working Party: Gate Access working party	
	DATE OF NEXT MEETING - 22nd January 2024, 4th March 2024 Meeting closed: 9.03 pm Appendix 1: Minutes of the meetings 4 th September 2023 Appendix 2: Actions List Appendix 3: Open Spaces Report Appendix 4: Budget and 3 year plan report Appendix 5 Emergency Works	

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

Land, Assets & Infrastructure Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 4

Quorum: 3

Agenda No:	<p>Present: Cllrs: Geoff Moore (Chair), Joseph Adam, James Leonard Tom McKeown, Yvonne Murray</p> <p>Clerk: Chelsea O'Brien</p> <p>Members of Public: 1 resident</p> <p>Also: 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>APOLOGIES FOR ABSENCE</p> <p>Cllrs: Simon Jocelyn (personal), Edd Stonham (personal)</p>	
LAI/23/17 017.1	<p>MEMBERS DECLARATIONS OF INTERESTS</p> <p>None declared</p>	
LAI/23/018 018.1	<p>PUBLIC PARTICIPATION</p> <p>No items raised</p>	
LAI/23/019 019.1	<p>TO APPROVE minutes of the meeting held 13th June 2023</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>Matters Arising</p> <p>Action List (Appendix 1) provided to all, additional discussion on:</p> <p>SCDC Electric Car Charging Grant 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>Enterprise Site, Station Road, Histon 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>Flooding Leaflet 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>Ambrose Way/Mill Lane Consultation 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>20mph County Council members hearing scheduled 10th 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>JL</p> <p>Office</p> <p>Clerk/GM</p>
LAI/23/021 021.1 021.2	<p>Projects 22/23</p> <p>Privately Funded Highways Initiative Access Control Barriers Clerk to contact County Officer for update, copying in Cty Cllr Hathorn.</p> <p>Histon & Impington 20mph Zone update posted on website 29th September: https://hisimp-pc.gov.uk/histon-and-impington-20mph-scheme-coming-in-2024/</p>	<p>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>Other Matters</p> <p>Review of Terms of Reference amended to include co-option to Committee (Appendix 2). Proposed Cllr Leonard, seconded Cllr McKeown all in favour and agreed. Item to be included on the next agenda for Co-Option.</p> <p>Allotments Report provided to all (Appendix 3) covering: Feedback from survey of ploholders, information and charges and from nearby sites. Gatehouse Road 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>Review of Charges 24-25 to review charges and agree any increments. Following discussion and review of neighbouring sites, all agreed to increase charges by £2 taking the annual rent to £20 per plot, per annum</p> <p>Allotment Provision Review report not included in packs, to be available at the next meeting as part of the 3-year plan discussion</p> <p>A14 Histon Junction Active Travel Scheme 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>Roadside Weed Management Policy 2023. All in favour to delegate to Cllrs Murray and McKeown to complete survey by 20th October</p> <p>Local Highways Initiative scheme To note unsuccessful application 23/24. Feedback requested from County Council, clerk to chase. To agree to submit application 24/25 and to agree project to present to Full Council for approval. 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>Junction of The Crescent, Villa Road, Cambridge Road 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>Review of Emergency Plan 2023 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>ITEMS FOR NEXT AGENDA</p> <p>Election of Committee Chair, Co-Option, 3-year plan and precept request</p>	
<p>LAI/23/024</p>	<p>DATE OF NEXT MEETING</p> <p>Next Meeting Tuesday 7th November 2023, Tuesday 23rd January 2023</p> <p>Meeting closed: 9.30pm</p>	

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

Land, Assets & Infrastructure Committee Minutes

Membership: 6 + 2 ex-officio

Appendices: 0

Quorum: 3

Agenda No:	Present: Cllrs: Joseph Adam, Simon Jocelyn, James Leonard, Geoff Moore, Yvonne Murray Clerk: Chelsea O'Brien Co-Opted during meeting: Tom Hindley	
LAI/23/025	ELECTION OF COMMITTEE CHAIR Agreed to elect a chair for this meeting only, Cllr Murray proposed Cllr Jocelyn, seconded Cllr Moore all in favour Cllr Jocelyn to chair the meeting	
LAI/23/026 026.1	APOLOGIES FOR ABSENCE Cllrs: Tom McKeown (personal), Edd Stonham (personal)	
LAI/23/027 027.1	CO OPTION TO COMMITTEE Noting agreement at the last meeting to co-opt up to three residents to support the committee, Mr Tom Hindley was present Proposed Cllr Moore, seconded Cllr Leonard all in favour and agreed to co-opt Mr Hindley	
LAI/23/028 028.1	MEMBERS DECLARATIONS OF INTERESTS None declared	
LAI/23/029 029.1	PUBLIC PARTICIPATION No items raised	
LAI/23/030 030.1	TO APPROVE minutes of the meeting held 9th October 2023 All in favour and agreed Chair to sign as a true and accurate record of the meeting	
LAI/23/031 031.1	3 Year Plan To review and approve 3 year plan for submission to Finance, Governance and Legal Committee on the 4th December. Noting Year 1 of 3 year plan will form the budget for year 2024/25 Draft Three Year Plan presented to all; discussion covered: Reserves: <ul style="list-style-type: none"> - Land Fund Reserve to be allocated £7k funding in years 24-25 and 25-26 with a view of the Parish Council then having sufficient funds in place to then explore options to potentially change the use of an existing site for additional burial space or improvements to an existing site. Improvements discussed: access, security, water provision at Gatehouse Road Allotments - War Memorial agreed to allocated £6k 24-25 with a view of seeking grant funding to clean and restore memorial. £1k to be allocated years 25-26, 26-27 to ensure reserve is built up so cleaning and restoration can be programmed - Allotment income – noted could be higher than projected following results or local review - Allotment Maintenance Gatehouse Road – agreed to increase to £500 for years 24-25, 25-26. 26-27 noting the size of the site and need for regular clearance work to the maintenance track/entrance that is too much for the Ranger. Clerk to confirm ownership of boundary hedges and drainage ditches 	Clerk

	<p>Capital Projects:</p> <p>Local Highways Initiatives: Noting increasing costs, Committee wished to present an accurate view of projected spend with the view of hopefully not having to request additional funds mid-project as previous years. Agreed to submit: £20k 24-25, £22k 25-26 and £25k 26-27. Members noted the need for projects to be established throughout the year to ensure resident consultation can take place prior to submission. Clerk to seek views of County Council of mechanism for advice for projects prior to submission. Call for help from residents with areas of expertise also suggested.</p> <p>Biodiversity Project at Gatehouse Road - £1k to be allocated 24-25, 25-26, 26-27 to ensure regular maintenance to the boundary hedges</p> <p>Installation of information boards Guns Lane and The Brook – agreed to allocate £2k 24-25</p> <p>Joint project with Cambridgeshire County Council to repair access points on permission path Mill Lane to retain access. Agreed to allocate £2k 24-25 (NHP Project P16)</p> <p>Install Cycle Stands £2k years 24-25, 25-26, 26-27 (NHP Project P17)</p> <p>Privately Funded Highways Initiative Barrier Removal – noting application submitted, discussion covered allocating budget for immediate removal of the straightforward barriers but allow for further works in years 2 and 3 following investigative works and alternative solutions in complex locations. Agreed to allocate £5k 24-25, £2k 25-26, £5k 26-27</p> <p>Installation of electric charging points – Clerk to explore options and viability of installing in High Street car park. Terms of lease to be explored with regards to installing time restricted parking and automatic number plate recognition system.</p> <p>Committee reviewed the Wishlist of projects formulated by the Committee, many only being suitable for the LHI scheme noting the complexity. Cllr Leonard wished to add Station Road but noted the need for expert knowledge to suggest and build a project to address the current problem of being inadequate for pedestrians and cyclists. Clerk to group projects where applicable and ensure all projects are included on the Wishlist prior to circulating to members. List to then be used to seek advice and build on projects throughout the year.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
LAI/23/032	<p>ITEMS FOR NEXT AGENDA</p> <p>Purchase of post at Burial Ground to stop unauthorised vehicular access High Street Car Park Clearance and lining Repairs to benches Village Green</p>	
LAI/23/033	<p>DATE OF NEXT MEETING</p> <p>Next Meeting Tuesday 23rd January 2024 Meeting closed: 9.15pm</p>	

LHI application

Email – clerk@hisimp-pc.gov.uk

District – South Cambridgeshire

Parish - Histon and Impington

Applicant Name	xxxxxxx
Applicant Email	xxxxxxxxx
Applicant Contact number	xxxxxxx

What is the population of the area of your requested improvement?

8,143 - 2021 census

What is the maximum budget you are able to contribute towards your requested improvements?

£20k agreed in precept budget request.

What type of LHI Scheme are you applying for?

Complex

Other: Copenhagen crossing.

Description

A raised crossing at the mouth of Station Road, Histon, where it joins the High Street (between The Boot and Co-op store). This is a busy active travel junction at the heart of the village, which will be described in detail in paras 12 and 13.

*A yellow box added to the High Street opposite Station Road exit.
(See junction proposal plan)*

The raised crossing arrangement is often known as a 'Copenhagen crossing'. There are many examples in Cambridge, elsewhere in the county and though out the UK.

We want to ensure that the raised platform will be wide enough to accommodate painted markings at a future date if possible. The raised table design has the advantage of being fully accepted by the Dept of Transport.

We have a vision to extend a series of these raised crossings along the High Street. Our first is an approved LHI project at Brook Close, on the south side of The Green

11. How does your application address a known safety issue?

* Evidence should be provided that demonstrates that there is an existing safety issue or problem. This can be with reference to - Existing recorded accident data which can be found on the LHI website. Anecdotal evidence of accidents including reference to photographs or emails where an injury accident may not have occurred. Or both.

The current accident data, 2017-2021, on the County website lists a total of five accidents near this junction: three along the High Street and two nearby on the B1049 north south route. See map extract in emailed submission.

The proposed crossing is on a key route to the local school (Brook Primary). It will help families cross Station Road to reach the Zebra crossing at The Green. It will make it clearer to drivers that they should be giving way to pedestrians trying cross this side road. This will reinforce the latest Highway Code that clarifies an expectation to allow pedestrians priority where they cross a side road entrance.

The yellow box will aid people cycling to turn out of Station Road onto the High Street. This is especially true during the morning school run, when there are large numbers of adults and children on cycles who turn right out of Station Road, and then immediately left into The Green to access the primary school. These movements are often blocked by a queue of cars on the High Street.

Direct testimony was given by junction users when we canvassed views on site over several mornings.

- A mother and daughter said they had 'nearly been hit' at the crossing point the week before. Daughter relayed this and was clearly shaken by the experience.*
- Another person said, 'This junction is the reason I don't cycle the kids to school'*

In addition, many comments were made by the survey respondents, which reflected serious concerns, and specific support for the addition of a yellow box on the High Street at this junction.

- I cycled recently turning into Station Road I allowed a pedestrian to cross and was shouted at by the driver behind. This raised crossing (with additional signage) is most needed! The cross-hatch area opposite is a genius idea.*
- Our son has to cross this junction on his route walking to IVC. It is not an easy place to cross, with traffic coming from all directions, so it would be great to have pedestrian priority more strongly enforced.*
- For safety reasons the raised crossing is essential. I am speaking as a person who was hit by a car when crossing the road at age 14 years.*
- This is an essential change to what is currently an extremely dangerous crossing that is routinely used by people of all ages, especially families on their way to school and the elderly during the day. This cannot happen quickly enough!!*

- *I think the majority of crossings are children and adults getting to and from the school. So it will make crossing safer for my children and myself. Also see elderly crossing to Co-op so good for them too.*

12. How will your application increase safety for highway users?

* Evidence should be provided in the application of how the scheme will make it safer for different user groups. Specific reference should be made to the expected safety improvements the requested changes will have for groups such as pedestrians, cyclists, or vulnerable users. An example could include the installation of speed cushions outside a primary school to reduce vehicle speeds in an area with a high number of vulnerable users, or the installation of parking restrictions to prevent vehicles parking too close to a junction and increase visibility for those seeking to cross the road.

The proposed improvements are for the village centre in Histon. The High Street runs east west and hosts many of the village's shops and amenities.

The junction is the focal point of most pedestrian routes to and from both the Brook and Park Junior Schools, (see walking routes map).

The High Street carries a large amount of vehicle traffic both from within Histon and Impington (some going out to and returning from the A14) and traffic from neighbouring settlements of Oakington and Girton which are both served by the Histon High Street commercial centre (shops, pubs, cafes, professional services) and the major secondary school, Impington Village College (IVC). At the same time, it is the key pedestrian and cycle route for the western half the village to get across to IVC on the eastern side.

On the eastern side of the junction are two key amenities, the local Co-op supermarket and the Well pharmacy. The former attracts a large footfall of all ages but particularly local shoppers without access to a car. The pharmacy is an important amenity for the villages' elderly population. Also, a short distance to the east is The Green; this street borders the village green and is the main approach for the Brook Primary School. The formal zebra crossing over to The Green is located here.

The need to put in a safer crossing for this junction has increased along with the village population growth over the past decade. Most critically the school population has grown by almost 20%; moving from a single site two-form intake, to a total of four forms entry split over two primary sites, within the past decade.

Almost all pedestrian and cycle traffic to the Brook Junior school, with a two form entry, passes through this junction. In addition, a significant amount of the pedestrian and cycle traffic going to and from the new Park Junior school further north also passes through it.

Overall population growth

2011: 7,866

2021: 8,143 +4%

Growth in school age cohorts

	Age 5 to 9	Age 10 -19
2011	622	1344
2021	740	1395
	119%	104%

As such, this area is often busy with pedestrians and cyclists. To meet the Parish's climate, health and wellbeing goals we would like to encourage more. However, the road is frequently congested with traffic queuing along the High Street for the traffic lights on the B1049. For context the B1049 north of this junction carries traffic from Willingham, Cottenham, Wilburton, Haddenham and north Histon into Cambridge, the High Street has trips from Oakington, Westwick, Girton and west Histon into Cambridge.

The raised table, Copenhagen crossing, will give a clear indication that the side street exit is pedestrian space, assisting pedestrians in crossing this road. Pedestrians would then more safely access the zebra crossing over the High Street to the village green. This junction is wide with some motorists approaching it at speed. The presence of a raised pedestrian crossing will also help to slow traffic.

The yellow box will allow cyclists traveling to the Primary School via Station Road to turn into stationary traffic with greater visibility and establish themselves within clear sight of drivers on the High Street due to the separation provided by the box junction.

Looking at a wider context, the B1049 takes much of Histon and Impington's through traffic headed for Cambridge city. Station Road forms part of a route that runs parallel to the B1049 from the High Street, south through Impington, until re-joining the B1049 opposite the Holiday Inn. This makes it an attractive option for drivers to avoid delays on the main route. Hence, it is important to offer a safe crossing on this route as well as the main B1049. Additionally, the crossing may deter some use of Station Road as a cut through, improving safety for cyclists and pedestrians along its length.

While Station Road is an attractive alternative pedestrian and cycle route to the heavily used B1049 it is also a rat run for traffic looking to avoid the four-way traffic lights at the junction of the B1049, Impington Lane and The Green. This through traffic needs to be calmed at the very least by the kind of raised crossing that we propose.

13. How does your application contribute positively to public health?

* Your application should detail the anticipated safety benefits as a result of your improvement being installed for users of non-motorised forms of transport. For example, you could refer to or highlight how your proposal would encourage an uptake in healthy activities such as walking, cycling, or horse-riding. Improvements could include new sections of widen foot or cycle path,

warning signs making it safer for horse riders or cyclists to use a section of road, or a pedestrian crossing linking two areas of a village and providing a formalised place for people to cross.

The proposal aims to improve safety for walking and cycling on and near the villages' High Street. Creating an environment that appeals for walking and cycling increases the number of trips taken by these active modes. By incorporating exercise into regular activity, this has a direct health benefit for the individual traveling actively. The associated mode shift from motorised vehicles has a wider health benefit from reduced particulates and emissions.

The High Street is a thriving commercial centre with two supermarkets, pubs, restaurants cafes, post office, building society and professional services. While it is within easy walking and cycling distance of most of the village it also attracts a lot of traffic. The addition of a raised crossing on a key junction will calm traffic and enhance pedestrian and cyclist safety. Through this we expect to make it easier for residents to choose an active travel option to access the High Street. We hope to encourage increasing activity into daily routines. For those older people, who have a habit of frequent walks to shops, we want to mitigate the dominance of traffic that currently might discourage them from continuing to walk into the centre.

The proposal is part of an ongoing strategy, first articulated in the recently adopted Neighbourhood Plan, to sustain the High Street.

14. Does your application have demonstrable local support?

* Does the wider community, particularly those directly affected, support your proposal? How important is this issue on a local level? Evidence that your proposal is supported by the local community including your County Councillor will be required, along with further details on the level of local consultation that has been carried out to date. You should provide a detailed summary of what consultation you have undertaken, for example pages in a parish newsletter, online surveys, or a presentation at a council meeting. You will need to satisfy those scoring your application that should your application be successful local stakeholders will be in support of the scheme and are aware of what has been applied for.

The Parish Council posted details of the proposal on both the Parish Council website and local news website HI Hub and social media asking residents for views and provided a web-based survey. Several canvassing sessions were held in the peak morning periods encouraging people passing through the junction to respond to the survey. The key results of that survey, as at 03/01/23, were:

- *A significant majority approved the proposal (84%).*
- *Nearly 80% of respondents gave the proposal a score of 5 or 4.*

Would you be in favour of the proposed changes?

Yes: 84% (49)

No: 16% (9)

How would you rate the proposal?

(Star scores: 5 =V High to 1 = V low)

5: 50% (29)

4: 28% (16)

3: 7% (4)

2: 5% (3)

1: 10% (6)

Full survey and text comments from all respondents are in the .xls attachment.

15. How will your requested changes result in localised environmental improvements?

Examples of this could include but aren't limited to the following: an anticipated improvement in air quality near a school, an expected reduction in noise pollution, or a positive reduction in vehicle speeds.

The proposals will improve access to the villages' High Street, primary and secondary schools by active modes.

An associated reduction in private motor trips will benefit air quality, safety for vulnerable road users, reduction in road noise and lowered transport carbon emissions.

By eliminating dropped curb access to the road level Copenhagen crossings improve access for wheelchairs, mobility scooters and pushchairs

The Covid pandemic has shown us the necessity of thinking and acting locally. This part of the village needs to be sustained and made more attractive by shifting the balance of traffic measures, so that there is a sense of increased safety for pedestrians and cyclists.

Location Link

Please provide a map link to the location or area of your requested improvement

<https://www.google.com/maps/@52.2518478,0.1070712,283m/data=!3m1!1e3>

Please be aware that should you wish to share any drawings or other documents you can do so after you have submitted your application as you will receive a copy of your completed form via email. If you wish to submit a location plan, please forward a copy of the completed form and any attachments to: local.projects@cambridgeshire.gov.uk

See also , attached to emailed submission:

- *Plan of junction proposals*
- *Photos of existing junction*
- *Maps of*
 - *key walking routes through and near the junction*

- *The High Street and the junction's location*
- *Accident data*
- *Copy of full survey results, including full text comments from respondents.*

Have your requested improvements been shared with and approved by the respective County member(s) for the area?

You must have discussed your funding application with the locally elected member for the area prior to submitting your online application form.

Yes, support from County Councillor Ros Hathorn.

Has an informal consultation been undertaken for your proposed scheme, and does it have the support of the local residents and stakeholders that would be directly affected by it?

Yes: All commercial and domestic properties in the immediate area have been leafleted with a sketch of the proposal and a QR link to the survey.

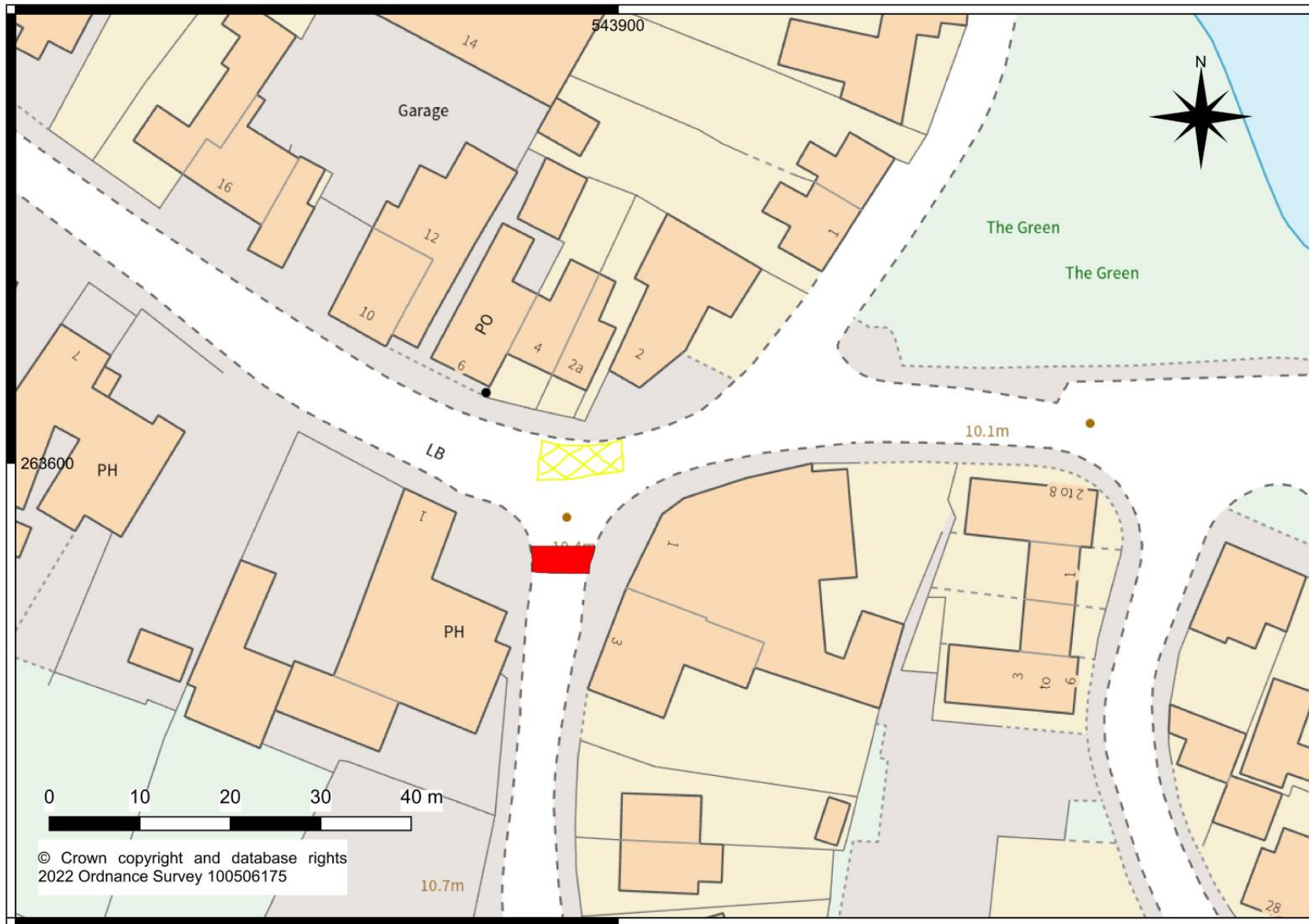
By selecting this you are confirming that you have consulted with residents regarding your proposal, and you understand that your application could be withdrawn if this is not the case, even if your scheme is approved for delivery.

Please confirm that you understand that your financial contribution should not be reliant on any subsequent requests by your (the applicant) to third parties to secure all of, or a proportion of the agreed funding allocation?

Yes: The Parish Council's proposed contribution is fully funded from its own resources.

By selecting this you are confirming that you aren't reliant on an external funding application process which would delay the delivery of your requested improvement, and you understand that your application could be withdrawn if this is the case, even if your scheme is approved for delivery.

Histon & Impington: LHI – High Street and Station Road junction proposals.



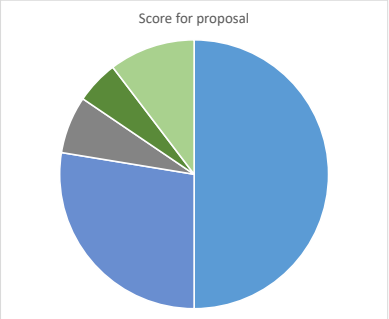
ID	Start time	Completion time	Email	Name	Postcode	Age Group	Would you be in favour of the proposed	Count	-16	Do you have additional comments on how the proposal might affect you ?	Do you have any comments on how the proposal could be improved ?	Are there other projects that you would like to see on the Parish Councils Project list in the future ?	Would you like to be emailed when further
										Seems very sensible	Nothing specific - seems like a sensible proposal	Some form of pedestrian crossing from Home Close (or possibly Red Lion) to Tesco - lots of people trying to cross from one side of the road to the other and can be very difficult / dangerous. Crossing from Tesco to the other side is often very dangerous with cars and vans parked outside Tesco / Stir and other cars approaching, often at higher speeds, from School Hill in what is a blindspot for pedestrians on the Tesco side	Yes
3	12/8/22 15:26:31	12/8/22 16:03:42	anonymous		CB24 9JL	45-54	Yes			I cycled recently turning into Station Road I allowed a pedestrian to cross and was shouted at by the driver behind. This raised crossing (with additional signage) is most needed! The cross-hatch area opposite is a genius idea.	Signage - I didn't see any signage proposals, but I think some additional signs would be welcome to warn vehicles of the crossing pedestrians. Could the cross-hatch region be enlarged to give a wider safety margin?	Since the early stages of the Neighbourhood plan (Representation: 67918) I've been calling for exactly one of these crossings to be installed across the TESCO car park entrance which is also incredibly dangerous for children. But until now I did not know they were known as "Copenhagen Crossings" :)	
5	12/8/22 15:57:15	12/8/22 16:09:56	anonymous		CB24 9JF	35-44	Yes					Also the whole of the village should be a 20-mph zone. I ask this as a driver who drives these streets at 20 which is just plenty. As a pedestrian I all too often fear speeding cars even when I'm on the pavement.	Yes
8	12/8/22 16:53:49	12/8/22 17:03:44	anonymous		CB24 9HF	65 and older	Yes			I need to cross from the Green to the chemist and Co-op almost daily so a safer crossing would be a very great improvement	A "slow down" sign for motorists outside the post office would be a good safely measure. Cars come round too quickly.	No	Yes
10	12/8/22 17:11:11	12/8/22 17:13:26	anonymous		CB24 9LU	65 and older	Yes					Finalise pavement resurfacing	Yes
11	12/8/22 17:22:07	12/8/22 17:23:28	anonymous		CB24 9JS	45-54	Yes			I walk /cycle to school with my son via this route and would welcome the proposed changes		No	No
17	12/9/22 10:32:43	12/9/22 10:40:54	anonymous		CB24 9JX	45-54	Yes			Our son has to cross this junction on his route walking to IVC. It is not an easy place to cross, with traffic coming from all directions, so it would be great to have pedestrian priority more strongly enforced.		Can something similar be done at the junction of School Hill / Park Lane, between the St Andrews Centre and the Stir Cafe?	Yes
20	12/9/22 11:24:03	12/9/22 11:33:22	anonymous		cb24 9lq	45-54	Yes			Fully supportive of the proposal. The crossing can be hairy at times - when shepherding young children across the road - as cars often turn left into Station Road at speed. Any measures which decrease speed and signal priority to pedestrians would be helpful.		Interested to hear update of the proposed closure of Station Road, opposite Baptist Church.	No
21	12/9/22 12:05:18	12/9/22 12:30:58	anonymous		CB24 9JT	45-54	Yes			As a driver, these changes will improve the junction. I try to give pedestrians priority, but as other drivers often don't this can tempt the pedestrian to cross as is their right, but then get nearly hit by another car which has decided not to get priority, Plus its terrifying watching the little ones navigate towards the school when the cars don't make space on the proposed hatching area	A 20mph limit on the High Street and Station Road would also make the junction safer.	1. A 20mph throughout the village, perhaps excepting the B1049. After all if it is good enough for Girton... 2. Double yellows around the School Hill / Park Lane junction - these junction is really hard in a van or truck heading east, but simply impossible to safely navigate when residents park (illegally) within 10metres of the triangular junction. 3. Remodel the School Hill / Park Lane junction to make it a right angle not a slip road, and into the bargain make a new public pedestrian space. 4. Create an off-road cycle route for children from Impington Village College to the busway. Ideally just to the west of the Cambridge Lea Hospital, but otherwise through Histon & Impington Recreation Ground. 5. Bus gate on Station Road to stop the rat runners and make this a safe route to the primary school. 6. Create a footpath along Burgoynes Road - either thru compulsory purchase on the south or north side. Alternatively make Clay Close Lane one way heading east, Burgoynes Road one way heading west and use the 'empty' carriage way on Burgoynes Road a footpath.	Yes
22	12/9/22 12:38:21	12/9/22 12:41:46	anonymous		CB24 9LH	45-54	Yes			Strongly agree with the proposal		Filtering traffic on Station Road as not to be used as a rat run by motorists avoiding the traffic lights at the green.	Yes
23	12/9/22 16:16:05	12/9/22 16:20:58	anonymous		CB24 9PP	65 and older	Yes			Not directly, but I do cycle down Statkon Rd to the Coop each morning before 9 am and see the constant flow of traffic heading towards the green without a break, and the difficulty parents with kids on bikes have turning right out of Station Rd and then left to go down to the school. Some way of stopping traffic using Station Rd (heading towards me as I go towards the Coop) as a rat run would also be useful as it can be hazardous at that time in the morning, with a great deal of oncoming traffic.		Can't think of any.	Yes
24	12/9/22 19:42:08	12/9/22 19:45:19	anonymous		CB24 9NY	35-44	Yes			As a family doing school run on station road to Histon brook the reduction in vehicle speeds at this corner will be welcome	Additional filtering of traffic on station road	Traffic filter on station road. Reduction of bell mouth at crescent / station road / villa road	Yes
26	12/10/22 20:17:42	12/10/22 20:26:12	anonymous		CB24 9LH	65 and older	Yes				Extend the yellow box to The Green so people going to the school from Station Road are not hindered in their progress	Improve cycle provision along Milton Road / Butts Lane	No
27	12/11/22 8:45:02	12/11/22 8:45:54	anonymous		CB249LQ	45-54	Yes			I am pleased to see this proposal as the crossing currently is so wide and dangerous for children in route to school.	I would have liked to see a central island as the road is very wide at that point and cars often block the view of cars turning into the road seeing pedestrians crossing.	N/a	Yes
29	12/12/22 9:24:57	12/12/22 9:28:23	anonymous		Cb24 9ph	45-54	Yes			For safety reasons the raised crossing is essential. I am speaking as a person who was hit by a car when crossing the road at age 14 years.		Na	No
30	12/12/22 8:50:57	12/12/22 9:44:24	anonymous		CB24 9AB	35-44	Yes			It sounds like it would improve pedestrian movement along the High Street and make it easier for those with push chairs, wheel chairs etc.	No	Yes, the Milton Road, Burgoyne's Road, Clay Close Lane junction is in desperate need of improving for pedestrians and cyclists. All pedestrians and cycles turn into Clay Close Lane to get off the main car route (Burgoyne's). The turn is exceptionally difficult to make especially with pushchairs or other mobility aids. It is an extremely busy junction at school drop off and pick up times with many students needing to cross to get to the 3 local schools.	Yes
31	12/12/22 9:40:32	12/12/22 9:49:49	anonymous		Cb249ab	45-54	Yes					Improvements to the clay Close Lane / burgoynes road/Milton Lane junction to make it safer for pedestrians to cross especially when coming from the Milton lane direction when it is hard to see what is coming from burgoynes and Milton directions	Yes
32	12/12/22 10:02:52	12/12/22 10:03:51	anonymous		Cb249jx	25-34	Yes					Not immediately	Yes

								It would help us when cycling to Park Primary, turning right via Station Rd and the High Street onto the green.	No	Cycle path widening, or maintenance near Park Primary on the right towards Cottenham. A pedestrian crossing on Glebe Way near Orchard Rd where the footpath comes out from the green. A 20 mile zone near Park Primary and along the High Street at school times to make it safer for cyclists.		
33	12/12/22 11:30:46	12/12/22 11:36:40	anonymous	CB24 9LL	35-44	Yes		5	This is an essential change to what is currently an extremely dangerous crossing that is routinely used by people of all ages, especially families on their way to school and the elderly during the day. This cannot happen quickly enough!!	Faster please!	Bring in 20mph speed limits throughout the centre of the village, especially Glebe Way past the new primary school and the whole of High St and Station Rd. More speed deterrents and signs along Water Lane/Bridge St, too.	Yes
34	12/12/22 12:19:33	12/12/22 12:22:29	anonymous	CB24 9HF	35-44	Yes		5				Yes
37	12/12/22 22:05:49	12/12/22 22:13:20	anonymous	CB24 9NA	35-44	Yes		5			-	No
38	12/13/22 5:57:07	12/13/22 6:01:38	anonymous	CB24 9LJ	35-44	Yes		5			Some sort of crossing outside Tesco/Red Lion would be helpful as it is very hard to cross the road safely there due to the bend in the road and the cars coming from several directions.	No
39	12/13/22 16:17:23	12/13/22 16:24:11	anonymous	Cb249nt	45-54	Yes		5			20 mph speed limit across the villages, except on Water Lane. If Girtton has this, then why not his imp? Closure of Station Road to through traffic. Removal of bicycle barriers at the end of Saffron Road and School Lane. Reinstatement of the pedestrian crossing across the B1049 at the Cambridge Road junction.	Yes
45	12/17/22 13:25:36	12/17/22 13:26:17	anonymous	CB24 9LA	35-44	Yes		5			More cycle ways	No
48	12/20/22 11:29:49	12/20/22 11:36:42	anonymous	CB24 9YF	35-44	Yes		5			More wild flower planting	No
49	12/20/22 11:39:52	12/20/22 11:42:29	anonymous	CB24 9JW	45-54	Yes		5	Not me so much, but will be invaluable for parents with young children, children going to school on their own and older people and those with mobility issues. Can't see any negatives for the proposal at all		A crossing somewhere in front of the new parade of shop on School Hill. Consideration of a 20MPH limit in the village	No
51	12/20/22 12:27:23	12/20/22 12:36:46	anonymous	CB24 9XP	35-44	Yes		5	It would make it easier to get from station road to the green via the existing zebra crossing	It needs to be made crystal clear that road traffic needs to give way to people crossing, without needing to argue over a current copy of the highway code. Can extra signage, markings or even a zebra crossing be used?	Reduce all speed limits to 20, except for the A14 and the roads to Cottenham and Oakington. Reduce speed limit on roads to Cottenham and Oakington to 40 Install a pavement on the east side of the bridge over the busway Pave the pages close back lane so it can be used for cycling, then explicitly ban cycling on the existing pages close footpath. This could also allow a pedestrian crossing over the b1049 near the allotments	No
54	12/20/22 21:06:37	12/20/22 21:09:37	anonymous	Cb24 9ha	45-54	Yes		5	Make it easier crossing Station Road.		No not at the moment	No
55	12/21/22 9:49:55	12/21/22 9:53:05	anonymous	Cb24 9nz	45-54	Yes		5	If there could be some way for bikes to cross safely here too as many parents cycle their kids this way who then have to make it up to Park Primary, could this connect to a bike path/ carriageway to the Rose and Crown crossing to the bike path there? Then we could have a saved route through the village.	See above	Bike route to Park primary from Impington	No
57	12/22/22 13:51:13	12/22/22 13:55:07	anonymous	CB24 9NZ	45-54	Yes	29	5	Would make crossing Station Road safer for pedestrians and also cyclists turning onto High Street.	Signage to discourage cars from stopping over the Copenhagen crossing. I think it should encompass the school junction as this is why and where most people are crossing.	No. In general many of the projects tend to be meddlesome, or even a nuisance, but this one actually makes sense.	No
1	12/8/22 14:49:33	12/8/22 14:53:25	anonymous	Cb24 9pb	45-54	Yes		4	I think the majority of crossings are children and adults getting to and from the school. So it will make crossing safer for my children and myself. Also see elderly crossing to coop so good for them too.		I think the road up to Brook school should be a different colour, to highlight that this is a pedestrian area at certain times of the day. The sign that currently prohibits traffic needs to be more prominent and situated on both sides of the road.	No
4	12/8/22 15:59:41	12/8/22 16:06:26	anonymous	apollyn35@gmai	65 and older	Yes		4			Double yellow lines on Primes Corner Cottenhem Road.Cars park to close to the bend.Accident waiting to happen.	Yes
6	12/8/22 16:27:16	12/8/22 16:31:14	anonymous	CB24 9AB	45-54	Yes		4			Yes lots. Is there a list or are you asking for new ideas?	Yes
7	12/8/22 16:42:44	12/8/22 16:46:13	anonymous	CB24 9JJ	65 and older	Yes		4		Make Station Road one way only.	Flashing 30mph signs on Park Lane. Oakington and Cottenham have these and they are very effective.	Yes
9	12/8/22 17:06:18	12/8/22 17:12:55	anonymous	CB24 9JT	25-34	Yes		4		Would it be possible to make the yellow box area large enough to allow cars/cyclist turn towards the school entrance? Station road should have a modal filter to stop so many drivers using it to bypass the lights at the Green	Station road should have a modal filter to stop so many drivers using it to bypass the lights at the Green.	Yes
12	12/8/22 16:06:55	12/8/22 17:23:45	anonymous	cb24 9pq	25-34	Yes		4	My family walk down Station Road daily and we often see aggressive driving putting pedestrians at risk, including driving at speed on the pavement. A crossing at the junction with Histon High Street would be very welcome.	Zebra crossing would be even better. The majority of drivers are ignorant or ignore the new highway code rules (rule H2) to let pedestrians cross at junctions.	Crossing between Tesco and St Andrew's Centre. Lots of people cross here and it is dangerous.	
15	12/8/22 21:32:39	12/8/22 21:46:54	anonymous	CB24 9JP	35-44	Yes		4	It will benefit my two children, allowing them to walk and cycle to school in a safer way.	During school run times, the parked traffic outside the Bakers and Post Office means it is very hazardous cycle along the high street turning left onto the green. I think extended the yellow box or replacing the double yellow lines outside the Baker's shop would be beneficial.	Improving crossing outside St Andrews/ Tesco Express for safer commute fir children to the Park Primary school.	
16	12/9/22 8:48:44	12/9/22 9:09:18	anonymous	CB249JT	35-44	Yes		4	This would be a great help for me in travelling with my children to the green, play park and Brook school. Anything that makes High Street clearer and safer for bikes and pedestrians is good. It would make it a bit more annoying to drive into Station Road for the rare occasions that I drive to the petrol station or nursery, but that's probably a good thing because cars really should be discouraged from using that road.	Ensure it is enforced so that the grid affects everyone rather than just the law abiding. Put an automatic camera on the junction that takes a pair of photographs (to prove lack of movement) of any large object detected stationary in the yellow grid area. If such a thing isn't already available I'm sure I could make it for you in a few days with some cheap hardware (like the ~£30 Raspberry Pi nature camera kits).	* Enforcement of the double yellow lines already on High Street (particularly with regard to Royal Mail vans that dangerously obstruct that junction). * Limiting vehicle access to Station Road to only pedestrians and bicycles except for access (perhaps just on the stretch between the petrol station and High Street). * Dealing with obstructions caused by on-street parking (Saffron Road, Merton Road and Shirley Road are my pet peeves, and Manor Park is getting steadily worse, but I'm sure there are others in Histon - try asking the poor bin lorry drivers who have to reverse up Saffron Road). I'd be in favour of an expensive permit system that both raises money for the local council and makes it too expensive for residents and local workers to regularly park in the road while still allowing for occasional visitor parking and delivery van parking (this would probably also help make housing unsuitable for car owners more affordable).	Yes
18	12/9/22 10:38:34	12/9/22 10:44:02	anonymous	CB24 9US	65 and older	Yes		4		AS PART OF THIS PROCESS, THE OPPORTUNITY SHOULD BE TAKEN TO RE-PAINT ALL THE DOUBLE YELLOW LINES AND BUS STOP RESERVATIONS, ALL ALONG THE HIGH STREET, PLUS THE ZEBRA CROSSING MARKINGS.	IMPROVEMENTS IN SIGNAGE ETC AT THE MILL LANE / AMBROSE WAY JUNCTION. THIS HAS BEEN REPORTED TO THE PARISH COUNCIL SEVERAL TIMES OVER RECENT YEARS. IT HAS BEEN DISCUSSED WITH CHELSEA AND COUNCILLORS.	Yes

								An issue I see daily is cyclists (with children) stuck at the top of Station Road, unable to turn right on to the High St because of the traffic coming westbound in the High St - I can't see that this proposal addresses that at all?	Nothing I can think of.
								There should be sufficient room at the top of Station Rd beyond the Copenhagen crossing for either one car or some cyclists and it should be clear that cars cannot stop across/on the crossing.	
								Will it be clear that ONLY cars turning right into Station Road can stop in the yellow hatched box and will there be any enforcement of this? I suspect this will be in danger of being completely ignored... ;{	
19	12/9/22 10:46:29	12/9/22 10:55:08	anonymous	CB249LD	45-54	Yes	4		Yes
								This would make the junction a lot safer for me as i cycle into the village centre, nearly everyday. I particularly like the idea of a raised hump to slow traffic down.	Yes
35	12/12/22 17:05:07	12/12/22 17:28:55	anonymous	CB24 9HT	65 and older	Yes	4		Yes
36	12/12/22 18:06:00	12/12/22 18:09:03	anonymous	Cb24 9pd	45-54	Yes	4		No
								I might be more inclined to do the school run by bike. We currently walk but cycling would be quicker - the right turn at the junction onto the High Street puts me off.	None I can think of now
								Extend the yellow hatched area to just beyond the road leading to Brook School - this would enable people on bikes to turn right from Station Road onto the High St/The Green and left onto the Green much more easily when there is congestion. If the yellow hatch doesn't extend that far people on bikes will still get caught in congestion blocking the High St/Green junction.	Adding further dropped kerbs near Firs House for people crossing over Kay Hitch Way - currently the dropped kerbs are right at the edge of the junction and it is very hard to see anything coming out of Kay Hitch Way.
									Also, the war memorial junction - could this be narrowed as the Cottenham Road/Glebe Way junction was when the new school was built? Cars turn very quickly off the B1049 into Station Road and it is very hard to feel safe using the pedestrian crossing there knowing how quickly cars turn in. It is a busy pedestrian crossing which I feel could be made safer for pedestrians.
44	12/15/22 18:51:49	12/15/22 19:02:28	anonymous	CB24 9NT	35-44	Yes	4		Yes
47	12/20/22 11:08:45	12/20/22 11:11:25	anonymous	Cb249hu	35-44	Yes	4	Consider limiting station road traffic by applying access only controls.	Removing barriers to public footpaths, hindering wheel chair and bike trailer access to promote further active travel.
50	12/20/22 11:57:23	12/20/22 11:58:29	anonymous	CB24 9JL	45-54	Yes	4		Yes
								Very helpful for a very busy and at timesdangerous school run	No
53	12/20/22 13:59:49	12/20/22 14:01:30	anonymous	Cb249PL	35-44	Yes	16	4	Resurfacing Station road, the potholes on the south side from the Green are terrible, it is so dangerous for cyclists.
								It will have relatively little effect on us. We rarely pass through this point at peak times.	Yes
									Improve traffic management on the section of Station Road between High Street and Saffron Road. This is a residential road, and should be safe for small children to cycle along. It is not due to too many drivers rat running to avoid the lights at Water Lane/Glebe Way, driving at inappropriate speed and pushing their way through past parked cars vs oncoming cyclists, even small children. .
14	12/8/22 21:07:33	12/8/22 21:32:19	anonymous	CB249LH	45-54	Yes	3		Yes
								Q3 Yes BUT - One main problem, currently, is that pedestrians of all ages avoid the walk to the zebra crossing, by cutting across the junction from The Boot to the Post office & vice versa and also from Co op to Redmayne and vice versa again avoiding the short walk to the zebra crossing.	Improve the link between Burgoynes Rd and Woodcock Close i.e. Doctors Close. With building going on at the Woodcock Close end of Doctors Close, The road, partly tarmacked (but needs repairing) and partly graveled. The graveled part and grass verge especially are all churned up with mud. The drop from the path (which only runs at the side of the graveled section) is quite a steep slope and with mud on the slope quite a hazard for pedestrians.
28	12/11/22 14:09:33	12/11/22 14:29:49	anonymous	CB24 9LD	65 and older	Yes	3		Yes
								This is a huge improvement but, as a cyclist who does the school run, there would still be a big problem with the large number of motorists who turn right into Station Road in order to avoid the queue at the traffic lights. These cars could still block the box junction but also cause huge difficulties on the stretch of Station Road down to the Baptist church, where the road is effectively a single lane for much of the length due to parked cars.	Introducing an express bus for Cottenham to Cambridge which could encourage less car use. The No 8 is tortuously slow as it rambles round.
43	12/14/22 12:12:53	12/14/22 12:38:02	anonymous	CB24 9NZ	45-54	Yes	3		Yes
52	12/20/22 13:44:10	12/20/22 13:45:41	anonymous	Cb24 9jy	25-34	Yes	4	3	More benches around the villages.
									No
								A pedestrian crossing would be much safer, and maybe not so close to the junction. Cars approaching from The Green and turning left into Station Road might suddenly stop if someone is on the raised crossing, and cause an accident. There is so much going on at that junction already that additional pedestrians would be dangerous. Put the crossing nearer the kitchen shop.	
40	12/13/22 17:32:18	12/13/22 17:39:20	anonymous	Cb24 9lq	65 and older	No	2		No
								I walk, cycle and drive around the village and that crossing is one I navigate frequently. It can be a busy junction and it is wide, but as a pedestrian or cyclist I have had no issues. Although I do think the yellow box is a good idea to assist cyclists turning right.	The roads and pavements in some areas are appalling. The drains are blocked up and regularly flood the roads. Crossing Glebe Way from the end of Pages Close path is way more dangerous than Station Road and residents in that area have been asking for a crossing for years. The speeds cars go on Glebe Way/Cottenham Road - a few 'reminders' of the limit painted on the road would at least slow down some drivers. The junctions at either end of School Road seem way more problematic than Station Road in terms of dangerous parking and cars not giving way and therefore risking an IVC pupil being hit. The parking on the bends of Cottenham Road is hazardous and I really feel mirrors are needed. The parking for Park Primary. The corner of Cottenham Road needs to be double yellowed and the poor residents of Narrow Close....
								The main issue for me in that area is cyclists dodging on and off the paths, or cyclists on the road going at walking pace because they have a child walking on the pavement alongside them. The proposed raised crossing will not stop those issues or stop people crossing wherever they see fit and will not control children who cannot be controlled by their parents. If you think out all of the walking routes leading to the you'll see that crossing Station Road at that particular place isn't actually necessary. There are lots of safer places to cross where the road is not so wide and without the slight bend in the road leading to the zebra crossing.	
								Cars already have to give way and don't, so unless you are going to have clear, effective and visible signage, the raised crossing will just cause confusion, as it did when there was an accident at the one on Mill Lane. And then why not just have the signs reminding drivers to give way? Rather than spend lots of time and money and road closures installing	
41	12/13/22 21:18:48	12/13/22 21:56:09	anonymous	CB24 9ET	35-44	No	2		No
								Not directly affecting me. Don't have young children and try to avoid driving in the village	Na
46	12/20/22 11:01:10	12/20/22 11:04:18	anonymous	Cb24 9 l	45-54	No	3	2	No
								I think it's too close to the junction. Would prefer it a little further into station road	

2	12/8/22 15:33:08	12/8/22 15:35:51	anonymous	cb24 9nu	45-54	No	I'd prefer £35000 spent on repairing the badly damaged roads so I can cycle in safety without fear of coming off having hit a pothole.	Yes, by using the money for improving our poor highways it's getting like a 3rd world country, Agree with the raised crossing but not the yellow box	- Repairing damaged roads and pavement to make them safer for cyclists, pedestrians and car drivers.	No
13	12/8/22 17:59:23	12/8/22 18:07:12	anonymous	cb249jx	45-54	No	1 If there's going to be a crossing then it should be a zebra - anything else is not clear enough about who has priority.	Zebra	Yes repainting of road markings in the high street and especially the yellow lines at the junction of high street and park lane as more people are parking both sides of the triangle and around the blind bend on park lane it seems mostly to use the coffee shop or st andrews coffee shop they are also parking right past the bus stop up bell hill making this area a completely dangerous area for cars/pedestrians as you cannot see if road is clear	No
25	12/10/22 9:48:44	12/10/22 9:50:36	anonymous	CB249AJ	45-54	No	1 Visually detracts from the High Street. Confusing, Needs careful attention to the gutter drainage to avoid creating puddles		Tighten mouth if Villa Road	No
42	12/13/22 22:10:50	12/13/22 22:24:41	anonymous	CB24 9NE	65 and older	No	1		Renovate crossing keepers hut	No
56	12/21/22 14:19:28	12/21/22 14:34:29	anonymous	CB24 9NE	65 and older	No	1	Resurfacing Station Road would improve cycling safety and be a better use of the money. Further puddles should not be created by the raised roadway interfering with the drainage. Remove the puddles that form at the pedestrian crossing from the Coop to the Green.	A crossing outside Tesco.	No
58	12/22/22 15:47:15	12/22/22 16:06:32	anonymous	CB24 9ET	45-54	No	6 1 I am not sure about this crossing in as much that a lot of people don't use the current zebra crossing ,may have been better between coop and estate agents (previous building society) but there was probably a reason for where it is? If the new crossing goes ahead could it include pedestrian barriers to direct them to the crossing and leave enough road space between the crossing and give way line,so set back into station road?	Stop disabled badge holders parking outside the post office! Maybe by installing pedestrian barriers	Please make Bell Hill 2 way traffic again due to the crappy parking around st Andrews , it would make it safer for vehicle traffic heading northwards or if not change the one way direction to north up bell hill?? And how about some volunteer traffic wardens?	Yes

25-34 =	4	7%
35-44 =	15	26%
45-54 =	26	46%
65 + 12	21	21%
	57	100%
No	9	16%
Yes	49	84%
	58	100%



Finance Report to be inserted

Parking Restrictions of Station Road

Signed petition received from residents of Station Road with 15 signatures

Update from Cambridgeshire County Council Officer:

“Restrictions on Station Road, should be:

- *Eastern side restrictions Mon-Sat 8am-6pm 30mins no return 30mins*
- *Western side Mon-Sat 8am-6pm 2hours no return 1 hour*

I understand there are concerns that a new parking restriction is being installed – I can confirm that this is not the case rather, maintenance of what is already existing. Unfortunately, the lines and signs have not been kept in good repair so it may come as a surprise for residents when this occurs.

We are currently undergoing remedial works as a preparation for Civil Parking Enforcement (CPE), this is where the County Council assumes responsibility for enforcing parking restrictions in South Cambridgeshire.

In order to progress with a change in the parking restrictions an agreement must be found between stakeholders as to what that new restriction would be. A subsequent 3rd party funded application must then be made to CCC (or it could go through the LHI process) for the changes to go ahead. The work involves going through the statutory TRO process, including consultation, publication of press notices and the civils associated in installing signs (if it is a straightforward restrictions change). Indicative costs for small schemes start from around £2000 although we can ascertain indicative costs with much more accuracy once a conceptual plan is made.

Note – I can't hold off on the sign installations indefinitely, there may well be a point in the future where signs will have to be installed as it is considered bad practice to forego sign installation for a length of time if a TRO is active on the street.”

Feedback from residents:

As a resident of Station Rd the planned parking enforcement (fines) along station road will significantly impact us. We do not have access to full time off road parking and would like to continue to be able to use considerate street parking near to our home. With this in mind we would ask that you consider a pause in enforcement, whilst residents work with the council to resolve the situation.

Thank you and kind regards

I'm a resident of Station Road, and I wanted to discuss the impact of the proposed parking restrictions that are set to be reinstated. Like many of our neighbours, our cottage lacks off-street parking options, leaving us with no convenient place to park.

I noticed your response on Facebook and I'm grateful for the opportunity to have a conversation about this issue.

As you pointed out in your post reply, parking restrictions can be a complex matter. The previous order in our area seems to have been inactive for over a decade or more. I find it hard to understand why there would be a necessity to limit parking at

the upper end of the road, as it appears more than spacious enough to accommodate traffic on both sides. Additionally, having lived here for a fair few years, it doesn't seem to be an exceptionally busy stretch of road. Could these restrictions be a relic from a time when this was the primary route into Cambridge?

In my view, the disruption caused by relocating residents' parking to other roads would likely be more problematic than allowing us to park near our homes.

I'm keen to hear your thoughts on this matter and explore potential next steps to find a resolution.

I would like to add my name to the petition against the introduction of parking fines on Station road. I am a resident with no driveway and often have to park quite a way from my house. If I am home for the day it would be a major inconvenience to have to move my car every 30mins.

I hope you get enough support to stop this.

With thanks

In readiness for the Parish Council Meeting tomorrow (13/11) I have attached our previous email exchange Ros, as I feel my original email best explains the feelings of the residents on the stretch of Station Road in question. It also contains the email from Andi Caddy regarding the current hold on restrictions following these emails.

As previously discussed, I have been talking with residents who will be affected by these restrictions and [REDACTED] have kindly collated details and signatures in petition form of the residents opposed to the restrictions. Leah will be forwarding this information also in readiness for the Parish Council Meeting tomorrow.

Through talking with residents that have lived here for many years, restrictions on this stretch of Station Road have either never been imposed or certainly haven't been for the last 9-10 years. Given there has been no consultation with the resident's regarding these restrictions (we started to ask questions about this purely because black posts started to appear on this stretch of road), we haven't had a lot of time to formerly raise our concerns prior to the PC meeting on 13th November.

Given that the majority of residents on this stretch have no driveways or back access and have young families, on street parking outside our homes is heavily relied upon. With this in mind we would really appreciate this topic being raised/discussed at the meeting and I would be happy to come along to any future meeting to discuss this in person. Should you require any additional detail from me at this stage then please let me know.

Many thanks and I look forward to hearing back from you in due course.

I understand there is a meeting today and I would like to ask that the following is discussed, I have gathered the attached signatures from my neighbours on Station Road in support of preventing the parking restrictions on Station Road (between the Railway Vue pub and Chequers road) from being enforced.

Our main reasoning for this is that the bays/parking restrictions were originally put in place to service the post office, which is no longer there (it has been turned into residential flats), and that the restrictions haven't been enforced for 9+ years. Residents will have no where to park anywhere near their homes and most do not have off street parking. Of everyone in the

stretch of houses most affected, everyone I have spoken to has been in agreement (anyone who hasn't signed has not answered). I have had no one respond negatively. Three people have mentioned mobility issues, and at least 3 families have young children. Please note the additional response below which has come in since I scanned the petition in.

Thank you for arranging the petition, my parents live at [REDACTED] Station Road and would like to be included in the petition but are currently abroad. Please can you add them on? [REDACTED]

[REDACTED] They also have a lodger who has his own doorbell and owns a car that has to park on the road so I'm sure he would sign. Parking along the road has become much more of an issue since the cafe has been open and my mum is disabled and has a blue badge so needs to be able to park outside her front door. Many thanks and kind regards

Good morning,

R.E The implementation of parking restrictions on station road CB24 9NP

As a resident on station road [REDACTED] I am concerned that enforced parking restrictions will mean I will not be able to park outside my own house for fear of a fine. I have never had an issue parking outside my house before so I can't see any reason why we need parking restrictions in this area. Will residents be issued with parking permits?

I will be adding my voice to a petition to stop this happening.

I live at [REDACTED] Station Road and would like parking enforcement to be paused temporarily to allow time to work out a solution where residents of Station Road can legally park near their homes.

We reside in [REDACTED], and have no off-street parking available. A significant number of our neighbours are also in the same predicament. Station Road is wide enough to accommodate resident parking, and I believe that the negative consequences of displacing the cars currently parked there to other roads would be far greater. I hope that in due course, we can establish a residents' parking scheme that local residents could make use of.

Thank you for your time, and please do keep me updated if you have any further information.

Dear sir/Madame

I would like to add my name to the petition to pause the proposed parking restrictions along Station Road.

It is very unfair to residents and I feel totally unnecessary and restricting.

If a car park area had been supplied for people using the guided bus as was originally campaigned for this area would not have so many cars parking along the roads. This common sense is another example of locals not being taken notice of when it affects their lives.

I hope common sense can prevail this time