

# HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Cambridgeshire  
County Council

**Date: Tuesday, 17 May 2016**

**Democratic and Members' Services**

Quentin Baker

LGSS Director: Law, Procurement and Governance

**10:00hr**

Shire Hall

Castle Hill

Cambridge

CB3 0AP

**Kreis Viersen Room**

**Shire Hall, Castle Hill, Cambridge, CB3 0AP**

## **AGENDA**

**Open to Public and Press**

### **CONSTITUTIONAL MATTERS**

**1. Notification of Chairman/woman and Vice-Chairman/Woman**

**2. Apologies and Declarations of Interest**

*Guidance for Councillors on declaring interests is available at*

<http://tinyurl.com/cccd-dec-of-interests>

**3. Minutes (1st March 2016) and Action Log**

**5 - 16**

**4. Petitions**

### **KEY DECISIONS**

**5. Integrated Transport Block Funding Allocation proposals**

**17 - 32**

## OTHER DECISIONS

<b>6.</b>	<b>Proposed 2016-17 targets for Highways &amp; Community Infrastructure Key Performance Indicators</b>	<b>33 - 40</b>
<b>7.</b>	<b>Highway Maintenance Member Working Group</b>	
<b>8.</b>	<b>Finance and Performance Report - March 2016</b>	<b>41 - 72</b>
<b>9.</b>	<b>Appointments to Internal Advisory Groups and Panels, Partnership Liaison and Advisory Groups</b>	<b>73 - 80</b>
<b>10.</b>	<b>Committee Agenda Plan and Training Plan</b>	<b>81 - 88</b>

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Roger Hickford (Chairman) Councillor Peter Reeve (Vice-Chairman)

Councillor Barbara Ashwood Councillor Ralph Butcher Councillor Barry Chapman Councillor David Connor Councillor Steve Criswell Councillor Gordon Gillick Councillor Bill Hunt Councillor Michael Rouse Councillor Jocelynn Scutt Councillor Amanda Taylor and Councillor John Williams

*For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact*

Clerk Name: Dawn Cave

Clerk Telephone: 01223 699178

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## **MEETING OF HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE: MINUTES**

Date: Tuesday 1<sup>st</sup> March 2016

Time: 10:00am-11.45am

Present: Councillors Ashwood, Butcher, Connor, Criswell, Gillick, Hickford (Chairman), Hipkin (substituting for Councillor Chapman), Hunt, Moghadas, Reeve (Vice-Chairman), Rouse, Scutt and Taylor

Apologies: Councillor Chapman (Councillor Hipkin substituting)

### **179. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **180. MINUTES AND ACTION LOG**

The minutes of the meeting held on 2<sup>nd</sup> February 2016 were confirmed as a correct record and signed by the Chairman.

The Action Log was noted.

### **181. PETITION**

There were no petitions.

### **182. LIBRARY SERVICE TRANSFORMATION – INCOME GENERATION UPDATE**

The Committee received an update on the work of the Member Review Group considering income generation options for the Library Service. Members were reminded that at its Special Meeting on 26th June 2015, the Committee agreed that a Member Review Group be established to look at alternative options for increasing income at libraries. The first meeting of this Group, chaired by Councillor Ashwood, had taken place on 17th September, and there had been eight meetings since then. The Group's initial report had been presented to the December 2015 Highways & Community Infrastructure Committee meeting.

The Chairman thanked Councillor Ashwood on behalf of the Committee, commenting that this was tremendous report, reflecting lots of hard work by Councillor Ashwood and all those Members and officers involved.

Councillor Ashwood thanked those who worked on the group with her, commenting that whilst the group had only met 8 or 9 times, there had been a lot of work going on in between meetings. The report sets out a framework for libraries to pursue, focusing on the following three areas:

- Sponsorship for libraries countywide;
- Café @ Central Library;

- Redesign of the third floor of the Central Library.

Much was dependent on developing a successful sponsorship strategy, and giving those involved with the libraries the time and encouragement to deliver the work. It was clarified that whilst the focus appeared to be on Cambridge Central Library, this would provide a template that could be rolled out across all libraries.

On a related matter, a Member raised the issue of the Cambridgeshire Collection, which was still housed at Central Library, and proposed that the Committee record its support for the Cambridgeshire Collection, Huntingdonshire Archives, and other archives, to ensure sufficient staff were available. It was further suggested that the Friends of Central Library be encouraged to establish a working group to look to arrange an annual archives festival, and secure sponsorship for this event with assistance from County Council officers. The Member advised that she had discussed this matter with the City Council Leader, and he had suggested that the Guildhall could be used as a venue for the archives festival, which would be of both local and international interest. It was agreed that it would be appropriate for the Friends of Central Library to look at this issue. It was agreed that the Friends Group could feedback via the Committee if they had any specific proposals for the Cambridgeshire Collection. Members noted that the recent consultation on the Cambridgeshire Collection focused specifically on access/opening hours.

It was resolved unanimously to:

1. Note the report and agree the way forward for further work on income generation in libraries.

### **183. LOCAL HIGHWAY IMPROVEMENT (LHI) SCHEMES 2016-17**

Members considered a report on the outcome of the prioritisation of LHI applications by the Member Panels in each District area. Members were reminded of the budget totals approved, to facilitate a programme of Local Highway Improvements. These budgets were agreed as part of the Transport Delivery Plan (TDP) approved at the January 2016 Highways & Community Infrastructure Committee. Applications had been assessed and prioritised by Member Panels for each district, in line with the process summarised in the report.

Arising from the report, a Member commented that this scheme was beneficial not only in terms of achieving good outcomes in terms of local schemes, but that it had generated community action e.g. in Bateson Road, West Chesterton, where residents had worked together to formulate a proposal.

It was resolved unanimously to:

1. Approve the prioritised list of schemes for each District area, as set out in Appendix A to the report.

## **184. BUILDING COMMUNITY RESILIENCE**

The Committee considered a report on *Stronger Together – Cambridgeshire's Strategy for building resilient communities*. Members' views on the actions taking place in support of this strategy were sought. It was noted that the high level of volunteering for ETE probably reflected the number of volunteers in libraries and library access points.

Members were reminded that a report had been considered by the General Purposes Committee in October, at which stage it was agreed that all Committees would receive an update in March, highlighting community resilience activity in their service area. The official launch of the Community Resilience Strategy was scheduled for May. The first cohort of Councillors as Community Connectors was now complete, two further cohorts were scheduled, and Members noted examples of good work with Parish Councils and other local bodies.

Members discussed their experiences of Community Resilience work, and a Member commented on the importance of engaging with communities on planning and built environment issues, noting alarming statistics such as the high number of suicides in new communities.

It was resolved to:

1. Comment on the actions proposed to support the Community Resilience Strategy.

## **185. GREATER CAMBRIDGE CITY DEAL EXECUTIVE BOARD DELEGATIONS**

The Committee received a report on the delegation of powers to the Greater Cambridge City Deal Executive Board. Full Council on 16th December 2014 approved the formation of the Greater Cambridge City Deal Joint Assembly and Executive Board, and agreed to delegate certain functions to the Executive Board as the decision making body for the Greater Cambridge City Deal. This item had been considered by Constitution & Ethics Committee, and that Committee had suggested that it would be helpful for both Highways & Community Infrastructure and Economy & Environment Committees to have a view. The functions in question within the remit of H&CI Committee were Traffic Regulation Orders (TROs), Compulsory Purchase Orders (CPOs), Side Road Orders (SROs), Transport and Works Act Orders (TWAOs) and Grant of Planning Consent. Only those schemes which were being led by the City Deal were affected, usual arrangements would apply (i.e. H&CI Committee or Cambridge JAC) for County Council led schemes.

Three members of the public spoke on this item. All Committee Members had received written copies of the statements presented by the speakers, and also a written statement from Edward Leigh, who was unable to attend the meeting.

Richard Cushing commented that whilst supporting the City Deal in principle, he was concerned that the proposed delegation would result in a major and unacceptable disenfranchisement of the electorate in the City Deal area. He noted that the primary justification for the delegation appeared to be *"the delivery of the infrastructure investment programme on a very tight timescale"*. Currently, members of the public

were able to make representations to County Council meetings, whereas the arrangements for the City Deal were less transparent. In addition, the County Council had responsibility for the whole range of relevant functions – e.g. highways, street lighting, so it has a broad perspective of the issues under consideration. Additionally, whilst the City Deal will be spending £100M on capital projects, there was no evidence that consideration was being given to ongoing costs. Mr Cushing also had a question about the statement to undertake a public consultation, but this had subsequently been answered (see attached email at Appendix 1). Mr Cushing asked about the potential conflict of interest by officers acting on behalf of both the City Deal Board and the County Council. In general he felt that the City Deal appeared to have significant powers with little responsibility, and observed that there were no proposed timescales for any of the delegations.

Lynne Hieatt spoke as a resident of Newnham, and as Chairwoman of her local Residents' Association. From a resident's perspective, she observed that it appeared that the City Deal had a huge workload and ambitious agenda, with only a small team of officers. A number of basic issues had not been satisfactorily resolved, specifically there was no Code of Conduct for the consultation process, Terms of Reference or any indication of processes being used: the recent A428 consultation had highlighted some of these problems. Summarising, she felt that it was premature to delegate more powers before the governance arrangements, including the Code of Conduct for consultation, was in place.

Wendy Blythe spoke as the Chairwoman of the Federation of Cambridge Residents Associations (FeCRA), which acts as a conduit for information and as a support network for Residents Associations across Cambridge. She advised that concerns were being expressed by Cambridge residents on the moves to give City Deal decision makers more power. Those residents believed that clearer Terms of Reference, greater accountability, a clear Code of Conduct for consultations, and above all a clear statement of high level priorities that included environmental, social and aesthetic objectives, were required before the City Deal could move forward. The city's attractive suburban approaches, which were also the homes and neighbourhoods of many of the city's communities, needed much more positive consideration, especially on environmental issues e.g. air quality, flooding. The City Council had previously commissioned a study into suburban approaches, but this had never been completed. Environmental guidelines needed to be in place for the City Deal Board.

Presenting the report and responding to the public questions, the Executive Director, Economy, Transport and Environment, reminded those present that a full meeting of the County Council had already delegated these decision making powers to the City Deal Board. In addition, a report had been presented to and endorsed by the Economy & Environment Committee, with respect to the powers within their remit.

With regard to the City Deal Executive Board having met fewer times than this Committee, the Executive Director advised that the City Deal Executive Board had a full programme, and would meet as often as required. The Board was currently focusing on major strategic issues, and the decision on the detail of schemes, including the determination of Traffic Regulation Orders, would be taken further down the line. It was also noted that a written response had been sent to Mr Cushing by the Service Director for Strategy and Development, quoting the relevant legislation, which include the requirement to consult when making a Traffic



Regulation Order (*see response at Appendix 1 to these minutes*). This responsibility would be passed on to the City Deal Board as part of the delegation. Moreover, it would be the same team of County Council officers who would be dealing with these processes and so there was no reason to assume the processes would change.

Mr Cushing accepted these points, but commented that when full Council took the decision to make the delegations last year, they did not have the benefit of hindsight of the City Deal activities over the previous twelve months. He suggested that Members of the Committee may wish to recommend that full Council reviews the decision to delegate. The Executive Director reiterated that the responsibility for delegation sat with full Council, and that decision had already been made. Any review would have to be at Members' request.

The Executive Director advised that Local Liaison Forums had been proposed by officers as one part of the consultation process. The constitution, composition and operation of the Local Liaison Forums would be a decision for those elected Members who sat on the City Deal Board. It was noted that the period of operation for the Cambridge City Deal was 15 years.

With reference to the "small team of officers", the Executive Director advised that this team comprised County Council officers with the requisite experience and expertise. This team would be increasing by about 10-15 people, specifically to resource the City Deal projects.

With regard to the consultation procedure, there had been considerable discussion on this, and Tanya Sheridan, the City Deal Director, had had email exchanges with Wendy Blythe on 22/02/16. The Board had stipulated that the consultation procedures of the host authority, the County Council, be used. These were the County Council's Listening and Involving Strategy, and also the principles in the Statement of Community Involvement, i.e. the same processes used on all County Council schemes. Meaningful and thorough consultation had been carried out to date thorough leaflets, meetings, etc, and it was still only the very early stages of City Deal. It was also noted that one of the references to a lawyer's letter (Richard Buxton QC), the County Council's legal team had responded to Mr Buxton's letter, and Mr Buxton had accepted the points raised. With regard to the environmental and public realm consultation, these were not within the remit of this Committee. It was noted that there had been debate at the City Deal Board about a Design guide, and the City Deal Board had indicated they would like an Environmental Design guide, although this would be subject to approval, and was more likely to be relevant to the design issues from bigger issues, not those relevant to this Committee.

Ms Hieatt welcomed now having clarification on the name/references to the Code, and commented that the test would be whether it was being observed, and she commented that she did not regard previous City Deal consultations as "meaningful consultation". The Executive Director commented that this did not directly relate to the delegation today, but was part of the enabling process.

The Executive Director reiterated that most of Ms Blythe's questions had been addressed in Tanya Sheridan's email of 22/02/16, explaining the consultation procedures, or were issues for the City Deal Board, rather than the delegation under discussion today. Similarly the Suburbs Approach report was a Cambridge City Council matter.

A Member commented that the Committee appeared to have been presented with a fait accompli, and was being asked to rubberstamp decisions that had already been made. The report referred to the delivery of an ambitious infrastructure programme against a time limited schedule, and was concerned about the hurry to deliver within the timescales set out. Whilst the City Deal focused on major infrastructure to improve routes and transport, there was a danger of the communities on those routes being neglected, and he gave the example of the recent Histon and Milton Road bus and cycle improvement schemes being one such example, provoking significant protest from residents affected. The participation of partners such as the University of Cambridge and the LEP also caused concerns, as their range of interest was beyond both city and county, and he had particular concern regarding the University's role, especially as the University was aggressively challenging the Local Plan, and wanted to develop on Green Belt land.

The Chairman acknowledged the points raised, but reminded Members that they were looking at the delegations from this Committee, and not at City Deal issues more generally. The Executive Director also clarified that organisations such as the University of Cambridge contributed to local authority planning costs through Planning Performance Agreements, which gave assurance to developers that they would receive certain services. Participation in these Agreements did not give those organisations that made the payments special consideration or privileges in the planning processes.

In response to a Member question, it was confirmed that the delegations had been agreed by the County Council, Cambridge City Council and South Cambridgeshire District Council, and also the Economy & Environment (E&E) Committee, and there had been no dissent from any of these bodies, although it was clarified that the delegations from those bodies were different. It was also clarified that Richard Preston was the Project Manager leading the Milton Road and Histon Road schemes, with Bob Menzies overseeing the process as Service Director.

Councillor Scutt proposed the following Amendment:

1. that there be a report back to the Highways & Community Infrastructure Committee on further safeguards that will be put in place to ensure that consultation with residents will be undertaken in reference to the Traffic Regulation Orders in the City Deal Plan;
2. these safeguards:
  - (a) to include the establishment of Local Liaison Forums within a specified timeframe, or an alternative process to be adopted to ensure local consultation is undertaken in a timely and comprehensive manner; and
  - (b) to be set out precisely and specifically so that they are clear and transparent and made known to the public;
3. request a report to be provided to the next Highways & Community Infrastructure Committee meeting, with an undertaking from the City Deal Executive Board that these safeguards are affirmed and will be adhered to; and

4. that the operation of safeguards be reviewed by the Highways & Community Infrastructure Committee twelve months from the date of the delegation.

The Executive Director reiterated that the powers had already been delegated to the City Deal by full Council last year, so that it was now for the City Deal Board to ensure that adequate consultation was carried out.

The majority of Members voted in favour of the Amendment, which was carried.

A Member thanked the speakers for raising important issues on process and environmental matters, but pointed out that the focus of the report was whether the Committee should delegate the responsibility for TROs, etc, in order to ensure the smooth functioning of the Cambridge City Deal. She commented that the issues were the quality of decision making, openness, fairness and subsidiarity, with reference to the City Deal processes. Whilst acknowledging the time imperatives, she did not feel that this should lead to the diminution of processes, and it was questionable whether the evidence so far indicated that the City Deal's processes were up to County Council standards. The County Council's current arrangements for TROs in Cambridge i.e. either through the Cambridge Joint Area Committee or this Committee, worked well, and this was particularly accountable and transparent in terms of receiving representations. It was important not to lose the input of local people, and every effort should be made to ensure that they had access to decision makers, as it was less clear how to get in touch with the City Deal Board members.

A Member applauded Councillor Scutt's Amendment, commenting that this helped to stress the local accountability and consultation aspects in making the delegations, and he stressed the importance of Local Members making the decisions on Cambridge City Deal matters.

A Member asked if the City Deal money was ringfenced to the Cambridge City Deal area, and whether there was any impact for other areas of the county, e.g. in terms of reduced officer availability. It was confirmed that City Deal was being appropriately resourced and there would be no consequential impact on other areas of the County. The City Deal area was the same as the Cambridge City and South Cambridgeshire District administrative areas. It was noted that central government were funding the City Deal (£500m over 15 years) to be spent on major capital schemes.

A Member expressed grave concerns, commenting that whilst the delegations had been agreed by full Council, little information had been provided, and the City Deal as it had evolved looked very different. She expressed particular concern about the City Deal Board taking responsibility for TROs, as there needed to be good engagement with the Local Members and their communities.

A Member commented that she had been concerned about public consultations, but she felt that the Amendment that had been agreed had addressed those concerns. The membership of the City Deal included Local Members, and other Local Members would be able to feed in comments from their residents. There was also a statutory requirement to undertake public consultation. The Chairman agreed, commenting that as City Deal Assembly member, he was already responding to queries from the public.

Another Member commented favourably on Councillor Scutt's Amendment, stating that it was up to Local Members to determine these local issues. He was pleased with the Executive Director's assurance about resources allocated to the City Deal, and how this would not be to the detriment of other parts of the county.

A Member spoke against the delegations, observing that the County Council had already delegated traffic matters to the Cambridge Joint Area Committee and Highways & Community Infrastructure Committee respectively. The Executive Director pointed out that City Deal Board members would only be asked to determine TRO decisions relating to City Deal schemes.

It was resolved, by a majority, to:

1. Endorse and propose to Council that the responsibility for making decisions regarding Traffic Regulation Orders for City Deal infrastructure schemes was confirmed as being delegated to the Greater Cambridge City Deal Executive Board, subject to the amendment above;
2. that there be a report back to the Highways & Community Infrastructure Committee on further safeguards that will be put in place to ensure that consultation with residents will be undertaken in reference to the Traffic Regulation Orders in the City Deal Plan;
3. these safeguards:
  - (a) to include the establishment of Local Liaison Forums within a specified timeframe, or an alternative process to be adopted to ensure local consultation is undertaken in a timely and comprehensive manner; and
  - (b) to be set out precisely and specifically so that they are clear and transparent and made known to the public;
4. request a report to be provided to the next Highways & Community Infrastructure Committee meeting, with an undertaking from the City Deal Executive Board that these safeguards are affirmed and will be adhered to; and
5. that the operation of safeguards be reviewed by the Highways & Community Infrastructure Committee twelve months from the date of the delegation.

#### **186. REVIEW OF HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE INDICATORS FOR 2016/17 FINANCE AND PERFORMANCE REPORTS**

The Committee considered a report on the key performance indicators to be included in the Economy, Transport and Environment Finance and Performance reports for 2016/17. The current set of H&CI indicators in Finance & Performance report had been reviewed to ensure that each indicator linked to at least one of the Operating Model outcomes or enablers, or has significant financial implications for the Council.

It was proposed that three indicators be removed:

- Number of problem rogue traders brought back into compliance;

- Number of unique visits to library web pages;
- Book issues per head of population – narrowing the gap between the most deprived areas and others.

It was resolved unanimously to:

1. Comment and approve the proposed Highways and Community Infrastructure key performance indicators for the 2016/17 Finance and Performance Report as set out in Appendix A to the report.

## **187. FINANCE AND PERFORMANCE REPORT – JANUARY 2016**

The Committee received a report setting out financial and performance information for Economy, Transport and Environment (ETE) as at the end of January 2016. Members noted that for the areas under the stewardship of the Highways & Community Infrastructure Committee, a £742K revenue underspend was forecast for the year-end in relation to the revenue budget. For the Capital budget, a year-end slippage of £37.1M was predicted.

The position in relation to winter maintenance had changed since the end of January, as up to that point there had been few gritting runs due to the mild weather, so the outturn was showing a significant underspend. The cold weather since then meant that there had been more frequent gritting runs, so the overall underspend had reduced.

Members were reminded that until very recently, ETE was predicting a very small overspend, and some managers had been asked to deliberately underspend against their budgets to achieve balance. Because the position had now changed, due in part to the underspend in winter maintenance, there was more scope to spend those budgets, and the Head of Local Infrastructure and Street Management and the Service Director had been asked to review budgets such as cyclic maintenance and gully clearing. The Executive Director was still absolutely confident that the budget would balance at year end. Members indicated support for this point, commenting that it would improve highways and help secure additional government funding.

In response to a Member question, it was confirmed that the funding for the new Archives centre/Ely Hub remained the same, but the cost would be spread over two years.

It was resolved to:

1. Review, note and comment on the report.

## **188. AGENDA PLAN, TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES**

Members noted the Agenda Plan and Training Plan, and the following change:

Addition to the May meeting of the following item:

- Highways Maintenance Steering Group

Dear Mr Cushing

I refer to your question below. In answer to your specific query Traffic Regulation Orders (TRO) are made under Parts I, II and IV of the *Road Traffic Regulation Act 1984*, as amended.

The procedure for making a TRO, which includes the requirement to consult, is set out in: the *Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996* (SI 1996/2489) as amended see <http://www.legislation.gov.uk/uksi/1996/2489/part/II/made> ; in particular sections 7, 8 and 13 cover requirements to notify persons affected, the objection process, and the requirement to consider objections.

These Obligations will be passed to the City Deal Board

The City Deal Standing Orders already include public speaking rights. The Standing Orders are appended to the Terms of Reference which can be found at [http://www.cambridgeshire.gov.uk/citydeal/info/6/home/4/about\\_the\\_greater\\_cambridge\\_city\\_deal/5](http://www.cambridgeshire.gov.uk/citydeal/info/6/home/4/about_the_greater_cambridge_city_deal/5)

The ability of the public to make representation will therefore be unchanged. All that will change is the body considering that representation.

Bob Menzies

Service Director Strategy and Development

**Minutes-Action Log**

**Introduction:**

This is the updated action log as at **4<sup>th</sup> May 2016** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

<b>Minutes of 1<sup>st</sup> September 2015</b>					
<b>Item No.</b>	<b>Item</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Completed</b>
<b>132.</b>	<b>Cambridgeshire Highways Annual Report</b>	R Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	To be scheduled for a Spokes meeting in the near future.	
<b>Minutes of 12<sup>th</sup> January 2016</b>					
<b>168.</b>	<b>Greater Cambridgeshire City Deal Executive Board Delegations</b>	G Hughes	Forward the City Deal Executive Board's protocol to Committee Members	Protocol not yet agreed by Executive Board – will be circulated once available.	
<b>Minutes of 1<sup>st</sup> March 2016</b>					
<b>185.</b>	<b>Greater Cambridge City Deal Executive Board delegations</b>	G Hughes	(i) a report back to the H&CI Committee on further safeguards that will be put in place to ensure that consultation with residents will be undertaken in reference to the	At its meeting on 3rd March 2016, the City Deal Board agreed to incorporate safeguards.	

			<p>Traffic Regulation Orders in the City Deal Plan, those safeguards to include Local Liaison Forums (or similar consultation vehicle)</p> <p>(ii) request a report to be provided to the next meeting, with an undertaking from the City Deal Executive Board that these safeguards are affirmed and will be adhered to;</p> <p>(iii) the operation of safeguards be reviewed by the Highways &amp; Community Infrastructure Committee twelve months from the date of the delegation.</p>	<p>Councillor Scutt is presenting a Motion to full Council on 10/05/16 (see link to full wording below<sup>i</sup>).</p> <p>It is therefore proposed to provide a report on this issue to a future H&amp;CI Committee meeting, pending the outcome of the Motion and any subsequent actions.</p>	
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<sup>i</sup> <http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=13222> (Councillor Scutt's Motion to 10/05/16 Council)



**INTEGRATED TRANSPORT BLOCK FUNDING ALLOCATION PROPOSALS**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **17 May 2016**

*From:* **Executive Director – Economy, Transport and Environment**

*Electoral division(s):* **All**

*Forward Plan ref:* **2016/013** *Key decision:* **Yes**

*Purpose:* **To consider the prioritisation of proposals for Integrated Transport Block (ITB) expenditure 2016/17;**

**To seek Members' comments and support for the proposed projects to receive ITB funding for 2016/17.**

*Recommendation:* **It is recommended that the Committee:**

**a) support the allocation to of the Integrated Transport Block (ITB) budget**

**b) support the proposed projects in Appendix 1 for allocation of ITB funding in 2016/17, and for proposed inclusion in the Transport Delivery Plan**

<b><i>Officer contact:</i></b>	
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## 1. BACKGROUND

- 1.1 In recent years, Government grant funding for Integrated Transport Block (ITB) has been reduced. The reduced ITB allocation of £3.19M per annum has been incorporated in the ETE Capital Programme from 2015/16.
- 1.2 As a result of the reduced funding, the approach for prioritisation of ITB funding was revised and subsequently approved by the Economy and Environment (E&E) Committee in April 2015. Budget headings in the Capital Report were rationalised into a new category 'Cambridgeshire Sustainable Transport Improvements'. Following comments from Members and officers, it is proposed that this new category is to be incorporated into the 'Delivering Transport Strategy Aims' category.
- 1.3 The approach to the assessment and prioritisation of transport proposals is similar to that for major scheme prioritisation, based on Early Assessment and Sifting Tool (EAST) criteria of: Strategic case, Deliverability, Economic Case, Financial and Commercial case.
- 1.4 As the ITB budget area is cross cutting, the views of both Economy & Environment Committee and Highways & Community Infrastructure Committee are sought on the allocation of the budget.

## 2. MAIN ISSUES

- 2.1 Proposed allocations of the £3.19M ITB funding are outlined in the table below.

Budget Category	Allocation 2015/16 (£000s)	Proposed allocation 2016/17 (£'000s)	Description
Air Quality Monitoring	23	23	Funding towards supporting air quality monitoring work in relation to the road network with local authority partners across the County.
Major Scheme Development	400	200	Resources to support the development and delivery of major schemes. Reduced from £400k in 2015/16, as most scheme specific development work can be funded from individual City Deal & Growth Deal project budgets.
Local Highway Improvements	482	682	Provision of the Local Highway Improvement (LHI) Initiative across the County £601k (increased from £401k in 2014/15). Provision of accessibility works such as disabled parking bays & provision of improvements to the Public Rights of Way network (£81k).

Budget Category	Allocation 2015/16 (£000s)	Proposed allocation 2016/17 (£'000s)	Description
Strategy Development and Integrated Transport Schemes	345	345	Resources to support Transport Infrastructure strategy and related work across the County, including Long term Strategies & District & Market Town Transport Strategies as well as funding towards scheme development work.
Road safety schemes	594	594	Investment in road safety engineering work at locations where there is strong evidence of a significantly high risk of injury crashes.
Delivering Transport Strategy Aims	868	1,346	Supporting the delivery of proposals included in Countywide and area transport strategies to improve accessibility, mitigate the impacts of growth, and support sustainable transport improvements. Proposed projects are listed in Appendix 1.
Cambridgeshire Sustainable Transport Improvements	478	-	Included in Delivering Transport Strategy Aims above
<b>Total</b>	<b>3,190</b>	<b>3,190</b>	

2.2 The table above proposes reducing the allocation for Major Scheme Development by £200k as most scheme specific development work can be funded from individual City Deal & Growth Deal project budgets. The Member led review of the LHI Initiative indicated a strong desire to allocate a greater budget to this from the ITB funding. The LHI Initiative attracts local contribution from communities. It is proposed to increase the allocation for the Local Highway Improvements (LHI) Initiative by £200k. Members' views are therefore sought on the allocation between these categories.

2.3 The Delivering Transport Strategy Aims category includes what was termed 'Cambridgeshire Sustainable Transport Improvements' in the 2015/16 ITB funding allocation. An assessment of the Market Town Transport Strategies, (MTTS) current commitments and proposals as well as alternative funding sources was undertaken to assess eligible projects for funding. Schemes were assessed on meeting strategy aims and on deliverability & affordability.

2.4 Four committed schemes have experienced delay or cost increases, due to issues revealed during detailed design, and thus require funding in 2016/17 to complete the work. These are indicated as 'current commitments' in the proposed list of projects in **Appendix 1**. Total ITB 2016/17 funding proposed for these schemes is £595k, which complements £1,683k already committed. The Long List of MTTS schemes assessed are shown in Appendix 2 with scoring and comments.

2.5 In view of the small annual budgets and cost of schemes, a rolling 3-year funding period is recommended to ensure that some larger schemes which potentially score better on benefits are not ruled out from the outset due to limited funding availability. Proposed future years funding are indicated where

appropriate.

- 2.6 Schemes could be proposed for funding consideration. Transport schemes are largely derived from local transport plans and strategies, and from development proposals. Currently all these schemes are being collated into a comprehensive list to be known as the Cambridgeshire Transport Investment Plan that will be used both to secure and allocate funding. Schemes that fit with transport policies and strategies, aim at tackling transport issues to support Local Plan growth, or target local mitigation of planned developments could be proposed for inclusion in the Transport Investment Plan list for consideration of ITB or other funding.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

The proposed schemes for the Delivering Transport Strategy Aims category are aligned to this corporate priority. Managing congestion through a shift to sustainable transport modes will enable growth and support the local economy.

#### **3.2 Helping people live healthy and independent lives**

The proposed schemes in Delivering Transport Strategy Aims should help improve accessibility and as such help people live healthy and independent lives by improving cycling and pedestrian facilities and sustainable transport information.

#### **3.3 Supporting and protecting vulnerable people**

Allocation to the Road Safety category supports and protects vulnerable people, in particular children, and at locations of high risk of injury crashes. The proposed schemes delivering Transport Strategy Aims should help improve accessibility and as such help people live healthy and independent lives by improving cycling and pedestrian facilities and sustainable transport information.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The report above sets out details of significant implications in paragraphs 1.1, 2.1, 2.2 and 2.4.

#### **4.2 Statutory, Risk and Legal Implications**

The following bullet points set out details of significant implications identified by officers:

- Once allocated to budget categories and projects, money needs to be spent within the funding year. Any delay in approved project delivery will risk underspend. This risk is managed through the ETE Capital Programme monitoring process.
- Including approved schemes in the TDP will enable better monitoring through the ETE Capital Programme monitoring process.

#### **4.3 Equality and Diversity Implications**

There are no significant implications within this category. However, proposed projects aiming to improve sustainable transport should help improve accessibility especially for those without access to a car, and facilitate more people engaging in more active and healthy forms of travel.

#### **4.4 Engagement and Consultation Implications**

There are no significant implications within this category. Individual schemes with funding from the ITB will follow community engagement and consultation process for scheme delivery as appropriate.

#### **4.5 Localism and Local Member Involvement**

The following bullet points set out details of significant implications identified by officers:

- The Local Highway Improvement Initiative could empower communities to influence scheme delivery in their local area. Local Members are involved in the approval of the individual schemes.
- All schemes assessed and recommended for Delivering Transport Strategy Aims are from transport strategies such as Market Town Transport Strategies, which had significant local Member involvement

#### **4.6 Public Health Implications**

The following bullet points set out details of significant implications identified by officers:

- Strategy development will give due regard to the Cambridgeshire Health and Wellbeing Strategy and the Cambridgeshire Joint Strategic Needs Assessment (JSNA).
- Proposed new or improved cycling and walking infrastructure will encourage more active travel leading to higher level of physical activity.

<b>Source Documents</b>	<b>Location</b>
2016/17 Business Plan	<a href="http://www.cambridgeshire.gov.uk/download/downloads/id/4404/section_3b_-_ete_finance_tablespdf.pdf">http://www.cambridgeshire.gov.uk/download/downloads/id/4404/section_3b_-_ete_finance_tablespdf.pdf</a> Table 4
Transport Delivery Plan	<a href="http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4">http://www.cambridgeshire.gov.uk/info/20006/travel_roads_and_parking/66/transport_plans_and_policies/4</a>



## Appendix 1 Proposed projects for 2016/17 Delivering Transport Strategy Aims funding

Location	Scheme	Cost	ITB funding 2016/17	ITB funding 2017/18 & 2018/19	Justification for recommended funding
March	Norwood Road cycle improvement to route along Norwood Road corridor	£346,000	£240,000	-	<b>Current commitment</b> This is a committed scheme. Due to delay, funding is required for 2016/17 to complete the scheme. There is also £10k S106 funding.
St Ives	Cycle Routes in St Ives including Route 12 St Ives to Bluntisham	£1,707,000	£270,000	-	<b>Current commitment</b> To complete a missing link along Route 12. Total cost is for all three Routes 6, 11 and 12. £640k S106 is allocated to this package of cycle routes. Routes 6 & 11 have been completed in 1015/16.
Ramsey	Cycle Route 1 Hollow Lane to High Street footway, cycleway	£200,000	£60,000	-	<b>Current commitment</b> This is a committed scheme for delivery in 2014/15. Due to land owner issues, scheme delivery has been delayed and will complete in 2016/17.
March	Wimblington Road lighting improvement	£25,000	£25,000	-	<b>Current commitment</b> Street lighting enhancement to the cycle route completed in 2014/15 which is currently unlit. This proposed improvement will enhance the facility and highlight the new 30mph speed limit to motorists, thus will benefit route users and residents.
Wisbech	Meadowgate Lane footway link to the school	£50,000	£50,000	-	Construction of a footpath to Meadowgate School to enable children to walk safely to school. Currently there is no safe pedestrian access to the school. Investment in this scheme will bring savings on the Council's provision of Special Education Transport. Thus this scheme represents good value for money and return on investment.

Location	Scheme	Cost	ITB funding 2016/17	ITB funding 2017/18 & 2018/19	Justification for recommended funding
Ely	Cycle parking and minor cycling improvements in Ely, identified by local communities and stakeholder	£25,000	£25,000	-	This project offers targeted minor improvements identified by local communities and stakeholders. Improvements can include junction remodelling, priority crossing and improvements to increase permeability.
March	Cycle route to/from north of Estover Road development	To be confirmed	£20,000	To be confirmed	This scheme scored well on meeting strategy aims and deliverability. Design work is proposed for 2016/17. Delivery is proposed for 2017/18. Delivery cost is to be confirmed.
Whittlesey	Bus stops provision and/or improvements	£40,000	£20,000	£20,000	Delivery over two years. Therefore proposed £20k in 16/17 and a further £20k in 2017/18. Precise locations will be confirmed through working with bus operators.
Ely	Cycle route – High Barns estate/Lynn Road crossing	£130,000	£85,000	£45,000	Scored well on meeting strategy aims. This proposal is based on upgrading the existing pedestrian refuge near Audrey Street to controlled crossing.
Ely	Cycle route between Ely and Stunney	To be confirmed	£12,000	To be confirmed	This scheme is linked to the Ely Bypass scheme, and is in the Draft Transport Strategy for East Cambridgeshire. Investigation work is proposed for 2016/17, design 2017/18 and delivery 2018/19 in line with the Ely Bypass delivery programme.
Whittlesey	Provision of cycle parking and parent waiting facilities, signage, railings at New Road Primary School	£10,000	£10,000	-	Low cost improvement and highly deliverable, offering good value for money.



Location	Scheme	Cost	ITB funding 2016/17	ITB funding 2017/18 & 2018/19	Justification for recommended funding
March	Cycle route from Southwest March to town centre	£250,000	£75,000	£175,000	This is a package of schemes which offers sustainable access to the town centre. Scored well on meeting strategy aims and affordability. Delivery is proposed over two years - £75k in 16/17 and a further £175k in 17/18.
Wisbech	Bus stops provision and/or improvements	£20,000	£20,000	-	Precise locations will be confirmed through working with bus operators.
Ely	Cycle route St John's Road - Tower Road area	£50,000	£50,000	-	Though there is narrow width at some locations, proposal to upgrade the existing path is feasible.
St Ives	Cycle Route 3 Houghton Road and St Audreys Lane. East-West route across town along A1123	£462,000 *	£12,000	£450,000 *	Scored well on meeting strategy aims and feasibility. Proposed investigation and design work in 2016/17 with scheme delivery in 2017/18 and 2018/19. * Detailed cost to be confirmed.
Huntingdon	A1123 Houghton – Wyton cycle route missing link	£210,000	£10,000	£200,000	Delivery of this scheme will complete a substantial missing link. Further investigation is still required. Proposal is for £10k in 2016/17 for feasibility and design, with an estimate of £200k for delivery in 2017/18.
St Ives	St Ives to Holywell and Needingworth Cycle Route 10 signing improvements and minor adjustments	£20,000	£20,000	-	Scored well on meeting strategy aims, deliverability and affordability. Proposed scheme will help to improve current pinch point.
Ely	Cycle Route High Barns – New Barns	£100,000	£100,000	-	The scheme scored well on meeting strategy aims. Deliverability is average. Issues such as narrow carriageway and footpath width will be addressed.

Location	Scheme	Cost	ITB funding 2016/17	ITB funding 2017/18 & 2018/19	Justification for recommended funding
Ramsey	Investigate Great Whyte HGV speed issue and potential mitigation	To be confirmed	£12,000	To be confirmed	This is a low cost proposal to carry out surveys to investigate the scale of the issue and to design mitigation measures.
St Neots	Public Footpath 32 between Monarch Road and Queens Garden	£50,000	Nil	-	Scored well on meeting strategy aims, affordability and value for money. This scheme will complete a missing link. S106 funding is available and no funding from ITB is required.
Huntingdon	Crossing of Stukeley Road to improve access to Stukeley Meadows Industrial Estate	£100,000	£100,000	-	Affordable and feasible. Cost estimate is based on puffin/toucan crossing. Precise provision will be considered with existing crossing facilities.
Cambridge/S Cambs	Barton Road cycle route improvement	£200,000	£100,000	£100,000	This is one of the radial cycle routes into Cambridge. The proposal is to improve an existing route. Delivery is proposed over two years - £100k in 16/17 and a further £100k in 17/18.
County-wide	Walking, cycling, accessibility improvements on/off highway	£25,000	£25,000	£25,000 pa	Precise schemes are to be identified. £25,000 is proposed to deliver minor walking and cycling improvements that would add value to approved schemes that support walking and cycling, This fund also contributes towards option investigation to develop MTTs walking and cycling schemes.
County-wide	Small scale bus stop facility improvements	£15,000	£5,000	£5,000 pa	This proposed use of funding for low cost improvements offers good value for money. Improvements include moving bus stop flags, timetable provision etc. Proposal is £5k per annum for rolling 3 years
<b>TOTAL</b>			<b>£1,346,000</b>		

## APPENDIX 2

## Long-list of schemes assessed for Integrated Transport Block allocation for Delivering Strategy Aims 2016-17

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
Ely	Cycle parking provision and other cycle infrastructure	£25k	10	13	23	<b>Recommended for 2016/17</b> Exact locations to be determined, e.g. bike racks in central Ely High Street / Market Street.
March	Cycling - To/from north of Estover Road development	£20k	12	11	23	<b>Recommended for 2016/17</b> Scored on feasibility. Outline design can be done in house with detailed design sub-contracted. Delivery of scheme to be further assessed.
Whittlesey	Investigate bus stop provision and/or improvements in locations highlighted through public consultation. Additional schemes may also come forward, including at Eastrea Road at east end of Whittlesey	£40k	11	12	23	<b>Recommended for 2016/17</b> Exact locations to be determined but unlikely to cause issue
Ely	Cycle route High Barns estate/Lynn Road crossing	£130,000	10	12	22	<b>Recommended for 2016/17</b> Assessment based on upgrade existing pedestrian refuge near Audrey Street to controlled crossing. Cost estimate based on signalised crossing.

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
Ely	Investigate cycle route between Ely and Stuntney	~£10k	10	12	22	<b>Recommended for 2016/17</b> This proposed scheme is linked to Ely Southern Bypass. Investigation will involve minimal cost for surveys.
Whittlesey	Provision of cycle parking and parent waiting facilities, signage and railings at New Road Primary School	£10k	11	11	22	<b>Recommended for 2016/17</b> Low cost improvement for sustainable transport represents good value for money.
March	Cycling - Southwest March to town centre	£250k	12	9	21	<b>Recommended for 2016/17</b> Various elements included, average score shown.
Wisbech	Improve bus stops across Wisbech: Suitable covered waiting facilities, Lighting for bus stops, providing up- to-date travel information, Analyse base with regard to improving bus facilities for services around Guyhirn, RTPI provision at bus stops	tbc	11	8	19	<b>Recommended for 2016/17</b> for highway elements. Cost estimate £20k. Exact locations to be determined but unlikely to cause issue.

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
Ely	Cycle route St John's Road – Tower Road area	£50k	10	8	18	<b>Recommended for 2016/17</b> Proposal is based on upgrading existing path. Feasible but possible issues with narrow width in several locations and may affect PROW and playing field.
St Ives	Cycling Route 3 – Houghton Road and Saint Audreys Lane. This route links the east of town with the west side, along the A1123, incorporating links to the St Ivo School and the Recreation Centre.	~£450k	5	12	17	<b>Recommended for 2016/17 and 2017/18</b> Feasible, wide verges suitable for provision. Needingworth Road to St Audrey Close section completed in 2010. Require investigation and outline design
Wisbech	Footpath and cycleway along the line of March-Wisbech rail line	tbc	11	4	15	Not deliverable in the short term – link to Wisbech Access Strategy and the re-opening of March-Wisbech Rail Line
Huntingdon and Godmanchester	Provision of a new segregated cycle lane to accompany the A1123 between Old Houghton Road and Wyton. Link Thicket Path to Hartford. Investigate feasibility for enhanced facilities to make Hartford Road a safer environment for cyclists.	£350k to be reviewed	3	12	15	<b>Missing link recommended for 2016/17</b> Route 4 Hartford to Town Centre section is partially complete, with a missing link between American Land and Old Houghton Road. High feasibility score is based on an off-carriageway facility. Complement the link from American Lane to town centre, which was well received and is well used.
St Ives	Cycling Route 10 – St. Ives to Holywell and Needingworth. Signing improvements between St. Ives, Holywell and Needingworth	£20k	3	12	15	<b>Recommended for 2016/17</b> Scoring based on signing and potential minor adjustments to crossings at roundabouts.

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
Ely	Cycle route High Barns – New Barns	£100k	10	4	14	<b>Recommended for 2016/17</b> Deliverability score is average but scores high on Strategic Case. Potential issues include high levels on-street parking, narrow carriageway and footpath width with no additional available land for dual use path.
Huntingdon and Godmanchester	Review of existing street lights to assess potential for additional street lights on well used routes which could benefit from improved lighting; this would be done with a view to enhancing personal safety and security for pedestrians. Selection of routes to be informed by results of an LSTF pedestrian audit commissioned by CCC, and consultation with local parish councils.	£5k	3	11	14	Cycle/pedestrian audit is required in the first instance. Feasibility score and cost are based on audit only. Can be funded from general scheme development.
Ramsey	Speed measurement work to define the problem of perceived high HCV speeds on the Great Whyte and potential mitigation measures if the problem is proven.	tbc	3	11	14	<b>Investigation work recommended for 2016/17</b> Low cost investigation and outline design can be carried out in house or externally. Scored on investigation/design only e.g. surveys.
Godmanchester	Traffic calming measures for Post Street and Causeway. Along with surfacing and lighting improvements to NCN51 and Cambridge Rd.	£135k	3	10	13	Though the scheme is feasible, it does not offer high value for money due to low popularity caused by amount of traffic using the route.

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
St Neots	Public footpath 32 between Monarch Road and Queens Gardens	£50k	2	11	13	Recommended for delivery but not ITB funding, S106 available. Completing the missing link of approximately 185m would require £50k and thus offers good value for money. Requires 5 lighting columns to be moved. Land is not an issue.
Huntingdon and Godmanchester	Crossing of Stukeley Road to improve access to Stukeley Meadows Industrial Estate	£100k	3	9	12	<b>Recommended for 2016/17</b> Precise location is to be confirmed with regards to the existing crossing at Lidl. Cost estimate is based on puffin/toucan facility.
Huntingdon and Godmanchester	Continuing cycling facilities for Ambury Road between Ambury Hill and Avenue Road	£75k	3	9	12	Feasible with potentially sufficient space for improvement. Busway route. Improves an existing link, rather than creates new route.
Ramsey	On-road signed cycle route through the Maltings to the High Street, potentially linking in with the RAF Upwood development	£395k	3	8	11	MTTS Route 2 Sections on private & HDC/RTC land. Affects PRoWs, but links existing facilities. Minimal risk to on-highway sections. Crosses a park, so may result in objections.
St Neots	Route 3 - St Neots Road - Alterations to existing traffic calming to encourage use by cycles from the roundabout to Ford Close, providing a link between route 2 and the existing off road route further along St Neots road.	tbc		11	11	MTTS Route 3 - Fairly heavily trafficked bottleneck between existing cycle routes - some pinchpoints. Could link to off road facility as well as on road section further west. To be considered for S106 MTTS funding,
Ramsey	Off road cycle route from the north of the town to the Great Fen project, utilising the existing rail way track bed	>£875	3	6	9	Low value for money; scheme cost for MTTS Route 5 3.5km from Gt Whyte to Ramsey Heights alone is likely to be at least £875k plus land acquisition. Requires

	Scheme	Cost	Strategy Aims Score	Deliverability score	Total score	Comments
						planning, but creates a new Non Motorised User link where there's no off road cycleway provision at present.
Chatteris	Cycle link providing access to the industrial area north of the ring road and out towards Doddington, including a safe crossing over the A142 onto Dock Rd	£1m	10	-2	8	There is a potential development with S106 funding to consider pedestrian crossing improvements over the A142. Some non highway land is needed. Also need to upgrade existing bridleway. For continuity, the footpath on Prospect Way/Short Nightlayers Drove should also be completed.
Ramsey	On-road signed path from the Maltings to the Tesco development site and linking in with the path to the Great Fen	£345k	3	5	8	MTTS Route 3 Significant constraints due to road width & parked vehicles - objections likely. Alternative routes available in places, potentially lower uptake. The lower cost signing-alone option can be considered.
Chatteris	Continuous footpath on Prospect Way	£500k	9	-2	7	The low Feasibility score is due to difficult issues such as limited highway width. The cost estimate needs to be reviewed.
Ramsey	On road signed cycle route from the Northern Gateway site through the residential area to Abbey School	To be reviewed	3		3	Bridge is in place and the route between Tesco & Stocking Fen Road is complete, Minor improvements/ signing is feasible.

#### ANotes

The list is in the order of Total Score i.e. Strategy Aims score plus Feasibility/Deliverability score.

Schemes in the 2015/16 Long List requiring further investigations have been reassessed and included in this Table.



**PROPOSED 2016/17 TARGETS FOR HIGHWAYS AND COMMUNITY  
INFRASTRUCTURE KEY PERFORMANCE INDICATORS**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **17<sup>th</sup> May 2016**

*From:* **Executive Director: Economy, Transport &  
Environment**

*Electoral  
division(s):* **All**

*Forward Plan ref:* **N/A**                      *Key decision:* **No**

*Purpose:* **To review 2016/17 targets for Highways and  
Community Infrastructure key performance indicators**

*Recommendation:* **Committee is asked comment on and to approve the  
proposed 2016/17 targets for Highways and  
Community Infrastructure key performance indicators  
as set out in Appendix A**

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## 1. BACKGROUND

- 1.1 Key performance indicators for the 2016/17 Strategic Framework were approved by Highways and Community Infrastructure (H & CI) Committee on 12<sup>th</sup> January 2016:  
<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=12600>
- 1.2 Other key H & CI performance indicators for 2016/17 were approved by H & CI Committee on 1<sup>st</sup> March 2016:  
<http://www2.cambridgeshire.gov.uk/CommitteeMinutes/Committees/AgendaItem.aspx?agendaItemID=12898>
- 1.3 Together, these comprise the set of key H & CI performance indicators for 2016/17 to be reported to H & CI Committee monthly through the ETE Joint Finance and Performance Report.
- 1.4 Proposed 2016/17 targets for each of the agreed performance indicators have been developed, and it is these targets that members are now being asked to consider.
- 1.5 This review of 2016/17 targets for H & CI performance indicators is taking place in parallel with a review of 2016/17 targets for other ETE key performance indicators owned by the Economy & Environment Committee.

## 2. KEY POINTS

- 2.1 A proposed 2016/17 target for each of the agreed indicators is included in **Appendix A**.
- 2.2 2016/17 targets have been developed to align with County Council objectives and existing longer-term targets. The rationale for each target is also included in **Appendix A**.

## 3. ALIGNMENT WITH CORPORATE PRIORITIES

- 3.1 **Developing the local economy for the benefit of all**  
A number of the proposed indicators align with the health of the local economy (e.g. road condition).
- 3.2 **Helping people live healthy and independent lives**  
A number of the proposed indicators align with this priority (e.g. library loans).
- 3.3 **Supporting and protecting vulnerable people**  
A number of the proposed indicators align with this priority (e.g. road accident casualties).

#### **4. SIGNIFICANT IMPLICATIONS**

##### **4.1 Resource Implications**

There are no significant implications within this category.

##### **4.2 Statutory, Risk and Legal Implications**

There are no significant implications within this category.

##### **4.3 Equality and Diversity Implications**

Two of the indicators - measuring classified road condition and participation in sport and active recreation - are specifically aimed at narrowing the gap between Fenland and other areas of the county.

A number of the indicators link to the following Operating Model outcomes:

- The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents
- People lead a healthy lifestyle and stay healthy for longer
- People live in a safe environment

##### **4.4 Engagement and Consultation Implications**

There are no significant implications within this category.

##### **4.5 Localism and Local Member Involvement**

There are no significant implications within this category.

##### **4.6 Public Health Implications**

A number of the proposed targets align with improving public health, including reducing road casualties.

<b>Source Documents</b>	<b>Location</b>
Economy, Transport and Environment Finance and Performance Reports	<a href="http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/147/finance_and_performance_reports">http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/147/finance_and_performance_reports</a>
Business Plan 2015 to 2016	<a href="http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/90/business_plan_2015_to_2016">http://www.cambridgeshire.gov.uk/info/20043/finance_and_budget/90/business_plan_2015_to_2016</a>



## Appendix A

### Proposed Highways & Community Infrastructure performance indicators for 2016/17 Finance & Performance report

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Rationale for target
				Period	Actual				
Archives									
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	↑	To 31-Dec-15	405,338	417,000		✓	Based on recent performance it is proposed that the 2016/17 target be increased by an additional 12,000. This is a challenging target in light of fewer staff and the planned move to a new building in Ely, but it is believed to be achievable.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Rationale for target
				Period	Actual				
Communities									
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	↑	2014/15	21.9%	24.2%	✓		The proposed 2016/17 target is in line with the Council's target for participation in Fenland and East Cambridgeshire to increase to the 2013/14 county average of 26.2% over 5 years.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Rationale for target
				Period	Actual				
Library Services									
Quarterly	Number of visitors to libraries/ community hubs - year-to-date	High	↓	To 31-Dec-2015	1,793,499	2.4 million	✓		A reduced target for visitor numbers reflects the ability of many customers to use the library remotely at all times of the day – including using eBooks and online newspapers. Larger libraries have reduced their opening hours and the stock fund has been significantly reduced. These factors are likely to have an effect on the visitor figures. However, libraries are an intrinsic part of the emerging Community Hub strategy which will continue to develop partnerships and co-production of services which are known to increase visitor figures, so this target may be more comfortably reached and reviewed as this programme develops.
	Number of item loans (including eBook loans) – year-to-date	High	↔	To 31-Dec-2015	2,156,029	Contextual		✓	N/A
Road and Footway maintenance									
Yearly	Principal roads where maintenance should be considered	Low	↔	2015/16	2%	3%	✓		These new 2016/17 targets are based upon a review of latest measured road condition and anticipated expenditure within the Transport Delivery Plan, and will be reflected in the revised Highway Infrastructure Asset Management Plan (HIAMP) when it is reviewed later in the year.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Rationale for target
				Period	Actual				
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	↑	2015/16	2.88% gap	2% gap	✓		Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.
	Non-principal roads where maintenance should be considered	Low	↔	2015/16	6%	8%	✓		These new 2016/17 targets are based upon a review of latest measured road condition and anticipated expenditure within the Transport Delivery Plan, and will be reflected in the revised Highway Infrastructure Asset Management Plan when it is reviewed later in the year.
	Unclassified roads where structural maintenance should be considered	Low	↓	2015/16	33%	Contextual		✓	N/A
<b>Road Safety</b>									
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	↑	To 31-Dec-2015	285	<276	✓		The target is based on a trend line from the 2015 total to achieve the Council's target of a 40% reduction from the 2005-09 average baseline by 2020 i.e. a 2020 target of no more than 247.

Frequency	Measure	What is good?	Dir'n of travel ↑=good	Latest Data		2016/17 Target	Strategic Framework indicator	Other F&P indicator	Rationale for target
				Period	Actual				
	Slight casualties - 12-month rolling total	Low	↑	To 31-Dec-2015	1,557	Contextual		✓	N/A
<b>Rogue Traders</b>									
Quarterly	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	High	↔	To 31-Dec-2015	£100,412	Contextual		✓	N/A
<b>Street Lighting</b>									
Monthly	Percentage of street lights working	High	↑	To 31-Jan-2016	99.5%	99%	✓		Target direct from Private Finance Initiative (PFI) contract – the percentage of lights in light target for 2016/17.
Monthly	Energy use by street lights – 12-month rolling total	Low	↑	To 31-Dec-2015	15.07	11.04		✓	Estimated energy usage for 2016/17 based on new lighting stock.  Target subject to minor change within the next few months following finalisation of the part night lighting arrangement (this is when a street light is switched off for part of the night).
Monthly	Performance against street light replacement programme	High	↑	At 31-Jan-2016	89%	100%		✓	The Core Investment Programme will be completed during 2016/17.
<b>Waste Management</b>									
Monthly	Municipal waste landfilled – 12-month rolling average	Low	↓	To 31-Dec-2015	29.8%	Contextual		✓	N/A



**FINANCE AND PERFORMANCE REPORT – March 2016**

*To:* **Highways and Community Infrastructure Committee**

*Meeting Date:* **17<sup>th</sup> May 2016**

*From:* **Executive Director, Economy, Transport and Environment  
Chief Finance Officer**

*Electoral division(s):* **All**

*Forward Plan ref:* **For key decisions**    *Key decision:*    **No**

*Purpose:* **To present to Highways and Community Infrastructure (H&CI) Committee the March 2016 Finance and Performance report for Economy, Transport and Environment (ETE).**

**The report is presented to provide Committee with an opportunity to comment on the projected financial and performance outturn position, as at the end of March 2016. The final outturn position will be presented to Committee in July.**

*Recommendations:* **The Committee is asked to:-**

- **review, note and comment on the report.**
- **endorse the proposed use of service underspends and refer them to General Purposes Committee for approval.**

<b><i>Officer contact:</i></b>	
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## 1. BACKGROUND

- 1.1 The report, attached as **Appendix A**, provides the financial position for the whole of the ETE Service, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid reading of the report, budget lines that relate to the Economy and Environment Committee have been shaded, and those that relate to the Highways and Community Infrastructure Committee are not shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.
- 1.2 The report only contains performance information in relation to indicators that this Committee has responsibility for.

## 2. MAIN ISSUES

- 2.1 The report attached as Appendix A is the ETE Finance and Performance report for March 2016.
- 2.2 **Revenue:** at the end of March, ETE is forecasting an underspend on revenue of £1.380m.
- 2.3 In relation to the budgets under the stewardship of this Committee, an underspend of £437K is forecast for year-end on the budgets over which the Committee has direct control. There is also an underspend of £274K on Winter Maintenance and £6K on Waste. The main variances are:-
- +£184K Street-lighting, where the part night lighting originally planned to commence in April has been delayed;
  - +£79K Network Management, where a number of areas are forecast to overspend , including grass cutting, This is being offset by underspends in “LISM other”, particularly as a result of vacancies.
  - -£274K Winter Maintenance due to the mild start to winter, although there have been more gritting runs in the latter part of the year, which has reduced the expected underspend.
  - -£351K LISM Other where expenditure is being held back to offset the forecast overspend in Network Management.
  - -£190K Communities & Business arising mainly from vacancies within the service.
  - -£174K Registrars, due to changing the timing of collecting ceremony fees creating a one-off benefit.
- 2.4 **Capital:** at the end of March, ETE is forecasting year-end slippage on Capital of £38.3m. Much of this is due to programme adjustments because of changed circumstances (a specific example being the Ely Bypass) and a large proportion of the schemes which have slipped are funded externally (not through Prudential Borrowing).
- 2.5 In relation to the budgets under the stewardship of this Committee, there are six main areas of variance:
- Delivering the Transport Strategy Aims, specifically cycling

schemes and a traffic calming scheme in Tenison Road, Cambridge, which will roll into next financial year (-£2.707m).

- Operating the Network; 2 bridge strengthening schemes have been delayed until next year to offset the increased costs relating to Brasley Bridge in Granchester (-£1.268m).
- Highways Maintenance Schemes – increased costs due to Brasley Bridge (+£0.307m)
- Waste Infrastructure. Required funding to be reviewed as part of Business Planning (-£0.403m).
- Archives Centre / Ely Hub – the scheme is to be completed over 2 years (-£1.895m)
- Community & Cultural Services. The forecast variance is due to delays in the strategy on Community Hubs (-£1.226m).

2.6 H&CI Committee has fourteen **performance indicators** reported to it in 2015-16. Of these fourteen, three are currently red, three are amber, and eight green. The three indicators that are currently red are:

- Book issues per head of population – narrowing the gap
- Classified road condition – gap between Fenland and the other areas of the County.
- the number of problem rogue traders brought back in compliance.

2.7 At year-end, the current forecast is that two of the indicators will be red, five will be amber and seven green.

2.8 The Scheme of Financial Management permits Service Management Teams to propose “carry-forwards” from year-end underspends (operational savings) which can be held in reserve for specific earmarked purposes. These plans need to be endorsed by Service Committees and then forwarded to General Purposes Committee for approval in July. The use of carry-forwards are intended to support tactical investments and service trials (alongside the wider and larger transformation fund). Appendix 2 details the ongoing 15/16 schemes funded from reserves which are multi-year, and identifies the amount of funding now required. It also identifies 7 proposed new schemes. Committee is asked to review and endorse this list and refer to General Purposes Committee for final approval.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

#### **4. SIGNIFICANT IMPLICATIONS**

##### **4.1 Resource Implications**

This report sets out details of the overall financial position of the ETE Service / this Committee.

##### **4.2 Statutory, Risk and Legal Implications**

There are no significant implications within this category.

##### **4.3 Equality and Diversity Implications**

There are no significant implications within this category.

##### **4.4 Engagement and Consultation Implications**

There are no significant implications within this category.

##### **4.5 Localism and Local Member Involvement**

There are no significant implications within this category.

##### **4.6 Public Health Implications**

There are no significant implications within this category.

<b>Source Documents</b>	<b>Location</b>
There are no source documents for this report	.

**Economy, Transport and Environment – Finance and Performance Report –  
March 2016 for Highways & Community Infrastructure Committee**

**1. SUMMARY**

**1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Green	2
Green	Capital Programme	Remain within overall resources	Green	3

**1.2 Performance Indicators – Predicted status at year-end: (see section 4)**

Monthly Indicators	Red	Amber	Green	Total
Current status this month	3	3	8	14
Current status last month	3	3	8	14
Year-end prediction (for 2015/16)	2	5	7	14

Notes

2014/15 data is still being reported for some indicators due to time lags in data collection. There are also some indicators that are still being measured over the 2014/15 academic year.

**2. INCOME AND EXPENDITURE**

**2.1 Overall Position**

Forecast Variance - Outturn (Feb) £000	Directorate	Current Budget for 2015/16 £000	Actual Spend end of March £000	Expected Transactions in the Adjustment Period £000	Forecast Variance - Outturn (March) £000	Forecast Variance - Outturn (March) %
-12	Executive Director	2,197	2,728	-547	-16	-1
-488	Infrastructure Management & Operations	59,555	51,941	6,897	-717	-1
-480	Strategy & Development	14,355	13,173	535	-647	-5
0	External Grants	-10,734	-8,897	-1,837	0	0
-1,477	<b>Total ETE</b>	<b>65,373</b>	<b>58,945</b>	<b>5,048</b>	<b>-1,380</b>	<b>-2</b>

This is an initial report for March as at 31<sup>st</sup> March and there will be a further final out-turn report after accrued creditors and debtors have been processed and year-end adjustments have taken place.

Previously this financial year, in the “Overall Position” summary, the Winter Maintenance and the Waste PFI forecast variances were shown separately, below

the Total Service Funded Items. This reflected the fact that the Winter Maintenance budget is set every year based on the rolling average of the previous 5 years, and explains how actual spend is likely to significantly vary from budget depending on the weather conditions (creating both overspends and underspends). In a similar way, the waste contract varies from budget. However, going forward, these budgets are now being reported within the respective directorate in the “Overall Position” table, which is consistent with how the information is presented in the detailed main section of the report (Service Level Budgetary Control Report). The methodology for calculating the budget is unchanged.

The service level budgetary control report for March 2016 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

## **2.2 Significant Issues**

There are no new significant issues to report this month.

## **2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)**

There were no items above the de minimis reporting limit recorded in March 2016.

A full list of additional grant income can be found in [appendix 3](#).

## **2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve) (De minimis reporting limit = £30,000)**

The following virements were recorded in March 2016:-

- Use of ETE operational savings to fund costs of the temporary library in Sawston £20k.
- Part reversal for use of ETE operational savings to fund the cost of lane rental implementation, as not fully required in 2015/16 -£137k
- Part reversal for use of ETE operational savings for the renewal of the Highways Services contract, as not fully required in 2015/16 -£96k
- Reversal for use of ETE operational savings for the Highway Record Digitisation, as not required in 2015/16 -£45k
- Part reversal for use of ETE operational savings to fund the development of LED lighting options for Street lighting -£65k

A full list of virements made in the year to date can be found in [appendix 4](#).

### **3. BALANCE SHEET**

#### **3.1 Reserves**

A schedule of the Service's reserves can be found in [appendix 5](#).

#### **3.2 Capital Expenditure and Funding**

##### Expenditure

Delivering the transport strategy aims will be underspent this year compared to allocated budget. The main schemes affected are:-

Tenison Road, Cambridge – Traffic calming £452k

A delay has occurred with this scheme due to the unexpected presence of a shallow water main which is now being replaced by Cambridge Water, delaying the start date of works to 18<sup>th</sup> April 2016.

B1040 Hollow Lane, Ramsey £98k

Initial delay was related to landowner issues. This was resolved but then there was a delay in planning permission so the scheme will finish in 2016/17.

Operating the Network £481k

Underspends on several small schemes which have taken place during March for a variety of reasons, some schemes have been combined to reduce costs, others were easier than originally expected.

##### Funding

All schemes are funded as was presented in the 2015/16 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

**4. PERFORMANCE**

**4.1 Introduction**

This report provides performance information for the suite of key Highways & Community Infrastructure (H&CI) indicators for 2015/16.

New information for red, amber and green indicators is shown in Sections 4.2 to 4.4 below, with contextual indicators reported in Section 4.5. Further information is contained in Appendix 7.

**4.2 Red Indicators (new information)**

This section covers indicators where 2015/16 targets are not expected to be achieved.

**a) Highways & Community Infrastructure**

No new information this month.

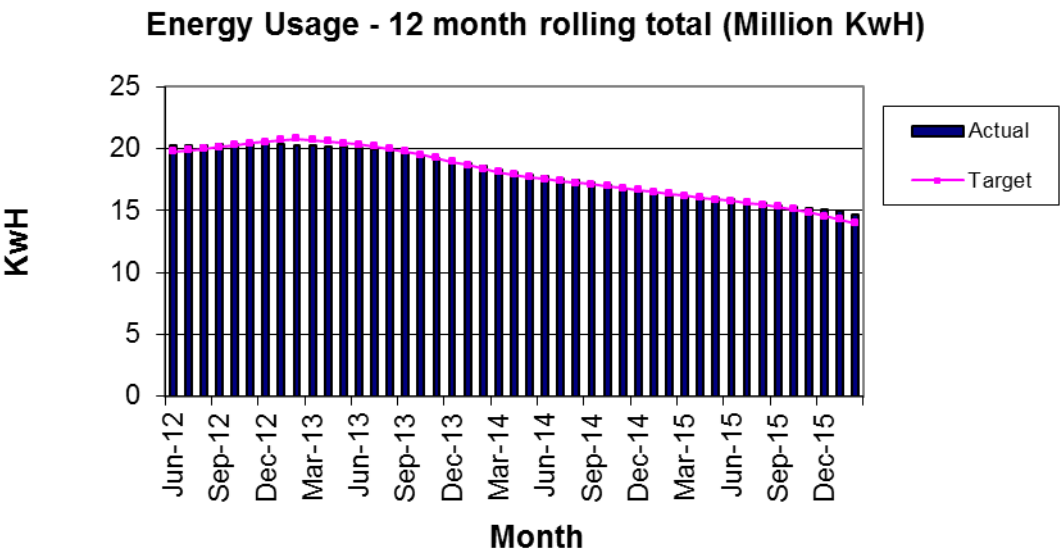
**4.3 Amber indicators (new information)**

This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

**a) Highways & Community Infrastructure**

**Street Lighting**

- Energy use by street lights – 12-month rolling total (to February 2016)  
Actual energy use to February is 14.72 Kwh, within 5% of the energy target (for the same month) and with the difference expected to close as we move towards the end of the replacement programme.





#### 4.4 Green Indicators (new information)

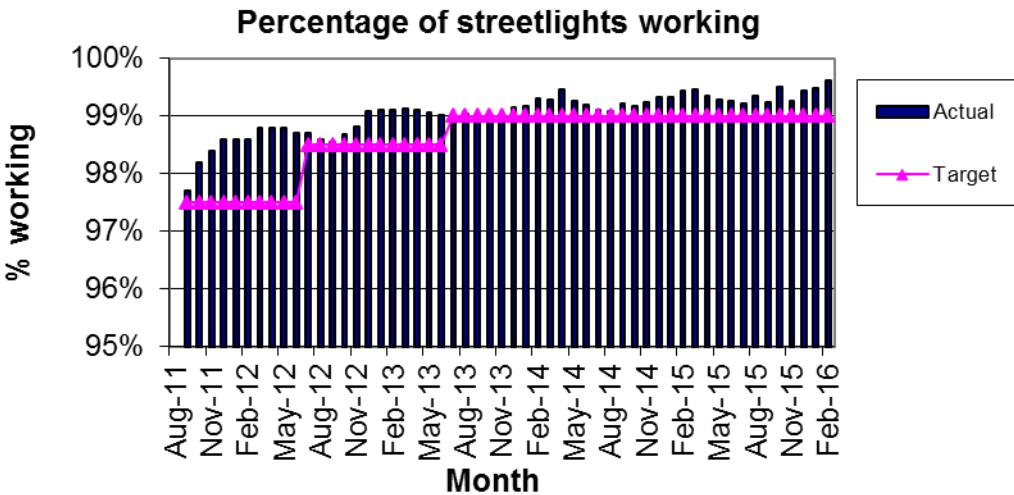
Year-end targets have been achieved or are on-course to be achieved for the following indicators.

##### a) Highways & Community Infrastructure

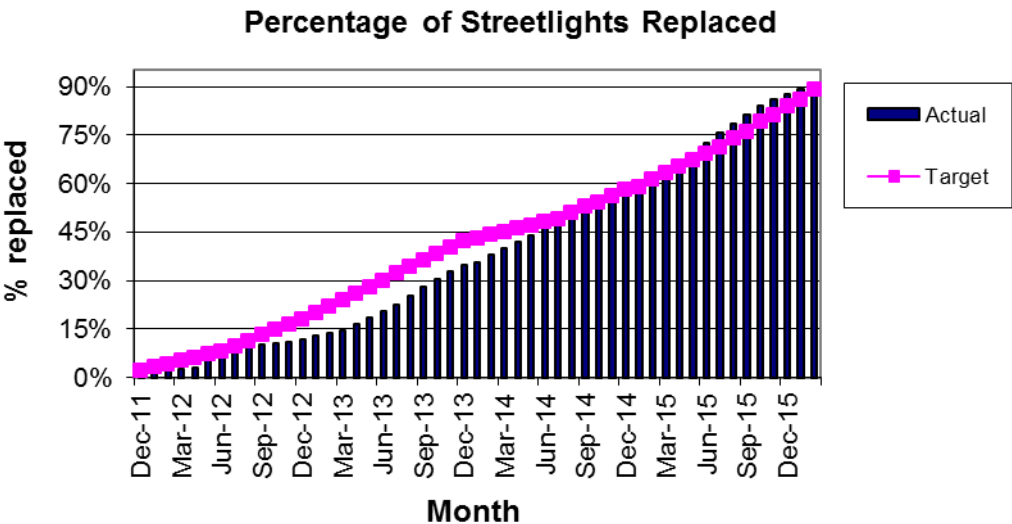
###### Street Lighting

- Streetlights working (as measured by new performance contract) (to February 2016)

The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.



- Performance against street light replacement programme (at February 2016)  
90% of the programme has been completed, representing 49,896 street lights. The year-end target of 92% is expected to be achieved.



4.5 Contextual indicators (new information)

a) Highways & Community Infrastructure

Waste Management


- Municipal waste landfilled - 12 month rolling average (to January 2016)  
The 12-month rolling total to the end of January has dropped from 29.7% (in December) to 28%.

The amount of municipal waste sent to landfill at the Authority’s expense reduced during November and December. Officers continue to monitor the performance of the service with Amey.



## APPENDIX 1 – Service Level Budgetary Control Report

Forecast Variance - Outturn February  £'000	Service	Current Budget for 2015-16  £'000	Actual to end of March  £'000	Forecast Variance - Outturn March  £'000	%
	<b>Economy, Transport &amp; Environment Services</b>				
+19	Executive Director	1,649	2,199	+17	+1
-32	Business Support	548	529	-33	-6
0	Direct Grants	0	0	0	-14
-12	<b>Total Executive Director</b>	<b>2,197</b>	<b>2,728</b>	<b>-16</b>	<b>-1</b>
	<b>Directorate of Infrastructure Management &amp; Operations</b>				
-4	Director of Infrastructure Management & Operations	136	123	-13	-10
	Assets & Commissioning				
+114	- Street Lighting	9,187	8,049	+184	+2
-109	- Waste Disposal including PFI	33,350	29,718	-6	-0
+5	- Asset Management	599	681	+99	+17
	Local Infrastructure & Street Management (LISM)				
-37	- Road Safety	663	591	-73	-11
+82	- Traffic Manager	-507	-459	+71	-14
+79	- Network Management	1,236	1,157	+79	+6
+145	- Local Infrastructure & Streets	4,237	3,067	+28	+1
-388	- Winter Maintenance	1,911	1,626	-274	-14
-375	- LISM other	2,244	1,842	-351	-16
	Supporting Business & Communities				
-190	- Communities & Business	1,474	1,015	-190	-13
+0	- Parking Enforcement	0	-189	+0	+0
+0	- Recycle for Cambridge & Peterborough (RECAP)	0	-13	+0	+0
	Community & Cultural Services				
-71	- Libraries	4,128	4,003	-48	-1
-38	- Archives	615	567	-19	-3
-194	- Registrars	-468	-642	-174	+37
-4	- Coroners	751	805	-31	-4
0	Direct Grants	-7,038	-6,963	0	18
-985	<b>Total Infrastructure Management &amp; Operations</b>	<b>52,517</b>	<b>44,978</b>	<b>-717</b>	<b>-1</b>
	<b>Directorate of Strategy &amp; Development</b>				
+0	Director of Strategy & Development	135	140	+6	+4
+36	Transport & Infrastructure Policy & Funding	692	651	+21	+3
	Growth & Economy				
-11	- Growth & Development	587	566	-12	-2
-18	- County Planning, Minerals & Waste	341	247	-68	-20
-29	- Enterprise & Economy	165	158	-29	-18
+0	- Mobilising Local Energy Investment (MLEI)	0	143	+0	+0
+7	- Growth & Economy other	812	883	+2	+0
+0	Major Infrastructure Delivery	451	440	+0	+0
	Passenger Transport				
+126	- Park & Ride	376	601	+68	+18
-320	- Concessionary Fares	5,477	4,627	-339	-6
-71	- Passenger Transport other	2,563	2,096	-96	-4
	Adult Learning & Skills				
-200	- Adult Learning & Skills	2,147	2,249	-200	-9
-0	- Learning Centres	209	176	+0	+0
+0	- National Careers	400	198	+0	+0
0	Direct Grants	-3,696	-1,934	0	0
-480	<b>Total Strategy &amp; Development</b>	<b>10,659</b>	<b>11,239</b>	<b>-647</b>	<b>-6</b>
-1,477	<b>Total Economy, Transport &amp; Environment Services</b>	<b>65,373</b>	<b>58,945</b>	<b>-1,380</b>	<b>-2</b>

		MEMORANDUM			
£'000		Grant Funding	£'000	£'000	£'000 %
0		- Public Health Grant	-418	-418	+0 +0
0		- Street Lighting - PFI Grant	-3,944	-3,944	+0 +0
0		- Waste - PFI Grant	-2,691	-2,691	+0 +0
0		- Bus Service Operators Grant	-302	-302	+0 +0
0		- Local Sustainable Transport Funding (LSTF)	-1,000	0	+0 +0
0		- Adult Learning & Skills	-1,889	-1,346	+0 +0
0		- Learning Centres	-90	-88	+0 +0
0		- National Careers funding	-400	-108	+0 +0
<b>+0</b>		<b>Grant Funding Total</b>	<b>-10,734</b>	<b>-8,897</b> 	<b>0 +0</b>

## APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget £'000	Actual to the end of March £'000	Forecast Variance - Outturn	
			£'000	%
<b>Street Lighting</b>	9,187	8,049	+184	+2
It was originally planned to commence part-night lighting in April 2015, however, it was agreed to defer this saving until April 2016 to allow for a full consultation period with local Councils. This will result in the business plan saving not being delivered in 2015/16.				
<b>Network Management</b>	1,236	1,157	+79	+6
A number of areas are predicted to overspend in this area including grass cutting. This will be covered by underspends in other parts of the ETE budget.				
<b>Local Infrastructure &amp; Streets</b>	4,237	3,067	+28	+1
This area will now overspend against budget to utilise underspends elsewhere within the Service.				
<b>LISM other</b>	2,244	1,842	-351	-16
This area is likely to underspend for a variety of reasons, including savings from vacancies and more Section 38 income than was expected.				
<b>Winter Maintenance</b>	1,911	1,626	-274	-14
This year has been a fairly mild winter, currently there is an underspend of £274k as there have only been 38 runs to date.				
<b>Communities &amp; Business</b>	1,474	1,015	-190	-13
The predicted underspend is mainly due to savings arising from vacancies within the Service.				
<b>Libraries</b>	4,128	4,003	-48	-1
Income from the Enterprise Centre in Central Library was projected to commence from April 2015. As this scheme is no longer going ahead, the level of income for the year will be less than budgeted. Officers are working with Members, public and staff to look at other potential revenue streams to bridge this gap. Staff vacancies within Libraries are being held in view of savings targets for next year, and to mitigate the shortage of income from the Enterprise Centre in the current year, hence an underspend this year.				

<b>Registrars</b>	-468	-642	-174	+37
The timing of when ceremony fees are collected has been changed to when notice is given rather than being collected three months prior to the ceremony. This has caused a one off increase in income this year through re-phasing of when it is collected.				
<b>Adult Learning &amp; Skills</b>	2,147	2,249	-200	-9
The Forecast Outturn relates to budget being set for Skills as core funding but which is now being funded by City Deal.				
<b>Park &amp; Ride</b>	376	601	+68	+18
<p>A predicted shortfall in income in the region of £477k is expected for parking fees at the Park &amp; Ride sites based on income levels achieved to date.</p> <p>This overspend will be partially covered by increased income from bus lane enforcement, which is expected to be in the region of £300k.</p>				
<b>Concessionary Fares</b>	5,477	4,627	-339	-6
Concessionary fares are expected to underspend in the region of £339k, this is due to some commercial routes being withdrawn and a decrease in passenger numbers compared with 2014/15.				
<b>Passenger Transport other</b>	2,563	2,096	-96	-4
The current forecast relates mainly to Cambridgeshire Future Transport contract renewals during the year achieving higher than anticipated savings.				

### APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
<b>Grants as per Business Plan</b>	Various	11,410
Adult Learning & Skills grants	Department for Business, Innovation & Skills	-491
Learning centre grants	Various	-212
Non-material grants (+/- £30k)		+27
<b>Total Grants 2015/16</b>		<b>10,734</b>

The Adult Learning & Skills grant and Learning centre grants have been adjusted to match the expected grant in 2015/16.

## APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
<b>Budget as per Business Plan</b>	63,308	
Use of operational savings – LEP funding	50	
Transfer of Open Spaces Service to ETE from Corporate Services	54	
Transfer of Travellers support to ETE from Corporate Services	51	
City Deal funding transferred to Corporate Services	-717	
Centralisation of mobile phone budgets	-55	
Use of operational savings – Lane rental implementation	63	
Use of operational savings – Support of sustainable transport access to Cambridge North station	178	
Use of ETE operational savings – Support to achieve Business planning savings	75	
Use of ETE operational savings – Park & ride parking short-term costs	200	
Use of ETE operational savings – Waste PFI – Legal & technical advice	300	
Use of ETE operational savings – Renewal of Highways Services contract	54	
Use of ETE operational savings – Development of LED lighting options for street lighting	35	
Use of ETE operational savings – A14 Inquiry	150	
Use of ETE operational savings – Library Project support	51	
Annual Insurance allocation	1,528	
Non-material virements (+/- £30k)	48	
<b>Current Budget 2015/16</b>	<b>65,373</b>	



## APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2015 £'000	Movement within Year £'000	Balance at 31st March 2016 £'000	Forecast Balance at 31st March 2016 £'000	Notes
<b>General Reserve</b>					
Service carry-forward	3,369	(1,662)	1,707	3,150	Account used for all of ETE
<b>Sub total</b>	<b>3,369</b>	<b>(1,662)</b>	<b>1,707</b>	<b>3,150</b>	
<b>Equipment Reserves</b>					
Winter Maintenance Vehicles	683	(287)	397	397	
Libraries - Vehicle replacement Fund	210	8	218	200	
<b>Sub total</b>	<b>893</b>	<b>(278)</b>	<b>615</b>	<b>597</b>	
<b>Other Earmarked Funds</b>					
Deflectograph Consortium	67	(9)	59	50	Partnership accounts, not solely CCC
Highways Searches	32	0	32	0	
On Street Parking	1,138	(0)	1,138	1,300	
Bus route enforcement	146	0	146	200	
Highways Commuted Sums	525	54	579	500	
Guided Busway Liquidated Damages	4,088	(1,265)	2,822	2,800	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	22	0	22	0	
Proceeds of Crime	190	18	208	200	
Waste - Recycle for Cambridge & Peterborough (RECAP)	225	0	225	225	Partnership accounts, not solely CCC
Discover Cambs Tourism Brochure	23	0	23	23	Partnership accounts, not solely CCC
Fens Workshops	39	17	56	56	Partnership accounts, not solely CCC
Travel to Work	233	9	242	150	Partnership accounts, not solely CCC
Steer- Travel Plan+	76	0	76	0	
Olympic Development	13	0	13	0	
Northstowe Trust	101	0	101	101	
Cromwell Museum	28	0	28	0	
Archives Service Development	234	0	234	234	
National Careers Service	73	0	73	0	
Other earmarked reserves under £30k - IMO	9	1	10	0	
Other earmarked reserves under £30k - S&D	143	0	144	100	
<b>Sub total</b>	<b>7,404</b>	<b>(1,176)</b>	<b>6,227</b>	<b>5,939</b>	
<b>Short Term Provision</b>					
Mobilising Local Energy Investment (MLEI)	669	0	669	0	
<b>Sub total</b>	<b>669</b>	<b>0</b>	<b>669</b>	<b>0</b>	
<b>Capital Reserves</b>					
Government Grants - Local Transport Plan	0	18,198	18,198	0	Account used for all of ETE
Government Grants - City Deal	0	20,000	20,000	18,200	
Government Grants - S&D	3,268	4,679	7,947	970	
Government Grants - IMO	0	0	0	0	
Other Capital Funding - S&D	11,454	(110)	11,344	7,000	
Other Capital Funding - IMO	1,176	116	1,291	200	
<b>Sub total</b>	<b>15,897</b>	<b>42,884</b>	<b>58,781</b>	<b>26,370</b>	
<b>TOTAL</b>	<b>28,232</b>	<b>39,768</b>	<b>68,000</b>	<b>36,056</b>	

## APPENDIX 6 – Capital Expenditure and Funding

### Capital Expenditure

2015/16						TOTAL SCHEME	
Original 2015/16 Budget as per BP	Scheme	Revised Budget for 2015/16	Actual Spend (March)	Forecast Spend - Outturn (March)	Forecast Variance - Outturn (March)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000	£'000
	Integrated Transport						
400	- Major Scheme Development & Delivery	492	147	400	-92	492	0
482	- Local Infrastructure Improvements	579	310	387	-192	482	0
626	- Safety Schemes	633	537	625	-8	626	0
345	- Strategy and Scheme Development work	495	649	495	0	345	0
3,156	- Delivering the Transport Strategy Aims	4,070	982	1,363	-2,707	4,450	0
478	- Cambridgeshire Sustainable Transport Improvements	484	404	448	-36	478	0
23	- Air Quality Monitoring	23	17	23	0	23	0
15,038	Operating the Network	16,027	11,634	14,759	-1,268	16,028	0
	Infrastructure Management & Operations Schemes						
6,925	- £90m Highways Maintenance schemes	8,107	7,311	8,414	307	90,000	0
0	- Waste Infrastructure	588	38	185	-403	5,588	0
3,000	- Archives Centre / Ely Hub	3,131	1,194	1,236	-1,895	4,131	0
251	- Community & Cultural Services	1,719	55	493	-1,226	1,702	0
	Strategy & Development Schemes						
2,446	- Cycling Schemes	6,351	3,586	3,877	-2,474	18,093	0
1,729	- Huntingdon - West of Town Centre Link Road	3,397	429	520	-2,877	10,534	0
9,575	- Ely Crossing	9,883	330	450	-9,433	30,780	0
20,000	- Cambridge North Station	0	72	0	0	4,000	0
0	- Chesterton Busway	2,264	2,197	2,264	0	6,050	0
370	- Guided Busway	3,740	535	450	-3,290	151,147	0
4,843	- King's Dyke	5,050	418	450	-4,600	13,629	0
0	- Wisbech Access Strategy	1,000	291	281	-719	1,000	0
2,500	City Deal	2,500	1,773	1,838	-662	100,000	0
0	- Other Schemes	536	54	82	-454	25,005	0
	Other Schemes						
12,013	- Connecting Cambridgeshire	16,215	9,703	10,006	-6,209	32,550	0
285	- Other Schemes	85	0	0	-85	680	0
<b>84,485</b>		<b>87,369</b>	<b>42,666</b>	<b>49,046</b>	<b>-38,323</b>	<b>517,813</b>	<b>0</b>

The increase between the original and revised budget is due to the carry forward of funding from 2014-15, this being due to the re-phasing of schemes, which were reported as underspending at the end of the 2014-15 financial year.

The timing of the Government announcement that 'Cambridge North' Station scheme will be handed over to Network Rail has resulted in the scheme remaining in the 2015/16 Business Plan. Arrangements have now been finalised, and the County Council will not be incurring any further expenditure on this scheme. The revised budget has been reduced by £20m in 2015/16 to reflect this point.

Delivering the transport strategy aims will be underspent this year compared to allocated budget. The main schemes affected are:-

- Tenison Road, Cambridge – Traffic calming £452k  
A delay has occurred with this scheme due to the unexpected presence of a shallow water main which is now being replaced by Cambridge Water, delaying the start date of works to 18<sup>th</sup> April 2016.

- B1040 Hollow Lane, Ramsey £98k  
Initial delay was related to landowner issues. This was resolved but then there was a delay in planning permission so the scheme will finish in 2016/17.
- S106 developer funded cycling schemes are in various stages with some coming forward for construction in 2016/17 and others requiring further development and consultation.
- Land acquisition and license agreements need to be completed to allow construction to commence on Yaxley to Farcet and the new link through Babraham Research Campus. Scheme delivery is anticipated in 2016/17. Detailed design is underway on a new link from Bar Hill to Longstanton funded through Northstowe Phase 1 S106.
- Integrated Transport Block funded cycling schemes for 2015/16 are largely complete now.
- A cycle route between Cromwell Community College to The Elms, Chatteris is now expected to cost less than was originally budgeted.

Cambridgeshire Sustainable Transport Improvements – funding was originally allocated to part fund a cycle route to Wood Green animal shelter from Godmanchester. Wood Green had indicated that they would provide £80,000 of funding towards the overall cost. They have now indicated that they are not in a position to do this foreseeably. As this funding is time limited DfT grant funding, officers will look to use this funding for alternative schemes.

#### Operating the Network £481k

Underspends on numerous small schemes which have taken place during March for a variety of reasons, some schemes have been combined to reduce costs, others were easier than originally expected.

#### £90m Highways Maintenance schemes

There will be increased costs relating to Brasley Bridge in Grantchester, a maintenance scheme that has straddled two financial years (2013/14 & 2014/15). The cost of fully reconstructing the bridge has proved to be higher than originally budgeted for back in 2012/13.

#### Reasons for overspend:

- The £200k cost of temporarily diverting utility apparatus was planned to be funded from a capital budget in 2013/14, but was delayed to 2014/15. This delay resulted in the scheme being reprogrammed and had a knock-on effect on the how the budget was then allocated across each financial year.
- Delays in the completion of works undertaken by utility contractors also impacted our own contractor and the subsequent availability of specialist plant and resources, leading to additional costs of £36k. Unfortunately we are not able to claim back costs associated with utility works.
- Significant pressure from the local community and businesses to reopen Grantchester Road as soon as possible also led to acceleration of the works to mitigate delays at an additional cost of £54k.
- Unforeseen ground conditions have also impacted on costs, due to the original budget being based on the feasibility / initial design rather than the detailed design. The scheme was allocated £565k for 2015/16, but costs are expected to be £920k, with a total scheme cost of £1.48 million. Since this scheme officers have been working to improve the process between initial feasibility and detailed design so that budgets allocated are more realistic from the outset.

Officers will look to fund this in-year overspend from underspends elsewhere in the overall ETE budget.

Waste infrastructure schemes - The forecast variance is due to a reprogramming of a new Household Recycling Centre to provide a sustainable solution to replace the existing Milton Site in the Cambridge area.

Archives Centre – a GPC decision maintained the project budget at £4.2m for an archive centre in Ely. A proposal to house additional services, including Registration and teams from Noble House was rejected on the grounds of increased cost, which would have been c£6m. The project was delayed whilst these decisions were made and is now on track for delivery in the next financial year.

Community & Cultural Services - The forecast variance is due to schemes currently not being progressed until the Council's strategy on Community Hubs is developed, which will impact on the future library service network. Therefore it is expected that this funding will be spent over the next couple of years as part of developing community hubs.

New Community Hub – Cambourne – Work is underway to plan for this work, however it will not now take place in this financial year.

New Community Hub – Clay Farm – This scheme is currently 10 weeks behind schedule and we are currently awaiting a revised schedule of payments due to the City Council who are leading on the development of the scheme.

Cambridge Central Library - £300k capital investment was originally allocated for work relating to the enterprise centre. Although that option is no longer being taken forward, other options are being considered, however no expenditure will take place this financial year.

Cycle City Ambition schemes - The total budgeted grant is shown within the report. Huntingdon Road is substantially complete along with the first phase of Harston to Foxton. Works on the Addenbrookes-bound side of Hills Road is underway as is the next phase of Harston to Foxton. Works to start Trumpington Road are delayed due to the need to relocate a gas main. Further consultation is required for A10 Harston. Work continues on the development of Quy to Lode and Abbey-Chesterton bridge. The forecast has now been revised to reflect the forecast delivery timescale and to take into account early stages of design, feasibility and consultation in year one of the programme.

Huntingdon – West of Town Centre link road. The final outstanding costs for the purchase of land, including a large plot next to the Link Road is still under negotiation. No further payments can be made for the purchase of the land until a price is agreed. As such, the completion of this land purchase is now expected to be in the next financial year, which has resulted in a reduction of the 2015/16 forecast spend of £730k. However, future year spend will still be subject to negotiation and agreement of the land costs.

Ely Southern By-Pass – Project forecast is for delivery in late 2017. The DfT have confirmed that the final allocation of funding will not receive approval until the final tender price is known and the business case approved. Any earlier spend would be at some risk which includes £240k consultancy costs. A process for confirming the business case has

however now been agreed with the DfT and sign off of the release of funding is expected in May/June and the appointment of an approved contractor in June 2016. Payments for land purchase amounting to £2.31m will not now be incurred until 2016/17. The procurement process is underway and the land acquisition process is now completed.

Stage	Target Date
Procurement completed	June 2016
Contract awarded	June 2016
Detailed Design stage	June 2016
Construction	Sept/Oct 2016
Scheme open	Late 2017

Meeting timings is dependent on a smooth procurement process, DfT funding approvals, concluding agreements with Network Rail and agreeing a contractor's programme.

Guided Busway – due to the timing uncertainty over the final land-deal and retention payments, the previous £3m forecast spend has been slipped into 2016/17 although the total forecast spend is unchanged. However, there is still considerable uncertainty over the timing and the profile of actual spend could change again.

King's Dyke – The report highlights a potential underspend on the budget in 2015/16. As previously reported the need for additional design work resulted in delays in the preparation of the planning application. This means the 2016/17 allocation will not now be fully realised. The planning application has been submitted and the key stages and expected dates for delivery are shown below:

Stage	Target Date
Planning application submitted	Dec 2015
Application determined	Feb/March 2016
Procurement and contract document preparation	Jan-May 2015
Works package awarded	Sept 2016
Scheme open	Summer 2017

Meeting timings is dependent on a smooth planning process, land acquisition, concluding agreements with Network Rail and agreeing a contractor's programme.

Soham station - delay to Network Rail's plans to upgrade the line from Soham to Ely, has increased the scope of the station study to include options that can be delivered in advance of the dualling as well as options with, and post, dualling. An agreement has now been signed with Network Rail for the study but limited spend will occur in 2015/16.

Wisbech Access Strategy - This scheme is funded by Growth deal funding over 2 years. Work on reviewing the specification to update the Wisbech Traffic Model is still ongoing, so this project will now be delivered in 2016/17.

City Deal – Although we have already received £20m worth of grant funding for the City Deal, the very nature of the schemes will mean that the majority of the expenditure will take place in the latter years of the initial five year period. The budget has therefore been adjusted to match the likely profile of spend. Spend this year is mainly on staffing and the projected spend is being reported to the City Deal Executive Board. The latest forecast spend is based on firmer costings for each of the City Deal schemes.

Connecting Cambridgeshire – This scheme has now been re-phased and will now continue into 2016/17 and 2017/18. We have additional funding and investment from BT for a further rollout phase to be delivered between March 2016 and late summer 2017 to deliver fibre broadband to more premises across Cambridgeshire and Peterborough. The original project planned to complete by the end of December 2015 and it has delivered the planned coverage by the end of December 2015. The milestone payments for the additional rollout phase have now been agreed, this has been reflected in the capital programme.

BT have been consistently claiming below the milestone forecast, however, in the last few claims they have invoiced for unclaimed costs of just under £2m. BT have completed the first phase of the roll-out for less than estimated (as a result of some of the costs being lower than first budgeted), which has resulted in an underspend against budget.

Super Connected Cities connection vouchers have successfully issued more connection vouchers than expected to SMEs within Cambridgeshire & the other cities administered by Connecting Cambridgeshire, Ipswich & Milton Keynes. This has increased the forecast outturn by £274k, however, all connection vouchers are funded by Central Government grant.

Heritage lottery fund contribution for Wisbech - This capital funding will not be required this financial year as the determination of the bid, which has been led by Fenland District Council will not now be made by the Heritage Lottery Fund until June 2016. A decision was originally expected within this financial year. If the bid is successful and the project goes ahead, it is anticipated that the funds will need to be paid to Fenland District Council towards the end of 2016.

#### Capital Funding

2015/16				
Original 2015/16 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2015/16 £'000	Forecast Spend - Outturn (March) £'000	Forecast Funding Variance - Outturn (March) £'000
18,198	Local Transport Plan	18,198	18,198	0
20,000	Other DfT Grant funding	8,328	6,992	-1,336
6,829	Other Grants	10,894	2,051	-8,843
10,024	Developer Contributions	8,951	2,965	-5,986
18,231	Prudential Borrowing	31,534	16,923	-14,611
28,910	Other Contributions	9,464	1,917	-7,547
<b>102,192</b>		<b>87,369</b>	<b>49,046</b>	<b>-38,323</b>

The increase between the original and revised funding is due to the carry forward of funding from 2014-15, this being as a result of the re-phasing of schemes.

Funding	Amount (£m)	Reason for Change
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Rolled Forward Funding	-0.9	This reflects slippage or rephasing of the 2014/15 capital programme – as reported in May 15 (£31.9m) and approved by the General Purposes Committee (GPC) on 28th July 2015, with a further £1.0m reported in July 15 and approved by the GPC on 15th September. Reduction of grant that we are able to claim for Super Connected Cities (-£3.6m).
Additional / Reduction in Funding (Other Contributions)	-20.0	Removal of Science Park Station – as reported in May 15 and approved by the GPC on 28th July 2015.
Additional / Reduction in Funding (Specific Grant)	+1.0	Growth Deal Funding relating to Wisbech Access Strategy – as reported in May 15 and approved by the GPC on 28th July 2015.
Additional / Reduction in Funding (DfT Grant)	+1.5	Cycling City Ambition grant – as reported in May 15 and approved by the GPC on 28th July 2015.
Revised Phasing (Section 106 & CIL)	-3.6	Guided Busway – as reported in July 15.
Revised Phasing (Prudential Borrowing)	+0.6	Guided Busway – as reported in July 15 and approved by the GPC on 15th September 2015 (+3.6m). Revised phasing of Guided Busway spend (-3.0m).
Revised Phasing (DfT Grant)	-17.5	City Deal – as reported in July 15 and approved by the GPC on 15th September 2015.

## APPENDIX 7 – Performance (RAG Rating – Green (G) Amber (A) Red (R))

### a) Highways & Community Infrastructure

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
Archives									
Quarterly	Increase digital access to archive documents by adding new entries to online catalogue	High	Number	To 31-Dec-2015	405,338	395,000	G	G	<p>The figure to the end of December is 405,338, a rise of over 2,000 since September.</p> <p>The 2015/16 target of 395,000 was set in December 2014 before the 2014/15 outturn was known and that outturn was higher than predicted. Therefore the 2015/16 target has already been achieved.</p>
Communities									
Yearly	Proportion of Fenland and East Cambs residents who participate in sport or active recreation three (or more) times per week. Derived from the Active People Survey	High	%	2014/15	Fenland = 18.4% East Cambridgeshire = 25.7% Cambridgeshire = 24.3%	Fenland & East Cambridgeshire = 22.7%	A	A	<p>The indicator is measured by a survey undertaken by Sport England. Sport England has revised some of its figures as they spotted an inconsistency in their data. The previously reported baseline figures for 2013/14 were: Cambridgeshire = 27.2% and Fenland &amp; East Cambridgeshire (combined) = 22.7%. The revised 2013/14 figures published by Sport England are: Cambridgeshire = 26.2% and Fenland &amp; East Cambridgeshire combined = 21.3%.</p> <p>The Council's target is for Fenland and East Cambridgeshire to increase to the 2013/14 county average over 5 years. Applying this principle to Sport England's revised baseline data gives a 5-year target to increase the participation rate in Fenland and East Cambridgeshire (combined) to 26.2%.</p> <p>The 2014/15 figure has improved slightly to 21.9%, but is slightly off track.</p>



Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
Library Services									
Quarterly	Number of visitors to libraries/community hubs - year-to-date	High	People	To 31-Dec-2015	1,793,499	2,570,000	A	A	Our end-of-year target for 2015/16 is 2.57 million visits. Figures to the end of December show that there were 1,793,499 physical visits to libraries/community hubs which is just below target. National Libraries Day and other initiatives in the last quarter may help get this target back on track.
	Number of item loans (including eBook loans) – year-to-date	High	Number	To 31-Dec-2015	2,156,029	2,850,000	G	G	Our end-of-year target for this indicator is 2.85 million item loans. There were 2,156,029 item loans to the end of December, which is just above target and at about the same level for the same period last year.  The number of eBook issues to the end of December was 61,951 which is 53% up on the same period the previous year.
	Book issues per head of population - narrowing the gap between the most deprived areas (top 10%) and others	Low	%	To 31-Dec-2015	-32.9%	-23%	R	R	Latest figures show that the gap has increased slightly from 31.9% to 32.9%. This is a new target for this year, and despite efforts to raise literacy standards in deprived communities it would seem that book issues are not a helpful indicator to measure this. The service is investigating a more helpful means of measuring this in 2016/17.
	Number of unique visits to library web pages - year-to-date	High	Number	To 31-Dec-2015	512,082	650,000	G	A	Our end-of-year target for this indicator is 650,000 unique visits.  Provisional figures to the end of December show that there were 512,082 unique visits to library web pages which is above the challenging target. This includes e-Book and e-Audio visits.
Road and Footway maintenance									
Yearly	Principal roads where maintenance should be considered	Low	%	2015/16	2%	3%	G	G	Provisional results indicate that maintenance should be considered on 2% of the County's principal road network. This is the same as the 2014/15 figure and better than the Council's 2015/16 target of 3%.
	Classified road condition - narrowing the gap between Fenland and other areas of the County	Low	%	2015/16	2.88% gap	2% gap	R	R	There was a gap of 2.9% between Fenland and other areas of the County during 2015/16. The gap has narrowed slightly from the 2014/15 level of 3%, but it is above (worse than) the target of 2%.

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
									<p>Fenland areas have soils which are susceptible to cyclic shrinkage and swelling. This is exacerbated in periods of unusually high or low rainfall and this movement can aggravate cracking and subsidence along roads in affected areas. Additional funding is being directed towards addressing this problem.</p> <p>Targets are based on the Highways Infrastructure Asset Management Plan (HIAMP) highway condition model outputs based on current and forecast funding levels.</p>
	Non-principal roads where maintenance should be considered	Low	%	2015/16	6%	6%	G	G	Provisional results indicate that maintenance should be considered on 6% of the County's non-principal road network. This is the same as the figure for 2014/15 and the Council's 2015/16 target.
	Unclassified roads where structural maintenance should be considered	Low	%	2015/16	33%	Contextual			The survey undertaken in 2015/16 covered 20% of the available network and targeted roads where condition was known to be deteriorating in order to identify those roads where maintenance may best be directed. However, this has had the effect of making the indicator for unclassified roads appear to worsen from 27% to 33%. In reality, the condition of unclassified roads is generally stable. The 2016/17 annual survey will look to address this anomaly.
Road Safety									
Monthly	Killed or seriously injured (KSI) casualties - 12-month rolling total	Low	Number	To 31-Dec-2015	285	<=306	G	G	The provisional total number of killed or seriously injured (KSI) casualties during 2015 is 285, compared with a year-end target of no more than 306. This means that the end-of-year target has been achieved.
	Slight casualties - 12-month rolling total	Low	Number	To 31-Dec-2015	1,557	Contextual			The provisional total number of slight casualties to the end of 2015 is 1,557 compared with 1,729 for 2014.
Rogue Traders									
Quarterly	Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Year-to-date)	High	£	To 31-Dec-2015	£100,412	Contextual			£100,412 has been saved as a result of our intervention in rogue trading incidents since April 2015, compared with £218,812 for the same period in 2014. The annual average based on available data since April 2014 is £186,756.

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
				Period	Actual				
									It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.
Yearly	Number of problem rogue traders brought back into compliance	High	%	At 31-Mar-2015	54%	80%	R	A	<p>Thirty-seven premises were identified as undertaking rogue trading activity during the reporting period. Through a number of interventions, from business support through to prosecution, 54% were brought back into compliance, which is slightly higher than in 2013/14 but is less than the Council's 80% target and less than the figure of 90% achieved in 2012/13.</p> <p>This reflects the reduced level of resources within the Service together with the focus being on those causing most harm and detriment. The work undertaken by the Service to secure compliance often spans more than one year, which impacted on the percentage of premises brought into compliance within the year 2014/15.</p>
<b>Streetlighting</b>									
Monthly	Percentage of streetlights working	High	%	To 29-Feb-2016	99.6%	99%	G	G	The 4-month average (the formal contract definition of the performance indicator) is 99.6% this month, and remains above the 99% target.
Monthly	Energy use by street lights – 12-month rolling total	Low	Million Kwh	To 29-Feb-2016	14.72	13.69	A	A	Actual energy use to February is 14.72 Kwh, within 5% of the energy target (for the same month) and with the difference expected to close as we move towards the end of the replacement programme.
Monthly	Performance against street light replacement programme	High	%	At 29-Feb-2016	90.4%	92%	G	G	<p>90% of the programme has been completed, representing 49,896 street lights.</p> <p>The year-end target of 92% is expected to be achieved.</p>

Frequency	Measure	What is good?	Format	Latest Data		2015/16 Target	Current Status	Year end prediction	Comments
Waste Management									
Monthly	Municipal waste landfilled - 12 month rolling average	Low	%	To 31-Jan-2016	28%	Contextual			<p>The 12-month rolling total to the end of January has dropped from 29.7% (in December) to 28%.</p> <p>The amount of municipal waste sent to landfill at the Authority's expense reduced during November and December. Officers continue to monitor the performance of the service with Amey.</p>

**ETE Reserves in 2016/17**

The Scheme of Financial Management permits Service Management Teams to propose “carry-forwards” from year-end underspends (operational savings), which can be held in reserve for specific earmarked purposes. These plans need to be endorsed by Service Committees and then reported to GPC in July for final approval.

The use of carry-forwards are to support tactical investments and service trials (alongside the wider and larger transformation fund).

<b>Total estimated resources at year-end</b>	
Unused 15/16 Service reserve	£2,050,280
Projected ETE underspend 15/16	£1,380,000
Total resources at year-end	£3,430,280

The following schemes were funded from underspends in 2014/15, but were planned across multiple years. The Committee has previously approved these requests, and will be asked to re-endorse them for 2016 onwards with updated amounts. These schemes are followed by 7 new proposed schemes for funding from reserves.

<b>Proposed reserve requirement</b>	<b>Area of Service</b>	<b>£'000</b>	<b>Description</b>
Carry forward of Flood Risk grant funding for Kings Hedges Flood Risk management project.	Growth & Economy	42	CCC contribution to Environment Agency scheme due to be spent in 16/17. Not spending it would mean we lose the opportunity to improve flood protection for homes in Kings Hedges and the County Council may be expected to repay the grant.
Carry forward of Community Transport residual (balance of £500k) that was allocated at Full Council in February 2014 Combined with CFT allocation.	Passenger Transport	346	Residual funding allocated to develop alternative community transport models of operation. If approved by E&E Committee, £125K of this will be allocated to offset for one year only the saving to non-statutory concessionary fares (B/R 6.204).

Cambridgeshire Future Transport (CFT) - carry forward of 2014/15 underspend. Combined with Community Transport allocation.	Passenger Transport	216	Residual funding allocated to develop alternative community transport models of operation.
Cleaning of archive material	Community & Cultural Services	65	Funding necessary prior to relocation of the archive to Ely. This is not part of the capital expenditure of relocation.
Cambridgeshire County Council contribution to the Joint Strategic Planning Unit for Cambridgeshire.	Growth & Economy	15	£14,850 is needed to fund the County Council's contribution to the JSPU in future years. This delivers joint work on infrastructure and other strategic planning for the County Council and 5 district councils.
Investment to ensure delivery of ETE savings in the Business Plan	Policy & Business Development	75	To cover the costs of two posts in 16/17, to lead on transformation of key areas of ETE to deliver Business Plan savings. Two officers are already in post.
Project support for Library Review	Community & Cultural Services	71	To achieve Business Plan savings. Combined costs for staff supporting the Library Service Transformation over a two year period, including consultant fees, Project Support Officer and Transformation Manager. This will achieve over £1m year on year savings.
Community Hub Programme Manager	Community & Cultural Services	36	This role is the continuation of the Community Hubs Programme Manager role. Delivers corporate objectives.
Waste PFI	Assets & Commissioning	300	Legal and technical advice for the Waste PFI contract
Renewal of Highways Services contract	Assets & Commissioning	80	Specialist consultancy services to support the development of the future Highways services contract to achieve improved service outcomes and future financial savings.
Development of LED lighting options for street lighting	Assets & Commissioning	200	Until recently, it has not been cost effective to install LED lanterns to lighting columns. The cost of LEDs has now reduced significantly and this one year funding is required to deliver LED lighting on appropriate columns.
Transport Strategy Modelling, Analysis & Development	Transport Infrastructure Policy	60	Transport Modelling, analysis, strategy development plus consultation to support development of district wide Strategies

	& Funding		and local plans for Huntingdonshire and East Cambs
Lane rental implementation costs	Local Infrastructure & Street Management	150	To achieve future Business plan proposals, which are expected to generate income in excess of £1m.
Highways Records Digitisation	Assets & Commissioning	45	This will complete the delivery of digitalisation of our highways asset records, improving efficiency and customer access to information. Currently approximately 2/3 complete.
<b>Total existing schemes</b>		<b>1,701</b>	
<b>New Bids</b>			
Sawston Library – costs of temporary Library	Community & Cultural Services	24	Scheme delayed resulting in a longer period until the new hub is built.
Asset Management	Assets & Commissioning	100	Work required to be able get from level 2 to level 3 rating to achieve £1m additional funding
Modify Park & Ride (Cambridge) ticket machines to wave and pay	Passenger Transport	135	Existing chip and pin credit/debit card units will require replacement as existing units are becoming obsolete. Upgrading 27 ticket machines to accept wave and pay and chip would speed up transaction times for passengers.
Strategic Transport Corridor Feasibility Studies	Transport Infrastructure Policy & Funding	200	To undertake early stage feasibility studies to build on the Long Term Transport Strategy and identify options to address those parts of the strategic highway network where lack of capacity is restricting continued economic prosperity. The priorities to be set and work overseen by Economy and Environment Committee
Cromwell Museum – Replacement of air conditioning unit	Community & Cultural Services	21	Outstanding commitment to replace the air conditioning unit to ensure the new trust gets off to a good start rather than starting with a debt.
Winter Maintenance – investment to achieve future savings	Local Infrastructure & Street Management	171	Brine tank work to bring the tanks up to specification make them more secure from any misuse and that the liquid brine they output is fit for purpose.  Weather forecast Stations; new one at Warboys so that the domain forecasting to create savings can be initiated ready for

			this winter season, and upgrade/renew weather forecast stations at Littleport and A141 Ringsend, which are both twenty years old and at end of serviceable life.
Smart energy grids – Park & Ride sites	Growth & Economy	100	Cost of feasibility and business case development for energy generation and storage projects on two park and ride sites. This work will look to draw down £2.3million ERDF grant and will be repaid through the revenues generated by the project, if successful.
<b>Total new bids</b>		<b>751</b>	
<b>Total bids</b>		<b>2,452</b>	



**APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS AND  
PARTNERSHIP LIAISON AND ADVISORY GROUPS**

*To:* **Highways & Community Infrastructure Committee**

*Meeting Date:* **17 May 2016**

*From:* **Democratic Services Officer**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **To consider appointments to internal advisory groups and panels, and partnership liaison and advisory groups.**

*Recommendation:* **It is recommended that the Committee:**

- (i) review and agree the appointments to internal advisory groups and panels as detailed in Appendix 1;**
- (ii) review and agree appointments to partnership liaison and advisory groups as detailed in Appendix 2;**

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## **1. BACKGROUND**

- 1.1 The Highways & Community Infrastructure Committee is invited to review its appointments to Internal Advisory Groups and Panels and to Partnership Liaison and Advisory Groups below.

## **2. APPOINTMENTS**

- 2.1 The internal advisory groups and panels where appointments are required are set out in **Appendix 1** to this report. It is proposed that the Committee should review whether the Council should continue to be represented on any of these bodies and agree the appointments.
- 2.3 The partnership liaison and advisory groups where appointments are required are set out in **Appendix 2** to this report. It is proposed that the Committee should review whether the Council should continue to be represented on any of these bodies and agree appointments.

## **3. ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

## **4. SIGNIFICANT IMPLICATIONS**

- 4.1 There are no significant implications within these categories:

- Resource Implications
- Statutory, Risk and Legal Implications
- Equality and Diversity Implications
- Engagement and Consultation Implications
- Localism and Local Member Involvement
- Public Health Implications

## APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS FOR APPROVAL BY HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Cambridgeshire Waste PFI Member Steering Group</b>  A Steering Group to consider reports from officers on the negotiation of disputed matters and future savings of the Waste PFI contract	26	7	1. Councillor S Criswell (Con) 2. Councillor D Giles (Ind) 3. Councillor R Henson (UKIP) 4. Councillor R Hickford (Con) 5. Councillor M Leeke (LD) 6. Councillor J Scutt 7. Councillor M Shuter (Con)	Adam Smith Commission Manager (Waste)  01223 727977  <a href="mailto:Adam.smith@cambridgeshire.gov.uk">Adam.smith@cambridgeshire.gov.uk</a>
<b>Cycling Safety Working Group</b>  An ad-hoc working group to review and suggest improvements to cycling safety within the County. The Group consists of four Members and representatives from Road Safety, Transport Strategy, Road Engineering and Public Health.	As required	5	1. Councillor S Criswell (Con) 2. Councillor N Kavanagh (Lab) 3. Councillor A Taylor (LD) 4. Councillor J Schumann (Con) 5. Councillor S van de Ven (LD)	



**CAMBRIDGESHIRE COUNTY COUNCIL  
APPOINTMENTS TO PARTNERSHIP LIAISON AND ADVISORY GROUPS  
FOR APPROVAL BY HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE**

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<p><b>Cambridge Car Club Steering Group</b></p> <p>The purpose of this Steering Group is to oversee the management and plan the expansion of a car club in Cambridge. The car club contract was awarded to <i>Streetcar</i> 2007. <i>Streetcar</i> provides and manages vehicles in 6 locations in Cambridge, for hire by the general public at a reasonable cost.</p> <p>The Steering Group is made up of officers and Members from Cambridge City and Cambridgeshire County Councils, together with representatives from the car club operator <i>Streetcar</i>.</p>	2	1	<b>Councillor G Kenney (Con)</b>	
<p><b>County Advisory Group on Archives and Local Studies</b></p> <p>The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).</p>	2	4	<p>1. <b>Councillor P Ashcroft</b> (UKIP)  2. <b>Councillor B Ashwood</b> (LD)  3. <b>Councillor P Topping</b> (Con)  4. <b>Councillor M Mason</b> (Ind)</p>	<p>Alan Akeroyd Archives &amp; Local Studies Manager</p> <p>01223 699489  <a href="mailto:alan.akeroyd@cambridgeshire.gov.uk">alan.akeroyd@cambridgeshire.gov.uk</a></p>

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Local Highway Improvement (LHI) Panels</b>  Established to consider and make recommendations to the Highways and Community Infrastructure Committee on the allocation of funds for locally led minor highway improvements.			See listings below	Richard Lumley Head of Local Infrastructure and Street Management <a href="mailto:richard.lumley@cambridgeshire.gov.uk">richard.lumley@cambridgeshire.gov.uk</a> 01223 703839
<b>East Cambridgeshire LHI Panel</b>	1	5	1. <b>Councillor B Hunt</b> (Con) 2. <b>Councillor J Palmer</b> (Con) 3. <b>Councillor M Rouse</b> (Con) 4. <b>Councillor J Schumann</b> (Con) 5. <b>1 vacancy (new)</b>	
<b>Fenland Rural LHI Panel</b>	1	5	1. <b>Councillor R Butcher</b> (Con) 2. <b>Councillor D Connor</b> (Con) 3. <b>Councillor S Count</b> (Con) 4. <b>Councillor S Hoy</b> (Con) 5. <b>Councillor A Lay</b> (UKIP)	
<b>Huntingdonshire LHI Panel</b>	1	6	1. <b>Councillor P Brown</b> (Con) 2. <b>Councillor P Bullen</b> (UKIP) 3. <b>Councillor S Criswell</b> (Con) 4. <b>Councillor D Giles</b> (Ind) 5. <b>Councillor M McGuire</b> (Con) 6. <b>Councillor P Reeve</b> (UKIP)	

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>South Cambridgeshire LHI Panel</b>	1	6	1. <b>Councillor S Frost</b> (Con) 2. <b>Councillor R Hickford</b> (Con) 3. <b>Councillor D Jenkins</b> (LD) 4. <b>Councillor S Kindersley</b> (LD) 5. <b>Councillor T Orgee</b> (Con) 6. <b>Councillor M Smith</b> (Con)	
<b>RECAP Board</b>  RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.	4	1	<b>Councillor R Hickford</b> (Con) <b>Sub – Councillor P Reeve</b> (UKIP)	Adam Smith Commission Manager (Waste)  01223 727977  <a href="mailto:Adam.smith@cambridgeshire.gov.uk">Adam.smith@cambridgeshire.gov.uk</a>
<b>Road Safety Partnership Strategic Management Board</b>  The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.	3	1	<b>Councillor S Criswell</b> (Con)	Matt Staton Road Safety Education Team Leader  01223 699652  <a href="mailto:matt.staton@cambridgeshire.gov.uk">matt.staton@cambridgeshire.gov.uk</a>

## Appendix 2

NAME OF BODY	MEETINGS PER ANNUUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS
<b>Traffic Penalty Tribunal</b>  The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.	As required	1 + sub	<b>Councillor R Hickford</b> (Con)  Sub TBC	Philip Hammer Parking Operations Manager  01223 727903  <a href="mailto:Philip.hammer@cambridgeshire.gov.uk">Philip.hammer@cambridgeshire.gov.uk</a>



# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 3<sup>rd</sup> May 2016  
Updated 5<sup>th</sup> May 2016



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
<b>17/05/16</b>	Integrated Transport Block Funding Allocation proposals	Jeremy Smith	2016/013	21/04/16	04/05/16	06/05/16
	Proposed 2016/17 targets for H & CI key performance indicators	Graham Amis	Not applicable			
	Highway Maintenance Member Working Group	Richard Lumley	Not applicable			
	Finance and Performance Report – March 2016	Chris Malyon	Not applicable			
	Training Plan	Dawn Cave	Not applicable			
<i>[14/06/16]</i>	Intelligent Transport Systems Term Services Contract (TBC)	Richard Lumley	2016/027	12/05/16	01/06/16	03/06/16

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	On street parking charges review	Philip Hammer	Not applicable			
	Library Service Transformation & Communities Hub	Christine May	2016/017			
<b>12/07/16</b>	Finance and Performance Report	Chris Malyon	Not applicable	07/06/16	29/06/16	01/07/16
	Training Plan	Dawn Cave	Not applicable			
<i>[09/08/16] Provisional Meeting</i>				05/07/16	27/07/16	29/07/16
<b>13/09/16</b>	Finance and Performance Report	Chris Malyon	Not applicable	02/08/16	31/08/16	02/09/16
	Training Plan	Dawn Cave	Not applicable			
<i>[11/10/16] Provisional Meeting</i>				06/09/16	28/09/16	30/09/16
<b>08/11/16</b>	Finance and Performance Report	Chris Malyon	Not applicable		26/10/16	28/10/16
	Training Plan	Dawn Cave	Not applicable			
<i>[06/12/16] Provisional Meeting</i>					23/11/16	25/11/16
<b>17/01/17</b>	Finance and Performance Report	Chris Malyon	Not applicable		04/01/17	06/01/17
	Training Plan	Dawn Cave	Not applicable			
<i>[14/02/17] Provisional Meeting</i>					01/02/17	03/02/17
<b>14/03/17</b>	Finance and Performance Report	Chris Malyon	Not applicable		01/03/17	03/03/17

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Training Plan	Dawn Cave	Not applicable			
<i>[11/04/17] Provisional Meeting</i>	Allocation of Integrated Transport Block and Residual Capital	Jeremy Smith	2017/???		29/03/17	31/03/17
<b>30/05/17</b>	Finance and Performance Report	Chris Malyon	Not applicable		16/05/17	18/05/17
	Training Plan	Dawn Cave	Not applicable			

**Date to be confirmed:** ETE Streetlighting Attachments Policy (Forward Plan ref: 2016/017)

**Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.
5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)

# HIGHWAYS AND INFRASTRUCTURE COMMITTEE TRAINING PLAN

Updated 05/05/16

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
1.	Business Planning	Members of the Committee will have the chance to consider emerging thinking; reflect on the direction of travel and offer guidance on where officers should focus on developing proposals over the coming months.	3 June 2014		Training Seminar	H&CI Committee		
2.	Visit to MBT Plant and Training Session on Waste PFI	Members will have greater awareness of the Council's Mechanical Biological Treatment (MBT) plant and will learn more about how the plant processes mixed rubbish that previously would have gone to landfill. and the benefits to waste	3 July 2014		Visit	H&CI Committee		
3.	Supporting Businesses and Communities		8 August 2014		Training Seminar	HIC Committee		
4.	Community and Cultural Services – general presentation	Members will have enhanced knowledge of the services delivered in Community and	5 September 2014	Christine May	Training Seminar	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
	(mainly on libraries)	Cultural Services and in particular, will gain greater knowledge of the opportunities and challenges facing the library service.						
5.	Visit to a Community Hub/s combined with a seminar on the library service  Visited Somersham, Gamlingay & Melbourn	Members will gain practical experience of the working of a community hub and more in depth knowledge of the library service.	Sept/ Oct 14  3/10/14  8/10/14	Christine May & John Onslow	Visit	H&CI Committee	Cllrs Hickford, Criswell, Kindersley and van de Ven	
6.	Highways Asset Management and Operations	Members will be able to demonstrate increased knowledge and understanding.	TBA		Training Seminar	H&CI Committee		
7.	Street Lighting PFI and Energy Savings	Members will learn about the Council's street lighting responsibilities and the Private Finance Initiative (PFI) funded partnership to upgrade street lighting, as well as hearing about energy saving measures.	TBA		Training Seminar	H&CI Committee		
8.	Highways Depots	Councillors will gain a more practical insight into the work of Highways Depots and greater awareness of the Council's approach to road surfacing.	Huntingdon* (01/09/15); Cambridge (08/09/15); Witchford (14/09/15); March	Richard Lumley	Open Days	H&CI Committee		

Ref	Subject	Desired Learning Outcome/Success Measures	Date	Responsibility	Nature of training	Attendance by:	Cllrs Attending (where recorded)	%age of total
			(15/09/15); Whittlesford (17/09/15).					
9.	Joint E&E and H&CI Business Planning session		03/09/15; 01/10/15				tbc	
10.	Community Impact Assessments		03/11/15 + 10/11/15					
11.	Registration		10/03/16 (2pm) Huntingdon	Louise Clover				
12.	Coroners		10/03/16 (3pm) Huntingdon	Dave Greenwood				
13.	Trading Standards		10/12/15 (1pm) Cambridge	Aileen Andrews				
14.	Road Surface Dressings		01/06/16 (4.30pm) Shire Hall/ 06/06/16 (2pm) March	Richard Lumley				
15.	Highways Depots	Councillors will gain a more practical insight into the work of Highways Depots, in particular the Local Highway Improvement scheme	Dates, venues and times below*	Richard Lumley	Open to <u>all</u> Members			

\*27/06/16 (Whittlesford); 04/07/16 (Shire Hall); 11/07/16 (March); 13/07/16 (Witchford); 18/07/16 (Huntingdon): All Highways Depots Open Days have three time slots: 2-4pm, 4-6pm, or 6-8pm.

