

**HIGHWAYS &
COMMUNITY
INFRASTRUCTURE
POLICY & SERVICE
COMMITTEE**

Minutes-Action Log



Introduction:

This is the updated action log as at **5th June 2017** 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.

Minutes of 1st September 2015					
Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	<p>A Comms group has now been established, and one of the tasks is to look at how customer feedback is collected and whether there are alternatives.</p> <p><i>Chris Stromberg & Jane Cantwell are scheduled to attend January 2017 Spokes to give an update on the findings of the Cambridgeshire Highways Communication Performance</i></p>	

				<i>Group, and update on the proposed action plan.</i>	
Minutes of 21st February 2017					
241.	Highways Infrastructure Asset Management Plan	Andy Preston/ Jon Clarke/ Sarah Heywood	Tree Policy figures to be reported to Committee	To be included in Finance & Performance reports on a six monthly basis.	In progress
242.	Transport Delivery Plan	Richard Lumley	Road Safety Report to be scheduled for a future meeting.	Road Safety report to go to a future H&CI meeting.	In progress
244.	Committee Agenda Plan	Dawn Cave/ Richard Lumley	Report on progress against LHI schemes to be presented.	To be included in Finance & Performance reports on a six monthly basis.	In progress
Minutes of 30th May 2017					
5.	Committee Agenda Plan and Training Plan	Christine May/ Camilla Rhodes	Officers agreed to circulate a briefing note providing more information to Committee Members on the background to the Level Crossing item, and progress so far.	Circulated to Members by email.	Completed.