

ECONOMY AND
ENVIRONMENT
COMMITTEE

Minutes - Action Log



This is the updated action log as at 4th October 2016 and captures the actions arising from the most recent Economy and Environment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

MINUTES OF THE 15 TH JULY 2015 COMMITTEE					
Minute No.	Report Title	Action to be taken by	Action	Comments	Status
140.	NORTHSTOWE PHASE 2 – SECTION 106 HEADS OF TERMS – resolution b) Delegation on making any minor changes	Juliet Richardson	A delegation was agreed giving the Executive Director of Economy, Transport and the Environment in consultation with Chairman and Vice Chairman of the Committee the authority to make changes to the Section 106 agreements prior to signing.	An update provided on 28 th September suggesting that the S106 was close to being signed off. South Cambridgeshire District Council were awaiting information on starter homes compared to affordable homes.	ACTION ONGOING

MINUTES OF THE 19TH JANUARY 2016 COMMITTEE

186.	CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT – POLICY GUIDANCE TREE REPLACEMENT	Richard Lumley	<p>Concern was expressed regarding proposals to plant trees near the highway and there was a request for details on the relevant Policy governing tree planting on / near highways.</p> <p>At the March Committee meeting several Members made reference to incidents of trees being cut down in conservation areas where replacements had not been provided and where the parish council had not received prior notice or guidance on replacement. Members considered that specific policy guidance was required on tree replacement that could be provided to individuals / parish councils, including what species of trees could be planted in their place, (to ensure no damage to highways / footways) for final decision by Highways and Community Infrastructure Committee.</p>	<p>An e-mail was sent to Members of the Committee on 25th February 2016 explaining that the County Council did not have a specific policy on replacement of trees.</p> <p>In response to the issues raised at the March Committee, the April Committee meeting was informed that officers in ETE were working to finalise a County Council Policy on the maintenance / replacement of trees. Final approval of the Policy will be included as part of the annual Highways infrastructure Asset Management Plan (HIAMP) review. An update provided on 14th July has reported that the draft Policy document has been the subject of some initial consultation.</p> <p>Officers had consequently met with Councillor Bailey who has particular concerns regarding tree replacement. As a result there have been two further drafts of the tree management policy the latest of which was e-mailed to Cllr Bailey on 30th September.</p> <p>Subject to further comments, the timetable would be for the policy approval to be wrapped up as part of the annual HIAMP review (along with a number of other operational policies). This review is scheduled for 14 February Highways and Community Infrastructure Committee and will therefore come to</p>	ACTION ONGOING
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				December Spokes (currently scheduled for 6 th December).	
Minute No.	Report Title	Action to be taken by	Action	Comments	status
189.	FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015 a) land acquisition and licence agreements to allow construction to commence on Yaxley to Farcet cycleway / walkway.	Bob Menzies / Ian Wilson Strategy and Estates	<p>It was agreed an update on the current position would be sought from Legal and a written response provided outside of the meeting to the Norman Cross local Councillors (Councillors McGuire and Henson).</p> <p>At the April Committee meeting it was agreed that Cllrs Henson and McGuire and the Chairman (Cllr Bates) and Vice-Chairman (Cllr Cearns) should receive fortnightly updates on progress.</p>	The latest update was provided on 30 th September from Ian Wilson indicating he had met that day with the tenant's surveyor on site and believed an agreement could be reached with regards to the maintenance of the ditch, fence and an adjustment to the compensations.	ACTION ONGOING

MINUTES OF THE 19TH APRIL 2016 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	status
207.	ADULTS LEARNING AND SKILLS REVIEW REPORT	Bob Menzies / Emma Middleton	It was agreed that it would be useful for those Members interested to visit one of the learning centres to be combined with a future Spokes meeting held at one of the centres in Fenland, followed by a visit to the surrounding area to help increase Member's local knowledge.	March Library has been booked for the Spokes meeting on 10 th January.	ACTION COMPLETED

Minutes of the 24th May 2016 Committee

Minute No.	Report Title	Action to be taken by	Action	Comments	status
218.	ENERGY INVESTMENT STRATEGY PRIORITIES	Sheryl French	<p>Members requested that officers undertake further research and E and E Spokes should receive a discussion paper on the renewable agenda to cover issues such as:</p> <ul style="list-style-type: none"> • Wind technology advances and what other partner authorities views were including details of district councils of their planning policies 		
			<ul style="list-style-type: none"> • Energy produced from waste <p>A separate one page factual briefing note identifying the possible locations for fracking in Cambridgeshire.</p>	<p>A Corporate Energy Strategy has been suggested by SMT under which wind turbines and energy from waste will likely to be addressed. An item has been included for initial discussion at E and E spokes on 6th October</p> <p>A one page update on Fracking was sent to members on an email dated 7th September.</p>	ACTION COMPLETED

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
224.	ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN B) Neighbourhood Planning and Infrastructure Bill	Bob Menzies / Rob Sanderson / Dawn Cave	There was a suggestion that Members required a briefing on the new Neighbourhood Planning and Infrastructure Bill announced in the Queen's Speech on 18 th May and the potential impact this could have on the work of the Council and its district partner, as well as a progress update on the Total Transport Project". In discussion it was suggested that both these would be more appropriate as topics at future Member seminars.	Due to the number of priority topics taking precedence it had not been possible to arrange a slot on either the early Summer or September member seminar. Officers were still looking to utilise a slot on a future seminar but the 7 th October or 18 th November member seminars had been ruled out as being too early and priority being given to Budget planning items. A slot for The Total Transport has been added to the March 2017 seminar.	ACTION ONGOING

MINUTES OF THE 9th JUNE 2016 COMMITTEE

<u>Minute No.</u>	<u>Report Title</u>	<u>Action to be taken by</u>	<u>Action</u>	<u>Comments</u>	<u>Status</u>
231.	ALTERNATIVE FUNDING ARRANGEMENTS FOR CAMBRIDGE PARK AND RIDE SERVICES	<u>Paul Nelson / Graham Hughes</u>	As an additional Resolution it was agreed to ask officers to undertake work on alternative funding arrangements and prepare a comprehensive list on the issues raised in the debate and to circulate the list for initial comments to the Members of the Committee to ensure all options have been identified.	The list was sent out on an email dated 7 th September 2016	ACTION COMPLETED.

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
247	SERVICE COMMITTEE REVIEW OF THE DRAFT 2017-18 CAPITAL PROGRAMME a) Investment Appraisal process	Sarah Heywood	With respect to the Investment Appraisal process described in paragraph 1.4, it was queried whether there was any Member involvement in respect of the re-prioritisation of schemes. In response it was indicated that there was no current input, but details of the current procedure could be provided to all Members following the meeting.	The Current procedure was sent in an e-mail from Sarah Heywood the next day Friday 2nd September.	ACTION COMPLETED
	b) Member Review being set up in respect of analysing completed cycle schemes,	G Hughes / Bob Menzies	The issue was raised regarding whether there was the need for Member Review in respect of analysing completed cycle schemes, including the use of floating bus stops and the crossings created for them, to ensure they represented value for money and to give confidence to the public that best practice was being adopted. The Executive Director suggested that this could be an item on the next Spokes agenda to discuss the scope of the review and the proposals for appointing Members. Action: Graham Hughes.	This was discussed at the 9th September spokes meeting. The following points were raised in discussion: <ul style="list-style-type: none"> • It is important to learn lessons and also to improve Member communication. Local Members should be informed of developments to projects in their areas. This could be incorporated into this issue. • It is very early to be reviewing projects, as it is early days in the process of creating a cycling network. There is a danger that this could cause slower progress. We need to ensure that we have the medium and long term in view, not the short term political arena. • Looking at where things have gone wrong in the past and altering processes could speed things up. 	

				<p>Officers can also set benchmarks to monitor projects against and go back to residents with that.</p> <ul style="list-style-type: none"> • A Member-led review could be worthwhile doing but not in a way which would hold things up. <p>Mike Davies was tasked with guiding Members about terms of reference, with points about what would be useful and what wouldn't be helpful.</p> <p>Spokes action- Spokes to go to their groups and see who is interested and find nominations. Inform Bob Menzies of this within a fortnight (by 29 September).</p>	Bob Menzies to provide oral update on nominations received
	- c) Report on floating bus stops		<p>It was suggested Members should also be provided with details of the report already produced on floating bus stops.</p> <p>Action Mike Davies</p>	This was sent in an email dated 7 th September	ACTION COMPLETED
248.	FINANCE AND PERFORMANCE REPORT	Graham Amis	<p>Page 76 – Additional Jobs Created Performance Indicator – A Member queried whether more up to date figures were available as the current figures were only up to 30th September 2014. Officers agreed to look at this further and report back following the meeting.</p>	<p>An e-mail was sent By Democratic Services on 28th September indicating that Graham Amis the relevant officer had checked and confirmed that the information presented to Committee was the latest available at the time of that report. The information is published by the Office for National Statistics (ONS) as part of the Business Register and Employment Survey (BRES). BRES is the official source of employee and employment estimates by detailed geography and industry. The survey collects employment information from businesses across the whole of the UK</p>	ACTION COMPLETED

				<p>economy for each site that they operate an appears to be collected on a bi-annual basis.</p> <p>The next update was a due the same day 28th September 2016 and would be included in Future Finance and Performance Reports.</p>	
249.	ECONOMY AND ENVIRONMENT COMMITTEE TRAINING PLAN	Rob Sanders on/ Emma Middleton	<p>A Member suggested the need for a training session to explain to Members the legal complications and potential timescale issues that could arise on proposed developments that required the acquisition of additional land. It was agreed that this could be linked to the previous suggestion and covered as part of the same training session. Democratic Services were asked to contact the relevant officers and to then look for suitable dates. A proviso was that any presentation from Legal should be provided in simple, non legal lay person's language.</p>	<p>This was still subject of ongoing discussion with Legal. As there was nothing to report on the Training Plan it had not been included on the current agenda.</p>	ACTION ONGOING
251.	ECONOMY AND ENVIRONMENT POLICY AND SERVICE COMMITTEE AGENDA PLAN	Rob Sander-son	<p>On behalf of Councillor Mason, a question was raised asking why the Busway defects issue had not been included on the agenda plan for the Committee. It was explained that the report was scheduled for the November General Purposes Committee as the appropriate Committee to</p>	<p>An e-mail was sent to Councillor Mason on 5th September and is attached at Appendix 1 to this Action Log.</p>	ACTION COMPLETED

	a) Busway Defects Reporting		receive the report. Democratic Services were requested to confirm this in writing to Councillor Mason.		
	b) Garden Villages	Action: Graham Hughes	An issue of concern was raised in respect of the Department for Communities and Local Government inviting developers and local authorities to submit expressions of interest for proposals for garden villages, The Executive Director suggested that the best way forward would be for a discussion item at a future E and E spokes meeting linked to an update on progress on Wisbech Garden Town which could include a joint invitation being extended to the Highways and Community Infrastructure (H and CI) Committee as it overlapped with their responsibilities.	A report is scheduled to come forward to the Economy and Environment Spokes meeting on 1 st November.	ACTION ONGOING
	c) E and E Spokes dates	Action Rob Sanders-on	One Member highlighted that the October Spokes date on the agenda plan appeared to be incorrect. It was confirmed that the date should be the 15 th and not the 30 th September. Democratic Services undertook to provide the correct spokes dates outside of the meeting.	An email was sent following the meeting. The agenda plan has subsequently been updated.	ACTION COMPLETED

Dear Councillor Mason

At the Economy and Environment Committee last Thursday, Councillor Chapman your substitute, raised an issue on your behalf querying why the above was not included on the Forward Agenda Plan for the Economy and Environment Committee. At the meeting the Chairman requested that Democratic Services respond to you outside of the meeting on the designated route for the above report and asked that all Members of the Committee and Group Leaders be copied in.

You will recall that we had a telephone conversation regarding this issue the previous week which made reference back to the response you had received from Councillor Bates on 4th August. This was in response to the oral question on the timing and scheduling of meetings about reports into defects in the Cambridgeshire Guided Busway that you had raised at the July Council meeting. I set out the response again which was as follows

“Thank you Councillor Mason for your question at Full Council concerning the Busway. Most of the points raised were answered by Cllr Count. As Cllr Count said, this is a complex issue and getting the information right is absolutely vital. The current expectation is that the report, which hasn't yet been finalised, will be considered by General Purposes Committee on the 29th November, and Group Leaders prior to that. This is currently being added to the forward agenda plan. The report is also planned to be discussed with Economy Transport and Environment (ETE) Spokes on the 1st November. I hope this assures you this will be discussed by Members as soon as it can.

Further to this, just to confirm that the forward plan referred would be General Purposes Committee as opposed to the Economy and Environment Committee. This is to avoid reports going to more than one committee and for an issue to only go to the Committee which would be making a decision / has the remit to discuss the issue. You are of course very welcome to attend the General Purposes Committee and to request to speak as an interested local member. If you do wish to speak on 29th November please contact Michelle Rowe.

Yours Sincerely

Rob Sanderson
Democratic Services Officer
Telephone 01223699181
Email: rob.sanderson@cambridgeshire.gov.uk