

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

Minutes-Action Log



Introduction:

This is the updated action log as at **2nd July 2018** 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 12th September 2017					
19.	Service Committee review of the draft 2018-19 Capital Programme	Graham Hughes/ Sarah Heywood	Look at how best to give information on the availability of funding for each proposed item of H&CI budget expenditure	Will be done as part of the review of the 2018/2019 Business Planning process once the Business Plan has been agreed by Council in February.	Noted for future action.
21.	Finance and Performance report	Graham Hughes/ Sarah Heywood	Develop more informative and readily intelligible finance and performance reports	Updated report to be presented to July H&CI.	Completed.
Minutes of 10th October 2017					
27.	Relocation of Ely Registration Office to Cambridgeshire Archives	Louise Clover	Requested a monitoring report of the first year's operation be presented	Move to Ely Archives likely to take place in the Summer of 2019, so report back to	Noted for reporting in Summer

			including qualitative data regarding user experience.	Committee will be in Aug/Sept 2020.	2020.
Minutes of 24th November 2017					
34.	Parking Schemes and Charges	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future business planning committee dates, i.e. Oct/Nov 2019.	Noted for future action.
Minutes of 4th December 2017					
40.	Integrated Transport Block Funding Allocation Proposals	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and cycling improvements budget be provided at year end.	This will be added to the Finance & Performance report.	In progress
Minutes of 16th January 2018					
45(3).	Minutes and Action Log	Graham Hughes/ Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.		

47.	Procurement of Clinical Waste Collection and Disposal arrangements	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.		In Progress
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Minutes of 13th February 2018

53.	Library Service Transformation	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal.	Following discussion with DWP it was agreed to create a new library user category for job hunters and benefit claimants for whom all internet use is free. An update will be provided at September Committee.	Completed.
55.	Finance and Performance Report – December 2018	Richard Lumley/ Emma Murden	Brief explanatory note requested for future reports on energy efficiency of street lights.	Circulated March 2018.	Completed.

Minutes of 13th March 2018

60.	Road safety across Cambridgeshire	Matt Staton/ Andy Preston	Requested statistics giving a breakdown by trunk routes and other routes.	Breakdown of statistics on trunk roads and other roads will be included in the Road Safety Action Plan report for the 11th July committee.	Completed.
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