

**ECONOMY AND
ENVIRONMENT
COMMITTEE**

Minutes-Action Log



This is the updated action log as at 7th April 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 15TH JULY 2015 | | | | | |
|---------------------------|---|--------------------------|--|---|---------------------------|
| 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. | <p>The Section 106 Heads of terms were agreed on 29th July 2015 by the Northstowe Joint Development Control Committee, the body with the authority to make the final decision.</p> <p>An update at 6th April indicated that The S106 is still under drafting with lawyers, no signature yet although progress is being made.</p> <p>.</p> | Action Ongoing |

MINUTES OF THE 17TH NOVEMBER 2015

| Minute No. | Item | Action to be taken by | Action | Comments | Status |
|------------|---|-----------------------|--|---|----------------------|
| 168. | SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING PROPOSALS FOR 2016/17 TO 2020/21 | Bob Menzies | A question was raised by Councillor Mason (regarding his concerns of the potential cost of the repairs required to keep the Guided Busway running) was on who was responsible for the budget for ongoing work. This would be taken up by officers in consultation with him outside of the meeting. | At the time of producing the action log update for the previous March meeting officers had still not received Councillor Mason's clarification correspondence. After further correspondence it was confirmed that he had raised the issues directly with officers and at Economy and Environment Spokes meeting and agreed that the action could be closed. | ACTION CLOSED |

MINUTES OF THE 3RD DECEMBER 2015

| | | | | | |
|------|--|--------------------|--|--|-----------------------|
| 176. | CAMBRIDGE QUALITY BUS PARTNERSHIP RENEWAL | Bob Menzies | <p>a) Problems were highlighted regarding the audio announcement system on some buses with incorrect information being given on the stop had been reached. The Head of Major Infrastructure Delivery undertook to investigate</p> <p>b) The Head of Major Infrastructure Delivery to confirm date the above revised agreement had been signed and to report any feedback from the bus operators.</p> | <p>At the March meeting it was indicated that:</p> <p>a) In terms of the audio announcement there are continuing problems with the current system and as a result, there is a project to change the on board computers to fall in line with new technology to remove the radio network, which will encompass the audio as well. 10 vehicles have already been converted and the others are being programmed over the next few weeks. When installed, the units have will then be the subject of further testing.</p> <p>b) In respect of the quality Bus partnership Renewal to date only one operator, Grey's of Ely, has signed the revised QBP. Other</p> | ACTION ONGOING |
|------|--|--------------------|--|--|-----------------------|

| | | | | | |
|--|--|--|--|--|--|
| | | | At the March Committee meeting one Member queried whether, as the City Deal Board would be making decisions on measures to reduce congestion and pollution, it should also be a signatory to any new agreement. Officers agreed to look into this further and report back. | operators are concerned about the QBP being revised to 5 years from 10 years and discussions are ongoing to reach agreement. An oral update will be provided at the meeting | |
|--|--|--|--|--|--|

MINUTES OF THE 19TH JANUARY 2016

| Minute No. | Report Title | Action to be taken by | Action | Comments | STATUS |
|------------|---|-----------------------|---|---|--------|
| 186. | CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT | | With reference to the City Council urban realm improvements to shop fronts and the picture shown in the report, one Member expressed concern regarding proposals to plant trees near the highway and asked for details on the relevant Policy governing tree planting on / near highways, as he had concerns regarding potential damage. It was agreed to provide the details outside of the meeting, with the point made that the area shown was on private shop frontage and was therefore not on the public highway. | <p>A full e-mail explanation was sent to Members of the Committee on 25th February 2016. This confirmed that the County Council did not have a specific policy on replacement of trees as there has never been a budget. It was explained that The County Council does not manage trees on private property and private roads with the land owner or occupier being responsible. Officers from the County Council deal with:</p> <ul style="list-style-type: none"> • Dead, damaged or diseased trees likely to cause injury or damage; • Trees that impede or obscure safe use of the road; • Trees causing damage or likely to cause damage to property.' | |

| Minute No. | Report Title | Action to be taken by | Action | Comments | STATUS |
|------------|--------------|-----------------------|---|---|---------------------------------------|
| | | | 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) and asked the Executive Director to refer the issues raised to Highway and Community Infrastructure Committee for further consideration as the appropriate Committee. | In response to the issues raised at March Committee, 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 and will initially go to Highways and Community Infrastructure Spokes for their comments / views. | FURTHER ACTION REQUEST ONGOING |

| 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 Farcetpath | Bob Menzies | There was a query asking whether, as land had just been sold in the area, this would require the Council to go through the Compulsory Purchase Order (CPO) process again. 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>At the March Committee meeting it was indicated that the legal issues around the land purchase remained outstanding, despite reminders sent to the land owner's solicitors. At the Committee meeting both local Norman Cross Members expressed their frustrations at the continued delay, with one highlighting the current risks for people walking along the path being seriously injured or worse from passing vehicles. Officers were requested to make the Members' concerns at the unacceptable delay known to the solicitors involved, with the aim of progressing the necessary land purchase as a matter of priority.</p> <p>An update position was provided to Councillors McGuire and Councillor Henson in a letter dated 7th April with the officers confident that significant progress would be made by May.</p> | ACTION ONGOING |
| | b) appendix 5 the reserve schedule, budget line titled 'Discover Cambs Tourism Brochure' | | Councillor Shuter requested an explanation on whether the money shown on the budget line was for the new Destination Management Organisation (DMO) post or for the City Council. He also queried why the County Council was involved in | A response was provided to Cllr Shuter and the Committee on 22 nd January which explained that this budget was a residual joint fund, held on behalf of the districts, from the time when the County Council undertook some tourism co-ordination and joint promotional activities. As it was effectively their money, the districts had asked that it should be used to | ACTION COMPLETED |

| | | | | | |
|--|--|--|---|--|--|
| | | | <p>tourism, which was a district responsibility. It was agreed that a written response would be provided outside of the meeting.</p> | <p>pay for their first year's Strategic Partner contribution to the new Visit Cambridge & Beyond destination management company, which Cambridge City has set up and had been launched in mid-January. The detail of what the districts were to be allocated for their contribution in year 1 was being finalised at the time of the January response. It was clarified that subsequent year's contributions would need to be found by the individual districts, if they wished to remain a Strategic Partner.</p> | |
| | | | <p>At the 8th March Committee meeting Councillor Shuter asked that the Committee should be sent details in respect of the year 1 allocation to be provided to each district which had been unavailable at the time of the original response.</p> | <p>An e-mail response was provided on 9th March explaining that the remaining £20k in the Discover Cambs Tourism Brochure Fund has now been paid across to the new Visit Cambridge & Beyond DMO (Destination Management Organisation) This is a common feature of many other tourism centres for example York and Chester. This sum covers the Strategic Membership of the DMO for East Cambs, Fenland & Hunts districts from 1 Feb 2016 to 31 March 2017. The £20k is nominally split equally between the 3 districts as they are all being provided with a similar level of service in terms of marketing activity in the first year of membership. (in theory the contribution paid from the fund is £6666.66p for each district although a single invoice covering all 3 of £20k was paid).</p> | <p>FURTHER ACTION COMPLETED</p> |
| | | | | | |

MINUTES OF THE 8TH MARCH COMMITTEE 2016

| Minute No. | Report Title | Action to be taken by | Action | Comments | STATUS |
|------------|--|-----------------------|---|--|-------------------------|
| 198. | REVIEW OF ECONOMY AND ENVIRONMENT PERFORMANCE INDICATORS FOR 2016/17 FINANCE AND PERFORMANCE REPORT | Graham Amis | One Member queried the staff sickness figure for ETE shown on page 5 of the report reading “4.63 days per full time equivalent employee” Officers agreed to provide more information in future regarding how the average figure had been arrived at. | The lead officer has indicated that future reports will include a breakdown of short and long-term sickness each month when reporting the new set of indicators for 2016/17. | ACTION COMPLETED |
| 199. | FINANCE AND PERFORMANCE REPORT – JANUARY 2016 | Chris Malyon | In discussion on the issue of Capital programme slippage it was suggested that if slippage did result in financial implications, it would be helpful to have them highlighted. Officers recognised the need to improve spend profile forecasts and as a result, a team led by Chris Malyon were looking at ways to improve them going forward. The point of keeping Members informed, where slippage would have a financial impact, would be taken on board as part of future update reports. | The issues raised were being considered as part of the work being undertaken by the Capital Programme Board. | ACTION ONGOING |

