

**HIGHWAYS &  
INFRASTRUCTURE POLICY &  
SERVICE COMMITTEE**



**Minutes-Action Log**

**Introduction:**

This is the updated action log as at **30th September 2019** and captures the actions arising from the most recent Highways & Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**Minutes of 24<sup>th</sup> November 2017**

<b>34.</b>	<b>Parking Schemes and Charges</b>	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.	A section on Park & Ride charges will be included in the Parking Charges report going to the 12 <sup>th</sup> November H&I Committee
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**Minutes of 16<sup>th</sup> January 2018**

<b>45(3)</b>	<b>Minutes and Action Log</b>	Graham Hughes / Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.	Part of a wider, longer term piece of work looking at possible delivery models (including future funding) for highway services.	In progress, to be reported on towards end of 2019/20
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**Minutes of 3<sup>rd</sup> December 2018**

<b>89.</b> <b>b.</b>	<b>Minute and action log</b>	Richard Lumley / Sonia Hansen	Resident & Visitor Parking Permit Charges review should be a clear action on the Action Log.	Residents parking schemes are still being implemented, whilst those schemes that have been implemented have not been in long enough to provide sufficient data for review.	Report to come to January H&I and included on forward agenda plan
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**Minutes of 21<sup>st</sup> May 2019**

<b>116.</b> <b>a.</b>	<b>Finance and Performance Report-Outturn 2018-19</b>	Richard Lumley/Sarah Heywood	Chairman requested a document outlining the various funding streams available to the Highways and Infrastructure (H&I) Committee. This document could then be circulated to the rest of the committee.		Completed
<b>117.</b>	<b>Household Recycling Centre Van and Trailer E-Permit Scheme</b>	Graham Hughes	Delegate responsibility to the Executive Direct Place and Economy in consultation with the Chair and Vice Chair of Highways and Infrastructure Committee <b>to agree clear definition of the points made in paragraphs 1.2, 1.3 and 1.6 of the report,</b> the amendments required to		Completed

			the waste Private Finance Initiative contract in a Deed of Variation and obtain approval from the Department for Environment, Food and Rural Affairs for the amendments through the submission of a variation business case		
<b>Minutes of 9<sup>th</sup> July 2019</b>					
<b>123.</b> <b>a.</b>	<b>Finance and Performance Report – May 2019</b>	Steve Cox	Suggested that a report was brought to the Committee every six months regarding the legacy of the A14. All local members impacted could be consulted	Discussions are ongoing with Highways England about this and the de-trunking of the existing A14. It is anticipated that the first report can be made to Committee in November	In progress for November 2019

<b>124.</b> <b>a.</b>	<b>Road Casualty Data Annual Report</b>	Matt Staton	Requested that a training progress report be brought back to the Committee from the Road Safety Partnership Board regarding the CRASH training received by Police officers.	Matt Staton to take to next Partnership Board meeting in September and then look to add to Agenda Plan	Raised at September 2 <sup>nd</sup> Road Safety Partnership Board and to be reviewed at March/April H&I Committee as part of the annual road safety report
<b>124.</b> <b>b.</b>	<b>Road Casualty Data Annual Report</b>	Matt Staton	The Chairman commented that the findings of the research project regarding likely collision sites being undertaken with Loughborough University could be brought to the committee for information and comment.	Matt Staton to liaise with Loughborough University in relation to published outputs from the project and look to coincide with appropriate date in the Agenda Plan	In progress to update at future members seminar. Date to be confirmed.
<b>125.</b> <b>a.</b>	<b>Review of Risk Register for Place and Economy</b>	Steve Cox	Requested that the damage the weather can have on highways and footways should be addressed within the report.	Addressed in the risk register report.	Completed
<b>Minutes of 10<sup>th</sup> September 2019</b>					
<b>130.</b> <b>a.</b>	<b>Finance Monitoring Report – July 2019</b>	Sarah Heywood	A Member queried how much of the £328k energy rebate had been paid for by	In July, Street-lighting was forecasting an underspend of £328K. In August the forecast	Completed

			Parish/Town Councils. The Strategic Finance Manager stated that she would take that away and ask officers how much of the rebate has been paid for by other organisations	underspend has reduced to £119K as a previous accrual has offset the £137K energy rebate. The proportion of the rebate that would relate to other organisations is not material.	
<b>130.</b> <b>b.</b>		Richard Lumley	A Member raised her concerns regarding the positioning of the Bus Gate sign on Bridge Street in Cambridge		Completed
<b>130.</b> <b>c.</b>		Graham Hughes	A Member queried whether people travelling to Addenbrookes Hospital using this alternative route would have to purchase two bus tickets	Officers have checked with Stagecoach who have confirmed that just one ticket will be needed, this will allow for the change of buses.	Completed
<b>130.</b> <b>d.</b>		Graham Hughes	A Member sought information regarding the completion date for the work on the Fendon Road roundabout		Completed
<b>132.</b> <b>a.</b>	<b>Cambridgeshire Highways Contract Annual Report 2018-19</b>	Richard Lumley	A Member commented that he wanted to see the Dragon Patchers in Fenland villages more frequently.		Completed

			<p>The Assistant Director of Highways stated that information regarding the Dragon Patches schedule should be coming from the Local Highway Officer. He noted he would take this away and check.</p>		
<b>132.</b>  <b>b.</b>		Emma Murden	<p>A Member requested clarification regarding the Equality and Diversity Implications statement found within the report.</p> <p>Officers noted that they could provide the Committee with some feedback on the work of the Mental Health Ambassador</p>	<p>Mental Health Ambassadors at both CCC and Skanska work together to provide information to staff regarding current health campaigns, the last one being suicide awareness day on the 10<sup>th</sup> September. Sharing up and coming campaigns and Mental Health resources to help highlight the awareness, where to go should staff need any help and support. Encourage a good work life balance and offer support where necessary.</p>	Complete