

**HIGHWAYS &  
COMMUNITY  
INFRASTRUCTURE  
POLICY & SERVICE  
COMMITTEE****Minutes-Action Log****Introduction:**

This is the updated action log as at **2<sup>nd</sup> October 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 1<sup>st</sup> September 2015**

<b>Item No.</b>	<b>Item</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Completed</b>
<b>132.</b>	<b>Cambridgeshire Highways Annual Report</b>	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	Following the commencement of the new Highways Contract on 01/07/17, a new governance process is being put in place which will pick up customer satisfaction as part of the wider comms.	Completed, as a new Contract and process is in place.

**Minutes of 21<sup>st</sup> February 2017**

<b>241.</b>	<b>Highways Infrastructure Asset Management Plan</b>	Jon Clarke	Tree Policy figures to be reported to Committee	To be included in Finance & Performance reports on a six monthly basis.	In progress
<b>242.</b>	<b>Transport Delivery Plan</b>	Andy Preston/ Matt Staton	Road Safety Report to be scheduled for a future meeting.	Road Safety report to go to a future H&CI meeting.	In progress
<b>244.</b>	<b>Committee Agenda Plan</b>	Dawn Cave/ Andy Preston	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 11<sup>th</sup> July 2017**

<b>11.</b>	<b>Alconbury Weald petition</b>	Dawn Cave/Richard Lumley	Send petition response.	Response sent 18/07/17	Completed.
<b>12.</b>	<b>New process for Local Highways Improvement (LHI) Initiative and Privately Funded Highways Improvements (FPHI)</b>	Andy Preston	Involve County Councillors with Cambridge City divisions on the webpages re: process for LHI/FPHI.	The relevant Councillors were contacted regarding these pages and the LHI process by both the County and City Councils.	Completed.
<b>14.</b>	<b>Finance and Performance report</b>	Andy Preston/ Matt Staton	Follow up the work being done on the causes for the recent increase in the Performance Indicator for Road Safety.	Related to 242 above.	In progress

**Minutes of 12<sup>th</sup> September 2017**

<b>17.</b>	<b>Minutes and Action Log</b>	Dawn Cave/ Christine May	Send terms of reference for the steering groups to all members of the Committee		
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18.	<b>Farcet/Yaxley petition</b>	Dawn Cave/ Richard Lumley	Send petition response, copied to Police, including information on sources of funding as alternatives to LHI.	Response sent 22/09/17	
18.	<b>Cavalry Drive petition</b>	Dawn Cave/ Richard Lumley	Send petition response.	Response sent 22/09/17	
19.	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Sarah Heywood	Find out the reason for the drop in contributions between 2018-19 and subsequent years, as set out in the table of funding sources		
19.	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Christine May	Look into whether community groups could make use of the old furniture from Milton Road Library.		
19.	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Sarah Heywood	Find out how a depreciation charge on the road and footway network would compare with the amount of money being spent on maintenance.		
19.	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Christine May	Arrange a seminar to explain the process of translating the overarching budget figures into specific schemes.		
19.	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	Graham Hughes	Look at how best to give information on the availability of funding for each proposed item of H&CI budget expenditure		

21.	<b>Finance and Performance report</b>	Jon Clarke	Find out and report back whether local member members were being involved in decisions to remove trees, and whether parish councils were being given the opportunity to replace a tree	Local Highway Officers work with the Local Member and Parishes regarding the removal of trees and they are made aware of the opportunity to replace trees. This is part of the process that is now in place following the review and Member approval of the tree policy.	Ongoing
21.	<b>Finance and Performance report</b>	Andy Preston/ Matt Staton	Find out the reason for the increase in the number of serious road casualties	Road casualties will be picked up in the Road Safety Report that will go to Committee in December.	Ongoing
21.	<b>Finance and Performance report</b>	Graham Hughes	Clarify what was meant by the gap in classified road condition in Fenland		
21.	<b>Finance and Performance report</b>	Christine May	Supply information on library visitor numbers for previous year, and measures to increase library footfall		
21.	<b>Finance and Performance report</b>	Graham Hughes	Develop more informative and readily intelligible finance and performance reports		
22.	<b>Agenda Plan, Training Plan and appointments to outside bodies</b>	Richard Lumley	Ensure dates of Highways Depot Open Days were circulated to members	Depot Open Day dates have been circulated to Members by email and leaflet in pigeonholes.	Completed