

HIGHWAYS & COMMUNITY INFRASTRUCTURE POLICY & SERVICE COMMITTEE

Minutes-Action Log



Introduction:

This is the updated action log as at **2nd September 2016** 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 st September 2015					
Item No.	Item	Action to be taken by	Action	Comments	Completed
132.	Cambridgeshire Highways Annual Report	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	A Comms group has now been established, and one of the tasks is to look at how customer feedback is collected and whether there are alternatives. A report will be drafted for Spokes.	
Minutes of 12 th January 2016					
168.	Greater Cambridgeshire City Deal Executive Board Delegations	Graham Hughes	Forward the City Deal Executive Board's protocol to Committee Members	Protocol not yet agreed by Executive Board – will be circulated once available.	

Minutes of 1st March 2016

182.	Library Service Transformation – Income Generation Update	Jill Terrell	Friends of Central Library be encouraged to establish a working group to look to arrange an annual archives festival.	Friends Group looking at a variety of initiatives but it is unclear whether these include archives festival – officer advice/support has not been sought. ¹	
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Minutes of 17th May 2016

192.	Petitions	Richard Lumley /Cllr McGuire	Send letters to petitioners within 10 working days	Letters sent 31/05/16	31/05/16
193.	Integrated Transport Block (ITB) Funding Allocation proposals	Elsa Evans	send a breakdown of the total £601,000 LHI funding by District/City authority	Emailed to Committee Members July 2016	
194.	Proposed 2016-17 targets for H&CI Committee Key Performance Indicators	Dawn Cave	Have a seminar item on the Asset Management Strategy	Provisionally scheduled for November 2016	01/06/16
195.	Highway Maintenance Member Working Group	Richard Lumley	Revise Community Highways Volunteering Information Pack in light of Members' comments	Final version circulated to all Members in August 2016	August 2016
195.	Highway Maintenance Member Working Group	Richard Lumley	Circulate the Member Working Group membership to Committee Members	Circulated July 2016.	Yes
196.	Finance & Performance report	Richard Lumley	Circulate to Members the average cost of pothole repairs in the County	In 2015/16, the average cost was £36 (compared to £40 in 14/15 and £53 in 2012.	Yes

¹ At the June Committee meeting, it was suggested that officer support/direction was required to facilitate the Archives Festival.

Minutes of 14th June 2016

200.	Minutes and Action Log	Richard Lumley	Email all Members advising when application packs will be sent to Parish/Town Councils for LHI bids.	Emailed Members July 2016	Yes
200.	Minutes and Action Log	Richard Lumley	LHI scheme 2015/16 – where <i>additional</i> schemes have been funded (e.g. E Cambs), circulate information to County Councillors with Divisions in that District.	There are 27 additional LHI schemes and all Local Members and relevant Parishes have been informed.	Yes
203.	ETE Risk Register	Richard Lumley	Clarify grass cutting regime (as set out in HIAMP), and also whether more frequent grass cutting was scheduled for 30mph zones.	Highway verge grass will be cut twice a year, urban areas three times a year. Cuts to visibility splays (on safety grounds) cut as required. As part of the review of HIAMP, approach to grass cutting will be reviewed	Yes.
204.	Committee Agenda Plan	Christine May Jill Terrell	Arrange information item for Spokes or Seminar regarding Cambridgeshire Collection		

