

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

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **4<sup>th</sup> January 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 11<sup>th</sup> July 2017**

<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.	Will be reported on as part of forthcoming Road Safety report (March 2018 Committee).	In progress.
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**Minutes of 12<sup>th</sup> September 2017**

<b>19.</b>	<b>Service Committee review of the draft 2018-19 Capital Programme</b>	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.	
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<b>21.</b>	<b>Finance and Performance report</b>	Graham Hughes	Clarify what was meant by the gap in classified road condition in Fenland		In progress
<b>21.</b>	<b>Finance and Performance report</b>	Christine May	Supply information on library visitor numbers for previous year, and measures to increase library footfall.	Emailed to Committee Members 04/01/18.	Completed.
<b>21.</b>	<b>Finance and Performance report</b>	Graham Hughes/ Sarah Heywood	Develop more informative and readily intelligible finance and performance reports	Will be done as part of the review of F&P monitoring in 17/18 once the year-end process is completed.	In progress

**Minutes of 10<sup>th</sup> October 2017**

<b>27.</b>	<b>Relocation of Ely Registration Office to Cambridgeshire Archives</b>	Louise Clover	Requested a monitoring report of the first year's operation be presented including qualitative data regarding user experience.		Noted for reporting in Spring 2020.
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**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.	
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**Minutes of 4<sup>th</sup> December 2017**

<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	Andy Preston	Provide further detail regarding Cycle Route 3 (A1123 St Ives) and Bluntisham cycleway schemes.		
<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	Elsa Evans/ Richard Lumley	Requested that total highways expenditure figures are broken down by District in future, so that there was some comparative information on overall spend in each District.		
<b>40.</b>	<b>Integrated Transport Block Funding Allocation Proposals</b>	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
<b>41.</b>	<b>Review of draft Revenue and Capital Business Planning Proposals for 2018-19 to 2022-23</b>	Sue Reynolds /Dawn Cave	Requested seminar on Authority's powers to adopt roads e.g. Section 38 Agreements	Scheduled for 13/04/18 Member seminar.	In progress
<b>43.</b>	<b>Agenda Plan</b>	Richard Lumley/ Sarah Heywood	Provide an update on progress made by the LHI Panels.	The LHI update was last reported in the October F&P report and officers will provide an update to the Committee quarterly, so the next update will be February's report.	In progress

<b>43.</b>	<b>Appointments</b>	Chairman/ Graham Hughes	Members to provide suggested appointees to the Libraries National Portfolio Organisation (NPO) Steering Group, for agreement under the delegated authority arrangements.	One nomination received; appointment of Cllr Paul Raynes agreed	Completed.
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