

**HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE AGENDA PLAN  
AND APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND OUTSIDE  
BODIES**

*To:* **Highways & Community Infrastructure Committee**

*Meeting Date:* **1 September 2015**

*From:* **Democratic Services**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **To present the agenda plan for the Highway & Community Infrastructure Committee and to confirm appointments to Internal Advisory Groups and Panels and to Partnership Liaison Advisory Groups.**

*Recommendation:* **It is recommended that the Highways & Community Infrastructure Committee:-**

- 1. Note the agenda plan.**
- 2. Confirms its appointments as per the report.**

<b><i>Officer contact:</i></b>	
Name:	Dawn Cave
Post:	Democratic Services Officer
Email:	<a href="mailto:dawn.cave@cambridgeshire.gov.uk">dawn.cave@cambridgeshire.gov.uk</a>
Tel:	01223 699178

## **1. AGENDA PLAN**

- 1.1. The Highways & Community Infrastructure Committee Agenda Plan is attached as **Appendix 1**.

## **2. APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS AND TO PARTNERSHIP LIAISON ADVISORY GROUPS**

- 2.1 The Highways & Community Infrastructure Committee is invited to review its appointments to Internal Advisory Groups and Panels and to Partnership Liaison and Advisory Groups below.

### **2.2 Cromwell Museum Management Committee**

- 2.2.1 The Cromwell Museum Management Committee's function is to both act as a representative body that advises the officer responsible for the Museum, and as a point of liaison between the Museum and other interested parties. This Committee will be wound up in April 2016 when the Museum transfers to Trust status.
- 2.2.2 The current Members appointed to the Committee are Councillors P Brown, Downes and Wisson.
- 2.2.3 The Committee is now invited to confirm its appointments to the Cromwell Museum Management Committee.

### **2.3 Cycling Safety Working Group**

- 2.3.1 This ad hoc Working Group was set up earlier in 2015 and will be reporting back later in the year. It comprises Members from Road Safety, Transport Strategy, Road Engineering and Public Health. It is anticipated that there will be only two more meetings of this Working Group, before it is wound up.
- 2.3.2 The current Members are Councillors Criswell, Kavanagh, Schumann, Taylor and van de Ven.
- 2.3.3 The Committee is invited to confirm membership of this Working Group.

### **2.4 Cambridge Car Club Steering Group**

- 2.4.1 The purpose of this Steering Group is to oversee the management and plan the expansion of a car club in Cambridge. The car club contract was awarded to *Streetcar* 2007. *Streetcar* provides and manages vehicles in six locations in Cambridge, for hire by the general public at a reasonable cost.
- 2.4.2 The Steering Group is made up of officers and Members from Cambridge City and Cambridgeshire County Councils, together with representatives from the car club operator *Streetcar*. The County Council's representative is Councillor Gail Kenney.

2.4.3 The Committee is invited to confirm its appointment to the Cambridge Car Club Steering Group.

## **2.5 County Advisory Group on Archives and Local Studies**

2.5.1 This Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).

2.5.2 The current Members appointed to the Group are Councillors Ashcroft, Ashwood, P Brown and Mason.

2.5.3 The Committee is invited to confirm its appointments to this Group.

## **2.6 RECAP**

2.6.1 RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.

2.6.2 The current Member appointed to the partnership is Councillor Roger Hickford, with Councillor Reeve as his substitute.

2.6.3 The Committee is invited to confirm its appointments to the partnership.

## **2.7 Road Safety Partnership Strategic Management Board**

2.7.1 The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.

2.7.2 The current Member appointed to this Board is Councillor Criswell.

2.7.3 The Committee is invited to confirm its appointment to this Board.

## **2.8 Highways and Improvement Panels**

2.8.1 These Panels were established to consider and make recommendations to the Highways and Community Infrastructure Committee on the allocation of funds for locally led minor highway improvements.

2.8.2 The current membership is as follows:

- Huntingdonshire: Councillors P Brown, Bullen, Criswell, Giles, McGuire and Reeve;
- East Cambridgeshire: Hunt, Palmer, Rouse and Schumann
- Fenland: Butcher, Connor, Count, Lay + 1 vacancy
- South Cambridgeshire: Frost, Hickford, Jenkins, Kindersley, Orgee and Smith

- 2.8.3 The Committee is invited to confirm the above appointments, and appoint to the vacancy on the Fenland Panel.

## **2.9 Traffic Penalty Tribunal (formerly National Parking Adjudication Service)**

- 2.9.1 The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.
- 2.9.2 The current member is Councillor Hickford, and there is a vacancy for the substitute member.
- 2.9.3 The Committee is invited to confirm the above appointment, and appoint to the substitute vacancy.

## **3. ALIGNMENT WITH CORPORATE PRIORITIES**

### **3.1 Developing the local economy for the benefit of all**

There are no significant implications for this priority.

### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

## **4. SIGNIFICANT IMPLICATIONS**

- 4.1 There are no significant implications within these categories:

- Resource Implications
- Statutory, Risk and Legal Implications
- Equality and Diversity Implications
- Engagement and Consultation Implications
- Localism and Local Member Involvement
- Public Health Implications

Source Documents	Location
Appointments to Internal Advisory Groups and Panels Appointments to Partnership Liaison and Advisory Groups	Room 117, Shire Hall, Cambridge



# HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN

Published 3<sup>rd</sup> August 2015  
Updated 21<sup>st</sup> August 2015



Cambridgeshire  
County Council

## Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

\* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public. Additional information about confidential items is given at the foot of this document.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
<b>01/09/15</b>	Highway Services Contract Extension	Tom Blackburne-Maze	2015/019	10/08/15	18/08/15	20/08/15
	Cambridgeshire Highways Annual Report	Richard Lumley/Andy Denman (Skanska)	Not applicable			
	Library Service Transformation: Income generation	Christine May	Not applicable			

Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[22/09/15] Provisional Meeting</i>	<i>*cancel meeting unless urgent business*</i>	Tom Blackburne-Maze	Not applicable	03/09/15	09/09/15	11/09/15
<b>03/11/15</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	12/10/15	21/10/15	23/10/15
	Business Planning	Celia Melville	Not applicable			
	Streetlighting PFI Annual Contract Review 2014/15	Tom Blackburne-Maze	Not applicable			
	Library Service Strategy	Christine May	2015/012			
	Highway Asset Management Strategy – Annual Performance Report	Tom Blackburne-Maze	Not applicable			
	Right to challenge parking policies – proposed additional petitions procedure	Rob Sanderson/ Dawn Cave	Not applicable			
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[01/12/15] Provisional Meeting</i>	<i>Business Planning</i>	<i>Celia Melville</i>		05/11/15	18/11/15	20/11/15



Committee date	Agenda item	Lead officer	Reference if key decision	Spokes Meeting Date	Deadline for draft reports	Agenda despatch date
	Cycle Safety Member Led Steering Group	Amanda Mays	Not applicable			
<b>12/01/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	14/12/15	29/12/15	31/12/15
	Finance and Performance Report	Chris Malyon	Not applicable			
	Eastern Highways Alliance Framework 2	Chris Poultney	2016/006			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[02/02/16] Provisional Meeting</i>				14/01/16	20/01/16	22/01/16
<b>01/03/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	04/02/16	17/02/16	19/02/16
	Finance and Performance Report	Chris Malyon	Not applicable			
	Committee Training Plan	John Onslow /Dawn Cave	Not applicable			
<i>[12/04/16] Provisional Meeting</i>				14/03/16	30/03/16	01/04/16
<b>17/05/16</b>	Objections to Traffic Regulation Orders:	Richard Lumley	Not applicable	21/04/16	04/05/16	06/05/16
	Finance and Performance Report	Chris Malyon	Not applicable			

<b>Committee date</b>	<b>Agenda item</b>	<b>Lead officer</b>	<b>Reference if key decision</b>	<b>Spokes Meeting Date</b>	<b>Deadline for draft reports</b>	<b>Agenda despatch date</b>
	Training Plan	John Onslow /Dawn Cave	Not applicable			

**Notice made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 in compliance with Regulation 5(7)**

**Decisions to be made in private as a matter of urgency in compliance with Regulation 5(6)**

1. At least 28 clear days before a private meeting of a decision-making body, public notice must be given which must include a statement of reasons for the meeting to be held in private.
2. At least 5 clear days before a private meeting of a decision-making body, further public notice must be given which must include a statement of reasons for the meeting to be held in private, details of any representations received by the decision-making body about why the meeting should be open to the public and a statement of the Council's response to such representations.
3. Where the date by which a meeting must be held makes compliance with the above requirements impracticable, the meeting may only be held in private where the decision-making body has obtained agreement from the Chairman of the Council.
4. Compliance with the requirements for the giving of public notice has been impracticable in relation to the business detailed below.

Forward plan reference	Intended date of decision	Matter in respect of which the decision is to be made	Decision maker	List of documents to be submitted to the decision maker	Reason for the meeting to be held in private

5. The Chairman of the Council has agreed that the Committee may hold a private meeting to consider the business referred to in paragraph 4 above because the meeting is urgent and cannot reasonably be deferred for the reasons stated below.

Date of Chairman's agreement	Matter in respect of which the decision is to be made	Reasons why meeting urgent and cannot reasonably be deferred

For further information, please contact Quentin Baker on 01223 727961 or [Quentin.Baker@cambridgeshire.gov.uk](mailto:Quentin.Baker@cambridgeshire.gov.uk)

