

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

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **6<sup>th</sup> November 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.

<b>Minutes of 10<sup>th</sup> October 2017</b>					
<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.	Move to Ely Archives likely to take place in the Summer of 2019, so report back to Committee will be in Aug/Sept 2020.	Noted for reporting in Summer 2020.
<b>Minutes of 24<sup>th</sup> November 2017</b>					
<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	Noted for future action, Autumn 2019.

				business planning committee dates, i.e. Oct/Nov 2019.	
<b>Minutes of 4<sup>th</sup> December 2017</b>					
<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.	Completed
<b>Minutes of 16<sup>th</sup> January 2018</b>					
<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 ends of 201/20
<b>Minutes of 13th February 2018</b>					
<b>53.</b>	<b>Library Service Transformation</b>	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal. <b>10/07/18: Cllr A Taylor requested a list of the benefits/allowances included.</b>	Following discussion with DWP it was agreed to create a new library user category for job hunters and benefit claimants for whom all internet use is free. An update will be provided at September Committee.	Completed  Completed

**Minutes of 10<sup>th</sup> April 2018**

<b>69.</b>	<b>Finance &amp; Performance Report</b>	Sarah Heywood	Officers asked to include more detail e.g. likely timescales for the delayed King's Dyke scheme, including the reasons for the land acquisition delays.	Will support the service to expand on explanations for capital variances in the F&PR narrative	Ongoing
<b>70.</b>	<b>Cambridgeshire Highways Contract Annual Report 2017-18</b>	Richard Lumley / Emma Murden	Share with the Committee the stakeholder survey that was being developed.	Survey has not yet been developed. Will be shared with committee once drafted.	Noted for future action, for early 2018
<b>70.</b>	<b>Cambridgeshire Highways Contract Annual Report 2017-18</b>	Richard Lumley / Emma Murden	Report back on the plastic asphalt trial.	Commencing in Peterborough in September 2018, results to be shared at a later date.	Noted for future action early 2019
<b>73.</b>	<b>Agenda Plan, Training Plan and Appointments to Outside Bodies</b>	Dawn Cave/ Christine May	Officers agreed to check the Clay Farm Centre Advisory Group appointment and report back to Councillor A Taylor	Committee to consider appointment at its meeting on 09/10/18.	Complete.

**Minutes of 11th September 2018**

<b>76.</b>	<b>Petitions and Public Questions</b>	Sue Wills	Engage with Mr Carpen on history of Cambridge proposal.		Completed
<b>77.</b>	<b>Library Service Transformation</b>	Sue Wills	Explore extending the hours of Soham Library	Number of options currently being investigated.	In progress
<b>77.</b>	<b>Library Service Transformation</b>	Sue Wills	Requested a report back on the usage of computers in libraries.	Report scheduled for 12 <sup>th</sup> March Committee meeting.	In progress for 12.03.19

## Agenda Item no. 2

78.	Road Safety across Cambridgeshire	Matt Staton	Requested increased analysis in next year's report on analysis of the impact of safety cameras on sites.	To be included in the Accident Report to be presented to Committee in March 2019.	Noted for future action early 2019								
79.	Finance and Performance Report – July 2018	Christine May	Request an update on Library schemes being funded through developer contributions.	A list will be circulated to members of the Committee	In progress by end October 2018								
79.	Finance and Performance Report – July 2018	Dawn Cave	Routinely schedule Finance and Performance Report at the beginning of the agenda.	Implemented with effect from October agenda.	Completed								
79.	Finance and Performance Report – July 2018	Richard Lumley/Sarah Heywood	Requested further information on the KPI relating to Killed and Seriously Injured casualties; size of the Ely Southern Bypass overspend and split between the Pothole Fund and highway maintenance funding.	Financing costs of increase in Ely Southern Bypass budget – was contained in the report to E&E Committee and sent to the Member who raised the question. Pothole Fund and Highways maintenance funding <table><tr><td>Potholes</td><td>Budget 1819</td></tr><tr><td>Revenue</td><td>£1,764,775.00</td></tr><tr><td>Capital</td><td>£2,415,057.00</td></tr><tr><td>Total</td><td>£4,179,832.00</td></tr></table>	Potholes	Budget 1819	Revenue	£1,764,775.00	Capital	£2,415,057.00	Total	£4,179,832.00	Completed
Potholes	Budget 1819												
Revenue	£1,764,775.00												
Capital	£2,415,057.00												
Total	£4,179,832.00												
80.	Agenda Plan	Richard Lumley	Schedule a report (to E&E?) on the impact of the opening of the Ely Southern Bypass on the A1123, and the possibility of signage to avoid Witcham, Haddenham and Stretham.										

**Minutes of 9<sup>th</sup> October 2018**

<b>82.</b>	<b>MINUTES AND ACTION LOG</b>	Sue Wills	Engage with Mr Carpen on history of Cambridge proposal.		Complete
<b>84.</b>	<b>FINANCE AND PERFORMANCE REPORT</b>	Graham Hughes/ Sarah Heywood	Future reports include the number of vacancies within Place & Economy.		Complete
<b>84.</b>	<b>FINANCE AND PERFORMANCE REPORT</b>	Sarah Heywood/ Richard Lumley	Requested further information on red performance indicators (Classified/unclassified roads).	Briefing note to be circulated to committee members via email.	In progress by end Nov 2018
<b>86.</b>	<b>SERVICE COMMITTEE REVIEW OF THE DRAFT 2019-20 CAPITAL PROGRAMME</b>	Graham Hughes/ Richard Lumley	Requested summary of highways maintenance programme	Briefing note being pulled together and will be circulated to committee members via email.	In progress by start of Nov 2018
<b>86.</b>	<b>SERVICE COMMITTEE REVIEW OF THE DRAFT 2019-20 CAPITAL PROGRAMME</b>	Christine May	Requested investment overview of the new Hub schemes.		In progress by end Nov 2018