

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

Minutes-Action Log



Introduction:

This is the updated action log as at **5th March 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 11th July 2017

14.	Finance and Performance report	Andy Preston/ Matt Staton	Follow up the work being done on the causes for the recent increase in the Performance Indicator for Road Safety.	Report included in 13/03/18 agenda.	Complete.
------------	---------------------------------------	------------------------------	---	-------------------------------------	-----------

Minutes of 12th September 2017

19.	Service Committee review of the draft 2018-19 Capital Programme	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.	Noted for future action.
------------	--	---------------------------------	---	--	--------------------------

21.	Finance and Performance report	Graham Hughes	Clarify what was meant by the gap in classified road condition in Fenland	Note circulated to Committee Members by email by Mike Atkins on 12/02/18.	Complete.
21.	Finance and Performance report	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 10th October 2017					
27.	Relocation of Ely Registration Office to Cambridgeshire Archives	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.
Minutes of 24th November 2017					
34.	Parking Schemes and Charges	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.	Noted for future action.
Minutes of 4th December 2017					
40.	Integrated Transport Block Funding Allocation Proposals	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and	This will be added to the Finance & Performance report.	In progress

			cycling improvements budget be provided at year end.		
41.	Review of draft Revenue and Capital Business Planning Proposals for 2018-19 to 2022-23	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
43.	Agenda Plan	Richard Lumley/ Sarah Heywood	Provide an update on progress made by the LHI Panels.	Report included in 13/03/18 agenda.	Complete.
Minutes of 16th January 2018					
45(1).	Minutes and Action Log	Richard Lumley/ Emma Murden	Confirm current number of street lights recommended to be upgraded to LED, and cost.	The current number of lights to be switched to LEDs is 3635, the current costs are £967,319.	Complete.
45(3).	Minutes and Action Log	Graham Hughes/ Richard Lumley	Discuss with Skanska the feasibility of offering an enhanced pothole repair service.		
47.	Procurement of Clinical Waste Collection and Disposal arrangements	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.		In Progress
49.	Training Plan	Dawn Cave/ Don Haymes	Confirm arrangements for visit to Amey in Waterbeach on 12/02/18	Electronic invitation issued to H&CI and E&E Committee Members and subs: 4 Members attended on 12/02/18.	Complete.
49.	Training Plan	Richard Lumley	Arrange a pothole/highway maintenance training session	Arranged for Seminar slot on 11/05/18.	Complete.

Minutes of 13th February 2018

53.	Library Service Transformation	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal.		
55.	Finance and Performance Report – December 2018	Richard Lumley/ Emma Murden	Brief explanatory note requested for future reports on energy efficiency of street lights.		
56.	Training Plan	Christine May/ Dawn Cave	Arrange Community and Cultural Services ‘package tour’	Arranged for 10/04/18 (am). See attached Training Plan.	Complete.