

**HIGHWAYS &  
INFRASTRUCTURE POLICY &  
SERVICE COMMITTEE**



**Minutes-Action Log**

**Introduction:**

This is the updated action log as at **2<sup>nd</sup> January 2020** and captures the actions arising from the most recent Highways & Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

**Minutes of 24<sup>th</sup> November 2017**

|  |                                    |                                   |  |   |  |
|--|------------------------------------|-----------------------------------|--|---|--|
| <b>34.</b>                                     | <b>Parking Schemes and Charges</b> | Richard Lumley/<br>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. | A section on Park & Ride charges will be included in the Parking Charges report going to the <b>21<sup>st</sup> January 2020</b> H&I Committee |
| <b>Minutes of 16<sup>th</sup> January 2018</b> |                                    |                                   |  |   |  |
| <b>45</b>                                      | <b>Minutes and Action Log</b>      | Graham Hughes /<br>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 end of 2019/20  |

**Minutes of 3<sup>rd</sup> December 2018**

|                         |                              |                                  |   |  |   |
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| <b>89.</b><br><b>b.</b> | <b>Minute and action log</b> | Richard Lumley /<br>Sonia Hansen | Resident & Visitor Parking<br>Permit Charges review<br>should be a clear action on<br>the Action Log. | Residents parking schemes<br>are still being implemented,<br>whilst those schemes that<br>have been implemented have<br>not been in long enough to<br>provide sufficient data for<br>review. | Report to come<br>to January<br>2020 H&I and<br>included on<br>forward agenda<br>plan |
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**Minutes of 9<sup>th</sup> July 2019**

|                          |  |           |   |  |                                  |
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| <b>123.</b><br><b>a.</b> | <b>Finance and Performance Report –<br/>May 2019</b> | Steve Cox | Suggested that a report was<br>brought to the Committee<br>every six months regarding<br>the legacy of the A14. All<br>local members impacted<br>could be consulted | Discussions are ongoing with<br>Highways England about this<br>and the de-trunking of the<br>existing A14. It is anticipated<br>that the first report can be<br>made to Committee in<br>November | In progress for<br>November 2019 |
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**Agenda Item No:2**

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| <b>124.</b><br><b>a.</b>                      | <b>Road Casualty Data Annual Report</b> | Matt Staton   | Requested that a training progress report be brought back to the Committee from the Road Safety Partnership Board regarding the CRASH training received by Police officers.                                    | Matt Staton to take to next Partnership Board meeting in September and then look to add to Agenda Plan   | Raised at September 2 <sup>nd</sup> Road Safety Partnership Board and to be reviewed at March/April H&I Committee as part of the annual road safety report |
| <b>124.</b><br><b>b.</b>                      | <b>Road Casualty Data Annual Report</b> | Matt Staton   | The Chairman commented that the findings of the research project regarding likely collision sites being undertaken with Loughborough University could be brought to the committee for information and comment. | Matt Staton to liaise with Loughborough University in relation to published outputs from the project and look to coincide with appropriate date in the Agenda Plan   | In progress to update at future members seminar. Date to be confirmed.   |
| <b>Minutes of 8<sup>th</sup> October 2019</b> |   |               |  |  |  |
| <b>136.</b>                                   | <b>Minutes and Action Log</b>           | Graham Hughes | Create a document outlining the relationship between Cambridgeshire County Council's and the Combined Authority's Transport Plan.  | Document had been created, work still ongoing to simplify before it was circulated to Members.<br><br>Circulated by Democratic Services on 9 <sup>th</sup> Jan 2020. | Complete   |

**Minutes of 4<sup>th</sup> December 2019**

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| <b>144.</b> | <b>Minutes and Action Log</b>                   | Graham Hughes                | Review the current set of Performance Indicators (PIs).   | Discussed on 17 December 2019  | Complete |
| <b>a.</b>   |   |                              |   |  |          |
| <b>144.</b> | <b>Minutes and Action Log</b>                   | Richard Lumley               | Review of the online Highways Fault Reporting Tool and investigate whether it could be linked to 'FixMyStreet'.                           | This has been raised with the council IT department and we are awaiting a response.                                  | Ongoing  |
| <b>b.</b>   |   |                              |   |  |          |
| <b>144.</b> | <b>Minutes and Action Log</b>                   | Richard Lumley               | A Member had not been contacted by his Local Highways Officer regarding the tree planting process in his division. Officers to follow up. | Following December committee, teams were reminded of the need to keep members informed of the tree planting process. | Complete |
| <b>c.</b>   |   |                              |   |  |          |
| <b>146.</b> | <b>Finance Monitoring Report – October 2019</b> | Richard Lumley               | Identify why there had been a delay in installing the Mobile Vehicle Activated Signs (MVAS).  | Update circulated to members by democratic services 10 <sup>th</sup> January 2020.                                   | Complete |
| <b>a.</b>   |   |                              |   |  |          |
| <b>146.</b> | <b>Finance Monitoring Report – October 2019</b> | Graham Hughes/Richard Lumley | Identify when the MVAS order had been made and provide the Committee with sight of the purchase order.                                    | Update circulated to members by democratic services 10 <sup>th</sup> January 2020.                                   | Complete |
| <b>b.</b>   |   |                              |   |  |          |

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| <b>146.</b><br><b>c.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham<br>Hughes/Richard<br>Lumley  | A Member raised concerns regarding the inequitable nature of the LHI bid process. Officers to establish whether it was possible to resolve the anomalies found within this process. | Progress currently being looked at by the team in conjunction with Chair and Vice-Chair.                  | Ongoing  |
| <b>146.</b><br><b>d.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham<br>Hughes/Richard<br>Lumley. | Officers to include a graph within the report comparing LHI delivery performance from last year to the current year.  | Table currently being pulled together and will be part of the LHI update provided at the March Committee. | Ongoing  |
| <b>146.</b><br><b>e.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham<br>Hughes/Richard<br>Lumley  | Clarify why a LHI scheme in Abbots Ripton was waiting on agreement from Cambridge City Council.   | The narrative on the sheet was made in error and will be rectified on the following report.               | Complete |
| <b>146.</b><br><b>f.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham<br>Hughes/Richard<br>Lumley  | Provide information to all Members and substitute Members regarding the progress of the LHI schemes which had been submitted using the A14 Legacy Fund.                             | Dorothy Higginson liaising with Highways England on a progress report.                                    | Ongoing  |

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| <b>146.</b><br><b>g.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham<br>Hughes/Richard<br>Lumley | Write to all Local Members affected by the ongoing work on the A14 to help collect evidence of the damage caused to roads by HGVs.  | Email sent to all circulated to affected local members affected by the A14 work, asking for evidence to be sent to the relevant District Highways Maintenance Manager on the 10 <sup>th</sup> January 2020. | Complete |
| <b>146.</b><br><b>h.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham Hughes                      | A Member suggested it would be beneficial if the report contained information regarding the change in the number of true vacancies in the Service each month starting at the beginning of the 2019/20 Council year. |   |          |
| <b>146.</b><br><b>i.</b> | <b>Finance Monitoring Report –<br/>October 2019</b> | Graham Hughes                      | Review the Business Support vacancy data in the report to establish whether it needed updating.   |   |          |
| <b>147.</b>              | <b>Performance Report – Quarter 2 –<br/>2019/20</b> | Graham<br>Hughes/Richard<br>Lumley | Officer to add three separate graphs for Indicator 40 comparing the road of conditions of A, B and C class roads between Fenland and the rest of the County.  | Matthew Tullett confirmed the change will be made in the next Q3 reports and highlighted in the covering Q3 report.   | Complete |