

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

Minutes-Action Log



Introduction:

This is the updated action log as at **31st August 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 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.
------------	--	---------------------------------	---	--	--------------------------

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.	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.
------------	---	---------------	--	--	-------------------------------------

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 cycling improvements budget be provided at year end.	This will be added to the Finance & Performance report.	In progress
------------	--	------------	--	---	-------------

Minutes of 16th January 2018

45(3).	Minutes and Action Log	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
---------------	-------------------------------	----------------------------------	--	---	-------------

47.	Procurement of Clinical Waste Collection and Disposal arrangements	Sass Pledger / Adam Smith	Advise Committee of the outcome of this process.	See footnote ¹ (info emailed to Committee 29/08/18)	Completed.
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. 10/07/18: Cllr A Taylor requested a list of the benefits/allowances included.	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.	
Minutes of 10th April 2018					
69.	Finance & Performance Report	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.		
69.	Finance & Performance Report	Richard Lumley	Include more information on how the replacement of damaged or diseased trees, and how works in practice,	Tree Policy, which is contained in the Highway Operational Standards, has been circulated	Complete

¹ Update on the clinical contract as follows: The standstill period has closed and we did not receive any challenges to the award process or concerns which might suspend or delay the contract award. Legal services are drafting the framework and call off contracts for sending to the successful bidders, following which we will enter into a 'call-off' contract in respect of Lot 1 for clinical waste collection, treatment and disposal within Cambridgeshire. A mobilisation meeting is being arranged for the week commencing 3rd September between the county council, representative from each of our district and city council collection partners and the winning bidder of Lot 1. The new contract is due to commence on Monday 8th October when the extension to the current contract ends.

			e.g. liaison with communities and Local Members.	to committee members (emailed 28/08/18)	
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Agreed to circulate the minutes of the Strategic Collaboration Board.	Board meetings held quarterly and 4 have been held since commencement of the contract. Minutes circulated to committee by email 28/08/18.	Complete
70.	Cambridgeshire Highways Contract Annual Report 2017-18	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.
70.	Cambridgeshire Highways Contract Annual Report 2017-18	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.	In progress
71.	Road Safety Action Plan	Cllr Shuter/ Richard Lumley	Chairman to discuss with Cllr Bates (Chair of E&E) whether Bikeability should sit within the Hub as part of the wider service restructure.	To be included as part of the wider service restructure work taking place across Place & Economy.	Complete
73.	Agenda Plan, Training Plan and Appointments to Outside Bodies	Dawn Cave/ Christine May	Officers agreed to check the Clay Farm Centre Advisory Group appointment and report back to Councillor A Taylor		