

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

**Minutes-Action Log**



**Introduction:**

This is the updated action log as at **5<sup>th</sup> January 2017** 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 1<sup>st</sup> September 2015</b>					
<b>Item No.</b>	<b>Item</b>	<b>Action to be taken by</b>	<b>Action</b>	<b>Comments</b>	<b>Completed</b>
<b>132.</b>	<b>Cambridgeshire Highways Annual Report</b>	Richard Lumley	It was agreed that there would be a report to Spokes on the Customer Satisfaction Survey process.	A Comms group has now been established, and one of the tasks is to look at how customer feedback is collected and whether there are alternatives.  <i>Chris Stromberg &amp; Jane Cantwell are scheduled to attend January 2017 Spokes to give an update on the findings of the Cambridgeshire Highways Communication Performance Group, and update on the proposed action plan.</i>	

<b>Minutes of 12<sup>th</sup> January 2016</b>					
<b>168.</b>	<b>Greater Cambridgeshire City Deal Executive Board Delegations</b>	Graham Hughes	Forward the City Deal Executive Board's protocol to Committee Members	Protocol not yet agreed by Executive Board – will be circulated once available.	
<b>Minutes of 11<sup>th</sup> October 2016</b>					
<b>215.</b>	<b>Ely Archives Building</b>	Christine May	Request that Assets & Investment Committee (A&IC) feed back "lessons learned".	A&IC referred those issues on to Audit & Accounts Committee, who in turn will be considering the matter in January.	Ongoing
<b>Minutes of 7<sup>th</sup> December 2016</b>					
<b>222.</b>	<b>Medical Examiner</b>	Amy Donovan	Members with concerns about digital signatures to meet with Coroner.	Letter to be emailed to Committee and meeting arranged.	
<b>224.</b>	<b>Business Planning</b>	Graham Hughes/ Richard Lumley	Reinstate Member Working Group to review criteria for winter maintenance.		
<b>225.</b>	<b>Anglia Level Crossing Reduction Strategy</b>	Camilla Rhodes	Leonards Level Crossing – officers to discuss with Cllr Palmer.		
<b>225.</b>	<b>Anglia Level Crossing Reduction Strategy</b>	Camilla Rhodes	Email Local Members about the NR public information update.		