



**ECONOMY AND
ENVIRONMENT
COMMITTEE**

Minutes - Action Log

This is the updated action log as at 12th May 2016 and captures the actions arising from the most recent Economy and Environment Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

MINUTES OF 15TH JULY 2015 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	Status
140.	NORTHSTOWE PHASE 2 – SECTION 106 HEADS OF TERMS resolution b) Delegation on making any minor changes	Juliet Richardson	A delegation was agreed giving the Executive Director of Economy, Transport and the Environment in consultation with Chairman and Vice Chairman of the Committee the authority to make changes to the Section 106 agreements prior to signing.	<p>The Section 106 Heads of terms were agreed on 29th July 2015 by the Northstowe Joint Development Control Committee, the body with the authority to make the final decision.</p> <p>An update in April indicated that The S106 was still being drafted with the lawyers, and while no signatures had yet been achieved progress was being made.</p> <p>.</p>	ACTION ONGOING

MINUTES OF THE 3RD DECEMBER 2015 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
176.	CAMBRIDGE QUALITY BUS PARTNERSHIP RENEWAL	Bob Menzies	<p>a) Problems were highlighted regarding the audio announcement system on some buses with incorrect information being given on the stop had been reached. The Head of Major Infrastructure Delivery undertook to investigate</p> <p>b) The Head of Major Infrastructure Delivery to confirm date the above revised agreement had been signed and to report any feedback from the bus operators.</p> <p>c) At the March Committee meeting one Member queried whether, as the City Deal Board would be making decisions on measures to reduce congestion and pollution, it should also be a signatory to any new agreement. Officers agreed to look into this further and report back.</p>	<p>a) At the March meeting it was indicated that In terms of the audio announcement there were continuing problems with the current system and as a result, there was a project to change the on board computers to fall in line with new technology to remove the radio network, which will encompass the audio as well. 10 vehicles have already been converted and the others are being programmed over the next few weeks. When installed, the units will then be the subject of further testing.</p> <p>b) An oral update at the April Committee meeting indicated that the bus operators had only agreed to a one year agreement to be reviewed in six months to look at the progress being made by the City Deal Board to tackle congestion.</p> <p>c) An oral update at the April Committee meeting indicated that while it was not a function that the Council had delegated to the City Deal Board, in practice both the County Council and City Council were signatories. The Bus operators had indicated that they were keen to have greater engagement with members and this dialogue would need to involve the City Deal Board and this was already taking place.</p>	ACTIONS ONGOING

MINUTES OF THE 19TH JANUARY 2016 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
186.	CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT	Richard Lumley	With reference to the City Council urban realm improvements to shop fronts and the picture shown in the report, one Member expressed concern regarding proposals to plant trees near the highway and asked for details on the relevant Policy governing tree planting on / near highways, as he had concerns regarding potential damage. It was agreed to provide the details outside of the meeting, with the point made that the area shown was on private shop frontage and was therefore not on the public highway.	<p>A full e-mail explanation was sent to Members of the Committee on 25th February 2016. This confirmed that the County Council did not have a specific policy on replacement of trees as there has never been a budget. It was explained that The County Council does not manage trees on private property and private roads with the land owner or occupier being responsible. Officers from the County Council deal with:</p> <ul style="list-style-type: none"> • Dead, damaged or diseased trees likely to cause injury or damage; • Trees that impede or obscure safe use of the road; • Trees causing damage or likely to cause damage to property.' 	
			At the March Committee meeting several Members made reference to incidents of trees being cut down in conservation areas where replacements had not been provided and where the parish council had not received prior notice or guidance on replacement. Members considered that specific policy guidance was required on tree	<p>In response to the issues raised at the March Committee, The April meeting was informed that officers in ETE were working to finalise a County Council Policy on the maintenance / replacement of trees. Final approval of the Policy will be included as part of the annual Highways infrastructure Asset Management Plan (HIAMP) review</p> <p>As an update from the March meeting the draft Policy document has been the subject of</p>	FURTHER ACTION REQUEST ONGOING

			replacement that could be provided to individuals / parish councils, including what species of trees could be planted in their place, (to ensure no damage to highways / footways) and asked the Executive Director to refer the issues raised to Highway and Community Infrastructure Committee for further consideration as the appropriate Committee.	some initial consultation with the intention that it will go a forthcoming Highways and Community Infrastructure Spokes meeting for comments / views.	
Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
189.	FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015				
	a) land acquisition and licence agreements to allow construction to commence on Yaxley to Farcet cycleway / walkway.	Bob Menzies	<p>January Committee</p> <p>There was a query asking whether, as land had just been sold in the area, this would require the Council to go through the Compulsory Purchase Order (CPO) process again. It was agreed an update on the current position would be sought from Legal and a written response provided outside of the meeting to the Norman Cross local Councillors (Councillors McGuire and Henson).</p>	At the March Committee meeting it was indicated that the legal issues around the land purchase remained outstanding, despite reminders sent to the land owner's solicitors. At the Committee meeting both local Norman Cross Members expressed their frustrations at the continued delay, with one highlighting the current risks for people walking along the path being seriously injured or worse from passing vehicles. Officers were requested to make the Members' concerns at the unacceptable delay known to the solicitors involved, with the aim of progressing the necessary land purchase as a matter of priority. An update position was provided to Councillors McGuire and Councillor	ACTION ONGOING

		Ian Wilson Strategy and Estates	April Committee At the April Committee meeting as there was still considerable dissatisfaction with the progress being made it was agreed that Cllrs Henson and McGuire and the Chairman (Cllr Bates) and Vice-Chairman (Cllr Cearns) should receive fortnightly updates on progress.	Henson in a letter dated 7 th April. An update e-mail was sent on 7 th May providing details of the follow up action which had been taken with two of the landowners' solicitors, while highlighting that at that date due to holiday leave, only limited progress had been possible. :	
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MINUTES OF THE 8TH MARCH 2016 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
198.	REVIEW OF ECONOMY AND ENVIRONMENT PERFORMANCE INDICATORS FOR 2016/17 FINANCE AND PERFORMANCE REPORT	Graham Amis	One Member queried the staff sickness figure for ETE shown on page 5 of the report reading "4.63 days per full time equivalent employee" Officers agreed to provide more information in future regarding how the average figure had been arrived at.	The lead officer has indicated that future Finance and Performance reports will include a breakdown of short and long-term sickness each month when reporting the new set of indicators for 2016/17. This is referenced in the Performance Indicators report on the current agenda.	ACTION COMPLETED

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
199.	FINANCE AND PERFORMANCE REPORT – JANUARY 2016	Chris Malyon	In discussion on the issue of Capital programme slippage it was suggested that if slippage did result in financial implications, it would be helpful to have them highlighted. Officers recognised the need to improve spend profile forecasts and as a result, a team led by Chris Malyon were looking at ways to improve them going forward. The point of keeping Members informed, where slippage would have a financial impact, would be taken on board as part of future update reports.	The issues raised were being considered as part of the work being undertaken by the Capital Programme Board.	ACTION ONGOING

MINUTES OF THE 19TH APRIL 2016 COMMITTEE

Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
207.	ADULTS LEARNING AND SKILLS REVIEW REPORT	Bob Menzies / Emma Middleton	In discussion it was agreed that it would be useful for those Members interested to visit one of the learning centres as further Member engagement would be welcomed (Lynsi Hayward-Smith to be contacted). The Vice Chairman suggested that a future Spokes meeting could be held at one of the centres in Fenland,	Catherine Walker and Lynsi Hayward-Smith from ETE are currently investigating the possibility of the September spokes meeting being held at one of the learning centres.	ACTION ONGOING

			followed by a visit to the surrounding area to help increase Member's local knowledge. Action Bob Menzies / Emma Middleton		
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205.	A605 KINGS DYKE LEVEL CROSSING CLOSURE – SELECTION OF PREFERRED OPTION AND PROCUREMENT	Brian Stinton	In receiving the report to agree the use of the competitive process within the Eastern Highways Framework Contract (EHF2) for the detailed design and construction there was a request to be provided with the list of names of the six tenderers outside of the meeting.	An email was sent to the Committee later the same day confirming that the list of the six contractors in Lot 2 (works between £1m and £20m) are: <ul style="list-style-type: none"> • Carillion PLC – Carillion Construction Services, • Eurovia Infrastructure Ltd, • Interserve Construction Ltd, • Jackson Civil Engineering Group Ltd, • Kier Infrastructure and Overseas Ltd • Morgan Sindall 	ACTION COMPLETED
206.	RIGHTS OF WAY IMPROVEMENT PLAN UPDATE	Laurence Smith	a) There was a request that in future it would be useful to have the changes to the Plan shown with track changes. The lead officer indicated that he would undertake to provide this to Members following the meeting.	An email was sent on 21 st April from Democratic Services on behalf of the lead officer: <p>a) providing a version of the document with track changes in response to this request with the changes shown reflecting the result of feedback received to the consultation review undertaken in August 2015.</p>	ACTION COMPLETED

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			b) One Member for further details of the Highways depot Patch meetings to be provided to the Committee outside of the meeting.	<p>b), the same email explaining that the 'patch meetings' are Highways Depot Open Days are held at the five County Council Highways Depots, where County Councillors, District Councillors, Parish Clerks and Parish PROW representatives are invited to attend and meet several teams related to highways (including roads and public rights of way maintenance and Definitive Map staff) and where they can discuss any related issues they wish to raise.</p> <p>A further e-mail from Democratic Services dated 28th April indicated that the dates had been set as follows:</p> <p>Whittlesford – Monday 27th June City – Monday 4th July March – Monday 11th July Witchford – Wednesday 13th July Huntingdon – Monday 18th July</p> <p>The expectation was that the same format will be used as last year regarding timings with there being three, two hour sessions that Members could attend either from 2-4pm, or 4-6pm or 6-8pm. Jane Cantwell will be co-ordinating the events and will sending invites be to all parish and town councils including their nominated rights of way representatives, district councils and county councillors.</p>	

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			c) it was suggested that the final document should, in addition to any current circulation undertaken, also be sent to planning authorities and local landowners.	In the same e-mail the lead officer Laurence Smith confirmed that officers were preparing a press release regarding the updated document. In addition, emails with links to the updated plan will be sent to all Members, Local Planning Authorities and to the NFU and CLA for dissemination to local landowners. Reference will also be made to the updated plan at the County Council's annual CLA/NFU liaison meeting which is taking place next week	