

**ECONOMY AND
ENVIRONMENT
COMMITTEE**

Minutes-Action Log



This is the updated action log as at 26th February 2015 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					
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.	The Section 106 Heads of terms were agreed on 29 th July 2015 by the Northstowe Joint Development Control Committee, the body with the authority to make the final decision. An update at 18 th February indicated that officers were still drafting the document and negotiating on the legal agreement. .	Action Ongoing

MINUTES OF THE 17TH NOVEMBER 2015

Minute No.	Item	Action to be taken by	Action	Comments	Status
168.	SERVICE COMMITTEE REVIEW OF DRAFT REVENUE BUSINESS PLANNING PROPOSALS FOR 2016/17 TO 2020/21	Bob Menzies	A question was raised by Councillor Mason (regarding his concerns of the potential cost of the repairs required to keep the Guided Busway running) was on who was responsible for the budget for ongoing work. This would be taken up by officers in consultation with him outside of the meeting.	At the time of producing the action log update for the January Committee meeting it was indicated that officers had contacted Councillor Mason and were still awaiting his response. As an update at the time of preparing this Action log for the March meeting officers had still not received his clarification correspondence.	ACTION ONGOING

MINUTES OF THE 3RD DECEMBER 2015

175.	TRANSPORT STRATEGY FOR EAST CAMBRIDGE-SHIRE DRAFT FOR CONSULTATION	Jack Eagle	<p>a) Venues for consultation with the public</p> <p>To facilitate the consultation in appropriate venues it was suggested that officers should contact local members. The Ellesmere Centre Stetchworth (CB8 9TS) was suggested by one member as a potential venue.</p>	<p>It was reported sat the January Committee that Officers had looked at the Ellesmere Centre, Stetchworth as a potential venue and it would be considered further when planning the consultation.</p> <p>The Committee was asked to note that as there was a District Council Election in Bottisham following a Councillor resignation, the associated purdah period which started on the 30 December would continue until the 4 February, but might be extended to include the Sutton by-election following the death of Cllr Read. Originally officers had planned to hold the Consultation from the start of February 2016 for six weeks. With the Sutton and</p>	ACTION ONGOING
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				<p>Bottisham By election.</p> <p>An update position was e-mailed to members of the Committee on 25th January indicating that Due to the Purdah periods associated with the two elections that are taking place in East Cambridgeshire, the consultation is now being planned for a 6 week period starting on the 29 February. Approximately five staffed consultation events are being arranged to take place across the district as of the week starting the 7 March.</p> <p>The full text is included as Appendix 1 to this Action Log.</p>	
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</p>	<p>a) In terms of the audio announcement t:here are continuing problems with the current system and as a result, there is 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 have will then be the subject of further testing.</p> <p>b) In respect of the quality Bus partnership Renewal to date only one operator, Grey's of Ely, has signed the revised QBP. Other operators are concerned about the QBP being revised to 5 years from 10 years and</p>	ACTION ONGOING

			bus operators.	discussions are ongoing to reach agreement.	
Minute No.	Report Title	Action to be taken by	Action	Comments	STATUS
178.	ECONOMY TRANSPORT AND ENVIRONMENT (ETE) RISK REGISTER UPDATE	Celia Melville	a) Request that in future the print size could be made larger on the version produced by the report authors as even blown up to A3 it was difficult to read. It was agreed this would be taken back to the report authors. Action Rob Sanderson to take back to Report authors	Democratic Services conveyed this request to the relevant ETE Officers.	ACTION ONGOING

MINUTES OF THE 19TH JANUARY 2016

186.	CHERRY HINTON HIGH STREET – APPROVAL TO CONSTRUCT		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	<p>A full e-mail explanation was sent to Members of the Committee on 25th February 2016 and is included at Appendix 2 to this action log.</p> <p>Officers confirm that the County Council does not have a specific policy on replacement trees as there has never been a budget. Some District Councils do have a planting policy for amenity trees/ replacements for specific requirements. 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 	ACTION COMPLETED
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			highway.	<ul style="list-style-type: none"> 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.' 	
187.	GREATER CAMBRIDGE CITY DEAL EXECUTIVE BOARD DELEGATIONS	Bob Menzies	One Member sought guidance on local member involvement in the decision making process. In response, it was explained that there would be an agreed protocol which would include the development of a liaison forum for each area with local members to be consulted on all schemes developed in their area, with the final decisions to then be taken by the Board. The Executive Director suggested that this protocol could be made available to the Committee following its agreement through the City Deal.	Still being progressed.	ACTION ONGOING
188.	REVIEW OF ECONOMY AND ENVIRONMENT STRATEGIC FRAMEWORK PERFORMANCE INDICATORS FOR 2016/17	Graham Amis	One Member queried whether, the change in legislation regarding the requirements to be in training or education until the age of 18, impacted on the indicator reading 'The Proportion of Cambridgeshire residents aged 16-64 in employment' and if it should be changed to '18-64'. Officers agreed to look at this and other issues raised and to report back.	<p>The Office for National Statistics (ONS): were contacted to ascertain if employment rate data are available for the 18-64 age group. ONS has confirmed that there are currently no plans to change the 16-64 age range for the indicator, and that they do not publish separate figures for 16 to 17 year-olds. It is therefore not possible to derive an employment rate for 18-64 year-olds from the available ONS data.</p> <p>A full e-mail response was sent to Members of the Committee dated 2nd February as attached</p>	

				at Appendix 3 to this action log. Reference is also included on the Performance Indicators Report on the current agenda.	
189.	FINANCE AND PERFORMANCE REPORT – NOVEMBER 2015 a) Adult Learning and Skills performance indicator relating to ‘the number of people in the most deprived wards completing courses to improve their chances of employment or progression in work’,	Lynsi Hayward Smith / Graham Amis	Cllr Harford expressed doubt whether the year-end target would be met, and asked if it was possible to provide in future reports an indication of whether it was believed the target would be achieved. She also asked whether there could be included, a measure of the quality of the courses provided. There was to be a report to a forthcoming meeting on ‘Adult Learning & Skills Review’ which would look at the issues raised.	Reference is made to this indicator on the performance Indicators report on the current agenda. A report on the Adult Learning Service is scheduled for the April meeting.	
	b) land acquisition and licence agreements to allow construction to commence on Yaxley to Farcetpath and the new link through Babraham Research Campus	Bob Menzies	There was a query the 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 Councillors McGuire and Henson.	no update available at the time of finalising this Log (26 th February) .	ACTION ONGOING

	<p>c) appendix 5 the reserve schedule, budget line titled 'Discover Cambs Tourism Brochure'</p>		<p>Councillor Shuter requested an explanation whether it was money for the new DMO post or to the City Council, querying why the County Council was involved, in tourism, a district responsibility. It was agreed a written response provided outside of the meeting.</p>	<p>A response was provided to the Cllr Shuter and the Committee on 22nd January which explained that this was a residual joint fund, held on behalf of the districts, from when the Council undertook some tourism co-ordination and joint promotional activities with them. As was is effectively their money, the districts had asked that it should be used to pay for their first year's Strategic Partner contribution to the new Visit Cambridge & Beyond destination management company, which Cambridge City has set up and had been launched in mid-January. The detail of what the districts were to be allocated for their contribution in year 1 was being finalised at the time of the response. Subsequent year's contributions would need to be found by the individual districts if they wished to remain a Strategic Partner.</p>	<p>ACTION COMPLETED</p>
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Transport Strategy for East Cambridgeshire- Consultation Update

Dear members of the Economy and Environment Committee

One of the outstanding actions from the December E and E Committee meeting was to provide the Committee with a revised consultation timetable for the above, as a result of the forthcoming by elections.

The revised timetable is set out below. Any further queries please contact Jack Eagle directly.

Dear All

Following the [Economy and Environment Committee meeting on the 3 December](#) and the resolution to approve the Draft Strategy for public consultation it was originally the plan to hold a 6 week consultation starting at the beginning of February 2016. Due to the Purdah periods associated with the two elections that are taking place in East Cambridgeshire, the consultation is now being planned for a 6 week period starting on the 29 February. Approximately five staffed consultation events are being arranged to take place across the district as of the week starting the 7 March.

When venues have been confirmed we will send out further emails informing the County Councillors in East Cambridgeshire divisions, all East Cambridgeshire District Councillors, Parish Councils and other stakeholders detailing the consultation and the events we are planning.

If you have any questions do not hesitate to contact me.

Kind regards

Jack

Jack Eagle

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Trees near the Highway

Dear Members of the Economy and Environment Committee

During consideration of a report at the January Economy and Environment Committee titled 'Cherry Hinton High Street – Approval to Construct' which had been presented in order to develop a scheme to enhance facilities for cyclists and to improve the general street scape, reference was made to the City Council urban realm improvements to shop fronts and the picture shown in the report. You will recall that one Committee 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. In response, it was agreed to look into this further and provide the details outside of the meeting. The point was made that the area shown was on private shop frontage and was therefore not on the public highway. The expectation was that planting would involve tree species which would not damage pavements.

Officers confirm that the County Council does not have a specific policy on replacement trees. To the best of officers knowledge the County has never replaced trees following maintenance as there has never been a budget to cover this. Some District Councils, do have a planting policy for amenity trees/ replacements for specific requirements.

In the Highway Infrastructure Management Plan (HIAMP), [which details the operational approach to managing and maintaining the public highway network](#), it states that:

‘Roadside Trees

Trees close to roads need to be managed to make sure that they do not cause danger to people, vehicles, and neighbouring properties. The County Council is responsible for the management of trees growing on highway land. That means trees on public roads and pathways and generally (but not always) the verges beside them’.

The County Council does not manage trees on private property and private roads – the land owner or occupier is responsible for these trees. Officers from the County Council deal with:

- 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.’

The HIAMP also allows for commuted sums (£560 per tree) to be paid for new trees planted on the highway, subject to County Council approval. The Highways Act 1980 and Design Manual for Roads and Bridges recommends distance from the highway.

The County Council does not have a specific budget to replace trees, it only has a duty to maintain the stock it has, as described in the Highways Act 1980. However tree planting may be considered as part of an improvement scheme or new development, and would be at the discretion of the Project Manager and must be approved by the Arboricultural Officer. Considerations such as species, leaf drop, sap, visibility splays, reason why previous planting has failed such as diseases, root growth, moisture extraction and soil type all need to be taken into account when considering a planting scheme. In CCC's Housing Estate Road Specification, it lays out how new trees should be planted in the highway, The County Council do not have jurisdiction on private land, but will try and influence where possible. An extract from CCC's Housing Estate Road Specification is provided further below for information purposes.

County Council officers met with officers from the City Council Tree Department on 18th February where it was confirmed that there is no agreement for the specific planting scheme at the present time. County Council officers assessment at the meeting was that a number of sites already have trees planted on them that are shown as 'proposed planting schemes'. These will remain unchanged, and are predominantly on private land. The planters shown will be approximately 200mm in height with suitable planting, yet to be agreed. The planters/pits will be installed and the planting will follow in the autumn. The private area to the front of Rectory Terrace on the specific development in question will be rain water gardens, where previously there had been cherry trees and the proposal is likely to be the same. However this time they will have a more sustainable root containment system and County Council officers highlighted at the meeting that they did not want species where the highway would be affected by leaf drop or sap, and that the tree water absorption rates should not adversely affect the highway/ subsoil. They also specified that the canopy should not interfere with sight lines or visibility splays and recommended that no trees should be planted in visibility splays or near pedestrian crossings. City Officers provided assurance that any new planting proposals would be safety audited before proceeding.

Extract from CCC's Housing Estate Road Specification

'Trees and Hedges

1. The planting of any trees or hedges within the proposed public highway must be agreed by the Engineer at design stage.
2. New trees, hedges or shrubs to be planted in adoptable areas, should be subject to a Section 142 Licence under the Highways Act 1980. The Section 142 Licence should be taken out by either the Parish Council or District Council. The Highway Authority will not accept management companies or the like as signatories to the licence. The Highway Authority will only adopt trees, hedges etc., within the proposed adopted public highway or existing adopted public highway where this is affected by the development, in extreme circumstances. If the Highway Authority is to adopt the trees the developer will have to pay a commuted sum that will be calculated separately for each site. The tree pits shall conform to Appendix 27 or 28.

3. Tree pits shall be excavated to a depth of 1.4m and the base shall be broken up to a depth of not less than 150mm to assure that the pit will drain. A minimum of 150mm of 20mm gravel shall be laid at the base of the pit, this shall be covered with a water permeable geo-textile. The topsoil to the tree pit shall conform to BS 3882:2007 and - 66 - shall be placed in layers of not more than 200mm and lightly compacted. The topsoil to tree pits in hard paved areas shall be set 100mm below the surface of the footway.
4. In verges each tree pit shall have a minimum area of 8sq.m per tree. In areas of hard paving the area of the tree pit shall be at least 4sq.m in area.
5. To protect the carriageway and footway sub-grades a suitable root barrier must be provided to encase in accordance with Appendices 27 and 28.
6. Tree pits in hard paved areas shall be protected by a cast iron tree grille as shown in Appendix 34. The grille shall comply to the loading BS EN 124. The 100mm gap between the tree grille and the topsoil shall be filled with a manufactured air permeable material.
7. In areas of shrub planting the topsoil shall conform to BS 3882:1994 and shall be placed in layers of not more than 200mm and compacted so that the air voids from between 10% and 15% of the volume, the depth shall be at least 600mm deep. The base of the excavated area shall be broken up into pieces not greater than 50mm in any direction to a depth of not less than 150mm.
8. Where new trees, shrubs or hedges are planted on private ground within 5m of the highway boundary or where any private front gardens abutting the adopted public highway are provided, a root barrier of 1.5m in depth shall be provided at the highway boundary, but not within the highway. The barrier shall extend for a distance of not less than 3m beyond the edge of any planting, gardens and the like, to prevent any roots from uncontrolled private planting from penetrating the adopted public highway. The barrier used must be proven to be able to contain aggressive species such as bamboos and the like.'

Any further queries on this issue please contact Richard Lumley who has been copied into this e-mail.

Kind regards

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Update on Employment Rate Performance Indicator following request for clarification at the E and E Committee on 19th January

Dear Members of the Economy and Environment Committee

At the 19th January meeting there was a request, following the consideration of the revised performance indicators report for officers to investigate and report back on whether it was more appropriate to change the age group for the performance indicator on the proportion of Cambridgeshire residents in employment from '16-64' to '18-64' to reflect the change in the law requiring people to undergo education or training until the age of 18.

Graham Amis has now clarified the position as set out below:

"The employment rate indicator is published quarterly by the Office for National Statistics (ONS): <https://www.nomisweb.co.uk/>. It is derived from the Annual Population Survey, which is the largest regular household survey in the United Kingdom.

Subsequent to the Committee meeting we have contacted someone at ONS to ascertain if employment rate data are available for the 18-64 age group. ONS has confirmed that there are currently no plans to change the 16-64 age range for the indicator, and that they do not publish separate figures for 16 to 17 year-olds. It is therefore not possible to derive an employment rate for 18-64 year-olds from the available ONS data.

The published employment rate does include young people aged 16 or 17 who are working and undergoing training, or who are in education but working part-time. There may be a small shift in the published figures due to young people in full-time education who, prior to the change in the law, would have previously left school at 16 and started a job with no training. However, following any potential small step-change, performance could be tracked on a like-for-like basis moving forwards.

It would be prohibitively expensive for us to undertake a separate survey of Cambridgeshire residents in order to calculate a Cambridgeshire employment rate for 18-64 year-olds.

Economy and Environment Committee is due to consider a further report on performance indicators in March. As part of that report we are proposing to seek approval from members for retaining the current employment rate definition".