

**HIGHWAYS & COMMUNITY
INFRASTRUCTURE POLICY &
SERVICE COMMITTEE****Minutes-Action Log****Introduction:**

This is the updated action log as at **20th February 2019** 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 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.
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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	Noted for future action, Autumn 2019.
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				business planning committee dates, i.e. Oct/Nov 2019.	
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, to be reported on towards end of 2019/20
Minutes of 10th April 2018					
70. a.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Share with the Committee the stakeholder survey that was being developed.	A survey has been drafted and signed off at December Joint Management Team Meeting with Skanska. This has now been finalised and has been circulated to members via email (11 Feb).	Completed
b.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Report back on the plastic asphalt trial.	The trial commenced in Peterborough in September 2018. Copy of the post scheme assessment has been received and has been circulated to members via email.	Completed
Minutes of 11th September 2018					
77	Library Service Transformation	Sue Wills	Requested a report back on the usage of computers in libraries.	Report scheduled for 12 th March Committee meeting.	Completed

78.	Road Safety across Cambridgeshire	Richard Lumley / Matt Staton	Requested increased analysis in next year's report on analysis of the impact of safety cameras on sites.	Originally to be included in the Accident Report to be presented to Committee in March 2019, however data not available.	Report due to May/June 2019 H&CI committee.
79.	Finance and Performance Report – July 2018	Christine May	Request an update on Library schemes being funded through developer contributions.	A list will be circulated to members of the Committee CM awaiting one more piece of information. Planning to email by end of Feb	Completed
Minutes of 9th October 2018					
86. a.	Service Committee Review of the Draft 2019-20 Capital Programme	Graham Hughes / Richard Lumley	Requested summary / overview of highway maintenance budgets.	Highway Operational Standards report to be presented at the 12 March committee. Includes overview of budget and programme for 2019/20.	Completed.
b.	Service Committee Review of the Draft 2019-20 Capital Programme	Christine May	Requested investment overview of the new Hub schemes.		Completed.
Minutes of 3rd December 2018					
89.	Minutes and Action Log (with reference to item 86)	Graham Hughes / Richard Lumley	Summary of highways maintenance programme to be circulated to Members	Highway Operational Standards report to be presented at the 12 March committee. Includes overview of budget and programme for 2019/20.	Completed.
b.	Minute and action log	Richard Lumley / Sonia Hansen	Resident & Visitor Parking Permit Charges review should be a clear action on the Action Log.	Residents parking schemes are still being implemented, whilst those schemes that have been implemented have not been in	Noted for future action, end of 2019 / early 2020

				long enough to provide sufficient data for review.	
Minutes of 15th January 2019					
99.	Transfer of Cromwell Museum Collection To Cromwell Museum Trust	Alan Akeroyd	Member wanted reassurance that all Cromwelliana would be insured by CMT after transfer. Speak to insurance colleagues to gain information and relay this back to Member.	LGSS Law colleagues say that the CMT are insuring all Cromwelliana, including the few objects which still remain within CCC ownership. Those objects are all itemised on the schedule to the agreement, so if the CMT ever fails to insure them then the CMT would be breaking the terms of the agreement. Incidentally the agreement has now been sealed by LGSS Law.	Complete
100. a.	Finance and Performance Report November 2018	Democratic Services	Circulate Member's Seminar presentation to Members. (Civic, 11 th Jan 2019)		
b.	Finance and Performance Report November 2018	Richard Lumley	Send email to appropriate officers regarding Members concern that officers were only letting two members of the public attend a LHI scoring panel.	This has been discussed with the relevant line manager and clarity provided to the team. Captured as part of lessons learnt from latest LHI application round.	Completed.
c.	Finance and Performance Report November 2018	Richard Lumley	Circulate link to the Tree Strategy document on CCC's website to Members.	Highway Operational Standards report to be presented at the March committee. Includes updated tree policy. Subject to committee approval, revised	Completed.

Agenda Item no. 2

				policy will be published on the county council website.	
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