

HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE



Date: Tuesday, 21 May 2019

Democratic and Members' Services

Fiona McMillan
Monitoring Officer

10:00hr

Shire Hall
Castle Hill
Cambridge
CB3 0AP

**Kreis Viersen Room
Shire Hall, Castle Hill, Cambridge, CB3 0AP**

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

- 1. Notification of Chairman/woman and Vice-Chairman/Woman**
- 2. Apologies for absence and declarations of interest**
Guidance on declaring interests is available at
<http://tinyurl.com/ccc-conduct-code>
- 3. Minutes and Action Log of the meeting held 12th March 2019** **5 - 20**
- 4. Petitions and Public Questions**

OTHER DECISIONS

- 5. Finance and Performance Report - Outturn 2018-19** **21 - 78**

- | | | |
|-----------|---|-----------------|
| 6. | Household Recycling Centre Van and Trailer E-Permit Scheme | 79 - 88 |
| 7. | Local Highway Improvement (LHI) Refinement | 89 - 96 |
| 8. | Highways and Community Infrastructure Committee Agenda Plan
and Appointments to Outside Bodies | 97 - 112 |

The Highways and Community Infrastructure Committee comprises the following members:

Councillor Mathew Shuter (Chairman) Councillor Bill Hunt (Vice-Chairman)

Councillor Ian Gardener Councillor Mark Goldsack Councillor Lynda Harford Councillor David Jenkins Councillor Simon King Councillor Tom Sanderson Councillor Jocelynn Scutt and Councillor Amanda Taylor

For more information about this meeting, including access arrangements and facilities for people with disabilities, please contact

Clerk Name: James Veitch

Clerk Telephone: 01223 715619

Clerk Email: james.veitch@cambridgeshire.gov.uk

The County Council is committed to open government and members of the public are welcome to attend Committee meetings. It supports the principle of transparency and encourages filming, recording and taking photographs at meetings that are open to the public. It also welcomes the use of social networking and micro-blogging websites (such as Twitter and Facebook) to communicate with people about what is happening, as it happens. These arrangements operate in accordance with a protocol agreed by the Chairman of the Council and political Group Leaders which can be accessed via the following link or made available on request: <http://tinyurl.com/ccf-film-record>.

Public speaking on the agenda items above is encouraged. Speakers must register their intention to speak by contacting the Democratic Services Officer no later than 12.00 noon

three working days before the meeting. Full details of arrangements for public speaking are set out in Part 4, Part 4.4 of the Council's Constitution <https://tinyurl.com/ProcedureRules>.

The Council does not guarantee the provision of car parking on the Shire Hall site and you will need to use nearby public car parks <http://tinyurl.com/ccc-carpark> or public transport.

**HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE
COMMITTEE: MINUTES**

Date: Tuesday 12th March 2019

Time: 10:00-12:25

Present: Councillors I Gardener, M Goldsack, L Harford, W Hunt (Vice-Chairman), D Jenkins, S King, T Sanderson, J Scutt, and M Shuter (Chairman)

Apologies: None

Also present: Councillors I Bates, P Downes and P Hudson

102. APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were noted as recorded above. There were no declarations of interest.

103. MINUTES AND ACTION LOG

The minutes of the meeting held on the 15th January 2019 were confirmed as an accurate record and signed by the Chairman.

The Action Log was noted.

104. PETITIONS AND PUBLIC QUESTIONS

A public question was received from Mr Antony Carpen. Mr Carpen asked for an update on some of the responses he had received from the Council in the past relating to the Cambridgeshire Collection, the proposed electronic room booking system and online electronic payments system for libraries. Mr Carpen had understood that information would be forthcoming following statements by councillors at previous meetings debating new income streams for library services.

The Chairman thanked Mr Carpen for his question and advised that he would be sending him a full written response within ten working days.

105. FINANCE AND PERFORMANCE REPORT- JANUARY 2019

The Committee considered the January 2019 Finance and Performance report for Place & Economy services.

In the revenue budget, Members were advised that the two significant pressures of Coroners' Services and Waste continued, but these were offset by savings in other services and overachievement of income in other areas, including concessionary fares and parking enforcement. The Service was forecasting an underspend of £78K at year end. On the capital side, the previously forecast Libraries underspend had increased to £2.6M, due to re-profiling of library projects.

The following Key Performance Indicators (KPIs) were currently showing red:

- Number of visitors to libraries/community hubs
- Classified Road Condition – narrowing the gap between Fenland and other areas of the county
- Killed or Seriously Injured (KSI) casualties

The report also provides information for the first time on the number of vacancies which Place & Economy was carrying.

Arising from the report:

- a Member queried the underspend on concessionary fares. Officers advised that this could be attributed to a number of factors, including the increased age for qualification for a concessionary bus pass, and the number of bus services that had been changed, withdrawn or reduced, meaning there was less scope to use concessionary passes. With regard to the financing of concessionary fares, this was quite complex: the responsibility for concessionary fares now sat with the Combined Authority, but for the 2019/20 financial year, the Combined Authority had passed this responsibility back to the Council. The funding was genuinely a pragmatic solution: the underspend could have been taken away as a saving, but the CA would have levied it back on to the Council. In the long term, this type of arrangement was not sustainable, but had been agreed for 2019/20. It was confirmed that notionally, the funding for concessionary fares came through central government, and was built in to the Revenue Support Grant, which was now minimal, so it was just part of the overall base budget;
- the Committee noted the capital underspend related to libraries, specifically (i) the deferred purchase of two mobile libraries; (ii) delay in the Milton Road library refit and (iii) delay in progress with the Sawston Community Hub;
- a Member asked if the parameters for narrowing the gap between highways in Fenland compared to the rest of the county had been altered. Officers advised that they had not, and when the Committee had had its discussions around the new suite of indicators, there had been a discussion about removing or replacing this indicator, but it was agreed to retain it. The Member commented that his concern was that the indicator in its present form was not very informative or helpful;

- a Member queried whether there had been any update to the KSI figures since the report had been completed. Officers advised that there was a time lag in getting the finalised data from the Police. In response to a further question as to whether the measures taken at the previous meeting would have had any effect, officers advised that this information should become available in the summer;
- with regard to the KPI on “percentage of schemes delivered to the agreed programme dates”, it was confirmed that this related to all schemes, not just LHI schemes. A Member commented that it was disappointing that only 88% of schemes had been delivered to the agreed programme dates, and it was suggested that it would be helpful in future to have more detail on the schemes that were lagging behind, and also the direction of travel.
Action required;

- a Member noted that the number of vacancies being carried by specific teams, including Flood Risk Management, Highways ‘Other’, Major Infrastructure Delivery, Traffic Management and Growth & Development were quite high at around 20%. The Member asked about the reasons for these high numbers of vacancies, and whether there was any crossover with the Combined Authority, e.g. on ‘Growth & Development’. She also expressed concern that officers on those teams could be used as scapegoats for not delivering against their targets, when they were working very hard but were under resourced. Officers advised that vacancy management and recruitment was quite difficult, and it was normal in most teams to have a degree of turnover, and some of the teams cited were quite small. In all of the cases cited, managers were actively seeking to recruit, and no posts were being held vacant deliberately. Growth & Development was Juliet Richardson’s team, and there was no crossover with the Combined Authority. All teams that were carrying vacancies were using a variety of initiatives to attract staff, but it was very difficult to recruit, with many staff having been recruited to the Highways England A14 project over the last couple of years. Major infrastructure Delivery was slightly different: this team had been managing the Ely Southern Bypass project, and was now focused on Kings Dyke and the Abbey Chesterton bridge. Because that team’s overall workload had diminished slightly, the pressure on that team had reduced, so the vacancy rate was less of a concern. The Member thanked officers for their update, and acknowledged the difficulties in recruitment, but added that the Service had fantastic staff, but needed to look at why it was not attracting staff, as the reasons were not always financial. The Chairman commented that Cambridgeshire was an area of very high employment, and all companies had difficulties recruiting, especially in Cambridge;
- with regard to vacancies in Libraries, it was noted that a number of senior vacancies had deliberately been held vacant as the Service faced budgetary challenges. However, it was acknowledged this was not a sustainable position, which was why the later report on Libraries Transformation set out new proposals for raising income;

- a Member was disappointed that a number of LHI schemes continued to be carried over. Whilst some were attributed to delays with Cambridge City Council, this was not an acceptable reason to repeatedly delay these important schemes. Officers acknowledged this point, and advised that there were a number of issues involved in the delays. It was agreed that these issues would be investigated and an update circulated to Committee Member as soon as possible. **Action required;**
- a Member suggested that the Committee should revisit the Recruitment Policy to see if the Council was being as innovative as it could be in attracting staff. Officers advised that the Recruitment Policy was set corporately, and it was not possible for one Committee to unilaterally revise this document. Members were reassured that within the parameters of the Recruitment Policy there was a great deal of flexibility for teams to be innovative;
- a Member commented that Cambridgeshire paid lower salaries to highways engineers and social workers, compared to some adjacent authorities, and noted that the Council did not pay the Real Living Wage, which the City Council did. She also stressed the value of Librarianship as a profession, and the importance of filling specialist positions in Libraries;
- a Member commented that some of the updates on LHI schemes were already 5-6 months out of date. Officers advised that the report showed the position as at the end of January 2019, but acknowledged that some of the specific updates on LHI schemes were out of date. The narrative focused on the red KPIs, but information could be added about completion dates for those that were on track. **Action required.** With regard to a scheme in Fordham, the Chairman advised that this was a very complex scheme, and there had been detailed discussions with the officers and Local Member.

It was resolved to:

1. review, note and comment on the report.

106. LIBRARY SERVICE TRANSFORMATION

The Committee considered an update on the ongoing programme of work to transform the library service. The report included a proposal to withdraw the charge for computer access in libraries.

Members were reminded that at their meeting in September 2018, the Committee had considered an update on the package of improvements previously agreed by the Committee. Members asked officers to bring back a progress report, in particular on charging for computer access, and how this had impacted on the number of library visitors and computer usage.

Officers had been working very hard to increase income generation opportunities. A number of initiatives had been funded through Capital funding, which the Library Service was very grateful for. This included investment in new Mobile libraries, and the introduction of card payment on self service machines, plus a 'donate' button on self service machines. The latter was a first for library services nationally.

Charging for library computer use was introduced on 1st May 2018, both to raise income, but also to manage demand. By 31st March 2019, an income of around £9K was expected, significantly short of the predicted income of £108K. Although the actual reduction in use was very close to that predicted, the low income reflected the high number of people using computers who were exempt from the charge, meaning that the service was being used by those who most need it. Online and paper questionnaires had been made available, and the key points arising from this survey were detailed in the report. As a result of the negative feedback, low level of income generated and reduced usage, it was recommending that the charge was withdrawn and other means of income generation used. Whilst generating new business opportunities took time, officers were confident that they could reduce the gap in future years. One measure proposed was to conduct a one off debt recovery campaign to recover stock items that were overdue, and charges outstanding.

Arising from the report:

- a Member commented that she had voted against the computer access charges, which she saw not only as inconvenient but also harmful, and she had doubted that the initiative would generate money for the service. The results vindicated this decision, and she queried the cost of the software to collect the charges, which she believed to be around £19K. The public had made it clear by signing a petition that they opposed this move. Officers responded that the cost of the computer software had been procured through a Transformation bid;
- a Member requested more information on the debt recovery programme for recovering library fines and lost books, and asked how this differed to current practices. Officers advised that overdue notices were already sent to library customers, but in some cases, considerable fines had accrued. The Library Service wanted to look at different ways of communicating with library users, using both existing and new technology e.g. card payments and donate buttons on machines. Fewer people carried cash, and in rural communities, access to cash machines was very limited. It was confirmed that measures such as taking people to court for unpaid fines were not being considered. Another Member commented that many people became very anxious about debt recovery and it was vital that library users were not alarmed, and appropriate advice on managing money/debts should be signposted by the Library Service, where appropriate. Officers reassured her that a 'light touch' approach would

be taken to debt recovery, and signposting would be provided where appropriate;

- a Member was pleased to see that the library computers were being upgraded, noting that it took a long time to log on to the existing computers. She also observed, from the Finance & Performance report, that the number of library visitors and book borrowing had not met the performance target, which she believed was directly related to the charging for computers. She added that there had previously been a discussion about people using library computers for entertainment purposes e.g. watching films, playing games, but she felt that this was a legitimate use, as part of libraries' remit was to provide opportunities for leisure and entertainment;
- a Member asked about the one off funding of £98K from the Transformation Fund for a short-term post to develop new income streams. It was confirmed that the £98K was not just for the salary;
- in response to a Member question, it was confirmed that the 'Library Extra Membership' scheme had had limited take up, but this was increasing, and represented additional support for libraries;
- a number of Members commented very positively on the Library Service and its work, noting the recent Member Seminar, where the partnership with 'Civic' had been explored, the wide level of support by the public, and the entrepreneurial approach to income generation. On the latter point however, a Member expressed caution, citing the efforts to accommodate wraparound care at Soham Library, and how effectively subsidising this provision did not conflict with existing wraparound care operators locally;
- a Member applauded the work being done by the Library Service, and commented that the Council should not be apologetic for investing in libraries, as libraries do more than simply lend books, but they provide other vital services such as opportunities for social engagement, support for small businesses, and support early years development. It was suggested that the section of the report on "Alignment with Corporate Priorities" (Section 5) of the report should be expanded in future reports to reflect the true value of libraries;
- a Member asked if the computer upgrade was on a one for one basis. She also commented that the self service machines did not make it easy to pay fines. It was confirmed that computers were not being replaced on a one for one basis, but the usage and specification of computers was being reviewed e.g. to ensure that the BFI films could be screened satisfactorily on all computers. It was confirmed that the replacement rate would not be based on most recent usage i.e. following the introduction of the computer charge. It was agreed that Members would be provided with more information on this point by email. **Action required;**

- a Member was pleased to see Mobile Libraries being replaced, and raised the issue of paying by card, especially in rural areas, where there was often limited access to cashpoints. Officers acknowledged this point and advised there were ongoing discussions with IT colleagues, but the intermittent nature of Wifi in rural areas could be problematic. Officers also outlined early stage discussions taking place with partner organisations to use Mobile Libraries for other services of benefit to communities; It was agreed that further information would be sent to Committee Members, to help promote this new initiative **Action required**.
- a Member commented that he had not supported the charging for computer usage as he was sceptical that it would work, but he acknowledged that officers had to try different solutions to meet the funding challenges, and it was time to move forward. It was confirmed that the computer upgrade would take place in the 2019/20 financial year, although the computers would not necessarily all be operational within the financial year, given the scale of the project;
- the Committee noted the events being offered as part of the Library Extra Scheme, and the plans to work with partner organisations. The Chairman concluded by saying that Members were very passionate about libraries. The charging for computer usage was potentially a source of significant income, so had been worth trying, but it was now accepted that it had not worked, so it was time to reverse that decision. There were a number of very positive initiatives taking place to promote libraries and generate income, including the proposals from Civic.

There was a proposal that the remit for Libraries move from the Highways & Community Infrastructure Committee to the Communities & Partnership Committee, pending approval at Constitution & Ethics Committee and full Council. Whilst the Committee was sad to lose Libraries, the Chairman and other Members acknowledged the logic behind this proposal, and wished the Service every success in the future.

It was resolved unanimously to:

- 1) Note the ongoing programme of work to transform the Library Service
- 2) Agree to withdraw the charge for computer access in libraries
- 3) Agree to a debt recovery programme to recover unpaid library charges in order to bridge the income gap in the short term.

107. HIGHWAY INFRASTRUCTURE ASSET MANAGEMENT

Members considered a report on the Council's Highway Asset Management Policy, Strategy and Highway Operational Standards documents.

The Committee was reminded that the Council took a preventative, long-term approach to highways maintenance, enabling it to optimise the available funds via appropriate maintenance treatment at the correct points in the lifecycles of highways assets. Central government used an incentive funding mechanism, which was dependent on the extent to which the Council implemented its highway asset management strategies and policies. Failing to adequately and demonstrably implement a robust asset management approach could cost the Council over £2M of government funding in the coming financial year.

A key element of the Authority's implementation of the asset management approach was a three year forward programme of capital maintenance schemes, and approval of that programme was included in the recommendations. All policy documents were appended to the report presented to Members, with changes highlighted. One of the key changes was clarification of the timescales within which defects reported to the Council would be investigated, to align with corporate standards. Another key change was the addition of a policy regarding attachments to street lighting columns, allowing the Council to recharge commercial applicants who wish to place attachments on lighting columns.

Arising from the report, Members:

- discussed "other options available to residents and communities", which stated *"if particular haulage companies can be identified who continue to use the road as a through route when another main route is available, then we can contact them, making them aware that complaints from residents have been received, and advising them to use another route"*. A Member commented that a village in her division had already been doing this, and she expressed concern that this may be very resource intensive for officers. Officers advised that they were probably best placed to support communities on these issues, and coordinate communications to haulage companies;
- a Member noted that the Street lighting attachments policy had been considered by Spokes some time ago, and sought clarification on which organisations were included under "commercial" applicants, as many public and community bodies attached notices to lampposts, and these bodies had little or no funding. It was confirmed that this related to organisations that were overtly commercial, and these would be decided on a case by case basis: if there were any issues, guidance could be sought from the Local Member or Committee Members. It was clarified that this did not extend to paper notices, but actual attachments which could pose a safety issue;
- a Member thanked officers for counting trees, and the new Tree policy, drawing attention to the very good summary;

- asked about signs on roundabouts. It was noted that this was included in the Signs Policy, although many roundabouts in the county were sponsored;
- asked if the Council was doing all it could to lobby the haulage industry to send freight by rail rather than road, as HCVs caused considerable cost in terms of damage to roads and enforcement, not to mention the impact of HCVs driving through residential areas. Officers advised that they work very closely with Network Rail on a variety of issues, and partners were working together to encourage modal shift of freight to rail. It was also noted that there was more investment in rail;
- discussed the communications strategy and the performance of partners including Skanska and Balfour Beatty;
- asked if there was scope to consult the Local Member if amendments were required to the three year Capital Maintenance Programme. Officers explained that any minor variation would need to be agreed by the Executive Director, in consultation with the Committee Chairman, as set out in the recommendation;
- noted that where no specific projects were identified, i.e. funding was allocated to countywide schemes, this was done via the Local Highways Officer, who would keep the Local Member(s) informed. The programme was reviewed annually, and sometimes more frequently, to recognise changing priorities;
- suggested that it would be useful to have a schematic setting out how the various policies and plans fit together, including weblinks of where the latest version could be found. **Action required.**

It was resolved by a majority to:

- a) Approve the latest version of the Highway Asset Management Policy, as set out in Appendix 1 to the report;
- b) Approve the latest version of the Highway Asset Management Strategy, as set out in Appendix 2 to the report;
- c) Approve the Highway Operational Standards (HOS), as set out in Appendix 3 to the report;
- d) Agree that the Executive Director, Place & Economy, in consultation with the Chairman/Vice Chairman of the Highways & Community Infrastructure Committee, can make minor amendments to Appendix M of the Highways Operational Standards, in accordance with the approved asset management principles.
- e) Agree that the Executive Director, Place & Economy, in consultation with the Chairman/Vice Chairman of the Highways & Community Infrastructure

Committee, can make minor amendments to the budgetary apportionments derived from Appendix Q of the Highways Operational Standards.

108. LOCAL HIGHWAYS IMPROVEMENT SCHEMES 2019-20

Members considered the outcome of the prioritisation of the 2018/19 Local Highway Improvement (LHI) applications by the Member Panels in each District area. More time had been factored into the process to allow consultations to be carried out.

Members comments included:

- one Member suggested that there were a number of issues with the process which needed to be resolved, e.g. subjectivity in judging competing schemes. It was noted that there had been a fundamental review of the process last year, but a further light touch review of the processes could be carried out, and it was agreed that this would be considered at the May meeting. **Action required.** It was noted that there was scope to vary how the process worked in different Districts;
- a Member suggested that officers should be more challenging to the Police about the advice they gave, citing a local example where he felt the Police advice was fundamentally flawed. He suggested that the Police should be asked to justify the detail of their advice. It was confirmed that officers do challenge Police advice on occasion, but that they would not go against Police advice, as this could leave individual highway officers liable if there were problems. It was suggested that both officers and Local Members could highlight issues with the Police in order to support their communities;
- a Member commented that the new approach to LHIs had largely been very positive, but factoring in officer resource to scheme costs could be problematic. She added that that whilst officer support was generally of a very high standard, there had been isolated incidents where communications had not been so good;
- noting total scheme commitment often fell short of the total funding allocated, a Member asked if some of the lower cost schemes could be brought forward to utilise that funding. Officers explained that schemes were allocated dependent on the Panel's prioritisation. If there was funding left, this would be allocated to the next scheme. It would be unfair to allocate funding to a scheme which was a lower priority, just because it had a lower cost.

It was resolved to:

Approve the prioritised list of schemes for each District area, included in appendix A of the report.

109. PARISH ENERGY RECHARGING (STREET LIGHTING)

The Committee considered a report about the proposed withdrawal of a service to enable District and Parish Councils to procure their street lighting energy from the Council's energy contract.

The County Council has used inventory information provided by Balfour Beatty to bill District and Parish Councils for street lights using energy provided by the County Council's energy provider, through the Council's energy contract. It was proposed to withdraw from offering this discretionary service due to increasing costs. Parish Councils and District Councils could still access energy from other energy suppliers, the change is that the Council will not be managing the procurement of energy for them. It was noted that over the past few years, a significant proportion of Parish Councils, especially in Fenland and South Cambridgeshire, have looked elsewhere for more cost effective energy solutions.

It was resolved unanimously to:

Approve the withdrawal of services for managing Street Lighting Energy for District and Parish Council street lights from October 2019.

110. ROAD SAFETY ACTION PLAN

The Committee considered an update on the action plan for future delivery of road safety in Cambridgeshire, along with the capital programme for schemes to be delivered in the 2019/20 financial year.

Members noted the following items which had a 'red' status in the Road Safety Transformation project plan:

- recruitment of temporary analyst to facilitate implementation of new methodology;
- route Risk analysis (due to the delay in the recruitment of the temporary analyst);
- integration of Cambridgeshire and Peterborough Highways and restructure to put staffing into Hub model (resulting hold on restructuring Road Safety team).

In response to a Member question, it was confirmed that the Action Plan should result in a reduction of the numbers Killed and Seriously Injured, and the full figures would be presented to a Committee meeting in summer.

It was resolved unanimously to:

- 1) Note progress against the action plan outlined in section 2.1 and Appendix 1;
- 2) Approve the capital programme of safety schemes for 2019/20 outlined in Appendix 2.

**111. HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE
AGENDA PLAN**

Members noted the Committee's Agenda Plan.

It was agreed that the provisional meeting scheduled for April would be cancelled, and the item on Local Highways Improvement (LHI) Initiative Process review would be considered at the May meeting.

A Member asked if it would be possible to have a report on the impact of the Ely Southern Bypass, i.e. on traffic in communities such as Stretham and Wicken. Officers advised that it was usual to wait at least twelve months before being able to fully assess the impact of new schemes such as the Ely Southern Bypass. It was noted that as the DfT were a part-funder of the scheme, the Council would be required to produce such an assessment anyway.

Members recorded their personal thanks to Graham Hughes for his support and advice over the years, although it was noted that this was unlikely to be his last Committee meeting.

It was resolved to:

- i) note the agenda plan.

Chairman

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

Minutes-Action Log



Introduction:

This is the updated action log as at **13th May 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 Update: This action is now under the remit of the Communities and Partnership Committee.	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	Noted for future action, Autumn 2019.

				financial year, so it will be scheduled to coincide with future 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 11th September 2018					
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.
Minutes of 3rd December 2018					
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 long enough to provide sufficient data for review.	Noted for future action, end of 2019 / early 2020

Minutes of 12th March 2019

105. (1)	Finance & Performance Report – January 2019	Richard Lumley	Include more up-to-date detail on incomplete LHI schemes.		Completed
105. (2)	Finance & Performance Report – January 2019	Richard Lumley	Number of LHI schemes, especially Cambridge City based, where the reason for the delay needs to be identified and schemes progressed.		Completed
106.	Library Service Transformation	Sue Wills	More information to be sent to Members on the upgrade of library computers.		Completed
107.	Highway Infrastructure Asset Management	Mike Atkins	Send Members a schematic setting out how the various policies and plans fit together.		In progress Ongoing. Schematic being finalised. When completed and approved it will be uploaded to CCC website. (Mid-May)

FINANCE AND PERFORMANCE REPORT – OUTTURN 2018/19

To: **Highways and Community Infrastructure Committee**

Meeting Date: **21st May 2019**

From: **Graham Hughes - Executive Director, Place & Economy
Chris Malyon - Chief Finance Officer**

Electoral division(s): **All**

Forward Plan ref: **Not Applicable** *Key decision:* **No**

Purpose: **To present to Highways & Community Infrastructure Committee the 2018/19 Outturn Finance and Performance Report (F&PR) for Place & Economy Services.**

The report is presented to provide Committee with an opportunity to note and comment on the final outturn position for 2018/19.

Recommendations: **The Committee is asked to:-**

- **review, note and comment upon the report**

<i>Officer contact:</i>	
Name:	Sarah Heywood
Post:	Strategic Finance Manager
Email:	Sarah.Heywood@Cambridgeshire.gov.uk
Tel:	01223 699714

1. BACKGROUND

- 1.1 The appendix attached provides the financial position for the whole of Place & Economy Services, and as such, not all of the budgets contained within it are the responsibility of this Committee. To aid Member reading of the report, budget lines that relate to the Economy and Environment Committee have been shaded. Members are requested to restrict their questions to the lines for which this Committee is responsible.
- 1.2 The report only contains performance information in relation to indicators that this Committee has responsibility for.

2. MAIN ISSUES

- 2.1 The report attached as **Appendix A** is the Place & Economy Services Outturn Finance and Performance report for 2018/19.
- 2.2 **Revenue:** At year-end, P&E was underspent by £288K at the bottom line. The Service has incurred two significant pressures for Coroners Services and Waste since the start of the financial year. Several service areas managed to achieve additional income in the last part of the financial year and this allowed the service to fund some pressures within Highways Maintenance Capital from revenue rather than borrowing. The services which underspent (offsetting the Coroners, Waste and borrowing costs) were Traffic Management (-£152K), Street Lighting (-£360K), Parking Enforcement (-£519K), Libraries (-£180k), Concessionary Fares (-£582K), and Highways Development Management (-£651K).
- 2.3 **Capital:** Appendix 6 details the in-year variances to profile of the capital schemes. The Capital Programme Variation, the budgeted level of slippage, was £15m but the actual level of slippage across all the schemes was £16m.
- 2.4 **Performance:** This F&PR provides performance information for the suite of key Place & Economy (P&E) indicators for 2018/19.
- 2.5 Of these 11 performance indicators, 3 are red, 3 are amber and 5 are green at year-end. The 3 that are red are:-
- Number of visitors to libraries / community hubs.
 - Classified road condition – narrowing the gap.
 - Killed and seriously injured.
- The 3 that are amber are:-
- % of schemes delivered to the agreed programme dates
 - % of FOI requested answered within 20 days.
 - % of complaints responded to within 10 days.
- 2.6 The LHI data, the tree data, and the vacancy data is all within the Appendix A

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

There are no significant implications for this priority.

3.2 Helping people live healthy and independent lives

There are no significant implications for this priority.

3.3 Supporting and protecting vulnerable people

There are no significant implications for this priority.

4. SIGNIFICANT IMPLICATIONS

- Resource Implications –The resource implications are contained within the main body of this report.
- Statutory, Legal and Risk – There are no significant implications within this category.
- Equality and Diversity – There are no significant implications within this category.
- Engagement and Communications – There are no significant implications within this category.
- Localism and Local Member Involvement – There are no significant implications within this category.
- Public Health – There are no significant implications within this category.

Place & Economy Services**Finance and Performance Report (F&PR) – Final 2018-19****SUMMARY****1.1 Finance**

Previous Status	Category	Target	Current Status	Section Ref.
Green	Income and Expenditure	Balanced year end position	Green	2
Green	Capital Programme	Remain within overall resources	Green	3

Performance Indicators – Positions for Indicators with monthly, quarterly and annual updates in March: (see section 4). Full list of Performance Indicators: annual, quarterly, monthly: (Appendix 7)

Indicators	Red	Amber	Green	Total
Current status of indicators with updates this month	3	2	3	8
Year-end (for 2018/19)	3	3	5	11

2. INCOME AND EXPENDITURE**Overall Position**

Forecast Variance - Outturn (Previous Month) £000	Directorate	Budget 2018/19 £000	Actual £000	Variance (March) £000	Variance (March) %
-42	Executive Director	2,073	2,031	-42	-2
-259	Highways	19,589	19,331	-259	-1
-526	Cultural & Community Services	11,473	10,947	-526	-5
+523	Environmental & Commercial Services	37,691	38,214	+523	+1
+16	Infrastructure & Growth	1,887	1,902	+16	+1
0	External Grants	-15,593	-15,593	0	0
	Savings to be found within service				
-278	Total	57,120	56,832	-288	0

The service level budgetary control report for the end of the Financial year 2018-19 can be found in [appendix 1](#).

Further analysis of the results can be found in [appendix 2](#).

To ensure financial information is presented in a consistent way to all Committees a standardised format has now been applied to the summary tables and service level budgetary control reports included in each F&PR. The same format is also applied to the Integrated Resources and Performance Report (IRPR) presented to General Purposes Committee (GPC). The data shown provides the key information required to assess the financial position of the service and provide comparison to the previous month.

Significant Issues

There are no significant issues to be reported.

2.3 Additional Income and Grant Budgeted this Period (De minimis reporting limit = £30,000)

There were no items above the de minimis reporting limit recorded in March 2019.

A full list of additional grant income can be found in [appendix 3](#).

2.4 Virements and Transfers to / from Reserves (including Operational Savings Reserve) (De minimis reporting limit = £30,000)

There is one item above the de minimis reporting limit in March 2019.

Allocation of budget to match Insurance charges £1,764k

A full list of virements made in the year to date can be found in [appendix 4](#).

3. BALANCE SHEET

3.1 Reserves

A schedule of the Service's reserves can be found in [appendix 5](#).

3.2 Capital Expenditure and Funding

Details of capital expenditure schemes can be found in [appendix 6](#)

Funding

Further grants have been awarded from the Department for Transport since the published business plan, these being Pothole grant funding 18/19 (£1.608m), a second tranche of Pothole grant funding (£0.807m) and further Safer Roads funding (£0.128m).

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT) criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

All other schemes are funded as presented in the 2018/19 Business Plan.

A detailed explanation of the position can be found in [appendix 6](#).

4. PERFORMANCE

4.1 Introduction

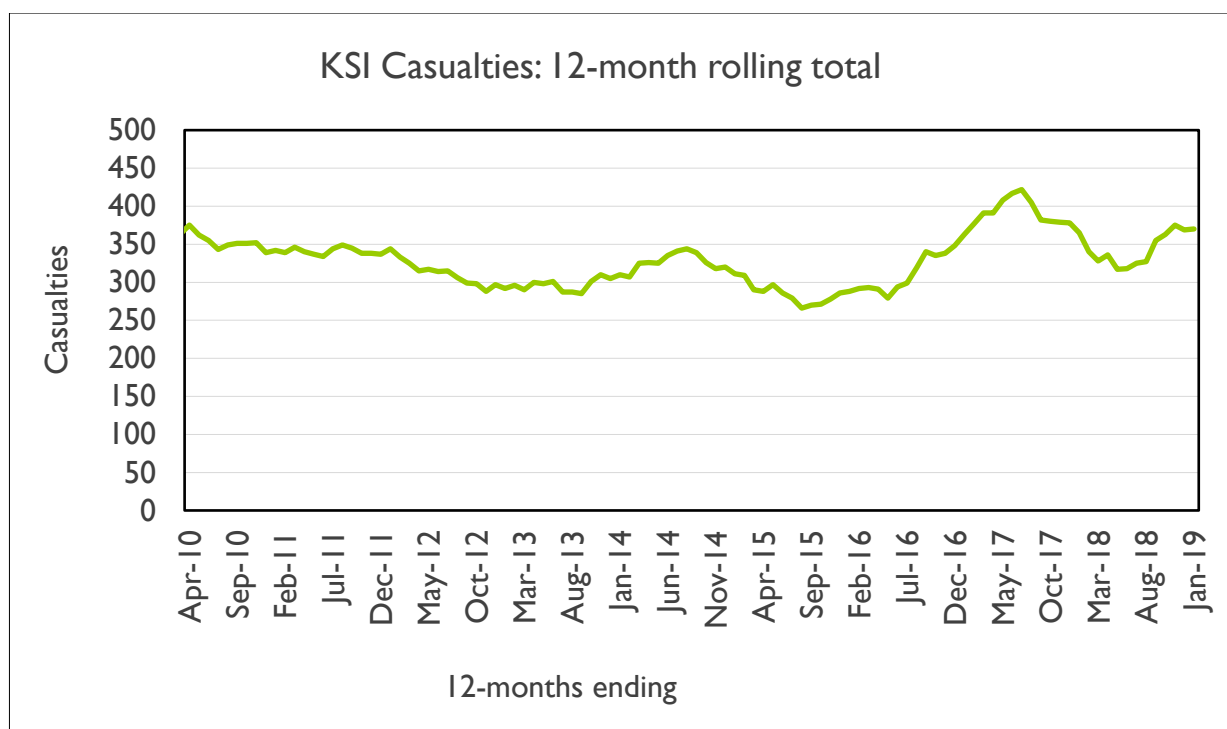
This report provides performance information for the suite of key Housing Communities Infrastructure Committee indicators. Following discussion of a refreshed set of indicators at the December Committee, this report contains the new set agreed by the Committee.

Information for red, amber and green indicators where there is new information only is shown below in Sections 4.2 to 4.4, with contextual indicators and new indicators for which targets have not yet been set reported in Section 4.5. A summary of all the indicators are contained in Appendix 7.

4.2 Red Indicators (new monthly data only)

This section covers indicators where new monthly targets have not been achieved.

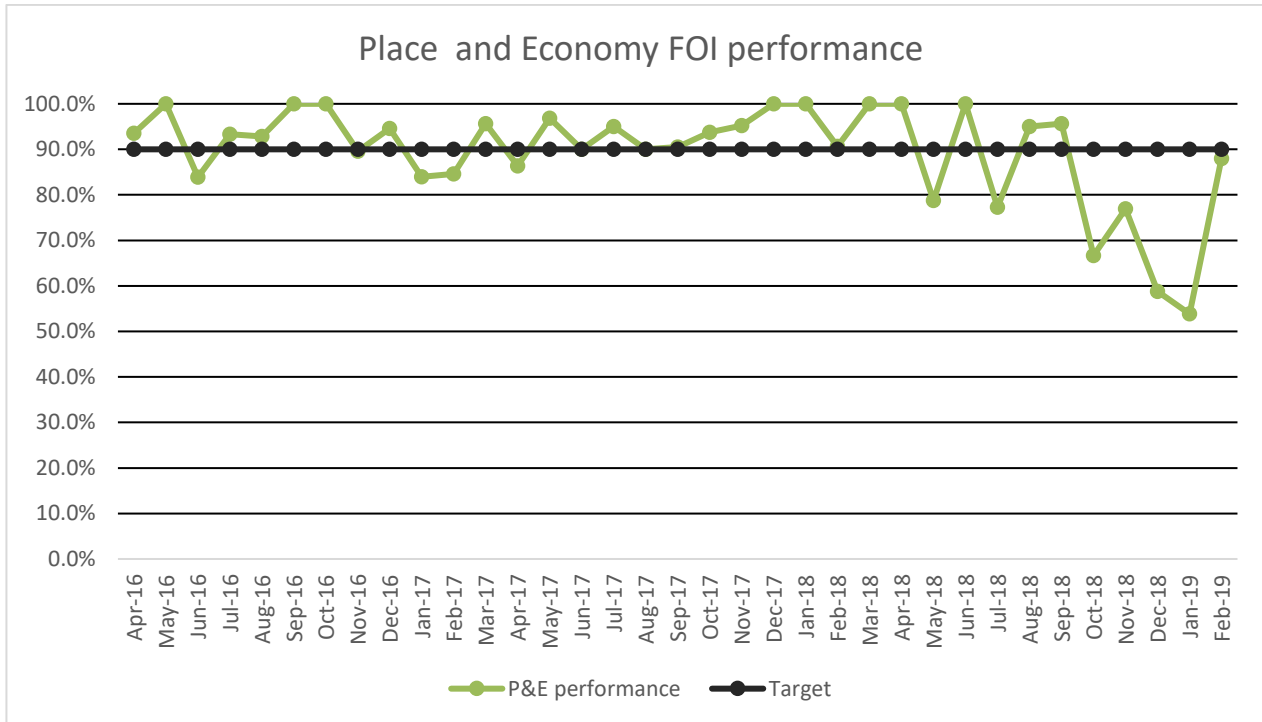
- Killed or seriously injured (KSI) casualties - 12-month rolling total



The provisional 12 month total to the end of January 2019 is 370 compared with 365 for the same period of the previous year. The January figure is only slightly down compared to the last reported figure of 369 for December 2018. The overall 12 monthly trend is downwards.

During January 2019 there were 2 fatal accidents and there were 20 serious casualties.

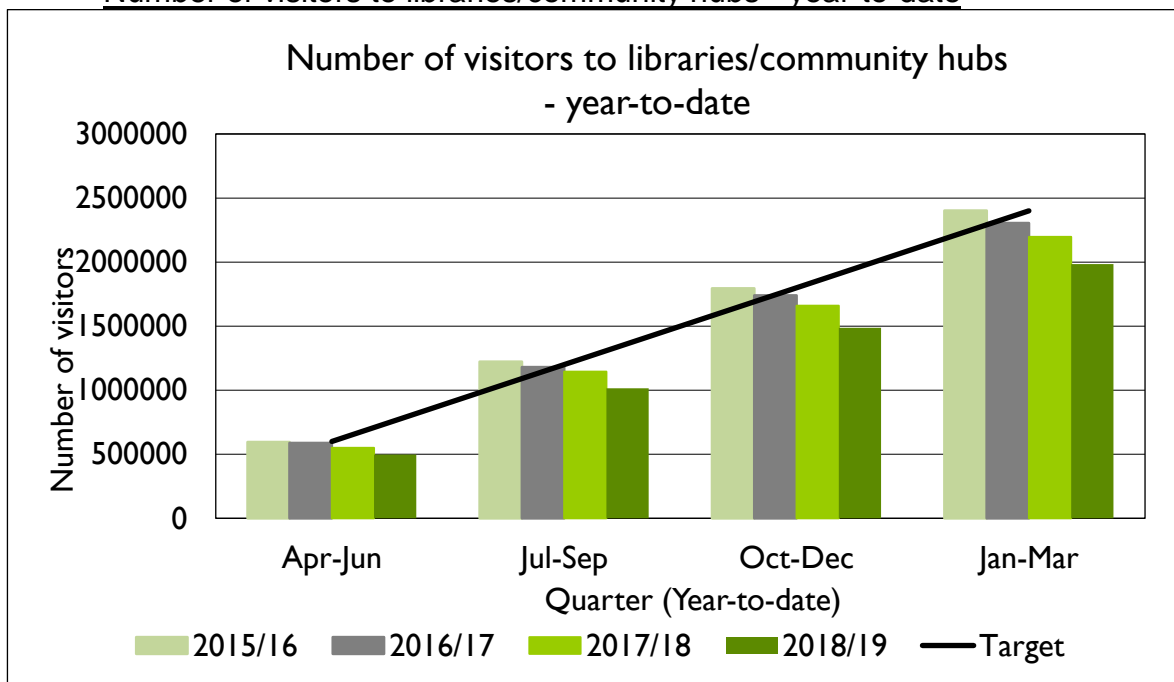
- % of Freedom of Information requests answered within 20 days



A total of 17 Freedom of Information Requests were received during the month of March. 12 of these were responded to within the 20 working day deadline. Heads of Service are working with colleagues in the Information & Records service to imbed a new response process following a business support restructure in late 2018.

The year end performance is 80.6% which is within 10 percentage points of the target.

- Number of visitors to libraries/community hubs - year-to-date



There have been 495,950 visitors to libraries/community hubs between January and March 2019 and a total of 1,983,487 for the year to date figure since April. This is below the target for the end of the year and 9.69% down on the same period in the last reporting year.

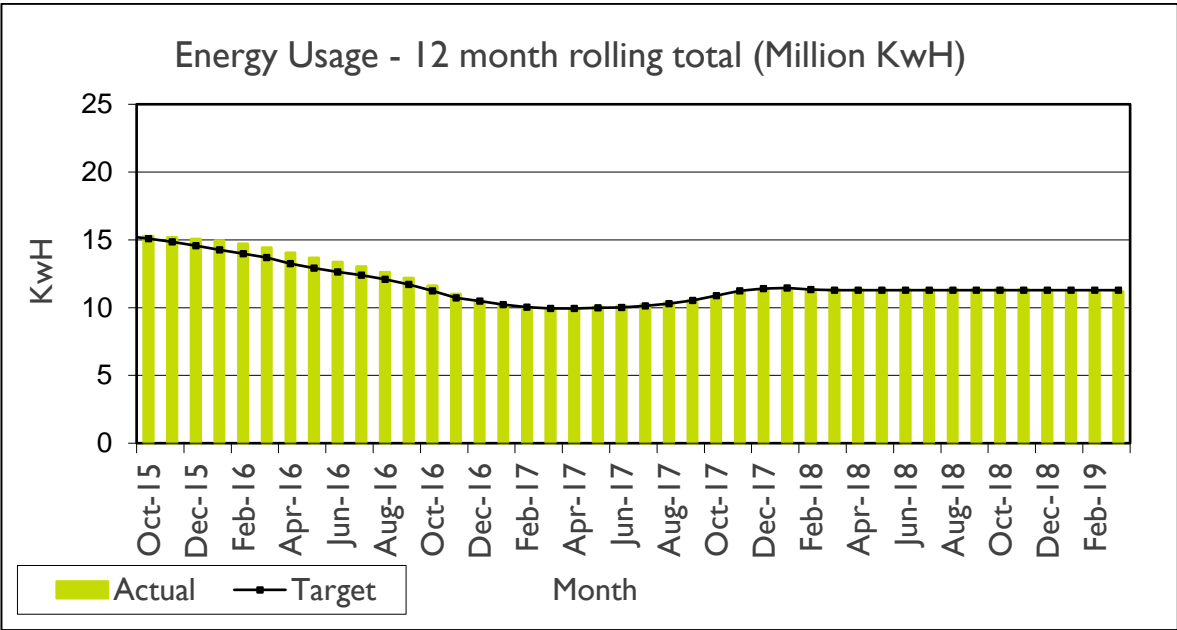
We are seeing a slight dip in visitor figures and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.

4.3 Amber indicators (new monthly data only)

This section covers indicators where new monthly targets are within 10% of the target.

This section covers indicators where there is some uncertainty at this stage as to whether or not year-end targets will be achieved.

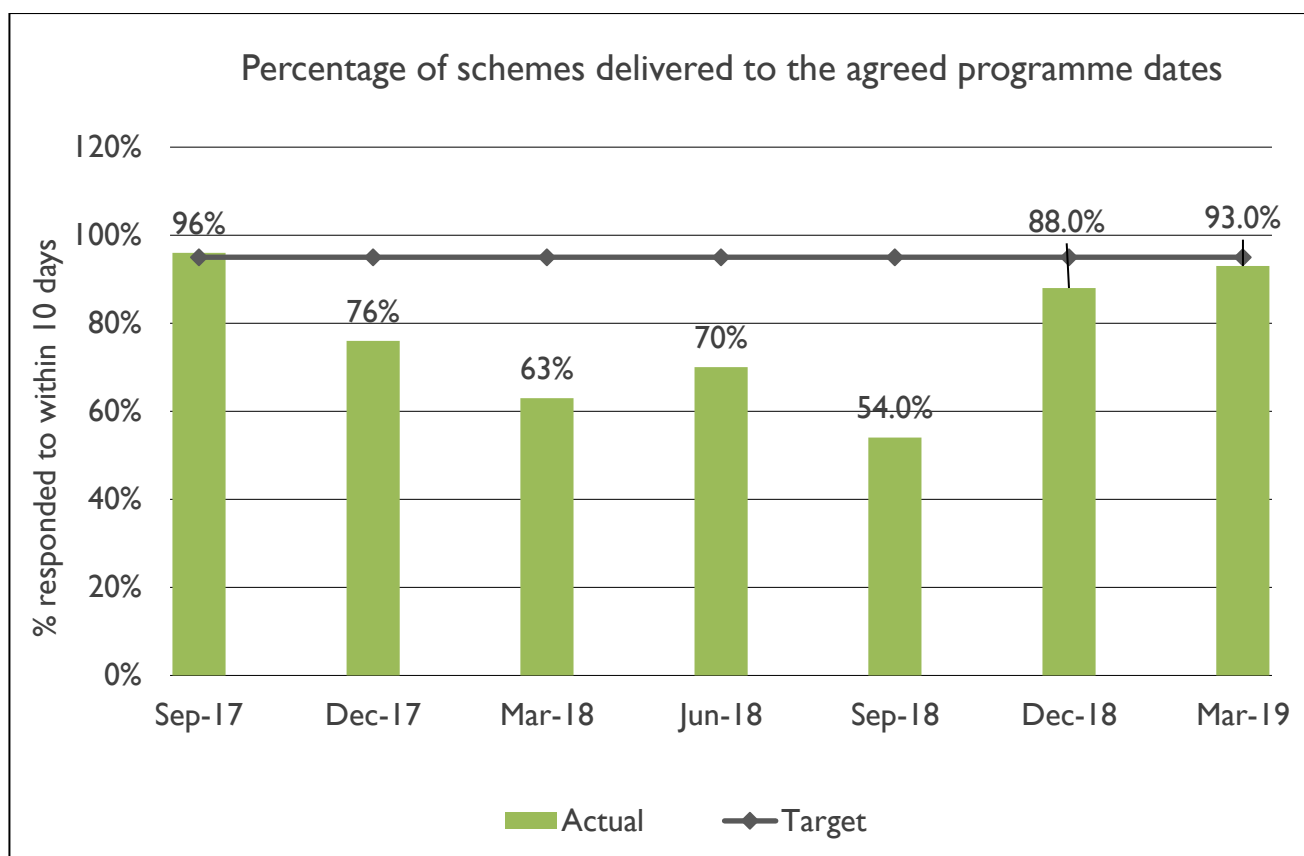
- Energy use by street lights – 12-month rolling total



Actual energy use to March 11.19 Kwh, which is slightly down since the last reported figure and is below our target of 11.30Kwh.

The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).

- Percentage of schemes delivered to the agreed programme dates



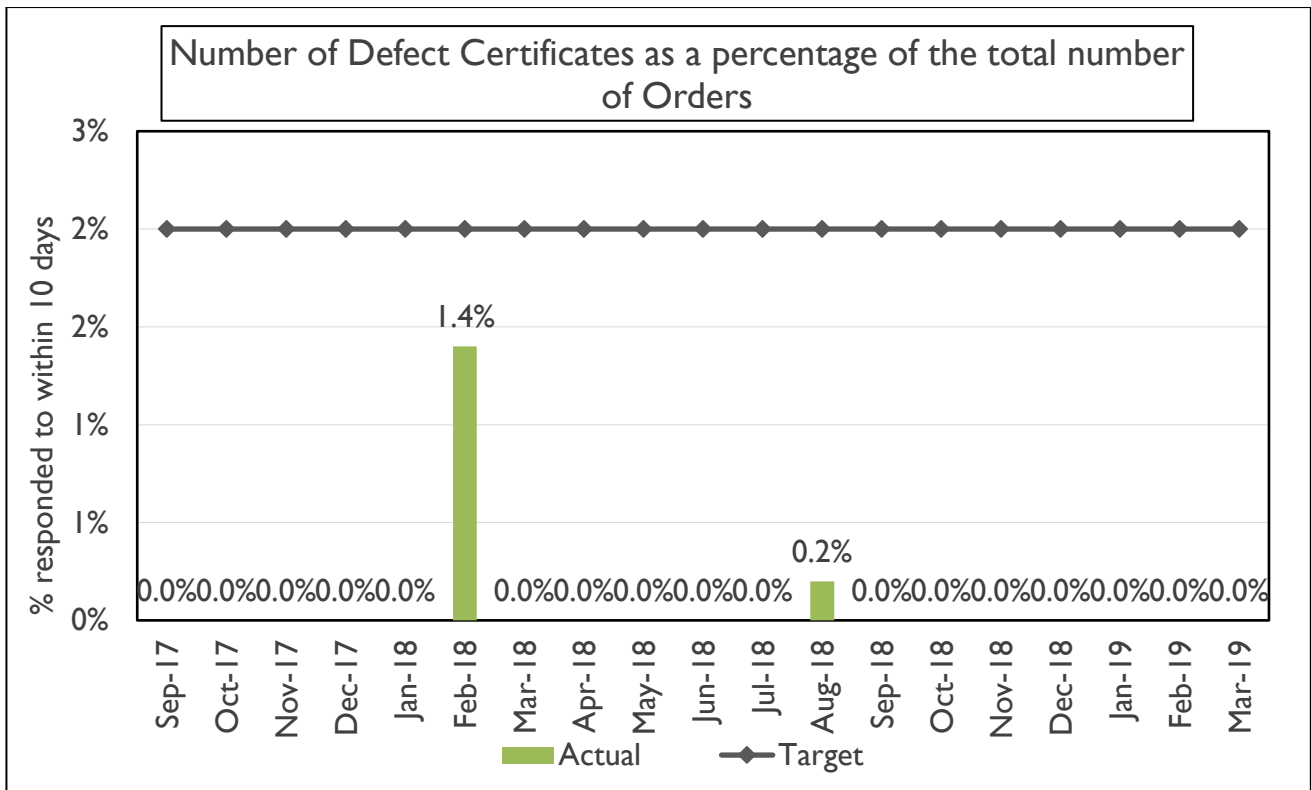
The percentage of schemes delivered to the agreed programme dates is 93% for the quarter January to March 2019 which is below the target of 95%. Following revised process and clarified responsibilities, results in January and February show a 95% KPI score. This drops in March. Thought to be due to quantity of work put through the contract in March.

When CCC staff raise an order for scheme work, they include details of the expected completion date. This is usually agreed in advance and coordinated with the central programme maintained by our Programme Manager, ensuring that schemes can be programmed in the most efficient way possible. The KPI measures the proportion of all schemes that are completed to these agreed dates. In some circumstances, there are changes instructed to the scope after the initial order has been placed. Where this is the case, the effect on the programme is communicated and this time is added to or subtracted from the original agreed date.

4.4 Green Indicators (new monthly data only)

The following indicators are currently on-course to achieve year-end targets.

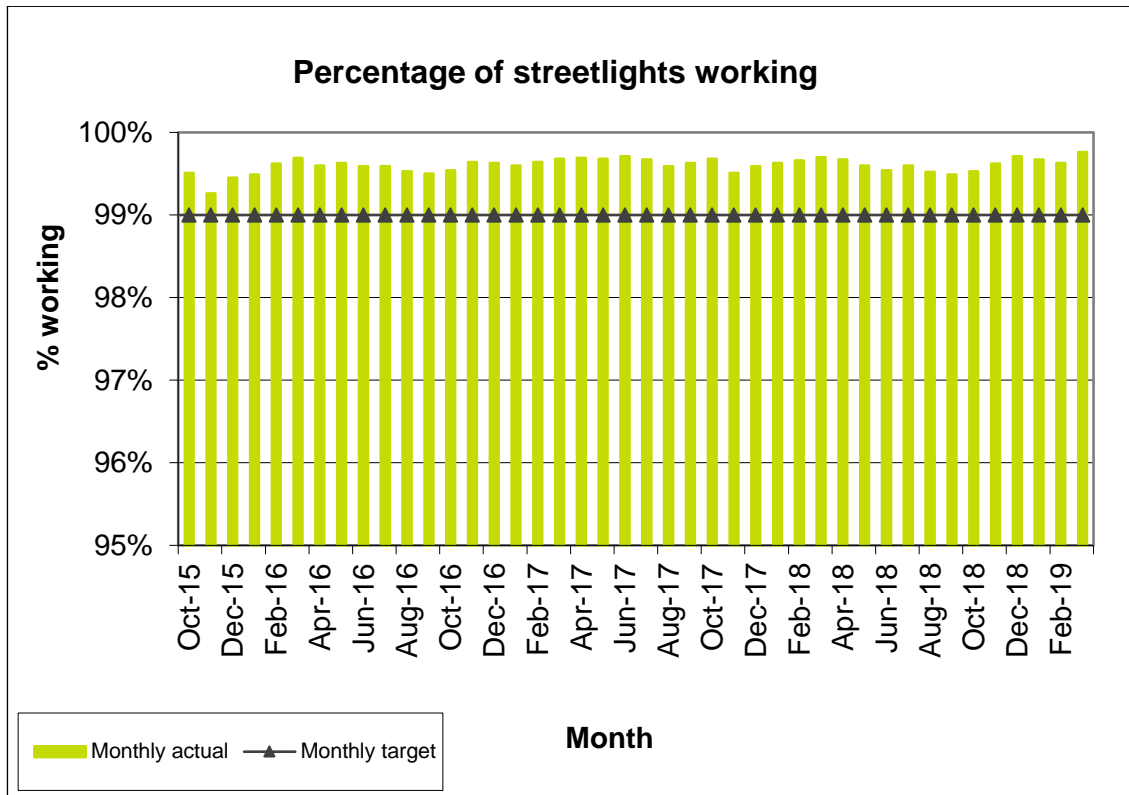
- Number of Defect Certificates as % of total number of Orders



Following any order completed by Skanska, the Cambridgeshire County Council (CCC) officer who raised the order is able to inspect the quality of workmanship. As standard, CCC inspect at least 10% of all orders raised. If the quality is not consistent with the specified standard, a defect certificate is raised. The KPI measures the number of defect certificates raised and is reported as a proportion of the total number of orders completed in a given month.

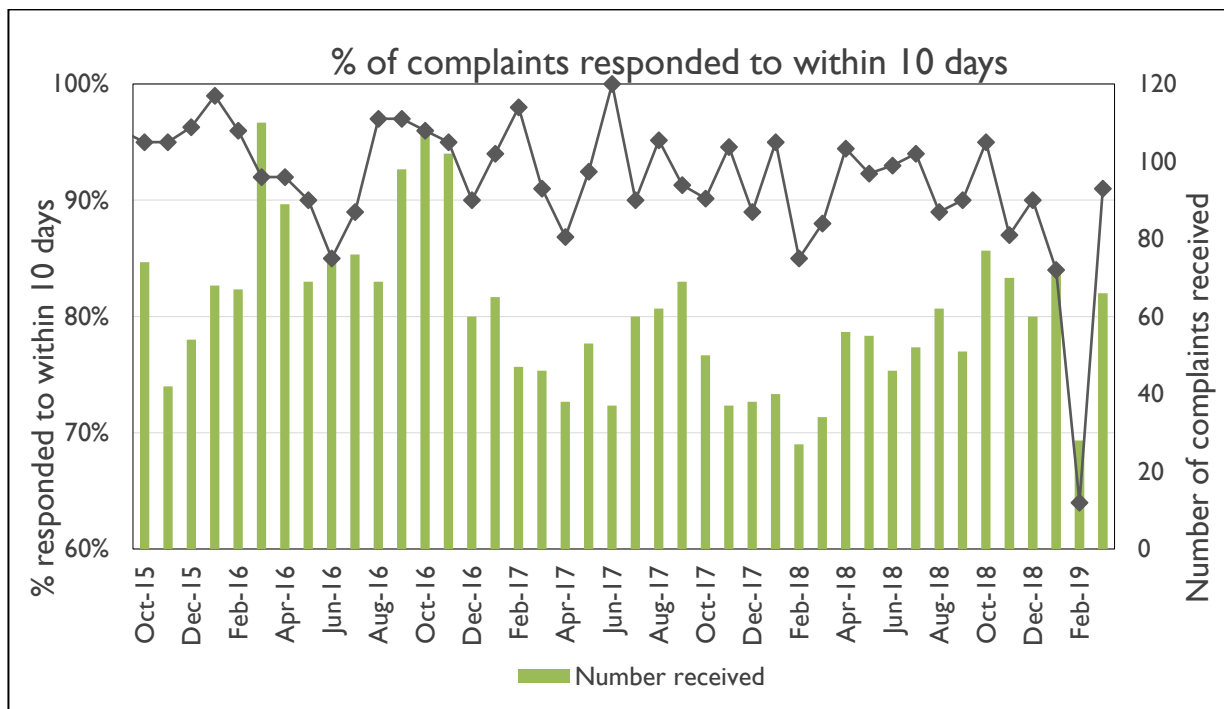
There were no failed inspections during February therefore the monthly percentage of defect certificates is 0% of the total number of orders, significantly below the target of 2%.

- Percentage of street lights working



During March 99.76% of streetlights were working and the 4-month average (the formal contract definition of the performance indicator) is 99.7% this month, and remains above the 99% target.

- Complaints and representations – response rate



66 complaints received for March, 60 were responded to within the 10 working days giving a 91% pass rate. The pass rate is 89.6% for the end of year performance which is within 10% of the 90% target.

4.5 Contextual indicators

Road Safety

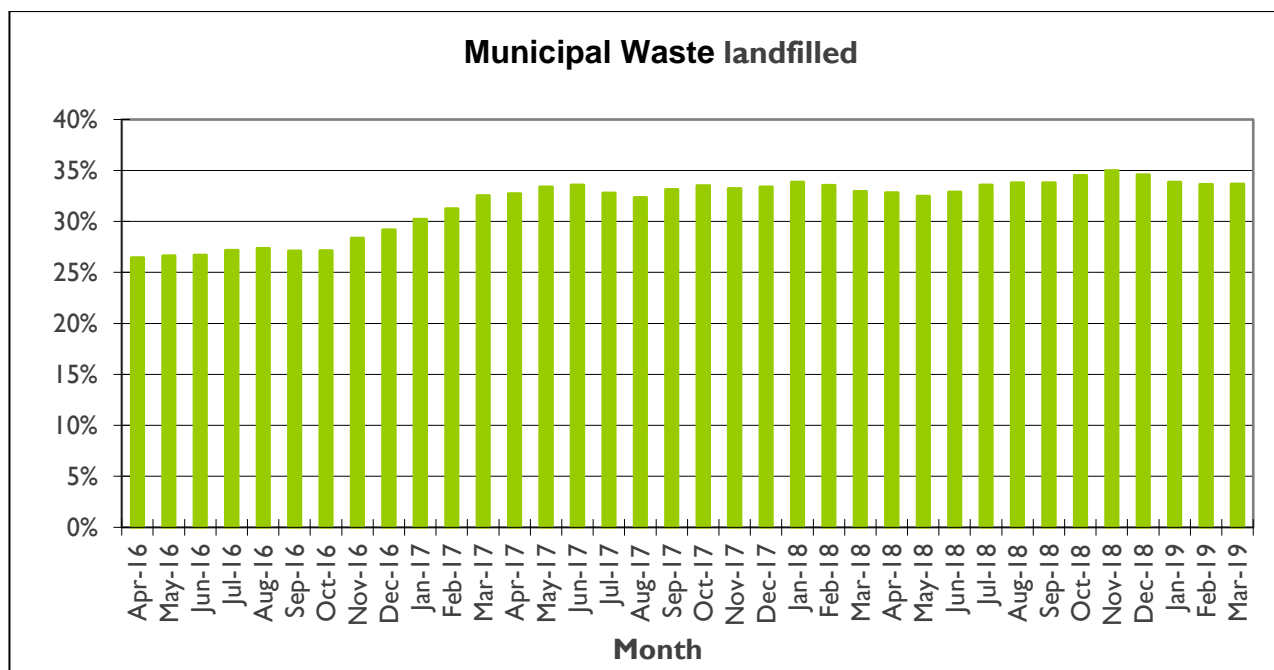
- Slight casualties - 12-month rolling total



There were 1,435 slight injuries on Cambridgeshire’s roads during the 12 months ending January 2019 compared with 1,645 for the same period the previous year. During January there were 97 slight casualties.

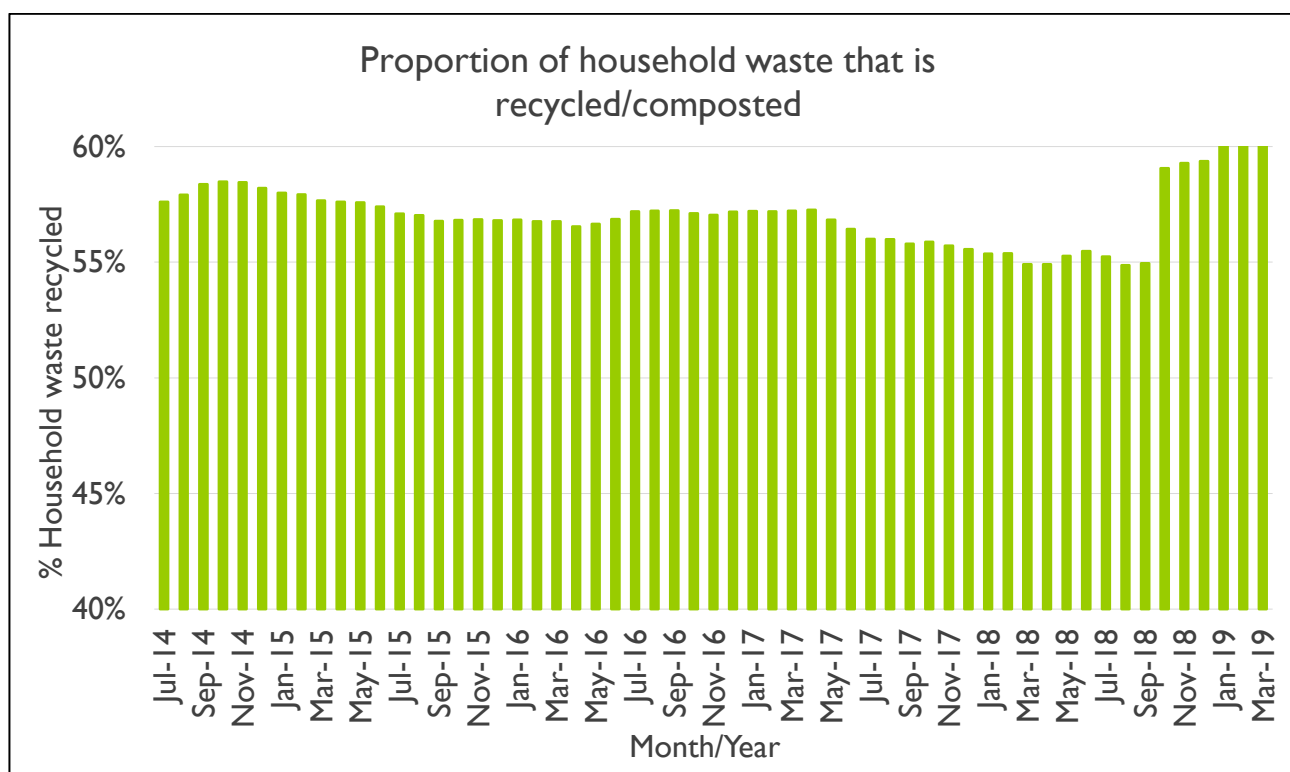
Waste Management

- Municipal waste landfilled – 12-month rolling average



During the 12-months ending March 2019, 32.6% of municipal waste was landfilled. As a comparison the figure for March 2018 was 32.9% and in March 2017 it was 32.5%.

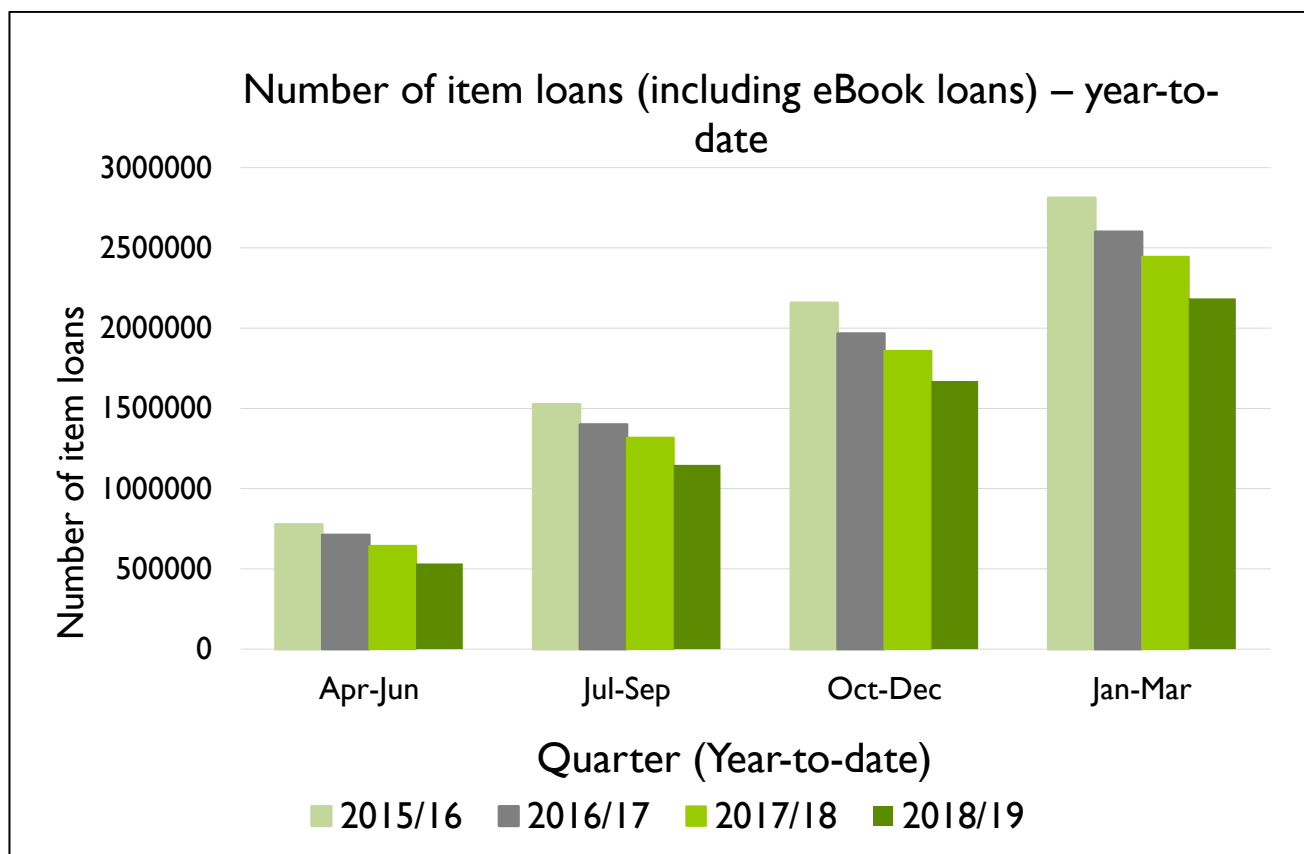
- The overall Cambridgeshire recycling & composting rate



During the 12-months ending March 2019, 32.6% of municipal waste was landfilled. As a comparison the figure for March 2018 was 32.9% and in March 2017 it was 32.5%.

Library Services

- Number of item loans (including eBook loans) – year-to-date



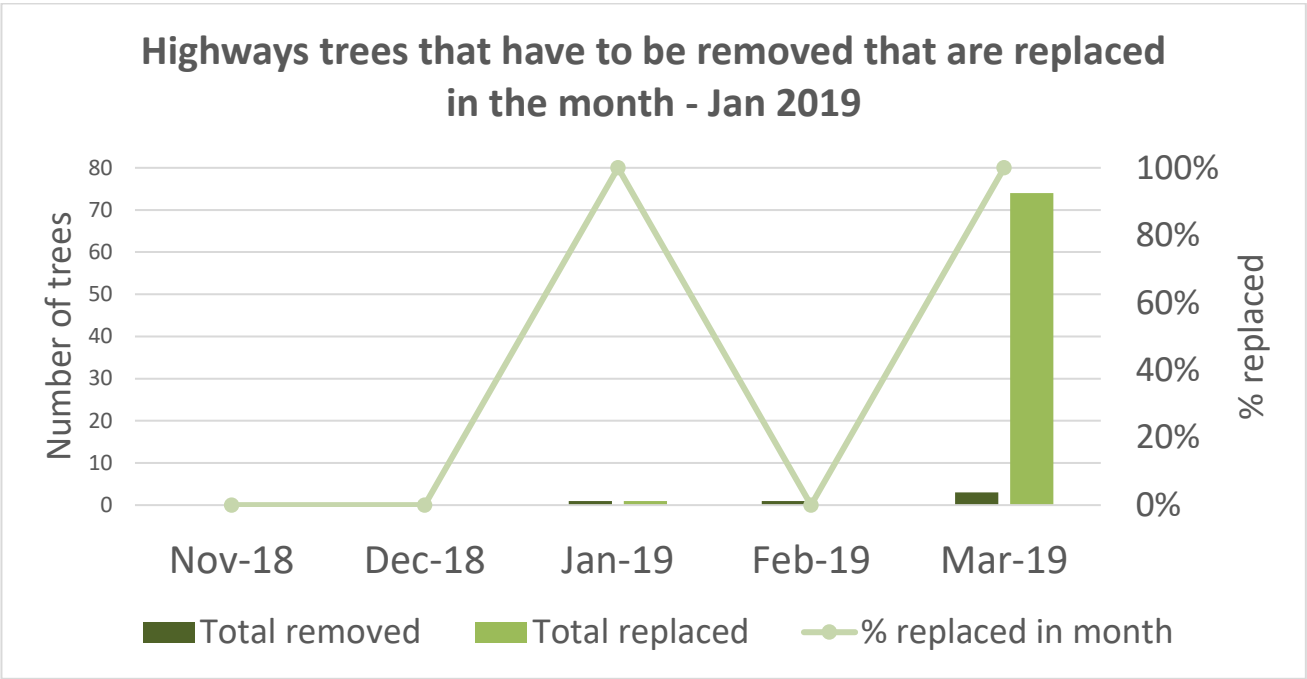
There have been 514,250 item loans between January and March 2019. This is only 3.2% down on the same period for the previous year.

The year to date figure is 2,185,848 which is 10% lower than the same period for the previous year.

The drop in issues may be related to the small drop in visitors. We are also working hard to improve the book stock in libraries and over time that work should start to reverse this trend.

Highway Maintenance

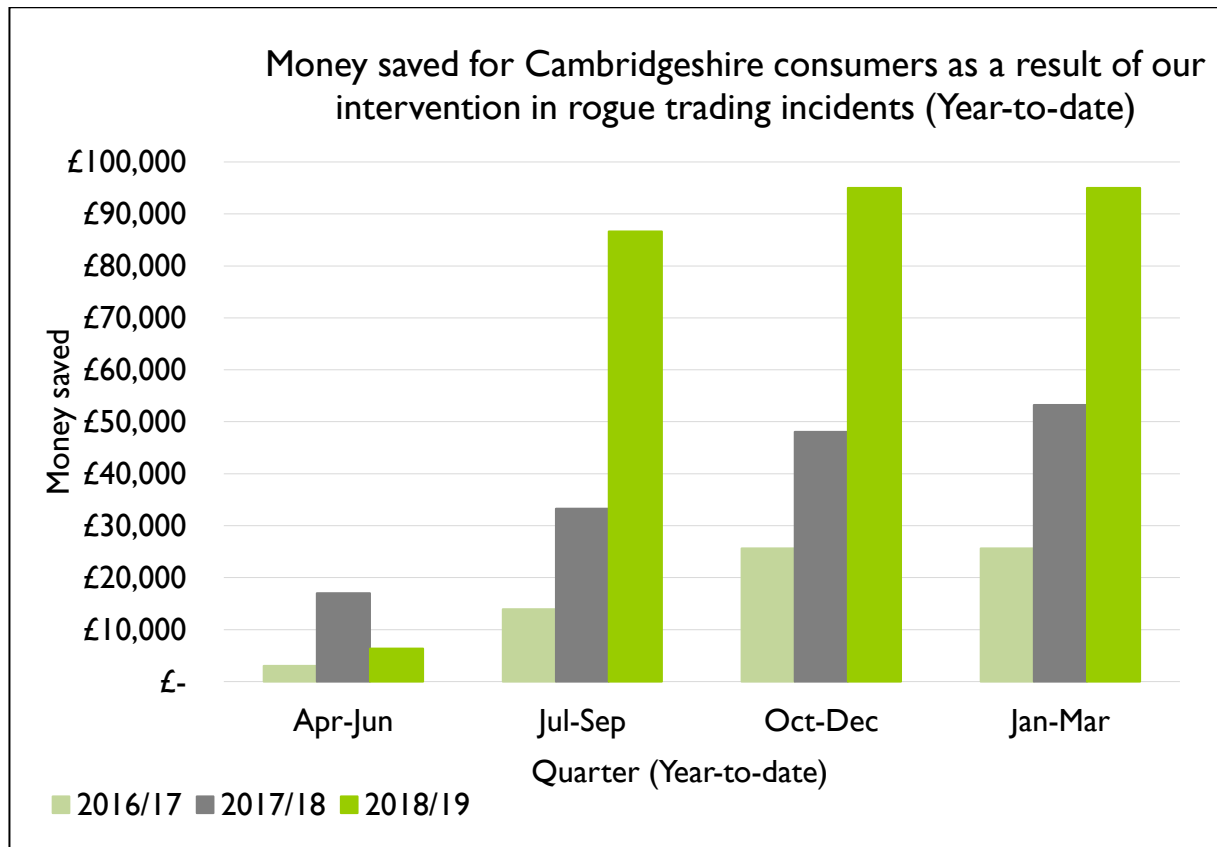
- Percentage of highways trees that have to be removed that are replaced in the month



In March 2019 three trees was removed in Huntingdonshire. One tree was replaced in Cambridge City and 70 were replaced in East Cambs. In February 2019 one tree was removed and none were replaced. There are now monthly updates to this indicator and it will change to a rolling 12 month average once we have 12 months of updates.

Rogue Traders

- Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)



£5,600 was saved as a result of our intervention in rogue trading incidents during the fourth quarter of 2018/19 (January to March 2019). The annual average based on available data since April 2014 is £233,560. Data for 2018/19 includes Peterborough savings.

It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.

It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.

APPENDIX 1 – Service Level Budgetary Control Report

Forecast Outturn Variance (Feb)		Budget 2018/19	Actual to the end of Closedown	Variance	
£000's		£000's	£000's	£000's	%
Executive Director					
36	Executive Director	1,903	1,877	-26	-1%
-3	Business Support	170	154	-17	-10%
33	Executive Director Total	2,073	2,031	-42	-2%
Highways					
-5	Asst Dir - Highways	138	135	-3	-2%
0	Local Infrastructure Maintenance and Improvement	6,351	7,049	698	11%
-86	Traffic Management	-135	-287	-152	-112%
-31	Road Safety	506	498	-8	-2%
-132	Street Lighting	9,935	9,576	-360	-4%
-35	Highways Asset Management	405	412	6	2%
-479	Parking Enforcement	0	-519	-519	0%
52	Winter Maintenance	2,067	2,143	76	4%
0	Bus Operations including Park & Ride	322	325	3	1%
-716	Highways Total	19,589	19,331	-259	-1%
Cultural & Community Services					
0	Asst Dir - Cultural & Community Services	140	144	4	3%
50	Public Library Services	3,335	3,155	-180	-5%
-1	Cultural Services	104	89	-15	-14%
0	Archives	367	362	-5	-1%
23	Registration & Citizenship Services	-541	-542	-2	0%
284	Coroners	903	1,199	296	33%
64	Community Transport	2,448	2,405	-43	-2%
-415	Concessionary Fares	4,716	4,134	-582	-12%
5	Cultural & Community Services Total	11,473	10,947	-526	-5%
Environmental & Commercial Services					
-28	Asst Dir - Environment & Commercial Services	120	96	-25	-21%
-19	County Planning, Minerals & Waste	418	333	-85	-20%
53	Historic Environment	56	96	40	72%
0	Trading Standards	694	624	-70	-10%
8	Flood Risk Management	411	416	6	1%
0	Energy	72	40	-32	-44%
709	Waste Management	35,920	36,609	690	2%
722	Environmental & Commercial Services Total	37,691	38,214	523	1%
Infrastructure & Growth					
0	Asst Dir - Infrastructure & Growth	137	151	14	10%
211	Major Infrastructure Delivery	1,100	1,472	372	34%
0	Transport Strategy and Policy	103	391	288	279%
0	Growth & Development	547	540	-7	-1%
-533	Highways Development Management	0	-651	-651	0%
-322	Infrastructure & Growth Total	1,887	1,902	16	1%
-278 Total		72,713	72,425	-288	0%
Grant Funding					
0	Non Baselined Grants	-15,593	-15,593	-0	0%
0	Grant Funding Total	-15,593	-15,593	-0	0%
-278 Overall Total		57,120	56,832	-288	-1%

APPENDIX 2 – Commentary on Forecast Outturn Position

Number of budgets measured at service level that have an adverse/positive variance greater than 2% of annual budget or £100,000 whichever is greater.

Service	Current Budget for 2018/19 £'000	Actual £'000	Variance	
			£'000	%
Local Infrastructure Maintenance and Improvement	6,351	7,049	+698	+11
Additional income within the service has been utilised to reduce the borrowing for Highway capital schemes in 2018-19. The variance is the contribution of revenue funding towards this.				
Traffic Management	-135	-287	-152	-112
More income has been received than budgeted, this income is for a mixture of road openings and overstay by utility companies				
Street Lighting	9,935	9,576	-360	-4
The Street Lighting budget is underspent by £360k. This is due to the higher number of deductions for performance failures than expected, which were made in line with the PFI contract and relate to adjustments due under the contract Payment Mechanism regarding performance.				
Parking Enforcement	0	-519	-519	0%
Whilst we have seen slight declines in the enforcement of established bus gates and bus lanes (with 2 at very high compliance levels) the introduction of new cameras has produced substantially more PCN's than expected.				
Public Library Services	3,335	3,155	-180	-5
The underspend for Libraries has arisen for a number of reasons, new higher income targets were set for this financial year, so as to reinstate the bookfund saving made in 2017/18. Although some targets, such as internet usage didn't bring in the expected income, the shortfall in income was not quite as bad as feared. Vacancies have been held in a number of areas and bookfund expenditure delayed to ensure that the service kept within budget.				
Coroners	903	1,199	+296	+33
The Coroners Service overspent by of £296k for Cambridgeshire, which is caused by a mixture of on-going workload pressure i.e. the number of cases and the complexity of cases increasing, and a need to reduce the backlog of cases built up over previous years.				

Concessionary Fares	4,716	4,134	-582	-12
The amount spent on concessionary fares has continued to decrease as has been evident in the last few years. The underspend will be partly due to the change in the eligibility being linked to the increasing pension age. This underspend has been used to help cover other pressures within Place & Economy.				
Waste Management	35,920	36,609	690	+2
<p>Contract changes that deliver full year savings totalling £1.3m have been identified however delays to reaching formal agreement with the contractor that will allow contract changes will result in a shortfall in delivered savings. £400,000 savings per year have been achieved but agreement to allow the remainder of the savings to commence has been delayed. This was considered and agreed by General Purposes Committee in January and it is anticipated that the full £1.3m annual savings will be available once the contract changes are implemented, but impact was a savings shortfall of approximately £900,000 in 2018/19.</p> <p>Less Waste was landfilled than originally predicted (and therefore savings on landfill tax paid) reducing the overall overspend to £690,000.</p>				
Major Infrastructure Delivery	1,000	1,472	+371	+34
The overspend is due to legal and maintenance work relating to the Busway defects.				
Transport Strategy and Policy	103	391	+288	+279
<p>The majority of the work in this area is charged to capital schemes, however there are a number of areas which have been charged to revenue this year:-</p> <ul style="list-style-type: none"> • Model development and maintenance, including surveys. • Strategy development (planned and ad hoc). • Engagement in national / regional transport (including rail and trunk road). 				
Highways Development Management	0	-651	-651	0
Section 106 and section 38 fees have come in higher than expected for new developments and led to an overachievement of income.				

APPENDIX 3 – Grant Income Analysis

The table below outlines the additional grant income, which is not built into base budgets.

Grant	Awarding Body	Expected Amount £'000
Grants as per Business Plan	Various	29,108
Adjustment re Combined Authority levy		-13,615
Amendment re Waste PFI grant		-100
Non-material grants (+/- £30k)		0
Total Grants 2018/19		15,593

APPENDIX 4 – Virements and Budget Reconciliation

	£'000	Notes
Budget as per Business Plan	41,428	
Funding of former commercial bus routes from earmarked reserve	+84	Agreed in 2017/18
Further funding of former commercial bus routes from earmarked reserve	+211	Agreed in 2018/19
Transfer unspent Combined Authority contribution budget to CCC Finance Office budget to cover cost of Community Transport Audit investigation	-43	
Transfer of income budget for rent of Grand Arcade shop from Libraries to Property services.	+50	
Adjustment re Combined Authority levy	+13,615	Levy only due on transport functions
Allocation of budget to match Insurance charges	+1,764	
Non-material virements (+/- £30k)	+12	
Current Budget 2018/19	57,120	

APPENDIX 5 – Reserve Schedule

Fund Description	Balance at 31st March 2018 £'000	Movement within Year £'000	Balance at 31st March 2019 £'000	Notes
Equipment Reserves				
Libraries - Vehicle replacement Fund	30	(30)	0	
Sub total	30	(30)	0	
Other Earmarked Funds				
Deflectograph Consortium	55	(12)	43	Partnership accounts, not solely CCC
Highways Searches	55	2	57	
On Street Parking	2,812	(616)	2,195	
Streetworks Permit scheme	117	88	205	
Highways Committed Sums	700	162	862	
Streetlighting - LED replacement	184	(152)	31	
Community Transport	444	93	537	
Guided Busway Liquidated Damages	(35)	35	0	This is being used to meet legal costs if required.
Waste and Minerals Local Development Fra	59	(59)	0	
Flood Risk funding	20	0	20	
Proceeds of Crime	356	(100)	256	
Waste - Recycle for Cambridge & Peterborough (RECAP)	203	(82)	121	Partnership accounts, not solely CCC
Travel to Work	172	9	181	Partnership accounts, not solely CCC
Steer- Travel Plan+	54	(3)	52	
Northstowe Trust	101	0	101	
Archives Service Development	234	0	234	
Waste reserve	0	1,637	1,637	
Other earmarked reserves under £30k	(150)	(102)	(251)	
Sub total	5,382	900	6,282	
Short Term Provision				
Mobilising Local Energy Investment (MLEI)	55	(55)	0	
Sub total	55	(55)	0	
Capital Reserves				
Government Grants - Local Transport Plan	3,897	(3,897)	0	Account used for all of P&E
Other Government Grants	1,579	(148)	1,430	
Other Capital Funding	4,724	(86)	4,638	
Sub total	10,200	(4,131)	6,069	
TOTAL	15,667	(3,317)	12,350	

APPENDIX 6 – Capital Expenditure and Funding

Capital Expenditure

2018/19					TOTAL SCHEME	
Original 2018/19 Budget as per BP	Scheme	Revised Budget for 2018/19	Actual Spend (Yearend)	Actual Variance (Yearend)	Total Scheme Revised Budget	Total Scheme Forecast Variance
£'000		£'000	£'000	£'000	£'000	£'000
	Integrated Transport					
200	- Major Scheme Development & Delivery	514	200	-314	513	0
682	- Local Infrastructure Improvements	876	814	-62	682	0
594	- Safety Schemes	594	693	99	594	0
345	- Strategy and Scheme Development work	631	670	39	345	0
1,346	- Delivering the Transport Strategy Aims	3,261	1,758	-1,503	3,313	0
23	- Air Quality Monitoring	35	35	0	35	0
14,591	Operating the Network	16,262	15,137	-1,125	16,004	0
	Highway Services					
4,300	- £90m Highways Maintenance schemes	3,062	4,600	1,538	83,200	0
0	- Pothole grant funding	2,415	2,441	26	2,415	0
0	- National Productivity Fund	692	840	148	2,890	0
0	- Challenge Fund	4,543	3,863	-680	6,250	0
0	- Safer Roads Fund	1,302	1,156	-146	1,302	0
0	- Additional Highways Maintenance	6,653	6,653	0	6,653	0
	Environment & Commercial Services					
395	- Waste Infrastructure	300	120	-180	5,120	0
250	- Energy Efficiency Fund	374	223	-151	1,000	0
0	- Other Schemes	0	0	0	214	0
	Cultural & Community Services					
2,611	- Cambridgeshire Archives	2,862	2,442	-420	5,180	0
1,321	- Libraries	2,835	60	-2,775	3,695	0
	Infrastructure & Growth Services					
3,129	- Cycling Schemes	3,273	1,041	-2,232	17,650	0
0	- Huntingdon - West of Town Centre Link Road	957	66	-891	9,116	0
1,077	- Ely Crossing	13,109	12,640	-469	49,000	0
500	- Guided Busway	500	21	-479	148,886	0
6,663	- King's Dyke	6,000	5,263	-737	13,580	0
0	- Scheme Development for Highways Initiatives	388	147	-241	1,000	0
0	- A14	146	159	13	25,200	0
0	- Other schemes	45	25	-20	22	0
0	Combined Authority Schemes	4,437	4,543	106	4,422	0
	Other Schemes					
6,000	- Connecting Cambridgeshire	6,000	367	-5,633	36,290	0
44,027		82,066	65,977	-16,089	444,571	0
	Capitalisation of Interest	707	590	-117		
-8,071	Capital Programme variations	-14,931	0	14,931		
35,956	Total including Capital Programme variations	67,842	66,567	-1,275		

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan.

Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Following the October budget announcement, Cambridgeshire County Council has received an additional £6.653m of Local Highways Maintenance funding. This money is to be spent by 31 March 2019 on local highway maintenance including potholes, bridges and other minor highway maintenance works. In accordance with the Department for Transport (DfT) criteria, the use of this money will be published on the County Council website by the end of March 2019 with a copy sent to the DfT.

The Capital Programme Board have recommended that services include a variation budget to account for likely slippage in the capital programme, as it is sometimes difficult to allocate this to individual schemes in advance. As forecast underspends start to be reported, these are offset with a forecast outturn for the variation budget, leading to a balanced outturn overall up to the point when slippage exceeds this budget. The allocations for these negative budget adjustments have been calculated and shown against the slippage forecast to date.

Major Scheme Development & Delivery

The underspend relates to work on the Northstowe bus link, this work will be carried out in 2019/20.

Safety Schemes

There are a number of variances in this area, however there are 3 schemes which have overspent this financial year. The A142 Sutton/Mepal Bypass Route remedial study & implementation and the Gil gal Bend, Ely Road, Littleport have both overspent by a total of £112k. This relates to additional work being carried out which was not originally in the scope of the schemes. The third scheme, A1134 Cambridge, Trumpington Road jct with Chaucer Street, overspent by £56k due to the original budget being based on a historical cost estimate and the need to install additional street lighting.

Delivering the Transport Strategy Highway Schemes

There is an underspend of £626k relating to 4 schemes where consultation has impacted upon the delivery. These schemes will now be delivered in early 2019/20. There has been a further £106k underspend which relates to work at Little Paxton, High Street as there has been third party land ownership issues which has restricted the scope of the scheme.

Further underspends have arisen due to the following schemes:-

B1049 Cottenham, Twentypence Road construction was removed at short notice at request of the parish £183k.

Cambridge, Oxford Rd / Windsor Rd Traffic calming £293k – still at consultation stage, and to be carried forward to 2019/20.

Also, C291/C292 Cambridge Victoria Ave/Maids Causeway - Pedestrian & cycle improvements – delays in design and now at consultation, to be carried forward to 2019/20.

Operating the Network

A number of traffic signal schemes have been delayed due to issues with land and ongoing consultations, and will not be completed until 2019/20. The schemes are:-

C233 Cherry Hinton Rd Cambridge

C280 Cambridge Mill Rd
B1101 March Dartford Rd
B1049 Histon Water Lane

Bridges – Unexpected spend of £350k on Elizabeth Way bridge, Cambridge due to an expansion joint failing and urgent work being required to make the bridge safe.

£90m Highway schemes

The £90million funds the highway capital maintenance programme and underpins a three-year rolling programme that is reviewed and approved by members annually. The schemes in this programme are delivered through the highway service contract with Skanska and using the Eastern Highway Alliance framework. During the course of the year it is not uncommon to see changes to the list of projects to be delivered. This is due to a mixture of other more appropriate funding sources becoming available, issues arising from detailed design that require longer to resolve, opportunities to deliver greater efficiencies and value for money through increased coordination, resource availability and innovation.

For the last 4 years the annual budget allocated from the £90m has been £6m and the programme of work to be delivered in year has been put together within this funding envelope. However the £6m budget for 2018/19 was reduced by £1.7m as part of the business planning process to account for expected savings from the Highways contract, leaving a works programme that exceeds the amount of money available. Whilst historically there is normally an underspend against the prudential borrowing programme, the reduced starting budget coupled with the addition of two further schemes to an existing package of work is resulting in the forecast overspend of £2m. The two additional schemes were due for delivery in 2019/20, however by bringing forward for deliver in 2018/19 this package created greater efficiencies and increased value for money.

The original plan was for £2m worth of these schemes to be covered by the additional Highways maintenance funding awarded in October 2018 and the borrowing re-phased into next year. However this £2m will now be used to cover the forecast overspend in 2018/19.

Challenge Fund

The Challenge Fund programme of work is nearing completion with two schemes remaining, Stuntney Road and Mile End Road, which will be completed in 2019/20. The fund was awarded to the County Council following a successful bid in 2017, to tackle drought damaged roads in the Fen area. The criteria for the bid was the use of innovative repair techniques and the opportunity to carry out deep level repair rather than standard resurfacing. The discovery of hazardous material within the road foundations at a number of sites in the delivery programme has resulted in a forecast overspend of £372k. Due to the nature of the waste it cannot be recycled and put back into the carriageway foundations. Instead it has to be removed from site and carefully disposed of, which carries significant cost. In order to complete the remaining two schemes the overspend will be taken from the overachievement of income by Highways Development Management. The forecast overspend takes account of the two remaining schemes and use of the Development Management income will allow the Challenge Fund programme to be completed as per the original bid.

Cambridgeshire Archives

The reduced spend figure in 2018/19 is based on a revised cashflow from the contractor. The scheme is still expected to spend to the total budget allocated.

Libraries

Library schemes funded by developer contributions will not commence until 2019/20, these include Cambourne Library and a new library at Darwin Green.

Milton Road Library

Expenditure on the refit of the new library will not take place until the new financial year.

Replacement of 2 Library mobiles

Due to the long procurement process, expenditure for these vehicles will now not take place until next financial year.

Community Hub – Sawston

Due to ongoing negotiations with the freeholder, this scheme has been delayed. The scheme is now projected to be completed in 2019-20.

Cycling Schemes

- Cambridge Cycling Infrastructure (S106 funded projects)

There is an underspend of £44,000 against the budget which will be carried forward into the 2019/20 financial year and used for other S106 cycling projects.

- City Cycling Ambition Fund

A negative spend is currently shown for this Department for Transport funded programme. This reflects the fact that worst case scenario payments are initially made to utility companies. They then pay a refund on project completion. All of the projects in this programme are now complete except for Abbey-Chesterton Bridge, which is part-funded from this programme, so the refunded amount will be used for the bridge.

- Abbey-Chesterton Bridge

The spend was £2,100,000 less than originally budgeted for this year due to delays in finalising land deals, and the budget will be carried forward into 2019/20 when the main construction work will take place.

Ely Crossing

The total spend for this financial year is £12.6m. Included within this figure is funding for ongoing land compensation claims, which are likely to be paid out over the next couple of years.

Huntingdon West of Town Centre Link Road

The spend for 2018/19 was £66,000 as a result of land negotiations not being resolved as originally anticipated. The remainder of the original £957,000 budget will be carried over to the 2019/20 financial year to cover potential land costs.

King's Dyke

The spend for 2018/19 was £5.3m, less than was originally budgeted, to reflect the fact that Kier are likely to be in contract later than previously expected due to contractor delays in completing Stage 1 and providing a final target cost for negotiation.

Connecting Cambridgeshire

Due to the nature of the contract with BT, the majority of the costs are back ended and expenditure will not be incurred until 2019/20 and 2020/21. The total scheme cost is still £36.29m.

Capital Funding

2018/19				
Original 2018/19 Funding Allocation as per BP £'000	Source of Funding	Revised Funding for 2018/19 £'000	Actual Spend (Yearend) £'000	Revised Funding Variance - Actual (Yearend) £'000
17,781	Local Transport Plan	17,801	17,801	0
373	Other DfT Grant funding	13,523	13,045	-478
1,287	Other Grants	5,708	4,941	-767
5,475	Developer Contributions	7,468	1,306	-6,162
8,170	Prudential Borrowing	23,641	16,708	-6,933
10,941	Other Contributions	14,632	12,766	-1,866
44,027		82,773	66,567	-16,206
-8,071	Capital Programme variations	-14,931	0	14,931
35,956	Total including Capital Programme variations	67,842	66,567	-1,275

The increase between the original and revised budget is partly due to the carry forward of funding from 2017/18, this is due to the re-phasing of schemes, which were reported as underspending at the end of the 2017/18 financial year. The phasing of a number of schemes have been reviewed since the published business plan. Additional grants have been awarded since the published business plan, these being 2 tranches of Pothole grant funding and further Safer Roads funding.

Funding	Amount (£m)	Reason for Change
---------	----------------	-------------------



Revised Phasing (Specific Grant)	4.4	Rephasing of grant funding for King's Dyke (£4.4m) from 2017/18, costs to be incurred in 2018/19.
Additional Funding (Section 106 & CIL)	2.0	Additional developer contributions to be used for a number of schemes (£0.7m). Roll forward of CIL funding for Hunts Link Road for outstanding land compensation costs (£1.0m).
Revised Phasing (Other Contributions)	-2.7	Revised phasing of King's Dyke spend.
Additional Funding / Revised Phasing (DfT Grant)	13.2	Roll forward and additional Grant funding – National Productivity Fund (£0.7m), Challenge Fund (£1.1m), Safer Roads Fund (£1.3m), Cycle City Ambition Grant (£1.4m) and Pothole Action Fund (£2.4m). Additional Highways Maintenance (£6.653m)
Additional Funding / Revised Phasing (Prudential borrowing)	16.4	Additional funding required for increased costs for Ely Crossing (£9.2m). Rephasing of spend for Highways maintenance (£2.5m), Challenge Fund (£2.2m) and Sawston Community Hub (£1.4m)



APPENDIX 7 – Performance (RAG Rating – Green (G) Amber (A) Red (R))




Housing Communities Infrastructure Committee Indicators

Outcome: People lead a healthy lifestyle and stay healthy for longer & The Cambridgeshire economy prospers to the benefit of all Cambridgeshire residents									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Library Services (HCI)									
Number of visitors to libraries/community hubs - year-to-date	Quarterly	472,424	1,800,000 by the 3 rd quarter 2.4 million at year end	495,950	31-Mar-19	↑ High is good	Off target	Off target	There have been 495,950 visitors to libraries/community hubs between January and March 2019 and a total of 1,983,487 for the year to date figure since April. This is below the target for the end of the year and 9.69% down on the same period in the last reporting year. We are seeing a slight dip in visitor figures and that may be in part due to the introduction of computer charges from the 1st May. We are closely monitoring the situation and actively promoting the first free half an hour for all library users as well as the free computer use for all children and young people up to and including 16 year olds and people accessing gov.uk and ccc.gov.uk web sites as well as those accessing universal credit.
Highway Maintenance (HCI)									
Principal roads where maintenance should be considered	Annual	2.80%	3%	2.71%	2018/19	↓ Low is good	On target	On target	The actual figure has improved marginally from last year's figure of 2.8% to 2.71%. This is not a material change.
Classified road condition - narrowing the gap between Fenland and other areas of the County	Annual	3.50%	2%	4.10%	2018/19	↑ Low is good	Off target	Off target	Figures show the gap increasing by 0.6%. from 3.5% last year. Although this is of concern, this may be affected by the experimental error within the machine condition survey methodology. Significant investment has also recently been carried out in the Fenland area associated with the DfT Challenge Fund bid, and the effects of some of these works will not have been included in this year's survey.
Non-principal roads where maintenance should be considered	Annual	6%	8%	6%	2018/19	→ Low is good	On target	On target	There is no overall change to the combined condition of B and C roads.
Unclassified roads where structural maintenance should be considered	Annual	22%	N/A	28%	2018/19	↑ Low is good	Contextual	Contextual	Last year's figure was 22%. The survey continues to take a random sample approach, and so some minor fluctuation in results is expected. The average over the past 6 years is 28% and so this years reported figure does not demonstrate significant deterioration from last years reported figure that would cause immediate concern.



Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Number of Defect Certificates as % of total number of Orders.	Monthly	0%	2%	0.00%	Mar-19	➡ Low is good	On target	On target	<p>Following any order completed by Skanska, the Cambridgeshire County Council (CCC) officer who raised the order is able to inspect the quality of workmanship. As standard, CCC inspect at least 10% of all orders raised. If the quality is not consistent with the specified standard, a defect certificate is raised. The KPI measures the number of defect certificates raised and is reported as a proportion of the total number of orders completed in a given month.</p> <p>There were no failed inspections during February therefore the monthly percentage of defect certificates is 0% of the total number of orders, significantly below the target of 2%.</p>
Percentage of schemes delivered to the agreed programme dates	Quarterly	88%	95%	93%	Mar-19	⬆ High is good	Within 10%	Within 10%	<p>The percentage of schemes delivered to the agreed programme dates is 93% for the quarter January to March 2019 which is below the target of 95%. Following revised process and clarified responsibilities, results in January and February show a 95% KPI score. This drops in March. Thought to be due to quantity of work put through the contract in March.</p> <p>When CCC staff raise an order for scheme work, they include details of the expected completion date. This is usually agreed in advance and coordinated with the central programme maintained by our Programme Manager, ensuring that schemes can be programmed in the most efficient way possible. The KPI measures the proportion of all schemes that are completed to these agreed dates. In some circumstances, there are changes instructed to the scope after the initial order has been placed. Where this is the case, the effect on the programme is communicated and this time is added to or subtracted from the original agreed date.</p>
Percentage of highways trees that have to be removed that are replaced in the month	Monthly	100%	No target set	100%	Mar-19	⬇ High is good	No target set	No target set	In March 2019 three trees was removed in Huntingdonshire. One tree was replaced in Cambridge City and 70 were replaced in East Cambs. In February 2019 one tree was removed and none were replaced. There are now monthly updates to this indicator and it will change to a rolling 12 month average once we have 12 months of updates.
Road Safety									
Killed or seriously injured (KSI) casualties - 12-month rolling total	Monthly	369	<275	370	Jan-19	⬆ Low is good	Off target	Off target	<p>The provisional 12 month total to the end of January 2019 is 370 compared with 365 for the same period of the previous year. The January figure is only slightly down compared to the last reported figure of 369 for December 2018. The overall 12 monthly trend is downwards.</p> <p>During January 2019 there were 2 fatal accidents and there were 20 serious casualties.</p>


Slight casualties - 12-month rolling total	Monthly	1473	N/A	1435	Jan-19	 Low is good	Contextual	Contextual	<p>There were 1,435 slight injuries on Cambridgeshire's roads during the 12 months ending January 2019 compared with 1,645 for the same period the previous year.</p> <p>During January there were 97 slight casualties.</p>
Rogue Traders (HCI)									
Money saved for Cambridgeshire consumers as a result of our intervention in rogue trading incidents. (Annual average)	Quarterly	£143,818	N/A	£233,560	30-Mar-19	 High is good	Contextual	Contextual	<p>£5,600 was saved as a result of our intervention in rogue trading incidents during the forth quarter of 2018/19 (January to March 2019). The annual average based on available data since April 2014 is £233,560. Data for 2018/19 includes Peterborough savings.</p> <p>It is important to note that the amounts recovered do not reflect the success of the intervention. In many cases the loss of a relatively small amount can have significant implications for victims; the impact can only be viewed on a case-by-case basis.</p> <p>It is also important to note that not all of the money saved has been reimbursed at the same time as the repayments of court ordered reimbursements may be repaid over months or years.</p>

Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Street Lighting (HCI)									
Percentage of street lights working	Monthly	99.63%	99%	99.76%	Mar-19	 High is good	On target	On target	During March 99.76% of streetlights were working and the 4-month average (the formal contract definition of the performance indicator) is 99.7% this month, and remains above the 99% target.
Energy use by street lights – 12-month rolling total	Monthly	11.17 million Kwh	11.30 million Kwh	11.19 million Kwh	Mar-19	 Low is good	On target	On target	<p>Actual energy use to March 11.19 Kwh, which is slightly down since the last reported figure and is below our target of 11.30Kwh.</p> <p>The energy targets have now been updated to reflect other measures agreed elsewhere (such as the presence or absence of part night lighting, including those being funded by Cambridge City and Parish Councils).</p>

These indicators do not link clearly to a single Operating Model outcome but make a key contribution across other outcomes and can have a large financial impact on the Council									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Waste Management (HCI)									
Municipal waste landfilled – 12-month rolling average	Monthly	33.7%	N/A	32.6%	Mar-19	 Low is good	Contextual	Contextual	During the 12-months ending March 2019, 32.6% of municipal waste was landfilled. As a comparison the figure for March 2018 was 32.9% and in March 2017 it was 32.5%.
The overall Cambridgeshire recycling & composting rate - 12-month rolling average	Monthly	55.2%	N/A	55.5%	Mar-19	 High is good	Contextual	Contextual	During the 12-months ending March 2019, 55.5% of waste was recycled & composted. As a comparison the figure for March 2018 was 54.9% and in March 2017 it was 57.2%.
Library Services (HCI)									
Number of item loans (including eBook loans) – year-to-date	Quarterly	523,176	N/A	514,250	Mar-19	 High is good	Contextual	Contextual	<p>There have been 514,250 item loans between January and March 2019. This is only 3.2% down on the same period for the previous year.</p> <p>The year to date figure is 2,185,848 which is 10% lower than the same period for the previous year.</p> <p>The drop in issues may be related to the small drop in visitors. We are also working hard to improve the book stock in libraries and over time that work should start to reverse this trend.</p>

Place and Economy Operational Indicators

Outcome: Ensuring the majority of customers are informed, engaged and get what they need the first time they contact us									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Place and Economy Operational Indicators (both E&E and HCI)									
% of Freedom of Information requests answered within 20 days	Monthly	88.0%	90%	70.6%	Mar-19	 High is good	Off Target	Within 10%	<p>A total of 17 Freedom of Information Requests were received during the month of March. 12 of these were responded to within the 20 working day deadline. Heads of Service are working with colleagues in the Information & Records service to imbed a new response process following a business support restructure in late 2018.</p> <p>The year end performance is 80.6% which is within 10 percentage points of the target.</p>
% of complaints responded to within 10 days	Monthly	64%	90%	91%	Mar-19	 High is good	On Target	Within 10%	66 complaints received for March, 60 were responded to within the 10 working days giving a 91% pass rate. The end of year performance is a 89.6% pass rate.

Outcome: Having Councillors and officers who are equipped for the future									
Measure	Frequency	Previous period	Target	Actual	Date of latest data	Direction of travel (up is good, down is bad)	Current month RAG Status	Year-end prediction RAG Status	Comments
Place and Economy Operational Indicators (both E&E and HCI)									
Staff Sickness - Days per full-time equivalent (f.t.e.) - 12-month rolling total. A breakdown of long-term and short-term sickness will also be provided.	Monthly	3.4 days per f.t.e.	6 days per f.t.e	3.6 days per f.t.e.	Mar-18	 Low is good			<p>The 12-month rolling average has increased slightly to at 3.6 days per full time equivalent (f.t.e.) and is still below (better than) the 6 day target.</p> <p>During March the total number of absence days within Place and Economy was 207 days based on 500 staff (f.t.e) working within the Service. The breakdown of absence shows that 137 days were short-term sickness and 70 days were long-term sickness.</p> <p>The launch of the new ERP Gold system has caused a delay in reports from this new data which means there is currently no data for the current financial year while new reports are written and tested.</p>

RED – Not delivered within the target completion date (financial year)

AMBER – Highlighted concerns regarding delivery by completion date

GREEN – On target to be delivered by completion date

Update as at 30.04.2019

CAMBRIDGE CITY WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/17 completion date)	Project Update and any Issues or Variance Explanation
-------------------------------	-------------	--------	-------	--	---

Carried Forward from 2016/17

Total LHI Schemes	22
Total Completed	21
Total Outstanding	1

Cllr Crawford 15644	Cherry Hinton	Rosemary Ln & Church End	Speed control measures	RED	Recent speed survey carried out along Church end as part of 18/19 scheme. Discussions taking place with County Cllr regarding best way forwards regarding specific control measures. Cty Cllr happy with data to date and this scheme is tied in with 18/19 and the insatllation of a give way feature.
------------------------	---------------	--------------------------	------------------------	-----	---

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
-------------------------------	-------------	--------	-------	--	---

Carried Forward from 2017/18

Total LHI Schemes	39
Total Completed	36
Total Outstanding	3

Cllr Taylor 30CPX01643	Queen Edith	Queen Edith Way	MVAS	RED	Issue discussed with Cty Cllr via email. Interim way forward agreed with CCC operating the devices until ongoing liability issue is resolved with the city council. CCC now reviewing mounting locations and permissions from BBLP with regards to utilising existing lamp columns. Waiting on response to email from Cllr Taylor regarding possible locations for locating the device. BBLP to be consulted once response from CC receieved.
---------------------------	-------------	-----------------	------	-----	---

Cllr Whitehead 16168	Abbey	Newmarket Rd/ Barnwell Rd roundabout	Improve safety for cyclists	RED	Currently in for TC 29/10/18. Contractor has confirmed work will take place on site from 22/04/19, due to weather date now revised to 14/05/19. Delays to date due to lead in times from other teams within the organisation, redesigned several times due to feedback from the cycling team and road safety team. Careful approach here due to the fact this is a cluster site. Works to be complete by end of financial year.
Cllr Manning 30CPX01653	Chesterton	High Street, Arbury Rd, Victoria Rd	MVAS	RED	Issue discussed with Cty Cllr via email. Interim way forwards agreed with CCC operating the devices until ongoing liability issue is resolved with the city council. CCC now reviewing mounting locations and permissions from BBLP with regards to utilising existing lamp columns. City Cllr Mike Sargeant updated and aware of this. BBLP to be consulted WC 06/05/19.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2018/19					

Total LHI Schemes		27			
Total Completed		20			
Total Outstanding		7			
Cllr Jones 30CPX02274	Petersfield	Mill Road	Extend TRO operation	RED	Feedback from Cty Cllr regarding how they wish to proceed following TRO process. Attempts made to tie this in with the 19/20 LHI for the same proposal on the opposite side of the bridge. Will carry over as a result, however Cty Cllr has subsequently decided to deliver the schemes separately due to lead in times. Scheme submitted for TC 15/04/19
Cllr Manning 30CPX02276	Chesterton	Chesterton Road/Holme Croft	Increase Cycle Reservoir	RED	To be carried over due to need for TTRO for closure of the road, works scheduled for May 2019. TC received from contractor 29/04/19.
Cllr Kavanagh 30CPX02277	Coleridge	Coleridge Road	MVAS	RED	Issue discussed with Cty Cllr via email. Interim way forward agreed with CCC operating the devices until ongoing liability issue is resolved with the city council. CCC now reviewing mounting locations and permissions from BBLP with regards to utilising existing lamp columns. Noel Kavanagh updated regarding this and aware. BBLP to be consulted WC 06/05/19.
Cllr Taylor 30CPX02278	Queen Ediths	Hills Road	Cycle Racks and hardstanding	RED	Scheme with City Council and to be delivered by them. Will be carried over due to design lead in times. City council chased, response and revised designs received 08/03. Design to be revised again and then submitted for pricing. Look to deliver June 2019. City Council chased 29/04/19 for requested redesign.

Cllr Richards 30CPX02279	Castle	Mnt Pleasant/Shelly Row/Albion Row	20 mph zone	RED	Scheme with City Council and to be delivered by them. Will be carried over due to design lead in times. Consultation running through April. Once complete this will be sent off for costing. Estimated delivery on site - June / July 2019.
Cllr Crawford 30CPX02285	Cherry Hinton	Church End	Point closure to prevent through traffic	RED	Scheme will carry over into new FY. Currently awaiting safety audit on proposed give way feature. Delays to date due to scope changes from original LHI application and investigation on suitable solutions by officers. Scheme currently being safety audited.
Cllr Jones 30CPX02296	Petersfield	Great Northern Road	Zebra crossing	RED	Sent to BBLP for lighting design 06/12, still waiting on this. Need lighting design before the scheme can be sent off for stage 2 safety audit. Cty Cllr aware. Delivery now expected June / July 2019.

SOUTH CAMBRIDGESHIRE WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2018/19					

Total LHI Schemes		25*			
Total Completed		18			
Total Outstanding		7			
Cllr Batchelor 30CPX02364	Balsham	High Street	Zebra	RED	Due to issues with developer this will be carried into next year. Will focus this year on getting flashing signs installed and progress zebra as far as possible. Site meeting being arranged with development management to push developer along. PC aware.
Cllr Howell 30CPX02351	Bourn	High Street	Footpath widening	RED	Scheme will be carried over as TTRO is needed for the work. Scheme to be delivered May / June 2019. Parish and Cty Cllr made aware. Awaiting TC for work from contractor. Submitted for costing start of April.
Cllr Howell 30CPX02365	Cambourne	School Lane	Zebra	RED	Scheme will carry over due to lead in times with BBLP for lighting works. NOI being advertised in press next week and scheme submitted for TC end of WC 29/04/19

Cllr Smith 30CPX02353	Elsworth	Brockley Road	20 mph zone (previously GW feature)	RED	PC have now requested a 20mph zone, scope agreed, now collecting speed data through village to evidence change in limit. Speed boxes have been put up and data is now being reviewed, response to be sent to the PC and County Cllr regrading the captured data by 10/05/19.
Cllr Joseph 30CPX02367	Grantchester	Village wide	20 limit/traffic calming/village gateways/DYLs	RED	Delays due to scope changes from the parish council. Design now agreed and submitted for auditing. Due to lead in times the scheme will be carried over into next FY. However the lining and 20mph zone works will be delivered this FY, with priority build outs in June / July 19.
Cllr Hickford 30CPX02360	Newton	Whittlesford Road/Cambridge Road/Fowlmere Road	Speed cushions/lining adjustments	RED	Due to lead in times the scheme will carry over into new FY. Parish and Cty Cllr made aware of this. Design currently being reviewed and will, subject to PC consent be packaged together with similar schemes from 19/20 LHI process to deliver best value for money.
Cllr Wotherspoon 30CPX02356	Rampton	King Street	Street light	RED	Due to UKPN issues, suggested to the PC that the scheme is not delivered. Awaiting PC response. PC chased, and they wont make a decision until April 19 at their next meeting.

HUNTINGDONSHIRE WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2017/18					
Total LHI Schemes		24			
Total Completed		23			
Total Outstanding		1			
Cllr Wisson 30CPX01574	St Neots	Loves farm	Managed parking control scheme for the whole estate	RED	<p>Formal consultation completed and work now submitted for target cost. Delays in scheme to date have largely been down to the amount of consultation required and the level of stakeholder interest in the proposed changes to the existing highway layout.</p> <p>This has also required reconciling with the previous scheme delivered in 15/16 through Longsands area of St Neots.</p> <p>Delegated decision taken on 4th March 2019. Implement the Scheme on the Southern part of the Love's Farm plus in selected locations further North.</p>

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	
Current Year Schemes 2018/19					

Total LHI Schemes		23*	*includes 1 x A14 community funded schemes		
Total Completed		9			
Total Outstanding		14			
Cllr Gardener 30CPX02342	Alconbury	Great North Road	Unsuitable for HGV's' sign and additional weight limit signs	RED	Installation commences 10/05/19
Cllr Wells 30CPX02335	Little Paxton	Mill Lane	Zebra crossing	RED	Target Cost requested Jan 18th. Road Closure applied for and application to Highways England sent through. Likely to run into new FY due to lead in times.
Cllr Sanderson 30CPX02328	Huntingdon	California Road	Speed table	RED	Road closure submitted 09/04/19. Order raised LA 430908 01/04/19
Cllr Sanderson 30CPX02329	Huntingdon	Various Streets	Various parking restrictions	RED	Requires delegated decision & redesign due to objections. Report being written & then mtg with Councillors + Managers TC requested Delegated Decision about to be published
Cllr Bywater 30CPX02348	Glatton	Glatton Ways / Infield Rd / Sawtry Rd / High Haden Rd	Gateway features on entrances to village	RED	Installation commences 01/05/19
Cllr Shellens 30CPX02330	Huntingdon	Sapley Road	Replace give way feature with speed table, install pair of speed cushions	RED	Town Council have agreed additional funding for scheme. Scheme will carry over to 2019/20 Revised TC requested Jan 2019. Road closure req. 25/02/19 TC chased-up
Cllr Giles 30CPX02337	St Neots	Nelson Road / Bushmead Road	Junction widening and improvements	RED	Trial holes complete. Need to serve notice on utility companies as they are at incorrect depths. Detailed design almost complete. Likely to run into new FY.
Cllr Gardener 30CPX02347	Tilbrook	High Street / Station Road	MVAS and 20mph limit (Station Rd)	RED	MVAS delivered. Start on site 01/04/19
Cllr Costello 30CPX02332	Ramsey Heights	Uggmere Court Road	MVAS, gateways and improved signing/lining	RED	(MVAS) cost £2748 & Order Raised 02-May-19
Cllr Fuller 30CPX02327	St Ives	Marley Road	Improve warning signs/lines	RED	Awaiting start date. Ordered on 09-Apr-19
Cllr Downes 30CPX02334	Brampton	Village area	20mph limit around village	RED	Formal consultation complete, objections to scheme. Delegated decision recently undertaken. Target cost to be submitted soon. Look to implement May/Jun-19

Cllr Rogers 30CPX02345	Abbots Ripton	B1090 / Station Rd / Huntingdon Rd	MVAS and 40mph buffer zones on each village approach	RED	Request for new TC sent 22.03.2019 Awaiting Target Cost, chased with contractor.
Cllr Rogers 30CPX02333	Upwood and The Raveleys	Huntingdon Road	MVAS	RED	LA429717 Order placed Work started on site, awaiting site inspection May 19.
Cllr Downes A14 Community Fund	Buckden	Mill Road / Church Street	Zebra crossing	RED	WORKS ALMOST COMPLETE -awaiting electrical connection, due by end of May or earlier (issues with UK-PN)

FENLAND WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
Carried Forward from 2017/18					

Total LHI Schemes		13			
Total Completed		12			
Total Outstanding		1			
Cllr King 30CPX01592	Parson Drove	Sealeys Lane	Footway Extension	RED	TC has now been agreed, order raised and works programmes for 07/05/19. Delays to date due to needing to get the design approved by the drainage board. Despite chasing this additional phase added a considerable amount of time to the design process, the design has now been agreed and finalised. 2019/20 works also included for delivery within the same delivery window.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2018/19					

Total LHI Schemes		13			
Total Completed		4			
Total Outstanding		9			
Cllr King 30CPX02321	Wisbech St Mary	Leverington Common	Lining/ coloured surfacing at Bellamy's Bridge	RED	Works ordered, programmed delivery date 13/05/19

Cllr Conner 30CPX02317	Whittlesey	Coates/ Eastrea	Provide MVAS/ SID	RED	Awaiting collection by Parish Council, no date given by Parish Council
Cllr Hoy 30CPX02313	Wisbech	Ramnoth Rd, Money Bank, QE Drive, Copperfields, Mansell Rd	Extend existing DYL	RED	TC received 14/03/19 being reviewed. Legal order being made for the 14th May, go live date 17th May. Traffic management in place to clear parking to allow works to take place.
Cllr Count & Cllr French 30CPX02323	Christchurch	Upwell Road	Gateway feature at Upwell Road & upgrade existing cross road warning sign	RED	Signs completed, awaiting gates. Chased with Skanska 7th March, awaiting information
Cllr King 30CPX02316	Wisbech St Mary	High Road	Reduced localised speed limit with 40mph buffer & traffic calming	RED	Works ordered, awaiting programme date for works and TRO implementation
Cllr Count & Cllr French 30CPX02325	March	FP between Suffolk Way & Eastwood Avenue	Install bollards/ kissing gate	RED	Re-design is required as the scheme installed did not meet the expectations of the applicant and did not solve the objective, awaiting FDC permissions to install.
Cllr King 30CPX02315	Tydd St Giles	Kirkgate	Provide MVAS/ SID	RED	Awaiting collection by Parish Council, no date given, TC for post received & works ordered 14/03/19
Cllr King 30CPX02320	Gorefield	High Road	Gateway feature on east & west approach	RED	Order raised 16/01. Skanska programme date 25/03/19, 2 days work - Anticipated works complete, need to check on site
Cllr Tierney & Cllr Hoy 30CPX02314	Wisbech	Colville Road/ Trafford Road	Build out inc. cushion	RED	Following TRO process residents now request scheme is withdrawn, waiting on feedback from County Cllr for area.

EAST WORKS PROGRAMME

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/18 completion date)	Project Update and any Issues or Variance Explanation
-------------------------------	-------------	--------	-------	--	---

Carried Forward from 2017/18

Total LHI Schemes	13
Total Completed	10
Total Outstanding	3

Cllr Dupre 30CPX01609	Witchford	Main Street	Footway Widening	RED	Works were held back to be delivered with their 18/19 LHI Scheme as it made sense to package together. However we have encountered issues with the current placement of the bus stand (as per comments below). Scheme to be split into separate works to prevent further hold up. Awaiting the Target Cost to be split down by Skanska (expected end April).
Cllr Schuman 30CPX01607	Burwell	Ness Road	Safer crossing point and speed reduction / calming	RED	Remedial works complete, with the exception of lining (programmed 13/05). BBLP having issues with connecting up one side due to Cadent.
Cllr Schuman 30CPX01610	Fordham	Isleham Road	40mph speed limit from Barrowfield Farm. Raised Zebra crossing outside the school.	RED	Works predominantly complete, further lining to be completed. BBLP need to connect, seeking permission from school.

Local Member & Project Number	Parish/Town	Street	Works	RAG STATUS (Progress measured against 31/03/19 completion date)	Project Update and any Issues or Variance Explanation
Current Year Schemes 2018/19					

Total LHI Schemes		12			
Total Completed		6			
Total Outstanding		6			
Cllr Dupre 30CPX02307	Pymoor	Various	Change core to 30, keep 40 approaches. Remove VAS & install MVAS	RED	Skanska to complete works and resolve defects
Cllr Dupre 30CPX01609	Witchford	Main Street	Raised table	RED	Scheme to be split into separate works to prevent further hold up. Target cost received, needs to be broken down (awaiting info from Skanska). School & Parish Council are discussing issues relating to the design, awaiting confirmation of how to proceed.
Cllr Dupre 30CPX02308	Sutton	High Street	Junction re-prioritisation	RED	Delegated decision undertaken 23.04.2019, scheme to progress. Works ordered 30th April 2019 and awaiting start date.
Cllr Every 30CPX02310	Ely - Queen Adelaide	Ely Road, Mile End Road, Puntney Hill Road	Buffer zones and gateway features	RED	Works ordered, programmed for 06/05
Cllr Schuman 30CPX02304	Fordham	Mildenhall Road, Church Street junction	Improve sign and lining at junction	RED	Work commenced. Signing complete, lining still to be completed.
Cllr Bailey 30CPX02311	Ely	Forehill	Shallow table at bottom of Forehill	RED	Revised TC received, order to be amended as of 29/04

COUNTRYWIDE SUMMARY											Update as at the 10.04.2019
Removed 1st January 2017 to Date		89									
Planted 1st January 2017 to Date		81									
CAMBRIDGE CITY TREE WORKS											
Total Removed in Current Month		MAR	0								
Total Planted in Current Month		MAR	1								
District	Parish	Location	Number of trees	Reason Removed	Cllr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Cllr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
City	Coleridge	Coldhams Lane	6	Subsidence	NA	NA	NA	2017 Jan-June	With City	Sandra Crawford	Working with City Council Tree Team, who notify Cllr/Parish
City	Castle	Frenchs Road	1	Obstruction	NA	NA	NA	2017 July-Dec	With City	J Scutt	Working with City Council Tree Team, who notify Cllr/Parish
City	Castle	Mitchams Corner	3	Obstruction	NA	NA	NA	2018 Jan-June	With City	Claire Richards	Working with City Council Tree Team, who notify Cllr/Parish
City	Newnham	Skaters Meadow	1						2019-03-25		
Removed 1st January 2017 to Date		11									
Replaced 1st January 2017 to Date		3									

SOUTH TREE WORKS											
Total Removed in Current Month			MAR	0							
Total Planted in Current Month			MAR	0							
District	Parish	Location	Number of trees	Reason Removed	CLlr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	CLlr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
South	Comberton	Kentings	1	Diseased / Dead	N/A	N/A	2017-06-23	2017 Jan-June	N/A	Lina Joseph	This came from the tree officer at the Parish Council - No request for a replacement tree - LA 408915
South	Cottenham	Twentypence Road	2	Natural Disaster	2017-12-02	2017-12-02	2017-04-11	2017 Jan-June	TBC	Tim Wotherspoon	CLlr informed, awaiting response
South	Duxford	Ickleton Road	1	Diseased / Dead	2017-02-02	2017-02-02	2017-03-30	2017 Jan-June	TBC	Topping	Awaiting correspondence with Parish
South	Sawston	Mill Lane	12	Diseased / Dead	2017-12-02	2017-12-02	2017-04-02	2017 Jan-June	TBC	Hickford & Cuffley	x12 (Cherry trees, confirmed by tree officer dead) Parish owned trees on Highway land, being replaced by parish. CLlr informed.
South	Little Shelford	Whittlesford Road	1	Obstruction	2018-10-25	2018-10-25	2017-10-27	2017 July-Dec	TBC	Hickford & Cuffley	Reported by member of public - tree dangerous. CLlr informed- LA 411361
South	Longstowe	High Street	1	Diseased / Dead	2017-10-10	2017-10-10	2017-12-19	2017 July-Dec	N/A	Mark Howell	Informed by Wildlife Trust - ash tree dangerous over layby where cars park to visit nature reserve. Inspection showed dead and required removing -CLlr informed. LA 413553. No request for replacement.
South	Oakington	Queensway	3	Diseased / Dead	2018-10-25	2018-10-25	2017-10-12	2017 July-Dec	TBC	Hudson	This is 2 prunus and 1 apple tree on the entrance to Queens way that required removing, dead.diseased. CLlr informed. LA411674
South	Sawston	Resbury Close	1	Diseased / Dead	2018-10-25	2018-10-25	2017-12-19	2017 July-Dec	TBC	Hickford & Cuffley	Tree Officer reported as dead tree requiring removal, CLlr informed - LA 410776
South	Bassingbourn	North End	2	Diseased / Dead	2018-10-29	2018-10-29	2018-05-11	2018 Jan-June	TBC	Susan van de Ven	Prunus Pissardii x2 trees, 1 - sustained damage too significant for the tree to remain and 2 - infected with decay fungi. Tree Officer advised to remove both. CLlr informed. LA 417347, Resident stated they did not want trees replacing outside their property.
South	Bourn	Riddy Lane (behind 3 Baldwins Close)	1	Diseased / Dead	2018-10-29	2018-10-29	2018-03-09	2018 Jan-June	N/A	Lina Joseph	Parish complained of leaning/rocking Field Maple on verge. Tree Officer advised that tree required removing asap. CLlr informed. LA 415709. Tree was later found to be private so no replacement required.
South	Grantchester	Barton Road	1	Diseased / Dead	2018-10-29	2018-10-29	2018-02-13	2018 Jan-June	N/A	Lina Joseph	Large dead chestnut tree on highways verge, overhanging the cycle path, branches unsafe, possible danger. CLlr informed LA 413552. No replacement requested.
South	Histon	Parlour Close	1	Damaged	2017-12-02	2017-12-02	2018-01-30	2018 Jan-June	TBC	Jenkins	Tree damaged. Member of public informed that tree was overgrown and has started to raise paving slabs and driveway, damaging property in close vicinity - On inspection Maple tree required felling - CLlr informed - LA 414109
South	Girton	Thornton Close	1	Diseased / Dead	2018-10-25	2018-10-25	2018-02-12	2018 Jan-June	TBC	Harford	After inspection, tree required felling as dead - CLlr informed. LA 411887
South	Grantchester	Mill Way	1	Subsidence	2018-10-29	2018-10-29	2018-06-14	2018 July-Sept	TBC	Lina Joseph	CLlr informed, awaiting response. Tree removed before current LHO took over parish.
South	Little Wilbraham	O/s 89 High Street	1	Obstruction	2018-06-01	2018-06-01	2018-08-07	2018 July-Sept	2018-08-07	John Williams	LA 424465 removed tree due to damage being caused to residents driveway, replaced in different location
South	Waterbeach	Clayhithe Road	1	Diseased / Dead	2019-03-11	2019-03-11				Anna Bradnam	Currently awaiting a revised quote after PC have advised on what replacement tree they would like and the location of where they would like the tree placed
Removed 1st January 2017 to Date			31								
Replaced 1st January 2017 to Date			1								

EAST TREE WORKS											
Total Removed in Current Month			MAR	0							
Total Planted in Current Month			MAR	70							
District	Parish	Location	Number of tree	Reason Removed	Cllr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Cllr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
East	Ely	The Gallery	1	Diseased / Dead	2017-09-01	2017-09-01	2017-06-22	2017 Jan-June	2018-07-09	Anna Bailey	The Gallery Ely – Trees felled following assessment by Tree Officer, Replacements planted, Cllrs informed (01/09/2017)
East	Littleport	Queens Road no.5	1	Diseased / Dead	2017-03-24	2017-03-24	2017-05-03	2017 Jan-June	2018-07-16	Ambrose Smith	5 Queens Road Lport – Tree felled following assessment by Tree Officer, Replacement planted, Cllr informed (23/03/2017)
East	Ely	Angel Drove	1	Diseased / Dead	2017-09-01	2017-09-01	2017-06-22	2017 Jan-June	2018-08-28	Anna Bailey	Removed following assessment by Tree Officer, replacement tree agreed with Cllr for the Gallery Ely
East	Ely	Main St, Lt Thetford No.16	1	Diseased / Dead	2018-09-20	2018-08-02	2018-09-19	2018 July-Sept	TBC	Bill Hunt	Dead tree removed (19/09/18), following Tree Officer Assesment, Awaiting instuctions from Parish about replacement. Cllr aware, but not informed. I will inform Cllr officially once there is further information about the outcome of the replacement. SA
East	Ely	St Catherines	1	Diseased / Dead	2018-07-11	2018-07-11	2018-08-28	2018 July-Sept	2019-01-07	Anna Bailey	St Catherines Ely – Tree felled following results of PICUS test, Replacement ordered, Cllr informed (11/07/2018)
East	Ely	Lynn Road 83a/85	1	Natural Disater	2018-07-11	2018-07-11	2018-07-11	2018 July-Sept	TBC	Anna Bailey	Natural disaster – Replacement Tree ordered, Cllrs informed (11/07/2018) - LA418175
East	Ely	The Gallery	1	Diseased / Dead	2017-09-01	2017-06-22	Jan-June 2017	Diseased / Dead	2018-07-09	Anna Bailey	The Gallery Ely – Trees felled following assessment by Tree Officer, Replacements planted, Cllrs informed (01/09/2017)
East	Burwell	Causeway	1	Diseased / Dead	2018-11-19	2018-11-19	2018-11-19		TBC	Josh Schumann	Awaiting funds
Removed 1st January 2017 to Date			8								
Replaced 1st January 2017 to Date			74								
March Narrative for replacement											
East	Witchford	plot of land	70						2019-03-0		Trees Planted on land in Witchford village. Cllrs for this area were informed.

FENLAND TREE WORKS											
Total Removed in Current Month			MAR	0							
			MAR	0							
Total Planted in Current Month											
District	Parish	Location	Number of trees	Reason Removed	Cllr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Cllr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
Fenland	Wisbech	Westmead Avenue	1	Diseased / Dead	2018-02-20	2018-02-20	2017-06-03	2017 Jan-June	TBC	S Hoy	Tree removed following assessment by Tree Officer. Cllr Hoy informed.
Fenland	March	Elliott Road (Avenue Jct with)	1	Diseased / Dead	2018-02-20	2018-02-20	2017-10-11	2017 July-Dec	TBC	French	Tree removed following assessment by Tree Officer. AH informed Cllr French 20/02/18 and chased 19/10/18 LA413063 To be confirmed - X1 previously on sheet to investigate
Fenland	Wisbech	Southwell Rd	1	Natural Disaster	2018-02-20	2018-02-20	2018-01-30	2018 Jan-June	TBC	S Hoy	LA416416 Will ask SN to chase Cllr Hoy. Steve emailed Cllr Hoy 19/10/18
Fenland	March	Elwyndene Road	1	Diseased / Dead	2018-05-21	2018-10-23	2018-05-21	2018 Jan-June	TBC	French	Cllr French informed 21/05/18 and chased 23/10/18 LA420182
Removed 1st January 2017 to Date			4								
Replaced 1st January 2017 to Date			0								

HUNTINGDON TREE WORKS											
Total Removed in Current Month			MAR	3							
Total Planted in Current Month			MAR	3							
District	Parish	Location	Number of trees	Reason Removed	CIlr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	CIlr name	Other information needed: case progress, LA Code. Contact name, works ordered
Hunts	Eaton Ford	Orchard Close	2	Diseased / Dead	2018-03-27	2018-10-29	2017-01-19	2017 Jan-June	TBC	Giles/Chapman	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Elton	Back Lane	1	Subsidence	2018-03-27	2018-10-29	2017-04-18	2017 Jan-June	TBC	Bywater	Tree felled as it was causing severe damage to a stone wall in a conservation area. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Fenstanton	Harrison Way	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03-19	2017 Jan-June	TBC	Bates	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Godmanchester	Cambridge Villas	3	Diseased / Dead	2018-03-27	2018-10-29	2017-06-06	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	Hartford	Longstaff Way	1	Subsidence	2018-03-27	2018-10-29	2017-06-27	2017 Jan-June	TBC	Shellens	Tree felled as it was causing damage to a house. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	Hemingford Grey	The Thorpe	1	Natural Disaster	2018-03-27	2018-10-29	2017-05-11	2017 Jan-June	TBC	Bates	Tree fell following storm/high winds. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Huntingdon	Coldhams North	1	Diseased / Dead	2018-03-27	2018-10-29	2017-01-03	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	Huntingdon	Norfolk Road	2	Diseased / Dead	2018-03-27	2018-10-29	2017-01-03	2017 Jan-June	TBC	Shellens	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	Huntingdon	Queens Drive	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03--7	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	St Ives	Ramsey Rd	1	Natural Disaster	2018-03-27	2018-10-29	2017-05-12	2017 Jan-June	TBC	Reynolds & Fuller	Tree fell following storm/high winds. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Wyton	Banks End	1	Diseased / Dead	2018-03-27	2018-10-29	2017-06-02	2017 Jan-June	TBC	Bates	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Yaxley	Windsor Rd	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03-23	2017 Jan-June	TBC	McGuire	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Warboys	Mill Green	2	Subsidence	2018-03-27	2018-10-29	2017-06-21	2017 Jan-June	TBC	Rogers	Trees felled as it was causing damage to a house. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Fenstanton	Little Moor	1	Diseased / Dead	2018-03-27	2018-10-29	2017-10-23	2017 July-Dec	TBC	Bates	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Hartford	Arundel Rd	1	Diseased / Dead	2018-03-27	2018-10-29	2017-11-15	2017 July-Dec	TBC	Shellens	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	Huntingdon	Horse Common Lane	1	Diseased / Dead	2018-03-27	2018-10-29	2017-09-28	2017 July-Dec	TBC	Sanderson	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	St Ives	Chestnut Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2017-07-04	2017 July-Dec	TBC	CIlr Reynolds/CIlr fuller	Diseased tree felled following assessment by Tree Officer. CIlr and TC informed. Awaiting TC/CIlr to suggest location for replacement tree
Hunts	St Neots	Cromwell Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2017-10-31	2017 July-Dec	TBC	Taylor & Wells	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Yaxley	London Rd/Broadway	1	Natural Disaster	2018-03-27	2018-10-29	2017-07-17	2017 July-Dec	TBC	McGuire	Tree fell following storm/high winds. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Yaxley	Windsor Rd	1	Subsidence	2018-03-27	2018-10-29	2017-10-19	2017 July-Dec	TBC	McGuire	Tree felled as it was causing damage to a house. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree
Hunts	Hilton	Graveley Way	1	Diseased / Dead	2018-03-27	2018-10-29	2017-11-23	2017 July-Dec	TBC	Bates	Diseased tree felled following assessment by Tree Officer. CIlr and PC informed. Awaiting PC/CIlr to suggest location for replacement tree

Hunts	Brampton	Buckden Road	1	Natural Disaster	2018-10-17	2018-10-17	2018-02--5	2018 Jan-June	TBC	Peter Downes	Near Golf Club Tree fell following storm/high winds. Cllr and PC informed. Awaiting PC/Cllr to suggest location for replacement tree
Hunts	Godmanchester	o/s School	1	Obstruction	2018-10-17	2018-10-17	2018-06-18	2018 Jan-June	TBC	Graham Wilson	Tree felled as it was causing an obstruction for children crossing outside the school. Cllr and TC informed. Awaiting TC/Cllr to suggest location for replacement tree
Hunts	Huntingdon	Claytons Way o/s no 13	1	Diseased / Dead	2018-10-17	2018-10-17	2018-05-18	2018 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Cllr to suggest location for replacement tree
Hunts	Ramsey	Biggin Lane o/s 29	1	Natural Disaster	2018-10-17	2018-10-17	2018-03-21	2018 Jan-June	TBC	Adela Costello	Tree fell following storm/high winds. Cllr and TC informed. Awaiting TC/Cllr to suggest location for replacement tree
Hunts	Ramsey Heights	Upwood Rd o/s Clad's Cottage	1	Diseased / Dead	2018-10-17	2018-10-17	2018-02-18	2018 Jan-June	TBC	Adela Costello	Diseased poplar tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Cllr to suggest location for replacement tree
Hunts	St Ives	Ramsey Rd	1	Subsidence	2018-10-17	2018-10-17	2018-02-06	2018 Jan-June	TBC	Ryan Fuller	Tree felled as it was causing damage to a house. Cllr and TC informed. Awaiting TC/Cllr to suggest location for replacement tree. LA406202 Adj 15 Teal Close
Hunts	Hemingford Grey	High St o/s no 2	1	Diseased / Dead	2018-10-17	2018-10-17	2018-06-07	2018 Jan-June	TBC	Ian Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Cllr to suggest location for replacement tree
Removed 1st January 2017 to Date			35								
Replaced 1st January 2017 to Date			3								
March Narrative for replacement											
Hunts	Godmanchester	London Road	1						2019-03-00		Tree planted - Graham Campbell
Hunts	Godmanchester	Pettit Road	1						2019-03-00		Tree planted
Hunts	Godmanchester	Drove House	1						2019-03-00		Tree planted

District	Parish	Location	Number of trees	Reason Removed	CIlr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	CIlr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
East	Ely	Downham Road	1	Diseased / Dead	2018-10-08	2018-10-08	2019-01-18	not on sheet	TBC	Anna Bailey	Dead Removed following assessment by Tree Officer, replacement tree agreed with CIlr
East	Ely	Nornea Lane	3	Diseased / Dead	2018-10-25	2018-10-25	2019-01-18	not on sheet	TBC	Anna Bailey	Dead Removed following assessment by Tree Officer, replacement tree agreed with CIlr
East	Ely	West Fen Rd	1	Unsuitable for Location	2018-08-02	2018-08-02	2019-01-18	not on sheet	TBC	Anna Bailey	CIlr informed, Replacement / Location discussed with CIlr (02/08/2018),
East	Haddenham	Aldreth Road	1	Diseased / Dead	2018-10-25	2018-10-25	Waiting	not on sheet	TBC	Bill Hunt	Dead Order raised to remove dead cherry tree in verge. No date yet. Awaiting replant info from parish.
East	Littleport	Hawthorn Close	1	Other	2018-08-02	2018-08-02	Waiting	not on sheet	TBC	Ambrose Smith	Instructed by RL to remove, PROW funding, CIlr informed, Replacement / Location discussed (02/08/2018)
East	Ely	Buttermarket	1	Diseased / Dead	2019-01-14	2019-01-14	Waiting		TBC	Anna Bailey	Dead Removed following assessment by Tree Officer, replacement tree agreed with CIlr
East	Ely	Barton Square	1		2019-02-15	2019-02-15	Waiting	Dead	TBC	Anna Bailey	Dead Removed following assessment by Tree Officer, replacement tree agreed with CIlr

Summary of Place & Economy establishment (P&E)

The table below shows:

- Number of FTE employed in P&E
- Number of vacant FTE the service want to hold in P&E
- Total number FTE on the establishment
- The percentage of the total establishment which are vacant posts

Notes on data:

The current vacancies within P&E represent 11.6% of the total P&E establishment. The only change for March 2019 has been in Highways. NB. Libraries are holding 9 vacancies in 2018/19 to meet budget requirements.

		Sum of FTE employed	Sum of Vacancy FTE	Total FTE on establishment	The % of total establishment which are vacant posts
Grand Total		644	84.70	728.70	11.6%
Cultural & Community Services	Asst Dir - Cultural & Community Services	2	0	2	0.0%
	Coroners	22	2	24	8.3%
	Cultural Services	5	0	5	0.0%
	Passenger Transport other	12	2	14	14.3%
	Public Library Services	172	21.50	193.50	11.1%
	Archives	16	0	16	0.0%
	Registration & Citizenship Services	23	1.2	24.2	5.0%
Cultural & Community Services Total		252	26.70	278.70	9.6%
Environmental & Commercial Services	Asst Dir - Environment & Commercial Services	1	2	3	66.7%
	Energy	7	1	8	12.5%
	Flood Risk Management	8	2	10	20.0%
	Historic Environment	10	0	10	0.0%
	County Planning Minerals & Waste	12	0	12	0.0%
	Waste Disposal including PFI	7	1	8	12.5%
	Outdoor Education (includes Grafham Water)	78	4	82	4.9%
Environmental & Commercial Services Total		123	10	133	7.5%
Highways	Assist Dir - Highways	2	0	0	0.0%
	Asset Management	15	2	17	11.7%
	Highways Maintenance	34	4	38	10.5%
	Highways Other	9	2	11	18.1%
	Highways Projects and Road Safety	62	8	70	11.4%
	Park & Ride	17	0	17	0.0%
	Parking Enforcement	16	2	18	11.1%
	Street Lighting	2	2	4	50.0%
	Traffic Management	37	9	46	19.5%
Highways Total		193	28	221	12.6%
Infrastructure & Growth	Asst Dir - Infrastructure & Growth	2	1	3	33.3%
	Growth & Development	12	3	15	20.0%
	Highways Development Management	12	4	16	25.0%
	Major Infrastructure Delivery	29	7	36	19.4%
	Transport & Infrastructure Policy & Funding	16	3	19	15.8%
Infrastructure & Growth Total		71	18	89	20.2%
Exec Dir	Executive Director	5	2	7	28.6%
	Business Support	0	0	0	0.0%
Exec Dir Total		5	2	7	28.6%

LTP Integrated Transport Block – County-wide Minor Cycling and Walking Improvements

In the LTP Integrated Transport Block funding for Delivering Transport Strategy Aims there is a budget of £35,000 for County-wide minor cycling and walking improvements. Last year, Members requested a breakdown of the expenditure to be provided at year-end. Here's the breakdown for 2018/19.

The spending each year may over or under-spend depending on the needs in-year. In 2017-18 the actual expenditure was slightly under. This year 2018/19 it's slightly over.

Breakdown of the expenditure on county-wide minor cycling walking improvements

<u>Description of spend</u>	<u>Location</u>	<u>Amount</u>
Repair of automatic cycle counters	Cambridge	£9,215.50
Re marking lines in Wisbech Park	Wisbech	£395.00
Delivery of Cycle Maps to Ely Tourist Office	Ely	£28.10
Legal advice relating to horses and shared paths	Countywide	£391.68
Legal advice of bike share schemes	Cambridge	£428.80
Filming interactions at cycle zebra, Huntingdon Rd	Cambridge	£1,940.00
Contribution towards Sustrans BikeLife project	Cambridge & South Cambs	£10,000.00
Topographical survey near Science Park	Milton	£3,008.14
Base for benches Broadway, Farcet	Farcet	£1,471.73
Dropped kerbs for cycle access Stour Green, Ely	Ely	£3,175.55
Removal of signs Burrell's Walk, Cambridge	Cambridge	£452.33
New cycle signage to Cambridge North Station	Cambridge and Milton	£1,426.31
Staff time Definitive Map Team, Fenstanton	Fenstanton	£334.50
Refund from BT for St Ives cycleway 2015	St Ives	-£3,674.21
Topographical survey on A1198 Papworth	Papworth	£9,488.14
Total		£38,081.57

COUNTRYWIDE SUMMARY

Update as at the 10.04.2019

Removed 1st January 2017 to Date	89
Planted 1st January 2017 to Date	81

CAMBRIDGE CITY TREE WORKS

Total Removed in Current Month	MAR	0
Total Planted in Current Month	MAR	1

District	Parish	Location	Number of trees	Reason Removed	Cllr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Cllr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
City	Coleridge	Coldhams Lane	6	Subsidence	NA	NA	NA	2017 Jan-June	With City	Sandra Crawford	Working with City Council Tree Team, who notify Cllr/Parish
City	Castle	Frenchs Road	1	Obstruction	NA	NA	NA	2017 July-Dec	With City	J Scutt	Working with City Council Tree Team, who notify Cllr/Parish
City	Castle	Mitchams Corner	3	Obstruction	NA	NA	NA	2018 Jan-June	With City	Claire Richards	Working with City Council Tree Team, who notify Cllr/Parish
City	Newnham	Skaters Meadow	1						2019-03-25		

Removed 1st January 2017 to Date	11
Replaced 1st January 2017 to Date	3

SOUTH TREE WORKS

Total Removed in Current Month	MAR	0
Total Planted in Current Month	MAR	0

District	Parish	Location	Number of trees	Reason Removed	CLr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	CLr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
South	Comberton	Kentings	1	Diseased / Dead	N/A	N/A	2017-06-23	2017 Jan-June	N/A	Lina Joseph	This came from the tree officer at the Parish Council - No request for a replacement tree - LA 408915
South	Cottenham	Twentypence Road	2	Natural Disaster	2017-12-02	2017-12-02	2017-04-11	2017 Jan-June	TBC	Tim Wotherspoon	CLr informed, awaiting response
South	Duxford	Ickleton Road	1	Diseased / Dead	2017-02-02	2017-02-02	2017-03-30	2017 Jan-June	TBC	Topping	Awaiting correspondence with Parish
South	Sawston	Mill Lane	12	Diseased / Dead	2017-12-02	2017-12-02	2017-04-02	2017 Jan-June	TBC	Hickford & Cuffley	x12 (Cherry trees, confirmed by tree officer dead) Parish owned trees on Highway land, being replaced by parish. CLr informed.
South	Little Shelford	Whittlesford Road	1	Obstruction	2018-10-25	2018-10-25	2017-10-27	2017 July-Dec	TBC	Hickford & Cuffley	Reported by member of public - tree dangerous. CLr informed- LA 411361
South	Longstowe	High Street	1	Diseased / Dead	2017-10-10	2017-10-10	2017-12-19	2017 July-Dec	N/A	Mark Howell	Informed by Wildlife Trust - ash tree dangerous over layby where cars park to visit nature reserve. Inspection showed dead and required removing -CLr informed. LA 413553. No request for replacement.
South	Oakington	Queensway	3	Diseased / Dead	2018-10-25	2018-10-25	2017-10-12	2017 July-Dec	TBC	Hudson	This is 2 prunus and 1 apple tree on the entrance to Queens way that required removing, dead,diseased. CLr informed. LA411674
South	Sawston	Resbury Close	1	Diseased / Dead	2018-10-25	2018-10-25	2017-12-19	2017 July-Dec	TBC	Hickford & Cuffley	Tree Officer reported as dead tree requiring removal, CLr informed - LA 410776
South	Bassingbourn	North End	2	Diseased / Dead	2018-10-29	2018-10-29	2018-05-11	2018 Jan-June	TBC	Susan van de Ven	Prunus pissardii x2 trees, 1 - sustained damage too significant for the tree to remain and 2 - infected with decay fungi. Tree Officer advised to remove both. CLr informed. LA 417347. Resident stated they did not want trees replacing outside their property.
South	Bourn	Riddy Lane (behind 3 Baldwins Close)	1	Diseased / Dead	2018-10-29	2018-10-29	2018-03-09	2018 Jan-June	N/A	Lina Joseph	Parish complained of leaning/rocking Field Maple on verge. Tree Officer advised that tree required removing asap. CLr informed. LA 415709. Tree was later found to be private so no replacement required.
South	Grantchester	Barton Road	1	Diseased / Dead	2018-10-29	2018-10-29	2018-02-13	2018 Jan-June	N/A	Lina Joseph	Large dead chestnut tree on highways verge, overhanging the cycle path, branches unsafe, possible danger. CLr informed LA 413552. No replacement requested.
South	Histon	Parlour Close	1	Damaged	2017-12-02	2017-12-02	2018-01-30	2018 Jan-June	TBC	Jenkins	Tree damaged. Member of public informed that tree was overgrown and has started to raise paving slabs and driveway, damaging property in close vicinity - On inspection Maple tree required felling - CLr informed - LA 414109
South	Girton	Thornton Close	1	Diseased / Dead	2018-10-25	2018-10-25	2018-02-12	2018 Jan-June	TBC	Harford	After inspection, tree required felling as dead - CLr informed. LA 411887
South	Grantchester	Mill Way	1	Subsidence	2018-10-29	2018-10-29	2018-06-14	2018 July-Sept	TBC	Lina Joseph	CLr informed, awaiting response. Tree removed before current LHO took over parish.
South	Little Wilbraham	O/s 89 High Street	1	Obstruction	2018-06-01	2018-06-01	2018-08-07	2018 July-Sept	2018-08-07	John Williams	LA 424465 removed tree due to damage being caused to residents driveway, replaced in different location
South	Waterbeach	Clayhithe Road	1	Diseased / Dead	2019-03-11	2019-03-11				Anna Bradnam	Currently awaiting a revised quote after PC have advised on what replacement tree they would like and the location of where they would like the tree placed
Removed 1st January 2017 to Date			31								
Replaced 1st January 2017 to Date			1								

EAST TREE WORKS

Total Removed in Current Month	MAR	0
Total Planted in Current Month	MAR	70

District	Parish	Location	Number of trees	Reason Removed	Clr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Clr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
East	Ely	The Gallery	1	Diseased / Dead	2017-09-01	2017-09-01	2017-06-22	2017 Jan-June	2018-07-09	Anna Bailey	The Gallery Ely – Trees felled following assessment by Tree Officer, Replacements planted, CLrs informed (01/09/2017)
East	Littleport	Queens Road no.5	1	Diseased / Dead	2017-03-24	2017-03-24	2017-05-03	2017 Jan-June	2018-07-16	Ambrose Smith	5 Queens Road Lport – Tree felled following assessment by Tree Officer, Replacement planted, Clr informed (23/03/2017)
East	Ely	Angel Drove	1	Diseased / Dead	2017-09-01	2017-09-01	2017-06-22	2017 Jan-June	2018-08-28	Anna Bailey	Removed following assessment by Tree Officer, replacement tree agreed with Clr for the Gallery Ely
East	Ely	Main St, Lt Thetford No.16	1	Diseased / Dead	2018-09-20	2018-08-02	2018-09-19	2018 July-Sept	TBC	Bill Hunt	Dead tree removed (19/09/18), following Tree Officer Assesment, Awaiting instuctions from Parish about replacement. Clr aware, but not informed. I will inform Clr officially once there is further information about the outcome of the replacement. SA
East	Ely	St Catherines	1	Diseased / Dead	2018-07-11	2018-07-11	2018-08-28	2018 July-Sept	2019-01-07	Anna Bailey	St Catherines Ely – Tree felled following results of PICUS test, Replacement ordered, Clr informed (11/07/2018)
East	Ely	Lynn Road 83a/85	1	Natural Disater	2018-07-11	2018-07-11	2018-07-11	2018 July-Sept	TBC	Anna Bailey	Natural disaster – Replacement Tree ordered, CLrs informed (11/07/2018) - LA418175
East	Ely	The Gallery	1	Diseased / Dead	2017-09-01	2017-06-22	2017	Jan-June / Dead	2018-07-09	Anna Bailey	The Gallery Ely – Trees felled following assessment by Tree Officer, Replacements planted, CLrs informed (01/09/2017)
East	Burwell	Causeway	1	Diseased / Dead	2018-11-19	2018-11-19	2018-11-19		TBC	Josh Schumann	Awaiting funds

Removed 1st January 2017 to Date	8
Replaced 1st January 2017 to Date	74

March Narrative for replacement

East	Witchford	plot of land	70						2019-03-0		Trees Planted on land in Witchford village. CLrs for this area were informed.
------	-----------	--------------	----	--	--	--	--	--	-----------	--	---

FENLAND TREE WORKS

Total Removed in Current Month	MAR	0
Total Planted in Current Month	MAR	0

District	Parish	Location	Number of trees	Reason Removed	Cllr Informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Cllr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
Fenland	Wisbech	Westmead Avenue	1	Diseased / Dead	2018-02-20	2018-02-20	2017-06-03	2017 Jan-June	TBC	S Hoy	Tree removed following assessment by Tree Officer. Cllr Hoy informed.
Fenland	March	Elliott Road (Avenue Jct with)	1	Diseased / Dead	2018-02-20	2018-02-20	2017-10-11	2017 July-Dec	TBC	French	Tree removed following assessment by Tree Officer. AH informed Cllr French 20/02/18 and chased 19/10/18 LA413063 To be confirmed - X1 previously on sheet to investigate
Fenland	Wisbech	Southwell Rd	1	Natural Disaster	2018-02-20	2018-02-20	2018-01-30	2018 Jan-June	TBC	S Hoy	LA416416 Will ask SN to chase Cllr Hoy. Steve emailed Cllr Hoy 19/10/18
Fenland	March	Elwyndene Road	1	Diseased / Dead	2018-05-21	2018-10-23	2018-05-21	2018 Jan-June	TBC	French	Cllr French informed 21/05/18 and chased 23/10/18 LA420182

Removed 1st January 2017 to Date	4
Replaced 1st January 2017 to Date	0

HUNTINGDON TREE WORKS

Total Removed in Current Month	MAR	3
Total Planted in Current Month	MAR	3

District	Parish	Location	Number of trees	Reason Removed	Clr informed	Parish informed	Removal Date	Quarterly Report	Replace Date	Clr name	Other information needed: case progress, crno. LA & PO nos. Contact name, works ordered
Hunts	Eaton Ford	Orchard Close	2	Diseased / Dead	2018-03-27	2018-10-29	2017-01-19	2017 Jan-June	TBC	Giles/Chapman	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Elton	Back Lane	1	Subsidence	2018-03-27	2018-10-29	2017-04-18	2017 Jan-June	TBC	Bywater	Tree felled as it was causing severe damage to a stone wall in a conservation area. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Fenstanton	Harrison Way	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03-19	2017 Jan-June	TBC	Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Godmanchester	Cambridge Villas	3	Diseased / Dead	2018-03-27	2018-10-29	2017-06-06	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Hartford	Longstaff Way	1	Subsidence	2018-03-27	2018-10-29	2017-06-27	2017 Jan-June	TBC	Shellens	Tree felled as it was causing damage to a house. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Hemingford Grey	The Thorpe	1	Natural Disaster	2018-03-27	2018-10-29	2017-05-11	2017 Jan-June	TBC	Bates	Tree fell following storm/high winds. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Huntingdon	Coldhams North	1	Diseased / Dead	2018-03-27	2018-10-29	2017-01-03	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Huntingdon	Norfolk Road	2	Diseased / Dead	2018-03-27	2018-10-29	2017-01-03	2017 Jan-June	TBC	Shellens	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Huntingdon	Queens Drive	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03-7	2017 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	St Ives	Ramsey Rd	1	Natural Disaster	2018-03-27	2018-10-29	2017-05-12	2017 Jan-June	TBC	Reynolds & Fuller	Tree fell following storm/high winds. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Wyton	Banks End	1	Diseased / Dead	2018-03-27	2018-10-29	2017-06-02	2017 Jan-June	TBC	Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Yaxley	Windsor Rd	1	Diseased / Dead	2018-03-27	2018-10-29	2017-03-23	2017 Jan-June	TBC	McGuire	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Warboys	Mill Green	2	Subsidence	2018-03-27	2018-10-29	2017-06-21	2017 Jan-June	TBC	Rogers	Trees felled as it was causing damage to a house. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Fenstanton	Little Moor	1	Diseased / Dead	2018-03-27	2018-10-29	2017-10-23	2017 July-Dec	TBC	Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Hartford	Arundel Rd	1	Diseased / Dead	2018-03-27	2018-10-29	2017-11-15	2017 July-Dec	TBC	Shellens	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Huntingdon	Horse Common Lane	1	Diseased / Dead	2018-03-27	2018-10-29	2017-09-28	2017 July-Dec	TBC	Sanderson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	St Ives	Chestnut Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2017-07-04	2017 July-Dec	TBC	Clr Reynolds/Clr fuller	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	St Neots	Cromwell Rd	2	Diseased / Dead	2018-03-27	2018-10-29	2017-10-31	2017 July-Dec	TBC	Taylor & Wells	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Yaxley	London Rd/Broadway	1	Natural Disaster	2018-03-27	2018-10-29	2017-07-17	2017 July-Dec	TBC	McGuire	Tree fell following storm/high winds. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Yaxley	Windsor Rd	1	Subsidence	2018-03-27	2018-10-29	2017-10-19	2017 July-Dec	TBC	McGuire	Tree felled as it was causing damage to a house. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Hilton	Graveley Way	1	Diseased / Dead	2018-03-27	2018-10-29	2017-11-23	2017 July-Dec	TBC	Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Brampton	Buckden Road	1	Natural Disaster	2018-10-17	2018-10-17	2018-02-5	2018 Jan-June	TBC	Peter Downes	Near Golf Club Tree fell following storm/high winds. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree
Hunts	Godmanchester	o/s School	1	Obstruction	2018-10-17	2018-10-17	2018-06-18	2018 Jan-June	TBC	Graham Wilson	Tree felled as it was causing an obstruction for children crossing outside the school. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Huntingdon	Claytons Way o/s no 13	1	Diseased / Dead	2018-10-17	2018-10-17	2018-05-18	2018 Jan-June	TBC	Graham Wilson	Diseased tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Ramsey	Biggin Lane o/s 29	1	Natural Disaster	2018-10-17	2018-10-17	2018-03-21	2018 Jan-June	TBC	Adela Costello	Tree fell following storm/high winds. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	Ramsey Heights	Upwood Rd o/s Clad's Cottage	1	Diseased / Dead	2018-10-17	2018-10-17	2018-02-18	2018 Jan-June	TBC	Adela Costello	Diseased poplar tree felled following assessment by Tree Officer. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree
Hunts	St Ives	Ramsey Rd	1	Subsidence	2018-10-17	2018-10-17	2018-02-06	2018 Jan-June	TBC	Ryan Fuller	Tree felled as it was causing damage to a house. Cllr and TC informed. Awaiting TC/Clr to suggest location for replacement tree. LA406202 Adj 15 Teal Close
Hunts	Hemingford Grey	High St o/s no 2	1	Diseased / Dead	2018-10-17	2018-10-17	2018-06-07	2018 Jan-June	TBC	Ian Bates	Diseased tree felled following assessment by Tree Officer. Cllr and PC informed. Awaiting PC/Clr to suggest location for replacement tree

Removed 1st January 2017 to Date	35
Replaced 1st January 2017 to Date	3

March Narrative for replacement

Hunts	Godmanchester	London Road	1						2019-03-00		Tree planted - Graham Campbell
Hunts	Godmanchester	Pettit Road	1						2019-03-00		Tree planted
Hunts	Godmanchester	Drove House	1						2019-03-00		Tree planted

HOUSEHOLD RECYCLING CENTRE VAN AND TRAILER E-PERMIT SCHEME

To: Highways and Community Infrastructure Committee

Meeting Date: 21 May 2019

From: Graham Hughes, Executive Director Place and Economy

Electoral division(s): All

Forward Plan ref: N/A **Key decision:** No

Purpose: To consider the proposal to introduce a Van and Trailer e-permit scheme at the Household Recycling Centres across Cambridgeshire

Recommendation: Committee is recommended to:

- a) Introduce a van and trailer e-permit scheme at the nine Household Recycling Centres across Cambridgeshire.
- b) To consider an exemption for small trailers from the requirement to obtain an e-permit.
- c) Delegate responsibility to the Executive Director, Place and Economy in consultation with the Chair and Vice Chair of Highways and Community Infrastructure Committee to agree the amendments required to the waste Private Finance Initiative contract in a Deed of Variation and obtain approval from the Department for Environment, Food and Rural Affairs for the amendments through the submission of a variation business case.

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name	Adam Smith	Names:	Cllr Mathew Shuter/Cllr Bill Hunt
Post:	Commission Manager (Waste)	Post:	Chair/Vice-Chair
Email	Adam.Smith@cambridgeshire.gov.uk	Email:	Mathew.Shuter@cambridgeshire.gov.uk / william-hunt@hotmail.co.uk
Tel:	01223 727977	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Environmental Protection Act 1990 placed a duty on Cambridgeshire County Council (CCC), as a Waste Disposal Authority (WDA), to provide Household Recycling Centres (HRCs) for the deposit of household waste at all reasonable times and free of charge by persons resident in the area of the authority.
- 1.2 The household waste accepted at an HRC must be:
 - 1.2.1 Produced at someone's domestic property through “normal” living;
 - 1.2.2 Delivered to the HRC by the resident who generated the waste.
- 1.3 Household waste cannot be:
 - 1.3.1 From a landlord, business, industry, shop, holiday lets etc.;
 - 1.3.2 Generated by a tradesperson working on someone's property;
 - 1.3.3 From construction and demolition activities (i.e. extensions, taking down walls and renovations from the home, outside spaces and gardens);
 - 1.3.4 From someone else's property.
- 1.4 CCC provides nine HRCs around the county that provide a range of services for residents to reuse, recycle and dispose of their bulky household waste. The sites are operated by Amey as part of the long-term waste Private Finance Initiative (PFI) contract.
- 1.5 Although CCC has a statutory duty to provide HRC sites, the acceptance of commercial waste and Construction and Demolition (C&D) waste at the sites, is not a statutory requirement.
- 1.6 The existing HRC policy states that waste resulting from small scale “do it yourself” (DIY) work may be accepted at Recycling Centres under specific conditions;
 - 1.6.1 Plaster and plasterboard is accepted only at a limited number of HRCs with dedicated facilities;
 - 1.6.2 The waste is delivered by the resident and is the result of their own work;
 - 1.6.3 Repeat or regular visits with these types of waste may be refused at the site manager's discretion, and may involve follow up visits by a CCC officer.
- 1.7 The HRC policies in Cambridgeshire were last reviewed in 2007. Since that date, many local authorities have been driven by austerity measures to review and amend their HRC policies. This includes all neighbouring councils that border Cambridgeshire who have introduced changes to their HRC services such as; reducing the opening hours, part week closure of sites, charging for C&D waste and restricting access for large vehicles and trailers (see **appendix 1** for the restrictions introduced by neighbouring councils). These measures have helped neighbouring councils tackle increases in waste growth and reduce abuse of their services as well as delivering significant savings.
- 1.8 Residents have alternative options for the disposal of C&D waste such as, District and City council bulky waste services, privately operated waste disposal/recycling facilities, skip hire and waste bag services.

2 CHALLENGES

- 2.1 Between 2012/13 and 2016/17, the waste collected at all HRCs in Cambridgeshire rose by 20% compared with growth in kerbside collections of 4% over the same period. There have been a number of contributory factors that have led to this higher growth:
- The changes made by neighbouring authorities have resulted in some of their residents using the HRCs in Cambridgeshire as our sites are open every day, access is unrestricted and C&D materials are accepted free of charge without clearly defined quantity restrictions. The St Neots HRC, located close to the border with Mid Bedfordshire, has seen increases in the quantity of waste received of up to 40% between 2012/13 and 2016/17. The 2018 HRC user satisfaction survey showed that over 30% of users of the Wisbech HRC are from neighbouring counties, see **appendix 2**.
 - The cost for disposing of commercial and C&D waste using private waste disposal companies has increased significantly over the last 15 years. During this time, increasing numbers of vans and trailers are being used to dispose of large quantities of waste at the HRCs where there are no direct charges. Some of these visits are suspected to be from people depositing waste generated by commercial activities or C&D waste that we do not have a statutory duty to accept.
 - Kerbside collections in Cambridgeshire restrict the amount of waste that can be disposed of by limiting the bin size and the frequency of collection. Whilst these measures have been shown to encourage waste minimisation and recycling, those residents that choose not to recycle can still use the HRC sites to dispose of their excess residual waste and unsegregated recyclables.
- 2.2 The result of these issues is that the HRC services in Cambridgeshire are open to abuse by residents from neighbouring authorities, people disposing of waste from commercial sources, people disposing of large quantities of C&D waste and excessive quantities of household waste.
- 2.3 The existing HRC infrastructure will be put under increasing pressure as the forecast household growth in Cambridgeshire will lead to increased numbers of HRC visitors and rising waste volumes for treatment and disposal. This is a challenge facing many of our neighbouring authorities who are considering introducing further restrictions at their HRC sites to delay the need for additional infrastructure and to prevent increased disposal costs in their areas.
- 2.4 If CCC does not take action to address these issues, the quantities of waste presented at the HRCs in Cambridgeshire will continue to increase as the population grows, adding to the cost of providing HRC services and bringing forward the requirement for investment in Cambridgeshire's HRC infrastructure to cope with rising demand.
- 2.5 Those Councils that have made changes to their HRC services did not experience any demonstrable increases in fly tipping. In areas where specific, detailed assessments were carried out on the impact of fly tipping following changes to HRC services, the results were in line with the experience shared by other councils. This was further supported by a national survey of 55 councils carried out by WRAP (Waste and Resource Action Programme) which indicated that, of the authorities that responded, only four saw an

increase in fly tipping in line with national trends and 12 authorities saw no link between fly tipping and changing HRC services.

- 2.6 We are already working with the Cambridgeshire and Peterborough Waste Partnership (RECAP) and other stakeholders to reduce the amount of fly tipping taking place across the county. The RECAP partnership recently employed a part time officer dedicated to implementing Hertfordshire's successful anti fly tipping campaign in Cambridgeshire and Peterborough.

3 VAN AND TRAILER E-PERMIT PROPOSAL

- 3.1 The majority of councils to the west of CCC have a policy that restricts the use of vans and trailers due to the quantity of waste they can carry along with the potential for abuse of commercial waste and C&D policies.
- 3.2 A van and trailer permit system would bring CCC's service in line with these neighbouring authorities. It is proposed that anyone wishing to visit one of the nine HRC sites in a van or using a trailer would be required to obtain an e-permit before visiting. It is proposed that the number of van and trailer permits be limited to a maximum of 12 each year per household. Vans and trailers that exceed the existing vehicle size restrictions would not be issued a permit.
- 3.3 Residents occasionally use small trailers to deliver waste such as garden waste to the HRCs to avoid soiling the interior of their cars. Members may wish to allow an exemption from the requirement to obtain an e-permit for residents using trailers with a capacity below 386 litres (120cm x 92cm x 35cm) to take their waste to the HRCs to allow this practice to continue.
- 3.4 Permits would be obtained instantly via a paperless online application form, would be issued to Cambridgeshire residents only, and would be free of charge. Site staff would use a mobile device to scan a vehicle's registration on arrival at an HRC site to verify that it has a valid permit, and to check that the waste being carried is as described, before allowing the resident to tip.
- 3.5 An e-permit IT system has been developed by LGSS and recently introduced by Northamptonshire County Council (NCC). It is proposed that CCC's van and trailer permit scheme will adopt the same IT system used in Northamptonshire, with bespoke amendments to meet our local requirements.
- 3.6 The introduction of a van and trailer permit scheme would help identify and reduce abuse of the HRC service, restrict residents delivering large quantities of C&D waste, limit the quantity of waste that residents can deliver using vans and trailers, and prevent residents from neighbouring authorities delivering waste using vans and trailers to CCC's sites. Other local authorities that have introduced similar schemes have seen a reduction in the quantity of waste received at their HRCs resulting in reduced disposal costs.
- 3.7 It is proposed that a communications campaign is developed and delivered, well in advance of the e-permit scheme being implemented. This would give our residents sufficient notification of the changes and make them aware of what they need to do when visiting the HRCs if they wish to use a van or trailer.

- 3.8 It is proposed that additional “meet and greet” staff are deployed on the sites to allow a period of transition until the new arrangements have bedded in with residents and site staff. It is proposed that site staff be allowed to use their discretion and adopt a light touch to enforcement for a limited transition period.
- 3.9 It is proposed that the scheme is reviewed twelve months after implementation.

4 COSTS AND SAVINGS

- 4.1 Officers have commenced the process to amend the PFI contract with Amey to estimate the costs for implementing this change. Amey have estimated the costs for extra staff required on site to ensure the system is implemented efficiently and have also raised concerns that this change will impact negatively of the contract targets for HRC recycling performance and customer satisfaction.
- 4.2 Amey estimate that the total cost to implement the van and trailer permit scheme will be between £37,500 and £40,000 depending on whether the scheme is introduced in winter or summer. This cost is largely to cover additional temporary staff for a minimum four month transition period. To alleviate the concerns Amey have raised regarding the contract targets, it is proposed that recycling rates and customer satisfaction levels continue to be monitored, temporary relief from the contract targets is given where required and the contract targets are reset to a new level that is agreed by both parties.
- 4.3 LGSS IT have quoted the one off costs for introducing the e-permit IT system of £52,360 with an ongoing annual cost of £4,500 a year. It will take between 18 and 23 weeks from receipt of an order for LGSS to develop and implement the IT system before the scheme can be launched.
- 4.4 When the scheme was launched in Northamptonshire, NCC officers received high numbers of enquiries from residents regarding their e-permit scheme. An additional resource may be required in Cambridgeshire if the e-permit scheme is introduced and large numbers of enquiries are received.
- 4.5 An estimated saving of £60,000 was included in the 2018/19 business plan based on the scheme being introduced at all 9 HRC sites from the start of September 2019. Due to the 18 to 23 week lead time to develop and implement the IT system the earliest start date would now be the 1st October 2019 and this ties in with the need for thorough communications before the introduction.
- 4.6 The costs and savings (based on 1st October start) are summarised in Table 1 below:

Table 1	Year 1 Costs and Savings	Year 2 Costs and Savings
Estimated PFI Contract	-£37,500.00	£0.00
Estimated IT Installation	-£52,360.00	£0.00
Annual IT Maintenance	-£4,500.00	-£4,500.00
Estimated Saving (1 st October start)	£51,400.00	£102,000.00
Total	-£42,960.00	£97,500.00

5 ALIGNMENT WITH CORPORATE PRIORITIES

5.1 A good quality of life for everyone

There are no significant implications for this priority.

5.2 Thriving places for people to live

There are no significant implications for this priority

5.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

6 SIGNIFICANT IMPLICATIONS

6.1 Resource Implications

The resource implication are set out in the main body of the report.

6.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

6.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

6.4 Equality and Diversity Implications

There are no significant implications within this category.

6.5 Engagement and Communications Implications

There are no significant implications within this category.

6.6 Localism and Local Member Involvement

There are no significant implications within this category.

6.7 Public Health Implications

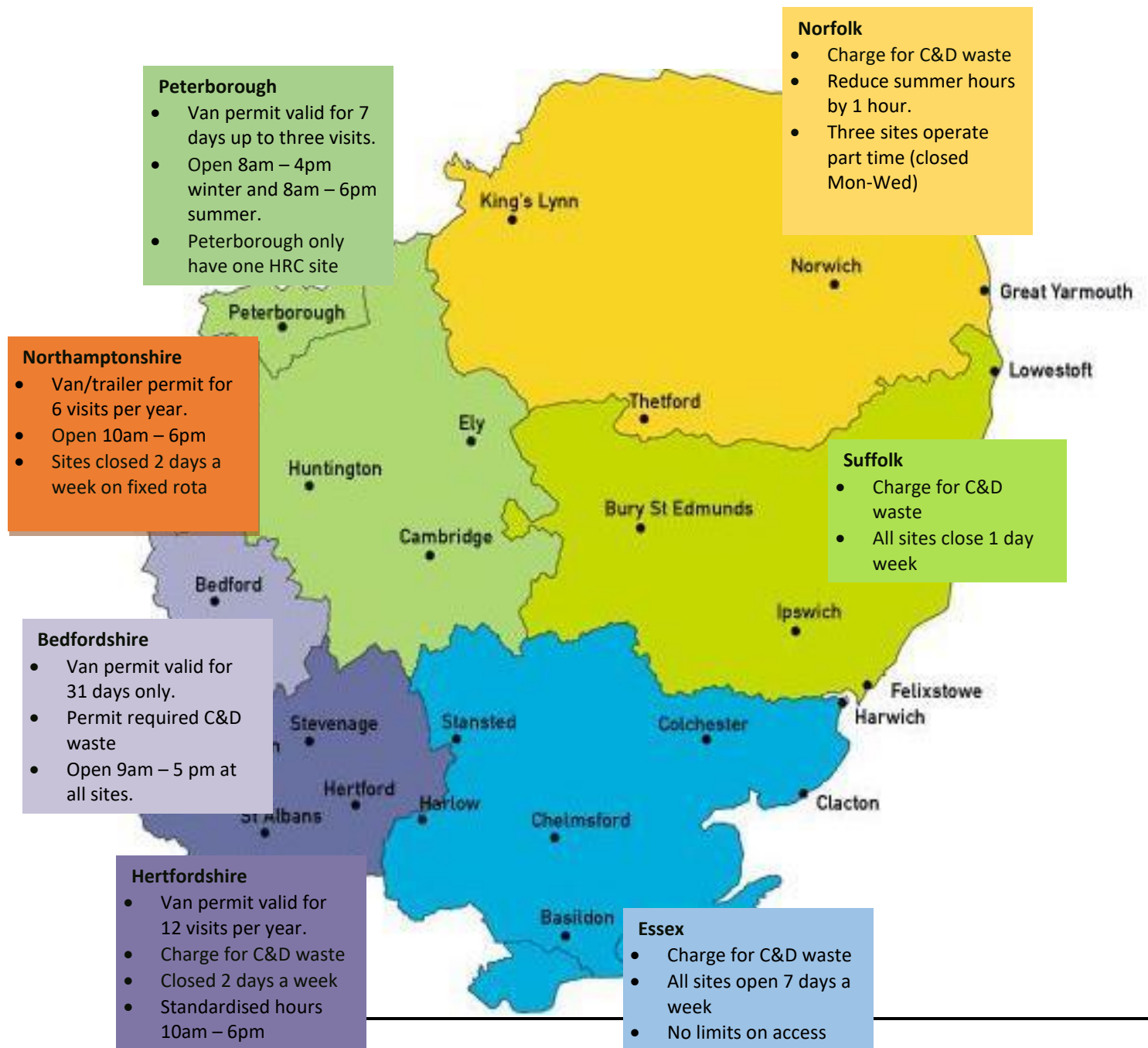
There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Gus De Silva
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Debbie Carter-Hughes
Have the equality and diversity implications been cleared by your Service	Yes Name of Officer: Elsa Evans

Contact?	
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Quinton Carroll
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

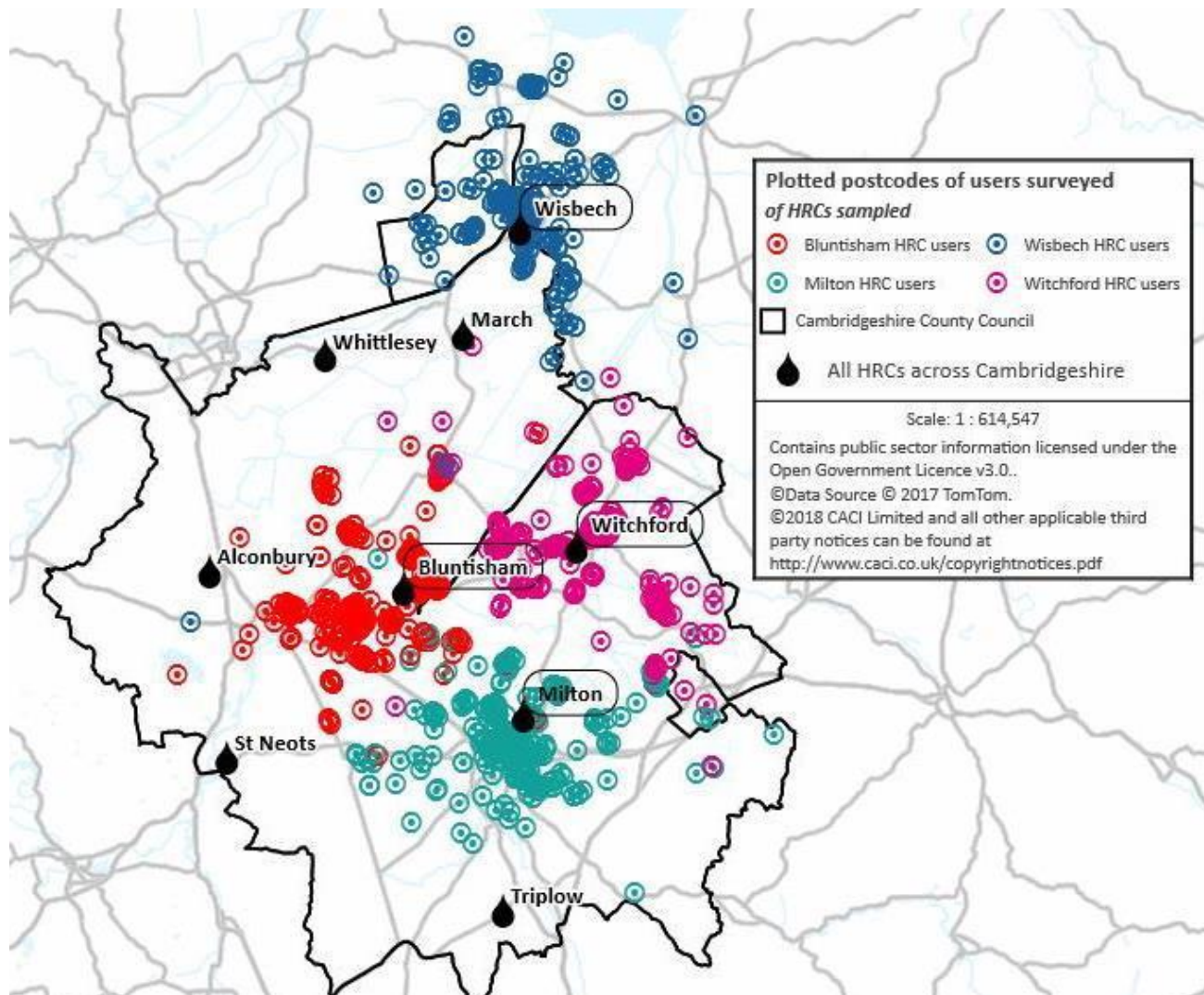
Source Documents	Location
<p>List here details of any supporting or background documents which have been relied upon to a material extent when preparing the report which are not confidential.</p> <ul style="list-style-type: none"> Household Recycling Centres Benchmarking Report. 	<p>Room 209, Shire Hall, Cambridge</p>

Appendix 1



Appendix 2

Users visiting the Household Recycling Centres – August 2018 survey results



LOCAL HIGHWAY IMPROVEMENT (LHI) INITIATIVE PROCESS REFINEMENT

To: Highways & Community Infrastructure Committee

Meeting Date: 21 May 2019

From: Graham Hughes - Executive Director Place & Economy

Electoral division(s): All

Forward Plan ref: N/A **Key decision:** No

Purpose: Following discussions at the March Highways & Community Infrastructure Committee regarding the LHI process, this report presents a list of suggested refinements for approval.

Recommendation: To approve the proposed amendments to the LHI process described in section 2 of the report.

<i>Officer contact:</i>	<i>Member contacts:</i>
Name: Matt Staton Post: Highway Projects & Road Safety Manager Email: Matt.staton@cambridgeshire.gov.uk Tel: (01223) 699652	Name: Cllr Mathew Shuter/Cllr Bill Hunt Post: Chairman/Vice Chairman, Highways & Community Infrastructure Committee Email: mshuter@btinternet.com William-hunt@hotmail.co.uk Tel: (01223) 706398

1. BACKGROUND

- 1.1 The LHI initiative invites community groups to submit an application for funding of up to £10,000, subject to them providing at least 10% of the total cost of the scheme. The schemes are community driven, giving local people a real influence over bringing forward highway improvements in their community that would not normally be prioritised by the Council.
- 1.2 The process consists of the following stages:
- a) *Application* – communities outline the issue(s) to be addressed and their available budget. Outside of Cambridge City, one bid is permitted per Parish Council, and for Town Councils this is increased to one per County Council Member, i.e. areas with 2 elected members may have 2 bids. Cambridge City currently has no such restriction and may submit as many applications as they wish.
 - b) *Feasibility* – County Council Officers assess the feasibility of providing appropriate solutions within the indicative budgets and put forward Red Amber Green (RAG) rated comments relating to the key areas of: road safety; risks to delivery; effectiveness; and maintenance considerations.
 - c) *Assessment* – each district area has a member panel which scores each bid against the following criteria: persistent problem; road safety; community impact; and, added value. Each bidder is offered the opportunity to present their issue(s) to the panel.
 - d) *Approval* – scored bids are ranked and the funding allocated in order of overall ranking for each district area. This list is then approved by Highways & Community Infrastructure committee.
 - e) *Delivery* – approved schemes are put into the Annual Plan for delivery the following financial year.
- 1.3 Through the course of the 2019/20 assessment and approval stages, including discussion at H&CI committee in March, councillors and officers have fed back that parts of the process could benefit from refinement to improve the experience for all involved, in particular with regard to managing expectations and timely delivery of schemes.
- 1.4 This has been supplemented with questionnaires sent to all councillors (City and County) involved in the panels as well as Highways and Community Infrastructure Committee members, seeking further comments and suggestions.

2. MAIN ISSUES

- 2.1 General feedback was wide-ranging with some Councillors suggesting the process required a full review and was no longer fit for purpose. However, a full review of the process was undertaken two years ago, involving a Member working group and the majority of feedback has been very positive about the scheme overall. Therefore it was agreed that refinement of the existing process rather than a full scale review was the preferred approach.
- 2.2 Collated feedback from Councillors and officers, along with suggested refinements is included below, under each stage of the process.
- 2.3 *Application stage:*

- a) Feedback from officers and Councillors suggests that the maximum Council contribution of £10k should be raised to reflect that inflation has increased prices over the years that the LHI process has been on offer and that staff costs are also included within the total scheme costs. This particularly affects parishes with a small or no precept as they cannot contribute additional funds if the total scheme cost goes above £11k. This often leads to schemes being reduced in scope and subsequently less effective in addressing the issues raised.

It is suggested the maximum County Council contribution is raised to £15k.

- b) Feedback reflects that in some cases a large number of bids are put forward in some areas of Cambridge City, sometimes without the knowledge of the local City or County Council Members.

It is suggested that in order to support local members in prioritising schemes for their area prior to application, the number of applications in each City ward area is restricted to the combined number of City and County Council Members in that ward. For example; Arbury Ward has one County Councillor and three City Councillors, therefore under this proposal, Arbury Ward would be permitted to submit four applications

- c) Feedback from councillors reflected that on the whole, engagement with councillors was good, but having a clearer indication on the application whether the local Councillor has been engaged and what response has been received would be helpful. Also, it was highlighted that the criteria on the application form do not directly match the scored criteria at the assessment stage, which created some confusion.

It is suggested that the application form be updated to reflect the scoring criteria and include a section indicating that engagement with the local Councillor (as a minimum) has taken place.

2.4 Feasibility stage:

- a) As with 2.3(b) above, feedback reflects that in some cases bids are put forward without the knowledge of the local Member or without support of many members of the local community.

It is suggested that under this stage of the process an additional section is added to the feasibility assessment to RAG rate the level of community support for the proposal, reflecting the addition of this to the application form and the expectation that proper evidence of this has been provided.

- b) Feedback from Councillors and applicants reflects that in some cases feasibility reports were not fed back to the applicants or were not provided to councillors and applicants in a timely manner prior to the assessment stage.

This does not require a change to the process but a recognition that this needs to be monitored and managed for future years to ensure consistency and fairness. Schemes that are not feasible should be discussed with the applicants and either withdrawn or revised to a workable solution. As part of this, an officer recommendation box is to be

added to the feasibility report. This box will be used to clearly state if an application is unfeasible and that further discussions are required with the applicant.

Should an application remain unfeasible, despite further engagement between officers and applicants the application will not proceed to panel and will be withdrawn from the process for that application round. This decision will be clearly recorded on the feasibility form. The applicant, via their local member has the ability to appeal the decision to withdraw their application. The appeal is made in writing to the Chair of Highways & Infrastructure Committee in conjunction with the Executive Director of Place & Economy.

2.5 Assessment stage:

- a) Feedback from the majority of panels was very positive regarding this part of the process. However, discussions with Members and officers point to the importance of having a clear panel chair.

It is suggested that either the Highway Projects and Road Safety Manager or Project Manager for each area formally chairs the panel.

- b) A number of requests were received by members of the public to attend the panel in Cambridge City. No requests were received for other panels although at some, a number of residents attended to support the presentation of the bid. Public attendance is feasible for the Cambridge City panel due to its being held at Shire Hall, and this has been accommodated on request. Unfortunately it is not feasible for panels held at the highway depots, due to size and logistical issues. Feedback on this was mixed, with comments reflecting that the development of the bids outside of Cambridge by Parish councils through their meetings provided ample opportunity for resident involvement, while this may not be the case for bids put forward in the City.

It is suggested that the Cambridge City panel is advertised as open to public attendance, by request.

- c) Feedback suggests it is important that where panels are held over more than one day there is a consistency in Member attendance to ensure fair scoring.

It is suggested that this is highlighted to Members when they are invited to the panel, along with the scoring criteria and the importance of its consistent application. A written briefing for panel members on the application of the criteria will be issued and reinforced by the chair at the beginning of each panel.

- d) Feedback has highlighted that some Parish/Town Councils have much larger precepts than others and this is not currently well reflected in terms of the level of contribution offered, neither is the level of Community Infrastructure Levy (CIL) funding available to each Parish/Town Council. Some feedback suggested the level of contribution should be directly related to the size of the precept/population.

It is suggested that the panel chair has the precept and CIL information at hand during the panel meetings and this information is conveyed to the panel when requested, in order to assess the "added value" score for each bid.

2.6 *Delivery stage:*

- a) Feedback from parishes and local members reflects that it is important to them to have a clear understanding of when they can expect their scheme to be delivered. Officers are trying to progress over 100 schemes each year, and it is not possible for all to be attended to immediately, with delivery programmed throughout the year. Feedback was almost unanimous in indicating that consistent, regular updates were essential to managing expectations.

This year, 2019/20, officers are trialling batching similar schemes together to try and make the design, pricing and delivery elements more efficient. These will be inserted into an annual programme, which can be shared with the Local Member.

It is suggested that following this being trialled this year, a clear programme is issued at the start of the financial year indicating to parishes/local members when they can expect each aspect of their scheme to be progressed. The programme will then be monitored as part of the monthly updates presented to the Highways & Community Infrastructure committee within the Finance & Performance report.

4. ALIGNMENT WITH CORPORATE PRIORITIES

4.1 A good quality of life for everyone

The Local Highway Improvement scheme provides communities with an opportunity to put forward schemes to improve safety and address local issues. Section 2 of the report outlines suggested improvements that will have positive impacts, in particular paragraphs 2.3 a) and paragraph 2.5 d).

4.2 Thriving places for people to live

The Local Highway Improvement scheme places more choice into the hands of communities in relation to improving their highway environment. Section 2 of the report outlines suggested improvements that will have positive impacts, in particular paragraphs 2.3 a) and paragraph 2.5 d).

4.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.

5. SIGNIFICANT IMPLICATIONS

5.1 Resource Implications

There are no significant implications within this category.

5.2 Procurement/Contractual/Council Contract Procedure Rules Implications

There are no significant implications within this category.

5.3 Statutory, Legal and Risk Implications

There are no significant implications within this category.

5.4 Equality and Diversity Implications

There are no significant implications for this priority. Section 2 of the report outlines suggested improvements that will have positive impacts in paragraph 2.3 a) and paragraph 2.5 d).

5.5 Engagement and Communications Implications

Section 2 of the report outlines suggested improvements that will positively impact this category.

5.6 Localism and Local Member Involvement

Members have been consulted as part of this refinement process.

5.7 Public Health Implications

There are no significant implications within this category.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heywood
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes Name of Officer: Eleanor Bell
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Richard Lumley

Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble
--	---------------------------------------

Source Documents	Location
None	

**HIGHWAYS & COMMUNITY INFRASTRUCTURES COMMITTEE AGENDA PLAN,
TRAINING PLAN AND APPOINTMENTS TO OUTSIDE BODIES AND INTERNAL
ADVISORY GROUPS AND PANELS**

To: **Highways and Community Infrastructure Committee**

Meeting Date: **21 May 2019**

From: **Democratic Services**

Electoral division(s): **All**

Forward Plan ref: **Not applicable** *Key decision:* **No**

Purpose: **To review the Committee's agenda plan and to consider appointments to outside bodies and internal advisory groups and panels.**

Recommendation: **It is recommended that the Highways and Community Infrastructure Committee:**

- 1) review its agenda plan attached at Appendix 1;**
- 2) review its training plan attached at Appendix 2;**
- 3) agree the appointments to outside bodies as detailed in Appendix 3; and**
- 4) agree the appointments to Internal Advisory Groups and Panels as detailed in Appendix 4.**

<i>Officer contact:</i>		<i>Member contacts:</i>	
Name:	James Veitch	Names:	Councillors Shuter & Hunt
Post:	Democratic Services Officer Trainee	Post:	Chair/Vice-Chair
Email:	James.Veitch@cambridgeshire.gov.uk	Email:	Mathew.Shuter@cambridgeshire.gov.uk William-hunt@hotmail.co.uk
Tel:	01223 715619	Tel:	01223 706398

1. BACKGROUND

- 1.1 The Highways and Community Infrastructure Committee reviews its agenda plan (**Appendix 1**) at every meeting.
- 1.2 The Committee also reviews its Training Plan (**Appendix 2**) on a regular basis. Members are asked to highlight any training needs/briefing sessions that they would like in future.
- 1.3 The County Council's Constitution states that General Purposes Committee has
 - Authority to nominate representatives to Outside Bodies other than the Cambridgeshire and Peterborough Fire Authority, the County Councils' Network Council and the Local Government Association.
 - Authority to determine the Council's involvement in and representation on County Advisory Groups. The Committee may add to, delete or vary any of these advisory groups, or change their composition or terms of reference.
- 1.4 Appointments to Internal Advisory Groups and Panels are agreed by the relevant Policy and Service Committee.
- 1.5 On 30 May 2017, the Committee agreed to delegate, on a permanent basis between meetings, the appointment of representatives to any outstanding outside bodies, groups, panels and partnership liaison and advisory groups, within the remit of the Highways & Community Infrastructure Committee, to the Executive Director: Place & Economy (P&E) in consultation with the Chairman of the Committee.

2. APPOINTMENTS

- 2.1 The outside bodies where appointments are required are set out in **Appendix 3** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.2 The internal advisory groups and panels where appointments are required are set out in **Appendix 4** to this report. The current representative(s) is indicated. It is proposed that the Committee should agree the appointments to these bodies.
- 2.3 The Committee agreed a new appointee to the Clay Farm Centre Advisory Group in October 2018, as the Local Member had not been attending meetings. Councillor A Taylor, as the Local Member for one of the adjacent divisions, was appointed at that meeting. On 02/05/19, a new Councillor was elected to the Trumpington division, which covers Clay Farm. Members may wish to review this appointment.
- 2.4 Due to meeting schedules and publication deadlines, this report is being published in advance of the full Council meeting on 14/05/19, where changes to the remit of the Highways & Community Infrastructure are being considered. If approved, these changes will result in a number of appointments falling under the auspices of the Communities & Partnership Committee.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 A good quality of life for everyone

There are no significant implications for this priority.

3.2 Thriving places for people to live

There are no significant implications for this priority.

3.3 The best start for Cambridgeshire's children

There are no significant implications for this priority.


4. SIGNIFICANT IMPLICATIONS

4.1 There are no significant implications within these categories:

- Resource Implications
- Procurement/Contractual/Council Contract Procedure Rules Implications
- Statutory, Legal and Risk Implications
- Equality and Diversity Implications
- Engagement and Communications Implications
- Localism and Local Member Involvement
- Public Health Implications

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Not applicable
Have the procurement/contractual/Council Contract Procedure Rules implications been cleared by Finance?	Not applicable
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Not applicable
Have the equality and diversity implications been cleared by your Service Contact?	Not applicable
Have any engagement and communication implications been cleared by Communications?	Not applicable
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Not applicable
Have any Public Health implications	Not applicable

been cleared by Public Health	
Source Documents	Location
Highways and Community Infrastructures Agenda and Minutes – 21 May 2018, 9 October 2018	https://cambridgeshire.cmis.uk.com/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/788/Committee/7/Default.aspx

HIGHWAYS AND COMMUNITY INFRASTRUCTURE POLICY AND SERVICE COMMITTEE AGENDA PLAN	Published on 1st May 2019		Cambridgeshire County Council
---	---------------------------	---	----------------------------------

Notes

Committee dates shown in bold are confirmed.

Committee dates shown in brackets and italics are reserve dates.

The definition of a key decision is set out in the Council's Constitution in Part 2, Article 12.

* indicates items expected to be recommended for determination by full Council.

+ indicates items expected to be confidential, which would exclude the press and public.

Draft reports are due with the Democratic Services Officer by 10.00 a.m. eight clear working days before the meeting.

The agenda dispatch date is six clear working days before the meeting.

The following are standing agenda items which are considered at every Committee meeting:

- Minutes of previous meeting and Action Log;
- Finance and Performance Report;
- Agenda Plan, Appointments to Outside Bodies and Training Plan;

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
21/05/19	Notification of Chairman/woman and Vice-Chairman/woman	oral			
	Your Household Recycling Centre Van and Trailer Permit Scheme	Adam Smith	Not applicable		
	Local Highways Improvement (LHI) Initiative Process Refinement	Richard Lumley/ Matt Staton	Not applicable		

Committee date	Agenda item	Lead officer	Reference if key decision	Deadline for draft reports	Agenda despatch date
<i>[11/06/19] Provisional mtg.</i>				31/05/19	03/06/19
09/07/19	Road Casualty Data Annual Report	Matt Staton/ Richard Lumley	Not applicable	28/06/19	01/07/19
	Milton Household Recycling Centre	Adam Smith			
	Risk Register Review	Graham Hughes			
<i>[13/08/19] Provisional mtg.</i>				02/08/19	05/08/19
10/09/19	Annual Highways Report	Emma Murden/ Richard Lumley	Not applicable	30/08/19	02/09/19
08/10/19	Risk Register Review	Graham Hughes		27/09/19	30/09/19
12/11/19	Review of withdrawal of £1 Park & Ride parking charge		Not applicable	01/11/19	04/11/19
04/12/19				25/11/19	26/11/19
21/01/20	Risk Register Review	Graham Hughes		10/01/20	13/01/20
<i>[18/02/20] Provisional mtg.</i>				07/02/20	10/02/20
10/03/20				28/02/20	02/03/20
<i>[21/04/20] Provisional mtg.</i>	Risk Register Review	Graham Hughes		10/04/20	13/04/20
26/05/20	Risk Register Review (tbc, depending on April)	Graham Hughes		15/05/20	18/05/20

August/September 2020: Performance report on first year of Ely Archives

HIGHWAYS & COMMUNITY INFRASTRUCTURE COMMITTEE TRAINING PLAN

Appendix 2

Ref	Subject	Desired Learning Outcome/Success Measures	Priority	Date	Responsibility	Nature of training	Cllrs Attending	Percentage of total
1.	Community and Cultural Services Tour	Visiting Coroners, Registration, Libraries and Archives services in Huntingdon to gain an overview of services provided.		10/04/18	Christine May	Visit	Gardener Hunt King Wotherspoon A Taylor	
2.	Waste – visit to treatment plant at Waterbeach			12/02/18 (11am-2pm)		Visit	Batchelor Bates Kindersley Connor	
3.	Pot-hole/Highway Maintenance session			11/05/18 10am	Richard Lumley	Seminar		
4.	The budget and ETE business planning process (H&CI and E&E Committees)	<ul style="list-style-type: none"> An overview of the Council's budget and how it works in ETE A understanding of the business planning process and cycle The committee process for approving, delivering and monitoring business cases and transformation ideas 		09/08/17 (10am-12) KV Room 12/09/17 (11.30-1pm) KV Room	Amanda Askham			
5.	Highways - minibus tour to see work out on the network including dragon patcher					Tour/ visits		

6.	Highways – depot open days			03/10/17 Huntingdon 09/10/17 Witchford 11/10/17 March 16/10/17 Whittlesford (10am to 4pm)		Visit		
7.	follow up visits to (4) e.g. coroner inquest, citizenship ceremony, local libraries/LAPs					Visits		
8.	Trading Standards – diary dates to accompany various campaigns					Visits		

- Members can ask officers for one-to-one meetings if they would like to discuss topics further.
- In addition to the training plan, Member Seminars often include relevant items e.g. 'Ready for Winter' (October 2018); Highways Policy and Regulation and Annual Street Lighting Report (both scheduled for the 19th July 2019 seminar)

Updated 13/05/19

CAMBRIDGESHIRE COUNTY COUNCIL APPOINTMENTS TO OUTSIDE BODIES: HIGHWAYS AND COMMUNITY INFRASTRUCTURE COMMITTEE

NAME OF BODY	MEETING S PER ANNUUM	REPS APPOINT ED	REPRESENTATIVE(S)	CONTACT DETAILS	GUIDANCE CLASSIFICAT ION	COMMITTEE TO APPROVE
Cambridgeshire and Peterborough Road Safety Partnership Strategic Management Board The Partnership (CPRSP) is a public sector initiative formed in April 2007 to provide a single point of contact for the provision of road safety work and information.	4	1	Councillor M Shuter (Con)	Matt Staton Interim Highways Projects and Road Safety Manager Highways Projects and Road Safety 01223 699652 Mobile: 07590 618436 matt.staton@camb ridgeshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure

Clay Farm Centre Advisory Group The Advisory Group will support and make recommendations to the Centre Manager and /or Partnership review meetings.	4	1	Councillor A Taylor (LD)	Sally Roden, Neighbourhood Community Development Manager, Cambridge City Council Sally.rodén@cambridge.gov.uk 01223 457861 mobile 07920210957	Other Public Body representative	Highways and Community Infrastructure
RECAP Board RECAP (Recycling in Cambridgeshire & Peterborough) is a partnership of authorities across Cambridgeshire & Peterborough working together to provide excellent waste and recycling services to meet local needs. The RECAP Board is the Member level group of this partnership.	4	1	Councillor M Shuter (Con) Councillor W Hunt (Con) – substitute	Neil Slopes neil.slopes@huntingdonshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure
St Neots Museum Management Committee Provides advice and management support to St Neots Museum for the benefit of the local community. The museum curator is Liz Davies.	2	1	Councillor D Wells (Con)	Geoff Watts Chairman 01480 214163 curators@stneotsmuseum.org.uk	Other Public Body representative	Highways and Community Infrastructure

Traffic Penalty Tribunal The Traffic Penalty Tribunal is an independent tribunal whose impartial, independent Adjudicators consider appeals by motorists and vehicle owners whose vehicles have been issued with penalty charges, removed or towed away or immobilised by a Council in England or Wales (excluding London) that enforces parking contraventions under the Traffic Management Act 2004.	As required	1 + substitute	Councillor M McGuire (Con) Substitute – Councillor A Taylor (LD)	Philip Hammer Parking Operations Manager 01223 727903 Philip.hammer@cambridgeshire.gov.uk	Other Public Body representative	Highways and Community Infrastructure
--	-------------	----------------	---	--	----------------------------------	---------------------------------------

APPOINTMENTS TO INTERNAL ADVISORY GROUPS AND PANELS

NAME OF BODY	MEETINGS PER ANNUM	REPS APPOINTED	REPRESENTATIVE(S)	CONTACT DETAILS	COMMITTEE TO APPROVE
Cambridgeshire Waste PFI Member Steering Group A Steering Group to consider reports from officers on the negotiation of disputed matters and future savings of the Waste PFI contract	12	3	Councillor S Count (Con) Councillor R Hickford (Con) Councillor M Shuter (Con)	Daniel Sage Strategic Project Manager (Waste) 07587 585457 daniel.sage@cambridgeshire.gov.uk	Highways and Community Infrastructure
County Advisory Group on Archives and Local Studies The County Archives and Local Studies Advisory Group exists to provide a forum for those who share an interest in the preservation and use of the documentary heritage of Cambridgeshire (including the historic county of Huntingdonshire).	2	4	Councillor T Sanderson (Ind) Councillor J Scutt (L) Councillor A Taylor (LD) Councillor P Topping (Con) Councillor N Harrison (LD) (substitute)	Alan Akeroyd Archives & Local Studies Manager 01223 699489 alan.akeroyd@cambridgeshire.gov.uk	Highways and Community Infrastructure

Cycling Safety Working Group An ad-hoc working group to review and suggest improvements to cycling safety within the County. The Group consists of four Members and representatives from Road Safety, Transport Strategy, Road Engineering and Public Health.	As required	5	Councillor S Criswell (Con) Councillor N Kavanagh (Lab) Councillor J Schumann (Con) Councillor A Taylor (LD) Councillor S van de Ven (LD)	road.safety@cambridgeshire.gov.uk	Highways and Community Infrastructure
East Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor D Ambrose Smith (Con) Councillor A Bailey (Con) Councillor L Dupre (LD) Councillor M Goldsack (Con) Councillor B Hunt (Con) Councillor J Schumann (Con)	Highways and Community Infrastructure	East Cambridgeshire LHI Panel
Fenland Rural LHI Panel	1	6 (subs allowed)	Councillor D Connor (Con) Councillor S Count (Con) Councillor J Gowing (Con) Councillor S Hoy (Con) Councillor S King (Con) Councillor S Tierney (Con)	Highways and Community Infrastructure	Fenland Rural LHI Panel

Huntingdonshire LHI Panel	1	7 (subs allowed)	Councillor S Bywater (Con) Councillor S Criswell (Con) Councillor P Downes (LD) Councillor I Gardener (Con) Councillor M McGuire (Con) Councillor T Sanderson (Ind) Councillor G Wilson (LD)	Highways and Community Infrastructure	Huntingdons hire LHI Panel
South Cambridgeshire LHI Panel	1	6 (subs allowed)	Councillor H Batchelor (LD) Councillor R Hickford (Con) Councillor D Jenkins (LD) Councillor S Kindersley (LD) Councillor M Smith (Con) Councillor T Wotherspoon (Con)	Highways and Community Infrastructure	South Cambridgesh ire LHI Panel
Libraries Steering Group	5	Vacancy Councillor Criswell Councillor Joseph Councillor A Taylor Councillor J Scutt	Christine May, Interim Service Director (Infrastructure Management)	Highways and Community Infrastructure	Libraries Steering Group

Strategic Collaboration Board [Previously Highway Transformation Board] The Strategic Collaboration Board has overall responsibility for the success of the highway service (excluding street lighting). The Board provides strategic direction and decision making, developing the service vision, values and principles through a collaboration charter. Leading by example, the Board will maintain a long-term focus (3-5 year plan), developing and agreeing a suite of strategic performance indicators aligned to strategic outcomes. Monitoring delivery of a transformational route map.	4	2	Member representatives: 1. Chair of H&CI 2. Chair of E&E (Subs will be the vice-chairs of both committees)	Contacts: Richard Lumley Emma Murden	Highways and Community Infrastructure
---	---	---	---	--	---------------------------------------

