

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

Minutes-Action Log



Introduction:

This is the updated action log as at **1st October 2018** and captures the actions arising from the most recent Highways & Community Infrastructure Committee meetings and updates Members on the progress on compliance in delivering the necessary actions.

Minutes of 10th October 2017					
27.	Relocation of Ely Registration Office to Cambridgeshire Archives	Louise Clover	Requested a monitoring report of the first year's operation be presented including qualitative data regarding user experience.	Move to Ely Archives likely to take place in the Summer of 2019, so report back to Committee will be in Aug/Sept 2020.	Noted for reporting in Summer 2020.
Minutes of 24th November 2017					
34.	Parking Schemes and Charges	Richard Lumley/ Dawn Cave	Review Park & Ride parking charges in two years' time, following the removal of the £1 parking charge.	Added to Agenda Plan. Regarding timescales, officers will be reviewing charges in preparation for the 2020/21 financial year, so it will be scheduled to coincide with future	Noted for future action.

				business planning committee dates, i.e. Oct/Nov 2019.	
Minutes of 4th December 2017					
40.	Integrated Transport Block Funding Allocation Proposals	Elsa Evans	Requested that the breakdown of monies allocated from the County-wide Minor walking and cycling improvements budget be provided at year end.	This will be added to the Finance & Performance report.	In progress
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
Minutes of 13th February 2018					
53.	Library Service Transformation	Sue Wills/ Christine May	Officers to investigate the feasibility of adding other websites to the free internet usage part of the proposal. 10/07/18: Cllr A Taylor requested a list of the benefits/allowances included.	Following discussion with DWP it was agreed to create a new library user category for job hunters and benefit claimants for whom all internet use is free. An update will be provided at September Committee.	Complete

Minutes of 10th April 2018

69.	Finance & Performance Report	Sarah Heywood	Officers asked to include more detail e.g. likely timescales for the delayed King's Dyke scheme, including the reasons for the land acquisition delays.		
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Share with the Committee the stakeholder survey that was being developed.	Survey has not yet been developed. Will be shared with committee once drafted.	Noted for future action.
70.	Cambridgeshire Highways Contract Annual Report 2017-18	Richard Lumley / Emma Murden	Report back on the plastic asphalt trial.	Commencing in Peterborough in September 2018, results to be shared at a later date.	In progress
73.	Agenda Plan, Training Plan and Appointments to Outside Bodies	Dawn Cave/ Christine May	Officers agreed to check the Clay Farm Centre Advisory Group appointment and report back to Councillor A Taylor	Committee to consider appointment at its meeting on 09/10/18.	Complete.

Minutes of 11th September 2018

76.	Petitions and Public Questions	Sue Wills	Engage with Mr Carpen on history of Cambridge proposal.		
77.	Library Service Transformation	Sue Wills	Explore extending the hours of Soham Library		
77.	Library Service Transformation	Sue Wills	Requested a report back on the usage of computers in libraries.	To follow in March 2019	

78.	Road Safety across Cambridgeshire	Matt Staton	Requested increased analysis in next year's report on analysis of the impact of safety cameras on sites.	To be included in the Accident Report to be presented to Committee in March 2019.	Ongoing
79.	Finance and Performance Report – July 2018	Sue Wills/Sarah Heywood	Request an update on Library schemes being funded through developer contributions.		
79.	Finance and Performance Report – July 2018	Dawn Cave	Routinely schedule Finance and Performance Report at the beginning of the agenda.	Implemented with effect from October agenda.	Completed
79.	Finance and Performance Report – July 2018	?/Sarah Heywood	Requested further information on the KPI relating to Killed and Seriously Injured casualties; size of the Ely Southern Bypass overspend and split between the Pothole Fund and highway maintenance funding.		
80.	Agenda Plan	Graham Hughes	Schedule a report (to E&E?) on the impact of the opening of the Ely Southern Bypass on the A1123, and the possibility of signage to avoid Witcham, Haddenham and Stretham.		