

Date of Meeting	Item	Members wished to make the following recommendations	Response/Comments	Further Information Requested	Response/Comments
12-Jun-2018	Highways	Members recommended that Officers explore how they can better convey the way in which information such as work schedules for highway repairs, grass cutting, road resurfacing and other areas under the Highways remit is shared as the lack of information often leads to frustration from residents and duplicate referrals being received. Members believe if the information is readily available to residents and Councillors there would be less unnecessary and duplicate referrals received.	Scheduled highways resurfacing planned for the year previously provided, Grass cutting schedule attached at Appendix A1.		
		Members recommended that officers in Communities Directorate work with the Digital Transformation team to improve the use of information sharing through the use of ICT and explore the options of the development of an App for residents and Councillors to use to enable them to report issues in their areas such as potholes and defective street lights. Members stated this would lead to less repetitive referrals coming through as residents could track if an issue had already been reported and how it has been prioritised.	A number of initial meetings between officers of the Communities directorate and the Digital Transformation team have been held to this end.		
		In relation to the above recommendations Members have requested a definitive timeline and action plan on how this will be progressed	The project has not progress to this stage yet and budgets will have to be confirmed. As soon as a timeline is available it will be shared.		
		Members recommended a member development session be arranged on BridgeMAPS	This has been added to the Member Development Forward Work Programme for October 2018		
		<b>Members requested to receive the following further information</b>			
		A schedule of Grass Cutting in the Borough	Attached at Appendix A1	Member request that if this information is provided in the future that it be presented simpler way.	The request is noted, and future information requests next year will be presented differently.
		A schedule of resurfacing highways in the Borough	Attached at Appendix A2	Members note that tar is sometimes used to seal potholes and queried whether there is a standard procedure for pothole repairs	<p>The repair of potholes differs between different types</p> <p>Emergency potholes which are high risk to the public/users get filled temporarily with a deferred slow setting bitumen material. Normally 6mm aggregate.</p> <p>The procedure for permanently repairing a pothole in the carriageway would be to:</p> <ul style="list-style-type: none"> <li>• Cut the irregular shape pothole square and cut the vertical edges</li> <li>• Remove the loose material, depending on depth of pothole (Assume up to 100mm)</li> <li>• Spray bitumen the vertical edges of the cut hole</li> <li>• Reinstated with AC10 (Asphalt Concrete 10mm Aggregate) again depends on thickness, this may be done in 2 layers.</li> <li>• Compact with whacker plate, minimum 10 passes. Larger potholes require a single drum roller to compact.</li> <li>• Hot bitumen over banding strip to seal the top joints of old carriageway material to new.</li> </ul> <p>Sometimes we receive complaints to potholes in the footway, which aren't necessarily potholes, more defects in the paving. So dependent on the risk to the public, the highway inspector would normally arrange for the call out gang to attend site if high risk, remove the defective/missing paving and replace with a deferred set material. This removes the trip hazard and makes the area safe until it can be permanently repaired.</p>

					<p>We also use proprietary brands of pothole patch material that comes in tubs ( Viafix and Instamac ).          These tend to be used out of hours as they provide a repair that has a better chance of success and can be laid in wet conditions. They are considered as a Permanent repair and although when we use this material we compact using vibrating compactors the manufactures claim that vehicle traffic will provide the necessary compaction as they pass over the pothole.          Where programmed work is undertaken in the normal working day then hot material from our Hot boxes provides the majority of permanent repairs.          This is more cost effective and ensures better success.</p>
	What criteria is used to determine the frequency in which certain highways are inspected	See attached Word Document			
	Copy of the report that went to the Audit Committee on Highways	This was a Powerpoint presentation not a report, attached at Appendix A3	Members note that there is a intervention criteria for Carriageway and footway and query if there is a separate criteria for cycle tracks?		There are no separate intervention criteria for the cycle tracks that the Rights of Way section is responsible for maintaining. When we receive complaints relating to 'safety' defects on the cycle routes the guide would be intervention as per the category of Footway.
	Terms of Reference for the vehicle enforcement camera that patrols the schools	See attached Word Document			
	Criteria for sites to be considered essential for the need of a school crossing patrol	See attached Word Document			
	Show the Highways budget savings as a % of that of the whole Directorate	Attached at Appendix A4			
	Provide APSE data from the report electronically if possible	Due to the size of the document, this will be emailed out to Members and is available on request			