



Epping Forest District Council

LOCAL HIGHWAYS PANEL **Tuesday, 21st July, 2009**

Place: Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 7.00 pm

**Democratic Services
Officer:** Rebecca Perrin

Members:

Councillors: R Bassett (Chairman), Ms S Stavrou (Vice-Chairman), K Angold-Stephens, A Boyce, K Chana, R Frankel, J Hart, J Philip, Mrs P Richardson, Mrs J Sutcliffe, Mrs E Webster.

Local Council Members: Mrs D Borton, Mrs C Pond and A Purkiss.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

3. MINUTES

To note that this is the first meeting, therefore no minutes are attached.

4. MATTER ARISING

5. CONSTITUTION & TERMS OF REFERENCE (Pages 5 - 8)

Recommendation:

To consider the draft constitution set out in Appendix and recommend adoption to the Cabinet.

6. ESSEX LOCALISM MANUAL (Pages 9 - 30)

Recommendation:

To receive a briefing on the following aspects of the Essex Localism Manual:

- a) Localism Manual (attached)
- b) Highways Rangers
- c) Highways Policy
- d) Highways Management
- e) Highways Strategy
- f) Information sources
- g) Training session (if necessary)

7. BUDGET PROCESS

(West Area Highways Manager) To consider the attached report (Report to follow).

8. CURRENT PLANS/PROJECTS FOR 2009/10

(West Area Highways Manager) To consider the attached report (Report to follow).

9. POINTS OF CONTACT/COMMUNICATION FLOWS

(West Area Highways Manager) To consider the attached report (Report to follow).

10. NEW PROJECTS METHODOLOGY

(West Area Highways Manager and Director of Environment and Street Scene) To consider the following (Report to follow);

- a) Request form
- b) Justifications
- c) Costings
- d) Community Fund or Panel

11. OTHER BUSINESS FOR HIGHWAYS PANEL

To consider the following: (Report to follow).

- a) Car Parks
- b) Parking reviews

12. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<i>Agenda Item No</i>	<i>Subject</i>	<i>Exempt Information Paragraph Number</i>
<i>Nil</i>	<i>Nil</i>	<i>Nil</i>

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.