



Epping Forest District Council

LOCAL HIGHWAYS PANEL **Tuesday, 24th November, 2009**

Place: Council Chamber, Civic Offices, High Street, Epping

Room: Council Chamber

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 and Mrs E Webster

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

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS

(Assistant to the Chief Executive) To report the appointment of any substitute members for the meeting.

3. MINUTES (Pages 3 - 58)

To confirm the minutes of the last meeting of the Local Highways Panel held on 22 September 2009.

4. MATTERS ARISING

5. TERMS OF REFERENCE (Pages 59 - 60)

To note the attached terms of reference.

6. HIGHWAYS MAINTENANCE STRATEGY

To receive a presentation on the Highways Maintenance Strategy.

7. LOCAL HIGHWAYS PANEL REPORT

To receive a report from the Essex Highways Officer (report to follow).

8. PROGRAMME OF WORKS 2010/11

To consider the responses from Essex County Council for suggested Highway schemes.

9. DAMAGE TO HIGHWAY SURFACES THROUGH CONSENTED DEVELOPMENT

The Director of Environment & Street Scene to report on concerns raised by the Local Councils Liaison Committee on the damage to highways surfaces through consented development and to consider whether EFDC or ECC would take enforcement action.

10. ANY OTHER BUSINESS

11. DATE OF NEXT MEETING

Tuesday 26 January 2010, Council Chamber, Civic Offices, Epping.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Local Highways Panel **Date:** Tuesday, 22 September 2009

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.50 pm

Members Present: Ms S Stavrou (Chairman), R Bassett, K Angold-Stephens, A Boyce, K Chana, R Frankel, Mrs P Richardson and Mrs J Sutcliffe

Other Councillors: Mrs P Smith

Apologies: - J Hart, J Philip and Mrs E Webster

Officers Present: J Gilbert (Director of Environment and Street Scene), Peter Massie (Assistant Area Highways Manager, West Essex), T Baker (Assistant District Manager), R Tanfield (Highways Liaison Officer), Elaine Beckett (West Area Road Safety Officer), J Gudka (East Highways Liaison Officer), S G Hill (Senior Democratic Services Officer) and R Perrin (Democratic Services Assistant)

Also in attendance: County Councillor V Metcalfe

12. SUBSTITUTE MEMBERS

There were no substitute members for the meeting.

13. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

14. MINUTES

RESOLVED:

That the minutes of the meeting held on 21 July 2009 be taken as read and signed by the Chairman as a correct record.

15. MATTERS ARISING

There were no matters arising.

16. TERMS OF REFERENCE

That the terms of reference were noted.

17. NEW PROJECT METHODOLOGY

This item would be dealt with in conjunction with the Programme of Works 2010/11 (item 12).

18. HIGHWAYS MAINTENANCE STRATEGY

Noted that the presentation on the Highways Maintenance Strategy would be deferred until a future meeting.

Councillor R Bassett informed the panel that a copy of the Essex Highways Maintenance Strategy could be viewed on the following link;

[Link to Essex Highways Maintenance Strategy](#)

19. LOCAL HIGHWAY PANEL REPORT

The panel received a presentation from the West Essex Highways Liaison Officer, Rosa Tanfield reporting on highways issues within the Epping Forest District. The report had been intended to provide the panel with sufficient information on schemes that would enable decisions to be made on local priorities and allow the panel to offer suggestions and requests for future works in the Epping Forest District.

The Highways Liaison Officer advised that the report provided details of the approved programme of works for 2009/10, indicative start and completion dates for the maintenance and improvements, listed 'seek and fix carriageway repairs' and a summary of works that the Highways Rangers carried out recently and accompanied by works proposed for September/October 2009.

The Highways Liaison Officer advised the panel that additional funding of up to £1 million would be available across the County through the Highways Community Initiative Fund. Parish and Town Councils, Resident Associations and Community Organisations could make applications of £50,000 per scheme.

The application forms and guidance notes could be found available through the following link;

[Link to community Initiatives fund website](#)

All application forms would need to be submitted to the Area Highways Manger by the 6 November 2009 for assessment and following that eligible projects would be submitted to the Community Initiative Fund Co-ordinator for approval by a judging panel. The successful applications would be notified in March/April 2010. (CIF Application forms and Guidance notes attached).

Councillor R Frankel enquired what would happen to the works if slippage occurred into 2010/11 schedule. The Highways Liaison Officer advised that at present no slippage had occurred and it should not affect the future budget. Councillor R Frankel asked if the budget for 2010/11 had been agreed. The Highways Liaison Officer advised that at present the budget for 2010/11 had not been determined.

The Highways Liaison Officer informed the panel that the consultation exercises for the area parking review for Buckhurst Hill had been completed and the consultation exercise for Loughton Broadway Area would commence shortly. The Epping parking review had been completed and an analysis of the responses would be carried out prior to recommendations being presented to EFDC.

Councillor Mrs P Richardson enquired about timescales for repair works reported through the ECC website. The Epping Forest District Manager, Trevor Baker informed the panel that a highways maintenance officer would visit the location to assess the works and make a decision based on the severity of the defect. Urgent repairs would be undertaken swiftly, albeit often on a temporary basis and less serious defects would be added to the list of outstanding works.

Councillor R Bassett advised that the draft Highways Maintenance Strategy provided response timescales for all types of maintenance works and illustrated how the works would be prioritised by Essex County Council. The draft Strategy could be viewed through the previously mentioned link.

RESOLVED:

- (1) That the report of the Highways Liaison Officer be noted;
- (2) That the Highways Liaison Officer updates the panel on the schedule of works for 2009/10, Highways Rangers schedule, the budget updates and Parking Reviews at the next panel meeting.

20. ROAD SAFETY

The panel received a presentation from West Area Road Safety Officer, Elaine Beckett regarding the delivery of the Road Safety Plan and policies in Epping Forest District.

The Road Safety Officer delivered Educational Training including Pedestrian Walks for schools years 3 and 6, Theatre Education for year 9, Cyclist training, Reality Roadshows, the Crucial Crew and involved 80% of the Districts Schools in Travel Plans.

The training provided young people with information about road safety in an interesting way, involving various campaigns such as 'Watch Your Speed', Road Runner and 'For My Girlfriend'. The campaigns varied to appeal to the range of age groups.

The Road Safety Officer advised that Epping Forest District had the highest figures for fatalities and serious injured casualties (KSIs) in Essex and that Officers had been working closely with Safer Communities Partnership to reduce the figure. The Essex Casualty Reduction Board had given £40,000 extra funding to tackle Road Safety issues with education and enforcement projects.

Councillor R Bassett advised that young people using the Debden Underground station caused problems when not using the road crossings provided. The Road Safety Officer advised that she would look into this and report back to the panel.

Councillor Stavrou enquired on the number of accidents involving animals within the District and whether the figures had been affected by this factor. The Road Safety Officer advised that she only had a total figure of accidents, but would breakdown the figures into causes and advise the panel at a future meeting.

The Road Safety Officer explained that the ECC campaign calendar followed in conjunction with national campaigns to increase the awareness.

The Road Safety team would be working throughout the District stopping drivers in key accident areas. Previous similar schemes resulted in the detection of offences

relating to drink and drug, not wearing a seatbelts, mobile phone use and speeding. People stopped would be required, where appropriate, to speak to Road Safety Officers directly and view graphic accident videos to educate them of the potential dangers of their action.

Councillor A Purkiss enquired whether the Police records of speeding fines could be obtained, to identify where the speeding and dangerous driving occurs in the District. The Road Safety officer advised that the information would be obtained for the next meeting.

A number of schemes would also be running checks on HGV vehicles passing through the District and travelling on the M11 and M25.

Councillor Boyce commented on the HGV drivers on rural roads causing problems and the unsuitability of the roads for the weight of the vehicles.

The Road Safety Officer informed the panel that the aim of the Road Safety team had been working towards reducing the accidents in the District and the links with the Highways Engineering and Maintenance Team, Accident Reduction schemes and training for Fire and Police officers helped.

21. ENFORCEMENT OF DROPPED KERBS

The Director of Environment and Street Scene Mr J Gilbert informed the panel that enforcement action on dropped kerbs had been taking place around the Districts Town Centres. He confirmed that any vehicles parked on dropped kerbs or on junctions within town centres would be issued with penalty notices.

Residential areas would be approached differently with enforcement action on dropped kerbs providing access to front gardens etc being taken only following a number of complaints.

T Baker reported that this method had proved effective and word had spread about the enforcement action been taken.

22. PROGRAMME OF WORKS 2010/11

The Director of Environment and Street Scene advised that a new methodology for the Highways Panel had been created because of the unsuitability of the P.I.C.K system. Guidance notes had been produced to help with the process and the forms would be placed onto the EFDC website.

The Highways Liaison Officer informed the panel that suggestions for schemes using the new Methodology should come through panel members and then channelled through one member of staff, the Assistant Director (Engineering Services), Qasim Durrani to ECC. Each of the Parishes would be allowed to submit three schemes.

Councillor Pond advised that three schemes per Parish would not be sufficient and that the timescale had been extremely tight for members to advise the Parishes they represent.

The Director of Environment and Street Scene suggested that Parishes be allowed to submit more than three schemes, but that they should identify three schemes as their key priorities, to ensure that ECC Officers workload and focus would be tailored to those of most significance within the Parish. The deadline allows for ECC Officers to properly address the submissions before presentation to the panel.

The process for the Highways Panel would require applications to be submitted to the EFDC representative by 13 November 2009 for consideration by ECC to feed back the responses to the Local Highways Panel on 24 November 2009. The panel would then be asked to discuss and prioritise the suggestions including the acceptance, deferment and rejection on the applications. The Area Highways Manager would then arrange for the feasibility analysis of the accepted suggestions. The outcomes and recommendations would then be presented to members on 26 January 2010, which would involve the confirmation and future progress of the schemes.

Councillor R Bassett conveyed that the Local Highways Panel had been recently set up and therefore it would be necessary to keep this process under review throughout the year. At present the budget for 2010/11 had not been set, consequently the initial course of action would be to establish the schemes of most importance and to commence the development of investigation and analysis in anticipation of the budgets.

RESOLVED:

- 1) That Parish Councils submit suggestions to the Assistant Director (Engineering Services) by the 13 November 2009 indicating their top three priority schemes.
- 2) That the Highways Liaison Officer reports back to the panel the considered responses from ECC.

23. ANY OTHER BUSINESS

Councillor A Purkiss congratulated the Highways and Transportation, West Essex team on the progress that had been made recently. In addition he presented photographs of works to be investigated and enquired about the removal or replacement of signs and post throughout the District.

The Epping Forest District Manager advised that the issue of redundant posts arose in the main through theft of signs. They would be reviewing the replacement of signs and the need to remove redundant posts but there were limitations on what could be achieved within budget constraints.

Councillor R Bassett asked for the panel to consider works for the Highways Rangers to complete within the Parishes. He commented on the schedule being available so that a list of works could be assigned to the Highways Rangers from the Parishes.

RESOLVED:

That the Highways Rangers schedule would be made available for Parish and Town Councils.

24. DATE OF NEXT MEETING

Noted that the next meeting would be on Tuesday 24 November 2009 in the Council Chamber, Civic Offices, Epping.

25. EXCLUSION OF PUBLIC AND PRESS

The Sub-committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

CHAIRMAN

EssexWorks.

For a better quality of life

*An Analysis of Road Collisions and Casualties in
the District of Epping Forest*

January 2006 to December 2008

*Helen Baggett
Road Safety Data Analyst
Essex County Council*



Essex County Council

- INDEX -

Background	5
Approach	5
Summary and recommendations	5
Analysis	9
Collisions and casualties on motorways	10
Collisions involving car user casualties (motorways)	11
Age and gender	11
Seasonal and temporal trends	12
Types of collision	13
Drivers at fault and causes of collisions	13
Collisions involving goods vehicles (motorways)	14
Collisions involving motorcycles (motorcycles)	14
Collisions and casualties on non-motorway roads	15
Collisions involving car user casualties (non-motorways)	16
Age and gender	16
Road type	17
Collisions on urban single carriageways	18
Types of collision	18
Other trends	18
Collisions on rural single carriageways	21
Types of collision	21
Other trends	23
Collisions involving goods vehicles (non-motorways)	24
Collisions involving motorcycle user casualties (non-motorways)	25
Collisions involving moped-users	25
Age and gender	25
Seasonal and temporal trends	25
Road type	25
Types of collision	25
Collisions involving motorcycle users (>125cc)	27
Age and gender	27
Seasonal and temporal trends	27
Road type	29
Types of collision	29

Collisions involving pedestrian casualties	32
Age and gender	32
Seasonal and temporal trends	32
Road type	32
Types of collision	33
Collisions involving pedal cyclist casualties	34

– INDEX OF FIGURES –

Figure 1	Rolling year to date road user injury	9
Figure 2	Pie chart of road user injury on motorways	10
Figure 3	Car user casualty age and gender (motorways)	11
Figure 4	Collisions involving car user injury by month (motorways)	12
Figure 5	Collisions involving car user injury by time of day (motorways)	13
Figure 6	Age/gender of car drivers deemed at fault in collisions with car user injury (motorways)	13
Figure 7	Pie chart of road user injury (non-motorways)	15
Figure 8	Car user casualty age and gender (non-motorway)	16
Figure 9	Car passenger casualty postcodes (non-motorway)	17
Figure 10	Collisions causing car user injury by road type	17
Figure 11	Collisions causing car user injury by junction type on urban single carriageways	18
Figure 12	Plot of lone car collisions on urban single carriageways	19
Figure 13	Plot of collisions caused by young drivers (both sexes) on urban single carriageways	20
Figure 14	Plot of fatal collisions on urban single carriageways	20
Figure 15	Collisions causing car user injury by junction type on rural single carriageways	21
Figure 16	Plot of lone car collisions on rural single carriageways	22
Figure 17	Plot of serious collisions on rural single carriageways	23
Figure 18	Plot of collisions caused by young car drivers (both sexes) on rural single carriageways	24
Figure 19	Plot of all collisions involving goods vehicles	25
Figure 20	Collisions causing moped user injury by road type	26
Figure 21	Motorcycle user casualty age and gender	27
Figure 22	Collisions involving motorcycle user injury by month	28
Figure 23	Collisions involving motorcycle user injury by time of day	28

Figure 24	Collisions causing motorcycle user injury by road type	29
Figure 25	Plot of all lone motorcycle collisions	30
Figure 26	Plot of motorcycle collisions on urban single carriageways	31
Figure 27	Plot of motorcycle collisions on rural single carriageways	31
Figure 28	Pedestrian casualty age and gender	32
Figure 29	Plot of collision hotspots in Loughton and Waltham Abbey (KSI injury only).	33
Figure 30	Plot of collisions involving pedal cycle casualties	34

Background

As a result of continued high levels of road casualties in Epping Forest, the Battleplan meeting in February 2008 commissioned an analysis of casualties and collisions in this district. This report presents the findings of this analysis, along with recommendations for reducing casualties/collisions.

Approach

An extensive analysis was undertaken of all casualty and collision records dating from January 2006 to December 2008, with all data downloaded directly from the Accsmap database. The analysis aimed to identify:

- Road users most at risk;
- Seasonal/temporal trends;
- Prime causes of collisions; and
- Collision hot-spots.

An analysis of casualty and vehicle driver/rider postcode records was also undertaken to identify any trends with respect to residency and to determine the areas where intervention measures should focus.

The causes of collisions were determined by extracting all contributory factors recorded as either CF1 or CF2 (the two primary causes of a collision) and tagged as either 'very likely' or 'possible'. This was to ensure that enough data was brought together to enable meaningful conclusions to be drawn.

Summary and recommendations

To reduce collisions resulting in road user injury, including KSI injury, a two-pronged approach is recommended with interventions focussed on both motorways and non-motorway roads in Epping Forest. Interventions should concentrate on car and goods vehicle users on the former and car and motorcycle users on the latter.

Car and goods vehicle users: Motorways

One-quarter of Epping Forest's road user casualties occurred on motorways (the M25 and M11). Car users comprised the biggest portion of motorway casualties (82%), with both car drivers and goods vehicle drivers being the prime parties deemed at fault for collisions resulting in this type of road injury.

The prime area of focus should be:

Enforcement on the M25 and M11, especially in August and with special attention given to wet weather conditions, young male car drivers and goods vehicle drivers;

Most casualties and car drivers involved in collisions on motorways were not from Essex. This creates difficulties with respect to local road safety education and publicity campaigns and implies that enforcement on the motorways could be the most effective way of bringing casualties down.

- Collisions peaked in August, with two smaller peaks in October and December.
- Collisions were most frequent between 5 and 7pm on weekdays and between 2 and 3pm at the weekend.
- Male car drivers under the age of 26 and male goods vehicle drivers in their 30s to 50s were most often deemed at fault for a collision. As previously stated, the vast majority of these drivers were not Essex residents.
 - Failing to judge another car's speed, being careless, reckless or in a hurry and loss of control were the factors recorded most often for car driver 'fault'. The latter, most commonly recorded for serious collisions, was usually related to speed and/or slippery road conditions (wet weather).
 - Failing to look properly and the goods vehicle blind spot were common causes of goods vehicle driver 'fault'. The goods vehicle driver changing lanes (badly) and/or failing to judge a car's speed were also frequently recorded causation factors.
 - Young car drivers and their passengers were over-represented as fatalities. Lone car loss of control was the reason for 3 collisions with a further 2 incidents resulting from goods vehicles colliding with cars situated on the hard shoulder (the drivers and passengers remaining in the cars).

Car users: Non-motorway roads

Car users comprised over two-thirds of all road user injury on non-motorway roads in Epping Forest. This group also comprised the largest portion of KSI (60%), with 21 fatalities in the 3 year period to December 2008.

Around half of car user casualties as well as car drivers who were 'deemed at fault' came from Epping Forest, with the rest residing in the London or Greater London areas, as well as in other areas in Essex. For this reason it is advisable to combine intervention activity in Epping Forest with that undertaken by the neighbouring districts of Harlow and Uttlesford as well as that carried out by the authorities in the London/Greater London area.

The prime areas of focus should be:

**Young car drivers; and
Speeding car drivers and drivers under the influence of alcohol.**

- Young people aged 20 and under were over-represented as casualties, with the majority of casualties, young or old, coming from either the Epping Forest or London/Greater London areas; Men were more likely to be killed or seriously injured than women, regardless of whether they were the driver or a passenger in the car;

- Collisions occurred on both urban roads (especially unclassified roads) and rural roads (all classes). Serious collisions and lone car collisions were most frequent on the latter;
- There were no seasonal trends with respect to urban roads but collisions on rural roads were most frequent in July.
- Collisions on both urban and rural roads peaked on weekdays, during the morning between 8 and 9am and later in the day from 3pm onwards.
- Young drivers aged 25 and under (primarily but not exclusively males) had a disproportionate number of lone-car and 'loss of control' collisions. Plots of collision sites are given in the main body of the report and show that 5 fatal collisions on rural roads in Epping Forest were attributed to young car drivers;
- Loss of control, often on bends (and often related to wet-weather conditions), was a prime factor for serious collisions on both urban and rural roads, along with speed and the driver being impaired by alcohol. Male drivers aged 30 and under were responsible for a disproportionate number of serious collisions;
- Half of drivers deemed at fault came from the Epping Forest area but consideration should also be given to widening intervention measures to include London/Greater London, Harlow and Uttlesford as drivers 'at fault', especially those responsible for rural collisions, were also resident in these areas.

Motorcycle users: Non-motorway roads

Motorcycle users comprised over two-fifths of all road user KSI in Epping Forest, with 3 fatalities in the 3 year period to December 2008.

Around one-third of all motorcycle user casualties came from Epping Forest, with the rest residing in the London or Greater London areas, as well as in other areas in Essex. For this reason it is advisable to combine intervention activity in Epping Forest with that undertaken by the neighbouring districts of Harlow and Chelmsford and that carried out by the authorities in the London/Greater London area.

The prime areas of focus should be:

**Inexperienced moped-riders from Epping Forest;
Male motorcyclists (especially but not exclusively young riders) from Epping Forest,
London, Chelmsford and Harlow;
Car drivers in Epping Forest;
The months of June and July (weekends); and
Collisions involving motorcyclists and no other vehicle.**

- Moped riders from Epping Forest (16 to 20 year-old males, but especially 16-year-olds) comprised around 15% of all casualties. Causes of collisions related to rider inexperience and, to a lesser extent, car drivers not looking properly and colliding with the moped-rider.

-
- Male motorcycle riders (especially those aged 17 to 30 and 41 to 55) were over-represented as casualties. Although more than one-third were Epping Forest residents, most came from London/Greater London or other areas in Essex (Chelmsford and Harlow in particular).
 - Collisions peaked in June and July (especially Saturday and Sunday afternoons), with serious collisions most common in June. During other months, collisions were most frequent at weekday rush hours, between 7 and 8am and between 4 and 7pm.
 - Collisions occurred on both urban roads (all road classes) and rural roads (A-roads in particular), with serious collisions more prevalent on the latter.
 - Motorcyclists were more likely to be deemed 'at fault' for a collision than the other party (usually a car driver):
 - Male motorcyclists aged from 17 to 20 were most likely to have causation factors recorded against them. Poor over-taking, failing to judge another road-user's speed and loss of control were the most common, with speed and failing to negotiate bends factors for collisions on rural roads;
 - Where a car driver was at fault, most had failed to see the motorcyclist at a junction and pulled out in front of them. Most car drivers at fault came from the Epping Forest area.
 - Lone motorcycle collisions carried the highest risk of KSI and warrant special focus. Older male riders aged 40 and above were over-represented as casualties and these riders should be made aware of the increased risk of losing control of their bikes, especially on bends on rural roads.

Analysis

Between January 2006 and December 2008 Epping Forest recorded 2102 road casualties of which 387 were killed or seriously injured (43 fatalities and 344 serious injuries). The graphs below show that although casualties, including serious casualties (rolling year to date totals), have reduced in Epping Forest, fatalities have not followed suit having increased during the latter half of 2006 and again in the first half of 2008.

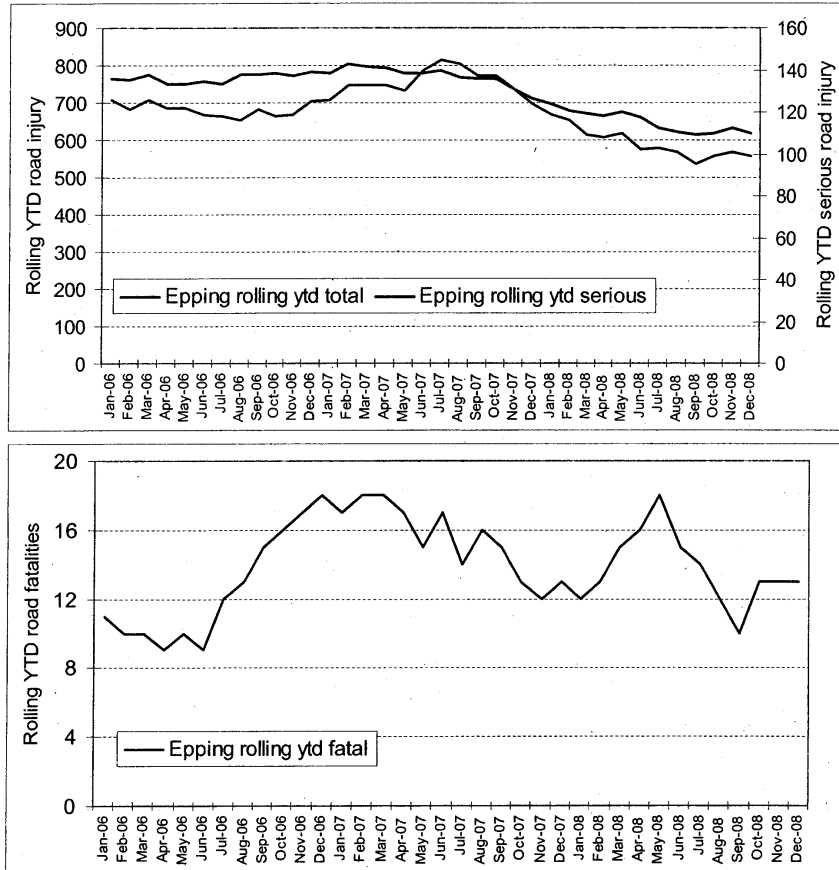


Figure 1 Rolling year to date road user injury: January 2006 to December 2008

Epping Forest is traversed by two motorways, The M25 and the M11. Road casualties on these motorways comprised a quarter of all casualties and KSI in Epping Forest and as a result, an analysis was completed for motorway and non-motorway casualties separately.

Collisions and casualties on motorways

The pie chart below shows that most motorway casualties were car users followed by goods vehicle occupants and to a lesser extent, motorcyclists. The risk of KSI injury was greatest for goods vehicle occupants and motorcyclists who comprised 24% and 10% of all KSI on respectively (pie chart not shown).

Of the 14 motorway fatalities, 10 were car users and 4 were goods vehicle occupants.

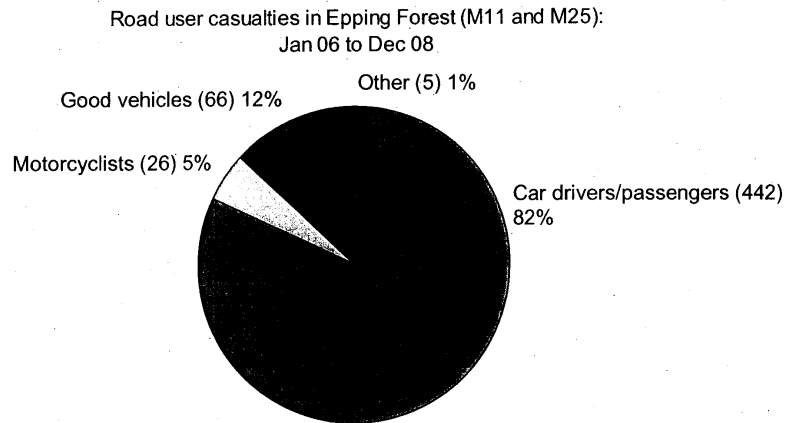


Figure 2 Pie chart of road user injury on motorways: January 2006 to December 2008

Collisions involving car user casualties (motorways)

Collisions involving cars¹ resulted in 475 road user casualties, of which 442 were a car user (49 serious injuries and 10 fatalities).

Age and gender

The graph below shows that most casualties were men aged from 17 to 25 years old, with this age group most at risk of KSI injury (data not shown).

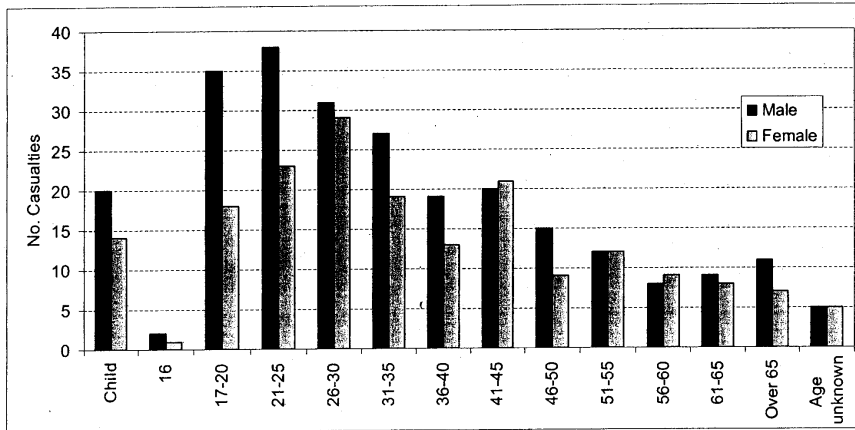


Figure 3 Car user casualty age and gender (motorways): January 2006 to December 2008

- Car driver casualties were more likely to be male with men aged from 17 to 45 comprising nearly half of all casualties.
- Car passenger casualties were equally likely to be male or female (81 male casualties vs. 88 female).

Most car passenger casualties² did not come from the Epping Forest area with just 3% residing there. Thirteen percent were resident in other Essex areas with 73% coming from outside the county.

¹ The term car includes both cars and taxis for the purposes of this report.

² It was not possible to extract the postcode of car driver casualties from Accsmap.

Seasonal and temporal trends

Collisions, including serious collisions, peaked in August with a secondary peak in December (see graph below). This coincided with significant holiday periods and it is likely that more traffic would be on the motorways during these months increasing the risk of collisions.

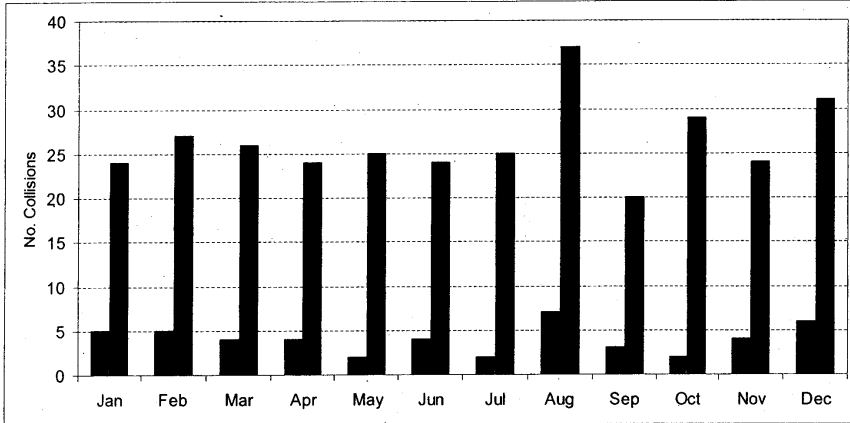


Figure 4 Collisions involving car user injury by month on motorways (avg from 2006 to 2008)

➤ The graph below shows that, in general, collisions peaked on weekdays between 5 and 7pm (especially Fridays) and, at weekends, between 2 and 3pm (especially Saturdays).

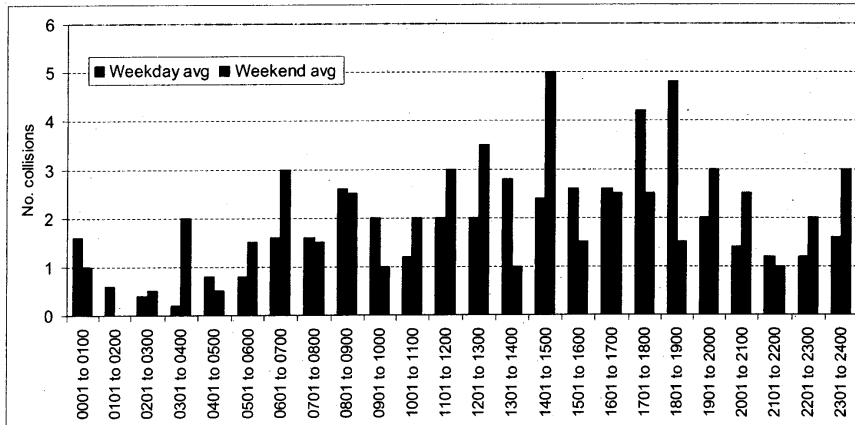


Figure 5 Collisions involving car user injury by time of day on motorways (avg from 2006 to 2008)

Types of collision

Most motorway collisions (53%) were between cars (half of these were lone car collisions), with collisions between cars and goods vehicles making up most of the remainder. Lone car collisions were more likely to result in KSI.

The table below shows that most collisions were caused by car drivers, especially when the collision was serious, with goods vehicle drivers being at fault for just over a quarter of all collisions. Goods vehicle collisions, including 'driver fault', are discussed later in the report.

	Car and no other vehicle	Car 'fault'	Goods vehicle 'fault'	Other vehicle 'fault'
All collisions	79	137	86	2
Serious collisions	19	21	8	0

Drivers at fault and causes of collisions

Car drivers deemed at fault in a collision were more likely to be male (see graph below), with male drivers under the age of 36 being responsible for 40% of all collisions. A similar trend was seen for serious collisions (data not shown).

Most drivers were not from the Epping Forest area (less than 6% were resident here), with 20% coming from other areas in Essex and 60% coming from outside the county.

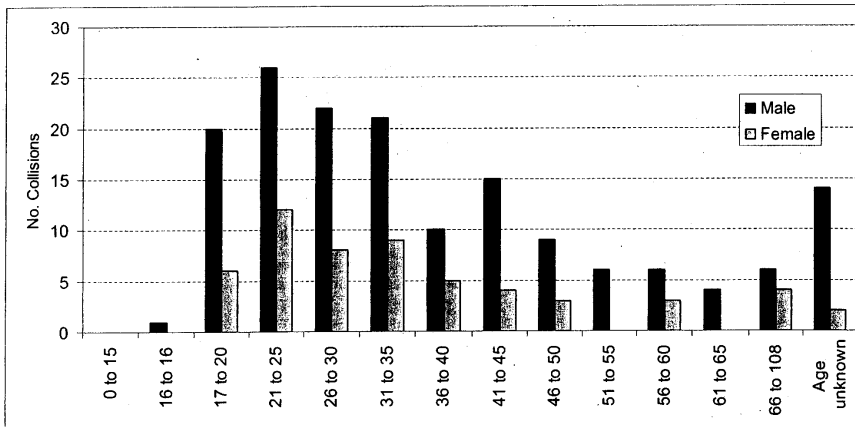


Figure 6 Age/gender of car drivers deemed at fault in collisions with car user injury (motorways): January 2006 to December 2008

The prime cause of collisions was car drivers failing to judge another person's speed. Losing control of the car and drivers being careless/reckless/in a hurry were also commonly cited, with these two factors being the prime causes of serious collisions. Speed-related factors (exceeding the speed limit and travelling too fast for the conditions) also featured and these

factors, along with slippery (wet weather) road conditions, were often associated with loss of control.

There were 4 lone car fatal collisions and for 3 of these a young car driver was at the wheel, losing control on the carriageway or while negotiating a bend on a junction. The driver was cited as being in a hurry for two of these incidents.

Other fatalities arose when cars were positioned on the hard shoulder, the car being hit later by a goods vehicle while the occupants were still in the car (2 incidents).

Collisions involving goods vehicles (motorways)

There were 66 goods vehicle occupants and 49 car users injured on motorways in Epping Forest as a result of collisions between goods vehicles and cars. The number of collisions was too limited to enable a meaningful analysis to be undertaken but, in general, collisions were most often caused by the goods vehicle driver. The overwhelming majority of these drivers were male, with drivers in their 30s to 50s having the most collisions.

Drivers failing to look properly or the goods vehicle blind spot were cited most often as causation factors, with other factors relating to the goods vehicle driver performing a poor turn or manoeuvre (changing lanes), failing to judge the car's speed and/or being careless/reckless/in a hurry.

Collisions involving motorcycles (motorways)

There were 25 collisions involving motorcycles resulting in 25 motorcyclist injuries (10 serious) and 2 slight injuries for other vehicle users. The number of collisions involving motorcycles was too limited to perform a meaningful analysis but, in general, collisions were most often caused by the motorcyclist (18 out of 25 collisions). The overwhelming majority of these motorcyclists were male, with most casualties aged 26 or over. The most common causation factor related to riders failing to judge the other vehicle's path or speed.

Collisions and casualties on non-motorway roads

Most non-motorway casualties were car users (see pie chart below) followed by motorcyclists and pedestrians. There was a greater risk of KSI for motorcyclists who comprised 22% of all KSI – pie chart not shown (car users comprised 60% and pedestrians, 10%).

Most fatalities were car users (21 out of 29 fatalities).

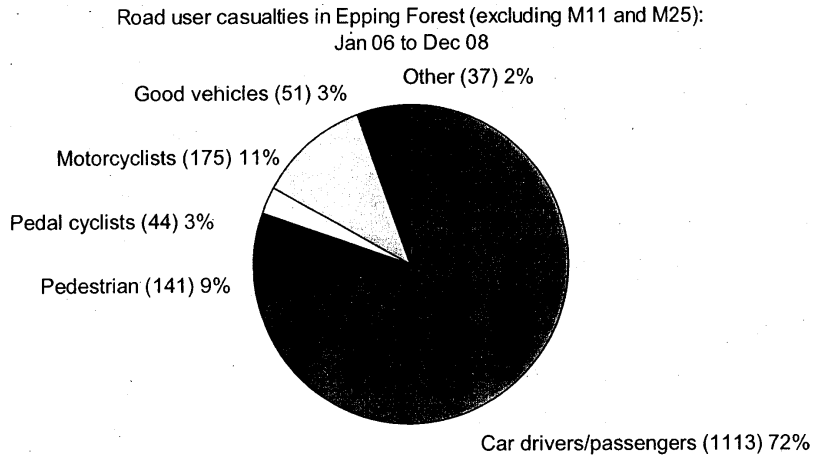


Figure 7 Pie chart of road user injury (non-motorways): January 2006 to December 2008

Collisions involving car user casualties (non-motorways)

Collisions involving cars resulted in 1472 road user casualties of which 1132 were either a car driver or passenger (153 serious injuries and 21 fatalities).

Age and gender

The graph below shows that males aged between 17 and 20 were over-represented as casualties, especially for serious collisions (data not shown).

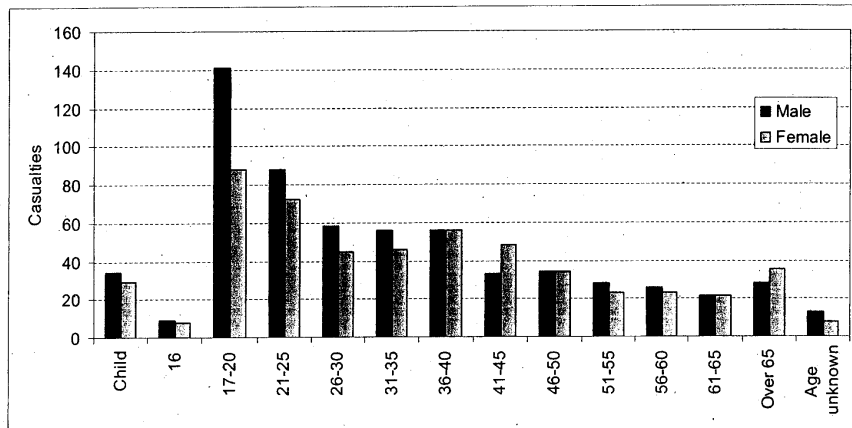


Figure 8 Car user casualty age and gender (non-motorway): January 2006 to December 2008

- Car driver casualties were more likely to be male, especially if the collision was serious (male drivers aged 17 to 20 were over-represented).
- Car passenger casualties were slightly more likely to be female (150 male casualties vs. 187 female), especially in the over-30 age group. However, KSI injury was more common for men, with male passengers aged from 17 to 20 more likely to be seriously injured than any other group.

Most car passenger casualties³ came from the Epping Forest or London/Greater London areas (see graph overleaf). Other casualties resided in Essex with most from the Harlow area (23 casualties).

³ It was not possible to extract the postcode of car driver casualties from Accsmap.

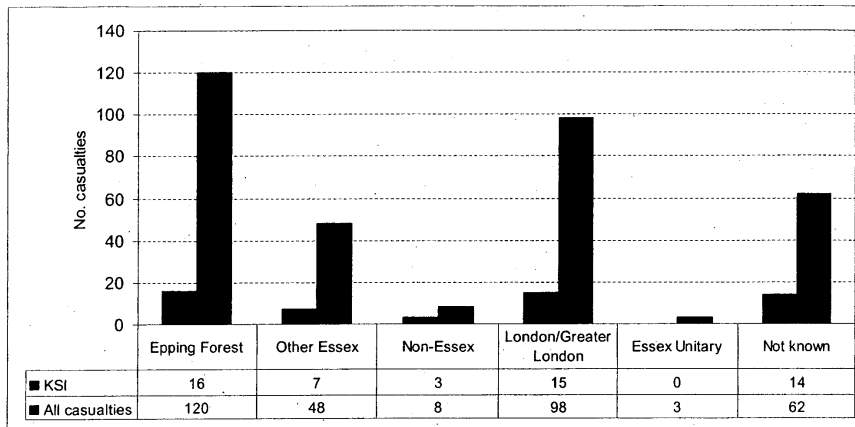


Figure 9 Car passenger casualty postcodes (non-motorway): January 2006 to December 2008

Road type

Collisions occurred on both urban and rural single carriageways (49% and 43% of all collisions respectively, see graph below), with serious collisions much more frequent on the faster rural single carriageways (data not shown).

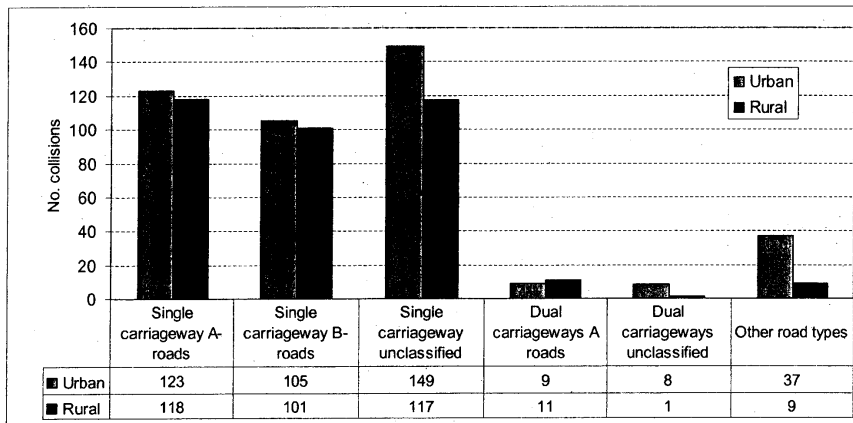


Figure 10 Collisions causing car user injury by road type: January 2006 to December 2008

Collisions on urban single carriageways

As the graph below shows, collisions occurred on all classes of urban single carriageway but were most frequent on unclassified roads. Serious collisions were most frequent on unclassified roads and away from junctions (data not shown).

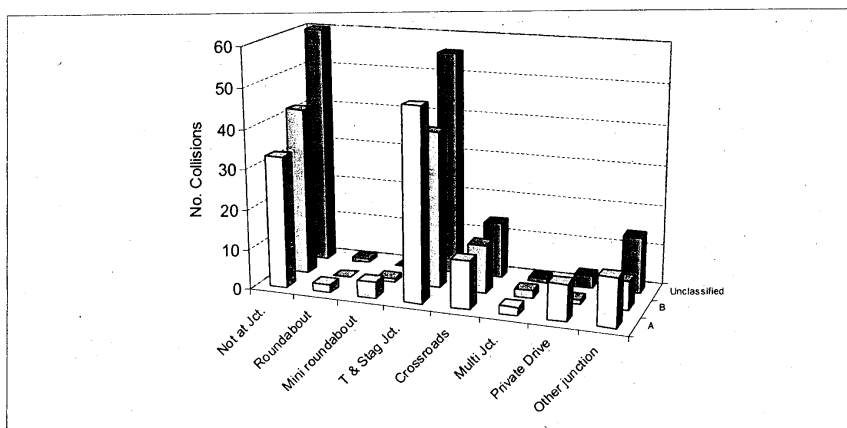
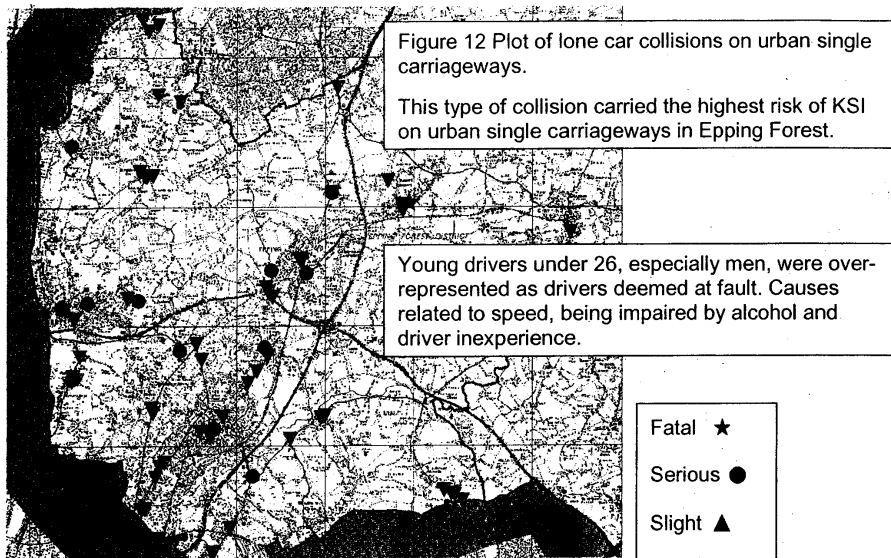


Figure 11 Collisions causing car user injury by junction type on urban single carriageways: January 2006 to December 2008

Types of collision

Most collisions were deemed to have been the fault of a car driver (see table below). Lone car collisions carried the greatest risk of KSI on urban roads and a plot of collision sites is shown on the next page.

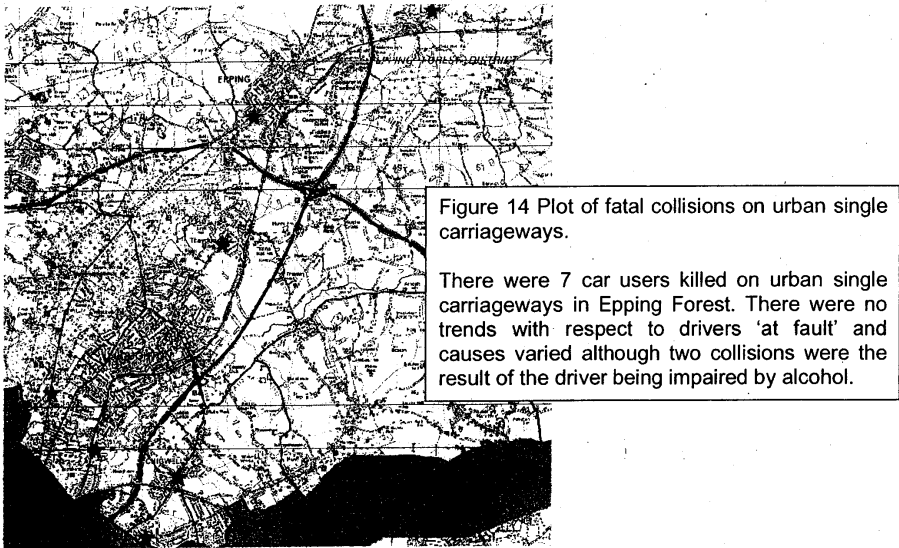
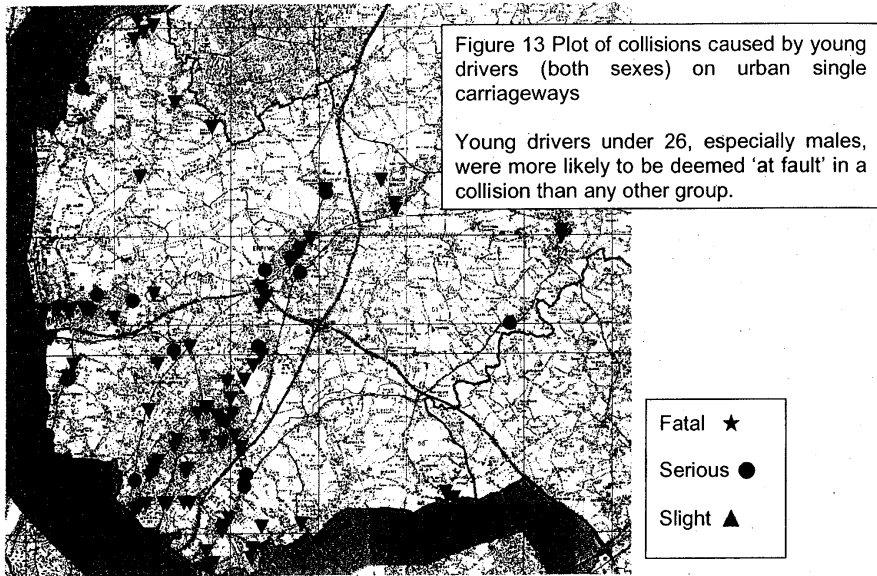
	Car and no other vehicle	Car 'fault'	Goods vehicle 'fault'	Other vehicle 'fault'
All collisions	66	293	11	16
Serious collisions	13	34	1	3



Other trends

- There were no strong seasonal trends but collisions peaked:
 - On weekday mornings between 8 and 9am (especially Fridays) and weekday afternoons between 3 and 6pm;
 - On Fridays from 3pm through to the early hours of Saturday morning; and
 - At weekends from 11am to 10pm. At the weekend a higher proportion of collisions occurred at night, with several serious collisions happening early on Saturday, Sunday or Monday mornings (midnight to 4am).
- Half of all 'fault' drivers⁴ came from Epping Forest with a third coming from the London/Greater London area. Most drivers deemed 'at fault' had not looked properly, with other causes listed as failing to judge another person's speed and/or being careless/reckless/in a hurry.
- Loss of control was the most frequently recorded causation factor for serious collisions, along with the driver performing a poor turn or manoeuvre. Deeper analysis showed that several cars lost control on bends or as a result of the weather creating slippery road conditions. Loss of control was often recorded alongside speed-related causation factors and/or the driver being careless/ reckless/in a hurry.

⁴ It was not possible to extract the postcodes of car drivers causing car user injury on Epping Forest's urban single carriageways but it was possible to extract the postcodes of all car drivers deemed at fault in a collision on a single carriageway (regardless of the vehicles involved).



Collisions on rural single carriageways

Collisions occurred on all classes of rural single carriageway (see graph below), with most occurring away from junctions. Serious collisions followed similar trends (data not shown).

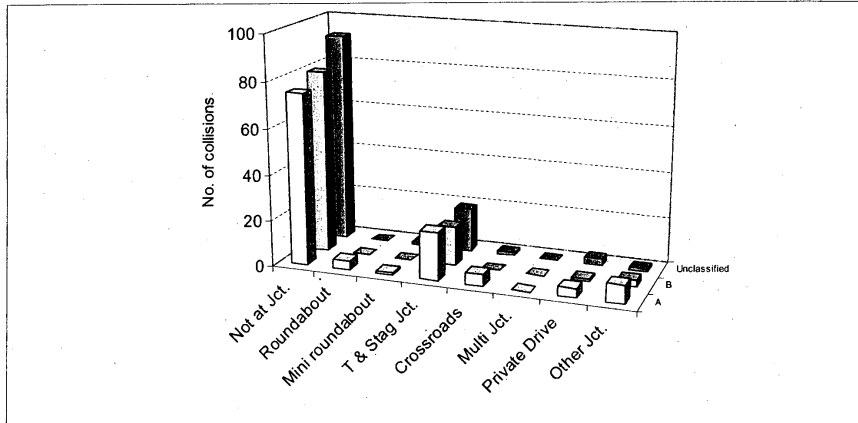


Figure 15 Collisions causing car user injury by junction type on rural single carriageways: January 2006 to December 2008

Types of collision

Most collisions on rural single carriageways were deemed to have been the fault of a car driver (see table below). Lone car collisions were more prevalent on rural single carriageways compared to those in urban areas and carried the greatest risk of KSI. A plot of lone car collisions is shown on the following page.

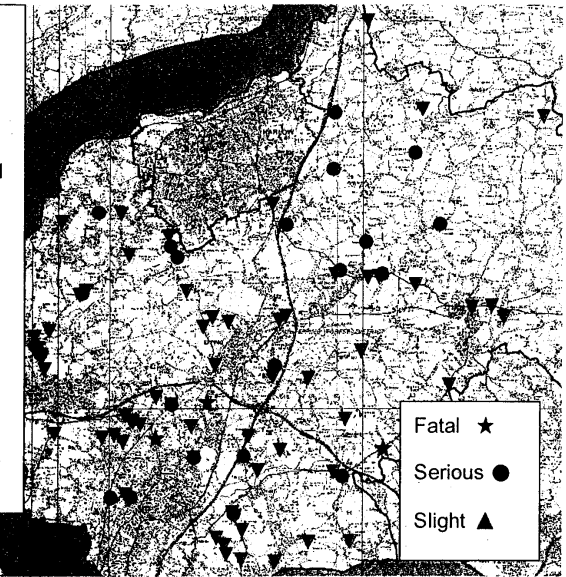
	Car and no other vehicle	Car 'fault'	Goods vehicle 'fault'	Other vehicle 'fault'
All collisions	90	223	16	11
Serious collisions	25	57	1	3

Figure 16 Plot of lone car collisions on rural single carriageways.

Lone car collisions were fairly spread out but hot spots were apparent on the A414, the A121 and the B194.

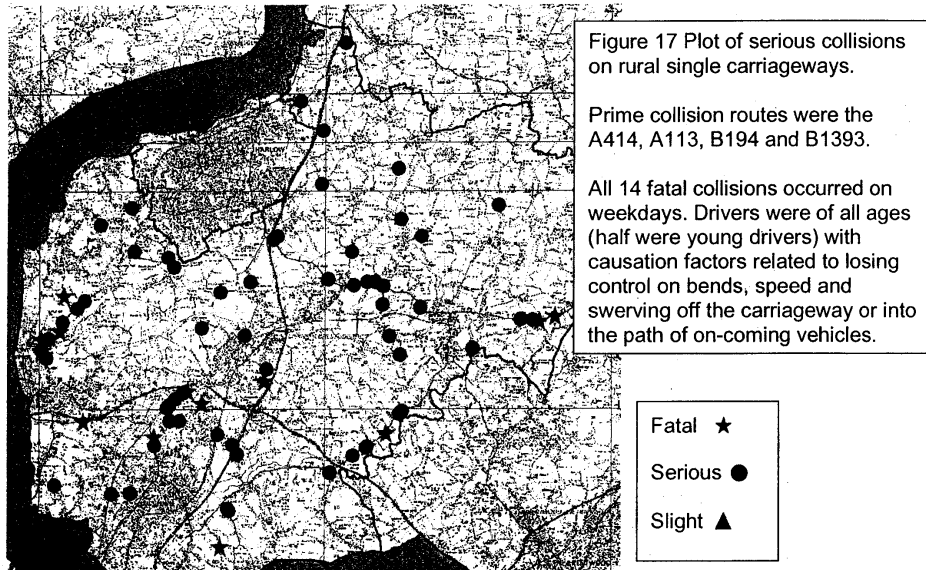
Young drivers under 26 (both sexes) were over-represented as drivers 'at fault'.

Causes of collisions related to slippery road conditions (weather-induced), speed and being impaired by alcohol. It was not just young drivers who had these types of causation factor recorded against them.



Other trends

- Most collisions, including serious collisions, happened in July, with far fewer collisions occurring in either June or August.
- In general, collisions peaked on weekday mornings between 8 and 9am (all weekdays) and weekday afternoons where there was a broad peak from 3pm onwards (especially on Wednesdays).



- 'Slippery road conditions' (weather-induced) was recorded more frequently than any other contributory factor, followed by being careless/reckless/in a hurry and failing to judge the other person's speed. Speed-related factors (exceeding the speed limit and travelling too fast for the conditions) were one of the prime causes of serious collisions, along with 'loss of control' which was itself often related to speed and/or slippery road conditions.
- Car drivers deemed 'at fault' for collisions were more likely to be male.
 - Young males aged 17 to 20 were more likely to have been deemed at fault than any other group (causing nearly one-fifth of all collisions).
 - Serious collisions were more likely to be caused by men, with men aged 30 or under being responsible for over two-fifths of all serious collisions.
 - Epping Forest residents were responsible for 37% of all collisions, with the remaining collisions caused by drivers from the London/Greater London area (33%) or from other areas in Essex (25%, mostly Harlow and Uttlesford residents).

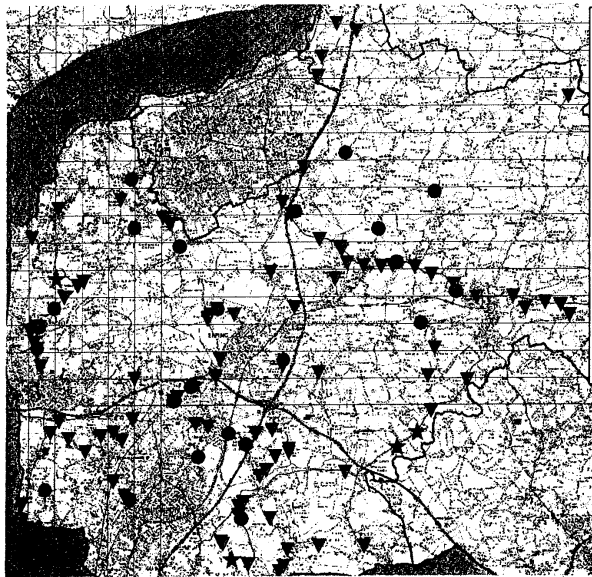


Figure 18 Plot of collisions caused by young car drivers (both sexes) on rural single carriageways.

Causes related to speed/reckless driving, slippery road conditions (weather-induced) and driver inexperience.

Five fatal collisions were attributed to young car drivers. Causes here often related to the car entering the opposite carriageway or failing to negotiate a bend, with speed being a factor for 2 collisions.

Fatal	★
Serious	●
Slight	▲

Collisions involving goods vehicles (non-motorways)

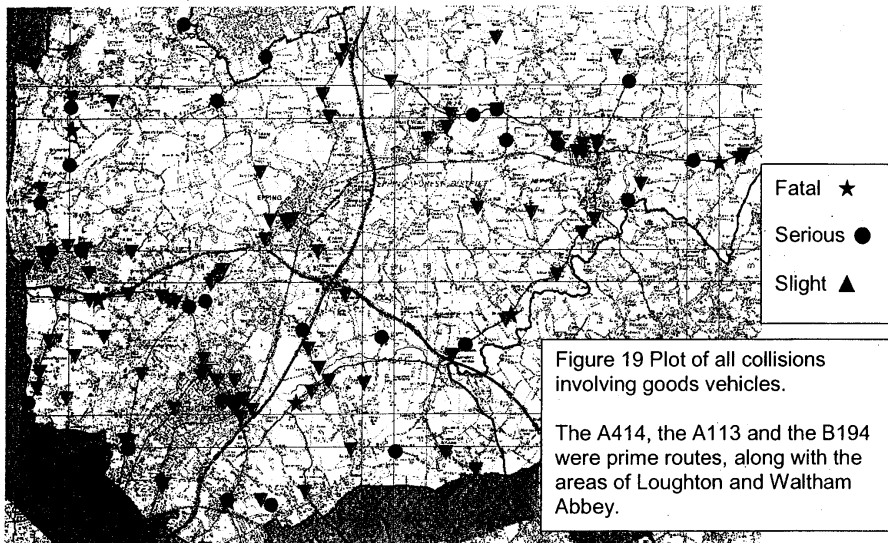
There were 139 collisions involving goods vehicles, resulting in 201 road injuries (40 serious injuries and 13 fatalities), with most of these injuries to car drivers/passengers (55%) or goods vehicle occupants (25%). A plot of collisions is shown on the next page.

In general, just over half of all collisions were caused by the goods vehicle driver with most of the remainder caused by car drivers.

All goods vehicle drivers deemed 'at fault' were male, with drivers aged from 21 to 40 having the most collisions. Drivers failing to judge another vehicle's speed or being careless/reckless/in a hurry, as well as speed-related factors, were cited most often as causation factors. The goods vehicle swerving or performing a poor turn or manoeuvre (overtaking, pulling out and veering) were also commonly listed.

With respect to car drivers deemed 'at fault', young males aged from 17 to 20 were over-represented. Drivers being careless/reckless/in a hurry and failing to judge another vehicle's speed, as well as speed-related factors, were cited most often as causation factors. Loss of control, often linked to speed and/or slippery road conditions was also a common cause of collisions.

There were 11 fatal collisions involving goods vehicles and of these, 8 were the fault of a car driver. Of the 3 collisions deemed to have been caused by goods vehicle drivers, one was alcohol-related and the other two were related to speed.



Collisions involving motorcycle user casualties (non-motorways)

Collisions involving motorcycles resulted in 195 road user casualties of which 176 were either a motorcycle rider or pillion passenger (including 62 serious injuries and 3 fatalities).

Of motorcycles involved in collisions in Epping Forest, 15% were mopeds (27 collisions including 8 serious and one fatal). Due to the marked difference between mopeds and more powerful motorcycles (most notably that mopeds are often ridden by 16-year olds), separate analyses were completed for these two motorcycle groups.

Collisions involving moped user casualties

Age and gender

The overwhelming majority of casualties were males aged 16, with young males aged 20 and under comprising over 81% of all casualties. Most moped-riders in Epping Forest were local residents with 71% having an Epping Forest home postcode.

Seasonal and temporal trends

Limited data prevented a thorough analysis but it was possible to determine that most serious collisions happened in the autumn/winter months (especially at weekends).

Road type

The graph below shows that most collisions happened on urban single carriageways, especially B-class and unclassified roads, with serious collisions following a similar pattern (data not shown). Deeper analysis revealed that collisions happened almost equally on the open road or at junctions on all classes of urban single carriageway.

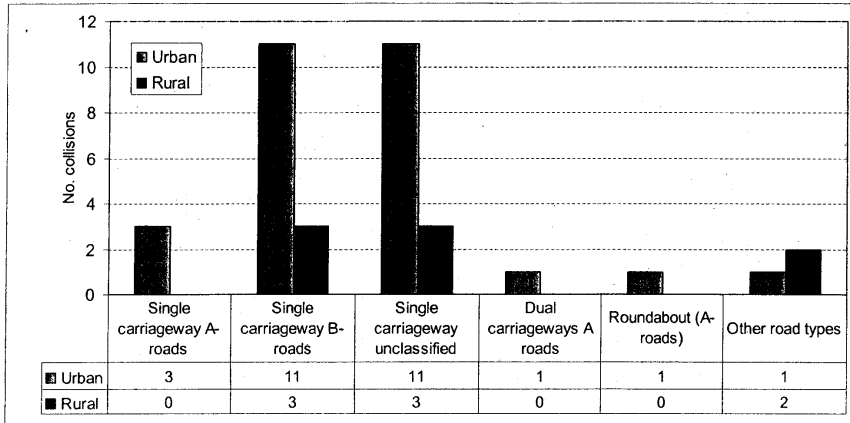


Figure 20 Collisions causing moped user injury by road type: January 2006 to December 2008

Types of collision

Most collisions were deemed to have been the fault of the moped rider, with car drivers responsible for nearly a third of all collisions, fewer if the collision was serious (see table below).

	Moped and no other vehicle	Moped rider 'fault'	Car driver 'fault'	Other vehicle 'fault'
All collisions	8	14	11	2
Serious collisions	2	5	1	1

- Moped-riders at fault were most likely to be 16-year old males from the Epping Forest area. Causes nearly always related to rider inexperience and/or loss of control.
- It was not possible to identify age and/or gender trends relating to car drivers at fault due to limited data but most drivers deemed at fault had failed to look properly.

Collisions involving motorcycle user casualties (125cc or over)

Age and gender

Casualties were predominantly male with two main age groups: Those aged 17 to 20 and those aged 41 to 45 (see graph below).

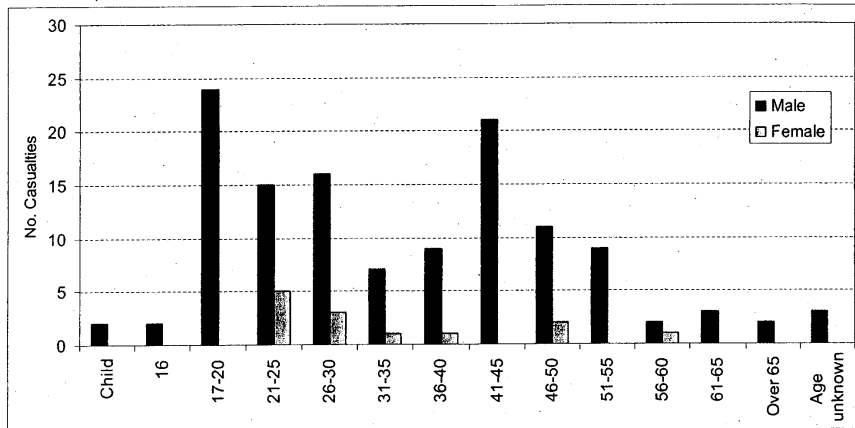


Figure 21 Motorcycle user casualty age and gender: January 2006 to December 2008

Many motorcycle-riders in Epping Forest were not local residents (more than 60% did not have an Epping Forest postcode). Motorcyclists came mainly from London/Greater London or other areas in Essex (Chelmsford and Harlow in particular).

Seasonal and temporal trends

Motorcycle collisions peaked in June and July (serious collisions peaked in June), see graph on the following page.

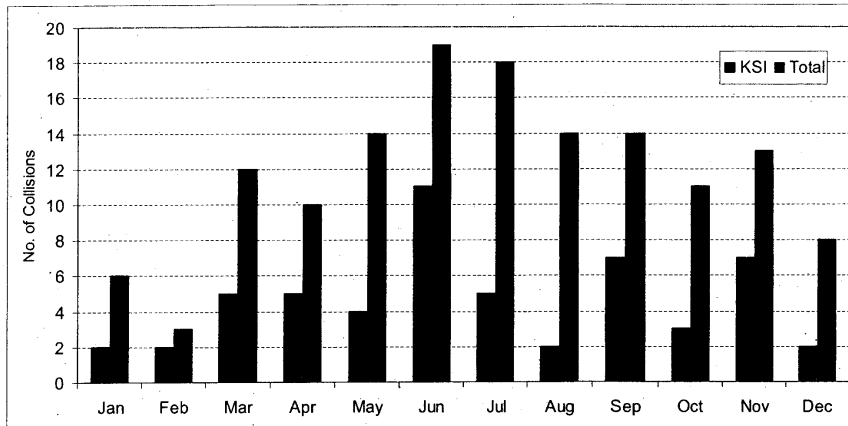


Figure 22 Collisions involving motorcycle user injury by month (average from 2006 to 2008)

- Collisions were most frequent mid-week (Tuesdays and Wednesdays) *except* in June and July when collisions were more frequent on weekends.

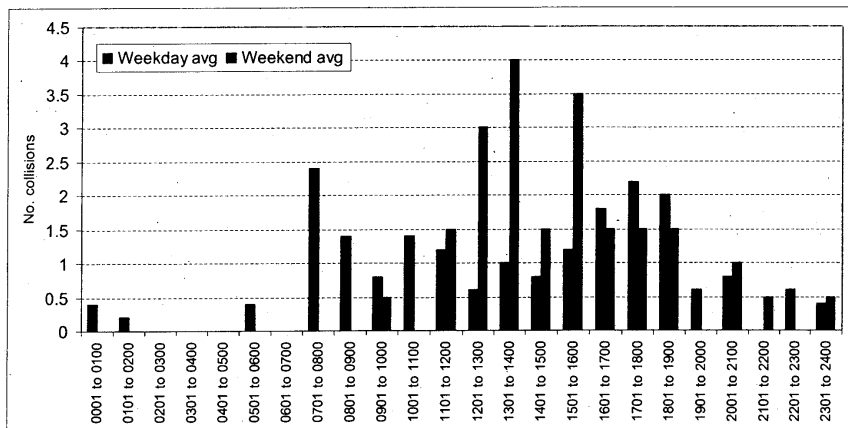


Figure 23 Collisions involving motorcycle user injury by time of day (average from 2006 to 2008)

- On weekdays, collisions peaked early during rush hour between 7 and 8am and again later in the day between 4 and 7pm (the largest peak), as shown by the graph above. At weekends, collisions rose sharply from noon to 2pm and again from 3 to 4pm. On weekends in June and July, collisions peaked between 1 and 2pm.

Road type

The graph below shows that collisions occurred on all classes of urban single carriageway but that in rural areas, collisions were more frequent on A-roads, as opposed to more minor roads. When a collision happened on a rural road it was more likely to be serious, especially on A-roads (data not shown). A plot of collisions occurring on urban single carriageways and a plot of collisions on rural single carriageways is given on page 31.

In urban areas, collisions on unclassified roads were more frequent away from junctions whereas collisions on the more major A- and B-class roads were more frequent near T-/staggered junctions and at crossroads. Collisions on rural roads were most common away from junctions.

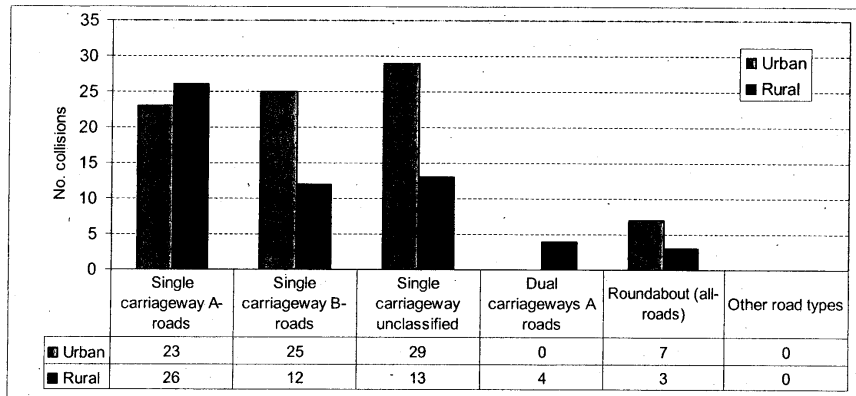


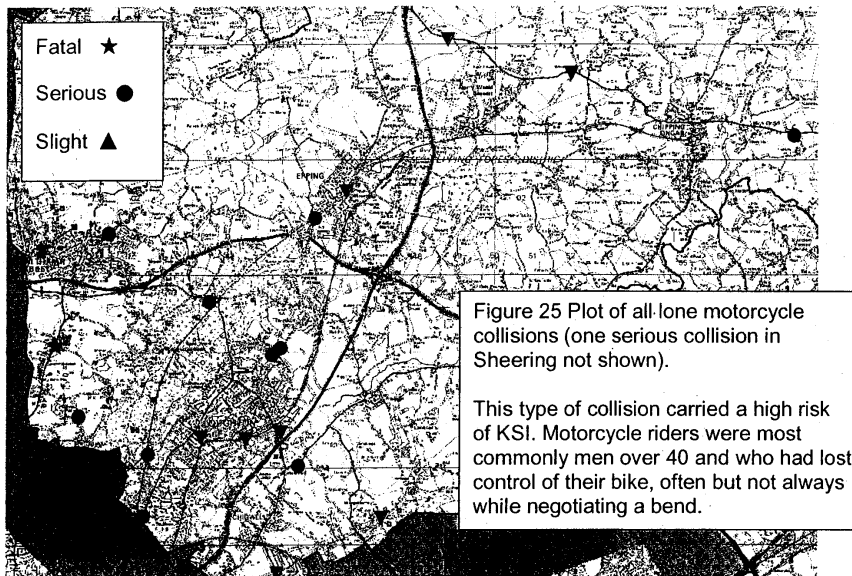
Figure 24 Collisions causing motorcycle user injury by road type: January 2006 to December 2008

Types of collision

The table below shows that slightly more collisions were deemed to have been the fault of the motorcyclist, with most of the remainder being car driver fault (53% vs. 41%). Deeper analysis showed that motorcyclists were slightly less likely to be at fault at junctions but that when a collision was serious collisions, motorcyclists were much more likely to be deemed at fault (69% of all serious collisions).

	Motorcycle and no other vehicle	Motorcycle rider 'fault'	Car driver 'fault'	Other vehicle 'fault'
All collisions	24	47	55	8
Serious collisions	12	25	15	2

Lone motorcycle collisions carried high risk of KSI, as did all collisions where the motorcyclist was deemed at fault. A plot of lone motorcycle collisions, and causes, is shown on the following page.



- In general, motorcyclists deemed at fault were more likely to be young males aged from 17 to 20 (responsible for one quarter of all motorcyclist 'fault' collisions) or older males aged from 41 to 45 (responsible for one-fifth of all motorcyclist 'fault' collisions). The majority of motorcyclists were not local residents (35% came from Epping Forest), with a third coming from the London/Greater London area and one-fifth coming from other areas in Essex.
- It was difficult to identify trends from data recorded for car drivers deemed 'at fault' because ages and home postcodes were often missing. However, 'fault drivers' were equally likely to be male or female, with most coming from the Epping Forest area and one-fifth coming from London/Greater London.

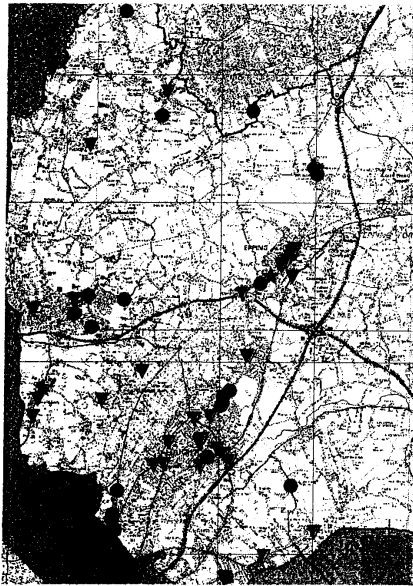


Figure 26 Plot of motorcycle collisions on urban single carriageways.

Collision hot spots were Epping High Street, the areas of Loughton and Waltham Abbey along with a small cluster of serious collisions on the southern stretch of the A104.

Most collisions were deemed to have been the fault of the motorcyclist, with causes listed as poor over-taking, failing to judge another's speed (e.g. running into the back of a vehicle which had slowed to turn) and loss of control.

Collisions not deemed the fault of the motorcyclist were very often at junctions where the vehicle driver (usually a car driver) had failed to see the motorcyclist and pulled out in front of them.

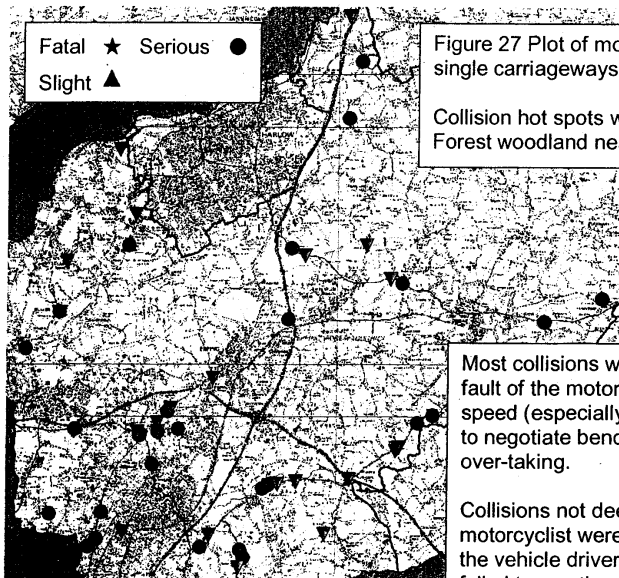


Figure 27 Plot of motorcycle collisions on rural single carriageways.

Collision hot spots were the roads crossing Epping Forest woodland near Loughton and the A113.

Most collisions were deemed to have been the fault of the motorcyclist with causes relating to speed (especially for serious collisions), failing to negotiate bends/loss of control and poor over-taking.

Collisions not deemed the fault of the motorcyclist were very often at junctions where the vehicle driver (usually a car driver) had failed to see the motorcyclist and pulled out in front of them.

Collisions involving pedestrian casualties

From January 2006 to December 2008 there were 141 collisions involving pedestrians which resulted in 151 road user casualties of which 143 were pedestrians (including 30 serious injuries and 1 fatality).

Age and gender

Children and women over 65 were the most vulnerable groups, with girls aged 0-15 and women over the age of 65 most at risk of serious injury (data not shown). One in 4 pedestrian casualties home postcodes were missing but, where they were recorded, showed that most came from the Epping Forest area (more-so if the casualty was of pensionable age).

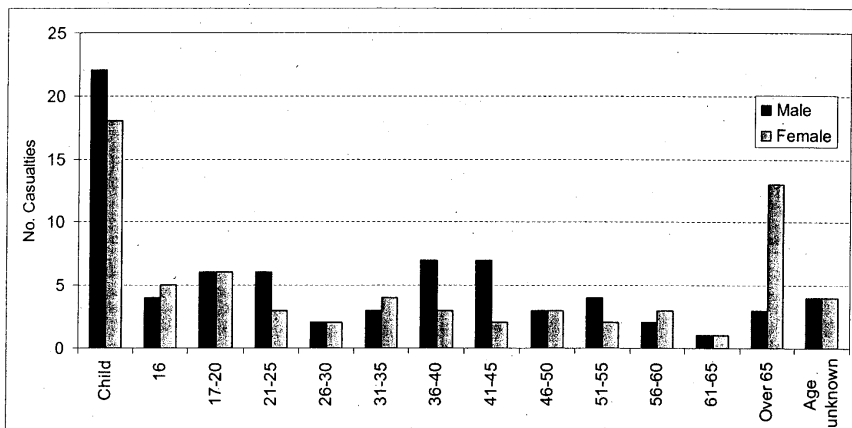


Figure 28 Pedestrian casualty age and gender: January 2006 to December 2008

Seasonal and temporal trends:

- Pedestrian collisions, including serious collisions, were more frequent between September and February. Over two-thirds of KSI injury also occurred during these months.
- It was difficult to determine temporal trends as data was relatively limited, however it did appear that most collisions happened early on weekdays from 7 to 10am and later in the day from 2 to 6pm. Collisions at weekends peaked between noon and 1pm, especially on Saturdays.

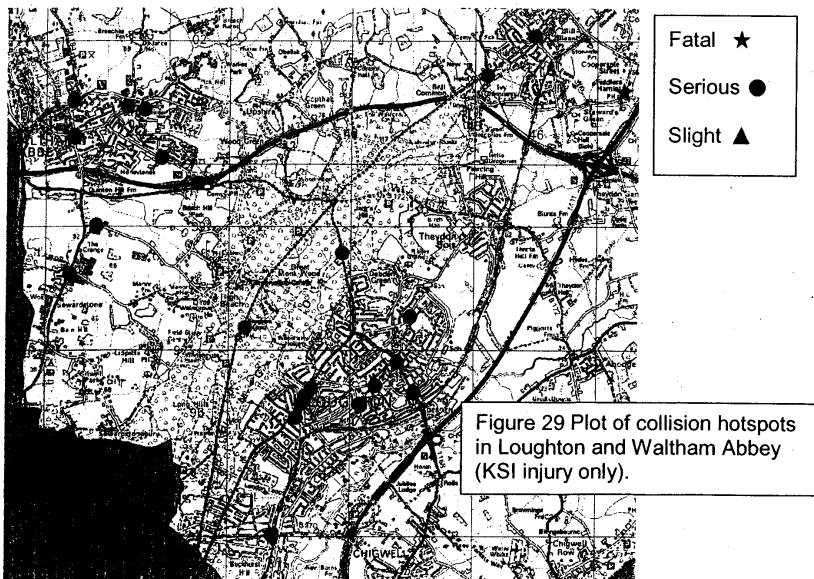
Road type

The vast majority of collisions happened on urban roads, especially unclassified roads, with serious collisions following the same trend (data not shown). Most collisions happened away from junctions.

Type of collision

The vast majority of pedestrians (83%) were in collision with a car. One in 10 was in collision with a goods vehicle although these collisions rarely caused serious injury.

- Child casualties were nearly always deemed at fault, usually by running out into the carriageway without looking or crossing while masked by parked or stationary vehicles.
- OAP casualties were usually slow in crossing the road with most already mid-carriageway when the collision occurred (as opposed to stepping out without looking). Collisions of this type usually occurred at junctions with the vehicle turning into the road the pedestrian was crossing. Some drivers slowed/stopped to allow the pedestrian to cross but failed to give the pedestrian enough time, moving off and striking the pedestrian before they had reached the pavement.
- Vehicle drivers were as likely as other adult pedestrians to be deemed at fault in a collision.
 - Pedestrian faults were almost always recorded as 'failing to look' or 'entering the carriageway while masked by parked vehicles';
 - Vehicle driver details, including home postcodes, were often not recorded but where they were, 'fault' drivers were nearly always male, with males under 26 and males over 50 being deemed responsible for most collisions caused by car drivers. Drivers were usually Epping Forest residents (nearly one-fifth were from London/Greater London), with causes often related to failing to look properly, being careless/reckless/in a hurry and/or aggressive driving.



Collisions involving pedal cyclist casualties

From January 2006 to December 2008 there were 44 collisions involving pedal cyclists in Epping Forest, which resulted in 46 road user casualties of which 44 were pedal cyclists (including 2 serious injuries and 2 fatalities).

Limited data made it difficult to perform a thorough analysis but most casualties were male with boys under 16 especially vulnerable. Most pedal cyclists, regardless of age, were Epping Forest residents but one-quarter did come from the London or Greater London area.

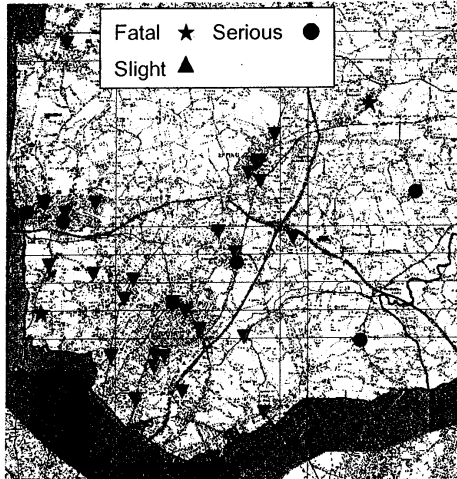
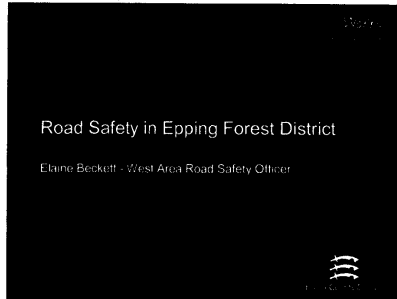


Figure 30 Plot of collisions involving pedal cycle casualties.

Most collisions happened on urban roads and peaked in summer.

Child casualties were often but not always deemed at fault in a collision, usually by cycling out in front of a car. Adult cyclists were unlikely to have precipitated a collision, with car drivers failing to look properly or judge the cyclist's speed. There were also several incidents of car drivers clipping the back wheels of pedal cycles.

The two fatalities were older male cyclists in their 50's-60's. One had fallen from his bike with no other vehicle involved and the other was in collision with a car (car-driver fault).



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Road Safety in Epping Forest District Schools

- Road Safety policy and plan identifies:
- Delivery of Road Safety Education Training and Publicity
- Pedestrian Walks - Reception – Year 3 and Year 6
- Individual need – reaction to problems outside schools
- Theatre in Education years 6, 7, 8, 9, and 12/13

2 Essex County Council

EssexWorks.
For a better quality of life

Road Safety in Epping Forest District Schools


- Cyclist Training we are embracing "Bikeability" and working with Davenant Schools Partnership Development Managers who are also delivering it through the sports partnership.
- Additionally we will be delivering the Essex Cyclist Training Scheme
- All of this takes place in year six of Primary School – last year delivered at this age to assist the child in the transition to Secondary School

3 Essex County Council

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Road Safety in Epping Forest District around Schools

- Crucial Crew for year 6
- Reality Road Show for year 9
- Road Runner
- Focus on parking problems work with Essex Police
- Travel Plans 90%
- Safer Journeys to School Engineering Measures




4 Essex County Council

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Road Safety in Epping Forest District Schools

- "Watch your Speed"
- Taken place at:
 - Leverton School x2
 - Upshire
 - Theydon Bois
 - Breaside

CDRP paid for a speed Camera to assist with this delivery




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Road Safety in Epping College

- Road Runner
- Launch of FMG "For my Girlfriend" Campaign for Young Drivers
- Community Wheels
- Freshers Fayre
- Programme pre-driver Course



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Road Safety in Epping Forest District

- Killed and Serious Injury Casualties 2007 – 131
- Killed and Serious Injury Casualties 2008 – 113
- Killed and Serious Injury Casualties 2009 – to date
- Over all casualties 72, fatal 8 – 3 on motorway 49 serious – 6 on motorway 15 slight.
- Highest number of casualties of all the districts in Essex

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Road Safety in the Epping Forest District


- Essex Casualty Reduction Board have given extra funding - £40,000
- Formation of Working Group feed into Crime and Disorder Partnership –Safer Communities Partnership.
- Epping Forest Casualty Reduction Partnership - "Battle Plan" meetings
- Regular updates of Casualties
- Planned strategy and programme of delivery which all partners have agreed too

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Road Safety in Epping Forest District

- Campaign Calendar followed in conjunction with national campaigns
- Focus on Killed and Seriously Injured
- Specific Groups:- motorcyclists, drink -drugs drive, seatbelts and mobile phones, young drivers Speed
- Driving for work Managing Occupational Road Risk - Sainsbury's




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Road Safety In Epping Forest District

- Educate and Enforce Days
- Bike Safe for Motorcyclists
- High Beech and Ongar




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Road Safety in the Epping Forest District

- Educate and Enforce Calypso's
- Seatbelt - Mobile Phone - Speed and any other traffic offence
- Taken Place: Buckhurst Hill, Loughton Epping, Upshire, Ongar Waltham Abbey, Chigwell




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Road Safety in Epping Forest District

- Work Closely with the Highways Engineering and Maintenance Team
- Involved in Accident reduction Schemes - Crooked Mile -
- Involved in training Fire and Police Officers on new course
- Attend N.A.P meetings, Parish Council meetings J.A.G. meetings



Essex County Council

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Report to Local Highway Panel Proposals 2010/11

Epping Forest District

22 September 2009

**West Essex Area Office
Environment, Sustainability and Highways**

1 of 3

1. Purpose of report

- To request suggestions for schemes using the New Project Methodology
 - To propose a timeline in which suggestions can be processed for approval ready for funding release in 2010/11.
 - To present guidelines for the prioritisation of suggestions.
-

2. Background

Essex County Council receives suggestions and requests from Members and the public and maintains records of these suggestions.

Essex County Council request Members to put forward their suggestions for consideration via the New Project Methodology.

3. Timeline Proposal

In order for proposals to be received in a timely manner and to enable Essex County Council to process them and report back to Members with in a reasonable timeframe, Essex County Council proposes the process as detailed below.

Historical suggestions previously received by Essex County Council shall be added to the new suggestions and presented to the Local Highway Panel for prioritisation on 24 November 2009.

3.1. Process

- 1) Applications to be submitted to the Area Highways Manager by 13 November 2009.
 - a) Applications to be limited to 3 per Parish, and to be those with the most significant need within the community.
- 2) Submissions and historical requests to be collated and a summary presented to the Panel on 24 November 2009.

-
- a) The Local Highway Panel to discuss and prioritise suggestions (inc. accept, defer or reject suggestions as appropriate).
 - 3) The Area Highways Manager to arrange feasibility analysis of all accepted and prioritised suggestions.
 - 4) Feasibility outcomes and recommendations to be presented to the Members on 26 January 2010.
 - a) The Local Highways Panel to confirm which suggestions to be progressed in future year, subject to funding.
-

4. Prioritisation

To enable Members to make informed decisions on the suggestions submitted, Essex County Council shall provide recommendations based on technical expertise.

Officers will indicate a rating/priority for each suggestion, High, Medium or Low which will seek to reflect technical viability, need within the community, and compliance with Government Policy.

Recommendations will be also be grouped by type of measure as well as rating/priority, so that Members are able to make judgements against suggestions of a similar nature.

5. Conclusion

Members are invited to submit their suggestions in accordance with the timeline given above.

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Unique Ref No:

CIFH2 -

COMMUNITY INITIATIVES FUND (Highways)

Application Form 2009/2010

Please read the Guidance Notes before completing this application form. Failure to do so may mean that your application will be returned to you and may miss the deadlines.

Area Highways Managers

East Essex (Tendring, Colchester) 01206 838600	Geoff Harris 910 The Crescent Colchester Business Park Colchester CO4 9QQ
West Essex (Uttlesford, Epping Forest, Harlow, Brentwood) 01279 642500	David Forkin or Peter Massie Warwick House, Roydon Road Harlow CM19 5DX
South Essex (Castle Point, Rochford, Basildon) 01268 297500	Nick McCullagh Endeavour Drive Festival Business Park Basildon SS14 3WF
Mid Essex (Braintree, Chelmsford, Maldon) 01245 240056	Julie Martyn 2 New Dukes Way Chelmsford CM2 6PS
CIF Co-Ordinator 07929 543523 info@communityinitiativesfund.co.uk	Beverly Davies Room C328, County Hall Chelmsford CM1 1QH

Once you have completed this form, please return it to your Area Highways Manager.

For information on the application process or for assistance/guidance in completing the form, you can contact the CIF Co-ordinator, Beverly Davies, on **07929 543523**
Alternatively, you can take a look at the website: www.communityinitiativesfund.co.uk

1	Organisation applying for project funding	
2	Project Title (up to 12 words)	
3	Contact details: Name Address Position held Telephone	
4	Local Authority (your District/Borough Council)	
5	Full description of project. You must include detailed sketches, maps, relevant dimensions, etc. (continue on separate page if needed)	
6	Who owns the land in question?	

7	Have all relevant permissions been obtained (please give details)	
8	<p>What is the intended benefit or impact of the project?</p> <p>(continue on separate page if needed)</p>	
9	<p>How do you know that this project is needed by the local community?</p> <p>(continue on separate page if needed)</p>	
10	<p>Total value of project (will include design and supervision costs)</p> <p>This section to be completed by your Area Highways Manager</p>	<p>Signed by AHM :</p> <p>Print name:</p> <p>Dated:</p>

11	Applicant's contribution	
12	<p>DECLARATION</p> <p>I am authorised to make this application on behalf of the organisation and confirm that I have read, understood and accept the Community Initiatives Fund (Highways) guidelines and criteria and that the information provided in this application is accurate.</p> <p>Signed: Date:</p> <p>Name (please print):</p> <p>Telephone:</p>	

Checklist

- Map/sketch showing location of project included
- Guidelines read and understood
- Application signed and dated

Send this form to your Area Highway Manager – details on page 1.

Forms to be received by your AHM by 6th November 2009.

COMMUNITY INITIATIVES FUND (Highways) - 2009/2010

GUIDANCE NOTES

Please take time to read these notes carefully before submitting your application.

WHAT IS THE COMMUNITY INITIATIVES FUND (Highways)?

Essex County Council wishes to provide support for communities throughout Essex to deliver highways improvements that matter to local residents.

WHAT DOES IT FUND?

Eligible projects could include: new footways, cycling or horse riding facilities (where sufficient Highway land is already available), hardstanding at bus stops (but not bus shelters), central refuges/islands, dropped kerbs at crossing points or junctions, village gateways, mini roundabouts or other junction improvements, kerbing alterations, parking areas (on Highway land), enhanced direction signage and other projects at the Area Highways Manager's discretion.

The project should take account of Essex County Council and Essex Partnership priorities including tackling crime and anti-social behaviour, improving local environmental features, access to services and supporting communities.

Projects will be given preference if they have the potential to add value to other work being undertaken in the locality and have been identified in local 'health checks' or parish plans.

WHO DOES IT FUND?

Applications are invited from bodies which are properly constituted and broadly representative of their local community or neighbourhood:

- Town and parish councils or parish meetings
- Neighbourhood committees and forums
- Residents' Associations
- Community organisations

HOW TO APPLY

An application form is available on the CIF website: www.communityinitiativesfund.co.uk together with guidance notes. You will need to provide detailed sketches or plans of your project and forward these, together with the completed application form, to your Area Highways Manager (AHM). You will find their details on page 3 of this guidance note and also on the application form and on the Community Initiatives Fund website.

Your application must reach your AHM by 6th November 2009.

The AHM will then assess the viability of your project and will also estimate the value. They will then forward the application papers to the CIF Co-ordinator.

The project MUST have the support of the town or parish council (or parish meeting) where this exists, or in unparished areas, another appropriate, constituted community group should be the sponsor.

NOTES ON COMPLETING THE APPLICATION FORM

Type of organisation

Please state the type of organisation you are applying on behalf of, e.g.

Town/Parish Council/Parish Meeting

Residents' Association or Neighbourhood Committee

Community/Voluntary organisation

Any other (please provide explanation)

Contact details

The person named should know about the project and be able to answer detailed questions if necessary.

Description of project

This is where you should write full details of your project. You must include a detailed sketch or map of the project together with a full explanation of what is needed. If no map or detailed sketch is provided, your application may be returned to you.

What is the intended benefit or impact of the project?

You should outline the issues that exist and explain how this project will alleviate those issues. What benefits will be felt by the local community, etc.

How do you know the project is needed by the local community

Please tell us how you know that this project is needed in your community. We will need to know that the project will be well-used and really make a difference. You should tell us how you know that this need exists. As an example, you may have prepared a Parish Plan which quite clearly shows a specific need. Or you may have held a community 'surgery' or delivered a questionnaire to the households.

Total value of project

This section is to be completed by the Area Highways Manager.

FUNDING AVAILABLE

Funding of £1million is available for the year 2009/10 across Essex.

PROJECTS THAT ARE NOT ELIGIBLE

- Grants will not be made to individuals
- Applications will not be considered from the following types of organisations:
 - Statutory bodies (apart from town and parish councils)
 - Hospitals, health authorities and hospices
 - Universities, colleges and schools or PTAs
 - National Organisations
 - All other applications will be judged on their merits and on the evidence of strong community support and need

ASSESSMENT OF BIDS

Judging panels will allocate funding during March and April 2010. Judging panels are made up of representatives from Town and Parish Councils and community and voluntary organisations.

The County Council reserves the right to reject or alter a grant recommendation, but this right will only be exercised in exceptional circumstances.

Following the decision meeting, we will write to you to let you know if your application has been successful, including any special conditions that might have been attached to your award.

If your application is successful, your project will be delivered by the Area Highways Manager in line with priorities and agreed programmes of work.

If your application is not successful, you may discuss further options with your Area Highways Manager.

TIMESCALE

All applications must be made on the prescribed form which can be downloaded from the website: www.communityinitiativesfund.co.uk . The deadline for your initial application to reach your Area Highways Manager is **6th November 2009**.

Once the Area Highways Manager has assessed and costed your project, they will forward the application to the CIF Co-ordinator by 4th February 2010.

Funding decisions will be made during March and April.

CONTACT DETAILS

East Essex (Tendring, Colchester) 01206 838600	Geoff Harris 910 The Crescent Colchester Business Park Colchester CO4 9QQ
West Essex (Uttlesford, Epping Forest, Harlow, Brentwood) 01279 642500	David Forkin or Peter Massie Warwick House, Roydon Road Harlow CM19 5DX
South Essex (Castle Point, Rochford, Basildon) 01268 297500	Nick McCullagh Endeavour Drive Festival Business Park Basildon SS14 3WF
Mid Essex (Braintree, Chelmsford, Maldon) 01245 240056	Julie Martyn 2 New Dukes Way Chelmsford CM2 6PS
CIF Co-Ordinator 07929 543523 info@communityinitiativesfund.co.uk	Beverly Davies Room C328, County Hall Chelmsford CM1 1QH

Agenda Item 5

Local Highways Panel, Epping Forest District Constitution and Terms of Reference

1. Title

The Panel shall be known as 'Epping Forest District Local Highways Panel'.

2. Terms of Reference

- a) To review and make comment upon the revenue and capital programmes of highway works for the District submitted each year by the Local Area Highways Manager
- b) To consider proposals for and the funding (including joint funding) of highway schemes submitted by constituted bodies such as the Epping Forest District Council, Parish Councils, Residents' Associations or similar elected bodies which represent the local community
- c) To consult the public on its proposals and priorities
- d) To oversee and set priorities for schemes funded through the localism process and the work of the Highway Ranger service
- e) To make recommendations for project approval to the Essex County Council Cabinet Member for Highways & Transportation
- f) To monitor the progress of approved schemes through reports received by the Local Highways Manager or their nominated representative
- g) To monitor and review the Council's car parking service
- h) To consider requests for reviews of existing or the implementation of new parking restrictions within the District
- i) To receive, review and comment upon County Council Highways strategic documents on speed and freight management (referred from the Safer, Cleaner, Greener Scrutiny Standing Panel)
- j) To maintain an overview on highways matters relating to the "Nazeing Action Group" (referred from the Safer, Cleaner, Greener Scrutiny Standing Panel)
- k) In liaison with the Safer, Cleaner, Greener Scrutiny Standing Panel, monitor the level of those killed and seriously injured on the District's highways (referred from the Safer, Cleaner, Greener Scrutiny Standing Panel)
- l) To consider any other relevant highway matter referred to the Panel from time to time by other Council constituted Committees, Panels or Groups.

3. Membership

a) Voting Members - 11 District Councillors appointed at each Annual Meeting of the District Council divided between the political groups represented on the Council in accordance with pro rata requirements.

b) Co-opted Members without Voting Powers - 3 Parish Council representatives, one for each of the areas covered by the District Council's Area Plans Sub- Committee, nominated by the Local Councils' Liaison Committee for the District.

4. Chairman

The Chairman of the Panel shall be the Epping Forest District Council Cabinet member with responsibility of Highway and Parking Matters.

5. Meetings

- a) Meetings of the Panel shall be held on at least six occasions in each Council year at the Civic Offices, Epping at the date and time indicated on the agenda.
- b) Meetings may be held at other venues if the Panel so decide.
- c) Meetings shall be open to the press and public.
- d) Minutes and agenda of the Panel meetings shall be circulated to the following:
 - Panel Members (Voting and Co-opted)
 - All District Councillors
 - Each Parish and Town Clerk
 - County council Portfolio Holder with responsibility for Highways
 - District and County Council Officers.
- e) The quorum for the Panel meetings shall be no less than 6 voting members.

6. Officers

- a) Essex County Council Highways shall nominate a head officer who shall attend all meetings of the Panel for the purpose of supporting and giving advice on highways matters.
- b) Epping Forest District Council will support the Panel by the attendance of relevant officers from:

Environment & Street Scene
Democratic services (Secretary Support)

And such other officers as may, from time to time, be required.

7. Representations at Panel Meetings

- a) Any Parish or Town Council representative or any District Councillors who is not a Panel Member shall be able to request that any item within the Panel's terms of reference shall be placed on the agenda for any meeting.
- b) Any such person may attend the meeting concerned and address the Panel on that item.