

## Scrutiny Standing Panel Agenda



### **Safer, Cleaner, Greener Scrutiny Standing Panel Tuesday, 30th October, 2012**

You are invited to attend the next meeting of **Safer, Cleaner, Greener Scrutiny Standing Panel**, which will be held at:

**Committee Room 2, Civic Offices, High Street, Epping  
on Tuesday, 30th October, 2012  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Adrian Hendry, Office of the Chief Executive  
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#### **Members:**

Councillors Mrs J Lea (Chairman), Mrs M Sartin (Vice-Chairman), K Avey, Mrs H Brady, Mrs T Cochrane, L Girling, Ms Y Knight, G Mohindra, S Murray, Mrs P Smith and P Spencer

**SUBSTITUTE NOMINATION DEADLINE:**

**18:30**

- 1. APOLOGIES FOR ABSENCE**
- 2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

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

- 3. DECLARATIONS OF INTEREST**

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

In considering whether to declare a personal or a prejudicial interest under the Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 11 of the Code in addition to the more familiar requirements.

This requires the declaration of a personal and prejudicial interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the

Council is involved and of which the Councillor is also a member.

Paragraph 11 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**4. NOTES OF THE LAST MEETING (Pages 5 - 12)**

To agree the notes of the last meeting held on 10<sup>th</sup> July 2012.

**5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 13 - 18)**

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Panel and associated Work Programme. This is attached. The Panel are asked at each meeting to review both documents.

**6. ESSEX POLICE**

A senior officer from Essex Police will be attending the meeting to give a short presentation on:

- (i) the progress on the Police Blueprint;
- (ii) the preparedness for PCCs;
- (iii) Policing matters generally, crime statistics etc.

**7. POLICE RESOURCE AND THE OLYMPIC GAMES (Pages 19 - 20)**

(Director Environment and Street Scene) to consider the attached report.

**8. SAFER CLEANER GREENER STRATEGY ENFORCEMENT ACTIVITIES (Pages 21 - 24)**

To note the six monthly report on SCG enforcement activities.

**9. DRAFT MINUTES - WASTE MANAGEMENT PARTNERSHIP BOARD (Pages 25 - 30)**

To note the draft Waste Management Partnership Board minutes for 3 September 2012 (attached).

**10. BOBBINGWORTH FORMER LANDFILL SITE LOCAL LIAISON GROUP - 26 SEPTEMBER 2012 (Pages 31 - 34)**

To note the attached set of draft minutes.

**11. NORTH ESSEX PARKING PARTNERSHIP MINUTES - MINUTES (Pages 35 - 46)**

To note the attached set of minutes for 21 June 2012 and 12 July 2012.

**12. SLM CONTRACT MONITORING BOARD MINUTES OF 16 JULY 2012 (Pages 47 - 54)**

To note the attached set of draft minutes.

**13. LOCAL HIGHWAYS PANEL MEETING MINUTES (Pages 55 - 80)**

To note the attached set of minutes for 6 September, 18 September and 2 October 2012.

**14. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which reports (if any) are ready to be submitted to the Overview and Scrutiny Committee at its next meeting.

**15. FUTURE MEETINGS**

To note the future meeting dates of this Panel. They are:

08 January 2013;  
\*12 February 2013; and  
02 April 2013.

\*Meeting dedicated to Crime and Disorder issues.

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**EPPING FOREST DISTRICT COUNCIL**  
**NOTES OF A MEETING OF SAFER, CLEANER, GREENER SCRUTINY STANDING**  
**PANEL**  
**HELD ON TUESDAY, 10 JULY 2012**  
**IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING**  
**AT 7.30 - 9.50 PM**

<b>Members Present:</b>	A Boyce, Mrs T Cochrane, L Girling, P Keska, Ms Y Knight, A Mitchell MBE, Mrs P Smith and P Spencer
<b>Other members present:</b>	Mrs H Brady, W Breare-Hall and G Waller
<b>Apologies for Absence:</b>	Mrs J Lea, Mrs M Sartin (Vice Chairman of Council), G Mohindra and S Murray
<b>Officers Present</b>	J Gilbert (Director of Environment and Street Scene), J Nolan (Assistant Director (Environment & Neighbourhoods)) and A Hendry (Democratic Services Officer)

## **1. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**

In the absence of the Chairman and Vice Chairman the Panel appointed a temporary Chairman and Vice Chairman for the duration of the meeting.

### **RESOLVED:**

- (1) That Councillor P Smith be appointed as Chairman for the duration of the meeting; and
- (2) Councillor Y Knight be appointed as Vice Chairman for the duration of the meeting.

## **2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was reported that Councillor A Mitchell was substituting for Councillor J Lea and Councillor A Boyce was substituting for Councillor G Mohindra.

## **3. DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **4. NOTES OF LAST MEETING**

The notes of the 10 April 2012 meeting were agreed as a correct record.

## **5. TERMS OF REFERENCE AND WORK PROGRAMME**

### **Terms of Reference**

The Panel noted that item 4 of the terms of reference referring to the Nottingham Declaration should be altered to take into account the fact that it has been replaced by the 'Climate Local Agreement'. This differed from the original Nottingham Declaration by giving local authorities the opportunity to sign up to a number of

strong pledges and to create their own more specific goals with regard to reducing and off-setting carbon emissions.

### **Work Programme**

The Panel noted their work programme for the year. Councillor Girling asked that as part of their monitoring of the Highways, could they look at the traffic safety statistics for the district and was told that this could be arranged.

Councillor Spencer asked about item 15 and if Solar Panels on Council owned dwellings was this still under consideration. The Director for the Environment and Street Scene, Mr Gilbert replied that because of the reduction in the government's 'feed-in' tariff this had been discounted for any new council housing stock. With respect to the Council's own commercial building this was a matter being reviewed by the Director of Corporate Support Services (via Facilities Management).

## **6. FLOODING EVENTS IN APRIL 2012**

The report updating the Panel on the recent flooding events in April 2012 was considered. It was noted that April was the wettest month on record since 1961 for the Roding (North London) and since 1920 for the Lower Lee. This caused river flows to rise dramatically during the third week of the month. Unfortunately, this resulted in significant internal flooding to eight properties in Ongar Road, Abridge. The very heavy rain also resulted in flash flooding and overwhelmed some drainage infrastructure in a number of locations across the district.

This Council was one of the few authorities in Essex to have its own land drainage team and the Engineering, Drainage and Water Team provide an out of office hours Emergency Flooding Response Service. The Council and its term contractor, Hugh Pearl Land Drainage Ltd, maintain a stock of filled sand bags for strategic redeployment and to support Council owned flood defence assets. The Council also kept a small stock of the lighter 'self-inflatable' sandbags that officers were able to deliver and deploy as necessary.

However, it was noted that we did not have the resources to offer help on a large scale. But we have done our best and avoided flooding in some areas and helped in areas where it had.

Since April the amount of rain had caused a different sort of problem from just that of rising/overflowing river and drainage ditches. The rain has caused a lot of surface water run-off to flow off the land and onto roads and overflowing drains which can't then carry the surplus water away.

Recently Thames Water, as the local water company, has been given responsibilities over the local sewerage infrastructure. So far, they have not proved to be as responsive as we were.

Our flood response officers (Mr Durrani's team) had spent most of the previous Sunday inspecting properties under threat, issuing sandbags etc. and doing the best they could in the circumstances. However, if properties have been flooded in the past then householders should be aware of the possibility of this happening again within the next few weeks. Once the current pressure on the system has dissipated, officers would go and check where possible.

The Committee wanted to express their appreciation to Mr Durrani and his team for their hard work during this extraordinary time.

Councillor Knight wanted to know if Highways were doing enough to clear the drains. She cited overflowing ponds at the Nazeing glass houses which were being pumped out onto the main roads. Also, people were dumping material down the drains. Mr Gilbert told her that this had always been a difficult area to deal with as the drains were easily blocked up and hard to get at and were expensive to deal with. He would find out the legal position regarding water being discharged onto the roads. As for dumping things down drains it depended on where they emptied as to who was responsible for them, either the Environment Agency, Thames Water or in some cases this Council.

Councillor Girling wanted to know if there was an 'at risk' register for potential flooding areas in the district. He was told that the Environment Agency have a flood plain plan or he could contact the County, who are now responsible for the strategic management on flooding.

**ACTION:** Members of the Panel agreed that they like to have an update in the winter on the rainfall experienced this year and to update the panel on the current arrangements.

## 7. ESSEX FLOOD RISK MANAGEMENT STRATEGY CONSULTATION

The Panel noted that Essex County Council had been made a Lead Local Flood Authority by the Flood and Water Management Act 2010. They have to produce a Local Flood Risk Management Strategy explaining the nature of flood risk, the roles of the different stakeholders involved, including householders and the county-wide actions taken to improve knowledge, awareness and decision making about flood risk in Essex.

Using information available from the Environment Agency (EA) (e.g. map of surface water flooding) and historical flood evidence, the document had attempted to prioritise areas of locally important flood risk. This is to enable efficient use of resources for areas at greater risk of flooding.

A three tier ranking system was developed. Tier 1 was the highest priority area where more than 1000 people are predicted to be at risk, Tier 2 was the medium priority area where between 1000 and 500 people are predicted to be at risk and Tier 3 was the low priority area where less than 500 people are considered to be at risk. When Tier 3 areas are named they will be put in a future member's bulletin for information.

The document had identified 18 areas within Essex that have been classified as locally important flood risk areas (all Tier 1 and 2). Loughton (Tier 1) and Waltham Abbey (Tier 2) are included in the list of locally important flood risk areas. The document did not indicate what actions would be undertaken for these important areas but it implied that the 18 areas will be prioritised for further investigation in the future.

The Panel then reviewed the draft response from EFDC officers to the consultation document.

It was noted that officers still needed to know what the county would do in the management of Tier 1, 2 & 3 and they were still awaiting to know how they would allocate their resources.

Asked if this had produced any benefit for the district Mr Gilbert said it was too soon to say, officers were still waiting to know how resources were to be allocated by county.

Officers also thought that there needed to be a certain amount of resilience and householders needed to take responsibility for their own properties as much as possible. They should use EFDC and County for advice as the bigger agencies are short on money. Every landowner should keep their ditches and drains clear; the same would apply to people that abut watercourses.

The Panel wanted it noted that the response to the consultation was excellent and reflected the level of expertise in our District. They hoped that County would take them to heart and answer our points.

**RESOLVED:**

That the draft consultation response to the Essex County Council Local Flood Risk Management Strategy be agreed.

**8. PROGRESS ON INTRODUCTION OF RECYCLING IN FLATS**

The Panel noted the report updating them on the progress made on the introduction of recycling in flats. They noted that there were a total of 420 blocks of flats in the district. All residents of flats are able to take part in the dry recycling services offered by the Council by presenting their recycling in clear sacks. The Council has also implemented a programme of 'bespoke' waste and recycling facilities in flats, involving surveying a block of flats for suitability of placing communal containers for collection and reaching an agreement with the managing agents. So far, 302 have already benefited from the installation of individual recycling services. Wheeled bins were on order for another 7 blocks and final agreements are being signed up with the managing agents for a further 30 blocks of flats, following which, containers would be installed. This would take the total number of flats recycling up to 339.

The Panel noted that some blocks of flats have a high level of contamination levels, caused by some residents not using the containers correctly. This could end up being put into landfill sites which costs the council and was not good for the environment. Staff always try to explain the reasons for proper use of the recycling containers so that they did not have to escalate to more draconian methods of enforcement. The Chairman asked if we ever got any feedback from the residents on this. She was told that they did not. The government was now asking all Local Authorities to sign up to a charter to publically state where they take their recycling to. But this threw up problems with commercial confidentiality. However, there was a need to provide more feedback and praise to residents.

Councillor Knight asked if there were any records on enforcement figures. She was told that the number of enforcement notices issued since February 2011 was 10. It has always been our policy to advise/educate residents before fixed penalty notices were used. The same principal applied to fines for parking and dog fouling etc. and we do not have a quota system for these. We now target specific areas when we know that there are problems, but we do advertise in these local areas before we go in.



Councillor Knight asked if the council had ever considered having an educational road show for blocks of flats, new tenants or management agencies. Mr Gilbert replied that they already have a road show that goes out in the summer and have considered a welcome pack for new tenants, but it is resource intensive. We must not lose sight that we are the 8<sup>th</sup> best recycling authority in the UK and the 2<sup>nd</sup> best in Essex.

**RESOLVED:**

That the progress made on recycling of waste in flat blocks be noted.

**9. SCG ACTION PLAN - OUTTURN FOR OCTOBER 2011 TO MARCH 2012**

The Panel noted the Safer Cleaner Greener Action Plan for 2012/13 and the outturn for 2011/12.

They noted that:

- Some crime figures had increased, but Anti Social Behaviour figures had been reduced as the new team set up could intervene early and sort problems before they escalate;
- The Nottingham Declaration had been replaced by the 'Climate Local Agreement'; and
- The Panel was still waiting for the Climate Diversity Action Plan to be brought to them.

**RESOLVED:**

That the Safer Cleaner Greener Action Plan for 2012/13 be noted.

**10. CCTV 5 YEAR ACTION PLAN**

The Assistant Director, Environment and Street Scene, Jim Nolan, took the Panel through the CCTV Delivery plan. They noted that within the last two years they had brought all the council CCTV in the district together and made them comply with the law.

They also noted that:

- There was an update tabled for Debden once the final works were completed;
- When this had gone live maybe members would like to see it in action;
- The Epping High Road system had been successfully commissioned over the last few months;
- The system helped monitor activity for the police in matters of major drug crimes;
- It had been used to monitor public disorder in the high street;
- It had helped find a missing person;
- The system is not monitored continuously, but everything was recorded; and
- The Police now had 24 hour access to the monitoring suit.

Councillor Cochrane asked if the CCTV would be extended on Loughton High Road. She was told that the system on Loughton High Road was getting old and showing its age, officers were looking to spend some S106 money to update the system; a full report would be produced in the autumn.

Councillor Girling asked if we were able to promote the success of our CCTV to the public. Mr Nolan replied that we had done so in the past via the Essex Police website and by press release and articles in 'The Forester'.

Councillor Girling then asked if CCTV could be used for parking offences. He was told that that it could not and that we would need a special order to do so.

Councillor Waller, the Portfolio Holder for Safer Greener and Highways mentioned that it was the intention of the North Essex Parking Partnership (NEPP) to purchase mobile CCTV to monitor safety in the vicinity of schools. It would be helpful to have feedback from members on the positioning of these. Councillor Girling added that we needed to use this intelligently for highways problems as well as schools etc.

It should be noted that the NEPP use of CCTV was outside the scope of EFDC's CCTV 5 year plan.

**RESOLVED:**

That the progress on the CCTV 5 year Service Plan be noted.

**11. ENVIRONMENTAL MATTERS UPDATE**

The panel noted the change to the Nottingham Declaration which had been replaced by the 'Climate Local Agreement'. The agreement differed from the Nottingham Declaration which gave local authorities the opportunity to sign up to a number of strong pledges but to create their own more specific goals with regards to reducing and off-setting carbon emissions.

**RESOLVED:**

The Panel noted the various updates on Environmental matters.

**12. IAA MEMBER WORKING GROUP MINUTES**

The Panel noted the Inter Authority Agreement (IAA) Working Group minutes for the meeting held on 10 May 2012. The financial benefits of transfer sites to us was noted and that a local facility for composting was also better for us. The recent changes to the PFI agreement had now been signed off and the new contractor facilities would come on stream by 2014. Officers were hopeful it would produce savings for the district.

Councillor Breare-Hall, Portfolio Holder for the Environment, said that when the IAA group received the report on the recycling of commercial waste he would report back to this Panel.

**RESOLVED:**

That the draft set of minutes of the IAA Working Group for 10 May 2012 was noted.

**13. BOBBINGWORTH TIP LIAISON GROUP MINUTES - MARCH 2012**

The Panel noted the latest draft minutes of the Bobbingworth Former Landfill Site Local Liaison Group, dated 28 March 2012.

It was noted that the site had just been granted Queen Elizabeth Field Designation and a draft deed of dedication was awaited from the QEII Trust.

**14. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

Noted that the change in the name of the Nottingham Declaration to the 'Climate Local Agreement' and subsequent change to the Terms of Reference should be notified to the O&S Committee.

**15. FUTURE MEETINGS**

The Panel noted that the next meeting would be dedicated to crime and disorder topics. Possible subjects for discussion would be a review of the Police Blueprint and/or a review of CCTV and how it can be used during the hours of darkness.

Members were asked to submit any Community Safety issues to officers before the October meeting for consideration.

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## TERMS OF REFERENCE - STANDING PANEL

**Title: Safer, Cleaner, Greener**

**Status: Standing Panel**

**Terms of Reference:**

1. To approve and keep under review the "Safer, Cleaner, Greener" initiative development programme.

*(Note: this development programme will encompass the three main issues and will therefore include matters such as:*

- (i) environmental enforcement activity*
- (ii) safer communities activities*
- (iii) waste management activities (in addition to WMPB information))*

2. To keep under review the activity and decisions of the Waste Partnership Member Board and the Inter Authority Member Working Group.
3. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract
4. To monitor and keep under review the 'Climate Local Agreement' and the Council's progress towards the preparation and adoption of a sustainability policy and to receive progress reports on the Council's Climate Change Strategy from the Green Working Group
5. (Subject to Cabinet approval of the Group) to receive and review the reports of the Bobbingworth Nature Reserve (former Landfill site) Liaison Group.
6. To act as the Council's Crime and Disorder Scrutiny Committee and to keep under review the activities of the Epping Forest Safer Communities Partnership as a whole or any of the individual partners which make up the partnership and:
  - That at least two meeting a year be dedicated as Community Safety Committee meetings.
7. To monitor and review the new Local Highways Panel.
8. To receive the minutes of the North Essex Parking Partnership (NEPP) for the purposes of monitoring the work and progress of the partnership.

**Chairman: Cllr. Lea**

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**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(1) SCG Strategy enforcement activity	October 2012	Six monthly report to Panel	<del>10 July 2012;</del>
(2) SCG Strategy Action Plan approve	April 2013	Annual review of Action Plan	30 October 2012;
(3) SCG Strategy Action Plan review	July 2012	Six monthly report to Panel	08 January 2013;
(4) CCTV action plan review	July 2012	Six monthly report to Panel	12 February 2013;
(5) SCG Strategy Action Plan review	January 2013	Six monthly report to Panel	02 April 2013
(6) CCTV action plan review	January 2013	Six monthly report to Panel	Crime & Disorder Scrutiny meetings – The 2 meeting dates are October 2012 and February 2013
(7) CSP scrutiny review meetings	April 2013	Report after 2 special Safer Communities meetings	
(8) CSP Strategic Assessment review	February 2013	Scheduled for October meeting but due to unavoidable delays in appointing Joint Analyst, data not available for this meeting. Reschedule for February 2013 as part of CSP Scrutiny	
(9) Appointment of PCC	February 2013	Report following election of PCC in November 2012 as part of CSP Scrutiny	
(10) Police resources and the Olympic Games	October 2012	Report following completion of Olympic Games is attached to this agenda	
(11) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt	

**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(12) Receive notes of Waste Management Partnership Board	As appropriate	Notes of meeting held on the 3 <sup>rd</sup> of September 2012 are attached to this agenda	
(13) Progress against Climate Local Agreement	July 2012	Six monthly report to Panel	
(14) Progress against carbon reduction strategy	July 2012	Six monthly report to Panel	
(15) Progress against Climate Local Agreement	January 2013	Six monthly report to Panel	
(16) Progress against carbon reduction strategy	January 2013	Six monthly report to Panel	
(17) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt	
(18) Recycling in flats and multi-occ dwellings	July 2012	Report considered by July meeting	
(19) Solar panels in Council owned dwellings		Under further consideration pending changes by government to feed-in tariffs	
(20) Review of EA flood management of River Roding	April 2013	To receive an updating report on the wider implications, once known, of the EA strategy on flood management in the Roding catchment area.	



**Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Jeanne Lea)**  
**Work Programme 2012/13**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(21) Review of waste contract ahead of next procurement	January 2013	To scrutinise how the new SITA contract would be framed for 2014. A procurement exercise for a new contract will need to commence in early 2013.	
(22) Fire & Rescue services	January 2013	Fire and Rescue Services to address the meeting regarding the implications of their budget reductions.	
(23) Monitor Local Highways Panel	October 2012	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel	
(24) Review notes of SLM contract monitoring board	October 2012	Notes reported to Panel at first available meeting following receipt	
(25) Receive notes of North Essex Parking Partnership (NEPP) minutes	As appropriate	Notes reported to Panel at first available meeting following receipt	
(26) Highway accident statistics	January 2013	Approach to ECC Highways to obtain relevant statistics	
(27) Thames Water Utilities Limited	January 2013	Representative from Thames Water to give a presentation and to discuss the services they provide and the future strategies to deal with repairs, future development and increase in infrastructure	

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### **Report to Safer, Greener, Cleaner Standing Scrutiny Panel**

**Date of meeting: 30 October 2012**

**Portfolio: Safer, Greener, Highways**

**Subject: Police resource and the Olympic Games**

**Officer contact for further information: J Gilbert**

**Committee Secretary: Adrian Hendry**

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#### **Recommendations/Decisions Required:**

**To note that the Policing of the Olympic Torch Relay and the main Games were undertaken without adverse affect upon the District's policing**

#### **Report:**

1. In the build up to the Olympic Games and the Torch Relay, Members had expressed concerns that Police resources would be drawn away from the District, resulting in reduced resources and a risk of additional criminality.

2. The Torch Relay, which took place in early July was a success across the board. The event was extremely well managed and the very large crowds who attended were treated to a very special event, both in terms of the Relay itself and the events which took place afterwards. Policing and stewarding were all conducted in a low key manner and the Police were able to fully engage with the crowds and become part of the event itself.

3. The Games proper took place for three weeks commencing at the end of July. Locally, events at the White Water Centre were also vey successful, with no major policing issues of note. Parking was not the concern we had envisaged either close to the venue nor in the proximity of central line stations. As to events at the main Stratford venue, whilst Essex Police provided support to the policing requirements overall, there were no local concerns and policing continued pretty much as normal.

#### **Reason for decision:**

To inform the Panel of any effects of the additional policing demands associated with the Olympic Games

#### **Options considered and rejected:**

None required

#### **Consultation undertaken:**

None

#### **Resource implications:**

All local policing was undertaken within core budgets although the Council did provide resources for the necessary stewarding of the Torch Relay.

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## Safer Cleaner Greener Strategy - Enforcement Activities

Table 1: Activity recorded by Environment & Neighbourhood Officers (ENO) - Summer 2012 (1<sup>st</sup> April 2012 to 30 September 2012) and previous 6 monthly data.

<b>Activity recorded by Environment &amp; Neighbourhood Officers (ENO)</b>	<b>Summer 2012</b> 01/04/12 to 30/9/12	<b>Winter 2011/12</b> 01/10/11 to 31/03/12	<b>Summer 2011</b> 01/04/11 to 30/9/11	<b>Winter 2010/11</b> 01/10/10 to 31/03/11
<b>Fly-tipping incidents – Reactive work in response to a fly-tip</b>				
All fly-tipping incidents reported to the Council (codes 01FP & 01SC)	858	498	630	729
Incidents investigated (01FP with code EF01)	483	349	382	375
Warning/Enforcement letter sent (01FP with code EF03)	108	73	62	35
Statutory notice (01FP with code EF02)	8	4	6	3
Prosecution (01FP with code EF05)	6	3	4	4
Formal Caution (01FP with code EF06)	2	0	0	0
<b>Pro-active waste enforcement work not related to a specific fly tip (code ENFO)</b>				
Investigation (EF01)	193	116	181	189
Warning/Enforcement letter (EF03)	85	94	77	65
Statutory notice (EF02)	11	53	6	15
Stop and Search (EF08) (see note 1)	0	31	6	31
Prosecution not related to a specific fly-tip (EF05)	0	0	1	0
<b>General enforcement work dealt with by ENO (not including fly-tipping detailed above)</b>				
Total enquiries/complaints dealt with by ENO team	1018	706	945	637
1. Noise (total)	741	555	794	476
1.1 Out of hours noise service complaints included in above total	344	215	320	230
2. Bonfires (domestic and commercial)	75	64	103	46
3. Street Trading	11	24	39	45
4. Licensing consultation (see note 2)	122	18	15	16
<b>Fixed Penalty Notices (FPN) (Dog Fouling, Litter, Waste receptacle offences)</b>				
FPN income (£)	250	360	1575	170

## **Notes on table 1.**

1. Stop/check work on suspect waste carriers relies on Essex police resources to stop vehicles. Due to the pressure on police resources due to the Olympics etc, stop/checks were cancelled in this period. It is hoped that these will re-commence in 2012/13.
2. Increase due to change in licensing law that means that Environment & Neighbourhoods are now consulted on all Temporary Event Notices. Most of these applications require no comment and can be reviewed quickly.

## **Commentary on Summer 2012**

### **Fly-tipping incidents**

All incidents of fly-tipping reported to the Council are recorded (858). Incidents that may have some evidence to trace the source of the waste or fly-tipper are passed to the Environment and Neighbourhoods Team (ENO) to investigate. The incidents passed to the ENO team are then prioritised and investigated if possible (483), prior to clearance.

Most incidents were on Council land (388), predominantly Housing land, often due to householders poor waste management rather than fly-tipping by somebody unrelated to the area. The second largest category was Highway land (338). These two land types accounted for 85% of the reported incidents. The Environment & Neighbourhood team intend to target fly-tipping/poor waste management by residents to ensure that they comply with the Council's collection procedures and avoid illegally depositing waste (i.e. fly-tipping).

### **Fixed penalty notices (FPN)**

Pre-arranged operations to target littering offenders were carried out in Valley Hill and The Broadway, Loughton, Limes Farm Chigwell, High Street Ongar and Sun Street Waltham Abbey. Only 1 incident of littering was witnessed from a vehicle, which is currently being followed up. Officers noted that members of the public now appear to be more aware of our uniformed presence and can be seen to be using the litter bins provided.

4 fixed penalty notice were offered and paid in this period for littering/fly-tipping, resulting in an income of £250.

### **Taxi Licensing Enforcement**

On Friday 21 September 2012 Environment & Neighbourhood Officers visited the High Rd, Loughton and Club 195, High St, Epping in the early hours of the morning from 10.30pm to 02.45am. 17 EFDC licensed taxis were inspected and a number of private hire vehicles from other authorities checked to ensure they were pre-booked and not operating illegally. Some minor issues were identified regarding stickers on licensed vehicles. Officers also gave advice to licensed premises in Loughton and Epping regarding noise coming from their premises and the requirement for a light night refreshment licence.

### **Prosecution/caution details**

1. May 2012 - a resident of Audley Gardens, Loughton found guilty of failing to ensure her household waste was passed to an authorised person (Household duty of care) that resulted in fly-tipping. Fined £165, victim surcharge £15 and £500 towards the Council's costs.
2. May 2012 – a resident of Clayside Chigwell was prosecuted for fly-tipping and fined £500, ordered to pay £769.59 prosecution costs and £50.93 clearance cost. Prosecution arose from viewing CCTV in Copperfield, Chigwell provided by colleagues in Safer Communities.
3. May 2012 – A resident of Limes Avenue, Chigwell was prosecuted for two incidents of fly-tipping and was sentenced to a 6 month community order, £509 costs and issued with a two month curfew between 8pm and 6am to be monitored by an electronic tag.
4. July 2012 - A fly-tipper who elected to go to Crown Court in Chelmsford decided to plead guilty on the day of the trial and was fined £1000, £15 victim surcharge and £1500 as a contribution to the Council's prosecution costs, for two fly-tipping offences in Coopersale, Epping.
5. July 2012 – A resident of Limes Avenue, Chigwell pleaded guilty to fly-tipping waste in an alleyway near his property and was fined £250 for two offences, £15 victim surcharge and £617.48 towards the Council's prosecution costs.
6. August 2012 – A resident of Englands Lane, Loughton was issued with a formal caution for depositing waste in communal bins serving residents in Oakley Court, Loughton.
7. September 2012 – The Luxe Bar in Loughton was issued with a formal caution for breaching a noise abatement notice. Officers took into account that this was the 1<sup>st</sup> breach of the notice, the Luxe Bar subsequently employed an acoustic consultant and has taken steps to comply with the notice in the future.
8. September 2012 – A resident of Hornbeam Road was issued with a conditional caution for fly-tipping waste in a bin store serving 13-24 Bourne House, Hornbeam Road. The condition on the caution is that the sum of £90.55 is paid as a contribution to the costs of clearance of the waste deposited and the Council's investigation costs.

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# Agenda Item 9

## WASTE MANAGEMENT PARTNERSHIP BOARD MINUTES

**Date of Meeting:** 03 September 2012  
**Location:** Conference Room, Civic Offices, Epping  
**Time:** 2.00 pm  
**Attending:** Cllr W Breare-Hall – Env. Portfolio Holder & Board Chairman (WBH)  
 Qasim Durrani, Assistant Director, Technical (QD)  
 Josie Falco, Waste Services Development Officer (JF)  
 Paul Madden, SITA UK (PM)  
 Melvin Dhorasoo, SITA UK (MD)

**Also present:** Stella Forster (Minutes) (SF)

	Action
<p>2. <b>Apologies for Absence</b> - Cllr Mrs S Stavrou, John Gilbert, Steve Holgate, David Marsh.</p>	
<p>3. <b>Declarations of Interest</b> - None</p>	
<p>4. <b>Draft minutes of the meeting held on 2 July 2012</b> - Agreed</p>	
<p>5. <b>Matters arising</b>          P2 monitoring report - PM stated that this will be sent in advance of the next meeting, as requested by WBH.</p>	PM
<p>6. <b>Review of current contract performance (operational &amp; financial)</b>          PM: P4, profit margins - comparison of Q4 2011/12 and Q1 2012/13. There is a big improvement in operating margins and SITA are close to making a profit on the contract. Some indexation due from December was built in to Q1, as well as a release on a maintenance accrual, and Q2 will show a truer picture.          P5, profit margins; full contract &amp; year to date from April '12. Again, the contract year to date from April is a little misleading due to the releases that were made this quarter, but the overall position is a very positive one.          P6, cost split monthly. July '11 was included so that a full 13 month comparison could be made. Vehicles &amp; equipment in June reduced to £15k due to a major release that month. Fuel prices are beginning to increase again now but the figures show the benefit of the decrease earlier in the year. Deductible damage (DD) as always is a random figure that controls the overall costs. SITA are to provide a breakdown/explanation of DD's before the next scheduled meeting.          'Other costs' include the disposal of green waste, which goes to an external site, a haulage element, management charges at the depot, and tools and equipment. A full list will be given in the next monitoring report. It was noted that other costs in September were extremely high but dropped drastically in October, which may be due to adjustments made by SITA accountants.          P7, quarter on quarter split. Very little changed between the quarters, with the exception of DDs. Again, SITA has not been hit too hard by fuel increases as better driving habits and a reduction in wasted journeys has had an effect on fuel consumption. SITA have recently moved their bulk arrangement from Esso, who refused to deliver if the drivers had to reverse, to Halls Fuel. Diesel from plastics will be available from early next year. PM will bring SITA's total fuel purchase figure to the next meeting.</p>	PM

**KPIs**

PM: P9 waste flows. As the tonnages and recyclable lines are misleading the graph will be made clearer for the next meeting. The figures cover a 13 month period and the recyclable figure for July '12 is marginally ahead of the same month last year. The increase in green waste is due to the late growing season because of the wet weather earlier in the year. The aim is to see residual waste decreasing, but this may be difficult to achieve. Epping are performing well but Rochford are currently No 3 in the country, with South Oxford at No 1.

WBH said that it is encouraging that the percentage is being maintained but it would be worth making comparisons with better performing contracts to see where the volumes of recyclables going into residual might be reduced.

JF replied that these are reducing slowly. QD suggested that supplying a container for recyclables, as at Rochford, could be considered as this may make a difference. JF responded that it may be that an amount is lost because residents forget, or are unable, to pick up a roll of sacks. Although dry recyclables can be collected in other containers, they seem to be reluctant to use anything but the sacks. Distributors are difficult to find as they are not paid by the Council and sacks take up valuable stock space. Supermarkets are not willing to take them and EFDC outlets are not open when the working population require them. Although many properties would not have space for a third bin, the storage of sacks can also be a problem for some and they are considered unsightly. In addition to using outlets an annual distribution of sacks had historically been enacted but proved unsatisfactory as residents appeared to use them for other purposes, and the budget had to be increased. QD advised that currently 5.5 million sacks are given out, at a cost of £200,000 per year. A bin rollout would cost approx. £1m. WBH asked if a direct correlation could be drawn between the delivery of a bin and an increase in recycling and QD replied that this would be difficult to prove.

Another option to consider is the reduction of residual bin sizes, perhaps limiting families of more than 4 to a 180L, and smaller families to 140L. However this would also be disruptive to residents, and there would be a cost implication. QD said that the recycling message is continually being reinforced, and although this is important and has some effect a meeting between himself, JG, WBH and DM to discuss other options would be arranged before the next meeting.

It was agreed that SITA would put together a list of possible actions, drawing on their experiences of other contracts, to bring to the next meeting.

MD: P10 missed bins. Although there appears to be an increase from the same period last year 37 bins per 100,000 collections is still a good result. However the problems associated with residents having second and third bins which appear after the first has been emptied and are then listed as missed are being addressed. These properties are gradually being identified and an extensive list is being compiled in conjunction with the waste team.

PM: P11 accidents. Again the graph looks serious but it represents one accident in July 12. There have been no Riddor accidents this year. Even taking into account that it has been an ice-free year the number of lost days due to personal injury are still pleasingly low. Generally 50% of accidents can be expected in the first three months of the year. When looking at reports country-wide most recent accidents appear to be as a result of crew members carelessly jumping from the cab. There are no cameras and their claims to have had 3 points of contact cannot be contradicted. Some longer service staff become complacent over time and the safety message is being reinforced.

**PM**

**SF**

**PM**

The average length of time an employee stays with SITA is 6 years. PM stated that the induction process, currently largely a tick box exercise completed in one day, is being restructured. Another new initiative being introduced is random drugs & alcohol testing, to include management. At present there is an amnesty period; if staff admit they have a problem they are offered help and advice. A crew member, not the driver, was recently disciplined over an alcohol related offence.

In terms of statistics the same process currently applies to all accidents, major or very minor and the system should be changed to give greater weight to more serious incidents. The time limit for reportable accidents is now 7 days but SITA are still using the old guidelines of 3 days.

PM: P12 overtime & agency hours. There are no concerns about the figures and the 40 hours of agency hours in July is a good result. A slightly higher rate is to be expected in the holiday period but generally annual leave is covered. It is unexpected and long term sickness that can mean an increase in agency hours, and some staff were given leave for the Olympics. PM and MD agreed that the Epping workforce is non-militant, and the crews are generally compliant and willing to work.

**7. Government funding of 'weekly' collections**

The final bid to introduce a food collection from flats was submitted by the due date. JF has been advised that it has been classified as Cat 3 (the lowest of the 3 categories) as the main focus is on taking residual to weekly collections. She has been asked for the background calculation behind the carbon figure, which is encouraging. It will not be known how much more staff time will be required until it has been advised that the bid has been successful.

**8. Health & Safety issues**

JF circulated the Q2 internal Waste Contractor audit results. This has been introduced as a result of the last HSE visit, and results are encouraging. The few red areas are slightly misleading, e.g the PPE & welfare only failed because toilet maps were not evident in vehicles, which is being tackled.

JF also handed out a summary of Q1 and Q2 results, and it was noted that some of the issues identified in the first quarter had been addressed. Having now completed two quarters the audits show that procedures were being followed and in particular vehicle service compliance & maintenance was being well managed.

Audits are now carried out quarterly, monthly and at random times when officers are out in the district. The quarters were calculated working back from the next HSE visit, and will in time move to the usual financial year timeline. The HSE made it clear that, if an accident occurs, the Council is equally liable with the contractor. Every road has been risk assessed and waste officers check that the crews are carrying out their duties correctly. The men are now aware that checks are being made by both SITA and EFDC and appear to be happy to comply.

PM and MD agreed that there is a good understanding between the two parties and working together can only result in safer working practices.

**9. Recycling in flats**

JF: Waste officers have worked hard on embedding this service. A door stepping campaign was run last year, aimed at trying to encourage clear sack recycling as well as bulk bin recycling. However the problems continue, with some blocks having limited space, some with bin stores waiting to be built, and some managing agents being reluctant to cooperate even when residents are

enthusiastic. Enforcement is limited with the changes to Section 46, but it may be possible to force the issue by introducing a fortnightly residual collection.

QD: Without a weekly food collection, this would be difficult to justify and result in complaints about vermin, maggots, smells etc. Housing are supplying recycling facilities where possible, and they are built in to new developments. However some managing agents favour a weekly collection and can be difficult. They have a financial responsibility to provide the storage areas and bins for recycling, which they maintain are ugly and affect the value of the property. For some residents who are keen to recycle there is an understanding with the Council to pile the sacks in an agreed position for collection, but this can lead to fly tip issues.

MD said that when caretakers were responsible for the condition of blocks of flats there would not have been the same problems. Managing agents do not have the time, and this is a national, not just local, problem. Old blocks would have had chutes and should have space for extra bins.

JF: Waste officers are now working with ENOs to tackle the problem of contamination in the blocks where recycling facilities have been built. Some agents are refusing to take responsibility for contamination and are asking for the bins to be removed.

WBH said that contamination was bad practice and he had more sympathy with those blocks where space is restricted. Each block has individual problems which must be addressed on that basis.

Ian Almond has identified 9 blocks where facilities can be installed but the agents are being obstructive. WBH suggested that the agents and residents of these blocks are contacted to give them an opportunity to put their point of view but, unless this was compelling, the work should be carried out.

It was agreed that SF was to arrange a meeting between WBH, QD, JG and DM to discuss how to address this issue.

SF

**10. Government waste strategy**

Referring to the article from the MJ Journal circulated by JG, WBH said there could be huge implications if new regulations require local authorities to discontinue comingled collections. However, JF said that the article was written by the solicitor that has made the challenge and therefore could be biased. She passed around a contradictory article which indicates that the European Commission may accept comingled as long as the material collected is of high enough quality. As both articles are dated August 2012 it is uncertain which was printed first. Although the quality of material separated at source is generally higher, JF said markets vary. France for example will accept recycling from MRFs, while the English paper market will only take A1 material.

PM stated that household comingled is of better quality than commercial. Whilst it would be of obvious benefit to have material segregated at source, SITA have the facilities to deal with comingled and are happy to continue.

WBH said that as this matter could affect the next contract, the situation would be monitored closely.

**11. Depot relocation**

QD: It has now been concluded that the NWA site is unsuitable for a new depot, mostly because of the uncertainty over the future development of the airfield. Three other locations are currently being considered by Estates & Valuations, none of which are owned by the Council and they must be bought or leased from

the landowners. The difficulty is finding a site with suitable drainage.

Members must decide whether to ask the incoming contractor to supply a depot or not. SITA is of the view that the Council should own their own depot to give it more control. However, it is largely dependant upon the Langston Road development and if sufficient income will be generated to build a new depot. Time is of the essence as planning permission must be sought, and it can be underestimated how long the process will take.

JF: It is important to find a site that the workforce can commute to easily, particularly since street cleansers begin work at 6am, and that there is a large enough car park to accommodate those wishing to drive. MD confirmed that at present a large percentage of staff live in the local area and walk to work, or commute by underground.

PM: Much will depend on the distance from the present place of work, which currently in the staff terms and conditions is Debden, although some arrangement can be made with the workforce. However, the more rural the site, the harder it will be to attract future employees.

**12. Date of next meeting**

It was agreed that the next meeting would take place on 5 November, again in the Conference Room.

**13. Any other business**

JF passed around the revised livery. This was accepted and work will proceed on placing it on the vehicles.

QD: On street parking, which is a function currently supplied by the Council, is to be taken over by The North East Parking Partnership (NEPP) in the district from 1 October. Until they make their permanent arrangements, NEPP have asked if office space for their operatives could be provided for a short time. The old WRVS office at the depot has been identified as a possible base for them. As they are in the district most of the time they would only require it early morning and evening, possibly using SITA's toilet and canteen facilities. If this is agreed they would have to adhere to the opening and closing times of the front gates.

MD: SITA and EFDC have introduced a new joint initiative where crews are invited to meetings where they can put their point of view on working practices etc. One such meeting was held last week and proved very successful. The focus is on food and garden staff at the moment but in time it will be extended to the whole workforce. It will generate more work, but it is hoped that it will increase productivity over time. JF said that although some of the men were sceptical initially, they were generally receptive and appreciative of engaging in a two way discussion. Some are already reporting properties with two bins, which are being investigated. Generally it is a very positive move.

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**NOTES OF THE  
BOBBINGWORTH FORMER LANDFILL SITE  
LOCAL LIAISON GROUP**

**2.00 pm on site then at Moreton Village Hall  
26 September 2012**

**Present:** Cllr W Breare-Hall, Environment Portfolio Holder (Chair) (WBH)  
 Susan Stranders, Drainage Manager, E&SS (SS)  
 Cllr Tony Boyce (TB)  
 Abigail Oldham, Country Care (AO)  
 Cllr C Thompson, Moreton Bobbingworth & the Lavers PC (CT)  
 Cllr R Schwier (RS)  
 Lee Savill, EFDC Resident Engineer (LS)

**Notes:** Stella Forster

		<b>Action</b>
<b>1.</b>	<p><b>Apologies: Kim Durrani</b>            Cllr Squirrel's resignation was noted, and the new elected representative, Cllr Robert Schwier, was welcomed to the Group.</p>	
<b>2.</b>	<p><b>Draft notes of last meeting 28 March 2012 - agreed</b></p>	
<b>3.</b>	<p><b>Matters Arising</b>            CT: P1 'killer' pothole - this has now been patched, but is already beginning to sink again.             P2 watering of the elm - a tap has now been positioned close by which has solved the problem of watering the tree.</p>	
<b>4.</b>	<p><b>Terms of reference</b>            The revised terms of reference had been sent to the Safer, Cleaner Greener Scrutiny Panel.</p>	
<b>5.</b>	<p><b>Budget</b>            SS: Following the recent trial, it has become apparent that the purchase of a small tractor is not a viable option as it takes too long to cover the site, and the £37k that remains in the capital budget would be better utilised elsewhere.            Discussions on sharing resources to deal with the flood retention schemes as well as Bobbingworth are to take place with Theresa Brown.             Consideration is now being given to contracting the grass cutting work out on an annual basis, which could be a more efficient option. The unique nature of the site means that grass and weeds grow at different rates at various locations. As it has only been open since June last year its development is still in the process of being monitored and understood, and at present there can be no set regime. A contractor would need to be flexible, be expected to cut 2-3 times per year and be aware that they could be called in at short notice.             3-4 companies have been asked to quote for the grass cutting work. TB said that two obvious candidates would be the farmers whose land borders the site. They could be available at short notice, except at harvest time, and know the location well. RS said that he does not own a grass collector but the other farmer, Andrew Gemmill at Wood Farm, is to purchase a mower with a collector attached.             SS: The procurement system is a protracted one and the process could take up to a year. It would be sensible and more cost effective to incorporate within the contract the maintenance of other areas in the district, e.g. flood storage areas,</p>	



reservoirs etc.

AO and her team of volunteers work hard at maintaining the site but there are some tasks, which they cannot undertake. LS said that a contractor has been organised to carry out a close cut of the site this year, including strimming between the trees, which will prepare it for a new contractor to come in next year. Ideally a contract will be in place before the first cut, possibly in May/June, although because of the weather conditions this did not take place until the end of July this year.

In response to WBH's query SS said that the £37k capital money is not time limited and has been rolled over for a few years now. The revenue budget is £36k per year, and there is no indication at this that this will be overspent. However, this very much depends upon if anything goes wrong on the site. Veolia is paid approximately £2k per month and any extra works are added on when necessary. The Council is tied in to a 7 year contract with them, at the end of which it may be possible to take over the maintenance of the site in-house if the expertise and resources are available.

## 6. **Update from Officers**

### Operation and maintenance

SS: No breaches have occurred.

DSEAR Regs - Veolia has yet to finalise their investigation into what the gas levels are on the site. A decision on what signage to use will be delayed until the results are known.

LS: As explained on the tour, parts of the reed bed are dying back and it remains to be seen if the affected areas grow back next year. If not part of the budget will be used for replanting.

The pumps are being continually monitored, and although some spares are held, Veolia are very efficient at refurbishing old ones, which saves a lot of money. The life expectancy of a pump, depending on its position on the site (they need more maintenance in areas of heavy iron) is about 3 years. The original pumps cost £400 each, but other models are now on the market at around £275-300. Different products will be trialled over time but they may prove to be of inferior quality to the originals.

SS: Following several occasions when samples taken by Thames Water showed higher levels of zinc than those regularly taken by EFDC, a test was carried out whereby the two parties met on site and took duplicate samples. EFDC's were within the limit, Thames' were higher. This would appear to verify that their laboratory analyses were incorrect, and nothing further has been heard from them. If it had been proved that the zinc levels were above the limit EFDC would be liable to be fined, but the systems are highly controlled and officers were confident they were working efficiently. SS wished for the amount of work LS does behind the scenes and in his own time to be recognised by the Group.

CT said that having now experienced two extremes since the site was opened, very dry weather followed by heavy rainfall, the drainage system has coped very well with both. This proves that the design was correct, and the maintenance and monitoring regime is being well managed. There are seven different geological strata at the site, each with its own problem to deal with, including two water tables at different levels at either end. AO and her team and LS recently gave the local horticultural society a tour of the site and they were very impressed with the engineering work behind it.



SS added that it had been a challenging and expensive scheme to set up due to the number of environmental issues involved. LS said that different areas are more heavily contaminated than others but can be managed individually. The amount of water that goes into each section to flush out contamination is carefully controlled, and will depend upon rainfall levels.

#### Landscaping & maintenance

AO: The landscaping projects are all but completed and the work on site is now mainly maintenance related, carried out mostly by Countrycare volunteers. There have been two volunteer days since the last meeting, one at the end of May and another in July.

In May, volunteers strimmed between the trees and raked up what had been left after the tractor trial. A compost area was built to contain this material. They also took plastic down from the slow worm compound. In July they tackled goats rue, strimmed between the trees and revarnished the boards. There is to be a third day on 4 October, when another compost bin will be built, the hedge along the end of the site will be trimmed, and the site will be generally tidied up before the winter.

CT wished it to be noted that the volunteers are a willing, hard working group from the community and have proved to be a very valuable resource.

#### Ecology and wildlife

AO was pleased to report 84 different species of grasses, wild flowers and weeds. Only 2 of the 8 or 9 originally planted were identified, the rest (some of which are not wanted) have seeded themselves. Although it was unplanned, different areas were cut at different times, and this has proved beneficial to the wildlife on site. This flexibility should be built in to the new contract.

There was some concern about the condition of the elm tree, but after leaf samples were sent to the nursery it was confirmed that the tree was in good health.

Slow worms are still present in good numbers, and there have been welcome sightings of reed buntings, a species that the RSPB report is on the amber list and has been declining for 25 years. Red kites and skylarks were sighted on one of the volunteer days, and the buzzard can also still be spotted occasionally.

Since the last meeting two classes of 30 children each from Moreton School took part in an Education Day, and as mentioned by CT, AO, LS and Kevin took the Moreton Horticultural Society on a tour of the site.

#### Information boards

These will be cleaned up during the next volunteer day.

#### Rabbit control

The procurement for the warrener that AO found last year took three months to complete, and left time for only one visit last season. Unfortunately he is now emigrating to Australia and the process must begin again.

An offer to carry out this function free of charge has been made by a local person, but there are a few concerns about using such a resource. It was agreed that there should be no problem as long as the Council issues a disclaimer, the individual works at his own risk, he uses ferrets and not guns, and he informs the Council when he intends to begin. RS added that the rabbits from the site are destroying crops and any method of controlling their numbers would be welcome by the farmers.

<p><b>7.</b></p>	<p><b>Queen Elizabeth Field Designation</b>  The group was shown the plaque received from the QEII Trust, and were most impressed with it. A location was identified during the tour of the site, as well as a possible position for the Royal Oak sapling.</p> <p>The agenda item for grants was removed after the last meeting due to the nature of the site and the restrictive nature of funding available. The Trust indicated there may be some funding but on further investigation it was confirmed that no grants were available for sites within Essex, as the Trust has not had any success in obtaining funding in the area. However, at the moment no project has been identified that might require such funding.</p>	
<p><b>8.</b></p>	<p><b>Complaints</b>  No complaints.</p>	
<p><b>9.</b></p>	<p><b>Any other business</b>  CT: (1) On the original design for the site there were plans for the Parish boundaries of Moreton and Bobbingworth to be demarked by a line of hedges. The space is currently rather uninteresting and it is wide enough to be divided by some form of hedging.</p> <p>LS: The problem would be maintaining both sides of the hedge. There was some talk of putting marker stones down but they would get lost in the foliage. There is possibly a case for planting small species of hedging, which will not penetrate the cap, broken up at intervals to allow the passage of a tractor.</p> <p>AO will investigate which plants may be appropriate, possibly using some of the species which have already been successfully planted elsewhere on the site.</p> <p>(2) CT felt strongly that as Darren Cole has worked so tirelessly on the Bobbingworth project his efforts should be rewarded by naming the viewing mound after him. He suggested either 'Darren's Barrow' or 'Coles Hill' as possibilities.</p> <p>The group was in agreement that Darren's hard work was very much appreciated, but that the project would not have been successful without CT's drive, determination and commitment to it over the past 30 years and some recognition for this would be well deserved. It was therefore agreed that the viewing mound would in future be referred to as "Colin's View'. Information about how and why the name had been changed will be placed in the interpretation boards or at other locations on site and celebrated in an appropriate event in the future.</p>	<p>AO</p>
<p><b>10.</b></p>	<p><b>Date and place of next meeting</b>  Next meeting to be held at the Civic Offices in March at the later time of 3.30 pm. SS to suggest some suitable dates.</p> <p>The following meeting will again be held on site and at the village hall.</p>	<p>SS</p>

## **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING**

**21 June 2012 at 1.30pm  
Town Hall, Colchester**

Present: - Councillor Susan Barker (Uttlesford District Council)  
Councillor Penny Channer (Essex County Council)  
Councillor Jon Clempner (Harlow District Council)  
Councillor Martin Hunt (Colchester Borough Council)  
Councillor Derrick Louis (Essex County Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Pam Sambridge (Tendring District Council)  
Councillor Wendy Schmitt (Braintree District Council)

Also Present: - Ms. Lou Belgrove (Parking Partnership)  
Mr. Vicky Duff (Essex County Council)  
Mr. Qasim Durrani (Epping Forest District Council)  
Mr. Robert Judd (Colchester Borough Council)  
Mr. Joe McGill (Harlow District Council)  
Mr. Paul Partridge (Braintree District Council)  
Ms. Emma Powell (Parking Partnership)  
Mr. Andrew Taylor (Uttlesford District Council)  
Mr. Ian Taylor (Tendring District Council)  
Mr. Shane Taylor (Parking Partnership)  
Mr. Richard Walker (Parking Partnership)  
Mr. Matthew Young (Colchester Borough Council)

Mr. Steve Brown (Equita)  
Mr. Paul Sharp (Capita)  
Mr. Chris Willis (SEA)

Apologies: - Mr. Trevor Degville (Parking Partnership)  
Ms. Liz Saville (Essex County Council)

### **1. Chairman**

Councillor Susan Barker was appointed Chairman for the ensuing Municipal Year.

### **2. Deputy Chairman**

The appointment of Deputy Chairman was deferred until the next meeting pending advice from Essex County Council in regards to appointing Members who did not have full executive powers.

### **3. Urgent item**

Councillor Barker raised the issue of appointing Members with non-executive powers. It was

understood that non-executive members attending meetings could contribute to the discussions, but did not have any voting rights.

Councillor Mitchell said that Braintree's Leader, Councillor Graham Butland had given written consent to delegate full executive powers to Councillor Mitchell for the joint committee on parking.

Councillor Mitchell said that due to the large portfolio of Councillor Wendy Schmitt, it would not be possible for her to attend all the Joint Committee meetings, an issue that had been raised a year ago, but not addressed. To enable Braintree to fully participate in the decision making process it was important to have this issue resolved.

Members agreed that the issue would need to be resolved as soon as possible, to avoid any breach of the Local Government Act regulations 2000.

Councillor Louis said it was his understanding that it was not possible to delegate executive powers to non-executive members, but proposed that the North Essex Parking Partnership was amended to allow nominated members to be full members of the Joint Committee.

*RESOLVED* that officers would seek clarification from legal services at Essex County Council and notify Members of the outcome prior to the next meeting on 12 July 2012.

#### **Declarations of Interest**

Councillor Barker in respect of being a Member of Essex County Council declared a personal interest in the following items.

#### **4. Minutes**

*RESOLVED* that the minutes of the meeting held on 22 March 2012 was confirmed as a correct record, subject to the following amendment;

Essex County Council to be added to the list of partner authorities listed in paragraph 2 of minute 27.

With reference to outstanding Traffic Regulation Orders (TROs) as minuted in the final paragraph of minute 27, officers agreed to Councillor Barker's request to provide an update on outstanding TROs to the July meeting.

#### **5. Draft Accounts 2011/12**

Mr. Steve Heath (Colchester) presented the Draft (pre-audited) Accounts for 2011/12, to be approved by the Committee so that the Annual Return could be submitted for audit by the statutory deadline of 30 June 2012.

Mr. Heath confirmed to Mr. Durrani (Epping Forest) that the 2011/12 accounts did include a small surplus from Epping Forest, as held in the General Ledger.

Responding to Councillor Barker, Mr. Heath confirmed that in line with auditors requirements the publication of the accounts was on the Colchester Borough Council Website, and a copy of the accounts was sent to each partner authority.

In response to Councillor Clempner, Mr. Heath confirmed that a more detailed set of accounts

sat within the General Ledger. Mr. Walker said the accounts are a single fund and a breakdown of the fund could be provided to Councillor Clempner.

*RESOLVED* that the Committee;

- i) Considered and approved the pre-audit accounts for 2011/12.
- ii) Requested that the Draft Accounts 2011/12 are published on the Parking Partnership website.

## **6. The Annual Governance Statement**

Ms. Hayley McGrath (Colchester) presented the Annual Governance Statement 2012, to be approved by the Committee.

Ms. McGrath said the report informed the Committee on corporate governance issues and gave reassurance to the Committee that the Parking Partnership complies with the principles of the Governance Framework.

Ms. McGrath informed the Committee of the three areas of work where actions are required to ensure appropriate and cost effective services are delivered, and the actions taken.

Ms. McGrath said the Audit Report 2011/12 and the Risk Register would be reported to the Committee at the next meeting.

*RESOLVED* that the Committee;

- i) Approved the 2011/12 Annual Governance Statement for the North Essex Parking Partnership.
- ii) Agreed to the positive completion of Section 2 of the Annual Return for 2011/12.
- iii) Agreed to the actions highlighted in the statement.

## **7. CCTV Car – Options report**

Ms. Emma Powell (Parking Partnership) introduced the report on CCTV Car options, setting out the reasons for considering this as a solution to the difficulty of foot patrolling 'hotspot' areas e.g. outside schools, a timely and costly approach.

Mr. Steve Brown (Equita), assisted by Mr. Paul Sharp (Equita) and Mr. Chris Willis (SEA) – The vehicle supplier and operator - gave a presentation on CCTV Cars as a means of enforcing Traffic Regulation Orders (TROs) using the latest mobile enforcement technology, and in line with the process set-out in the report.

CCTV Cars are used to enforce TROs at Basildon, Plymouth and Bristol. A benchmarking exercise determined that the largest proportion of Parking Control Notices (PCN) issues is paid at the discounted rate, and on this basis, Equita was offering to provide the facility, receiving in income, £17.50 (half the discounted rate of £35 per PCN) for each PCN issued.

A demonstration vehicle was available for Members and officers to view at the close of the meeting.

Mr. Walker circulated to Members a copy of a recent positive newspaper article on this subject, published in response to the item published on the agenda and to be discussed at the meeting.

In response to Councillor Mitchell, Mr. Brown said CCTV Cars were more effective in areas where there was 'no parking' e.g. outside schools, designated as such due to the health and safety reasons. Trying to enforce on double yellow lines was more difficult, because of the law enabling drivers to stop to load/unload, to stop to allow passengers to disembark and for disabled drivers to park. Mr. Shane Taylor (Parking Partnership) said this would be beneficial in areas where there is a safety issue in a dangerous location.

Mr. I. Taylor (Tendring) expressed caution with CCTV Cars for parking enforcement, saying it can bring negative publicity, and in some districts may wish to pre-publicize patrols outside schools to get a balance and not be seen as too heavy handed.

Councillor Barker said the policy needed to be drafted setting-out where and when, e.g. parking outside schools outside of school time. Mr. McGill (Harlow) said the policy would need to clarify the position for unmarked Police Cars, Doctors and Health Visitors, and in response to Councillor Waller, Councillor Barker said the policy would need to stipulate the control routes and frequency of visits.

Councillor Barker said a communication package including a positive press release on the introduction of this scheme would be essential. Ms. Vicky Duff (Essex County Council) informed Members that there would be a reluctance to increase road signage to inform drivers that CCTV parking enforcement is in operation.

Mr. Sharp (Equita) explained to Members that the business case for the implementation of a CCTV Car was based on the vehicle covering the whole of the North Essex area, and if reduced, may not be financially viable. Mr. Walker (Parking Partnership) believed this scheme would need to cover the whole of North Essex, it needed to be all or nothing.

Councillor Hunt said he was in favour of moving forward with the scheme.

Councillor Clempner was broadly in favour of the scheme, but wanted more financial information to be able to make an informed judgement.

Councillor Waller said he would like to see more information about the procurement process.

*RESOLVED* that the Committee;

- i) Whilst happy in principle with the use of CCTV cars to enforce TROs, felt further information was needed to make a more informed decision.
- ii) Requested a cost benefit analysis of the presented solution against a self-funded solution, and more detail on the procurement process and other companies providing this service.

## **8. Harwich Quay - Concession to Parking Tariff**

Mr. Walker (Parking Partnership) introduced the report asking the Committee to consider the financial and parking aspects of the parking facility at Harwich Quay, and whether to offer a concession at the two Pay and Display machines in the lay-by. The concession brings the tariff in line with pay and display machines owned by Tendring District Council on a nearby adjacent site.

Mr. I. Taylor (Tendring) said the request was from Harwich Town Council. The situation was unique and very confusing to drivers parking their vehicle. The concession aligns the tariffs in both parking areas and removes any uncertainty.

Mr. Walker (Parking Partnership) said the concession could cost the Parking Partnership up to £10,000 per annum.

Councillor Mitchell said if Harwich Town Council want a tariff concession, they should pay for it, otherwise withdraw the concession. Councillors Clempner and Waller concurred with Councillor Mitchell. Whilst Councillor Hunt also concurred with Councillor Mitchell he did not wish this to be perceived as a negative reaction towards Tendring District.

*RESOLVED* that the Joint Committee;

i) Considered the parking and financial aspects of the parking facility at The Quay, Harwich, and decided not to offer a concession to the two Pay and Display machines at Harwich Quay (TWO voted FOR, and TWO voted AGAINST) The Chairman having the casting vote voted AGAINST.

## **9. Operations Report for On-Street Parking**

Ms. Lou Belgrove and Ms. Emma Powell (Parking Partnership) presented the Operations Report, an update on the Parking Partnership on-street operational issues since the last meeting, including updates on recruitment, accommodation, performance, backroom operations and the future.

The recruitment process has proved difficult given that Enforcement Officers require a wide range of skills, but progress was now being made, with 47 of the 63 posts now filled. The posts would be sited at Harlow (18), Braintree (18) and Colchester (27).

In order that the Parking Partnership are fully aware of the public's comments on various schemes e.g. MiPermit, Mr. M. Young asked all officers to ensure all feedback, negative and positive, is relayed back to the Partnership.

Ms. Belgrove confirmed that Ms. Emma Day would be covering her maternity leave from the end of July 2012.

*RESOLVED* that the Committee noted the update and progress on the Parking Partnership operations for On-Street Parking, since the last Committee meeting.

## **10. Parking Partnership – Annual Report**

Mr. Richard Walker (Parking Partnership) presented the draft Annual Report that provided a review of the Parking Partnership operational service for 2011/12, to be published within three months of the close of the 2011/12 accounts.

The report covers the whole operation and sets the scene in a local context, but using best practice guidelines.

Councillor Barker thanked Mr. Walker for the hard work that had gone into producing the Annual Report, but felt the name of the Group Manager and other officers should be included within the text.

Mr. Walker confirmed to Councillor Barker that a glossary of acronyms could be found on the final page of the report.

Councillor Barker asked for a 'key' to be added to the graph on page 19 of the report, 'PCNs issued by type', and the graph showing the number of payments made by type on page 20 of the report needed to tally with the total number of issued PCNs shown on table one of page 21 of the report.

Mr. Walker confirmed to Councillor Barker that a copy of the Annual Report would be forwarded to all partner authorities.

*RESOLVED* that the Committee considered and approved the draft Annual Report for publication pending the agreed changes.



**NORTH ESSEX PARKING PARTNERSHIP  
JOINT SUB COMMITTEE  
TRAFFIC REGULATIONS**

**12 July 2012 at 1.30pm  
Council Chambers, Weeley**

Present:- Councillor Susan Barker (Uttlesford District Council)  
Councillor Martin Hunt (Colchester Borough Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Nick Stock (Tendring District Council)  
Councillor Gary Waller (Epping Forest District Council)

Apologies:- Councillor Penny Channer (Essex County Council)  
Councillor Jon Clempner (Harlow District Council)  
Councillor Derrick Louis (Essex County Council)  
Councillor Pam Sambridge (Tendring District Council)  
Councillor Wendy Schmitt (Braintree District Council)

Also Present: - Mr. Trevor Degville (Parking Partnership)  
Mr. John Gilbert (Epping Forest District Council)  
Mr. Robert Judd (Colchester Borough Council)  
Mr. Joe McGill (Harlow District Council)  
Mr. Paul Partridge (Braintree District Council)  
Ms. Liz Saville (Essex County Council)  
Mr. Andrew Taylor (Uttlesford District Council)  
Mr. Ian Taylor (Tendring District Council)  
Mr. Shane Taylor (Parking Partnership)  
Mr. Richard Walker (Parking Partnership)  
Mr. Matthew Young (Colchester Borough Council)

Apologies: - Mr. Qasim Durrani (Epping Forest District Council)

**1. Chairman**

Councillor Susan Barker was appointed Chairman for the ensuing Municipal Year.

**2. Deputy Chairman**

The appointment of Deputy Chairman was deferred until the next meeting

**3. Urgent Item – Membership of the Joint Committee**

Following a request by Members at the On-Street Parking meeting on 21 June 2012, Members considered a briefing note from Essex Legal Services in respect of “Can Deputy Cabinet Members act as a substitute member of the Joint Committee?”

The briefing note concluded that “As a result if the appointed member of the member authority is unable to attend a meeting of the Joint Committee, if the member authority wishes to retain voting capabilities on decisions before the Joint Committee, the substitute must be someone to

who executive power can be delegated. As a result the persons able to act as a substitute in accordance with the statutory provisions would be another Cabinet Member only”.

Given this advice Councillor Mitchell tabled the following motion.

“For Partner Authorities to agree to formally change the constitution under which the Joint Committee operates to allow Deputy Cabinet/Executive Members to vote. This would be in the interests of all partner authorities and in accordance with the original spirit of the partnership and the mutual trust and respect placed on each other's views and opinions”

Councillor Mitchell said Braintree's view is that if the constitution of the Joint Committee needs changing to accommodate the above, every effort should be made to do so. This is about how we work together in the interest of one another whilst maintaining an effective working relationship.

Mr. Paul Partridge (Braintree) said there should be a degree of reasonableness in determining the membership of the Committee, in the spirit of the partnership.

Councillor Stock believed it should be a Cabinet Member that attended and would otherwise seem odd. He had not come across a situation before where Non-Cabinet Members attended such meetings.

Whilst it was agreed that it was not possible under the current arrangements to accept the proposed motion from Braintree District Council, it was suggested the Committee could write to Essex County Council to request them to consider the proposed motion from Braintree, and consider amending the NEPP JCA 2011 to allow Deputy Portfolio Holders to attend future NEPP meetings and be able to vote.

Whilst Councillor Waller was of the view that each partner authority should have a nominated Portfolio Holder to substitute for absent Members, he was not adverse to the proposal being made. Councillor Barker, supported by Councillor Hunt and Councillor Waller agreed to this suggestion.

*RESOLVED* that the Committee agreed that the Partnership write to Essex County Council to request them to consider the tabled proposal from Braintree, that asked for an amendment to the NEPP JCA 2011 to allow Deputy Portfolio Holders to attend future NEPP meetings and be able to vote.

Councillor Mitchell and Mr. Partridge left the meeting following the discussions about governance matters.

#### **4. Declarations of Interest**

Councillor Barker (in respect of being a Member of Essex County Council), declared an interest in all the following items.

Councillor Hunt (in respect of being acquainted with representatives of the CCTV Car suppliers) declared an interest in the item CCTV – Further update.

#### **5. Minutes**

*RESOLVED* that the minutes of the meeting held on 8 March 2012 was confirmed as a correct record.

## 6. Protocol update

Mr. Walker, Group Manager, North Essex Parking Partnership, introduced the report on the current and revised TRO protocol and scoring system that forms the overall TRO process.

Mr. Walker confirmed to Councillor Stock that points supporting local businesses are now covered by 'Viability' and the contribution to economic development. On that basis Councillor Stock said he felt the flow chart for the TRO process was complicated, the new one more so than the original one. Councillor Stock did not believe this priority worth 6% of the total allocation was adequate, and felt that section needed to be more descriptive.

Mr. I. Taylor said there would be occasions when emergency or urgent TRO were required, and it was important to ensure fairness and to try and avoid situations where some authorities may receive more TRO changes / implementation than others. Mr. I. Taylor also asked if the Partnership was keeping to the allocation of so many per authority as before, and requested an update on the cost or charge for TRO in view of the fact Colchester was able to purchase additional TRO changes previously.

Mr. I. Taylor felt that with a lack of democratic representation, there is a real danger of alienating local parishes and local communities where TRO requests more often than not come from, by rejecting applications before they are even considered. Mr. I. Taylor said this issue needed clarification. Councillor Hunt and Mr. A Taylor (Uttlesford) also said they were concerned with the removal of engagement with the public services and other organisations from the Prioritisation Methodology (PM), Councillor Barker said the revised PM needed to show democratic representation and public involvement.

Mr. Walker said there clearly needed to be certainty in achieving local support to the scheme, the engagement process was now dealt with in full, as part of the Local Decision identified as stage B on the procedure flow-chart.

Mr. McGill (Harlow) said whilst it is in the best interests of all concerned to make the Traffic Regulation Order process simple, it is inherently complicated. Mr. McGill said at district level Local Panel members are aware of what is happening and do have an opportunity to consider TRO and recommend proceeding or deferment back to the NEPP Committee for further action.

Mr. I. Taylor and other officers said some of the terminology within the revised PM was not considered clear, and in some areas considered more subjective than the existing PM and in some cases made little sense. It was suggested 'Impact' could be replaced with 'Safety – local support and concerns'.

Mr. Young (Colchester) said the process had to have accountability, and that was provided through the scoring within the PM and the processes set out in the procedure flow-chart.

In response to Mr. I. Taylor who said the process of providing agenda papers and discussion points only seven days in advance of NEPP meetings did not allow sufficient time for districts to discuss issues and to consult widely, and placing things, e.g. the CCTV Car item on the TRO Sub Committee agenda, only makes the situation worse, Councillor Barker said the CCTV Car report was requested following the presentation at the June meeting. Whilst it was acknowledged that the Sub-Committee's remit was to consider work concerning TRO, and the separating of duties and appropriate reports had to this point worked well, in this case the item was needed to be considered as a matter of urgency, to enable officers to complete any further work before the September meeting and subsequent implementation. The point about

providing sufficient pre-meeting briefing time for agenda papers was agreed, and Councillor Barker also requested that Mr. Walker and Mr. Judd draft a Forward Plan, to include all (On/Off/Sub) future meetings and a schedule of all reports, to be updated as required and reported to all future meetings.

It was further agreed following the meeting that Mr. Judd would arrange Client Officer Pre-meetings, preferably a clear week before each Committee meeting, providing an opportunity for local briefings and for any amendments to be made to papers as a result of the meeting.

*RESOLVED* that the Joint Committee;

- i) Approved the revised TRO Protocol with the 'decision' points outlined, but requested officers to take account of the comments from Members of the Committee.
- ii) Approved the revised scoring system for the Prioritisation Methodology, to become a component of the TRO process, but requested officers to take account of the comments from Members of the Committee.
- iii) Approved the on-line implementation of the application process and TRO progression system and the development and implementation of a database to provide public access to information on the progress of cases.
- iv) Agreed that officers draft a Forward Plan, to include all (On/Off/Sub) future meetings and a schedule of all reports to be regularly updated, and reported to all future meetings.

## **7. Verbal update on progress of Parking Schemes**

Mr. Trevor Degville (Parking Partnership) presented the Parkmap Tiles for New Restrictions, and gave a verbal update on the progress of each scheme. The schemes had been approved by the Committee for implementation.

The schemes that were discussed are as follows:

Brise Close (Braintree), Chalks Road (Braintree), High Street, Dedham (Colchester), Coventry Close (Colchester), Eudo Road (Colchester), Victoria Esplanade, West Mersea (Colchester), Villa Road (Colchester), Kendal Avenue (Epping Forest), Torrington Drive and Gardens (Epping Forest), Frobisher Drive (Tendring), Wellington Street (Tendring), Queensway (Tendring), Wix Cross (Tendring), Cambridge Road (Uttlesford) and Common Hill (Uttlesford).

*RESOLVED* that the Joint Committee considered and noted the progress made with the new restrictions.

## **8. CCTV Car – Further Update**

Mr. Walker (Parking Partnership) gave a brief introduction on the reasons for considering the introduction of a CCTV Car and the benefits that would accrue.

Equita was offering to provide the facility at no cost to the Council, for receiving income of £17.50 (half the discounted rate of £35 per PCN) for each PCN issued.

Despite the financial benefits from implementing a CCTV Car, some members and officers still had reservations about this form of additional parking enforcement. Though they were in

agreement on the principle to make area outside schools safe, they wondered if there are not any other solutions.

Whether or not this form of parking enforcement was used in the future, Councillor Barker could not see a reason for not agreeing to a CCTV Car on a one year trial at no cost to the Partnership and an opportunity to gauge its effectiveness, a point echoed by Councillor Waller. Councillor Stock said if a CCTV Car is going to catch those motorists obstructing public transport it was a good reason to consider this as a form of enforcement.

Mr. Walker confirmed that since Equita went public with there CCTV Car model that there are now a small number of other suppliers now on the market, of which at least three of these provide a similar service.

*RESOLVED* that the Joint Sub Committee agreed that further project work was needed, whereby further information could be obtained, including a cost-benefit model on the different procurement options. The Joint Sub Committee asked for the information to be presented to the next NEPP Joint Committee meeting for On-Street Parking.

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# Agenda Item 12

## CONTRACT MONITORING BOARD MEETING MINUTES

**Date of Meeting:** 16 July 2012  
**Location:** Ongar Leisure Centre (OLC), Waltham Abbey Swimming Pool (WASP) and Loughton Leisure Centre (LLC)  
**Time:** 6.30pm  
**Attending:**  
**Councillors:** Mrs E Webster (Chair) (EW)  
 W Breare-Hall (WBH)  
 Neville Wright (NW)  
 Gavin Chambers (GC)  
**EFDC:** L MacNeill (Assistant Director responsible for the Leisure Management Contract) (LM)  
 A Clear (Manager responsible for monitoring the contract) (AC)  
 Jade Blunnie (Support Officer) (JB)  
 S Forster (Minutes)  
**SLM:** K Bames (SLM Contract Manager) (KB)  
**Copies sent to:** Q Durrani, J Gilbert

	Action
<p><b>1. Apologies for Absence</b> Cllr J Whitehouse</p> <p><b>2. Minutes of previous meeting 5 March 2012 &amp; Matters Arising</b> Not discussed</p> <p><b>3. Overview of contract</b> The Board were taken by bus to three of the four leisure centres in the district which form the basis of the contract with SLM. The purpose of the site visits was to give the new Members a tour of the facilities, an insight into how they are managed and a background to the present contract. Whilst on board the minibus the content of the pack previously sent out by AC would be explained.</p> <p>On the first leg of the journey to OLC LM gave the reasons why the Council had gone out to contract, and distributed copies of the Key Objectives and Terms of Reference for the Board. The original objective was to reduce the costs of running the centres and reduce risks to the Council.</p> <p>At that time Members decided there would not be an internal bid, and two options were given, (1) a 15 year contract with a 3 year extension, and (2) a 7 year contract with a 3 year extension. Epping Sports Centre (ESC) was only to be have a 3 year contract due to the possibility of new facilities being available once St Johns School was rebuilt. As this never took place, the contract was drawn in line with the others after 3 years. Members were fully involved in the specification, including standards of service, maintenance, opening hours etc. A tender process then followed, and representations from 13 companies were received. A shortlist of 5 was made, but this was reduced to 3 main contenders. The evaluation was based on a price/quality ratio of 60/40. A management fee forms the basis of the contract, either paid to the contractor to run ESC, OLC and WASP, or paid to EFDC for LLC as this is a newer building and more cost effective.</p> <p>Income Share (IS), and Guaranteed Investment (GI) elements also formed part of the original specification. IS is based on the principle that, as the centres improve year on year and the income increases, the Council should receive 30% of the</p>	

difference between the contractor's declared income, and that which they estimated in their tender for each year. This covers all four centres, with LLC the highest earner and OLC the lowest. The Council's IS in 2010/11 amounted to c£50k but for 2011/12 the figure was only £5k. However, hopefully income will begin to improve now new equipment has been installed and the IS figure will increase this year.

Under GI, contractors were asked to itemise the improvements they would guarantee to make to the premises in certain years, and give details of the items they would invest in over a 3-5 year period. The fabric of the building would still be the Council's responsibility, everything else would be the contractor's. This is not as simple as it seems, as will be seen at WASP.

In 2006 SLM won the contract under option 2 (7+3), due to terminate in 2013. However, in 2011 they indicated a preference for an early extension and as EFDC wished to reduce the management fee an extension to 2016 was agreed. SLM also committed to invest further in the facilities.

In response to NW's question, LM said that local authorities generally have one contractor to run all their centres so that charging, timetables etc. are consistent. The Epping contract is unusual in that the sites are based around the borders of the district which can lead to anomalies with customers coming in from outside the area.

Because SLM has a charitable arm, they are able to reclaim some VAT. However, this is regarded as income and it is added to the Council's income calculation.

#### **Arrival at Ongar Leisure Centre**

Approaching the centre, EW pointed out that the signage after the roundabout was poor. LM told her that Highways had prohibited putting signs on the lampposts outside the centre, and the land on the opposite side was privately owned. This matter is still to be resolved.

KB, the SLM contract manager who always attends Board meetings, met the coach and was introduced to the new Members.

History of the site: it was opened in 1977, with another phase in 1979. It was previously a school premises, but the school closed in 1989 and the site was sold for redevelopment in 2000. Under the agreement with Essex CC the centre had use of the school gym. After the closure of the school ECC paid EFDC £430,000 compensation. This money was given to the contractor towards the cost of the enhancement work to the gym.

The group was first shown the all weather pitch (AWP), which opened in 1987 with a 10-15 year life expectancy. It was used for 5-a-side football, netball and tennis but is now unsafe and not used. The cost of reconstruction is estimated at £90k (although the Council has not seen the quotes). It cannot be extended as the land is Green Belt. SLM maintain that it was 10 years out of date when they took over, but this should have been obvious before they made a bid. They may be willing to carry out the work but the Council are reluctant to agree as the management fee would increase. When the new contract is up for tender potential contractors will be expected to set out their plans for the area as part of their bid. The ideal solution would be for an all-weather Astroturf pitch but NW said that the best option in the long term may be to demolish that part of the site.

The original bar is now an exercise area, and a mezzanine floor was put above the squash court to create a further space for classes. A moveable floor was originally planned for the swimming pool but it was agreed that if the centre could



attract 1000 swimmers the Council would agree to a review. When the number reached 900, it was decided that as there were no waiting lists the project would be withdrawn.

The changing rooms, next seen by the group, were refurbished as part of GI. GC, who works with the disabled, pointed out the unpleasant odour in the exercise area and also in the disabled toilet, which had not been cleaned.

A lady member stopped to ask if more yoga classes could be introduced at the centre, which KB said she would take on board.

KB

Next on the tour was the gym area. The group was informed the equipment is replaced every 5 years. It was paid for by the Council but this is repaid over the remainder of the contract by way of a reduction in management fee. When the contract ends the equipment remains the property of EFDC.

At the pool area, LM said that the centre had once been connected to the school, which had been demolished. There are some maintenance issues as Ongar is a hard water area and there can be problems with limescale build up. KB showed the group the Unisex changing village. The showers, cubicles and toilets had all been refurbished as part of the contract.

As an introduction to SLM KB said that the company has been in the industry since 1987 and is now a large organisation throughout the country, looking at Northern Ireland next. It operates in three regions within the south-east. Epping forms part of the eastern region along with several others, including Basildon and East Herts, which skirt the M25. They have just been awarded the brand new £22m contract for St Albans. Epping was one of the first contracts for SLM in the area. The partnership with the Council has been a successful one and is linked with sports development and community support. It has been a good opportunity to develop the brand and members are now able to use their cards at any of their contracts throughout the country.

SLM has won a number of awards, including the FIA Operator of the Year Award for the third year running, and also an innovation award for the website which has been noted for its groundbreaking work. Members can now easily book and pay on-line. The four centres always do well at the FIA Flame awards, and the swimming school has also been very successful.

KB herself worked with the Council for many years before her transition into the commercial role of contract manager for SLM. She is based at Epping as the general manager, but is very hands on and will deal with any issues that arise at all four of the centres.

Back on the coach AC told the group that when SLM bid for the contract they were confident that Ongar would attract a number of customers from adjoining districts. This has proved not to be the case, and Ongar still represents the lowest attendance figures of the four centres.

LM then referred to the monitoring report provided by AC. The contractor has one main target, to attract sales, and they concentrate mostly on income. It is the Council's role to collate information, monitor the contract and make sure other issues are dealt with, and ensure the figures supplied by SLM match their own. Maintenance problems are difficult to enforce and if matters are delayed for long enough, one whole cycle can be missed, which is advantageous to SLM.

The company are obliged to send print-offs of everything that goes through their tills, which are rigorously checked by Council officers. There is an open book

policy, and the Council are able to make spot checks at any time.

#### Financial appraisal of contract

AC went through the book: Contract monitoring - SLM is broken down into 3 groups, Community Leisure (the charity arm), Food & Beverage and Fitness and Health. The top table on P6 shows annual declared income by group since the start of the contract. As part of the initial investment, SLM built a fitness studio at WASP and a gym and 2 fitness studios at OLC. They also closed the bar there. These improvements are reflected in the increased fitness income at those sites. Overall income is increasing year on year, with the exception of ESC which is now at saturation point. A new site is being considered at the St Johns Road development in Epping, but this is still in the consultation process. LLC continues to receive the biggest income.

The bottom table shows the 3 main income earning areas of the contract. In 06/07 this accounted for just over 50% of the total income; last year this figure was over 66%.

Ps 7-10 show the annual income by site. The lines highlighted 'a' at Epping show the bar/catering income. The Epping bar was closed in March 09 following an agreement between EFDC & SLM. The lines highlighted 'b' show swimming lesson income. In January 11 SLM introduced a swimming lesson Direct Debit (DD) scheme to help parents spread the cost. This means that the end of year termly swimming lesson income appears lower because the DD income would have been collected in April/May instead of being paid in March when lesson re-enrolment took place. The lines highlighted 'c' show how the DDs and Annual Memberships (AMs) have risen since the start of the contract.

(a) Facility Management - It was decided at the start of the contract to monitor a few key attendance areas and the figures on P11 show the dry side activities. Those on P12 give public swimming figures, which appear to be showing a decline. However, the DD package allows free swimming. At OLC and WASP DD members wishing to swim would still go to the reception desk to gain access but at LLC they can use the fast track turnstile which does not register swimming usage. Also if a member uses the pool after the gym or a fitness class it will not register on the figures.

Junior swims are down, partly due to current trends but also because SLM run lessons throughout the school holidays which restricts public usage. Also, children paying for lessons by DD are allowed free swimming during school holidays. OAP numbers went down when the free swimming initiative, which operated in 2009-10 and until August 2011, was terminated.

P13 shows the membership comparisons for June since the start of the contract. There has been a decline in centre memberships since 2006, with a number of customers converting to monthly DD. Senior membership increased following the early finish of the free swimming scheme as a number joined to take advantage of cheaper activity prices. Junior membership has risen sharply as centre membership is included for the children's swimming lessons paid for by DD. SLM prefer to take new members on the DD scheme and do not encourage centre memberships.

(b) Health and Safety - unannounced H&S visits are carried out approx. every 3 months by the North Weald Airfield General Manager, Darren Goodey, who is H&S qualified as well as being an ex-leisure centre manager. The areas looked at during the visits include staff qualifications and training, pool safety, first aid/accident reporting, evacuation/emergency procedures (fire drills & extinguishers, emergency lighting, alarms, etc.), H&S (COSHH, PPE), customer

<p>safety and general housekeeping. At the pools, the water is tested for temperature and levels of bacteria. Only minor issues were identified on the last visit, and AC will check that they have been carried out.</p> <p>Once per annum 'mystery shoppers' make ad hoc visits to the centres and their findings are given on a summary which was provided by AC. Their comments are generally in line with the issues picked up on H&amp;S visits and customer complaints. The general public's perception is that EFDC is responsible for any shortcomings at the centres, and hold them accountable.</p> <p>(c) Asset Management - building maintenance visits are carried out every quarter by the Council's Senior Building Surveyor, usually accompanied by the SLM Maintenance Manager. They look at the condition of the structure and plant, check that agreed servicing schedules are being adhered to and ensure that any faults and recommendations are being carried out. SLM are also provided with copies of reports from Zurich, the Council's insurers, and again checks are carried out to ensure any issues raised are dealt with. The general décor standards throughout the building, and planned &amp; unplanned maintenance, are also monitored and discussions are held regarding any EFDC planned maintenance.</p> <p>With regard to penalties for work not completed, it is not permitted to fine the company so instead EFDC use a system of issuing improvement notices. A total of 25 per calendar month are allowed, after which the Council have the right to terminate the contract. This did occur on one occasion, when the Monitoring Board took the decision to continue with the contract. Details of improvement notices issued since the last meeting are given on the pack page of the pack. Some, after 2 or 3 are issued, are escalated to default notice status. Many of the issues relate to failure to provide information. Under the terms of the contract the Council could carry out any outstanding repairs and charge SLM accordingly, but this carries with it the danger that it would then be expected to continue to do so for all future works.</p> <p>A report on the last visit to OLC is on Ps 16-18. Reports from the other visits will be forwarded to Members when they have been carried out. The full report is shown as the centres still represent major assets to the authority.</p> <p>Since the start of the contract there have been some issues at Loughton which, whilst being SLM's area of responsibility, EFDC dealt with as part of the snagging work from the new build (air conditioning in plant room, increased capacity to pool showers, pool chemical dosing upgrade and underwater lighting).</p> <p>(e) Performance Monitoring - the results of the customer service standards visits are shown on Ps 19-22. These are unannounced visits to look at the building from a customer perspective. Checks are made on cleanliness, customer health &amp; safety, faulty equipment, paperwork (pool testing and customer comments) etc. Not every finding is recorded as it is expected that small issues such as missing toilet rolls etc would be addressed immediately. Some issues might appear minor. These would be recorded where they had been noticed on a previous visit but not actioned, or where there is an effect on customer satisfaction (e.g. one light missing in an area with only 2 lights).</p> <p>Epping has always set the standard and is rarely a cause of concern. Loughton has the most issues but it is the largest and busiest centre in the district.</p> <p><b>Arrival at WASP</b> KB met the group in the car park and accompanied them on the tour. AC pointed out that this is on a slope, and for customer safety reasons the car park has to close whenever it snows, sometimes for several days. The Council are not in a</p>	<p>AC</p> <p>AC</p>
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position to challenge this decision once a risk assessment has been carried out.

WASP has a huge area of window space, and the gaskets, which recently needed replacing, had been the subject of a dispute. Under the maintenance specification the frames are EFDC's responsibility, and the glass is SLM's, but it was unclear who would be held accountable for the seals in between. Following legal advice, the difficulty was resolved by both parties splitting the cost 50/50.

LM: History of the site - the pool was opened c1969, with the teaching pool added later. The current gym was originally the football changing rooms. The building is now in a poor state of repair due to its age, with the air handling and trunking on the roof needing replacement, at an approx cost of £100k. A report on the main pool roof is also awaited from Building Control, but if it too needs replacing the centre may have to close for 7-8 weeks.

When the W/A Sports Centre was handed back to the King Harold school Members considered the possibility of building a sports hall extension to the swimming pool. The cost was estimated at £1.7m. When the business case was put forward it was clear that an increase in the revenue budget would be required for ongoing costs and for it to be managed by SLM. It was decided that SLM would be asked to take the building design scheme to the planning permission stage, at the Council's cost. This was duly carried out last year. The project was then put on hold, and the Council is to assess whether to progress it as part of the annual review of the capital programme. In view of the amount of capital required to upgrade this centre, this option may need to be reconsidered. The process would have to begin with the Monitoring Board, and then taken on to a Cabinet decision. LM showed the group where a new sports hall would be situated. It would be separate to the pool area, and would have a crèche that would double as a meeting room in the evening, as well as separate changing rooms.

Visiting the gym first, AC said that as part of the investment a walk through and new gym area had been built, but otherwise little had changed except that the children's changing room had been renovated. The consistent SLM design and colour scheme were noted. The separate male & female changing rooms are in need of some refurbishment to bring them up to the standards of the other centres. GC noted that the disabled toilet was in poor condition.

At the pool, AC told the group that at a depth of 3m it was the deepest in the district, and the base is very steep. The springboards had been removed and diving is not permitted at any of the pools. KB told the group that advertising space around the pool can be purchased.

Back on the coach, in answer to a question by NW, LM replied that there are pros and cons to having a contractor running the centres. Generally the lack of bureaucracy ensures that decisions are made quicker, and funding does not come from the public purse. It only requires a small Council team to manage it, without HR, Finance or Legal personnel having to be involved. However, SLM is owned by Castleview Holdings and decisions must be passed through them. As they now bid for almost every contract available and they grow ever larger, issues are taking longer to process and there are some concerns that they are expanding too fast. There used to be 4 duty managers at LLC but there are now only 3, who are expected to travel long distances for meetings. Membership staff are also on commission, and have to send reports of their sales figures in each day. Managers are having to spend more time in the office, not managing the business or staff, and standards are beginning to slip.

When the contract next comes up for tender many big leisure companies are expected to make a bid. Some authorities are now taking leisure contracts back

in-house, and this may be another option to consider as staff would be less income- and more customer-biased, and cleanliness standards may be higher.

NW also asked why, since OLC appear to be creating the least amount of income, the Council had not considered taking it out of the contract. LM said that SLM were fulfilling their obligations and spending what they had promised at OLC and if companies wanted the most profitable site (Loughton) they would be expected to take on the least (Ongar). However this will have to be reconsidered at the next tender process if companies increase the management fee for OLC.

GC had found SLM staff reluctant to give out information on becoming a member over the phone, and he had been asked to visit to be shown around in person, which was an inconvenience. AC said that this had also been identified by the mystery shopper.

### **Arrival at LLC**

On arrival at the car park, AC told the group that ex-Cllrs Brooks and Barrett had managed to change the opening time from 8am to 9pm, an issue picked up at the customer forum. The small brick building (the Octagon) in the car park is the only original part of the building, and as this is now used for exercise classes it used to become very hot. Again Cllr Barrett had persuaded the Board to use some income share (for the first time) to have air conditioning installed. The pool closes at 10pm, and the centre at 10.30pm.

KB again met the group at the centre. It has now been open for 10 years and the new pool was built on the site of an old one that had been established in the 1950s. There has been a history of roof leaks since the new build, which have now been rectified. Other maintenance issues under SLM responsibility include the lack of speed of repairs and problems with underwater pool lights. Also, the reduction of one duty manager has resulted in a drop in centre and staff monitoring. There are also fewer staff to maintain cleanliness, although 3 part time cleaners (one has since left) had been employed.

The recent refurbishment work to facilities included an enlarged gym, new movement studio and coffee pod, and a walkway to the Octagon building. Visiting the large gym area first, LM said there were a few problems with the free weights area as it was considered too male orientated, and there is a perceived lack of supervision as the area cannot be seen by staff at the desk.

On the way to the pool area, AC told the group that Cllr Whitbread had approved the installation of air conditioning when he was Chair of the Board. As part of an agreement with the Council when they took over, SLM allowed the swimming club to continue to meet on Mondays, Tuesdays, Wednesdays and Thursdays, despite their preference for these times to be for public swimming. This could be changed at the next contract but would be unpopular with members of the club. It would however give more public swimming time.

GC pointed out that it was impossible to find a time in the early evening when centre members could use the pool. KB said that this was due to staff training, swimming lessons and the swimming club. SLM had asked to stop the Monday night swimming club but Members had decided against it.

Proceeding to the changing village, KB said that following customer feedback the toilets, cubicles, tiles etc were being proposed for refurbishment in Jan/Feb 2013, based on the style at Ongar. Larger family cubicles will also be built. The work is expected to take 6 weeks but, although a little inconvenient, the centre will continue to be in use, with different sections being closed as the work progresses. Although this area was built only 9 years ago, with 14,000 customers every week



it is now looking tired and shabby.

GC examined the disabled toilet and changing rooms and found them to be clean and pleasant. KB said that cleaning was carried out by lifeguards as part of their duties, and takes place wherever possible in quieter times at the centre.

Before leaving, the group visited the Octagon, which KB explained is used for exercise, and salsa and zumba dance classes, as well as a crèche. It can also be hired out for functions.

Back on the coach, in summing up, LM said that the contract cannot be extended again and a new one will be due in January 2016. In order to give a contractor a lead in period it must be let by March 2015, and the tender process should therefore begin in Autumn 2013. However, many decisions will have to be made before then so that the contract specification can be determined. The issues Members will need to consider and come forward with proposals for include:

- The type of contract required
- How to deal with issues at WASP and the AWP at Ongar
- ESC re the St Johns Road project
- Defaults and penalties
- Risk.

The Board currently meets three times each year, and Members may wish to increase the frequency as the new contract date approaches. AC plans the dates of meetings by checking the Committee diary. He tries to avoid busy periods and Monday evenings are usually the most convenient. The next meeting is scheduled for 26 November

The tour was an unusual event, and the Agenda previously circulated formed the basis of normal meetings. The Terms of Reference cannot be changed but the Key Objectives could, if necessary, be altered by variation to the contract. Any recommendations made by the Board can go to Overview & Scrutiny, or straight to Cabinet, depending on the subject matter.

KB attends all the Board meetings, usually with one of the centre managers, and gives a presentation on SLM's progress since the last meeting.

LM and AC attend a national client officers' meeting, which is where, at the morning session, all SLM's clients meet to discuss the contractor's performance in their areas. Any issues raised are discussed with SLM representatives in the afternoon. Meetings are also held with SLM's regional director, and John Gilbert attends meetings that take place with their Managing Director; Board Members are also welcome to attend.

LM added that any issues that Members or their constituents have should be directed to SLM by telephone or email so that they are given an opportunity to deal with them in the first instance. AC or JB will always follow them up.

Arriving back at the Civic Centre AC closed on a positive note by saying that of all the leisure companies, SLM is one of the better ones in the industry.

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Local Highways Panel **Date:** Thursday, 6 September 2012

**Place:** Committee Room 1, Civic Offices, High Street, Epping **Time:** 7.30 - 8.55 pm

**Members Present:**

**District Members:**

Councillors R Bassett, K Chana, T Church, P Keska, Mrs J Lea, L Leonard, Ms S Watson,

**County Members:**

A Jackson, J Knapman, G McEwen, V Metcalfe, C Pond, Mrs E Webster and Mrs J H Whitehouse

**Other Councillors:** Councillors G Waller (EFDC Portfolio Holder) and P Channer (ECC Deputy to Cabinet Member for Transportation and Highways)

**Apologies:** -

**Officers Present:** K Durrani (Assistant Director (Technical) EFDC), J Simmons (Highways Liaison Officer, ECC), D Sprunt (Principal Transportation Co-Ordinator - ECC) and S G Hill (Senior Democratic Services Officer, EFDC)

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### 1. ELECTION OF CHAIRMAN

#### RESOLVED:

That County Councillor G McEwen chair the meeting.

### 2. GOVERNANCE/TERMS OF REFERENCE

Officers outlined the operation of the Panel. It was agreed that the District Council's substitution procedure should apply to District Members save that it would be expected that any substitute would be from the same County Divisional area.

It was expected to have four meetings each year but it was considered that there would be a need for a series of quick meetings to ensure this years schemes could be brought forward as soon as possible.

It was agreed that it was appropriate that Councillor Waller (EFDC Portfolio Holder) and Councillor P Channer (ECC Deputy to Cabinet Member for Highways and Transportation) should attend meetings.

Decisions as to schemes would require approval of the County Portfolio Holder. Where there was disagreement about scheme this would be recorded in the notes of the meeting.

Members would also receive updating reports including S106 schemes and the work of the Ranger Service.

**3. HIGHWAY SCHEMES FOR PANEL CONSIDERATION**

The Panel noted that it had £699,950 allocated for funding schemes this financial year. This funding was drawn from a number of County Budgets. Decisions not to proceed with listed schemes would mean that they would not be funded from other ECC sources.

The Panel agreed that as there were seven county divisions, approximately equal amounts (i.e. £100,000 per division) could be allocated.

The schemes were split between Minor schemes, small works, Bus stop/route improvements, School crossings, traffic systems and casualty reduction schemes.

Members expressed concerns that some of the proposed schemes within their divisions were not necessary or that they did not reflect the priorities set out by the previous Local Highways Panel which had last met in February 2011.

It was agreed that County and District members meet in their divisional pairs, taking account of local views and previous schemes to come forward to an adjourned meeting to discuss funding allocations.

Members would also need to consider schemes that might form part of their programme for 2013/14 year.

It was agreed that EFDC officers would provide ECC Officers with the previous scheme lists to ensure that a combined list could be brought forward at the next meeting.

**4. OTHER SCHEMES INCLUDING S106, MAINTENANCE, MAJOR SCHEMES**

Not discussed.

**5. SAFETY SCHEMES**

Not discussed deferred until next meeting.

**6. HIGHWAY RANGERS**

Not discussed.

**7. ANY OTHER BUSINESS**

There was no further business brought forward at the meeting.

**8. DATE OF NEXT MEETING**

Agreed that meetings of the Panel be held on:

18 September 2012 and 2 October 2012 both Committee Room 2, Civic Offices, Epping at 7.00 p.m.



**9. ADJOURNMENT OF MEETING**

Agreed that the meeting be adjourned and reconvened at 7.00 p.m. on 18 September 2012.

**CHAIRMAN**

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Local Highways Panel **Date:** Tuesday, 18 September 2012

**Place:** Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.00 - 8.50 pm

**Members Present:** **County Councillors:**

Councillors A Jackson, J Knapman, G McEwen, V Metcalfe, C Pond, Mrs E Webster and Mrs J H Whitehouse

**District Councillors:**

Councillors R Bassett, K Chana, T Church, P Keska, L Leonard, A Mitchell MBE and Ms S Watson

**Other Councillors:** Councillors G Waller

**Apologies:** - Mrs J Lea

**Officers Present:** K Durrani (Assistant Director (Technical)), M Jenkins (Democratic Services Assistant), J Simmons (Highways Liaison Officer, ECC) and D Sprunt (Principal Transportation Co-Ordinator - ECC)

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### 10. SUBSTITUTE MEMBERS

It was noted that Councillor Mrs A Mitchell was substituting for Councillor Mrs J Lea.

### 11. MINUTES

**RESOLVED:**

That the minutes of the meeting held on 6 September 2012 be taken as read and signed by the Chairman as a correct record.

### 12. MATTERS ARISING

Members agreed to bring forward Item 6 of the agenda, Casualty Reduction Schemes, as the first item for discussion.

### 13. CASUALTY REDUCTION SCHEMES

The Panel agreed the following:

**(1) Reference No 20 - Mount Road j/w Banks Lane**

Junction re-alignment, signs and lines.

**Decision:** Agreed

**(2) Reference No 21 – Claypit Hill**

Add more 30mph road markings.

**Decision:** Agreed

**(3) Reference No 22 – High Road j/w Forest Road**

Parking enforcement, central island and ETP engagement.

**Decision:** Agreed

**(4) Reference No 23 – Manor Road j/w Tomswood Road**

The local members proposed that the scheme for a signalised junction should be dropped in favour of more modest improvements which had previously been discussed.

**Decision:** Agreed, allocate £30,000

**(5) Reference 24 – Gravel Lane**

Chevrons, vergemarkers and lines. Speed limit reduction (£3,000), possible resurfacing (£30,000)

**Decision:** Agreed

**(6) Reference No 25 – Sewardstone Road j/w Quaker Lane**

Increase intergreen timings and ETP engagement.

**Decision:** Agreed

**(7) Reference No 26 – Outside Patsalls, Pudding Lane**

Improve drainage, include Pudding Lane in winter gritting programme. Possible resurface.

**Decision:** Agreed

**(8) Reference No 27 – A104 j/w Rangers Road**

Refresh road markings, replace anti skid surfacing, replace missing signs clean and clear vegetation away from existing signs, clear vegetation and remove cattle sign to improve vision along A104 to the right.

**Decision:** County officers to carry out further analysis

**14. DIVISIONAL PRIORITIES FOR SCHEMES**

The Committee received reports from each County Division present, with District colleagues, as follows:

**(a) Priority Schemes for 2012/13**

**(i) County Councillor Mrs E Webster, Waltham Abbey Paternoster**

Place and Scheme - IT390 Quaker Lane/A112 Sewardstone Road – Junction improvement.

County officers advised that this scheme would need an allocation of £5,000.

**Decision:** County officers to report back to the Panel with further information

**(ii) District Councillor Mrs S Watson, Buckhurst Hill West**

Place and Scheme - Item 92 Scheme List 2012/13 Historic Scheme List Farm Way/Forest Edge/Station Way, Buckhurst Hill - Traffic calming on Station Way/Farm Way, junction warning signs.

The Panel requested a cost for a mini-roundabout.

**Decision:** County officers to report back to the Panel with further information.

**(iii) District Councillor Mrs S Watson, Buckhurst Hill West**

Place and Scheme - Item 34 Scheme 2012/13 Historic Scheme List - Roding Lane, Buckhurst Hill. Pedestrian facilities at signal junction. Possibility of pedestrian refuge.

**Decision:** County officers advised that this scheme needed a feasibility study

**(iv) County Councillor Mrs V Metcalfe, Buckhurst Hill and Loughton South**

Place - Loughton Way, Alfred Road. Safety problems.

Place and Scheme - Item 34 Roding Lane, Buckhurst Hill.

**Decision:** County officers advised that this scheme needed a feasibility study.

Pedestrian facilities at signal junction.

**Decision:** County officers said that they would speak to their Design Team.

County Councillor Mrs V Metcalfe said that resident's views should be put to officers.

County officers said that Items 34 and 92 would cost £5,000 and £2,000 respectively. They would know the cost after an analysis.

**(v) County Councillor J Knapman, Chigwell Village**

Place and Scheme - Item 10 IT836 – The Broadway, Loughton. Pedestrian guardrail at Thomas Willingale School.

**(vi) County Councillor J Knapman, Chigwell, Loughton**

Place and Scheme - Item 5 10404 School Crossing Patrol Sites. Hereward Primary School. Parking restrictions opposite school to prevent parking on patrol site.

**Decision:** Agreed

**(vii) District Councillor R Bassett, Lower Nazeing**

Junction in Nazeing. Should be marked.

**(viii) District Councillor R Bassett, Lower Nazeing**

Item 2 10412 School Crossing Patrol Sites

Ivy Chimneys Primary School - Parking restrictions at site to prevent parking on site and in immediate vicinity.

**Decision:** County officers said they would provide full response, details of works, school patrol scheme and circulate to members.

**(ix) County Councillor Mrs J Whitehouse, Epping Hemnall**

Item 35 Historic Scheme List. Coopersale Common (between Brickfield and Institute Roads, Epping). County Councillor Mrs J Whitehouse had a petition.

**(x) Item 3 Bus Stop: 1500 CPSALE1b, Coopersale Turn. Bus Stop/Route Improvements.**

**Decision:** Agreed

**(xi) County Councillor Mrs J Whitehouse, Epping Hemnall**

Epping High Road. Congestion problems. Requested report from County officers.

**Decision:** Agreed

**(xii) District Councillor Tony Church, Epping Lindsay and Thornwood.**

Bury Lane, Tower Road. St. John's Road.  
District Councillor R Bassett agreed to pass on emails regarding this area.

**Decision:** County officers agreed to bring together further information.

**(xiii) County Councillor Mrs J Whitehouse, Epping Hemnall**

Item 28 – Hemnall Street j/w Grove Lane, Epping Town

**Decision:** County officers would provide more clarification on this.

**(xiv) District Councillor T Church, Epping Lindsay and Thornwood.**

Thornwood, Woodside/Duck Lane – towards North Weald. Used by lorries which were too wide, the speed limit of 40 mph was too fast and should be reduced to 30 mph. The road needed a crossover. County officers suggested that this would need a scheme validation process.

County Councillor A Jackson advised that a 7.5 ton limit was needed for Woodside Road.

**(xv) District Councillor R Bassett, Lower Nazeing**

Item 93 Church Mead junction with High Street, Roydon. Junction protection.

**Decision:** Approved

**(xvi) County Councillor C Pond, Loughton Central**

A121 – Alternative ways. £10,000

(3) Casualty reduction

**(xvii) County Councillor C Pond, Loughton Central**

Item 53 IT369 – Earls Path, Loughton. Traffic calming measures after road death.

**Decision:** County officers would speak to Highways colleagues.

**(xviii) County Councillor C Pond, Loughton Central**

Item 6 IT360 – A1168, Rectory Lane/Westall Road, Loughton.

**Decision:** Agreed

**(xix) County Councillor C Pond, Loughton Central**

Item 5 IT359 – A1168, Rectory Lane/Borders Lane, the Broadway, Loughton. Mentioned Langston Road, S106, no progress here.

Alderton Ward – safety rails/jockey rails

Alderton School – needs to be worked up.

**(xx) County Councillor C Pond, Loughton Central**

Item 75 – Alderton Hill, Loughton. Pedestrian refuge. Junction a problem, dangerous to pedestrians. The Town Council requested a mini roundabout.

**Decision:** Agreed

**(xxi) County Councillor C Pond, Loughton Central**

Pearls Lane Service Road – Excessive speed

**(xxii) County Councillor C Pond, Loughton Central**

Debden Lane – Avoid collisions, there was a sum in the budget for this. The County had issued a notice on speed limit policy. 30 mph all the way.

**(xxiii) County Mrs E Webster, Waltham Abbey Paternoster**

Item 73 – Crooked Mile (Harold Crescent), Waltham Abbey. Signal controlled crossing/pedestrian refuge.

**Decision:** Agreed

**(xxiv) County Councillor G McEwen, Ongar and Rural shared with District Councillor P Keska.**

Top priority for Ongar Division is A113 (Chigwell to Ongar), the most dangerous road in the Eastern Region. It had listed 5 danger sites needing attention in the Lambourne and Stanford Rivers parishes.

Speeding issues on A414 at High Ongar, notably motor cycle racing at weekends.

Stapleford Abbots long overdue scheme at primary school, currently in hand for Vas signs but did not include a pedestrian crossing.

Crossing on Love Lane, Ongar. This was an S106 scheme on a revised site.

County officers would circulate cost of mini-roundabout to members should be in the Toolkit.

**(xxv) County Councillor C Pond, Loughton Central**

Item 74 Pyrles Lane, Loughton pedestrian refuge. Should be subsumed into analysis for the forthcoming County nursery planning application.

**Decision:** Agreed

County officers asked for a list of schemes that members wished deleted, before the next meeting.

**(b) Schemes no longer required**

**(i) District Councillor T Church, Epping Lindsay and Thornwood.**

Item 8 – IT791, Hemnall Street. Island Re Design/Replacement.

District Councillor T Church requested this item was removed.

**Decision:** The Panel recommended removal of this scheme.

Officers had provided a comprehensive list of all outstanding issues for the district, running to 22 pages, and members were asked to check all of their local items and deleting any which were no longer relevant.

**15. HIGHWAYS RANGERS**

Essex County Council Highways advised the Panel that a new scheme had been introduced called the Highway Rangers. They would consist of two operatives in a vehicle tasked with carrying out minor ad hoc repair work to highways and footways. County Highways would advise District Councillors and Parish and Town Council clerks of this new service.

**16. SCHEMES TO BE SUBMITTED TO THE CABINET MEMBER FOR APPROVAL**

The schemes outlined under Items 5 and 6 would be submitted to the Essex County Council Highways Portfolio Holder.

**17. ANY OTHER BUSINESS**

The Panel agreed a further meeting on 1 November 2012 at 7.00p.m. to ensure that budget allocations could be completed before the deadline, after which it was



intended to reduce the frequency of these meetings. A presentation from the Parking Partnership could be arranged for this meeting.

**18. DATE OF NEXT MEETING**

The next meeting was scheduled for 2 October 2012 at 7.00p.m. in Committee Room 2.

**CHAIRMAN**

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## EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Local Highways Panel **Date:** Tuesday, 2 October 2012

**Place:** Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.05 - 8.50 pm

**Members Present:**

**County Councillors:**  
Councillors A Jackson, J Knapman, G McEwen, V Metcalfe, C Pond and Mrs J H Whitehouse

**District Councillors:**  
Councillors R Bassett, K Chana, T Church, P Keska, Mrs J Lea, L Leonard and Ms S Watson

**Other Councillors:** Councillors G Waller

**Apologies:** County Councillor Mrs E Webster

**Officers Present:** J Simmons (Highways Liaison Officer, ECC), D Sprunt (Principal Transportation Co-Ordinator - ECC), K Durrani (Assistant Director (Technical)), S G Hill (Senior Democratic Services Officer), M Jenkins (Democratic Services Assistant) and J Leither (Democratic Services Assistant)

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### 19. SUBSTITUTE MEMBERS

There were no substitutions made for this meeting.

### 20. MINUTES

#### RESOLVED:

That the minutes of the meeting held on 18 September 2012 be taken as read and signed by the Chairman as a correct record subject to the following amendments:

(a) Minute Item 14 (a) Priority Schemes for 2012/13. Item (ix) regarding Item 35 of the Historic Scheme List, Coopersale Common should be "Agreed;"

(b) Minute Item 14 (a) Priority Schemes for 2012/13. Item (xiv) regarding Thornwood, Woodside/Duck Lane – towards North Weald should be "Agreed;"

(c) Minute Item 14 (a) Priority Schemes for 2012/13. Item (xvi) regarding A121 should be "Agreed;"

(d) Minute Item 14 (a) Priority Schemes for 2012/13. Item (xxi) Pearls Lane Service Road, should say "Pyrles Lane" instead of "Pearls Lane;" and

(e) Minute Item 14 (a) Priority Schemes for 2012/13. Item (xxii) should say "30mph, and 20 mph."

## 21. MATTERS ARISING

The Chairman suggested that the quorum for this meeting should be three members from the County Council and three members from the District Council. The panel agreed.

### RESOLVED:

That the quorum for the Local Highways Panel shall be three members each from the County Council and the District Council.

## 22. SCHEME PROGRAMME

The Panel received reports from each County Division present, with District colleagues, as follows:

### (a) Scheme List 2012/13 Version 3

#### (i) Loughton Central

Item 6 (IT360) A1168, Rectory Lane/Westall Road, Loughton

Junction improvement

**Decision:** Currently greyed out on scheme list. County officers needed an indication of costs.

#### (ii) Loughton South

Item 1 Brook Road, Buckhurst Hill

Creation of footpath at Buckhurst Hill end of Brook Road, to link with existing footpath.

**Decision:** Deleted

#### (iii) Waltham Abbey North East

Item 2 (IT351) A121, Highbridge Street/B194 Beaulieu Drive, Waltham Abbey

Junction improvement.

**Decision:** Feasibility study

#### (iv) Buckhurst Hill West

Item 11 (IT362) Lower Queens Road, Buckhurst Hill

Speed Humps, outside school.

**Decision:** Deleted

**(v) Lower Nazeing**

Item 7 (IT390) Quaker Lane/A112 Sewardstone Road, Waltham Abbey

Junction improvement.

**Decision:** Deleted

**(vi) Epping Lindsey and Thornwood Common**

Item 71 Station Road, Epping

Signal controlled crossing/pedestrian refuge

**Decision:** Deleted

**(vii) Loughton Central**

Item 15 Oakwood Hill, junction with Chigwell Lane, Loughton

Parking restrictions, installation of timber bollards, and additional planting, trees and bulbs to create an attractive avenue.

**Decision:** Deleted

Item 41 Queens Road, Loughton

Speed humps.

**Decision:** Deleted

Item 57 Chester Road, Loughton

Chicanes and pedestrian crossing

**Decision:** Deleted

Item 72 Rectory Lane, Loughton

Pedestrian refuge

**Decision:** Deleted

**(viii) Loughton South**

Item 17 Roding Road, Loughton

Rephasing of traffic lights and additional lining to enable a left and right filter lane at the lights. Changing parking restrictions to allow additional lane of traffic.

**Decision:** Deleted

Item 24 Westbury Road, Buckhurst Hill

Build outs

**Decision:** Deleted

Item 33 Buckhurst Way, Buckhurst Hill

Pedestrian refuge

**Decision:** Deleted

Item 43 Forest Edge, Buckhurst Hill

Convert single yellow line along forest stretch to double yellow line, as congested parking at weekends when hall is hired out.

**Decision:** Deleted (Referred to the North Essex Parking Partnership)

Item 44 Brook Road, Buckhurst Hill

Pedestrian facilities at signal junction

**Decision:** Deleted

Item 56 (IT387) Palmerston Road, Buckhurst Hill

Speed humps requested.

**Decision:** Deleted

Item 63 A121 High Road, Loughton

Signal controlled crossing.

**Decision:** Deleted

Item 89 Amberley Road, Buckhurst Hill

Potential junction alterations and one-way traffic order.

**Decision:** Deleted

**(ix) Greensted and Marden Ash**

Item 116 Greensted Road, Chipping Ongar

Vehicle activated sign/speed reduction.

**Decision:** Deleted

Item 117 B184 Fyfield Road

Parking restrictions adjacent pedestrian crossing.

**Decision:** Deleted

**(x) Waltham Abbey North East**

Item 77 Honey Lane, Waltham Abbey

Pedestrian crossing.

**Decision:** Agreed to retain on the list.

**(xi) Ongar and Rural**

Item 21 Ongar Road, Lambourne

VAS

**Decision:** Delete

Item 22 B184 Fyfield

Two VAS either end of 30mph zone.

**Decision:** Agreed to retain on the list

Item 26 Toot Hill Road, junction with Mill Lane, Toot Hill

Kerb the Bennett island. Landscape either flowerbed or flower tubs, to clean up eyesore, stop obtrusive parking and create a focal point.

**Decision:** Delete

Item 27 Toot Hill Road/Epping Road/School Lane, Toot Hill

Gateways at Toot Hill – 6. One pair on Epping Road, one pair on School Road and one pair on Toot Hill Road. Could be decorative and would slow traffic as they were made aware they were entering a village area.

**Decision:** Delete

Item 31 Little Laver Road adj Threeways property, Moreton, Bobbingworth and The Lavers

Installation of kerbing to control and divert across water.

**Decision:** Agreed - Retain on the list

Scheme 33 Buckhurst Way, Buckhurst Hill

Pedestrian refuge.

**Decision:** Delete

Scheme 49 A414 junction with Rookery Road, Norton Heath

Dedicated right turn lane.

**Decision:** Delete

Scheme 55 (IT371) Great Lawn, Ongar

Zig zag lines.

**Decision:** Delete

Scheme 60 Hoe Lane, Lambourne

Weight restriction.

**Decision:** Delete

Scheme 61 Market Place, Abridge

Junction improvements.

**Decision:** Delete

Scheme 62 A113 junction with Church Road, Passingford, Stanford Rivers

Mini roundabout on A113 Stanford Rivers at junction with Church Road.

**Decision:** Delete

Scheme 84 B172, Abridge Road, Abridge

Priority working over bridge.

**Decision:** Delete

Scheme 88 B172, Abridge and Stapleford Abbots

Removal of weight restriction.

Freight Management Strategy

**Decision:** Agreed – retain on the list

Scheme 91 Near primary school, Stapleford Abbots  
Pedestrian crossing.

**Decision:** Delete

Scheme 94 The Street, High Ongar

Parish gateway signs (entering from East).

**Decision:** Agreed – retain on the list

Scheme 95 Manor Road, Lambourne End

Slow signs

**Decision:** Delete

**(xii) Loughton Central**

Scheme 56 Palmerston Road, Buckhurst Hill

Speed hump request.



**Decision:** Delete

**School Crossing Patrol Sites**

**(xiii) Epping Hemnall**

Scheme 2 10412 Ivy Chimneys Primary School

Parking restrictions at site to prevent parking on site and in immediate vicinity.

**Decision:** Agreed – retain on the list

**(xiv) Buckhurst Hill and Loughton South**

Scheme 90 Oak Lodge/Grange Hill, Chigwell (incorrectly entered on the Scheme List as Loughton)

Traffic calming.

**Decision:** Agreed – retain on the list

**(xv) Loughton Central**

Item 4 Buckhurst Hill 10418 St John's CE Primary School, Church Road, Buckhurst Hill

Measures to prevent parking close to site on footway

**Decision:** Deleted

**(xvi) Epping Hemnall**

Item 8 Epping Junior School, St. John's Road, Epping

Removal of two signs but retain sign posts 545 and 547.1

**Decision:** Agreed

**Bus Stop/Route Improvements**

**(xvii) Loughton Central**

Item 1 BS 150042018002. The Green, Palmerston Road, Buckhurst Hill

Installation of a new metal shelter, plus raised kerbs and dropped kerbs.

**Decision:** Deleted

Item 2 BS1500BUCKPALM. The Green, Palmerston Road, Buckhurst Hill

Installation of a new metal shelter, plus raised kerbs and dropped kerbs.

**Decision:** Deleted

**23. PROGRAMME REQUESTS**

The Committee received reports from each County Division present, with District colleagues, as follows:

**(i) North Weald and Nazeing**

Scheme 4 (IT358) B194 Nazeing New Road/North Street/Middle Street, Lower Nazeing

Junction improvement

**Decision:** Agreed

**(ii) Lower Nazeing**

Scheme 19 St. Leonard's Road, Nazeing

Village Gateway and repositioning of VAS

**Decision:** Agreed

**(iii) North Weald and Nazeing**

Scheme 93 Church Mead junction with High Street, Roydon

Junction improvement

**Decision:** Referred to the North Essex Parking Partnership.

**(iv) Epping Hemnall**

Scheme 28 Hemnall Street junction with Grove Lane, Epping Town

Installation of pedestrian crossing

**Decision:** County Council officers would look at this.

**(v) Loughton Central**

Scheme 98 Traps Hill/Alderton Hill/Borders Lane

Mini roundabout and pedestrian refuge islands

**Decision:** Agreed

Scheme 100 Debden Lane

Speed limits/bend priority scheme/Vehicle Activated Sign

**Decision:** Agreed

Scheme 97 Alderton Hall Lane

Pedestrian guard rails

**Decision:** Agreed

Scheme 99 Pyrles Lane Service Road

Speed/traffic reduction

**Decision:** Agreed

Scheme 36 Barrington Road junction with Doubleday Road, Loughton

Dropped kerb location x 2

**Decision:** Agreed

Scheme 37 Sandford Avenue junction with Westall Road, Loughton

Dropped kerb location x 2

**Decision:** Agreed

Scheme 38 Colebrook Lane, junction with Westall Road, Loughton

Dropped kerb location x 2

**Decision:** Agreed

Scheme 39 Harvey Gardens junction with Colebrook Lane, Loughton

Dropped kerb location x 2

**Decision:** Agreed

Scheme 40 Conveyers Way, junction with Colebrook Lane, Loughton

Dropped kerb location x 2

**Decision:** Agreed

**(vi) Buckhurst Hill and Loughton South**

Scheme 92 Farm Way/Forest Edge/Station Way, Buckhurst Hill

Traffic calming on Station Way/Farm Way, junction warning signs or VASs

**Decision:** Agreed to a Feasibility Study

Scheme 34 Roding Lane, Buckhurst Hill

Pedestrian facilities at signal junction

**Decision:** Agreed to a Feasibility Study

Scheme 53 Earls Path, Loughton

Traffic calming measures after road death

**Decision:** Agreed to signage

Scheme 48 Westbury Road/Palmerston Road/Buckhurst Hill

Review of all traffic measures put in place, advised that a police telephone number was also needed regarding a recent accident.

**Decision:** Agreed to a Feasibility Study

**(vii) Waltham Abbey North East**

Scheme 42 Roundhills, Waltham Abbey

Elderly crossing sign

**Decision:** Agreed to signage

Scheme 73 Crooked Mile, Waltham Abbey

Pedestrian refuge

**Decision:** Forwarded to County Council Cabinet Member

Scheme 64 Crooked Mile, North of Saxon Way and/or Crooked Mile, North of Monkwood Avenue, Waltham Abbey

Signal controlled crossing (s)

**Decision:** £5,000 feasibility study

**(viii) Epping Lindsey and Thornwood Common**

Scheme 14 (IT397) Epping High Street, Southern end

Congestion management

**Decision:** Look at in 2013/14

Scheme 35 Coopersale Common, Epping

Pedestrian refuge

**Decision:** Agreed

**(ix) Ongar and Rural**

Scheme 108 A113 Ongar Road, Abridge

Access to Hillmans Cottages

**Decision:** Agreed

Scheme 109 A113 Ongar Road, Abridge

Access to Stapleford Airfield

**Decision:** Agreed

Scheme 110 A113 London Road junction with Shonks Mill Road

Junction improvements

**Decision:** Agreed

Scheme 111 A113 Romford Road, Bridge Farm

Flooding at bridge

**Decision:** Agreed

Scheme 112 A113 London Road

Vehicles over taking within village

**Decision:** Agreed

Scheme 113 Bridge Road, Moreton

HGV restriction on bridge

**Decision:** Agreed

Scheme 114 Church Road, Moreton

Vehicle activated sign outside school

**Decision:** Agreed

Scheme 115 Pedlars End

New footway

**Decision:** Agreed

Scheme 118 A414 Chelmsford Road, High Ongar (adjacent 'Milestones')

Safety review

**Decision:** Agreed

Scheme 119 Mill Lane

Relocate not suitable for HGV's sign to Hallsford Bridge Road

**Decision:** Agreed

**List Regarding Summary of Scheme Recommendations and Costs**

(x) Loughton Central

Safety Scheme 23 Manor Road j/w Tomswood Road, Chigwell

One way system along Beech Lane, giving traffic flow from A104 to High Road

**Decision:** Agreed

Safety Scheme 24 Gravel Lane, Chigwell

Build outs

**Decision:** Agreed

Safety Scheme 26 Outside Patsalls, Pudding Lane, Chigwell

Kerb the Bennett island. Landscape either flowerbed or flower tubs, to clean up eyesore, stop obtrusive parking and create a focal point

**Decision:** Agreed (requested pre-winter)

Scheme (IT836) The Broadway, Loughton

**Decision:** Agreed

**School Crossing Patrol Sites**

**(xi) Waltham Abbey North East**

Scheme 7 10408 Upshire Primary School

Replace patrol plate with school plate close to school

**Decision:** Agreed

**(xii) Loughton Central**

Scheme 5 10404 Hereward Primary School

Parking restrictions opposite school to prevent parking on patrol site

**Decision:** Agreed

Vicarage Lane

**Decision:** Members advised officers that if the budget for this scheme came up at less than £30,000, then proceed.

**(xiii) Loughton**

Scheme 6 10407 Thomas Willingale Primary School

Extend school keep clear markings to bus stop

**Decision:** Agreed. No entry 7.30a.m. – 9.30p.m.

**(xiv) Roydon**

Scheme 3 10413 Roydon Primary School

Extend school keep clear markings

**Decision:** Look at in 2013/14

**(xv) North Weald and Nazeing**

Scheme 3 Minor Schemes List (IT353) B1393 High Road/Theydon Road, Epping

Extend school keep clear markings

**Decision:** Agreed

**Bus Stops/Route Improvements**

**(xvi) Buckhurst Hill**

Scheme 1 Bus Stop 150042018002, The Green, Palmerston Road, Buckhurst Hill

Installation of a new metal shelter, plus raised kerbs and dropped kerbs

**Decision:** Deleted

Scheme 2 Bus Stop 1500BUCKPALM, The Green, Palmerston Road, Buckhurst Hill

Installation of a new metal shelter, plus raised kerbs and dropped kerbs

**Decision:** Deleted

**(xvii) Epping Hemnall**

Scheme 3 Bus Stop 1500CPSALE1b, Coopersale Turn, Epping Road, Epping

Install new wooden bus shelter

**Decision:** Agreed

**24. HIGHWAYS RANGERS**

The Panel was advised that the Highways Rangers scheme was in operation. Officers said that enquiries, following analysis by technical officers were passed onto the appropriate Highways Engineer who then referred it to the Rangers.

Members asked about vegetation growing over footpaths and the health and safety implications for this. The Rangers could work safely from the verge, officers could serve notice on the landowner if they didn't comply.

**25. WINTER SERVICE PREPARATIONS**

Essex County Council was currently encouraging Parish/Town Councils to participate in the Salt Bag Partnership. Each Parish/Town Council within the Partnership was being given one ton of salt for use on important pavements.

Not many of the Parish/Town Councils took part in the scheme. It was reported that:

1. There were not enough storage facilities for the salt.
2. There were not enough salt bins. Parish/Town Councils that had them reported that most bins were unusable and in a state of disrepair.
3. There were difficulties in manning the scheme.

County Councillor J Knapman advised that Chigwell Parish Council has a scheme for converting grass cutting vehicles to clearing snow. He agreed to pass on details to the Panel Chairman for circulation to Members.

**26. ANY OTHER BUSINESS**

The Chairman advised that a member of the North Essex Parking Partnership would be present for the next Panel meeting. A guest would also be arranged to discuss the installation of Bus Shelters and explain how Section 106 worked in relation.

Councillor J Knapman suggested that a bigger pot should be created by the divisions for the larger schemes. He suggested that every division put in £20,000 of their budget and a priority list be created. County officers commented that other Panels do not split their budgets into divisions and schemes were prioritised.

**27. DATE OF NEXT MEETING**

The next meeting was scheduled for 1 November 2012 at 7.00 pm in the Council Chamber.

**CHAIRMAN**