

Scrutiny Standing Panel Agenda



Safer, Cleaner, Greener Scrutiny Standing Panel Monday, 28th October, 2013

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

**Committee Room 1, Civic Offices, High Street, Epping
on Monday, 28th October, 2013
at 7.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Adrian Hendry, Office of the Chief Executive
email: democraticservices@eppingforestdc.gov.uk Tel:
01992 564246

Members:

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

SUBSTITUTE NOMINATION DEADLINE:

18:30

1. APOLOGIES FOR ABSENCE

2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

(Head of Research and Democratic Services) 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 2nd April 2013.

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. CCTV 3 YEAR ACTION PLAN (Pages 19 - 22)

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

RECOMMENDATION:

To consider, comment on and note the proposed CCTV three year Action Plan.

7. SCG STRATEGY - ENFORCEMENT ACTIVITY (Pages 23 - 30)

To consider the attached SCG enforcement activities for winter 2012/13 and summer 2013.

8. BOBBINGWORTH FORMER LANDFILL SITE LOCAL LIAISON GROUP - MINUTES (Pages 31 - 34)

To note the attached set of minutes for 27 March 2013.

9. EFDC GREEN CORPORATE WORKING PARTY MINUTES - 2 SEPTEMBER 2013 (Pages 35 - 36)

To note the attached set of minutes for 2 September 2013.

10. NORTH ESSEX PARKING PARTNERSHIP - JOINT WORKING COMMITTEE MINUTES (Pages 37 - 66)

Please find attached the NEPP minutes for:

- 18 October 2012;
- 13 December 2012;
- 14 March 2013; and
- 20 June 2013.

11. WASTE MANAGEMENT PARTNERSHIP BOARD DRAFT MINUTES (Pages 67 - 70)

To consider the attached draft set of minutes for the Waste Management Partnership Board meeting dated 15 July 2013.

12. LEISURE MANAGEMENT CONTRACT MONITORING BOARD MINUTES (Pages 71 - 76)

To consider the attached draft minutes for the Leisure Management Contract Monitoring Board meeting for 29 August 2013.

13. INTER AUTHORITY AGREEMENT MEMBER WORKING GROUP MINUTES (Pages 77 - 80)

To note the minutes of the IAA Member Working Group dated 30 January 2013.

14. LOCAL HIGHWAYS PANEL MINUTES (Pages 81 - 146)

To note the minutes from the Local Highways Panel for their meetings held on 28 February, 11 April, 6 June and 5 September 2013.

15. 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.

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**EPPING FOREST DISTRICT COUNCIL
NOTES OF A MEETING OF SAFER, CLEANER, GREENER SCRUTINY STANDING
PANEL
HELD ON TUESDAY, 2 APRIL 2013
IN COMMITTEE ROOM 1, CIVIC OFFICES, HIGH STREET, EPPING
AT 7.30 - 8.55 PM**

Members Present:	Mrs J Lea (Chairman), Mrs M Sartin (Chairman of the Council) (Vice-Chairman), Mrs H Brady, Mrs T Cochrane, L Girling, G Mohindra, Mrs P Smith and P Spencer
Other members present:	G Waller
Apologies for Absence:	K Avey, Ms Y Knight and S Murray
Officers Present	J Gilbert (Director of Environment and Street Scene), J Nolan (Assistant Director (Environment & Neighbourhoods)), C Wiggins (Safer Communities Manager), J Harding (Partnership Analyst) and A Hendry (Democratic Services Officer)

45. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)

The Panel noted there were no substitute members.

46. DECLARATIONS OF INTEREST

No declarations of interest were made.

47. NOTES OF THE LAST MEETING

The notes of the 12 February 2013 meeting were agreed as a correct record.

48. TERMS OF REFERENCE AND WORK PROGRAMME

Terms of Reference

1. The Panel considered their Terms of Reference (ToR) on the Safer Cleaner Greener initiative development programme (ToR item 1, i, ii & iii) and if they were broad enough to cover the Environmental Agency brief. It was agreed that officers would review them.

2. The Panel would also like the minutes of the Police and Crime Panel to be added to their Terms of Reference. Officers agreed that they should be added to the ToR and the main O&S Committee would be asked to agree this at their next meeting.

Work Programme

1. They noted that item 21 on their work programme, review of waste contract ahead of procurement, was a duplication of what the Portfolio Holder Advisory Group

did. As such, it was proposed that this be deleted from their work programmes as a duplication of work. This was agreed by the Panel.

2. It was noted that a meeting with the Fire and Rescue Services was still to be arranged when possible.

49. REVIEW OF EA FLOOD MANAGEMENT OF RIVER RODING

The Panel noted the written update on the River Roding Flood Management Strategy. The strategy was not yet in place and therefore the full implications were not yet known.

It was noted that the Environmental Agency (EA) had formally signed off on the proposals for withdrawing maintenance, constructing a large flood storage area at Shonks Mill and managing surface water in Redbridge.

The EA was also drafting a 'post adoption statement' which would explain the processes to put their proposals in place. This would give the Council a better indication of the timescales involved.

The Panel noted that the EA must follow a formal protocol when it withdraws maintenance and undertake a six month 'communication period'. As the EA had not yet commenced this period it would be that any maintenance withdrawal was at least two and a half years away.

When a 'post adoption statement' was released by the EA and more details were known, a further update would be presented.

50. CSP STRATEGIC ASSESSMENT REPORT AND REVIEW OF CSP SCRUTINY MEETINGS

The Panel took agenda items 7 (Community Safety Partnership Strategic Assessment) and item 8 (Review of Community Safety Partnership Scrutiny) together as they were interlinked.

The Strategic Assessment was produced by the Community Safety Partnership (CSP) every year, setting out the priorities for the forthcoming year.

The Partnerships key priorities for 2013/14 were:

- (1) Domestic Abuse;
- (2) Theft from Motor Vehicles;
- (3) Anti-Social Behaviour; and
- (4) Burglary Dwellings (including attempts).

The Partnership Plan included their key priorities and how they were going to achieve them.

It was noted that for future years it was the officers intention to join these two reports together into one report.

Councillor Spencer asked about the Strategic Intelligence Assessment. It mentioned both Buckhurst Hill and Buckhurst Hill West, why was that. He was told that it depended on how the database was searched, the areas were defined by the Police System.

Councillor Girling asked what the PCC budget allocation for this year would be for the CSP. He was told that we would get the same as last year. We also had to bid for this £21,800 and appear to have been successful. We would also be bidding for extra funds later on in the year. It should be noted that we have got all the money that we had bid for and that not all authorities achieved that.

Councillor Smith said it was helpful to hear that funding was in place. She would like to know how strong the membership of the Community Safety Partnership was and would it be at risk if it could not fulfil all its obligations. She was told that the key part of the partnership was between the Council and the police force. The Fire Brigade had moved further away from the partnership, the probation and public health authorities attend some meetings but other services did not. They have been reminded that they need to turn up at the partnership meetings as they were needed to make the partnership stronger. Councillor Waller agreed it would be helpful for the Panel to convey their concerns about this. Councillor Lea asked that the officers relay the Panel's concerns about attendance at the Partnership meetings.

Councillor Smith added that it would be better to have the partners input into the new joint report for next year.

Councillor Mohindra noted that the Home Office Community Safety Fund had dropped dramatically over the last five years, from £151,697 in 2008-09 to £10,000 in 2012-13. Were we getting funding from other areas? Caroline Wiggins, the Communities Safety Manager, said that it was getting harder to find funding at present. They were chasing funding but had not been very successful. Mr Gilbert added that they were building strong working relationships with the PCC from where we would get some of our future funding. Councillor Stallan said that the priorities were in line with the other CSPs in the County. Was there funding for the priorities for the coming year? Mrs Wiggins said that they had received money for these priorities and they were safe for this year.

Councillor Girling commented that we have a lot of external stakeholders involved with us; were we steering them to external funding opportunities. He was told that officers were steering them to other organisations and charities. For example the Crucial Crew now get funding from the High Sherriff funds and get Grant Aid from us.

Councillor Girling said that a lot of the completion dates for the initiatives read as ongoing, should there be a final date put in? Mrs Wiggins said that originally the Home Office designed these as three year plans and so would not have a completion date as yet. They did get feed back from them as they went along.

Councillor Spencer asked how many Anti-Social Behaviour investigators did we have and was told that we had two officers in post at present.

Councillor Smith said that the Panel should acknowledge the Safer Communities Team and the work that they do. They are now embarking onto uncharted waters and we should be proud of our team and the work they do. Councillor Waller added one of their success stories was the work that they had done on Anti-Social Behaviour and in terms of value for money they did a fantastic job. Councillor Girling asked if they were going to be promoted in the Forester. Mrs Wiggins said it would be in the Council Bulletin; leaflets were also being prepared.

Jim Nolan, the Assistant Director Environment and Neighbourhoods, referring to agenda item 8, review of Community Safety Partnership Scrutiny meetings, noted

that there were usually two partnership meetings a year, but it proved difficult to get other partners involved and restricted the time available at the remaining meetings for non community safety issues to be considered. Because of this officers were recommending that this was reduced to just one meeting a year and this was to be held at the beginning of the Council year, with hopefully different partners attending. This was agreed by the Panel.

RESOLVED:

- (1) That the Community Safety Partnership Strategic Assessment for 2013/14 be noted;
- (2) That only one Scrutiny Panel meeting to scrutinise the Community Safety Partnership be held per year; and
- (3) That this scrutiny meeting be held on the first meeting of the Panel to enable it to review the Community Safety Partnership Strategic Assessment and plans for the forthcoming municipal year.

51. HIGHWAY ACCIDENT STATISTICS

Members received a report on Highways Statistics from the County Highways department. As Essex Highways operated on a pan-Essex basis, rather than prioritising one particular district. Their priorities for Killed or Seriously Injured (KSI) in Essex were:

- (a) Powered 2 wheeled;
- (b) Young car drivers; and
- (c) Pedestrians

which accounted for 20%, 18% and 15% respectively of the 630 KSI recorded in Essex in 2011.

In respect of this District, there were 83 KSI in 2011, comprised of:

- (a) 17 powered 2 wheeled (20%);
- (b) 10 young car drivers (12%); and
- (c) 15 pedestrians (18%)

Members wondered why the priorities excluded cyclists.

Officers noted that there was not as much data in the report as they would have liked and would hopefully have better statistics in future reports. Councillor Girling noted that they have been asking for this for some time and were disappointed at the level of detail. They would like to see 'hot spot maps' on where the accident happened and what subsequent action had been taken.

Councillor Smith noted that we now have a Highways Panel and that sat behind any requests from Members. She was not sure what was to be done with the information contained in this report. Would it go to the Highways Panel? Mr Gilbert replied that County used the figures, but they were outside the remit of the Highways Panel. However, it was EFDC that needed more detailed information. He could ask County to explain how they do their assessments and maybe ask them here to explain how they work. This was agreed by the Panel.

RESOLVED:

1. That the Highways Accident Statistics provided by Essex Highways be noted; and

2. That the relevant county officers be invited to a Panel meeting to explain how they compile their accident figures.

52. SUSTAINABILITY UPDATES

The Panel received a report updating them on the work of the Environmental co-ordinator. They noted that:

- The Green Corporate Working Party had instigated a review of the Council's commercial waste disposal arrangements and it was found that all waste from the Civic Offices' compactor was sent to landfill;
- A temporary contract had been entered into with SITA for the recycling of the Civic Offices commercial waste;
- A trial for food waste was to begin by the end of March 2013 in certain council offices;
- An initial draft of the corporate carbon reduction strategy was completed some time ago, but this has not been officially adopted as yet because of new requirements for local authorities that may be included; and
- Measuring and reporting the Council's greenhouse gas emissions under the government requirement was ongoing and the deadline for publishing the 2012-2013 report was the end of June 2013.

Members of the Panel asked that in future a member from the relevant department should be in attendance to answer any questions raised by this type of report.

RESOLVED:

1. That the report of the Environmental Co-ordinator be noted; and
2. That a member of the relevant department should be in attendance for future reports to answer any questions raised.

53. EFDC GREEN CORPORATE WORKING PARTY MINUTES - 3 DECEMBER 2012

The Panel noted the minutes of the EFDC Green Corporate Working Party for 3 December 2012. They again asked that a relevant officer should be in attendance to answer any questions that may arise on green waste.

54. INTER AUTHORITY AGREEMENT MEMBER WORKING GROUP MINUTES

The Panel noted the minutes of the Inter Authority Agreement Member Working Group held on 29 November 2012. Members noted that:

- A transfer station was to be constructed in Harlow. This would be important for us and our new waste contract and should generate some cost savings as all our waste would go to the new transfer station and would not have to be taken many miles away to the landfill sites, thus saving on the wear and tear on waste disposal trucks;
- The Commercial Waste Policy update which was pressing for the council to offer a trade waste collection service. This had always been difficult for us to do as we contract out our service and may end up competing against our service providers. We will be talking to our contractors about this when the new contract came into force.

Asked if we would have to pay for the use of the transfer station Mr Gilbert said that we would not. The transfer station would be opened in a year's time.

Councillor Brady asked if the business rates covered waste collection and was told that it did not. At the end of the day it was a commercial decision and at present the waste recycling business was at a low ebb.

55. NORTH ESSEX PARKING PARTNERSHIP MINUTES

The Panel noted the minutes of the North Essex Parking Partnership Joint Committee for On-Street Parking for 4 October 2012.

Noted that Councillor Waller would be attending another meeting of this parking partnership on 10 April when he would be proposing a further 9 parking schemes. They had also agreed to a CCTV vehicle to tackle problems of parking and safety at various sites, it would prioritise schools. They were presently going through the procurement exercise for the vehicle. He was happy for members to let him know of any problem areas.

Councillor Smith noted that the accounts for 11/12 was approved at the October meeting. Did we still continue to get a good deal out of the partnership. Councillor Waller replied that they had been concerned about North Essex Parking Partnership's (NEPP) performance in terms of the issue of Penalty Charge Notices in Epping Forest as the number had fallen very substantially in recent months. NEPP Civil Enforcement Officers were spending too much of their time travelling to and from their base in Latton Bush, Harlow. An officer group had been set up to advise on the situation, which was now starting to improve. It had not been resources properly from the outset and had failed to generate as much income as anticipated. It was noted that joining NEPP had generated significant savings, so even if we had to contribute to NEPP that financial benefit would still exist.

Councillor Smith asked if we had an officer acting in an advisory role monitoring this work. She was told that we had two officers who did this and looked after our car parks and street furniture.

Councillor Girling asked if there was a summary of the NEPP meeting that could be had with any relevant statistics. He was told that the agenda for the March meetings would have that information in. Mr Gilbert added that we could ask our finance officers to review the income stream that was provided.

56. WASTE MANAGEMENT PARTNERSHIP BOARD MINUTES

The Panel noted the Waste Management Partnership Board Minutes for 5 November 2012, 7 January and 4 March 2013.

57. MINUTES OF THE LOCAL HIGHWAYS PANEL

The Panel noted the minutes of the ECC/EFDC Local Highways Panel Minutes for 28 January 2013. They noted that there were no time frames for the actions to be carried out in. They were informed that the Highways Panel had just been allocating jobs at their recent meetings. Councillor Girling noted that there would have to be two cost elements in the work to be done. One would be for the feasibility costs and then one for the actual cost of the works.

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

It should be reported to the Overview and Scrutiny Committee that the Panel had asked for its Terms of Reference to be altered to enable it to consider the minutes of the Police and Crime Panel.

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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 one 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.
9. To monitor and review the minutes of the Police and Crime Panel.

Chairman: Cllr. Lea

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Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Lea)
Work Programme 2013/14

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	October 2013	Six monthly report to Panel	09 July 2013 (Cancelled);
(2) Enforcement activity	April 2014	Six monthly report to Panel	28 October 2013;
(3) CCTV action plan review	July 2013	Six monthly report to Panel – last went to January 2013 meeting.	07 January 2014;
(4) CCTV action plan review	January 2014	Six monthly report to Panel	11 February 2014;
(5) CSP scrutiny review meetings	April 2014	Report last went to April 2013 meeting	15 April 2014
(6) West Essex Local Policing Area Strategic Assessment	April 2014	Report last went to April 2013 meeting	Crime & Disorder Scrutiny meeting – July 2013 - cancelled
(7) Receive notes of Waste IAA Member meetings	As appropriate	Notes reported to Panel at first available meeting following receipt	
(8) Receive notes of Waste Management Partnership Board	As appropriate	Notes reported to Panel at first available meeting following receipt	
(9) Progress against Climate Local Agreement	July 2013	Six monthly report to Panel	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Lea)
Work Programme 2013/14

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(10) Progress against Climate Local Agreement	October 2013	Six monthly report to Panel – the Council has not yet signed up to the Climate Local Agreement and this still remains to be decided. Instead, Sarah Creitzman and Kassandra Polyzoides have worked on a charter of commitments that were more specific to EFDC. Sarah to carry this forward to Portfolio Holder and circulate amongst GCWP members for comment.	
(11) Progress against carbon reduction strategy	October 2013	Six monthly report to Panel – Once a charter of EFDC environmental commitments has been established and agreed, a strategy will need to be written based around achieving the aims that are signed up to.	
(12) Progress against carbon reduction strategy	October 2013	Six monthly report to Panel	
(13) Receive notes of Bobbingworth Nature Reserve liaison group	As appropriate	Notes reported to Panel at first available meeting following receipt	
(14) Recycling in flats and multi-occ dwellings	October 2013	Report last considered by July '12 meeting A verbal report will be given at the Oct meeting.	
(15) Monitor Local Highways Panel	As appropriate	Once established to keep a watching brief on the effectiveness of the new Local Highways Panel	
(16) Review notes of SLM contract monitoring board	As Appropriate	Notes reported to Panel at first available meeting following receipt	

Safer, Cleaner, Greener Standing Panel (Chairman – Cllr Lea)
Work Programme 2013/14

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(17) Receive notes of North Essex Parking Partnership (NEPP) minutes	As appropriate	Notes reported to Panel at first available meeting following receipt	
(18) Highway accident statistics	Info will be given to the Panel when available.	Report went to April 2013 meeting. A further detailed report and presentation from county officers was called for.	
(19) To consider the minutes of the Police and Crime Panel	As appropriate		

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TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
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	EFDC CCTV Delivery Plan 2013-2015
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Page 19	<p>Systems audit and further development of existing CCTV processes and procedures.</p> <p>Review of evidence gathering processes and further improve efficiency by updating the current CCTV request forms and point of transfer (POT) process. Refresh by giving all CCTV forms a makeover ensuring forms remain clear and user friendly. Forms include: re-deployable Requests, Covert operations, CCTV Outcomes forms, Destructions logs etc.</p> <p>Archiving of material into the central database.</p> <p>Visit all CCTV locations & grid reference each site and camera for future mapping on the Council's GIS system.</p> <p>Carryout housekeeping on CCTV computer drives in order to speed up efficiency of finding evidence and supporting documentation</p>	<p>Those currently responsible for individual CCTV systems.</p> <p>Security Industry Authority (SIA)</p> <p>Service directorates and managers</p> <p>Legal Services</p> <p>ICT</p> <p>Partners & stakeholders</p>	EXISTING	18 months or less	<p>CCTV Mapping completed May 2013</p> <p>Roll out revised CCTV request form Autumn 2013.</p>
<p>CCTV Maintenance Review.</p> <p>Continued effective maintenance contract in place for all EFDC controlled CCTV sites</p>	<p>Explore current maintenance contract and continue to improve on costs of servicing by exploring amalgamation of contracts, new technology and contractor competitiveness.</p>	<p>Budget holders</p> <p>Finance dept</p> <p>Partnership funds</p> <p>Procurement.</p> <p>Essex Hub Safer Communities Team</p> <p>Finance Dept</p>	EXISTING	24 months or less	<p>Current contractors up for review for service /maintenance contract in September 2013.</p> <p>Possibility to extend maintenance with existing contractor for a further one year.</p> <p>Summer 2014 complete new tender for CCTV maintenance for the next 2+1 years.</p> <p>Target deadline actions</p> <p>Clearly defined objectives</p>

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
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<p>Page 20</p> <p>Training & development</p>	<p>Deliver training package for all EFDC staff that have CCTV responsibilities through recognised companies such as Tavcom and in house trainers.</p> <p>Staff development training internally and externally.</p> <p>Deliver guidelines to external partners such as Essex Police on procedures for requesting of EFDC CCTV video images & stills</p> <p>Train Police officers on the use of EFDC equipment for special ops</p> <p>Identify those personnel who require SIA licences to use EFDC CCTV</p> <p>Give guidance to Town & Parish Councils within the District on responsibility and adoption of the new CCTV code</p>	<p>Security Industry Authority (SIA)</p> <p>Service directorates and managers</p> <p>Legal Services</p> <p>ICT</p> <p>Partners & stakeholders</p>	<p>EXISTING</p>	<p>24 months or less</p>	<p>Tavcom CCTV Foundation Course for new CCTV Support Officer – October 2013</p> <p>Staff development and training is ongoing and in some areas completed. Eg Adrian Petty now SIA licence qualified in CCTV.</p>
<p>Revised CCTV Code of Practice (CoP)</p>	<p>Adopt the Home Office's new Surveillance Camera Code of Practice as well as revising our own existing code.</p>	<p>Safer Communities Essex Police</p>	<p>EXISTING</p>	<p>12 months</p>	<p>New national Surveillance Camera Code of Practice released June 2013 by the Home Office.</p> <p>EFDC to adopt the code as part of the revision of existing code.</p> <p>To be reviewed on a regular basis.</p> <p>Adoption to start Autumn 2013</p> <p>Safer Cleaner Greener Scrutiny Panel to review.</p> <p>Home Office review of code and its expansion in 2015.</p>
<p>Partnership working</p>	<p>Link CCTV systems at Loughton, Epping and Debden Broadway to Force Control Room at Chelmsford Police HQ</p>	<p>CCTV Team Kent & Essex Police IT projects team.</p>	<p>EXISTING</p>	<p>24 months or less</p>	<p>Regular partnership working</p> <p>Staff Feedback</p> <ul style="list-style-type: none"> Essex CCTV user Group re - set up initial meeting. CCTV Mobile Partnership Vehicle training. National CCTV user group membership continued.

TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
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	<p>Communications through various mediums such as: CCTV Presentation workshops with partners, Councillors and other agencies where appropriate</p> <p>School visits to present CCTV, through new Crucial Crew Scenarios</p> <p>Resurrect the Essex CCTV Users Forum</p>	<p>Training groups and Facilitators</p> <p>EFDC Brentwood Borough Council.</p>			<ul style="list-style-type: none"> District Police to have EFDC CCTV presentations providing capability and service information <p>Working with local town councils providing the expertise and knowledge to ensure they run compliant CCTV systems</p> <p>Continue to working with local businesses in the night time economy providing advice on running effective and compliant CCTV.</p> <p>Consultation around new system upgrade to be installed in Loughton High Road.</p>
<p>Identify future location for CCTV control room.</p>	<p>Feasibility study based on current CCTV room being rapidly outgrown by the CCTV provision.</p>	<p>Service Managers I/T Property services</p>	<p>Additional funding required</p>	<p>36 months ongoing</p>	<p>Projected growth study.</p> <p>Identify optional locations (within Civic Offices or other Council outbuildings).</p>

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<p>Web Site Development for CCTV</p>	<p>Create web pages dedicated to EFDC's public space CCTV.</p> <p>Pages to include public documents such as CCTV Code of Practice.</p> <p>CCTV Locations.</p>	<p>IT dept SCT</p>		<p>24 months</p>	<p>Visit other Councils CCTV web sites to gather creative ideas.</p>
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<p>Continuous Improvement to CCTV infrastructure through development projects.</p>	<p>Keeping up to date with new market technology.</p> <p>Pilot new equipment.</p> <p>Identify locations requiring improvements to infrastructure.</p>			<p>24 months</p>	<p>Langston Road upgrade 2013</p> <p>Loughton High Rd (2 Phase) 2013-14</p> <p>Coopersale 2013</p> <p>Buckhurst Hill, Queens Rd, Lower Queens shops and car park. 2013-2014</p> <p>All EFDC Car Parks. 2014-15</p> <p>Careline Scheme improvement works 2014-15</p> <p>Limes farm Estate 2014-15</p> <p>Epping High St Extension 2014-15</p>
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TASK	HOW	WHO	RESOURCES	WHEN	MONITORING MILESTONES & SUCCESSES
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<p>Remote Access Capability</p> <p>Page 22</p>	<p>Carryout feasibility studies</p> <p>Investigate suitable products to meet need through expertise of supplier and ICT</p> <p>Implement trials & demonstration periods where possible</p>	<p>ICT services Contractors/suppliers Safer communities dept Essex Police Budget Constraints</p>		<p>36months</p>	<p>Project and equipment performance studies in conjunction with suppliers and ICT</p> <p>Feasibility study for new wireless and fibre links 2014</p> <p>ICT support ongoing</p> <p>Remote access solutions to identify – 2014-15</p> <p>Remote access capability to at least 20 of the 35 sites Pilot schemes set up in designated areas</p> <p>Record results though audit trails</p> <p>Identify best way forward</p> <p>Reduction of labour costs</p> <p>Equipment downtimes reduced</p> <p>Improved security of system</p>
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Safer Cleaner Greener Strategy - Enforcement Activities

Table 1: Activity recorded by Environment & Neighbourhood Officers (ENO) - Winter 2012/13 (1st October 2012 to 31 March 2013) and previous 6 monthly data.

Activity recorded by Environment & Neighbourhood Officers (ENO)	Winter 2012/13	Summer 2012	Winter 2011/12	Summer 2011
	01/10/12 to 31/03/13	01/04/12 to 30/9/12	01/10/11 to 31/03/12	01/04/11 to 30/9/11
Reactive enforcement work related to a specific fly-tipping incident (code 01FP)				
Number of fly-tipping incidents reported to the Council (codes 01FP & 01SC)	862	858	498	630
Incidents investigated (01FP with code EF01)	575	483	349	382
Warning/Enforcement letter sent (01FP with code EF03)	147	108	73	62
Statutory notice (01FP with code EF02)	33	8	4	6
Prosecution (01FP with code EF05)	5	6	3	4
Formal Caution (01FP with code EF06)	3	2	0	0
Proactive fly-tip related enforcement work (code ENFO)				
Investigation (ENFO with code EF01)	177	193	116	181
Warning/Enforcement letter (ENFO with code EF03)	141	85	94	77
Statutory notice (ENFO with code EF02)	27	11	53	6
Stop and Search (ENFO with code EF08) (see note 1)	1	0	31	6
Prosecution/caution not related to a specific fly-tip (ENFO with code EF05/06)	1	0	0	1
General enforcement work dealt with by ENO (not including fly-tipping detailed above)				
Total enquiries/complaints dealt with by ENO team	807	1018	706	945
1. Noise (total)	558	741	555	794
1.1 Out of hours noise service complaints included in above total	167	344	215	320
2. Bonfires (domestic and commercial)	49	75	64	103
3. Street Trading	22	11	24	39
4. Licensing consultation (see note 2)	78	122	18	15
Fixed Penalty Notices (FPN) (Dog Fouling, Litter, Waste receptacle offences)				
FPN income (£)	535	250	360	1575

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 summer 2012. It is hoped that these will re-commence in 2013/14.
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 winter 2012/13**Fly-tipping incidents**

All incidents of fly-tipping reported to the Council are recorded (862). 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 (575), prior to clearance.

Most incidents were on Council land (383), predominantly Council housing land, often due to householder's poor waste management rather than fly-tipping by somebody unrelated to the area e.g. bulky items deposited in bin stores, contaminated recycling bags etc. The second largest category was highway land (379). These two land types accounted for 88% of the reported incidents. The Environment & Neighbourhood team intend to continue 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).

We have recently published articles in the Council's Forester magazine and business briefing (and have drafted a similar article for the Council's Housing news) to promote residents and businesses taking responsibility for their waste and avoid breaking the law. As well as educating residents, to avoid waste getting into the hands of potential fly-tippers and to promote residents disposing and storing their own waste correctly, the ENO team will be continuing to prosecute offenders and issue press releases to deter offenders.

Fixed penalty notices (FPN)

Pre-arranged operations to target littering offenders have been carried out across the district. 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.

Twelve fixed penalty notices were offered in this period for littering and failure to comply with a notice requesting the correct waste receptacle to be used, resulting in an income of £535.

Taxi Licensing Enforcement

On Friday 7 December 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 03.30am. 11 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. A driver of a suspected unlicensed taxi was subsequently invited to attend a formal interview. He failed to attend, but has subsequently ceased allegedly operating in the district. The driver appeared to be receiving work directly from door staff of a licensed property in Loughton. This now appears to have ceased.

A further evening operation on Saturday 23 March 2013 was cancelled due to snow and is due to be re-arranged.

Prosecution/caution details

1. 5 October 2012 - A visitor to the district from Kent was issued with a formal caution for depositing waste in and around communal bins serving residents in Oakley Court, Loughton.
2. 12 October 2012 - A resident of Brooklyn Court, Loughton was issued with a formal caution for failing to comply with their household duty of care, leading to waste being fly-tipped in Church Lane, North Weald.
3. Evidence gathered by the Council's Environment & Neighbourhood team led to a case heard in Chelmsford Crown Court on 25 & 26 October 2012. Adam Southall was found guilty of causing controlled waste to be fly-tipped on land at Weald Hall Lane Thornwood Essex. He was subsequently fined £735, ordered to pay a victim surcharge of £15 and to pay a contribution towards the Council's prosecution costs of £2,250, making a total of £3000.
4. 3 December 2012 - A resident of the Broadway, Loughton was issued with a formal caution for depositing waste wood in the bin storage area serving residents of the Broadway, Loughton.
5. 3 December 2012 – An owner of a business in the Broadway, Loughton was issued with a formal caution for fly-tipping commercial waste in and around bins provided for residents in the Broadway.
6. Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 8 January 2013. Mr. Ben Gan Chapman - Ozcam of Eastern Avenue Romford pleaded guilty to three offences in relation to some fly-tipped waste on garage land at Bushfields Loughton. He was fined a total of £1,500 and ordered to pay £1006.73 towards the Council's prosecution costs, which included £108.41 clearance costs.
7. Evidence from an Environment & Neighbourhood officer enabled the London Borough of Waltham Forest to link a fly-tipper to a business in Loughton Way, Buckhurst Hill. The case was heard in court on 15 Jan 2013 resulting in a £500 fine, £900 costs and £15.00 victim surcharge.

8. 30 January 2013 – A resident of Collard Avenue Loughton was issued with a formal caution for failing to comply with their household duty of care, leading to waste being fly-tipped in Roding Road, Loughton.

9. Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 20 March 2013. Mr. Zeshan Ali of Hillside Gardens Walthamstow pleaded guilty to fly-tipping waste (about 5 recycling bags) in Luxborough Lane Chigwell. He was fined a total of £75 and ordered to pay £200 towards the Council's prosecution costs.

10. Fly tipping around communal waste bins at Oakley Court Loughton led to Miss Nyree Hilton being fined £25 and ordered to pay £25 towards the Council's prosecution costs in Chelmsford Magistrates Court on 20th March 2013, for failing to reply to a formal request for her to answer questions in relation the incident made under Section 108 of the Environment Act 1995.

Safer Cleaner Greener Strategy - Enforcement Activities

Table 1: Activity recorded by Environment & Neighbourhood Officers (ENO) – summer 2013 (1st April 2013 to 30 September 2013) and previous 6 monthly data.

Activity recorded by Environment & Neighbourhood Officers (ENO)	Summer 2013 01/04/13 to 30/9/13	Winter 2012/13 01/10/12 to 31/03/13	Summer 2012 01/04/12 to 30/9/12	Winter 2011/12 01/10/11 to 31/03/12
Reactive fly-tip work in response to an incident				
Number of fly-tipping incidents reported to the Council (codes 01FP & 01SC)	773	862	858	498
Incidents investigated (01FP with code EF01)	554	575	483	349
Warning/Enforcement letter sent (01FP with code EF03)	104	147	108	73
Statutory notice (01FP with code EF02)	11	33	8	4
Prosecution (01FP with code EF05)	7	5	6	3
Formal Caution (01FP with code EF06)	2	3	2	0
Proactive waste/fly-tip work				
Investigation (ENFO with code EF01)	184	177	193	116
Warning/Enforcement letter (ENFO with code EF03)	55	141	85	94
Statutory notice (ENFO with code EF02)	8	27	11	53
Stop and Search (ENFO with code EF08) (see note 1)	6	1	0	31
Prosecution/caution not related to a specific fly-tip (ENFO with code EF05/06)	1	1	0	0
Other non fly-tipping work				
Total enquiries/complaints dealt with by ENO team (excluding above)	1248	807	1018	706
Selected data:				
1. Noise (Out of hours noise service complaints included in total)	893 (298)	558 (167)	741 (344)	555 (215)
2. Bonfires (domestic and commercial)	109	49	75	64
3. Street Trading	9	22	11	24
4. Licensing consultation (see note 2)	146	78	122	18
5. Other (Light nuisance, littering, land clearance, flyposting, other licensing work)	91	100	69	45
Fixed Penalty Notices (FPN) (Dog Fouling, Litter, Waste receptacle offences)				
FPN income (£)	420	535	250	360

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 summer 2012. A series of Stop/Checks are planned for October 2013 as part of a Burglary Week of Action.

2. Increase in summer 2012 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 2013

Fly-tipping incidents

All incidents of fly-tipping reported to the Council are recorded (773). 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 (554), prior to clearance.

Most incidents were on Council land (341), predominantly Council housing land, often due to householder's poor waste management rather than fly-tipping by somebody unrelated to the area e.g. bulky items deposited in bin stores, contaminated recycling bags etc. The second largest category was highway land (287). These two land types accounted for 81% of the reported incidents.

The Environment & Neighbourhood team continue to pursue fly-tippers through the courts.

Mr. Panayiotis Panayi pleaded guilty in Chelmsford Magistrates Court on 11 June 2013 to depositing waste otherwise than as authorised by a waste management permit. He was fined £750 and ordered to pay the Council's prosecution costs of £621.

Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 9th July 2013. Mr. Raymond Tunstall of Fairview Close Walthamstow pleaded guilty to an offence of knowingly causing some waste to be fly-tipped on land at Burton Road Loughton. He was fined £300 and ordered to pay the Council's prosecution costs of £1210.

On 16th July 2013 Mr Andrew Way of Belvedere Road Leyton was fined £250 and ordered to pay the Council's prosecution costs of £1843 which included clear up costs of £300 after pleading guilty to eight offences in relation to some fly-tipped waste on land at the rear of the shops in Loughton Way Buckhurst Hill.

On 13 August 2013, Ms. Moji Allison of 472 Limes Avenue Chigwell pleaded guilty to the offence of fly-tipping approximately 34 black bin bags of waste on land next to the Yellow Block of flats on the Limes Farm Estate Chigwell. The Magistrates gave her a 12 month conditional discharge and taking into account her financial position, awarded a contribution towards the Council's prosecution costs of £150.

Household duty of care

Ms Susan Morey, aged 56, of Pancroft, Abridge, was given a 12 month conditional discharge and ordered to pay the waste removal costs of £92.23 after she pleaded guilty to failing in her "household duty of care", by not taking all such measures available to her as were reasonable in the circumstances, to secure that the transfer of waste from her property was only to an authorised person. She was prosecuted on 14 May 2013 after fly-tipped waste had been found which was traced back to her.

On 23 August 2013 a resident of Higham View, North Weald, received a formal caution for failing in her household duty of care, which led to a small amount of her waste being fly-tipped in a car park in Greensted Road, Ongar.

Failure to co-operate with an investigation into a fly tipping incident

On 3 September 2013 Karen Booth of Winters Way Waltham Abbey failed to attend at the hearing relating to an offence of failing to respond to a statutory notice served on her under section 108 of the Environment Act 1995 requiring her to supply information in relation to a large quantity of fly-tipped waste on land at the rear of her property. She was fined £400 and ordered to pay the Council's prosecution costs of £184.

Fixed penalty notices (FPN)

Pre-arranged operations to target littering offenders have been carried out across the district. 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.

11 fixed penalty notices were offered in this period for littering and failure to comply with a notice requesting the correct waste receptacle to be used, resulting in an income of £420.

Officers are working toward the Council participating in a County wide litter prevention campaign in partnership with McDonalds in 2014.

Noise

At a trial on 24 July 2013, Ms Chrissie Holyoak (aged 53) of 36 Boxted Close Buckhurst Hill was fined a total of £150 and ordered to pay a contribution towards the Council's prosecution costs of £500 after being convicted of eight breaches of a Noise Abatement Notice served on her on 4 April 2013. She had pleaded not guilty to all eight offences in relation to playing music at her property on various occasions between 8 April and 20 May 2013, witnessed by the Councils Environment & Neighbourhoods team.

The Magistrates made a forfeiture order in respect of the equipment used by Ms. Holyoak to breach the noise abatement notice, which had been seized at the property by Council officers on two occasions.

An Anti-Social Behaviour Order (ASBO) on conviction was also made against Ms Holyoak prohibiting her from causing harassment alarm and distress to others by playing loud music and amplified sounds and from bringing any equipment onto her property capable of causing the statutory nuisance. An interim ASBO had been made by the Court at an earlier hearing.

Officers have now witnessed a further four breaches of the noise abatement notice and ASBO. Ms Holyoak is due to attend court on 22 October 2013 to enter a plea for these incidents. The Council's Housing Management are also pursuing proceedings to evict their tenant.

The Kings Oak Hotel in High Beach, Sheesh in Chigwell and The Sultan in Waltham Abbey have recently been served with noise abatement notices to control music and amplified sound to reasonable levels. All these premises had been given a warning and advice in the recent past to avoid causing a noise nuisance. Notices were served after the duty noise officer responded to a complaint and witnessed loud music coming from these properties. Similarly a resident of Fairways, Waltham Abbey was served with a noise abatement notice on 11 September 2013. The noise team aim to resolve complaints informally where possible, but are duty bound to serve a notice when satisfied that a nuisance exist or is likely to occur.

On the 10 September 2013 the Environment & Neighbourhood Team applied to extend an ASBO served on Mr D Bicker of 5 Clifton Road, Loughton. After consideration the Magistrates found that all three elements of the original ASBO had been breached since its imposition two years ago. They extended the current ASBO for a period of two years until 13 September 2015. Mr Bicker is currently being held at Chelmsford prison after being arrested by the police for allegedly breaching the ASBO.

Taxi & Licensing checks

On 15 May and 21 June, officers carried out evening checks on taxis and visited a number of licensed premises in Loughton, to check on licence conditions. Officers also checked to ensure that all door staff were Security Industry Authority (SIA) authorised. The Royal Oak in Forest Road, Loughton has recently been refurbished and required some follow up work to check on compliance, but in general the licensed premises were complying with conditions and all the door staff were SIA authorised.

On Saturday 7 September 2013, officers carried out evening checks on taxis and visited a number of licensed premises in Waltham Abbey to check on licence conditions. In general the licensed premises were complying with conditions although one property was found to have an excessive number of gaming machines without the necessary permit. This is currently being followed up.

Street trading without consent

Evidence gathered by the Council's Environment & Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 14 May 2013. Mr. James Mattock of The Gables Ongar pleaded guilty to nine offences of street trading in the car park at Billie Jeans Public House in Epping High Street between 29 November 2012 and 19 December 2012 by exposing or offering Christmas trees and other similar decorative items for sale without having a Street Trading Licence. He was fined a total of £900 and was ordered to pay a contribution towards the Council's prosecution costs of £775.

Agenda Item 8

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

Held at
3.30 27 March 2013
Conference Room, Civic Offices

Present: Cllr W Breare-Hall, Environment Portfolio Holder (Chair) (JK)
Susan Stranders, Drainage Manager, E&SS (SS)
Cllr Tony Boyce (TB)
Abigail Oldham, Country Care (AO)

Notes: Stella Forster

	Action
<p>1. Apologies: Colin Thompson, Qasim Durrani</p>	
<p>2. Draft notes of the last meeting 26 September 2012 Agreed</p>	
<p>3. Matters arising None</p>	
<p>4. Terms of Reference No updates. Item to be removed from Agenda.</p>	
<p>5. Budget SS: No problems concerning budgets have been encountered this year. Following discussion with Theresa Brown, Finance Officer, the money left in the budget has been rolled forward for a capital spend on a flood alleviation scheme. SS to check the exact figure. The CSB budget is about £3k underspent this year.</p> <p>The farmer, Mr Gemmill, has been contacted by TB and has indicated he would be happy to quote for the grass cutting work. TB suggested asking the Grounds Maintenance team if they would be willing to undertake this work. SS said that they had been approached before but had declined due to lack of time. However, they may give a more positive response if asked again. It has been established that Countrycare would not be able to take on the amount of work required.</p>	SS
<p>6. Update from officers</p> <p><u>Operation and maintenance</u> SS: Everything is working well, and there has been no feedback from Veolia even with the recent inclement weather. The reed bed will be checked for any further die back.</p> <p><u>Landscaping and maintenance</u> There have been three volunteer days since the last meeting, on 4 October, 10 January and 14 March. AO provided an old map showing the original design for a line of hedges to mark the boundary between Moreton and Bobbingworth. The volunteers have now planted around 200 native trees to mark this boundary, leaving some gaps for a tractor, and used the spare trees to plant a hedge from the depot car park to the eastern edge.</p> <p>A large puddle has built up around the finger post near the mound, and a willow was planted on the last volunteer day to try to alleviate the problem. This has not had time to establish yet and it is still very wet in this area.</p> <p>Two oak trees have also been planted, one of which has been grown from an acorn from the largest oak in the country. This, called the Bowthorpe Oak, has been sited near the depot. The Jubilee Oak has been planted at the other end</p>	

	<p>with a golden tree guard and a sign.</p> <p>The volunteers also began mulching an area between the trees to suppress the weeds, but this was time consuming and very hard work and Pearls were asked to quote for completing the work. Their quote has now been received and AO is able to provide the wood chip free of charge so that they can begin.</p> <p>Interpretation boards were also varnished by the volunteers. The QEII plaque has not yet been mounted as a suitable boulder has not been located.</p> <p><u>Ecology and wildlife</u> AO: There is very little to report over the winter months. Information boards have all been updated with upcoming events.</p> <p><u>Rabbit control</u> SS: No rabbit work has so far been undertaken. After agreement at the last meeting SS contacted Cllr Schwier and letters were written to two local people asking them to undertake the work at their own risk but they did not reply. It may become necessary to hire someone from a pest control company, but this will involve using gas and Veolia will have to be asked if they have any concerns about using this system of rabbit control on the site.</p> <p>TB reported that there appears to be far fewer rabbits on the reserve than previously. He will ask Cllr Schwier if he has been using his own methods to control rabbit numbers, and if he can offer any suggestions to solve the problem. Whose land the rabbits come from will always be in dispute. Although it is the farmer's crops that are mostly affected there is still the risk that rabbits will burrow down and destroy the cap on the site and a mutually beneficial and affordable solution will have to be found.</p> <p>7. Queen Elizabeth Field Designation <u>Delay in mounting of plaque</u> SS: It was hoped to use a large boulder to mount the plaque but with the recent flooding problems there has not been the time to source one. TB offered to take the plaque to a company that he knows which has large boulders available for sale, and will let the Group know if he locates one suitable for the purpose.</p> <p><u>Royal Oak sapling</u> This has now been planted by CT. It is to be hoped that the sapling's roots have not become too waterlogged and it will be able to survive.</p> <p>8. Complaints None received.</p> <p>9. Any other business TB: The gate has been found to be locked on several occasions recently, which leaves local residents unable to use the nature reserve and complaints may be received. Keys are held by CT and another gentleman who has a property by the front gate, and if both are away at the same time there is no-one to open or close the gate. The solution may be to leave the gate permanently open but the person in question has intimated that he would prefer it to be closed to deter travellers and anti-social behaviour.</p> <p>TB will talk to CT about the Group's concerns. He will also make the suggestion that, at times when both parties are away, a rota system involving village residents comes into play. A community event took place on 23 March and 180 local people took part, with a visit by Eric Pickles. This proved to be an excellent way to involve the community, and it is hoped to repeat it every six months. TB is sure that with this level of support most residents would be happy to be on a gate key rota. Access to the site must be for the community to resolve and TB will take it to the Parish Council for a decision.</p>	<p>TB</p> <p>TB</p> <p>TB</p> <p>TB</p>
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Following agreement at the last meeting to call the viewing mound 'Colin's View' TB had taken the suggestion to the community and it had met with their approval. SS read out some wording prepared by AO for an explanatory sign, with the intention of having it laminated and placing it on show at the site. However, at TB's suggestion, it was agreed that a wooden plaque would be more appropriate. He will investigate costs and report back to the group.

TB

AO reported that the board at the car park entrance is covered in graffiti and is looking very shabby. It was agreed to have the board removed, in preference to renovate or replace it.

10. Date and place of next meeting

The group is to meet on Wednesday 11 September 2013, at 3pm on site. This will be followed by a ribbon cutting ceremony and presentation by WBH at 4pm. Refreshments will then be available at the village hall - TB to book the hall and ask the Parish Council if they would be prepared to provide tea/cakes etc.

TB

The local community will be invited to the ceremony, as well as members of the Parish Council, volunteers, and friends from Veolia. SS will speak to Tom Carne regarding publicity, and as Country care is now on Twitter this will also prove a useful tool. In the meantime, the group is to consider an appropriate name for the event, and to make a list of other possible attendees.

SS

ALL

TB was thanked for taking responsibility for so many of the action points from the meeting.

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Agenda Item 9

EFDC GREEN CORPORATE WORKING PARTY MINUTES

DATE: 2nd September 2013
TIME: 2.30pm
VENUE: Committee Room 2, Civic Offices

Chair: John Preston (JP)

Minutes: Sarah Creitzman (SC)

Attending: Janet Twinn (JT), Gary Woodhall (GW), Councillor Gary Waller (Cllr GW), Mike Warr (MW), Mike Tipping (MT), Lyndsay Swan (LS)

Apologies	
Ian White, Brian Bassington	
Council Waste Update	Action
<p>MT had sent an email to GCWP members taking part in the waste pilot, asking for feedback and any issues, so that the number of bins needed and collection arrangements can be planned.</p> <p>MT commented that he had so far received one observation, which was that using caddies might be an idea in some areas. These can then be emptied into bins at the end of each day to save staff having to make a trip to a bin. MT also mentioned that there had been a few teething problems with food waste collection by SITA due to new personnel, but that this had been ironed out and that the collection of waste from the actual bins within the offices had not presented the cleaners with any practical issues, so it would be written formally into their next contract.</p> <p>JT reported that the trial had gone very well in Benefits, except for the issue of how easy it was for staff to reach the bins. A suggestion was made for more bins to be provided as a way to resolve this.</p> <p>SC agreed that in Planning, the trial had gone well, but that probably smaller and definitely more bins were needed to ensure all staff would use them.</p> <p>GW mentioned that there had been one instance of a bad bin smell in Democratic Services, when a week's worth of food waste that had been collected in another room was emptied into the bin. This problem had been resolved though and staff seated near the bin have had no other complaints re smell and could confirm that the bin was emptied regularly enough.</p> <p>SC mentioned that a concern had been raised to her by a cleaner that there had been a couple of occasions where staff had left food waste on the edges of desks and expected cleaners to remove it and put it into the bins.</p> <p>MT had not heard anything about this, but it was agreed that any behaviour like this would be addressed when the bins were rolled out officially.</p> <p>JT suggested that a good way to encourage staff was to move ordinary bins away from fridges and tea making areas, making it difficult to put food waste in the wrong bin by accident.</p>	

<p>MT said that the next steps would be to establish numbers of bins needed in each department, where they would be positioned and what the most appropriate size of bin is. SC and MT to look at Environmental Co-ordinator budget to fund the bins for the rest of the council and also work on putting together an article for District Lines, informing staff of the changes.</p>	<p>MT and SC</p>
<p>Green Champions Activities</p>	
<p>MT updated the group that improvement works on Homefield House would include replacing storage heaters with a wet central heating system, installing double glazing and insulation. The Civic Offices' LED lighting upgrade is also still being completed and the new building is being looked at to possibly have improvement works carried out to its windows.</p> <p>LS updated the group on the progress of the Council's work with Alsecco – a company brought in to provide external wall insulation to areas of council housing within the District that are off the gas grid and have solid walls. Alsecco has carried out a survey of properties and then recommended areas in the District that would be suitable for a pilot. Private homeowners can save money by agreeing to have the same work carried out to their own properties at the same time as council properties in their area.</p> <p>LS also updated that Glen Chipp and Chris Whitbread have decided against allowing EFDC to join the Essex Energy Partnership for now, until they have established what the benefits are for residents. Without being clear on this, it is thought that signing up to the partnership could expose the council to reputational risk. Work is being done to address this at Thurrock Council, which has agreed to circulate its cabinet report to other LAs as a template.</p> <p>GW informed the group that the Local Government Act (1972) is preventing the council from becoming paperless, as it means certain reports must be printed for agenda packs.</p> <p>MW said that KPI reports were not covered by this act, so they at least could be issued electronically.</p> <p>GW to bring this up with Adrian Hendry.</p> <p>MT mentioned that David Newton has come up with a draft ICT strategy and suggested it might be a good idea to request that he comes to the next GCWP and gives a talk on any green aspects of the strategy.</p> <p>SC to email David Newton this request.</p>	<p>GW</p> <p>SC</p>
<p>Any Other Business</p>	
<p>None</p>	
<p>Date of next meeting</p>	
<p>December 2nd 2013, 14:30 Committee Room 2</p>	

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

18 October 2012 at 1.30pm

Rowan House, Sheepen Road, Colchester

Present: - Councillor Susan Barker (Uttlesford District Council)
Councillor Penny Channer (Essex County Council)
Councillor Peter Halliday (Tendring District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Council)
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Derrick Louis (Essex County Council)
Councillor Pam Sambridge (Tendring District Council)
Councillor Neil Stock (Tendring District Council)
Councillor Jon Clempner (Harlow District Council)

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

9. Deputy Chairman

Councillor Martin Hunt (Colchester Borough Council) was appointed Deputy Chairman for the ensuing Municipal Year.

10. 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 a regular customer to a shop in Drury Road) declared an interest in item 7, Traffic Regulation Orders for Adoption, where scheme 40035 Drury Road is listed for consideration, but is currently on-hold.

11. Minutes

RESOLVED that the minutes of the meeting held on 12 July 2012 was confirmed as a correct record.

12. Have Your Say

Councillor Dennis Willetts (Colchester) addressed the Sub Committee to speak about the decision to purchase a CCTV (Councillor Barker later confirmed that the CCTV car would not be purchased, but would be introduced as a Joint Lease for a period of one year). Whilst Councillor Willetts was encouraged by the automated processes that will improve parking enforcement, and as reported in the local press, the principal use of a CCTV car will provide better enforcement outside of schools, there was a caveat to this. Councillor Willetts said there remained danger on roads outside schools, and balanced against the policies of Essex County Council who are closing rural schools; this resulted in greater car usage around the remaining schools (e.g. West Bergholt School). With the necessity to use cars for school journeys and no additional parking this did cause a dilemma, because there would be a greater need to drop children off at school. Councillor Willetts said the CCTV car enforcement would need to be carefully managed. Councillor Willetts referred the Sub Committee to Essex County Council's Parking Standards that said there should be provision for one parking space per fifteen school pupils, and suggested if a school was designed to this standard vigorous enforcement was a requirement, but caution should be taken if the school did not meet the parking standards, using enforcement a little more judiciously.

Councillor Barker thanked Councillor Willetts for his comments and said she would speak to Councillor Ann Brown (Essex County Council – Constable) about the issue raised.

13. Executive Arrangements

In light of the recent conversations regarding the Committee's Executive Arrangements Councillor Barker circulated a timeline in respect of the recent NEPP meetings, the issues discussed, the decisions taken and the votes cast.

It was hoped this would clarify what had been agreed at meetings between 21 June 2012 and 4 October 2012 and that the decisions taken had been made in line with the governance arrangements.

Councillor Barker welcomed Councillor Mitchell to the meeting as a member with full executive powers.

Councillor Barker confirmed that the decision on the CCTV Car had been called-in by Councillor Mead. There would be a meeting at County Hall to discuss the decision taken with the Essex County Council Portfolio Holder, the Chairman of NEPP and Councillor Mead. Should these discussions not resolve the matter the decision will be referred to a Scrutiny Panel for review.

It was confirmed that until such time that the outcome is known, the decision could not be implemented.

14. Traffic Regulation Orders

Have Your Say

Councillor Laura Sykes

Councillor Laura Sykes (Colchester) addressed the Sub-Committee to thank the Portfolio Holder and officers for recommending the Winstree Road scheme (40044) for approval by the Committee.

Councillor Sykes said parking restrictions in Winstree Road would prevent parking on the road in the vicinity of the school and on the grass verges nearby. Councillor Sykes presented photographs of the area taken at 11.00 am that morning and illustrating the congestion and dangers caused by parked vehicles, and in part caused by the additional cars from the local Sure Start Scheme. The area was now so congested vehicles could only travel down the road in single file due to parked vehicles on both sides of the road.

Councillor Barker thanked Councillor Sykes for her comments.

Councillor Dave Harris

Councillor Dave Harris (Colchester) addressed the Sub-Committee to speak about the problems in the School Road area at Monkwick.

Councillor Harris said a 1,000 signature petition had been presented to the Portfolio Holder at Essex County Council concerning this issue, and he supported the recommendation for a change to the current school parking restrictions, to be extended by 30 minutes in the morning (scheme 40043).

Councillor Harris also mentioned the increased zig-zag lines outside the school needed extending by 4-5 car lengths and further support was needed to provide metal barriers at the kerbside. Barriers are already installed at the junior school and have been very successful in preventing motorists stopping to drop-off children.

Councillor Barker thanked Councillor Harris for his comments, but suggested the Local Highway Panel was the appropriate committee for requesting funding for kerbside barriers.

Councillor Marcus Harrington

Councillor Harrington (Colchester) addressed the Sub Committee saying he had submitted requests for parking restriction schemes in the West Bergholt / Eight Ash Green areas. Councillor Harrington said all the requests had been rejected, and this had led to anger and frustration by local residents.

Councillor Harrington requested that one request was reconsidered, for the area around the Holiday Inn junction (Halstead Road / Abbots Lane), with congestion throughout every day due to the volume of parked cars around the junction.

Residents in the area frequently have their drives and entrances blocked by parked vehicles and at times the congestion prevents proper access for emergency service vehicles. Mr. Harrington said photographic evidence had been provided to show the extent of the congestion.

Councillor Harrington presented a petition to Councillor Barker signed by all but one resident in the area and requesting restricted parking around the junction of Halstead Road and Abbots Lane. Councillor Harrington asked for this request to be reconsidered.

Mr. Edgington addressed the Sub-Committee to say the Manager of the Holiday Inn has said that the hotel is at times inconvenienced by the congestion.

Councillor Harrington also mentioned the problems at the vicinity of the Heathlands School at West Bergholt. Councillor Brown (Essex County Council) was aware of the problem, having

recently had a near accident at the site.

Requests had been submitted for parking restrictions but to no avail and Councillor Harrington asked that this problem was looked at again but in more detail.

Councillor Harrington said West Bergholt Parish Council has now adopted a Travel Plan for the village (copy provided to the Chairman), aimed at increasing safety in the village and focused on the school which is currently undergoing expansion. Councillor Harrington explained that of his 6 requests, numbers 1-4 (concerning New Church Road and School Lane) had been subsumed into points 1, 2 and 3 of the Travel Plan and asked for the Panel to reconsider requests for these parking restrictions in the context of the adopted Travel Plan.

Councillor Barker said she would speak to Councillor Brown concerning this issue.

Councillor Gerard Oxford

Councillor Oxford (Colchester) addressed the Sub-Committee concerning the Rawlings Crescent Scheme (outside the Brinkley Grove School). A 2010 resident's survey was supported by the Leader (Colchester) and local MP, Sir Bob Russell and showed local residents supported parking restrictions around the school.

Whilst the scheme is recommended for approval by the Sub-committee, to proceed to the next consultation stage, Councillor Oxford said there had already been a thorough history of consultation.

Councillor Oxford said there now was a problem outside the Gilbert School in Brinkley Lane, and the School Head had said parking restrictions did not appear to be adequate, and would be subject to a future request for review.

Councillor Oxford mentioned the need for cycle path diversions, but was advised this was an issue for the Local Highway Panel to consider.

Councillor Oxford thanked the Portfolio Holder and officers for recommending the Rawlings Crescent Scheme (40048 Introduction of School Based Restriction) for approval.

Councillor Martin Goss

Councillor Goss (Colchester) addressed the Sub-Committee saying that a previous request for a parking restriction scheme in the area close to the General Hospital was on-hold, but he asked that the scheme was reinstated as soon as possible.

Councillor Goss said previous survey questionnaires had not been clear and this had resulted in the scheme being refused. However, residents did their own survey that showed there was support for a restricted parking scheme in the area.

Councillor Goss asked that the area was re-surveyed, but with a questionnaire that was user friendly, asking fewer but more focused questions.

Councillor Goss said further investment in the Hospital complex will only increase staff and vehicle congestion and felt a further survey was needed, with the scheme brought forward on the programme for consideration and as soon as possible.

Councillor Lesley Scott-Boutell

Councillor Scott-Boutell (Colchester) addressed the Sub-Committee about the problems for residents in the Tollgate Drive area.

Councillor Scott-Boutell said that whilst car-sharing is a good idea, it was causing a problem in the area. Streets are becoming congested with cars (car sharers), creating noise pollution and parked inconsiderately for long periods of time.

Councillor Scott-Boutell requested that the area was submitted for assessment before reading details of an email by an exacerbated resident concerning this issue.

Councillor Scott-Boutell thanked the Portfolio Holder and officers for progressing the Winstree Road scheme (40044) for approval, and to the officers specifically for supporting residents and other interested parties by attending local meetings that had been arranged.

Mr. Chinnery

Mr. Chinnery addressed the Sub-Committee to support the Councillor Goss's request for the Hospital Scheme to be brought forward for reconsideration as soon as possible.

Mr. Chinnery said congestion was so bad that it was now blocking access for emergency service vehicles, and on one occasion he witnessed an ambulance parking in the middle of the road to gain access to a property, and in doing so, completely blocked the road.

Mr. John Heath

Mr. Heath addressed the Sub-Committee to endorse the comments made by Councillor Harrington in respect of the congestion and parking problems at the junction of Halstead Road and Abbots lane.

Mr. Heath said the problem has grown over recent years, but with 20 of the 21 local residents in the area supporting action to resolve the problems the need for immediate action was paramount.

It was understood that the Police are not addressing the problem of illegal parking in the area.

Councillor Barker said the Committee will communicate with the Police to see if some action could be taken.

Traffic Regulation Orders

Councillor Mitchell said many of the issues raised by the speakers needed to be considered locally before coming to the North Essex Parking Partnership for an outcome. At Braintree the issues raised at this meeting would ordinarily be reviewed locally before being presented to the Committee for decision.

Ice Pack Schemes

Ms. Vicky Duff (Essex County Council) explained 'Ice Pack Schemes' to the Sub-Committee.

Ms. Duff said the Cabinet Member at Essex County Council have a block of funding to be used to finance Traffic Order Schemes that had been subject to semi-formal discussions prior to the inception of the North Essex Parking Partnership.

Where this had been the case, but the scheme had not progressed, lost in time even though assurances had been given that it would be considered, these schemes would if agreed be progressed as 'Ice Pack Schemes' through this block of funding.

The process will not circumnavigate the North Essex Parking Partnership, would be completed as normal, funded by Essex County Council and implemented by either Essex County Council or the Partnership, whatever is appropriate.

In response to Mr. I. Taylor (Tendring), Ms. Duff said this was about schemes where there had been vocal agreements made for the introduction of such schemes. There are instances where Parish Councils are saying they were given firm commitments for schemes both during and before the inception of Highways Panels, going back as far as 2008.

Mr. S. Taylor (Parking Partnership) said the Partnership is assessing requests that had involved Essex County Council at the time of the changeover, but in these cases there would be no automatic approval for progression.

Scoring Matrix

Mr. S. Taylor (Parking Partnership) said as the assessment of traffic scheme requests progressed it has become apparent that there is a need to tweak the scoring matrix.

In general, the scoring matrix did work very well, but some of the scoring headings needed to be updated to properly reflect the problem e.g. school congestion and junction parking / protection.

Councillor Halliday said more clarity is needed around the scoring matrix, though Mr. I. Taylor (Tendring) said by and large Tendring was pleased with the scoring of requested schemes completed by the Parking Partnership.

Councillor Barker said that it was the job of the Parking Partnership to provide the expertise in assessing requests for Traffic Orders, but there needed to be local arrangements in place for each district to assess the scores provided by the Parking Partnership and prioritise their schemes for approval as appropriate.

It was agreed that a revised scoring matrix should be drafted to be presented to the next meeting of the TRO Sub-Committee for approval.

Schemes for Adoption

The report by Mr. Richard Walker, Group Manager, North Essex Parking Partnership outlining the requests for parking and waiting restrictions received between April and October 2012 was considered by Members and Client Officers.

Members, having considered the list of schemes within appendix A were asked to nominate four schemes from within their respective district for approval, to be progressed to full consultation. The following schedule notes the decision taken on each individual scheme as follows, Approved (A) or Deferred (D).

Having considered the views of Councillor Halliday, Members were in agreement that all future schedules should be drawn-up that showed indicative costs for implementing Traffic Regulation Orders, and this together with a budget statement showing a balance sheet in

respect of the money spent and the funds remaining should be attached to all future reports requesting the approval of schemes to be progressed.

Councillor Mitchell said indicative costs did not need to be in great detail, but should provide a rough cost per metre / scheme. When future schemes are considered and approved it would be helpful if Members and Client Officers could see a rough value of the schemes concerned.

Mr. Walker confirmed that the scheme numbers within the schedule will forever remain unique to the scheme.

Councillor Barker suggested that at the next meeting of the TRO Sub-Committee each district put forward two schemes for approval, with all remaining outstanding schemes prioritised on the basis of points scored, but taking account of the cost and scale.

Whilst Councillor Mitchell agreed with this suggestion in part, he felt it did not sit well with the localism agenda. The assessments made by the Parking Partnership are impartial, but districts, when putting forward schemes for approval needed some leeway to take account of local issues.

Councillor Halliday said there needed to be a mixture put forward by districts, those prioritised by score, but others put forward for inclusion due to other factors.

Councillor Hunt said schemes put forward for approval by Colchester are done so based on scoring priority. If schemes are approved that scored lower than some rejected schemes local residents will consider the process to be flawed and unfair.

Councillor Waller said there needed to be a county-wide approach with an agreed ratio of schemes approved locally and based on prioritising by score, plus an agreed number of schemes that could take account of local priorities as well as score.

Mr. I. Taylor said the most likely way to resolve this would be to speed-up the process, with schemes falling off the schedule by way of a consistent scoring approach, ultimately leading to no outstanding schemes. To this end, Mr. Taylor suggested improvements in the effectiveness of the processes will increase the speed of reduction.

Members and Client Officers discussed the decision (5.3) to be taken in respect of delegating the power to implement TROs at all existing school zig-zags to officers etc. It was explained to members that there remains some schools that have zig-zags that are not enforceable.

In response to Councillor Halliday, Mr. Degville (Parking Partnership) said the cost to advertise these schemes would be minimal (per scheme). A single blanket advertisement per district would list the schools where parking enforcement would be introduced, spreading the cost of advertising, making the unit cost a fraction of the normal cost per scheme.

Councillor Mitchell was happy to progress on this basis, it made business sense to do so. Councillor Hunt and Councillor Waller concurred with Councillor Mitchell adding that the decision would prevent any delay in enforcement outside these schools. Councillor Barker said the introduction of a CCTV car would then be able to monitor all schools where enforceable restrictions are in place. Ms. Duff said where there are schemes in this category that will require relining, there is a budget retained by the Partnership for such work.

Whilst Councillor Halliday understood the valid reasons for undertaking this process he was still minded not to support this decision.

RESOLVED that the Traffic Regulation Order (TRO) Sub Committee;

- i) Considered all new schemes and deferred schemes to date as illustrated in Appendix A of the report.
- ii) Decided the individual schemes to be 'approved' for implementation, pending the successful outcome of the Full Consultation process. An 'approved' scheme is noted as 'A' in the final column of the attached schedule.
- iii) Agreed that each district would review the overall schedule and advise the North Essex Parking Partnership of the schemes they recommend for removal from the programme, to be rejected on-block at the next meeting of the TRO Sub-Committee.
- iv) Agreed to delegate the power to implement Traffic Regulation Orders (TROs) at all existing school zig-zags to officers in order to introduce TROs at school sites for the purpose of expediency in validating advisory-only restriction markings thereby allowing enforcement to be carried out (FOUR voted FOR and ONE voted AGAINST).
- v) Agreed that officers would draft a revised scoring matrix to reflect where changes are required, to be presented to the next meeting of the TRO Sub-Committee for approval.
- vi) Agreed that all future schedules will show indicative costs for implementing Traffic Regulation Orders, together with a budget statement showing a balance sheet in respect of the money spent and the funds remaining, to be attached to all reports requesting the approval of schemes to be progressed.

15. Progress of Traffic Orders

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.

RESOLVED that the TRO Sub-Committee considered and noted the progress made with the new restrictions.

16. Traffic Orders Objections

Mr. Shane Taylor (Parking Partnership) presented the Traffic Regulation Order Objections report concerning objections that had been received following the publication of notices of intention in the Colchester Borough.

RESOLVED that the TRO Sub-Committee;

- i) Considered and noted the objections to the schemes outlined in the report.
- ii) Agreed to progress with the schemes despite the formal objections that had been received.

17. Lining Reinstatement Work

Mr. Shane Taylor (Parking Partnership) presented the progress report on Reinstatement in the last six months.

Mr. S. Taylor (Parking Partnership) confirmed to Mr. I. Taylor (Tendring) that the reason for the Tendring District showing little re-instatement work was due to the schedule being for the last six months only, that over a longer period of time Tendring had received a larger share of the overall work completed.

RESOLVED that the TRO Sub-Committee noted the progress being made with Lining Reinstatement work.

17. Urgent items

Mr. Paul Partridge (Braintree) informed the Sub-Committee of a local issue concerning a Clearway in Guithavon Street, Witham.

Mr. Partridge said the Traffic Order at this site needed to be addressed in order that enforcement could take place. Because the site has been subject to two Traffic Orders (2009 and 2011) that do not tie-up with the road markings and signage, there was little point in continuing to enforce on the parking restrictions because the orders could be legally challenged.

Ms. Duff said whilst Essex County Council officers will assist officers in the process of changing the orders and subsequent road markings and signage to suit, the Parking Partnership did hold a budget purposely for funding such changes.

RESOLVED that the TRO Sub-Committee agreed that the aforementioned scheme should be subject to a change of order, with the subsequent implementation funded from the North Essex Parking Partnership Budget.

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

**13 December 2012 at 3.30pm
Civic Offices, Saffron Walden**

Present: - Councillor Susan Barker (Uttlesford District Council)
Councillor Penny Channer (Essex County Council)
Councillor Tony Durcan (Harlow District Council)
Councillor Peter Halliday (Tendring District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Officer)
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Derrick Louis (Essex County Council)
Councillor Phil Waite (Harlow District Council)

Also Present: - Ms. Emma Day (Parking Partnership)
Ms. Vicky Duff (Essex County Council)
Mr. Qasim Durrani (Epping Forest District Council)
Mr. Robert Judd (Colchester Borough Council)
Ms. Emma Powell (Parking Partnership)
Mr. Andrew Taylor (Uttlesford District Council)
Mr. Ian Taylor (Tendring District Council)
Mr. Richard Walker (Parking Partnership)
Mr. Matthew Young (Colchester Borough Council)

Apologies: - Mr. Joe McGill (Harlow District Council)
Mr. Paul Partridge (Braintree District Council)
Ms. Liz Saville (Essex County Council)

26. Declarations of Interest

Councillors Barker and Durcan, in respect of being Members of Essex County Council, declared a non-pecuniary interest in the following items.

27. Have Your Say

Mr. Stephen Thomas

Mr. Stephen Thomas addressed the Committee in respect of Common Hill West. Mr. Thomas said residents had parked on a paved area of common land since at least the 1950s, though it was accepted that this was not an ideal situation aesthetically when all the cars are parked.

Mr. Thomas said residents hopes were dashed at a November meeting when it was decided that whilst residents parking spaces would be created, there would be only spaces for eight cars, with residents parking available only from 5pm to 8am Monday to Friday, and all day on Saturday and Sunday.

Mr. Thomas said many essential journeys are undertaken by residents outside of these times, and when they return to their homes they will find their parking space taken-up by someone

else. Mr. Thomas said it would also be tempting for non-residents to use a parking space during the residents parking hours given the ineffectiveness of the parking enforcement.

Mr. Thomas said the car parking space allocation will allow one space per household, plus two additional spaces, one at either end of the resident's parking spaces, to be allocated by Uttlesford District Council. Mr. Thomas said this allocation needed to be looked at again to find a more equitable solution.

Mrs. Katherine Whitbourn-Gregory

Mrs. Whitbourn-Gregory addressed the Committee in respect of Common Hill West. Mrs. Whitbourn-Gregory said as a resident in Common Hill West she was concerned about the future effectiveness of parking enforcement in the area.

Mrs. Whitbourn-Gregory said the current parking arrangements are well managed between the residents with parked cars providing a barrier against all sorts of anti-social behaviour, some of which has previously been reported to the Police, who had not acted upon as they are not resourced sufficiently to deal with all non-serious crime.

Mrs. Whitbourn-Gregory feared that illegal night-time parking, beyond 5pm Monday to Friday will become a serious issue for the residents.

Councillor Douglas Perry (Uttlesford)

Councillor Perry addressed the Committee in respect of Common Hill West. Councillor Perry said the issues of parking in this area are not new, with the Council seeking Counsel Advice on parking on common land three times in the past twenty five years.

Whilst Councillor Perry had sympathy for the residents in this area, the fact was no-one is permitted to park on this common land, though the new scheme will allow for one parking space per household to park there at the permitted times.

Councillor Alastair Walters (Uttlesford)

Councillor Walters addressed the Committee in respect of Common Hill West. Councillor Walters reiterated Councillor Perry's remark, that it was an illegal act to park on this common land, though the Council are now trying to find a solution with the use of parking permits.

Councillor Walters said each household will have a dedicated parking space, plus there will be a further two spaces for allocation. The permits provided for parking to the residents will have the same conditions as apply to all other permits and Councillor Walter believed that this was unworkable, asking for the conditions of the permits to be reconsidered.

Mr. Ron Couchman

Mr. Couchman addressed the Committee in respect of a parking restriction scheme in Clavering. Mr. Couchman said a parking restriction scheme was needed outside of Clavering Primary School. Mr. Couchman said serious congestion was being caused outside the school at school opening and closing times, and this was been exacerbated by pre-school classes.

The local Highway Panel had referred this problem to the Parking Partnership. Mr. Couchman said they had been advised that a new scheme will be introduced in March 2013, but asked if there is budget provision, could the implementation date with an enforcement presence be

brought forward.

Mr. Peter Blomley

Mr. Peter Blomley addressed the Committee in respect of a parking restriction scheme in Clavering. Mr. Blomley said that Clavering Primary School has no parking provision, and with a very narrow access road the current situation was appalling.

Mr. Blomley said he believed creating a parking restriction zone in the vicinity will only make the situation worse.

Councillor Barker said enforcement officers will be patrolling this area and the scheme will be monitored for effectiveness.

Councillor Heather Asker

Councillor Asker addressed the Committee to request a parking resident's scheme. Councillor Asker said a parking resident's scheme was needed for residents living in properties at the upper end of Castle Street, on a stretch of road running from there to the junction of Little Walden Road and Catons Lane.

Councillor Asker said a stretch of roadway for residents parking in the area will alleviate the problems for current car owner residents with no parking facility.

Councillor Asker said a request for a feasibility study had been made to Mr. Shane Taylor of the Parking Partnership, and formally asked for this request to be taken forward.

Councillor Robert Eastman

Councillor Eastman addressed the Committee in respect of parking in the Castle Street area. Councillor Eastman said the Parking Partnership had informed him that due to limited parking in the vicinity, 6-hour permits are issued (4 per 24 hour period) rather than one 24 hour permit.

Councillor Eastman said he felt this was unnecessarily unwieldy and warranted 24 hour permits.

Mr. Richard Walker (Parking Partnership) confirmed to Councillor Eastman that 24 hour permits will be introduced in Uttlesford District from April 2013, as agreed by the Committee at the meeting on 4 October 2012.

In response to Councillor Eastman in respect of parking vehicles and vehicle registration recognition to pay by text, Councillor Barker said the scheme will be introduced in 2013, and will allow motorists to initially pay by text and then top-up by text. This will allow motorists to top-up remotely and avoid the need to return to their vehicle.

Councillor Alan Dean

Councillor Dean addressed the Committee in respect the concern he has for the traffic chaos caused by motorists parking to go to the Tesco Express in Cambridge Road, Stansted.

Councillor Dean requested that the current parking scheme in the area needed changing. In the long-term, Councillor Dean said redevelopment in the area will relieve the current traffic chaos. In the short term he believed a solution would be to extend the existing car park to

provide better access.

Councillor Dean said the residents parking scheme in Lower Street, Stansted also needed reviewing.

Councillor Dean said whilst he was making these requests to the Committee, he wasn't sure of the process for dealing with parking issues, how things worked and who did what.

Councillor Barker said the Parking Partnership is aware of the problems raised by Councillor Dean. The Parking Partnership had just completed a consultation exercise in the Cambridge Road area and a report relating to the objections received will shortly be considered. Changes in Lower Road have also been requested and the Parking Partnership has started work in this area. The consultation for Lower Street should occur in the New Year.

28. Minutes

RESOLVED that the minutes of the meeting held on 4 October 2012 was confirmed as a correct record.

29. Call in of decision – CCTV Car Options Appraisal

The Committee considered the minutes and notes from the Call in process relating to the decision on the CCTV Car – Options Appraisal.

RESOLVED that the Committee;

- i) Noted the call in process to the decision relating to the CCTV Car – Options Appraisal.
- ii) Agreed to continue with the implementation of the CCTV Car scheme (**UNANIMOUS**), with the condition that the CCTV Car is not initially used in the Tendring District, and that Tendring will reconsider its position when the first quarter's operation of the CCTV car is reviewed in October 2013.

30. Operational Report / Budget forecast outturn 2012/13

Mr. Richard Walker, Parking Partnership Group Manager introduced the operational report.

Recruitment

Members discussed the issues around recruitment and the long length of time it appeared to be taking to get to full strength, that of 63 full time equivalent enforcement officers.

Ms. Emma Powell, Enforcement Manager, Parking Partnership said the recruitment process, including advertisements, short listing, interviews, offers and notice, usually took a minimum of three months. A new set of applications are currently at the interview stage and the new appointments are likely to start work from the end of January 2013. Advertisements for future vacancies will then commence at the beginning of February 2013.

Mr. Ian Taylor (Tendring) said more information was needed so that Members and officers could make a more informed judgement on staffing levels versus income levels and the overall effect on the budget.

Financial position – recruitment / Penalty Charge Notices

Councillor Mitchell asked how was it that the budget was already overspent although the staffing levels had never reached full establishment, and currently stood at 50.5 full time equivalent enforcement officers, a shortfall of 12.5 full time enforcement officers. Councillor Mitchell asked how the shortfall in staff was impacting on the service, why hadn't the Parking Partnership considered agency staff and what was the impact on Off-Street parking.

Councillor Barker asked whether the staffing shortfall was the reason for the fluctuation in Penalty Charge Notices (PCN) issued (On-Off Street Parking combined), with Councillor Mitchell adding whether the areas where the number of PCN issued are down are the same areas that are short in staffing numbers.

Mr. Walker (Parking Partnership) said whilst it is possible to monitor by district, the number of PCNs issued against the number of enforcement officers employed in the area, geographical, operational and local differences makes it difficult to make a direct comparison between districts. For example, the average income per enforcement officer ranges from £19-27k in Tendring, to £21-37k in Harlow, to £28-43k in Braintree and Uttlesford, to £36-71k in Colchester.

Mr. Walker said historic data showed that the level of income generated by agency staff was greater in Off-Street Parking areas, as these officers probably preferred enforcing in car parks. Whilst this trend no longer exists with the establishment made up of Parking Partnership staff, deployment / shift patterns are being looked at to stay ahead of the motorists. The intention is (for example, in Epping Forest / Harlow) to get officers deployed in busy areas, to avoid travelling time and thereby increase surveillance and maximise the income generated.

Councillor Mitchell said the ability to introduce flexibility into the deployment arrangements was very good, but there remained a need to see this reflected in further budget detail as soon as possible, and this was a concern as districts are now in the budget setting process.

In response to Councillor Halliday, Mr. Walker said the under spend would reduce to a nil deficit with a full establishment of enforcement officers. Mr. Walker also confirmed to Councillor Waller that Colchester is now employing a dedicated member of staff to organise and manage the recruitment process, though Ms. Powell confirmed at each stage of recruitment they receive on average 150 applications and from this conduct 35 interviews, a very long process. That said, with recruitment stages now overlapping, the time of each stage is being kept to a minimum. Councillor Durcan suggested that the Parking Partnership contact the Human Resources Service at each district to determine if they could help with the recruitment process.

In summary, members remained concerned about the budget deficit for 2012-13 and were of the opinion that officers, before the next meeting of the Joint Committee, and as a matter of urgency, needed to examine in detail all expenditure, including establishment and income levels by area and overall, to establish a way forward for the remainder of 2012-13 and 2013-14. In respect of Off-Street Parking there was also concern about the dramatic increase in Off-Street PCNs issued in Colchester in 2012, whilst all other districts saw a decrease, most noticeable Epping Forest, as expressed by Mr. Durrani (Epping Forest).

Following the request from Mr. Ian Taylor (Tendring) to form an Officer Working Group (comprising of the Parking Partnership Group Manager and Client Officers from each partner authority, including Essex County Council) to examine the issues raised and to recommend a way forward, Councillor Barker agreed this should be organised as soon as possible, though the Chair for the working group should be agreed between the participating officers.

Performance

It was acknowledged at the Client Officers meeting the week prior to the Joint Committee meeting and reiterated by Members that the statistical and performance data provided within the main report required amending, and that in some cases the data was meaningless.

Mr Walker provided Members with some additional information on the cost of Civil Enforcement Officer (CEO) service (£1.15m) and the income generated by the officers (£1.38m) for 2011/12, plus the range of income generated by CEOs at Colchester £36-£71k, Tendring £19-27k, Braintree / Uttlesford £28-43k and Harlow £21-37k. Further graphs were also provided showing trends (by district) of the annual total of PCNs issued since 2009 and the total number of PCNs issued between April and November each year since 2009. It was agreed that the new information did provide data by which trends could be identified and judgements made.

Back Office

In response to Councillor Mitchell, Ms. Day explained that to cope with the extra demand from the steady increase in the office workload due to the inclusion of Epping Forest District Council and an increase in administrative caseload, the service was utilising the skills of former employees and inviting them to help during peaks in workload, mainly on a Monday and Tuesday.

Budget

Councillor Barker said whilst the recruitment process continued, that given the budget was already overspent, Members needed confidence that when the Parking Partnership was fully staffed this will impact positively on the overall budget.

Councillor Halliday said whilst budget shortfalls remain Members need to know how long will it be before the books balance and that districts will need to know estimate outturns very shortly for their own budget process. Councillor Halliday said the budget process needed to be addressed immediately and agreed to officers meeting as soon as possible to determine a way forward and to address any potential financial liability.

Councillor Durcan and Mitchell concurred with Councillor Halliday, saying tangible evidence was needed as soon as possible in order that the correct budget decision was made by each district council.

Mr. Ian Taylor (Tendring) reiterated the need for an Officer Working Group to examine the issues raised and to recommend a way forward, adding that he would be happy to volunteer to chair the working group.

Mr. Young (Colchester) said that as Colchester was the Parking Partnership's lead authority, he felt the Working Group should be led (chaired) by Colchester. Councillor Halliday, whilst appreciating that Colchester was the lead authority, envisaged the working group working at a higher level as an independent critical friend, so the chairmanship didn't necessarily need to come from the lead authority.

Mr. Walker confirmed that the procurement process for a CCTV Car was underway. Councillor Barker asked the partner authorities to consider 'hot-spots' in their districts and forward details to the partnership for future reference.

Mr. Walker confirmed the reason for the CCTV Car is to keep traffic flowing and increase traffic safety. Mr. Ian Taylor (Tendring) said the CCTV Car would not only be deployed outside schools but could also enforce parking restrictions in e.g. bus lanes and clearways.

Mr. Walker presented the forecast outturn position for 2012-13 at period 8.

Councillor Mitchell said an accounts statement should be presented to the Joint Committee on a quarterly basis, to include trends and profit and loss, and with an accountant in attendance to provide the necessary professional advice and guidance. Also, with regard to the current budget, what steps are to be made to bring the over spend to nil balance. Councillor Halliday added that future reports needed to be presented in the form of a tracker account, with adjusted outturns.

RESOLVED that the Joint Committee;

- i) Considered and noted the Operational Report for On-Street Parking, since the last Joint Committee meeting in October 2012.
- ii) Noted the North Essex Parking Partnership forecast outturn position for 2012-13 at period 8.
- ii) Agreed to an Officer Working Group (comprising of the Parking Partnership Group Manager and Client Officers from each partner authority, including Essex County Council and the Chair to be agreed by the working group) being formed to examine the issues raised for On and Off Street parking concerning recruitment, income from PCNs and the overall budget, and to report back to the March meeting of the Joint Committee.

31. Forward Plan

Mr. Judd (Colchester) confirmed that the Forward Plan will be updated to reflect the meetings undertaken by the Officer Working Group.

Mr. Judd also confirmed that the draft Forward Plan for 2013-14 will be presented to the March meeting.

RESOLVED that the Joint Committee noted the current Forward Plan.

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

**14 March 2013 at 1.30pm
Latton Bush Centre, Harlow**

Present: - Councillor Susan Barker (Uttlesford District Council)
Councillor Penny Channer (Essex County Council)
Councillor Phil Waite (Harlow District Council)
Councillor Nick Turner (Tendring District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Officer)
Councillor Gary Waller (Epping Forest District Council)

Apologies: - Councillor Derrick Louis (Essex County Council)

Also Present: - Ms. Emma Day (Parking Partnership)
Mr. Qasim Durrani (Epping Forest District Council)
Mr. Robert Judd (Colchester Borough Council)
Mr. Joe McGill (Harlow District Council)
Ms. Hayley McGrath (Colchester Borough Council)
Mr. Paul Partridge (Braintree District Council)
Ms. Liz Saville (Essex County Council)
Ms. Samantha Sismey (Colchester Borough Council)
Mr. Andrew Taylor (Uttlesford District Council)
Mr. Ian Taylor (Tendring District Council)
Mr. Richard Walker (Parking Partnership)
Mr. Matthew Young (Colchester Borough Council)

32. Declarations of Interest

Councillor Barker, in respect of being a Member of Essex County Council, declared a non-pecuniary interest in the following items.

33. Minutes

RESOLVED that the Committee;

- i) Confirmed that the minutes of the meeting held on 13 December 2012 was a correct record.

In reference to the minutes, Mr. Walker explained that the bidding process for the CCTV Car will conclude on Monday 18 March, 2013. Councillor Barker asked members to consider the areas they would like to see covered by the CCTV Car and report this to Richard Walker via their Client Officer.

- ii) Noted the minutes from the Client Officer Meeting held on 24 January 2013.

34. Annual Governance Statement

Ms. Hayley McGrath, Risk and Resilience Manager, presented the Annual Governance Statement that provided the Joint Committee with an introduction to the annual governance review. This was necessary so that the Joint Committee could provide a formal assurance about its governance arrangements as part of the process to the annual closure of accounts.

Ms. McGrath explained that the outcomes of the review will be reported to the Joint Committee at the June 2013 meeting, who will consider the findings and agree any proposed actions. The Statement will then be signed-off by the Chairman of the Joint Committee.

Given the concerns stated about the Partnerships finances, Ms. McGrath explained to Councillor Mitchell that the review is to determine whether the processes are in line with the Joint Agreement, but did not address the outcomes of a process.

Mr. I. Taylor (Tendring) said there still remained inconsistencies in the way the budget(s) are presented and this leads to confusion. Mr. Taylor said auditing the processes is a standard procedure, but that the real issue was the accountable income and expenditure for the year.

RESOLVED that the Committee noted the requirement to undertake a review of the governance arrangements of the North Essex Parking Partnership.

35. Forecasted Financial Position for 2012-13

Mr. Richard Walker, Parking Partnership Group Manager introduced the financial report.

Mr. Walker said the On-street account is projecting a deficit of £251k by year end, £185k worse than the business plan position, and mainly due to the significant fall in income from Penalty Charge Notices (PCN).

Mr. Walker said whilst the operation is now fully resourced, the shortfall in enforcement officers throughout the year had had a detrimental knock-on effect on income. Nevertheless, it was agreed by officers across the region that a higher percentage of motorists are now paying charges at discounted rates. Officers have made changes within the operation with focus on smarter enforcement that will have a positive effect on income.

Mr. Walker explained that the transitional impact of Epping Forest District Council joining the partnership had been huge in terms of both logistics and finance. The surplus generated was £4k, far less than the anticipated £32k built into the business plan. He said the Partnership are continuing to find ways of reducing expenditure to mitigate against the overall shortfall in PCN income, and already the decision has been made not to recruit to two vacant posts, to be deleted from the establishment.

In response to Councillor Turner, Mr. Walker explained that the estimated income from PCNs was based on achieving £26 per PCN. The average amount of money collected per PCN by District could be seen on the final column of the table included in the Operational report.

Councillor Mitchell said a more informed judgement could be made on the actions required concerning the drop in PCN income if the Committee were provided with comparative statistics on the numbers of notices issued against the number of Civil Enforcement Officers (CEOs) deployed. Councillor Mitchell felt that given the Committee had previously been told the problem was the lack of income and was due to the shortage of CEOs (that at one point was 18 FTEs below the establishment level) and because of this had requested more information on staffing levels versus income levels and the overall effect on the budget, these should have been presented to the Committee. Councillor Mitchell said that the Committee needed a more

detailed financial breakdown of the indirect costs noted in paragraph E of the report.

Mr. Walker said the details of the CEO deficit had been discussed at the recent Client Officer Meeting and officers have been tasked with a series of actions as noted in the agenda. Mr. Walker said the value of PCNs collected by individual CEOs ranged from £21k - £70k. He said that as part of their smarter approach to enforcement, evening enforcement was being examined and risk assessments undertaken in regards to safety issues. The resultant doubling-up on CEOs at certain times and more effective shift patterns operating in prime locations will hopefully show an improved trend. The vacant Enforcement Managers post at Epping Forest was considered surplus to requirement and has been deleted from the establishment. Ms. Sismey said the bottom-line for the budget had not changed in-year that the £160k deficit was as agreed from the outset of the year. It has however been necessary, due to the Epping Forest merger, to weight the supplies and services costs noted on the budget paper because of the merger. Mr. I Taylor (Tendring) said it would be helpful that where the original budget figures are changed, that the changes are noted for information. Mr. A Taylor (Uttlesford) agreed that it was an unusual approach to change the budget figures are not note the changes and reasons on the report. Councillor Barker said the report should provide the original budget line, plus the current budget line, with all virements and changes noted.

In response to Councillor Mitchell and concerns about the escalating postage costs due to the requirement to reply formally to permit holders by first class mail, Mr. Walker said the requirement was prescribed in the statutory guidance. Mr. Walker said that whilst officers could make a collective representation from NEPP and SEPP (South Essex Parking Partnership) to the Secretary of State for Transport, he would in any case write to the Chairman of PATROL (Joint Committee for the civil enforcement of 'Parking and Traffic Regulations Outside London') to include this item on the agenda at the June meeting in Birmingham. Mr. Walker also explained that a reduction in advertising costs by advertising on-line is not likely to come into force until 2015.

Mr. I. Taylor (Tendring) said that despite the conversations at the recent Client Officer Working Group, the Joint Committee is still not addressing the issue of the need for a business plan around enforcement. He said tinkering around the edges of enforcement will not reduce the deficit sufficiently to avoid failure and officers needed to consider fundamental change options such as staff cutting and outsourcing. Retaining an operational business around enforcement was unsustainable. Councillor Barker said a breakdown of enforcement costs for the May workshop was needed.

Mr. Young (Colchester) said the transitional costs picked up by the partnership for Epping Forest had been underestimated, and that the size and poor state of the operation meant the implementation of the transfer had drawn on large internal resources. Mr. Young also expressed disappointment that the line of questioning suggested that the Client Officers had not briefed members on the outcomes from the recent Client Officers Working Group meeting.

Mr. Young (Colchester) presented the 2013/14 Budget (as shown in Appendix C of the report). He confirmed that officers will be looking to reduce costs e.g. fuel, equipment and employee costs, increase income, analyse staffing levels, introduce smarter enforcement and consider other innovative ways of generating income. The outcomes will be presented to the Committee at the May workshop.

In response to Mr. I Taylor (Tendring), who said an expectation of breaking even around enforcement was doomed to failure and that he had always been sceptical of the balanced budget being sold to the Partnership, Mr. Young (Colchester) said cost reduction in all areas of

the service are going to be considered.

Councillor Turner said Tendring had not budgeted for any Partnership deficit, and that if any deficit materialises Tendring will withdraw from the Partnership.

Councillor Waite said he would be concerned if the Partnership starts cutting CEOs posts that as the major income generators officers should be looking at maximising income from this resource. Mr. Young said the intention is to introduce smarter enforcement with fewer CEOs.

Mr. Walker (NEPP) confirmed to Mr. P Partridge (Braintree) that the Partnership hold a separate budget for Traffic Regulation Orders (TRO) as was reported separately to the TRO Sub Committee.

Ms. Sismey (Colchester) said the large increase in Other Support Services is due to the increase in insurance and stationery costs.

Mr. Young (Colchester) confirmed to Mr. I Taylor (Tendring) that the local pay award of 1.5% was built into the 2013/14 Budget.

Ms. Saville confirmed that the NEPP, as part of their rationalisation of back-office functions and processes, and as an opportunity to increase income, had entered into an agreement with Essex County Council to process bus lane enforcement.

RESOLVED that the Joint Committee;

- i) Considered and noted the forecasted financial position for 2012/13, and the 2013/14 Budget.
- ii) Agreed (following on from the Client Officer meeting and the suggestion of a work shop session to discuss policy, the remit of NEPP and the budget) to hold the workshop at County Hall on Wednesday 22 May 2013 at 10.00am. The Committee emphasised the need to discuss the most effective use of CEOs at this workshop.
- iii) Agreed that NEPP would write to the Secretary of State for Transport concerning the huge postal costs involved in complying with statutory guidance and the need to formally write by first class mail to parking permit holders, whereby on-line communication where possible would do the job at little or no cost.

It was also agreed that all local MPs are sent copies of the correspondence, and that the letter should make reference to a requirement for CEOs to be able to issue parking enforcement notices to vehicles parked on pavements, as is allowed in London.

- iv) Agreed that the Client Officers Group should meet bi-monthly, specifically to monitor the budget position.

36. Operational Report

Mr. Walker presented the Operational Report for On-Street Parking, an update on the Parking Partnership on-street operational issues since the last meeting, including updates on recruitment, accommodation, performance, backroom operations and future work.

In response to Councillor Barker regards to the high percentage of challenges and

representations received on-line by Tendring residents, Mr. I Taylor (Tendring) said this was due to Tendring introducing web based challenges long before many other authorities.

Councillor Mitchell said the charts showing on-street PCN issue levels would benefit from monthly PCN numbers being labelled.

Councillor Mitchell said enforcement will be unsustainable if the high percentage of PCNs continue to be paid at discounted rates. In response to Mr. I Taylor (Tendring), Ms. Day (NEPP) said the use of Agency Bureau services to respond to enquiries on parking enforcement was costing £2.90 per letter, including £0.46 postage.

RESOLVED that the Joint Committee considered and noted the Operational Report for On-Street Parking, since the last Joint Committee meeting in December 2012.

37. Forward Plan

RESOLVED that the Joint Committee noted the current Forward Plan.

38. Urgent Item

Mr. Walker (NEPP) presented an urgent report to the Joint Committee in respect of Harwich Quay. The report asked Members to consider agreeing to providing parity of tariffs at Harwich Quay, and to decide whether to agree to introduce a no waiting / no loading restriction on the highway at the same location.

Mr. Walker confirmed to Councillor Turner that the 5pm cut-off time (thereby parking is free after 5pm and up until 8am) was agreed at the Joint Committee meeting on the 4 October 2012.

RESOLVED that the Joint Committee;

- i) Agreed to provide parity of tariffs at Harwich Quay to bring into line with the nearby car park.
- ii) Agreed to introduce a no waiting / no loading restriction on the highway at the same location.

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

20 June 2013 at 12.00pm

Rowan House, Sheepen Road, Colchester

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Phil Waite (Harlow District Council)
Councillor Martin Hunt (Colchester Borough Council)
Councillor Robert Mitchell (Braintree District Officer)
Councillor Gary Waller (Epping Forest District Council)

Non-Executive Members Present:-

Councillor Eddie Johnson (Essex County Council)

Apologies: -

Councillor Derrick Louis (Essex County Council)
Councillor Nick Turner (Tendring District Council)

Also Present: -

Ms. Lou Belgrove (Parking Partnership)
Mr. Trevor Degville (Parking Partnership)
Mr. Qasim Durrani (Epping Forest District Council)
Mr. Steve Heath (Colchester Borough Council)
Mr. Robert Judd (Colchester Borough Council)
Mr. Joe McGill (Harlow District Council)
Ms. Hayley McGrath (Colchester Borough Council)
Mr. Paul Partridge (Braintree District 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:-

Ms. Liz Saville (Essex County Council)

1. Chairman

Councillor Mitchell (Braintree District Council) was appointed Chairman for the ensuing Municipal Year.

Councillor Mitchell thanked Councillor Barker for her Chairmanship of the Joint Committee for the past two years.

2. Deputy Chairman

Councillor Hunt (Colchester Borough Council) was appointed Deputy Chairman for the ensuing Municipal Year.

3. Declarations of Interest

Councillor Barker, in respect of being a Member of Essex County Council, declared a non-

pecuniary interest in all following items.

4. Minutes

RESOLVED that the Joint Committee confirmed the minutes of the meeting held on 14 March 2013 as a correct record.

In response to Mr. I. Taylor (Tendring), Mr. Walker (Parking Partnership) said in respect of minute 38 and the report on Harwich Quay, this work is in hand, will be completed shortly and presented to the Joint Committee for approval.

Regarding Minute 35 (resolution iii) and 'Forecasted Financial Position for 2012-13', Mr. Walker (Parking Partnership) agreed to draft a letter (for the Chairman's signature) to the Secretary of State for Transport in respect of the high postal costs involved in complying with statutory guidance.

RESOLVED that the Joint Committee confirmed the minutes of the meeting of the Traffic Regulations Sub-Committee held on 10 April 2013 as a correct record, subject to the following amendment, minute 22, resolution iii) 'Uttlesford – Station Road, Great Dunmow (10015) – Agreed to proceed' to read 'Uttlesford – Chelmsford Road, Great Dunmow (10015) – Agreed to proceed'.

In respect of minute 25 and the opportunity to reduce advertising costs, Mr. Walker (Parking Partnership) confirmed to the Joint Committee that the Parking Partnership had partially integrated Essex County Council procurement into their own process and created the desired savings. Full implementation was expected in two years time.

5. Operational Report

Ms. Lou Belgrove (Parking Partnership) presented the Operational Report for On-Street Parking, an update on the operational issues since the last meeting, including updates on recruitment, accommodation, performance and the Business Unit (Back-office).

Ms. Belgrove said the consultation process noted in paragraph 2.1.3 of the report was now complete with a new structure in place from 1 July 2013. The restructure has resulted in two voluntary redundancies and four compulsory redundancies. In cost terms the restructure will see a substantial reduction in staff salary costs.

Councillor Mitchell thanked officers for completing this substantial piece of work and hoped that the changes will be reflected by improved future performance results.

Mr. Walker agreed to liaise with Client Officers to provide data within performance graphs in a clearer more understandable format. Councillor Barker said the current information would have more meaning if cumulative trend lines were added.

Members requested further information to be provided on Bank Holiday enforcement so a more informed judgement could be made.

Ms. Belgrove and Mr. Walker said the CCTV Car Procurement process was now complete. Mr. Walker explained that during the 2012 CCTV demonstration Equita had offered to provide the facility and receive in income £17.50 per Penalty Charge Notice (PCN), half the discounted rate of £35 per PCN. He added that as part of the tender process this figure had now reduced and was set at £14 per PCN. It was confirmed that the CCTV Car was due to commence in

September 2013 (the Joint Lease will be for a period of one year, with a detailed options appraisal carried out during the year of operation) and would primarily be used in the 'KEEP CLEAR' areas outside schools, but will also be used in areas where there are Loading Restrictions, Clearways (rural), Bus Stops and Taxi Ranks. Mr. Walker confirmed that there will be an extensive media programme to sit alongside the introduction and commencement of the CCTV Car.

The high volume of incoming and outgoing letters continued to be a concern. A web-based automatic letter response facility was to be used on a nine month trial basis (at a cost equivalent to a 6 month trial period), and although it requires personalisation of text, is anticipated to increase output by 50% and therefore reduce the backlog, a major concern given it is currently running at 9 weeks. Individual staff caseloads are being monitored.

It was commented that the trend in the number of PCNs challenged is increasing, often a delay in paying tactic by the challenger. The discount rate for early payment holds if the PCN issued is challenged. A benchmarking exercise is currently being undertaken to determine if this is a national or regional trend. It was also confirmed that the trend in incoming telephone calls is increasing as a consequence of increased challenges, averaging 150 calls per day, though the figure is much higher on the days immediately following a bank holiday. Ms. Belgrove said the number of PCNs issued is split approximately 60%-40% for On and Off Street parking respectively.

In respect of MiPermit Members requested a detailed briefing note to provide to their local members details of the ticketless option with a cost benefit analysis. Mr. I. Taylor (Tendring) informed the Joint Committee that since the introduction of MiPermit to car parks in the Tendring District there has been a remarkable year on year growth in take-up.

RESOLVED that the Committee

- i) Noted the Operational Report for On-Street Parking.
- ii) Requested that performance graphs contained within the report(s) more clearly illustrate the data being reported.
- iii) Requested a further update at the next meeting on Bank Holiday enforcement, including the number of tickets issued by district (in comparison with non Bank Holiday days), and the number of challenges relating to notices issued on Bank Holidays (in comparison with non Bank Holiday days).
- iv) Requested periodic feedback from the Operations Manager on CCTV Car 'hotspots'.
- v) Requested a briefing note on details of MiPermit, plus a cost benefit analysis to circulate to local members.

6. The Parking Partnership Risk Management Strategy and Risk Register

Ms. Hayley McGrath, Risk and Resilience Manager at Colchester Borough Council presented the Risk Management Strategy and Risk Register.

Councillor Mitchell said it would be helpful if in future, that the year end results in terms of risk occurrence and severity of impact were illustrated as a risk matrix.

In response to Mr. I. Taylor (Tendring), Ms. McGrath said the risk (1.3) 'There's a change in political will of a partner that leads to the partner withdrawing from the partnership' recognises that the partnership has a political make-up and as such a partner withdrawing could affect the NEPP going forward. Mr. A Taylor (Uttlesford) said a consequence of this happening will be an increase in cost to the remaining partners.

Councillor Hunt said a reason for a partner withdrawing from the partnership may not necessarily be for political reasons and suggested the word political was removed from the risk description.

RESOLVED that the Joint Committee;

- i) Endorsed the Risk Management Strategy for 2013-14 and noted the risk register for the Parking Partnership.
- ii) Requested future risk results are illustrated in the form of a risk matrix.
- iii) Agreed that the word 'political' was removed from the description of the risk 1.3.

7. Annual Governance Statement

Ms. Hayley McGrath, Risk and Resilience Manager at Colchester Borough Council presented the Annual Governance Statement.

Ms. McGrath explained that the Annual Governance Statement Annual Return forms part of the Draft Accounts 2012-13 to be signed off by the Chairman of the Joint Committee, and to then be submitted for audit by the Statutory Deadline of 30 June 2013, and Members were asked to approve the 2012-13 Annual Governance Statement before being signed-off by the Chairman.

Councillor Mitchell asked that in future under section 2 of the Annual Governance Statement, the wording for item 3 was amended to read "We have taken all reasonable steps".

It was acknowledged that members of the Joint Committee no longer needed to provide signed declarations due to a change to the different accounts preparation requirements for these bodies. The Parking Partnership Joint Committee was now classed as smaller relevant bodies and as such Members are not required to register interests, whereas Councils (districts) such as those of the partnership have more detailed disclosure requirements and as such require such signed disclosures to be made. Whilst Members felt that as part of good governance signed declarations should still be provided, Councillor Mitchell said it will be for members to declare interests under item 'Declarations of Interest' at the commencement of each meeting.

RESOLVED that the Joint Committee;

- i) Noted and approved the 2012-13 Annual Governance Statement for the North Essex Parking Partnership.
- ii) Agreed the completion of Section 2 of the Annual Return for 2012-13.
- iii) Agreed the actions highlighted in the statement.

8. Draft Accounts 2012-13

Mr. Steve Heath, Finance Manager at Colchester Borough Council presented the Draft Account 2012-13.

Members requested that a link is provided from the Colchester Webpage highlighting the draft accounts, to the appropriate Parking Partnership website page.

Mr. Heath confirmed that the assets of the Parking Partnership in districts other than Colchester, do not appear on the Colchester District Asset Register, and are held within the asset register of the appropriate district.

RESOLVED that the Joint Committee;

- i) Considered and approved the Draft Accounts 2012-13 report and supporting information, and approved the pre-audited accounts for 2012-13 so that the Annual Return can be submitted for audit by the statutory deadline of 30 June 2013.
- ii) Requested that a link is provided from the Colchester Webpage highlighting the draft accounts, to the Parking Partnership website.

9. Potential On-Street Pay and Display Sites

Mr. Trevor Degville, Parking Partnership introduced the report on the Potential On-Street Pay and Display sites, saying the purpose of the report was to gauge from Members whether to progress with Pay and Display at the sites noted in report.

Members were unhappy with making a decision on whether to proceed with Pay and Display at the suggested sites without undertaking local consultation, that local members needed to consider the proposals and subsequent impact of implementation, before the Joint Committee member(s) made an informed judgement.

Whilst Members felt it was appropriate to take forward the principal of further Pay and Display Sites, that officers should explore further these types of schemes, they would not agree arbitrarily to approve any site implementations without local consultation and feedback.

Mr. A. Taylor (Uttlesford) said that this form of increasing income was in the Parking Partnership Business Plan, therefore if it was not agreed to go forward with the proposals the Joint Committee will need to make other choices to avoid a budget deficit.

Mr. I. Taylor (Tendring) said Members at Tendring did not feel it is fair for the Joint Committee to agree to implement any Pay and Display schemes without appropriate local consultation, and what may look like leapfrogging the Traffic Regulation Order process to raise revenue was a potential minefield.

Councillor Waller (Epping Forest) said that if residents considered that the introduction of a Pay and Display Site would help to resolve a local parking issue, then there would be no difficulty. However, if the perception was that a Site had been put forward primarily as a means of increasing income for the Partnership, such a proposal would be most unlikely to gain acceptance.

Mr. Walker (Parking Partnership) said that a breakdown of Pay and Display income and expenditure by district was not available, that the information was held within one budget for the whole of North Essex.

RESOLVED that the Joint Committee;

- i) Deferred the report and subsequent decisions to be taken on the proposals for potential On-Street Pay and Display sites.
- ii) Requested the Client Officers to explore these schemes through local consultation and to feed back this information to the Client Officers meeting by 3 October 2013.
- iii) Requested a report to the meeting on 31 October 2013 outlining the benefits of introducing Pay and Display to On-Street sites, with a cost benefit analysis and financial modelling of the schemes.

10. Traffic Regulation Orders

Mr. Walker (Parking Partnership) informed the Joint Committee of the details of the two Traffic Regulation Order (TRO) decisions made under delegated powers.

RESOLVED that the Joint Committee noted the two TRO decisions made under delegated powers.

11. Finance Report

Mr. Walker (Parking Partnership) presented the financial monitor providing the Joint Committee with an overview of the Partnership's finances in the first months of the 2013-14 financial year.

Mr. J. Taylor asked if the Parking Partnership could provide a comparison report of the 2012-13 Outturn position for the North Essex Parking Partnership and South Essex Parking Partnership to the next Joint Committee meeting.

RESOLVED that the Joint Committee;

- i) Noted the current financial position of the Parking Partnership.
- ii) Requested a financial report to the next Joint Committee meeting illustrating a comparison between the 2012-13 Outturn position for the North and South Parking Partnerships.

12. Forward Plan

RESOLVED that the Joint Committee noted the current Forward Plan.

Agenda Item 11

WASTE MANAGEMENT PARTNERSHIP BOARD MINUTES

Date of Meeting: 15 July 2013
Location: Committee Room 2, Civic Offices, Epping
Time: 2.00 pm
Attending: Cllr W Breare-Hall – Env. Portfolio Holder & Board Chairman (WBH)
 John Gilbert - Director, Environment & Street Scene (JG)
 Qasim Durrani, Assistant Director, Technical (QD)
 David Marsh, Waste & Recycling Manager (DM)
 Dave Swire - SITA UK (DS)
 Nick Browning - SITA UK (NB)
 Melvin Dhorasoo - SITA UK (MD)
Notes: Stella Forster

	Action
1. Apologies for Absence - Cllr Mrs S Stavrou	
2. Declarations of Interest - None	
3. Draft minutes of the meeting held on 13 May 2013 - Agreed	
4. Matters arising P3: MD said that the suggestion to issue contact cards to residents in cases of complaint will be brought up at the dialogue meeting he is to have with the workforce on 15 August. He will be looking to identify lead members within the crews, and this is definitely something that will be taken forward. P4, item 12: DM confirmed that the delivery of 1100L bins is on track; one was received last week, and another today, 15 July.	
5. Review of current contract performance DS: The report is presented in the usual format and covers the 12 month period to June 2013. P4 shows that revenue for this period was £6.3m, with operating profit at 14.4% and EBIT at 6.5%. P5: Revenue for the full contract reached just under £33m, with EBIT at 1.2%. The three year trend shows that 2011 was the most successful year for Sita from a financial point of view, mainly because of the large number of accruals released that year. P6: The monthly cost split over the 12 month period is pretty standard. P7: Other costs jumped from 20% in Q4 last year to 29% in Q1 this year, mainly in relation to green disposal costs. Following the wet weather earlier in the year there was a spike in the tonnage collected during this period. This has also been seen in other contracts. Wages reduced as a percentage of total direct costs, and fuel and damage remain low quarter on quarter. P8: Clarification of what makes up 'other costs'. <u>KPIs</u> MD: P10, summary of waste flows - there has recently been a large increase in green recyclables. However the figures for May are incorrect. They will be clarified by MD and a summary sent to the Board in the next few days. JG noted that dry recycling is not performing as well as expected, particularly when compared with other Essex authorities, including Harlow. This is surprising	MD

since the residual waste trend is slightly down and recycling figures might be expected to rise. One possible reason is that residents are unable to obtain sacks when needed. Harlow currently use bins for the collection of dry recyclates, and this is something to be considered for the new contract. Another strange fact is that householders are still placing their food waste into residual bins which are collected fortnightly. MD has arranged meetings in South Gloucs. to look at their processes, and will report back.

MD

QD referred to the suggestion made last year to issue each household with a roll of sacks, which may help the situation. However, to avoid the bad press about giving sacks to residents who do not recycle there could be fewer sacks to a roll.

WBH has received complaints about the quality of the sacks currently being used. DM told him that although the supplier had changed, the density (microns) of the material is the same and they should be similar in strength. The new sacks do appear to be thinner than the old, and when screwed up become more creased. They have been taken to a testing facility in Yorkshire and DM will report on the outcome. He said that the way they are currently being presented, i.e. folded rather than in rolls, was a procurement requirement because more suppliers could be approached, and they can be posted through letter boxes if necessary.

DM

P11 missed bins - MD reported that there have recently been a few discrepancies with the information provided by the Council's logging in system, which may have been caused by the changes made to the MVM system. However, a more accurate process is now in place which ensures that the figures supplied by both Sita and EFDC correspond.

WBH pointed out that the number of missed bins in the report given for February is 34, whereas in the last report it was 38. MD confirmed that the latest number is correct.

P12: MD reported that there was one RIDDOR (a personal injury relating to a work activity over a reportable period of 7 days) in June. This concerned an operative who damaged his bicep. The police are currently investigating the incident which resulted in serious injury to Anthony Stearn as a road traffic accident. Once they have completed their enquiries they will pass it to the HSE, at which time it may be regarded as a RIDDOR.

Agency staff had not been used for the contract since the beginning of the year. As a result of careful monitoring and a well managed procedure sickness levels are showing a downward trend. This year anyone suspected of the 'Mon-Fri syndrome' has been placed under review, and these figures have since improved. The average sickness level for the industry is given as 4%. Sita still has some work to do, but the difficulties lie with operatives who have more serious illnesses, hospital stays etc. Unfortunately the figures will now increase due to the time Anthony was having to take off to recover from his accident.

Overtime hours vary month to month, according to where bank holidays sit on the calendar.

7. Health and safety issues

JG: Now that Anthony is recuperating at home it would be appropriate for the Chairman to write to him to express his and the Board's shock at what has happened and best wishes for his recovery. MD is in regular contact with him, and reported that he is feeling more positive about the future. He is considering being fitted for a prosthetic, and returning to work. MD feels he may benefit from a visit to the office to see his workmates. Although frustrated with his limitations, he does not appear to hold anyone in particular responsible for the accident. Sita

WBH

have carried out the peripheral investigations but they have yet to hold a formal interview with him. It is still puzzling how the incident happened. The driver reacted badly and has been offered counselling, but he returned to work immediately. He has the reputation of being a careful driver and his record is unblemished. Anthony's role within the company cannot be determined until his mobility has been assessed, but hopefully some form of redeployment can be offered.

8. Progress with the procurement of next contract

JG: 18 companies applied for the PQQ documents, but only 10 had responded by the deadline. Following assessment, 8 of those 10 were selected to go through, Sita being one of them. They are all large companies and all PQQ responses were of good quality.

Bidders Day is scheduled for 31 July, and details will be sent out shortly. After preliminary introductions and an explanation of the day's proceedings, four separate tables will be set up so that any matters of a commercially sensitive nature can be discussed openly with the various groups of officers. A tour of the depots has been arranged for the afternoon. This will include some of the other locations that have been identified as potential new sites.

The first stage of competitive dialogue has been arranged between 5 and 13 August. As these are being held in alphabetical order Sita's will be in the latter stages, i.e the afternoon of Monday 12th. The first round of tender documents will be expected at the beginning of September, when there will also be an exercise to consider which of the 8 companies will go forward, and a decision made on whether Grounds Maintenance will be outsourced or remain in-house. The process will continue until an overall leader emerges. At present it is envisaged that 5 will go through after round two, and then 3 at the final stage.

9. Any other business

DM: (1) A formal policy is required to be established concerning the use of Council-owned containers. This follows a rise in the number of insurance claims due to bins and blue boxes, which have been used for the storage of residents' own possessions on their driveways, being removed for collection. Most of such claims are rejected but the Council's complaints officer has recently approved payment for some on the basis that the containers had not been put out for collection. DM requires a new policy which states that the containers issued by the Council can only be used for waste, so that he can publicise it on the website, and so that there is a better foundation to refute the claims. JG said that this would not require Cabinet approval, as long as it is placed in the Members' bulletin to await Councillor comments.

(2) DM circulated a sheet giving details of the costs involved in making assessments for additional food & garden bins. No requests were received during the winter months, but there were 5 in March, 4 in April, 4 in May, 10 in June and 7 already in July. Taking into account mileage and officer interview & travel time, the cost per assessment averages out to £16.12. However, there has since been a change in approach and assessments are now only carried out, wherever possible, when the officer is already in the area on other business. Although it would be less expensive to issue the extra bin, as DM currently rejects 50-60% of applications, numbers would increase rapidly and Sita would be unable to collect them without taking on extra vehicles and staff.

One way of reducing the cost is to simply state to residents that second bins will not be provided unless certain criteria are met. As present they are given a list of reasons why their application has not been successful; they then comply with what they have been told and apply again. Also some residents will not accept

the decision and the matter escalates until the Council's complaints officer becomes involved, which adds to the expense.

(3) DM wished the Board to be aware of an incident, the second this year, when a recycling vehicle had broken down and both recycling and residual had been collected in the residual waste vehicle. This affected a number of roads in Epping. The decision had been made by a supervisor, and although it solved a problem this practice gives the wrong impression to residents (although only one had made a complaint). It also results in recycling going to landfill, thereby increasing disposal costs and losing recycling credit. MD said that this had been caused by a lack of communication, and had been dealt with. He apologised for the incident, and gave his assurance that it would not happen again.

NB: Sita are always striving to provide a better service, and feedback from clients is very important in achieving this. Over the next month they are introducing an initiative, called 'Over and Above', to determine how their important clients perceive the company's performance, and their forward strategy will evolve from the responses. A series of questions have been designed on value for money, the quality of service etc., and JG and DM have been nominated to complete the questionnaire, which should only take 20 minutes of their time. They will be contacted in the next week or so.

10. Date of next meeting

The next scheduled meeting on 16 September has had to be cancelled.

Post meeting note: The new date for the meeting is **30 September**, at **10 am**, in Committee Room 2.

LEISURE MANAGEMENT CONTRACT MONITORING BOARD MINUTES

Date of Meeting:	29 August 2013	
Location:	Committee Room 1	
Time:	7.00 pm	
Attending:		
<u>Councillors:</u>	Mrs E Webster (Chair)	(EW)
	W Breare-Hall	(WBH)
	Gavin Chambers	(GC)
	Jon Whitehouse	(JW)
	Harvey Mann	(HM)
<u>EFDC</u>	Qasim Durrani, Assistant Director	(QD)
	A Clear (Manager responsible for monitoring the contract)	(AC)
	S Forster (Minutes)	
<u>SLM:</u>	K Bames (SLM Contract Manager)	(KB)
	L Woodford (Manager at Loughton Leisure Centre)	(LW)

		Action
1.	Apologies for Absence – Duncan Jefford (SLM); Jade Blunnie (EFDC).	
2.	Minutes of previous meeting 20 May 2013 – Accepted as a true record	
3.	<p>Matters Arising -</p> <p>P3 Loughton Swimming Club: AC has spoken to James Warwick, Sports Development Manager, who has agreed that the Club does not make best use of pool time. A head count is taken every half an hour for all lessons at LLC and LW has been monitoring the Club numbers. She reported that for June/July the average was 23 in the main pool (in 1½ hours) and 11 in the teaching pool, although some of the children may only be there for a short period depending on their lesson time. More accurate figures could be obtained from the Club itself.</p> <p>The next step is for SLM, if they wish to take some pool time back, to make a formal request to the Council to remove the Club from the Guaranteed Element of the contract. The Club would then be advised and a meeting arranged to discuss alternatives and hopefully to reach a compromise. However any adjustment is unlikely to take place until April next year when the timetables are rescheduled. KB confirmed that a formal request would be sent in the near future.</p> <p>P3 Fire dampers: EFDC funding could not be put in place until late June due to AC's leave commitments and the serious flood at the civic offices that Facilities Management (FM) had to deal with. SLM were then advised to complete the work and as LW reported their finance is now in place and the scope of works has been completed. A meeting with the contractor has been arranged for next week when the timing of the works will hopefully be agreed.</p> <p>The contractor has also advised that seven new dampers should be installed. FM have asked for more information as the fire regulations would have been complied with at the time of building. However, if they agree with the company's recommendations the funding will have to be found.</p> <p>P3 Asset Management: EW asked about the report on the Epping visit. AC will send a copy of the report to the Board although no major issues had been found. The next one is due in a few week' time.</p> <p>P4 C&C (iii): AC said that the child's mother wrote to complain that a thorough investigation had not been carried out as the H&S officer had only contacted the</p>	AC

pool and swimming teachers without speaking to the school or the parents. However AC had contacted the school and the teacher's version of events corresponded with all other statements. AC responded to the mother asking for a statement but has not received a reply.

P6 Tour de France: The route is likely to be via the Wake Arms, then Epping New Road to Walthamstow. SLM will mark the occasion in some way once further details are known.

4. **Financial appraisal of the contract**

AC: P1 shows the income for the first 3 months of the financial year and it has been a very good start, with all centres except Ongar way ahead of target. As can be seen in the bottom box Income Share for the three months is £1500, which is a better result for the first three months than in previous years.

Ps 2-5 give a breakdown of the figures by site. KB stated that budgets are on line, and SLM are pleased with the good start to the year.

P6 is the income by group for the Apr-Jun period compared to previous years. This shows a significant increase on last year's figures, a good result considering the current financial climate. In the bottom box it can be seen that the three main income earning areas of the contract are up by £40k, and these account for 68% of total income.

P7-10 show the annual income by site. Overall, all centres are up on the first quarter last year. Squash court usage in Epping (P7) has gone up and although this is not reflected in the figures there are now many DD members who can use the courts free of charge.

At Loughton (P8) swimming lesson income is up over £7k on the same period last year. JW asked about the new on-line cost codes, and KB told him this relates to the new Everyone Active on-line service. For an annual fee, or £2.99 per month DD, or each time they download, customers can receive training plans, videos etc., with no contract attached. No other leisure provider has introduced this concept and it has not shown on the report before.

At W/A (P10) swimming lesson income is up £9k, and one third of customers now pay by DD. Public swimming numbers generally, but especially for juniors since the slides were removed, have been going down year on year.

5. **Contract Monitoring**

Facility Management - P11 gives participation figures for the first quarter. Group exercise and casual fitness continue to show an improvement, and there has been a noticeable increase in GP referrals. AC will let the Board know by email where the referrals originated, as requested by EW. KB reported that all sites have made extra efforts in this regard. SLM have re-branded and produced new leaflets and posters which are left in surgeries etc.

Regarding the increase in squash court use at Epping, KB said that squash popularity tends to be cyclic and interest in the sport has recently been high. The Squash Club is improving; they contacted Squash England and a professional coach is now on site, giving opportunities for customers to have lessons.

Public swimming paid at the till continues to decline, but as DD members are entitled to free swims it is difficult to determine the true numbers.

P12 shows the overall membership for the district. DDs continue to rise while ordinary centre membership declines. Junior membership increased with the

AC

introduction of DD payments for swimming lessons as they include centre membership. Overall figures are similar to last year. In response to WBH's question KB said that the only way to determine where DD members are going is to survey the current customers, but it is not possible to get an accurate picture.

WBH also asked why the results for the last few months were so positive, and KB replied that it can only be due to good management and initiatives, and the marketing and branding. This contract, with smaller, community-based sites, always does well and staff have a nice relationship with their customers. AC added that when the contract was let all the contractors had commented on the quality of the centres, their good condition and the excellent staff, and some had dropped out because they could not improve them sufficiently to make taking the contract worthwhile.

JW enquired if other private gyms were showing similar results and KB replied that SLM regularly carry out competitive analyses. They visit or call other centres in the guise of prospective customers so that like-for-like comparisons can be made. In general private leisure providers do not offer the same value for money; SLM do not require a contract and they kept DD and annual membership at the same level this year whilst others went up by inflation.

(b) Health & Safety P13 gives details of the visits carried out in July. Only a few small items were identified which have all now been completed. The Council's H&S officer knows the sites well and is satisfied with the standards.

(c) Asset Management No visits were carried out since the last meeting and the next ones are scheduled for mid-September. EFDC have engaged a new contractor who is currently renewing the energy certificates. He is very keen to reduce the carbon footprint of the centres, and has already made several suggestions for improvement. He has requested more information from LLC as this is the worst scoring site.

The Council is responsible for the outside decoration of the centres and this is currently being carried out. Members of the Board were surprised to learn that the Epping car park is to be resurfaced and relined as the condition seems satisfactory, and this money could be better used elsewhere. AC will ask FM for a fuller explanation. SLM have provided FM with their planned maintenance programme for this year and this will be monitored on a regular basis.

(d) Performance Monitoring - The results of customer service standards visits are given on Ps 14-16. No issues were identified at Epping (always less of a problem without a pool), and only minor problems were found at Ongar and W/A, which were dealt with very quickly. Since the report was compiled most issues at Loughton (P14) have been addressed; repairs have largely been completed, cleansing is at a better standard with a new regime in place, and a service contract now ensures a quicker repair time of gym equipment. Some painting of the walls in the movement studio, damaged by sellotape, is still outstanding. HM asked about 'unable to check' in the report, and AC said that this refers to times when, for example, a man would not be able to access the ladies' changing room.

(e) Improvement/Default Notices - No variation orders have been issued. Most outstanding notices have been completed. The three remaining at Loughton are:

00253 – there is some dispute with the lift servicing company. LW raised the items picked up by Zurich with the contractor, who carried out the work and was paid. Zurich have since made a further inspection and report that the work was not completed. This is a minor issue has no effect on the safety of the lift;
00255 – Trend Control Services, who are responsible for the air handling, have

AC

yet to rectify the issues raised with them.
00260 – this refers to the re-painting and the carpets of the movement studio. This will be completed after the school holidays;
LW reported that the hairdryers have been repaired, and as all dryers at the centre are now free to use and turn off when replaced in the holder the problem of them burning out has hopefully been resolved.

The fire dampers default notice will remain until completed. AC was pleased to note that the notices are all being dealt with at Loughton. More visits will take place in September.

6. Liaison Groups

A meeting was held at Epping in June, which was sparsely attended, and no issues were reported. WBH was present, but the time had been changed without his being informed. He asked about progress with his suggestion to schedule a year's dates in the calendar - this has been done by KB and she will email the timetable to him.

WAP's meeting was held in July, with Cllr Lea attending. The main issue identified by customers was cleanliness. A new scrubbing machine and wet vacuum cleaner has now been purchased and a programme of quarterly deep cleans initiated, which has resulted in a 20% improvement in the last survey.

The Loughton meeting was cancelled, and is now scheduled for 2 September at 7.15pm. No meeting has been held at Ongar.

7. Compliments and Complaints

None received by AC but a member of staff at Loughton has taken an issue to the Council's Environmental Health section for investigation. She asserts that she is suffering a number of medical problems as a result of the Trend air handling system not working efficiently. Several meetings have taken place between EH and SLM, which AC was not permitted to attend, and a series of tests have been carried out. EH are also looking into case studies to see if anything similar has occurred elsewhere. Although the investigation is not yet completed, there has been nothing so far to support the claims and no other customer or member of staff has complained of having the same symptoms. Unless the person concerned can provide firm medical evidence that the air handling system is the cause of her problems EH are unlikely to take this further.

HM asked if new members of staff are required to state their medical history and LW told him that all staff must complete a medical questionnaire. It is important to be aware of any pre-existing conditions as they may encounter problems in the various areas they are required to work in. HM also asked if a claim could be forthcoming, and KB replied that if the matter goes higher it will be taken to the HSE, and although a claim could result there does not appear to be any evidence of equipment malfunction.

8. Report from SLM

In a change to her usual verbal report, KB circulated colour copies of the contract review for September 2013. Points to note:

The second contract swimming gala was held at Loughton in July, with children from the current programmes at all sites competing. This was won by Loughton, taking the trophy from last year's winners, Ongar. The event was so successful and so well attended that the company has decided to extend it to a regional gala next year, probably to take place at Basildon, and it may well go national in future. The swimming managers in particular put in a lot of hard work and are to be thanked for this excellent achievement. Money was raised for the charity of the

KB

year, Ava's Pink Quest, which supports childrens' cancer and leukaemia groups.

Epping got through to the national Flame Award finals in July, which was won by Fareham. 6 Everyone Active sites were in the top 15 in the country, which is a good indication of the company's success.

Each year the sites link with the ASA to run the Swimathon Challenge, supported by Everyone Active, which raises funds for a nominated charity. Several thousands of pounds were raised over the 2 days of the event this year.

A successful open day took place on 27/28 July, when over 600 people came along to the centres to participate in activities free of charge. Another open day event is planned for 7/8 September.

All sites achieved 100% in the latest H&S assessments; these internal audits take place alongside AC's, but unlike his ad-hoc visits, SLM's are scheduled.

W/A and Ongar scored 'good' in the recent Quest assessments.

Everyone Active is the first large chain in the UK to launch a brand new short-burst fitness class called Tabata, and this will be available at Loughton from 7 September. The class is of 20 minutes duration, but the exercise itself only takes 4 minutes. It is a high intensity activity, apparently invented by a scientist, which has shown excellent results. It will appeal to anyone with limited time at the gym, and as the classes are so short, more can be put into the timetable which should help with the booking problems at LLC.

Finally, in answer to HM's query about provision for the disabled, KB said that there is a whole range of activities at the pools, where hoists are also provided. All gyms are accessible and some specific sessions are organised. Also the changing rooms and much of the equipment is designed for use by disabled people. The only exception is at Epping where the main hall is two floors down. KB to provide members of the Board with a comprehensive list of activities.

KB

9. Date of next meeting

11 November 2013, at the slightly later time of 7.15pm.

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IAA Member Working Group

MINUTES OF MEETING HELD ON 30 JANUARY 2013 AT 2:00 PM. COUNTY HALL

***Present:**

*	Basildon District Council	Councillor John Dornan
*	Braintree District Council	Councillor Wendy Schmitt
	Brentwood Borough Council	Councillor Tony Sleep
	Castle Point Borough Council	Councillor Ray Howard
	Chelmsford Borough Council	Councillor Janette Potter
	Colchester Borough Council	Councillor Martin Hunt
	Epping Forest District Council	Councillor Will Breare-Hall
*	Essex County Council	Councillor Kevin Bentley
*	Harlow District Council	Councillor Phil Waite
	Maldon District Council	Councillor Mark Durham
*	Rochford District Council	Councillor Mike Steptoe
*	Tendring District Council	Councillor Nick Turner
*	Uttlesford District Council	Councillor Susan Barker

1. Welcome and Introductions

The Chairman welcomed everyone to the meeting.

2. Apologies for Absence

Apologies were received from Cllrs Brenda Harker, Tony Sleep, Ray Howard, Martin Hunt and Will Breare-Hall.

3. Minutes of Previous Meeting/Matters arising

The minutes of the meeting held on 29 November 2012 were agreed and signed by the Chairman.

4. Matters Arising

Tonnage Performance Update – an updated version of the table, which included data for Colchester, was circulated for Member information. Tonnage growth across the County for the full year is expected to be approximately 1%

Development of Benchmarking Data – It was reported this was not an item on the current agenda as Officers were still working on the data.

Commercial Waste Policy Update – It was reported that following the appointment of MITIE by the County Council to manage ECC facilities a meeting is being scheduled with WCAs to explore the options for WCAs to deliver trade waste and recycling services for ECC buildings

Nappy Waste – It was reported that Knowaste technology is very expensive and that the MBT facility at Courtauld Road has been designed to deal with such waste.

5. Waste Strategy Programme Update

Members received an update from Phil Butler.

PFI Contract

Urbaser Balfour Beatty (UBB) continue to progress detailed design work and preparations for a start on site.

UBB are now making use of the vacant bio-waste site as a temporary car park and site compound.

Full planning and Section 106 agreement were issued on 6 December 2013.

Granting of environmental permit yet to be completed and public consultation has commenced prior to its issue.

UBB intend to carry out some site preparation works during February with major construction commencing mid-March.

The first meeting of the Courtauld Road Community Liaison Group was held on 11 December 2012. The date of its next meeting is late March 2013 and thereafter quarterly during the construction phase.

The establishment of a Community Fund is still being explored.

Transfer Stations

Harlow – Farrans are finalising the design with some slight modifications to the hard standing. Construction is due to commence April 2013.

Uttlesford – No further update on Judicial Review status. This is still under control of the courts and awaiting their decision. The Highways Department has given assurance that traffic regulation orders are in hand.

Chelmsford – Received approval from Development & Regulation Committee on 25 January 2013. The exchange of contract for land purchase with Chelmsford City Council is immanent with construction due to commence in June.

Braintree – Draft contracts received from vendor solicitor. There may be some delays before exchange of contract. Anticipated construction start date is July 2013

Colchester – Site purchase is now progressing following objection from the land owner concerning the orientation of the proposed building. Public exhibition has taken place after which application submitted in November 2012 for consideration at Development & Regulation Ctte in February 2013.

It was confirmed that Courtauld Road is due to be commissioned from June 2013 with an additional six months until full capacity is achieved.

Bio-waste Stations

The OJEU notice has been published with 20 contractors expressing an interest. Pre-qualification questionnaires due to be submitted early March.

Integrated Waste Handling Project

It was reported that the contract remains in the procurement phase with final tenders due on 1 February 2013. A full report will be provided at the next meeting of this group.

6. Review of Waste Partnerships

Phil Butler reported that Essex County Council has commissioned a study to review waste partnerships from around the County to identify both activity and successes. The intention is to present a final report that details work from around the County as well as the Essex position.

It was noted the study will cost in the region of £17k

7. IAA Annual Review Update

It was noted that Essex County Council will meet with each District/Borough to discuss issues concerning the IAA. There has been some slight slippage to this annual meeting but it is anticipated they will commence mid-February and be completed by the end of March 2013. The paper circulated with the agenda identified the purpose of the meetings and it was noted that the meetings are held at Officer level and lead to Member briefings.

It was also noted that all WCA's have submitted updated delivery plans.

Cllr Bentley stated his desire to separately meet all Members at a political level.

8. Essex Waste Partnership Joint Communications

Michael Page from the External Communications team was introduced to the Group. Councillor Bentley stated that he is keen to ensure that this Group is seen to communicate effectively with the public about the need to re-cycle. Members agreed to a centrally drafted press release being made available following each IAA meeting that could be used by all Councils across the County.

9. Any Other Business

Cllr Turner raised the issue of food waste being deposited into black sacks rather than food caddies and asked if this was a common issue. It was noted the analysis of residual waste will give details in due course.

Members discussed the merits of enclosing details of re-cycling schemes with Council Tax reminders as a way of promoting the scheme County wide. It was agreed that the flyer used by Braintree District Council be circulated to the Group for information.

There being no further business the meeting closed at 2.45pm

10. Date and location of next meeting

The date of the next meeting was confirmed as Wednesday 20 March 2013 at 2.00pm in Committee Room 2, County Hall.

ECC/EFDC LOCAL HIGHWAY PANEL MINUTES

Committee: ECC/EFDC Local Highways Panel **Date:** Thursday, 28 February 2013

Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 6.00 - 7.20 pm

Members Present: **County Councillors:**

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

District Councillors:

Councillors K Chana, T Church, P Keska, Mrs J Lea, L Leonard and Mrs S Watson

Other Councillors: Councillors G Waller and P Channer

Apologies: Councillors R Bassett and Mrs E Webster

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

58. SUBSTITUTE MEMBERS

No Substitute members had been appointed to the meeting.

59. DECLARATIONS OF INTEREST

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

60. MINUTES

RESOLVED:

That the minutes of the meeting held on Monday 28 January 2013 be taken as read and signed by the Chairman as a correct record.

61. MATTERS ARISING

(1) It had been noted that there would be individual meetings between each division and the Officers from Essex County Council to discuss the individual applications. To be held before the Local Highways Panel Meetings.

(2) Councillor Metcalfe raised her concern regarding HGV's going down Forest Road, Loughton from the Robin Hood Roundabout on the Epping New Road, she asked it it would be possible for signage to be put in place to deter the HGV's.

David Sprunt advised the Panel that they should wait for the Transport Strategy Phase II which would happen in Autumn 2013 as this would be included.

(3) Councillor Knapman would like it noted that the speed of all the schemes were taking too long to go through. Schemes that were decided in September 2012 had still not happened. Councillor Knapman advised the County Officers that exact timescales were needed.

Jon Simmons advised the Panel that he would have the Scheme dates by the next meeting.

62. S106 UPDATE

Councillor Watson highlighted her concerns about the use of S106 monies and expressed concern as to why the monies could not be used on other projects in the locality.

Jon Simmons reported that they had regular S106 meetings and that they were still waiting for a reply as to whether the S106 monies could be used on other local projects.

Councillor Metcalfe requested a meeting with County regarding the S106 monies.

63. SCHEME PROGRAMME

The Panel had discussed schemes that would be undertaken this financial year and made additions to the schedule where schemes had now been agreed in addition to those agreed at the previous meeting as shown in the attached appendix.

64. MAINTENANCE PROGRAMME

The maintenance schedule had been noted.

Jon Simmons advised the Panel that Schemes for 2013/14 should be put through as early as possible.

65. HIGHWAY RANGERS

Councillor Metcalfe queried with the County Officers whether the Epping New Road/ Rangers Road would have to be added to the list.

Jon Simmons advised that he would contact the Highways Rangers and report back.

Councillor Chana requested directional road signage at Limes Farm for the new Community Centre.

Jon Simmons said he would find out who would be responsible for that and report back.

66. ANY OTHER BUSINESS

Councillor Gerard McEwen informed the Panel that this would be his final time of Chairing the Local Highways Panel as he would be standing down as a Councillor in May.

Councillor McEwen had asked Councillor John Knapman Chair the Local Highways Panel meetings to which he agreed. Councillor McEwen informed the Panel that Councillor Knapman was a County Councillor, a District Councillor and a Parish Councillor. Councillor McEwen asked the Panel if they agreed.

AGREED: Councillor John Knapman would take over as Chairman of the Local Highways Panel starting with the next meeting on 11 April 2013.

67. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Thursday 11 April 2013 at 7pm in Committee Room 2 at the Civic Offices.

CHAIRMAN

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Minute Item 63

ECC/Epping Forest District LHP - Budget Summary 2012/13 (March 2013)

	Division	Scheme Type	Sub-Total	Total
1	Chigwell & Loughton Broadway	Minor	£32,000	£248,150
		Bus Stop/Route Improvements	£1,200	
		School Crossing Patrol Sites	£2,950	
		Casualty Reduction *1	£212,000	
2	North Weald & Nazeing	Minor	£84,000	£115,200
		School Crossing Patrol Sites	£1,200	
		PROW	£30,000	
3	Loughton Central	Minor	£85,000	£87,500
		Casualty Reduction	£2,500	
4	Buckhurst Hill & Loughton South	Minor	£80,300	£83,400
		Bus Stop/Route Improvements	£600	
		Casualty Reduction	£2,500	
5	Waltham Abbey	Minor	£70,620	£77,210
		School Crossing Patrol Sites	£590	
		Casualty Reduction	£6,000	
6	Ongar & Rural	Minor	£15,000	£45,000
		Casualty Reduction	£30,000	
7	Epping & Theydon Bois	Minor	£31,900	£43,540
		Bus Stop/Route Improvements	£8,100	
		School Crossing Patrol Sites	£3,540	
				£700,000

*1 Includes £149k additional top up of Casualty Reduction Scheme CR 23

LHP Budget 2012/13	£700,000
Allocated LHP Budget 2012/13 (as of February 2013)	£540,330
Allocated LHP Budget 2012/13 (as of March 2013)	£700,000

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ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

BUCKHURST HILL & LOUGHTON SOUTH DIVISION			Recommendation date
Minor Schemes		Total	
Buckhurst Hill	Roding Lane/ Loughton Lane	Pedestrian facilities at signal junction - Feasibility Study	£5,000 18/09/2012
Buckhurst Hill	Westbury Road/ Palmerston Road	Review of all traffic measures put in place - feasibility study	£5,000 18/09/2012
Buckhurst Hill	Farm Way/Forest Edge/Station Way	Traffic calming on Station Way/Farm Way, junction warning signs or VAS - Feasibility Study	£2,000 18/09/2012
Buckhurst Hill	Farm Way/Forest Edge/Station Way	Raised table at junction following feasibility study	£62,300 28/01/2013
Buckhurst Hill	Station Way near LUL Station, Buckhurst Hill	Feasibility study for pedestrian refuge island	£2,000 28/01/2013
Loughton	Oakwood Hill j/w South View Road	Bollards to stop vehicles driving along footway	£4,000 28/01/2013
		£80,300	
		Total	
087	Station Approach	Bus stop improvements	£600 28/01/2013
		£600	
		Total	
		Casualty Reduction Schemes	
Loughton	High Road j/w Forest Road	Parking enforcement, centre island and ETP engagement. £5k Scheme cost to be split between LC and BH&LS	£2,500 18/09/2012
		£2,500	
		Total recommendations for BH&LS Division	£83,400

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

OO		CHIGWELL & LOUGHTON BROADWAY DIVISION		Recommendation date
		Minor Schemes	Total	
Loughton	The Broadway - Thomas Willingale School	Pedestrian guard rail	£2,000	02/10/2012
Chigwell	Manor Road/Vicarage Lane	Junction improvement	£30,000	02/10/2012
			£32,000	
		Bus stop improvements	Total	
Loughton	Oakwood Hill nr jw Chigwell Lane Stop 150042016001	Bus cage and no waiting plate	£600	28/01/2013
Loughton	Oakwood Hill nr jw Chigwell Lane Stop 150042016002	Bus cage and no waiting plate	£600	28/01/2013
			£1,200	
		School Crossing Patrol Sites	Total	
Loughton	Thomas Willingale Primary School, Willingale Road	Extend school keep clear markings to bus stop	£1,180	18/09/2012
Loughton	Hereward Primary School, Colebrook Lane	Parking restrictions opposite school to prevent parking on patrol site	£1,770	02/10/2012
			£2,950	
		Casualty Reduction Schemes	Total	
Chigwell	Manor Road/Tomswood Road	Improve visibility at junction and installation of traffic islands on Manor Road approaches. Original recommendation £30k for alternative scheme now topped up to £179K for full scheme.	£179,000	18/09/12 (£30k) 10/02/12 (£149k)
Chigwell	Gravel Lane	Chevrons, verge markers and lines.	£3,000	18/09/2012
Chigwell	Pudding Lane	Improve drainage/possible resurfacing	£30,000	18/09/2012
			£212,000	

Total recommendations for C&LB Division £248,150

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

EPPING & THEYDON BOIS DIVISION			Recommendation date
Minor Schemes		Total	
Coopersale Common	Between Brickfield and Institute Road	£8,000	18/09/2012
Epping	B1393 High Road/Theydon Road	£5,000	02/10/2012
Epping	Grove Lane	£7,500	27/02/2013
Epping	Lindsey Street/Centre Drive	£2,000	27/02/2013
Epping	Ivy Chimneys	£1,000	27/02/2013
Epping	Lindsey Street	£200	27/02/2013
Thornwood Common	Woodside	£200	27/02/2013
Coopersale Common	Garnon Mead	£8,000	27/02/2013
		£31,900	
	Bus Stop/Route Improvements	Total	
Epping	Coopersale Turn, Epping Road	£7,500	18/09/2012
Epping	Centre Drive j/w Ivy Chimneys	£600	28/01/2013
		£8,100	
	School Crossing Patrol Sites	Total	
Epping	Epping Primary School, Coronation Hill	£1,770	02/10/2012
Epping	Ivy chimneys Primary School, Centre Drive	£1,770	20/12/2012
		£3,540	
	Total recommendations for E&TB Division	£43,540	

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

10		LOUGHTON CENTRAL DIVISION		Recommendation date
		Minor Schemes	Total	
Loughton	A1168 Rectory Lane/Westall Road	Junction improvement - investigation	£3,000	18/09/2012
Loughton	Loughton High Road/The Drive	Improvements to signalised junction - investigation	£10,000	18/09/2012
Loughton	Barrington Rd j/w Doubleday Rd	Two dropped kerbs	£2,000	02/10/2012
Loughton	Sandford Ave j/w Westall Rd	Two dropped kerbs	£2,000	02/10/2012
Loughton	Colebrook Lane j/w Westall Rd	Two dropped kerbs	£2,000	02/10/2012
Loughton	Harvey Gardens j/w Colebrook Lane	Two dropped kerbs	£2,000	02/10/2012
Loughton	Conyers Way j/w Colebrook Lane	Two dropped kerbs	£2,000	02/10/2012
Loughton	Traps Hill/Alderton Hill/Borders Lane	Mini -roundabout and pedestrian refuge islands	£50,000	01/11/2012
Loughton	Alderton Hill	Pedestrian refuge island	£12,000	18/09/2012
			£85,000	
Casualty Reduction Schemes			Total	
Loughton	High Road j/w Forest Road	Parking enforcement, centre island and ETP engagement. £5k Scheme cost to be split between LC and BH&LS	£2,500	18/09/2012
			£2,500	
Total recommendations for LC Division			£87,500	

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

NORTH WEALD & NAZEING DIVISION			Recommendation date
Minor Schemes		Total	
Nazeing	B194 Nazeing new Road/North Street/Middle Street	£5,000	02/10/2012
Nazeing	St Leonard's Road	£15,000	02/10/2012
Sheering	Sheering Lower Road	£2,000	28/01/2013
Roydon	Harlow Road nr jw High Street	£1,000	28/01/2013
Roydon	Hamlet Hill	£2,000	28/01/2013
Bumbles Green	Common Road/Waltham Road/Middle Street	£16,000	27/02/2013
North Weald Bassett	Wellington Road/Hampden Close	£1,000	27/02/2013
North Weald Bassett	A414 Canes Lane j/w Vicarage Lane	£1,000	27/02/2013
Nazeing	Middle Street/St Leonards Road	£1,000	27/02/2013
Nazeing	Nazeingbury Parade to St Giles Car Park, Nazeing Road	£40,000	27/02/2013
GO		£84,000	
GO-1		Total	
Roydon	School Crossing Patrol Sites		
	Roydon Primary School, Epping Road	£1,200	02/10/2012
	Extend school keep clear markings	£1,200	
Public Rights of Way		Total	
North weald Bassett	PROW 36 Byway	£30,000	27/02/2013
	Surface and drainage improvements	£30,000	
Total recommendations for NW&N Division		£115,200	

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

N	ONGAR & RURAL DIVISION		Recommendation date
	Minor Schemes	Total	
Fyfield	B184	Two solar powered VAS	£4,500
Moreton	Little Laver Road	Kerbing to control/divert excess water	£5,000
High Ongar	High Ongar Primary School, The Street	Relocate pedestrian guard rail to o/s new school entrance	£2,000
Moreton	o/s School, Church Road	Vehicle Activated Sign	£3,500
			£15,000
		Casualty Reduction Schemes	Total
Theydon Garnon	Mount Road/Banks Lane	Junction re-alignment, signs/lines	£30,000
			£30,000
		Total recommendations for O&R Division	£45,000

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (March 2013)

WALTHAM ABBEY DIVISION			Recommendation date
Minor Schemes		Total	
Waltham Abbey	A121 Highbridge Street/B194 Beaulieu Drive	Junction improvements/pedestrian and cyclist refuge - investigation	£5,000 02/10/2012
Waltham Abbey	Roundhills	Elderly crossing sign	£1,500 02/10/2012
Waltham Abbey	Crooked Mile, North of Saxon Way and North of Monkswood Avenue	Signal controlled crossing - feasibility study	£5,000 18/09/2012
Waltham Abbey	Crooked Mile nr Harold Crescent	Pedestrian refuge island - amend existing splitter island	£7,500 18/09/2012
Waltham Abbey	Crooked Mile, North of Saxon Way and North of Monkswood Avenue	Funding towards implementation of signal controlled crossing	£51,620 27/02/2013
		£70,620	
School Crossing Patrol Sites			
Total		Total	
Waltham Abbey	Upshire Primary School, Upshire Road	Replace patrol plate with school plate	£590 02/10/2012
		£590	
Casualty Reduction Schemes			
Total		Total	
Waltham Abbey	Claypit Hill	Additional 30mph road markings	£2,000 18/09/2012
Waltham Abbey	Sewardstone Road/Quaker Lane	Increase intergreen timings and ETP engagement	£4,000 18/09/2012
		£6,000	
Total recommendations for WA Division			£77,210

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ECC/EFDC LOCAL HIGHWAY PANEL MINUTES

Committee: ECC/EFDC Local Highways Panel **Date:** Thursday, 11 April 2013

Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.00 - 8.01 pm

Members Present: **County Councillors:**

J Knapman, G McEwen, V Metcalfe, Mrs E Webster and
Mrs J H Whitehouse

District Councillors:

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

Other Councillors: G Waller

Apologies: Councillor P Channer

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

68. SUBSTITUTE MEMBERS

No substitute members had been appointed to the meeting.

69. DECLARATIONS OF INTEREST

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

70. MINUTES

RESOLVED:

That the minutes of the meeting held on Thursday 28 February 2013 be taken as read and signed by the Chairman as a correct record.

71. MATTERS ARISING

There were no matters arising.

72. ANY OTHER BUSINESS

There was no further business brought forward at the meeting.

73. SCHEME LIST FOR 2013/14

(1) The Chairman advised Members that all Schemes for the current year had to be submitted by 25 April 2013 so they could be initially validated before the next meeting on 6 June 2013.

(2) County Officers explained if a feasibility study came back and advised not to go ahead with the scheme then the monies put aside for that scheme would be lost.

(3) County Officers reported that the budget for 2014/15 would not be available until Autumn 2013.

(4) The Chairman advised the County Officers that a detailed monitoring report of all the new schemes that had been brought forward should be available at the next meeting.

74. SCHEMES 2012 - 2013 - PROGRAMME MONITORING

Members expressed concerns regarding the general lack of progress of the Schemes that had been put forward in September 2012.

It was agreed that the Chairman of the Panel would request that a meeting be arranged between all LHP Chairmen and the County Cabinet Member to be held as soon as possible after the elections.

75. SECTION 106 UPDATE

Members expressed concerns that there were no answers from County as to whether the S106 monies could be used for other schemes in the area, particularly the Buckhurst Hill area.

The Chairman agreed to write to the ECC Cabinet Member about concerns of the speed of delivery of schemes.

Members advised County Officers that they would expect a report at the next meeting to include detailed delivery dates of each scheme with an explanation of why the scheme had not been carried out.

County Officers suggested inviting S106 Officers to the next meeting to discuss the use of S106 monies.

76. HIGHWAYS RANGERS - FORWARD PROGRAMME

The current programme of rangers works was noted.

(1) The Chairman suggested that Parish Councils should become more involved with the Highway Rangers and that County Officers should write again to Parish Councils to advise them of what the Highway Rangers could do for the district.

77. DIRECTION AND SIGN PROBLEMS

Members were advised of signage problems within the district.

(1) Councillor Bassett advised the Panel that the sign for the weight restriction in Dobb's Weir Road, Nazeing was wrong. This had been noticed approximately 2 years ago and to date had not been changed.

It was agreed that County Officers would contact Hertfordshire Highways and report back at the next meeting.

(2) Councillor Lea advised the Panel that the sign on the Crooked Mile Roundabout indicated that the M25 Motorway would be the 2nd turning on the left. This was not correct the 2nd turning on the left was Monkswood Avenue which was a cul-de-sac. Daily HGV lorries turn into Monkswood Avenue and when they had realised it was a cul-de-sac and they could not turn around they would then have to reverse back down the road onto a very busy junction.

It was agreed that County Officers would investigate and report back at the next meeting.

(3) The Chairman asked Highways Officers to circulate a contact list of County Officers sharing the new organisational structure to aid liaison.

78. FUTURE PROGRAMME OF MEETINGS/DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Thursday 6 June 2013 at 7pm in Committee Room 2 at the Civic Offices.

CHAIRMAN

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ECC/EFDC LOCAL HIGHWAY PANEL MINUTES

Committee: ECC/EFDC Local Highways Panel **Date:** Thursday, 6 June 2013

Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.00 - 9.00 pm

Members Present: **County Councillors:**

Councillors Mrs R Gadsby, J Knapman, A Jackson, V Metcalfe, Mrs M McEwen, C Pond and J M Whitehouse

District Councillors:

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

Other Councillors: Councillors G Waller

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

1. CONFIRMATION OF CHAIRMAN

It was proposed that Councillor John Knapman should continue as Chairman for the Local Highways panel for 2013/14

AGREED:

The Panel agreed that Councillor Knapman should continue as Chairman for the year 2013/14.

2. SUBSTITUTE MEMBERS

No substitute members had been appointed to the meeting.

3. DECLARATIONS OF INTEREST

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

4. MINUTES

RESOLVED:

That the minutes of the meeting held on Thursday 11 April 2013 be taken as read and signed by the Chairman as a correct record.

5. MATTERS ARISING

There were no matters arising.

6. S106 UPDATE

The Chairman advised Panel were advised if they had concerns regarding the S106 funding they should raise them now or contact the County Officers directly.

Councillor Jackson asked County Officers whether S106 funds were available for a replacement bus shelter in the High Road, North Weald Bassett (opposite School Green Lane). County Officers agreed to investigate the matter and report back at the next meeting.

RESOLVED: That County Officers would report back at the next meeting.

7. SCHEME PROGRAMME

The Panel had received an Indicative Programme of Schemes from County Officers. There were concerns from the Panel as the scheme references did not run in line with the scheme lists the Panel had been working from. The Chairman advised the County Officers that the list needed to be translated into a clearer format.

County Officers advised that this list was a first draft and they would take on board all the comments from this meeting.

Councillor Jackson asked County Officers why the design time would take so long. County Officers advised that things like utilities had to be factored in. The Chairman advised the Panel that he would write to the Portfolio Holder / Design Manager regarding the design timescales. County Officers advised the Panel that the Design Manager had agreed to come to a meeting to explain about the design timescales.

The Chairman reported that the budget for 2013/14 would not be set until September 2013 and it was assumed that each division would receive the same amount as last year, which was £100,000. The Chairman asked the divisions if they would be willing to work towards spending £85,000 each thereby putting £15,000 from each division into a pot so that bigger schemes could then be looked at.

Councillor Metcalf stated that each division needed to get as much done for their residents and this should be reviewed at a later date.

County Officers advised the Panel that new proposals for schemes for the current year 2013/14 should be received before September 2013 or they would not be guaranteed to go onto the 2013/14 scheme programme.

RESOLVED: That the draft current scheme list be set out as appendix 1 be noted.

8. HIGHWAY RANGERS

The current programme of Highway Rangers work was noted.

(1) The Chairman suggested that Members and Officers should advise Parish Councils to pass work towards the Highway Rangers; and

(2) That County Officers should be identifying work that the Highway Rangers could complete.

Jon Simmons, County Officer, advised the Panel that they did filter work through to the Highway Rangers if they felt it was feasible.

9. ANY OTHER BUSINESS

Members Meeting with County Officers

The Chairman suggested that divisional pairs should meet with the County Officers prior to the next meeting to discuss their divisions.

10. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Thursday 5 September 2013 at 6.30pm in Committee Room 2 at the Civic Offices.

CHAIRMAN

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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

BUCKHURST HILL & LOUGHTON SOUTH							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Schemes							
LEPP132026	Buckhurst Hill	Church Rd, Russell Rd, Stag Ln, A121 High Road	Feasibility study, surveys, prelim. designs & costings re problems congestion, parking, speeding in adjacent streets	£3,000	6.6.13	25.6.13	TBC
				£3,000			
School Crossing Patrol							
LEPP134017	Loughton	A121 High Rd nr j/w Spring Gr. - Oaklands Sch.	VAS near j/w Albion Hill	£8,500	6.6.13	25.6.13	TBC
				£8,500			

Total recommendations for BH&LS	£11,500
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

CHIGWELL & LOUGHTON BROADWAY							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Casualty Reduction							
CR 23	Chigwell	Manor Road/Tomswood Road	For information only: 2012-13 budget scheme: Junction improvement and signalisation. Required extra £20k on top of £179k. CM approved transfer from Vicarage Rd scheme which will pause after designs complete.	£0	6.6.13	25.6.13	TBC
				£0			
				£0			

Total recommendations for C&LB	£0
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

EPPING & THEYDON BOIS							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Scheme							
LEPP132019	Epping	Linsey St junction by war memorial	feasibility study, prelim. designs & costings - improve junction - possibly change highway rights, remove carriageway or change to footway	£2,000	6.6.13	25.6.13	TBC
LEPP132020	Epping	Bower Hill at bridge	Feasibility study, prelim. designs & costings - safety measures for pedestrians - raised kerb & lining	£1,000	6.6.13	25.6.13	TBC
LEPP132021	Theydon Bois	B172 Abridge Rd	Feasibility study, prelim. designs & costings to assess speed reduction options	£2,000	6.6.13	25.6.13	TBC
LEPP132022	Fiddlers Hamlet	Mount Rd junction Coopersale St	Detailed design & costings - road markings and ghost island to define junction	£2,000	6.6.13	25.6.13	TBC
				£7,000			
Casualty Reduction							
LEPP131019	Epping	B1393 High St - Palmers Hill j/w Stonnards Hill	Changes to lamp columns and signing improvements	£12,000	6.6.13	25.6.13	TBC
				£12,000			

Total recommendations for E&TB	£19,000
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

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LOUGHTON CENTRAL							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Scheme							
LEPP132028	Loughton	Alderton Hall Ln, south of The Lindens	Feasibility study, prelim. designs & costings - "Jockey Rail" protect verge from parking	£1,500	6.6.13	25.6.13	TBC
LEPP132029	Loughton	Debden Ln (Ripley View to Ripley Grange)	Feasibility Study, prelim. designs & costings - 20 mph limit	£2,000	6.6.13	25.6.13	TBC
LEPP132030	Loughton	Staples Rd	Feasibility study, prelim. designs & costings (changes to kerbs to prevent u turns, drainage, bollards and bund. Look into further measures for vicinity). NB - £8k recommended for capital works will not be considered until Jan/Feb 2014 by CM	£2,000	6.6.13	25.6.13	TBC
				£5,500			
				£0			

Total recommendations for LC	£5,500
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

NORTH WEALD & NAZEING							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Scheme							
LEPP132016	Epping Upland	B181 junction with Upland Rd to Chequers	Feasibility study, prelim. designs & costings - survey utilities, options for calming traffic, changing priorities and reducing speeds at accident spot	£2,000	6.6.13	25.6.13	TBC
LEPP132017	Sheering	Back Lane	Feasibility study, prelim. designs & costings - investigate drainage issues & options to prevent residents parking on verge	£1,500	6.6.13	25.6.13	TBC
LEPP132018	Nazeing	Meadgate Road, Sedge Green	Feasibility study, prelim. designs & costings - signage - not suitable for lorries	£1,000	6.6.13	25.6.13	TBC
LEPP130311	Nazeing	Middle St - link Bumbles Green to PROW FP59	Feasibility study, prelim. designs & costings for walkable verge	£2,000	6.6.13	25.6.13	TBC
				£6,500			
Casualty Reduction							
LEPP131020	Nazeing	B194 Marsh Hill - Waltham Rd j/w St Leonards Rd	Changes to lamp columns and signing and marking improvements	£10,000	6.6.13	25.6.13	TBC
				£10,000			

Total recommendations for NW&N	£16,500
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

10

ONGAR RURAL							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Scheme							
LEPP132023	High Ongar	The Street j/w Mill Lane	Surveys prelim. designs, costings and works - flashing 20 signs near school	£3,700	6.6.13	25.6.13	TBC
LEPP132024	Chipping Ongar	Milton Cr, Shelly Primary School	Surveys, design & works - flashing 20 signs near school	£3,700	6.6.13	25.6.13	TBC
LEPP132025	Stanford Rivers	A113 London Rd	VAS to discourage overtaking	£8,500	6.6.13	25.6.13	TBC
LEPP133012	Chipping Ongar	The Borough	Feasibility study, prelim. designs & costings- new footway on school route, check boundaries, statutory undertakers' apparatus and verges	£5,000	6.6.13	25.6.13	TBC
				£20,900			
				£0			

Total recommendations for OR	£20,900
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

WALTHAM ABBEY							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Minor Scheme							
				£0			
Casualty Reduction							
09 LEPP131021	Waltham Abbey	A121 Station Rd - Meridian Way j/w B194 Highbridge St & Beaulieu Dr.	Feasibility study, prelim. designs & costings - 14 PICs - assess signalling data and options for junction improvement incl. impact of proposed retail park	£10,000	6.6.13	25.6.13	TBC
				£10,000			

Total recommendations for WA	£10,000
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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (June 2013)

12

REVENUE							
Code	Location	Street	Description	Cost estimate	Recommend date	CM approval date	Delivery estimate
Standard							
Page 110	Across Epping Forest District		Rangers	£75,000			
				£75,000			
Extra							
LEPP132027	Across Epping Forest District		5 x £200 speed surveys as required	£1,000	6.6.13	25.6.13	TBA
				£1,000			

Total recommendations for WA	£76,000
Revenue budget	£130,875
Remainder	£54,875

Capital Budget Recommended (June 2013)

	Division	Total
1	Buckhurst Hill & Loughton	£11,500
2	Chigwell & Loughton Broadway	£0
3	Epping & Theydon Bois	£19,000
4	Loughton Central	£5,500
5	North Weald & Nazeing	£16,500
6	Ongar & Rural	£20,900
7	Waltham Abbey	£10,000
		£83,400
	Capital Budget	£699,550
	Remaining Capital Budget	£616,150

Revenue Budget Summary (June 2013)

	Division	Total
	Allocated & Recommended	£76,000
	Budget 2013/14	£130,875
	Remaining LHP Capital Budget	£54,875

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ECC/EFDC LOCAL HIGHWAY PANEL MINUTES

Committee: ECC/EFDC Local Highways Panel **Date:** Thursday, 5 September 2013

Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 6.30 - 8.10 pm

Members Present:

County Councillors:
Councillors J Knapman, (Chairman), Mrs R Gadsby, Mrs V Metcalfe, Mrs M McEwen and J M Whitehouse

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

Other Councillors: Councillor G Waller and County Councillor E Johnson

Apologies: County Councillors A Jackson and C Pond

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

Guest: P Wright (Design and Consultancy Manager – Essex Highways)

11. SUBSTITUTE MEMBERS

No substitute members had been appointed to the meeting.

12. DECLARATIONS OF INTEREST

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

13. MINUTES

RESOLVED:

That the minutes of the meeting held on 6 June 2013 be taken as read and signed by the Chairman as a correct record.

14. WORKS PROGRAMME

S Bickers reported that he had met with all the divisional pairs and had prepared a working data sheet summary which had not been organised by divisions. (Revised schedule of works programme attached.)

The main object of the works programme summary was to keep checks of all the current schemes making sure they were on track. He advised that he could produce copies of this summary for Members.

The ECC Highways Liaison Officer (HLO) reported that the Works Programme report was a download of scheme data from the project IT server. It was not organised by division. The main purpose for the HLO was to check LHP schemes were in the system for progress and to obtain information on expected dates. The HLO would transfer the relevant information to the more user friendly scheme recommendations reports which were organised by division.

Members advised that they would prefer to see the information in the format that had been presented to them originally by division as the reference number and format did not always tie up with the current works programme schedule.

Members queried why a scheme would take so long to finish an example being a scheme put through in September 2012 had a finish date of 2015. County Officers advised that this did not necessarily mean that the scheme would be finished in 2015 it was more likely to be finished in 2014 but the final risk assessment would be finished one year after as work was normally guaranteed for a year.

The Design and Consultancy Manager (Essex Highways) advised that the year add on should not have been added to the scheme works programme. This had been an oversight. Members agreed that they only needed to be aware of the date the scheme works would be finished.

The Chairman asked Officers for a clarification on the feasibility studies. If a feasibility study came in at £179,000 how could the price now be £199,000 an extra £20,000 from the original figure quoted. The Design and Consultancy Manager and HLO advised that ECC Highways had been restructured, their new strategic partners "Essex Highways" (provided by Ringway Jacobs) had to adopt new working processes, staff that had previously been working on schemes had left and a new Essex Highways Design and Consultancy team had to be assembled. There was now a team of 18 engineers (including temporary staff) working for 11 districts on over 100 schemes all over Essex. The new structure would mean that less work would be done in-house by ECC and more done by Essex Highways. Therefore the current price of schemes would now cover more of the process resulting in feasibility studies and work costing more of the LHP budget.

Members enquired how many schemes in the Epping Forest District had been completed since 2012. County Officers advised that at least one scheme was completed. Members also asked County Officers why schemes that had been approved at the design stage did not seem to progress any further. County Officers explained that there was a backlog and Councillor Bass had advised that schemes should go through in the order that they were signed off.

15. SCHEME RECOMMENDATIONS 2012/13

S Bickers (HLO) reported that he had met with all the divisional pairs in pre-meetings where they discussed the reports and specific local issues. It was agreed by Members that there would be no need to cover them in this meeting. Updated versions of the reports are attached.

16. SCHEME LISTS BY DIVISION

S Bickers (HLO) presented the Scheme list by division. He advised that he had met with each divisional pair recently to discuss the current schemes.

17. SCHEMES FOR RECOMMENDATION 2013/14

Steven Bickers (HLO) presented the Schemes for Recommendation schedule 2013/14 for the Panel to consider new scheme recommendations for Cabinet Member approval. These are noted in the attached report.

18. HIGHWAY RANGERS

S Bickers reported on the Highways Rangers Works Summary for June 2013 (page 70). He advised Members that this was their monthly job sheet of works that the Highways Rangers would do and the time taken to complete. Any requests for Highway Rangers works could be sent to S Bickers or Members could email the Highways Rangers directly at highway.enquiries@essex.gov.uk marked for the attention of the Highway Rangers.

19. SECTION 106

Members suggested that the Highways Officer for S106 agreements be invited to the next meeting to explain what S106 monies could be used for.

20. MAINTENANCE SCHEMES

The maintenance schedule was noted.

21. ANY OTHER BUSINESS

(1) Councillor Bassett advised the Panel that the sign for the weight restriction in Dobb's Weir Road, Nazeing was wrong. This had been noticed approximately 2 years ago and to date had not been changed. He advised the County Officers that the sign was on the border of Essex and Hertfordshire and could not be enforced because it came under Hertfordshire and although reported, the sign was still incorrect.

County Officers advised that they had contacted Hertfordshire Highways department but had not received a reply.

(2) Councillor Metcalfe stated that she would like clarification on what the Highways Panel Monies could be used for. There were three roads near Loughton Underground Station that would like a CPZ in those roads to stop commuters parking. A successful CPZ in Meadow Road, Loughton had recently been installed to the satisfaction of the residents. She requested Councillor Bass be approached to see if such schemes could be funded through the Local Highways Panel.

AGREED:

(1) That County Officers would again contact Hertfordshire Highways regarding the sign.

(2) The Chairman would write to Councillor Bass asking if the Panel could have more flexibility on the way the monies could be spent.

22. DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Thursday 21 November 2013 at 6.30pm in Committee Room 2 at the Civic Offices, Epping.

CHAIRMAN

Local Highways **Date: 5.9.13** **Epping 2013-14**

District	Scheme Type	ID	Location	Description	Allocated Budget	Capital / revenue?	District Budget	Date approved by panel	How Approved?	Meets Policy? Yes/No	DIV
Capital (works & design)											
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP005012	Oakwood Hill, near Chigwell Lane, Loughton	TOP UP - WORKS - Bus cage. Original budget of £600 not sufficient	£ 600	Capital	£ 699,550	5.9.13	Unanimous	Yes	CLB
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP005013	Oakwood Hill, other direction	TOP UP - WORKS - Bus cage. Original budget of £600 not sufficient	£ 600	Capital	£ 699,550	5.9.13	Unanimous	Yes	CLB
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP005015	Station Approach, Loughton	TOP UP -WORKS - Bus cage. Original budget of £600 not sufficient. An extensive area of marking needing to be undertaken out of hours increasing costs.	£ 2,400	Capital	£ 699,550	5.9.13	Unanimous	Yes	BHLS
Epping Forest	Safer Roads (Casualty Reduction)	LEPP131022	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	CASUALTY REDUCTION - Traffic assessment, DESIGN to redesign junction to mitigate collisions (est. £36k incl works)	£ 3,500	Capital	£ 699,550	5.9.13	Unanimous	Yes	ETB / NWN
Epping Forest	Public Rights of Way (PROW)	LEPP138001	PRoW 18 Coopersale to Epping. Between Vicarage Road, Coopersale and Stonards Hill Recreation Ground	WORKS - Resurface with planings. Well-used Footpath 18 in my division. This is a "working" as opposed to a leisure footpath that provides a convenient, shorter, and safer alternative to walking along Coopersale Common and the B181 (and to using the car) and is used in particular by older residents and parents with buggies. We regularly receive complaints about how uneven and muddy the path can become, especially in winter.	£ 20,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	ETB
Epping Forest	Passenger Transport (PT) School Crossing Patrols (SCP)	LEPP006002	Epping Primary School, Coronation Hill.	TOP UP WORKS - DC 1519 - Signs and lines changes to prevent parking outside school. Top up to complete scheme including works. Original budget of £1770 not sufficient	£ 2,480	Capital	£ 699,550	5.9.13	Unanimous	Yes	ETB
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP136011	King Harolds Head, Nazeing Common	WORKS - Bus pole and timetable case. Formally mark designated bus stop as buses are often refusing to stop.	£ 1,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	NWN
Epping Forest	Public Rights of Way (PROW)	LEPP001016	PRoW 36, North Weald Bassett	TOP UP - WORKS - Surface and drainage improvements. Original £30k insufficient. Latest assessment shows track further deteriorated and requires road closures and orders. Extra works £8k, traffic management £10k, orders £2k. Top up of 20k required.	£ 20,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	NWN
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP136012	Saxon Way, Waltham Abbey	DESIGN & WORKS - 2 bus cages to prevent parked cars blocking access to stops.	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	WA
Epping Forest	Traffic Management Improvements (TMI)	LEPP002010	B184 Ongar Rd/ Dunmow Rd, Fyfield	TOP UP - WORKS - DC 1513 - 2 solar powered VAS . Original budget (£9k) insufficient. 1 VAS with 5 year warranty = £7k. 7x2=14-9= £5k	£ 5,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR

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Local Highways

Date: 5.9.13

Epping 2013-14

Epping Forest	Traffic Management Improvements (TMI)	LEPP002009	near school, Church Rd. Moreton	TOP UP - WORKS - DC 1646 - 1 VAS with 5 year warranty = £7k. 7-3.5= £3.5k	£ 3,500	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
Epping Forest	Traffic Management Improvements (TMI)	LEPP132042	B184 Dunmow Rd, Abbess Beauchamp/Berners Roding	WORKS - 1 solar powered VAS to reduce speeders.	£ 7,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
Epping Forest	Traffic Management Improvements (TMI)	LEPP132043	Chipping Ongar, Primary Sch. Greensted Rd	Survey, DESIGN and WORKS - validated scheme - flashing lights sign to diagram 545 and sub plate with new combination sign 545 plus "School 20 when lights show" plate. Part time advisory 20 mph limit. Solar if possible. (2 similar schemes approved 25.6.13)	£ 3,700	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
Epping Forest	Traffic Management Improvements (TMI)	LEPP132015	Millsmead Way & Harwater Dr. junction, IG10	DESIGN - corner protection - vehicles mounting kerb and parking irresponsibly causing verge damage & congestion	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	LC
Epping Forest	Walking	LEPP133013	Cleland Path & England's Lane junction	DESIGN - dropped kerbs and tactile paving for disabled access	£ 1,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	LC
Epping Forest	Walking	LEPP133014	Chigwell Primary School, 50 High Rd, IG7 6DW	DESIGN & TRO -To provide access from disabled bay to path. Relocate disabled bay and install dropped kerb and connecting path.	£ 1,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	CLB
Sub total (Capital not FS / survey)					£ 75,780						

Feasibility studies and surveys

Epping Forest	Traffic Management Improvements (TMI)	LEPP132038	Former Epping College entrance off Newmans Lane, Loughton	FEASIBILITY STUDY & prelim. DESIGN - for potential S106 funded scheme (S106 cannot be used for study) gate solution to detachable bollards that keep getting knocked down	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	LC
Epping Forest	Traffic Management Improvements (TMI)	LEPP132039	A113 Romford Rd, Bridge Farm, Stanford Rivers	FEASIBILITY STUDY - to a drainage scheme re flooding at bridge	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
Epping Forest	Traffic Management Improvements (TMI)	LEPP132040	Bobbingworth Mill, Bovinger	FEASIBILITY STUDY - for village gateways/speed signage for village	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
Epping Forest	Traffic Management Improvements (TMI)	LEPP132041	B172 Abridge Rd, bridge over Roding	FEASIBILITY STUDY - to investigate priority working/ road markings. Congestion at peaks.	£ 2,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	OR
FEASIBILITY STUDY/ SURVEYS					£ 8,000						
CAPITAL NOT FS					£ 75,780						
SUB TOTAL 5.9.13					£ 83,780						
PREVIOUS TOTAL					£ 83,400						
SUB TOTAL to date					£ 167,180						
REMAINDER 2013-14 budget							£ 532,370				

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Local Highways **Date: 5.9.13** **Epping 2013-14**

2012-13 budget - re recommendation												
Epping Forest	Traffic Management Improvements (TMI)	LEPP002013	Crooked Mile between St Clements Ct and Saxon Way, Waltham Abbey (DC1518)	DESIGN: Signalised staggered puffin crossing with centre refuge and railings. Changes to lanes, lines, markings, signs, kerbs, tactile paving, bollards Has met PV2 criteria. Feasibility study DC1518 complete. 2012-13 funds recommended by LHP Feb 2013 but not approved by previous CM pending PV2. Total scheme provisionally estimated at £177k including £20k for designs and associated work. I am informed this funding is still available. LHP recommended whole amount £20k for design, plus £31.62k towards a pot for works. LHP agreed to they would recommend balance for works from 2013-14 or 2014-15 budget once design has recosted total scheme cost.	£	20,000	Capital	2012-13 budget	5.9.13	Unanimous	Yes	WA
Epping Forest	Traffic Management Improvements (TMI)	LEPP002013	Crooked Mile between St Clements Ct and Saxon Way, Waltham Abbey (DC1518)	WORKS - See above - LHP recommended whole amount £20k for design, £31.62k towards a pot for works. LHP agreed to they would recommend balance for works from 2013-14 or 2014-15 budget once design has recosted total scheme cost.	£	31,620	Capital	2012-13 budget	5.9.13	Unanimous	Yes	WA

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REVENUE													
Epping Forest	Traffic Management Improvements (TMI)	LEPP132044	Epping Forest District	REVENUE - To settle outstanding way leave invoices for the Corp. of London who are not granting further way leaves until settled. No other relevant budget exists at ECC.	£	2,000	Revenue	£	50,875	5.9.13	Unanimous	Yes	
				PREVIOUS TOTAL				£	1,000				
				Remaining revenue budget				£	47,875				

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Local Highways

Date: 5.9.13

Epping 2013-14

Capital for Jan/Feb 2014 CM Approval:

Epping Forest	Traffic Management Improvements (TMI)	LEPP132015	Millsmead Way & Harwater Dr. junction, IG10	WORKS - corner protection - vehicles mounting kerb and parking irresponsibly causing verge damage & congestion	£ 10,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	LC
Epping Forest	Walking	LEPP133013	Cleland Path & England's Lane junction	WORKS - dropped kerbs and tactile paving for disabled access including moving utilities	£ 5,000	Capital	£ 699,550	5.9.13	Unanimous	Yes	LC
Epping Forest	Walking	LEPP133014	Chigwell Primary School, 50 High Rd, IG7 6DW	WORKS -To provide access from disabled bay to path. Relocate disabled bay and install dropped kerb and connecting path.	£ 2,500	Capital	£ 699,550	5.9.13	Unanimous	Yes	CLB
Epping Forest	Safer Roads (Casualty Reduction)	LEPP131022	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	CASUALTY REDUCTION - WORKS to redesign junction to mitigate collisions (est. £36k incl works)	£ 32,500	Capital	£ 699,550	5.9.13	Unanimous	Yes	ETB / NWN
Capital works (to be submitted for CM approval Jan/Feb 2014)					£ 50,000						
PREVIOUS TOTAL					£ 8,000						
SUB TOTAL 5.9.13					£ 58,000						
All recommended inc not approved yet					£ 225,180						
REMAINDER 2013-14 budget							£ 474,370				

Not recommended pending further information

Epping Forest	Passenger Transport (PT) Bus Stops	LEPP005014	Station Rd, Chigwell	TOP UP -WORKS - Bus cage. Original budget of £600 not sufficient. £600 more required. Cllr. reported these works have been done. Rejected pending confirmation from BSI Officer. UPDATE. Done by unknown party in wrong location. LHP to re-consider top up for correct location.		Capital	£ 699,550			Yes	CLB
Epping Forest	Traffic Management Improvements (TMI)	LEPP2013	Crooked Mile between St Clements Ct and Saxon Way, Waltham Abbey (DC1518)	Option if 2012-13 budget not available. £20k for design from 2013-14 budget. LHP agreed 2012-13 budget should be recommended for approval.		Capital	£ 699,550			Yes	WA
Epping Forest	Passenger Transport (PT) Bus Stops	TBC	Church, The Street, High Ongar	WORKS - Wooden bus shelter for elderly residents (£8.5k). LHP deferred pending confirmation that buses still use route and assessment of non wooden shelter costs. Notify BSI Officer. UPDATE. Bus route still valid. Metal shelter £5.5k but Parish want wooden shelter in conservation area. LHP to re-consider top up.		Capital	£ 699,550			Yes	OR

NEW SURVEYS (for info only):

Epping Forest		n/a	Nazeing Common near Back Lane	Speeding vehicles on NC make it dangerous for traffic pulling out of Back Lane. £210 from £1000 approved 6.6.13	n/a					Yes	NWN
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scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
BUCKHURST HILL & LOUGHTON SOUTH DIVISION								
Minor Schemes								
LEPP00 2001	DC1429	Buckhurst Hill	Roding Lane/ Loughton Lane	Pedestrian facilities at signal junction - Feasibility Study	£5,000	18.9.12	21.10.13	feasibility report for adding pedestrian phase to the existing signalised junction or providing alternative. Aiming for the end of September to complete the report.
LEPP00 2001	DC1641	Buckhurst Hill	Westbury Road/ Palmerston Road	Review of all traffic measures put in place - feasibility study	£5,000	18.9.12	30.9.13	Report by late Sept
LEPP00 2002	DC1430	Buckhurst Hill	Farm Way/Forest Edge/Station Way	Traffic calming on Station Way/Farm Way, junction warning signs or VAS - Feasibility Study	£2,000	18.9.12	31.1.13	Study complete. Informed DC1644
LEPP00 2007	DC1644	Buckhurst Hill	Farm Way/Forest Edge/Station Way	Raised table at junction following feasibility study	£62,300	28.1.13	21.11.13	Job pack to Commercial for final costing by late Nov.
LEPP00 3003	DC1692	Buckhurst Hill	Station Way near LUL Station, Buckhurst Hill	Feasibility study for pedestrian refuge island	£2,000	28.1.13	31.3.14	In design
LEPP00 3004	DC1693	Loughton	Oakwood Hill j/w South View Road	Bollards to stop vehicles driving along footway	£4,000	28.1.13	21.11.13	In Design. LHP Member updated July 2013
LEPP00 3008	TBC	Loughton	A121 High Rd nr Spring Grove	Feasibility study into a puffin crossing	£10,000	6.9.12	6.12.13	PV2 ordered. Results will indicate whether eligible for a crossing before further study. Link result to DC1805 2013-14 VAS scheme
					£90,300			
Bus stop improvements								
LEPP00 5015	TBC	Loughton	Station Approach	Bus cage and no waiting plate	£600	28.1.13	Autumn 2013	Budget insufficient, top up £2400 rec. 5.9.13, approved 12.9.13 (2013-14 budget)
					£600			
Casualty Reduction Schemes								
LEPP00 1003	DC1424	Loughton	High Road j/w Forest Road	Pedestrian refuge. £5k Scheme cost to be split between LC and BH&LS	£0	18.9.12	25.4.13	#####
					£0			
Total recommendations for BH&LS Division					£90,900	9		

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
CHIGWELL & LOUGHTON BROADWAY DIVISION								
Minor Schemes								
LEPP00 2003	DC1392	Loughton	The Broadway - Thomas Willingale School	Pedestrian guard rail	£2,000	2.10.12	26.8.13	Completed August 2013
LEPP00 2002	DC1642	Chigwell	Manor Road/Vicarage Lane	Junction improvement. 6.6.13 pause at design - transferred 20k to Manor Rd/Tomswood (approved CM 25.6.13)	£10,000	02/10/2012 (£30k) 18/06/2013 (-£20k)	20.12.13	Report by mid-Nov
					£12,000			
Bus stop improvements								
LEPP00 5012	TBC	Loughton	Oakwood Hill nr jw Chigwell Lane Stop 150042016001	Bus cage and no waiting plate	£600	28.1.13	Autumn 2013	Budget insufficient, top up £600 rec. 5.9.13, approved 12.9.13 (2013-14 budget)
LEPP00 5013	TBC	Loughton	Oakwood Hill nr jw Chigwell Lane Stop 150042016002	Bus cage and no waiting plate	£600	28.1.13	Autumn 2013	Budget insufficient, top up £600 rec. 5.9.13, approved 12.9.13 (2013-14 budget)
LEPP00 5014	TBC	Chigwell	Station Rd	Bus cage and no waiting plate	£600	28.1.13	On hold	Budget insufficient, top up £600 required. LHP deferred 5.9.13. Done by unknown party in wrong location. LHP to reconsider for correct location
					£1,800			
School Crossing Patrol Sites								
LEPP00 6006	DC1695	Loughton	Thomas Willingale Primary School, Willingale Road	Extend school keep clear markings to bus stop	£1,180	18.9.12	10.1.14	In Design. May need TRO (£2k) and increased budget
LEPP00 6007	DC1696	Loughton	Hereward Primary School, Colebrook Lane	Parking restrictions opposite school to prevent parking on patrol site	£1,770	2.10.12	10.1.14	In Design. May need TRO (£2k) and increased budget
					£2,950			

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (19.9.13) Report 2

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
Casualty Reduction Schemes								
LEPP001012	23	Chigwell	Manor Road/Tomswood Road	Improve visibility at junction and installation of traffic islands on Manor Road approaches. Original recommendation £30k for alternative scheme now topped up to £179K for full scheme. 6.6.13 - further £20k for enhanced street lighting transfer from Vicarage Rd scheme (approved CM 25.6.13).	£199,000	18/09/12 (£30k) 10/02/12 (£149k) 18/06/13 (£20k)	9.4.15	Works pack being put together for contractor quotes. Signals Installation expected by 21.2.14
LEPP001003	DC1426	Chigwell	Gravel Lane	Chevrons, verge markers and lines.	£3,000	18.9.12	8.7.13	Job pack complete and costs agreed. Awaiting works date.
LEPP001007	DC1428	Chigwell	Pudding Lane	Improve drainage/possible resurfacing	£30,000	18.9.12	9.4.13	Aiming to complete report by end December.
					£232,000			
Total recommendations for C&LB Division					£248,750	10		

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
EPHING & THEYDON BOIS DIVISION								
Minor Schemes								
LEPP00 2005	DC1431	Coopersale Common	Between Brickfield and Institute Road	Pedestrian refuge island £8k	£8,000	18.9.12	17.5.13	Pedestrian refuge is not feasible due to insufficient road width. Cllr. informed 6.6.13 Cllr to respond if needs resending.
LEPP00 2003	IT353	Epping	B1393 High Road/Theydon Road	Junction improvement (tailbacks in all directions) - investigation into timings and lines	£5,000	2.10.12	27.9.13	Design brief being prepared
LEPP00 3010	DC1654	Epping	Grove Lane	Pedestrian refuge island	£7,500	27.2.13	21.11.13	Design with Highways for programming job. Possible problems. HLO to discuss with SEM Officer and advise Cllr
LEPP00 1014	DC1670	Epping	Lindsey Street/Centre Drive	Provision of poles for Parish Speed Indicator Devices. 1x Lindsey, 2x Centre Drive	£2,000	27.2.13	15.11.13	In design. LHP Member updated July 2013
LEPP00 6010	DC1655	Epping	Ivy Chimneys	Feasibility study into clear crossing point/footway improvements	£1,000	27.2.13	31.10.13	D&C suggest 2 build outs. Design £3k Works £18k. (X-ref results to DC1520 and 20 mph flashing light signs proposal on scheme). Cllr to discuss with HLO & site visit
LEPP00 1017	n/a	Epping	Lindsey Street	Speed Survey	£200	27.2.13	30.9.13	Scheduled by Survey Team. Will inform LEPP001014-DC1670
LEPP00 1018	n/a	Thornwood Common	Woodside	Speed Survey	£200	27.2.13	30.9.13	Scheduled by Survey Team.
LEPP00 2010	DC1691	Coopersale Common	Garnon Mead	Dropped kerbs to improve access to piazza/shops	£8,000	27.2.13	21.11.13	In design. LHP Member updated July 2013
					£31,900			
Bus Stop Improvements								
LEPP00 5001	DC1432	Epping	Coopersale Turn, Epping Road	Install new wooden shelter	£7,500	18.9.12	TBC	Awaiting resolution of way leave issues with Corp of London.
LEPP00 5016	DC1694	Epping	Centre Drive j/w Ivy Chimneys	Bus cage and no waiting plate	£600	28.1.13	10.1.14	In design. May require TRO at extra cost
					£8,100			

ECC/Epping Forest District LHP - Scheme Recommendations 2012/13 (19.9.13) Report 2

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
School Crossing Patrol Sites								
LEPP006002	DC1519	Epping	Epping Primary School, Coronation Hill	Parking restrictions to prevent parking on site	£1,770	2.10.12	21.1.14	Design complete
LEPP006003	DC1520	Epping	Ivy chimneys Primary School, Centre Drive	Parking restrictions opposite school to prevent parking on patrol site	£1,770	20.12.12	21.1.14	Design complete
					£3,540			
Total recommendations for E&TB Division					£43,540	12		

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
LOUGHTON CENTRAL DIVISION								
Minor Schemes								
LEPP00 2007	DC1434	Loughton	A1168 Rectory Lane/Westall Road	Junction improvement - investigation	£3,000	18.9.12	25.1.13	Study complete (Box junction or keep clear) HLO to obtain study for works options and cost
LEPP00 2006	DC1433	Loughton	Loughton High Road/The Drive	Improvements to signalised junction - investigation	£10,000	18.9.12	2.4.13	Design have passed to Integrated Traffic Systems & Congestion Team as signals involved. HLO to check progress
LEPP00 3007	DC1652	Loughton	Barrington Rd j/w Doubleday Rd	Two dropped kerbs £2k	£2,000	2.10.12	28.10.13	Job pack due to be handed over to Commercial for pricing by mid Oct. HLO to check if already done as those below
LEPP00 1008	DC1635	Loughton	Sandford Ave j/w Westall Rd	Two dropped kerbs £2k	£0	2.10.12	21.10.13	Dropped kerbs already in place (site visit 4.8.13). Done by former West Area.
LEPP00 1009	DC1636	Loughton	Colebrook Lane j/w Westall Rd	Two dropped kerbs £2k	£0	2.10.12	21.10.13	Dropped kerbs already in place (site visit 4.8.13). Done by former West Area.
LEPP00 1010	DC1637	Loughton	Harvey Gardens j/w Colebrook Lane	Two dropped kerbs £2k	£0	2.10.12	21.10.13	Dropped kerbs already in place (site visit 4.8.13). Done by former West Area.
LEPP00 1011	DC1638	Loughton	Conyers Way j/w Colebrook Lane	Two dropped kerbs £2k	£0	2.10.12	21.10.13	Dropped kerbs already in place (site visit 4.8.13). Done by former West Area.
LEPP00 2012	DC1517	Loughton	Traps Hill/Alderton Hill/Borders Lane	Mini -roundabout and pedestrian refuge islands	£50,000	1.11.12	22.11.13	In design and safety audit with Highways. Linked to DC1435. HLO to obtain design for CILrs
LEPP00 2008	DC1435	Loughton	Alderton Hill	Pedestrian refuge island	£12,000	18.9.12	18.9.13	Job pack due to be handed over to Commercial for pricing by the end of September.
					£77,000			
Casualty Reduction Schemes								
LEPP00 1003	DC1424	Loughton	High Road j/w Forest Road	Pedestrian refuge. £5k Scheme cost to be split between LC and BH&LS £2.5k ea	£0	18.9.12	25.4.13	#####
					£0			
Total recommendations for LC Division					£77,000	10		

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
NORTH WEALD & NAZEING DIVISION								
Minor Schemes								
LEPP00 2017	TBC	Nazeing	B194 Nazeing new Road/North Street/Middle Street	Junction improvement/road markings/signal timings - north/south traffic turning right across each leads to confusion	£5,000	2.10.12	31.3.13	Design brief being prepared.
LEPP00 2005	DC1643	Nazeing	St Leonard's Road	Village gateway and repositioning of VAS	£15,000	2.10.12	10.12.13	Report by late Sept
LEPP00 1013	DC1639	Sheering	Sheering Lower Road	Traffic calming feasibility study	£2,000	28.1.13	10.9.13	Report by late Sept
LEPP00 3005	DC1650	Roydon	Harlow Road nr jw High Street	Pedestrian crossing feasibility study	£1,000	28.1.13	30.9.13	Report by late Sept
LEPP00 2008	DC1645	Roydon	Hamlet Hill	Relocate VAS post	£2,000	28.1.13	1.10.13	Job pack to Commercial for final costing by mid Sept
LEPP00 2011	DC1647	Bumbles Green	Common Road/Waltham Road/Middle Street	Village Gateway treatments	£16,000	27.2.13	21.11.13	Cllrs agreed location (23.8.13). Job pack to Commercial for final costing by late Oct.
LEPP00 2012	DC1648	North Weald Bassett	Wellington Road/Hampden Close	Traffic Calming Options - Feasibility Study	£1,000	27.2.13	10.9.13	Report by late Sept
LEPP00 2013	DC1649	North Weald Bassett	A414 Canes Lane j/w Vicarage Lane	Junction improvement options - Feasibility Study	£1,000	27.2.13	30.9.13	Report by late Sept
LEPP00 1015	DC1640	Nazeing	Middle Street/St Leonards Road	Existing Weight limit improvements - Feasibility Study	£1,000	27.2.13	23.10.13	Report by late Oct
TBC	TBC	Nazeing	Nazeingbury Parade to St Giles Car Park, Nazeing Road	Pedestrian crossing (zebra) just to the west of the entrance to the church car park	£40,000	27.2.13	TBC	#####
					£84,000			
School Crossing Patrol Sites								
LEPP00 6008	DC1697	Roydon	Roydon Primary School, Epping Road	Extend school keep clear markings	£1,200	2.10.12	10.1.14	In Design. May need TRO (£2k) and increased budget
					£1,200			

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
Public Rights of Way								
LEPP00 1016	TBC	North weald Bassett	PROW 36 Byway	Surface and drainage improvements	£30,000	27.2.13	TBC	In design with PRoW team. Budget insufficient, top up £20k rec. 5.9.13, approved 12.9.13 (2013-14 budget). Work planned to start end Oct 2013
					£30,000			
Total recommendations for NW&N Division					£115,200	12		

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
ONGAR & RURAL DIVISION								
Minor Schemes								
LEPP00 2010	DC1513	Fyfield	B184 Ongar Rd/ Dunmow Rd	Two solar powered VAS	£9,000	1.11.12	21.8.13	Design pack with Commercial for pricing. Budget insufficient, top up £5k rec. 5.9.13, approved 12.9.13 (2013-14 budget)
LEPP00 2011	DC1516	Moreton	Little Laver Road	Kerbing to control/divert excess water	£5,000	1.11.12	31.7.13	Aiming to complete feasibility by mid September.
LEPP00 3006	DC1651	High Ongar	High Ongar Primary School, The Street	Relocate pedestrian guard rail to o/s new school entrance	£2,000	28.1.13	30.9.13	Job pack to Commercial for final costing by mid Oct.
LEPP00 2009	DC1646	Moreton	o/s School, Church Road	Vehicle Activated Sign	£3,500	28.1.13	1.10.13	Job pack to Commercial for final costing by mid Sept. Budget insufficient, top up £3.5k rec. 5.9.13, approved 12.9.13 (2013-14 budget). Design options sent to Cllrs to choose location.
					£19,500			
Casualty Reduction Schemes								
LEPP00 1001	DC1422	Theydon Garnon	Mount Road/Banks Lane	Junction re-alignment, signs/lines	£30,000	18.9.12	26.8.13	Designing nearing completion. Added reflective sign to design. Estimate for delivery before the end of the December.
					£30,000			
Total recommendations for O&R Division					£49,500	5		

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
WALTHAM ABBEY DIVISION								
Minor Schemes								
LEPP007005	IT351	Waltham Abbey	A121 Highbridge Street/B194 Beaulieu Drive	Junction improvements/pedestrian and cyclist refuge - investigation	£5,000	2.10.12	27.9.13	Design brief being prepared. Liaise with 2013-14 scheme: LEPP131021 – same junction - CRT feasibility study (assess signalling data re junction improvement)
LEPP002006	DC1690	Waltham Abbey	Roundhills	Elderly crossing sign £1.5k	£0	2.10.12	20.9.13	Scheme not feasible. Cancelled after consulting LHP Member.
LEPP002013	DC1518	Waltham Abbey	Crooked Mile, near Saxon Way	Signal controlled crossing - feasibility study	£5,000	18.9.12	24.4.13	Report informed crossing scheme
LEPP003009	DC1653	Waltham Abbey	Crooked Mile nr Harold Crescent	Pedestrian refuge island - amend existing splitter island	£7,500	18.9.12	31.7.13	Report by late August. HLO chased 20.9.13
LEPP002013	TBC	Waltham Abbey	Crooked Mile, near Saxon Way	Funding towards implementation of signal controlled crossing design and works. Provisional estimate for whole scheme £177k	£51,620	27.2.13	TBC	CDPV2 survey met eligibility criteria for crossing (Aug 13). Recommended 5.9.13. Approved 12.9.13
					£69,120			
School Crossing Patrol Sites								
LEPP006009	DC1698	Waltham Abbey	Upshire Primary School, Upshire Road	Replace patrol plate with school plate	£590	2.10.12	20.9.13	HLO to check progress
					£590			
Casualty Reduction Schemes								
LEPP001002	DC1423	Waltham Abbey	Claypit Hill	Additional 30mph road markings	£2,000	18.9.12	19.7.13	Complete 28.8.13
LEPP001006	DC1427	Waltham Abbey	Sewardstone Road/Quaker Lane	Feasibility study. Increase intergreen timings £4k	£0	18.9.12	31.5.13	Not feasible (Sept 2013). Initial findings showed intergreen timings at max. Review of collision data does not actually meet CR criteria. Cllrs informed 20.9.13
					£2,000			
Total recommendations for WA Division					£71,710	8		

All Divisions

£696,600

scheme code	Design code	Town	Location	Description	Budget	Recommend date	Expected complete (WP)	Status
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- new info
- complete
- action
- CM Cabinet Member
- TRO Traffic Regulation Order
- D&C Design & Consultancy
- HLO Highways Liaison Officer
- PIC Personal Injury Collisions
- VAS Vehicle Activated Sign
- SID Speed Indicator Device

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ECC/Epping Forest District LHP - Budget Summary 2012/13 (19.9.13)

	Division	Scheme Type	Sub-Total	Total	Number of schemes
1	Chigwell & Loughton Broadway	Minor	£12,000	£248,750	10
		Bus Stop/Route Improvements	£1,800		
		School Crossing Patrol Sites	£2,950		
		Casualty Reduction	£232,000		
2	North Weald & Nazeing	Minor	£84,000	£115,200	12
		School Crossing Patrol Sites	£1,200		
		PROW	£30,000		
3	Loughton Central	Minor	£77,000	£77,000	10
		Casualty Reduction	£0		
4	Buckhurst Hill & Loughton South	Minor	£90,300	£90,900	9
		Bus Stop/Route Improvements	£600		
		Casualty Reduction	£0		
5	Waltham Abbey	Minor	£69,120	£71,710	8
		School Crossing Patrol Sites	£590		
		Casualty Reduction	£2,000		
6	Ongar & Rural	Minor	£19,500	£49,500	5
		Casualty Reduction	£30,000		
7	Epping & Theydon Bois	Minor	£31,900	£43,540	12
		Bus Stop/Route Improvements	£8,100		
		School Crossing Patrol Sites	£3,540		
				£696,600	66

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
BUCKHURST HILL & LOUGHTON SOUTH DIVISION									
Minor Schemes									
LEPP13 2026	TBC	Buckhurst Hill	Church Rd, Russell Rd, Stag Ln, A121 High Road	Feasibility study, surveys, prelim. designs & costings re problems congestion, parking, speeding in adjacent streets	£3,000	6.6.13	25.6.13	31.3.14	
					£3,000				
School Crossing Patrol Sites									
LEPP13 4017	DC1805	Loughton	A121 High Rd nr j/w Spring Gr. - Oaklands Sch.	VAS near j/w Albion Hill	£8,500	6.6.13	25.6.13	31.3.14	Design brief being prepared. Job pack to Commercial for target costing by the end of December.
					£8,500				
Bus Stop Improvements									
LEPP13 5015	TBC	Loughton	Station Approach	TOP UP -WORKS - Bus cage. Original budget of £600 not sufficient. An extensive area of marking needing to be undertaken out of hours increasing costs.	£2,400	5.9.13	12.9.13	Autumn 2013	
					£2,400				
Total recommendations for BH&LS Division					£13,900				

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
CHIGWELL & LOUGHTON BROADWAY DIVISION									
Minor Schemes									
LEPP13 3014	TBC	Loughton	Chigwell Primary School, 50 High Rd, IG7 6DW	DESIGN & TRO -To provide access from disabled bay to path. Relocate disabled bay and install dropped kerb and connecting path.	£1,000	5.9.13	12.9.13	TBC	
LEPP13 3014	TBC	Loughton	Chigwell Primary School, 50 High Rd, IG7 6DW	WORKS for above	£2,500	5.9.13	TBC	TBC	£2.5k recommended for works (5.9.13) to be approved by CM Jan/Feb 2014
					£3,500				
Bus Stop Improvements									
LEPP00 5043	TBC	Loughton	Oakwood Hill, near Chigwell Lane, Loughton	TOP UP - WORKS - Bus cage. Original budget of £600 not sufficient	£600	5.9.13	12.9.13	Autumn 2013	
LEPP00 5043	TBC	Loughton	Oakwood Hill, other direction	TOP UP - WORKS - Bus cage. Original budget of £600 not sufficient	£600	5.9.13	12.9.13	Autumn 2013	
					£1,200				
Total recommendations for C&LB Division					£4,700				

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
EPHING & THEYDON BOIS DIVISION									
Minor Schemes									
LEPP13 2019	DC1810	Epping	Lindsey St junction by war memorial	feasibility study, prelim. designs & costings - improve junction - possibly change highway rights, remove carriageway or change to footway	£2,000	6.6.13	25.6.13	31.3.14	Report by late December. HLO to inform D&C to join to DC1806
LEPP13 2020	DC1811	Epping	Bower Hill at bridge	Feasibility study, prelim. designs & costings - safety measures for pedestrians - raised kerb & lining	£1,000	6.6.13	25.6.13	31.3.14	Report by late December. Initial findings - need permission from E&O Railway for potential works.
LEPP13 2021	TBC	Theydon Bois	B172 Abridge Rd	Feasibility study, prelim. designs & costings to assess speed reduction options	£2,000	6.6.13	25.6.13	31.3.14	
LEPP13 2022	TBC	Fiddlers Hamlet	Mount Rd junction Coopersale St	Detailed design & costings - road markings and ghost island to define junction	£2,000	6.6.13	25.6.13	31.3.14	
					£7,000				
Casualty Reduction Schemes									
LEPP13 1017	DC1806	Epping	B1393 High St - Palmers Hill j/w Stonards Hill	Changes to lamp columns and signing improvements	£12,000	6.6.13	25.6.13	31.3.14	Job pack to Commercial for target costing by the end of October. HLO to inform D&C to join to DC1810
LEPP13 1022	TBC	Epping/Epping Upland	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	Traffic assessment, DESIGN to redesign junction to mitigate collisions (est. £36k incl works) Design = £3.5k split ETB & NWN	£1,750	5.9.13	12.9.13	TBC	
LEPP13 1022	TBC	Epping/Epping Upland	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	WORKS for above. £32.5k split ETB & NWN	£16,250	5.9.13	TBC	TBC	£16.5k recommended for works (5.9.13) to be approved by CM Jan/Feb 2014
					£30,000				
PRoW									
LEPP13 8001	TBC	Epping/Coopersale	PRoW 18 Between Vicarage Road, Coopersale and Stonards Hill Recreation Ground	WORKS - Resurface with planings. Well-used Footpath 18 in my division.	£20,000	5.9.13	12.9.13	TBC	
					£20,000				

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scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
26									
School Crossing Patrol									
LEPP00 6002	DC1519	Epping	Epping Primary School, Coronation Hill.	TOP UP WORKS - DC 1519 - Signs and lines changes to prevent parking outside school. Top up to complete scheme including works. Original budget of £1770 not sufficient	£2,480	5.9.13	12.9.13	TBC	
					£2,480				
Total recommendations for E&TB Division					£59,480				

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
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LOUGHTON CENTRAL DIVISION

Minor Schemes

LEPP13 2028	TBC	Loughton	Alderton Hall Ln, south of The Lindens	Feasibility study, prelim. designs & costings - "Jockey Rail" protect verge from parking	£1,500	6.6.13	25.6.13	31.3.14	HLO to inform D&C Cllrs would prefer posts to match opposite side rather than rail
LEPP13 2029	TBC	Loughton	Debden Ln (Ripley View to Ripley Grange)	Feasibility Study, prelim. designs & costings - 20 mph limit	£2,000	6.6.13	25.6.13	31.3.14	
LEPP13 2030	TBC	Loughton	Staples Rd	Feasibility study, prelim. designs & costings (changes to kerbs to prevent u turns, drainage, bollards and bund. Look into further measures for vicinity).	£2,000	6.6.13	25.6.13	31.3.14	£8k recommended for works (6.6.13) to be approved by CM Jan/Feb 2014. HLO to inform designers to include school sign on York Hill. Design brief being prepared.
LEPP13 2030	TBC	Loughton	Staples Rd	Changes to kerbs to prevent u turns, drainage, bollards and bund.	£8,000	6.6.13	TBC	TBC	£8k recommended for works (6.6.13) to be approved by CM Jan/Feb 2014
LEPP13 2031	TBC	Loughton	Millsmead Way & Harwater Dr. junction, IG10	DESIGN - corner protection - vehicles mounting kerb and parking irresponsibly causing verge damage & congestion	£2,000	5.9.13	12.9.13	TBC	
LEPP13 2031	TBC	Loughton	Millsmead Way & Harwater Dr. junction, IG10	WORKS for above	£10,000	5.9.13	TBC	TBC	£10k recommended for works (5.9.13) to be approved by CM Jan/Feb 2014
LEPP13 3013	TBC	Loughton	Cleland Path & England's Lane junction	DESIGN - dropped kerbs and tactile paving for disabled access	£1,000	5.9.13	12.9.13	TBC	
LEPP13 3013	TBC	Loughton	Cleland Path & England's Lane junction	WORKS for above	£5,000	5.9.13	TBC	TBC	£5k recommended for works (5.9.13) to be approved by CM Jan/Feb 2014
LEPP13 2038	TBC	Loughton	Former Epping College entrance off Newmans Lane, Loughton	FEASIBILITY STUDY & prelim. DESIGN - for potential S106 funded scheme (S106 cannot be used for study) gate solution to detachable bollards that keep getting knocked down	£2,000	5.9.13	12.9.13	TBC	
					£33,500				

Total recommendations for LC Division

£33,500

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
NORTH WEALD & NAZEING DIVISION									
Minor Schemes									
LEPP13 2016	TBC	Epping Upland	B181 junction with Upland Rd to Chequers	Feasibility study, prelim. designs & costings - survey utilities, options for calming traffic, changing priorities and reducing speeds at accident spot	£2,000	6.6.13	25.6.13	31.3.14	
LEPP13 2017	DC1809	Sheering	Back Lane	Feasibility study, prelim. designs & costings - investigate drainage issues & options to prevent residents parking on verge	£1,500	6.6.13	25.6.13	30.11.13	
LEPP13 2018	TBC	Nazeing	Meadgate Road, Sedge Green	Feasibility study, prelim. designs & costings - signage - not suitable for lorries	£1,000	6.6.13	25.6.13	31.3.14	
LEPP13 031	DC1813	Nazeing	Middle St - link Bumbles Green to PROW FP59	Feasibility study, prelim. designs & costings for walkable verge	£2,000	6.6.13	25.6.13	31.3.14	Report by mid January
					£6,500				
Casualty Reduction Schemes									
LEPP13 100	DC1807	Nazeing	B194 Marsh Hill - Waltham Rd j/w St Leonards Rd	Changes to lamp columns and signing and marking improvements	£10,000	6.6.13	25.6.13	31.3.14	Job pack to Commercial for target costing by the end of October.
LEPP13 1022	TBC	Epping/Epping Upland	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	Traffic assessment, DESIGN to redesign junction to mitigate collisions (est. £36k incl works) Design = £3.5k split ETB & NWN	£1,750	5.9.13	12.9.13	TBC	
LEPP13 1022	TBC	Epping/Epping Upland	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	WORKS for above. £32.5k split ETB & NWN	£16,250	5.9.13	TBC	TBC	£16.5k recommended for works (5.9.13) to be approved by CM Jan/Feb 2014
					£28,000				
Bus Stop Improvements									
LEPP13 6011	TBC	Nazeing Common	King Harolds Head, Nazeing Common	WORKS - Bus pole and timetable case. Formally mark designated bus stop as buses are often refusing to stop.	£1,000	5.9.13	12.9.13	TBC	
					£1,000				

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
PRoW									
LEPP00 1016	TBC	North Weald Bassett	PRoW 36	TOP UP - WORKS - Surface and drainage improvements. Original £30k insufficient. Latest assessment shows track further deteriorated and reuires road closures and orders. Extra works £8k, traffic management £10k, orders £2k. Top up of 20k required.	£20,000	5.9.13	12.9.13	TBC	
					£20,000				
Total recommendations for NW&N Division					£55,500				

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
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ONGAR & RURAL DIVISION

Minor Schemes

LEPP13 2023	TBC	High Ongar	The Street j/w Mill Lane	Surveys prelim. designs, costings and works - flashing 20 signs near school	£3,700	6.6.13	25.6.13	31.3.14	
LEPP13 2024	TBC	Chipping Ongar	Milton Cr, Shelly Primary School	Surveys, design & works - flashing 20 signs near school	£3,700	6.6.13	25.6.13	31.3.14	
LEPP13 2025	DC1804	Stanford Rivers	A113 London Rd	VAS to discourage overtaking	£8,500	6.6.13	25.6.13	31.3.14	Design brief being prepared. Job pack to Commercial for target costing by the end of December.
LEPP13 3012	DC1814	Chipping Ongar	The Borough	Feasibility study, prelim. designs & costings- new footway on school route, check boundaries, statutory undertakers' apparatus and verges	£5,000	6.6.13	25.6.13	31.3.14	Report by mid-January. Initial findings - road too narrow for new footway unless Jewsons give up land. D&C to approach Jewsons.
LEPP13 2023	DC1513	Fyfield	B184 Ongar Rd/ Dunmow Rd	TOP UP - WORKS - DC 1513 - 2 solar powered VAS . Original budget (£9k) insufficient. 1 VAS with 5 year warranty = £7k. 7x2=14-9= £5k	£5,000	5.9.13	12.9.13	TBC	
LEPP13 2025	DC1646	Moreton	near school, Church Rd	TOP UP - WORKS - DC 1646 - 1 VAS with 5 year warranty = £7k. 7-3.5= £3.5k	£3,500	5.9.13	12.9.13	TBC	
LEPP13 2042	TBC	Abbess Beauchamp/Berners Roding	B184 Dunmow Rd	WORKS - 1 solar powered VAS to reduce speeders.	£7,000	5.9.13	12.9.13	TBC	
LEPP13 2043	TBC	Chipping Ongar	Primary Sch. Greensted Rd	Survey, DESIGN and WORKS - validated scheme - flashing lights sign to diagram 545 and sub plate with new combination sign 545 plus "School 20 when lights show" plate. Part time advisory 20 mph limit. Solar if possible. (2 similar schemes approved 25.6.13)	£3,700	5.9.13	12.9.13	TBC	
LEPP13 2039	TBC	Stanford Rivers	A113 Romford Rd, Bridge Farm, Stanford Rivers	FEASIBILITY STUDY - to a drainage scheme re flooding at bridge	£2,000	5.9.13	12.9.13	TBC	
LEPP13 2040	TBC	Bovinger	Bobbingworth Mill, Bovinger	FEASIBILITY STUDY - for village gateways/speed signage for village	£2,000	5.9.13	12.9.13	TBC	

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
LEPP13 2041	TBC	Abridge	B172 Abridge Rd, bridge over Roding	FEASIBILITY STUDY - to investigate priority working/ road markings. Congestion at peaks.	£2,000	5.9.13	12.9.13	TBC	
					£46,100				
Total recommendations for O&R Division					£46,100				

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Status
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WALTHAM ABBEY DIVISION

Casualty Reduction Schemes

LEPP13 1021	DC1808	Waltham Abbey	A121 Station Rd - Meridian Way j/w B194 Highbridge St & Beaulieu Dr.	Feasibility study, prelim. designs & costings - 14 PICs - assess signalling data and options for junction improvement incl. impact of proposed retail park	£10,000	6.6.13	25.6.13	31.3.14	Highways to provide report. Date TBC
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£10,000				
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Bus Stop Improvements

LEPP13 6012	TBC	Waltham Abbey	Saxon Way	DESIGN & WORKS - 2 bus cages to prevent parked cars blocking access to stops.	£2,000	5.9.13	12.9.13	TBC	
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£2,000				
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Total recommendations for WA Division

£12,000				
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Recommendations for all divisions	£225,180
Pending CM Approval Jan/Feb 2014	£58,000
CM Approved	£167,180

- new info
- complete
- action
- CM Cabinet Member
- TRO Traffic Regulation Order
- D&C Design & Consultancy
- HLO Highways Liaison Officer
- PIC Personal Injury Collisions
- VAS Vehicle Activated Sign
- SID Speed Indicator Device

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ECC/Epping Forest District LHP - Scheme Recommendations 2013/14 (19.9.13)

scheme code	Design code	Town	Location	Description	Budget	Recommend date	CM approved date	Expected complete (WP)	Comments
REVENUE APPROVED									
LEPP13 2027		Epping Forest Distict	n/a	5 x speed surveys as required	£1,000	6.6.13	25.6.13	n/a	Speed surveys are actually £210 each so LHP will need to recommend a further £50 to use 5th survey.
LEPP13 2044		Epping Forest Distict	n/a	REVENUE - To settle outstanding way leave invoices for the Corp. of London who are not granting further way leaves until settled. No other relevant budget exists at ECC.	£2,000	5.9.13	12.9.13		
LEPP13 2032	TBC	Nazeing	Nazeingbury Parade to St Giles Car Park, Nazeing Road, Nazeing	Degree of pedestrian conflict survey (PV ²) required to feed into feasibility of pedestrian crossing. To assess eligibility for £40k 2012-13 scheme (app. 27.2.13)	£890	6.6.13	10.7.13	Complete Aug 2013	30.8.13 - Eligibility criteria for a crossing not met. Therefore against Policy. Compelling case would need to be presented to CM for exceptional approval.
Total Approved					£3,890				

SPEED Surveys from £1000 pot									
LEPP13 2027		Nazeing	Back Lane j/w Nazeing Common (Sept 2013)	Traffic having difficulty exiting Back Lane due to speeding vehicles	£210	5.9.13	n/a	31.10.13	
Total Survey Pot Spent					£210				

ECC/EFD LHP 2013/14

Capital Budget Recommended

	Division	Recommended by LHP	Approved by CM	Approval by CM for Jan/Feb 2014	Schemes - new study/design only	Schemes - new works recommended	Total new	Schemes - 2012-13 - top ups	Total new & top up
1	Buckhurst Hill & Loughton South	£13,900	£13,900		1	1	2	1	3
2	Chigwell & Loughton Broadway	£4,700	£2,200	£2,500	1	1	2	2	4
3	Epping & Theydon Bois	£59,480	£43,230	£16,250	5	3	8	1	9
4	Loughton Central	£33,500	£10,500	£23,000	6	3	9		9
5	North Weald & Nazeing	£55,500	£39,250	£16,250	5	3	8	1	9
6	Ongar & Rural	£46,100	£46,100		4	5	9	2	11
7	Waltham Abbey	£12,000	£12,000		1	1	2		2
	ALL DIVISIONS	£225,180	£167,180	£58,000	23	17	40	7	47
Capital Budget		£699,550	£699,550						
Remaining Capital Budget		£474,370	£532,370						

Revenue Budget Summary

Division	Total
Rangers	£80,000
Recommended	£3,890
Budget 2013/14	£130,875
Remaining LHP Revenue Budget	£46,985