

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

1. Title

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

2. Terms of Reference

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

3. Membership

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

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

#### 4. Chairman

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

#### 5. Meetings

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

#### 6. Officers

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

Environment & Street Scene  
Democratic services (Secretary Support)

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

#### 7. Representations at Panel Meetings

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