

**EPPING FOREST DISTRICT COUNCIL**  
**NOTES OF A MEETING OF REGISTER OF DEVELOPMENT PROPOSALS TASK AND**  
**FINISH PANEL**  
**HELD ON TUESDAY, 26 JULY 2005**  
**IN COMMITTEE ROOM 1, CIVIC OFFICES EPPING**  
**AT 7.30 - 9.25 PM**

<b>Members Present:</b>	F Maclaine (Chairman), K Angold-Stephens (Vice-Chairman), Mrs J Davis, A Green, D Kelly, Mrs J Lea, Mrs S Perry, Mrs P Richardson, Mrs P K Rush, G Stollar and Mrs J H Whitehouse
<b>Other members present:</b>	Mrs A Grigg, J M Whitehouse and D Stallan
<b>Apologies for Absence:</b>	Mrs D Borton, J Hart and M Woollard
<b>Officers Present</b>	J Scott (Joint Chief Executive), R Wilson (Assistant Head of Housing Services (Operations)) and Z Folley (Democratic Services Assistant)
<b>Also in attendance:</b>	T Izzard (Essex County Council)

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**1. SUBSTITUTE MEMBERS**

The Sub-Committee noted that there were no substitute members appointed for the meeting.

**2. DECLARATIONS OF INTEREST**

No declarations of interest were made pursuant to the Council's code of Member Conduct.

**3. TERMS OF REFERENCE**

The Panel considered their terms of reference.

It was noted that both sentences 1. and 2. related to the process for the establishment of a register of local concerns. To make this clear, it was agreed that sentence 1. be amended to read.....'To consider and recommend on ways that Members can formulary register matters of concern within the Wards they represent and to....'

Subject to this amendment the terms of reference were agreed.

**ACTION:**

J Scott to amend terms of reference as indicated.

**4. PARKING POLICY - RESIDENTIAL AREAS.**

Councillor Angold – Stephens outlined the review. He explained that current problems concerning parking provisions in particular areas within the District and concerns raised about vehicular cross over policy by the Housing Appeals Panel

meant that a review of existing policy was needed. He drew attention to a report he had produced on the subject and ways forward.

R Wilson, (Assistant Head of Housing Services) and T Izzard (Essex County Council Highway Officer) explained current policy for Housing related crossovers and circulated a Cabinet report dated 25 November 2002. T Izzard reported recent amendments to the information concerning the Highway Vehicle Crossing Scheme.

The Panel received advise about maintenance procedures for grass verges and the criteria which determined whether damage to a verge and associated insurance issues were dealt with by the Council or the Highways Authority. The Panel noted initiatives designed to manage parking on verges. The Panel also noted the ways the Council communicated existing policy regarding off – street parking for current and former Council properties and the costs of bays.

A Member suggested that consideration could be given to increasing the number of zones and parking permits provided for tube related areas.

The Panel agreed that site visits be arranged to provide first hand information on parking issues in the District. The Panel suggested that the visits could focus on areas outside the District to see the approach taken to residential parking by other Authorities. Councillor Angold – Stephens undertook to submit an item for the Members Bulletin asking for Members views on locations which could be explored. It was agreed that the visits would take place on 23 August 2005.

#### **ACTION.**

Cllr Angold – Stephens to produce Members' Bulletin Item.

### **5. ESTABLISHMENT OF REGISTER FOR SIGNIFICANT ISSUES**

Councillor Maclaine stated that a register needed be devised to give Members the ability to record centrally significant issues of concern within their wards. He stated that the any new register should be simple and:

- 'lock in' items until they had been considered and assessed
- be able to be added to whenever a significant issue was identified
- be available and accessible to Members via the Website

He suggested that particular attention should be paid to the assessment process for dealing with items once they had been submitted for the register. He suggested that this could include allocating items to Scrutiny for PICK assessment, relevant services or the wards concerned. It was suggested that Local Council's needed to have a role in the process.

### **6. APPROACH TO REVIEWS.**

It was agreed that the Panel be split into the following groups:

- Working Group on Parking Policy in residential areas. (Lead – Cllr Angold Stephens

Members: Cllr Mrs J Davis, Mrs P Rush, Mrs P Richardson, Mrs J H Whitehouse, Mrs Perry, A Green

- Working Group on Register of Development Proposals. (Lead – Cllr Maclaine)

Members: Cllrs G Stollar, Mrs J H Whitehouse.

**7. DATE OF NEXT MEETING**

Noted that the next meeting would be held on 30 August 2005 at 7.30 p.m in Committee Room 1