



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Council Chamber, Civic Offices, High Street, Epping **Date:** Thursday, 6th March, 2014

Room: Council Chamber **Time:** 7.30 pm

Democratic Services Officer: Rebecca Perrin (The Office of the Chief Executive)
Tel: 01992 564607 Email: democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors M Sartin (Chairman), K Angold-Stephens, A Boyce, B Rolfe and J H Whitehouse

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor A Jackson
Loughton Central:	Councillor C Pond
Ongar and Rural:	Councillor M McEwen
Epping and Theydon Bois:	Councillor Mr J M Whitehouse
Buckhurst Hill and Loughton South:	Councillor V Metcalfe
Chigwell and Loughton Broadway:	Councillor J Knapman
Waltham Abbey:	Councillor Mrs R Gadsby

**PLEASE NOTE THE START DATE OF THE MEETING
COFFEE/TEA WILL BE AVAILABLE FOR MEMBERS OF THE COMMITTEE FROM 7.00
P.M IN THE MEMBERS ROOM**

- 1. APOLOGIES FOR ABSENCE**
- 2. MINUTES (Pages 5 - 10)**

To confirm the minutes of the last meeting of the Committee held on 7 November

2014 (previously circulated and attached) and matters arising.

3. ESSEX COUNTY COUNCIL HIGHWAYS

At the last Committee meeting, members requested that invitations to this meeting be passed to County Councillor Rodney Bass, Portfolio Holder for Highways and Transportation to discuss the general condition of the roads, particularly potholes etc. At the time of publication, officers were awaiting confirmation that he was attending.

4. NORTH ESSEX PARKING PARTNERSHIP (Pages 11 - 14)

At the last Committee meeting, members requested that an invitation be extended to a representative of the North Essex Parking Partnership. The NEPP had sent their apologies due to a previously scheduled meeting and asked that they attend the next meeting. Members have been requested to prepare questions they wish to ask NEPP for the next meeting on 10 July 2014. A frequently asked question sheet has been included regarding clarification around the role of the NEPP.

5. CHILDREN SERVICES AT ESSEX COUNTY COUNCIL

The Head of Children Services at Essex County Council, Michael O'Brien had been invited to attend the LCLC regarding an update on the service provisions following the recent consultation. Officers were awaiting a response to whether he would be able to attend, when the agenda was published.

6. ISSUES RAISED BY LOCAL COUNCILS (Pages 15 - 16)

To discuss the following matters raised by Local Council's:

1. Road Closures

The Branch required an update on the procedure for road closures under the Town Police Clauses Act 1847 (Minute 12a) and who was now responsible for the road closures.

(Assistant Director of Corporate Support Services) To consider the attached report. (page ? of the agenda)

2. Collection of Rubbish and Recycling from Community/village Halls

The branch requested an update on the collection of rubbish and recycling from community/village halls and whether this would be included in the Waste Management Contract.

3. Progress on the Draft Local Plan

The Branch requested an update on the Draft Local Plan, a timetable and information on the adoption of Community Infrastructure Levy.

7. SUPPORTING PARISH COUNCILS IN THE USE OF ELECTRONIC PLANNING INFORMATION

(Director of Planning and Economic Development) To receive a presentation regarding the transmission of electronic planning information to Town and Parish Councils.

8. TOUR DE FRANCE

(The Deputy Chief Executive) D Macnab and (Emergency Planning Officer) Peter Charman to report on the local arrangements and implications for Town And Parish Councils following the publication of the draft traffic plan.

9. LOCAL HIGHWAYS PANEL

To receive an update on the work of the Local Highways Panel. This is now a standard item on the committee's agenda.

10. ANY OTHER BUSINESS

11. DATES OF FUTURE MEETINGS

The next meeting of the Committee will take place on 10 July 2014 at 7:30 p.m. in the Council Chamber.

This page is intentionally left blank

EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Thursday, 7 November 2013 **Time:** 7.30 - 9.30 pm

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

**Members
Present:**

Representing Epping Forest District Council:

Councillor(s): Mrs M Sartin (Chairman), K Angold-Stephens, A Boyce
and Mrs J H Whitehouse

Other Councillors:

Councillor(s): R Bassett, Ms S Stavrou and C Whitbread

Representing Essex County Council:

County Councillor(s): J Knapman, Mrs M McEwen and
J M Whitehouse

Representing Local Councils:

R Balcombe (Fyfield Parish Council), Mrs D Borton (Nazeing Parish
Council), Councillor E Borton (Nazeing Parish Council),
Councillor Mrs J Bowerman (Matching Parish Council), Mrs G Castle
(Nazeing Parish Council), Mrs V Evans (Epping Upland Parish
Council), J Glover (Stanford Rivers Parish Council), A Hanch
(Lambourne Parish Council), Mrs S Jackman (Ongar Town Council)
(Vice Chairman), Councillor B Miller (Epping Upland Parish Council),
R Northwood (Sheering Parish Council), C Portou (Lambourne
Parish Council), R E Russell (Stapleford Abbots Parish Council),
Mrs P Smith (Epping Upland Parish Council), B Surtees (Ongar
Town Council), R Morgan (Matching Parish Council), Mrs E K Walsh
(Loughton Town Council) and Councillor Ms N Wilkinson (Roydon
Parish Council)

Apologies:

Epping Forest District Council –

Councillor(s): A Watts

Essex County Council –

Councillor(s): Mrs V Metcalfe and C Pond

Parish/Town Councils: -

Ms A Busch (Moreton Bobbingworth & The Lavers Parish Council),
Mrs A Jones (Moreton, Bobbingworth & The Lavers Parish Council),
Mrs S De Luca (North Weald Bassett Parish Council),
Mrs S De Luca (Stanford Rivers Parish Council), N Moore
(Buckhurst Hill Parish Council), Cllr S Weston (Loughton TC), Pond
and Mrs K Canning (Chigwell Parish Council)

Officers Present: R Palmer (Director of Finance and ICT), J Preston (Director of Planning and Economic Development), I Willett (Assistant to the Chief Executive), K Durrani (Assistant Director (Technical)), A Mitchell (Assistant Director (Legal)), P Millward (Business Manager), M Jenkins (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

By Invitation:

9. MINUTES

RESOLVED:

That the minutes of the last meeting of the committee be agreed subject to an amendment under "Apologies" "Parish/Town Councils" – Mrs K Canning (Chigwell Parish Council) had been incorrectly entered as "Channing."

10. ESSEX COUNTY COUNCIL HIGHWAYS

On two occasions, the committee had invited County Councillor R Bass, Portfolio Holder for Transportation and Highways, to attend its meetings on 4 July and this one to discuss the general condition of the highways particularly potholes. However the councillor had sent his apologies. An invitation had been extended to his deputy, County Councillor E Johnson, who had also tendered his apologies. The Committee expressed their disappointment that neither councillor could attend and requested that invitations be promptly passed to them for the next Committee meeting on 6 March 2014.

RESOLVED:

That the Essex County Councillor Portfolio Holder for Transportation and Highways, or their deputy, be invited to the next meeting of the committee.

11. NORTH ESSEX PARKING PARTNERSHIP

At the last meeting of the committee, in conjunction with the invitation to the County Councillor for Transportation and Highways, members had asked for a representative to attend from the North Essex Parking Partnership (NEPP). Officers had arranged for Mr R Walker, Parking Partnership Group Manager to attend. However a couple of days before this meeting, Mr R Walker had tendered his apologies. Members requested that a representative from the NEPP should be invited to the next committee meeting. In attendance to outline the NEPP's role and responsibilities, the Assistant Director of Environment and Street Scene (Technical) gave a presentation.

- (a) Before April 2012 there were 12 Enforcement Agencies controlled by Essex County Council;
- (b) After April 2012, this arrangement was changed to form two new lead authorities, with attached savings; and
- (c) New central website.

There was concern about the cost of the current parking operations. The Assistant Director advised that it was expensive attempting to enforce parking rules.

Members asked about requests for highways' improvements being misplaced in the system. Officers said that older requests or schemes could be made available, there were 500 such schemes. The best solution was to allocate 10 schemes per district from the best scoring lists.

The Chairman asked that a link to the NEPP website was entered onto the minutes: <http://www.parkingpartnership.org/policies/NEPP%20agenda%20-%20meeting%2010-Apr-13.pdf> page 75 of the link referred to Epping Forest District..

Members discussed the deficit operated by NEPP, the prices had increased 25% over the part few years, however the number of parking tickets issued had halved. Officers suggested that a balance should be struck between an over zealous enforcement stance and being too lax.

The committee were concerned about the limited benefit the District Council received from the NEPP. It was felt that other authorities were being subsidised whilst a surplus was made here. It was suggested that the District Council could administer its own scheme.

The committee were informed that the County Council had created a Task and Finish Panel examining parking. The County Council representatives from Epping should lobby this Panel.

The Chairman suggested that a representative from NEPP could be invited to a meeting of the Safer Cleaner and Greener Scrutiny Standing Panel. She asked for a date to be made available to the Parish and Town Councils.

RESOLVED:

- (1) That a representative from the North Essex Parking Partnership be invited to attend the next committee meeting.

12. ISSUES RAISED BY LOCAL COUNCILS

(a) Road Closures

The Assistant Director of Corporate Support Services (Legal) presented a report to the committee regarding Road Closures. This committee, at its meeting on 4 July, had made a recommendation asking that the District Council consider taking on the powers under the Town Police Clauses Act 1847 for providing local means of road closures for temporary events. The Licensing Committee considered this in October 2013. A town Council had made an application for a temporary road closure to Essex County Council but had been referred to the District Council. This council did not have the ability to make such orders.

Officers were negotiating with the County Council to continue this service for a few more months until the District Council were able to take over this role. The committee requested information on the number of applications for road closures received by the County Council. It was advised that this was not known.

(b) Parish Support Grant

The committee received a report from the Director of Finance regarding Local Support for Council Tax. It was advised that there would be significant grant reductions for 2014/15 and 2015/16 for parish and town councils of 13.6% and 14.1% respectively.

At the start of this financial year Council Tax benefit was replaced by Local Support for Council Tax, under the new local council tax reduction scheme, the council tax base was affected by whether persons living in a dwelling were in receipt of a council tax reduction awarded under the scheme.

For the 2013/14 financial year the District Council decided to pay town and parish councils an amount of support grant compensating them for the reduction in their tax bases. In total, the value of the grants paid out was £320,272 which was £7,460 more than the Department of communities and local Government (DCLG) stated as being the allocation for local councils.

It was not possible to confirm the amount of support grant until the DCLG provided the final settlement figures for the year. Consequently this had delayed the budget setting process for many authorities. However the district council had determined all precepts in time and had set the district wide charges. Out of the 24 local councils, only 5 increased their band D charge by more than 3.4%.

The reductions indicated earlier of 13.6% and 14.1% had been considered by a Cabinet Committee in September, members felt the amount given to local councils in support grant should reduce by the same percentage as the Council's overall funding reduced.

The final settlement figures were unlikely to be available until late December or possibly January, it was advised that it was prudent for budgets to be based on a reduction in support grant of at least 13.6% in 2014/15.

(c) Local Plan

The Director of Planning and Economic Development updated the committee on progress with the Local Plan. The latest public workshop considering population and housing issues had taken place. The Cabinet in December was examining evidence from Edge Analytics for population forecasting. The Portfolio Holder for Planning had recently met with East Hertfordshire local authority, the Corporation of London and English Nature.

(d) Planning Consultations

The local councils had requested an update on the methodology used for consultation on planning applications. The Director of Planning and Economic Development advised that the District Council's Weekly List informed local councils of upcoming planning applications.

(e) Planning Enforcement

The local councils requested that District Councillors were permitted to call-in decisions made by planning officers on enforcement. The Director of Planning and Economic Development advised that enforcement notices were placed in the Bulletin, and members were informed if action was not being taken. Any concerns in this area should be passed to the Enforcement Team. Further Member training on enforcement could be provided.

Members advised that some Parish and Town Councils had not received copies of the Weekly List. The Director of Planning and Economic Development confirmed that he would investigate.

13. INDIVIDUAL ELECTOR REGISTRATION (IER)

The Returning Officer of the district reported on the changes to the canvass procedures. All persons in a household would need registering on their own form. The council's success rate in the past had been 98%, however this was likely to drop as the 48,000 forms used would balloon to 98,000 forms. A publicity leaflet had been produced although the Returning Officer advised that intelligence was needed from local councils on people moving into the area or out. He advised that the costs of these changes were being met by the Government for the first three years.

Members thanked the Elections staff for their work.

14. REVIEW OF CODE OF CONDUCT/COMPLAINTS PROCESS AND PLANNING PROTOCOL

The Monitoring Officer reported to the committee regarding the Review of Code of Conduct/Complaints Process and Planning Protocol. There was an all day training course being held at the Civic Offices regarding the Code of Conduct, Complaints Process and the Planning Protocol on 15 November. He advised that members wishing to attend should contact Democratic Services, training material used would be circulated.

15. PLANNING AND ECONOMIC DEVELOPMENT PARISH COUNCIL LIAISON

The Business Manager of the Planning and Economic Development Directorate presented a report to the committee regarding Parish Council Liaison. The iPlan User Group had met on 16 July which found that steady progress was being made regarding a number of areas of iPlan and planning information on the council's website. There was a need to promote a greater degree of partnership working between the directorate and Parish/Town councils to further improve the use of electronic planning records to achieve the long term objective of reducing the circulation of paper records and plans to all Parish/Town councils.

The District Council currently received 40% of all Planning applications electronically via the Planning Portal and nationally this figure was closer to 60% for all councils across the country. It was advised that every planning application received electronically required printing by the directorate for distribution to parish and Town councils. The average cost of this was £7.50 per application, with an average of 2,500 applications per year had resulted in an additional cost of at least £7,500 per year. This was not sustainable in the long run.

At the User Group meeting in July, it was agreed that further work to identify those Parish and Town Councils that could consider moving towards full electronic use of planning applications and that a small working party should identify that parish councils that were under resourced who needed assistance,

The User Group was also concerned about the quality of some plans which were not always clear. It was felt that there should be a minimum criteria in image quality as a step towards meeting acceptable viewing standards on the Council website.

It was felt that the User Group composition and terms of reference should remain. The Business Manager indicated that Planning and Economic Development was particularly interested in encouraging local Parish/Town councillors and clerks regularly visiting the directorate's offices as part of an improvement process to familiarise them with planning service operations.

RESOLVED:

- (1). That the progress of the Parish Council iPlan User Group meetings and its minutes be noted;
- (2). That the online placement of electronic planning information is an integral part of the Council's strategy in promoting availability and transparency of planning records be noted; and
- (3). That due to the increasing amount of electronic planning applications being made via the National Planning Portal, the distribution and circulation of paper plans to Parish/Town Councils may no longer be sustainable in the future be noted.

16. LOCAL HIGHWAYS PANEL

The Chairman of the Local Highways Panel, County Councillor J Knapman updated the committee on the panel's recent work. He expressed his disappointment at the Panel's project management. He advised that the Panel had spent £2,000 from a budget of £700,000 which had led to the County Portfolio Holder for Transportation and Highways deducting most of the budget for improvements in the county. Next year, nearly £900,000 would be allocated to the Panel. He indicated that he would keep parish and town councils informed of schemes in their area, they could inform him of white lines they would like. He also said he would send Panel minutes to every parish and Town council.

17. ANY OTHER BUSINESS

Members were advised that Essex County Council were currently consulting on youth services. Participation in the consultation was encouraged as there had been a reduction in youth service provision.

18. DATES OF FUTURE MEETINGS

The next scheduled meeting of the committee is on Thursday 7 March 2014 at 7.30p.m. in the Council Chamber.

CHAIRMAN

North Essex Parking Partnership – what they can and cannot do

Members have requested some clarification around the role of the North Essex Parking Partnership (NEPP). It is felt that the easiest way to do this is in the form of frequently asked questions:

1) When was NEPP set up and why?

The NEPP was formed in April 2011 by Essex County Council to reduce the circa £1 million deficit in on street parking enforcement operations across Essex. We joined in October 2012 after the end of our contract with Vinci Parks Limited.

2) What was happening before NEPP?

Each of the twelve district councils in Essex had delegated authority, through an Agency Agreement with Essex County, to manage on street parking enforcement in their area. Area Offices provided regulatory support and Policy was driven from County Hall. These are now brought together.

3) Epping Forest was not making a deficit so why did we lose the agency agreement?

Whilst not every district council was operating a deficit, there was a lot of duplication of services. The County also chose to apply a consistent countywide approach.

4) Who else is part of NEPP?

There are six district councils; Braintree, Colchester, Epping Forest, Harlow, Tendring and Uttlesford

5) Who is in charge of NEPP?

Colchester Borough Council is the lead authority and employs all the staff. The lead authority operates under an Agreement with the County Council and is governed by a Joint Committee, of which all the partner authorities are Members.

6) Who makes the decisions?

A Joint Committee which consists of an Executive Member from each of the six partner authorities as well as the County Cabinet Member for Highways.

7) Did we have a choice in joining NEPP?

Yes, we chose to join because of the financial benefit to us in the management of our 18 Car Parks and the ability to have a say and influence in respect of on street parking matters.

8) Can we leave?

Yes, we can give a 12 month notice and leave the Partnership, but we can only leave on 31 March in any year.

9) What happens if there is a deficit in NEPP's on street account?

The deficit will be have to be made good by the six partners

10) Under what authority does NEPP work?

Essex County Council has delegated authority to NEPP for Decriminalised parking enforcement operation within the six districts. A similar arrangement exists in the south of Essex (SEPP).

11) Why is Colchester Borough Council (CBC) the Lead Authority?

During 2010 the County Council asked for Business Cases from authorities wishing to run a revised service. CBC was previously the lead authority for an off street

parking partnership between Braintree, Colchester and Uttlesford District Councils, and placed a bid to operate the scheme. It was in a better position to manage the new partnership and was the only district who wished to assume that role.

12) What are the things NEPP can deal with?

- a vehicle parked on a yellow line (parking restriction),
- a vehicle parked across someone's dropped kerb,
- a vehicle parked in a Controlled Parking Zone or Resident Parking Zone either without displaying a proper badge or parked outside a marked bay,
- enforcement in District Council owned car parks through a separate agreement (for example parking without displaying a valid parking ticket), and
- The introduction of new parking restrictions (yellow lines or parking restriction schemes)

13) How often do Civil Enforcement Officers (parking wardens) patrol the area?

Daily – against a random beat pattern in areas where parking contravention regularly occurs. Other areas like Schools are visited on a rota basis. However, NEPP will try to accommodate urgent issues if they are brought to their attention. All enquiries should be directed to 01206 282316.

14) How do we know if the CEOs are issuing enough Penalty Charge Notices?

Epping Forest officers monitor performance related activities and regular reports are received by the NEPP Joint Committee.

15) When will Essex County Council implement single and double yellow lines (safety schemes)?

Essex Highways will only consider a scheme when there have been more than three Killed or Serious Injury (KSI) incidents in three years. Unfortunately 'near misses' are not considered.

16) Does NEPP not have the delegated authority to install new single and double yellow lines (safety schemes)?

Yes NEPP has the delegated authority from Essex Highways to introduce new parking restrictions

17) How many schemes has NEPP introduced in Epping Forest?

Since October 2012 a total of 20 schemes have been approved, 4 have been completed, the rest are being processed. A list of current approved schemes is noted below:

1. Torrington Drive Loughton (Completed)
2. Kendal Avenue Epping (Completed)
3. Hastingwood Roundabout (Completed)
4. Western Avenue Epping (Completed)
5. Staples Road/York Hill Loughton (Resident Bays)
6. Oakwood Hill Junction Loughton (Waiting Restriction)
7. St Johns/Ashlyns/Chapel Road Epping (Residents Parking)
8. Forest Way Loughton (Junction Protection)
9. Forest View Road/Connaught Hill/Avenue Loughton (Junction Protection)
10. Ladyfields Loughton (Waiting Restriction)
11. Roundhills Waltham Abbey (Extended Double Yellow Line).
12. Centre Avenue/Centre Drive Epping (CPZ scheme).
13. Roding Lane Chigwell (Double Yellow Line).

14. Warren Court/ Mount Pleasant Road Chigwell (Resident Parking Zone).
15. Albert Road/ Lower Queens Rd (Sycamore Lodge) Buckhurst Hill (Residents Parking/ Limited Waiting Bays).
16. Honey Lane (Leverton School) Waltham Abbey (Additional Restrictions).
17. High Road Chigwell (Extension of Waiting Restriction).
18. River Road/Loughton Way / Buckhurst Way Loughton (Single and Double Yellow Lines).
19. Bower Vale Epping (Residents Parking Scheme).
20. Harwater Drive / Sedley Rise Loughton (Double Yellow Line).

18) Why have they done so few schemes?

The existing funding from Essex Highways does not allow for more schemes to be implemented. The district receives a fair share of new restrictions approved by the Joint Committee.

19) How does a scheme get approved?

Technical officers at NEPP investigate each request and score it against approved criteria and compile a report which includes local consultation, schemes are then put before the Joint NEPP board for approval.

20) How are schemes in Epping Forest approved

The Council has agreed to nominate the highest scoring schemes, as long as there is support from the local Member and relevant Town/Parish Council.

21) How many schemes have been investigated across Epping Forest?

To date a total of 108 scheme have been investigated and scored by NEPP officers.

22) Why does the Partnership not implement all of the schemes?

Not every scheme request complies with the Parking Partnerships policies or guidance documents and all schemes are subject to a limited budget shared between all 6 Partner Authorities and so adequate resources are unavailable for more.

23) Who decides if Essex Highways or NEPP are making the restrictions?

Essex Highways will only consider parking restrictions if there is enough KSI data to support a scheme

24) What are Resident Parking Zones (RPZ) and a Controlled Parking Zones (CPZ)?

These restrict parking to those who have purchased 'parking permits'

25) Can NEPP create RPZs and CPZs?

Yes they can. There are currently 3 such schemes under investigation in Epping Forest

26) Can NEPP deal with car(s) blocking footpaths?

No, this is a Police matter and considered to be wilful obstruction of the highway. There is recent legislation concerning the issuing of PCNs by NEPP officers for cars blocking driveways/dropped kerbs. The NEPP policy is to liaise with the householder first before issuing (including the measure of over 50% of the access being blocked).

27) Who is responsible for dealing with dangerous parking outside schools?

If there are yellow lines (single, double) or zig zag lines then NEPP can deal with this; cars are permitted on yellow lines in some circumstances to stop to enable passengers to board or alight. A ParkSafe CCTV car, recently launched at Hillhouse Church of England Primary School in Waltham Abbey, will be in operation across the Partnership. This will allow coverage of a larger number of schools.

28) Who will do junction protection work by putting double yellow lines on dangerous road junctions?

Essex Highways if there is accident data otherwise NEPP, subject to funding. An alternative remedy is also available to Essex Police if they deem junction parking to be of a dangerous nature although this would be subject to resources.

29) Why so few schemes have been done by NEPP?

Over 350 schemes have been investigated and ranked by NEPP. However resourcing pressures do not allow for more than a few to be carried out at a time.

30) What is the Local Highways Panel (LHP) and what can it do?

This is an Essex County Council forum. The service areas it covers include:

- Traffic Management Improvement
- Tackling congestion
- Safer Roads (including casualty reduction)
- Public Rights of Way improvements
- Cycling Schemes
- Passenger Transport Improvements
- Minor Improvement schemes

31) How do we contact NEPP?

North Essex Parking Partnership,
P O Box 5575, Colchester,
CO1 9LT
Or email: parking@colchester.gov.uk
Enquiries by telephone: 01206 282316

Please endorse any correspondence about TROs "TRO Comments"; with any correspondence relating to PCNs please include the PCN number.

Further information can be obtained from Mr Qasim (Kim) Durrani, Assistant Director, Environment and Street Scene (01992 564055, qdurrani@eppingforestdc.gov.uk).



Report to Local Council Liaison Committee

Date of meeting: 6 March 2014

Subject: Road Closures

Officer contact for further information: Kim Tuckey 01992 564034

Committee Secretary: Rebecca Perrin

Previous Report:

1. On 4th July 2013 this Committee resolved:

‘That the Committee made a formal recommendation asking that Epping Forest District Council consider the possibility of taking on the powers under the Town Police Clauses Act 1847 to provide local means of road closures for temporary events.’

This request was considered by the next meeting of the Licensing Committee held on 9th October 2013.

2. It was reported to the Committee that temporary road closures had been made in the past by Essex County Council under its powers as the highways authority. The Committee noted that, following an application by Waltham Abbey Town Council for a temporary road closure in December for the switching on of their Christmas Lights, Essex County Council had responded that they were no longer considering such requests, which should be directed to the District Council. The District Council currently did not have the ability to make such orders, and Officers were negotiating with the County Council to continue this service for a few more months until the District Council was able to commence the provision of the service.

3. The Licensing Committee noted that additional resources would be required to assimilate this area of work; training would be required as there would be public safety implications in making road closure orders and there may be a need for equipment. Further investigation were required as to the numbers of likely road closures involved and what was required to set up the necessary procedures.

4. The Licensing Committee decided that:

‘(1) That the resolution of the Local Councils Liaison Committee requesting the District Council to exercise its powers to make temporary road closure orders be noted;

(2) That the Assistant Director of Corporate Support Services (Legal) be requested to report back to the Local Councils Liaison Committee and inform them that their resolution had been considered and noted but that the necessary powers could not be assimilated until further investigations and discussions had taken place.’

Subsequent meetings have taken place on 2 December 2013 at the Cabinet meeting and on the 17th December 2013 full council. The final decision is outlined below;

Council 17 December 2013

RESOLVED:

(1) That, subject to provision being made in the budget to employ an additional member of staff, the Council exercises its powers to make

temporary road closure orders from 1 April 2014;

(2) That subject to (3) below a fee of £170.00 be charged for a temporary road closure;

(3) That the Licensing Committee give further consideration to the charging of a fee for primarily charitable events and report thereon to a future Council meeting ; and

(4) That the following delegated authorities be approved and appropriate changes made to the Constitution:

The licensing section was now preparing application forms and guidance to members of the public, to enable application to be made to the District Council. With exception of the Deben Broadway event in June (where Essex County Highways department have agreed to undertake the road closure) this was agreed to enable the Licensing department time to implement the procedure. This will come into effect from the 1st April 2014.