

Dear Councillors

I am writing in my capacity as the Highway Liaison Officer representing the Epping Forest Local Highways Panel (LHP) regarding a new initiative that is being trialled to help enhance relationships between Essex Highways and Epping Forest District Council.

On a monthly basis I will be based at the EFDC offices whereby I am available to meet with Councillors to discuss potential schemes that could be taken forward to the LHP and offer Highways advice on matters that have arisen.

I will be able to assist with engineering advice and provide information on existing schemes, however maintenance is not in my remit so I would not for example be able to advise when a pothole will be attended to.

The arrangement will commence on the 26th July and I will be based in the Members Group Room on a Thursday every month between 10am and 4.30pm.

July 26th
August 23rd
September 20th
October 25th
November 29th
December 13th

If you would like to meet with me to discuss any relevant issues then please drop me an email at sarah.alcock@essexhighways.org noting your preferred time and the nature of the matter you wanted to discuss and I will do my best to accommodate you, otherwise if I am free please just pop in.

Regards

**Sarah Alcock | Highway Liaison Officer
Castle Point and Epping Forest Districts**