EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place:	Council Chamber, Civic Offices, High Street, Epping	**Date:**	Thursday, 10th July, 2014
Room:	Council Chamber	**Time:**	7.30 pm

Democratic Services Officer:

Mark Jenkins (Directorate of Governance)
Tel: 01992 564607   Email:
democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors A Boyce, K Angold-Stephens, B Rolfe, Mrs M Sartin and Mrs 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**

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1.   **WEBCASTING INTRODUCTION (Pages 5 - 8)**

1.   This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking.

2.   The Chairman will read the following announcement:

"I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of repeated viewing and copies of the recording could be made available for those that request it.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if any member of the public wishes to avoid this they should move to the upper public gallery"

2.   APOLOGIES FOR ABSENCE

3.   MINUTES (Pages 9 - 36)

To confirm the minutes of the last meeting of the Committee held on 6 March 2014 (previously circulated) and matters arising.

4.   INVITE TO ESSEX COUNTY COUNCIL PORTFOLIO HOLDER FOR TRANSPORTATION AND HIGHWAYS

At the last committee meeting, Members requested that an invitation to this meeting be passed to County Councillor Rodney Bass, Portfolio Holder for Highways and Transportation to discuss the general condition of the roads, in particular potholes. Councillor Bass has confirmed his attendance.

5.   ISSUES RAISED BY LOCAL COUNCILS (Pages 37 - 54)

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

1.   iPlan

A report from planning officers on the paperless scheme is attached with appendix.

2.   EFDC Staffing Structure

To receive an update on the recent staffing re-structure.

3.   Community Agents

Please see the attached report.

6.   DRAFT LOCAL PLAN - PROGRESS REPORT

(Director of Neighbourhoods) To receive a verbal report regarding progress made on the Local Plan.

7.   LOCAL HIGHWAYS PANEL (Pages 55 - 60)

To receive an update on the work of the Local Highways Panel. In addition, local

councils have requested an update and clarification of the protocol regarding this panel. It is suggested that a guaranteed route to ensure local council items are brought to the attention of the Panel rather than relying on approaches to individual members for support.

The attached documents concern:

(a) Brief Summary of the Local Highways Panels;

(b) Scheme Request Form; and

(c) Requests Process

8.   PUBLIC SCRUTINY (Pages 61 - 62)

(Director of Governance) To receive a verbal report from the Assistant Director of Governance and Performance Management regarding the launch of public scrutiny. Please see the attached PICK form.

9.   ANY OTHER BUSINESS

10.   DATES OF FUTURE MEETINGS

Meetings of the Committee are scheduled for the following dates this year:

1. Thursday 20 November 2014 at 7.30p.m.; and

2. Thursday 26 March 2015 at 7.30p.m.

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EPPING FOREST DISTRICT COUNCIL

PROTOCOL FOR WEBCASTING OF COUNCIL AND OTHER MEETINGS

Introduction

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

Main provisions:

1.   The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

(i)   Public disturbance or other suspension of the meeting;
(ii)   Exclusion of public and press being moved and supported;
(iii)   Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.

2.   No exempt or confidential agenda items shall be webcast.

3.   Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.

4.   Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5.   Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services

Agenda Front Sheets and Signage at Meetings

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

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WEBCASTING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

Conduct of Meetings

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

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EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date:	Thursday, 6 March 2014	**Time:**	7.30 - 9.10 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):

Representing Essex County Council:

County Councillor(s): M McEwen, Mrs V Metcalfe, C Pond and J M Whitehouse

Representing Local Councils:

R Balcombe (Fyfield Parish Council), Councillor Mrs N Bridge (Fyfield Parish Council), Mrs K Canning (Chigwell Parish Council), Mrs V Evans (Epping Upland Parish Council), Councillor B Miller (Epping Upland Parish Council),Mr Patel (Buckhurst Hill Parish Council), Mrs D Borton (Nazeing Parish Council), Councillor E Borton (Nazeing Parish Council), J Brown (Stapleford Abbottss Parish Council), Mrs G Castle (Nazeing Parish Council), R Northwood (Sheering Parish Council), Mrs K Richmond (Waltham Abbey Town Council), R E Russell (Stapleford Abbotts Parish Council), Shaw (Epping Town Council (Clerk)), Mrs E K Walsh (Loughton Town Council), N Wilkinson (Roydon Parish Council) and Mrs S Jackman (Ongar Town Council)(Vice Chairman)

Apologies:

Epping Forest District Council –

Councillor(s): B Rolfe

Essex County Council –

Councillor(s): J Knapman

Parish/Town Councils: -

Councillor L Wagland, Ms A Busch (Moreton Bobbingworth & The Lavers Parish Council), Mrs S De Luca (Stanford Rivers Parish Council), Mrs A Jones (Moreton, Bobbingworth & The Lavers Parish Council), Mrs S De Luca (North Weald Bassett Parish Council), Cllr S Weston (Loughton TC) and Councillor R Morgan (Matching Parish Council)

Officers Present:	D Macnab (Director of Neighbourhoods), J Preston (Director of Planning and Economic Development), P Charman (Joint Emergency Planning Officer), P Millward (Business Manager), A Hendry (Democratic Services Officer) and R Perrin (Democratic Services Assistant)

By Invitation:

19. DECLARATIONS OF INTEREST

(a)   Pursuant to the Council's Code of Member Conduct, Councillor C Pond declared a interest in the following item of the agenda item 6 (2) Collection of Rubbish and Recycling from community/Village Hall) by virtue of being the Chairman of Lopping Hall Trust. The Councillor had determined that his interest was not pecuniary and he would remain in the meeting.

20. MINUTES

RESOLVED:

That the minutes of the last meeting of the committee be agreed subject to an amendment under "Members present" "Representing Local Councils" – Mr A Shaw (Epping Town Council) had not been recorded.

21. ESSEX COUNTY COUNCIL HIGHWAYS

The committee had invited County Councillor Bass, Portfolio Holder for Transportation and Highways, to attend the previous three meetings, to discuss the general condition of the highways in particularly potholes. However Councillor Bass had sent his apologies and advised that he would attend the next meeting on 10 July 2014.

RESOLVED:

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

22. NORTH ESSEX PARKING PARTNERSHIP

At the last meeting of the committee, members had asked for a representative from North Essex Parking Partnership (NEPP) to attend. However Mr R Walker, NEPP Group Manager had sent his apologies due to a clash of engagements. The Chairman advised that a 'Frequently Asked Question' fact sheet regarding NEPP had been attached to the agenda and that if any further questions were required, they should be directed to the Assistant Director (Technical), Qasim (Kim) Durrani and he would pass over the question to the NEPP before the next meeting.

Members requested that Mr Walker attend the next meeting. County Councillor Pond requested information on enforcement in the District on Sundays and evenings owing to the parking issues caused at these times.

RESOLVED:

1. That a representative from the North Essex Partnership be invited to attend the next committee meeting; and

2. That Parish/Town representatives direct any questions for NEPP through the Assistant Director (Technical), Qasim (Kim) Durrani, for the next meeting on 10 July 2014.

23.   CHILDREN SERVICES AT ESSEX COUNTY COUNCIL

The committee had invited the Head of Youth Services, Mr M O'Brien to attend the meeting to give an update on service provision following the recent consultation. However Mr O'Brien was unable to attend the meeting.

The Deputy Chief Executive, Derek Macnab gave a brief update advising that around 5000 responses to the consultation had been received, which had resulted in the ECC Portfolio Holder for Families and Children tapering the reduction of the budget for Youth Provisions from 5.4 million to just over 2 million within a three year period. The buildings used to support these facilities would not be closing either, although the services that were provided by ECC would now have to be supported by third parties/voluntary section.

County Councillor Metcalfe advised that ECC would still be supporting the Princess Trust, Duke of Edinburgh Award and national schemes and there would be around a 20% reduction in staff.

24.   ISSUES RAISED BY LOCAL COUNCILS

1.   Road Closures

The Deputy Chief Executive, Derek Macnab advised that EFDC had taken on the powers under the Town Police Clauses Act 1847, to provide local means of road closures for temporary events. These powers would be coming into effect on 1 April 2014, with the exception of the Debden Broadway event in June 2014. The road closures would be subject to a fee of £170.00 and further consideration to the charging of the fee for a charitable event would be considered by the Licensing Committee.

The Chairman of the Licensing Committee, Councillor K Angold-Stephens advised the Parish and Town Councils that a report would be considered at the next meeting of the Licensing Committee on 9 April 2014 regarding concessions and that all applications would be judged on merit and whether they were for primarily for charity or commercial purposes.

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

The Deputy Chief Executive advised that the Council currently provided Community/Village Halls with an 180-litre residual waste bin and recycling facilities free of charge, although any activities that that were commercially run within the halls would have to pay for the removal of the waste. The Council was currently procuring a new waste contract and as part of the procurement, a commercial waste collection service would be included.

Councillor Angold-Stephen advised that most village/community halls were used for both purposes. The Deputy Chief Executive, acknowledge this and advised that ECC used a RAPP formula and waste officers to formulate costs for the collections.

County Councillor Pond enquired whether the recycling from Community/Village halls, commercial or not benefited the District Council recycling figures and therefore should be collected for free, as previously agreed. The Deputy Chief Executive advised that he would enquire into whether the recycling collections were free.

3.   **Progress on the Draft Local Plan**

The Director of Planning and Economic Development, John Preston advised that he had an update from the previous meeting regarding the weekly planning list and missing/delayed notice. He advised that due to a member of staff being absent, there had been a delay in the list being placed on to the website and service; however this had returned to normal.

The Director of Planning and Economic advised that the Portfolio Holder for Planning, Councillor Bassett had been attending various meetings concerning the local plan and the duty to co-operate in conjunction with the many neighbours and strategic issues in the District. Currently, the District Members were considering the population projections for the evidence base, the Strategy Housing Market Assessment (SHMA) required updating and the Objectively Assessed Housing Need required agreeing. These elements needed careful consideration to prevent the local plan being found unsound. The time table for the Local Development Scheme was currently out of date and required updating.

The Director of Planning and Economic advised that the Community Infrastructure Levy (CIL) was an alternative to section 106 agreements, which could provide a standard tariff rather than a case by case basis, although authorities had to have an adopted plan in place before they could have a CIL. The CIL was there to provide a top up to infrastructure, and what with the economic fluctuations and the Government changing the contributions, the District Council would have to consider the net cost of the CIL compared to the current Section 106 section agreements.

25.   **SUPPORTING PARISH COUNCILS IN THE USE OF ELECTRONIC PLANNING INFORMATION**

The Service Business Manager, Peter Millward presented a report regarding the transmission of electronic planning information to Town and Parish Councils and the difficulties being experienced by Planning and Economic Development in printing and distributing paper copies of plans and documents received electronically. From the 1 October 2014, the District Council would no longer routinely print and distribute electronic planning applications to Parish/Town Councils. A budget of £4,000 had been set a side to assist the Parish/Town Councils, so that they could view the electronic applications at their meetings, with the continuation of paper applications being distributed as normal.

The Service Business Manager advised that there was an indication that electronic planning applications would increase in 2014-15 to over 60% and with the Planning Portal promoting the Smarter Planning Initiative to encourage local authorities, planning professionals and their agents to move towards paperless planning, there would be further costs involved if the District Council continued to supply paper copies of the electronic plans. He also advised that there would be a request to improve the quality of applications submitted and that Planning Officers may reject applications that were substandard.

The committee felt that training for Clerks and users would be useful and there were concerns over the broadband signal in rural areas. The Service Business Manager advised that a training programme for users could be provided and the Parish/Town councils could visit the District Council for training on i planning website.

The clerk from Loughton Town Council, Enid Walsh advised that they had been chosen along with Ongar Town Council to pilot the scheme due to the amount of applications

they receive weekly. The problems that occurred were with the quality of the applications and how they were viewed on the website. The Service Business Manager advised that he would take back the comments, to the Assistant Director of Planning and the i planning user group.

Resolved:

1. That the current ratio of electronic planning applications received by Epping Forest District Council was over 40% (as compared to the national average of 75%). It was expected that the percentage of electronic applications would increase in 2014 - 2015 to over 60%. This means that the costs of copying, printing and distributing of paper copies of electronic planning applications received by Epping Forest District Council was no longer sustainable be noted;

2. That from 1st October 2014 no further paper copies of plans received   electronically would be able to be distributed to Parish/Town Councils be noted;

3. That Planning and Economic Development intend to fund the provision of a limited amount of small projectors. This was to assist the smaller Parish Councils to support them to be able to present Planning Applications electronically and was subject to a maximum value of £4 000 be noted; and

4. That any equipment purchased for Parish Councils would form a grant to the Parish Councils concerned and that specifically Epping Forest District Council would not be responsible for the maintenance and/or replacement of any equipment provided. In some cases due to limited funding available, Planning and Economic Development may ask some Parish Councils to share projector equipment be noted.

26.   **TOUR DE FRANCE**

The Deputy Chief Executive, Derek Macnab and the Emergency Planning Officer, Peter Charman reported on the local arrangements and implications for Town and Parish Councils regarding stage 3 of the Tour de France.

The Tour would be entering the District in Willigale, through Fyfield, Moreton, North Weald, Epping, Waltham Abbey, Loughton and Buckhurst Hill. The whole event would be delivered by Innovision Ltd with Essex Steering Groups supplying local knowledge to the organisers. Epping would be in particular, a main attraction to the public, as the High Street would form part of a sprint, which could amount to crowds of 20,000. The road closures through the District would be from 8 a.m. to 4.30 pm north of the Talbot roundabout and 9 a.m. to 4.30 pm south, which would result in a significant disruption to normal activities, including the cancellation of Epping Market, local businesses, delayed postal deliveries and collections, residents, schools and parking issues for spectators. With schools and public transport greatly affected, schools had been advised to close. Also keys factors to consider were maintaining critical services such as GP's, dentists, pharmacies, hospital, carers and care homes, meal on wheels, medical home visits, emergency access which all required planning ahead, talking to customers and notification to the relevant bodies. The key issues were to get the message out as early as possible to all residents and users of the District.

The Deputy Chief Executive advised that it was about thinking beyond the day and creating legacy. There was nothing stopping Town and Parish Councils creating events to celebrate the Tour coming through the District.

The Clerk from Loughton, Enid Walsh advised that if any Town/Parish Councils were going to hold celebration events before or around the Tour, could they advise the District Council as resources would be stretched at this time.

The Deputy Chief executive advised that the Council would look at requests submitted to open up of farmers' fields to be used as parking alongside the route, as this was a one off day event.

The Clerk Epping Upland, Val Evans advised that there were land locked properties within Epping Upland Parish that didn't seem to appear on the map and that Peter Charman should be notified.

Town and Parishes Councils were asked to contact various members of staff below regarding any issues;

- Derek Macnab – Policy Issues 01992 564050
- Tom Carne – Communications 01992 564039
- James Warrick – Legacy Issues 01992 564350
- Peter Charman – Event/Contingency planning 01992 564176

27.   LOCAL HIGHWAYS PANEL

The Chairman of the Local Highways Panel, County Council J Knapman had sent his apologies for the meeting. He had sent an update from the recent Highways panel meeting on the 27 February 2014, advising that he would update each of the Town and Parish Councils of each of the proposals for Highways improvements in their area immediately after the next meeting at the end of April, when decisions had been made on a number of schemes which had now been appraised and required financing. If there were any new schemes Parish and Town Councils wished to be considered for the 2014/15 spending, then they needed to be submitted in the first week of April 2014.

28.   ANY OTHER BUSINESS

a)   World War 1 Ceremony

The Deputy Chief Executive advised that a working group had been set up to commemorate the 100th Anniversary of World War 1. A number of events would be taking place of the next four years to mark events throughout the four period of the war. The events would be of a local nature and would look at the how the District helped out in the war. The Deputy Chief Executive asked that Town and Parish Councils consider how they would like to get involved.

b)   Retiring Chairman

The Vice-Chairman, Sheila Jackson thanked the Chairman, Councillor M Sartin for her year as Chairman of LCLC.

c)   John Preston

The Director Planning and Economic Development, J Preston advised that he would be leaving the Council at the end of March 2014, after 24 ½ years of service.

29.   DATES OF FUTURE MEETINGS

The following meetings dates of the committee were noted;

    (a) Thursday 10 July 2014, Civic Offices, Epping at 7:30 p.m.;
    (b) Thursday 20 November 2014, Civic Offices, Epping at 7:30p.m.; and
    (c) Thursday 26 March 2015, Civic Offices, Epping at 7:30 p.m.

CHAIRMAN

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7 JULY 2014: STAGE 3

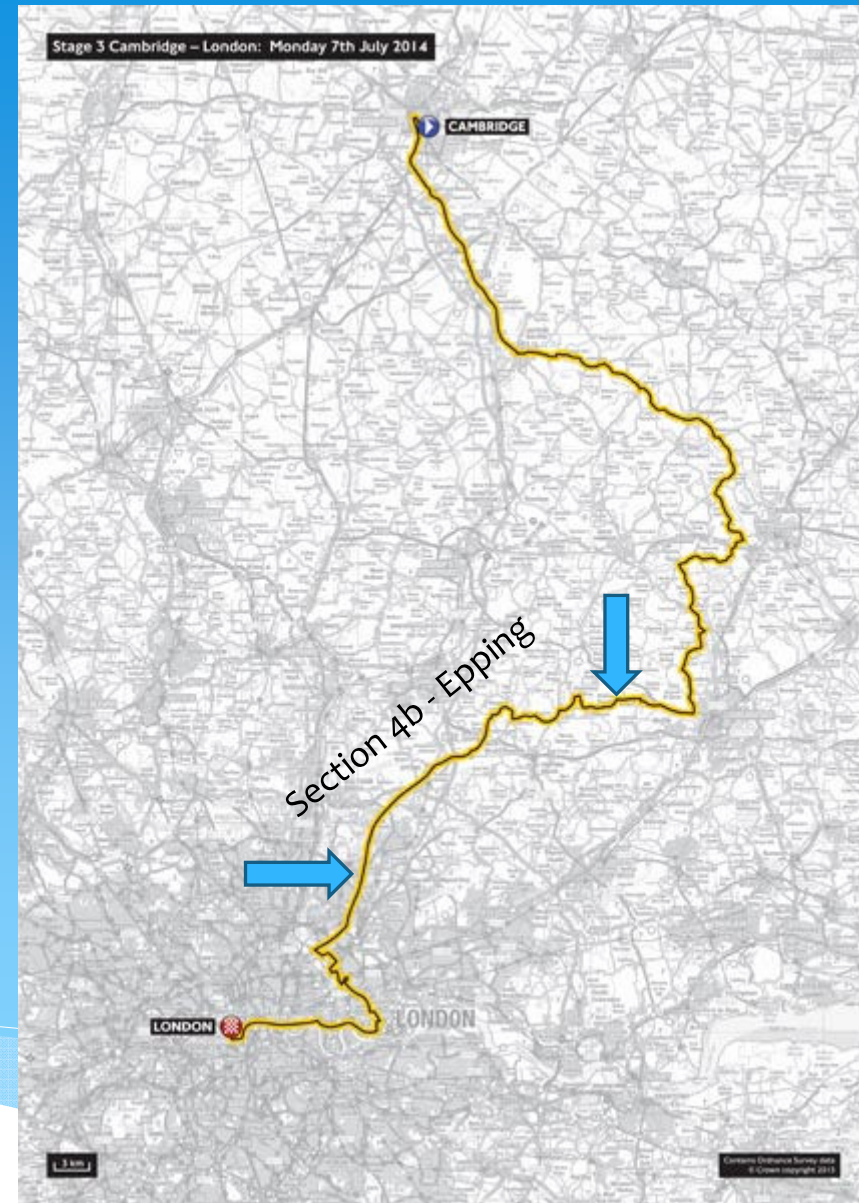# Sector 4b – Epping Forest District

Agenda

- Tour route, key facts & latest timings
- Event governance – who is doing what
- The 'sprint' section in Epping
- Key issues
- Making the most of the event
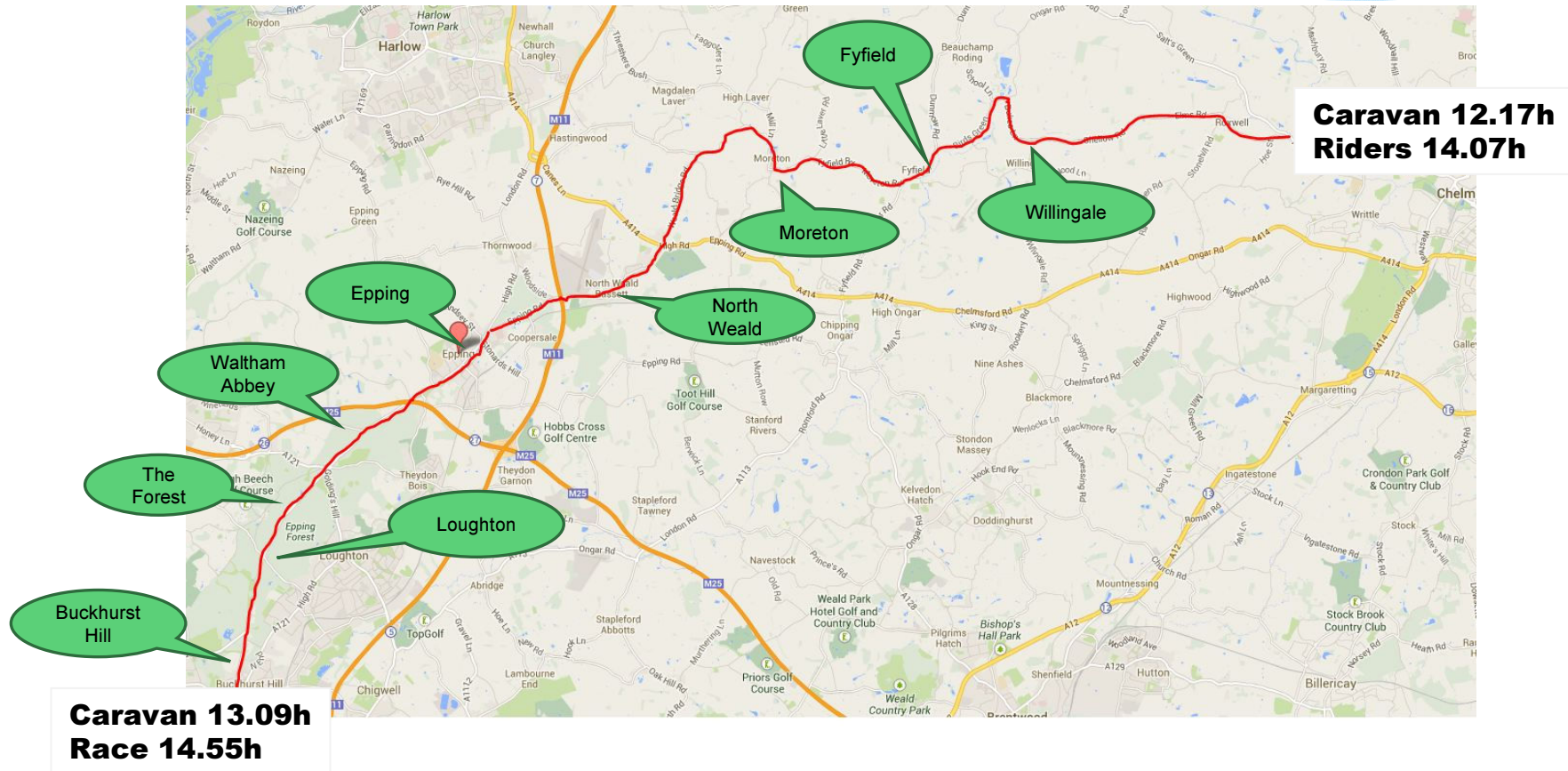- Questions?

Tour Route & facts

- Largest annual sporting event
- 15 million spectators
- 2.2 billion viewers
- 3000km in 22 days
- 6000 people, 2400 vehicle movements
- Caravanne Publicitaire – 230 vehicles, 1 hour to pass any point

Day 3 – Cambridge to London

Stage 3 Cambridge – London: Monday 7th July 2014

CAMBRIDGE

Section 4b - Epping

LONDON

LONDON

Sector 4b – Epping District

Fyfield

Caravan 12.17h
Riders 14.07h

Moreton

Willingale

Epping

North Weald

Waltham Abbey

The Forest

Loughton

Buckhurst Hill

Caravan 13.09h
Race 14.55h

Organisation/governance 1

- TDF2014 Ltd – Cllr Ann Naylor ECC rep
- National TdF Steering Group – Jason Fergus/Liz Burr ECC
- Innovision Ltd contracted by TfL to deliver;
    - Crowd & traffic management
    - Health & safety en route
    - Wayfinding and signage
    - Licenses and approvals
    - Event command & control
    - Radio comms
    - Barriers, fences and haybales

Minimal LA involvement in the event itself

Organisation/governance 2

- Essex TdF Steering Group – Derek Macnab/James Warwick/Peter Charman
- Various sub groups including
  - Crowd & Visitor Dynamics - PC
  - Highways & Transport - PC
  - Communications - TC
  - Sector planning/Safety Advisory -PC
  - Legacy planning – JW
- Local Authority Planning Group (Parishes/Towns/Partners)

LA Roles & Responsibilities

- Support the organisers with local knowledge
- Raise local awareness
- Co-ordinate peripheral 'celebration' events
- Street cleaning (additionality funded by TdF)
- Contingency/emergency planning for 'public' areas

who does what?

What can we expect?

Sprint section – Epping High Street

- Sprint specialists reach upwards of 45kph
- Sponsors barriers/signs and temporary structures
- Finish point opposite the drinking fountain
- Predicted crowds of 20,000
- Massive TV and media interest
- Street furniture will be replaced late May

Key issue – Road closure

- Total road closure from 9am until 4.30pm South of the Talbot - 8am North
- Significant disruption well beyond route
- Cancellation of Epping Market
- Disruption to 'normal' activities
- Traffic orders in place. Contractors will (re)move vehicles
- Blue lights access points only

Key Issue – general disruption

- Disrupted public transport
- 'Landlocked' households & businesses
- Potential for traffic delays
- Impact on postal services
- Impact on local businesses
- Delayed deliveries & collections
- Spectators parking issues

disruption

Key issue - schools

- School & public transport greatly affected
- Schools advised to close
- Business Continuity issue for staff and businesses
- School staff and parents across County impacted
- Potential disruption to exams

Key issue – Business Continuity

- Maintaining critical services
- Home/remote working
- Employee spectating
- Planning ahead;
  - Deliveries
  - Meetings
  - Customer access
  - Speak to customers!

Don't forget contractors!

OPEN FOR BUSINESS AS USUAL

Key Issues – Health & social care

- St Margarets Hospital
- GP's, Dentists, Pharmacies etc
- Carers and care homes
- Meals on wheels
- Voluntary sector
- Medical Home visits
- Emergency access

Key Issue – getting the message out

- Early and persistent advice to plan ahead
- The Forester & Parish newsletters
- Parked vehicle leafleting on route
- Advanced road signage
- Direct mail to landlocked households/premises (3200)
- Business & community networks
- Direct leafleting of key areas
- Social media
- General media

Key Issue - Maximising the benefit

- Think beyond the one day – host a village/towns festival?
- Encourage tourists to come early & stay late - promote attractions/accommodation etc
- Target the cycling fans – both UK & overseas
- Use the media focus on the sprint
- Develop long term sport/health campaigns
- Plan legacy benefits – tourism/events/cycle trails etc

Contacts

- **Derek Macnab – policy issues**
  01992 564050

- **Tom Carne – communications**
  01992 564039

- **James Warwick – legacy issues**
  01992 564350

- **Peter Charman – event/contingency planning**
  01992 564176

Questions?

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Report to Local Council Liaison Committee

Epping Forest District Council

Date of meeting: 10 July 2014

Subject: Parish Councils iPlan User Group report

Officer contact for further information: Peter Millward (4338)

Committee Secretary: M Jenkins (4607)

RECOMMENDATIONS:

That the following be noted:

(1). That a meeting was held with members of the iPlan User Group on 29th May 2014. A copy of the minutes of the meeting is included as Appendix A of this report. At this meeting, discussions focused on the difficulties in accessing broadband combined with slow internet access speeds which in turn created difficulties in downloading planning information on iPlan, from the District Council Website.

(2). That Epping Forest District Council is working hard to provide a number of support measures to assist Parish and Town Councils to be able to move towards paperless planning. It is expected that further meetings will take place with Parish Clerks during 2014 to provide training and support to implement paperless planning.

(3). That Development Management (Planning) has been working closely with the iPlan User Group regarding the allocation of projectors/screens for the display of planning information at Parish Council planning meetings. The allocation of grants towards the purchase of projectors/screens was that firstly Epping Forest Council would purchase the projectors and secondly that the District Council will not be responsible for the maintenance of the projectors including equipment failure, once handed over to the respective Parish Councils.

(4). That it is important to note that no further paper copies of plans received electronically will be distributed to Parish/Town Councils in paper format from 1st October 2014 due to resource limitations.

Summary
The ratio of electronic planning applications to manual paper planning applications continues to increase with Epping District Council currently receiving 46% of all applications in electronic format. Nationally the latest information from the Planning Portal is that 82% of all planning applications across the country are now being processed in electronic format. This adds some urgency on the need to support Parish Councils to move from receiving manual paper planning applications to receiving planning application information in electronic format.

This report summarises the steps being taken towards supporting Parish Councils move towards paperless planning. It also recognises the importance of improving the quality and operation of iPlan. It is agreed that there are some difficulties are being experienced by the Parish Councils in downloading plans and planning documentation and Development Management is working hard to try to resolve these difficulties. Currently Development Management is printing and copying full sets of documentation for distribution to individual parish councils which will be discontinued from 1st October 2014.

Report

1. That the submission of electronic planning applications from the National Planning Portal comprises nationally of over 82% of all planning applications with indications that this may increase to over 90%.The current ratio of electronic planning applications for Epping Forest District Council is expected to increase to over 60% in the next twelve months. For example the total electronic planning applications received nationally across the country reached the one million mark in February 2012 and increased to over one point five million in November 2013.

2. The ratio of electronic to manual planning applications is increasing every year and electronic applications now currently comprise of 46% of all planning applications submitted to Epping Forest District Council.

CALENDAR YEAR	TOTAL PLANNING APPLICATIONS RECEIVED	ELECTRONIC PLANNING APPLICATIONS VIA PLANNING PORTAL	% OF PLANNING APPLICATIONS SUBMITTED ELECTRONICALLY VIA PLANNING PORTAL
2009	2389	446	18.7%
2010	2484	685	27.6%
2011	2572	809	31.5%
2012	2389	896	37.5%
2013	2615	1070	40.9%
Jan to May 2014	1209	555	45.9%

3. Notification was given at the meeting of Local Council Liaison Committee on 6th March 2014 that from 1st October 2014 Epping Forest District Council will no longer be able to print and distribute electronically received planning documentation to Parish/Town Councils due to resource limitations. However copies of plans received in paper format will continue to be distributed to Parish/Town Councils.

4. Development Management in Planning intends to support Parish/Town Councils through this process with the following support measures;

   (a) A limited amount of small projectors will be provided to assist the smaller Parish Councils in presenting Planning Applications electronically. This will form a grant to the Parish Councils concerned and that specifically Epping Forest District Council will not be responsible for the maintenance or replacement of any equipment provided.

   (b) Parish and Town Council feedback is being actively encouraged both from the iPlan User Group and from individual Parish Councils. This will provide important quality checking information about iPlan.

   (c) In addition Parish and Town Councils have been encouraged to visit planning to both familiarise themselves with planning processes but to gain an understanding of the electronic processing of planning applications.

(d) Epping Forest District Council ICT section raised the issue of connectivity with BT Superfast Broadband, as there were still issues in getting Broadband to some areas. ICT are currently talking to Buzzcom about providing a new long-distance wireless broadband service to beam broadband to some of the Town and Parish Councils who are having problems. They are currently looking at services for North Weald and Chigwell Parish Councils and the status is that they have already contacted North Weald and their engineers are running path profile for Chigwell to see if a connection is achievable.

(e) A pilot project is in the process of being set up to investigate whether it is feasible to provide direct access to planning documentation held in Epping Forest District Council on their Information@work in house ICT system for Parish Council Clerks. The benefits of this if successful, the image quality of plans is better that that held on iPlan, documents may be able to be downloaded quicker and that there may be a measuring tool available.

Reason for this report
This report provides an update of the progress being in assisting Parish Councils to move towards paperless planning. This is due to the increasing national trend where electronic planning applications comprise of over 80% of all submitted submit planning applications. Epping Forest District Council is no longer able to sustain the costs of printing and distributing paper copies of planning applications received electronically to Parish/Town Councils.

Consultation undertaken: N/A

Resource implications: Development Management is no longer able to sustain the increasing costs of distributing paper copies of planning applications received electronically.

Background papers: None

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APPENDIX A

**Minutes of an iPlan Users Group held on 29 May 2014
at 10:00am in Committee Room 1, Civic Offices, Epping**

Chair: Peter Millward (PM) – Epping Forest District Council

Attendees:

Brian Surtees (BS) – Ongar Town Council
Joan Bowerman (JB) – Matching Parish Council
Ernie Fenwick (EF) – Willingale and Matching Parish Council
Vivienne Messenger (VM) – Loughton Town Council
Adriana Jones (AJ) – North Weald Parish Council
Patricia Price (PP) – Lambourne Parish Council
Nigel Richardson (NR) – Epping Forest District Council
Stephen Bacon (SB) – Epping Forest District Council
Stephen Mitchell (SM) – Epping Forest District Council
Shipra Bajpai (SBj) – Epping Forest District Council
David Newton (DN) – Epping Forest District Council
Mavis Bird (MB) – Epping Forest District Council
Andrew Rich (AR) – Epping Forest District Council
Michelle Harding (MH) – Epping Forest District Council
Chris Redman (CR) Minutes – Epping Forest District Council

PM welcomed everyone to the meeting.

		Action
1.0	**APOLOGIES** –	
	Chris Pond (CP) – Loughton Town Council	
2.0	**MINUTES OF PREVIOUS MEETING**	
	All approved the minutes of the previous meeting.	
3.0	**MATTERS ARISING**	
	• Licensing online archive (p1 Item 3.1) – SB is working with Licensing to encourage increased use of Information@Work in an effort to place entire licensing applications online. Backscanning of up to 2 years applications also to be encouraged.	
	• Neighbour comments to Town / Parish Councils (p2 Item 3.2) – CR to place message on website encouraging forwarding of neighbour comments to appropriate local Town / Parish Council.	CR
	• Read-only access to Information@Work (p2 Item 3.2) – SBj is in the process of setting up VPN access to Information@Work, and will meet with VM to trial after the meeting. NR noted that since 1 May 2014, all internal, external and Parish Council comments are now published to the website. Third-party neighbour letters are still not published as there are not the	

appropriate resources for redaction of personal information.

- Site-wide WiFi at Civic Offices (p2 Item 3.3) – SB reported that site-wide Wi-Fi is now in place, and is being tested by selected staff and Members as a first step to improve WiFi access at Committees – public access hoped to be in place by July 2014.

  (PP joined the meeting)

- Validation Checklist (p3 Item 3.8) – NR noted that the validation checklist has now been published to the website.

- Site notices published to website (p3 Item 3.10) – It was agreed that it was not necessary to publish photographs of site notices to the website, but that it would still be useful if the Case Officer took a photograph to show that one had been displayed.

- Visits by Town / Parish Councils to Development Management (p4 Item 4.0) – PM would still like to encourage Parish Councillors and Clerks to visit to familiarise themselves with our processes – please liaise with PM on suitable times in the first instance.

- Online access to Webcast archive (p4 Item 5.0) – SB noted that access to archived webcasts has not yet been initiated – if any are needed urgently, then please email Simon Hill SHill@eppingforestdc.gov.uk who can arrange for copies to be placed on CD if they are required.

- Training at EFDC for preparation for electronic meetings (p5 Item 6.0) – SB reported that once VPN access to Information@Work has been completed, then training sessions in the use of the system for preparation for electronic meetings can begin.

- Homepage for Town / Parish Councils (p5 Item 6.0) – SB mentioned that a homepage for Parish Councils on the EFDC website can still be created it wished – liaison with Town / Parish Councils on content needed would be next step.

4.0	TOWN / PARISH COUNCIL FEEDBACK - USE OF IPLAN	
	• AJ noted that issues were improving and had nothing negative to report, and thanked EFDC for the publications of letters from Highways that were proving useful. Access in rural areas was still a problem – SB thought that fibre WiFi would help this. • VM mentioned that plans from Colin Southgate were still hard to read when scanned – NR noted that he had recently changed the way they are produced, and are very slightly improved in quality. • VM also has problems with highly coloured plans published to the website – often these prove far too large in size to download. MB reported that standard sizes cannot be stipulated through the Planning Portal, but AR should be notified if files are too big to download. • Difficulty using scale-bars when presenting were also discussed – VM thought it would be helpful if agents could add dimensions to the plans. NR did suggest this in the validation checklist, but the result could look confusing and it would be hard to know where to draw the line on how many measurements should be included. VM and NR to discuss, but SB noted that VPN access will provide scaling tools for all PDF's from the	AR VM / NR

		Planning Portal and there is also a scaling tool on the TIFF files we use. Training on this could be provided, and dimensions added before the meeting if required.	
		• SB added that ICT had met with Northgate, and they were looking into the possibility of making file names friendly, and for a 'download all' facility.	
		• PP wondered if there could be training for new Town and Parish Clerks in preparing the files for electronic presentations? AJ noted that spending some time with the EFDC Application Team had proved very helpful. SB suggested that Powerpoint training could be offered if a group of 8 – 10 people could be found; in the meantime, if a better way of compiling applications for presentation by EFDC Officers was found, then it would be passed on to the Clerks.	
		• BS mentioned that Ongar view plans online for meetings – this is fine while paper plans are provided as a back-up, but when they are gone they will probably have to copy the documents; this was not a streamlined approach. SB hoped that there will be the ability to pull off documents and place them into a desktop folder for users with VPN access very shortly that would solve the problem.	
		• EF noted that neither Matching or Willingale have broadband, and therefore do not use i-Plan. Although in favour of technology, EF was concerned at the extra work for Clerks and the costs involved, and felt that Clerks should not have to look for plans etc – Clerks in Uttlesford receive an email for each specific site, rather than searching through on the Weekly List. SBj and MB both thought that this could be achieved quite easily through an email from the M3 Northgate system and will investigate.	SBj / MB
		• JB wondered whether the whole process of presenting plans electronically was viable when it seemed so costly to initiate? PM and NR mentioned that the benefits had already been seen by some of the other Parish Councils who were working this way, and that the printing of extra plans by EFDC was very costly and resource-heavy.	
		(DN joined the meeting)	
		• PM discussed the improvements in the quality of the plans published to the website, and the constant measures to improve them. This could include rejecting them at validation stage. SB suggested that if Officers were made to work electronically only, then this would force them to look at quality – NR noted that EFDC are trialling remote working at present, with a view to making Officers less reliant on paper plans.	
		• BS noted that there was an incident where a Permitted Development Application was published to the website – comments were still requested (although they should not have been), and were submitted by a neighbour. SB thought that this could be prevented on M3 at application registration – MB to implement.	MB
		(AJ left the meeting)	
5.0	**GRANTS FOR PURCHASE OF PROJECTORS / SCREENS**		
		• PM reported that funding had been obtained for a small amount of projectors – a grant had been provided, but this would not include maintenance or set up. Interest had been received from 5 Councils so far – PM is proposing to work with JB to represent the interests of some of the	PM / JB

	other Town and Parish Councils who are less well resourced.		
	• PP queried whether this would also apply to help to purchase a screen? PM had looked into this matter (£80 funding could be obtained) but BS noted that the use of a TV would suffice for most small meetings.		
6.0	• **BROADBAND, LAPTOPS AND COMPUTORS**		
	• DN commented that he had attended a meeting regarding BT Superfast Broadband, as there were still issues in getting Broadband to some areas. Projectors would be of no use it the data for Broadband connectivity and equipment needed was still lacking and ICT may be in a position to help. ICT can work with Buzzcom to beam Broadband to some of the Town and Parish Councils who are having problems – volunteers are needed, and equipment can be semi-loaned to promote remote working, and ICT can visit and discuss equipment held / needed, and to possibly attend a Town and Parish Council meeting. JB thought that the proposed cost (£20 per month) could prove prohibitive for a smaller Parish Council – PM noted that meetings do not have to be online; images can easily be downloaded beforehand. EF volunteered for Matching – PM to liaise with JB to find 3 Town and Parish Councils to participate – NR suggested that Chigwell have connectivity problems and should also be included. SB also suggested that WiFi could be used at the Civic Offices to download images etc if required.	PM / JB	
	• MB demonstrated a portable dongle costing approximately £30 on her laptop to gain website access – she demonstrated that a device does not have to be expensive or difficult to use.		
	• PM had previously forwarded an email to the group detailing options for Town and Parish Councils to apply for equipment – unfortunately, EFDC are not able to assist with IT equipment and PC's, although they can assist with projectors as discussed. PM stressed that before projectors can be allocated, EFDC would need confirmation that the Town / Parish Council had a PC in use.		
	(BS and SBj left the meeting)		
7.0	**FURTHER VISITS BY TOWN / PARISH COUNCILS TO EFDC**		
	PM encouraged further visits to EFDC from Town and Parish Councils as discussed earlier in the meeting – contact PM for more details.		
8.0	**ANY OTHER BUSINESS**		
	• BS noted that people are relying on Streetview or Google Maps, both of which are out of date. SB reported that EFDC are about to move to a new Corporate GIS system.		
	• VM encouraged anyone who would wish to attend Loughton Town Council paperless meetings to contact her.		
	• NR and VM to discussed whether hard copies of plans still need to be sent to Loughton? – VM to report back. PM also to contact BS regarding Ongar.	VM / PM	
	• MB mentioned that if any of the group had queries and were not sure who to address, then she was happy to liaise and put them through to the right place.		

	• MB is also looking into historical problems with planning history – if any of the group noticed any then please let MB know. • SB noted that as part of the replacement for GIS, ICT will be looking to work with Parish Councils on mapping, and can supply the necessary tools if required – SB suggest the i-Plan User Group would be an ideal group to start with, and can supply more details if required.	
9.0	**DATE OF NEXT MEETING**		
	TBC		

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Chief Executive
(Head of Paid Service)
Returning Officer/Registration Officer
Glen Chipp – 01992 564080

Director of Resources
S.151 Officer/Chief Financial Officer
Bob Palmer
01992 564279

Assistant Director Human Resources — Paula Maginnis — 01992 564536
- HR
- Payroll
- Health & Safety
- Admin & Secretarial
- Reprographics

Assistant Director Benefits — Janet Twinn — 01992 564215
- Housing Benefits
- Local Council Tax Support
- Welfare Reform
- Discretionary Hsg Payments
- Overpayment Recovery

Assistant Director Revenues — Rob Pavey — 01992 564211
- Council Tax
- Non-Domestic Rates
- Debt Recovery
- Property Insp. & Appeals
- Cashiers and Income Collection

Assistant Director Accountancy — Peter Maddock — 01992 564602
- Treasury Mgt
- Accountancy
- Insurance
- Procurement
- Invoice Payments/GIS

Assistant Director ICT & Facilities Mgt — David Newton — 01992 564580
- ICT
- Telecommunications
- Facilities Mgt
- Building Services

Director of Governance
Monitoring Officer/Solicitor to Council
Colleen O'Boyle
01992 564475

Assistant Director Governance & Performance Mgt — Simon Hill — 01992 564249
- Performance Mgt
- Data Protection FOI
- Equalities
- Civic & Member Services
- Elections/Electoral Register
- PR & Marketing/ Information
- Democratic Services

Assistant Director Legal Services — Alison Mitchell — 01992 564017
- Legal Services LLC
- Compliments & Complaints

Assistant Director Dev. Mgt — Nigel Richardson — 01992 564110.
- Development Control
- Planning Enforcement
- Building Control
- Contaminated - Land Applications
- Tree Preservation & Landscape
- Built Heritage

Chief Internal Auditor — Brian Bassington — 01992 564446
- Internal Audit
- Corporate Fraud Investigation

Chris Pasterfield
Economic Development & Estates & Valuation
For 1 year until March 2015
01992 564124

Director of Neighbourhoods
Deputy Chief Executive
Overview & Scrutiny Lead
Derek Macnab
01992 564050

Assistant Director Neighbour-hood Services — Jim Nolan — 01992 564083
- Leisure Mgt
- Environ. Health
- Neighbourhoods
- Public Health & Wellbeing
- Emergency Planning
- Licensing
- NWA Operations

Assistant Director Technical Services — Qasim Durrani — 01992 564055
- Waste Mgt.
- Car Parking
- Land Drainage
- Flood Alleviation
- Highways Gen.
- Grounds Mtnce & Arboriculture
- Countrycare
- Contaminated Land
- Depots
- Fleet Operations

Asst Director Forward Planning & Economic Development — *Kassandra Polyzoides — 01992 564119
- Environmental Co-ordinator
- Planning Policy
- Transport
- Economic Dev
- Town Centre
- Partnerships
- Local Strategic Partnership
- Estates and Valuation

Anna Cronin
(Forward Planning)
Until Sept 2014
01992 564119

Director of Communities
Alan Hall
01992 564004

Assistant Director Housing Property — Paul Pledger — 01992 564246
- Housing Repairs & Maintenance
- Architecture
- Housing Building Maintenance

Assistant Director Housing Operations — Roger Wilson — 01992 564419
- Housing Landlord functions (housing management, sheltered housing etc).
- Housing Options

Assistant Director Private Sector Housing & Communities Support — Lyndsay Swan — 01992 563600
- Private Sector Housing
- Disabled Adapt.
- Housing Resources
- Park Homes
- Policy & Grants

Assistant Director Community Services & Safety — Julie Chandler — 01992 564214
- Safer Communities
- Community Dev.
- Arts Dev.
- Sports Dev.
- Museum Services
- Young People
- Youth Council
- Safeguarding

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Report to Local Council's Liaison Committee

Date of meeting: 10 July 2014

Subject: Questions and Answers Community Agents Essex

Officer contact for further information:
Democratic Services:

Recommendations/Decisions Required:

To note the report regarding Community Agents Essex.

Report:

What is the Community Agents Essex scheme?

The Community Agents Essex scheme for older people is a new county wide approach to prevention and early intervention in adult social care.

The Community Agents Essex scheme looks to build on the learning from the Village Agents programme that worked solely in mid Essex providing support to vulnerable adults mainly aged 50+ in rural communities. Through the establishment of a network of community agents and volunteers, the Community Agents Essex scheme will manage demand on social care and health services targeting those older people and their carers most likely to require support in the near future – identified through referral by Social Care Direct, GPs and the community – and delay or divert their need by helping individuals to identify and implement solutions to the issues they face, with the support of their local networks and communities

Why is the Community Agents Essex scheme needed?

The scheme aims to manage increasing demand on health and social care. It links within the broader landscape of strengthening community resilience and mobilising communities across Essex, increasing independence and enabling residents to help and support themselves within their community. It is based on analysis of data that shows a significant number of older people contacting Social Care Direct could have been supported earlier in the community.

The Community Agents Essex scheme enables timely and effective resolution of issues, which achieves better outcomes for people in Essex and at the same time avoids escalation of need and crisis, and the associated social care costs.

So is the scheme purely about saving money?

No, it is responding to the findings of the Who Will Care Commission and the initial work

done by the Whole Essex Community Budget Programme which shows that residents want to live independently, at home, in their community for as long as possible. However, it is important to recognise that ECC needs to make financial savings and is looking at how it can deliver improved services, for less, to residents. The Community Agents Essex scheme proposes savings while delivering the support residents want.

Why did ECC propose the scheme?

Essex County Council didn't propose the scheme. The four partners (Rural Community Council of Essex, British Red Cross, Age UK and Neighbourhood Watch) proactively approached the local authority in response to the findings of the Who Will Care Commission to propose the Community Agents Essex scheme as a solution to managing demand on health and social care and voluntary sector resources. The Community Agent solution also responded to the comments from residents interviewed as part of the Who Will Care Commission about the importance of maintaining independence and independent living.

What are the links and synergies with the Who Will Care Commission?

The Community Agents Essex scheme is an integral aspect of delivering the solutions proposed by the Commission, specifically the commitments to mobilise community resources and prevent unnecessary crises for older people.
It also supports the recommendations of the Commission by supporting voluntary sector organisations to work together in a different way.

Why do you believe the partners can deliver the Community Agents programme?

The four partners are highly experienced in delivering services to vulnerable adults and communities both in Essex and nationally. They proactively approached ECC, responding to a challenge that we need to provide services differently, proposing a solution that not only encourages independence but has listened to the voice of Essex residents.

How did you choose the voluntary sector partners?

RCCE, British Red Cross, Age UK and Neighbourhood Watch approached ECC following their engagement with the Who Will Care Commission. We were impressed by their innovative solution to supporting independence and reducing impact on health and social care. Between them the charities have expertise in older people, social isolation and can be the eyes and ears needed on the ground to ensure we target those individuals who will benefit from support while at the same time reducing dependence on the state

What is Essex County Council's involvement in the scheme?

One of the main things to note about the scheme is that while ECC will fund the scheme in full for three years, funding will be reduced in years four and five. The partners will be expected to produce a sustainable funding strategy, identifying other long term funding sources including charitable donations, grant-giving philanthropic organisations and potential social investment. This is consistent with the key messages of the Who Will Care Commission, which advised that charities should have a range of funding streams and become less reliant on public sector funding.

It will be delivered through a new voluntary sector partnership, bringing together four of the largest voluntary sector organisations in Essex: Rural Community Council of Essex; British Red Cross; Age UK and Neighbourhood Watch. It won't be a service delivered and owned by ECC and in part this decision reflects the need to change the expectations of our communities that in future the local authority won't necessarily be able to provide support for them.

How many people will benefit from Community Agents Essex?

It is expected, once fully established that the scheme will support 6,000 people per year, helping them gain and regain independent living skills and enabling them to find their own solutions. Approximately 3,000 of these referrals will come from Social Care, the other from GP referrals and targeted outreach

Where will the scheme run?

The scheme will run county wide – targeting both rural and urban communities. Individuals will be referred by social care, GPs and through targeted outreach.

How many Community Agents will there be?

The scheme will consist of 36 Community Agents with 72 aligned Volunteers who will cover each district of Essex and be mapped to demand. Additionally the model will be supported by the Age UK Voice Network and at a local level by Neighbourhood Watch volunteers.

When will the scheme start?

Recruitment of the Community Agents begins following a Key Decision in April with Agents in place in June ready for Phase 1 of the project to begin in July; this would see the first cohort

of Community Agents making initial contacts with the community. All the network of volunteers and Agents would be in place by September which would see the scheme working to build up to full delivery and capacity and starting to take referrals in October 2014.

What are the main differences between Village Agents and Community Agents?

The Community Agents Essex scheme differs from the Village Agents programme in respect that it is not only more targeted to a specific cohort of residents and their carers and will be implemented county wide, but the emphasis of the scheme will be to support people to find their own solutions. The model starts with the individual and how they can support themselves. The Community Agents will focus on outcomes, building confidence in individuals to own their own solutions and become self-reliant rather than dependent.

What do you mean when you say the model starts with the individual?

Community Agents will support people to find their own solutions from within their own networks and communities.

What about the organisations already working in this field?

We would encourage organisations to talk to the Community Agents and the delivery partners. We can only work together if we share information and communicate. The four voluntary sector partners saw a way they could respond to the needs of Essex residents, improving outcomes and supporting independence and came to us with a proposal. We expect the Community Agents to offer a facilitative and solution finding service, not a care provision. We expect them to make links with community resources and activity in their local areas, finding and encouraging reciprocal support for individuals. The key difference in the Community Agents approach is that they are working to support an individual's confidence and understanding, enabling them to carry on managing their own lives. The Community Agents will not be providing a care and support service, but where necessary, they will link people in or refer them to other services when they identify a need.

The Community Agents Essex scheme offers a consistent framework across the county; and the support they offer will be consistent and personalised to the needs of the individual. The solutions people access will depend on the wide range of possible responses in their local areas.

Will the Community Agents Essex scheme not end up duplicating work at a local level?

Absolutely not, if anything the Community Agents Essex scheme will help sustain local community projects as Agents will look for community solutions to support an individual's needs. In many cases people aren't aware of the support on their doorstep; the Community Agents can help individuals understand what support exists, they can help them sift through the amount of information available and talk through the options. Understanding the options available and making informed decisions helps increase confidence and gives people an increased sense of capability and ownership.

How much is the Community Agents Essex scheme costing?

The implementation of the scheme is costing £600,000 per year for three years, reducing to £400,000 in year 4 and £200,000 in year five; however it is expected that the scheme will save circa £2m by reducing, or delaying people's need for social care support.

How do I become a Community Agent or become a volunteer?

Community Agents will be employed by the delivery partnership and recruitment will begin from April. They will be supported by a network of volunteers – the delivery partners will also advertise for volunteering roles from April.

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LOCAL HIGHWAY PANELS

Brief Summary

Local Highways Panels (LHPs) have been set up in all 12 Districts across Essex and are represented by County, Borough, District and Parish Councillors.

These panels are responsible for making recommendations and setting priorities for Highways schemes in their areas. All recommendations are referred to the Cabinet Member for Highways & Transportation for approval and sign off.

Panel Members meet predominantly on a quarterly basis, some meet more frequently, to discuss and mutually consider Highways expenditure within their local district or borough boundaries.

Any scheme request should have demonstrable evidence of local community backing and must have the support of the local Councillor whether that is a County, Borough, District or Parish Councillor. Once sufficient support has been gathered, Councilors will complete a scheme request form and forward onto the Highways Liaison Officer (HLO) via email: local.highwaypanels@essex.gov.uk who will arrange for this to be taken through the required validation process and if a deliverable scheme, this is then added to the schemes list for consideration of the panel members.

The scope of works that can be prioritised by the Local Highways Panels is broad and includes the following service areas:

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

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SCHEME REQUESTS TEMPLATE FORM FOR LHP

Name of Councillor:	Location of Scheme:	Proposed Scheme:	Date Submitted:

Requests from Members of the Public in the first instance should be supported by the local Parish/Town Councils, Borough Ward Councillors, Residents' Associations and Neighbourhood Action Police groups who will be in a position to gather sufficient support for any proposal. Once strong local support for a particular scheme has been provided and in order for your request to be assessed please complete the following questions:

What is the problem which has resulted in this request?
        (Describe the issues being faced and the causes of the problems)

What is the suggested area of concern? (*Provide accurate location details. You should include a detailed sketch or map of the project area.*)

Essex County Council

What is to be achieved by the suggested solution?
   (Describe how this project will alleviate the issues described above and what the result that you wish to achieve is.)

What evidence is there of the need for this solution?
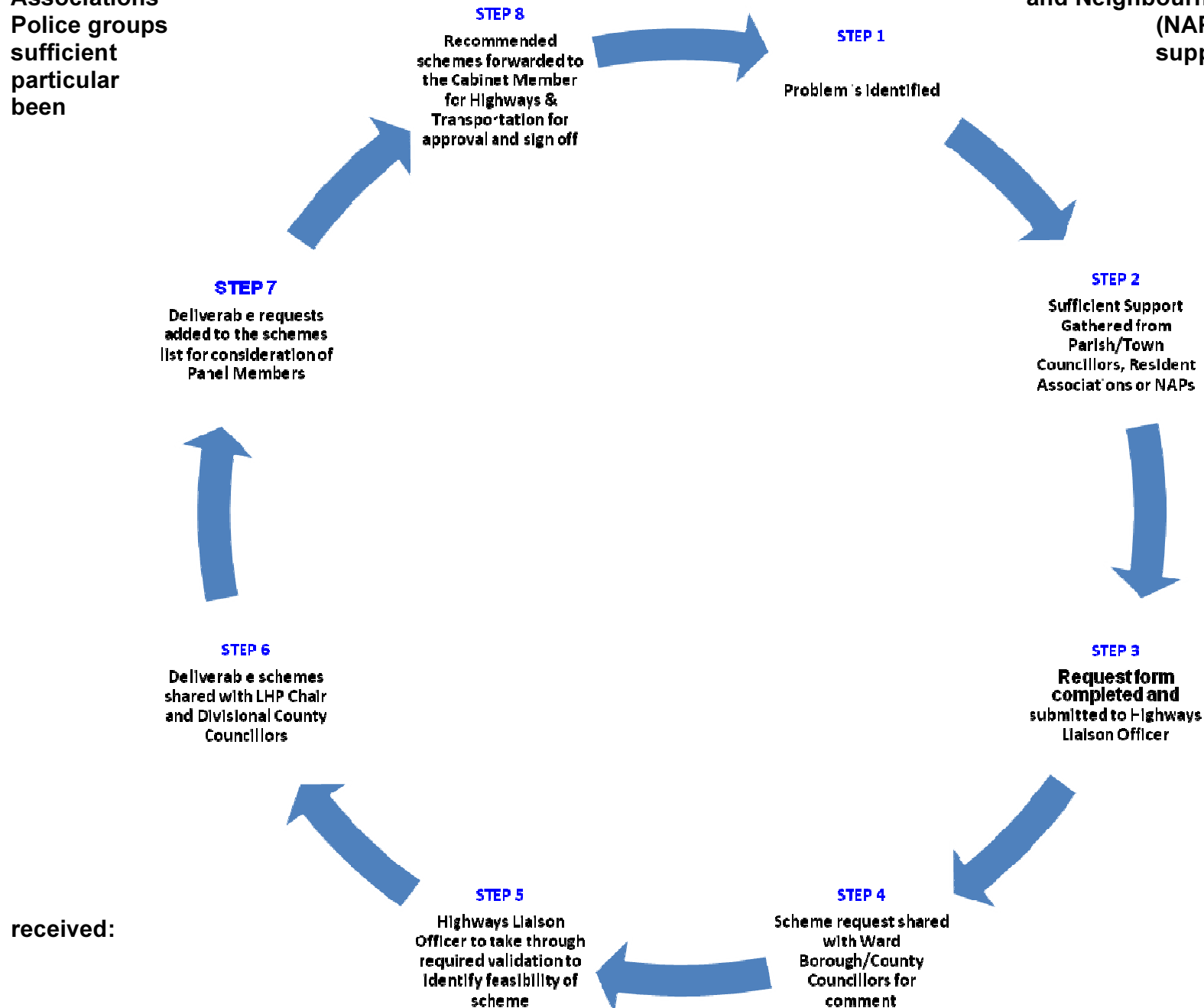   *(This can be provided through either a Parish Plan, survey, questionnaire, copy of letters received, petition, photos, etc.)*

Please forward completed form to Local.highwaypanels@essex.gov.uk

LOCAL HIGHWAY PANEL REQUESTS PROCESS

The following process is specifically for the use of Parish/Town/ Councils, Borough Ward Councillors, Residents' Associations and Neighbourhood Action (NAPs) once Police groups support for a sufficient scheme has particular been

STEP 8
Recommended schemes forwarded to the Cabinet Member for Highways & Transportation for approval and sign off

STEP 1
Problem is identified

STEP 2
Sufficient Support Gathered from Parish/Town Councillors, Resident Associations or NAPs

STEP 3
Request form completed and submitted to Highways Liaison Officer

STEP 7
Deliverable requests added to the schemes list for consideration of Panel Members

STEP 6
Deliverable schemes shared with LHP Chair and Divisional County Councillors

STEP 5
Highways Liaison Officer to take through required validation to identify feasibility of scheme

STEP 4
Scheme request shared with Ward Borough/County Councillors for comment

received:

Request for Scrutiny Review

Please complete the form below to request consideration of your issue by the
Overview and Scrutiny Committee

Your Name:	Date of Request
Address:	
Contact No:	**Email Address:**

What would you like the Committee to scrutinise:

Why is this important?:

How does this effect you?:

Is there a problem with the Council's other organisations and performance? If so, what?:

Return form to:

Directorate of Governance
Democratic Services
Civic Offices
High Street
Epping
CM16 4BZ