

## Epping Forest District LOCAL HIGHWAYS PANEL MINUTES

9 January 2025 at 5.00pm

### Virtual Meeting on MS Teams

<b>Chairman:</b>	Councillor L Scott (ECC)
<b>Panel Members:</b>	Councillor C Whitbread (ECC) Councillor S Kane (ECC) Councillor J McIvor (ECC) Councillor C Pond (ECC) Councillor M Vance (ECC) Councillor H Whitbread (ECC)
<b>Other Councillors:</b>	Councillor A Lion (EFDC) Councillor S Rackham (EFDC) Councillor J Lea (EFDC) Councillor J Whitehouse (EFDC)
<b>Officers:</b>	Dan McClean – Highways Liaison Team Leader (Essex Highways) Jennifer Boxall – Highways Liaison Officer (Essex Highways) Mandy Thompson Service Manager – Technical (EFDC)
<b>Secretariat:</b>	Therese Larsen – Democratic Services Officer (EFDC)

Item		Owner
1.	<b>Welcome and Introductions</b>  The Chairman, Cllr Lee Scott, welcomed Members, Officers and Guests present and explained he would start the meeting early (17.06pm) as he and other Councillors had another meeting to attend the same evening. T Larsen attempted to dial the Councillors not yet in attendance into the meeting.	<b>LS</b>

<p><b>2.</b></p>	<p><b>Apologies</b></p> <p>Apologies for lateness received from Cllrs C. Whitbread, H Whitbread and C Pond. Apologies received from Cllr J Whitehouse.</p> <p><b>Declarations of Interest</b></p> <p>There were no declarations of interest pursuant to the Council's Code of Member Conduct.</p>	<p><b>LS/JB/ TL</b></p>
<p><b>3.</b></p>	<p><b>Update</b></p> <p><b>Action:</b> It was agreed that the HLO will set up an extra meeting with the new EFDC councillors now attending the EFDC Highways Panel to give an outline of what the Panel can and cannot discuss and decide on. HLO will go over procedures and different types of projects the panel can allocate a budget to, and which projects must be dealt with by other agencies such as NEPP or LAA.</p> <p><b>Action:</b> Cllr Scott wanted a NEPP representative in each Highways Panel meeting. If they do not respond or decline an invitation, please let Cllr Scott know.</p> <p><b>Action:</b> Cllr Scott and HLO to prepare a spreadsheet of who funds the different kinds of projects as well as how projects can be put forward for consideration.</p>	<p><b>HLO</b></p> <p><b>Chair/ HLO</b></p>
<p><b>4.</b></p>	<p><b>Any Other Business</b></p> <p><b>1-</b> Cllr Vance asked for confirmation that a validation response will be sent out within 6 weeks of a project being agreed. D McClean confirmed that this has been implemented with the design team. There will be times with higher workloads where this may take longer, however the teams are working to those new service level agreements.</p> <p><b>2-</b> Cllr Vance asked for an update on some specific projects.</p> <p><b>Action:</b> HLO will get back to Cllr Vance with those updates directly.</p>	<p><b>HLO</b></p>

	<p><b>3-</b> Cllr Vance queried what happens to any unused budget allocation. Will the money be given back to the Panel or taken back by ECC?</p> <p><b>Action:</b> Cllr Scott will take the issue up with the Cabinet.</p> <p><b>4-</b> Cllr H Whitbread said thank you to the HLO and engineering team for the completion of the Bell Common scheme but has asked that the green bags left behind be removed.</p> <p><b>Action:</b></p> <p>HLO to contact design team to have the green bags removed.</p> <p><b>5-</b> It was agreed that the Panel is made aware of the exact cost/spend for 2024/25.</p> <p><b>6-</b> Members asked about the new contract with IPTU and if the new members could be updated on how it works. Cllr Vance would like to know if updates are sent out by the IPTU team when schemes are complete</p> <p><b>Action:</b> D McClean will Circulate IPTU slide deck.</p>	<p><b>Chair</b></p> <p><b>HLO</b></p> <p><b>DM</b></p>
<p><b>5.</b></p>	<p><b>Date of Next Meeting</b></p> <p>The next meeting of the Epping Forest District Local Highways Panel would be..... on MS Teams.</p>	