

**ANNUAL COUNCIL MEETING held at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 11 MAY 2004**

Present:- Councillor M A Hibbs – Chairman
Councillors E C Abrahams, K R Artus, H D Baker, C A Bayley
P Boland, W F Bowker, C A Cant, J F Cheetham, K J Clarke,
A Dean, C M Dean, C D Down, S Flack, M L Foley,
R F Freeman, M A Gayler, E J Godwin, R T Harris, S C Jones,
A J Ketteridge, V J T Lelliott, R M Lemon, J I Loughlin,
A Marchant, J E Menell, D J Morson, J P Murphy, V Pedder,
A R Row, M J Savage, G Sell, F E Silver, E Tealby-Watson,
A R Thawley, A M Wattebot and P A Wilcock

Officers in Attendance:- A Bovaird, J B Dickson, I Orton, B D Perkins,
M J Perry and M T Purkiss

C1 APOLOGIES

Apologies for absence were received from Councillors R P Chambers,
R J Copping, D Corke, D W Gregory, E W Hicks, B M Hughes and
S V Schneider.

C2 DECLARATIONS OF INTEREST

The following Councillors declared interests as Members of SSE:

Councillors K R Artus, C A Bayley, P Boland, W F Bowker, C A Cant,
J F Cheetham, A Dean, C M Dean, C D Down, S Flack, M L Foley,
E J Godwin, R T Harris, A J Ketteridge, A Marchant, J E Menell, D J Morson,
J P Murphy, V Pedder, A R Row, M J Savage, A R Thawley and P A Wilcock.

Councillor Flack declared an interest as the County Council's representative
on the Stansted Airport Community Trust. Councillor Ketteridge declared an
interest as an employee of Uttlesford Crossroads and Councillor Menell
declared interests as Chairman of the Buffy Bus Association and a non
executive Director of Uttlesford Primary Care Trust.

C3 ELECTION OF CHAIRMAN

It was proposed by Councillor A Dean and seconded by Councillor
E C Abrahams that Councillor E J Godwin be elected Chairman of the
Council.

RESOLVED that Councillor E J Godwin be elected Chairman of the
Council for the ensuing year.

C4 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Godwin thanked the outgoing Chairman and said that he would be
a hard act to follow. She said that he had risen to every challenge and his
initiative, drive and enthusiasm had helped put Uttlesford on the map. She

concluded that he had been an inspiration and a great ambassador for the District.

The Chairman signed the Statutory Declaration of Acceptance. She then presented Councillor M A Hibbs with a portrait photograph which would be hung in the Council Chamber alongside those of previous Chairmen.

C5 30TH ANNIVERSARY OF UTTLESFORD DISTRICT COUNCIL

The Chairman said that on 1 April this year, Uttlesford had celebrated its 30th Anniversary. She paid tribute to all the officers and members who had served on the Council and in particular mentioned those who had been with the Council since its creation in 1974. She then made a presentation of a basket of local produce to the following members of staff and a Councillor:

John Bosworth, Mike Dellow, Terence Mead, Gina Payne, Mel Ribbons, Peter Snow and David White and Councillor Eggie Abrahams.

Council noted that Dick Secker, Bill Moodie and Tricia Varndell had also been members of staff since the creation of UDC and noted that, although they had been unable to attend the meeting, a similar presentation would be made to each of them in the following days.

C6 APPOINTMENT OF VICE CHAIRMAN

It was proposed by Councillor P A Wilcock and seconded by Councillor A Dean that Councillor W F Bowker be appointed Vice Chairman of the Council.

It was then proposed by Councillor A J Ketteridge and seconded by Councillor J F Cheetham that Councillor A R Row be appointed Vice Chairman of the Council.

Following a vote it was

RESOLVED that Councillor W F Bowker be appointed Vice Chairman of the Council for the ensuing year.

C7 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor W F Bowker thanked Members for electing him to this position and signed the Statutory Declaration of Acceptance of Office.

C8 APPOINTMENT OF LEADER OF THE COUNCIL

It was proposed by Councillor P A Wilcock and seconded by Councillor M A Gayler that Councillor A Dean be appointed Leader of the Council.

RESOLVED that Councillor A Dean be appointed Leader of the Council for the ensuing year.

C9 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL

It was proposed by Councillor A Dean and seconded by Councillor E Tealby-Watson that Councillor P A Wilcock be appointed Deputy Leader of the Council.

RESOLVED that Councillor P A Wilcock be appointed Deputy Leader of the Council for the ensuing year.

C10

CHAIRMAN'S COMMUNICATIONS

The Chairman reminded Members that John Dickson, the Director of Resources, would be leaving the Council at the end of the month. She paid tribute to the work of Mr Dickson and thanked him for his loyal service and reliable advice. Councillor Gayler, as the Chairman of the Resources Committee, said that he was indebted for the invaluable advice and assistance provided by Mr Dickson and wished him well for the future. Councillor Ketteridge concurred with these comments and said that he had valued Mr Dickson's experience and was sorry to see him leave.

The Chairman then informed Members that David Noble, the Council's Steward, had been involved in a serious car accident. She reported that he was now out of intensive care and was determined to make a full recovery. All Members wished him well and a card was circulated which would be sent to him.

The Chairman then referred to the work of Uttlesford Crossroads. She said that this organisation provided a valuable service and was desperate for funds. Accordingly, she had decided to make Uttlesford Crossroads her charity for the year. She was hoping to arrange a large function in the Autumn and asked other Members for ideas as to its format. She then circulated tubes of Smarties to all Councillors and asked that they returned these full of 20p pieces which would go towards the charity.

Councillor Ketteridge, having declared an interest, left the meeting in relation to the discussion on Uttlesford Crossroads. Councillor Flack also left the meeting at that stage.

C11

LEADER'S COMMUNICATIONS

The Leader added his thanks to John Dickson and wished him well for the future.

He said that the past year had been very intense and the Council had taken on a lot of new initiatives. He said that the new Management Team and Chief Executive had now been appointed and he thanked all Members and Officers for everything which had been achieved on many issues including the CPA and the Quality of Life Plan. He said that the basic foundations were now in place and the Council could start delivering. He also reported on a meeting which had been held with Lord Rooker concerning housing in the M11 corridor and he would provide an update to Members on this.

C12

POLITICAL BALANCE ON THE COUNCIL AND RELATED ISSUES

The Committee and Communications Manager presented a report on the political composition of the Council and asked Members to consider the allocation of seats to Committees as set out in the report.

He said that the report also recommended that a new Strategic Planning Reference Group be established, its membership to include Group Leaders and the Chairs of Resources, Environment, Health and Housing, Development Control and the Conservative spokesperson for the environment.

The report also recommended the replacement of the Environment and Transport Committee with a new Environment Committee and a new Transport and Highways Committee and the report set out the suggested terms of reference and delegation arrangements for these committees.

He said that the Independent Remuneration Panel had met on 27 April 2004 and had been advised of this recommendation. The Panel recommended that, subject to the adoption of this recommendation, the Chairmen of the two committees receive the same special responsibility allowance as other Chairmen of policy committees.

He concluded that in order to avoid major disruption to the timetable of meetings, it was suggested that the Environment Committee meet on the dates currently allocated to the Environment and Transport Committee and that the Transport and Highways Committee meet on the following dates:

17 June, 16 September and 11 November 2004 and 13 January and 10 March 2005.

Councillor A Dean then moved the recommendations and this was seconded by Councillor Wilcock. However, Councillor Sell suggested that the Transport and Highways Committee should be able to look at operational transport issues involving Stansted Airport and asked that the words "excluding Stansted Airport" be removed from its terms of reference. The mover and seconded agreed to this amendment.

Councillor Flack referred to the good working relationship which this Council had with Essex County Council Highways. She suggested that as the County Council officers involved with highways were located at Dunmow, the meetings should be held at the Dunmow offices. She also said that the membership of the Internal Audit Partnership was originally the Chairman and Vice Chairman of the Resources Committee and the Chairman of Scrutiny Committee 2. She suggested that these arrangements be amended by the addition of the words "or their nominees" so that Councillor Lemon could be appointed. Officers confirmed that this would be done.

Councillor Thawley explained the background to the thinking behind the establishment of the new Transport and Highways Committee and said that from meetings with the County Council it was becoming clear that many of the

decisions previously made by the County Council officers would be delegated to this Committee.

RESOLVED that

- 1 The Council allocates the seats on its main and other committees as follows:

COMMITTEE	MEMBERS
Community & Leisure	10
Environment	10
Health & Housing	10
Resources	10
Transport & Highways	10
Development Control	14
Licensing	11
Scrutiny 1	10
Scrutiny 2	10
Standards	4
Staff Appeals	7
Emergency	4 (all ex officio)
Internal Audit Partnership	3 (all ex officio)

- 2 The Council designates Task Groups and Working Groups as set out below:

Bridge End Gardens	5
Museum Management	4
Decriminalisation	6
Strategic Planning Reference Group	8 (all ex officio)
CPA	6
Community Achievement	6
Constitution	6
Corporate Support	3
Corporate Procurement	3
e-Government	3
Housing Strategy	4
Internal Audit Partnership	3
Local Service Agreement	6
Saffron Walden Town Centre Management Scheme	4
Stansted Airport Advisory Panel	12
Risk Management	2
Local Joint Committee	2
Uttlesford Transport Forum	4
Uttlesford Futures	4

- 3 The Council establishes a Strategic Planning Reference Group of 8 members consisting of Group Leaders and Chairs of the Resources, Environment, Health and Housing and Development Control Committees and the Conservative Spokesperson for the Environment Committee.

- 4 The Council agrees the replacement of the Environment and Transport Committee by an Environment Committee and Transport and Highways Committee and agrees the terms of reference and delegation arrangements as amended at the meeting and set out in Appendix A to these Minutes.
- 5 The Council agrees that Scrutiny Committee 2 be responsible for the scrutiny of these committees.
- 6 The Council agrees the recommendation of the Independent Remuneration Panel that the Chairmen of these two committees receive a special responsibility allowance of £3,368 per annum each in 2004/05.
- 7 The suggested dates for these committees for 2004/05 as set out in the report be agreed.

C13

APPOINTMENT OF COMMITTEES 2004/05

RESOLVED that members be appointed to the following Committees, Working Parties and Task Groups for 2004/05

Section A Policy Committees	Liberal Democrat	Conservative	Independent
Resources (10)	A Dean M L Foley M A Gayler (c) R T Harris S C Jones (vc) M J Savage P A Wilcock	R P Chambers A J Ketteridge A R Row	
Environment (10)	C A Cant D Corke A Dean B M Hughes V Pedder (vc) E Tealby-Watson A R Thawley (c)	J F Cheetham C D Down	E J Godwin
Community & Leisure (10)	H D Baker P Boland V J T Lelliott D J Morson (c) J P Murphy G Sell F E Silver (vc)	J E Menell S V Schneider	E C Abrahams
Health and Housing (10)	C A Bayley (vc) P Boland W F Bowker K J Clarke D W Gregory M A Hibbs (c)	S Flack E W Hicks	R M Lemon

	A Marchant		
Transport and Highways (10)	W F Bowker (c) C M Dean R F Freeman D W Gregory B M Hughes G Sell (vc) A M Wattebot	K R Artus J E Menell	E C Abrahams
Section B Scrutiny and Regulatory Committees			
Development Control (14)	P Boland W F Bowker C A Cant (vc) K J Clarke R J Copping (c) C M Dean R F Freeman J I Loughlin A R Thawley	J F Cheetham C D Down J E Menell	E C Abrahams E J Godwin
Licensing (11)	H D Baker R F Freeman V J T Lelliott (vc) J I Loughlin A Marchant D J Morson J P Murphy M J Savage (c)	K R Artus E W Hicks A R Row	
Scrutiny 1 (10)	D Corke M L Foley M A Gayler R T Harris S C Jones E Tealby-Watson A M Wattebot P A Wilcock	A J Ketteridge (vc) A R Row (c)	
Scrutiny 2 (10)	H D Baker C A Bayley R J Copping M A Hibbs D J Morson J P Murphy F E Silver	S Flack (c) S V Schneider (vc)	R M Lemon
Section C Other Committees	Liberal Democrat	Conservative	Independent
Standards (4)	C A Cant Page 7	C D Down	R M Lemon

	V J T Lelliott		
Staff Appeals (7)	H D Baker C A Cant K J Clarke D W Gregory (c) J I Loughlin	R P Chambers E W Hicks	
Emergency (4)	Leader Deputy Leader Chairman of Council Chairman of Resources		
Section D Task Groups			
Museum Management (4)	J I Loughlin D J Morson (c) V Pedder	R P Chambers	
Bridge End Gardens (5)	B M Hughes D J Morson (c) V Pedder	R P Chambers A J Ketteridge	
CPA (6)	R J Copping A Dean (c) R T Harris A M Wattebot	A J Ketteridge	E J Godwin
Section E Working Parties			
Stansted Airport Panel (12)	D Corke A Dean M L Foley R F Freeman J P Murphy G Sell A R Thawley P A Wilcock (c)	K R Artus J F Cheetham	E J Godwin R M Lemon
Housing Strategy (4)	C A Bayley W F Bowker M A Hibbs (c)		E J Godwin
Community Achievement (6)	C A Bayley (c) C M Dean A Marchant M J Savage	J E Menell	E C Abrahams
Local Joint Committee (3)	W F Bowker A Dean	R P Chambers	
Internal Audit Partnership (3)	M A Gayler S C Jones		R M Lemon
SW Town Centre (4)	P Boland M A Hibbs S C Jones (c)	A J Ketteridge	
Constitution (6)	C M Dean V J T Lelliott A R Thawley P A Wilcock (c)	A R Row	E J Godwin

e-Government (3)	V J T Lelliott (c) A R Thawley		R M Lemon
Corporate Procurement (3)	D J Morson V Pedder (c)	S V Schneider	
Corporate Support (3)	W F Bowker (c) K J Clarke	A J Ketteridge	
Local Service Agreement (6)	K J Clarke (c) A Dean M A Hibbs F E Silver	S Flack	E C Abrahams
Decriminalisation (6)	C M Dean M A Hibbs (c) J P Murphy A M Wattebot	J F Cheetham	R M Lemon
Uttlesford Transport Forum (4)	W F Bowker K J Clarke C M Dean	J F Cheetham	
Risk Management (2)	R J Copping	A J Ketteridge	
Section F Strategic Partnerships			
Uttlesford Futures (4) (LSP)	C M Dean B M Hughes J P Murphy		J E Menell

C14

APPOINTMENT OF MEMBER REPRESENTATIVES ON OUTSIDE BODIES

In response to a question from Councillor Flack, Councillor Row said that Scrutiny Committee 1 would be looking at the value of these appointments to both the Council and the organisations concerned. Councillor Hibbs said that the appointments were often of benefit to the groups concerned and it was important that Members reported back to committees on the work of these organisations. Councillor Menell suggested that an item entitled Reports of Representatives on Outside Bodies could be reinstated on committee agendas.

RESOLVED that the following Members be appointed to represent the Council on outside bodies for 2004/05

Name of Organisation	Number to be Appointed	REPRESENTATIVE(S)
Alzheimers Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	1	Cllr E Tealby-Watson

Association of Essex Authorities	1	Cllr A Dean (Sub-Cllr P Wilcock)
Bishop's Stortford Citizens' Advice Bureau	1	Cllr A R Row
Birchanger Wood Management Committee	1	Cllr E J Godwin
Board of Turpins Indoor Bowling Club	2	Cllr C A Bayley Cllr S C Jones
British Red Cross Society - Essex Branch	1	Cllr V J T Lelliott
Business Development Services (North West Essex)	1	Cllr R J Copping
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr K J Clarke
Council for the Protection of Rural Essex	1	Cllr C A Cant
Council for Voluntary Service - Uttlesford	1	Cllr A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr S Flack
Dame Johane Bradbury's School	1	Cllr Y L Morton (until August 2008)
Dunmow Day Centre Management Committee	1	Cllr C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr S Flack Cllr C A Cant
Dunmow Museum Management Committee	1	Cllr D W Gregory
Dunmow Society - Executive Committee	1	Cllr E W Hicks
Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr A Dean
Eastern Orchestral Board	1	Cllr V J T Lelliott
East of England Regional Tourism Board	1	Cllr J F Cheetham (Sub-Cllr S Flack)
Essex Arts Forum	1	Cllr B M Hughes
Essex County Strategic Partnership	1	Cllr A Dean
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr F E Silver

Greater Cambridge Partnership	1	Cllr E Tealby-Watson (Sub-Cllr Mrs J F Cheetham)
Local Government Arts Forum	1	Cllr E Tealby-Watson
Local Government Association - General Assembly	1	Cllr A Dean (Sub-Cllr P A Wilcock)
- Rural Commission	2	Cllr A R Thawley Cllr D Corke
- Rural Community Partnership	1	Cllr A R Thawley (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr V Pedder
National Housing and Town Planning Council - Eastern Region Council	1	Cllr K J Clarke (Sub-Cllr R J Copping)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr F E Silver
Saffron Walden Age Concern	2	Cllr B M Hughes Cllr A Marchant
Saffron Walden Arts Trust	1	Cllr M A Hibbs
Saffron Walden Day Centre Management Committee	1	Cllr H D Baker
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R F Freeman
Saffron Walden Museum Society	3	Cllrs S C Jones, B M Hughes V Pedder
Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker
Stansted Airport Community Trust	1	Cllr C M Dean (subject to correct legal position being in place to enable representative to serve as a trustee)
Stansted Airport Consultative Committee	1	Cllr P A Wilcock (Sub Cllr J F Cheetham)
Stansted Day Centre Management Committee	1	Cllr C M Dean
Strategic Aviation Special Interest Group	1	Cllr P A Wilcock (Sub Cllr J F Cheetham)
Supporting People - Essex Commissioning Body	1	Cllr C A Bayley
Takeley Day Centre Management Committee	1	Cllr J F Cheetham

Thaxted Day Centre Management Committee	1	Cllr A M Wattebot
Thaxted Guildhall Management Committee	2	Cllr A M Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr R T Harris Cllr V Pedder
Uttlesford Carers	1	Cllr B M Hughes
Uttlesford Citizens' Advice Bureau	2	Cllr B M Hughes Cllr G Sell
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker
- Youth Initiatives Working Group	2	Cllr S V Schneider Cllr V Pedder
- Alcohol and Drug Strategy Group	1	Cllr V J T Lelliott
Uttlesford Community Travel	1	Cllr C A Bayley
Uttlesford Primary Care Trust	1	Cllr C A Cant
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R F Freeman
Uttlesford Sports Forum	2	Cllr S C Jones Cllr S V Schneider (Sub Cllr E C Abrahams)
Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr V Pedder)
Youth Services Group	2	Cllr M A Hibbs Cllr S V Schneider

C15 BEST VALUE MEMBER REFERENCE GROUPS

The following Members were appointed to the Best Value Member Reference Groups for services in 2004

Best Value Reviews	Liberal Democrat	Conservative	Independent
Young People	V Pedder A M Wattebot	S V Schneider	E C Abrahams
Older Persons	C A Bayley	J F Cheetham	E C Abrahams

Environmental Health/Licensing	A Marchant K J Clarke D W Gregory	E W Hicks	E J Godwin
Access to Services	W F Bowker V J T Lelliott	A J Ketteridge	R M Lemon

The meeting ended at 8.35 pm.

ENVIRONMENT COMMITTEE

A Terms of Reference

- 1 The statutory and other functions, as appropriate, conferred on the Council as District Planning Authority insofar as they relate to strategic and policy issues.
- 2 Strategic transportation matters, including Stansted Airport.
- 3 The conservation and improvement of the built environment and countryside in the District.
- 4 The functions of the Council with respect to the Building Regulations and allied legislation.
- 5 Recycling including integrating waste collection and recycling with other districts and the County Council.

B Terms of Delegation to Committee

- 1 The preparation of plans and related documents as district planning authority.
- 2 Advice on regional planning and related issues, including transportation policy.
- 3 Advice on aviation matters generally and specifically relating to Stansted Airport.
- 4 The maintenance, management and development of open spaces, ornamental gardens, play and recreational areas (and statutory and non-statutory allotments).
- 5 The preparation and implementation of an integrated waste strategy.
- 6 The provision of refuse collection, recycling, street cleansing and cesspool emptying services.
- 7 Contract monitoring, quality control and client management in relation to refuse collection, street cleansing, cesspool emptying and grounds maintenance services.
- 8 The provision, maintenance, management and development of the Council's housing amenity areas and amenities, including:
 - (a) open spaces and recreational areas;
 - (b) parking areas and garages;
 - (c) unadopted roads, verges, footways and street lighting.
- 9 Environmental monitoring (including the monitoring of water supplies).
- 10 The Council's statutory responsibilities for land drainage and sewerage.
- 11 The provision of advice and financial assistance, as appropriate, to help maintain and enhance the District's environment and encourage appropriate economic development.

- 12 To review periodically and, if necessary, amend the Council's policy on the exercise of its functions with respect to the Building Regulations and allied legislation, and to discharge those functions.
- 13 The administration of grants within the scope of the Committee.

C Delegation to Chief Officers

Subject to criteria determined by Members where appropriate, and in respect of matters within the purview of the Committee, the Chief Officers, and officers nominated by them, will exercise the following powers and duties in accordance with the Council's procedure rules (including contracts) and Financial Regulations:-

- 1 Day-to-day management of the services within the purview of the Committee, and within the approved budget.
- 2 The issue of statutory notices and certificates.
- 3 The institution of legal proceedings in respect of contraventions of the statutory provisions and orders.
- 4 Institution of legal proceedings for breaches of licences or statutory provisions, including breaches of the Building Act and Regulations.
- 5 Contract monitoring, quality control and client management of the following services:-
 - i) refuse collection;
 - ii) street cleansing and litter control;
 - iii) vehicle maintenance.
 - iv) cesspool emptying
 - v) grounds maintenance
- 6 Applications for grant aid - annual reports on the grants made to be submitted to the Environment Committee.

TRANSPORT AND HIGHWAYS COMMITTEE

A Terms of Reference

- 1 All matters relating to the implementation of transport, highways and car parking proposals, not including the diversion, extinguishment and creation of public rights of way.
- 2 All matters relating to off street parking, decriminalisation and residents parking scheme.

B Terms of Delegation to the Committee

- 1 The provision and maintenance of off-street vehicle parking facilities, including the making of the appropriate orders, and the administration of on street parking i.e. residents parking schemes.
- 2 The Management of Decriminalisation of parking enforcement
- 3 The provision of or assistance in the provision of travel initiatives to help the elderly and handicapped who have real transport needs.
- 4 The approval and monitoring of the locally determined highways programme.
- 5 Comment on Essex County Council's highways maintenance plan.
- 6 The making of traffic regulation orders and the exercise of such other relevant order making powers as the Essex County Council may delegate to the Council within the prescribed budget.
- 7 The delivery of the Road Safety service in accordance with the policy/guidance laid down by the Essex County Council.
- 8 Road Safety matters requested by the Road Safety Advisory Committees.

C Delegation to Chief Officers

Subject to criteria determined by Members where appropriate, and in respect of matters within the purview of the Committee, the Chief Officers, and officers nominated by them, will exercise the following powers and duties in accordance with the Council's Procedure Rules (including contracts) and Financial Regulations:-

- 1 Day-to-day management of the services within the purview of the Committee, and within the approved budget.
- 2 The issue of statutory notices and certificates.
- 3 The institution of legal proceedings in respect of contraventions of the statutory provisions and orders.
- 4 Functions associated with the preparation and monitoring of the Locally Determined Highways Programme.

- 5 The issue of such statutory notices as may be required in connection with the exercise of the functions delegated to the Council by the Highways Authority.
- 6 The preparation and submission of the bid for the annual Road Safety contract.