

15 February 2008

Dear Councillor

EAST AREA PANEL

A meeting of the East Area Panel will be held in the Great Dunmow Day Centre, Chequers Lane, Great Dunmow, Essex CM6 1AE on Tuesday 26 February 2008 commencing at 7.00 pm. (Parking is available)

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

DOORS OPEN AT 6.45 PM

At 7.00 pm there will be an open question and answer session for public and parish representatives with members of East Area Panel followed immediately by the formal agenda.

**A G E N D A
P A R T I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 9 January 2008 (attached).
- 3 Business Arising
4. Emergency Planning - Flooding and Evacuation (20 minutes).
Item for information
Presentation by Jason Dear - Emergency Planning Officer.
5. Update on highways issues raised at previous meetings (30 minutes).
Item for information
Report submitted by ECC Highways Department.
6. Update on Flooding – Thaxted.

Item for information

Verbal report by Chairman.

7 Area Panels – Future Arrangements (20 minutes).

Item for information

Presentation by Gaynor Bradley – Leisure & Community Development Manager.

8. Community Development Report

Item to note

9. Any other business that the Chairman considers to be urgent.

Lead Officer: Gaynor Bradley (01799 510348)

Area Champion: Sue Hayden (01799 510563)

Committee Officer: Maggie Cox (01799 510369)

To:- Councillors S Barker, E Bellingham-Smith, C A Cant, R Clover, C Down, M L Foley, **M A Gayler**, E Gower, E W Hicks, M Miller, R Sherer, C Smith and A M Wattebot.

AREA PANELS - MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Area Panel meetings and are welcome to ask questions during the half hour question and answer session. The chairman may also take questions from the public during the meeting on agenda items. All agendas, reports and minutes can be viewed on the Council's website www.uttlesford.gov.uk.

Members of the public and representatives of parish and town councils are now encouraged to speak at the meetings.

Occasionally the agenda is split into two parts. Most of the business will be dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they may deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or by fax on 01799 510550.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. When entering a building please look for the nearest fire exit. When evacuating the building please note:

- You should proceed calmly; do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please do not wait immediately next to the building.
- Do not re-enter the building until told to do so.