

20 January 2006

Dear Councillor

SOUTH WEST AREA PANEL

A meeting of the South West Area Panel will be held on **Tuesday 31 January 2006** at Stansted Mountfitchet High School, in the Main Hall at 7.30pm. Parking will not be available in the Leisure Centre, please park in the driveway, near to the exit barrier.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

DOORS OPEN AT 7.00PM

Open question and answer session for public and parish representatives with members of South West Area Panel followed by the formal agenda at 7.30pm

A G E N D A
P A R T I

- 1 Apologies for absence and declarations of interest.
- 2 Election of Chairman.
- 3 Appointment of Vice Chairman.
- 4 'One' Railway Timetabling
Item for discussion
Presentation by Mark Evans, Business Director, West Anglia and Peter Meades, Public Affairs Manager, 'One' Railway
- 5 Stansted Airport – South West Area Issues
Item for discussion
- 6 Lower Street/Grove Hill Parking Questionnaire
Item for decision
Details of the survey that was undertaken by the Council in conjunction with Stansted Mountfitchet Parish Council. Members are provided with recommendations to consider.
- 7 Community Development Report
Item for note
Advice to the panel on related community development activities and schemes that will be taking place in the forthcoming months.
- 8 Work Programme
Item for discussion
- 9 Information on terms of reference
Any other business that the chairman considers to be urgent

To Councillors: - E C Abrahams, K R Artus, J F Cheetham, A Dean, C M Dean, E J Godwin, R T Harris, R M Lemon, J I Loughlin, A Marchant, D J Morson, V Pedder, A R Row and G Sell

Lead Officer: Tracy Turner.
Committee Officer: Victoria Harvey

MEETINGS AND THE PUBLIC

Members of the public are welcome to attend any of the Council's Committee meetings and listen to the debate. 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 permitted to speak at the meetings. You will need to register with the Committee Officer by 2.00 pm on the Friday before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden and Great Dunmow.

The agenda is split into two parts. Most of the business is dealt with in Part 1, which is open to the public. Part II includes items, which must be discussed in the absence of the press or public, as they might 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 Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434 or Peter Snow on 01799 510431 or by fax on 01799 510550.

FACILITIES FOR PEOPLE WITH DISABILITIES

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Mick Purkiss on 01799 510430 or email mpurkiss@uttlesford.gov.uk as soon as possible prior to the meeting.

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. You will be directed to the nearest exit by Committee staff. It is vital you follow their instructions.

- 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.