

20 December 2006

Dear Councillor

**SOUTH WEST AREA PANEL**

A meeting of the South West Area Panel will be held on Thursday 11 January 2007 at Memorial Hall, Elsenham (End of Leigh Drive, off Stansted Road) at 7.00 pm.

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 South West Area Panel followed immediately by the formal agenda**

**A G E N D A  
PART I**

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 23 November 2006 (attached).
- 3 Business arising.
- 4 Presentation by Takeley Scout Group.  
Item for information.
- 5 Presentation by Essex County Council's Youth Locality Office.  
Item for information.  
Presentation by Anne Jones and Darren Godfrey.
- 6 Affordable Housing in Uttlesford.  
Item for discussion.  
Presentation by Anne Bishop, Rural Housing Trust and Suzanna Clark, Housing Strategy Manager – Uttlesford District Council.

- 7 Uttlesford District Council's involvement with young people.
- Item for information
- Presentation by Gaynor Bradley - Leisure and Community Development Manager.
- 8 Recycling update.
- Item for information.
- Presentation by Russell Clark – Waste and Recycling Officer.
- 9 Local Development Framework Core Strategy – Issues and Options for Growth Consultation.
- Item for Consultation.
- Presentation by Roger Harborough – Planning Policy and Conservation Manager.
- 10 Update on Stansted Airport.
- Item for information.
- Presentation by Roger Harborough – Planning Policy and Conservation Manager
- 11 Consultation response on District Council Budget 2007/08.
- Item for consultation.
- Presentation by Phil O'Dell – Director of Resources.
- 12 Community Development Report.
- Item to note
- Advice to the panel on related community development activities and schemes.
- 13 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: Gaynor Bradley (01799 510348)  
Area Champion: Sue Hayden (01799 510563)  
Committee Officer: Victoria Harvey (01799 510433)

## **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](http://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 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 Mick Purkiss on 01799 510430, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510431 or Victoria Harvey 01799 510433 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](mailto: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.