

15 February 2008

Dear Councillor

SOUTH WEST AREA PANEL

A meeting of the South West Area Panel will be held on Thursday 28 February 2008 at Hatfield Heath Village Hall (car parking available) at 7.00 pm.

Yours faithfully

ALASDAIR BOVAIRD

Chief Executive

DOORS OPEN AT 6.45PM

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 7 January 2008 and the extraordinary meeting held on 2 October 2007 (attached).
- 3 Highway's Issues in the South West Area.

Item for discussion

Presentation by Essex County Council's Highways Department

4 Emergency Planning in Uttlesford

Item for information

Presentation by Jason Dear – Emergency Planning Officer – Uttlesford District Council

5 Futures Area Panel Arrangements

Item for information

6 Community Development Report.

Item to note

Advice to the panel on related community development activities and schemes.

7 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, J E Hudson, **D M Jones**, R M Lemon, J I Loughlin, D J Morson, J Salmon, G Sell and L A Wells

Lead Officer: Gaynor Bradley (01799 510348)

Area Champion: Sue Hayden (01799 510563)

Committee Officer: Rebecca Procter (01799 510433)

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, Maggie Cox on 01799 510369, Cathy Roberts on 01799 510434, Peter Snow on 01799 510430 or Rebecca Procter on 01799 510433 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.