

Committee: Transport & Highways
Date: 8 September 2004
Agenda Item No: 3
Title: Essex County Council notification of a Seasonal Prohibition of Driving Order and a seasonal Prohibition of Horses Order
Author: Jeremy Pine (01799) 510460

Summary

- 1 This report concerns statutory notification by the County Council of a Seasonal Prohibition of Driving Order and a seasonal Prohibition of Horses Order that it is proposing to make on various byways in the district. Comments are requested by 24 September. It is recommended that Members raise no objections to the Orders.

Background

- 2 In April 2004, 57 byways and bridleways throughout the district were surveyed, all of which had recorded complaints from members of the public regarding surface damage. As a result, extensive surfacing works are nearly complete on two routes, a levelling programme for 25 of the worst affected routes is planned, and an Order is sought to protect them following this work and to prevent them getting similar damage next year. In addition, routes for which there is no funding for remedial works are also included in the Order request.
- 3 The Orders would be operative during the wet months (11 October to 23 May). The Prohibition of Driving Order will prohibit motor vehicles from being driven on the lengths of byways identified in the Order. The Prohibition of Horses Order will prevent horses and horse drawn carriages from travelling along the lengths of byways identified in the Order.
- 4 The status of the protection being sought is based on the findings of the survey – if damage was seen to be the result of vehicles, then vehicles are included in the prohibition. Once the Orders have been served, individual routes will remain protected by them until such time as more extensive works can be carried out so that they can be used all the year round without further damage.
- 5 Adverts about the Orders will appear in the Herts & Essex Observer and the Essex Chronicle and copies of the Orders are available for public inspection at the Council Offices and in local libraries.

Consideration

- 6 Officers are of the view that these Orders would be of public benefit, as they have as their aim equitable access to the countryside for all.

RECOMMENDED that Members raise no objections to the proposed Orders.

Background Papers: Letter dated 18/8/04 and consultation documents from Essex County Council.

THIS REPORT WAS REFERRED FROM RESOURCES COMMITTEE ON 24 JUNE 2004

Committee: Transport and Highways

Date: 8 September 2004

Agenda Item No: 4

Title: Travel Plan

**Author: Bronwen Stacey (01799) 510363,
On behalf of the Travel Plan Working Group members:
Cllr W Bowker, Denise Greenwood, Jeremy Pine, Mary
Rowe, Jan Sanders, Bronwen Stacey, Alex Stewart.**

Summary

- 1 It is recommended that the following proposals be implemented as soon as is practicable:
 - Green Service Targets
 - 9 day fortnight working options
 - A town-centre One Stop Shop
 - A car-share register for Members
 - A Green Target Mileage Scheme for Members
 - Further incentive to encourage conversion to remote payments
 - A visitors overflow car park
 - A parking pass scheme for the Swan Meadow car park for long-stay visitors.
 - IT facilities be developed specifically to improve early opportunities for homeworking, hotdesking at other bases, on-line Planning enquiries, other enquiries on-line.
 - A review of current courier services for Members.

- 2 The following be considered in the medium term:
 - A Green Bank Scheme
 - A mini-bus collection along major routes of members attending major meetings
 - Targets for car-sharing be agreed by member-groups
 - Short-stay parking time limit notices be posted in the visitors parking area.
 - Implement a 'staff car-park waiting list' for newly-recruited employees.

Background

1 INTRODUCTION

The Travel Plan Working Group (TPWG) has reviewed the stated objectives of the Travel Plan published in 2003, and identified how to achieve this, with a view to making recommendations to Members.

1.1 Surveys

As indicated in the Travel Plan 2003, the starting point was to undertake surveys of travel patterns of the three relevant groups of people: staff, Members and members of the public. The TPWG developed and undertook three surveys:

- The Staff Survey of work-related and travel patterns
- The UDC Travel Plan Questionnaire for Members
- The Visitors Survey, (conducted in two parts, the first weeks in December 2003 and February 2004 respectively).

The Questionnaires, the results and the main findings of these Surveys are attached in the background papers. All recommendations stem from the findings and conclusions out of the Surveys, but these are influenced by two main points:

- The rural nature of the district, and the average travel-to-work distance (one way) for Council employees; from the survey, statistically, the average home-to-work distance travelled by employees is 12.5 miles, but of even greater significance is the finding that the two largest groups of respondents, totalling 48%, live between 10 and 30 miles away from their work-base.
- recommendations for action are based on incentives, rather than enforcement, as freedom of choice is wielded by the individuals, and it is preferable to gain commitment to ideals, and achieve a motivated workforce than to risk their alienation.

1.2 Issues

The following issues were identified and will be addressed:

To attempt to increase other modes of travel; to decrease/reduce personal travel and work-related travel; dissemination and accessibility of information on public transport; car parking.

All the above issues will be addressed in relation to Employees, Visitors and Members.

2 TO INCREASE MORE SUSTAINABLE MODES OF TRAVEL

2.1 Employees

Walking and cycling (even occasionally) for staff who live within practical proximity is now being encouraged in the following ways:

2.1.1 A cycle stand, positioned in the grounds, has recently being provided by Essex County Council.

2.1.2 A hairdryer has now been provided in the staff shower, for staff who cycle to work.

2.1.3 Use of public transport, (buses specifically) may be increased (even if only on an occasional basis), but this will be dependent upon availability and frequency of bus services. Up-to-date information on current services is being publicised in both leaflets and on the intranet (see below 4.2.1 and 4.2.2).

2.1.4 All car miles saved through travelling by alternative modes will be recognised in the proposed Green Service Targets Scheme (see below 3.2.4 and 3.2.5).

2.2 Visitors

Although over 40% of visitors live locally in Saffron Walden, only 11% currently walk to the Council Offices. Members of the public who do not drive to the Council Offices tend to be older people who have time to walk, or perhaps who do not have a car. Those who drive are likely to be busy people who are time-impooverished. Suggestions to increase other modes of travel include:

2.2.1 Increase access to information on current public transport services, (see below 4.2.1 and 4.2.2).

2.2.2 Improve the frequency of local public bus services.

2.2.3 Offer alternative 'One stop shop'/Payment Service centres in the town centre, which are convenient for walking to, whilst shopping.

2.2.4.1 **Town Centre One-Stop-Shop:** As already occurs in Great Dunmow, a new facility could be established in Saffron Walden town centre, either Mondays - Fridays or possibly on Tuesdays and Saturday mornings only (although it is acknowledged that this would be increasing expectations, and would necessitate expenditure). Although the existing TIC in Saffron Walden does not currently have the necessary facilities, these could be made available so that payments, benefits advice, Council Tax and general council queries may be dealt with conveniently for local residents without a special journey to the Council Offices. This suggestion links to The UDC Quality of Life Corporate Plan: L4.4; I2.

2.3 Members

Survey responses indicate that those Members who live close enough to walk or cycle to meetings already do so when possible.

Bus routes and timetables are not conducive to increasing the incidence of travel to meetings by public transport;

2.3.1 Apply suggestion 2.2.1 and 2.2.2 above.

2.3.2 An increase in other sustainable forms of travel may be achieved by initiating a "Green Target Mileage Scheme", which could be a variation from the proposed Service-related scheme to a Committee-related version (see below 3.2.4).

3 TO DECREASE/REDUCE CURRENT LEVELS OF MILEAGE

3.1 Employees: Personal Mileage

Reductions in the current levels of mileage undertaken by staff to get to work may be achieved by one or more of the following:

3.1.1 **9-day working fortnight:** Where possible, taking into account the nature of the work done by individuals, employees be offered the opportunity to work their contractual hours over 9 days instead of the traditional 10 days per fortnight, thereby reducing travel to work journeys to work by one journey every 10 working days.

3.1.2 **Car Share Register:** The Car-Share Register has been radically overhauled by an IT specialist, and been relaunched. It is accessible on Desktop, on all Citrix servers. The facility allows access to either view or enter a wide range of information, to facilitate as wide a usage as possible. Although currently only a small proportion of the workforce have registered, employees are now being encouraged to consider registering even if they may only wish or be willing to share transport very occasionally, or for emergencies. If most employees only car-share on occasions, the saved miles will be beneficial, and it may be that a greater frequency of car-sharing grows over a longer period of time, through growing familiarity and possibly the use of incentives/targets (see below 3.2.4 and 3.2.5).

3.1.3 **Homeworking:** Whilst acknowledging that:

- some types of work are more suited than others to homeworking, and
- some employees would require IT support at a level not yet available, an increase in the level of occurrences of homeworking would contribute hugely to the reduction of mileage undertaken by staff, and this may be monitored through the use of incentives/targets (see below 3.2.4)

3.1.4 **Green Bank Scheme:** Please see 3.2.5 below for further details of a proposal to act as an incentive to employees to reduce their personal mileage.

3.2 Employees: Work-related travel

Reductions in employees' work-related mileage may be achieved in one or a combination of the following ways:

3.2.1 **'Hotdesking':** the practice of employees using more conveniently-situated bases, other than in the Saffron Walden Office, could be increased in appropriate situations. This could help to reduce current levels of mileage, where the 'hotdesk' was situated nearer to home or the day's visits. 'Hotdesks' could be set up at CICs, or other Council-owned properties.

3.2.2 **Working practices may be modified** in order to reduce the overall mileage between home and the first, and/or last visit of the day, where this is not happening currently.

3.2.3 Subject to appropriate negotiations/agreements by officer groups through Single Status etc, **'green' vehicles**, which both are more economical, and more environmentally-friendly, with maximum CO₂ emissions of 145, could be inbuilt as part of formal Council Vehicle policy and practice.

3.2.4 **Green Service Target Scheme:** All Services be asked to reduce miles travelled, relating to personal, "Essential" and "Casual" mileage, to meet a specified "Service Target".

"Service Targets" could be set and calculated as follows.

- 3.2.4.1 Each Service be asked to calculate (in fairly rounded terms), a total of usual weekly (or monthly or annual) mileage (both home to work and work-related) for all members of staff. This information to be 'publicised', as the starting point, for measured improvements.
- 3.2.4.2 A Target of saving on total miles travelled by all employees in the Service, to be set by a Green Travel panel. The Target could be eg 5% saving during the first 12 months. How savings are made has purposefully been left open, (subject to the guidance below on what may be counted), for decision at Service level. Targets could be modified in relation to:
- The actual % saving to be made
 - The length of the period of time given for the improvement.
- The targets could be tailored to each Service to recognise or require greater savings to be made by Services where the nature of their work entails regular travel around the District.
- 3.2.4.3 Savings made through **homeworking** and **car sharing** as well as flexidays (whole days only) and other whole days off work (TOIL etc), may be counted. Annual leave days should NOT be counted in the savings, as all employees currently do not travel to work on a/l days. Car-sharing miles saved may be calculated as follows: where two people car-share, the total number of miles saved by one person be divided between the two, and each person claims to have 'saved' half the total miles saved. Where three people car-share, add the total number of miles saved by person B to those saved by person C, and each of the three car-sharers may claim a third of the total miles saved.
- 3.2.4.4 Each week, the total of miles saved per week should be recorded, and compared against the starting point total.
- 3.2.4.5 Services could be asked to produce a total "Miles Saved" Report quarterly, six-monthly or annually, along with Best Value Performance Indicators.
- 3.2.4.6 If tighter restrictions were considered desirable, at some stage, limits could be placed on the % of times per month each Essential Car User starts journeys from the Office, and/or ends work-related journeys at the office.
- 3.2.4.7 Further Guidance would be provided on implementation and application of this Scheme, prior to its commencement.
- 3.2.5 **Green Bank Scheme:** Alternatively, or additionally at a later stage (it is not proposed that this be implemented initially, but rather, as an incentive to individuals to improve their personal mileage savings, when other reductions have reached a plateau):
- 3.2.5.1 For each return home to work journey walked, cycled, or where public transport used:
Each employee claim 1 x credit.
- 3.2.5.2 For each return home to work car-share journey, (whether sharing with a colleague or getting a lift with someone outside the Council), 1 x credit to be claimed by each UDC employee involved.
- 3.2.5.3 Credits: each credit may be entered into a draw every 6 months, the prize being a (holiday) voucher to the value of (eg)£100 (provided by Council funds). There would be no limit to the number of credits each employee could enter into the draw – the more credits a person enters, the more likelihood they have of winning.
- 3.2.5.4 Credits may require validation, the method of validation to be agreed.

3.3 Visitors

It is difficult to suggest ways in which members of the public may be encouraged to **reduce Council-related mileage**; on-line payments are already encouraged, and it is acknowledged that payments made in person are linked to demographics, and will in time decrease naturally. However, this process could potentially be speeded up by reviewing the existing arrangements and improving where possible:

- 3.3.1 Renewed/greater publicity for on-line payments of all council services,
- 3.3.2 Simplification of explanations for payments remotely;
- 3.3.3 Improve on-line access to Council Services such as Planning applications;
- 3.3.4 Consider providing an incentive (eg:one-off reduced charge) to encourage conversion to paying remotely.

3.4 Members

- 3.4.1 **Initiate a Member Car-Share Register:** In order for each Committee/group of Members to maximise the opportunities for car sharing, it could be useful to have a version of the new Car Share Register (currently an icon on the Citrix Desktops, for staff) adapted specifically for Members, and placed on Members laptops; they could then access details of other members who travel the same route as themselves, and could liaise directly by phone with the individual(s) to arrange travel to the meetings.

In addition, the Car-Share idea could be enhanced to improve the % car-sharing, by, for example,

- Appointing a Member on each Committee or Working Group as a Travel-co-ordinator, to 'chase' and organise the transport arrangements of Members.
 - agreeing a target for Car-sharing for each Committee or Group, to improve the % of car sharing. Possibly having an incentive for the most improved Group of Members or those reaching the target first, etc.
- 3.4.2 Where/if appropriate, for full committee meetings or those where sufficient Members attend scheduled meetings, a minibus could be organised to run from/return to major communities along travel corridors, picking up/dropping off Members en route. The drawbacks of this suggestion are acknowledged:
 - as Members live all over the District, there is no 'main' travel corridor;
 - individuals' journey time will take longer if undertaken in this manner.
 - there would be a cost associated with a 'communal' mini bus.
 - 3.4.3 It is recommended that current services, such as the twice-weekly courier service to Members' homes, be reviewed, for potential to save/reduce current mileage, as this is not compatible with a Green Travel Policy.
 - 3.4.4 Greater use of IT and on-line facilities could be made, to increase alternatives to travel, and to decrease current levels of mileage undertaken by/on behalf of Members.
 - 3.4.5 Members may wish to approve some travel expenses incentive, whereby mileage allowance is biased towards car-sharing, and away from single-occupancy journeys.

4 DISSEMINATION AND ACCESSIBILITY OF INFORMATION ON PUBLIC TRANSPORT

4.1 All information should be available to all three parties: employees, members of the public and Members.

4.2 As Uttlesford is part of Essex, the task is to reflect the transport situation in that context. Therefore it is not logical to spend substantial amounts of money in areas where existing provisions adequately reflect the situation, and efforts should be concentrated instead on accessibility of up-to date information on public transport services for Uttlesford users:

4.2.1 **Leaflet:** ECC have produced a comprehensive up-to-date transport information leaflet specifically on Uttlesford, entitled 'Uttlesford passport to Travel', which has already been distributed to all households in the Uttlesford District. In addition, ECC provided UDC with a number of these, which have already been made available for members of the public at the Reception and CIC/TICs. More of these leaflets have been requested from ECC, with a view to distributing these to all team leaders for dissemination to all employees via team meetings, and additional supplies to go to the relevant reception areas, as/when necessary. There are limitations on this publication as a result of the cost of printing re-runs at ECC. Therefore if any funds are available for transport services information, it may be that this is used to pay for the cost of a re-print of this ECC leaflet.

4.2.2 **Hyperlinks:** ECC have a dedicated team of staff who deal with transport issues, and access to transport information is accessible via various web links. Uttlesford District Council's Web Manager has been asked to create links between all relevant ECC sites and the UDC Web-site and UDC Intranet, in order to improve access by members of the public, employees of UDC and Members to up-to-date information.

5 CAR PARKING

5.1 There is a strain on the car-parking facilities during the day-time, from :

- Employees, who, as a result of working in a rural District, and also as a result of the high proportion of employees who live between 10 and 30 miles away from work, of necessity travel by car. In addition, many employees are Essential Car Users who need to travel around the District frequently in the course of their work.
- Members of the public. Survey results indicate that 79% of visitors travelled to the Council Offices by car, 43% of visitors had come from Saffron Walden. 40% of visitors had a problem with parking.
- Members: Although a number of Member meetings are held in evenings, those Members who visit the London Road Offices for meetings during the day have difficulty equal to the staff in finding a parking space, unless spaces have been reserved specifically for them, thereby reducing the space available overall.

The TPWG is aware that car-parking is a high-profile issue for visitors to the Council, and one which can create a negative impression of the quality of Council service in general. The TPWG therefore considers it important to include the issue of car-parking in the Travel Plan, and endeavour to meet satisfactorily

the reasonable needs of all user-groups of the parking facilities.

5.2 Employees:

Car-parking for employees (if retained at current levels), is not regarded as a problem, except on days when other meetings put a strain on existing arrangements. However, car-park overcrowding for day-time users will be eased by the following proposals: homeworking, hotdesking at other bases, modifications to existing working practices, car-sharing, and the use of alternative modes of travel to work.

- 5.2.1 If a problem does arise in the medium term, for staff parking, a 'staff car-park waiting list' for all new employees could be considered. This would operate by informing all candidates at interview, that there would not be a parking place available immediately, but that their name would be put on a waiting list, for a space in the London Road Offices car park, and when their name reached the top they would be offered a parking pass. A further possibility would be to issue new employees with a free parking pass for Swan Meadow car park, in the meantime. It is acknowledged that this suggestion may make recruitment even more difficult.

5.3 Visitors:

Visitors should be divided into two categories:

- residents of Uttlesford, who visit the Council offices to use Council services. On average, 32% stay less than 5 minutes, 67% stay less than 20 minutes.
- visitors who have been invited to meetings in the course of council business. Only 14 % of visitors stayed longer than one hour. No distinction was made between residents using Planning Services, requiring a longer stay, and visitors who were on council business.

- 5.3.1 As the majority of visitors require only short-stay parking, we should endeavour to meet their requirements, and be more stringent in implementation of suitable arrangements for work-related visitors.

- 5.3.2 The existing arrangements, recently augmented by additional 'round-the circle' parking, are still inadequate to cater for peak demand.

- 5.3.3 **Visitors' overflow car-park proposal:** A proposal of the TRWG, which was progressed in February to SMT, was that of designating the small car park enclosure of 8 spaces next to the existing Visitors' car park, as an overflow car park for visitors after 10.30am each day. Prior to that the spaces would be reserved only for use first thing in the morning by employees who are going to be going out on Council business before 10.30am. Employees who normally park in that area but who do not fit the new criteria will be asked to park elsewhere in the car park. The small car park will therefore be vacated by 10.30am, leaving the car park free for visitors from that time onwards. A sign will be displayed, explaining "This is an overflow car park for visitors from 10.30am". This will provide 8 extra spaces for short-stay visitors.

- 5.3.4 **Short stay time limits?** It is difficult at this time, without seeing the benefit of all the above proposals, to determine whether there will still be a need to consider indicating a short-stay time limit (eg 15 minutes) for visitor parking. There will always be a small risk of abuse of our car-parking facilities by visitors who leave

their vehicle for long periods whilst going down into the town, who would be unlikely to be deterred by anything other than parking enforcement. As enforcement is not recommended, any limitations would be purely 'advisory requests'.

If future monitoring of the situation reveals continuing difficulty for the short-stay visitors, it may be necessary to consider posting signs and/or time limits. It is recognised that this would not be an ideal solution, if it penalised users of the Planning Services and enquiries, however, advanced technology and on-line planning services facilities should reduce the need for personal visits of this nature.

5.3.5 Visitors on Council Business: Although there is already guidance and requirements in place (reminders are issued by the room-booking facility) for officers to notify their clients/customers/colleagues etc that they should park at one of the alternative town car parks, and maps may be printed off to send to all visitors, this requirement is not consistently adhered to by staff. New guidance should be prepared, and all employees made fully aware of the requirements for visitor-parking: for meetings involving more than one vehicle, all visitors must be told that there is no on-site parking, and asked to use a town car park. Visitors for meetings should not park in the 'designated' short-stay spaces.

5.3.5.1 Swan Meadow Parking Passes:

In order to further encourage visitors for 'bulk' meetings to park off-site, whilst not causing annoyance to local residents by parking on local streets, the TPWG proposes that free passes for Swan Meadow parking be allocated in advance for specific events or meetings. Details of this proposal are contained in **Annex 1**, and recent trials of the scheme have been successful. The TPWG recommend this in the light of the findings of the Surveys, and in an effort to maintain a satisfactory level of short-stay parking for Council-service users.

5.3.5.2 A subsidiary advantage of proposals to make more use of the Swan Meadow car park (5.2.1; 5.3.5.1; 5.4.1) is that greater usage will increase awareness of its proximity to the town centre, increase its usage for other reasons and thus decrease those members of the public who cruise the streets seeking suitable parking, and decrease the likelihood of vandalism occurring because it is perceived as a remote and little-used facility.

5.4 Members

It is appreciated that Members, like employees, have restricted time and therefore would not welcome the constraints posed by alternative parking at Swan Meadow; in addition, some Members may not be able to walk the long distance uphill from Swan Meadow.

5.4.1 Development Control Committee: A suggestion that Members might consider the feasibility of utilising the Swan Meadow car park and collection by coach from there, on days when the DC Committee meets, was rejected by Members at their meeting on 7 June 2004.

It is RECOMMENDED that
Members approve the following for action:

- 1 Green Service Targets
- 2 9 day fortnight working options
- 3 A town-centre One Stop Shop
- 4 A car-share register for Members

- 5 A Green Target Mileage Scheme for Members
- 6 Further incentive to encourage conversion to remote payments
- 7 A visitors overflow car park
- 8 A parking pass scheme for the Swan Meadow car park for long-stay visitors.
- 9 IT facilities be developed specifically to improve early opportunities for homeworking, hotdesking at other bases, on-line Planning enquiries, other enquiries on-line.
- 10 A review of current courier services for Members.

In the medium term:

- 11 A Green Bank Scheme
- 12 A mini-bus collection along major routes of members attending major meetings
- 13 Targets for car-sharing be agreed by member-groups
- 14 Short-stay parking time limit notices be posted in the visitors parking area.
- 15 Implement a 'staff car-park waiting list' for newly-recruited employees.

Background Papers:

All the following background papers may be accessed at:

www.uttlesford.gov.uk/background+papers

The UDC Travel Plan for Staff, Members and Visitors (2)

The Staff Survey

The Results of the Staff Survey of Work Related Travel Patterns

Staff Survey Summary

The Members' Survey

The Results of the Members' Survey

Members' Survey Summary

The Visitors' Survey

The Results of the Visitors' Survey

Visitors' Survey Summary

Parking Arrangements for MeetingsProblem:

1 There is currently a lack of consistency of approach by employees when arranging meetings, regarding the parking guidelines/instructions for their visitors.

2 Although there are already clear procedures in place which are linked to the Room bookings facility, it is clear that people are not using this in many cases; in some instances the car parking instructions have been ignored, and in others, Reception has been asked to make the room booking and the parking instructions have not been considered.

3 Currently, visitors are not discouraged from parking 'on site' here, and therefore usually park for up to several hours in the Visitors car park.

4 The TPWG believes that a consistent and corporate approach to this would help to relieve the pressures in the visitors' car park.

The TPWG Recommends:

That the following decision be made and subsequent procedure/process be approved to be put in place:

- 1 That agreement is reached that all employees will follow the required procedure.
- 2 That a procedure is publicised on behalf of the TPWG.
- 3 That all meetings involving outside visitors are dealt with in the same way.
- 4 That for all meetings involving more than one vehicle, the following process be applied.
- 5 That all visitors are informed that there is no parking on site. **Exceptions** may only be made:
 - where the purpose of the meeting necessitates heavy equipment which could not easily be carried from Swan Meadow car park
 - for disabled visitors, who may park either in one of the designated visitor disabled spaces, or through the barrier, as best fits the situation;
 - where, although not necessarily disabled, the meeting participant is elderly/infirm.

In all the above exceptional cases, the UDC employee who arranges the meeting must be responsible for gaining access through the barrier to parking for the individual (or in the case of infirm visitors, confirming a space may be taken in the visitors car park; if more appropriate).

- 6 That all employees are requested to make their own room bookings and meeting arrangements, rather than relying on reception staff to do these tasks for them. In exceptional circumstances (eg when the room booking system goes down), obviously, the aid of reception may be requested for

bookings, but responsibility for the visitor parking must be assumed by the employee concerned).

- 7 Visitors are therefore directed to alternative parking, but to facilitate this, a parking pass for parking for the specific day in question at Swan Meadow will be sent to the individual(s) concerned; this to be arranged by the organiser of the meeting. Vouchers should be placed in the windscreen for the day in question.
- 8 The parking pass(es) may either be printed off via the Room-Booking Request Form, or alternatively, may be requested through Tricia Halford, (but in this case 2 weeks' notice is required to allow issue).
- 9 The number of passes issued in this way would need to be monitored, in order to ensure that this facility is not abused. It is anticipated that IT be asked to develop a method of tracking the issue of passes via the room-booking facility.
- 10 Arrangements will obviously be made to ensure that Traffic Wardens will accept the passes in lieu of a ticket.
- 11 For "single" visits *ie: visits of short duration of 3 hours or less, where only one vehicle is concerned*, (please refer to 4 above), it will usually be possible for the visitor to park through the barrier, in which case, responsibility for organising this must be taken by the employee organising the meeting. All visitors should nevertheless be advised in advance that there is no guarantee of car parking and if there is no room in the staff car park, they should use the alternative car parking at Swan Meadow, for which a pass may be provided.

Committee: Transport & Highways
Date: 8 September 2004
Agenda Item No: 5
Title: Local Service Agreement for the Highways and
Transportation Service for Essex – progress report
Author: Jeremy Pine (01799) 510460

Summary

- 1 This report sets out the progress that is being made with the preparation of the Local Service Agreement. The report follows on from that made to the last meeting and advises Members that Essex County Council has requested an opportunity to attend the next meeting on 11 November to brief them on the current position.

Progress

- 2 The agreement continues to be drawn up via one-to-one sessions between County and District / Borough officers, but mainly via a joint officer working group comprised of one officer from each District / Borough and the County's project management team.
- 3 Recently, the County Council held a one-to-one meeting with the Chairman and Vice-Chairman of this Committee to update them on progress and answer any queries. Prior to this meeting, the Chairman and Vice-Chairman were briefed by officers (see letter and table attached as an appendix to this report). A copy of the district map will be available at the Committee meeting.
- 4 One emerging concern is how the Highways Development Control function would operate in existing Agency Districts and Boroughs once their in-house highways staff have been relocated to the Centres Of Excellence. It is likely that this method of operation will be based on how things currently work in Uttlesford, where planning applications having a de minimis effect on the highway are dealt with by the case officer rather than being referred to the Area Office. To this end, the County Council has set up a Development Control workshop on 6 September and all the Districts and Boroughs have been invited to send a representative.
- 5 The County Council's Head of Highways and Transportation (Tony Ciaburro) and the Cabinet Member for the same (Councillor Bass) would like to attend the next Committee meeting on 11 November to update Members on progress with the Local Service Agreement. The Chairman has already indicated that he is happy for this to take place, and officers are currently arranging it. It would be helpful if Members would let the author know of any questions or queries in advance so that Mr Ciaburro and Councillor Bass can be briefed prior to the meeting.

RECOMMENDED that Members note the progress that is being made and that they let the author know of any questions or queries in advance so that Mr

Ciaburro and Councillor Bass can be briefed prior to the meeting.

Background Papers: None