

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Thursday 9 th December 2021
Time:	17:00
Venue:	Video conference call via Zoom
Chairman:	CC Lesley Wagland
Panel Members:	Cllr Jon Cloke (Deputy), CC Barry Aspinell, CC Andrew Wiles, CC Louise McKinlay, Cllr David Kendall, Cllr Keith Barber, Cllr.Dr.Tim Barrett, Cllr Hugh Gorton (EALC representative)
Officers:	EH Emma-Louise Galinis – Highway Liaison Officer
Secretariat:	Taylah Bland– Business Administration Apprentice- Corporate Services

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
	3	Minutes of meeting held on 23 rd September 2021 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
	5	Casualty Reduction Schemes Presentation	Ian Henderson	Verbal
	6	Report on Funded Schemes 2021-22	Emma-Louise Galinis	Report 1
	7	Report on Schemes Awaiting Future Funding	Emma-Louise Galinis	Report 2
	8	Any other business	All	Verbal
	9	Date of next meeting: 10 th March 2022 5pm	Chairman	Verbal

- Any member of the public wishing to attend the Brentwood Local Highways Panel (LHP) must arrange a formal invitation from the Chairman no later than 1 week prior to the meeting.
Any public questions should be submitted to the Highway Liaison Officer no later than 1 week before the LHP meeting date; Emma-Louise.Galinis@essexhighways.org

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –
23RD SEPTEMBER 2021 AT 5.00PM
MEETING HELD VIA ZOOM DUE TO COVID 19**

Chairman:	Cllr Lesley Wagland (ECC)
Panel Members:	CC Lesley Wagland Cllr Jon Cloke (Deputy), CC Barry Aspinell, CC Andrew Wiles, CC Louise McKinlay, Cllr David Kendall, Cllr Keith Barber, Cllr.Dr.Tim Barrett, Cllr Hugh Gorton (EALC representative)
Officers	EH Sonia Church – Highway Liaison Manager EH Emma-Louise Galinis – Highway Liaison Officer David Gollop – Design Manager – Essex Highways
Secretariat:	Zoe Borman- Corporate & Democratic Services Manager (BBC) / Taylah Bland- Business Administration Apprentice- Democratic Services (BBC)

Item		Owner
1.	Welcome and Introductions: Cllr Mrs Wagland welcomed all to the meeting. Zoe Borman stated she will no longer be taking the minute for the meeting and Taylah Bland will take her place	
2.	Apologies for absence: No apologies for absence were received.	
3.	Minutes of meeting held on 10th June 2021 to be agreed as a correct record. Item 7- traffic management, item 10, High Street Ingatestone, Bakers Lane should read 20 mph instead of 30 mph, In the minutes should read Bakers Lane, being in the conservation area, to include the 20 mph. Kings’ road parking scheme- Sonia and Emma-Louise to report back, engineer didn’t want to go ahead, something should be done. A meeting with a cabinet member should be held, Andy agreed to this as a County Councillor action. Speed cameras is Hartford Road- Cllr Kendall made a formal request, whether a speed survey is going to take place. Chair to email SEPP about the speed and how that played a part. David G was going to review the safety aspects and return to panel, didn’t attend the meeting to give this update. Andy updated everyone and stated that a survey has been done and are awaiting results. Item 6- Alexander Lane- 7 million to be changed.	

	<p>Hanging Hill Lane, Hutton, speeding- St Martins School, 20 mph either side of the school, potential solution. Extend the 20 mph into Brentwood South, will increase costs.</p> <p>Item 24- New Road, Ingatestone, have to wait until next year, don't have the funding.</p>	
4.	<p>Matters arising from minutes of previous meeting</p> <p>As stated above.</p>	
5.	<p>VAS Presentation</p> <ul style="list-style-type: none"> - Policy change- LHP process- reduce VAS repairs - Non- parish areas will continue to use LHP process, district, borough or city can chose to fund one in the non-parished areas (buying their own VAS or SID) - LHP can only fund if the speeding issue is significant (10mph over average over the limit) - Give more opportunities to Parishes where speeding is just perceived, reduce revenue burden of maintaining 500+ VAS on network, remove ECC assets those which are either no longer needed or beyond repair - Can be installed from middle of October, basic criteria need to be met: <ul style="list-style-type: none"> - Sited 70 m within the speed limit - Speed limit must be in place more than 12 months - Edge of sign must be inset at least 450mm for edge of carriageway - Not within 70m of another VAS or flashing equipment such as zebra crossing - Have to apply for license, criteria on website - Don't need to be installed in pairs - End of December is the cut off for new schemes 	
6.	<p>Report on Funded Schemes 2021-22</p> <p>Capital funding, including carry forward- £259,938</p> <p>Additional ECC funding- £200,000</p> <p>Funding from SEPP- £100,000</p> <p>Total value of Commissioned Schemes- £552,000</p> <p>Remaining budget to allocate- £7,938</p> <p>Larwood- item 4- design is complete, awaiting programme date-funded</p> <p>Item 10- Ongar Road and Doddinghurst Road, gateways- funded</p> <p>Item 21- Alexander Lane, zebra crossing- maintenance issue regarding the lights</p> <p>Item 12- Ingatestone permanent 20mph speed limit- agreed to be made permanent</p> <p>Item 17- bollard improvements, Ingatestone- completed by maintenance in the summer</p> <p>Item 19- parking provisions, Hutton- panel decide whether it goes forward after hearing the stats figure</p>	
7.	<p>Report on schemes awaiting future funding</p> <p>Focus on red schemes.</p>	

	<ul style="list-style-type: none"> 1. Doddinghurst Road- by A12, provided a layby, come from development money- come out and agreed 2. Kings Road Parking Arrangements- remove parking bays- removed 3. Magpie Lane- won't validate, so removed 4. Larwood Garden- removed 6. Mountnessing Road- removed, taken offline 7. Priory Mead- escalate to cabinet member, removed 12. Mascalls Lane- no justification on survey results, removed 16. Little Warley Lane- removed 18. Rayleigh Road- removed 20. Highstreet Ingatestone- removed 3. Ongar Road- removed 4. Blackmore Road- removed with the Chairs approval 2. Byway 165- come out 	
8.	Any Other Business	
9.	Date of next meeting: 9 th December 2021 at 5:00pm	

REPORT 1

BRENTWOOD LOCAL HIGHWAY PANEL

2021/22 FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Brentwood Local Highway Panel has recommended for inclusion in the 2021/22 programme.

Budget summary 2021-22	
Capital Budget (Including carry forward)	£259,938
Additional ECC Funding	£200,000
Funding from SEPP	£100,000
Total Value of Commissioned Schemes	£556,500
Remaining Budget to Allocate	£3,438

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required.

Report 1: Funded Schemes List

**Funded Schemes
2021-22**

Total Value of Schemes	£556,500
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Kings Road j/w High Street, Brentwood – Signal Phasing	Implementation of scheme following design completion (which is currently underway).	Brentwood South	Non Parished	Traffic Management	Implementation	LBRE172102	£19,500	Implementation of fully signalised Right Turn Indicative Green Arrow (RTIGA) stage for vehicles turning right from Weald Road into A1023 High Street. This scheme should be reviewed once traffic volumes are at normal levels, as issue may have been resolved.	Q4
2	Fryerning Lane / Mill Green Road / Blackmore Road - Church Green	Installing kerbing to protect the Church Green triangle.	Brentwood Rural	Ingatesone And Fryerning	Traffic Management	Total scheme	LBRE202004	£14,500	Scheme completed Oct 2021.	COMPLETED
3	Various sites, Warley - Village Gateway Features	Request to install five village gateway features.	Brentwood South	Non Parished	Traffic Management	Total scheme	LBRE202007	£32,000		Q3
4	Larchwood Gardens, Pilgrims Hatch - 20's Plenty	20's Plenty.	Brentwood North	Non Parished	Traffic Management	Total scheme	LBRE202010	£5,000	Scheme completed Oct 2021.	COMPLETED
5	Carpenter Path, Hutton - Carriageway Widening / Turning Circle	Parking bays could be considered, design to be completed and presented to Councillor and BBC	Brentwood Hutton	Non Parished	Traffic Management	Design	LBRE202011	£9,500	Design completed.	COMPLETED
6	Woodland Avenue, Hutton - Dropped Kerb	Dropped kerb (north east of the Co-Op).	Brentwood Hutton	Non Parished	Traffic Management	Total scheme	LBRE202012	£8,000	Scheme completed October 021	COMPLETED
7	Trueloves Lane / Roman Road, Mountnessing - Safety Improvements	Various improvements along both roads to increase junction safety.	Brentwood Rural	Ingatesone And Fryerning	Safer Roads	Total scheme	LBRE201001	£23,250	In progress.	Q4
8	Roman Road, Mountnessing - Signalised Pedestrian Crossing	Implementation of signalised pedestrian crossing.	Brentwood Rural	Mountnessing	Walking	Implementation	LBRE193003	£201,500	Scheme is complete August 2021.	COMPLETED
9	High Street, Ingatesone - Bollard	Lockable bollard at the entrance to St Edmund's & St Mary's Church.	Brentwood Rural	Ingatesone And Fryerning	Traffic Management	Total scheme	LBRE202014	£5,000	Scheme completed August 2021	COMPLETED

Report 1: Funded Schemes List

**Funded Schemes
2021-22**

Total Value of Schemes	£556,500
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
10	Ongar Road and Doddinghurst Road, Pilgrims Hatch - Gateways	Village gateway signs.	Brentwood North	Non Parished	Traffic Management	Total scheme	LBRE202037	£9,500	In design process and will be ready to go over to the delivery team in January. Materials are already ordered. Parish are informed.	Q4
11	Mountnessing Road, Mountnessing - Traffic Calming	Signing and lining improvements to help in speed reduction	Brentwood Rural	Mountnessing	Traffic Management	Design	LBRE202016	£5,000		Q4
12	High Street, Ingatestone - Permanent 20mph Speed Limit	Temporary 20mph speed limit permanent.	Brentwood Rural	Ingatestone And Fryerning	Traffic Management	Total scheme	LBRE202018	£42,000	The 20mph speed limit is with the TRO team to be formally advertised.	Q4
13	Coptfold Road, Brentwood - Kerbing	Kerbing and no entry road marking at Coptfold Road	Brentwood South	Non Parished	Traffic Management	Total scheme	LBRE202019	£12,000		Q4
14	Nine Ashes Road, Stondon Massey - Priority Passing	Request to install priority passing system at the bottleneck.	Brentwood Rural	Stondon Massey	Traffic Management	Feasibility	LBRE202022	£7,000		Q4
15	The Avenue, Warley - Road Safety Audit	RSA to support SEPP scheme.	Brentwood South	Non Parished	Traffic Management	Total scheme	LBRE202024	£1,000	Scheme completed November 2021.	COMPLETED
16	Lincoln's Lane, South Weald - Road Safety Audit	RSA to support SEPP scheme (red lines).	Brentwood Rural	Non Parished	Traffic Management	Total scheme	LBRE202027	£1,000	Scheme completed November 2021.	COMPLETED
17	Weald Road / Weald Park Way / Wigley Bush Lane - Speed Limit Review	Request to review varying speed limits within the area.	Brentwood Rural	Non Parished	Traffic Management	Design	LBRE202031	£7,500		Q4
18	Hanging Hill Lane, Hutton - Parking Provisions	Request to implement parking provisions on the verge near Cost Cutter.	Brentwood Hutton	Non Parished	Traffic Management	Design	LBRE202032	£5,500		Q4
19	Rayleigh Road, Hutton - Parking Review	Planters and parking review	Brentwood Hutton	Non Parished	Traffic Management	Implementation	LBRE202034	£10,000	Post installation consultation letter to local properties was sent on 22nd November 2021.	Q4
20	Alexander Lane, Hutton - Zebra Crossing Upgrade	Request to upgrade zebra crossing and determine whether any additional improvements can be made to increase pedestrian safety when using the crossing.	Brentwood Hutton	Non Parished	Walking	Design	LBRE203007	£7,000	Current works that have been completed.	Q4

Report 1: Funded Schemes List

**Funded Schemes
2021-22**

Total Value of Schemes	£556,500
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
21	Thoby Lane / Roman Road / Church Road - Junction Safety	Implementation of previously designed scheme.	Brentwood Rural	Ingatestone And Fryerning	Traffic Management	Implementation	LBRE202002	£115,000	Due to go out for target costing. Delivery of scheme estimated Feb/ March (Q4).	Q4
22	Brentwood Post Construction Audits	Road safety audits post scheme installation.	Various	Various	Safer Roads	Total scheme	RSA4LBRE	£1,250		Q4
23	Hanging Hill Lane, Hutton - Speeding	Look at the possibility of the current patrol sign to be changed to a '20 when lights flash', located on the stretch of road leading up to St Martin's School.	Brentwood Rural	Non Parished	Traffic Management	Total scheme	LBRE202102	£14,500	Two options have been suggested: -A new electrical supply with a new, smaller signage than proposed OR -A sign that could be erected off centre, depending on the wind loading requirements .	Q4

BRENTWOOD BOROUGH LOCAL HIGHWAY PANEL REPORT 2 – SCHEMES AWAITING FUNDING

The Schemes Awaiting Funding List identifies all of the requests that have been received for the consideration of the Brentwood Local Highways Panel. The Panel are asked to review the schemes, start to make their funding recommendations for those schemes they wish to see delivered and also choose to remove any which they would not wish to consider for future funding.

The breakdown of scheme types available for consideration is as below:

Budget Summary	
Casualty Reduction	£0
Traffic Management	£143,000
Walking	£115,500
Passenger Transport	£0
PROW	£7,000
Cycling	£92,500
Total	£358,000

****Please note that where a cost estimate is listed as £0, it does not mean that there are no schemes in this category; it is simply that the schemes are currently being validated or designed and do not yet have an estimate cost.****

Costs supplied are estimates only and there is the possibility that a final scheme cost can change significantly dependant on issues which may arise during detailed design and construction.

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for consideration
A	The scheme has previously been approved for a feasibility study and the results are awaited before the scheme can be fully considered
R	A scheme request has been received but is against ECC policy or there is no appropriate engineering solution
V	A scheme request has been received and is in the initial validation process

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£143,000
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	High Street, Brentwood - Footway Parking	Planters or bell bollards to prevent footway parking.	Brentwood South	Non Parished	Design	LBRE202015	N/A	Implementation to be funded and carried out by Brentwood from the Community Safety budget. The design had to be done by ECC	R
2	Hay Green Lane, Blackmore - Water Depth Warning Signage	Review of signage placement.	Brentwood Rural	Blackmore, Hook End and Wyatts Green	Validation	LBRE202020	TBC	Price to be determined.	V
3	Chelmsford Road, Blackmore - Footway	Improve the condition and widen the footway running between Redrose Lane and The Green.	Brentwood Rural	Blackmore, Hook End and Wyatts Green	Total scheme	LBRE202021	£60,000	Structures team to instruct further action.	G
4	Nine Ashes Road, Blackmore - Traffic Calming	Physical traffic calming and/or 20mph speed limit.	Brentwood Rural	Blackmore, Hook End and Wyatts Green	Total scheme	LBRE202023	£5,500	20's Plenty scheme has been proposed	G
5	River Road, South Weald - Traffic Calming	Consider additional restrictions due to vehicles not adhering to the 20mph speed limit.	Brentwood Rural	Non Parished	Validation	LBRE202025	TBC		V

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£143,000
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
6	Coxtie Green Road, South Weald - Speed Limit Review	Request to review speed limit along various sections of Coxtie Green Road.	Brentwood Rural	Non Parished	Validation	LBRE202026	TBC	Waiting for LHP form to proceed with potential street lighting options	V
7	Ongar Road / Costead Manor Road RAB - Traffic Calming	Request to look at options to reduce traffic speeds on approach to the RAB.	Brentwood North	Non Parished	Design	LBRE202029	£5,000	Design would be for year 1 and the delivery in the following year.	G
8	High Street, Ingatestone - Village Gateways	Request for village gateways with 'Please drive safely' signs.	Brentwood Rural	Ingatestone And Fryerning	Validation	LBRE202030		In validation.	V
9	Priests Lane, Brentwood - Bollards	Request for bollards to protect grassed area.	Brentwood North	Non Parished	Design	LBRE202033	£7,500	Residents may need to apply for an official access, further investigation still needed with planning. Bollards are possible however.	G
10	Sandpit Lane, South Weald - Width Restriction	Measures to address ongoing width restriction breaches, including moving southern restriction closer to the junction, narrowing the northern restriction and installing a gate, to which residents/businesses would be given a key/code.	Brentwood Rural	Non Parished	Validation	LBRE202036	TBC	Residents required clarification on the scheme as a result of the letter that was sent out in September 2021.	V
11	Station Road j/w A128 - Junction Improvements	Junction Improvements due to large vehicles over-running the kerb and causing damage	Brentwood Hutton	West Horndon	Validation	LBRE202040	TBC		V

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£143,000
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
12	Station Road near Chafford Gardens - Parking	Resurfacing of the footway due to damage by parked lorries. NWAAT restrictions are being requested via parking partnership	Brentwood Hutton	West Horndon	Validation	LBRE202041	TBC		V
13	Hartwood Road - Speeding concerns	Request to investigate a 40mph buffer speed limit. Road safety assessment and speed limit review including features on the route between Devils Head and A128	Brentwood South	Non Parished	Validation	LBRE202042	TBC	Scheme queried with County Member due to the change of needs of the request.	V
14	New Road, Ingatestone - Grasscrete	Implementation of grasscrete.	Brentwood Rural	Ingatestone And Fryerning	Implementation	LBRE202001	£54,500		G
15	Thorndon Ave-West Horndon-Speeding	Requests from Parish Council and resident for a speed survey to be conducted.	Brentwood Rural	Non Parished	Total scheme	LBRE202103	N/A	Speed Survey results show compliant.	R
16	Hanging Hill Lane, Hutton- Parking outside Tesco	Drivers regularly park on Hanging Hill Lane to run over to the cash machine outside of Tesco Express.	Brentwood Rural	Non Parished	Total scheme	LBRE2020104	£10,500		G
17	Oliver Road-Shenfield -Traffic Management	Cllr Aspinell would like to have Oliver Road, Shenfield Traffic calmed	Brentwood North	Non Parished	Validation	LBRE2120001	TBC		

Report 2 : Schemes Awaiting Funding

Walking

Total Value of schemes	£115,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Sawyers Hall Lane - Access to the Brentwood Centre	Investigation into how much a study would cost to determine whether a footbridge could be created to link Sawyers Hall Lane to the Brentwood Centre (north of the A12).	Brentwood North	Non Parished	Feasibility	LBRE203001	£52,000	Validation results - Feasibility Study, including topographical surveys and ecological reports, can be carried out. (Hold)	G
2	Ongar Road, Pilgrims Hatch – Pedestrian Crossing	Install a pelican crossing between the petrol station and Larkins Playing Field.	Brentwood North	Kelvedon Hatch	Validation	LBRE203002	TBC	Survey footage results to be re-visited.	V
3	Ongar Road, Pilgrims Hatch – Footway Widening	Implementation of previously designed scheme.	Brentwood North	Non Parished	Implementation	LBRE193009	£53,500		G
4	Hutton Road, Shenfield - Pedestrian Crossing Upgrade	Request to consider options to improve pedestrian safety, including task lighting and bell bollards to prevent vehicles driving over the dropped kerbs.	Brentwood North	Non Parished	Total scheme	LBRE203009	£10,000	The validation has recommended that planters might be the most suitable option if Shenfield would like to apply for a licence? County Member to discuss with officers best options.	G

Report 2: Schemes Awaiting Funding

Cycling

Total Value of schemes	£92,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Pilgrims Hatch to Brentwood Town Centre - Cycle Route	Implementation of cycle route from Pilgrims Hatch to Brentwood Town Centre as suggested in Feasibility Study.	Various	Various	Implementation	LBRE194001	£85,000		G
2	Weald Road, South Weald - Cycle Route	Install a footpath / cycleway from the A12 bridge heading west to Sandpit Lane. Consideration also to be given to providing access to Weald Country Park.	Brentwood North	Non Parished	Design	LBRE204001	£7,500		G
3	Thorndon CP to Ford Development - Cycle Route	Request to establish a cycle route which links Thorndon Country Park to the new development at the Ford site.	Brentwood South	Non Parished	Validation	LBRE204002	TBC	Potential S106	V

Report 2: Schemes Awaiting Funding

Public Rights of Way

Total Value of schemes	£7,000
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	PROW 223, Mill Green Road, Fryerning - Horse Gates	Install horse gates to prevent motorised vehicles from using the bridleway.	Brentwood Rural	Ingatestone And Fryerning	Total scheme	LBRE208001	£7,000	Farmer needs to be contacted regarding this as suggestion is for a locked gate to be provided.	G

Report 2: Schemes Awaiting Funding

Passenger Transport

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Danes Way, Pilgrims Hatch - Bus Shelter	Request to install a bus shelter (as you enter Danes Way, there is a bus stop as you turn left into the looped section).	Brentwood North	Validation	LBRE185003	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
2	122 Chelmsford Road - Replacement Bus Shelter	Replacement Bus Shelter - 122 Chelmsford Road	Brentwood North	Validation	LBRE185002	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
3	2 Chelmsford Road - Replacement Bus Shelter	Request to replace the damaged bus shelter between the Courage Playing Fields and 2 Chelmsford Road.	Brentwood North	Validation	LBRE185004	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
	High Street, Ingatestone - Replacement Bus Shelter	Request for a new bus shelter outside of The Bell public house	Brentwood Rural	Validation	LBRE205001	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V