

## COLCHESTER LOCAL HIGHWAYS PANEL

Minutes of the meeting held on 22 September 2020 - 10.00

### ONLINE MEETING: MICROSOFT TEAMS

<b>Chairman:</b>	County Councillor Anne Brown
<b>Panel Members:</b>	County Councillors John Baker, Dave Harris, John Jowers, Sue Lissimore, Lee Scordis, Anne Turrell and Julie Young Borough Councillors Lyn Barton, and Dennis Willetts Parish Councillors: Robert Johnson (sub for John Gili-Ross)
<b>Officers:</b>	Essex Highways: Sonia Church – Highways Liaison Manager, Jon Simmons – Highways Liaison Officer Alan Lindsay - Transportation Planning and Infrastructure Manager.  Colchester Borough: Rosa Tanfield – Group Manager, Neighbourhood Services, Aaron Hunter- Neighbourhood Manager Jane Thompson, Transport and Sustainability Project Officer
<b>Secretariat:</b>	Colchester Borough: Jan Mooney – Democratic Services Officer

Item		Owner
1.	<b>Welcome and Introductions:</b> The Chairman welcomed Councillors and officers to the meeting.	
2.	<b>Apologies for Absence</b> Cllrs Bryan Jarvis, John Gili-Ross and Roger Mannion	
3.	<b>Minutes of the meeting held on 9 June 2020</b> The minutes of the meeting held on 9 June 2020 were confirmed as a correct record.	
<b>S</b>	<b>Matters arising from minutes of previous meeting</b>  <i>Action –</i>  Noted Tiptree Section 106 funding to be covered under Item 5.  Sonia Church highlighted that the contact email for referrals to the Safer, Greener, Healthier scheme had been included in the minutes. This is shown again for ease of reference: <a href="mailto:SGH.Routes@essex.gov.uk">SGH.Routes@essex.gov.uk</a>	

	<p>Jon Simmons explained that the action on the Devolution Pilot scheme for Parish and Town Councils was outstanding. <i>It was agreed that discussion of this be deferred to the next meeting so that John Gili- Ross can participate on behalf of CALC.</i></p> <p>Sonia Church explained that a date was being sought for member training on the website. <i>John Gili- Ross to arrange a date including EALC and CALC for a virtual training session for members (including parish council members) to learn about the new website functionality.</i></p> <p>Scheme No.15 – Shrub End Estate – Walnut Tree Way LCOL182038 John Simmons updated members that suppliers of wigwag signs now operational and the estimated time of delivery is 4 – 6 weeks.</p> <p>No.43 – Station Road junction with Chapel Rd, Church Rd, Factory Hill, Tiptree – TMI LCOL162049 Sonia Church clarified that the issue of works to the junction had been previously explored and change could involve removing properties with resulting high costs. This would take the decision outside the remit of the panel. Severity of the problem had to be balanced against the cost of any scheme. Councillor Jowers stressed that this problem with the junction was long standing and a way to resolve the issue needed to be found particularly as upcoming developments would mean that more residents would be using the junction. Alan Lindsay explained how Local Plan modelling (Stage1) and looking at feasibility (Stage 2) helps inform S106 Funding requests. Councillor Turrell concurred with Sonia Church that this was not for Local Highways Panel. <i>To be passed to Major Schemes.</i></p> <p>No.1 – Monkwick Cycleway improvements, Maypole – Cycle Route. LCOL164001 Councillor Harris asked for feedback on the Cycle Route overall and Sonia Church informed the panel that a report was being drawn together listing schemes with costings from £200k, any over £500k would be referred to Major Projects. The panel noted that schemes over £200k would be referred to Councillor Bentley (Portfolio Holder) and agreed sight of the list would be useful.  <i>Sonia Church to circulate the list to panel members by email rather than bringing the report to the next meeting, this would assist in expediting matters.</i></p>	<p><b>JS</b></p> <p><b>JGR</b></p> <p><b>JS</b></p> <p><b>JS/AL</b></p> <p><b>SC</b></p>
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<p><b>5</b></p>	<p><b>Major Projects – process of grading schemes</b></p> <p>Alan Lindsay spoke to the Panel stating that the figure of £500k typically defines a Major Scheme. An incremental approach to how a scheme is developed is taken</p> <ul style="list-style-type: none"> <li>• looking at current network to ensure it is maintained and managed to move people and goods easily</li> <li>• targeted and more local improvements -junctions, new access (Local Highways Panel may have involvement here)</li> <li>• major investment – substantial junction or link road</li> </ul> <p>A large solution isn't always immediate, small improvements could be considered first to mitigate issues.</p> <p>The pipeline of schemes is developed through referrals from Local Highways Panels (LHPs), Local Plans, members direct/from Boards and opportunities to bid to central government.</p> <p>Major Schemes project management has a seven-stage process that is followed by monitoring and evaluation:</p> <ol style="list-style-type: none"> <li>1. Possible solutions -similar to validation. Different modes and interesting to note what schemes might come over from LHP</li> <li>2. Evaluating options</li> <li>3. Preferred option</li> <li>4. Outline design</li> <li>5. Detailed design</li> <li>6. Construction</li> <li>7. Completion</li> </ol> <p>He emphasised that there were limited pots of funding for different stages of schemes, the first look would be feasibility before progressing to Advanced Scheme Design. He confirmed that whilst cycle schemes would sit with Major Projects, pedestrian crossings were not normally covered.</p> <p>Councillor Willetts raised the issues around the developments at Northern Gateway and Tollgate, and Councillor Jowers also had concerns on Tollgate. Alan Lindsay assured the Panel that for the scheme at Tollgate the problems should be addressed. Martin Mason was taking forward the tie in to the A12 scheme in discussions with Highways England.</p> <p>Councillor Turrell stated her concern about the issues of damage done to existing road surfaces in the older part of Mile End by new schemes (Northern Gateway). There was a need for crossings and an issue with a roundabout where cycling accidents were occurring as it was too small.</p>	
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	<p>Alan Lindsay continued explaining that if possible, at pre application stage a conversation on Developers' contributions is held; this could provide a safer mechanism. Moving forward there is an aim to think more sustainably and be better prepared.</p> <p>Funds can be held for 2-5 years and in some instances longer through negotiation of a Deed of Variation but in some instances, developers would look to claw back monies if not used.</p> <p>Sonia Church raised the possibility of tapping into Major Projects funding for some schemes – such as Monkwick link to the National Cycle Network and Alan Lindsay clarified that later this year there would be a further opportunity to bid for more sustainable transport Funding. Councillor Harris confirmed that the school had gifted necessary land and the fence line is installed ready to go – could Emergency Active Travel Fund be used for this? Alan Lindsay responded that there was no opportunity for ATF monies and Sonia Church said with lighting, trees and other costs the total cost for the scheme came in at £200k. This would be kept in mind.</p> <p>Councillor Willetts had concerns about converging major into small schemes/segments for LHP and stressed that there should be a clear escalation path to major projects when a larger scheme is taking resources. The focus of the Panel should be more on smaller schemes.</p> <p>Councillor Johnson raised cycling structure in Mile End and other areas of the town where there was some non-compliance (gear change document). Alan Lindsay confirmed that he was looking to make temporary measures introduced permanent and would be looking to identify where there was non-compliance but there was no funding. Mile End Road was top of the list.</p> <p><i>Action:</i>  <i>It was proposed that Martin Mason or a member of the team be invited to the Annual Meeting of the LHP where budget setting is to be reviewed to assist in consideration of any areas of concern where problems are likely to grow.</i></p>	
<p><b>6</b></p>	<p><b>Highway Rangers Update</b></p> <p>Rosa Tanfield – Group Manager, Neighbourhood Services at Colchester Borough Council introduced Aaron Hunter-Neighbourhood Manager who has taken over line management responsibility for Colchester's 2 Highway Rangers who transferred under the TUPE' arrangements on 1 May.</p> <p>A ten page works summary had been circulated to Members and Aaron informed members that 91 of the 100 jobs outstanding for</p>	

	<p>2019 had been completed. Work was on-going on 2020 list and this was primarily vegetation cutting highway verge maintenance. 84 tasks were open in 2020 and 64 had been added in the last few months, Aaron explained tasks were allocated out and results were being achieved.</p> <p>Councillor Brown queried what happens if a task is refused as parishes do not hear back, Aaron stated that if they were not for the Colchester highway rangers then the task request would be referred on to Essex County Council. Jon Simmons confirmed that these are added to a monthly summary of tasks outside rangers' remit, added to the work programme and sent to the appropriate team. Councillor Brown was concerned that parishes needed to be aware of the service and how to report issues, some PR was needed and Councillor Johnson suggested that Aaron be a guest speaker at a CALC. Quarterly updates will be submitted to the panel and could be circulated to parishes.</p> <p>Councillor Lissimore raised issue of outstanding jobs and no communication on why they had been delayed. Rosa Tanfield clarified that for cutting back tasks bird nesting season had to be taken into consideration. Aaron expanded on this saying there had been a huge number of tasks outstanding and prioritisation was taking place for specific ones that were causing a hazard. Any issues should be flagged through the correct channels.</p> <p>Councillor Harris noted the number of jobs and that there were 2 members of staff and asked about capacity, do we have a backfill for sickness and Annual Leave? Is training available to staff for example to update on weed control now not using Glyphates?</p> <p>Rosa Tanfield explained that the rangers had come over from Essex with funding ring fenced for two officers and there were no proposals to change or backfill. The backlog that came over with them was completed and non-health and safety issues were low level priority or for the community. The rangers would have the tools to deliver and would be part of the work in applying the reduction in glyphate usage. Training is planned.</p> <p>First focus had been to clear the back log and Councillors on the panel were pleased with the achievement.</p> <p>Councillor Willets was concerned that the majority of the tasks listed were in urban areas and that rural areas were not accessing the service. Highway rangers could only work on roads with 30mph limit and many country lanes had a limit of 40mph or no speed limit at all. Communities/parishes sometimes undertook works themselves and the current perspective was that rural areas got a poor deal. A compensation payment could be made to Parishes for carrying out highway rangers' work.</p>	
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	<p>Jon Simmons reminded members that any issue could be reported to Essex Highways online and an officer will assess and pass to highway rangers if appropriate. Sonia Church further clarified no compensation would be paid and if work was on a derestricted road it should be reported via Essex Highways and Councillor Brown added that work on roads where the limit was over 30 mph would be upgraded to the maintenance team.</p> <p>All agreed that there needed to be proactive dialogue with Parish Councils, more awareness of the process between parishes and council wards, and of reporting channels. Sonia encouraged LHP members to promote this.</p> <p><i>Action:</i></p> <p><i>Councillor Johnson to raise Highway Rangers and reporting processes at CALC and invite Aaron Hunter to attend.</i></p> <p><i>Aaron Hunter to report back to LHP in 6 – 9 months with an update.</i></p>	<p>RJ</p> <p>AH</p>
<p><b>7.</b></p>	<p><b>Report on Funded Schemes 2020/21</b></p> <p>Jon Simmons asked the panel to consider how to allocate £50k saving that had been identified for this year and in order to progress the schemes the panel agreed the following:</p> <p>No 14 Nelsons Rd, Trafalgar Rd, Colchester - Dropped kerbs LCOL163016 – <i>additional £12000 – kerbs and resurfacing</i></p> <p>No 26 Shrub End Estate - Walnut Tree Way school 20mph with wigwags LCOL182038 – <i>additional £2000 – kerbing</i></p> <p>Councillor Harris raised the issue of a possible crossing here in the future and Sonia Church explained that government research has shown that pedestrian crossings have a higher likelihood of personal injury as they raise the perception of safety. Cllr Barton suggested a crossing in Paxman Avenue around the corner away from the zig zags.</p> <p>The Panel noted the following funded schemes:</p> <p>No.1 - Monkwick Cycleway Improvements, Maypole - Cycle Route completed</p> <p>No. 2 Brinkley Grove Road, Mill Road, Colchester - Junction modifications LCOL002001 <i>Refund from BT for statutory undertakers diversion works £19,500 which can now be reallocated in 2020/21Q3</i></p>	

<p>No.3 – Maldon Road, Tiptree – 40mph buffer. LCOL182018          No.4 – Salcott Crossroads, Colchester Road – bus stop improvements. Wheelchair users unable to use public transport (buses) due to lack of accessibility. LCOL185010          No.5 – Mersea Tourism Signing – Investigation of East Mersea Tourism Signage to ensure it is all correct. LCOL182037          No.6 – Apprentice Drive, Myland – Signage – School ahead warning signs. LCOL183016          No.7 – High Street (near ‘Bill’s’), Colchester – Footway improvements to stepped section of footway. LCOL173004  <i>Completed but engineer to revisit as uneven slabs reported by Councillor Turrell</i>          No.8 – Dedham Road, Dedham – Gateway features to formally mark the boundaries of Dedham. LCOL162035 - completed          No.9 – The Heath, Castle Hill, Dedham – Comprehensive 30mph repeater signage review. LCOL172003- completed          No.10 – Roosevelt Way, Colchester – Give way signage accompanied by painted white triangle carriageway marking. LCOL172028 - completed          No.11 – Rowhedge Village – Small village and is a large cul-de-sac where the parish would like us to investigate the feasibility of a 20mph zone. LCOL182047          No.12 – Footpath 20, West Mersea – Surface upgrade 1.5m in width, approx. 365m in length, vegetation cut back with surfacing. LCOL168008          No.13 – Creffield Road, Colchester – Local cyclists have suggested improvements due to near misses. LCOL194001          No.15 - Berechurch Hall Road Jw Berechurch Road, Colchester – Footway link. LCOL163014 completed          No.16 – Cowdray Ave Jw North Station Rd (Albert RAB) - Cycling improvements. LCOL191003- Funding of £12,250 can be reallocated          No.17 – Mersea Road, Colchester – Tactiles at existing dropped kerbs and footway widening. LCOL173006          No.18 – A134 j/w Nayland Road – Cycling improvements. LCOL191001          No.19 – Station Way, Marks Tey – Crossing Improvements. LCOL201001          No.20 – Packards Lane j/w B1508, Wormingford – Signing. LCOL201001          No.21 -Station Road, Wivenhoe - Bus stop improvements LCOL185006 - completed          No.22 – Runkins Corner, Langham Lane, Boxted. – Signing.          No.23 – Tufnell Way, Colchester – 20mph Zone. LCOL172007          No.24 – Villa Road, Stanway – School 20mph with wigwags. LCOL182030 completed          No.25 – Normandy Avenue, Colchester – Dropped kerbs. LCOL173009          No.27 – Colchester Post Construction Safety Audits. LCOL201004          No.28 - NE Essex Co-operative Academy, Turner Road, Colchester – Signage LCOL192044</p>	<p><b>JS</b></p>
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<p><b>8.</b></p>	<p><b>Report on Schemes awaiting funding</b></p> <p>Jon Simmons presented the report providing an update on the current position on the schemes which the Colchester Local Highway Panel had recommended for inclusion in the 2020/21 programme.</p> <p>The panel agreed to allocate funds from the £50k saving that had been identified to the following schemes:</p> <p><b>Traffic Management</b>          No.13 Circular Road North, Colchester - Bollard £2000 LCOL182024          No.20 Iceni Way, nr King's Ford Infant School, Colchester - Build out improvements -£6500 LCOL192029          No.23 B1025 Abberton to Peldon – Traffic management improvements-£6500 LCOL192010          No.27 B1026 Peldon to Salcott – Traffic management improvements-£5000 LCOL192033          No.28 O/s Chappel Primary School, The Street, Chappel - 20mph-£10,500 LCOL192035          No.32 O/s 52 Mill Road, Mile End – Road markings- £2000 LCOL192032</p> <p><b>Passenger Transport</b>          No.9 Shakespeare Road &amp; Scott Drive, Colchester -Bus cages - £3000 LCOL205001</p> <p>Jon Simmons updated that some surveys were now taking place such as automatic traffic counts. In the December report to the panel consideration would be given to validations and any schemes for the next financial year 21/22.</p>	<p><b>JS</b></p>
<p><b>9</b></p>	<p><b>Any other business</b></p> <p>Councillor Jowers raised the issue of the installation of double redlines and red lines on Victoria Esplanade and Coast Road in Mersea and the lack of consultation. This is something that would have been undertaken by the Parking Partnership and could be raised with Councillor Robert Mitchell or Councillor Mike Lilley or through Essex Members' Enquiry Team.</p> <p>Councillor Barton reported an incident in St. John's Street where a resident fell – a temporary bollard had a black base -the same colour as the road surface – some tape is need on these so residents(especially the visually impaired) can differentiate. Councillor Scordis agreed to take this up.</p> <p>Councillor Johnson urged panel members to be vigilant as tranche 2 bids for ATF would be coming up shortly and there was a need to ensure that submissions are not out of kilter with current guidance on cycling in urban areas.</p>	<p><b>LS</b></p>

<b>8</b>	<b>Date of next meeting:</b>  The next meeting of the Local Highway Panel would take place on: <ul style="list-style-type: none"><li>• Tuesday 1 December 2020, 10:00am online meeting, Microsoft Teams</li></ul>	
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