

## BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 11th October 2018 6.00pm

### Committee Room 1, Causeway House, Bocking End, Braintree

<b>Chairman:</b>	Councillor Mrs J Beavis (ECC)
<b>Panel Members:</b>	Councillor J Abbott (ECC)
	Councillor Mrs M Cunningham (BDC)
	Councillor Mrs S Wilson (BDC)
	Councillor J Bendall (BALC)
	Councillor D Gronland (BALC)
	Councillor P Horner (BALC)
	Councillor D Smith (BALC)
	Councillor A Hensman (BDC), Councillor R Ramage (BDC) and Councillor P Schwier (BDC) were also in attendance.
<b>Officers:</b>	David Gollop – Design Manager, Essex Highways Jasmine Wiles – Asst. Highways Liaison Officer, Essex Highways Samir Pandya – Commercial and Business Support Manager (BDC)
	Lisa Hinman, Area Manager for North Essex Parking Partnership, Neil Jones, Principal Planner (BDC) and Kris Radley, Cycling Officer (ECC) (until 6.40pm) were also in attendance.
<b>Secretariat:</b>	Alison Webb – Governance and Members Officer (BDC)
	(ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)

Item	Owner
1.	<b>Welcome and Introductions:</b>
	Councillor Mrs J Beavis, Chairman of the Local Highways Panel, welcomed everyone to the meeting and she invited those present to introduce themselves.
	In particular, the Chairman welcomed Members of Braintree District Council's Overview and Scrutiny Committee which was currently conducting a Scrutiny Review into the role of the Highway Authority in the Braintree District. Members of the Committee had been invited to observe this meeting of the Panel.

**Local Highways Panel - Changes and Revised Terms of Reference:**

Councillor Mrs Beavis reported that a meeting of County-wide Local Highways Panel representatives had been held at Country Hall, Chelmsford on 3rd April 2018 to discuss how the Panels were operating and if any changes should be made. A further meeting had taken place in September 2018 at which Councillor Bentley, Essex County Council's Cabinet Member for Infrastructure had indicated that he proposed to introduce changes to the way in which the Panels operated. One of these changes would enable all County Councillors in an area to attend meetings of their Local Highways Panel and to have voting rights. All County Councillors would receive training on highway matters. In addition, at least one Member of each Panel would be appointed to represent Parish Councils in the area. Councillor Mrs Beavis was pleased to report that some of the changes already applied to the Braintree Highways Panel and that they would not be a detriment to the way in which the Panel operated. New Terms of Reference would follow.

As part of the Cabinet Member's improvements, a Highways Highlights Bulletin which contained information about highway matters was being published on a regular basis.

**Cycling Officer's Report:**

Councillor Mrs Beavis was pleased to welcome Mr Kris Radley, Essex County Council's Cycling Officer to the meeting and she invited Mr Radley to give a presentation to Members of the Panel on the County Council's Cycling Strategy.

Mr Radley stated that the aim of the Strategy, which had been adopted in 2016, was to enable people to cycle safely and more often and to double the number of people cycling by 2025 in line with the Department of Transport's target. People would be encouraged to treat cycling as an everyday activity, which would help to reduce congestion, improve air quality and enhance the health and well-being of local people. The key themes of the Strategy were cycle path design best practice; to promote behavioural change regarding modes of travel; to encourage high profile cycling events to take place in Essex; and to provide a coherent cross-County cycle network.

Cycling Action Plans for a cycle network had been prepared for each District/Borough in the County. These were available to view on Essex County Council's website. The Cycling Action Plans would assist in seeking funding from the Department of Transport via the Local Cycling and Walking Infrastructure Plan process (LCWIP). In particular, it was proposed that key cycling corridors should be

	<p>established in the County. Braintree, Chelmsford and Colchester were key target towns and it was proposed that they should link to a strategic network. It was hoped that funding for this network would be obtained from the Department of Transport in the 2019/20 financial year.</p> <p>Following his presentation, Mr Radley answered questions raised by Members of the Panel.</p>	
<p><b>2.</b></p>	<p><b>Apologies for Absence and Declarations of Interest:</b></p> <p><b>Apologies for Absence:</b></p> <p>Apologies for absence were received from Councillor G Butland (BDC) Councillor D Louis (Vice-Chairman) (ECC), Councillor R Mitchell (ECC) and Councillor R van Dulken (BDC).</p> <p><b>Declarations of Interest:</b></p> <p>There were no interests declared.</p>	
<p><b>3.</b></p>	<p><b>Public Questions:</b></p> <p>There were no questions asked, or statements made.</p>	
<p><b>4.</b></p>	<p><b>Minutes:</b></p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 29th March 2018 were approved as a correct record and signed by the Chairman, subject to Minute 11 (Date of Next Meeting) being amended to indicate that the next meeting of the Panel would take place on 11th October 2018 (the meetings scheduled for 21st June 2018 and 20th September 2018 had been cancelled).</p>	
<p><b>5.</b></p>	<p><b>Matters Arising from Minutes of the Previous Meeting:</b></p> <p>It was reported that all action points which had been recorded at the meeting of Braintree Local Highways Panel held on 29th March 2018 had been dealt with and updates were provided.</p> <p>The following matters were raised:-</p> <p><u>Minute 3 – Public Questions (Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Crossing)</u></p> <p>Members of the Panel expressed their appreciation for the maintenance work which had been carried out at this location. However, it was acknowledged that this was a temporary measure and that a permanent solution was required. It was queried whether</p>	

	<p>such work could be carried out as part of Highways England's proposed construction of 'on' and 'off' slip roads at Millennium Way, Braintree, but Members were advised that the slip roads project would not include improvements to the B1018. A more permanent scheme was proposed which was dependent on a local land owner making land available and planning permission being granted for a development proposal. It had also been suggested that the scheme could be funded from the 'New Homes Bonus'.</p> <p>Members were aware that although this scheme had been discussed for many years, it remained a priority as the site was very dangerous. It was reported that if the value of the work exceeded £250,000, it would be categorised as a capital scheme and it would not be funded from the Local Highways Panel's budget.</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To check the current status of this scheme.</b></p> <p><u>Minute 5 - Matters Arising from Minutes of the Previous Meeting (Minute 8 - Appendix - Section 106 Agreements – Progress Update 2017/18 - Junction improvements and signal enhancement at Newland Street/The Avenue/The Grove, Witham)</u></p> <p>Councillor Abbott indicated that white lining work at this junction had not been carried out and that drivers were unable to see the traffic signals when turning from Newland Street into The Grove, Witham.</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To investigate Councillor Abbott's queries.</b></p> <p><u>Minute 6 – Finance Update</u></p> <p>A financial update relating to schemes implemented in the 2017/18 financial year was circulated at the meeting. This showed budget allocation and predicted expenditure for each scheme and it indicated a number of variances.</p> <p>Further financial information was provided during the consideration of Item 6 - Approved Works Programme. The discussion relating to this information is recorded in Minute 6 of this meeting.</p> <p><u>Minute 7 – Approved Works Programme</u></p> <p>Reference was made to an on-going flooding issue at Mill Lane/Guithavon Valley, Witham, which related to the inadequacy of existing drains and insufficient drainage. In an update, it was reported that design work would be undertaken during the 2018/19 financial year. As the work had been categorised as a capital, surface water alleviation scheme, it would not be funded from the Local Highways Panel's budget. It was anticipated that the scheme could be implemented in early 2019.</p>	<p>(HLO)</p> <p>(HLO)</p>
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<b>6.</b>	<p><b>Approved Works Programme:</b></p> <p>Consideration was given to a report setting out a programme of schemes which the Panel had recommended for approval. The report provided an update on the current position of all schemes which had been recommended for inclusion in the 2017/18 and 2018/19 programmes of work. The schemes denoted in ‘green’ had been completed; those denoted in ‘grey’ had been cancelled and could be removed from the schedule; and those denoted in ‘yellow’ were to provide an update to the Local Highways Panel. The report also included schemes which had been prioritised for implementation in 2019/20 as part of a rolling programme.</p> <p>In an update to the budget position, it was reported that some high value schemes had been cancelled and that a number of small scale schemes which had been carried out by the ‘Direct Delivery Team’ had been implemented at a reduced cost. In the circumstances, funding was available to implement up to 13 ‘Direct Delivery Team’ schemes plus £100,000 for other schemes contained within the rolling programme and on the list of potential schemes during the 2018/19 financial year.</p> <p>In discussing this Item, it was reported that top-up funding was required for schemes LBRA155005, LBRA181004 and LBRA175001. Members of the Panel agreed that top-up funding should be provided as detailed in paragraph (4) below.</p> <p><b>DECISION:</b></p> <p>(1) That the following ‘Direct Delivery Team’ schemes on the 2019/20 rolling programme be recommended for approval:-</p> <p style="padding-left: 40px;"><u>Traffic Management</u></p> <p style="padding-left: 40px;">LBRA172025 – Installation of a give way sign on the approach to Colemans Bridge, Little Braxted Lane j/w Colemans Bridge, Witham Estimated Cost:- £3,000</p> <p style="padding-left: 40px;">LBRA172026 - Installation of advance bend warning signage, Ashes Farm Cottages, Ashes Road, Cressing Estimated Cost:- £4,000 (This scheme to be implemented with scheme LBRA172027)</p> <p style="padding-left: 40px;">LBRA162068 – Improvement of existing signs at the bends on the B1018 Maldon Road, Witham Estimated Cost:- £8,000</p> <p style="padding-left: 40px;">LBRA172028 - Reduction in the size of an old road sign, or relocation to avoid visibility issues for people waiting at the</p>
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	<p>bus stop, Spa Road, Witham Estimated Cost:- £4,000</p> <p>(2) That the following schemes on the 2019/20 rolling programme be recommended for approval:-</p> <p><u>Traffic Management</u></p> <p>LBRA162004 - Implementation of measures from the detailed design, Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham Estimated Cost:- £39,000</p> <p>LBRA162074 – Design for upgrading the PAR street lamps to improve task lighting, Zebra crossing, Church Lane, Bocking Estimated Cost:- £4,000</p> <p>LBRA162076 - Design to determine if a build-out is feasible to prevent vehicles being driven the incorrect way along a one way system, Hedingham Road, Bulmer Tye Estimated Cost:- £4,000</p> <p>(3) That it be recommended that the following schemes on the 2019/20 rolling programme be retained on hold:-</p> <p><u>Traffic Management</u></p> <p>LBRA152070 - Installation of new signs and re-routing of HGVs to stop HGVs becoming stuck, Oak Road, Rivenhall Estimated Cost:- £60,000</p> <p>LBRA142020 - Installation of kerbs to overrun area to prevent damage to the village green, Colneford Hill/Colne Park Road, White Colne Estimated Cost:- £24,000</p> <p>LBRA142021 - Installation of concrete kerbs around the Colne Park Road section of the village green, White Colne Estimated Cost:- £8,500</p> <p>LBRA152042 – Provision of a one way system, Panfield Lane junctions with Aetheric Road and Rayne Road, Braintree Estimated Cost:- Not known</p> <p>(4) That it be recommended that top-up funding, as detailed below, be provided for the following schemes:-</p> <p>LBRA155005 - Installation of raised kerbs, hardstand and path, Crematorium, Halstead Road, High Garrett Estimated Cost:- £15,000 (whole scheme)</p>	
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	<p>£4,000 top-up required to move a light column</p> <p>LBRA181004 - Signage and road lining amendments/improvements at the mini roundabout, Aetheric Road j/w Panfield Lane, Braintree Estimated Cost:- £17,000 (whole scheme) Estimated £6,000 top-up required to provide a power supply (It was agreed that if further funding was required, Jasmine Wiles, Assistant Highways Liaison Officer should seek the approval of Members of the Panel by E-Mail).</p> <p>LBRA175001 - Feasibility study into the provision of raised kerbs, High Street, Halstead Estimated Cost:- £4,000 (whole scheme) £1,500 top-up required for a topographical survey regarding drainage</p>	
<p><b>7.</b></p>	<p><b>Potential Schemes List:</b></p> <p>Consideration was given to a report containing a list of potential schemes. Members of the Panel were requested to recommend schemes for inclusion in the 2019/20 programme and to highlight schemes which could be removed from the list.</p> <p>As discussed during the previous Agenda Item, it was reported that funding was available to implement up to 13 'Direct Delivery Team' schemes plus £100,000 for schemes on both the rolling programme and the list of potential schemes.</p> <p>The total value of unallocated schemes on the potential schemes list was £763,750.</p> <p><b>DECISION:</b></p> <p>(1) That the following 'Direct Delivery Team' schemes be recommended for approval:-</p> <p><u>Traffic Management</u></p> <p>LBRA162071 - Directional signage to both the cemetery and the recreation ground, Ridgewell Road, Great Yeldham Estimated Cost:- £8,000</p> <p>LBRA172008 - Replacement of existing 30mph advisory bend warning signs with 20mph advisory bend warning signs, Rickstones Road, Rivenhall Estimated Cost:- £8,500</p> <p>LBRA172012 – Extension of 30mph speed limit, Bovingdon Road, Blackmore End, Wethersfield</p>	

	<p>Estimated Cost:- £5,000</p> <p>LBRA172027 – Advance ‘farm traffic’ warning sign, Ashes Road, Cressing Estimated Cost:- £4,500 (This scheme to be implemented with scheme LBRA172026).</p> <p>LBRA172035 - Deer warning signage, Duck End, Rayne and Shalford Green Estimated Cost:- £5,500</p> <p>LBRA172046 - Investigation into current signage, Sudbury Road, Gestingthorpe Estimated Cost:- £5,500</p> <p>LBRA182020 – Tree planting, Valentine Way, Silver End Estimated Cost:- £4,500 (part) In discussing this scheme, it was agreed that Phase 2 of the scheme to install grasscrete to roads in Silver End be added to the list of potential schemes. <b>Action By: Jasmine Wiles, Essex Highways. To include Phase 2 of the scheme to install grasscrete to roads in Silver End on the list of potential schemes.</b></p> <p><u>Walking</u></p> <p>LBRA173001 – Installation of dropped kerbs, Brain Road j/w Service Road, Witham Estimated Cost:- £22,000</p> <p>LBRA173004 - Installation of dropped kerbs close to No. 59 Kynaston Road, Panfield Estimated Cost:- £15,500</p> <p>LBRA183001 - Installation of dropped kerbs, Western Road, Silver End Estimated Cost:- £8,500</p> <p>(2) That the following schemes be recommended for approval:-</p> <p><u>Traffic Management</u></p> <p>LBRA162065 – Feasibility study into measures to improve visibility at the mini-roundabout, A1124 Colchester Road and roundabout j/w Fenn Road, Halstead Estimated Cost:- £5,500</p> <p>LBRA172030 – Provision of a salt bin, School Field, Birdbrook Estimated Cost:- £750</p>	<p>(HLO)</p>
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	<p>LBRA172041 - Feasibility study into the provision of a salt bin and land negotiations, Kestrel Rise, Halstead Estimated Cost:- £2,000</p> <p>LBRA182003 – Feasibility study into installation of passing places, or amendment of road layout, Yeldham Road, Sible Hedingham Estimated Cost:- £6,500 (Duplicate of scheme LBRA162034 which is to be removed from the list).</p> <p>LBRA182007 - Feasibility study into the extension of the layby, Syers Field, Blackmore End, Wethersfield Estimated Cost:- £5,500</p> <p><u>Walking</u></p> <p>LBRA173008 – Feasibility study into the provision of a Zebra crossing, B1256 Rayne Road, Braintree Estimated Cost:- £6,500</p> <p><u>Passenger Transport</u></p> <p>LBRA185001 – Provision of a bus shelter, Halstead Road, Gosfield Estimated Cost:- £12,000 <b>Action By: Jasmine Wiles, Essex Highways. The Panel recommended this scheme for approval, subject to Jasmine Wiles checking that any planning permission for residential development on adjacent sites does not require the provision/upgrading of local bus stops</b></p> <p>LBRA185002 - Provision of a bus shelter, Rowley Hill opposite Crunch Croft, Sturmer Estimated Cost:- £12,000 <b>Action By: Jasmine Wiles, Essex Highways. The Panel recommended this scheme for approval, subject to Jasmine Wiles checking that any planning permission for residential development on adjacent sites does not require the provision/upgrading of local bus stops</b></p> <p>LBRA185003 - Replacement of existing glass bus shelter with a wooden bus shelter, The Street, Hatfield Peverel Estimated Cost:- £12,000 <b>Action By: Jasmine Wiles, Essex Highways. The Panel recommended this scheme for approval, subject to Jasmine Wiles checking that any planning permission for residential development on adjacent sites does not require the provision/upgrading of local bus stops</b></p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
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	<p>(3) That it be recommended that the following schemes be removed from the list of potential schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA162034 – Installation of passing places/grasscrete, Yeldham Road, Sible Hedingham Estimated Cost:- Not known (It was reported that a duplicate of this scheme was included within the list of potential schemes (scheme LBRA182003 refers).</p> <p>LBRA162069 - Horse warning signage, Rickstones Road, Rivenhall Estimated Cost:- Not known</p> <p>LBRA172013 - Traffic calming measures and introduction of a 20mph zone/limit, York Road, Earls Colne Estimated Cost:- Not known</p> <p>LBRA172020 - Improved visibility when exiting right from Rectory Lane onto Rickstones Road, Rectory Lane j/w Rickstones Road, Rivenhall Estimated Cost:- Not known</p> <p>LBARA172022 - Reduction in existing speed limit to 40mph, Western Road/Park Road/Church Road, Witham Estimated Cost:- Not known</p> <p>LBAR172023 - Safety improvements, West Ford Farm Cottage, Church Road, Rivenhall Estimated Cost:- Not known</p> <p>LBRA172040 – Provision of road narrowing signage on the approach to the bend, B1018 Braintree Road, Cressing Estimated Cost:- Not known</p> <p>LBRA182006 - Reduction in speed limit to 40mph, Howe Street, Finchingfield Estimated Cost:- Not known</p> <p>LBRA182008 - Provision of traffic calming features, Mill Park Drive, Braintree Estimated Cost:- Not known</p> <p>LBRA182022 – Provision of traffic calming features, Vauxhall Drive and Maple Avenue, Braintree Estimated Cost:- Not known</p>	
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	<p><u>Walking</u></p> <p>LBRA173009 – Installation of dropped kerbs, A1124 Colchester Road, Halstead Estimated Cost:- Not known</p> <p>(4) That it be recommended that the following schemes, the status of which has been assessed as ‘red’ as they do not meet the criteria, remain on the list of potential schemes.</p> <p><u>Traffic Management</u></p> <p>LBRA162022 - Feasibility study for 20mph zone/limit, Valentine Way and School Road, Silver End Estimated Cost:- Not known</p> <p>LBRA162023 - Feasibility study for 20mph zone/limit, Grooms Lane and all of the Daniel Way Estate, Silver End Estimated Cost:- Not known</p> <p>LBRA162043 - Feasibility study for 20mph zone/limit, Tye Green, Cressing Estimated Cost:- Not known</p> <p>LBRA162064 - Feasibility study for 20mph zone/limit, Francis Way j/w Broadway, Silver End Estimated Cost:- Not known</p> <p>LBRA172029 - Improved signage, Hedingham Road, Halstead Estimated Cost:- Not known</p> <p>(5) <u>Traffic Management</u></p> <p>LBRA162026 - Implementation of a Quiet Lane, Sheepcotes Lane, Silver End <b>Action By: Jasmine Wiles, Essex Highways. To advise Councillor Abbott if this scheme relates to the whole length of Sheepcotes Lane, Silver End</b></p> <p>(6) <u>Traffic Management</u></p> <p>LBRA172036 – Feasibility study into the provision of a salt bin and land negotiations, Old Challis Rise, Rayne <b>Action By: Jasmine Wiles, Essex Highways. To discuss with Councillor Smith how this scheme may be implemented.</b></p>	<p>(HLO)</p> <p>(HLO)</p>
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	<p>(7) <u>Traffic Management</u></p> <p>LBRA182012 – Protection of Grade II Listed Building, Bridge Street, Coggeshall  <b>Action By: Jasmine Wiles, Essex Highways. To advise Councillor Mrs Wilson which Listed Building is to be protected.</b></p> <p>(8) <u>Walking</u></p> <p>LBRA163006 – Completion of sections 2 and 3 of footway (Rolphs Farm to Brettons 400m), Boars Tye Road, Silver End  <b>Action By: Jasmine Wiles, Essex Highways. To arrange a meeting between Councillor Abbott, Councillor Mrs Beavis, Samir Pandya, Jasmine Wiles and a Braintree District Council Planning Officer to discuss the implementation of this scheme as planning permission has been granted for the development of two adjacent plots of land.</b></p> <p>(9) <u>Walking</u></p> <p>LBRA163001 – Installation of footway and retaining wall, western side of Colne Road, Coggeshall  <b>Action By: Jasmine Wiles, Essex Highways. To arrange a site meeting to consider this scheme.</b></p> <p>(10) <u>Speed Surveys and Revenue</u></p> <p>8 – Change in speed limit, B1018 Maldon Road, Witham  <b>Action By: Jasmine Wiles, Essex Highways. To advise Councillor Mrs Wilson where the change in speed limit is to be located.</b></p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
<p>8.</p>	<p><b>Appendix:</b></p> <p><b>Highways Rangers:</b></p> <p>Consideration was given to a report on work requests received for the Highways Rangers and the work completed by them for July 2018 and August 2018.</p> <p>In discussing this Item, Members of the Panel wished to record their appreciation for the timely manner in which the Highways Rangers had dealt with the work requests.</p> <p><b>Section 106 Agreements – Progress Update:</b></p> <p>Consideration was given to a report on the progress of the following four schemes which were being funded via Agreements under</p>	

	<p>Section 106 of the Town and Country Planning Act 1990.</p> <ul style="list-style-type: none"> <li>- Traffic measures – Crossing (10002827) (in progress)</li> <li>- Installation of dropped kerbs – Nether Priors, Halstead (10002802) (in progress)</li> <li>- Highway improvements – A131 Mount Hill, Halstead (ZHB10002580) (in progress)</li> <li>- Provision of shared pedestrian/cycleway - Maltings Lane, Witham (10001409) (in progress)</li> </ul>	
<p><b>9.</b></p>	<p><b>Any Other Business:</b></p> <p><b>Potential Schemes Comparison:</b></p> <p>Councillor D Smith referred to an E-Mail which he had circulated to Members of the Panel on 10th October 2018 setting out the results of his analysis of the Potential Schemes List. Councillor Smith explained that the analysis related to the lists prepared for the Panel’s meeting scheduled for 21st June 2018, which had subsequently been cancelled, and for the meeting of 11th October 2018.</p> <p>Councillor Smith stated that between June and October 2018 there had been a small increase in the number of schemes on the List from 74 to 85, but that the total value of the schemes had increased from £419,500 to £763,750.</p> <p>In order to manage the Potential Schemes List in a better way, Councillor Smith suggested that Ringway Jacobs/Essex County Council should provide estimated costs when validating new schemes.</p> <p><b>Braintree Local Highways Panel - Appointments With Jasmine Wiles, Assistant Highways Liaison Officer:</b></p> <p>The Chairman reported that Jasmine Wiles, Essex Highways Assistant Highways Liaison Officer had arranged to work from Causeway House, Braintree on the last Thursday of every month to enable Councillors to meet with her to discuss highway related issues. This new arrangement had commenced in July 2018 and it was working well. It was suggested that details of this facility should be forwarded to the Parish and Town Councils in the District. Members of the Panel commended this new initiative and other recent changes which had improved the way in which the Panel operated.</p>	
<p><b>10.</b></p>	<p><b>Date of Next Meeting:</b></p> <p>It was noted that the next meeting of Braintree Local Highways Panel would take place on 17th January 2019.</p>	

	<p>A future meeting of Braintree Local Highways Panel will take place on 28th March 2019.</p> <p>The meeting commenced at 6.00pm and closed at 8.10pm.</p> <p>Councillor Mrs J Beavis (Chairman)</p>	
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