

**COLCHESTER LOCAL HIGHWAYS PANEL MINUTES – THURSDAY
14TH DECEMBER 2017 – 2PM**

Committee Room 2, County Hall.

Chairman:	CC Anne Brown
Panel Members:	CC Anne Turrell (Deputy), CC Member Kevin Bentley, CC Member Sue Lissimore, CC Member Julie Young, Cllr John Gili-Ross, Cllr Brian Jarvis, Cllr Dennis Willetts, Cllr Lyn Barton
Officers:	EH David Gollop – Design Manager EH Joe Hazelton – Highway Liaison Officer EH Jasmine Wiles – Assistant Highway Liaison Officer
Secretariat:	EH Paula Montague – Technical Assistant

Item		Owner
1.	Welcome and Introductions	
2.	Apologies for Absence Cllr Lyn Barton, Cllr John Gili-Ross Declarations of interest None	
3.	Minutes of meeting held on 9 October 2017 to be agreed as correct record	
4.	Matters Arising from Minutes of the previous meeting The Strood – Officer attended site to inspect float switch; this does not appear to be the issue. Further investigations are required; a Street Lighting Technician will attend site and make recommendations, this should provide a more detailed answer. 20mph policy – Cllr Willetts expressed concern that this seems to be going on and on. JH is chasing for an answer on this but confirmed that this is out of his control. Footpath 8, Wivenhoe – costs have been received. Network Rail require an officer to supervise on site, which is delaying final programme dates. JH will update Cllr Young in due course.	

	<p>LCOL142061 - London Road, zebra crossing - Discussion is required, this will arise later in the meeting.</p> <p>LCOL152021 - Googerat Road/Circular Road West – JH has arranged meeting for Thursday 21 December with Cllr Lissimore, Cllr Barton, Taylor Wimpey, Colchester Borough Council Parks and Recreational Officers and Essex Highways Design Team Leader. JH will update the Panel following the meeting.</p> <p>S106 contribution circulation – JH was advised an email had been sent from the Cabinet office. Awaiting confirmation that this is the case. JH will update.</p> <p>Third Party Processes – The process is in stages of being finalised. Once they have been approved and signed off, Paul Grimwood will attend a Panel meeting to explain further.</p> <p>LCOL162043 - Flagstaff Road/Circular Road East - The validation request has been updated, currently waiting for details from the validation report to be returned before progressing.</p> <p>Passenger Transport – JH and CB attended a site meeting at West Bergholt and have agreed a way forward with the Parish Council. This meeting also provided information on Potential Schemes for next year.</p> <p>LCOL162041 - Mill Road – JH has had sight of a draft copy of the physical works but this is yet to be signed off. JH will chase sign off and share with Cllr Turrell as soon as possible.</p>	<p>JH</p>
<p>5.</p>	<p>Approved Works Programme Update 2017/18</p> <p>Budget will be confirmed in February 2018.</p> <p>JH clarified to the Panel that schemes prioritised on the rolling programme are ‘back up’ programmes (P2). Cllr Turrell questioned budget for these. JH advised that these could be considered for funding in the next financial.</p> <p>The panel have reviewed all schemes on pages 12 and 13 (Report 2 – Approved Works Programme).</p> <p><i>The Panel unanimously agreed funds have been invested in Feasibility Studies, Detailed Designs therefore they should progress to implementation.</i></p> <p>London Road, Copford – JH will provide Cllr Bentley with an update. A top up of £29,000 is required to complete the drainage element of this scheme and design of the zebra crossing. There is a saving this year of approximately £25,000 from Berechurch Hall Road which could be used towards this scheme. Cllr Young would</p>	

	<p>like options presented to Panel for use of surplus funds before a decision is made. JH advised at this point in the financial year we would only be able to progress an existing scheme; we would not be able to add any new ones to the programme.</p> <p>This scheme will require additional funding for implementation in the next financial year, this will be approximately £50,000 - £70,000. This cost is high as there are significant drainage works required to facilitate the zebra crossing.</p> <p>Cllr Bentley advised the existing drainage system cannot cope with current building works so this will also alleviate this. Costs to implement the zebra crossing are also higher than normal as it will require a number of extra features including additional lighting and high PSV surfacing (anti-skid). Cllr Bentley suggested speaking to Floods team to ask whether they can assist with funding as drainage is potentially flooding issue. JH will liaise with Floods team and report back to the Panel.</p> <p>Byway 243, Bromley Road to Roach Vale – Cllr Young advised this is a very well used PROW however there are also significant works required to improve the drainage which would need to be addressed before any surface improvements could be undertaken. The target cost for these works is £50,000. Suggested this should also be referred to floods team to request any additional funding. JH will liaise with the Floods team and report back to Panel by January 2018. London Road and Byway 243 schemes will remain on the LHP list until a response is received and a clear way forward confirmed.</p> <p><i>The Panel unanimously agreed that all of this year's schemes would transfer on to next years approved schemes list if they are not completed this year.</i></p>	
<p>6.</p>	<p>Potential Schemes List for consideration of Panel in 2017/18</p> <p>DG recommended the panel over allocate schemes for the whole budget as the Casualty Reduction budget is yet to be confirmed. Over allocation will mean if any schemes fall within the Casualty Reduction budget there will be prioritised reserve LHP schemes which can be progressed instead.</p> <p>£260,000 has already been allocated from next year's LHP budget for Colchester, this leaves £240,000 to be allocated.</p> <p>Maldon Road, Tiptree - Cllr Brown stated this is an important safety issue and would like it to remain on the list.</p> <p>Tuffnell Way/Littlewood Mews Junction, Mile End – Cllr Turrell does not believe this is a priority and can remain towards the bottom of the list.</p>	

	<p>Severalls Lane/Wyncolls Road – Cllr Turrell stated this is a priority.</p> <p>Berechurch Road, Britannia Mews - £6,000 is the figure for the detailed design. Implementation will require additional funding. This is a lower priority scheme.</p> <p>Kingsland Road j/w Yorick Road/Prince Albert Road, Mersea – Residents have complained about tourists getting lost. Cllr Bentley suggested this would not be a considered a safety priority but it could be suggested to the Town Council that progress of this scheme could be accelerated if they match fund LHP contributions. This could also apply to Parish Councils and other non-safety requests such as bus shelters. Parish/Town councils could also maintain such assets.</p> <p>Cllr Young suggested blanketing all bus shelters on the list in requesting Parish/Town Councils to match fund bus shelters. Cllr Bentley agreed. Shelters would still be provided by EH; standard cost is approximately £7,500. JH will review the Passenger Transport schemes on the list and liaise with Parish/Town Councils suggesting match funding could ensure progressing of the project.</p> <p>Cllr Willets expressed concern that there are significant areas in the Colchester Borough that are non-parished; the Panel need to maintain fairness.</p> <p>Main Road, Wormingford – Cllr Brown states school children are quite exposed to elements at this bus stop so a shelter is required.</p> <p>Blackberry Road/Holly Road, Stanway – This is a lower priority scheme.</p> <p>Northern Approach j/w Mill Road – Cllr Bentley believes the traffic signal investigation is not within the Terms of Reference. There is separate work being undertaken to establish when lights are required; this is unlikely to have definitive answers for approximately 6 months. Cllr Turrell does not believe this will improve this issue. <i>The Panel unanimously agreed to remove this scheme from the list.</i></p> <p>Meyrick Crescent – The cost for this scheme is more likely to be approximately £1,200. This is to remain on the list.</p> <p>Abbots Road j/w Ladbrooke Drive – Cllr Young suggested requests for new shelters should be prioritised over replacing old ones. The current Panel are unsure of the rationale for this request. This scheme should remain on the list while the rationale is explored.</p>	
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Rectory Hill/Arlesford Road, Wivenhoe – This is a parished area and should be considered as per earlier discussion regarding match funding.

Colchester Road, Wakes Colne – Cllr Bentley suggested the bus company should fund this as drivers not being aware of the locations of their stops is a failure of the bus company.

Ashbury Drive, Marks Tey – A request for funding contribution should be submitted to the Parish Council.

Cllr Lissimore entered the meeting.

A134 j/w Boxted Church Road, Great Horkesley – The cost of delivery is slightly higher due to electrics below the location of the shelter. A request for funding contribution should be submitted to the Parish Council.

Mason Road, Colchester – This is within a non-parished area therefore should remain on the list.

The Cricketers and The Walk, Spring Lane, Eight Ash Green – These are both within parished areas therefore Parish Councils should be approached for match funding as per earlier discussion.

Cllr Willetts suggested the LHP pay £7,500 towards bus shelters; if the locality request something different for aesthetic purposes they should fund the difference.

East Mersea Road, West Mersea – Clarification of requirements should be sought from the Town Council.

Head Street, Rowhedge – Cllr Lissimore queried whether this will be wide enough for mobility scooters.

Blackberry Road/Holly Road, Stanway – Cllr Bentley queried the cost of this scheme. DG advised it has been in the programme for quite some time; we now have a specific budget for cycling schemes. DG will investigate this further and advise the Panel in due course.

Footpath 20, West Mersea – The Panel considered whether the Rangers service could undertake the vegetation cutting and how much the footpath is used. JH advised the vegetation would only be a small part of this scheme. The Panel agreed 300 yards of surfacing works for £8,000 and for the cutting to be inclusive is good value.

The Panel unanimously agreed to prioritise this scheme.

	<p>Byway 47, Dedham – Cllr Brown informed the Panel that 4x4s use this bridleway to race along until the reach they broken bridge and then become stuck as there is no through route. They often have to be towed out. One resident has been injured as a result of this activity. Cllr Brown is concerned that repairing the bridge would encourage this activity as it would facilitate a through route. On this basis Cllr Brown suggests moving this scheme to the bottom of the list and delaying repair for as long as possible.</p> <p>Park Lane, Langham – The Panel agreed this scheme should be prioritised.</p> <p>Dedham Road, Boxted – Development in this area means Boxted has doubled its school size so this scheme may be important. The figures shown are only for the completion of the Feasibility Study and needs to be verified. JH will check this and report back to the Panel.</p> <p>Monkwick Estate, Maypole – The background work for this scheme has been undertaken. The PRow runs from the top end of School Road to Lord Holland Road, there will be land dedication involved. The figure shown is for the design only as this will include liaising with the school regarding lease of the land, diversion of the PRow and allowance for associated legal fees. However, implementation would be additional cost. <i>The Panel unanimously agreed this scheme should be prioritised.</i></p> <p>Brook Road, Great Tey – The figure given for this scheme includes design and implementation. <i>The Panel unanimously agreed this scheme should be prioritised.</i></p> <p>DG advised the Panel that he has been tasked with reviewing the cost/justification of installing road markings and what crews are paid per shift. Going forward we would be looking at grouping them together or in conjunction with surfacing works to avoid duplication of payment. This would mean if lining/road marking schemes could be grouped with capital works, LHP funding would not be required.</p> <p>The Strood – The railings are in a poor state of repair. There is currently uncertainty around whether the railings are on the publicly maintainable highway. If they are not County owned Highways are unable to repair or replace them. Cllr Bentley states this should be prioritised by the Panel before any bus stops. DG to investigate who last repaired them and report back to Cllr Bentley. There is a safety issue as there are no posts with reflectors.</p> <p>JH to liaise with Gili-Ross regarding approaching Parish/Town Councils in relation to match funding for non-safety schemes.</p>	<p>JH</p> <p>DG</p> <p>JH</p>
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	<p>Potential Schemes</p> <p><u>Traffic Management</u></p> <p>The Panel noted two there are two schemes for Wakes Colne. Discussion concluded that the Parish Council would be likely to prioritise Station Road/Jupes Hill. Cllr Lissimore reminded the Panel to take all schemes on a case by case basis regardless of where they are.</p> <p>The Panel reviewed all potential TM schemes.</p> <p>Tyburn Hill, Wakes Colne – There is potential that this scheme could be developer funded. JH to refer to Peter Chillingworth.</p> <p>Station Road/Jupes Hill, Wakes Colne – The Panel agreed to include this as a potential scheme.</p> <p>Crown Street, Dedham – Yellow lines have recently been installed by the NEPP which have alleviated this issue. <i>The Panel agreed to remove this scheme from the list.</i></p> <p>The Street, Chappel – This is a safety issue and should remain on the list.</p> <p>Holly Road, Stanway – The description on the list is misleading; the actual issue is that ambulances have difficulty finding the residential home and the owner has approached Cllr Bentley in this regard. DG provided clarification on DfT guidelines regarding superfluous signage/clutter however if the Panel feel strongly the Cabinet Member can be approached in relation to this scheme. The owner of the home has advised he would be willing to fund the signage. DG and JH to investigate further.</p> <p>East Road, East Mersea – Speed survey indicates reported speeding is perception. <i>The Panel agreed to remove this scheme from the list.</i></p> <p>Belle Vue Road j/w Rectory Hill, Wivenhoe – Cllr Young expressed concern that there was another accident at this location in the last week.</p> <p>Cllr Willetts would like to be notified, along with lists of schemes, where there is a history of accidents. DG advised the Panel that the Casualty Reduction team do pick up on this but they only receive data for sites the police attend. We could review schemes with consideration to police reports. Cllr Brown states ambulances do arrive but the police do not always attend.</p>	<p>JH</p> <p>JH</p>
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<p>Cllr Brown also advises Parish Councils to ensure police are aware of collisions so that their data is up to date.</p> <p>Beverly Road, Colchester – Cllr Lissimore would like this scheme prioritised as there are a number of schools at this location and children are crossing the road in several locations. Surveys are required to establish how this can be managed. JH advised potential surveys are on a separate list from which the Panel can recommend priorities. Cllr Brown reminded the Panel that schools should also be approached to remind students about road safety.</p> <p>Phillip Road j/w High Street, Wivenhoe – The issue at this location is that sight lines are poor as the signage masks visibility. JH anticipates costs for this scheme should be available by the next meeting.</p> <p>Bromans Lane, East Mersea – This has been completed by Essex Highways. <i>The panel agreed this can now be removed from the list.</i></p> <p>Winstree Road, Stanway – Survey information is currently being gathered.</p> <p>Posford Court, Colchester – Cllr Turrell would like this scheme prioritised.</p> <p>Brinkley Grove Road, Colchester – This location has been an issue for 10 years. JH to investigate estimated timescale for completion of trial holes.</p> <p>Salisbury Avenue, Colchester – It is anticipated implementation of this scheme will cost £3,500. Cllr Lissimore is meeting with JH on 21 December 2017 to discuss this scheme.</p> <p>Fernlea, Braiswick – This needs to remain on the list as part of a wider investigation of which Cllr Grundy is aware, following a recent highways surgery.</p> <p>Northern Approach Road near j/w Wallace Road, Mile End – Cllr Turrell would like to prioritise this scheme. Major Projects may be looking to implement a bus lane within the next 3-5 years which may mean any crossing would need to be amended however the timescale for bus lane is unclear. This is a 40mph road so a crossing at this location would need to be a controlled crossing rather than a zebra crossing which would cost in the region of £80,000 - £100,000. Cllr Bentley and Cllr Lissimore agree there is a need to pursue this scheme however Cllr Bentley feels the cost is too large for LHP. Suggested Cabinet Members for Highways and Education should be approached for funding.</p>	<p>JH</p>
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	<p>JH advised the Feasibility Study has already been funded by the LHP; this will be referred to the Cabinet Members once it is received.</p> <p><u>Walking</u></p> <p>Shrub End Road, Colchester – Criteria has been met. Validation is being finalised and should be ready with estimated cost in next couple of weeks.</p> <p>High Street, Colchester - Early conversations indicate something can be done to alleviate this issue. JH advised a redesign might be required to address optical illusion. <i>The panel unanimously agreed to prioritise.</i></p> <p>Mersea Road, Colchester - JH will investigate whether the bus shelter validation is in the same location as this issue.</p> <p>Bowes Road, Wivenhoe – Cllr Young would like to prioritise this scheme. <i>Jasmine Wiles left the meeting.</i></p> <p>Glen Avenue j/w Cymbeline Way – The speed of traffic suggests a requirement to investigate controlled crossing point. With a controlled crossing point further along the road, the Panel agree that an additional one is not justified.</p> <p>High Street, Dedham – The tree by the church is part of the scene of the village. The wall will and footway will require redesigns to allow footway widening.</p> <p>Nelsons Road/Trafalgar Road – Parish to be amended.</p> <p><u>Passenger Transport</u></p> <p>Stratford Road, Dedham – This will require removal of the TRO.</p> <p>Colchester Road, West Bergholt – <i>The panel unanimously agreed to prioritise this scheme.</i></p> <p>Hawthorn Avenue, Colchester – Cllr Young advised the majority of residents in this area use buses and would like to prioritise this scheme.</p> <p><u>PROW</u></p> <p>Footpath 70, Myland – Some work has already been completed. This is a well-used footpath and this scheme is to join the two parts up.</p>	<p>JH</p> <p>JH</p>
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	<p>Cllr Lissimore queried whether any S106 funds would be available to complete this work, Cllr Turrell advised S106 allocation has already been agreed; this issue is where works have been completed. Cllr Lissimore suggested double checking new pathways as part of S106 from new developments and will email JH with contact details. <i>The panel agreed to prioritise this scheme subject to further information.</i></p> <p>Restricted byway 243 (access to Roach Vale School) – The Panel agreed this scheme should also be referred to drainage as per earlier discussion.</p>	<p>JH</p>
<p>7.</p>	<p>Appendix</p> <p>Cllr Brown advised the Panel she recently attended Surgery with Cllr Grundy to ask whether Rangers service could work better with Colchester Borough Council (CBC) as CBC are currently looking at service redesign. Cllr Brown suggested financially supporting this but has been advised moving the service to CBC may cause TUPE problems. Cllr Bentley believes the current two tier system does not work and that the service should be integrated as Parish Council handymen often advise many issues are highway related problems. Cllr Jarvis commented, the Highway Rangers seem to be duplicating work of Zone Wardens. The Panel noted Chelmsford City Council have an integrated service. Cllr Bentley suggested discussion with CBC. DG advised, discussion may need to be at a political level rather than highway officer level. With regards to the TUPE, should CBC agree, they would take on the two man Rangers crew and their associated costs. Cllr Willetts advised CBC requested funding for them which should be in place for 5 years however it has been difficult to get reassurance of this. Cllr Brown would like an officer to pull this together. DG will draw up a report on this.</p> <p><u>Awaiting Surveys</u> The panel noted there is one politically sensitive scheme that is not on the list.</p> <p>Halstead Road, Stanway – Cllr Bentley would like clarification on the exact location being referred to. <i>JH will investigate and report to Cllr Bentley.</i></p> <p>JH advised that the outstanding survey list is shown in chronological order. Cllr Lissimore suggested that if this is the case the surveys should be done in chronological order starting with the oldest.</p>	<p>DG</p> <p>JH</p>

	<p>DG advised the Panel that less than 20% of surveys undertaken actually show that an issue needs to be addressed. The Panel confirm that often they are used to demonstrate there is no issue. Cllr Lissimore acknowledged sometimes this is the price we have to pay.</p> <p><i>Axial Way, Colchester</i> - Preparation for a crossing point which needs to be a priority. With the exception of this, the Panel unanimously agreed the survey list would be worked in chronological order.</p> <p>Cllr Young raised a concern that she believes it is inappropriate that districts across Essex have the same revenue budget despite their size meaning some heavily populated districts are put at a disadvantage. <i>Cllr Bentley will address accordingly.</i></p>	
<p>8.</p>	<p>AOB</p> <p>Proposed amendments to signals at Head Street j/w Culver Street.</p> <p>JH read the following statement to the Panel:</p> <p>“The Traffic signals are among the oldest in the County. Last year, a renewal design was commissioned. The design removes the signals from the junction and leaves a renewed signal controlled pedestrian crossing. Although there is not a requirement, the change will be formally published. It is good practice to inform as many interested parties as possible”</p> <p>Panel Members to email officer with any useful contacts that are to be informed.</p> <p>Cllr Turrell requested Cllr Scoris is informed. Cllr Lissimore advised the Fairer Access to Colchester Group should be advised and will email JH contact details. The Panel suggested Colchester Borough Council should also be informed.</p>	
<p>9.</p>	<p>Date of next meeting: March - JH to advise</p>	<p>JH</p>