

BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 21st September 2017 6.00pm

Committee Room 1, Causeway House, Bocking End, Braintree

Chairman:	Councillor Mrs J Beavis (ECC)
Panel Members:	<p>Councillor J Abbott (ECC) Councillor D Louis (Vice-Chairman) (ECC)</p> <p>Councillor G Butland (BDC) Councillor Mrs M Cunningham (BDC) Councillor R van Dulken (BDC) Councillor Mrs S Wilson (BDC)</p> <p>Councillor J Bendall (BALC) Councillor P Horner (BALC)</p> <p>Councillor Mrs D Garrod (BDC) was also in attendance.</p>
Officers:	<p>Sonia Church – Highways Liaison Manager, Essex Highways Jasmine Wiles – Asst. Highways Liaison Manager, Essex Highways Paul Partridge - Head of Operations (BDC)</p>
Secretariat:	<p>Alison Webb – Governance and Members Officer (BDC)</p> <p>(ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)</p>

Item		Owner
1.	<p>Welcome and Introductions:</p> <p>Councillor Mrs J Beavis, Chairman of the Local Highways Panel, welcomed everyone to the meeting. Councillor Mrs Beavis introduced Ms Lisa Hinman, Area Manager for North Essex Parking Partnership, who had been invited to attend the meeting. Ms Hinman outlined the Parking Partnership's responsibilities for the enforcement of on-street and off-street parking in the Braintree District and her specific role. Ms Hinman invited Members of the Panel to contact her by E-Mail if they had any queries.</p>	
2.	<p>Apologies for Absence and Declarations of Interest:</p> <p>Apologies for Absence</p> <p>Apologies for absence were received from Councillor D Gronland (BALC) and Councillor D Smith (BALC).</p>	

	<p>Declarations of Interest</p> <p>There were no interests declared.</p>	
<p>3.</p>	<p>Public Questions:</p> <p>There were no questions asked, or statements made.</p>	
<p>4.</p>	<p>Minutes:</p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 6th July 2017 were approved as a correct record and signed by the Chairman.</p>	
<p>5.</p>	<p>Matters Arising from Minutes of the Previous Meeting:</p> <p>It was reported that all action points which had been recorded at the meeting of Braintree Local Highways Panel on 6th July 2017 had been dealt with.</p> <p>The following matters were raised:-</p> <p><u>Minute 1 – Welcome and Introductions – Name of Braintree Local Highways Panel</u></p> <p>It was reported that the Cabinet Member for Highways had been consulted about the name of the Panel reverting back to Braintree ‘District’ Local Highways Panel. The Cabinet Member had agreed to consider the request and to review the names of all other Local Highways Panels across the County in accordance with the Panels’ new Terms of Reference.</p> <p><u>Minute 1 – Welcome and Introductions – Training</u></p> <p>It was reported that a training session on the work and responsibilities of the Local Highways Panel had been arranged for Thursday, 26th October 2017 at Causeway House, Braintree between 1.00pm and 4.00pm (rescheduled from 12th September 2017). All Members of the Panel, Essex County Councillors representing the Braintree District and all Braintree District Councillors were invited to attend. It was requested that the session should include training on Section 106 Agreements.</p> <p><u>Minute 4 – Matters Arising – Schemes for Consideration by the Panel</u></p> <p>(Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Crossing)</p> <p>It was reported that on 18th July 2017 Braintree District Council’s Planning Committee had granted permission for the development of a DIY Store on adjoining land, subject to a Section 106 Agreement. One of the Terms of the Agreement stipulated that the DIY Store should not open for trade until land in the ownership of the applicant,</p>	

<p>which was required to deliver the B1018 Braintree Road Crossing Improvement Scheme had been dedicated to the Highway Authority free of all charges.</p> <p>Concern was expressed that the road improvements could be delayed pending the opening of the store. However, Jasmine Wiles, Essex Highways reported that she had met with the land owner who had stated that the land would be made available when required by the Highway Authority. It was reported that the estimated cost of the scheme (£200,000 in the 2014/15 financial year) could be higher than previously reported. The scheme could not be funded until the 2018/19 financial year at the earliest and it could utilise at least half of the Panel's annual budget. It was queried whether any other sources of funding were available. It was reported that the Panel's Terms of Reference stated that schemes with a value less than £200,000 should be considered for funding by the Local Highways Panel and that those in excess of £200,000 should be funded from other Essex Highway budgets.</p> <p><u>Minute 5 – Public Questions</u> (Speeding vehicles - Dog Chase, Wethersfield) Councillor G Butland reported that, in his capacity as Essex County Councillor for Three Fields and Great Notley Division, he had met with residents and representatives of Wethersfield Parish Council on site to discuss the way forward. It had been agreed that the Parish Council should carry out a survey of residents regarding possible solutions and report back on the solution which had the support of the majority.</p> <p><u>Minute 6 – Approved Works Programme Update 2017/18</u> It had been requested that actual scheme costs were provided to the next meeting of the Panel. Sonia Church stated that this information could be considered commercially sensitive due to the bid/award system that Essex Highways undertook. Members of the Panel reiterated that as they were accountable to the public when making decisions, it was important that someone should be responsible for monitoring expenditure against the Panel's budget to ensure that value for money was achieved. Essex County Council currently monitored expenditure against budget however the Panel would like this escalated. It was agreed that the appropriate Finance Officers for Essex Highways and Ringway Jacobs should be contacted and an acceptable solution sought. Sonia Church reassured the Panel that a meeting would be arranged to discuss this.</p> <p>Action By: Sonia Church, Essex Highways. To report back to the Chairman of the Panel before the next meeting.</p> <p>In discussing this Item, reference was made to a missing sign directing traffic from Earls Colne to Coggeshall which had been reported to Essex Highways on previous occasions. Councillor Mrs</p>	<p>(HLO)</p>
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	<p>Beavis, in her capacity as Essex County Councillor for Halstead Division, agreed to follow this matter up.</p>	
<p>6.</p>	<p>Village Gateway Signs – Funding</p> <p>Members of the Panel were requested to consider whether the Panel should support requests for ‘gateway signs’ at the entrances to villages/towns to be funded from the Panel’s budget. It was noted that the Panel had agreed in the past not to support such requests and Parish/Town Councils were required to finance the signs themselves.</p> <p>It was reported that requests for ‘gateway signs’ were validated by Essex Highways, who determined whether the signs could be erected on the highway. Whilst it was the policy of Essex Highways to permit such signs, their ability to reduce the speed of approaching vehicles was considered to be dependent on location. Parish/Town Councils were expected to fund the provision of the signs, although some part funding could be available.</p> <p>Members agreed that in future the Panel should consider requests for ‘gateway signs’. However, the Panel would not normally support the funding of these unless there were overriding road safety issues, which a highway engineer had confirmed could be mitigated by the provision of a ‘gateway sign’. If there were mitigating circumstances, the Panel would recommend that the Cabinet Member for Highways should consider the request.</p>	
<p>7.</p>	<p>Approved Works Programme Update 2017/18:</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 programme of work. The report included also schemes which had been prioritised for implementation in 2018/19 as part of the rolling programme of work.</p> <p>Members were reminded that the capital budget for Braintree Local Highways Panel for 2017/18 was £407,789. From this sum, £28,000 had been allocated to safer roads schemes and, in total, schemes to the value of £314,500 were programmed to be delivered in 2017/18. The total value of schemes in the rolling programme for 2018/19 was £188,000.</p> <p>In discussing this Item, specific reference was made to the following matters:-</p> <p>Scheme 162017 - Installation of a VAS sign for vehicles travelling South-bound, Kelvedon Road, Coggeshall</p>	

	<p>It was noted that due to there currently being a ‘road narrowing’ VAS close to the vicinity it would be seen as signage clutter if the VAS signs were too close together. Another speed survey had been arranged along Kelvedon Road, Coggeshall to see if the VAS could be installed in a different location. The scheme is to be placed on hold for the 2017/18 financial year for further investigation.</p> <p>Scheme LBRA162003 – Relocate sign and upgrade to a larger blue ‘width restriction’ sign along The Grove, The Grove j/w Pasture Road, Witham It was noted that the existing signage was considered to be adequate, but that advance signage would benefit from having ‘width restriction’ wording added. The signage also required cleaning. Action By: Jasmine Wiles, Essex Highways. To arrange for signage at The Grove j/w Pasture Road, Witham to be cleaned by the Highways Rangers.</p> <p>Scheme LBRA168002 – Public Right of Way improvements, Footpath 19, Hatfield Peverel It was reported that funds were available due to savings on other schemes to include an additional scheme in the 2017/18 programme of work and it was proposed that this scheme should be brought forward from 2018/19. Action By: Jasmine Wiles, Essex Highways. To include scheme LBRA168002 – Public Right of Way improvements, Footpath 19, Hatfield Peverel in the 2017/18 programme of work.</p> <p>Scheme LBRA152064 – Design, Panners Roundabout adjacent to Hungry Horse Public House, A131 Great Notley It was noted that the description of this scheme should include reference to ‘provision of signal crossing’. Action By: Jasmine Wiles, Essex Highways. To amend the description of the scheme.</p> <p>Scheme LBRA152070 – Installation of new signage and re-routing of HGVs, Oak Road, Rivenhall It was noted that the description of this scheme should be amended to state that it is on hold pending an announcement on the preferred route for the widening of the A12. Action By: Jasmine Wiles, Essex Highways. To amend the description of the scheme.</p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
<p>8.</p>	<p>Potential Schemes List:</p> <p>Consideration was given to a report containing a schedule of possible schemes. It was noted that the Panel’s capital budget for its 2017/18 programme of work had been fully committed. The value of unallocated schemes on the potential schemes list currently amounted to £307,000.</p>	

	<p>It was reported that at the Panel's meeting in January 2018, Members would be requested to prioritise schemes in the 2018/19 programme of work so that these could commence in the first quarter of the new financial year.</p> <p>In discussing this Item, specific reference was made to the following matters:-</p> <p>Scheme LBRA152140 – Upgrading of pedestrian refuge B1389 Hatfield Road, Witham It was agreed that the upgrading of this pedestrian refuge West of Augustus Way, Witham to a signal crossing should be implemented as soon as possible and that it should not be delayed pending the proposed installation of a toucan crossing at the roundabout, Hatfield Road, Witham. Action By: Jasmine Wiles, Essex Highways. To recommend to the Cabinet Member for Highways that scheme LBRA152140 is included within the schedule of approved schemes.</p> <p>Scheme LBRA162034 – Installation of parking places/grasscrete, Yeldham Road, Sible Hedingham It was noted that the description of this scheme should be amended to refer to either parking 'places' or parking 'bays', but not both. At the Chairman's request, it was agreed that this scheme should remain on the schedule of potential schemes even though its status had been assessed as being in the 'red' category as it did not meet the criteria. Action By: Jasmine Wiles, Essex Highways. To amend the description of scheme LBRA162034.</p> <p>Scheme LBRA162049 – Provision of roundels at village gateway, Cressing It was agreed that although the status of this scheme had been assessed as being in the 'red' category as it did not meet the criteria, the scheme should remain on the schedule of potential schemes as there had been a fatal accident at the site recently.</p> <p>Scheme LBRA162058 – Installation of passing places, Hulls Lane, Shalford It was agreed that this scheme, which had been assessed as being in the 'red' category as it did not meet the criteria, should be removed from the schedule of potential schemes. Action By: Jasmine Wiles, Essex Highways. To remove scheme LBRA162058 from the schedule of potential schemes.</p> <p>Scheme LBRA162062 – Installation of bollards, Frostnails, Blackmore End, Wethersfield CM7 4DD It was agreed that this scheme, which had been assessed as being in the 'red' category as it did not meet the criteria, should be removed from the schedule of potential schemes.</p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
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<p>9.</p>	<p>Appendix</p> <p>Section 106 Agreements – Progress Update 2017/18</p> <p>Consideration was given to a report on the progress of the following six schemes which were being funded via Agreements under Section 106 of the Town and Country Planning Act 1990.</p> <ul style="list-style-type: none"> - Provision of two bus shelters - Newland Street, Witham (completed) - Improvements to bus stops - junction of Braintree Road/Alienor Avenue, Great Bardfield (completed) - Bus stop improvements - Rayne Road, Braintree - Passenger transport improvements (installation of bus shelter and flag pole) - Bramble Road, Witham (completed) - Highway improvements - Mount Hill, Halstead - Provision of shared pedestrian/cycleway at Maltings Lane, Witham <p>In discussing this Item, a Member of the Panel queried how much money was available for schemes funded via Section 106 Agreements. It was suggested that Mr Matt Valentine, Essex Highways, who was responsible for administering these schemes should be invited to attend the Panel’s scheduled training session on 26th October 2017 to provide more details. It was noted also that Braintree District Council maintained a register of Section 106 Agreements, which included information about funds and how they were to be allocated.</p> <p>Action By: Sonia Church, Essex Highways. To invite Mr Matt Valentine, Essex Highways, to attend the Panel’s training session on 26th October 2017 to provide more details about the finance available for schemes being funded via Section 106 Agreements.</p> <p>Highways Rangers</p> <p>Consideration was given to a report on work requests received for the Highways Rangers and the work completed by them for the months of April 2017, May 2017, June 2017, July 2017, August 2017 and September 2017.</p> <p>Members of the Panel were reminded that the process for requesting work to be carried out by the Highways Rangers had changed in order to provide a uniform system across all twelve District/Borough/City Councils in Essex. Requests were now submitted to a dedicated Highways Rangers email address using a Rangers’ Request form. The requests were collated and referred to the Highways Rangers on a monthly basis.</p> <p>It was noted that the recent review of the Highways Rangers service</p>	<p>(HLO)</p>
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	<p>had identified some work requests, which had been outstanding for some time. These requests had not previously been referred to the Highways Rangers and it was possible that some tasks were no longer required. It was proposed that the Highways Rangers service, which was provided by Braintree District Council, should utilise the Council's monitoring system to ensure the most effective use of resources.</p> <p>A Member of the Panel made reference to the need to submit some work requests every year despite the tasks being annual requirements. It was stated that preferably the Highways Rangers service should be proactive rather than reactive.</p>	
<p>10.</p>	<p>Any Other Business</p> <p>Proposers of Scheme Requests – Report Information</p> <p>Members of the Local Highways Panel suggested that 'Approved Works Programme' and 'Potential Schemes' reports submitted to the Panel should in future include the name of the Councillor, or Parish/Town Council who had proposed the scheme. The information had previously been included within these reports, but it had been removed to provide continuity across all Local Highways Panels in Essex. It was reported that the requisite information was available and that it could be re-instated.</p> <p>Action By: Jasmine Wiles, Essex Highways. To include the name of the Councillor, or Parish/Town Council proposing a scheme on 'Approved Works Programme' and 'Potential Schemes' reports submitted to the Panel.</p>	<p>(HLO)</p>
<p>11.</p>	<p>Dates of Next Meetings:</p> <p>It was noted that meetings of Braintree Local Highways Panel would take place on:-</p> <p>18th January 2018 29th March 2018</p> <p>The meeting commenced at 6.00pm and closed at 7.28pm.</p> <p style="text-align: center;">Councillor Mrs J Beavis (Chairman)</p>	

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