

## BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 29th March 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 D Louis (Vice-Chairman) (ECC)  Councillor Mrs M Cunningham (BDC) Councillor R van Dulken (BDC) Councillor Mrs S Wilson (BDC)  Councillor D Gronland (BALC) Councillor P Horner (BALC) Councillor D Smith (BALC)
	Councillor R Mitchell (ECC) Deputy Cabinet Member for Highways and Chairman of North Essex Parking Partnership was also in attendance.
	Councillor Mrs A Kilmartin (BDC), Councillor B Rose (BDC) and Councillor P Schwier (BDC) were also in attendance.
<b>Officers:</b>	Sonia Church – Highways Liaison Manager, Essex Highways Jasmine Wiles – Asst. Highways Liaison Manager, Essex Highways Samir Pandya – Commercial and Business Support Manager (BDC)  Lisa Hinman, Area Manager for North Essex Parking Partnership and Neil Jones, Principal Planner (BDC) 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.  Councillor Mrs Beavis reported that she had continued her tour of	

	<p>the District and she drew attention to photographs circulated at the meeting showing recently completed schemes. Councillor Mrs Beavis would be continuing with further visits.</p> <p>Councillor Mrs Beavis commended Members of the Panel for their continued interest and work in between meetings and she wished to record her thanks to Jasmine Wiles for responding promptly to queries raised by Members via E-Mail.</p> <p>Councillor Mrs Beavis informed Members of the Panel that a meeting of County-wide Local Highways Panel representatives would be held at Country Hall, Chelmsford on 3rd April 2018 to discuss how the Panels were operating and if any changes should be made. The outcome of the meeting would be reported to the Panel.</p>	
2.	<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 J Bendall (BALC), Councillor G Butland (BDC) and Councillor S Canning (ECC).</p> <p><b>Declarations of Interest</b></p> <p>There were no interests declared.</p>	
3.	<p><b>Public Questions:</b></p> <p>There following statements were made:-</p> <p>A statement was made by Councillor B Rose, BDC Councillor for Witham West Ward and Witham Town Councillor of 110 Humber Road, Witham regarding Scheme LBRA162004 - Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham</p> <p>This matter was discussed under Agenda Item 7 - Approved Works Programme (Minute 7 refers).</p> <p>A statement was made by Mr J Konig of Bridport Way, Braintree regarding Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Cressing.</p> <p>Members of the Panel reiterated their concern about the current state of this stretch of road and that urgent maintenance work was a major priority.</p> <p>Councillor R Mitchell, Essex County Council, Deputy Cabinet Member for Highways reported that emergency repairs were being carried out. It was reported that, as Essex Highways did not own the land either side of the road, discussions would take place with</p>	



	<p>the relevant land owners regarding the proposed maintenance work. Councillor Mitchell agreed to keep Members of the Panel updated with progress on this matter.</p> <p><b>Action By: Councillor R Mitchell. To advise Members of the Panel of progress with maintenance and capital works.</b></p>	Cllr R Mitchell
4.	<p><b>Minutes:</b></p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 18th January 2018 were approved as a correct record and signed by the Chairman, subject to the description of Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Cressing referred to in Minutes 3 and 6 being amended to include the word 'maintenance'; and to the description of Scheme LBRA172021 – Provision of mobile VAS/SIDs, Eastways and Freebournes Road, Witham in Minute 7 being amended to delete the reference to 'Eastways' as an assessment had shown that policy criteria could not be met, to refer to 'Freebournes Road' only and that 'Witham Industrial Watch had offered to pay for the scheme'.</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To amend the descriptions of Schemes LBRA142006 and LBRA172021.</b></p>	(HLO)
5.	<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 on 18th January 2018 had been dealt with.</p> <p>The following matter was raised:-</p> <p><u>Minute 8 - Appendix - Section 106 Agreements – Progress Update 2017/18</u></p> <p>Councillor J Abbott referred to the scheme for junction improvements and signal enhancement at Newland Street/The Avenue/The Grove, Witham. Councillor Abbott queried if the work had been completed, whether the crossing point had been delivered and whether the right of way priorities at the junction were as originally proposed.</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To seek information about these queries from the Section 106 Officer, Essex Highways and to advise Councillor Abbott.</b></p> <p><u>Note:</u> During the consideration of Item 3 - Public Questions, reference was made to scheme LBRA142006 - carriageway widening, installation of a footpath and new kerbing, B1018 Braintree Road, Cressing (Minute 5 - Matters Arising from Minutes of the Previous Meeting). The discussion regarding this scheme is recorded in Minute 3 of this meeting.</p>	(HLO)



6.	<p><b>Finance Update:</b></p> <p>It was reported that financial information relating to Braintree Local Highways Panel would be discussed at a meeting of County-wide Local Highways Panel representatives which would be held at Country Hall, Chelmsford on 3rd April 2018. In the circumstances, it was agreed that the consideration of this Item should be deferred to the next meeting of the Panel.</p> <p><b>Action By: Sonia Church, Essex Highways. To submit a financial update to the next meeting of the Local Highways Panel. This matter is to be included on the Agenda as a separate item.</b></p>	(HLO)
7.	<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 programme 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.</p> <p>The report also included schemes which had been prioritised at the Panel's meeting in January 2018 for implementation in 2018/19. These schemes were subject to formal approval by Essex County Council's Cabinet Member for Highways.</p> <p>It was reported that the capital budget for Braintree Local Highways Panel for 2018/19 would be £407,789. It was proposed that £288,500 of this sum should be allocated to schemes which had been prioritised for implementation in 2018/19; £8,500 to schemes re-profiled from 2017/18 to 2018/19; and £126,500 to safer roads schemes. In total this amounted to an overspend of £15,711. However, Members of the Panel were advised that final scheme costs could change. Members of the Panel were also advised that Essex Highways had assigned a 'Direct Delivery Team' for all 12 Local Highways Panels. The Team would comprise three members of staff who would carry out small scale schemes such as signing; lining; and kerbing specifically for the Panels. It was anticipated that this new service would improve effectiveness and efficiency and reduce costs. It was suggested that the role of the Direct Delivery Team should be discussed at the next meeting for the Panel.</p> <p>Reference was made to the significant proportion of the Panel's budget (£126,500), which had been earmarked by Essex County Council's Cabinet Member for Highways for safer roads schemes. However, it was reported that a decision had not yet been made as to exactly how these schemes should be funded. It was suggested</p>	



	<p>that this matter should be raised at the meeting of County-wide Local Highways Panel representatives which would be held at Country Hall, Chelmsford on 3rd April 2018.</p> <p>Members of the Panel drew attention to a flooding issue at Mill Lane/Guithavon Valley, Witham, which was causing problems in a well-used area serving a care home, schools and commuters. The relevant Authorities were aware of the problem, which related to the inadequacy of existing drains and blocking by leaves, and insufficient drainage. It was mentioned that a feasibility study had been carried out, but potential funding had had to be allocated to other schemes. It was hoped that the work could be funded from other sources.</p> <p>Councillor D Smith stated that there was a discrepancy between the version of the Approved Works Programme included within the Panel's Agenda and the Programme which was available to view on Braintree District Council's website. It was agreed that this issue should be investigated.</p> <p>In discussing this Item, specific reference was made to the following matter:-</p> <p><b>2017/18 Programme</b> LBRA162004 – Design work, Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham Cost: £10,000 (scheme completed) It was noted that this scheme, which had been referred to under Agenda Item 3 – Public Questions (Minute 3 refers), was related to scheme LBRA172011 – Widening of existing carriageway and moving stop line forward, Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham Estimated Cost:- £35,000 (to be confirmed) on the Potential Schemes List.</p> <p><b>DECISION:</b></p> <p>(1) That the following scheme be recommended for approval, subject to the specific comments denoted:-</p> <p><u>Traffic Management</u></p> <p>LBRA172011 – Design work (possible widening of existing carriageway and moving stop line forward), Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham Estimated Cost:- £35,000 (to be confirmed) (Note: This scheme/decision is also referred to under Minute 8 – Potential Schemes List)</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To add this scheme to the rolling programme for the 2019/20 financial year.</b></p>	(HLO)
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	<p>(2) That the role of the Direct Delivery Team be discussed at the next meeting for the Panel. <b>Action By: Jasmine Wiles, Essex Highways. To report to the next meeting of the Panel on the role of the Direct Delivery Team. This matter is to be included on the Agenda as a separate item.</b></p> <p>(3) That the funding of safer roads schemes be raised at the County-wide Local Highways Panel meeting to be held on 3rd April 2018. <b>Action By: Councillor Mrs J Beavis. To raise the issue of the funding of safer roads schemes at the County-wide Local Highways Panel meeting on 3rd April 2018.</b></p> <p>(4) That the versions of the Approved Works Programme within the Panel's Agenda and appearing on Braintree District Council's website be checked to ensure that they are consistent. <b>Action By: Jasmine Wiles, Essex Highways. To check that the Approved Works Programme contained in the Agenda and appearing on Braintree District Council's website are the same.</b></p>	(HLO)  Cllr Mrs J Beavis  (HLO)
8.	<p><b>Potential Schemes List:</b></p> <p>Consideration was given to a report containing a schedule of possible schemes. Members of the Panel were advised that £423,500 had been recommended for allocation to schemes in the 2018/19 programme of work, including £126,500 for safer road schemes and £8,500 for schemes re-profiled from 2017/18 to 2018/19. This amounted to a budget overspend of £15,711.</p> <p>The value of unallocated schemes on the potential schemes list was £433,000. Members of the Panel were requested to identify possible schemes for delivery in 2018/19 should surplus funds become available and to highlight schemes which could be removed from the list.</p> <p>In discussing this item, concern was expressed about the time being taken to validate schemes. It was suggested that this matter should be raised at the meeting of County-wide Local Highways Panel representatives which would be held at County Hall, Chelmsford on 3rd April 2018.</p> <p><b>DECISION:</b></p> <p>(1) That the following schemes be recommended for approval, subject to the specific comments denoted:-</p>	

	<p><u>Traffic Management</u></p> <p>LBRA162068 – Reduction in speeds at sharp bends (improved signage), B1018 Maldon Road, Witham Estimated Cost:- £8,000 (Scheme to be allocated to the Direct Delivery Team for implementation)</p> <p>LBRA172011 – Design work (possible widening of existing carriageway and moving stop line forward), Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham Estimated Cost:- £35,000 (to be confirmed) (Note: This scheme/decision is also referred to under Minute 7 - Approved Works Programme)</p> <p>LBRA172025 – Installation of ‘give way’ sign on approach to Colemans Bridge, Little Braxted Lane j/w Colemans Bridge, Witham Estimated Cost:- £3,000 (Scheme to be added to the rolling programme of work for 2018/19)</p> <p>LBRA172026 – Installation of advance ‘bend’ warning signs, Ashes Farm Cottages, Ashes Road, Cressing Estimated Cost:- £4,000 (Scheme to be added to the rolling programme of work for 2018/19)</p> <p>LBRA172028 – Reduction, or relocation of road sign obscuring bus shelter, Spa Road, Witham Estimated Cost:- To be confirmed (Scheme to be allocated to the Direct Delivery Team for implementation once validated)</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To add the above-mentioned schemes to the rolling programme for the 2019/20 financial year.</b></p>	(HLO)
(2)	<p>That it be recommended that the following schemes be removed from the list of possible schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA172044 – Introduction of 20mph speed limit, Morton Way/Matthews Close, Halstead Estimated Cost:- Not known</p> <p><u>Walking</u></p> <p>LBRA173010 – Repair of footbridge linking Bridge Street and</p>	



	<p>Chapel Street, Halstead Estimated Cost:- £30,000 (Members of the Panel had expressed strong opposition to this scheme at their meeting on 18th January 2018 when it had been agreed not to recommend it for approval).</p> <p><b>Action By: Jasmine Wiles, Essex Highways. To remove schemes LBRA172044 LBRA173010 from the schedule of potential schemes.</b></p> <p>(3) 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 schedule of potential schemes.</p> <p><u>Traffic Management</u></p> <p>LBRA162022 – Feasibility study into introduction of 20mph speed limit/zone, Valentine Way and School Road, Silver End Estimated Cost:- Not known</p> <p>LBRA162023 – Feasibility study into introduction of 20mph speed limit/zone, Grooms Lane and all of Daniel Way estate, Silver End Estimated Cost:- Not known</p> <p>LBRA162034 – Installation of parking places and grasscrete, Yeldham Road, Sible Hedingham Estimated Cost:- Not known</p> <p>LBRA162043 – Feasibility study into introduction of 20mph speed limit/zone, Tye Green, Cressing Estimated Cost:- Not known</p> <p>LBRA162064 – Feasibility study into introduction of 20mph speed limit/zone, Francis Way j/w Broadway, Silver End Estimated Cost:- Not known</p> <p>LBRA162067 – Installation of additional signage and safety improvements at the bend, Maldon Road, Hatfield Peverel Estimated Cost:- Not known</p> <p>(4) That the time being taken to validate schemes be raised at the County-wide Local Highways Panel meeting to be held on 3rd April 2018. <b>Action By: Councillor Mrs J Beavis. To raise the issue of the time being taken to validate schemes at the County-wide Local Highways Panel meeting on 3rd April 2018.</b></p>	(HLO)
		Cllr Mrs J Beavis



9.	<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.</p> <p>In discussing this Item reference was made to the encroachment of sidings on footpaths and how best to deal with this issue. It was agreed that this matter should be raised at the meeting of County-wide Local Highways Panel representatives which would be held at Country Hall, Chelmsford on 3rd April 2018.</p> <p><b>Action By: Councillor Mrs J Beavis. To raise the issue of the encroachment of sidings at the County-wide Local Highways Panel meeting on 3rd April 2018.</b></p> <p><b>Section 106 Agreements – Progress Update 2017/18</b></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"><li>- Provision of two bus shelters - Newland Street, Witham (completed)</li><li>- Improvements to bus stops - junction of Braintree Road/Alienor Avenue, Great Bardfield (completed)</li><li>- Bus stop improvements - Rayne Road, Braintree (in progress)</li><li>- Passenger transport improvements (installation of bus shelter and flag pole) - Bramble Road, Witham (completed)</li><li>- Highway improvements - Mount Hill, Halstead (in progress)</li><li>- Provision of shared pedestrian/cycleway at Maltings Lane, Witham (in progress)</li></ul> <p>As part of this Item, consideration was given to a report circulated at the meeting which set out the contributions currently available in the Braintree District via Section 106 Agreements for highway works. This information had been referred to at the last meeting of the Panel. It was proposed that additional details should be included in future reports submitted to the Panel.</p>	Cllr Mrs J Beavis
10.	<p><b>Any Other Business</b></p> <p>There were no matters raised under this Item.</p>	
11.	<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 21st June 2018.</p>	



	<p>Future meetings of Braintree Local Highways Panel will take place on:-</p> <p>20th September 2018 17th January 2019 28th March 2019</p> <p>The meeting commenced at 6.00pm and closed at 7.55pm.</p> <p>Councillor Mrs J Beavis (Chairman)</p>	
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Essex County Council

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