

BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 4th February 2019 6.30pm

Committee Room 1, Causeway House, Bocking End, Braintree

Chairman:	Councillor Mrs J Beavis (Chairman) (ECC)
Panel Members:	Councillor J Abbott (ECC) Councillor S Canning (ECC) Councillor R Mitchell (ECC) Councillor Mrs W Schmitt (ECC)
	Councillor Mrs M Cunningham (BDC) Councillor R van Dulken (BDC)
	Councillor J Bendall (BALC) Councillor D Gronland (BALC) Councillor P Horner (BALC) Councillor D Smith (BALC)
	Councillor P Barlow (BDC) (until 7:30pm) and Councillor P Schwier (BDC) were also in attendance.
Officers:	Ian Henderson – Senior Road Safety Engineer, Essex Highways Chloe Livingstone – Development Lead Officer, Essex Highways Jasmine Wiles – Asst. Highways Liaison Officer, Essex Highways Samir Pandya – Operations Strategy and Policy Manager (BDC)
	Lisa Hinman, Area Manager for North Essex Parking Partnership, was also in attendance.
Secretariat:	Jessica Mann – Governance and Members Officer (BDC) (ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)

Item	Owner
1. Welcome and Introductions: Councillor Mrs J Beavis, Chairman of the Local Highways Panel, welcomed everyone to the meeting and invited those present to introduce themselves.	

	<p>Local Highways Panel - Change to Start Time of Future Meetings</p> <p>In response to a suggestion from Members prior to the evening's meeting of the Panel, the Chairman proposed that the start time of the upcoming meetings of the Local Highways Panel be amended to 7:15pm in order to ensure that meetings of the Panel were concurrent with other evening Committee meetings at the Council.</p> <p>Members of the Panel subsequently agreed the new proposed start time.</p> <p>Error on Page 33 of Agenda</p> <p>Members were made aware of an error in respect of Page 33 of the Agenda for the Braintree Local Highways Panel, whereby a page from the Basildon Local Highways Panel Agenda had been mistakenly enclosed within the Braintree Agenda. Members were asked to disregard Page 33 of the Agenda and the correct version was provided as a handout to Members.</p> <p>Further to the amendment, the Chairman also expressed her appreciation to Jasmine Wiles, Assistant Highways Liaison Officer, for her continued work meeting with Councillors to discuss highway related issues on the last Thursday of each month. The meetings were now seeing regular attendance from Members at both Parish and District levels.</p>	
2.	<p>Apologies for Absence and Declarations of Interest:</p> <p>Apologies for Absence:</p> <p>Apologies for absence were received from Councillor G Butland (BDC), Councillor D Louis (Vice-Chairman) (ECC) and Councillor Mrs S Wilson (BDC).</p> <p>Declarations of Interest:</p> <p>There were no interests declared.</p>	
3.	<p>Public Questions:</p> <p>There were no questions asked, or statements made.</p>	
4.	<p>Minutes:</p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 11th October 2018 were approved as a correct record and signed by the Chairman.</p>	



5.	<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 held on 11th October 2018 had been dealt with and updates were provided.</p> <p>The following matters were raised:-</p> <p><u>Minute 3 – Update – Public Questions (Scheme LBRA142006 - Carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Cressing)</u></p> <p>Members were updated on progress of the scheme, the design of which had now been completed with an allocated estimated cost.</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 expressed concern that there were still improvements needed to the white lining work carried out at this junction. In response, it was explained that the Section 106 Team were responsible for the implementation of the scheme, and that its progress was reliant on the available funding under Section 106 monies.</p> <p>Action By: Jasmine Wiles, Essex Highways. To liaise with Councillor Abbott separately with regard to the progress of this scheme.</p> <p><u>Minute 7 – Traffic Management – LBRA182020 – Tree planting, Valentine Way, Silver End</u></p> <p>Members were informed that this had been added to the Potential Schemes list; however, the target cost was still awaiting confirmation.</p> <p><u>Minute 7 – Passenger Transport</u></p> <p>In respect of the schemes listed under Minute 7 for the provision of bus shelters, it was confirmed that there were no Section 106 contributions available for the locations stated.</p> <p><u>Minute 7 – Walking – LBRA163006 – Completion of sections 2 and 3 of footway (Rolphs Farm to Brettons 400m), Boars Tye Road, Silver End</u></p> <p>Members were informed that the site visit had taken place. Councillor Abbott made reference to an action agreed at the</p>	(HLO)
----	--	-------

	<p>meeting whereby an e-mail would be distributed to the Officers that were present by Jasmine Wiles in regard to the scheme's implementation. Correspondingly, Members agreed to write to residents within the site area to ascertain their inclination toward setting aside land for the site.</p>	
6.	<p>2019/20 Casualty Reduction Schemes:</p> <p>Councillor Mrs Beavis was pleased to welcome Mr Ian Henderson, Essex County Council's Senior Road Safety Engineer to the meeting and she invited Mr Henderson to give a presentation to Members of the Panel on the County Council's Casualty Reduction Schemes for the Braintree District.</p> <p>Mr Henderson gave a brief summary as to the fundamental roles of the Road Safety Engineering Team (RSET) which included fatal collision investigation across the Essex network from the perspective of highway related factors, road safety audits and annual casualty reduction site analysis for the whole of the network. Furthermore, the Team was also privy to report data produced by Essex Police further to their own site analysis. As part of their investigation work, the RSET also identified collision patterns or "clusters" which were typically four collisions in a 50 metre radius in urban areas within a three-year period, and had recently been extended to encompass the rural network, of which the criteria was three collisions in a 250 metre radius.</p> <p>Under the schemes identified within the Casualty Reduction Report, two related to sites from the previous year's report and three were new for the 2019-20 period. The first scheme from the previous year was in relation to the B1018 Millennium Way site in Braintree. Members were advised that the RSET would undertake a study of the site to investigate whether there was sufficient capacity to provide a separate right turn phase for the road signals, complete with a new signal head. The second historic scheme regarded the Witham Road B1018, Temple Lane, Silver End, which was a known collision site. A number of remedial measures were to be implemented under the scheme, including the realignment of the junction to help improve inter-visibility, replacement of the bennet with a normal junction layout to reduce traffic speeds, relocation of the water main and fire hydrant on the northern verge, a new road surface and new signage and relocation of existing flag signs.</p> <p>The third scheme within the report was in relation to the A131 Halstead Road, Braintree, whereby a study of the personal injury collisions along this section indicated that there were issues which involved loss of vehicle control by road users and collisions with other vehicles and verges. Recommended improvements included highlighting of the speed limit change close of the Crematorium</p>	

	<p>along the route, installation of verge marker posts on either side of the road and replacement of the existing Deer Warning sign with two new yellow backed warning signs in either verge. The fourth scheme was in relation to Braxted Road, Rivenhall, where a study of the personal injury collisions showed a pattern of eastbound vehicles losing control at a bend in the road. Improvements would include the provision of reflective hazard marker posts and road studs to help guide motorists around the bend, as well as enhancements to existing signage through clearing of the surrounding vegetation to improve their visibility. The fifth and final scheme within the report regarded the A131 Roundabout in London Road, Great Notley, which had shown a pattern of motorists taking the first exit off of the roundabout colliding with road users attempting to travel straight over. To help combat the behaviour of motorists around the site, the RSET would implement a number of remedial measures including speed mitigations on the approaches and through the roundabout junction.</p> <p>Following his presentation, Mr Henderson answered questions raised by Members of the Panel.</p>	
7.	<p>Approved Works Programme:</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.</p> <p>In an update to the budget position, it was reported that the total value of commissioned schemes was over-budget for 2018/19; however, a large number of these schemes were to be delivered by the 'Direct Delivery Team' and thus the Panel was still within its budget and many schemes were able to be approved as a result of savings. A further breakdown of the scheme costs would be provided at the next meeting of the Local Highways Panel, subject to approval of the final accounts.</p> <p>In discussing the Item, specific reference was made to the following matters:-</p> <p><u>Approved Schemes for Delivery 2018/19</u></p> <p>LBRA162007 – Detailed design for upgrading the current zebra crossing to a signalised crossing at Swan Street, Sible Hedingham. Members were informed of a publication error as the scheme was a feasibility study and not a design.</p>	



	<p>LBRA162061 – Installation of new signage to indicate the weight and height restrictions at Oak Road, Rivenhall.</p> <p>Action By: Jasmine Wiles, Essex Highways. To contact the Cabinet Member about whether there is a mechanism for the scheme to be taken as a one-off scheme and then advise Councillor Abbott accordingly.</p> <p>LBRA162004 – Implementation of measures from the detailed design at Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham. Cost:- £39,000 (estimate only as a quote from UKPN had yet to be received).</p> <p>It was noted that the estimated cost of this Scheme had increased by £35,000 to £74,000 further to the last meeting of the Panel in October 2018, and this was due to additional traffic management control being required. It was proposed that funding should be split between the previous year's budget and an amount from the upcoming year's budget as well.</p> <p>Members agreed to the additional costs under the scheme and noted that whilst the increase was substantial, it was necessary to ensure the scheme's delivery by the end of the financial year.</p> <p>Action By: Jasmine Wiles, Essex Highways, and Councillor Mrs Beavis, Chairman, to look at the possibility of featuring a download on Essex County Council's website which would provide users with the up-to-date budgetary figures in advance of Agenda publication for the next meeting of the Panel.</p> <p>DECISION: That the programme of schemes recommended for approval at previous meetings of the Panel be noted.</p>	(HLO)
8.	<p>Potential Schemes List:</p> <p>Consideration was given to a report containing a list of potential schemes. Members of the Panel were requested to commence prioritising schemes for inclusion in the 2019/20 programme. This process would be finalised at the next meeting of the Panel.</p> <p>It was anticipated that Braintree Local Highways Panel's capital budget for 2019/20 would be £407,789, the same as in 2018/19. The budget would be determined by Essex County Council in February 2019. It was noted that five Casualty Reduction Schemes for the Braintree District would be funded from this figure.</p> <p>The total value of unallocated schemes on the potential schemes list excluding the Casualty Reduction Schemes was £620,500.</p>	(HLO/Cllr Mrs J Beavis)



	<p>DECISION:</p> <p>(1) That the following schemes be recommended for approval:-</p> <p><u>Traffic Management</u></p> <p>LBRA182026 – Provision of ‘20’s Plenty’, Pebmarsh Road, Pebmarsh Estimated Cost:- £7,000 (It was noted that this was a priority scheme for Councillor Finch)</p> <p>LBRA182027 – Provision of lining, signing and other measures, The Street, Pebmarsh and surrounding areas Estimated Cost:- £12,500</p> <p><u>Walking</u></p> <p>LBRA163006 – Completion of sections 2 and 3 of the footway, (Rolph’s Farm to Brettons 400m), Boars Tye Road, Silver End Estimated Cost:- £97,500</p> <p>LBRA173003 – Improvement to current footway and installation of dropped crossing and tactile paving, Hill Lane, j/w the A1017, Sturmer Estimated Cost:- £69,000</p> <p>(2) That it be recommended that the following schemes be removed from the list of potential schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA162067 – Additional signage on bend and additional safety improvements, Maldon Road, Hatfield Peverel Estimated Cost:- Not known</p> <p>LBRA172029 – Improved signage, Hedingham Road, Halstead Estimated Cost:- Not known</p> <p>LBRA172031 – Change existing speed limit to 30mph, Beazley End/Codham Little Park, Wethersfield Estimated Cost:- Not known</p> <p>LBRA172032 – Provision of advance, bend warning signage, Hall Road, Panfield Estimated Cost:- Not known</p> <p>LBRA172033 – Installation of a Vehicle Activated Sign</p>	
--	--	--



	<p>(VAS), Church Lane, Cressing Estimated Cost:- Not known</p> <p>LBRA172039 – Installation of a Vehicle Activated Sign (VAS), A1017 Rowley Hill, Sturmer Estimated Cost:- Not known</p> <p>LBRA172045 – Installation of raised kerbs from Box Mill Lane to 25 Hedingham Road, Halstead Estimated Cost:- Not known</p> <p>LBRA182011 – Provision of a salt bin, Pointwell Lane, Coggeshall Estimated Cost:- Not known</p> <p>LBRA182031 – Provision of traffic calming features, Beridge Road, Halstead Estimated Cost:- Not known</p> <p>LBRA182032 – Installation of Vehicle Activated Signs (VAS), Church Road, Greenstead Green Estimated Cost:- Not known</p> <p>LBRA182005 – Request that the current grasscrete layout be amended as soil had been left and was being overrun, School Road, Silver End. Members agreed that the scheme, which had been assessed as in 'validation,' be reconsidered by Essex Highways.</p> <p>Action By: Jasmine Wiles, Essex Highways. To take the scheme back to Essex Highways for reassessment as the current validation was considered to be inadequate.</p>	(HLO)
(3)	<p><u>Walking</u></p> <p>LBRA163001 – Design for the installation of a footway including a retaining wall (option 2) on the Western side of Colne Road, Coggeshall Estimated Cost:- £71,500</p> <p>That the schemes listed under <u>Passenger Transport</u> be reassessed by Essex Highways as some of the schemes were already covered by Section 106 monies.</p> <p>Action By: Jasmine Wiles, Essex Highways. It was agreed that the bus stop schemes listed be taken back for checking by Essex Highways as some were known to have been upgraded as part of planning consents and as such, already covered by Section 106 monies.</p>	(HLO)
(4)	That it be recommended that the following schemes, the	



	<p>status of which has been assessed as 'green', remain on the list of potential schemes until confirmation is received from the Parish Councils.</p> <p>LBRA168001 – Improvements to byway 3, Pentlow Estimated Cost:- £39,000.</p> <p>LBRA168003 – Improvements to byway 43, Steeple Bumpstead Estimated Cost:- £45,500</p> <p>Action By: Jasmine Wiles, Essex Highways. To consult with the relevant Parish Councils and confirm whether they would approve the removal of the schemes from the list.</p> <p>(5) An error was identified in relation to some of the schemes listed under <u>Speed Surveys and Revenue</u>, whereby unparished schemes had been stated as under 'Braintree and Bocking.' Members agreed, for future reference, that all schemes should denote the specific Parish/Ward that they were in relation to, rather than be listed as 'unparished' e.g. should show either 'Bocking' or 'Braintree.'</p> <p>Action By: Jasmine Wiles, Essex Highways. To amend the list of schemes accordingly to show which specific Parishes/Wards they were in relation to.</p>	(HLO)
9.	<p>Appendix:</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 period September to December 2018.</p> <p>Section 106 Agreements – Progress Update:</p> <p>Consideration was given to a report on the progress of the following four 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">- Traffic measures – Cressing (10002827) (completed)- Installation of dropped kerbs – Nether Priors, Halstead (10002802) (completed)- Highway improvements – A131 Mount Hill, Halstead (ZHB10002580) (in progress)- Provision of shared pedestrian/cycleway - Maltings Lane, Witham (10001409) (in progress) <p>As part of this Item, consideration was given to an appendix report circulated at the meeting which set out the contributions currently</p>	



	<p>available in the Braintree District via Section 106 Agreements for highway works.</p> <p>As part of the discussion, it was suggested that the layout of the report showing contributions currently available in the Braintree District could be altered to indicate what status the contributions were at in respect of deadlines, such as whether the funding had been allocated. This could be shown as 'red' or 'green,' as with the Potential Schemes List. Jasmine Wiles, Essex Highways, explained that this would need to be raised with Section 106 Officers.</p> <p>A query was raised with regard to how the usage of Section 106 money was determined, and whether it was possible for Officers at Essex County Council to discuss this beforehand with Parish Councils who could provide a more local perspective as to how the funding available would benefit their respective areas. The Chairman agreed that this matter would be raised with Essex Highways.</p> <p>Members agreed that the system through which Section 106 money was allocated was in need of improvement, as current expenditure was largely influenced by ECC Officers without any reference from Local Members. It was, therefore, felt that there was a need to integrate the Section 106 functions of Highways Panels with Local Members to help ensure that funding was allocated as effectively as possible for the benefit of local areas.</p> <p>Action by: Councillor Mrs J Beavis, Chairman. To note the comments made by the Panel in respect of the lack of involvement from Local Members and the need for improved liaison during the process of Section 106 money allocation. The issue would be revisited at the next meeting of the Panel and considered for submission to the Cabinet Member.</p>	
10.	<p>Any Other Business:</p> <p>Cressing Bend, B1018, Braintree Road, Cressing:</p> <p>Councillor Abbott raised the issue of the 'Cressing Bend' scheme. The budget available for use by the Local Highways Panel seemed to imply that the scheme would be funded by the Panel, rather than through central capital funding. Other developments within the area, such as the large-scale housing development and alteration of the A120 route, added further complications.</p> <p>Jasmine Wiles, Essex Highways, advised Members that any expenditure required by the Highways Panel in respect of this scheme could not be determined until the outcome of the planning agreement had been confirmed. If agreed, there was a possibility</p>	(Cllr Mrs J Beavis)



	<p>that the scheme would need to be funded through the Panel. If not, the scheme would be included on the Potential Schemes list until the Panel agreed the expenditure.</p> <p>Skitts Hill / Driberg Way, Braintree:</p> <p>Members were advised that action to combat the ongoing issues of parked cars in this area would be dealt through the North Essex Parking Partnership. Although dangerous, the issues did not meet the necessary criteria for the scheme to be included under ECC's Road Safety Engineering Team's Casualty Reduction list. A Temporary Traffic Regulation Order (TTRO) was intended to be implemented for the area in April/May of 2019, further to which feedback would be gathered from local residents as to the effectiveness.</p> <p>Future Meetings of the Local Highways Panel</p> <p>It was requested that any fixed dates for future meetings of the Panel be included with the publication of the Agenda for the next meeting.</p> <p>Jasmine Wiles, Essex Highways, responded that ECC were in the process of confirming the next four meeting dates of the Panel, of which would be included within the reports of the next Agenda.</p>	(HLO)
11.	<p>Date of Next Meeting:</p> <p>It was noted that the next meeting of Braintree Local Highways Panel would take place on 28th March 2019.</p> <p>POST MEETING NOTE – Change of meeting start time, 28th March 2019:</p> <p>Further to the amended start time of meetings of the Local Highways Panel (referred to in Minute 1), Members are asked to note that the Chairman has agreed that the meeting due to take place on 28th March 2019 will start at 6:00pm, not 7:15pm. Subsequent meetings of the Panel will start at 7:15pm.</p> <p>The meeting commenced at 6.30pm and closed at 8.01pm.</p>	

Councillor Mrs J Beavis
(Chairman)