

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –
26 MARCH 2018, MEETING ROOM 3,
1-2 SEVEN ARCHES ROAD, BRENTWOOD, ESSEX**

Chairman:	Cllr Lesley Wagland (ECC)
Panel Members:	Cllr Jon Cloke (BBC – Vice Chairman), Cllr Barry Aspinell (ECC), Cllr David Kendall (ECC), Cllr Louise McKinlay (ECC), Cllr Alison Fulcher (BBC), Cllr Roger Hirst (BBC) and Cllr Louise Rowlands (BBC)
Officers:	Dan MacLean – Highway Liaison Officer, Sonia Church – Highways Liaison Manager
Secretariat:	Jean Sharp – Governance and Member Support Officer (BBC)

Item		Owner
1.	Welcome and Introductions: Cllr Wagland welcomed all present and introduced Dan MacLean who had replaced Gregg Speller as Highway Liaison Officer.	
2.	Apologies for absence and Declarations of interest: Apologies had been received from Cllr Aspinell.	
3.	Minutes of previous meeting: The minutes of the meeting held on 18 December 2017 were agreed to be a correct record.	
4.	<p>Indicative Programme List for Schemes Approved: An update was provided on the current position of all the schemes recommended for inclusion in the 2017/18 Approved Works Programme. Also identified were schemes provisionally agreed by Members at the December 2017 LHP meeting which would form the 2018-19 programme, subject to formal approval by the Cabinet Member for highways. Members noted that the Capital Budget for 2018-19 for the Brentwood Borough Council/ECC LHP would be £224,000, the same amount as 2017-18.</p> <p>Members noted that the Safer Roads team had identified a scheme in Brentwood Borough which needed to be delivered in 2018-19 at an estimated cost of £47,500.</p> <p>A Capital Budget summary for 2018-19 was provided which left £13,000 left for the Panel to allocate.</p>	



	<p>An update was provided for each of the schemes in the 2017/18 Approved Works Programme. Several of these were substantially complete but awaited final works to be undertaken by UK Power Networks (UKPN). Problems with UKPN had been reported previously and the Chair proposed the issues should be escalated to the Leader of Essex County Council for action.</p> <p>Regarding item 14 – Middleton Hall Lane Zebra Crossing – JC agreed to speak to the bursar at Brentwood School to ensure he was aware that action needed to be taken by the school to progress installation of the zebra crossing.</p> <p><i>Cllr Hirst, Cllr McKinlay and Sonia Church each declared non-pecuniary interests by virtue of having relatives attending Brentwood School.</i></p> <p>Item 18 on the list referred to the Safer Road Scheme proposed for delivery in 2018-19 which was to implement signing and screening improvements to sliproads on the A127 and A128. ECC Officers were requested to investigate the origins of the scheme and reasons for it having been proposed and to circulate these to Members by email. Members were requested to respond quickly to the email with their comments.</p> <p>Approved Schemes Prioritised for 2018/19: Item 20 – Rayleigh Road, Hutton Village Bus Shelter and relocation of bus stop. The Passenger Transport Team had advised that since no complaints had been received there was no urgency for the proposed works to be carried out and therefore the scheme could be removed from the list. This was agreed by LHP Members.</p> <p>Regarding Items 24 (Pilgrims Hatch to Brentwood Town Centre – cycle route), 25 (Brentwood Borough Wide Cycle Parking), 27 (Shenfield Road to Brentwood High Street – cycle route) and 28 (Shenfield Road, Shenfield – cycle route) which all related to cycling, SC proposed that an officer from the ECC cycling team - Kris Radley – should address the LHP at a future meeting to advise Members on the potential for additional funding for cycling. The Chair thought an analysis of how cycling schemes could be financed would be useful to LHP members and proposed a maximum time allocation of 20 minutes at the next LHP meeting for this.</p> <p>LHP members agreed the schemes should remain on the Approved List given additional funding may be available but should be given a low priority.</p> <p>Item 30 related to a feasibility study at a cost of £7,000 to relocate the mini roundabout at the entrance to the Mascalls Lane development to address concerns over speeding. Since it was</p>	<p>DM</p> <p>JC</p> <p>DM</p> <p>DM</p>
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anticipated that providing a domed roundabout at the site could cost in excess of £30,000, Cllr Kendall advised that in view of budget limitations he could not justify supporting the scheme and therefore it should be removed from the list.

Item 31 related to an improved parking solution at Chafford Gardens, West Horndon for which an estimate of £23,000 had now been provided. The panel agreed to recommend this scheme for the 18/19 programme.

Items 32 (Copfold Road, Brentwood – Multi-storey Signage), 33 (Ongar Road, Bentley – Crematorium Signage Relocation) and 34 (Kings Road, Brentwood – Zebra Tactile Paving) related to minor works which were expensive to have carried out by contractors. SC advised there was a proposal for a direct delivery gang of three people to be formed who could undertake minor works such as signage, tactile paving etc. She advised that LHP guidance relating to signs could be found on the ECC website. The Chair requested that suggestions for work that could be undertaken by such a direct delivery gang be sent to SC by June 2018.

Item 35 related to a replacement bus shelter at Shenfield Station. Cllr Rowlands reported that she now had sufficient details for the insurers of the driver who damaged the shelter to be pursued by BBC for the cost of a replacement. BBC would then need to gift the monies received to the LHP to add to their budget.

To clarify the Panel's discussions, Cllr Wagland recapped on the decisions made in relation to approved schemes prioritised for delivery in 2018/19:

Items to be removed:

Item 20 – Rayleigh Road, Hutton Village Bus Shelter;

Item 30 – Mascalls Lane, Warley – feasibility study for mini roundabout at the entrance to Mascalls Park

All other proposed schemes were to remain on the list but Items 24 (Pilgrims Hatch to Brentwood Town Centre – Cycle Route), 27 (Shenfield Road to Brentwood High Street – Cycle Route) and 28 (Shenfield Road, Shenfield – Cycle Route) which related to cycling routes were considered to be lower priority. Item 25 (Brentwood Borough Wide Cycle Parking) related to cycle parking and was therefore to remain on the priority list.

Item 4 on the Potential Capital Schemes list which related to enforcement of weight restrictions in Kelvedon Hatch (see details under Minute 5 below) was also to be included on the Approved Schemes list.

	SC proposed that Members nominate their top five schemes since work would need to commence before the June LHP meeting.	
5.	Potential Schemes Budget Summary: Panel members noted the breakdown of scheme types for consideration in 2018/19 was: Traffic management - £73,500; £7,500 for Passenger Transport and £0 for Walking, Cycling and Public Rights of Way – Total £81,000.	
6.	<p>Potential Schemes List for consideration: The list before Panel members comprised all Brentwood LHP scheme requests and showed the current status.</p> <p>Under Traffic Management, Item 3 related to proposed additional kerbing in Bird Lane, Warley and Cllr Kendall requested this be put on hold given the restricted LHP budget; Item 4 related to a Weight Review in Kelvedon Hatch. The current order was unenforceable due to inaccuracies in the order and Cllr Wagland advised that the lack of enforcement was proving problematic to some residents as there had been a substantial increase in the breaking of regulations. Members noted that Trading Standards will no longer enforce weight limits. The police still have the power to enforce but police resources – and therefore enforcement – had now been reduced and Cllr Hirst advised that Maldon Borough Council enforcement officers had taken over responsibility. It was therefore suggested this possibility be explored in Brentwood. This item was included on the Approved Schemes Prioritised for 2018/19. ECC will continue to enforce weak structures.</p> <p>Item 6 related to the proposed zebra crossing in Middleton Hall Lane which it was anticipated Brentwood School would fund. The item could therefore be removed from the list.</p> <p>Item 10 related to additional lane destination arrows at Wilson’s Corner which could be undertaken by the proposed direct labour gang.</p>	
7.	<p>Revenue Budget Update: Panel members were advised that of the allocated budget of £11,925, £7,675 remained and details were provided of the funds allocated to various schemes. It was noted that as well as the Highway Rangers and surveys this budget covered the cost of maintenance of VAS signs and Cllr Kendall advised in relation to Item 6 that the VAS in Great Warley Street was now working.</p> <p>Members were requested to provide precise details of the location required when they were requesting a speed survey.</p>	



8.	<p>Section 106 schemes/Highway Rangers work summary: Regarding 106 monies, an update was provided on current schemes. Members were advised that some Section 106 monies were being spent by ECC's major schemes department and also that BBC officers could provide further information on S106 schemes with highway elements. Action: Cllr Cloke would ascertain available information from BBC officers.</p> <p>Cllr Wagland advised she had requested that more information be included in letters relating to planning applications regarding highway implications.</p> <p>An update was provided on some of the work undertaken by the Highway Rangers which had been completed in December and January.</p> <p>SC requested that Members inform her of work undertaken by the Highway Rangers so that she could report back to the portfolio holder. Cllr McKinlay advised that the Highway Rangers in Brentwood worked alongside the NAT team.</p>	
9.	<p>AOB: Cllr Wagland reported some agitation by parish councils regarding having roles in Local Highways Panels and requested the matter be included as an agenda item at a future LHP meeting. Action: SC to provide information on parish council roles on other ECC LHP's and include on a future agenda.</p> <p>SC advised that the LHP policy was very clear in this regard and agreed to circulate the LHP policy document to Members.</p>	SC
10.	<p>Date of next meeting: TBC.</p>	