

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	7 th January 2021
Time:	17:00
Venue:	Video conference call via Zoom
Chairman:	CC Lesley Wagland
Panel Members:	Cllr Jon Cloke (Deputy), CC Barry Aspinell, CC David Kendall, CC Louise McKinlay, Cllr Julie Morrissey, Cllr Andy Fryd, Cllr Cliff Poppy, Cllr Hugh Gorton (EALC representative)
Officers:	EH Sonia Church – Highway Liaison Manager EH Dan Maclean – Highway Liaison Officer
Secretariat:	Jean Sharp – Governance and Member Support Officer

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 – 5	3	Minutes of meeting held on 17 th June 2020 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
6 – 8	5	Report on Funded Schemes 2019/20	Dan Maclean	Report 1
9 – 14	6	Report on Schemes Awaiting Future Funding	Dan Maclean	Report 2
	7	Any other business	Chairman	Verbal
	8	Date of next meeting: 11 March 2020 (TBC)	Chairman	Verbal

Any member of the public wishing to attend the Brentwood Local Highways Panel (LHP) must arrange a formal invitation from the Chairman no later than 1 week prior to the meeting.
Any public questions should be submitted to the Highway Liaison Officer no later than 1 week before the LHP meeting date; Daniel.Maclean@essexhighways.org

Chairman:	Cllr Lesley Wagland (ECC)
Panel Members:	Vice-chair - Cllr Jon Cloke (BBC), Cllr David Kendall (ECC), Cllr Fryd (BBC), Cllr Hugh Gorton (EALC representative), Cllr Cliff Poppy (BBC); Cllr Aspinell (ECC)
Officers	Dan MacLean – Highways Liaison Officer (ECC)
Secretariat:	Zoe Borman – Governance and Member Support Officer (BBC)

Item		Owner
1.	Welcome and Introductions: Cllr Mrs Wagland welcomed all present.	
2.	Apologies for absence: Apologies had been received from Cllr Louise McKinlay (ECC) and Cllr Morrissey (BBC)	
3.	Minutes of meeting held on 17th June 2020 to be agreed as a correct record	
4.	<p>Matters arising from minutes of previous meeting</p> <p>Little Warley Hall Lane/A127 – HGV access improvements. A feasibility study would be required to validate a northbound one-way system costing £65,000. Action: Cllr Gorton to forward WHPC report to panel.</p> <p>Sandpit Lane, South Weald – width restriction – the feasibility study recommended removing the northern width restriction. Members were against this proposal. Members proposed not to remove the gate. Action: Cllr Wagland to ask for Highways Surgery with Cllr Bentley and Cllrs Wagland and Aspinell to attend.</p> <p>Sawyers Hall Lane footway improvements. It was agreed that the proposed feasibility/design for the scheme should not be progressed for now. Action: Cllr Cloke to recirculate the report to Cllrs Wagland and Aspinell who will review.</p>	<p>HG</p> <p>LW</p> <p>JC</p>

	<p>Speed Surveys – Dan McLean had not had a chance yet to circulate.</p> <p>Action: Dan to circulate surveys.</p> <p>St Anne's potholes</p> <p>Action:– would be part of Cllr Wagland's Pothole Initiative.</p> <p>Parking restrictions needed at the top end of Priory Mead, Dogginghurst</p> <p>Action: Cllr Gorton to pass to Cllr Cloke for action to be taken by SEPP.</p>	<p>DM</p> <p>LW</p> <p>HG</p>
5.	<p>Report on funded Schemes 2019/20</p> <p>Members noted that of the capital budget of £224,000 the total value of commissioned schemes was £213,250 leaving £10,750 left to allocate.</p> <p>Action: Dan McLean to check tranche of monies and if rollover is permitted.</p> <p>Details were provided of ten funded schemes:</p> <ol style="list-style-type: none"> 1. Cycle Route between Brentwood High Street and Shenfield – Implementation of a designated cycle route between Brentwood High Street and Shenfield - £35,000 2. Roman Road, Mountnessing – Signalled Pedestrian Crossing – the cost of this scheme - £32,500 – had been paid by SEPP. 3. Mountnessing Road, Mountnessing – Junction re-design – cost of feasibility study - £7,000 4. Rayleigh Road/Cedar Road Junction, Hutton – Parking Facilities – Implementation of planters on traffic island and double yellow lines - £32,500. 5. Rayleigh Road/Mount Pleasant Avenue, Hutton – Bollards/Planters - Dan McLean advised further consultation had taken place with the businesses and it was agreed to replace damaged bollards only to preserve the parking area. This resulted in a £50,000 return to panel. 6. Ongar Road, Pilgrims Hatch – Footway widening – cost of design - £7,000 7. Honeypot Lane, Brentwood – Drainage issue - £21,000 8. Kings Road/High Street - traffic signal timings – cost of design £7,500. 9. Little Warley Hall Lane/A127 – HGV Access Improvements – Study to consider restricting the lane to one-way traffic - £6,500 10. Coxtie Green Road/Chequers Road – Junction Improvements – Implementtion of recommendations made in Feasibility Study/Design - £5,000 	<p>DM</p>

	<p>All schemes to be completed in Q4 apart those in feasibility stage which will be taken into the following year. Panel discussed the rollover of funds as this is a unique year due to Covid-19 and projects being held up and cancelled.</p>	
6.	<p>Report on Schemes Awaiting Future Funding</p> <p>Traffic Management:</p> <ol style="list-style-type: none"> 1. Kings Road j/w High Street – TBC 2. Sandpit Lane - £12,500 3. Bakers Lane, Ingatestone – Pedestrian warning signage - £3,500 - Agreed 4. New Road, Ingatestone – Grasscreech - £5,500 5. Thoby Lane/Roman Road/Church Road – Junction Safety – design only – Agreed 6. Trueloves Lane/Roman Road – Junction Safety - £7,000 7. Fryerning Lane/Mill Green Road/Blackmore Road – Church Green – In validation 8. Doddinghurst Road., Brentwood – Parking Issues – In validation – may need to review site. <p>Walking</p> <ol style="list-style-type: none"> 1. Sawyers Hall Lane - access to Brentwood Centre - £52,000 Cllr Aspinell questioned whether the money should come from LHP. The footbridge is the preferred option and the panel would like to know if the money included feasibility of both footbridge and underpass and if a saving could be made if the footbridge was investigated only. Action: It was <u>agreed</u> that the proposed feasibility/design for the scheme should not be progressed for now, and Cllr Wagland would take up with Cllr Bentley, and proposal of DFT monies. Dan McLean would investigate the fee and whether it included feasibility study for the underpass as well as the footbridge. 2. Ongar Road, Pilgrims Hatch – Pedestrian Crossing – In validation. <p>Passenger Transport</p> <ol style="list-style-type: none"> 1. Danes Way, Pilgrims Hatch – Bus Shelter 2. Replacement Bus Shelter – 122 Chelmsford Road 3. Replacement Bus Shelter – 2 Chelmsford Road <p>Panel waiting conclusion of country-wide audit.</p> <p>Cycling</p> <ol style="list-style-type: none"> 1. Cycle route between Brentwood High Street and Shenfield – approved in principle and waiting funding. 2. Weald Road – Cycle Route – In validation. 	DM

	<p>The Panel raised concerns over the number of schemes entered at the beginning of the year and if schemes were not progressed, then money allocated would then be lost. The Panel questioned whether the situation was unique to Brentwood or were other LHP's experienced similar issues. This year is an exceptional year due to Covid-19 and the Panel did not want to lose out on monies through no fault of their own. Cllr Aspinell suggested the Panel should allocate more than 100% on the money to schemes and if schemes came in cheaper that money could be put towards outstanding schemes.</p>	
7.	<p>Any Other Business</p> <ol style="list-style-type: none"> 1. Cllr Kendall asked Dan McLean whether two schemes had been put forward, namely Kings Road and Magpie Lane. Dan confirmed both schemes would appear on the paperwork for the next meeting. 2. Cllrs Cloke and Kendall raised concerns regarding the Fords Warley development and safety concerns over the removal of the underground footbridge. Cllr Cloke said no S106 monies had been allocated as this was a permitted development site, but the money could be used for safety measures. Concerns were also raised regarding the parking issues and not meeting the borough's standards. Cllr Wagland had looked into this matter and had received feedback which was discussed outside of the LHP. 	
8.	<p>Date of next meeting: Wednesday 16 December 2020 (tbc).</p>	

REPORT 1

BRENTWOOD LOCAL HIGHWAY PANEL

2020/21 FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Brentwood Local Highway Panel has recommended for inclusion in the 2020/21 programme.

Budget summary 2020-21	
Capital Budget	£224,000
Total Value of Commissioned Schemes	£210,350
Remaining Budget to Allocate	£13,650

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required.

Funded Schemes 2020-21

Total Value of Schemes	£210,350	Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Cycle Route between Brentwood High Street and Shenfield	Implementation of a designated cycle route between Brentwood High Street and Shenfield.	Various	Non Parished	Cycling	Implementation	LBRE164011	£35,000	This scheme was cancelled due to it possibly being superseded by a Safer, Greener, Healthier scheme. A request has been submitted to ECC for these funds (£35,000) to roll into 2021/22.	N/A
2	Roman Road, Mountnessing - Signalised Pedestrian Crossing	Design for signalised pedestrian crossing.	Brentwood Rural	Mountnessing	Walking	Design	LBRE193003	£32,500		Q4
3	Mountnessing Road, Mountnessing - Junction Redesign	Feasibility study to redesign the junction of Mountnessing Road, Thoby Lane and Wyatt's Green Road.	Brentwood Rural	Mountnessing	Traffic Management	Feasibility	LBRE192010	£7,000		Q4
4	Rayleigh Road / Cedar Road Junction, Hutton - Parking Facilities	Implementation of planters on traffic island and double yellow lines.	Brentwood Hutton	Non Parished	Traffic Management	Implementation	LBRE182017	£33,500		Q4
5	Rayleigh Road / Mount Pleasant Avenue, Hutton - Bollards / Planters	Implementation of bollards.	Brentwood Hutton	Non Parished	Traffic Management	Implementation	LBRE182014	£6,000	Following a site visit with Cllr McKinlay, this scheme has been revised to simply install five bollards in order to minimise the loss of parking facilities.	Q4
6	Ongar Road, Kelvedon Hatch – Footway Widening	Design to widen the footway along Ongar Road between Sandpit Lane and The Black Horse Public House.	Brentwood North	Non Parished	Walking	Design	LBRE193009	£7,000		Q4
7	Honeypot Lane, Brentwood - Drainage Issue	Installation of new vehicle crossover, as well as installation of a new gully pipe and connection pipe.	Brentwood South	Non Parished	Walking	Total scheme	LBRE193011	£21,000		Q4
8	Kings Road / High Street – Traffic Signal Timings	Design to provide implementation costs for a right turn indicative green arrow at the signalised Kings Road, Weald Road, High Street junction.	Brentwood South	Non Parished	Traffic Management	Design	LBRE172102	£7,500		Q4
9	Little Warley Hall Lane / A127, Warley - HGV Access Improvements	Study to consider restricting the lane to one-way traffic.	Brentwood Hutton	West Horndon	Traffic Management	Feasibility	LBRE192014	£7,000	Scheme abandoned as Parish Council do not support a one-way system.	Q4
10	Coxtie Green Road / Chequers Road - Junction Improvements	Implementation of recommendations made in Feasibility Study / Design.	Brentwood Rural	Non Parished	Traffic Management	Implementation	LBRE162063	£5,300		Q4

Funded Schemes 2020-21

Total Value of Schemes	£210,350	Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
11	Bakers Lane, Ingatestone - Pedestrian Warning Signage	Installation of signage to warn drivers of children walking in the road.	Brentwood Rural	Ingatestone And Fryerning	Traffic Management	Implementation	LBRE192003	£3,300		Q4
12	New Road, Ingatestone - Grasscrete	Design for grasscrete and bollards.	Brentwood Rural	Ingatestone And Fryerning	Traffic Management	Design	LBRE202001	£5,500		Q4
13	Thoby Lane / Roman Road / Church Road - Junction Safety	Redesign of junction.	Brentwood Rural	Ingatestone And Fryerning	Traffic Management	Design	LBRE202002	£9,500		Q4
14	Brentwood Post Construction Audits	Road safety audits post scheme installation.	Various	Various	Surveys	Surveys	RSA4LBRE	£1,250		Q4
15	Sawyers Hall Lane, Brentwood - Social Distancing Measures	Contribution toward various social distancing measures.	Brentwood North	Non Parished	Walking	Implementation	LBRE203003	£19,000		Q4
16	London Road, Brentwood - Bus Shelter Contribution	Contribution to Brentwood Borough Council to fund bus shelter installation.	Brentwood South	Non Parished	Passenger Transport	Total scheme	LBRE205002	£8,000		Q4
17	Rayleigh Road / Cedar Road, Hutton - Planter Contribution	Contribution to Brentwood Borough Council to fill, plant and maintain the newly installed planters.	Brentwood Hutton	Non Parished	Traffic Management	Total scheme	LBRE202013	£2,000		Q4

BRENTWOOD BOROUGH LOCAL HIGHWAY PANEL REPORT 2 – SCHEMES AWAITING FUNDING

The Schemes Awaiting Funding List identifies all of the requests that have been received for the consideration of the Brentwood Local Highways Panel. The Panel are asked to review the schemes, start to make their funding recommendations for those schemes they wish to see delivered and also choose to remove any which they would not wish to consider for future funding.

The breakdown of scheme types available for consideration is as below:

Budget Summary	
Casualty Reduction	£0
Traffic Management	£0
Walking	£52,000
Passenger Transport	£0
Cycling	£85,000
Total	£137,000

****Please note that where a cost estimate is listed as £0, it does not mean that there are no schemes in this category; it is simply that the schemes are currently being validated or designed and do not yet have an estimate cost.****

Costs supplied are estimates only and there is the possibility that a final scheme cost can change significantly dependant on issues which may arise during detailed design and construction.

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for consideration
A	The scheme has previously been approved for a feasibility study and the results are awaited before the scheme can be fully considered
R	A scheme request has been received but is against ECC policy or there is no appropriate engineering solution
V	A scheme request has been received and is in the initial validation process

Schemes Awaiting Funding

Safer Roads

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Trueloves Lane / Roman Road, Mountnessing - Safety Improvements	Additional speed limit repeater signage and 'bend ahead' warning signs, vegetation cutting and relining works.	Brentwood Rural	Total scheme	LBRE201001	TBC	Awaiting completion of design.	V

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Kings Road j/w High Street, Brentwood – Signal Phasing	Implementation of scheme following design completion (which is currently underway).	Brentwood South	Implementation	LBRE172102	TBC	Awaiting completion of design.	A
2	Trueloves Lane / Roman Road - Junction Safety	Request to redesign the layout of the junction.	Brentwood Rural	Total scheme	LBRE202003	NA	This site is being addressed as part of a Casualty Reduction Scheme in 2021/22.	R
3	Fryerning Lane / Mill Green Road / Blackmore Road - Church Green	Request to install kerbing or alternative means to protect the church green triangle.	Brentwood Rural	Validation	LBRE202004	TBC	In validation.	V
4	Doddington Road, Brentwood - Parking Issues	Request to consider implementing laybys on the western side of the road or an alternative means to reduce obstructive parking.	Brentwood North	Validation	LBRE202005	TBC	In validation.	V
5	Kings Road, Brentwood - Parking Arrangements	Request for review of parking area outside of the parade of shops in Kings Road.	Brentwood South	Validation	LBRE202006	TBC	In validation.	V
6	Various sites, Warley - Village Gateway Features	Request to install five village gateway features.	Brentwood South	Validation	LBRE202007	TBC	In validation.	V
7	Maggie Lane / Bird Lane, Warley - Bollards	Request for bollards along the edge of the grass triangle.	Brentwood South	Validation	LBRE202008	NA	Highway boundary only extends as far as the carriageway.	R
8	Larchwood Gardens, Pilgrims Hatch - Pedestrian Guard Railings	Request for PGR outside of the school.	Brentwood North	Validation	LBRE202009	TBC	Validation results - PGR can only be installed directly outside of school entrances.	R
9	Larchwood Gardens, Pilgrims Hatch - 20's Plenty	Request for 20's Plenty.	Brentwood North	Validation	LBRE202010	TBC	Validation results - 20's Plenty can be implemented (awaiting est. cost). Also, 3PR would be ideal for this location. SEPP could reline the yellow road markings.	V
10	Carpenter Path, Hutton - Carriageway Widening / Turning Circle	Request to widen carriageway and introduce turning space.	Brentwood Hutton	Validation	LBRE202011	TBC	In validation.	V
11	Woodland Avenue, Hutton - Dropped Kerb	Request for a dropped kerb (north east of the Co-Op).	Brentwood Hutton	Validation	LBRE202012	TBC	In validation.	V
12	High Street, Ingatestone - Bollard	Request for a retractable bollard at the entrance to St Edmund's & St Mary's Church.	Brentwood Rural	Validation	LBRE202014	TBC	In validation.	V

Schemes Awaiting Funding

Walking

Total Value of schemes	£52,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
2	Sawyers Hall Lane - Access to the Brentwood Centre	Investigation into how much a study would cost to determine whether a footbridge could be created to link Sawyers Hall Lane to the Brentwood Centre (north of the A12).	Brentwood North	Feasibility	LBRE203001	£52,000	Validation results - Feasibility Study, including topographical surveys and ecological reports, can be carried out.	G
3	Ongar Road, Kelvedon Hatch – Pedestrian Crossing	Request to install a pedestrian crossing between the petrol station and Larkins Playing Field.	Brentwood Rural	Validation	LBRE203002	TBC	PV2 will be carried out as soon as current restrictions are lifted.	V
4	Roman Road, Mountnessing - Signalised Pedestrian Crossing	Implementation of signalised pedestrian crossing.	Brentwood Rural	Implementation	LBRE193003	TBC	Awaiting completion of design.	A

Schemes Awaiting Funding

Passenger Transport

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Danes Way, Pilgrims Hatch - Bus Shelter	Request to install a bus shelter (as you enter Danes Way, there is a bus stop as you turn left into the looped section).	Brentwood North	Total scheme	LBRE185003	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
2	122 Chelmsford Road - Replacement Bus Shelter	Replacement Bus Shelter - 122 Chelmsford Road	Brentwood North	Total scheme	LBRE185002	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
3	2 Chelmsford Road - Replacement Bus Shelter	Request to replace the damaged bus shelter between the Courage Playing Fields and 2 Chelmsford Road.	Brentwood North	Total scheme	LBRE185004	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V
4	High Street, Ingatestone - Replacement Bus Shelter	Request for a new bus shelter outside of The Bell public house	Brentwood Rural	Validation	LBRE205001	TBC	The progression of bus shelter schemes is currently on hold until the conclusion of a County-wide audit.	V

Schemes Awaiting Funding

Cycling

Total Value of schemes	£85,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Pilgrims Hatch to Brentwood Town Centre - Cycle Route	Implementation of cycle route from Pilgrims Hatch to Brentwood Town Centre as suggested in Feasibility Study.	Various	Implementation	LBRE194001	£85,000	Feasibility Study identifies a suitable cycle route which can be implemented.	G
2	Weald Road, South Weald - Cycle Route	Request to install a footpath / cycleway from the A12 bridge heading west to Sandpit Lane. Consideration also to be given to providing access to Weald Country Park.	Brentwood North	Validation	LBRE204001	TBC	In validation.	V
3	Thorndon CP to Ford Development - Cycle Route	Request to establish a cycle route which links Thorndon Country Park to the new development at the Ford site.	Brentwood South	Validation	LBRE204002	TBC	In validation.	V