

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	23 rd September 2020
Time:	17:30
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
	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 – 7	5	Report on Funded Schemes 2019/20	Dan Maclean	Report 1
8 – 13	6	Report on Schemes Awaiting Future Funding	Dan Maclean	Report 2
	7	Any other business	Chairman	Verbal
	8	Date of next meeting: 16 December 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

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –
17 JUNE 2020 AT 5.30PM
MEETING HELD VIA MICROSOFT TEAMS DUE TO COVID 19**

Chairman:	Cllr Lesley Wagland (ECC)
Panel Members:	Vice-chair - Cllr Jon Cloke (BBC), Cllr David Kendall (ECC), Cllr Louise McKinlay (ECC), Cllr Fryd (BBC), Cllr Morrissey (BBC), Cllr Hugh Gorton (EALC representative)
Officers:	Dan MacLean – Highways Liaison Officer (ECC)
Secretariat:	Jean Sharp – 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 Cliff Poppy (BBC); Cllr Aspinell (ECC) had intended to attend but had technical issues joining the meeting.	
3. Report on funded Schemes 2020/21 Members noted that of the capital budget of £224,000 the total value of commissioned schemes was £54,000 leaving £170,000 left to allocate. Details were provided of four funded schemes: <ol style="list-style-type: none"> 1. Roman Road, Mountnessing – Signalled Pedestrian Crossing design – the cost of the design - £32,500 – had been paid by SEPP. 2. Mountnessing Road, Mountnessing – Junction re-design – cost of feasibility study - £7,000 3. Ongar Road, Kelvedon Hatch – Footway widening – cost of design - £7,000 4. Kings Road/High Street - traffic signal timings – cost of design £7,500. The current plans to close the High Street intermittently as a result of the Covid 19 pandemic would impinge on plans for this junction; however, following a discussion, Members decided to leave it in the programme for the design to be undertaken but to put implementation on hold for the time being. 	

4.	<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 – see above. 2. Rayleigh Road/Cedar Road junction, Hutton – the design recommended planters on traffic island and parking restrictions: cost £27,500. Agreed. 3. Rayleigh Road/Mount Pleasant Avenue, Hutton – the design recommended implementing a designed layby and 12 planters: cost £59, 250. This was endorsed by LMcK. Agreed. 4. Little Warley Hall Lane/ A127 – HGV access improvements. A feasibility study would be required to validate a northbound one way system costing £6,500. Action: LMcK would contact West Horndon Parish Council to ascertain their view. 5. Coxtie Green Road/Chequers Road junction improvements – the design recommended adjusting the junction markings to improve visibility: cost £5,000. Agreed. 6. Sandpit Lane, South Weald – width restriction – the feasibility study recommended removing the northern width restriction. Members were against this proposal. Action: Cllrs Aspinell, Kendall and Wagland would meet with Cllr Bentley to establish a solution to this ongoing issue. <p>Walking</p> <ol style="list-style-type: none"> 1. Sawyers Hall Lane footway improvements – JC had attended an on-site meeting before lockdown at the instigation of the MP and would advise Panel members of the outcome of that meeting and the available options when the report was received. LW advised that expectations for a scheme should be managed then proposals progressed with what was pragmatic and feasible. Action: LW would contact Cllr Aspinell following receipt of the report from JC. It was agreed that the proposed feasibility/design for the scheme should not be progressed for now. 2. Honeypot Lane – it was agreed that the proposed scheme should be progressed. JC advised that the camber of the road had changed due to resurfacing and this had caused the current flooding problem: cost £21,000. 3. Sawyers Hall Lane – Access to the Brentwood Centre. Cllr Aspinell had proposed this scheme following a discussion with Cllr Bentley who advised it might be funded from central government. The feasibility scheme was currently in validation. 	<p>LMcK</p> <p>LW</p> <p>LW</p>

	<p>Action: LW would discuss with Cllr Bentley what funding might be available and would advise Members by email. It was agreed to consider this scheme at a future LHP meeting.</p> <p>Passenger Transport 1, 2 and 3 – Bus shelters at Danes Way, Pilgrims Hatch, 122 Chelmsford Road and 2 Chelmsford Road - A county-wide audit was taking place and should be completed by October – Members would be advised of the results. Action: LW thought the audit results should be available by now therefore DMcL would email to chase them on her behalf.</p> <p>Cycling 1. Cycle route between Brentwood High Street and Shenfield – agreed this should be progressed: cost £35,000. LW asked HG to advise her and DMcL of any concerns within 3 days. 2. Cycle route from Shenfield Road to Shenfield – more detail was needed and the cost was prohibitive. It was agreed to remove this item and it would be proposed again if appropriate. 3. Pilgrims Hatch to Brentwood Town Centre – Cycle route. DMcL advised that only £15k remained of the budget for proposed schemes therefore it would not be possible to commission this scheme at present. Action: LW proposed the scheme be listed as ‘awaiting funding’ and this was <u>agreed</u>.</p>	<p>LW</p> <p>DMcL</p> <p>DMcL</p>
<p>5.</p>	<p>Any Other Business</p> <p>1. LW reminded Members to submit scheme request forms to DMcL to take forward for validation. Speed surveys could not be undertaken at present but it would assist Members if those done within the last three years could be circulated to provide information with which to respond to residents’ questions. Action: DMcL would circulate the speed surveys as requested and remind Members which parts of the survey were relevant to any traffic calming they considered was needed.</p> <p>2. DK asked if there was any update on speed cameras. LW advised that speed camera guidance was being worked on. Action: LW would circulate up to date information to Members.</p> <p>3. HG advised there were loose manhole covers in Station Road, West Horndon. LMck advised she was awaiting a response on this matter from Member Enquiries.</p> <p>4. HG expressed concern regarding potholes in St Anne’s Road, Mountnessing. LW advised that problem is the deterioration of</p>	<p>DMcL</p> <p>LW</p>

	<p>the carriageway edging which requires haunching, but does not meet the maintenance criteria to warrant action. Action: LW would contact Ringway Jacobs.</p> <p>5. HG reported potholes in Fingrith Hall Lane. Action: LW would escalate this matter in the usual way if HG sent her photographic evidence.</p> <p>6. HG reported Doddinghurst Parish Council’s concern regarding signage in Solid Lane. LW advised she had responded to the Parish Clerk in relation to this.</p> <p>7. HG advised that parking restrictions were needed at the top end of Priory Mead, Doddinghurst. Action: HG was requested to arrange for information and evidence of the problems to be sent to JC for action to be taken by SEPP.</p> <p>Members were advised that Nisa had agreed to make a contribution to the cost of footway repairs in Church Lane, Doddinghurst caused by HGV’s delivering to the shop.</p> <p>8. DK expressed great concern that if the High Street was closed to traffic due to social distancing for pedestrians, traffic in Sandpit Lane would be increased and it was already in a very bad state of repair. Action: LW would discuss the matter with Cllr Bentley.</p>	<p>LW</p> <p>LW</p> <p>HG</p> <p>LW</p>
<p>6.</p>	<p>Date of next meeting: Wednesday 16 September 2020 at 5.30pm.</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	£213,250
Remaining Budget to Allocate	£10,750

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	£213,250	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		Q4
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	£32,500		Q4
5	Rayleigh Road / Mount Pleasant Avenue, Hutton - Bollards / Planters	Implementation of layby and bollards.	Brentwood Hutton	Non Parished	Traffic Management	Implementation	LBRE182014	£59,250	Following a site visit with Cllr McKinlay, this scheme is being 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	£6,500		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	£5,000		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	
Traffic Management	£38,000
Walking	£52,000
Passenger Transport	£0
Cycling	£85,000
Total	£175,000

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

Traffic Management

Total Value of schemes	£38,000
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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 previously completed design.	Brentwood South	Implementation	LBRE172102	TBC	Awaiting completion of design.	A
2	Sandpit Lane, South Weald - Width Restriction	Implementation of recommendations made in previously completed feasibility study.	Brentwood Rural	Implementation	LBRE192004	£12,500	Feasibility study recommends removing the northern width restriction due to the continued damaged caused to the gate.	G
3	Bakers Lane, Ingatestone - Pedestrian Warning Signage	Installation of signage to warn drivers of children walking in the road.	Brentwood Rural	Implementation	LBRE192003	£3,500	Installation of 'Children in road' sign.	G
4	New Road, Ingatestone - Grasscrete	Request to install grasscrete.	Brentwood Rural	Design	LBRE202001	£5,500	Validation results - Grasscrete and replacement bollards may be feasible but there are utility services in the vicinity so a detailed design will be required before this scheme can proceed to implementation.	G
5	Thoby Lane / Roman Road / Church Road Junction Safety	Request to redesign the layout of the junction.	Brentwood Rural	Design	LBRE202002	£9,500	Validation results - Existing junction could be realigned into a standard T-junction (possibly with dedicated left and right exiting Thoby Lane) and a pedestrian refuge island. As a street lighting review will also be required, it is recommended that this scheme be progressed to Design only.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£38,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
6	Trueloves Lane / Roman Road - Junction Safety	Request to redesign the layout of the junction.	Brentwood Rural	Total scheme	LBRE202003	£7,000	Validation results - Reinstating road markings and introducing 'give way' signage is feasible; however, due to collision history, this site is due to be investigated. Recommendation is to wait until road safety assessment has been carried out.	G
7	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
8	Doddinghurst 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

Schemes Awaiting Funding

Walking

Total Value of schemes	£52,000
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Ref	Scheme name	Description	Division	Parish	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 / underpass could be created to link Sawyers Hall Lane to the Brentwood Centre (north of the A12).	Brentwood North	Non Parished	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	Kelvedon Hatch	Validation	LBRE203002	TBC	PV2 requested.	V

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	Replacement Bus Shelter - 122 Chelmsford Road	Request to replace the damaged bus shelter outside of 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	Replacement Bus Shelter - 2 Chelmsford Road	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

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