

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL14 December 2016
at 1:00 p.m.

Present:

County Councillor John Aldridge	Essex County Council
Councillor Richard Ambor	Chelmsford City Council
County Councillor Ian Grundy	Essex County Council
Councillor Michael Holoway	Chelmsford City Council
County Councillor Ray Howard	Essex County Council
County Councillor Mike Mackrory	Essex County Council
Councillor Jean Murray	Chelmsford City Council
County Councillor Stephen Robinson	Essex County Council
Councillor Bob Shepherd (in the Chair)	Chelmsford City Council

In attendance:

Sonia Church	Essex County Council
Charles Freeman	Essex County Council
Derek Latimer	Chelmsford City Council
Laura Medhurst	Chelmsford City Council
Averil Price	Chelmsford City Council
Jon Simmons	Essex County Council
Rosa Tanfield	Chelmsford City Council

1. **Apologies for Absence**

The Chairman (County Councillor Dick Madden) had sent his apologies. In his absence, Councillor Bob Shepherd took the Chair. Hannah Neve and Mark Robinson who had been scheduled to make a presentation under Minute 5 had also sent their apologies.

2. **Minutes of the Chelmsford Local Highways Panel Meeting on 28 September 2016**

The minutes of the Chelmsford Local Highways Panel meeting held on 28 September 2016 were approved as a correct record and signed by the Chairman.

3. **Matters Arising**

Writtle Road junction with A1016 Westway, Chelmsford – Additional Pedestrian Guard Rail – LCHE152103

Jon Simmons confirmed that a scheme for bollards, which might be removable, was being validated and would be brought to the next meeting of the Panel.

Copperfield Road, junction with Dickens Place, Chelmsford – traffic management improvements – LCHE 162143

County Councillor Robinson confirmed that he had met Jon Simmons on site and that the tree which was supposed to have been cut remained uncut. He had provided Jon Simmons with information about six incidents in the location and he then reported on a recent incident at the crossing. He felt that action should be taken and whilst he understood that the Panel had discretion on whether to take action or not, if another incident did take place he would advise his constituents that he had recommended action.

Batching of Cycling Schemes

Sonia Church said that batching of the schemes could be possible but a decision needed to await information on the funding of each scheme. At that stage, a report would be made to the relevant Essex County Council Portfolio holder.

Entry Points to Chelmsford City nameplate signs – LCHE142023

Jon Simmons confirmed that scheme LCHE142023 had been amended to refer to black and white signs. County Councillor Aldridge asked why the request had come to the Chelmsford Local Highways Panel rather than being dealt with by Essex County Council. Sonia Church explained that any improvements to signage were to be funded by the Local Highways Panel whereas maintenance would be by Essex County Council. Averil Price understood that this had been the process agreed by County Councillor Bass.

Sandon Hill, Ford End - traffic management improvements through village.

Sonia Church reported that she had not been able to provide County Councillor Aldridge with a breakdown of spending on this scheme as not all the costs were available but she would provide them as soon as they were.

ACTION: Sonia Church to provide County Councillor Aldridge with this information when available.

Melbourne Avenue, conversion of footway to cycleway/footway

Jon Simmons reported that funding for this scheme might be included in the Chelmsford Growth Fund.

Stock Road/Watchhouse Road, Galleywood, signs to Heritage Centre – LCHE142067

Jon Simmons reported that a briefing note was being prepared for the Essex County Council Portfolio Member on this scheme.

Watchhouse Road near j/w Skinners Lane/ Well Lane, Galleywood – junction warning signs – LCHE162153

Jon Simmons confirmed that now that Galleywood Parish Council had agreed to fund these signs a third party agreement would be entered into with the Parish Council.

Springfield Road/ Pump Lane, Springfield – toucan crossing

County Councillor Mackrory confirmed that he had been provided with details of the proposed implementation date by Jon Simmons.

Parking in Chelmer Valley Road

Rosa Tanfield confirmed that the possible imposition of a traffic order had been investigated with South Essex Parking Partnership. Councillor Murray asked about a possible timescale and Averil Price advised that it was outside the scope of South Essex Parking Partnership and was being referred to Essex County Council.

4. **Essex County Council Cycling Strategy and Chelmsford Cycling Action Plan**

Charles Freeman of Essex County Council gave a presentation to the Panel on the Essex County Council Cycling Strategy and Chelmsford Cycling Action Plan.

The Cycling Strategy for the Chelmsford area was currently in a draft form and it highlighted that Chelmsford had the second highest cycle usage in Essex. It described the current network, leisure cycling and new routes as part of larger routes. It analysed collision data (that for Chelmsford was relatively low), the 2011 census and journey to work information for cyclists and drivers and used the MOSAIC propensity to cycle algorithms. Stakeholder consultation had taken place involving Essex County Council, Chelmsford City Council, Action Essex, Sustrans, the Chelmsford Cycling Action Group and the Chelmer Cycle Club. In the Action Plan as drafted, schemes were prioritised on the basis of engineers reviewing their deliverability and indicative costs were indicated. There would be further stakeholder consultation.

The key recommendations concerned –

- Reviewing the existing signs and lighting;
- Maintenance of existing routes (across Essex);
- Off-road protected routes;
- Provision of a “flagship” cycle route from the north of the urban area to the south, similar to the west to east route from Writtle to Great Baddow;
- Provision of a cycle link between Springfield and Great Baddow; and
- More secure cycle parking in the town centre, with the possibility of hubs and further cycle parking to the north of the railway station.

There were around 70 schemes in the plan and although this did include Chelmsford Local Highways Panel schemes, there was no guarantee that these would be funded. They would however be fed into the Growth Package and take account of CIL and Section 106 funding. Charles provided a list of the top 25 prioritised schemes. In finalising the Action Plan, details of the schemes were to be added incorporating stakeholder comments. The Chelmsford Cycling Action Plan (CCAP) would be tailored to meet the requirements for adoption as a planning policy document. Both the CCAP and the Cycling Strategy were likely to be published in February 2017.

In conclusion, he briefly outlined the part cycling played in the Essex County Council Chelmsford Growth Package. The budget was in the region of £15 million for transport improvements which focus on sustainable transport. It was likely to include funding for cycling schemes and the public engagement exercise would occur alongside the consultation on the Local Plan.

Councillor Murray asked where the cycle racks in the High Street would be placed and was advised that they would be by HSBC in Half Moon Square. County Councillor Grundy asked Charles Freeman if Anglia Ruskin University had been consulted particularly as their student population was likely to grow by a third in the next decade. Charles Freeman confirmed that they had been consulted and whilst they had not been represented at the meetings to discuss the CCAP, their representations had been considered. He would contact them again to ensure their involvement.

County Councillor Robinson asked if a maintenance plan for cycle paths existed and was maintenance dependent on the good will of the landowners. Charles Freeman explained that although it was not included in detail in the strategy document, reference was being made to maintenance issues. He agreed with County Councillor Robinson that there was a disparity over the issue of how cycleways were to be maintained and in early 2017 a land exercise would be taking place to ascertain who owned what land over which there were cycleways. Issues regarding "black top" cycle ways would be resolved. County Councillor Robinson then asked about growth of vegetation near to the east to west cycle route from Writtle through Writtle College. He understood that it was classified as a bridleway rather than a cycleway. He also asked about the painting of the white lines on the length of this route in Chelmsford City Council's parks as he understood the responsibility was not clear. Sonia Church did not know the precise arrangements but indicated that it would be contained within the relevant agreement and Averil Price agreed that there was an anomaly as the route did not only run through Chelmsford City Council land. Sonia Church confirmed that there would be a further meeting once the document was finalised when the way forward would be agreed.

County Councillor Mackrory expressed the hope that all the Chelmsford Local Highways Panel cycleway schemes to the value of £700,000 had been taken into account in the CCAP. He believed that there was Section 106 funding available for a scheme at Great Baddow, which should be implemented before the document was published. Charles Freeman advised the Panel that the Great Baddow scheme was being dealt with separately because of land ownership issues. He also advised the Panel that all the Local Highways Panel's schemes had been prioritised and some were indeed in the top 25 or covered by Section 106 monies. County Councillor Mackrory then expressed regret that the North Springfield scheme which had been out to consultation had been halted because the funding had been removed. He further suggested that where the cycleway was narrow and conflict between cyclists and pedestrians was likely, signs indicating that cyclists should dismount were needed. He also suggested that because the meeting about the North to South route had been so productive, local Councillors should continue to be advised of progress because of their local knowledge. Charles Freeman confirmed these matters were under consideration.

Averil Price expressed concern that the presentation on the Essex County Council Chelmsford Growth Package, which would have been considered under Minute 5 of this meeting, had been deferred. She understood that it was inappropriate to make that presentation before County Councillor Bentley had been briefed but it was difficult to make decisions on schemes around cycling without any knowledge as to what the Package contained. She asked if there would be a meeting involving Chelmsford City Council and the Chelmsford Local Highways Panel before the public consultation on the package took place and confirmed that she would indicate her concerns at Director-level.

County Councillor Aldridge indicated that there was a principle that cycling would be kept away from vehicular traffic and asked whether there was funding available for the lighting of cycleways in rural areas such as the Writtle College section of the Writtle cycleway via Admirals Park. Charles Freeman acknowledged that this was a view that had been expressed and was being investigated as the cycleway did need lighting. In answer to a question by the Chairman, Charles Freeman also confirmed that the need for a separate meeting at the same time as the local plan consultation was recognised.

(1:00 p.m. to 1:38 p.m.)

5. **Essex County Council Chelmsford Growth Package**

In the absence of both Hannah Neve and Mark Robinson, this presentation had been deferred

(1:38 p.m. to 1:39 p.m.)

6. **Approved Works Programme Updates**

(A) Schemes in Progress

Jon Simmons reported that the following schemes had been completed –

7. A1060 Maldon Road junction with Molrams Lane, Sandon – Traffic Management - LCHE142021
19. O/s 148 Kings Road, Chelmsford – dropped kerbs/tactile paving - LCHE 163001
22. Main Road, Howe Street – SID socket/pole – LCHE 162070
25. Chelmsford Road, Minnow End, - SID socket/pole – LCHE 162071
32. B1007 High Street near junction with Common Road, Stock – Footway widening - LCHE161004

It was noted that –

1. Parkway A1060/Odeon RAB Traffic Management Improvements. The scheme was being co-ordinated with other signing works along Parkway and would be implemented in March 2017.
4. Chelmsford City “Black on White” entry point signage. The signage would now be black on white rather than brown. The scheme would be designed in 2016/2017 for implementation in 2017/2018
6. Sandon Hill, Ford End – Traffic Management. New traffic management improvement measures were to be considered as new potential schemes.
9. Old Moulsham Traffic Management. Responses to consultation were awaited.
11. Melbourne Avenue, Chelmsford – Cycling. A full redesign of the scheme was needed as a result of a road safety audit. It could be taken forward as part of the CCAP.
16. B1137 Main Road junction with Church Road Boreham – traffic calming/junction improvement/speed reduction measures. A start date was awaited but it was likely to be still in 2016/2017.
27. Havengore (s/o 2 Wallasea Gardens to s/o 104 Falmouth Road, Springfield – relocate Bus stop. The bus stop had been relocated and the shelter had been placed on site. County Councillor Mackrory advised the Panel that whilst some residents had considered the scheme expensive, those using the bus stop had found it a very worthwhile improvement.

28. Springfield Library, New Bowers Way, new signs. The concern of Councillor Mackrory about the delay with this scheme was noted. Jon Simmons reported that it would be completed in March 2017.
45. Survey Works – Ad hoc Survey Works – automatic Traffic Counts/Degree of Pedestrian Conflict Surveys/ Road Safety Assessments. The 2016/2017 budget for traffic surveys had now been fully committed.

AGREED all the comments above were noted.

Watchouse Road Skinners Lane to Pipers Tye speed reduction measures.

No response had been received from the Parish Council on whether it would contribute to the cost of a re-validated scheme.

AGREED that the scheme be deleted

O/s 140-147 Forest Drive, Chelmsford Traffic Management.

An extra scheme to provide lay-bys to prevent vehicle using the bus stop was to be added to the original scheme at a cost of £31,000.

AGREED that the amended scheme be added to the works programme for implementation in 2016/2017

Sandon Hill. Ford End – 30 mph signs

The Panel was informed that the proposed 30 mph countdown signs did not meet the criteria and so the scheme could not be approved. A new scheme had been added to the Potential Schemes list concerning 40 mph buffer signs as an alternative solution to speeding in the area. County Councillor Aldridge asked for details of the criteria to be provided to him.

ACTION: Jon Simmons to provide the speed criteria relevant to this scheme to County Councillor Aldridge.

(B) Design & Feasibility Studies

2. Margaretting Road, Galleywood – footway

The Panel was informed that the design was continuing and the footway surface material was to be resin bonded shingle. The scheme would now be taken forward as a potential scheme.

4. High Street, Chelmsford – cycling

The Panel was informed that the Sub-Group of the Panel had reviewed the proposal and although it had been proposed that a South to North cycleway be assessed, the Sub-Group asked that other options be considered. The Sub-Group had preferred a route via New London Road and Bellmead and this was being considered by the Cycling Group. County Councillor Mackrory suggested that Exchange Way was crucial to this scheme. County Councillor Aldridge expressed concern about cyclists travelling contra flow in Duke Street and felt that better policing or diverting cyclists away from Duke Street was needed. Jon Simmons confirmed that an Engineer had assessed possible contra flow cycling in Duke Street but this was not being

recommended due to the number of entrances and conflict with cars travelling in the opposite direction.

7. Plantation Road, Main Road and Church Road, Boreham – Traffic Management

Jon Simmons confirmed that there was a need to see the impact of the scheme LCHE161011 under the Safer Roads scheme which was due to be implemented in 2016/2017 before undertaking this study.

Completion of Schemes

Councillor Holoway asked if the Chelmsford Local Highways Panel were receiving its full quota of completions as a number of schemes seemed to be delayed. Jon Simmons confirmed that the aim was for schemes to receive interim prioritisation for 2017/2018 at the next meeting of the Panel. Sonia Church also confirmed that strategically the Chelmsford Local Highways Panel programme would be delivered 100% and a report on all the schemes would be presented at the meeting of the Panel in March 2017.

(1:39 p.m. to 2:00 p.m.)

7. **Potential Schemes List**

Jon Simmons reported that the Chelmsford Local Highways Panel Sub-Group had considered a rolling programme of schemes for 2017/2018 and the schedules before the Panel contained a number of schemes with a “P” which were recommended for priority. Of the £500,000 budget, if all the “P” schemes were agreed, there remained some £224,021 for allocation. Sonia Church confirmed that an over-provision was again to be recommended as not all schemes might be delivered. Casualty reduction schemes had not yet been finalised and these would need to be added to the schemes list. Rosa Tanfield proposed that a “top-up pot” of £50,000 again be created and Sonia Church confirmed that the Essex County Council Cabinet Member favoured such a provision.

The Panel reviewed all the “P” schemes and these were **AGREED**.

Traffic Management

(4) Copperfield Road j/w Dickens Place, Chelmsford – traffic improvements - LCHE162143

County Councillor Mackrory on behalf of County Councillor Robinson asked why there was no estimated cost for this scheme. John Simmons confirmed that it was subject to validation which would be presented to the next meeting of the Panel.

(33) Margaretting Road, Galleywood – lack of footway/walkable verge - LCHE162142

Jon Simmons reported that this scheme was not flagged as “green” as although the surfacing for the verge had not yet been agreed, the validation at £31,000 had already been agreed. The footway would be achievable on the budget. County Councillor Grundy commented that funding had been envisaged from the flood protection initiatives. County Councillor Mackrory agreed that it was unfortunate that this funding had not been available but the scheme needed to be progressed.

AGREED that this scheme be included as a priority in the Potential Schemes List.

(36) O/S 50-62 Shimbrooks, Great Leighs – parking improvements - LCHE152114

County Councillor Aldridge asked that this scheme be included as a priority as it involved reducing the impact of obstructive parking on a disabled person. It was considered possible to remove the greensward to assist in the improvement of parking in the immediate vicinity.

AGREED that this scheme be included as a priority in the Potential Schemes List.

(40) B1008 Ford End – 40 mph buffer on approaches to the Village – LCHE 162164

In answer to a question by Rosa Tanfield, Jon Simmons confirmed that this scheme was in validation and speed surveys had shown that it could be feasible. Averil Price asked whether both sides of the village would be covered by the proposal as traffic from the Dunmow direction was slower than the opposite direction as it was downhill and Jon Simmons confirmed that the scheme might include one direction or both.

(62) Main Road near junction with Workhouse Lane, Woodham Ferrers – speed of vehicles at bend/hill/crossroads- LCHE162152

County Councillor Grundy advised the Panel that at this junction cars have left the road and ended up in the bushes and Jon Simmons confirmed that a survey was being carried out and a validation report would be made to the next meeting of the Panel.

Public Rights of Way

(8) Footpath 30, Stock – 80m plastic broadwalk/vegetation clearance – LCHE158009

County Councillor Grundy requested that this scheme be prioritised as the footpath was unwalkable except in the summer.

(2:00 p.m. to 2:33 p.m.)

AGREED that this scheme be included as a priority in the Potential Schemes List.

8. **Highways Rangers Summary**

The Panel considered an updated summary of the Chelmsford City Highways Rangers work programme. Councillor Holoway queried why it had been necessary to make two trips to Clacton and Jon Simmons explained that at Clacton there was a dedicated facility for the disposal of fly-tipped tyres

(2:33 p.m. to 2:35 p.m.)

AGREED that the report be noted.

9. **Section 106 Updates**

The Panel received an update on Section 106 highway schemes and a schedule showing the balances on schemes in the Chelmsford area. A column indicating the proposed date of implementation would be added for the next meeting. Sonia Church confirmed that the dates to be added were those when received by Ringway Jacobs, Essex County Council might still have some Section 106 funds which had yet to be transferred.

Councillor Murray asked when scheme X would be delivered, if the design was to be completed in 2017/2018 and Jon Simmons confirmed that it would be quite soon after the scheme had been designed.

(2.35 p.m. to 2.38 p.m.)

10. **Any Other Business**

(A) Members Guide Consultation

Email correspondence on the Members Guide Consultation was received and noted by the Panel

(B) Terms of Reference and Members Guide

Sonia Church reported that the LHP Guide had been signed off by the Cabinet Member. A draft of the Members Guide was also on the website and would be considered by the Cabinet on 20 December 2016. In answer to a question from County Councillor Grundy, Sonia Church confirmed that there would be a link in the Guide to a Practice Note on VAS's and SIDS and there were no major changes on the relevant criteria.

(C) Growth Package

County Councillor Mackrory asked for the current status of the "Rig and Loop" scheme in the City centre and whether it was included in the Growth Package. As it was linked to a number of improvements in the Navigation Road area, it was key to the Panel's work. Jon Simmons confirmed that the strategy would be reported to the Panel. Averil Price however emphasised that this case illustrated the difficulties that would arise by deferring the report on the Package until the next meeting and she asked for an update on the Package in advance of the meeting.

ACTION: Sonia Church to advise Hannah Neve and Mark Robinson of the comments received

(D) Temporary Speed Units

Councillor Holoway advised the Panel that he had suggested to the Chairman (County Councillor Madden) and to Rosa Tanfield that as speed monitors never seemed to result in substantial improvements in speeds, temporary speed units should be purchased. These were both affordable and of value and were supported by the police. Jon Simmons confirmed that permanent/temporary VAS's and SIDs were still needed to meet policy and that the problems about using temporary speed units were related to the safety of the people placing them on-site and ensuring that they were close enough to the cars. He advised the Panel that a SID rotating between sites on an estate was feasible, particularly if they were pole-mounted.

(E) Revenue Budget

Sonia Church reported that from 2017/2018, the revenue budget for LHPs would also include speed surveys and VAS's. In the case of VAS's that required to be repaired, the procedure was similar to that for maintenance. If they could not be repaired, new installations would cost £5,000. Rosa Tanfield asked that Chelmsford City Council be advised how many SIDs and VAS's there were in the Council's area and when they were installed so that future maintenance could be programmed. Sonia Church explained that the installation dates were not extant for all SIDs and VAS's. The capita budget had to be used to replace them as the repairs could only be funded from revenue. County Councillor Grundy asked about the arrangements when Parish Councils fund SIDs and VAS's and Sonia Church explained that this was possible but there was an additional cost for Parish Councils to meet to cover third party risk.

(F) Derek Latimer

The Chairman advised the Committee that this would be Derek Latimer's last meeting of the Chelmsford Local Highways Panel before he left the employment of Chelmsford City Council. On behalf of the Panel, he thanked Derek for all his hard work over the years and it was acknowledged that he would be missed.

The meeting closed at 2:50 p.m.

Chairman