

CHELMSFORD CITY LOCAL HIGHWAYS PANEL MINUTES

21 JUNE 2017

at 13:00 at the Civic Centre, Chelmsford

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| Chairman: | County Councillor Dick Madden |
| Panel Members: | Chelmsford City Council – Councillors Michael Holloway and Bob Shepherd (Vice-Chairman) Essex County Council – County Councillors John Aldridge and Jenny Chandler |
| Officers: | Sonia Church - Essex Highways, Claire Harris – Chelmsford City Council, Laura Medhurst – Chelmsford City Council, Averil Price - Chelmsford City Council, Jon Simmons - Essex Highways, and Rosa Tanfield - Chelmsford City Council |
| Also present: | County Councillors Jude Deakin and Steven Robinson |
| Secretariat: | Brian Mayfield - Chelmsford City Council |

| Item | | Owner |
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| 1. | Welcome and Introductions The Chairman welcomed those present, particularly Claire Harris who had recently taken up the post of Project Engagement Officer at the City Council. | |
| 2. | Apologies for Absence Apologies for absence were received from Councillors R H Ambor and J Murray and County Councillor M Mackrory. | |
| 3. | Minutes of Previous Meeting The minutes of the meeting on 14 March 2017 were agreed as a correct record. | |

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| 4. | <p>Matters Arising from Minutes of the Previous Meeting</p> <p>The Chairman reminded those in attendance that the Panel's terms of reference, insofar as its membership was concerned, had been amended. The Panel would now consist of four City Councillors and four County Councillors for Chelmsford; all the County Councillors for Chelmsford could attend as observers; there would be no formal substitution arrangements but County Councillor Robinson would be able to stand in for County Councillor Mackrory, with voting rights, if the latter was unable to attend meetings; and there would be no parish council representatives.</p> <p>Action: Chairman to discuss membership arrangements with officers outside of the meeting.</p> <p><i>Copperfield Road, junction with Dickens Place, Chelmsford – traffic management improvements – LCHE 162143</i></p> <p>Action: Jon Simmons informed the Panel that the work of cutting back the tree had been passed to the Highway Rangers. He would emphasise to them the need for the work to be carried out as a matter of priority.</p> <p><i>Writtle Road junction with A1016 Westway, Chelmsford – Additional Pedestrian Guard Rail – LCHE152103</i></p> <p>Action: The Development Management team was working on a scheme to install a dropped kerb and Jon Simmons reiterated that he would share the design with Councillor Deakin when it was available.</p> <p><i>Melbourne/Boarded Barns – 20mph speed limit</i></p> <p>Action: Jon Simmons would update Councillor Deakin on this scheme when he had further information. Councillor Deakin suggested that the correct name for this area was Melbourne/Chignal/Boarded Barns estate</p> <p><i>Black and white entry point signs</i></p> <p>Rosa Tanfield had briefed the Leader of the City Council on the Panel's preferred options for the design of the signs.</p> | <p>JS</p> <p>JS</p> <p>JS</p> |
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| 5. | <p>Approved Works Programme Update 2017/18</p> <p>The Panel considered a schedule of 65 schemes in the Approved Works Programme, the format of which had changed to show all schemes that would be delivered either as total schemes or as design or feasibility by financial year and those schemes that would form the Rolling Programme of Works. Plans for schemes LCHE162112 (Green Lane junction with Vicarage Road, Roxwell) and LCHE161003 (Wood Street (nr parade of shops), Chelmsford) were presented.</p> <p>A list of the schemes completed as part of the 2016/17 programme was distributed for information.</p> <p>Additional information to that given in the report was provided on the following schemes:</p> <p><i>Main Road nr j/w Erick Avenue, Broomfield – pedestrian crossing upgrade – LCHE162129</i></p> <p>The carriageway resurfacing had been completed in early June and high friction surfacing were planned for June/July 2017 were still to be undertaken, subject to weather conditions, and infrastructure works would follow.</p> <p><i>St Mary’s Church, Ingatestone Road, Buttsbury – bend sign improvements – LCHE162131</i></p> <p>This scheme had been carried out by the Maintenance Team and its allocated budget of £2,000 was therefore available for other purposes.</p> <p><i>O/s 140-147 Forest Drive, Chelmsford - layby – LCHE142004</i></p> <p>The construction of the layby was on track for completion by September 2017.</p> <p><i>Old Moulsham, Chelmsford – 20mph zone/limit – LCHE152057</i></p> <p>The Design Team would be undertaking the informal stakeholder consultation shortly.</p> <p><i>Swan Lane, Stock to Margaretting – Quiet Lane - LCHE162005</i></p> <p>Jon Simmons would be undertaking the informal consultation shortly and then the public consultation.</p> <p><i>Green Lane junction with Vicarage Road, Roxwell – Junction improvements - LCHE162112</i></p> | |
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| | <p>Action: The Parish Council and County Council members were happy with the design of the scheme for the new road markings and it would be carried out over the summer.</p> <p><i>Church Lane j/w Lawn Lane, Springfield – cycle link/junction improvements – LCHE171003</i></p> <p>The maintenance of cycle lanes constructed on non-highway land were normally the subject of legal agreements between the County Council and the owner of the land. In the case of this scheme, the owner was the City Council and negotiations on the required agreement could take place in this financial year using part of the allocated budget for the scheme.</p> <p>AGREED: That officers progress with the legal agreement works.</p> <p><i>Tyrells School, Tavistock Road, Bodmin Road, Taunton Road, Springfield 20mph zone/limit – LCHE152066</i></p> <p>Data from the speed surveys was expected shortly.</p> <p><i>Hammonds Road/Church Road Little Baddow/Boreham – flood warning – LCHE152010</i></p> <p>Councillor Shepherd reported that several posts had been installed in the Parishes.</p> <p>Action: Jon Simmons said that he would look into cases where flood warning signs had been put up in some parishes, apparently without the use of highways funding, and report back on how they had been funded and whether this was part of this scheme.</p> <p><i>Waterhouse Street j/w Writtle Road – signs - LCHE152100</i></p> <p>Councillor Deakin requested that the £2,000 that had been allocated for the scheme at St Mary’s Church, Ingatestone Road, Buttsbury (LCHE162131) be earmarked for this scheme to enable the delivery to be moved from 2018/19 to 2017/18. The Panel AGREED that the funding should be used for that purpose.</p> <p><i>Springfield Green, Springfield – pedestrian crossing improvement - LCHE162060</i></p> <p>Action: Jon Simmons would keep Councillor Mackrory updated on this scheme for the improvement of the pedestrian crossing.</p> <p><u>Feasibility studies</u></p> <p>The Panel was informed that the feasibility studies shown in the Approved Works Programme would be carried out in the current</p> | <p>JS</p> <p>JS</p> <p>JS</p> <p>JS</p> |
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| | <p>financial year but that the schemes themselves were likely to be carried out in future years. It was hoped that the results of feasibility studies would be available for submission to the Panel in the last quarter of 2017/18. It needed to be made clear to ward and parish councillors that any new schemes required a minimum period of six to 18 months before work on site could begin.</p> <p>AGREED that the position on the Approved Works Programme for 2017/18 be noted.</p> | CH |
| 6. | <p>Potential Schemes List for 2017/18</p> <p>Following the prioritising of the Approved Works Programme at the last meeting and its division into a programme for 2017/18 and a rolling programme for 2018/19, the Panel was presented with the current list of those potential schemes that remained, with an estimated cost of £1,072,140.</p> <p>The Panel was advised that the schemes for Ford End CofE Primary School (Advisory 20mph speed limit with wigwag slashing lights - LCHE152164) and the Village Hall, Brook Hill, Little Waltham (improved signage – LCHE162161) should remain on the list as “red” schemes until a decision on each had been made by the County Council’s Cabinet Member. The results of the validation schemes referred to in the list would be presented to the next meeting.</p> <p><i>Pryors Road, Galleywood – measures to stop vehicles driving along independent footway – LCHE162166</i></p> <p>Councillor Chandler referred to the concerns of local residents about vehicles using the footway as a shortcut to access a parking area in Pryors Road. Jon Simmons said that a validation engineer would be looking at possible measures to prevent the use of the footway by vehicles and the findings would be sent to Councillor Chandler and submitted to the Panel. CHP would also be asked to look at ways to discourage its tenants from driving along the footway.</p> <p>Action: A letter to be sent to CHP on behalf of the Panel to raise concerns and establish measures that they had or could put in place.</p> <p><i>Cycling Schemes</i></p> <p>The Panel was informed that about 30 schemes were likely to be included in the Growth Fund Package, of which some would be cycling. Jon Simmons said that he would report to the next meeting on which schemes could be funded from that source and which would require funding from the Panel’s budget.</p> | CH |

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| | <p>AGREED that the revised Potential Schemes List for 2017/18 be noted.</p> | |
| 7. | <p>Highways Rangers Update</p> <p>The Panel considered a summary of the Chelmsford City Highways Rangers work programme for April 2017.</p> <p>It also received details of the Panel's revenue budget for 2017/18. The Panel was informed that when reports on Vehicle Activated Signs were received that they were not working, speed surveys needed to be carried out to ensure that the location still met with the criteria. Those that did not meet the criteria were referred to the Cabinet Member to decide whether they should proceed as exceptions. Sonia Church confirmed that an email had been sent to Parishes to advise of this new approach, but she was aware that there had been some issues in Essex Highways about emails being received.</p> <p>It was also asked that if a site did not meet the criteria, would it be possible for the Parish to fund the maintenance of the sign. Sonia Church advised that this would be referred to the Cabinet Member.</p> <p>AGREED that the Highways Rangers Update report be noted.</p> <p>Action: For Essex Highways email in relation to Vehicle Activated Signs to be sent by Chelmsford officers on behalf of Essex Highways.</p> | SC/CH |
| 8. | <p>Section 106 Update</p> <p>The Panel received an update on Section 106 highway schemes.</p> <p>AGREED that the Section 106 Update report be noted.</p> | |
| 9. | <p>Any Other Business</p> <p><i>Cycling in the High Street</i></p> <p>The Chairman referred to representations made by a resident about the problems caused by cycling in the High Street. They had asked that the existing restrictions be enforced and that the City Council's enforcement teams be given the same powers as the police to issue Fixed Penalty Notices for contraventions.</p> <p>The Panel was told that the Network Assurance team was carrying out a validation to assess the validity of the signs already in place. Members asked that Rosa Tanfield also speak to the Public Protection Manager about the ability of the Council's Community Protection Officers to be given the same powers as the police to enforce the restrictions on cycling.</p> | |

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| | AGREED that the above measures be pursued and the resident advised of the steps being taken. | JS/RT |
| 10. | Dates of Future Meetings These was agreed as 26 September 2017, 20 December 2017 and 13 March 2018 at 1pm at the Civic Centre, Chelmsford. | BM |

The meeting closed at 14:09

Chairman