

**CASTLE POINT BOROUGH COUNCIL LOCAL HIGHWAYS PANEL
MINUTES – 25 JUNE 2019 AT 15:00**

**COMMITTEE ROOM 1, COUNCIL OFFICES, KILN ROAD, BENFLEET,
SS7 1TF**

Chairman:	Cllr Andrew Sheldon
Panel Members:	ECC Councillors: Beverley Egan and Peter May. CPBC Councillors: Alan Acott, Bill Dick and Tom Skipp. Cllr Taylor also attended. CITC Councillor: John Anderson.
Officers:	ECC: Sarah Alcock (Highway Liaison Officer) and Brad Ellis (Design Engineer). CPBC: Trudie Bragg (Head of Environment) and Stuart Jarvis (Contracts Manager)
Secretariat:	Cheryl Salmon (CBPC Civic Governance)

Item		Owner
1.	Welcome and Introductions: The Chairman welcomed all present and announced that as Cllr Howard was no longer a CPBC member Cllr Acott had been formally appointed to the Panel.	
2.	Apologies for absence and Declarations of interest: Apologies were received from ECC Councillors Dave Blackwell and Jill Reeves. There were no declarations of interest.	
3.	Minutes of meeting held on 21st March 2019 The Minutes were agreed as a correct record.	
4.	Matters Arising from Minutes of the previous meeting: <u>Item 5 - Approved Works Programme</u> The Chairman stated that with regard to the budget summary the figures set out in the Minutes suggested that the Panel had over	

	<p>allocated the 2018/19 budget. The HLO advised that the figures listed were the total of budget allocated and were not the final spend figures. Also match funding had been received late and it had been agreed to rollover into the next financial year. The Chairman requested a line be added to the Minutes to state that the Panel had not over allocated the budget it was an accountancy issue.</p> <p><u>Item 8 - Benfleet Station</u> The Chairman stated that this item had been due to be discussed at the meeting however as the consultation period did not end until 1st August 2019 the matter would be postponed until the September Panel meeting so that all responses and traffic surveys could be considered.</p> <p><u>Item 8 – Verge Damage</u> At the last meeting they were advised that a Member’s Guide would be produced to include this particular issue and it would need to be signed off by Cllr Bentley before publishing on the website. In the meantime, the HLO advised that any areas of concern should be progressed via the normal LHP process and assessed on site by site basis.</p>	SA
5.	<p>Update</p> <p><u>Overview of Map Essex and Panel Future</u></p> <p>The HLO advised Members of an application on the Essex Highways website called Map Essex. This interactive map allows you to view a variety of highway assets and information across Essex such as bus stops, the extent of the Essex highway and footway network, the highway record and public rights of way network. As well as details of the resurfacing programme for Essex.</p> <p>There is to be a layer on this application currently being worked on, so that all planned works from the Local Highways Panel (LHP) can be seen. Therefore, Members would be able to save their area and get updates and notifications of planned works.</p> <p>This is all part of the drive towards Essex County Council becoming paperless. The HLO advised that she would be able to meet with Members to show them how to use Map Essex.</p> <p>The Chairman suggested that the invitation be extended to other CPBC Members who were not on the Panel but who would use the Map regularly.</p> <p>LHP Direct Delivery Gang – 2018/19</p> <p>The HLO Members that over the last year, the Direct Delivery Gang (DDG) had successfully managed to complete many of the smaller schemes at a reduced cost thereby saving the LHP’s money that went back into their budgets and enabled more schemes to be completed. As a result of these</p>	SA

	<p>savings Castle Point LHP were able to commission a further 4 schemes for delivery in 2018-19.</p> <p>The DDG were formed to reduce timelines and costs and specialised in smaller works such as:</p> <ul style="list-style-type: none"> • Signs and Lines; • Bollards; • Guardrailing; • Tactile Paving; and • Drop Crossings. <p>The timescale was 4-6 weeks typical Direct Delivery mobilisation compared to 12 weeks required by the Supply Chain. The 4-6-week target cost was therefore not needed for Direct Delivery and the construction was completed up to 12 weeks earlier than what the Supply Chain would deliver.</p> <p>£1.15m of works budget were identified as suitable Direct Delivery Schemes and 37.8% of this £1.15m was used saving over £700k across the districts.</p> <p>As the DDGs had proved to be successful and cost cutting, looking to the future of the DDG capabilities it was hoped they would be able to do:</p> <ul style="list-style-type: none"> • Footways; • Bus stops; • Central islands; and • Minor drainage. 											
<p>6.</p>	<p>Report on Funded Schemes</p> <p>The HLO reported that the Approved Works Programme had changed to the Funded Schemes List to ensure clarity of which schemes had funding for delivery and which were awaiting funding. An update was provided on the current position of all the schemes which the Panel had recommended for inclusion in the 2019/20 programme.</p> <p>The 2019/20 budget summary was as follows:</p> <table border="1" data-bbox="300 1451 1289 1641"> <tr> <td>Capital Budget</td> <td>£228,675</td> </tr> <tr> <td>Safer Roads Schemes</td> <td>£29,750</td> </tr> <tr> <td>Total Value of Commissioned Schemes</td> <td>£146,500</td> </tr> <tr> <td>Funding for additional 2019/20 Direct Delivery Schemes</td> <td>£25,000</td> </tr> <tr> <td>Remaining Budget to Allocate</td> <td>£27,425</td> </tr> </table> <p>The Panel noted the report and comments were made on the following Schemes:</p> <p><u>LCAS166001 – Church Road, Thundersley – Replace existing wig wag sign</u> Due to a faulty unit this scheme would now be funded out of the revenue budget.</p>	Capital Budget	£228,675	Safer Roads Schemes	£29,750	Total Value of Commissioned Schemes	£146,500	Funding for additional 2019/20 Direct Delivery Schemes	£25,000	Remaining Budget to Allocate	£27,425	<p>SA</p>
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	<p><u>LCAS162063 – Parkfields Hadleigh – Parking Bay Feasibility Study</u> Awaiting target costs so completion of study has been delayed. Cllr Reeves to be informed once completed.</p> <p><u>LCAS162061 – Canvey Island Town Centre – Traffic Management Improvements</u> HLO and Design Engineer were due to undertake a site visit to progress the scheme.</p> <p><u>LCAS182008 – Hart Road (by Dark Lane) - Zebra Crossing</u> This was awaiting target costs.</p> <p><u>LCAS182016 – Foksville Road, Canvey Island – Kerb Realignment</u> This was currently awaiting target costs but due to start in mid-August 2019.</p> <p><u>LCAS182003 – Canvey Boat Yard, Canvey Road – Bollards and Double Yellow Lines</u> To be installed to prevent commuter parking. SEPP were aware of the proposal and happy to enforce. Cllr May stated that there was a similar problem on the other side of the road. Cllr to complete Scheme Request Form setting out the detail.</p> <p><u>LCAS182021 – Long Road, Canvey Island – Keep Clear Markings</u> Cllr May stated that these works needed completing urgently as there had already been an accident outside William Read School.</p>	<p>Cllr May</p>
<p>7.</p>	<p>Report on Schemes Awaiting Future Funding</p> <p>The Panel considered the report and made the following comments:</p> <p>The Panel agreed to commission the following 3 schemes for delivery in the 2019-20 programme.</p> <p><u>LCAS173005 – Beardwyk Avenue, Canvey – Footway</u></p> <p><u>LCAS172014 – Church Road outside Robert Drake School – Bollards</u></p> <p><u>LCAS192003 – Long Road, Canvey – Guardrail</u></p> <p><u>LCAS182001 – Central Wall Road – Safety Barrier</u> Cllr Taylor reported that there had been another incident at this location recently. Cllr Taylor to attend site visit with HLO and Design Engineer.</p> <p><u>LCAS182018 - Daws Heath Road, Hadleigh, Traffic Management Improvements</u> HLO reported that the speed survey results showed an average speed of between 31-33mph which doesn't meet the current policy and guidance to install a VAS, which are already sited at the location. Therefore, other traffic calming measures would not normally be considered at this location. Results to be shared with Cllr Reeves.</p>	<p>SA/BE / Cllr Taylor</p> <p>SA</p>

	<p><u>LCAS182024 – The Chimes - Bollards</u> The Chairman requested that this scheme be removed.</p> <p>The Chairman encouraged Members to put forward schemes to ensure the Panel had a robust rolling programme.</p>	SA
8.	<p>Report on Revenue Spend</p> <ul style="list-style-type: none"> - Highways Rangers - Traffic Surveys - Section 106 Schemes <p>The Panel noted these reports and thanked the Highways Rangers for all their hard work.</p> <p>Cllr Dick reported that the VAS in both Daws Heath Road and Hart Road were obscured by tree branches which needed removing. Cllr Dick to identify locations.</p>	Cllr Dick
8.	<p>AOB</p> <p><u>Drainage</u> The Chairman enquired whether the Panel’s budget could be used for local projects such as drainage. It was recognised that many drainage issues would fall under the surface water alleviation drainage scheme or maintenance budgets. It was agreed to investigate further whether this was a permissible use of the Panel’s budget.</p> <p><u>Bus Shelters</u> Cllr May reported damage to a bus shelter in Link Road. It was stated that this was a maintenance issue and should be logged via the ECC website.</p> <p><u>‘Slow Down’ Signs</u> Cllr May reported that there was a need for a ‘Slow Down’ sign in Thisselt Road, Canvey Island due to geese from the nearby lake often crossing the highway. Cllr May to submit a scheme request form.</p> <p><u>White Lines at Road Junctions</u> This was a matter to be reported through the ECC Member Enquiry system.</p> <p><u>Sadlers Farm Roundabout</u> Cllr Acott reported that the sequence of traffic lights was causing vehicles to block other lanes on the roundabout and causing a traffic jam. Stuart Jarvis reported that it was due to vehicles pulling over the yellow hatched boxes and therefore was an enforcement issue.</p>	<p>SA</p> <p>Cllr May</p>
9.	<p>Date of next meeting: 17th September 2019.</p>	

Chairman