

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –  
13 MARCH 2019, MEETING ROOM 3,  
1-2 SEVEN ARCHES ROAD, BRENTWOOD, ESSEX**

<b>Chairman:</b>	Cllr Lesley Wagland (ECC)
<b>Panel Members:</b>	Vice-chair - Cllr Jon Cloke (BBC), Cllr Barry Aspinell (ECC), Cllr David Kendall (ECC), Cllr Louise McKinlay (ECC), Cllr Roger Hirst (BBC) and Cllr Louise Rowlands (BBC)
<b>Also Present:</b>	Cllr David Jobbins – Parish Council representative - appointed by the Brentwood Borough Parish Councils Association on behalf of the EALC.
<b>Officers:</b>	Dan MacLean – Highways Liaison Officer (ECC) Sonia Church – Highways Liaison Manager (ECC)
<b>Secretariat:</b>	Jean Sharp – Governance and Member Support Officer (BBC)

Item		Owner
1.	<b>Welcome and Introductions:</b> Cllr Mrs Wagland welcomed all present.	
2.	<b>Apologies for absence:</b> Apologies had been received from Cllr Alison Fulcher (BBC)	
3.	<b>Declarations of interest:</b> There were no declarations of interest.	
4.	<b>Minutes of previous meeting:</b> The minutes of the meeting held on 12 December 2018 were agreed to be a correct record.	
5.	<b>Matter arising from the minutes of the previous meeting:</b> DMcL gave an update on each of the actions he had been due to undertake.  In relation to the requested signage in Bakers Lane, Ingatestone, Cllr Cloke had requested 'Children in Road' signs rather than 'Not suitable for HGV's' signs. <b>Action: DMcL would follow this up.</b>  In relation to proposed bollards alongside Mount Pleasant Avenue, Hutton, DMcL advised that the safety engineer – Mr Henderson – had advised he would be happy with the installation of a bell bollard.	<b>DMcL</b>



	<p>In relation to proposed railings outside Tesco in Hanging Hill Lane, ECC considered the cost prohibitive but Cllr Cloke advised that SEPP was prepared to fund the railings which would prevent direct access from the road to the ATM, although it would mean wheelchair users having to access the store via the car park.</p> <p>Cllr Kendall advised that the bollards installed outside Tesco in Warley Hill had been damaged then removed anonymously leaving dangerous craters in the footway and requested that railings be installed in their place. Cllr Cloke advised that SEPP may consider funding this installation too.</p> <p><b>Action: Cllrs Cloke and Kendall would submit scheme request forms to DMcL for railings in Hanging Hill Lane and Warley Hill respectively.</b></p> <p>In relation to the proposed 20mph zone for Hutton Mount and Hutton Burses which Cllr Hirst had raised, SC requested contact details for Hutton Mount Association so that the situation could be clarified and the scheme returned to the Potential Schemes list for future consideration.</p> <p><b>Action: SC to contact Hutton Mount Association.</b></p> <p>Cllr Kendall sought clarification regarding enforcement of 20mph zones as the limit was being broken in a number of places on the East Ham Estate. SC advised that police enforcement was not expected in these zones but that if a community speedwatch exercise had been undertaken and there was persistent speeding, information would be passed to the police for further action to be taken. SC advised that where 20mph zones were installed, it was good practice to carry out a further speed survey after 12 months. Cllr Mrs Wagland requested that guidance relating to 20mph zones and speed limits – with input from the police - be circulated to LHP members.</p> <p><b>Action: SC would prepare some guidance notes on the five types of 20mph restrictions.</b></p>	SC
6.	<p><b>Approved Works Programme Update:</b> The report provided an update on the current position of all schemes which the LHP had recommended for inclusion in the 2018/19 Approved Works programme. This included Casualty Reduction Schemes, all other schemes funded by the Capital Budget and also match funding schemes.</p> <p>Members noted that, ideally, the remaining match-funding and some of the 2019-20 capital budget allocation should be allocated at this meeting. Any remaining match funding could be carried over to 2019/20 but it was not anticipated that any more would be forthcoming in 2019/20. The capital budget allocation would again be £224k.</p>	



	<p>DMcL highlighted some listed schemes which needed additional clarification:</p> <p>Item 2 – Kelvedon Hatch, Stondon Massey and Nine Ashes – Weight Limit signage: Phase 1 - which related to replacing missing or damaged signs - was due for completion in June 2019 and Phase 2 – additional signage to give advanced warning to HGV drivers – was underway. At present one Essex Highways officer dealt with weak structures, encroachments and ditch issues and passed enforcement requirements to the inspectors. SC stated that the only other funding available would be LHP's revenue, which could possibly fund an enforcement officer for specific environmental weight limits.</p> <p><b>Action: Cllr Wagland advised she would discuss the current issues with the relevant ECC cabinet member, thought to be Cllr Bentley, and would report back to the LHP.</b></p> <p>Cllr Jobbins asked if reports and photo's of HGV's from the public would have any status for enforcement. SC advised that historically a haulage company would be contacted on receipt of evidence from the public but the current lack of resources prevented this. Usually HGVs breaking weight limits was a sat-nav problem about which Cllr Mrs Wagland intended to contact the MP as this was a national issue and she was particularly concerned at the damage being caused to rural roads. She believed that random enforcement would be effective and comprehensive enforcement was not necessary.</p> <p>Item 3 – Hutton Village, Hutton – Footway – The design was complete and the estimated cost of implementing the scheme was £45k, possibly more due to ecological constraints – this would be reported back to the LHP.</p> <p>Item 13 – Coxtie Green Road, Brentwood – Safety Assessment – the safety proposals had been completed. Cllr Mrs Wagland was concerned about the dangerous ruts at the side of the carriageway approaching Weald Road and Cllr Aspinell was concerned at a very bright security light in the same location.</p> <p><b>Action: DMcL would look into these two issues.</b></p> <p>Item 17 – Footway installation outside 140-142 Hanging Hill Lane – design due for completion on 29 March 2019.</p> <p><b>Action: DMcL would contact the relevant resident regarding removal of the hedge which was on the highway.</b></p> <p>Item 19 – Replacement bus shelter – Clarence Road Junction with Harewood Road. Cllr Mrs Wagland advised that a press release had been published advising that a new bus shelter was to be erected at the junction of Crescent Road and Harewood</p>	<b>DMcL</b>
		<b>DMcL</b>
		<b>DMcL</b>



	<p>Road. This should have been Clarence Road and Harewood Road. However, it transpired that there had been some confusion as it was established through discussion that a shelter at that location had been removed due to anti-social behaviour and the proposed location for a replacement was at the bus stop at the junction of Elizabeth Road and Harewood Road.</p> <p><b>Action: DMcL would clarify with Passenger Transport the Panel's requested location for the shelter.</b></p> <p>Item 22– Hall Lane, Shenfield - Sharp bend and 20mph advisory signage/20's Plenty scheme – this was due for completion in Q2 - July/September 2019</p> <p>Item 23 - School Road, Kelvedon Hatch – Extend Wig Wag post and raise unit to improve visibility – due for completion in Q2 – July/September 2019. Cllr Jobbins expressed concern that this was not due to be completed until the next school year had started.</p> <p><b>Action: SC would highlight the work as a priority to aim for completion in August 2019.</b></p> <p>Item 24 – High Street, Brentwood – Tactile Paving – Introduction of tactile paving at the Crown Street junction and Moores Place junction - due for completion in Q2 – July/September 2019.</p> <p>Item 25 – Sawyers Hall Lane – various amendments/additions to improve pedestrian safety – Design for guard railing extensions/side road treatment implementation/kerb line buildouts</p> <p>Cllr Cloke advised that it was hoped to install 'School/clearway' signs on both sides of the road. DMcL advised that engineers were currently establishing ownership of land in Sawyers Hall Lane before validating a design for a coach dropping off point. Cllr Aspinell believed the land belonged to Tesco, Essex County Council and Brentwood Borough Council.</p>	DMcL
8.	<p><b>Potential Schemes List for consideration:</b></p> <p>A list was provided for Members' consideration showing all the current potential schemes expenditure which was estimated at £285,000 (Casualty Reduction Schemes £20,500, Traffic Management £37,500, Walking £167,000, Cycling £27,500 and Public Rights of Way £32,500). The value of the budget for 2019/20 would be £224,000 and £81,500 match-funding monies remained – total £305,500. The Panel could proceed with everything validated but there were 4 feasibility studies for which costings were awaited.</p>	SC



	<p>SC reminded members of the introduction of the direct delivery gang which has been successful in undertaking small schemes – signing, lining, railings, bollards, dropped kerbs etc. Members of the gang were employed directly through Essex Highways and therefore works they undertook were less expensive due to not having the supply chain partner uplifts and were carried out more quickly as they could be fast-tracked between Panel meetings via the LHP Chair and with Cabinet Member approval. SC proposed that the Panel allocate 10% of their budget for these small schemes to be undertaken through the direct delivery gang.</p> <p>Cllr Kendall requested that Members be supplied with a list of works the gang could undertake with estimated costings.</p> <p>It was agreed that requested works be circulated to all Panel members to give an opportunity to comment but a proposed scheme would progress for Chair/Cabinet member approval without comments from all members. Members were asked to be fair-minded in their requests.</p> <p><b>A vote was taken on a show of hands and it was RESOLVED UNANIMOUSLY to allocate 10% of the annual LHP budget to the Direct Delivery Scheme.</b></p> <p><b>Safer Roads</b></p> <p>DMcL advised that two Casualty Reduction Schemes – Items 1 (Thoby Lane j/w St Anne's Road, Mountnessing) and 2 (Wash Road/Widvale Road j/w Old Church Lane, Mountnessing) had been included in the list so that Panel Members could provide local knowledge before schemes were designed. Members agreed that cutting back of vegetation would assist with both schemes.</p> <p><b>Traffic management</b></p> <p>Item 1 – Church Lane, Warley – 20mph speed limit. Cllr Kendall agreed with the recommendation that the scheme should not be progressed following validation results and it was removed from the list.</p> <p>Item 2 – Brook Street Brentwood – Lane Improvements – Cllr Cloke confirmed that funding had been approved by SEPP for the proposed parking restrictions.</p> <p>Item 3 – Sandpit Lane, South Weald – Width restriction at the southern end of Sandpit Lane. Residents approved the scheme therefore it would be progressed and should prevent damage</p>	<p><b>DMcL</b></p>
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	<p>caused by HGV's not being able to get through the width restriction at the northern end of the road.</p> <p>Cllr Kendall requested another speed survey be undertaken to be compared with that taken over two years ago.</p> <p><b>Action: Cllr Kendall and DMcL to liaise.</b></p> <p>Item 4 – Bakers Lane, Ingatestone – ‘Beware Children’ Signage needed to be installed as houses open directly onto the road and schoolchildren walked there.</p> <p>Item 5 – Rayleigh Road, Hutton – Bollards – Revised scheme suggested by Cllr Mrs McKinlay was being progressed.</p> <p>Item 6 – 20’s Plenty – Oliver Road, Shenfield – average speed was above 30mph therefore the road was unsuitable for a 20mph limit. Community Speedwatch and referral to the police was suggested.</p> <p>Item 8 – Rayleigh Road/Cedar Road junction, Hutton – Parking Facilities – Option 3 was proposed as the best solution – <i>implement partial footway parking bays or a layby area.</i> It was suggested that street furniture be removed from the existing island and the crater in the pavement repaired. Engineers would be requested to design a scheme for Option 3.</p>	DMcL
	<p>Item 2 – Wigley Bush Lane/Weald Road – Improvements for Pedestrian School Access – proposal for 230m of footway to be laid. St Peters School might be willing to make a financial contribution – the headmaster to be approached in this regard. SEPP had approved proposals for parking restrictions – double yellow lines near the chicanes and traffic calming measures - and also a zebra crossing near the Tower Arms was proposed to be installed. Warning signage would be installed for the crossing.</p> <p>Item 3 – Pedestrian Railings – Hanging Hill Lane, Hutton – request to extend the railing outside Tesco Express. Discussed earlier in the meeting – SEPP would make proposals.</p> <p>Item 4 – Warley Street, Warley – Request to install a footway. In view of the estimated cost of £80,500. Cllr Mrs Wagland asked that a survey be done to ascertain how many people would use it. Cllr Kendall would advise Warley Conservation Society of the cost and agreed to put on hold for now.</p> <p><b>Action: DMcL would find out how the cost was arrived at so that Cllr Kendall could advise Warley Conservation Society.</b></p>	DMcL



Item 5 – Alexandra Road, Brentwood – dropped kerb to provide access to platform 4 for wheelchair users. Cllr Kendall advised that this was actually a kerbstone that had been knocked out of place and need putting back.

### Cycling

Item 1 – Brentwood Borough Wide Cycle Parking – the feasibility results had been received and had been circulated to LHP members. Implementation costs had been estimated at £27,500. DMcL confirmed that replacement cycle parking at Shenfield Station was included and it was requested that the new shelter be constructed using more robust materials than those previously used.

Cllr Jobbins had noted from the feasibility study that none of the proposed cycle parking was in the parished areas of Brentwood. SC advised that the proposed schemes resulted from the Cycle Action Plan (available on line) which was produced some years ago and provided the overall strategy. Any additional schemes could be added to be considered in future.

Members noted that the estimated cost of these cycling schemes was not ring-fenced for cycling but was part of the capital fund.

Feasibility studies for three cycle routes were due for completion by 29 March 2019:

Item 2 – Shenfield Road, Brentwood High Street – Cycle Route. It was noted that the original scheme would incur extraordinary costs therefore the feasibility study related to designing an alternative.

Item 3 – Shenfield Road to Shenfield – Cycle Route

Item 4 – Pilgrims Hatch to Brentwood Town Centre – Cycle Route

The cost of the design of each scheme was £6,500.

Cllr Aspinell asked that a cycle route on the A128 from Coxtie Green Road to Bentley Church be included in the feasibility study.

**Action: DMcL would check with Cllr Aspinell to check whether his requested route was already included within the cycle strategy.**

DMcL



	<p><b>Passenger Transport</b></p> <p>Two schemes were currently in validation:</p> <p>Item 1 – Replacement of damaged bus shelters – Chelmsford Road, Shenfield</p> <p>Item 2 – Installation of bus shelter in Danes Way, Pilgrims Hatch.</p> <p><b>Action: DMcL would confirm the required location of Danes Way shelter with Cllr Aspinell.</b></p> <p><b>Public Rights of Way</b></p> <p>Item 1 – Byway 12, Kelvedon Hatch – Improve surface</p> <p>Cllr Mrs Wagland reported that, whilst the Ramblers were keen for the PROW to be repaired, local residents advised that the bad condition of Byway 12 prevented the anti-social behaviour they experienced through off-road vehicles using it to access the adjacent woodland. Cllr Jobbins advised that the parish council would like the Byway to be downgraded to a bridleway so that vehicles would not be permitted to use it.</p> <p>The PROW team had put the scheme forward and had supplied photos. Most complaints had been received about this Byway and it was their highest priority.</p> <p><b>Action: DMcL would circulate to LHP members.</b></p> <p>SC advised that road planings were used to repair Byways but how long the new surface would last depended on the amount of use it received. Cllr Aspinell said that the Cabinet Member had advised him that road planings were no longer to be used for repairs due to contamination from vehicle emissions.</p> <p><b>Action: The Chair requested that Cllr Aspinell circulate the information he had received.</b></p> <p>Cllr Mrs Wagland believed that measures should be taken to address the anti-social behaviour before committing £32,500 on repairs that would not last long given the likely resumption of use by vehicles. SC advised of a trial undertaken where barriers had been erected so that vehicles could not access a byway during the winter months.</p> <p>Members agreed that alternatives should be investigated and the matter brought back to a future Panel meeting.</p> <p>SC advised that the running total of monies allocated to schemes was £195,500 plus the possible addition of £32,500 on</p>	DMcL
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	<p>the PROW - £228,000, leaving £77,500 left to spend at the June meeting.</p>	
9.	<p><b>Revenue Spend:</b></p> <p>Members noted that £5,350 had been spent on the 23 speed surveys which had been requested.</p> <p>DMcL advised that the outcome of a speed survey was sent to the Member who had requested the survey but in future he intended to include a column in the 'Speed Surveys and Revenue' table which would indicate the outcome of each one undertaken.</p>	
10.	<p><b>Highway Rangers work summary:</b></p> <p>A summary of works carried out by the Highway Rangers was included in the agenda pack and the Chair requested that the Panel's thanks were passed back to the Rangers.</p> <p>Cllr Cloke asked for an update on cones in situ in Fryerning lane following a bridge strike. Cllr Mrs Wagland said that Highways England wanted the cones to remain as they stopped vehicles parking on the bridge thus preventing weight stress.</p> <p>Cllr Cloke advised that parking continued as the cones were simply pushed out of the way and believed there were two options: to put in bollards or replace the bridge.</p> <p>Cllr Kendall requested clarification on whose responsibility was repairing damaged grass verges. The Chair advised that it was Essex County Council but there was not enough budget to repair all those damaged by vehicles. Public information was valuable in this regard as the cost could be reclaimed from vehicles causing the damage if evidence was provided. Damaged verges could be reported on line.</p>	
11.	<p><b>Date of next meeting:</b> TBC.</p>	