

**BASILDON LOCAL HIGHWAYS PANEL MINUTES – 25th SEP 2017,
2pm**

Committee Room 4, County Hall.

Chairman:	Councillor Richard Moore
Panel Members:	Cllr Jeff Henry, Cllr Allan Davies, Cllr Stephen Hillier, Cllr Kerry Smith
Officers:	Sonia Church – Highway Liaison Manager Will Price – Highway Liaison Officer Adrian Summons – Infrastructure Development Manager (Passenger Transport)
Secretariat:	Paula Montague

Item		Owner
1.	Welcome and Introductions Adrian Summons is attending to provide clarification on previous queries regarding design and costing of bus shelters.	
2.	Apologies for Absence: Cllr Malcolm Buckley, Cllr Anthony Hedley, Cllr Patricia Reid, Cllr Tony Ball Declarations of interest: None	
3.	Minutes of meeting held on 10 July 2017 to be agreed as correct record: The minutes were agreed as a correct record.	
4.	Matters Arising from Minutes of the previous meeting: Section 106 scheme (page 4) - Cllr Hillier to send details of the missing Section 106 scheme to WP for investigation. Bus Shelters - Cllr Smith queried the difference in cost of approximately £1000 between an Essex County Council (ECC) bus shelter and the blue bus shelters installed by Basildon Council (BC). AS advised that negative feedback has been received from residents regarding the BC shelters. ECC shelters are purchased in pairs to alleviate delivery costs and installed with built in wiring for installation of real time timetables. Cllr Smith highlighted that shelters are supplied for around £4500 but schemes are priced at around £7000. SC clarified that £7000 covers the whole installation including pre-	

civils, flags and timetables and is over-estimated to avoid the need to request a top up from the Cabinet Member. Any cost savings from unused contingency allowance can be put back into fund. Cllr Hillier suggested an accurate figure would be useful at the beginning of the financial year as budgets are small. WP advised that requesting a top up for unforeseen circumstances during installation can significantly slow the process. AS added that a scheme to replace a shelter may not be like for like as utility connections may have changed and the shelter is often placed slightly differently. Panel agreed to base such schemes on the £7000 figure and any saving would be utilised elsewhere.

Cllr Smith queried whether shelters could include an internal light for passengers to read and discourage anti-social behaviour. AS advised that UKPN charge £101 per metre for the necessary cabling. Shelters with built in wiring are used to accommodate lighting if Section 106 monies are received to improve bus stops. Telematics work on solar power which is utilised where possible however solar power is not always appropriate where there are trees or other obstructions to natural light. AS acknowledged that unlit shelters are damaged more than lit shelters however this is rare and has other factors involved. Residents are consulted and provided there are no utility connections, we will accommodate residents' wishes on location. Surrounding buildings are considered and shelters are installed with glass panels to allow viewing arrival of buses. Additional glass panels are installed in urban areas to fit in with surrounding area. Members thanked Adrian for his advice and he left the meeting.

Noak Hill/Wash Road Objections

Cllr Moore acknowledged this is a very complex item and expressed reluctance to make a decision without the input of two absent division Cllrs. WP advised this money cannot be spent in this financial year if this scheme is deferred and the £35k will have to go against 18/19 budget. Deferral unanimously agreed.

WP advised deferral means this scheme cannot be delivered this year; money can be spent elsewhere but is restricted to passenger transport schemes identified on the approved schemes rolling programme (page 8). WP recommended LBAS175003, LBAS175004, LBAS175006, LBAS175007 and LBAS175008 as none of these schemes involve civils and all are approved at £7000 each.

Cllr Henry expressed concern at the disruption caused by replacing multiple shelters in very busy areas. SC assured the panel their concerns would be passed to Passenger Transport team and advised that the permitting team will have experts in these areas who will, if applicable, impose restricted working times to alleviate congestion.

Panel unanimously approved the 5 schemes to go ahead.

<p>5.</p>	<p>Approved Works Programme Update 2017/18: The five approved passenger transport schemes specified need to be moved forward to this year's programme.</p> <p>Cllr Moore began by revisiting the 20mph guidance. Cllr Smith suggested the 20s plenty study is re-examined; Officers put significant work in to select appropriate schools therefore rather than this be forgotten it can be reviewed with consideration to the 20s plenty initiative. At the time of writing, the document identified 10 schools however the budget was reduced so 5 were selected. WP advised the report would need re-doing however it would be better to pick out one school per division each year, design and then deliver the following year as it slows process to look at it again. Cllr Smith would like to nominate the Berry Lane area for 20s plenty to protect Lincewood School. WP advised Cllr Smith to submit as a scheme request for validation. WP provided detail of the 20s plenty initiative and clarified the difference between this and an enforceable 20mph speed limit for Cllr Davis. SC informed the Panel that the 20s plenty initiative includes a competition for the children of the relevant school to design a sign to be used as part of the scheme. This would be good for a Cllr to promote but WP and SC could go to school to deliver this message.</p> <p>Cllr Hillier enquired as to when LBAS172019 (Great Berry Primary School) is going for consultation as there is some opposition. Cllr Smith advised he consulted with residents and received no complaints. WP will advise.</p> <p>WP confirmed that budget summary is same as it was at last meeting.</p> <p>LBAS152003 (Brightside, Billericay): This has been affected by the recent Policy change so WP proposed it is now delivered as a 20s plenty scheme which is not supported by a TRO so the cost of redesign will be covered. Cllr Moore queried why the simplified scheme proposal could not be delivered at a lower cost than the 20mph speed restriction. WP advised there would be no traffic calming with a 20s plenty scheme and no TRO would provide a saving of around £1000 which could be used to cover the costs to re-design the scheme. Cllr Moore expressed dissatisfaction that the approved 20mph speed restriction scheme should be changed to satisfy a new process. Cllr Smith agreed on the basis that it was agreed by the previous panel in March and should not be changed with no cost saving. Cllr Henry also concurred the current panel has no intention to retrospectively change decisions as the public are expecting their money to be spent reducing the speed limit. Panel unanimously agreed to progress as 20mph speed restriction.</p>	
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<p>WP inform Officer that the panel would like this scheme to remain a 20mph for discussion with Cabinet Member.</p> <p>Cllr Henry requested a report for the 5 variations of 20mph schemes to be able to quantify. SC will update this and provide as requested.</p> <p>LBAS163014 (Kenilworth Close/London Road, Billericay): This scheme is ready for delivery but requires a budget adjustment of £5500 as the permitting team have imposed traffic management and strictly restricted work times on the scheme. Cllr Moore clarified the location and questioned the requirement for traffic management to install dropped kerbs on local roads. SC provided clarification on necessity of traffic management and permitting for safety of the workforce and the public. WP will confirm detail.</p> <p>The panel authorised the additional £5500.</p> <p>LBAS173002 (Luncies Road Underpass, Pitsea): Cllr Hillier apologised for not providing the required update, he has been away but will investigate and update accordingly.</p> <p>LBAS172007 (King Edward Road, Laindon): Cllr Henry advised complaints are still being received about parking in Briars Mead which this scheme has not addressed. WP advised this scheme endeavoured to address a very specific issue reported to us by Essex Police regarding a lack of junction markings. Cllr Henry will liaise with the SEPP regarding implementation of parking restrictions.</p> <p>All of the schemes on the rolling programme for 2018/19 have been approved and will automatically go into next year's programme unless the panel would like to remove any. Current value of the rolling programme is £265,000.</p> <p>Cllr Smith asked if these could be used as back up. WP clarified that the rolling programme forms the basis of next year's programme.</p> <p>WP provided an outline of the crash reduction sites and clarified the schemes illustrated in italics that were not reviewed by the panel. SC confirmed there were some schemes last year that were swapped out very late in the year as some Cllrs had their high priority schemes back from validation later in the year.</p> <p>LBAS002011 (Clay Hill Road, Basildon): £20,000 has already been spent on this scheme, £5000 is required to complete safety audit remedial works.</p> <p>The panel reviewed schemes to consider priorities.</p> <p>LBAS172042 (A13 crossing point, Kierbeck Business Park): We have an estimated cost of £25,000 for delivery of 4 signs to warn of pedestrians crossing at this location. This is a high profile issue with support of the MP and Basildon Business Group. Basildon Business</p>	
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	<p>Group may be able to fund the scheme outside of the LHP but it remains in the rolling programme in the meantime. The scheme will require retrospective panel approval as it came up very late and was signed off by the Cabinet Member prior to panel approval.</p> <p>Cllr Smith questioned whether signage placed there would have the opposite of the intended effect and encourage pedestrians to cross. WP believes this is unlikely as similar signage has been placed on the A127 and although the problem still exists it has not worsened. Members discussed associated issues on A13 surrounding this location, footpaths and validation of scheme.</p> <p>Scheme approved by majority decision. Cllr Hillier does not approve.</p>	
<p>6.</p>	<p>Potential Schemes List for consideration of Panel in 2017/18:</p> <p>WP clarified these are all new schemes that have not been signed off by the panel or Cabinet Member.</p> <p><u>Traffic Management</u></p> <p>LBAS172020 (Runwell Road) and LBAS172011(Castledon Road) – there are no division members present to consider these schemes.</p> <p>LBAS172024(New Avenue) – Cllr Smith recommends sign is located between Welbeck Close and Great Berry Lane. Panel approved in principle.</p> <p>LBAS172027(Mountnessing Road) – Cllr Moore expressed his support for this scheme.</p> <p>LBAS172033(Trafford House) – confirmed highway. WP will provide required costings.</p> <p>LBAS172034(Radford Way) – planning approval has been granted to Sainsburys. WP has confirmed no Section 106 has been agreed. Cost provided is for design and delivery in one year as there is a level of urgency to put a crossing in. Possibility that a top up will be required as scheme has not been designed yet. May also not be physically possible to complete in one year.</p> <p>LBAS172037(Coppice Lane) – Cllr Buckley is not present for comment.</p> <p>LBAS172040(Berry Lane) – Remove from list.</p> <p>LBAS182002(Jacksons Lane) – Cllr Smith requested two prices; for a shorter barrier and an extension. Panel will await costs.</p> <p>LBAS182003(Mountnessing Road) – Remove from list. Cllr Hillier enquired on the costs to re-use this sign elsewhere. SC advised this depends on the age of the sign and may not be possible.</p> <p>LBAS182004(Lee Chapel Lane) – Remove from list</p> <p>LBAS182006(Rectory Road) – Cllr Buckley is not present for comment.</p> <p>LBAS182007(Little Lullaway) – Cllr Davies expressed his support for this scheme.</p> <p>LBAS182011(Coopersales) – WP has advised the SEPP of this issue. Panel approved in principle.</p> <p>LBAS182014(West Mayne) – Remove from list. Significant monies have been spent in an effort to try and prevent travellers returning</p>	

<p>and alleviate fly tipping. Cllr Smith enquired whether planting trees would achieve desired result. Cllr Henry advised location is vast and grass cutting would be impeded. SC added waiting for trees to mature would be an issue.</p> <p>LBAS182015(Church Hill) – Remove from list. Cllr Henry acknowledged parking at this location is a big issue and solution is still required; to be raised with the SEPP. SC advised SEPP are rolling out a school initiative, WP will provide Cllr Henry with findings from research at this location.</p> <p>Cllr Davies raised the issue of speeding on Lincoln Road which was a scheme rated red in March 2016. WP confirmed this scheme did not meet criteria as average speeds were not as expected. WP will provide Cllr Davies with data from the survey. SC advised the difference between the mean speed and the 85th percentile is significant and can advise members how to interrogate figures if required.</p> <p><u>Walking</u></p> <p>LBAS173001(Pound Lane) - Cllr Smith highlighted this is a significant LHP spend given that the care home has responsibilities to their staff and residents. WP concurred the panel have been dubious about this in the past but have never said no so it remains on the list. Cllr Hillier agreed it is significant money. Cllr Moore suggested nursing home should fund it. Remove from the list.</p> <p>LBAS172044(Wickford CofE Infant School) – this design was commissioned last year but was not completed within the financial year and no funding was allocated this year towards finishing the design. If savings can be made within this year’s budget is the panel happy to continue with design?</p> <p>WP provided outline on commissioning of schemes – feasibility studies, design etc and confirmed £1000 is required for the engineer to finish design. Cllr Moore proposed funding completion of design to allow full discussion on scheme at a later meeting.</p> <p>Panel approve £1000 for completion of design, WP will provide before January meeting.</p> <p>LBAS173003(Healthleigh Drive) – Remove from list.</p> <p>LBAS183001(Hill Avenue) – Further information required.</p> <p><u>Passenger Transport</u></p> <p>LBAS185001(Laindon Link) Mention previous vandalism to passenger transport team to consider plastic instead of glass. Panel approved this scheme.</p> <p><u>Surveys</u></p> <p>WP outlined PV2 surveys. Panel reviewed surveys completed. SC advised £2000 left to spend which may be spent on VAS repairs. SWARCO have assessed VAS signs, other manufacturers need to be assessed. We may have to provide a list of repairs required</p>	
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	<p>which may use the remaining £1988. One SWARCO sign was repaired at the time.</p> <p>All other schemes were approved in principle by the panel.</p>	
<p>7.</p>	<p>Appendix</p> <ul style="list-style-type: none"> - Highways Rangers <p>Report showing work completed. Cllr Smith enquired whether management of Rangers has been moved to BC and whether Rangers are trained on power tools. SC confirmed Rangers are Essex Highways staff however there is a street care team within Basildon. BC have not approached Essex Highway to take on the service – they would need to TUPE staff for which ECC would need to be contacted and process followed. Cllr Smith advised that he recently attended a meeting in which it was agreed instruction would be given to Rangers by BC but staff would remain employed by Essex Highways.</p> <p>SC clarified that other local authorities run their own Rangers service which they deliver on behalf of ECC under a service level agreement. Cllr Smith will clarify with BC. Cllr Henry advised they would need additional training for power tools and insurance.</p> <p>Cllr Smith raised the painting of the bollards in Mandeville Way. WP will follow up.</p> <ul style="list-style-type: none"> - Section 106 Schemes <p>Report for reference. No comments.</p>	
<p>8.</p>	<p>AOB</p> <p>Cllr Moore advised that the Vice Chair of the panel will be Cllr Henry.</p> <p>WP advised he has received approval for a 3 month sabbatical but will be back for the January panel meeting. There will be another Highway Liaison Officer available to the panel. SC will confirm the covering Officer in due course.</p>	
<p>9.</p>	<p>Association of Basildon Local Councils (ABLC) Representation</p> <p>The ABLC would like to send a representative to contribute at panel meetings.</p> <p>Members discussed this in terms of areas that are not represented by a parish council and whether this creates a disadvantage to some over others. Cllr Hillier believes they would be at a disadvantage if they're not represented by a parish council. Cllr Moore confirmed ABLC have voted for a representative in anticipation. Cllr Henry has no objection. Cllr Smith concurred a representative would be another voice and another perspective. Cllr Moore affirmed a representative would need to represent all of the councils. Cllr Smith clarified they have no voting rights and agreed parish councils can</p>	

	<p>be helpful with big divisions. Cllr Smith confirmed he has no objection.</p> <p>Cllr Davies agreed local insight is useful. Cllr Hillier reiterated concerns that they have to represent all councils and expressed reluctance unless reassurance can be provided that he will represent all.</p> <p>WP advised the representative would not be submitting proposals, simply observing and representing parishes. The previous representative only provided reporting and opinions. SC advised parish councils are trained yearly on LHP processes and they can contact HLOs if required but they need county member approval for a scheme to be put forward. Cllr Hillier highlighted that Basildon is not fully parished which presents difficulties.</p> <p>Members agreed that the ABLC should be allowed to send a representative to observe the proceedings of the Basildon LHP (as per the Local Highways Panels Terms of Reference) but only on the understanding that they represent and feed back to all of the Local Councils in Basildon Borough</p>	
<p>10.</p>	<p>Date of next meeting: 29 January 2017</p>	