

ROCHFORD EXTRAORDINARY LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Monday 30 th of June 2025
Time:	10 AM
Venue:	Video Conference Call
Chairman:	CC June Lumley
Vice Chairman:	CC Mike Steptoe
Panel Members:	Cllr Laureen Shaw, Cllr Michael Hoy, Cllr James Newport
Officers:	EH James Drabwell – Highway Liaison Officer EH Daniel Maclean – Highways Team Leader
Secretariat:	None appointed.

Page	Item	Subject	Lead	Paper
1	1	Welcome & introductions	Chairman	Verbal
	2	Apologies for absence & declarations of interest	Chairman	Verbal
2 - 3	3	Action log of meeting held on 9 th December 2024 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
4 - 7	5	Report on Funded Schemes 24/25	James Drabwell	Report 1
8 - 14	6	Report on Priority schemes and Schemes Awaiting Funding	James Drabwell	Reports 2A / 2B
	7	Date of next meeting. TBA	Chairman	

ROCHFORD LOCAL HIGHWAYS PANEL MINUTES

9th December 2024 AT 10.00AM

REMOTE MEETING VIA TEAMS

ACTION LOG

Chairman:	Cllr Mrs June Lumley (ECC)
Vice-Chairman:	Cllr Mike Steptoe (ECC)
Panel Members:	Cllr Michael Hoy (ECC), Cllr James Newport (ECC), Cllr Laureen Shaw (ECC)
Officers:	Dan Maclean – Highways Team Leader James Drabwell – Highways Liaison Officer
Secretariat:	None appointed

Item		Owner
1.	The Chairman welcomed the meeting of the LHP.	
2.	Matters arising from the previous meeting. NONE	
3.	<u>Apologies</u> Cllr Shaw Cllr Newport Cllr Hoy	
4.	The Minutes of the meeting held on 29 th September 2024 were agreed as a correct record. With the added correction, The action Log for the previous LHP meeting omitted that the meeting was chaired by the Vice-chairman Cllr Mike Steptoe.	
5.	Investigate the potential of 106 monies that can be put towards scheme LROC222025 Grange Rd shops.	JD

	<p>Add extra significant detail to the London Rd crossing validation. To include the community centre where the 0-19 childcare group meets, nearby in Little Wheatley Chase is the Catholic Primary School along with the well-used Grange Community Centre.</p> <p>There is also a child's nursery in the Pope John Paul Hall on the North side of the A129.</p> <p>Cllr Newport is to be notified as the boundary is the centre line of the main London Rd.</p>	JD
	<p>To identify Who/When the VAS unit outside the Glebe Primary School was repaired.</p>	JD
	<p>Amend the comment for scheme LROC182017 - Rayleigh Weir A127/A129 scheme to reflect the involvement of the neighbouring Castle Point district.</p>	JD
	<p>Check that the wig wag lights on High St Gt Wakering are reported correctly to the maintenance department for action.</p>	JD
	<p>Update the validation request for LROC222018 – Hall Rd.</p> <p>Wording to include that the Parish are funding their own VAS unit and the placement of village gateways to help slow the traffic down.</p>	JD
	<p>Investigation needed to understand what route is appropriate for replacement Church signage.</p>	JD
	<p>HLO to arrange a revisit to Coronation Close.</p>	JD
	<p>Anchor Lane, Canewdon bus shelter will require a site visit to initially assess the site from the HLO.</p>	JD
	<p>Future dates for the next LHP meeting are confirmed as, 24th March 2025</p> <p>The meeting finished at 12.17pm.</p>	

ROCHFORD HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the final position of all schemes which the Rochford Local Highway Panel recommended for inclusion in the 2024/25 programme. It also details those schemes that were funded in 2024/25 through the Chairman's Panel.

2024/25 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2024/25	£107,000
2	Chairman's Panel Funded Schemes	£56,500
	Total	£163,500

Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows –

- Q1 - Quarter 1 – April to June
- Q2 - Quarter 2 – July to September
- Q3 - Quarter 3 – October to December
- Q4 - Quarter 4 – January to March

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required.

Funded Schemes 2024-25

Total Value of Schemes	£106,500	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	High Road, Rayleigh - Signalised Crossing	Feasibility study to investigate the possibility of upgrading the existing zebra crossing near the junction with Love Lane.	Rayleigh South	Rayleigh CP	Walking	Feasibility	LROC213004	£19,500	The costs for this scheme have increased significantly but these costs have been met through other monies secured to ensure this scheme progresses.	Completed
2	Watery Lane & Beaches Road, Rawreth - Signage Improvements	To undertake a review of the signing and lining throughout both routes.	Rayleigh North	Various	Traffic Management	Design	LROC212001	£8,000	Width restriction signage to be added to the design. Location of this signage is needed to progress the design, Cllr to provide locations. RSA to be undertaken and stats finalised.	Completed
3	Daws Heath Road, Rayleigh - Horse Warning Signs	Request for horse warning signs in Daws Heath Road near the dog kennels.	Rayleigh South	Rayleigh CP	Traffic Management	Total Scheme	LROC202016	£1,500	This scheme has been cancelled due to the high costs the panel have received for the implementation of the individual warning sign.	Cancelled
4	High Road / Brook Road - Signing	Improvement at junction of Brook Road and High Road, Rayleigh Weir	Rayleigh South	Rayleigh CP	Traffic Management	Feasibility	LROC202012	£8,000	Improvement at junction of Brook Road and High Road, Rayleigh Weir	Completed
5	Rochford Town Centre, Market Square Improvements	Various surveys and completion of Feasibility Study.	Rochford South	Rochford CP	Traffic Management	Feasibility	LROC172094	£8,000	Study to reduce the traffic congestion along West St with a view to increasing parking within the Market square.	Completed
6	Iron Well Lane, Rochford - Footway improvements	Request to Improve the Eastern End of the lane to allow school children safer access for a route to school, and to provide "Not Suitable for Motor Vehicles" signage at either end of the lane.	Rochford South	Rochford CP	Walking	Feasibility	LROC223002	£5,500	Feasibility study will ensure boundaries are defined along with highway designation.	Completed
7	High St, Canewdon - Weight limit	Request to implement a weight limit	Rochford North	Canewdon CP	Traffic Management	Feasibility	LROC222022	£8,000	Feasibility study recommended due to many issues need understanding such as HGV'S, TRO'S plus the school itself.	Completed
8	Rawreth Lane, Rayleigh - Speed limit change	Request to relocate the posted speed limit	Rayleigh North	Rawreth CP	Traffic Management	Design	LROC222023	£8,000	Scheme re-presented by Cllr Newport for consideration for relocating the terminal signs	Completed

Funded Schemes 2024-25

Total Value of Schemes	£106,500	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
9	Hall Rd, Elizabeth Gardens Traffic management	Request to alter the existing Kerb line of the RAB / introduce arrow lines to encourage drivers not to use the over run.	Rochford South	Rochford CP	Traffic Management	Feasibility	LROC222024	£5,000	Validation recommends a Feasibility study and a Road Safety Audit first.	Completed
10	Grange Rd shops, London Rd - Area improvements	Request to improve the area around the shops to include refresh parking lines, including extra parking bays, pedestrian build out, verge cutting.	Rayleigh South	Rayleigh CP	Traffic Management	Design	LROC222025	£8,000	Validation recommends to proceed to design only due to many issues identified. Multiple TRO'S could be needed due to adding delivery bays and a pedestrian build out along with a consultation with the local businesses. Arbourist team will also need to be consulted due to the trees that will need to be reduced in size.	Completed
11	Hockley Rd, Rayleigh Badger signage	Request to erect Badger aware signage	Rayleigh North	Rayleigh CP	Traffic Management	Total Scheme	LROC222027	£6,500	To erect Badger aware signage	Completed
12	South St, Rochford - Zebra crossing lighting	Request to improve the lighting on the zebra crossing	Rochford South	Rochford CP	Walking	Design	LROC223028	£8,000	Site visited by engineer, recommendations are to design only due to a street lighting assessment being required.	Completed
13	Barling Rd, J/W Rebels Lane	To install signage to highlight the approaching bend in the road.	Rochford South	Gt Wakering	Traffic Management	Total Scheme	LROC223031	£7,500	Scheme available to progress with recommendations from officers to provide new signage to highlight the bend in the road.	Completed
14	Beke Hall Rd	To provide bollards to prevent vehicles gaining access to the main road.	Rayleigh North	Rayleigh CP	Traffic Management	Implementation	LROC223004	£5,000	Implementation of previously designed scheme.	Completed

Chairs Panel Schemes

Total Value of Schemes	£100,000	Funded	£100,000	Not Funded	£0
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Completed	Update	Cancelled
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Ref	Scheme name	Description	LHP Area	Division	Parish	Scheme Category	Scheme stage	Cost Code	Estimated Cost	Comments	Est Completion	Funded
1	A127 / A129 Rayleigh Weir Roundabout - Lane Signage and Markings	Feasibility Study to determine if any improvements can be made to the lane marking and road signage on the A127 / A129 Rayleigh Weir roundabout.	Rochford	Rayleigh South (Rochford)	Rayleigh CP	Traffic Management	Feasibility	LROC182017	£23,000	Feasibility study completed. Recommendations are to conduct a further in depth study to gain a up to date assessment of the junction using up to date traffic count data. Cllr Sheldon the Chairman for the neighbouring Castle Point district has been consulted and it is agreed that the scheme costs will be shared 50/50.	Completed	Yes
2	Coronation Close, Gt Wakering - Grasscrete	To provide Grasscrete to remaining verge	Rochford	Rochford South (Rochford)	Great Wakering CP	Traffic Management	Design	LROC222020	£4,000	This scheme has been downgraded to Design only due to the complexities of the scheme such as concrete curing times and the angle of the build.	Completed	Yes
3	Southend Road, Rochford - Crossing point	Design for measures identified in Feasibility Study to investigate the possibility of installing a crossing point.	Rochford	Rochford South (Rochford)	Rochford CP	Walking	Design	LROC203004	£60,500	Design underway.	Completed	Yes
4	High Road, Rayleigh - Signalised Crossing - Feasibility Study – TOP UP	Feasibility study	Rochford	Rayleigh South (Rochford)	Rayleigh CP	Traffic Management	Feasibility	LROC213004	£12,500	Top up provided by Chairmen's Panel to ensure this study can be completed during the 2024/25 programme.	Completed	Yes

ROCHFORD LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

Following a review of the LHP process, the allocation of the LHP capital budget will be adjusted for the upcoming period. The Panel is requested to provide funding recommendations for a two-year Rolling Programme of works, for which a total funding of £321,000 has been agreed for the Rochford LHP.

To facilitate these funding decisions, the 'Schemes Awaiting Funding List' has been divided into two distinct reports:

Report 2-A: Priority Schemes List – This report details schemes that have completed the design phase and are ready for immediate implementation.

Report 2-B: Schemes Awaiting Funding List – This report encompasses all other schemes currently awaiting funding.

Panel members are advised to prioritise funding recommendations from Report 2-A in the first instance. Subsequently, any remaining budget can be allocated to schemes identified in Report 2-B.

Upon receipt of the scheme recommendations, a comprehensive programme will be developed, outlining delivery timelines for each selected scheme. An update on this programme, covering both financial years, will be presented at the next LHP meeting.

It should be noted that due to the LHP no longer validating new scheme requests, Report 2-B exclusively contains schemes that have undergone prior validation.

Please note that as the Chairmen's Panel will not convene during the 2025/26 financial year, schemes previously awaiting their funding decisions have now been reverted to the LHP's Schemes Awaiting Funding List.

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £1,444,590.

Ref.	Scheme Type	Scheme costs	
		Priority Schemes	Schemes Awaiting Funding
1	Traffic Management	342,200	341,790
2	Walking	494,900	265,700
3	Cycling	0	0
4	Passenger Transport	0	0
5	Public Rights of Way	0	0
6	Total	837,100	607,490

ROCHFORD LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for Panel consideration
A	The scheme has been commissioned for a feasibility study which needs completing before any Panel consideration
R	A scheme which is against policy or where there is no appropriate engineering solution

Rochford

IMPLEMENTATION				
LHP Code	Project Name	District	Works Description Taken from the Panel Commission	Est. Budget Required for 2025/26 (Rounded to Nearest £100)
LROC222020	Coronation Close, Gt Wakering - Grasscrete	Rochford	Vehicles driving over grass making the verge all rutted and muddy.	£25,100
LROC223028	South Street, Rochford	Rochford	Improving the lighting on the zebra crossing	£72,200
LROC212001	Watery Lane and Beaches Road, Rawreth - Signage improvements	Rochford	To complete the design of warning signage and implement.	£25,100

DESIGN G IMPLEMENTATION				
LHP Code	Project Name	District	Works Description Taken from the Panel Commission	Est. Budget Required for 2025/26 (Rounded to Nearest £100)
LROC222025	Grange Road Shops, London Road	Rochford	To Improve the area including a build out and parking bays S106 Monies of £33,000 can be allocated to the scheme.	£42,100.00
LROC203004	Southend Road, Rochford - Crossing point	Rochford	Measures identified in Feasibility study to investigate the possibility of installing a crossing point.	£328,300
LROC182001	High St, Crown Hill, Eastwood Rd RAB improvements	Rochford	Improvements at the junctions of Eastwood Road, High Street and Crown Hill, Rayleigh, as recommended in the feasibility report.	£75,800
LROC222022	High Street, Canewdon - Weight Limit	Rochford	To improve or stop HGV'S going through the village	£24,500
LROC222023	Rawreth Lane, Rayleigh - speed limit change	Rochford	Relocate terminal speed signs	£19,000
LROC202012	High Road / Brook Road - Signing	Rochford	To improve junction signage	£42,100
LROC172094	Rochford T/C	Rochford	To improve the flow of traffic as recommended in the feasibility report.	£33,700
LROC222024	Hall Road Elizabeth Gardens	Rochford	To improve the exit of the Roundabout	£54,800
LROC213004	High Road, Rayleigh - Signalised crossing	Rochford	Study to upgrade the crossing at Love Lane.	£35,400
LROC223002	Iron Well Lane	Rochford	To improve the footing of the lane for pedestrians	£59,000

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,790
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Grove Rd	Provide bollards to the grass verges.	Rayleigh North	Rayleigh CP	Total Scheme	LROC232033	£15,200	To remove the vegetation and replace with a footway construction as bollards have been refused due to ongoing liability.	G
2	Teignmouth Drive	To reduce the road speed limit from 30mph to 20mph.	Rayleigh North	Rayleigh CP	Total Scheme	LROC242041	£21,300	The speed survey results achieved an average speed of 21.4mph which shows very good compliance with the posted limit. A review of the existing warning signage for visibility, condition, spacing and size and install any new signs/posts where required. The wigwags will also need to be checked to ensure they are operational. Any vegetation blocking the visibility around any sign/wig wag should also be addressed. The costs stated could rise due to using 3rd party electrical contractors so this must be taken into account.	G
3	Bellingham Lane	Improve signage to highlight a one way road.	Rayleigh South	Rayleigh CP	Total Scheme	LROC222030	£17,900	Review of signage / linage at both ends of Bellingham Lane with implementation of new signage where possible due to constraints.	G
4	Ashingdon Road, Primary school Rochford - Wig Wags	Request to replace the wig wags East and West of the school	Rochford North	Ashingdon CP	Total Scheme	LROC222029	£14,690	Scheme validation completed, proceed as a Total scheme. New costs implemented in the 25/26 financial year.	G
5	Ashingdon Rd Primary School		Rochford North	Ashingdon CP	Total Scheme	LROC242039	£27,000	Validation recommends a total design, a package of improvements including signage, lineage and vegetation cut back.	G
6	Highwell Gardens	To investigate improvements to the junction.	Rochford North	Hawkwell CP	Total Scheme	LROC242037	£13,700	Warning signage highlighting of the side road ahead along with roundels / slow painted to the road. All subject to a road safety audit undertaken during the design.	G
7	Barrow Hall Cottages	To provide extra signage to warn of approaching S bend.	Rochford South	Barling Magna CP	Total Scheme	LROC242038	£19,100	The validation recommends a package of improvements to include signage and lineage with a potential to re-site some signs subject to underground stat checks.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£341,790
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
8	Hall Rd, Rochford	To close off two unmade lay-bys that are being used as overnight HGV stops and keeping residents awake.	Rochford South	Rochford CP	Total Scheme	LROC242036	£45,400	To remove 2 existing laybys and return to vegetation/verge area to deter long term vehicle parking. ECC Place Services to be consulted.	G
9	Stilwells, Rochford	To look at ped refuge / build out / re-aligning the dropped kerbs including tactiles or any anything else to aid crossing the road.	Rochford South	Rochford CP	Total Scheme	LROC242042	£26,500	Tactile paving and school children warning signage with sub plates are subject to underground stats and a full Road Safety Assessment.	G
10	Twyford Ave	To provide bollards or hard standing to stop the verges on both sides of the road becoming a muddy mess.	Rochford South	Great Wakering CP	Total Scheme	LROC242040	£24,600	With confirmation from SEPP of regular attendance to the site its proposed that the verge area to be removed and reinstated as hardstanding for the length outside of the NWAAT.	G
11	A127 / A129 Rayleigh Weir Roundabout - Lane Signage and Markings	Implementation of measures recommended in Feasibility Study to determine if any improvements can be made to the lane marking and road signage on the A127 / A129 Rayleigh Weir roundabout.	Rayleigh South	Rayleigh CP	Feasibility	LROC182017	£22,500	Feasibility study completed. Recommendations are to conduct a further in depth study to gain a up to date assessment of the junction using up to date traffic count data. Cllr Sheldon the Chairman for the neighbouring Castle Point district has been consulted and it is agreed that the scheme costs will be shared 50/50.	G
12	Fambridge Rd, Ashingdon	To install new dropped kerbing and tactiles.	Rochford North	Ashingdon CP	Design	LROC232032	£71,400	This scheme should be a 2 stage approach. Year 1 design and year 2 build. Many elements to address and understand during the design process.	G
13	Thorpe Rd	To investigate the provision of restricting traffic through this road.	Rochford North	Hawkwell CP	Design	LROC232034	£22,500	Ok to proceed, however it must be a 2 stage scheme with the design first due to completing legal issues.	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£265,700
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	High Road, Rayleigh - Signalised Crossing	Implementation of recommendations made within the Feasibility study to investigate the possibility of upgrading the existing zebra crossing near the junction with Love Lane.	Rayleigh South	Rayleigh CP	Implementation	LROC213004	£261,200	Implementation of previous design.	G
2	Brays Lane, Rochford - Zebra Crossing	Request to investigate a potential zebra crossing within the vicinity of Spencer Gardens.	Rochford South	Rochford CP	Feasibility	LROC203003	£4,500	Feasibility study recommended due Road Safety Audit, stats required. There is no space for a zebra crossing on Brays Lane, further camera study to understand where school children and pedestrians are actually walking before committing the panels funds.	G