

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL

2 September 2015

Present:

County Councillor John Aldridge	Essex County Council
Councillor Richard Ambor	Chelmsford City Council
County Councillor Jenny Chandler	Essex County Council
Councillor Michael Holloway	Chelmsford City Council
County Councillor Dick Madden (Chairman)	Essex County Council
County Councillor Mike Mackrory	Essex County Council
Councillor Jean Murray	Chelmsford City Council
Councillor Bob Shepherd	Chelmsford City Council

In attendance:

Derek Latimer	Chelmsford City Council
Max Nicholls	Chelmsford City Council
Averil Price	Chelmsford City Council
County Councillor Stephen Robinson	Essex County Council
Jon Simmons	Essex County Council
Derek Stebbing	Chelmsford City Council
Rosa Tanfield	Chelmsford City Council

1. **Welcome from the Chairman and Apologies**

The Chairman welcomed all those present to the meeting and asked them to introduce themselves.

Apologies for absence were received from Sonia Church (Essex County Council).

2. **Minutes of the Chelmsford Local Highways Panel Meeting on 17 June 2015**

The minutes of the Chelmsford Local Highways Panel meeting held on 17 June 2015 were approved as a correct record and signed by the Chairman.

3. **Matters Arising**

Members' Guide

Rosa Tanfield confirmed that a copy of the Members' Guide had been sent to all Chelmsford City Councillors and the nine Essex County Councillors for the Chelmsford City area.

*LCHE135509 - Havengore, Springfield – Bus Shelter;
LCHE132077 - Springfield Library Signage*

County Councillor Mackrory asked about the current position of the use of a green area a few metres away from the original site proposed for the bus shelter as requested and about the signage for Springfield Library. Jon Simmons confirmed that these matters would be reported on later in the meeting (agenda item 7).

Scheme LCHE142006 – Broomfield Parade, Broomfield Road, Chelmsford – parking provision – feasibility study

County Councillor Robinson confirmed that all the Chelmsford City Councillors for Patching Hall Ward had met Sonia Church, Jamie Twinn, Jon Simmons, along with representatives of the South Essex Parking Partnership to discuss the parking and engineering problems in the location. A drawing to show the impact on the turning circles if echelon parking were to be created had been discussed at the meeting. It was now suggested that options should be explored both by the South Essex Parking Partnership and by Essex Highway Officers through the Local Highways Panel. The Chairman confirmed that although the scheme was not on the current list, it may be that another scheme for implementation could be considered by the Chelmsford Local Highways Panel for feasibility.

ACTION Jon Simmons to share a copy of the drawing discussed at the meeting, showing the turning circles to be distributed with the minutes.

Stump Lane, Chelmsford

Councillor Murray asked about progress with this case and Jon Simmons confirmed that the Validation Team were looking at the possibilities.

ACTION Jon Simmons to discuss the case with Councillor Murray outside the meeting.

Highway Rangers

Councillor Holway asked for further information about the possibility of the Highway Rangers using a flail to be purchased out of the revenue budget. It was noted that this would be reported under Minute 6 below.

LCHE144001 – Citywide – Watchouse Road shops – provision of cycle parking facilities

Jon Simmons had sought clarification about the proposal for additional cycle parking facilities for Watchouse Road shops in Galleywood and had advised Councillor Potter

LCHE142032 – Dyers Hall to Cricket Ground, Mashbury Road, Chignal – creation of three passing places on narrow road

Jon Simmons confirmed that this scheme was now being progressed.

LCHE144005 – White Hart Lane(Sainsbury's) to Beaulieu Park, Springfield – Phase 2A of a scheme to connect the cycleways from Sainsbury's to Beaulieu Park

Details of this scheme were to be provided at Item 5 of this agenda.

LCHE004001 - New London Road subway, Chelmsford - Permit cycling in subway

County Councillor Robinson asked whether this scheme could be revisited. Jon Simmons explained that the subway had similar dimensions to the one by the Odeon roundabout. A Traffic Regulation Order had prohibited cycling in the 1970s but the section regarding cycling under the Odeon roundabout had been revoked in 1982. Officers had concerns that if the prohibition of cycling to the subway was revoked, this could be subject to a Public Inquiry if objections were received. To signpost cyclists from this location to the Odeon roundabout would cost in the region of £7,000. County Councillor Aldridge suggested that the Panel should endeavour to keep cyclists safe and he would support keeping them away from a difficult junction. The Chairman asked that more detailed options for increasing cycling safety be brought back, including the option to revoke the prohibition, in order that the Panel can make an informed decision.

4. **(A) Approved Works Programme Updates**

The Panel received a Schedule of the schemes in progress which had been recommended.

(1) Parkway A1060 Odeon RAB- LCHE132022 – Traffic Management Improvements

It was noted that the finish date would now be November 2015. The Chairman asked that the cones installed recently on the roundabout to replace damaged bollards, be replaced as they were unsatisfactory.

ACTION Jon Simmons to report to Essex Highways and confirm actions with the Chairman.

(2) O/s Moulsham Grange, London Road, Chelmsford – LCHE132071 - raise kerbing/add bollards/pave area

Formal consultation had been taken place regarding a Traffic Regulation Order; there had been no objections and the scheme was being progressed and the finish date would now be February 2016.

(3) Main Road (at southern Broomfield parish boundary) Broomfield – LCHE142001 – Village Gateway treatment design

Jon Simmons confirmed that the scope of the scheme had been agreed at a meeting attended by County Councillor Aldridge and Broomfield Parish Council. The finish date was envisaged as March 2016 with implementation starting in December 2015

(4) Main Road (at northern Broomfield parish boundary) Broomfield – LCHE142002 – Village Gateway treatment design

Jon Simmons confirmed that the scope of the scheme had been the subject of discussions between the Parish Council and the Highway Design Engineer. The scheme was temporarily on hold whilst the Hospital Approach arrangements were being finalised. County Councillor Aldridge reported that he would be meeting the Essex County Council Cabinet Member to discuss the delay.

(6) Watchouse Road (Skinners Lane to Pipers Tye) Galleywood – LCHE142003 – Speed Reduction measures – VAS sign

Jon Simmons reported that the finish date would now be June 2016 for this scheme. Galleywood Parish Council had requested a VAS sign which recorded data at an additional cost of £15,000, plus other traffic management measures whereas the current allocated budget was only £10,000. As the Parish Council's request would mean a significant increase in cost and would require further feasibility, the matter would be the subject of a report to the next meeting with justifications for the additional works and options of the Parish providing match or contribution funding.

ACTION Jon Simmons to discuss the need for an enhanced VAS at this location with Galleywood Parish Council, plus Parish funding options and report to the Panel on 26 January 2016.

(7) Margaretting Road, Galleywood – LCHE003001 - Continuation of footway from Village to Heritage Centre – Civil Works (£88,000, Legal/Design costs £31,000)

This scheme was being progressed.

(8) Five entry points to Galleywood – LCHE132016 - Install five Village Gateway features.

Liaison with Galleywood Parish Council was continuing about the gateway type and locations. Section 106 funding would be applied to this scheme with additional Chelmsford Local Highways Panel "top-up" funding

(10) O/S 140-147 Forest Drive, Chelmsford – LCHE142004 to construct lay-by within available verge

County Councillor Mackrory asked if all the studies of this scheme were now complete and when the work would start. Jon Simmons reported that the current finish date was February 2016. County Councillor Mackrory then asked if it could be brought forward to the January LHP meeting and Jon Simmons confirmed that it might be possible and the Chairman asked that this be done.

ACTION Jon Simmons to request that this scheme be advanced and advise the Chairman about progress.

(11) Avon Road, Chelmsford – LCHE142031 - Parking improvements along whole length of road – measures to prevent parking on verges combined with creation of parking bays

This scheme had been originally planned to finish in January 2015 but had been delayed because of issues around the extent of the highway that needed to be resolved. Chelmer Housing Partnership and Chelmsford City Council had provided information about the highway dimensions. The scheme was now progressing and the finish date was now to be March 2016.

(12) Ten entry points in Chelmsford City – LCHE142023 - Improved City nameplate signage to include image of areas of interest within the city

The scope of the works had now been defined and the job pack would be finalised by September 2015 and the works completed by February 2016.

ACTION Jon Simmons to provide the members of the Panel with the design of the signage for information, to be distributed with the minutes.

(16) O/s Farthing Court, Broomfield Road, Chelmsford – LCHE142027 - Parking Restrictions.

Following consultation with residents and local businesses when objections to parking restrictions in this area had been made, liaison with the County Councillor had confirmed that this scheme would not proceed.

(17) Dyers Hall to Cricket Ground, Mashbury Road, Chignal – LCHE142032 - creation of three passing places.

As stated in Minute 3 above, this scheme was progressing and would be completed by January 2016.

(19) Sandon Hill, Ford End 30 mph signs – LCHE142017 - Traffic Management improvements through village – Speed terminal signs at village gateways, VASs, Improved bend signage, mini-roundabout, improve school signage

The Cabinet Member Action (CMA) had been signed to allow the mini-roundabout. The finish date was to be October 2015.

(20) A131/A131/B1008, Sheepcotes Roundabout, Great Waltham – LCHE142036 - Two M11 sign patches to existing Advanced Directional signage

The finish date would now be November 2015. The delay had been due to issues regarding working at height which had now been resolved.

(21) Bridleway 12, Highwood – LCHE148006 - Improvements to surface condition and drainage

(22) Bridleway 13, Highwood – LCHE148007 - Improvements to surface condition and drainage/piped culverts

County Councillor Aldridge asked why these schemes were on hold and Jon Simmons confirmed that this was due to the fact that the two bridleways adjoin the boundary with Brentwood Borough Council and both Councils needed to be involved in the discussions.

(23) A1060 Maldon Road j/w Molrams Lane, Sandon – LCHE142021 - remedial works to Section 278 highways works – signing/lining/lighting improvements

The finish date was now scheduled to be May 2016 but an earlier date was still possible. Ringway Jacobs partnering consultants were involved.

(24) A132/B1012 (Shaw Farm Roundabout and B1012/B1418, South Woodham Ferrers - LCHE142041 - Improved goods Vehicle Signage to keep vehicles on Priority Route and not diverting through Woodham Ferrers

The finish date was now to be May 2016 because of consultations about the design with South Woodham Ferrers Town Council. The scheme would still be progressed.

(29) O/s Hylands School, Chelmsford Road, Chelmsford – LCHE142049 - Wig-Wag flashing warning lights – Additional measures in support of LCHE142018, footway widening and LCHE 142035 SLOW road markings at School Signs.

(30) O/s Hylands School, Chelmsford Road, Chelmsford – LCHE152058 -Construction of widened footpath outside school at bus stop and side/ widen existing footways from Writtle to Hylands School

The finish date was now to be October 2015 due to delays caused by UK Power Network (UKPN) surveys which had led to re-design work. Implementation of Scheme 30 would now be during the October half-term.

(35) Old Moulsham – 20 mph zone/limit – LCHE152057 - Moulsham Drive/Lady Lane/Hamlet Road/St. Johns Road/Vicarage Road/Moulsham Street.

This scheme now had a finish date (December 2015).

(36) Springfield Allied Estate – LCHE152069 - improvements to existing 20 mph signage/roundel road markings - (Sandford Road/Chelmer Road, Springfield Road/ Hill Road/ Navigation Road)

This scheme now had a finish date (March 2016)

(37) Lawn Lane/Waveney Drive, Chelmsford – LCHE154001 - improved cycle crossing point and continuity of cycle network to Springfield.

This scheme now had a finish date (October 2015)

(43) Kings Road Primary School, Kings Road, Chelmsford – LCHE156002 - Dropped kerbs and tactile paving for school crossing patrol

County Councillor Mackrory asked on behalf of County Councillor Deakin about progress with this scheme. Jon Simmons described the location and what was proposed and confirmed that he had spoken with the Senior Design Engineer for the scheme. Although the finish date was scheduled to be February 2016, an earlier date ~~was~~ could be possible.

(49) Adjacent Dovedale Close Bus Stop, Downham Road, Ramsden Heath – LCHE155016 - replace old Parish Shelter, new shelter to remain property of the Parish Council Stop ID IM445b

This scheme now had a finish date (September 2015)

(50) The Turnpike Bus Stop, Woodham Ferrers – LCHE155014 - Replacement bus shelter – Stop ID 089004001

This scheme now had a finish date (September 2015)

This scheme now had a finish date (May 2016)

53) *A132 Burnham Road, South Woodham Ferrers - LCHE152079 - extension of 40 mph limit, reposition Town nameplate, SLOW road markings*

This scheme now had a finish date (May 2016)

(55) *Ad hoc Survey works – LCHE152007 - Automatic Traffic Counts/Degree of Pedestrian Conflict Surveys/ Road Safety Assessments*

To date, five Automatic Traffic Counts and two Degree of Pedestrian Conflict Surveys had been carried out at a cost of £2950.

(B) Approved Schemes – Design and Feasibility Studies

(1) *LCHE134006 - Melbourne Avenue, Chelmsford – CH17 – LCHE134006 - Design only of cycling scheme*

The finish date was now to be December 2015. The scheme was being progressed through partnering consultants, who were part of the Ringway Jacobs organisation.

(3) *LCHE144011 – High Street, Chelmsford – LCHE144011 - Feasibility Study to consider a cycle route through Chelmsford on a north-south alignment but avoiding the High Street*

The finish date was now to be December 2015. The scheme was being progressed through a partnering consultant.

(6) *Design of Casualty Reduction sites for 2015/26 implementation – LCHE141004*

A report on these casualty reduction sites would be made to the Panel at its meeting on 26 January 2016.

(8) *Lodge Road, Writtle – LCHE152025 - Detailed design of passing bays*

The finish date was now to be September 2015. The scheme was being progressed through a partnering consultant.

(10) *Waterhouse Lane, Chelmsford – LCHE152075 - Detailed Design of junction improvements at Waterhouse Lane j/w Beeches Drive and Forest Drive*

The finish date was now to be November 2015. The scheme was being progressed through a partnering consultant.

(11) *Chelmer Park Cycle Route, Beehive Lane, Galleywood – LCHE154002 - Design of cycleway/footway between Skinners Lane and Chelmer Car Park*

The finish date was now to be December 2015. The scheme was being progressed through a partnering consultant.

(12) *Opposite the Railway Station, South Woodham Ferrers - LCHE155013 - Designed of raised kerbs – Stop ID IM2262b*

This scheme now had a finish date (October 2015.)

(13) Springfield Green/Timson's Lane, Springfield – LCHE154004 - Feasibility study to consider connection of existing cycle routes – Eastern end of Springfield Green/Timson's Lane

The finish date was now to be January 2016. The scheme was being progressed through a partnering consultant.

(14) Tyrrells School – Tavistock Road, Bodmin Road, Taunton Road, Springfield – LCHE152066 - Feasibility Study into 20 mph zone/limit

It was reported that this study would be completed in April 2016, in the 2016/17 financial year.

AGREED that it would be important to have all design and feasibility studies completed in March 2016 so that the Panel could make an informed decision on recommendations for funding at the meeting to be held on 23 March 2016.

(C) Feasibility Report – LCHE142014 – Ongar Road/Lordship Road, Writtle – Route Enhancement Study

The Panel considered the Route Enhancement Study for the Ongar Road/ Lordship Road, Writtle. Jon Simmons outlined the background to this scheme and reported that three schemes were included in the report to be considered at Minute 5 below including a proposal for improved signage to Writtle College and the Tiptree Tea Room. These three schemes would be presented to the next meeting of the Panel. County Councillor Aldridge confirmed that he was in support of the feasibility study and would provide Jon Simmons with additional comments.

AGREED that the Ongar Road/Lordship Road, Writtle – Route Enhancement Study be supported for further consideration.

5. **Potential Schemes List**

Jon Simmons introduced the current potential schemes list, which had an estimated cost of £886,390. He explained that the list included all schemes there were being validated or had already been validated. It would be presented to the Panel at its meeting in January 2016 and the aim was to have a full programme for 2016/2017. Any scheme between then and now that the Panel thought was not worth pursuing would be removed from the list.

The Panel considered the practicality of agreeing all green schemes at this meeting but decide to await the detailed report scheduled for the meeting in January 2016, which would also include schemes that would have been evaluated in the next six months. In addition, further consideration could be made on the final recommendations at the March meeting.

In answer to a question from County Councillor Aldridge, the Chairman confirmed that the funding allocation for Chelmsford should again be £1 million but that in line with the increased costs of schemes generally, a larger allocation would be appropriate. County Councillor Howard explained that the budget had yet to be set and it would be divided as it had previously been, between the districts. He acknowledged that the Chelmsford Local Highways Panel allocation had been fully spent in 2014/2015.

Traffic Management

A1060 Roxwell Road (junction with Lordship Road to 88 Roxwell Road, Chelmsford) – LCHE152006 - request to reduce speed limit from 60 mph to 40 mph

County Councillor Robinson referred to the traffic speed on this section of road at various times of the day as sometimes it was higher and at other times significantly lower than the speed limit. He acknowledged that the validation exercise had shown that it would not meet the Essex County Council criteria and he asked about alternative measures. Jon Simmons confirmed that investigation of a 40 mph buffer zone had been requested.

Safer Roads

Church Lane Junction with Lawn Lane, Springfield scheme for investigation of the cycle link improvements and the junction design – LCHE151003

Councillor Holoway asked whether this scheme could be brought forward in the programme. Jon Simmons reported that the scheme had not been prioritised by the Panel in March 2015 but that its priority would be considered by the Panel at its meeting in January 2016. It was however noted that this scheme could be agreed for funding in 2016/17 now.

AGREED that the Church Lane Junction with Lawn Lane, Springfield scheme for investigation of the cycle link improvements be funded in 2016/2017

6. Highways Rangers Summary

The Panel considered an updated summary of the Chelmsford City Highways Rangers work programme. The Panel expressed its appreciation of the work carried out by the Rangers.

Councillor Holoway proposed that the Highways Rangers be provided with a mechanical flail to assist them in cutting vegetation as the growing season now started earlier and finishes later. The Panel considered that this should be the subject of a report at the next meeting.

AGREED that the report be noted

ACTION Tim Eaton-Fearne report on the possible acquisition of a mechanical flail by the Highways Rangers.

7. Any Other Business

Statutory Undertakers

County Aldridge referred to the delays to Schemes 29 and 30 (LCHE142049 and LCHE142018) for Hylands School referred to in Minute 4 above and requested that a letter be sent to the Cabinet Member at Essex County Council asking that better relations with UK Power Networks and other statutory undertakers be sought. County Councillor Howard indicated that County Councillor Bass had already made representations but support from Local Highways Panels on this matter would be helpful.

ACTION The Chairman to write to County Councillor Bass about improving relations between Essex County Council and the statutory undertakers and to supply the Chairman and County Councillor Aldridge with a copy.

Springfield Library Signage

Jon Simmons reported that a Cabinet Member Action was being prepared for the funding for signage for Springfield Library. This would be submitted for ratification by the Essex County Council Cabinet Member and the scheme was likely to be progressed. County Councillor Mackrory confirmed that he had submitted photographs of the signage for Great Baddow, Broomfield and Melbourne Libraries in support of this proposal.

Havengore, Springfield - Bus Shelter

Jon Simmons confirmed that a proposal for a new location for the bus shelter in Havengore was with the Passenger Transport Team for evaluation. A report would be made to the Panel at its meeting in January 2016.

Section 106 Funding

In response to a question, Derek Stebbing reported that he could provide the current Section 106 funding available per parished or unparished area which could be used to supplement Chelmsford Local Highways Panel funding. Statements of the funding available are included as Appendix A (Non-Parished Area) and Appendix B (Parished Areas) to these minutes. A detailed statement would be provided to the Panel at its meeting in January 2016. There were however schemes such as the Beaulieu Park cycleway which could receive funding from the "Springfield Pot" but this funding was outside the Panel's control.

Traffic Regulation Orders

County Councillor Aldridge, requested information as to the costs and process of Traffic Regulation Orders.

ACTION Jon Simmons to circulate a briefing note at the next meeting of the Panel

Springfield Road, Chelmsford

Councillor Murray asked about progress with improving the pavement near Springfield Road where an elderly man had had a fatal accident. Jon Simmons confirmed that design work was in progress.

ACTION Jon Simmons to advise Councillor Murray of the current position in detail

Potential scheme - Scheme 27 LCHE142067 – Stock Road/Watchhouse Road, Galleywood – signs to Heritage Centre

The Chairman advised the meeting that he understood that the Heritage Centre Trust was willing to spend £15,000 for the signs. Jon Simmons confirmed that a third party could fund signage but that it would be done outside the auspices of the Chelmsford Local Highways Panel. The Chairman asked that Councillor Potter be contacted about this proposal and a further report on the funding for this scheme be made to the Panel at its meeting in January 2016, indicating whether external funding had been agreed.

Next Meeting

AGREED that the next meeting be held on 26 January 2016.

The meeting closed at 2:40 p.m.

Chairman