

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL

26 January 2016

Present:

Councillor Richard Ambor	Chelmsford City Council
County Councillor Jenny Chandler	Essex County Council
Councillor Michael Holoway	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:

Alexandra Browne	Chelmsford City Council
Sonia Church	Essex County Council
County Councillor Ray Howard	Essex County Council
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

Note: County Councillor Robinson attended the meeting only for Minute 7(E), which was dealt with after Minute 3.

1. **Apologies for Absence**

Apologies for absence were received from County Councillor Aldridge.

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

The minutes of the Chelmsford Local Highways Panel meeting held on 2 September 2015 were approved as a correct record and signed by the Chairman, subject to the deletion of the words "a fatal" in Minute 7 concerning Springfield Road, Chelmsford and the substitution of the word "an" therefor.

3. **Matters Arising**

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

Jon Simmons confirmed that a copy of the drawing discussed at the meeting, showing the turning circles had been distributed.

Stump Lane, Chelmsford

Councillor Murray confirmed that she and Jon Simmons had discussed progress with this case.

Parkway A1060 Odeon roundabout- LCHE132022 – Traffic Management Improvements

The Chairman confirmed that he had been advised of the replacement of the bollards that had been installed on the roundabout to replace the damaged ones.

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

Jon Simmons reported that he had been in discussions with Galleywood Parish Council about its funding of a VAS sign. He was awaiting their response.

ACTION: Jon Simmons to provide an update at the next meeting

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

County Councillor Mackrory confirmed that he had been advised about the current progress of the scheme although he noted that work had yet to commence. Jon Simmons reported that the responsible Engineer had been advised that this needed to be treated as a priority scheme.

ACTION: Jon Simmons to report on the commencement of the work at the next meeting of the Panel.

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

Jon Simmons confirmed that the members of the Panel had been provided with the design of the signage.

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

Councillor Holoway suggested that this scheme could be deleted in view of the recent planning permission given for the proposed Sainsbury's store at South Woodham Ferrers. Jon Simmons explained that the scheme could still be progressed as it related to signage and Derek Stebbing advised the Panel that it was likely to be at least 18 months before the new store was opened.

AGREED that this scheme be retained in the schedules.

Design and feasibility schemes

Jon Simmons reported that it was anticipated that all the design and feasibility studies agreed at the Panel at its meeting on 2 September 2015 would be completed by March 2016 so that the Panel could make an informed decision on recommendations for funding at the next meeting.

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

Jon Simmons reported that the three schemes including a proposal for improved signage to Writtle College and the Tiptree Tea Room had been taken up by the Safer Roads Team. This scheme was the subject of a report under Minute 5 below.

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

Jon Simmons confirmed that this scheme was now included in the Potential Schemes List.

Statutory Undertakers

The Chairman reported that he had written to County Councillor Johnson rather than to County Councillor Bass about improving relations between Essex County Council and the statutory undertakers. A response had been received and would be sent to all members of the Panel.

ACTION: Copy of the letter to be attached to the minutes

Springfield Library Signage

County Councillor Mackrory asked about progress with this scheme and Jon Simmons reported that Cabinet Member Approval was expected shortly for the funding for signage for Springfield Library.

ACTION: Jon Simmons to report on progress at the next meeting of the Panel.

B1007 New London Road/A1060 Parkway, Chelmsford – LCHE004001 – Proposed segregated footway/cycleway- Scheme Review

Jon Simmons reported that the initial design had been subject to a road safety audit and three specific problems (insufficient head room for cyclists, insufficient cycleway width and insufficient forward visibility which could result in collisions between cyclists and pedestrians and insufficient forward visibility around the corner where the adjacent footway-only subway joins the northern end of the scheme) had been identified. It was recommended that the scheme not be progressed. In response to a question from the Chairman, Jon Simmons confirmed that if the scheme were not to proceed, discussions would continue to be had with the cycling organisations.

AGREED that Scheme LCHE04001 be deleted from the schemes list.

Traffic Regulation Orders

As requested at the previous meeting, Jon Simmons circulated a briefing note on the costs and process of Traffic Regulation Orders.

AGREED that the report be noted.

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

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

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

It was noted that the scheme had been divided into two phases; Phase 1 for roundabout signs and lines would be completed in March 2016 and Phase 2 (variable message and car park signs) by August 2016.

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

Jon Simmons reported that the scheme was temporarily on hold whilst the Hospital Approach arrangements were being finalised. The Parish Council had been advised and had agreed to this deferral of the scheme.

(10) Avon Road, Chelmsford – LCHE 14203 - Parking Improvements

Jon Simmons reported that Phase 1 of the scheme, which involved grass paver lay-bys, footways and bus stops had commenced in January 2016 and Phase 2 for timber bollards and fencing needed a top up of £44,000. This top up could be funded out of an underspend. Jon Simmons confirmed that the sum of £44,000 would cover all the works involved.

AGREED that Phase 2 of this Scheme be funded out of the underspend.

(13) Sandon Hill, Ford End – LCHE 142016 – Provision of 30 mph count down signs at either end of the village

Jon Simmons confirmed that the scheme was going thorough DfT approval for the non-standard signage. Councillor Murray asked whether there was already a weight limit in the section of road between Ford End and Barnston.

ACTION: Jon Simmons to confirm the current position and advise Councillor Murray.

General

The Chairman noted that four schemes had been completed on the schedule before the Panel and that by the time of the next meeting more schemes would be completed.

(B) Approved Schemes – Design & Feasibility Studies

(12) Tyrells School – Tavistock Road, Bodmin Road and Taunton Road, Springfield – LCHE152066 - Feasibility study into 20 mph zone/limit

Jon Simmons reported that this scheme had an indicative end date of June 2016 but it could be completed by the end of March 2016. County Councillor Mackrory drew attention to the link between this item and the report under Minute 7C.

King Edwards Road, South Woodham Ferrers

Jon Simmons explained that to accommodate a restored bus service in King Edwards Road, South Woodham Ferrers, the earlier traffic calming measures had been removed. This proposal concerned the reinstatement of traffic calming measures. Speed surveys had been carried out and based on the evidence it had been concluded that there was no speed issue. The bus service would be affected adversely if there were traffic calming measures and it was recommended that the proposal not be progressed.

ACTION: Jon Simmons to share the contents of the report with the local Councillors and with South Woodham Ferrers Town Council who had asked for the new traffic calming measures.

Councillor Murray asked for clarification of the speed evidence in the report and Sonia Church explained that the only possible issues were in the late evening and early morning.

AGREED that the scheme not be progressed.

5. **Potential Schemes List**

(1) **Finance**

Sonia Church introduced this item by highlighting that of this year's £1 million budget some 96% was likely to have been implemented by the end of the financial year. The current Potential Schemes List had an estimated cost of £1,330,640. She advised the Panel as the Essex County Council Highways Budget was unknown at this time Jon Simmons would be reporting later in this item chiefly on "amber" and "red" schemes.

The Chairman advised the Panel that the probability was that the budget would be halved for 2016/2017 with footpaths and local road maintenance being given greater funding. He acknowledged there would be an appreciable impact on the LHP work programme. He considered also that to achieve a programme of what would have the greatest impact on the ground, an assessment was required. County Councillor Mackrory reported that at that morning's Essex County Council Corporate Scrutiny Committee, there had been cross-party agreement that the budget should not be halved and the Cabinet Member for Finance had been requested to have further discussions with the appropriate Cabinet Members. The Chairman suggested that lobbying should take place about the potential cuts and as Chairman he would engage fully with the process before Essex County Council's Full Council meeting on 9 February 2016.

Councillor Murray expressed concern about the maintenance of footways in the Springfield Allied estate and was advised that such maintenance would be continued even if it were not to be carried out by the LHPs. County Councillor Howard emphasised that maintenance was not the initial reason why the LHPs had been set up and the Chairman accepted that this was the case but considered it was still a valid concern. County Councillor Howard explained that options were being considered and that to date progress had been good on PR1 and PR2 routes. He also acknowledged the City Council had made excellent use of its Section 106 monies on infrastructure.

Councillor Holoway expressed concern that the validity of the Panels was in jeopardy if the cuts were as severe as currently envisaged. The Chairman advised that as far as County Councillors were concerned the LHPs would continue even if City Councillors did not continue to be involved. Averil Price asked whether the cuts to the budget would be

equal across all 12 LHPs or whether there might be a differential for LHPs such as the Chelmsford Local Highways Panel who were “overachievers”. Although Sonia Church could not confirm what the position might be, she expressed the view that it was likely that it would be the same percentage cut across all the LHPs but nonetheless there might be scope for making that case as a response to the proposed budget.

Sonia Church also advised that schemes totalling approximately £490,000, in were still in the pipeline for delivery and that these would need to be funded from the future budget on which the Panel could make recommendations. She recommended that the Panel should consider their prioritisation.

Rosa Tanfield reported that the report which had been circulated to the Panel containing Chelmsford City Council officers’ suggestions about the potential schemes had been withdrawn as it had been superseded by the discussions at this Panel.

Before the next meeting, it was suggested that a small group of members and officers analyse the Potential Schemes List and the £490,000 schemes in the current programme of delivery and make a recommendation about what schemes should be included and this was agreed.

ACTION: The Chairman, Vice-Chairman and County Councillor Mackrory and the officers prepare a draft recommendations report for approval at the next meeting of the Panel.

(2) **Current Potential Schemes List**

Jon Simmons introduced the current potential schemes list, which had an estimated cost of £1,330,640 He explained that the list included all schemes there were being validated or had already been validated and reported on those schemes currently either at “amber” or “red” status. Safer Roads Scheme reports on the following schemes were provided to the Panel –

- LCHE151011 – B1137 Main Road, junction with Church Road, Boreham – Proposed Speed limit and Traffic Calming Review
- LCHE151012 – A1060 Parkway/Moulsham Street Crossing, Chelmsford – Proposed Adjustment of signal timings
- LCHE151015 – A1060 Parkway/Odeon Roundabout, Chelmsford – Proposed Cycling Improvements
- LCHE151014 - A131 Braintree Road Roundabout with The Crescent, Main Road/Goodmans Lane, Great Leighs – Proposed Survey work and review of approach/departure signing/lining
- LCHE151015 – A132 Runwell Road junction with A130 On/Off Slip Road – Proposed Investigation of signal timings
- LCHE151016 – Lordship Road, Writtle – Propose improved signs to College/Tea Shop

Traffic Management

(3) Generals Lane to New Hall School, Boreham – Traffic Management Improvements – LCHE142057 - widen road/passing bays/speed limit reduction

Jon Simmons reported that this scheme was being validated but it was proposed that it not be proceeded with at this stage as there was a major housing development to be

built in the area. Derek Stebbing confirmed the impact of the development at New Hall School locally.

AGREED that the scheme be deleted as from the list.

(9) B1008 Main Road (vicinity of Court Road), Broomfield- LCHE142095 - Improvements to crossing for the safety of residents and school children

Jon Simmons reported that the proposed crossing had been validated for pedestrian/vehicle conflict and the result was so low that a crossing was not warranted. It was proposed that it be deleted. Jon Simmons confirmed that the scheme could be re-visited at a later stage.

AGREED that the scheme be deleted as from the list.

(19) A1060Roxwell Road (junction with Lordship Road to 88 Roxwell Road) Chelmsford - LCHE152006 – speed of traffic

Jon Simmons reported on the traffic counts that had taken place which indicated that there was good compliance with the current speed limit and therefore there was no need to reduce the speed limit and it could be deleted. The Chairman suggested that the traffic evidence be discussed with County Councillor Robinson.

AGREED that the scheme remain on the list, pending discussions with County Councillor Robinson.

(29) Writtle Road junction with A1016 Westway, Chelmsford – LCHE152103 – Additional Pedestrian Guard Rail

Jon Simmons reported that in order to prevent vehicles crossing the footway, a request had been made for a pedestrian guard rail. As guard rails were usually constructed to guide pedestrians towards crossings rather than prevent vehicle movements, it was proposed to delete the scheme. In answer to a question from County Councillor Mackrory, Jon Simmons confirmed that County Councillor Deakin had been consulted on this deletion from the Potential Schemes List. Officers recommended that the Brandon Hire shop be approached to fund the dropped kerbs.

AGREED that the scheme be deleted from the list and that officers should approach the Brandon Hire shop to fund dropped kerbs.

(31) Queens Road/Hill Road, Chelmsford – LCHE152101 - Signage to show service roads unsuitable for larger vehicles

Jon Simmons reported that after investigation, it was clear that the unmade service roads had insufficient space for large vehicles and any signage was likely to be ignored if vehicles were using the roads for deliveries. County Councillor Mackrory explained the background to the request which had been to discover if there was anything that could be done in the circumstances. Sonia Church advised that the adjoining householders could place their own signs on their own buildings but it appeared that this had already been attempted with little success.

AGREED that the scheme be deleted from the list.

(56) Chelmsford Road, Minnow End, Great Waltham – LCHE142071 - SID socket/pole

AGREED that the scheme be retained on the list.

(57) South Street, Great Waltham – LCHE142072 - Pedestrian guard rail at footpath/carriageway

AGREED that the scheme be retained on the list.

(66) Dowsetts Lane (Norton Place to Woodside) Ramsden Heath – LCHE152011 - Traffic Management Improvements

Jon Simmons reported that the results of a speed survey that had been carried out indicate good compliance with the current 40 mph limit and the introduction of a 30 mph limit would not be self-explanatory.

AGREED that the scheme be deleted from the list.

(70) St. Mary's Church A132 Runwell Road, Runwell - LCHE152090 - pedestrian crossing improvements

Jon Simmons reported that because of the significant development being carried out at Runwell Hospital, this scheme no longer was required and Strategic Development would look to fund a crossing elsewhere in the vicinity.

AGREED that the scheme be deleted from the list.

(90) Church Road, West Hanningfield – LCHE142097 - Traffic Management improvements to address speed of traffic – Speed Indicator Device/Poles

Jon Simmons reported that the results of a speed survey that had been carried out indicate good compliance with the current 30 mph limit and the installation of a speed indicator device (SID) at this location would not meet the criteria. It was possible that West Hanningfield Parish Council would fund the installation of the SID.

AGREED that the scheme be deleted from the list.

ACTION: Jon Simmons to report back to the Parish Council

(92) A414 Ongar Road, Writtle near Prospect Cottages – LCHE152019 - Access/Egress issues due to speed/volume of traffic on A414.

Jon Simmons reported the scheme validation had indicated that lowering the speed limit at this location would be against the Essex Speed Management Strategy. Junction signs could not be installed as the section of road involved did not meet the definition of a junction and could also add to signage clutter.

AGREED that the scheme be deleted from the list.

(95) Writtle College/Tiptree Tea Rooms, Lordship Road, Writtle – LCHE152087 - 'Black on White' sign to College and Tea Room.

This scheme was now a Safer Road Scheme (LCHE 151016).

Passenger Transport

(3) Beehive Lane junction with Firecrest, Chelmsford – LCHE155019 - improvements to junction to allow larger buses to use it

County Councillor Chandler referred to the possible Section 106 funding for this scheme.

(4.) Havengore (s/o 2 Wallasea Gardens to s/o 104 Falmouth Road) Springfield – LCHE155020 – to relocate the bus stop

Jon Simmons reported that this scheme should be maintained at “Amber” status to allow for consultation with residents

AGREED that the scheme be retained on the list.

Cycling

(1) Westway, Chelmsford – CH35 - off road route on western footway between A141 and Writtle Road – LCHE144009 - design previously funded

Jon Simmons reported that the Cycling Team were investigating sources of funding for this scheme.

AGREED that the scheme be retained on the list.

(7) White Hart Lane (Sainsbury's) to Beaulieu Park, Springfield – LCHE144004 - Scheme to complete Phase 1 footway/cycleway

(8) White Hart Lane (Sainsbury's) to Beaulieu Park, Springfield – LCHE154012 – Phase 2B – raise bridge parapet; Phase 2C – widen footway bridge to school access; Phase 2D – TRO/Tactile Paving/ Signs

Jon Simmons explained that the cycleway connection between Sainsbury's and Beaulieu was not yet signed to deter cycle use as the bridge parapet needed to be raised to accommodate cycle use. Councillor Murray and County Councillor Mackrory confirmed that there was little cycle use of the route at present although there was some pedestrian use.

AGREED that the schemes be deleted from the list, for the time being.

Cycling Schemes – Funding

The Chairman drew attention to the fact that the estimated cost of £150,000 of the Westway Chelmsford Cycleway scheme was a sizable proportion of the overall amount in the budget. In answer to a query by the Chairman whether there was an option of deleting all the potential cycling schemes, Sonia Church advised that it might be prudent to leave the schemes in the list so that the Development Management Team to link appropriate schemes with Section 106 funding.

Safer Roads

(4) A132 Runwell Road, junction with A130 on/off slip, Runwell – LCHE151015 - Red-light camera on north-east Approach to signals.

Jon Simmons reported that the need for a red-light camera was being reviewed as was the need for a crash barrier. A report on alternative costings might be available at the

next meeting.

ACTION: Jon Simmons to report on the alternative costings at the next Panel meeting.

6. **(1) 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.

AGREED that the report be noted.

(2) Additional Funding for Equipment/Training

At the last meeting of the Panel, officers had been asked to report on the possible acquisition of a brush-cutter/flail mower for use by the Highways Rangers. Rosa Tanfield introduced the report which indicated that with the longer growing season that were now being experienced, there was an increasing workload of larger area clearance that was beyond what could effectively be undertaken by handheld equipment. A recommendation was therefore considered for release of funding to purchase the brush-cutter/flail mower at £6,250 and to purchase the required specialist training for the ranger operatives at £700.

Councillor Holoway, who had requested the report, supported the recommendation as the flail would enhance the service.

Sonia Church in response to a question from the Chairman reported that there was only £2,800 left in the revenue budget and the purchase of the flail and of the training could not be funded out of a capital budget. She asked whether Chelmsford City Council could match-fund the purchase of the flail and suggested that the training could be done in 2015/2016 with the purchase of the equipment in 2016/17. The suggestion as to the training was agreed.

AGREED that

- (1) the required specialist training in the use of the brush-cutter/flail mower at a cost of £700 be approved; and
- (2) funding for the purchase of the brush-cutter/flail mower be considered at the next meeting of the Panel in the light of the announcement of the Essex County Council Highway Budgets.

7. **Any Other Business**

(A) LHP Scrutiny Review

Sonia Church reported that she was due to discuss the Scrutiny Review Report with Essex Highways Management shortly and would then be in a position to report to the Chairman on its findings.

(B) South Essex Parking Partnership Review

Rosa Tanfield reported on the review that was being carried out into the operation of both the Parking Partnerships. When they were established, the Partnerships had been created for an initial seven year period until 7 March 2018 with a possible four year

extension to 2022. Blue Marble had been appointed to carry out the review. The Lead Officers of both Partnerships had been involved together with Rosa Tanfield and Nick Binder in meetings with the consultants and the general view had been that both Partnerships were operating well and beyond what had been envisaged.

County Councillor Mackrory referred to the surplus accrued by the South Essex Parking Partnership and Rosa Tanfield reported that the Partnership had spent some of the surplus on service improvements such as body worn devices and improved customer relations.

(C) School Parking Initiative

Rosa Tanfield reported on the Initiative being undertaken by South Essex Parking Partnership to improve the parking arrangements near schools. The initiative which was being supported by the Design Council and in partnership with a large number of agencies attempted to analyse the problems in depth from a variety of perspectives and with the benefit of data and good practice across the country. Funding had been provided to start the project by South Essex Parking Partnership and there was a possibility of ongoing funding. She invited Panel members to provide information on matters in their wards or divisions. The next stage would be contacting an appropriate school which would be involved in developing the strategies.

ACTION: Rosa Tanfield to report at a future meeting on progress with the School Parking Initiative

(D) Section 106 Update – September 2015

AGREED that the Schedules presented to the Panel be noted.

(E) Section 106, Broomfield Parade and east of Patching Hall Lane, Chelmsford

County Councillor Robinson had asked for clarification of the current position on this matter. Derek Stebbing confirmed that works were being carried out using Persimmon Section 106 contributions and they would be completed by June 2016. There had been a delay but the works were now in progress. In answer to a question from County Councillor Robinson about co-operation between Essex County Council Highways and the Chelmsford City Council Planning Department, Derek Stebbing commented that collection of Section 106 funding was comparatively straightforward. Chelmsford City Council had implemented a strategy of effectively using Section 106 monies and this had resulted in a good system and its results were better than many other Local Authorities.

The Chairman supported the view that the relationship between the two Councils on Section 106 Agreements was healthy and whilst not perfect it operated very well. Nevertheless, he emphasised the need for all Members to continue to lobby for schemes which could be funded by Section 106 Monies.

(F) Parish Representation

The Chairman reported on an approach from Danbury Parish Council for representation on the Panel. He referred to earlier discussions on Parish Council representation and highlighted the difficulties of one Parish Council being able to reflect the views of other Parish and Town Councils. Parish Councils should be encouraged to submit their views via their City or County Councillors or direct to Jon Simmons. It was noted that each year Chelmsford City Council held briefing meetings with all Parish and Town Councils and at the most recent meeting, the work of the Chelmsford Local Highways Panel had been

applauded by those Parish Councils who attended.

AGREED that no further action be taken in this matter.

(G) Springfield Road, Chelmsford

Councillor Murray reported that paving stones by traffic lights in Springfield Road had been replaced by tarmac. The tarmac had settled into a slope towards the traffic on the road and she asked when the matter would be resolved. Sonia Church advised that it needed to be reported as a Highway issue on the Essex County Council website (**link: <http://www.essexhighways.org/Report-a-problem.aspx>**) or referred to the Enquiries Team for County Councillors.

(H) Next Meeting

AGREED that the next meeting be held on 23 March 2016 at 1:00 p.m. in the Marconi Room at the Civic Centre.

The meeting closed at 3:00 p.m.

Chairman