

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL

23 March 2016

Present:

County Councillor Aldridge	Essex County Council
Councillor Richard Ambor	Chelmsford City Council
County Councillor Jenny Chandler	Essex County Council
Councillor Michael Holoway	Chelmsford City Council
County Councillor Mike Mackrory	Essex County Council
Councillor Jean Murray	Chelmsford City Council
Councillor Bob Shepherd (in the Chair)	Chelmsford City Council

In attendance:

Sonia Church	Essex County Council
County Councillor Jude Deakin	Essex County Council and Chelmsford City Council
Derek Latimer	Chelmsford City Council
Laura Medhurst	Chelmsford City Council
Max Nicholls	Chelmsford City Council
Jon Simmons	Essex County Council
Rosa Tanfield	Chelmsford City Council

1. Apologies for Absence

Apologies for absence were received from the Chairman, County Councillor Dick Madden, County Councillor Ray Howard and from Averil Price (Chelmsford City Council).

2. Minutes of the Chelmsford Local Highways Panel Meeting on 26 January 2016

The minutes of the Chelmsford Local Highways Panel meeting held on 26 January 2016 were approved as a correct record and signed by the Chairman.

3. Matters Arising

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

Jon Simmons reported that he had been in further discussions with Galleywood Parish Council about its funding of a VAS sign. There were two options for the VAS sign; one which required an annual subscription to a website or one which required access via a memory card. Essex County Council would not recommend the option with an annual subscription unless the Parish Council would be prepared to fund it. 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

Jon Simmons reported that a design for the scheme was included in Appendix 1 to Item 5A below. The scheme had been complicated by an application for a designated disabled bay. County Councillor Deakin confirmed her agreement with the scheme and also asked for the latest position with the request for a layby at the other end of Forest Drive.

ACTION: Jon Simmons to advise County Councillor Deakin of the current status of the layby requested in Forest Drive.

Statutory Undertakers

This would be presented at Minute 7 below.

Springfield Library Signage

This would be presented at Minute 4 below.

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

Jon Simmons confirmed that he had sent an email to Councillor Murray who asked about whether there was already a weight limit in the section of road between Ford End and Barnston.

King Edwards Road, South Woodham Ferrers

Jon Simmons confirmed that he had shared the contents of the report about the new traffic calming measures with the County Councillor Hume and with South Woodham Ferrers Town Council. No comments had been received.

Potential Schemes List – Finance

Jon Simmons reported that the Chairman, Vice-Chairman and County Councillor Mackrory had met to discuss prioritisation of the potential schemes. Those schemes which had been recommended for prioritisation were indicated with a 'P' on the list to be presented at Minute 4 below.

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

County Councillor Deakin advised the Panel that Essex County Council would not accept the alternative proposal agreed at the last meeting of the Panel, which was to approach the Brandon Hire shop to fund dropped kerbs because of their location and asked what could now be done.

ACTION: Jon Simmons and County Councillor Deakin to meet on site with a Safety Engineer to agree a possible solution.

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

Jon Simmons reported that he had reported to West Hanningfield Parish Council on the results of a speed survey that had been carried out which indicated good

compliance with the current 30 mph limit and the proposed installation of a speed indicator device (SID) at this location would not meet the criteria. An agreement with a third party about the SID was under discussion.

School Parking Initiative

Rosa Tanfield reported that since the last meeting of the Panel, meetings had been held with various partners and Tyrrells Primary School had been chosen to pilot a scheme, because it had already been active in these matters and was keen to be involved with the initiative. County Councillor Mackrory welcomed the initiative as it was a widespread problem and referred to a recent dispute outside Springfield Primary school when the Police had to be called.

4 **2016/2017**

(A) 2016/2017 Financial Position

Sonia Church introduced this item by reporting that the budget was being halved from the current £8 million for the County to £4 million. As a result, the £1 million allocated to Chelmsford had been reduced to £500,000. For 2016/17 she recommended that to ensure a rolling programme, the Panel should commission up to £800,000 of potential schemes. The Essex County Council Cabinet Member had written to the Leaders of the City, Borough and District Councils in Essex about the possibility of their Councils match-funding. She understood that Chelmsford City Council would not match-fund at present. The Group appointed at the last meeting of the Chelmsford Local Highways Panel had assessed the priorities of potential schemes and some already in the system and the schemes in Item 4B below reflected their recommendations. Panels had asked for the creation of a £50,000 top-up fund.

Councillor Holoway asked for clarification of how the reduced funding affected the maintenance of roads and pavements. Sonia Church confirmed that reduction of LHP funding was indeed going to be used to maintain local roads and footways. She confirmed that the £500,000 reduction would not necessarily see £500,000 of maintenance being carried out in the City, but that those roads and footways across the County in greatest need will be targeted first. Some assessments of roads and footways had taken place already and others were in progress. Either before or at the next meeting of the Chelmsford Local Highways Panel, she would be able to report what this funding would be allocated to.

(B) Potential Schemes List

The Chairman drew the attention of the Panel to the £274,808 available to it to allocate to additional schemes in 2016/17.

2016/17 Budget Summary	
Item	Amount
Programmed Works (on Approved Works Programme, re-profiled into 2016/17)	£293,325
Priority Schemes (as shown on Potential Scheme List V.27)	£196,750
Monies recommended for scheme Top-Ups	£50,000
Sub-total	£540,075
Less Section 106 Contributions	£14,883
Grand total	£525,192
Less recommended Rolling Programme budget 2016/17	£800,000
Amount available for the LHP to allocate to additional schemes 2016/17	£274,808

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
- LHE 151013 - 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

The Panel considered all the schemes on the Potential Schemes list and noted that those schemes recommended for prioritisation were indicated with a ‘P’ on the schedules. The Panel also agreed those schemes that should remain on the Potential Schemes List for a future funding consideration.

County Councillor Mackrory asked if there was a capacity issue if Chelmsford Local Highways Panel agreed too many schemes. Sonia Church confirmed that restructuring was in progress so that the system would be more flexible in future in dealing with “peaks and troughs”, though the details were still to be finalised.

AGREED that:

- those schemes indicated with a ‘P’ on the list be given priority status for implementation in 2016/2017
- a £50,000 budget for scheme top ups be set aside
- the following additional schemes also be given priority (Table 1); and
- all Section 106 funding against schemes be put forward (Table 2)

Table 1 - Additional schemes given priority by the LHP

Reference	Location	Description	Estimated Cost
SR1	B1137 Main Road j/w Church Road Boreham	Review of speed limits and study into traffic calming/speed reduction measures	£90,000
TM5	Main Road nr jw Erick Avenue, Broomfield	Improvements to pedestrian crossing	£25,000
TM17	Westway j/w Robjohns Road, Chelmsford	Yellow box junction	£5,000
TM19	North Avenue, Chelmsford	Pedestrian crossing improvements	£5,000
TM21	O/s Parade of shops, 90-106 Kings Road, Chelmsford	Parking improvements - echelon parking	£2,000

TM39	Well Lane to The Heights - Service Road, Danbury	One-way road	£2,000
TM58	Highwood Road, Loves Green, Highwood	Traffic management improvements - Remove centre white line/renew SLOW road markings/build outs at school with priority flow, estimated cost £8,500 next stage detailed design	£3,000
TM59	Highwood Road, Edney Common	Traffic management improvements - Remove centre white line/renew SLOW road markings/build outs at playground/public house with priority flow, estimated cost £8,500 next stage detailed design	£3,000
TM69	Junction of Green Lane with Vicarage Road, Roxwell	Junction Improvements	£2,000
TM76	Springfield Green, Springfield	Pedestrian crossing facility	£60,000
TM80	Springfield Library, New Bowers Way, Springfield	Signage to Library - Three locations (White Hart Lane, New Bowers Way, Beardsley Drive)	£5,000
TM86	St Marys Church, Ingatestone Road, Buttsbury	Bend improvements	£2,000
TM88	Ongar Road j/w Eastview, Writtle	Feasibility study into junction carriageway improvement	£3,000
TM89	Lordship Road/Ongar Road/The Green/Mayfield Road/Orchard Close,	Feasibility study into junction improvement	£5,000
QL2	Swan Lane between Stock and Margaretting	Quiet Lane	£3,000
PT1	Stop Name Chelmsford Prison, Springfield Road, Chelmsford	Real time passenger information (Members approved with the proviso that the Real Time Passenger Information is rolled-out effectively)	£6,000

PT4	Havengore, (S/O 2 Wallasea Gardens to S/O 104 Falmouth Road) Springfield	To relocate bus stop (stop ID AA151Y) from narrow footpath at S/O 2 Wallasea Gardens to area of footpath/verge at S/O 104 Falmouth Road which will also allow for a shelter	£16,000
Total			£237,000

Table 2 S106 funding approved by LHP

Reference	Location	Description	S106 funding
TM1	Lodge Road, Bicknacre	Provision of passing bays	£4,500
TM54	Main Road, Howe Street	SID socket/pole	£500
TM55	Chelmsford Road, Minnow End	SID socket/pole	£750
W1	o/s 148 Kings Road, Chelmsford	Pedestrian footway improvements	£1587
SR5	Church Lane jw Lawn Lane, Springfield	Cycle link improvements and junction design	£4093
SR6	B1007 High Street nr jw Common Road, Stock	Widening footway and clearing vegetation	£6046+£755

Traffic Management

(5) Main Road near junction with Erick Avenue, Broomfield – improvements to pedestrian crossing – LCHE 142081

County Councillor Aldridge reported that the problems with the current crossing had arisen because on the right-hand side the beacon was not clearly visible due to a telegraph pole and the area was not well lit. Although the proposal was to do the design work at a cost of £5,000 first and then upgrade the crossing point at a further cost of £25,000, he asked whether a double globe attached to the beacon could be considered as part of the overall £30,000.

AGREED that the design of the scheme be prioritised as recommended.

ACTION: Jon Simmons to discuss the implications of a double globe with County Councillor Aldridge.

(13) Railway Bridge, Arbour Lane. Chelmsford – footway widening works – recommendation to cut back vegetation and improve footway surface condition – LCHE 142045

County Councillor Mackrory expressed his disappointment that there was no solution to the problem of the narrowness of the bridge but emphasised that the problem was the narrowness of the footways either side. County Councillor Aldridge asked whether it would be possible to mark the kerb or insert cats' eye into the pavement. Sonia Church confirmed that it was not a road where there was a significant speed problem and when the site was displayed to the Panel it was clear that there were markings there already.

(14) Essex Records Office, Chelmsford – Signage improvements to (1) vehicular access to the ERO on Navigation Road and (2) outside pedestrian entrance to ERO - LCHE 142085

Councillor Holoway drew attention to the fact that the improvements could be superseded by the redevelopment of the adjoining land.

(17) Westway junction with Robjohns Road, Chelmsford – yellow box junction – LCHE 142053

This scheme had not been prioritised but County Councillor Deakin asked that it be given priority because of vehicular conflicts with HGVs and with two driving schools in the area. Jon Simmons confirmed that the police were supportive of the proposed yellow box.

AGREED that this scheme be included in the list of priority schemes

(19) North Avenue, Chelmsford – pedestrian crossing improvements – LCHE 142059

(21) O/S Parade of shops 90-106 Kings Road, Chelmsford – parking improvements- echelon parking – LCHE 152004

AGREED that these schemes be considered together.

(23) Regency Close, Chelmsford – resurface over old tree pit – LCHE152092

The Panel agreed that the Highway Rangers could attend regularly to visit and maintain the area.

ACTION Jon Simmons to request attention by the Highway Rangers

(27) Old Moulsham, Chelmsford – 7.5 tonne environmental weight limit – LCHE152091

The Panel agreed for this to be removed as it was a duplicate entry on the schedule.

ACTION Jon Simmons to remove this line from the future schedule.

(32) s/o 78A Kings Road Convenience Store, Kings Road, Chelmsford – verge improvement routinely damaging the verge – LCHE 152108

County Deakin suggested that this scheme could be deleted as CHP had installed bollards.

AGREED that the scheme be deleted

(36) Longmeads Avenue junction with Meadgate Avenue, Chelmsford – parking and traffic management improvements – LCHE 152121

County Councillor Chandler advised the Panel that this site was in Great Baddow not Chelmsford.

ACTION Jon Simmons to ensure that future schedules are amended.

(42) S/o Vita Bella, The Tye, East Hanningfield – Footway widening works – LCHE152015.

It was agreed that the Highway Rangers could attend and carry out works. In addition Jon Simmons would contact the local and/or County Member to ask that they make contact with Vita Bella to ask them to carry out vegetation work to free up more footway width.

ACTION Jon Simmons to request attention by the Highway Rangers and contact the local Councillors.

(46) Watchouse Road, Galleywood – Flood warning signs – LCHE 152083

County Councillor Chandler reported that this scheme could be deleted as the works had been done.

AGREED that the scheme be deleted

(51) Glovers Estate, Great Leighs – 20mph speed limit – LCHE142078

The Panel discussed the results of the validation study and agreed that there was very good compliance with the existing speed limits and therefore this scheme would be removed from the schemes list.

AGREED that the scheme be removed from the list.

(71/72) Mayes Lane, Sporhams Lane and Butts Green Road, Sandon – Horse and Rider Signs – LCHE 152081

It was noted that these were the same scheme and one would be deleted.

ACTION Jon Simmons to remove (72) from the future schedule.

(76) Springfield Green, Springfield – pedestrian crossing facility – LCHE 142060

Jon Simmons reported that the survey had taken place and the upgrade to a zebra crossing would require a lighting design. Sonia Church suggested that it was possible that the lighting columns might need to be re-assessed and an extra £20,000 addition to the £40,000 in the schedule might be needed. County Councillor Mackrory emphasised that this crossing was a very important link from North Springfield into Chelmsford town centre.

AGREED that funding for scheme LCHE 142060 of up to £60,000 be allocated.

(81) Honeypot Lane, Stock – Speed reduction 60mph to 40mph – LCHE142056

The Panel discussed the speed survey data to validate the scheme which demonstrated that average speeds were below the 40mph limit requested. In addition, the location of installing repeater signs would be difficult.

AGREED that this scheme would be removed from the schedule

(83) B1007 east of junction with Downham Road, Stock – speed reduction from 60 mph to 30 mph – LCHE 142087

The Chairman reported that the Parish Council supported the scheme although currently it was a “red” scheme. Jon Simmons reported that there was good

compliance at present with the existing speed limit and a reduction to 30 mph was not appropriate. It was noted that development is taking place and that the data could be reviewed once the development is complete.

ACTION: The Validation Team consider a 40 mph buffer when Scheme LCHE 142087 is reviewed after completion of the development.

(87) Bus Stop opposite Hylands School, Chelmsford Road, Writtle – pedestrian crossing improvements – LCHE 152008

County Councillor Aldridge suggested that the improvements were no longer required and that the scheme could be removed from the Potential Schemes List.

ACTION: Scheme LCHE 152008 be deleted from the Potential Schemes List.

(88) Ongar Road junction with Eastview, Writtle – feasibility study into junction carriage way improvement – LCHE 152085

(89) Lordship Road/Ongar Road/The Green/ Mayfield Road/Orchard Close, Writtle – feasibility study into junction improvement – LCHE 152086

County Councillor Aldridge suggested that these two schemes should be combined at an overall cost of £8.000 and that it should also incorporate a crossing at the Green.

ACTION: Schemes LCHE 152085 and LCHE 152086 be combined and incorporate a crossing

(90) Lordship Road jw Fox Burrows Lane, Writtle – feasibility into junction/carriageway improvements – LCHE152088

It was noted that this scheme may need to be removed or changed if planning approval is given to a nearby development.

Passenger Transport

(1) Stop Name, Chelmsford Prison, Springfield Road, Chelmsford – real-time passenger information

In answer to questions about the status of real time passenger information and telematics, Jon Simmons explained that in this case it was an additional requirement.

AGREED that the Panel support funding this scheme with the proviso that real time passenger information is rolled out across the County.

ACTION: Jon Simmons to provide the Chairman with information on the current status of this scheme.

(4) Havengore, (s/o 2 Wallasea Gardens to s/o 104 Falmouth Road,) Springfield - to relocate bus stop

County Councillor Mackrory requested that the residents be consulted on the relocation as soon as possible and Sonia Church confirmed that this would be done. As the Scheme had been discussed on a number of occasions by the Panel, it was agreed that it be prioritised.

AGREED that Scheme LCHE 155020 be added to the priority list

Footpaths

Councillor Murray asked how requests for footpath maintenance could be made now that the funding was being changed. Sonia Church advised the Panel that whilst it was outside her remit, such requests needed to be made via the Members Enquiries Tool and then progress could be chased.

(C) Additional Funding for Equipment/Training

At its last meeting, the Panel had considered a report on the possible acquisition of a brush-cutter/flail mower for use by the Highways Rangers. It had been agreed that the required specialist training in the use of the brush-cutter/flail mower at a cost of £700 be implemented in the current financial year (2015/16) and 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. The training had now taken place and the staff were now ready to use the brush-cutter/flail mower, which could be purchased for £6,250

AGREED that funding be requested of the Essex County Council Cabinet Member to purchase the brush-cutter/flail mower at a cost of £6,250.

5. **Approved Works Programme Updates**

(A) Schemes in Progress

Jon Simmons reported that the following schemes had been completed –

2. O/S Moulsham Grange, London Road, Chelmsford – raise kerbing /add bollards/ pave area – LCHE132071
8. Five entry point to Galleywood – LCHE132016
12. Dyers Hall to Cricket Ground Mashbury Road, Chignal – creation of three passing places on narrow road – LCHE142032
20. Priors Road, Bicknacre – bend warning signs – LCHE152058
22. Parkway/Moulsham Street – Pedestrian crossing – LCHE151010
28. County High School, Broomfield Road, Chelmsford - pedestrian guard rail outside exit of school – LCHE152063
29. Our Lady Immaculate, New London Road, Chelmsford – pedestrian guard rail and raise kerbs – LCHE152051
30. A414 Three Mile Hill junction with A12 junction 15 Chelmsford – LCHE151005
31. Melbourne Avenue RAB junction with West Avenue/North Avenue, Chelmsford – LCHE156001
32. Kings Road Primary School, Kings Road, Chelmsford – LCHE156002
35. A414 Main Road near Griffin Public House , Danbury – LCHE151006
36. B1008 Chelmsford Ford End to Barnston – LCHE151008

It was noted that –

1. Parkway A1060/Odeon RAB Traffic Management Improvements – Phase 1 – LCHE132022 - had now been completed and Phase 2 (variable Message and Car Park Signs) was scheduled for completion in August 2016.
3. Main Road,(at southern Broomfield Parish boundary) - Village Gateway Treatment Design – LCHE132071 – this scheme would be completed shortly
4. Main Road (at northern Broomfield Parish boundary) Village Gateway

- Treatment Design – LCHE142002 - the Parish Council had agreed that the scheme should be placed on hold and it had been transferred to the Potential Schemes List.
5. Main Road nr jw Church Road, East Hanningfield – create walkable verge – LCHE132068 – the funding for this scheme would be reduced from £11,500 to £3,000 to complete the design works and the implementation of the scheme (at £8,500) would move to the potential schemes list.
 7. Margaretting Road, Galleywood – continuation of footway – LCHE003001 - the funding for this scheme would be reduced from £124,000 to £31,000 to complete the design and legal works and the implementation of the scheme (at £88,000) would move to the potential schemes list.
 9. O/s 140-147 Forest Drive, Chelmsford – lay-bys – LCHE142004 – The scheme completion date had slipped from March 2016 to September 2016 due to issues around disable parking bay and statutory undertakers' apparatus.
 13. Sandon Hill, Ford End – Traffic Management Improvements through the Village – this scheme was still awaiting Department for Transport approval.
 15. A1060 Maldon Road jw Molrams Lane, Sandon – remedial works to S278 – Date had slipped from March 2016 to September 2016.
 16. A132/B1012, South Woodham Ferrers – Improved Goods Vehicle signage – LCHE142041 – this will remain on the potential schemes list as the majority of works are complete.
 17. Chelmer Retail Park, Springfield – Phase 2 – Cycling – LCHE144006 - the funding for this scheme would be reduced from £40,000 to £10,000 to complete the design works and the implementation of the scheme (at £30,000) would move to the potential schemes list.
 23. Old Moulsham - 20 mph zone/limit – Jon Simons reported that the survey report had just been received and would be circulated to local Councillors and at the next meeting of the Panel.
 33. Beehive Lane near Honey Pots – dropped kerbs and tactile paving to allow school patrol top relocate- LCHE146004 – this scheme was not feasible. (The roads were located in Great Baddow rather than Chelmsford as indicated in the schedule)
 34. Penny Royal Road, Danbury – footway – LCHE153002 - the funding for this scheme would be reduced from £66,000 to £3,000 to complete the design works and the implementation of the scheme (at £63,000) would move to the potential schemes list.

AGREED all comments above were noted

The Panel received designs for:

- LCHE 142004 (o/s Forest Drive, Chelmsford – design of parking bays in verge),
- LCHE 154009 – Princes Road, Chelmsford – design of Footway/Cycleway Improvements Phase 1)
- LCHE 152080 – Buttsbury Bridge, Stock – design of traffic management improvements at the Bridge).

(B) Design & Feasibility Studies

The Panel received updates on Feasibility and Designs on:

- LCHE 134006 (Melbourne Avenue, Chelmsford – design of cycling scheme CH17),
- LCHE 152025 (Lodge Road, Bicknacre – design of passing bays)
- LCHE 154002 (Chelmer Cycle Route Beehive Lane Galleywood)
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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.

AGREED that the report be noted.

7. Any Other Business

(A) Statutory Undertakers

Rosa Tanfield reported on the letters circulated with the agenda between the Chairman (County Councillor Madden) and County Councillor Johnson about the delays which had occurred in schemes due to works carried about by the statutory undertakers. The letter from County Councillor Johnson explained the permit system that applied in these cases. Councillor Holoway expressed concern about the new rules which had not made any difference to the delays and he asked that further clarification be provided.

In the absence of County Councillor Madden, the Chairman of the meeting agreed to discuss the matter further with him.

ACTION Councillor Shepherd to discuss the letters further with Councillor Madden and how the Panels concerns might be expressed.

(B) Capital Allocations to local roads and footways.

In the absence of County Councillor Madden, this matter was deferred to the next meeting.

ACTION to be discussed at the next meeting

(C) Next Meeting

It was noted that the next meeting would be in June 2016. Further meetings would take place in September and December 2016 and then March 2017.

ACTION: Rosa Tanfield to arrange a meeting of the Panel for June 2016 and to advise the Members in due course.

(D) Section 106 Agreement Funding

County Councillor Deakin asked whether the report on Section 106 funding would be made to future meetings of the Panel and expressed concern that the time limits on some of the funding might be close to expiry. Laura Medhurst, who would be attending the Panels in future to report on this matter, confirmed that she understood that no funding was scheduled to expire before 2017. The matter would however be checked. Rosa Tanfield confirmed that from the next Panel meeting a report on Section 106 Agreement Funding would again be part of the agenda.

Jon Simmons also confirmed that he was advised by an Essex County Council officer about unallocated funding for schemes.

(E) Chelmsford Race Course, Great Leighs

Councillor Murray expressed concern about the signage to the racecourse and asked whether it was a matter for Essex County Council direct or the Chelmsford Local Highways Panel. If the particular signage related to the hospitality suite, it was not a matter for Essex County Council. Sonia Church confirmed that this was a matter for the Racecourse to apply to Essex County Council for tourism signs.

The meeting closed at 3:50 p.m.

Chairman