

**MALDON DISTRICT
LOCAL HIGHWAYS PANEL
MEETING – 8 JUNE 2012**

Council Chamber, Princes Road, Maldon – at 10.30am

MINUTES

Present:

Representing Essex County Council – Councillors R L Bass (Presiding), R G Boyce and Mrs P A Channer

Representing Maldon District Council – Councillors A J Cussen, Miss M R Lewis, R Pratt and Mrs M Thompson

Officers: Mr D Sprunt (Area Co-ordinator) and J Simmons (Liaison Officer, Essex County Council), Mr S Jennings (Committee Services Manager/Highways Liaison Officer, Maldon District Council)

1. Election of Chairman

RESOLVED that Councillor R L Bass be elected Chairman of the Panel for the ensuing municipal year.

2. Apologies for absence

Apologies for absence were received from Councillors F A Delderfield and Rev A E J Shrimpton, and also Hannah Neve (Area Co-ordinator).

3. Constitution and Terms of Reference of the Panel

The Panel considered a draft of the above. Under Governance and Meeting Arrangements, it was agreed that the words “, and the Vice-Chairman shall be a District Councillor” be added to the first sentence of paragraph i), and that the words “(defined as being where three or more Members of the Panel, including a District Councillor, register their dissent/disapproval at a proposed course of action)” be added to paragraph vi).

RESOLVED that subject to the above revisions, the Constitution and Terms of Reference included as Appendix 1 to these Minutes be agreed.

4. Appointment of Vice-Chairman

Arising from the agreed constitution under the previous item, it was

RESOLVED that Councillor R Pratt be appointed Vice-Chairman of the Panel for the ensuing municipal year.

5. Provisional Maintenance Programme 2012/13

The Panel considered the above programme. This was mainly for information although the Panel could monitor progress and delivery of the work.

Officers were asked to provide an update on progress to the next meeting with the list being developed as a composite work programme including any other schemes selected. Clarification of “Hatfield Peverel link road”, “B1010 Southminster”, and “B1010 Purleigh” references were requested with better defined locations in future reports.

6. Reserve Scheme List 2012/13

The Panel considered the above list of outstanding requested schemes which were categorised by type and given a priority rating of green (high priority), amber (low priority) and red (against policy or where there was no appropriate engineering solution).

In looking first at those marked red, the Panel agreed to delete from the list the following schemes.

IT431 Burnham Road/North Street, Southminster – Pedestrian Crossing
IT439 Lawlinge Road, Latchingdon – Street Lights
IT453 Spital Road, Maldon – Pedestrian Crossing
IT456 Tiptree Road, Great Braxted – Gateway Feature
IT459 Wycke Hill, Maldon – Controlled Pedestrian Crossing
IT436 Fambridge Road, Maldon – Pedestrian Crossing
IT435 East End Road, Bradwell on Sea – Badger Warning Signs
IT448 Post Office Lane, Woodham Mortimer – Village Hall Sign
IT451 South Street/North Street, Tillingham – Gateway Carriageway Markings

The following actions were agreed in relation to the remaining red priority schemes:

IT438 Heybridge Approach, Heybridge – Controlled Pedestrian Crossing – further consideration through the Design and Consultancy Team to look at the feasibility of alternative safety options.

IT459 Wycke Hill, Maldon – Controlled Pedestrian Crossing – further report required on the safety issues in this location with a view to possible provision of pedestrian refuge.

IT430 Burnham Road/Green Lane, Althorne – Signing Review – change to amber priority.

IT447 Plains Road/Loamy Hill Road, Little Totham – Signage – requires a sign suitably located direction Beckingham Business Park traffic in an onward direction – change to green priority.

The Panel noted that it had an overall budget of £400,000 to utilise on a work programme of improvement schemes, and the cost estimates were purely indicative as at the present time. Consideration was then given to the green (high) priority schemes and the following were selected for inclusion in the 2012/13 work programme:

50257 Spital Road, Maldon – Parking Restrictions to assist School Crossing Patrol site.

29/24 Cold Norton/Stow Maries – Public Right of Way improvement.

49 Oak Corner Roundabout, Woodham Mortimer – Safety improvement for cyclists and motorcyclists.
50 Burnham Road, Woodham Mortimer – Safety – signs, markings, resurfacing.
51 Maldon Bypass, Maldon - Safer crossing facility (refuge).

With regard to scheme 51 above, reference was made to the possibility of this improvement having been provided at the developers' expense in connection with redevelopment of land off Fullbridge/The Causeway (Aquila). Officers were asked to seek clarification on this and report back.

The Panel then considered the schemes marked as amber. The following actions were agreed:

IT433 Tolleshunt D'Arcy Road/Beckingham Street, Tolleshunt Major – harden walkable verge/new footway – allocate £35,000 to proceed.
IT444 Maldon Road, Great Totham – extend footway between 10-16 Maldon Road – allocate £5,000 for low cost feasibility/design (study to be combined with IT445)
IT440 Kelvedon Road/Braxted Road, Little Braxted – kerb triangle area – allocate £8,000 to proceed.
IT445 Maldon Road, Great Totham – footway between Village Hall and Beckingham Road – allocate £5,000 towards feasibility of design for walkable verge.
IT450 School Road, Wickham Bishops – kerb green o/s Library – allocate £8,000 to proceed.
IT441 London Road, Maldon – guard rail o/s School – allocate £1,000 to proceed.

The sum of £3,000 is allocated for the following three schemes to proceed:

IT457 Tom Tit Lane, Woodham Mortimer – carriageway markings
IT454 The Drive, Mayland – VAS post
IT446 Maldon Road, Langford – close layby

It was further agreed that those schemes listed under the cycling category be held in abeyance at the moment pending clarification of the roles of the new partnership group involving ECC and Sustrans, and also the work of the Place Shaping Sub Group of the Local Strategic Partnership.

Three public transport infrastructure schemes involving mainly new bus shelters were agreed at Burnham on Crouch and Stow Maries with priority status being assigned.

Finally, all the amber category Public Rights of Way schemes involving sites at Heybridge (High), Tillingham (Medium) and Burnham on Crouch (Medium) were agreed to proceed with the priorities as shown. It was suggested that the Highway Rangers could be used to help clear undergrowth where required.

The total financial commitment of the decisions taken was in the region of £258k out of a budget allocation of £400k. Officers were requested to update the Schemes List reflecting these decisions, with the schemes assembled in Area Planning Committee areas and referenced to County Electoral Divisions and circulate it to Panel Members.

7. Section 106 Funding Summary

The Panel received and noted a summary of monies held for improvements arising from S106 agreements relating to Tesco Stores, Maldon and Beckingham Business Park, Tolleshunt Major. Officers were asked to provide further detailed information

on the financial contributions, the basis for them and any programmes for implementation. Officers were also asked to check whether the list was complete in terms of financial contributions held.

8. Highway Rangers Work Summary

The Panel received and noted a summary of the work carried out between January and March 2012. It was agreed that a fuller report be submitted for consideration at the next meeting including a definition of parameters, set of protocols, and broad priorities with a view to ensuring effective monitoring of this work resource. Reference was made to the traffic management implications of, and other constraints on this work resource, and also when involved in the clearance of overhanging vegetation there might be scope for recharging the adjoining owner/occupier.

9. Matters outstanding from the last of the former Panel meetings

It was noted that there were some schemes to be brought forward for consideration should there be any surplus funding. The Panel then noted that updates had been requested on the Speed Limits Review and action taken on Roadside Car Sales. It was suggested that on the latter item, the relevant contact information be sent again to Parish and Town Councils.

10. Items previously raised by Members of the Panel

The attention of the Panel was drawn to the following matters:

- a) Market Hill, Maldon (Councillor Rev A E J Shrimpton);
- b) Street Lighting Switch Off Times (Councillor Rev A E J Shrimpton);
- c) Mundon – Limebrook Way to Burnham Road – 18T weight limit (Councillor A J Cussen);
- d) Althorne, B1010 Fambridge Road carriageway widening (Councillor A J Cussen) (NB included in Item 5 above).

On item c) above it was noted that the Parish Council had offered to make a financial contribution towards the cost of the scheme but the Panel was advised that an essential part of the investigation involved the carrying out of an origin and destination survey.

It was agreed that the other matters be brought forward for consideration at the next meeting at an early point on the agenda.

11. Arrangements for future meetings

It was agreed that future meetings be held on 21 September 2012, 7 December 2012 and 8 February 2013 all starting at 9am. An important item to be considered at the next meeting would be liaison with Parish and Town Councils.

The meeting closed at 12.55 pm.

MALDON DISTRICT LOCAL HIGHWAYS PANEL**Constitution and Terms of Reference***Membership*

The Panel to consist of the three Essex County Councillors for the Maldon District and six Maldon District Councillors representative of the three Planning Areas.

Terms of Reference

- a) Prioritise and make recommendations for projects/schemes to ECC Cabinet Member for Highways and Transportation within the allotted budget.
- b) Have regard to the advice from ECC officers on relevant statutory/duty of care requirements.
- c) Oversee and set priorities for schemes funded through the localism process and the work of the Highways Ranger Service.
- d) Monitor the delivery of the agreed programme and raise issues and concerns through agreed procedures.
- e) Consider any other Highways and Transportation matter referred to the panel from time to time by other council constituted bodies, panels or groups.
- f) Make recommendations to ECC Cabinet Member for Highways and Transportation to amend targets or discretionary policies and/or amend budget allocations between programmes if necessary to meet local priorities.
- g) Take a lead role in liaison with Town/Parish Councils.

Governance and Meeting Arrangements

- i) The Panel will be chaired by a County Councillor unless agreed otherwise, and the Vice-Chairman shall be a District Councillor. A minimum of one County Councillor and two District Councillors must be present for a meeting to be held or continue.
- ii) Decision making to be agreed by the Panel and clearly recorded for action.
- iii) Meetings may be held in public or private and at such times and venues the Panel may determine, but at least quarterly and linked to the budget cycle. Reports of Panel meetings must be presented to the Maldon Locality Board (or other standing locality arrangement) and recommendations reported to the ECC Cabinet Member for Highways and Transportation.
- iv) The ECC Cabinet Member for Highways and Transportation will be minded to accept the advice and prioritisation agreed by the Panel subject to the Highway Authority's Statutory Duties/Duty of Care Obligations consistent with current legislative requirements and regulations.
- v) The ECC Cabinet Member for Highways and Transportation reserves the right to reject any scheme promoted by the Panel that falls outside ECC policies and standards.

- vi) In the event of any disputes within the Panel, the Cabinet Member for Highways and Transportation will take the final decision based on advice from officers and existing Highways Policy (disputes are defined as being where three or more Members of the Panel, including a District Councillor, register their dissent/disapproval at a proposed course of action).

- vii) ECC Highways Liaison Officers will be the key point of contact for the Panel and will provide reports for Panel meetings. They will be supported by other specialist and technical ECC officers for monitoring/progress reporting, advice, and information to deliver the work of the Panel. Committee administration support to the Panel will be provided by the District Council.