

## **ECC/EFDC LOCAL HIGHWAY PANEL MINUTES**

**Committee:** ECC/EFDC Local Highways Panel      **Date:** Thursday, 21 November 2013

**Place:** Committee Room 2, Civic Offices, High Street, Epping      **Time:** 6.30 - 8.30 pm

**Members Present:**

**County Councillors:**  
Councillors Mrs V Metcalfe (Chairman), Mrs R Gadsby, A Jackson, C Pond and J M Whitehouse

**District Councillors:**  
Councillors R Bassett, T Church, Mrs J Lea and Ms S Watson

**Apologies:** Councillors J Knapman, L Leonard, Mrs M McEwen, E Johnson and G Waller

**Officers Present:** D Sprunt (Principal Transportation Co-Ordinator - ECC), S Bickers (Highways Liaison Officer, ECC), K Blackburn (S106 Officer - ECC), K Durrani (Assistant Director (Technical)), S G Hill (Senior Democratic Services Officer) and J Leither (Democratic Services Assistant)

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### **23. ELECTION OF CHAIRMAN**

In the absence of the Chairman, Councillor Mrs V Metcalfe advised the Panel that she had been asked by the Councillor Knapman to Chair the meeting.

#### **RESOLVED:**

That Councillor Mrs V Metcalfe be nominated Chairman for the duration of the meeting.

### **24. SUBSTITUTE MEMBERS**

No substitute members had been appointed to the meeting.

### **25. MINUTES**

#### **RESOLVED:**

That the minutes of the meeting held on 5 September 2013 be taken as read and signed by the Chairman as a correct record.

### **26. SECTION 106**

Keith Blackburn, Highways Officer for S106 agreements had been invited to the meeting to inform the Panel how S106 monies were used.

**How S106 contributions are determined?**

Mr Blackburn advised the Panel that when a planning application was received in the District, this was forwarded to Essex County Council (ECC) as the Local Highway Authority for comment. A highways engineer would consider the effect of the proposed development and if significant would advise the District that highways measures be put into place via a Section 106 agreement to mitigate the impact of the development.

He added that this consultation process was limited by legislation to 21 days which made it difficult to consult widely on the measures required and sometimes there was limited time to carry out a thorough feasibility study. This could lead to the contributions obtained being too small or the scheme not being technically possible which were other reasons why contributions were returned. Mr Blackburn stated that the District would then consider if they needed to ask for the measures that ECC had recommended to be put into the S106 agreement. A judgment was needed on the balance between S106 for Highways and/or Education as ECC services and S106 for District responsibilities, for example, Affordable Housing or Public Open Space. The developer would often try to negotiate to push the cost of all S106 obligations to the lowest level possible.

**What happened once the contribution had been received?**

Mr Blackburn advised that they would look at whether the works were technically feasible within the cost constraint of the contribution(s). The scheme had to be put into the Authority's Capital Programme (this would happen once or twice a year). It would then be passed to contractors along with a list of schemes for design and completion.

**S106 funds that were left over**

Mr Blackburn reported that in the past ECC had staff with responsibilities for highways matters in a given District and they would usually have had a list of schemes that were required. ECC had other budgets which could top up a S106 contribution if needed. Those budgets have now been transferred to the Local Highway Panels. Any extra schemes would still have to comply with the terms of the agreement.

**The LHP and S106**

(1) A scheme required by the S106 agreement may need a top up either because:

- (a) the developer managed to negotiate the contribution down;
- (b) full costs were unknown at the time of the agreement; or
- (c) inflation.

New delivery and commissioning arrangements meant less was done in-house. In this case the LHP may be asked to top up.

(2) If residual funds remained from S106 schemes that were completed the LHP could suggest additional schemes. The additional schemes would have to comply with the terms of the agreement and may need a top up. Otherwise, residual funds were returned to the developer. This was the normal practice when the terms of the agreement had been fulfilled.

**27. BUDGET REDUCTIONS**

The ECC Highways Liaison Officer (HLO) presented a report to the Panel and advised them that they should consider what they might recommend at the meeting. He advised that £58,000 was reserved for works resulting from on-going designs which would be submitted for Cabinet Member approval until the fourth quarter. These works could be deferred for approval until the 2014-15 budget was available.

**AGREED:**

That the Panel agreed to defer, the £58,000 for works, for approval until the 2014-15 budget was available, as set out in the table at Appendix 1.

**28. SCHEME RECOMMENDATIONS 2012/13**

The Panel noted that the Scheme Recommendations schedule for 2012/13 had been discussed in Divisional pre-meetings.

Members agreed that there were no issues to raise at this Panel meeting.

**29. SCHEME RECOMMENDATIONS 2013/14**

The Panel noted that the Scheme Recommendations schedule for 2013/14 had been discussed in Divisional pre-meetings.

Members discussed the following schemes:

**(1) Scheme LEPP131022 B181 Lyndsey Street, Epping Road junction with B182 Bury Lane**

Councillor Jackson advised the Panel that his division would not be prepared to pay for a junction improvement scheme. He advised the Panel that the junction needed marking with white lines and signage.

Councillor Church stated that the Panel could be at risk by cancelling the design if further accidents occurred at this junction. It was noted that the works (£32,500) was part of the £58,000 deferred until 2014-15 (see minute item 27, Budget Reductions). It was therefore agreed that the £32,500 cost of this scheme would not go to the Cabinet Member for approval until the Panel had considered the design of the scheme (see Appendix 1 attached).

**AGREED:**

That the design should go forward and a decision be made to cancel or continue with the scheme when the design was complete.

**(2) LEPP002007 – A1168 Rectory Lane/Westall Road Box Junction and Keep Clear Sign**

Councillor Pond advised the Panel that he was speaking on behalf of the Chairman in his absence. The Chairman had suggested another scheme at this junction to restrict access to Ibbetson Path during the morning rush hour and requested that this be added to the original scheme.

The HLO advised that the additional request would need to be validated and if eligible would require a Traffic Regulation Order (TRO). He advised that this would

delay the original scheme and require extra funding. It was therefore best to keep the additional request separate.

**AGREED:**

- (1) That Members noted the HLO's advice regarding a TRO and had agreed to keep the schemes separate.
- (2) That the new request be submitted for validation.

**(3) LEPP132026 – Church Road, Russell Road, Stag Lane and A121 High Road**

Councillor Watson reported that Russell Road should be omitted as this was incorrect and be replaced by Beech Lane.

**AGREED:**

That Members noted the street name error and that the HLO confirmed he would amend the scheme details.

**(4) Scheme Proposals**

In light of discussion on the schemes above, the Panel were asked to approve Capital Schemes for 2012/13 (top up funding) and 2013/14.

**AGREED:**

That schemes contained within Appendix 1 to these minutes be approved for submission to the Highways Cabinet Member.

**30. NEW SCHEME PROPOSALS**

The HLO presented the New Scheme Recommendations schedule for the Panel to consider funding. The full list and decisions were tabled and are attached at the end of these minutes. A specific decision was made on the following proposal:

**(1) Scheme LEPP136016 – Church, The Street, High Ongar**

In Councillor McEwen's absence the Panel were advised that the wooden bus shelter in High Ongar was to go ahead. The HLO advised that it would cost £5,500 for a metal bus shelter but £8,000 for a wooden bus shelter. Members agreed that this could go ahead as this was a conservation area. Councillor Bassett suggested that in all future requests for wooden bus shelters, the Parish or Town Councils should pay toward the scheme.

**AGREED:**

- (1) That the bus shelter scheme for High Ongar be approved; and
- (2) That future requests for wooden bus shelters be referred to the local council to request for part funding.

**31. RANGERS AND CAPITAL MAINTENANCE**

**(1) Highway Rangers**

The HLO reported on the Highway Rangers Works (pages 65-66 of the agenda).

Councillor Jackson queried why the Panel had to request Rangers works through the Highways Department. The HLO reported that, as agreed with Essex Highways who provide the Ranger service, the requests had to be logged through Highway Enquiries or the HLO.

**(2) Capital Maintenance**

The HLO reported on the Capital Maintenance for 2013/14 (page 67 of the agenda), he advised the Panel that the schedule detailed was planned to go forward.

**32. LINE MARKING**

The Panel were advised to send all white line requests by email to the Chairman and he would refer them to Essex County Council.

**33. ANY OTHER BUSINESS**

**(1) Procurement of Design Time**

The Highways Panel had been previously advised by County Officers that monies from their annual allocation could only be spent on schemes.

The Chairman had advised the acting Chairman that the Cabinet Member had agreed the LHP could use some of their allocation for small scheme designs, engaging Essex Highways designers directly. The Panel agreed to support this process.

The HLO had requested advice from the Cabinet Member's office as to how this would work in practice, given Essex Highways designers already had a backlog of LHP designs to deal with.

**(2) Future Divisional Pre-Meetings**

The HLO advised the Panel that he would meet with all the divisional pairs before the next meeting of the LHP to discuss current and new schemes.

**34. DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on Thursday 27 February 2014 at 6.30pm in Committee Room 2 at the Civic Offices, Epping Forest District Council.

**CHAIRMAN**

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# Agenda Item 29

LHP recommendations Date: 21.11.13 Epping Forest

District	Scheme Type	ID	Location	Description	Budget	DIV	LHP recommend	Cabinet Member approved
<b>Capital works (2012-13 top ups to complete schemes)</b>								
					<b>Budget currently available (2012-13)</b>	<b>£ 14,620</b>		
Epping Forest	Traffic Management Improvements (TMI)	LEPP002001	Westbury Road/ Palmerston Road (DC1641)	WORKS - Study & preliminary design complete. Works to enhance give way and junction functionality. Estimated delivery Q1 2014-15	£ 7,000	BHLS	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP002007	A1168 Rectory Lane/Westall Road (DC1434)	WORKS - Study & preliminary design complete. Box junction and keep clear to improve junction. Estimated delivery Q4 2013-14	£ 6,000	LC	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP003009	Crooked Mile nr Harold Crescent (DC1653)	WORKS - Design complete. Pedestrian refuge island - amend existing splitter island. Estimated delivery Q1 2014-15	£ 3,000	WA	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP001015	Threeways junction Roydon, B181 Epping Rd j/w Water Lane (DC1640)	WORKS - Design complete. Existing Weight limit signage improvements. Cllrs have suggested amendments to design. HLO to discuss with D&C. In meantime recommend to avoid delay to delivery. Estimated delivery Q4 2013-14	£ 3,800	NWN	21.11.13	3.12.13
					<b>Sub total</b>	<b>£ 19,800</b>		
					<b>Budget remaining / over (2012-13)</b>	<b>-£ 5,180</b>		

<b>Capital (2013-14 new)</b>								
					<b>Budget available (2013-14)</b>	<b>£ 40,800</b>		

### Feasibility studies and designs

Epping Forest	Traffic Management Improvements (TMI)	LEPP13204 7	Oakwood Hill, Loughton, IG10. Between River Way and L. Alderton Hall Ln	FEASIBILITY STUDY / DESIGN - Fatal accident 10.10.13 pedestrian (pensioner). Concerns over speeding and standard of existing pedestrian refuge. Investigate improvements to refuge, e.g. build-out of the refuge, refuge crossing being staggered or railed, to give protection for the school crossing patrol & VAS signs both approaches. Any other options engineer deems appropriate. E.g. additional lining, signing, rumble strips.	£ 5,000	BHLS & LC	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP13204 6	Albert Road nr j/w Lower Queen's Road	DESIGN - Pre-School at St Stephens Church on Lower Queens Road. Concerned about pedestrian safety on the footway. Validation recommends: Guarding would be counterproductive and would act a 'pen'. Add 9 bollards along the frontage of St Stephens Church. Estimated Cost £2,500 Des/Sup £500.	£ 500	BHLS	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP13205 1	nr Chigwell Row Primary School, Lambourne road	DESIGN - Speeding concerns Validation recommendation - flashing lights sign to diagram 545 and sub plate with new combination sign 545 plus 'School 20 when lights show' plate part time advisory 20mph limit. Est. £3,700 total	£ 1,000	CLB	21.11.13	3.12.13
Epping Forest	Traffic Management Improvements (TMI)	LEPP13203 4	Cobbins Bridge, B181	FEASIBILITY STUDY / DESIGN - Priority working over bridge. Bridge too narrow for cars to pass. Parapet gets damaged	£ 3,500	NWN	21.11.13	3.12.13

### Works - bus stops

Epping Forest	Passenger Transport (PT) Bus Stops	LEPP13601 6	Church, The Street, High Ongar	WORKS - Wooden bus shelter for elderly residents (£8k). LHP deferred 5.9.13. UPDATE. Bus route still valid. Metal shelter £5.5k but Parish want wooden shelter in conservation area.	£ 8,000	OR	21.11.13	3.12.13
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP13601 4	Brook Parade, High Road, Chigwell	WORKS - Provide seating to half of the shelter	£ 1,500	CLB	21.11.13	3.12.13
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP13601 5	Bower Hill, nr j/w Allnuts Rd & Bower Vale.	WORKS - Formally mark 3 locations on hail and ride route with a bus stop flag and pole. Currently drivers not stopping	£ 3,000	ETB	21.11.13	3.12.13
Epping Forest	Passenger Transport (PT) Bus Stops	LEPP13601 7	Lindens, Alderton Hall Lane, Loughton	WORKS - bus shelter for elderly residents (wooden £8k metal £5.5k). Will need resident consultation.	£ 5,500	LC	21.11.13	3.12.13

### Funds for NEPP

Epping Forest	Congestion	LEPP13700 6	Oakwood Hill j/w Chigwell Lane	Parking restrictions for congestion. Funds to be transferred to NEPP.	£ 5,000	LC	21.11.13	3.12.13
					<b>Sub total</b>	<b>£ 33,000</b>		
					<b>Budget remaining (2013-14)</b>	<b>£ 7,800</b>		
					<b>Budget remaining (combined)</b>	<b>£ 2,620</b>		

**REVENUE**

Epping Forest	Traffic Management Improvements (TMI)	LEPP132027	Epping Forest District	Top up to £1000 pot for 5 surveys (approved 12.6.13). Surveys are £210 each = £1050 4/5 surveys already ordered	£ 50		21.11.13	3.12.13
<b>PREVIOUS TOTAL</b>					<b>£ 3,890</b>			
<b>Remaining revenue budget (2013-14)</b>					<b>£ 46,935</b>			

**NEW SURVEYS (for info only):**

Epping Forest		n/a	North St just south of Lake Rd	Speeding concerns 3/5	n/a	NWN	21.11.13	n/a
Epping Forest		n/a	Middle St near Hoe Lane	Speeding concerns 4/5	n/a	NWN	21.11.13	n/a

**Works for 2014-15 budget (when available)**

Epping Forest	Traffic Management Improvements (TMI)	LEPP132046	Albert Road nr j/w Lower Queen's Road	Works for above	£ 2,500	BHLS	21.11.13	
Epping Forest	Traffic Management Improvements (TMI)	LEPP132051	nr Chigwell Row Primary School, Lambourne road	Works for above	£ 2,700	CLB	21.11.13	
Epping Forest	Traffic Management Improvements (TMI)	LEPP132030	Staples Rd/York Hill, Loughton (LC)	WORKS - Changes to kerbs to prevent u turns, drainage, bollards and bund.	£ 8,000	LC	6.6.13	
Epping Forest	Traffic Management Improvements (TMI)	LEPP132015	Millsmead Way & Harwater Dr. junction, IG10	WORKS - corner protection - vehicles mounting kerb and parking irresponsibly causing verge damage & congestion	£ 10,000	LC	5.9.13	
Epping Forest	Walking	LEPP133013	Cleland Path & England's Lane junction	WORKS - dropped kerbs and tactile paving for disabled access including moving utilities	£ 5,000	LC	5.9.13	
Epping Forest	Walking	LEPP133014	Chigwell Primary School, 50 High Rd, IG7 6DW	WORKS -To provide access from disabled bay to path. Relocate disabled bay and install dropped kerb and connecting path.	£ 2,500	CLB	5.9.13	
<b>Total (2014-15)</b>					<b>£ 30,700</b>			

**Not recommended**

Epping Forest	Passenger Transport (PT) Bus Stops	LEPP136013	B1393 near Rye Hill Rd (Cross Keys pub)	FEASIBILITY STUDY / DESIGN - Northbound hardstand is poor - option to move stop to old layby just north and fill out layby as hardstand. £3k for study/design to fill out northbound layby, opp. Cross keys (est. £12k works), check, south bound hardstand, footpath and crossing options are viable or not. DECLINED - (RANGERS have sided footpath)	£ 3,000	ETB & NWN		
Epping Forest	Safer Roads (Casualty Reduction)	LEPP131022	B181 Lindsey St - Epping Rd j/w B182 Bury Lane	CASUALTY REDUCTION - WORKS to redesign junction to mitigate collisions (est. £36k incl works). DECISION TO BE TAKEN BY LHP WHEN REPORT/DESIGN COMPLETE	£ 32,500	ETB / NWN		