



**HARLOW LOCAL HIGHWAYS PANEL
Tuesday, 18 February 2014 at 7.00 pm
Council Chamber, Civic Centre**

Members

Councillor Eddie Johnson, Essex County Council (Chairman)
Councillor Mike Danvers, Essex County Council (Vice-Chair)
Councillor Karen Clempner, Essex County Council
Councillor Tony Durcan, Essex County Council
Councillor Michael Garnett, Harlow District Council
Councillor Tony Hall, Harlow District Council
Councillor Guy Mitchinson, Harlow District Council
Councillor Phil Waite, Harlow District Council

Officers

Rissa Long, Essex County Council
David Sprunt, Essex County Council
Joe McGill, Harlow Council
Joel West, Harlow Council

AGENDA

1. Welcome and Introductions
 - a) Apologies and declarations of interest
 - b) Update on matters arising from meeting of 28 November 2013
 - c) Opportunity for public speaking
3. Minutes of last meeting and matters arising (Pages 1 - 7)
4. Update on schemes
 - a) Update on schemes approved 2012-13 (Pages 8 - 11)
 - b) Update on schemes approved 2013-14 (Pages 12 - 15)
5. Potential Scheme List
 - a) Summary of schemes for potential consideration in 2014/15
(Page 16)

6. Highway Rangers and Revenue expenditure
7. Major Capital schemes update
8. Any other business (Verbal Report)
9. Date of next meeting

Wednesday 16 April 2014, 10am in the Council Chamber, Civic Centre,
Harlow.

**MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL
HELD ON**

28 November 2013

10.00 - 11.40 am

PRESENT**Committee Members**

Councillor Eddie Johnson, Essex County Council (Chairman)
Councillor Mike Danvers, Essex County Council (Vice-Chair)
Councillor Michael Garnett, Harlow District Council
Councillor Tony Hall, Harlow District Council
Councillor Guy Mitchinson, Harlow District Council

Officers

Dianne Cooper, Planning and Building Control Manager
Rissa Long, Highways Liaison Officer, Essex County Council
Joe McGill, Properties, Facilities and Projects Manager, Harlow Council
David Sprunt, Principal Area Transportation Co-ordinator, Essex County Council
Joel West, Governance Support Officer, Harlow Council

Other Members

Councillor Jon Clempner, Harlow District Council

25. WELCOME AND INTRODUCTIONS

The Chairman welcomed all attendees to the meeting and invited Councillors and Officers to introduce themselves.

26. APOLOGIES AND DECLARATIONS OF INTEREST

Apologies of absence were received from Harlow Councillor Phil Waite, Essex County Councillor Karen Clempner, and Harlow Council Officer Graeme Bloomer.

27. OPPORTUNITY FOR PUBLIC SPEAKING

A member of the public had submitted a written question (attached) and was in attendance to address it to the Panel. A response was provided as follows:

Mr and Mrs Potter, 25 Priory Avenue, Old Harlow

The Chairman thanked Mr and Mrs Potter for their question. The Chairman advised the Potters that the scheme to install Vehicle Activated Signs (VAS) along Old Road had been progressed by the Panel via the proper mechanisms and would not be amended, but the proposal to install a VAS along Priory Avenue could be pursued with funds previously agreed for

speed surveys. Rissa Long advised that a speed survey along Priory Avenue had recently been undertaken. The findings of the survey are expected to be available shortly after Christmas 2013. If the speed survey indicates that the site is suitable for a VAS, a proposal to agree funds will be brought back to the Panel.

An attending member of the public asked the Panel for advice on a blocked drain which caused frequent flooding along Tendring Road (west). The Chairman indicated that he was already aware of this issue, and advised that the fault had previously been reported to Thames Water. He further advised that he would again pursue this issue by writing to Thames Water on behalf of the Panel.

28. **MINUTES OF LAST MEETING AND MATTERS ARISING**

Matters arising

Further to minute 18 – Update on Schemes Approved 2013/14 – Harlow Councillor Guy Mitchinson stated that, during consideration of this item he had asked if Officers could explore the possibility of a delegation arrangement that would allow Harlow Council to re-paint white lines demarcating parking spaces along County Council adopted highway.

Further to minute 15 – Opportunity for Public Speaking – Members of the Panel asked if Officers had received the results of the 20mph speed limit trial in Chelmsford. Rissa Long advised that this data had not yet been received. She also asked the Panel to note that a blanket 20mph speed limit policy may incur significant additional costs, as purchase/installation of street furniture would be necessary to ensure limits were enforceable.

Further to minute 17 – Update on Schemes Approved 2012/13 – the Panel sought an update on the scheme to install safety improvements near Little Parndon Primary school. Joe McGill advised that the Traffic Restriction Order for the scheme would be progressed via the North Essex Parking Partnership (NEPP).

RESOLVED that the minutes of the meeting of 3 September 2013 are agreed as a correct record, subject to the inclusion of Councillor Mitchinson's comment above in minute 18.

29. **LOCAL HIGHWAYS PANEL BUDGET CHANGES**

David Sprunt summarised the implications of the recent decision of the Essex County Council Cabinet Member for Highways and Transportation, to amend local highways panel budgets. David explained that this decision means that the budget for the Harlow Local Highways Panel for 2013/14 reduces from £487,000 to £200,000, around £16,000 of which is uncommitted. It also means that, from 2014/15, the Panel will progress schemes on a two-year cycle: year one for design, year two for implementation. The Panel noted that the reallocation of unspent local

highways panel monies to other uses, including maintenance, would provide some benefit to Harlow.

The decision of the Cabinet Member for Highways and Transportation can be viewed from the [County Council's website](#). Copies of a summary note on the decision were circulated. The summary note is appended to the minutes of the 24 October Essex County Council Place Services and Economic Growth Scrutiny Committee, which also can be found on the [County Council's website](#).

30. **UPDATE ON SCHEMES APPROVED 2012/13**

The Panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2012/13. Rissa provided further updates on several of the listed schemes, including dates of installation for several items. Specific attention was paid to the following schemes:

Minor - Feasibility for layby amendments to help facilitate better parking in Moorfields

The Panel noted that the phrasing of the recommendations in Appendix 3 to the report was confusing, as wording in section 4.1 appeared to suggest a need to allow two cars to pass, whereas section 4.3 appeared to suggest that only one car would pass.

RESOLVED that Option 2 from the appendix be pursued, subject to removal of confusing phrasing as identified above.

Minor - VAS sign for Parsloe Road

Rissa Long advised that the results of the speed survey have now been made available and confirm that the location is eligible for installation of a VAS.

Minor - design works for scheme to relieve safety and congestion concerns within Harlow

Joe McGill advised that these funds were intended for survey work to examine solutions to safety and congestion issues in residential areas across the Town. The Panel affirmed that the results of the Town-wide Parking Review, carried out by Harlow Council's Community, Citizenship, Regeneration and Environment Overview Working Group, would be appropriate to determine which locations were progressed.

31. **UPDATE ON SCHEMES APPROVED 2013/14**

The Panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2013/14. Comment was offered on the following items:

School Crossing Patrol - District Wide Funding

Rissa advised that this funding was for physical improvements only, i.e. could not be used to fund staff for patrols. Members of the Panel asked that Henry Moore School be considered in any proposals to improve crossing facilities.

Bus Stop Improvements

Members of the Panel queried the disparities in cost between similar improvement works at different bus stop locations. Rissa advised that, due to the Panel's previous allocation of a lump sum for bus stop improvements, the figures provided may not reflect actual individual scheme costs. The Chairman affirmed that any surpluses would be returned to the budget pool.

32. POTENTIAL SCHEMES LIST

The Panel received a report from Essex County Council which included several proposed minor schemes for inclusion in Harlow's 2013/14 capital allocation. Comment was offered on the following items:

Bus Stop Improvement 1: The Panel stressed that funding would only be appropriate if the timetable frames would be utilised, i.e. if operators would actually display timetables within them. Officers confirmed this would be the case.

Bus Stop Improvement 2: The Panel noted that, due to its revised budgetary position, it would be more appropriate to consider this scheme in the 2014/15 year.

Harlow Councillor Guy Mitchinson advised of an upcoming County Council scrutiny review of bus services and suggested the Panel may wish to make representations to Essex County Council.

Casualty reduction 2 - David Sprunt advised that a feasibility study for a 'No Right Turn' from Fifth Avenue into Burnt Mill Lane could also be pursued within the estimated cost of this scheme. The Panel agreed to pursue this option.

RESOLVED that the following minor schemes are progressed for 2013/14:

TYPE	LOCATION	SCHEME	COST
Casualty Reduction	A1184 Cambridge Road J/w Old Road, Harlow	Signage amendments relating to the accident location	£4,000

Casualty Reduction	A414 Fifth Avenue J/w Burntmill Lane, Harlow	Signage amendments and other remedial safety measures; No Right Hand Turn feasibility study.	£3,000
Bus Stop Improvements	56 bus stops in Harlow	Installation of timetable frames across the whole Town	£5,500
Minor Schemes	Hamstel Way	Feasibility and design works into the possibility of installing a pedestrian crossing in the vicinity of the ambulance station	£5,000
		TOTAL	£17,500

33. **HIGHWAYS RANGERS AND REVENUE EXPENDITURE**

The Panel received a report from Essex County Council on the Highways Rangers Service. The report listed those works which had been carried out by the Rangers in response to direct requests from Councillors. The Panel is encouraged to report highways related defects to ECC by sending an email to highway.enquiries@essex.gov.uk making sure to include “Harlow” in the subject line. The Chairman suggested the process to report and refer work to the Highways Rangers could be improved, including officers taking a greater role in decisions to refer work and ensuring that every work request is accompanied by a reference number, which would allow Councillors to track progress more easily.

RESOLVED that the report is noted.

34. **CAPITAL MAINTENANCE PROGRAMME (FOR INFORMATION)**

The Panel received an information report from Essex County Council on scheduled capital maintenance to highways in Harlow in 2013/14. Councillors were encouraged to report highway defects online at <http://www.essex.gov.uk/Pages/Report-It.aspx>

David Sprunt advised that several of the cancellations listed had been a result of other major capital schemes at nearby locations. They would be rolled-forward into future years.

RESOLVED that the report is noted.

35. **MAJOR CAPITAL SCHEMES UPDATE**

David Sprunt advised the Panel that Essex Highways will shortly be holding a series of public exhibitions on a proposed new junction 7a on the M11. The public exhibitions will be held at six venues in Harlow and Epping from 2 December 2013 until 31 January 2014.

The exhibitions are taking place at the following venues:

- Harlow Civic Centre from 2 December to 31 January 2014
- Epping Library from 2 December to 31 January 2014
- North Weald Library from 9 December 2013 to 13 December 2013

There will also be staffed events at Old Harlow Cricket Club (3 December), Churchgate Hotel (5 December), Sheering Village Hall (10 January), and Harlow Civic Centre (9 December, 15 January). Officers will be on hand on these dates to answer any questions. Full details of the consultation event are available from [Essex County Council's website](#).

36. **ANY OTHER BUSINESS**

Harlow Councillor Guy Mitchinson asked whether the Panel could help to promote Essex County Council's salt bag partnership scheme. Officers provided some information on this scheme and advised that, in Harlow, local interest groups are invited to participate in the scheme. Members of the Panel and attending members of the public suggested that local residents' associations may be keen to participate. More information on the salt bag partnership scheme is available on [Essex County Council's website](#).

37. **DATE OF NEXT MEETING**

7pm, Tuesday 18 February 2014, Council Chamber, Civic Centre.

CHAIRMAN OF THE COMMITTEE

**HARLOW LOCAL HIGHWAYS PANEL – 28 NOVEMBER 2013 – WRITTEN
QUESTIONS FROM MEMBERS OF THE PUBLIC**

Question from Mr and Mrs Potter, 25 Priory Avenue, Old Harlow

We note that the installation of two VAS signs in Old Road has been approved. Could we ask that one be diverted to Priory Avenue which, being virtually straight over the majority of its length, is more likely to experience speeding?

**HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL
LOCAL HIGHWAYS PANEL 18th FEBRUARY 2014
REPORT 1 – SCHEMES APPROVED 2012-13**

CAPITAL EXPENDITURE

The following schemes were approved for funding during the 2012/13 financial year and were subsequently signed off for progression by the Cabinet Member. The report below indicates the current position with these schemes. A total of 5 of these schemes are now classed as being completed with many others due to be installed by the end of March 2014.

	SCHEME	Funds approved	Current Cost estimate	Estimated completion date	UPDATE
SEPT	CYCLING – Generic lack of cycle parking facilities across the district	£69,000	£69,000	31/03/2014	design date slipped due to land issues. Still set to be delivered this financial year at the locations identified previously
SEPT	EITS - ETCC manual slip road clearance strategies Section 4.1.1.1	£6,000	£6,000	COMPLETED	The necessary amendments to the traffic signals to help when there are congestion problems has been completed.

S E P T	CYCLING - Upgrading and improvements to network to link to strategic routes - linked with PTP in area	£100,000	£100,000	31/03/2014	The draft designs have been completed and project is still on schedule to commence in March
S E P T	MINOR – Zebra crossing between Davenport and Kiln Lane on Lane End in Church Langley	£37,000	£37,000	COMPLETED	Minor works to the crossing still needed but the majority of this has been completed
S E P T	MINOR – Zebra crossing on Paringdon Road in the vicinity of Millwards Primary school	£15,000	£15,000	Late Feb 2014	Weather permitting the works are scheduled to begin the week commencing the 10 th February
S E P T	MINOR – Mini-roundabout at junction of Ployters and Southern Way	£60,000	£60,000	April 2014	Final cost estimate awaited though it is still possible it could be delivered in March though more realistically construction will commence in April
S E P T	MINOR – extend the 20mph speed limit on Manston Road out to include Netteswell Rectory	£5,000	£10,000	31/03/2014	By the end of November the scheme is scheduled to be advertised in the local press and barring objections will be implemented by the end of March.
S E P T	BUS STOP IMPROVEMENTS The Gatekeeper. Address: Potter Street, London Road, Harlow	£10,000	£10,000	31/03/2014	
S E P T	BUS STOP IMPROVEMENTS The Gatekeeper. Address: Potter Street, London Road, Harlow	£4,000	£4,000	31/03/2014	

S E P T	BUS STOP IMPROVEMENTS PAH Fourth Ave. Address: Fourth Avenue, Harlow. (Near Princess Alexandra Hospital)	£2,500	£2,500	31/03/2014	
S E P T	BUS STOP IMPROVEMENTS PAH Fourth Ave. Address: Fourth Avenue, Harlow. (Near Princess Alexandra Hospital)	£2,500	£2,500	31/03/2014	
S E P T	BUS STOP IMPROVEMENTS Princess Alexandra Hospital. Address: Hamstel Road, Harlow. (Outside the Princess Alexandra Hospital)	£2,500	£2,500	31/03/2014	Design complete. Permission required from hospital estates department to complete job. Date yet to be confirmed. Engineer following up to meet and confirm date.
D E C	MINOR – Install pedestrian drop crossings at identified sites in the district as part of an ongoing scheme	£20,000	£20,000	Late Feb 2014	The installation of the first batch of sites at Moorfields, Kingsland and Maddox Road commenced in early February 2014.
D E C	MINOR Feasibility for layby amendments to help facilitate better parking in Moorfields	£20,000	£20,000	COMPLETED	Members agreed at the November Panel on the option to be progressed
M A R	MINOR Old Harlow painting of lamp columns	£20,000	£20,000	COMPLETED	The Essex Highways Street Lighting team will shortly begin a programme to repaint the lamp columns within the conservation area of Old Harlow
M A R	MINOR 2 x VAS signs for Old Road, Old Harlow	£16,000	£20,000	31/12/2013	Locations agreed and signs purchased, now awaiting final installation

M A R	MINOR Chevron sign for Churchgate Street at the junction with Sheering Road	£300	£1200	COMPLETED	
M A R	MINOR VAS sign for Parsloe Road	£8000	£10,000	March 2014	Survey indicated that Parsloe Road does meet the criteria for a VAS sign. The location has been agreed with the relevant Councillors and is now awaiting final installation.
M A R	SCHOOL CROSSING PATROL Money allocated for generic works outside schools with safety concerns	£15,000	£15,000	March 2014	HDC have identified a need for safety barriers outside Little Parndon Primary school. An exception report has been signed for this to progress with implementation set for the end of March 2014. UPDATE AS AT 06/02/2014 – Further concerns about the installation of the number of guardrails proposed outside Parndon School have been raised by the Essex Highways Safety team. The final decision about progression will be made once all of the supporting evidence has been analysed.
M A R	MINOR design works for scheme to relieve safety and congestion concerns within Harlow	£42,000	£42,000	2014-15 delivery	Priority sites to be progressed have been agreed with Joe McGill of HDC and works should commence early into the 2014-15 financial year.

HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL LOCAL HIGHWAYS 18th FEBRUARY 2014 REPORT 2 – SCHEMES APPROVED 2013-14

CAPITAL EXPENDITURE

The following schemes have been approved to date during the 2013-14 financial year. Updates on target costs and scheme delivery is not available for all schemes as efforts are concentrated on concluding schemes approved in the last financial year as the priority but it is likely that works approved this year will be for design only ready to implement after March 2014.

Agenda Item 4b

	SCHEME	Funds approved	Current Cost estimate	Estimated completion date	UPDATE
12	CASUALTY REDUCTION Investigation works into railings on Fourth Avenue, Harlow (Between J/w North Gate & Velizy Avenue to deter pedestrians from crossing the road at this point	£10,000	£10,000	31/03/2013	The recommendation from the Casualty Reduction team had been for a pedestrian crossing to be investigated; however the members were split on this as a scheme. The compromise was for investigations to be made into the installation of pedestrian barriers to act as a physical deterrent to the unorthodox pedestrian movement that is currently encouraged at this location.
	BUS STOP IMPROVEMENTS Bus Stop: 1500IM1426AA, Little Pynchons. Tysea Road, Harlow Formally mark bus stop with new Pole, flag and timetable case.	£1000	£4000	COMPLETE	Essex Highways has indicated that this scheme was completed in September

J U L Y	BUS STOP IMPROVEMENTS Bus stop 150035049005 Fenner Brockway House, Maddox Road Harlow - Installation of a bus cage & no waiting plate and removal and relocation of memorial bench	£4000	£4000	COMPLETE	Essex Highways has indicated that this scheme was completed in September
J U L Y	MINOR SCHEMES Harlow pram crossings -- additional funds to cater for more sites that have been identified as needing pedestrian drop kerbs	£25,000	£25,000	ONGOING	Additional sites in Harlow have been identified which will form Batch 2
J U L Y	MINOR SCHEMES Mulberry Green / Gilden Way – signage refresh at the junction	£5,000	£5000	31/03/2014	Scheme has yet to be target costed to know if enough money has been allocated though this will involve making new electrical connections for the lit lights so it is possible that additional funds will be needed.
J U L Y	MINOR SCHEMES – Signage improvements for town centre parking	£10,000	£10,000	31/03/2014	A meeting has taken place with the engineers who are drawing up designs for amendments to signage leading to the car parks.
J U L Y	MINOR SCHEMES – Parking and congestion in residential areas	£60,000	£60,000	ONGOING	Top of the £40,000 allocated in 2012-13 with the scheme set to commence early in the new financial year as the priorities have been agreed
J U L Y	MINOR SCHEMES Investigation and design work for Southern Way mini roundabout	£10,000	£10,000	31/03/2014	Members agreed to fund investigation works into the removal of the signals at the junction with Tillwicks Road to be replaced with a mini-roundabout. Design work due to be returned by the end of March..

S E P T	BUS STOP IMPROVEMENT New bus shelter for Fenner Brockway	£10,000	£10,000	31/03/2014	
S E P T	BUS STOP IMPROVEMENT Installation of bus cage and no waiting plate on Momples Road	£1000	£1000	31/03/2014	
S E P T	SCHOOL CROSSING PATROL District wide funding available	£15,000	£15,000	ONGOING	Additional monies made available to deal with potential school themed issues that arise in Harlow
S E P T	MINOR SCHEME VAS sign for Rye Hill Road	£10,000	£10,000	2014 /15	Confirmation that the site meets the criteria for a VAS sign has been agreed and Essex Highways have been advised though it is likely that delivery will be in 2014-15 .
S E P T	MINOR SCHEME Pedestrian barrier outside the synagogue on Harberts Road	£1500	£1500	31/03/2014	Specifics of the site identified with the engineer who will be progress as soon as possible
S E P T	MINOR SCHEME Bollards to protect the footway at Rams Gorse	£1500	£1500	31/03/2014	A site meeting with the engineer has taken place and the specifics agreed.
N O V	CASUALTY REDUCTION A414 Fifth Avenue J/w Burntmill Lane, Harlow - Signage amendments and other remedial safety measures; No Right Hand Turn feasibility study	£3000	£300	2014-15	
N O V	BUS STOP IMPROVEMENTS Installation of timetable frames across the whole Town	£5500	£5500	2014-15	

N	MINOR SCHEMES				
O	Hamstel Way feasibility study into the possibility of a pedestrian crossing in the vicinity of the ambulance station	£5000	£5000	2014-15	
V					

At the November meeting Harlow have prioritised the budget allocation for 2013-14.

HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL LOCAL HIGHWAYS PANEL 18th FEBRUARY 2014 REPORT 3 – POTENTIAL SCHEME LIST for 2014-15

The Harlow LHP have committed all available funding for this financial year so this report will serve to identify the schemes which will populate the scheme list for 2014-15.

Feasibility studies have been approved during the course of the year which should provide design options for several sites and it is likely that further Passenger Transport schemes will also come forward from Essex Highways which members for then consider for funding at the April LHP. It is not known until the studies have been completed what the estimated scheme costs will be.

Members are invited to put forward further suggestions for potential schemes which can then be subject to an initial validation in the first instance.

FEASIBILITY STUDIES / DESIGNS AND VALIDATIONS

LOCATION	SCHEME
1 Southern Way junction with Tillwicks Road	feasibility and design for a mini roundabout to replace existing signalised junction
2 Hamstel Way in the vicinity of the Ambulance Station	Design and study into the possibility of installing a pedestrian crossing
3 London Road, Old Harlow	4 x Pedestrian drop kerbs
4 Town wide	Studies currently underway into signage upgrades for both pedestrian routes and also for parking signage in the town centre. Suggested amendments could be funded in 2014-15.
5 Church Langley	VALIDATION – investigation into signage possibilities to deter HGV's from mistakenly turning into Church Langley looking for access to the M11