

CHELMSFORD CITY LOCAL HIGHWAYS PANEL MINUTES

18 June 2025 at 13.00hrs

at the Civic Centre, Chelmsford

Chairman:	Councillor Bob Massey
Panel Members:	Chelmsford City Council – City Councillor Stephanie Scott Essex County Council – County Councillors, Sue Dobson, David Loxton, (Vice-Chairman) Anthony McQuiggan, Stephen Robinson, John Spence and Mike Steel
Officers:	Jon Simmons and Dan Maclean – Essex Highways Michael Adewole – Chelmsford City Council
Secretariat:	Freddey Banks-Ayres - Chelmsford City Council

Item		Owner
1.	Welcome and Introductions The Chairman welcomed those present.	
2.	Apologies for Absence Apologies for absence were received from Councillors Jude Deakin, Kieron Franks and Mike Mackrory	
3.	Minutes of Previous Meeting The minutes of the meeting on 11 th September 2024 were agreed as a correct record. The Panel expressed their gratitude to the late Councillor Ian Grundy for their support and dedication to their division.	

4.	<p>Matters Arising from Minutes of the Previous Meeting</p> <p>The panel considered an update regarding the following matters arising from the previous minutes.</p> <p>Cllr Robinson queried regarding LCHE22004 – O/s Keene Homes, Broomfield Road, Chelmsford – KEEP CLEAR. Dan Maclean had met with Cllr Robinson at the site and did acknowledge that the problem existed however engineers had assessed the area and there were concerns around pedestrians crossing the footway being distracted. It was agreed that this would be taken outside of the meeting and a call could be arranged with engineers to discuss alternatives.</p> <p>Regarding the funding for the wayfinding schemes, it was reported that the agreement was for it to be presented to the Chairman's Panel however this process has now change and the £100k now needs to be approved by the LHP panel. The capital budget had been agreed to accommodate for that. Schemes approved by the panel on 18/06/2025.</p> <p>(1.00pm - 1.14pm)</p>	
5.	<p>Report on Funded Schemes 2024/25</p> <p>The panel received a report which provided an update on the final position of all schemes which the Chelmsford Local Highway Panel had recommended for inclusion in the 2024/25 programme.</p> <p><i>LCHE224005 - Broomfield Road j/w, Rectory Road, Chelmsford – Junction improvements</i> – was not completed due to contractor issues.</p> <p>The remaining schemes that had not been completed were added to the Priority Schemes List on the next item of business. AGREED that the Funded Schemes List be noted.</p> <p>(1.14pm – 1:16pm)</p>	
6.	<p>Report on Schemes Awaiting Funding</p> <p>Following a review of the Local Highways Panel (LHP) process, the allocation of the LHP capital budget was adjusted for the upcoming period. The Panel was requested to submit funding recommendations for a two-year Rolling Programme of Works, with a total budget of £750k allocated to the Chelmsford LHP.</p> <p>The panel was advised that the Chairman's Local Highways Panel would not be sitting during the 2025/26 financial year and that schemes that were previously awaiting funding decisions from it</p>	

	<p>had now been reverted to the LHP's Schemes Awaiting Funding List.</p> <p>The panel agreed to fund all of the projects listed on the priority schemes list. Specific mention was placed on <i>LCHE202041 – Ferrers Road nr, Benbow Drive, South Woodham Ferrers Signalised crossing</i>. Members expressed a desire for the design process to be prioritised, so that a closer implementation estimate cost could be presented at the September meeting.</p> <p>Cllr Robinson expressed that Parish Councils should be made aware that the CLHP budget had been committed for the next two years and that alternative funding methods, such as Neighbourhood CIL and S106 be considered for future schemes.</p> <p>AGREED that the Schemes Awaiting Funding List be noted and that the schemes on the priority schemes list be approved.</p> <p>(1:16pm – 1:29pm)</p>	
7.	<p>Any Other Business</p> <p>Cllr Spence suggested it would be useful to invite someone from the wider Highways team to future meetings for greater clarity on work allocation and approval processes.</p> <p>(1:30pm - 1:32pm)</p>	DM
8.	<p>Dates of the Next Panel Meetings</p> <p>The dates of the 2025/26 Panel meetings were –</p> <ul style="list-style-type: none"> • 17th September 2025 – 12:30pm • 10th December 2025 – 12:30pm • 11th March 2026 – 12:30pm 	

The meeting closed at 13:33

Chair