

Epping Forest District LOCAL HIGHWAYS PANEL MINUTES

3 July 2023 6.00pm – 7.45pm

Epping Forest Council Chamber

Chairman:	Councillor S Kane (ECC)
Panel Members:	Councillor C Whitbread (ECC) Councillor J McIvor (ECC) Councillor C Pond (ECC) Councillor M Vance (ECC) Councillor H Whitbread (ECC) Councillor I Hadley (EFDC) Councillor A Lion (EFDC) Councillor D Wixley (EFDC) Councillor K Williamson (EFDC)
Other Councillors:	Councillor C Burgess (Epping Town Council)
Officers:	Dan McClean – Highways Liaison Team Leader (Essex Highways) Jenny Boxall – Highways Liaison Officer (Essex Highways) Mandy Thompson – Service Manager, Technical Services (EFDC)
Secretariat:	Gary Woodhall – Team Manager, Democratic & Electoral Services (EFDC)

Item		Owner
1.	Welcome and Introductions The Chairman welcomed Members, Officers and Guests present.	
2.	Apologies Apologies had been received from Cllr H Whitbread and Cllr H Kane. Declarations of Interest There were no declarations of interest pursuant to the Council's Code of Member Conduct.	

DATE

Epping Forest District

3.	<p>Minutes</p> <p>RESOLVED:</p> <p>That the minutes of the meeting held on 3 April 2023, be agreed by the Panel as a true record.</p>	
4.	<p>Matters Arising from Minutes of the previous meeting.</p> <p>Cllr M Vance enquired why Scheme LEPP202015 had not been completed, speed humps had been installed at the southern end of Smarts Lane but not the northern end.</p> <p>The HLTL explained that the scope of the scheme had changed, and it now had to be re-designed and re-consulted upon, with a full road safety audit carried out. This would have to be a new commission as the new financial year had started. It would require £9,000 to carry out the safety audit.</p>	DMC/JB
7a.	<p>Any Other Business I</p> <p>Cllr S Kane informed the Panel that the rules concerning Local Highways Panels had changed at Essex County Council, and the Panel needed to discuss and decide how the Panel would operate in the future.</p> <p>With regard to Parish and Town Councils, The Panel discussed whether:</p> <ul style="list-style-type: none"> • there should be a Town or Parish Council representative in future. • it was fair that there was only one Local Council representative. • an open invitation be issued to Town and Parish Councillors to attend meetings of the Panel in future; or • the existing Local Councils Liaison Committee should decide on any issues to raise. <p>The Panel also debated whether membership of the Panel by District Councillors should continue.</p> <p>It was suggested that the relationship between the Local Highways Panels and the North Essex Parking Partnership (NEPP) should be improved as well. Cllr S Kane responded that he was currently the Vice-Chairman of NEPP, and he would progress that.</p> <p>RESOLVED:</p> <p>(1) That no Town or Parish Council representatives be invited to future meetings and any representations from Town or Parish Councils should be channelled through their Essex County Councillor.</p> <p>(2) That joint membership of the Panel between Epping Forest District Councillors and Essex County Councillors be maintained; and</p> <p>(3) That the Town and Parish Councils be notified of the new arrangements by Chairman of the Epping Forest Local Highways Panel.</p>	SK

<p>5.</p>	<p>Report on Funded Schemes</p> <p>The HLTM updated Members on the schemes and advised that he would share the programme delivery dates with the panel when they were available. Cllr S Kane reminded the Panel that the Funded Schemes List was prioritised at the previous meeting.</p> <p>The HLO added that one scheme was due to commence on 7 July, with a further 5 schemes due to start on 14 July. Designs and feasibilities schemes were being put together for the other schemes.</p> <p>Cllr S Kane highlighted that final confirmation had not yet been received from the Highways Department that the £186,000 would be rolled forward for the schemes carried forward from 2022/23. However, schemes were being progressed on the basis that it would, and it was expected that all of those schemes would eventually be completed even if the money was taken away.</p> <p>Cllr D Wixley informed the Panel that serious damage had been suffered by a pavement in his ward approximately six months ago, and wanted its repair to be added to the list. Cllr S Kane stated that the repair was on the County Council Work Programme so it should be completed in due course.</p> <p>The HLO would investigate as to the reasons why the scheme at Grange Crescent had dropped off the list and would report back to the Panel.</p> <p><u>LEPP 202023 – Lambourne Road, Chigwell</u></p> <p>The HLTM reported that parking restrictions generally go through the NEPP. If the Highways Department did progress a parking restriction scheme, then they would liaise with the NEPP to ensure that they approved of the measures being proposed. The HLO added that the ‘No Waiting at any Time’ parking restrictions and Horse warning signs were to be implemented via yellow lines on the ground.</p> <p><u>LEPP 213001 – High Road, Buckhurst Hill</u></p> <p>The HLO was confident that this scheme would be completed in Quarter 3, but if there were any issues then the Panel would be informed.</p> <p><u>LEPP193016 – Rectory Lane, Loughton</u></p> <p>There was no further update on this scheme available, which was scheduled for completion in Quarter 3.</p>	<p>DMC/JB</p>
<p>6.</p>	<p>Report on Schemes Awaiting Funding</p> <p>Cllr S Kane reported that a new Panel of Local Highways Panel Chairmen had been formed, which had been allocated a fund of monies to pay for schemes. Therefore, the Panel should decide which schemes should be promoted and which schemes could be removed from the list.</p> <p><u>LEPP222030 – Loughton Way jw River Road</u></p>	<p>JB</p>

The HLO reported that the Design Team would revisit the site to ascertain if a solution could be implemented. This scheme was currently in Validation.

LEPP172026 – Bell Common Road

The HLO stated that Cllr H Whitbread would canvass residents on this scheme and report back to Essex Highways. Nothing further could be done to progress this scheme until the pilot had finished.

LEPP222014 – Burney Drive / Mannock Drive

Cllr C C Pond requested that this scheme remain on the list.

LEPP222017 – Coopersale Street, Fiddlers Hamlet

Although this scheme was now being directly funded, it was agreed that it should be left on the list until Cllr H Whitbread was in attendance.

LEPP162065 – Pick Hill, Waltham Abbey

Cllr S Kane highlighted the comments for this scheme and, as a result, it was agreed to amend the description for this scheme accordingly.

LEPP222018 – St James Avenue jw Coopers Hill

The HLO advised that this scheme was in the design phase and that the earliest completion date would be in the next financial year.

LEPP222013 – Tomswood Road jw Audley Place

Cllr A Lion felt that a speed survey was still required for this scheme. The HLO stated that there was an accident 'hotspot' further down the road but there was no speeding at this particular location. Cllr A Lion requested that this scheme remain on the List for the time being.

LEPP202046 – Upshire Road, Waltham Abbey

The HLO agreed to investigate progress with this scheme.

LEPP212013 – Vicarage Lane, Chigwell

The HLO advised that other options were being considered for this scheme and this would be reported back to the Panel.

LEPP133015 – Hemnall Street, Epping

Cllr C Whitbread requested that this walking scheme remain on the list.

LEPP193006 – Oak Hill Road

Cllr J McIvor requested that this walking scheme remain on the list.

LEPP228001 – Lechmere Avenue, Chigwell

	<p>The HLO agreed to liaise with the PROW Team and report back to the Panel as to why the Highways Rangers were unable to address the issue.</p> <p><u>Other non-listed Schemes</u></p> <p>The HLO would investigate and report back to the Panel the reasons for the Bridleway Scheme being removed from the List.</p> <p>Cllr M Vance requested that a prospective scheme at Hornbeam Road be added to the List. The HLO responded that possible solutions were still being investigated, but she would report back to the Panel and add the scheme to the list if appropriate.</p> <p>RESOLVED:</p> <p>(1) That the following schemes awaiting funding be removed from the list:</p> <ul style="list-style-type: none"> • LEPP215002 – Honey Lane, Waltham Abbey. • LEPP222021 – Goldings Hill jw Baldwins Hill. • LEPP202006 – Highbridge Street, Waltham Abbey. • LEPP212026 – Palmerston Road, Buckhurst Hill. • LEPP222001 – Waltermead Close, High Ongar; and • LEPP222036 – Pick Hill, Waltham Abbey (this scheme to be amalgamated with scheme LEPP162065 at the same location). <p>(2) That the following schemes awaiting funding be promoted to the new Panel of Local Highways Panel Chairmen, but with a recommendation to be removed from the list:</p> <ul style="list-style-type: none"> • LEPP212009 – High Street, Ongar. • LEPP192060 – Sheering Lower Road, Sheering. • LEPP222031 – Stonards Hill jw Palmers Hill, Epping. • LEPP192034 – Upland Road; and • LEPP212016 – Gladeways, Waltham Abbey. <p>(3) That the following schemes awaiting funding be promoted to the new Panel of Local Highways Panel Chairmen with a recommendation to progress:</p> <ul style="list-style-type: none"> • LEPP202030 – High Street jw Harlow Road & Epping Road, Roydon. • LEPP192053 – B184, Dunmow Road, Fyfield. • LEPP2112045 – Dobbs Weir Road; and • LEPP212013 – Vicarage Lane, Chigwell. 	
<p>7.</p>	<p>Any Other Business II</p> <p>Cllr S Kane informed the Panel that the Community Fund could be used to get a speed survey completed quickly, although other possible surveys should be considered not just speed surveys. The HLO added that there was only £5,000 available in the Community Fund; speed surveys cost £230 whereas PV2 surveys cost £842. Cllr S Kane highlighted that Parish and Town Councils</p>	

	<p>could directly pay for the cost of a speed survey and the HLTM undertook to provide a procedure note on how Town and Parish Councils could request a speed survey. Cllr S Kane emphasised that limited budget for speed surveys and stated that he was happy for individual members of the Panel to request speed surveys, but the Highways Liaison Team would inform him if any individual was requesting a significant number of such surveys.</p> <p>Cllr M Vance requested whether it was possible to provide Town and Parish Councils with a fixed cost for installing a Salt Bin? The HLO stated that each Salt Bin cost £500, but there were other costs incurred by the design work, excavation work as well as investigating what was in the ground underneath the Salt Bin location. The HLTM added that an accurate cost could be provided for each Salt Bin after the validation work had been completed. Cllr S Kane acknowledged that a guidance cost might be possible but not a fixed cost for each Salt Bin due to the variables involved.</p> <p>Cllr C Pond drew the attention of the Panel to an incident in Loughton where paint had been spilt on the road. However, Essex Highways would not remove it as there was no safety issue, and the Council's Street Cleaning Contractor could not remove it as the paint had now dried. Cllr S Kane sympathised and added that road signs get knocked over on a regular basis and are not replaced.</p>	
<p>8.</p>	<p>Date of Next Meeting</p> <p>The next meeting of the Epping Forest District Local Highways Panel would be on 11 September 2023 at 6.00pm on Microsoft Teams.</p>	