

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Monday 30th March 2026
Time:	11:00 am – 12:30 pm
Venue:	Online Teams Meeting
Chairman:	CC Louise McKinlay
Panel Members:	CC Lesley Wagland (Vice Chair), CC Barry Aspinell, CC Andy Wiles
Officers:	Collette Jackson – Highway Liaison Officer (EH) Dan Maclean – Highway Liaison Officer Team Leader (EH)
Secretariat:	None appointed – HLO to take basic notes of actions

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2	3	Actions/ notes from the last meeting	Collette Jackson	Verbal
3-6	4	Report on Funded Schemes 2026/27	Collette Jackson	Report 1
6-10	5	Report on Schemes Awaiting Funding	Collette Jackson	Report 2
	6	Any other business	Chairman	Verbal
	7	Date of next meeting TBC	Chairman	Verbal

- Any member of the public wishing to attend the Brentwood Local Highways Panel (LHP) must arrange a formal invitation from the Chairman no later than 1 week prior to the meeting.
Any public questions should be submitted to the Highway Liaison Officer no later than 1 week before the LHP meeting date; Daniel.Maclean@essexhighways.org

**BRENTWOOD LOCAL HIGHWAYS PANEL NOTES –
THURSDAY 22ND JANUARY 2026 AT 11:30AM – 12:30PM.**

Chairman:	CC Louise McKinlay (ECC)
Panel Members:	Cllr Lesley Wagland CC (Vice Chair), CC Barry Aspinell, CC Andy Wiles
Officers	Collette Jackson- Highway Liaison Officer for Brentwood
Secretariat:	No Secretariat available to minute this meeting: Notes taken by CJ.

Item		Owner
1.	Welcome and Introductions: The Chair welcomed all to the meeting and all other attendees gave an introduction of themselves.	Verbal
2.	Apologies for absence: Cllr Andy Wiles.	Verbal
3.	Notes of meeting held: Notes taken at the meeting Monday 3 rd November 2025 agreed as correct	Verbal
4.	Matters arising from minutes of previous meeting: None	
5.	Schemes Awaiting Funding: The Panel reviewed and approved funding for the following schemes: Item 1, page 8 – LBRE222010, Coxtie Green Road / Chequers Road, Traffic Management Improvements, Allocated Budget: £13,100. Item 2, page 8 - LBRE253006 – Hartswood Road, Warley - Signage - Allocated Budget: £10,200.	CJ
8.	Date of next meeting. 19 th March 2026 09:30am – 11:00am	

[Brentwood Local Highways Panel]

BRENTWOOD HIGHWAY PANEL REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the position of all schemes which the Brentwood Local Highway Panel recommended for inclusion in their 2026/27 programme.

2026/27 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2025/26	£261,900
2	LHP budget remaining for 2026/27	£75,300
	Total	£337,200

Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows –

- Q1 - Quarter 1 – April to June
- Q2 - Quarter 2 – July to September
- Q3 - Quarter 3 – October to December
- Q4 - Quarter 4 – January to March

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required.

Funded Schemes 2025-26

Total Value of Schemes	£261,900	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Horseman Side, Navestock - Traffic Management Improvements	Request for a review of the existing signage and road markings	Brentwood Rural	Navestock CP	Traffic Management	Total Scheme	LBRE212019	£17,600	Works planned for 2026/27 - Quarter 2. A full road closure will be required to facilitate the delivery of this project. The statutory lead-in time for arranging a closure is 12 weeks from the point the request is submitted.	Next FY
2	Coxtie Green Road / Chequers Road, Brentwood - Traffic management improvements	Request to restrict HGVs from using the southern end of Coxtie Green Lane	Brentwood Rural	Brentwood Unparished	Traffic Management	Total Scheme	LBRE222010	£13,100	Works planned for 2026/27 - Quarter 2.	Next FY
3	Ongar Road/ Hulletts Lane, Pilgrims Hatch, Brentwood - Signage	Entrance improvements for residents that in Hulletts Lane, Brentwood	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE222020	£12,400		Completed
4	Chelmsford Road, Brentwood - Steps Safety Improvements	Upgrade to the steps (if required) and erect support railings to provide safer passage for elderly residents.	Brentwood North	Brentwood Unparished	Walking	Total Scheme	LBRE223023	£13,500		Completed
5	Hazelwood Gardens, Brentwood, Knee rail fencing	Request for the implementation of wooden bollards	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE232023	£35,900		Completed
6	Middleton Hall Lane - Signage	Request for safety improvements	Brentwood South	Brentwood Unparished	Walking	Total Scheme	LBRE233002	£10,900		Completed

Funded Schemes 2025-26

Total Value of Schemes	£261,900	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
7	High Street, Ingatestone - Zebra Crossing upgrade	Request to assess the current crossing to improve visibility and promote more driver awareness as there is not another safe crossing point along this road	Brentwood Rural	Ingatestone and Fryerning CP	Walking	Total Scheme	LBRE233004	£36,200	<p>Further works have been identified in close proximity to the existing site. As these activities are similar in nature and located nearby, it is proposed that they are included within the current commission. This approach will minimise disruption, reduce the need for multiple traffic management arrangements, and improve overall efficiency.</p> <p>The additional lighting upgrade is costed at £36,200 should the panel wish to proceed. If approved, the combined programme is likely to fall within 2026/27 - Quarter 3, although delivery could be brought forward if no further works are added.</p>	Next FY
8	Fairfield Road, Brentwood - Signage	No through road sign	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242010	£9,800		Completed
9	Hanging Hill Lane, Hutton - Visibility improvements	Vegetation clearance and signage	Brentwood Hutton	Brentwood Unparished	Walking	Total Scheme	LBRE243002	£16,700		Completed
10	Hutton Village, Hutton - Speed limit reduction	Request for a speed limit reduction and signage	Brentwood Hutton	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242013	£23,600	The TRO objection resolution task is scheduled for completion by 10/04/2026. The design team is currently progressing with the required works.	Next FY
11	Crown Street, Brentwood High Street - Signage	Request for 'no entry' carriageway road markings	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE253002	£10,400		Completed

Funded Schemes 2025-26

Total Value of Schemes	£261,900	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
12	Wigley Bush Lane, South Weald - Traffic management improvements	Signing, lining and vegetation clearance	Brentwood Rural	Brentwood Unparished	Traffic Management	Total Scheme	LBRE212013	£51,600	<p>The Traffic Regulation Order (TRO) objection resolution task is scheduled for completion by 10 April 2026. The design team is currently progressing with all required design activities.</p> <p>All elements of the scheme have now been completed with the exception of carriageway lining, which will be delivered by the Maintenance team in early 2026–27.</p>	Completed
13	Hartwood Road, Warley - Signage	Additional Advance Warning Signage	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE253006	£10,200	Works planned for 2026/27 - Quarter 1.	Next FY

BRENTWOOD LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

Following a review of the LHP process, the allocation of the LHP capital budget has been adjusted for the upcoming period. The Panel is requested to provide funding recommendations for a two year Rolling Programme of works, for which a total funding of £337,200 has been agreed for the Brentwood LHP.

Following the January 2026 Panel meeting scheme funding recommendations to the value of £261,900 have been made. As such there remains £75,300 for the Panel to make further scheme requests for funding recommendations against.

Due to the associated abortive costs, only schemes that can be delivered by the end of the 2026/27 financial year can be commissioned. As such the Panel are asked not to recommend funding towards Design Only Schemes or Feasibility Studies.

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £276,100.

Ref.No.	Scheme Type	Scheme Costs	
		Total Schemes	Total
1	Traffic Management	£196,500	£196,500
2	Walking	£79,600	£79,600
4	Total	£276,100	£276,100

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for Panel consideration
A	The scheme has been commissioned for a feasibility study which needs completing before any Panel consideration
R	A scheme which is against policy or where there is no appropriate engineering solution

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£196,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Balmoral Road, Brentwood - Visibility improvements	Visibility improvements / lining works	Brentwood North	Brentwood Unparished	Total Scheme	LBRE253011	£15,500	The request for double yellow lines, is unlikely to be delivered within the year. This is due to the requirement for a Traffic Regulation Order (TRO) and the potential for objections from residents, as the proposed restrictions would remove or displace existing parking provision. Therefore, the recommendation going forward is to implement Give Way lining only.	G
2	Billericay Road, Ingrave - Signage	Request to improve existing 30mph signage provision - signs/roundels	Brentwood Hutton	Herongate and Ingrave CP	Total Scheme	LBRE253007	£17,900	The validation recommendation is for signing and lining works only.	G
3	Bayleys Mead, Hutton - Signage	Request for signage or bollards to be installed to prevent vehicles from parking on the grass and protect the greensward areas.	Brentwood Hutton	Brentwood Unparished	Total Scheme	LBRE253008	£27,100	'Keep off the grass' signage is not permitted under TSRGD. While Clearway signage is an available option, it requires a TRO, which would introduce potential delays. Due to these requirements, this option is unlikely to be deliverable by March 2027 and therefore is not recommended to take forward for funding.	R
4	Highview Crescent - Footway improvements	Overrun/removal of verge area	Hutton	Brentwood Unparished	Total Scheme	LBRE253009	£30,000	The verge is being overrun, which is due to parked vehicles narrowing the available carriageway. STATS covers are also present within the affected verge. The verge could potentially be removed; however, this would require a STATS test to confirm the location of underground services before any works could proceed.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£196,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
5	Great Ropers Lane, Warley - School Keep Clear	Request for School Keep Clear road markings	Brentwood South	Brentwood Unparished	Total Scheme	LBRE253010	£26,400	<p>This option would require a TRO. While no residents would be directly affected, objections could still be raised by parents/carers dropping off at the school, which would then need to be addressed through the CMA process.</p> <p>Given these potential delays, this option is unlikely to be deliverable by March 2027 and therefore not recommended to take forward for funding.</p>	R
6	Church Lane, Hutton - Footway improvements	Replace the existing verge with reinforced hard standing (e.g., concrete or grasscrete) to withstand vehicle loading.	Hutton	Brentwood unparished	Total Scheme	LBRE263002	£79,600	<p>Validation indicates that the area should be reinstated either as a footway or a layby, rather than installing bollards as originally proposed. Bollards would not provide a suitable deterrent and are likely to be knocked over soon after installation.</p> <p>There may also be STATS) equipment in this location, which would need to be assessed if the panel chooses to commission the project.</p>	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£79,600
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Rayleigh Road, Hutton - Salt Bin	Implementation of a salt bin	Brentwood Hutton	Brentwood Unparished	Total Scheme	LBRE252000	£0	After reviewing the location against Essex Highways criteria, we regret to inform you that this site does not qualify for a salt bin.	R
2	Hutton Village, Hutton Footway improvements	Request for footway improvements	Brentwood Hutton	Brentwood Unparished	Total Scheme	LBRE263001	£79,600	<p>Validation indicates that the area should be reinstated either as a footway or a layby, rather than installing bollards as originally proposed. Bollards would not provide an effective deterrent and are likely to be knocked over shortly after installation.</p> <p>There may also be STATS equipment within the verge, which would require assessment if the panel were to commission the project. However, the recommendation is not to take this scheme forward.</p> <p>Given these constraints, this option is unlikely to be deliverable by March 2027.</p>	R
3	Woodland Avenue, Hutton - Bench	Request for a new bench to be installed outside the parade of shops on Woodland Avenue	Brentwood Hutton	Brentwood Unparished	Total Scheme	LBRE252002	£0	Essex Highways would not be able to implement a bench at this location as the highway is not under our ownership.	R