

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Monday 15 th September 2025
Time:	15:15 pm - 16:45 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	3	Notes and actions taken on the meeting on 18th June 2025 agreed as correct	Chairman	Verbal
	4	Matters arising from actions of previous meeting	Chairman	Verbal
4 - 5	5	Report on Funded Schemes 2025/26	Collette Jackson	Report 1
6 - 9	6	Report on Schemes Awaiting Funding	Collette Jackson	Report 2
	7	Any other business	Chairman	Verbal
	8	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 MINUTES – WEDNESDAY 18TH JUNE 2025 AT 10:30 – 12:00 HRS.

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

Item		Owner
1.	Welcome and Introductions: The Chair welcomed all to the meeting and all other attendees gave an introduction of themselves.	
2.	Apologies for absence: Cllr Andy Wiles.	
3.	Notes of meeting held: None taken as the meeting on 29 th January was cancelled.	
4.	Matters arising from minutes of previous meeting: None	
5.	Schemes Awaiting Funding: The panel agreed to fund the following schemes: LBRE212013 – Wigley Bush Lane, South Weald – Traffic Management – £51,600 LBRE242013 – Hutton Village, Brentwood – 40mph Speed Limit – £23,600 LBRE222020 – Ongar Road / Hulletts Lane, Pilgrims Hatch – Signage – £12,400 LBRE223023 – Chelmsford Road, Brentwood – Steps Safety Improvements – £13,500 LBRE232023 – Hazelwood Gardens, Brentwood – Bollards – £35,900 LBRE232026 – Ingatestone High Street (B1002) – Traffic Calming – £36,700	

[Brentwood Local Highways Panel]

	Schemes Removed that did not meet criteria: The panel agreed to remove the following schemes, as they did not meet the new LHP criteria: LBRE258001 – PROW 272 Brindles Close, Hutton – Signage LBRE252001 – Alexander Lane, Hutton – Speed Limit Reduction LBRE232024 – Balmoral Road, Brentwood – Traffic Calming LBRE242007 – Tudor Close, Shenfield – Signage LBRE243001 – Highland Avenue, Brentwood – Salt Bin LBRE242012 – Ongar Road, Pilgrims Hatch – Bollards LBRE205001 – High Street, Ingatestone – Replacement Bus Shelter LBRE222016 – Sandpit Lane, South Weald, Brentwood – Safety Review LBRE245002 – Dines Corner (Hook End Lane / Blackmore Road) – Replacement Bus Shelter	
8.	Date of next meeting. 18th September 2025	

BRENTWOOD HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the final position of all schemes which the Basildon Local Highway Panel recommended for inclusion in their 2025/26 programme.

2025/26 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2025/26	£211,100
2	LHP budget remaining for 2026/27	£126,100
	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	£211,100	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	Middleton Hall Lane - Signage	Pedestrian Crossing warning sign	Brentwood	Brentwood South	Walking	Total Scheme	LBRE233002	£10,900		Q4
2	Hanging Hill Lane, Hutton - Footway improvements	Footway improvements - Tactile paving	Brentwood Hutton	Brentwood Unparished	Walking	Total Scheme	LBRE243002	£16,700		Q4
3	Hutton Village, Hutton - Speed limit reduction	40mph Speed limit reduction and signage	Brentwood Hutton	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242013	£23,600	Works due to commence in Q2 - Year 2.	Next FY
4	Ongar Road/ Hulletts Lane, Pilgrims Hatch, Brentwood - Signage	Side Road Ahead"" warning signs	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE222020	£12,400	Works due to commence in Q1 - Year 2.	Next FY
5	Chelmsford Road, Brentwood - Steps Safety Improvements	Key clamp galvanised tube handrails to improve pedestrian safety when using the steps	Brentwood North	Brentwood Unparished	Walking	Total Scheme	LBRE223023	£13,500		Q4
6	Hazelwood Gardens, Brentwood, Knee rail fencing	Implementation of approximately 100 meters of knee rail fencing	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE232023	£35,900		Q4
7	Ingatestone High Street B1002 - Traffic Calming	HGV restrictions and Traffic Calming measures	Brentwood Rural	Ingatestone and Fryerning CP	Traffic Management	Total Scheme	LBRE232026	£36,700		Q4
8	Fairfield Road, Brentwood - Signage	No Through Road"" signage	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242010	£9,800		Q4
9	Wigley Bush Lane, South Weald - Traffic management improvements	Signing, lining and vegetation clearance	Brentwood Rural	Brentwood Unparished	Traffic Management	Implementation	LBRE212013	£51,600		Q3

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 June 2025 Panel meeting scheme funding recommendations to the value of £211,100 have been made. As such there remains £126,100 for the Panel to make further scheme 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 £119,300

Ref.No.	Scheme Type	Scheme Costs	
		Total Schemes	Total
1	Traffic Management	£78,600	£78,600
2	Walking	£32,600	£32,600
3	Public Rights of Way	£8,100	£8,100
4	Total	£119,300	£119,300

All estimated scheme costs have been reviewed using the revised costs in the new LHP Members Guides and any necessary adjustments have been made.

Following changes to the LHP Scheme Criteria, some schemes have now been identified for the consideration of the Chairman's Panel.

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	£78,600
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Coxtie Green Road JW Gilstead Hall, South Weald - Signage	Request for 'Advanced Warning' signage	Brentwood Rural	Brentwood Unparished	Total Scheme	LBRE212011	£13,100	Validation - Installing warning signs ahead of Gilstead Hall in both directions could enhance driver awareness and improve road safety on approach to the junction.	G
2	Horseman Side, Navestock - Traffic Management Improvements	Request for a review of the existing signage and road markings	Brentwood Rural	Navestock CP	Total Scheme	LBRE212019	£17,600	The validation recommends replacing the existing signage and installing 'SLOW' carriageway markings on the approaches to the crossroads to improve driver awareness and reduce vehicle speeds	G
3	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	Total Scheme	LBRE222010	£13,100	Validation findings support this measure and recommend the installation of new warning signage stating: "Unsuitable for Heavy Goods Vehicles" to discourage inappropriate vehicle use and improve overall traffic management in the area.	G
4	Nine Ashes Road, Stondon Massey, Ingatestone - Traffic management improvements	Option 3A as identified within the feasibility study for Signing and Lining	Brentwood Rural	Stondon Massey CP	Total Scheme	LBRE242006	£24,400	Following the feasibility study commissioned for LBRE202022 Nine Ashes Road, findings and recommendations were given for option 3A this identified as the most viable solution which will include enhanced signing and lining and will be done as a total scheme.	G
5	Crown Street, Brentwood High Street - Signage	Request for 'no entry' carriageway road markings	Brentwood South	Brentwood Unparished	Total Scheme	LBRE253002	£10,400	Validation - The request to install 'No Entry' carriageway marking to accompany the vertical feature, is recommended. This will to prevent drivers from turning into the road and raise additional awareness.	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£32,600
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	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	Total Scheme	LBRE233004	£32,600	After discussions with the street lighting and design team, it has been determined that the posts at the crossing point are not combined posts and do not meet lighting guidance standards. Therefore, it is proposed that the crossing carpet and waiting areas will not have any additional illuminance to help highlight pedestrians through the crossing movement. To address this issue effectively, we recommend a design with new 6m combined posts. Additionally, refreshing the existing lining and signing would further enhance the visibility of the crossing.	G

Schemes Awaiting Funding

Public Rights of Way

Total Value of schemes	£8,100
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	PROW 223, Mill Green Road, Fryerning - Horse Gates	Install horse gates to prevent motorised vehicles from using the bridleway	Brentwood Rural	Ingatestone and Fryerning CP	Total Scheme	LBRE208001	£8,100	It has been confirmed by the Public Rights of Way (PROW) team that vehicles do indeed access this bridleway, but they also indicated that the landowner requires unobstructed access to their private land. While it is clear that a gate cannot be installed on this bridleway, the PROW team has suggested an alternative solution: installing additional removable bollards that can be secured with a padlock. This would allow for both public safety and continued access for the landowner. With this in mind, the recommendation is to proceed with removing the existing bollards and replacing them with new, removable ones. Upon installation, keys would need to be provided to the landowner to ensure seamless access.	G