

BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Thursday 22 nd January 2026
Time:	11:30 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	3	Notes and actions taken on the meeting on 3 rd November 2025 agreed as correct	Chairman	Verbal
	4	Matters arising from actions of previous meeting	Chairman	Verbal
4 - 6	5	Report on Funded Schemes 2026/27	Collette Jackson	Report 1
7 - 11	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 NOTES – MONDAY 3RD NOVEMBER 2025 AT 9:30AM – 10:30AM.

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. Cllr Aspinell	Verbal
3.	Notes of meeting held: Notes taken at the meeting Monday 3rd th 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 2, page 8 - LBRE212019, Horseman Side, Navestock, Traffic Management Improvements, Allocated Budget: £17,600. Item 1, page 10 - LBRE233004 – High Street, Ingatestone Zebra Crossing Upgrade, Allocated Budget: £32,600. The following scheme was retained for further consideration or future funding: LBRE222010 – Coxtie Green Road / Chequers Road, Brentwood, Traffic Management Improvements, £13,100.	CJ

[Brentwood Local Highways Panel]

	<p>The Panel agreed to remove the following schemes as they did not meet the updated Local Highway Panel (LHP) criteria:</p> <p>LBRE208001 – PROW 223, Mill Green Road, Fryerning, Horse Gates.</p> <p>LBRE212011 – Coxtie Green Road JW Gilstead Hall, South Weald, Signage.</p> <p>LBRE242006 – Nine Ashes Road, Stondon Massy, Ingatestone Traffic Management Improvements.</p>	
<p>8.</p>	<p>Date of next meeting.</p> <p>TBC</p>	

BRENTWOOD HIGHWAY PANEL REPORT 1 - FUNDED SCHEMES LIST

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

2026/27 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2025/26	£254,100
2	LHP budget remaining for 2026/27	£83,100
	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	£254,100	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	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 2027 - Quarter 2.	Next FY
2	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	Works planned for 2027 - Quarter 1.	Next FY
3	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		Q4
4	Hazelwood Gardens, Brentwood, Knee rail fencing	Request for the implementation of wooden bollards	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE232023	£35,900		Q4
5	Middleton Hall Lane - Signage	Request for safety improvements	Brentwood South	Brentwood Unparished	Walking	Total Scheme	LBRE233002	£10,900		Q4
6	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	£32,600	Works planned for 2027 - Quarter 3.	Next FY
7	Fairfield Road, Brentwood - Signage	No through road sign	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242010	£9,800		Q4
8	Hanging Hill Lane, Hutton - Visibility improvements	Vegetation clearance and signage	Brentwood Hutton	Brentwood Unparished	Walking	Total Scheme	LBRE243002	£16,700		Q4

Funded Schemes 2025-26

Total Value of Schemes	£254,100	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
9	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	<p>The proposed works for the speed limit reduction in Hutton Village are currently scheduled for Quarter 2 of the 2026/27 financial year.</p> <p>The Formal Consultation period for this scheme will close on 23 January 2026. Only after this date will we be able to confirm whether any objections have been received.</p> <p>Please note that, due to the Christmas period, the consultation period was extended beyond the usual 21 days to ensure all residents had sufficient time to review and provide comments.</p>	Next FY
10	Crown Street, Brentwood High Street - Signage	Request for 'no entry' carriageway road markings	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE253002	£10,400		Q4
11	Wigley Bush Lane, South Weald - Traffic management improvements	Signing, lining and vegetation clearance	Brentwood Rural	Brentwood Unparished	Traffic Management	Implementation	LBRE212013	£51,600		Q4

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 November 2025 Panel meeting scheme funding recommendations to the value of £254,100 have been made. As such there remains £83,100 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.

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £23,300.

Ref.No.	Scheme Type	Scheme Costs	
		Total Schemes	Total
1	Traffic Management	£23,300	£23,300
2	Walking	£0	£0
3	Total	£23,300	£23,300

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	£23,300
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	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
2	Hartswood Road, Warley - Signage	Additional Advance Warning Signage	Brentwood South	Brentwood Unparished	Total Scheme	LBRE253006	£10,200	The recommendation from the validation for Hartswood Road is to install advanced warning signage on the approaches to the crossing only.	G
3	Billericay Road, Ingrave - Signage	Review of the current signage and road markings with in the 30mph area	Brentwood Hutton	Herongate and Ingrave CP	Total Scheme	LBRE253007	£0	In validation.	V
4	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	£0	HLO is currently awaiting photographic supporting evidence from Cllr McKinlay to accompany this scheme proposal. Once received, HLO can proceed with the review and next steps to present to the design team for validation.	V
5	Highview Crescent - Footway improvements	Replace the existing verge with reinforced hard standing (e.g., concrete or grasscrete) to withstand vehicle loading.	Hutton	Brentwood Unparished	Total Scheme	LBRE253009	£0	In validation.	V
6	Great Ropers Lane, Warley - School Keep Clear	Request for School Keep Clear road markings	Brentwood South	Brentwood Unparished	Total Scheme	LBRE253010	£0	In validation.	V

Schemes Awaiting Funding

Walking

Total Value of schemes	£0
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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, although other locations along this route are currently being explored.	V
2	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