

CASTLE POINT LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	28 th September 2021
Time:	15:00
Venue:	Microsoft Teams Video Call
Chairman:	ECC Member Andrew Sheldon
Panel Members:	Dave Blackwell, ECC Member Jill Reeves, ECC Member Peter May; ECC Member Beverly Egan (Vice Chairman) CPBC Member Bill Dick, CPBC Member Simon Hart, CPBC Member Tom Skipp CPBC Member Alan Acott, Cllr John Anderson (CTC)
Officers:	Essex Highways Sarah Alcock - Highway Liaison Officer Essex Highways Sonia Church - Highway Liaison Manager Essex Highways Brad Ellis - Design Engineer CPBC Trudie Bragg - Head of Environment CPBC Stuart Jarvis - Contracts Manager
Secretariat:	Loretta Hill - CPBC Civic Governance Officer

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence & Declarations of Interest	Chairman	Verbal
2 - 6	3	Minutes of meeting held on 6 th July 2021 to be agreed as a correct record	Chairman	
	4	Matters Arising from Minutes of the previous meeting	Chairman	Verbal
	5	VAS Presentation	HLM	Verbal
7 - 10	6	Report on Funded Schemes	HLO	Report 1
11- 15	7	Report on Schemes Awaiting Funding	HLO	Report 2
	8	Any other business	Chairman	Verbal
	9	Date of next meeting: Tuesday 25 th January 2022	Chairman	Verbal

CASTLE POINT LOCAL HIGHWAYS PANEL MINUTES

06 JULY 2021 AT 15:00

Microsoft Teams Video Call

Chairman:	Cllr Andrew Sheldon (ECC)
Panel Members:	ECC Members Cllrs Blackwell, Reeves, May and Egan (Vice Chairman)
	CPBC Members Acott, Dick, Hart and Skipp
	CITC Members Cllr Anderson
Officers:	ECC: Sarah Alcock - Highway Liaison Officer Sonia Church - Highway Liaison Manager Brad Ellis - Design Engineer
	CPBC: Trudie Bragg - Head of Environment Stuart Jarvis - Contracts Manager
Secretariat:	Loretta Hill – Civic Governance Officer

Item		Owner
1.	Welcome and Introductions: The Chairman welcomed all present and opened the meeting.	Chair
2.	Apologies for Absence & Declarations of interest: Apologies were received from Cllr Acott. There were no declarations of interest.	Chair
3.	Minutes of meeting held on 30th March 2021 to be agreed as correct record: The minutes of the last meeting, 30 th March were agreed as a correct record.	Chair

4.	<p>Matters Arising from Minutes of the previous meeting:</p> <p>None.</p>	Chair																
5.	<p>Report on Funded Schemes – Report 1:</p> <p>HLO provided an update on the current position of all the schemes which the Castle Point Local Highway Panel has recommended for inclusion in the 2021-22 programme.</p> <table border="1" data-bbox="306 595 1275 1155"> <thead> <tr> <th colspan="2">Budget Summary 2020-21</th> </tr> </thead> <tbody> <tr> <td>Capital Budget</td> <td>228,675</td> </tr> <tr> <td>Additional Budget</td> <td>200, 000</td> </tr> <tr> <td>Total Budget for 2021-22</td> <td>£428,675</td> </tr> <tr> <td>Safer Roads Schemes</td> <td>£1,500</td> </tr> <tr> <td>Estimated Value of Commissioned Schemes</td> <td>£204,500</td> </tr> <tr> <td>Estimated Total Value</td> <td>£206,000</td> </tr> <tr> <td>Balance remaining</td> <td>£222,675</td> </tr> </tbody> </table> <p>Members are reminded that the costs supplied are budget estimates 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.</p> <p>It is recommended that any budget remaining for 2021-22 is allocated during the June panel meeting. Any budget unallocated will be reported back to ECC.</p> <p>HLO informed that £7675.00 was left over from the March meeting and that one scheme had gone down in value.</p> <p><u>Funded Schemes</u> Funded Schemes List 2021-22:</p> <p><u>LCAS192004 - Point Road, Canvey Island – Buildouts</u> Works programme commenced on 21st June 2021 and is now complete.</p> <p><u>RSA3LCAS - Castle Point Borough Post Construction Audits</u> The Chairman asked for more information regarding the post construction audits. HLO informed that these are Road Safety Audits of schemes that were installed on the highway network via the LHP last year.</p>	Budget Summary 2020-21		Capital Budget	228,675	Additional Budget	200, 000	Total Budget for 2021-22	£428,675	Safer Roads Schemes	£1,500	Estimated Value of Commissioned Schemes	£204,500	Estimated Total Value	£206,000	Balance remaining	£222,675	<p>HLO</p> <p>HLO</p>
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Estimated Total Value	£206,000																	
Balance remaining	£222,675																	

No further updates to report.

6. Report on Schemes Awaiting Funding – Report 2:

The following Schemes Awaiting Funding list identifies all the scheme requests which have been received for the consideration of the Castle Point Local Highways Panel.

Members are asked to review these schemes and consider funding recommendations for those they wish to see delivered 2021-22 and remove any they would not wish to consider funding.

The breakdown of scheme types available for consideration for future funding is as below:

Budget Summary	
Scheme Type Total	Estimated Costs
Safer Roads	£0
Traffic Management	£134,500
Walking	£221,500
Public Rights of Way	£0
Passenger Transport	£TBC
TOTAL	£356,000

Costs supplied are estimates only and there is the possibility that a final scheme cost can change significantly dependant on issues which may arise during detailed design and construction.

Traffic Management

LCAS162063 - Parkfields, Hadleigh - Parking bays

Installation of perpendicular parking area within the layby, giving 10 parking spaces.

It was agreed that this scheme could be deferred until next year. If other schemes were a priority to fund this year.

LCAS202001 - Watlington Road j/w Loten Road, Benfleet – Kerbing

Proposal to realign the kerb line at the location above, to prevent vehicle overrun damage occurring.

Recommendation that both sides be adjusted so that kerb radii's match. The kerb alignment should also include dropped kerbs with tactile paving on both

HLO

sides. The give way road markings are heavily worn and would benefit from a refresh.

LCAS202007 – Manor Road, Thundersley – Traffic Calming

A review of signage to the Manor Trading Estate, from both the Saddlers Farm roundabout and London Road/Manor Road. The results/findings of the signage review would need to be summarised and evaluated in a Technical Note, together with potential designs and a full set of detailed costings to carry out the works.

LCAS202014 - Long Road jw Thorney Bay Road, Canvey Island - Traffic management improvements

It is recommended that a design only/options study type scheme be taken forward by the Design Team, to identify the full nature of works required and to determine what can and cannot be achieved. The design/study will also include a detailed set of costs for any proposed works deemed feasible.

LCAS202015 - Point Road, Leigh Beck Canvey Island – parking

This scheme has been funded by Passenger Transport as this is to assist the bus operators to be able to turn around for return journeys unhindered by parked cars, making the bus manoeuvres difficult.

LCAS202016 - Knightswick Road jw Elder Tree Road, Canvey Island - Traffic management improvements

Realigning the carriageway at the above junction would not present any obvious issues in terms of design requirements and conformance to standards. suggested that this proposal be taken forward as design only scheme in the first instance so that an accurate set of build costs can be obtained.

Walking

LCAS193004 - Furtherwick Road j/w Foksville Road, Canvey Island - Zebra crossings

Replacement/extension of the existing raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings. Consideration could be given to providing Halo belisha beacons to improve conspicuity of the crossing to approaching motorists

These costs were detailed in the Canvey Town Centre Technical Note for a series of measures to improve the town centre. However, this may be subject to change as we await target costs.

Due to the cost of this scheme, £162,500.00 it was agreed that it could be linked with Castle Point's regeneration, town centre fund.

Members agreed it would be more cost effective and less disruptive to complete this scheme in one go rather than 2 phases.

	<p><u>LCAS193005 – Thelma Avenue, Canvey Island - Footway</u> Proposal to install a footway along Thelma Avenue, from its junction with Lionel Road to Waarem Avenue</p> <p>Cllr Egan declared an interest as her sister lives in this road.</p> <p>Members felt this item is a priority.</p> <p>Members agreed to implement all schemes with the exception of LCAS193004 Furtherwick Road, which is to be revisited after discussion with Castle Point to look at potential shared costs with ECC, from CPBC regeneration town centre funding.</p>	
7.	<p>AOB</p> <p><u>LCAS202009 - Roscommon Way, Canvey Island - Traffic calming</u> HLO informed another meeting is be arranged with the, Monitoring Officer and Police, provisional dates will be sent to Members.</p> <p><u>LCAS192017 - Borrette Avenue, Canvey - Street lighting</u> HLO informed that the UKPN costs for this scheme has risen by £7,000.00. Panel agreed to this increase.</p>	Chair
8.	<p>Date of next meeting: Tuesday, 28th September 2021 at 3pm</p> <p>The meeting ended at: 3.40pm</p>	Chair

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 1 - 2021/22 FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Castle Point Local Highway Panel has recommended for inclusion in the 2021-22 programme.

Budget summary 2021-22	
Capital Budget	£228,675
Additional Budget	£200,000
Total Budget for 2021-22	£428,675
Safer Roads Schemes	£1,500
Estimated Value of Commissioned Schemes	£399,500
Estimated Total Value	£401,000
Balance remaining	£27,675

Members are reminded that the costs supplied are budget estimates 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.

Report 1: Funded Schemes

Funded Schemes 2021-22

Total Value of Schemes	£401,000
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Castle Point Borough Post Construction Audits	Road safety audits post scheme installation	Various	Various	Safer Roads	Surveys	RSA3LCAS	£1,500		Q4
2	Falbro Crescent - 20mph and signing	To complete detailed design with target costs and CMA required to advertise. TRO consultation to implement 20mph speed limit along the roads in the Westwood Estate	Hadleigh	Non Parished	Traffic Management	Design	LCAS192026	£7,000		Q4
3	Third Avenue, Northwick Park School - Traffic management improvements	The existing informal crossing points to be converted into raised crossing points. Extend existing SCHOOL KEEP CLEAR restriction	Canvey Island West	Canvey Island	Traffic Management	Total scheme	LCAS192027	£42,000		Q4
4	Thorney Bay Road, Canvey Island - Footway	Installation of footway and dropped crossing point	Canvey Island West	Canvey Island	Walking	Total scheme	LCAS203001	£25,000		Q3
5	Leigh Beck Lane, Canvey Island - Footway	Installation of footway at the back entrance of Leigh Beck Infant School	Canvey Island East	Canvey Island	Walking	Total scheme	LCAS203003	£25,000	Completed August 2021.	COMPLETED
6	Mayflowers jw Rushbottom Lane, Thundersley - Traffic management improvements	Formalised crossing point with tactile paving further into Mayflowers and away from the junction	Thundersley	Non Parished	Traffic Management	Validation	LCAS202012	£12,500	Completed August 2021.	COMPLETED
7	Borrette Avenue, Canvey - Street lighting	Installation of new lighting column	Canvey Island West	Canvey Island	Traffic Management	Total scheme	LCAS192017	£12,500		Q4
8	A13 j/w Rushbottom Lane & Church Road, Thundersley - Traffic management improvements	Installation of Traffic Island, improve lining and installation of small section of pedestrian guard railing	Thundersley	Non Parished	Traffic Management	Total scheme	LCAS192024	£20,000		Q4

Report 1: Funded Schemes

Funded Schemes 2021-22

Total Value of Schemes	£401,000
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
9	Saxon Way, South Benfleet - Drainage	Design and target cost to install gullies	South Benfleet	Non Parished	Traffic Management	Design	LCAS202018	£9,500		Q4
10	Footpath 11, Lakeside Path and parklands, Canvey Island - Bollards	Install two lockable bollards to stop vehicles from accessing footpath 11 via Lakeside Path and Parklands	Canvey Island West	Canvey Island	Public Rights of Way	Total scheme	LCAS208001	£5,500	Completed July 2021.	COMPLETED
11	St Michaels Road, Hadleigh - Signage	Improve existing chevron signage and lay high friction surface around the bend, refresh all lining and install verge marker posts and centre line reflective road studs	Hadleigh	Non Parished	Traffic Management	Total scheme	LCAS202019	£32,500		Q2
12	Point Road, Canvey Island - Buildouts	To convert the nose of the island into an over-run area with rumble effect block	Canvey Island East	Canvey Island	Traffic Management	Total scheme	LCAS192004	£20,000	Completed July 2021.	COMPLETED
13	Parkfields, Hadleigh - Parking bays	Installation of perpendicular parking area within the layby, giving 10 parking spaces	Hadleigh	Non Parished	Traffic Management	Implementation	LCAS162063	£75,500	Scheme recommended by panel at the July 2021 meeting.	Q4
14	Watlington Road jw Loten Road, Benfleet - Kerbing	Realign carriageway to include dropped crossing with tactile paving, refresh lining	South Benfleet	Non Parished	Traffic Management	Total scheme	LCAS202001	£30,000	Scheme recommended by panel at the July 2021 meeting.	Q4
15	Manor Road, Thundersley - Signing	Review of signage to the Manor Trading Estate	Thundersley	Non Parished	Traffic Management	Design	LCAS202007	£7,500	Scheme recommended by panel at the July 2021 meeting.	Q4
16	Long Road jw Thorney Bay Road, Canvey Island - Traffic management improvements	Feasibility to investigate junction improvements	Canvey Island West	Canvey Island	Traffic Management	Feasibility	LCAS202014	£6,500	Scheme recommended by panel at the July 2021 meeting.	Q4

Report 1: Funded Schemes

Funded Schemes 2021-22

Total Value of Schemes	£401,000
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Completed	Update
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
17	Knightswick Road jw Elder Tree Road, Canvey Island - Traffic management improvements	Detailed design for junction improvements	Canvey Island East	Canvey Island	Traffic Management	Design	LCAS202016	£9,500	Scheme recommended by panel at the July 2021 meeting.	Q4
18	Thelma Avenue, Canvey Island - Footway	Installation of footway on Thelma Avenue the area between Waarem Avenue and Lionel Road	Canvey Island West	Canvey Island	Walking	Total scheme	LCAS193005	£59,000	Scheme recommended by panel at the July 2021 meeting.	Q4

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 2 – SCHEMES AWAITING FUNDING

The following Schemes Awaiting Funding list identifies all the scheme requests which have been received for the consideration of the Castle Point Local Highways Panel.

Members are asked to review these schemes and consider funding recommendations for those they wish to see delivered and remove any they would not wish to consider funding.

The breakdown of scheme types available for consideration for future funding is as below:

Budget Summary	
Scheme Type	Total Estimated Costs
Safer Roads	£0
Traffic Management	£25,000
Walking	£168,500
Passenger Transport	TBC
Public Rights of Way	£0
	£193,500

Costs supplied are estimates only and there is the possibility that a final scheme cost can change significantly dependant on issues which may arise during detailed design and construction.

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

G	The scheme has been validated as being feasible and is available for consideration
A	The scheme has previously been approved for a feasibility study and the results are awaited before the scheme can be fully considered
R	A scheme request has been received but is against ECC policy or there is no appropriate engineering solution
V	A scheme request has been received and is in the initial validation process

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£25,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Point Road, Leigh Beck, Canvey Island Parking	Double yellow lines have been provided on the south side of the roundabout but request that consideration be given to providing parking restrictions on the roundabout or to widening the geometry, to facilitate bus movements with parking present	Canvey Island East	Total scheme	LCAS202015	N/A	Already funded by Passenger Transport	R
2	Leigh Road, Canvey Island - Traffic calming measures	Request for traffic calming	Canvey Island East	Validation	LCAS202011	N/A	The speed survey results do not indicate a speeding problem along Leigh Road Posted speed limit 30mph Eastbound average 24.5mph, Westbound average 24.2mph.	R
3	New Road jw Long Road, Canvey Island - Signage	Request for review of signage and measures to highlight the No Entry into New Road from Long Road	Canvey Island West	Validation	LCAS202002	N/A	The missing no entry sign is in the process of being replaced by Maintenance. Suggest situation is monitored to see if new signage resolves the issue.	R
4	A130 Long Road outside Canvey Junior School, Canvey Island - Guard railing and 20mph signage	Request for guard railing outside the school between the junctions of Thorney Bay Road and Hawkesbury Road and 20mph speed limit outside Canvey Junior School	Canvey Island West	Validation	LCAS202017	N/A	It is against policy to install additional pedestrian guard railing (PGR) outside the school where no pedestrian exits are. There is already PGR directly outside the school entrance where it also directs pedestrians to the signalised crossing outside the school gates. It is also against policy to implement a 20mph speed limit on a PR 1 route.	R
5	Oak Road South - Traffic calming	Request for some form of traffic calming to slow traffic down	Hadleigh	Validation	LCAS212001	TBC	Awaiting speed and volume survey data.	V

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£25,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
6	Broughton Road, Hadleigh - Traffic management	Request for measures to prevent vehicles ignoring the one-way system	Hadleigh	Total scheme	LCAS212002	£14,000	<p>Validation completed - recommendation to introduce width restriction at the junction. There appears to be existing drainage (road gullies) that will need to be factored into any kerblines alterations and realigned to suit new levels. It is recommended that existing signage remains in its current location to avoid any additional signage works, that may also require new electrical connections.</p> <p>Existing dropped kerbs will need to be redesigned to align with the new junction layout and much like Meadow Road, should include tactile paving. A full swept path analysis will also need to be carried out to check accessibility for LGVs, including refuse lorries.</p>	G
7	Greenacres, Hadleigh - Traffic management	Request for measures to prevent vehicles ignoring the no entry signs	Hadleigh	Design	LCAS212003	£3,500	<p>validation completed - Options to improve the existing 'no entry' arrangement are limited. Existing signage all looks to be correct and in a reasonable condition. Lining is heavily worn and would benefit from a refresh.</p> <p>It is suggested that a 'design only' scheme be carried out to determine the extent of kerb adjusted that can be achieved. If improvements are found to be marginal, then the Panel may decide not to take the proposal any further, given the expected costs. Relining of the junction could then be picked up by the maintenance team.</p>	G
8	St Michael's Road j/w Bramble Road, Hadleigh - Traffic management improvement	Request to alter verge/traffic island to have one exit and entry point	Hadleigh	Design	LCAS212004	£7,500	<p>Validation completed - The Proposal to replace the existing Bennet junction type arrangement with a more standardised 'T' type junction would not look to be present too many concerns in terms of design guidance and conformance to standards. There are a number of design factors that would require consideration.</p> <p>It is therefore recommended that a design only scheme be taken forward in the first instance to ensure all design requirements are met. The detailed design process will include a full road safety audit, street lighting design, topography survey and will also include an accurate set of costs to deliver the works.</p>	G

Report 2: Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£25,000
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Ref	Scheme name	Description	Division	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
9	Daws Heath Road, Hadleigh - Traffic calming	Request for traffic calming	Hadleigh	Validation	LCAS212005	TBC	Awaiting speed and volume survey data.	V
10	West Crescent, Canvey Island - Grasscrete	Request for the verge/grass areas to have grasscrete to prevent the areas being churned up by cars parking on them	Canvey Island West	Validation	LCAS212006	TBC	In validation.	V
11	Church Road, Hadleigh,- Traffic calming	Request for traffic calming	Hadleigh	Validation	LCAS212007	TBC	Awaiting speed and volume survey data.	V
12	Link Road, Canvey island - Traffic calming	Request for traffic calming	Canvey Island West	Validation	LCAS212008	TBC	Awaiting speed and volume survey data.	V
13	Bramble Road - Traffic calming	Request for traffic calming and measures to prevent rat running through especially HGV from the A127. To also investigate if a footway can be installed	Hadleigh	Validation	LCAS212009	TBC	Awaiting speed and volume survey data.	V

Walking

Total Value of schemes	£168,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Furtherwick Road j/w Foksville Road, Canvey Island - Zebra crossings	Replacement/extension of the existing raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings. Consideration could be given to providing Halo belisha beacons to improve conspicuity of the crossing to approaching motorists	Canvey Island East	Canvey Island	Total scheme	LCAS193004	£162,500		G
2	Rushbottom Lane, South Benfleet - Pedestrian guard rail	Request for additional guard rail or bollard to close the gap in the existing railings that allows pedestrian to cross right on the roundabout	Thundersley	Non Parished	Total scheme	LCAS213001	£6,000	Validation completed - recommendation that the PGR be realigned with an extra half panel and post behind the existing mini roundabout signage. It is likely that a non-standard length of PGR would need to be fabricated if a half panel does not fit. The inspection door on the road signpost base must be kept accessible. It is for this reason a gap has been left, therefore a smaller gap will need to be left. As it is a type of PGR that unbolts, this might be acceptable, providing the post is clear. Discussions may be required with Street lighting.	G