

CASTLE POINT LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	17 September 2025
Time:	10:00am
Venue:	Castle Point Committee Room 1
Chairman:	ECC Member Andrew Sheldon
Panel Members:	Dave Blackwell, ECC Member Jill Reeves, ECC Member Peter May; ECC Member Beverly Egan (Vice Chairman) Cllr John Anderson (CTC), CPBC Member D Jones. CPBC Member Laurie Dixon, CPBC Member John Knott, CPBC Member Nick Harvey
Officers:	Essex Highways Dan Maclean Highway Liaison Team Leader Essex Highways Jennifer Boxall Highway Liaison Officer CPBC Stuart Jarvis - Contracts Manager
Secretariat:	Lianne Drake, Executive Assistant

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence & Declarations of Interest	Chairman	Verbal
2-7	3	Minutes of meeting held on 18 th June 2025 agreed as a correct record	Chairman	
	4	Matters Arising from Minutes of the previous meeting	Chairman	Verbal
8-10	5	Report on Funded Schemes	HLO	Report 1
11-14	6	Report on Schemes Awaiting Funding	HLO	Report 2
	7	Any other business	Chairman	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

CASTLE POINT LOCAL HIGHWAYS PANEL MINUTES

18 June 2025 at 10am

COMMITTEE ROOM 1

Chairman:	Cllr Andrew Sheldon (ECC) (AS) Cllr Beverly Egan (ECC) Vice Chairman (BE)
Panel Members:	ECC Members Cllrs Blackwell (DB), Reeves (JR), May (PM) CPBC Members Dixon, Harvey, Jones (DJ) & Knott (JK) CITC Members Cllr John Anderson (JA)
Officers:	ECC: Dan MacLean – Highway Liaison Team Leader (DM) Jennifer Boxall - Highway Liaison Officer (JB) CPBC: Stuart Jarvis, Assistant Director – Environment (SJ)
Secretariat:	Lianne Drake, Executive Assistant

Item		Owner
1.	Welcome and Introductions:	
	Apologies from Cllr Sheldon. Vice Chairman, Cllr Beverley Egan welcomed all present and opened the meeting.	Vice Chairman BE
2.	Apologies for Absence & Declarations of interest:	
	Apologies from Chair, Cllr Andrew Sheldon (ECC) Apologies in advance for absence were received from Cllr D Blackwell, L Dixon. Absent Cllr Harvey. There were no declarations of interest.	Vice Chairman BE

3.	Minutes of meeting held on 08 January 2025 to be agreed as correct record:	
	The minutes of the last meeting held on 08 January 2025 were agreed as a correct record.	Vice Chairman BE
4.	Matters arising from Minutes of previous meeting.	
	No matters arising from previous meeting.	
	<p>Update from Dan MacLean – Highway Liaison Team Leader</p> <p>Tom Cunningham, Essex County Council has provided an update on the status of Local Highway Panel and Local Government Reorganisation.</p> <p>The Local Highway Panel will no longer exist in its current form after Local Government Reorganisation.</p> <p>The budget for Castle Point Local Highways Panel has been allocated for the next two years and has been increased to cover large schemes for approval and implementation.</p> <p>The budget for Castle Point is £343,200.</p> <p>LHP to decide which schemes to fund over the next two years within their allocated budget. No new schemes are permitted to be submitted. Schemes in the validation stage will remain.</p> <p>LHP to decide at this meeting today, which schemes to approve and remove.</p> <p>Several members of the panel have raised queries on safety. Dan Maclean replied that the current cabinet will issue an announcement soon.</p> <p>Dan Maclean advised that there could be extra funding for safety schemes. HLO explains there will be no new speed surveys under Castle Point LHP during this funding period. Cllr Egan says that police concentrating on speed limits around schools, rarely succeed and are expensive to be conducted. HLO confirms evidence shows most drivers are abiding by law and if percentage not high enough to warrant action.</p> <p>Dan Maclean refers the panel to the additional data on reports for more information. Drivers breaking the speeding limit is policing issue.</p> <p>Dan Maclean left meeting at 10:26</p> <p>HLO and Panel to work through approvals and rejections of schemes on report.</p>	

5.	Report on Funded Schemes – Report 1:																						
	<p>(Email from HLO 13 June 2025)</p> <p>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 2024/25 programme:</p> <table border="1"> <thead> <tr> <th colspan="3">2024/25 Budget Summary</th> </tr> <tr> <th colspan="3">LHP Funding</th> </tr> </thead> <tbody> <tr> <td>1</td><td>LHP Budget 2024/25</td><td>£114,400</td></tr> <tr> <td>2</td><td>LHP Scheme Funding Recommendations at April 2024 Panel</td><td>£107,000</td></tr> <tr> <td></td><td>Remaining Budget to Allocate</td><td>£7,400</td></tr> <tr> <td>3</td><td>Chairmans Panel Funded Schemes</td><td>£91,000</td></tr> <tr> <td></td><td>Total</td><td>£91,000</td></tr> </tbody> </table> <p>Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows: -</p> <ul style="list-style-type: none"> • Q1 – Quarter 1 – April to June • Q2 – Quarter 2 – July to September • Q3 – Quarter 3 – October to December • Q4 – Quarter 4 – January to March <p>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.</p>	2024/25 Budget Summary			LHP Funding			1	LHP Budget 2024/25	£114,400	2	LHP Scheme Funding Recommendations at April 2024 Panel	£107,000		Remaining Budget to Allocate	£7,400	3	Chairmans Panel Funded Schemes	£91,000		Total	£91,000	
2024/25 Budget Summary																							
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	Total	£91,000																					
6.	Report on Schemes Awaiting Funding – Report 2:																						
	<p>The Schemes Awaiting Funding List identifies those scheme requests which are for consideration by the Castle Point LHP</p> <p>The budget for 2025/2026 as presented by Dan Maclean earliar in this meeting is £343,200.</p>																						

There are currently Schemes Awaiting Funding with an estimated cost of £453,500 as shown in the summary below.

Schemes Awaiting Funding List				
Ref	Scheme Type	Scheme Costs		
		Chairman's Panel Schemes	LHP Schemes	Total Value of Schemes
1	Traffic Management	£235,000	£104,000	£339,000
2	Walking	£0	£16,500	£16,500
3	Cycling	£0	£0	£0
4	Passenger Transport	£98,000	£0	£98,000
5	Public Rights of Way	£0	£0	£0
6	Total	£333,000	£120,500	£453,500

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

The Schemes Awaiting Funding which would need to be transferred to the Chairmans Panel have an estimated cost of £333,000. There will then be Schemes Awaiting Funding with an estimated cost of £120,500 for the consideration of the panel.

Priority Schemes List

LCAS222028 – Clifton Avenue – Traffic Calming – Implementation traffic calming measures - £73,700.

Panel agrees to progress with scheme.

Passenger Transport

Ref 1 – LCAS202014 – Long Road jw Thorney Bay Road, Canvey Island West – Traffic management improvements.

Implementation of junction improvements. Panel agree to progress with scheme.

CASTLE POINT LOCAL HIGHWAY PANEL

SCHEMES AWAITING FUNDING LIST

REPORT 2B

Passenger Transport

Total Value of schemes	£112,900
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Long Road jw Thorney Bay Road, Canvey Island - Traffic management improvements	Implementation of junction Improvements	Canvey Island West	Canvey Island CP	Implementation	LCAS202014	£112,900	Recommended junction improvements as per design Recommendation Passed to Chairs panel for funding by the panel 17/04/2024	🟢

Panel Agrees to progress with scheme

18 June 2025

Castle Point Borough Council

Traffic Management

Ref 1 – LCAS222020 – Furtherwick Road jw Folksville Road – Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings.

Panel agree not to fund this scheme

Ref 2 – LCAS2422002 – Thisselt Road, Canvey Island Signage – Investigation into wildlife signage around Canvey Lake.

Panel agree to progress with scheme.

Ref 3 – LCAS222029 – Daws Heath Road – Signage – Recommendation of implementation of wildlife signage on carriageway.

Panel agree to progress with scheme.

Ref 4 – LCAS242001 – A13 High Street – Signage.

Panel agree to progress with scheme.

Ref 5 – LCAS242011 – Shepherds Walk jw Greenacres, Hadleigh – Signage.

Panel agree to progress with scheme.

Ref 6 – LCAS212006 – West Crescent, Canvey Island – Grasscrete.

Panel agree to not to fund this scheme

Ref 7 – LCAS212004 – St Michael's Road jw Bramble Road, Hadleigh – Traffic management improvement.

Panel agree to progress with scheme.

Ref 8 – LCAS242008 – 285 Eastern Esplanade, Canvey Island – Traffic Calming.
Stuart Jarvis advises to be removed as issue resolved.

Ref 9 – LCAS212009 - Bramble Road, Traffic calming.

Panel agree to progress with scheme.

Ref 10 – LCAS242010 -Daws Heath Road jw Western Road – Traffic Calming.

Panel agree to progress with scheme.

Ref 11 - LCAS222024 – Badger Hall Avenue – Drop Kerb

Panel agree to progress this scheme

Walking

Ref 1 – LCAS233006 – Canvey Road, Northwich Corner Roundabout – Barriers

Ref 2 – LCAS233007 – A13 Kiln Road j/w Bradley Avenue – investigation into the installation of bollard to prevent vehicles parking on footway.

Panel agree not to progress with the above two walking schemes

HLO tally approximately £30,000 left after all approved. To be confirmed after meeting and sent to panel.

	<p>Schemes that do not meet the criteria.</p> <p>Red Rag Schemes agreed to be removed by panel</p> <p>Item 2 - LCAS243001 Link Road, Canvey Island – Crossing Improvements Item 3 - LCAS242012 Southfield Drive, Hadleigh – Speeding Issues Item 4 - LCAS242006 Appleton Road, Benfleet – Traffic Calming. Item 5 – Crescent Road, Benfleet - Bollards</p> <p>Red Rag Schemes to be left for re-investigation Item 7 - LCAS242004 Roscommon Way/Northwick Road – Horse Signage</p>	
7.	Any Other Business:	
	<p>Cllr Egan raised the issue of damage to the safety railings by traffic lights and crossing at Shipwrights Drive and damage to railings outside Kingston school, Church Road. Matters to be raised with ECC via a Member Enquiry.</p> <p>Cllr Knott kindly asks for the Chair, Cllr Sheldon to communicate effectively with borough members due to a recent lack of reply to queries sent. Cllr Jones had been informed by an outside party that they had been updated by Tom Cunningham that the LHP had been suspended. Borough members ask the Castle Point LHP Chair to respond to their requests and to share information.</p> <p>HLO will meet with the Design Team next week to clarify schemes and obtain updates.</p> <p>Cllr Egan wanted to record that Castle Point panel thanks and appreciates the work that HLO, Jennifer Boxall, does for the panel.</p>	
8.	Date of next meeting:	
	<p>The next meeting will take place on Wednesday 17 September 2025 10:00.</p> <p>The meeting ended at 11:26.</p>	

CASTLE POINT HIGHWAY PANEL REPORT 1 - FUNDED SCHEMES LIST

At the June Panel meeting Members were asked to recommend funding towards schemes they wish to see included in a two-year Rolling Programme of Works, covering 2025/26 and 2026/27. The Panel prioritised those schemes they wished to see included within the works programme. These prioritisations were then circulated to all Panel Members to gain agreement.

This report provides an update on the current position of all the schemes the panel has recommended for inclusion in their two-year Rolling Programme of Works.

2025/26 and 2026/27 Budget Summary		
LHP Funding		
1	LHP Budget	£343,200
2	LHP Scheme Funding Recommendations following June 2025 Panel	£320,300
	Remaining budget to allocate	£22,900

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

The schemes shown as Next Financial Year will be delivered in 2026/27

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.

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	£320,300	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	Thisselt Road, Canvey Island - Signage	Investigation into wildlife signage around Canvey Lake.	Canvey Island West	Canvey Island CP	Traffic Management	Total Scheme	LCAS242002	£11,600	Installation of 2x sign 551.2 near habitual areas (Canvey Lake) where ducks, geese and other wild fowl are to be found, to make road users aware of the potential wild birds on the road. Designer to determine location during detailed design.	Q3
2	Badger Hall Avenue - Dropped Kerb	Investigation into the installation of a dropped kerb	Hadleigh	Castle Point Unparished	Walking	Total Scheme	LCAS222024	£17,600	Installation of an 'inset uncontrolled crossing point' to be installed to aid pedestrian crossing as per design recommendation.	Q4
3	Daws Heath Road - Signage	Recommendation of implementation of wildlife Signage on carriageway	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS222029	£12,700	Installation of a warning sign (Diagram 551 or 551.2) and distance plate at either end of the stretch of road in question. Location to be determined by the engineer during the detailed design phase.	Q3
4	A13 High Street - Signage	Investigation into turn left signage or carriageway markings	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS242001	£13,600	Installation of 1x sign 606 'turn left' would not present any obvious issues in terms of design guidance and conformance to current highway standards. However, we would need to install the 'turn left' sign where the existing 'ahead only' sign is situated and due to that sign being lit, would incur a disconnection cost. We would then relocate the ahead only sign. Q1 YR 2	Next FY
5	Shepherds Walk j/w Greenacres, Hadleigh - Signage	An investigation into ""GIVE WAY"" signage at the junction of Shepherds Walk with Greenacres following reports that drivers are failing to stop at the junction because they are not aware of the one way system on Greenacres	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS242011	£10,700	Recommendation to install a "SLOW" to diagram 1024 (S11 4 15, see Chapter 5) on the carriageway as vehicles approach the Greenacres junction and refresh lining at the junction. Q1 YR2	Next FY

Funded Schemes 2025-26

Total Value of Schemes	£320,300	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
6	Long Road jw Thorney Bay Road, Canvey Island - Traffic management improvements	Implementation of junction improvements	Canvey Island West	Canvey Island CP	Passenger Transport	Implementation	LCAS202014	£112,900	Recommended junction improvements as per design Recommendation Q2 YR2	Next FY
7	St Michael's Road j/w Bramble Road, Hadleigh - Traffic management improvement	Implementation of T junction	Hadleigh	Castle Point Unparished	Traffic Management	Implementation	LCAS212004	£51,900	Recommendation to replace the existing bennet junction with a T junction as per design Recommendation. Q2 YR2	Next FY
8	Clifton Avenue - Traffic Calming	Calming table to prevent speeding/junction awareness	South Benfleet	Castle Point Unparished	Traffic Management	Implementation	LCAS222028	£73,700	Implementation of option outlines in previously completed design Q2 YR2	Next FY
9	Bramble Road - Traffic Calming	Recommendation to install/upgrade footways and signage as per feasibility study.	Hadleigh	Castle Point Unparished	Traffic Management	Design	LCAS212009	£8,300	Due to the associated abortive costs, only schemes that can be delivered by the end of the 2026/27 financial year can be commissioned	Cancelled
10	Daws Heath Road j/w Western Road - Traffic Calming	Investigation into a form of traffic calming at the junction of Daws Heath and Western Road	Hadleigh	Castle Point Unparished	Traffic Management	Design	LCAS242010	£7,300	Due to the associated abortive costs, only schemes that can be delivered by the end of the 2026/27 financial year can be commissioned	Cancelled

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

Following a review of the LHP process, the allocation of the LHP capital budget will be adjusted for the upcoming period. The Panel is requested to provide funding recommendations for a two-year rolling programme of work, for which a total funding of £343,200 has been agreed for the Castle Point LHP

Following the June 2025 Panel meeting, scheme funding recommendations to the value of £320,300 have been made. As such there remains £22,900 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 2026/2027 financial year can be commissioned. As such the Panel are asked not to recommend funding towards Design Only or Feasibility Studies

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £275,900

Ref.	Scheme Type	Scheme costs	
			Schemes Awaiting Funding
1	Traffic Management		£240,400
2	Walking		£35,500
3	Cycling		£0
4	Passenger Transport		£0
5	Public Rights of Way		£0
6	Total		£275,900

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
V	A scheme request has been received and is in the initial validation process

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£240,400
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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 (Phase 2)	Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings.	Canvey Island East	Canvey Island CP	Total Scheme	LCAS222020	£146,500	Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings. Passed to the Chairs panel for funding by the panel 17/04/2024	G
2	West Crescent, Canvey Island - Grasscrete	Recommendation for the implementation of grasscrete to the verges	Canvey Island West	Canvey Island CP	Implementation	LCAS212006	£93,900	Implementation of grasscrete as per design recommendations.	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£35,500
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Canvey Road - Northwich Corner Roundabout - Barriers	Investigation into having a form of barrier installed on the footpath which runs along Canvey Road following reports of motorcyclists and travellers using the path late at night	Canvey Island West	Canvey Island CP	Total Scheme	LCAS233006	£15,300	Installation of a type of barrier at the Russell Head Farm end of the footway. For the design engineer to provide options during detail design to stop vehicles driving up the footpath. Designer would need to ensure that the footway continues to meet DDA compliance with a minimum of 1.2m. Look to cut back the vegetation to provide better visibility through footpath where required. RAG to be discussed with Design before sending to member	G
2	A13 Kiln Road j/w Bradley Avenue	Investigation into the installation of bollards to prevent vehicles parking on the footway	Hadleigh	Castle Point Unparished	Total Scheme	LCAS233007	£20,200	Installation of bollards outside the convenience store would not present any obvious issues in terms of design guidance and conformance to current highway standards. However, we would need to consider the knock on effect of vehicles parking further along the footway etc. Number of bollards to be decided during detail design by engineer.	G

Schemes Awaiting Funding

RAG R

Total Value of schemes	£0
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Roscommon Way/Northwick Road - Horse Rider Signage	An investigation into the possibility of having extra horse riders signage erected on several locations along the length of Roscommon Way and Northwick Road	Canvey Island West	Canvey Island CP	Validation (Does not meet criteria)	LCAS242004 (Traffic Management)	N/A	Design team recommend the scheme does not progress due to over use of signage resulting in sign clutter. Overgrown hedge reported to maintenance under ref 2927631	R