



CASTLE POINT LOCAL HIGHWAYS PANEL MINUTES

18 March 2026 at 10am

Teams Video Conferencing

Chairman:	Cllr Andrew Sheldon (ECC)
Panel Members:	<p>ECC Members Cllr Blackwell, Cllr Egan – Vice Chairman, Cllr May, Cllr Reeves</p> <p>CPBC Members Cllr Dixon, Cllr Harvey, Cllr Jones, Cllr J Knott</p> <p>CITC Members Cllr John Anderson</p>
Officers:	<p>ECC: Dan MacLean – Highway Liaison Team Leader (HLTL) Jennifer Boxall - Highway Liaison Officer (HLO)</p> <p>CPBC: Stuart Jarvis, Assistant Director – Environment</p>
Secretariat:	Lianne Drake, CPBC Assistant

Item		Owner
1.	Welcome and Introductions:	
	<p>The Chairman welcomed all present and opened the meeting.</p> <p>This will be the last Highways Panel meeting of the municipal year. Essex County Council elections taking place in May 2026 will create a change of membership to this committee. The Chairman would like to thank members for their hard work and dedication to the panel over the previous term.</p>	Chairman
2.	Apologies for Absence & Declarations of interest:	
	<p>Apologies for absence were received from Cllr Beverley Egan, Cllr Harvey and Cllr John Anderson.</p> <p>There were no declarations of interest.</p>	Chairman

3.	Minutes of meeting held on 10 December 2025 to be agreed as correct recorded:	
	The minutes of the last meeting on 10 December 2025 were agreed as a correct record.	Chairman
4.	Matters arising from Minutes of previous meeting:	
	No matters arising from the previous meeting.	Chairman
6.	Report on Schemes Awaiting Funding – Report 1	
	<p>Report 1 - Funded Schemes List LHP Report</p> <p>Funded schemes report permits no other considerations currently due to two-year funding requirement for LGR. The remainder allowance of £3000 for schemes may be used for other schemes if required. There are currently no notifications that there will be any changes to current schemes.</p> <p>Clarification on Ref 4, LCAS242001 A13 High Street Signage if it was completed on 10 March. Report to be updated and shared with LHP members.</p> <p>Funded Schemes outstanding from 2025-26 marked as Next FY (Next Financial Year) will be updated at the end of the current financial year with new estimated completion dates.</p> <p>Ref 2, LCAS222029 Daws Heath Road – Signage. Question from Cllr Knott as to what is the view from Essex Highways on the current signage problems following the statement made by Essex Highways to BBC and other press?</p> <p>The comment on the report has highlighted ongoing discussions and queries raised through various channels. Due to the restrictions of the available options of signage that could be used on the highway and the options that were available. HLTL understands the signage maybe misleading but keeping within constraints of the TSRGD, the decision made was to use the sign that would have the most impact. The decision is ongoing at this time and will be reported back to the panel.</p> <p>Cllr Knott accepts that this is ongoing.</p> <p>Chairman states that the matter regardless of the issues, has had a positive impact which has improved road safety in the area.</p>	<p>HLO</p> <p>HLO</p> <p>HLO</p> <p>JK</p> <p>HLTL</p>

	<p>Cllr Jones asks if LHP can have a breakdown of costs and an explanation to the differences between previous reports of estimated costs rather than allocated costs.</p> <p>Cllr Jones asks that at the next meeting the members review a breakdown of scheme costs completed. Cllr Jones has previously requested this without a satisfactory answer.</p>	DJ
	<p>The description in the report has been refined but is the same figure. The Estimate Costs column has been re-labelled and newly named as Allocated Costs. The estimated costs description was misleading but is the same figure as allocated costs, which is now worded to be more appropriate and descriptive.</p> <p>This section includes all works of the scheme, design time, physical works, surveys, investigations, liaison with other department and accounts for an element of risk to mitigate any issues.</p> <p>Prior to scheme approval, if figures in the Awaiting Funding stage at any time change, the changes would have been reported back for approval by the panel members. Changes at Awaiting Funding stage may have changed whilst pending due to the overall increase to supplier costs that are affecting all works, but no changes made once approved.</p>	HLTL
	<p>All current schemes on the report were approved by the panel in June 2025.</p> <p>HLTL will revert to LHP with a high-level report on two/three schemes to show the different elements to breakdown the costs.</p>	HLTL
	<p>An action was raised some time ago for training for members on the breakdown of costs but was not conducted. The Chairman apologies to members that training was not conducted and with the likelihood of new members joining the LHP would like to request training is provided in the future.</p>	Chairman
	<p>HLO confirms since all schemes were approved in June 2025, no schemes have required a fund increase.</p>	HLO
	<p>Cllr Jones asks what will happen to funds that have been allocated to the highways budget but that are not in CPBB remit?</p>	
	<p>HLO reports that the change in administration in May 2026, will see any new decisions from them. HLTL confirms that the 2026/27 financial year does have any addition budget in addition to the two-year rolling budget that was allocated in 2025.</p>	HLO



	<p>Cllr Knott asks for an update on Scheme 8, LCAS212004 St Michaels Road j/w Bramble Road. HLO will enquire with the Design Team considering road safety concerns and report back. The new financial year will provide timelines and HLO will update the report.</p> <p>Cllr Sheldon asks for an update on Scheme 10, LCAS222028 Clifton Avenue which has concerns of intense safety and why the timeline has been moved back from quarter four to the next year. HLO confirms that recent safety engagement has been conducted and is considering extra speed surveys. All schemes agreed in June 2025 were given a two-year period for completion and this scheme and these works are governed by school holidays due to the location and traffic situation.</p>	HLO
	<p>Any Other Business:</p> <p>Considering this may be the last meeting for some members, on behalf of PIP, Thank You your chairmanship.</p> <p>The LHP has always worked well at CPBC, and the members work has been an asset for residents. Thank you to all members and to the support from officers.</p>	<p>JK</p> <p>Chairman</p>
8.	Date of next meeting: to be confirmed.	
	The meeting ended at 10:38	