

CHELMSFORD LOCAL HIGHWAY PANEL

AGENDA – 10th December 2025

Video Conference Call

Chairman:	County Councillor Bob Massey
Panel Members:	Chelmsford City Council – City Councillors Kieron Franks and Stephanie Scott Essex County Council – County Councillors Jude Deakin, Sue Dobson, David Loxton, Mike Mackrory (Vice Chairman), Anthony McQuiggan, Stephen Robinson, John Spence and Mike Steel
Officers:	Chelmsford City Council – Michael Adewole Essex Highways – Dan Maclean and Jon Simmons
Secretariat:	Chelmsford City Council – Freddey Banks-Ayers

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 - 4	3	Minutes of last meeting held on 17 th September 2025 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
5 - 6	5	Report on Funded Schemes 2024/25 and 2025/26	Jon Simmons	Report 1
	6	Report on Schemes Awaiting Funding omitted, as Rolling Two-year programme of works has been set	Jon Simmons	Verbal
	7	Any other business	All	Verbal
	8	Dates of 2025/26 Panel meetings (via Video Conference Call) – <ul style="list-style-type: none"> 11th March 2025 – 12:30hrs 	Chairman	Verbal

CHELMSFORD CITY LOCAL HIGHWAYS PANEL MINUTES

17 September 2025 at 12.30hrs

at the Civic Centre, Chelmsford

Chairman:	Councillor Bob Massey
Panel Members:	Chelmsford City Council – City Councillor Stephanie Scott Essex County Council – County Councillors, David Loxton, Mike Mackrory, Stephen Robinson and Mike Steel
Officers:	Dan Maclean and Jon Simmons– Essex Highways Michael Adewole – Chelmsford City Council
Secretariat:	Freddey Banks-Ayres - Chelmsford City Council

Item		Owner
1.	Welcome and Introductions The Chairman welcomed those present.	
2.	Apologies for Absence Apologies for absence were received from Councillors Jude Deakin, Sue Dobson and Anthony McQuiggan	
3.	Minutes of Previous Meeting The minutes of the meeting on 18 th June 2025 were agreed as a correct record.	

4.	<p>Matters Arising from Minutes of the Previous Meeting</p> <p>The panel considered an update regarding the following matters arising from the previous minutes.</p> <p>The action at the previous meeting was to invite someone from the wider Highways team to future meetings for greater clarity on work allocation and approval processes. This was to be arranged once other schemes had been developed and processes had been agreed before bringing an update to this meeting.</p> <p>(12.31pm – 12.33pm)</p>	DM
5.	<p>Report on Funded Schemes 2024/25 and 2025/26</p> <p>The panel received a report which provided an update on the current position of all the schemes the Panel had recommended for inclusion in their two-year Rolling Programme of Works.</p> <p>It was reported that £540,800 had been allocated with a remaining £209,200 left to allocate. Members agreed to proceed with the works of <i>LCHE202041 – Ferrers Road nr, Benbow Drive, South Woodham Ferrers Signalised crossing</i>, implementation would use the remainder of the funding.</p> <p><i>LCHE224005 - Broomfield Road j/w Rectory Road, Chelmsford – Junction improvements</i> – Due to issues this was delayed. It was expressed that this had serious safety concerns, and it was suggested that new, additional lane signage be looked into to address this concerns in the short-term.</p> <p>AGREED that the Funded Schemes List be noted.</p> <p>(12.33pm – 12.41pm)</p>	DM
6.	<p>Report on Schemes Awaiting Funding</p> <p>Members suggested that <i>LCHE223010 Pump Lane nr Crocus Way, Springfield – Signalised crossing</i> could be removed if it were to be included in the Active Travel Scheme. This was to be brought to the next meeting.</p> <p>AGREED that the Schemes Awaiting Funding List be noted and that the schemes on the priority schemes list be approved.</p> <p>(12.41pm – 12.48pm)</p>	JS

7.	<p>Any Other Business</p> <p>A question was asked in relation to many parish councils holding Community Infrastructure Levy (CIL) funds and wish to proceed with schemes. It was unclear whether the direct work processes still existed or remained viable. A new parish process was being developed, separate from the LHP, and further clarity was needed on when it will be available and whether it would include validation. This was to be followed up and fed back to members.</p> <p>It was reported that there had been an issue with the SID application process on the highways website in relation to <i>LCHE232016 - Chignal Road – Traffic management improvements</i>. Officers would look into this and report back to members.</p> <p>(12.48pm – 1.07pm)</p>	<p>DM</p> <p>DM</p>
8.	<p>Dates of the Next Panel Meetings</p> <p>The dates of the 2025/26 Panel meetings were –</p> <ul style="list-style-type: none"> • 10th December 2025 – 12:30pm • 11th March 2026 – 12:30pm 	

Chair

CHELMSFORD LOCAL HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

At the June/September 2025 Panel meetings Members were asked to recommend funding towards schemes they wished 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.

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	£750,000
2	LHP Scheme Funding Recommendations following June/September 2025 Panels	£750,000
Remaining budget to allocate		£0

Within the programme the dates given as Quarters 1 to 4, refer to the financial year 2025/26 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 and 2026/27

Total Value of Schemes	£750,000
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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	Ferrers Road nr Benbow Drive, South Woodham Ferrers - Signalised crossing	Signalised crossing	South Woodham Ferrers	South Woodham Ferrers CP	Traffic Management	Total Scheme	LCHE202041	£244,600	Panel agreed at September 2025 meeting to make this a Total Scheme. Works planned for 2026/27 Quarter 2	Next FY
2	O/s 237 Avon Road, Chelmsford - Bollards	Bollards to prevent vehicles parking on the footway	Chelmsford North	Chelmsford Unparished	Traffic Management	Total Scheme	LCHE202045	£27,800	Following 2024/25 Feasibility Study, next stage Total Scheme	Q4
3	Little Waltham C of E Primary School, The Street, Little Waltham - School 20mph with wag-wags	School advisory 20mph with wag-wags	Broomfield and Writtle	Little Waltham CP	Traffic Management	Total Scheme	LCHE212015	£27,800	Following 2024/25 Design, next stage Implementation. Works planned for 2026/27 Quarter 1	Next FY
4	Well Lane to The Heights - Service Road, Danbury - One-way	One-way road	Chelmer	Danbury CP	Traffic Management	Total Scheme	LCHE152104	£29,500	Following 2024/25 Design, next stage would be Traffic Regulation Order and Implementation. Works planned for 2026/27 Quarter 1	Next FY
5	Admirals Park Estate, North-West Chelmsford (Boarded Barns) - 20mph zone	20mph limit	Chelmsford West	Chelmsford Unparished	Traffic Management	Total Scheme	LCHE152115	£42,100	Next stage is phased Implementation. Works planned for 2026/27 Quarter 1	Next FY
6	Central Chelmsford - Signage	Wayfinder signage. Scheme previously elevated to Chairman's Panel	Chelmsford Central	Chelmsford Unparished	Traffic Management	Implementation	LCHE182054	£100,000	Completed September 2025	Completed
7	Broomfield Road j/w Rectory Road, Chelmsford - Junction improvements	Junction improvements	Chelmsford North	Chelmsford Unparished	Cycling	Implementation	LCHE224005	£29,500	Completed October 2025	Completed
8	A414 Main Road nr The Bell P/H, Danbury - Zebra crossing improvements	Zebra crossing improvements	Chelmer	Danbury CP	Traffic Management	Implementation	LCHE192024	£147,400	Following 2024/25 Design, next stage Implementation. Works planned for 2026/27 Quarter 2	Next FY
9	Milburn Crescent Chelmsford - Layby	Layby	Chelmsford West	Chelmsford Unparished	Traffic Management	Implementation	LCHE182053	£81,100	Scheme following completion of Design funded in 2024/25. Works planned for 2026/27 Quarter 1	Next FY
10	S/o 58 Fortinbras Way, Chelmsford - No Cycling sign	No Cycling sign	Chelmsford Central	Chelmsford Unparished	Cycling	Implementation	LCHE223001	£20,200	Following 2024/25 Design, next stage would be Traffic Regulation Order and Implementation. Works planned for 2026/27 Quarter 1	Next FY