

# CHELMSFORD CITY LOCAL HIGHWAYS PANEL MINUTES

**10 December 2025 at 12.30hrs**

## Video Conference Call

<b>Chairman:</b>	Councillor Bob Massey
<b>Panel Members:</b>	Chelmsford City Council – City Councillor Keiron Franks  Essex County Council – County Councillors, David Loxton, Mike Mackrory, John Spence and Mike Steel
<b>Officers:</b>	Jon Simmons – Essex Highways Emma Corbett – Chelmsford City Council
<b>Secretariat:</b>	Freddey Banks-Ayres - Chelmsford City Council

Item		Owner
1.	<b>Welcome and Introductions</b>  The Chairman welcomed those present.	
2.	<b>Apologies for Absence</b>  Apologies for absence were received from Councillors Jude Deakin, Sue Dobson, Anthony McQuiggan and Stephen Robinson.  Apologies were also received from officers Michael Adewole and Dan Maclean.	
3.	<b>Minutes of Previous Meeting</b>  The minutes of the meeting on 17 <sup>th</sup> September 2025 were agreed as a correct record.	
4.	<b>Matters Arising from Minutes of the Previous Meeting</b>	

	<p>The panel considered an update regarding the following matters arising from the previous minutes.</p> <p>The actions of the previous meeting were:</p> <p>That 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><u>Post Panel Note – We currently await on an update from the Cabinet Member for Highways regarding the process for scheme allocation / approval going forward. Once confirmed, an Officer will attend the following Panel meeting to brief panel members.</u></p> <p>LCHE224005 - Broomfield Road j/w Rectory Road, Chelmsford – Junction improvements – additional lane signage was being looked into to address these concerns, feedback will be provided.</p> <p><u>Post Panel Note - Update provided to Cllr Robinson on 13<sup>th</sup> November 2025. It was acknowledged that although the delivered scheme did not directly reflect Cllr Robinson's original request, the Highway Engineers, Network Assurance and the Road Safety Team unanimously agreed that the delivered design was the best solution to address the issue at hand.</u></p> <p>Work processes around parish councils holding Community Infrastructure Levy (CIL) funds for schemes was awaiting an answer.</p> <p><u>Post Panel Note - Officers within Essex Highways are currently working on this process. An update will be shared directly with members in due course</u></p> <p>The issue with the SID application process on the highways website in relation to LCHE232016 had been resolved.</p> <p>(12.31pm – 12.33pm)</p>	<p><b>DM</b></p> <p><b>DM</b></p> <p><b>DM</b></p>
5.	<p><b>Report on Funded Schemes 2024/25 and 2025/26</b></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</p> <p><i>LCHE192024</i> – Zebra Crossing improvements – this would include signage and lining works, cutting back vegetation, and installation of</p>	

	<p>HALO beacons to improve visibility and pedestrian safety at the crossing. Officers advised that the works to deliver the zebra crossing would be scheduled to take place during the school holidays to minimise disruption.</p> <p><i>LCHE223001</i> - No Cycling sign - it was noted that the original proposal had been to install an additional “No Cycling” sign. Following further review, officers confirmed that there had been no existing prohibition of cycling at this location. It was shared that there would be a staggered barrier, as the current situation was that pedestrians had been walking around and disturbing the vegetation. It was agreed that the extent and configuration of the barrier would be taken offline for further discussion between the relevant officers and members.</p> <p>Members suggested that, in the event that additional funding became available, it would be good discipline for members to review the Schemes Awaiting Funding within their own divisions and indicate their top two priorities. It was proposed that a division-based list of the Schemes Awaiting Funding be prepared and circulated to each member, to enable them to confirm their preferred top two schemes and identify any schemes that could be removed. Members agreed that this would assist with revalidation and prioritisation should opportunities arise.</p> <p>AGREED that the Funded Schemes List be noted.</p> <p>(12.33pm – 12.47pm)</p>	
6.	<p><b>Report on Schemes Awaiting Funding</b></p> <p>This item had been omitted as the Rolling Two-year programme of works had been set.</p>	
7.	<p><b>Any Other Business</b></p> <p>There was no other business.</p> <p>(12.47pm – 12.48pm)</p>	
8.	<p><b>Dates of the Next Panel Meetings</b></p> <p>The dates of the 2025/26 Panel meetings were –</p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> March 2026 – 12:30pm</li> </ul>	

The meeting closed at 12.49pm

Chair