

EPPING FOREST LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	18 February 2026
Time:	17:00
Venue:	Teams Meeting
Chairman:	Cllr L Scott (ECC)
Panel Members:	Councillor C Whitbread (ECC) Councillor H Whitbread (ECC) Councillor J McIvor (ECC) Councillor C Pond (ECC) Councillor M Vance (ECC) Councillor S Kane
Attendees:	Cllr A Lion (EFDC) Cllr J Lea (EFDC) Cllr J Whitehouse (EFDC) Cllr K Williams (EFDC) Cllr S Rackham (EFDC)
Officers:	Essex Highways Officer - Dan Maclean, Highways Liaison Team Leader Essex Highways Officer - Jennifer Boxall, Highway Liaison Officer Mandy Thompson – Service Manager, Technical (EFDC)
Secretariat:	Serena Shani

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence & Declarations of Interest	Chairman	Verbal
2-5	3	Minutes of meeting held on 10 September 2025 to be agreed as a correct record	Chairman	
	4	Matters Arising from Minutes of the previous meeting	Chairman	Verbal
6-9	5	Report on Funded Schemes	HLO	Report 1
	6	Any other business	Chairman	Verbal
	7	Date of next meeting: TBC	Chairman	Verbal

Epping Forest District LOCAL HIGHWAYS PANEL MINUTES

10 September 2025 @ 5.30pm

Virtual Meeting on Zoom

Chairman:	Councillor L Scott (ECC)
Panel Members:	Councillor C Whitbread (ECC) Councillor C Pond (ECC) Councillor M Vance (ECC) Councillor H Whitbread (ECC) Councillor J H Whitehouse (EFDC)
Officers:	Dan McClean – Highways Liaison Team Leader (Essex Highways) Jenny Boxall – Highways Liaison Officer (Essex Highways)
Secretariat:	Gary Woodhall, Serena Shani – Democratic Services Officer (EFDC)

Item		Owner
1.	Welcome and Introductions The Chairman welcomed Members, Officers and Guests present.	
2.	Apologies Apologies had been received from Cllr A Lion, Cllr K Williamson and M Thompson. Declarations of Interest There were no declarations of interest pursuant to the Council's Code of Member Conduct.	
3.	Minutes RESOLVED: That the minutes of the meeting held on 28 July 2025 be agreed by the Panel as a true record.	

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4.	<p>Matters Arising from Minutes of the previous meeting</p> <p>There were no matters arising from the minutes of the meeting held on 28 July 2025.</p>	JB
5.	<p>Report on Funded Schemes</p> <p>The HLO updated Members on the schemes currently funded. The HLTL reminded the Panel of the direction that any scheme which could not be completed within two years had to be removed from the Programme. This direction applied to all of the LHP's across the county.</p> <p><u>LEPP 222030 – Traffic Calming Measures at the junction of Loughton Way with River Road</u></p> <p>The HLO advised that this scheme had only completed the Design stage, and that no further design or feasibilities could be started. Therefore, it was unlikely that this scheme would get completed.</p> <p>Cllr Vance was very disappointed with this and informed the Panel of a very serious accident that had happened at this site recently, which had left a pedestrian with very serious injuries following a seven-hour operation in hospital.</p> <p>The HLO stated that one of the major issues with this scheme was the need to move a postal box at the site, and this relied on Royal Mail to action. It was a historic postal box and there had to be a period of public consultation before it could be moved. There was no guarantee that it would be completed within the two-year timescale.</p> <p>The Chairman suggested that he could discuss with the Portfolio Holder about the possibility of this scheme being made a special case due to the recent road accident, and that contact be made with Royal Mail to ascertain the processes required to move the postal box, and the likely timescale for this to happen. The HLTL undertook to contact Royal Mail.</p> <p><u>LEPP 133015 – Footway at Hemnall Street, Epping</u></p> <p>The HLO advised that most of the land required for this scheme was owned by the Corporation of London (CoL), and it could be difficult to get the CoL to release the land within the next two years. Therefore, officers were recommending that this scheme be removed from the Programme.</p> <p>Cllr H Whitbread offered to hold discussions with the Chairman of the CoL, to see if there was a way of progressing this scheme. It was highlighted that a number of schoolchildren were now using Hemnall Street to walk to/from school.</p> <p>RESOLVED:</p>	JB

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	<p>(1) That the HLTL to confirm with Royal Mail the processes required to move the postal box at the junction of Loughton Way with River Road in relation to Scheme LEPP 222030, the likely timescale, and report back to the Panel.</p> <p>(2) That Cllr H Whitbread to discuss with the Chairman of the Corporation of London how the scheme to provide a new footway along Hemnall Street in Epping (LEPP 133015) could be provided and liaise directly with Officers.</p>	<p>DMC</p> <p>HWB</p>
6.	<p>Report on Schemes Awaiting Funding</p> <p>The HLO advised the Panel that the previously reported figure of £60,000 per Councillor to fund schemes in their division was a guideline, and that the Panel had to also consider what schemes, overall, deserved consideration.</p> <p>If the scheme for a footway at Hemnall Street was progressed then there would only be £20,000 left in the budget, but if both the schemes discussed earlier did not go ahead then there would be sufficient budget to fund the schemes for traffic calming measures at the junction of Rye Hill Road with London Road, and for speed humps at Smarts Lane in Loughton from the Schemes Awaiting Funding list. However, the scheme at Hemnall Street in Epping had been on the list for a few years; this might necessitate a second visit by the Design Team and a possible increase in the forecast budget.</p> <p>The Panel was reminded that any scheme requiring a validation exercise could not be progressed.</p> <p>The Chairman confirmed that all of the schemes on the Funded Schemes list would be progressed and completed, with the possible exception of the two schemes discussed earlier (LEPP 222030 and LEPP 133015). The Chairman also felt that it would be useful if a list of schemes that could be completed within the two-year deadline was distributed to the Panel.</p> <p>RESOLVED:</p> <p>(3) That a list of schemes that could be completed within the two-year period be circulated to the members of the Panel.</p>	<p>JB</p> <p>JB</p>
7.	<p>Any Other Business</p> <p>None.</p>	
8.	<p>Date of Next Meeting</p> <p>The next meeting of the Epping Forest District Local Highways Panel would be advised in due course.</p>	

DATE

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	Meeting finished 5.55pm	
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EPPING FOREST LOCAL HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

At the June/September 2025 Panel meeting 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 current position of all the schemes the Panel has recommended for inclusion in their two-year Rolling Programme of Works.

2025/26 Budget Summary		
LHP Funding		
1	LHP Budget	£524,400
2	LHP Scheme Funding recommendations 2025/26	£505,000
	Total	£19,400

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	£505,000	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	A113, Ongar Road, Abridge - Traffic management improvements	Request for signing and lining measures	Ongar and Rural	Lambourne CP	Traffic Management	Total Scheme	LEPP192004	£26,600	Installation of single bend warning signage be used on the approaches to each bend, as well as implementing a double solid centre line. It is also recommended that white reflective road studs be installed to accompany the proposed road markings.	Next FY
2	Smarts Lane, Loughton - Salt bin	Request for a salt bin	Buckhurst Hill and Loughton South	Loughton	Traffic Management	Total Scheme	LEPP212023	£800	Completed	Completed
3	Rye Hill Road Junction with London Road	Traffic Calming	Epping and Theydon Bois	North Weald Bassett CP	Traffic Management	Total Scheme	LEPP212044	£36,700	Review the signage either side of the junction and entry into the area's signage 50 metres either side. Replace if required. Provide hazard verge makers potentially. Provide yellow backed signage. Replace missing / damaged reflective road studs. Provide Yellow backed signage (including chevrons) and reline if required.	Next FY
4	Lucton Mews - Traffic Management	Signage to warn motor vehicles that there is a section of the road which is shared with pedestrians and vehicles	Loughton Central	Loughton CP	Traffic Management	Total Scheme	LEPP222004	£13,100	Completed	Completed
5	The Crescent j/w High Road - Salt Bin	Request for salt bin - The Crescent, Loughton	Buckhurst Hill and Loughton South	Loughton CP	Traffic Management	Total Scheme	LEPP222027	£800	Completed	Completed
6	Tycehurst Hill - Salt Bin	Request for salt bin Tycehurst Hill	Loughton Central	Loughton CP	Traffic Management	Total Scheme	LEPP222025	£800	Completed	Completed
7	Smarts Lane, Loughton - Speed humps	Repair/renewal of the speed humps at the northern end of Smarts Lane.	Buckhurst Hill and Loughton South	Loughton CP	Traffic Management	Total Scheme	LEPP222032	£30,300	Repair/renewal of several speed humps. Depth and location of underground services will need to be assessed when locating signage. Works to humps will require a temporary road closure.	Next FY

Funded Schemes 2025-26

Total Value of Schemes	£505,000	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
8	B181 Upland Road - Signage	Installation and update of signage and traffic calming signs	North Weald and Nazeing	Epping Upland CP	Traffic Management	Total Scheme	LEPP222033	£22,700	All SLOW carriageway markings along Uplands Road in both directions from its j/w High Road to B181 Epping Road to be refreshed. Design to make decision on which ones during the detailed design. install/update a number of traffic calming features around the area of Chamber Manor Farm. The edge of carriageway marking to be refreshed from its j/w High Road to the All Saints Church to alert drivers they're straying off the road and they can also help to protect verges on this narrow rural road. Design to make decision on the length during the detailed design. Install new verge marker post 500mm away from the carriageway outside Takeleys Manor Cottage, as you approach the bend. Delivery Nfy Q1	Next FY
9	Hoe Lane, Nazeing - signage	Traffic calming and signage review	North Weald and Nazeing	Nazeing CP	Traffic Management	Total Scheme	LEPP222035	£10,900	Installation of back-to-back horse warning signage at designated location	Q4
10	Connaught Avenue j/w Connaught Hill - Traffic Calming	Request for Traffic Calming -	Buckhurst Hill and Loughton South	Buckhurst Hill CP	Traffic Management	Total Scheme	LEPP222043	£26,600	Implementation of traffic calming suggestions as per the validation. Cats eyes, corner protection, signage, carriageway markings etc.	Next FY
11	Dobbs Weir Road	Implementation of new signage	North Weald and Nazeing	Roydon CP	Traffic Management	Total Scheme	LEPP212045	£26,900	Implementation of new/update of signage as per design recommendation.	Next FY
12	Synagogue, Borders Lane, Loughton - Bollards	An investigation into the possibility of having bollards installed on the grass verge outside the synagogue following advice from Essex police.	Loughton Central	Loughton CP	Traffic Management	Total Scheme	LEPP242007	£24,000	Completed	Completed

Funded Schemes 2025-26

Total Value of Schemes	£505,000	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
13	The Campus, Abbess Terrace, Redrow Estate, Loughton	An investigation into the possibility of signage to alert drivers that there are deaf children and adults using the Redrow Estate and the Murray Hall institution in Loughton.	Loughton Central	Loughton CP	Traffic Management	Total Scheme	LEPP242008	£12,400	Completed	Completed
14	Banks Lane/Mount Road, Theydon Mount - Traffic Calming	Investigation into traffic calming following requests via the Theydon Mount Parish Council	Ongar and Rural	Theydon Mount CP	Traffic Management	Total Scheme	LEPP242019	£21,400	Installation of a number of traffic calming features as set out in the validation. Signage, road markings etc.	Next FY
15	Hook Lane, Stapleford Abbots - Traffic Calming	Investigation into some form of traffic calming following reports from residents that drivers are not aware of the sharp bend near Blackbush Cottage	Ongar and Rural	Stapleford Abbots CP	Traffic Management	Total Scheme	LEPP242020	£22,600	Installing new bend ahead signs, flex master posts on the bends, refresh existing/new SLOW markings on bends, replacing worn signage, replace missing road narrow/priority working signage and vegetation clearance.	Next FY
16	Newmans Lane - Bus Stop Clearways	Request for Bus Stop Clearway Markings at four locations along Newmans Lane	Loughton Central	Loughton CP	Passenger Transport	Total Scheme	LEPP235001	£8,500	Implementation bus stop clearways as per detailed design. TRO Consultation planned	Next FY
17	Grange Crescent j/w Manor Road, Chigwell - Parking Layby	Feasibility study to review potential design options, likely impact of underground services/safety issues and scheme implementation costs.	Chigwell and Loughton Broadway	Chigwell CP	Traffic Management	Total Scheme	LEPP192041	£61,500	Implementation of measures as per the feasibility study. Trial holes required to ensure that proposal is feasible.	Next FY
18	Broomstick Hall Road - Zebra Crossing	Request for a Zebra crossing and measures	Waltham Abbey	Waltham Abbey CP	Walking	Implementation	LEPP203006	£158,400	Implementation of zebra crossing as per detailed design. TRO Consultation in progress. Due to finish 20/02/2026. Once order has been sealed works to be programmed for delivery during school summer holidays.	Next FY