

HARLOW EXTRAORDINARY LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Thursday 19 th June 2025
Time:	19:00 hrs
Venue:	Room CR1, Harlow Civic Centre
Chairman:	CC Member Clive Souter
Panel Members:	CC Member Mike Garnett (Vice Chairman), CC Member Andrew Johnson, CC Member Michael Hardware, HDC Member Kay Morrison, HDC Member David Carter, HDC Member Tony Edwards, HDC Member Maggie Hulcoop
Officers:	Sarah Tomlin – Highway Liaison Officer Daniel Maclean – Highway Liaison Team Leader David Sprunt - Transportation & Infrastructure Lead West Essex - ECC
Secretariat:	Adam Rees (HDC)

Page	Item	Subject	Lead	Paper
	1	Welcome and Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 – 4	3	Minutes of meeting held on 7 January 2025 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
	5	Presentation on First Avenue – Cycling Improvements	David Sprunt	Verbal
5 – 8	6	Report on Funded Schemes from 24/25 and Chair Panel Schemes from 24/25	Sarah Tomlin	Report 1
9 - 13	6	Report on Schemes Awaiting Funding	Sarah Tomlin	Report 2a 2b
	7	Any other business:	All	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL HELD ON

7 January 2025

7.00 - 7.57 pm

PRESENT

Committee Members

County Councillor Clive Souter, Harlow West (Chair)
County Councillor Andrew Johnson, Harlow South East
Councillor David Carter, Harlow District Council
Councillor Tony Edwards, Harlow District Council
Councillor Kay Morrison, Harlow District Council

Officers

Dean James, Operations Manager
Adam Rees, Senior Governance Support Officer
Sarah Tomlin, Highways Liaison Officer

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mike Garnett and Dan Maclean, Highways Liaison Team Leader.

19. MINUTES OF MEETING HELD ON 1 OCTOBER 2024 TO BE AGREED AS A CORRECT RECORD

Agreed.

20. MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING

Sarah Tomlin, Highways Liaison Officer, said she would be visiting Hobtoe Road in February.

It had been confirmed that the grass verges on Southern Way up to Bishopsfield were Harlow Council land. Dean James, Operations Manager, said he would look at the specific site. There was legislation that would enable no parking signs to be placed provided it could be demonstrated that the land was appropriately maintained.

Councillor Edwards would be sent the pack on bus shelters. Sarah Tomlin added that most of the bus shelters would be renewed as part of an Essex County Council programme. This would include some shelters that were owned by Harlow Council.

The Chair said he had spoken to Councillor Hardware about the installation of shopping signs, who believed they would be installed by the end of the month.

Sarah Tomlin explained that there was insufficient evidence to change the 30mph zone of Potter Street to 20mph. She was still waiting for validation of the scheme next to Tanys Dell School to be returned.

21. **REPORT ON FUNDED SCHEMES AND CHAIR PANEL SCHEMES**

Sarah Tomlin explained that although the Panel was currently £20,000 under budget, the cost of schemes was increasing and it was likely that the Panel would end up over budget. For example the dropped crossing at Waterhouse Moor took longer to complete because of a nearby development which caused workers to stop repeatedly.

Consultation had taken place on the one-way system at Canons Gate. As the majority of responses were against the change, it was agreed this would no longer be progressed.

Of the Chairs schemes, only the Passmores cycle scheme was being progressed.

22. **REPORT ON SCHEMES AWAITING FUNDING**

Sarah Tomlin said the Panel couldn't fund anymore schemes this year. She agreed to look at the Sustainable Transport Corridor (STC) being a future item and would ask whether the First Avenue Bus Shelter scheme could be included as part of the STC.

Sarah Tomlin said she would look at whether the signs installed on Malkin Drive had been installed by Essex Highways and would look at whether signs could be installed on Church Langley Way to prevent HGVs from trying to access the M11.

The Panel agreed to prioritise the following schemes for funding in 2025/26:

- i) Commonside Road – Traffic Calming – both sections (2 separate schemes at different stages)
- ii) Joyners Field – Dropped Kerb
- iii) Mallows Green – Barrier Removal or Amendment
- iv) Thurstons – No Through-Road Signs
- v) Southern Way – 40mph Speed Limit Enhancement
- vi) Passmores Cycle Route – Phase 2
- vii) First Avenue – Bus Shelter

Sarah Tomlin would ask maintenance about a missing priority working sign in Katherines and would chase regarding markings outside Tanys Dells School.

23. **ANY OTHER BUSINESS**

None.

24. **DATE OF NEXT MEETING**

25 March 2025 at 10am.

CHAIR OF THE PANEL

HARLOW HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the final position of all schemes which the Harlow Local Highway Panel recommended for inclusion in their 2024/25 programme. It also details those schemes that were funded in 2024/25 through Additional Funding and the Chairman's Panel.

2024/25 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2024/25	£101,000
2	Chairman's Panel Funded Schemes	£122,000
	Total	£223,000

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

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 2024-25

Total Value of Schemes	£99,300	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	Waterhouse Moor - Dropped crossings	Request for 2 pairs of dropped crossings down Waterhouse Moor	Harlow South East	Harlow	Walking	Total Scheme	LHAR163026	£17,300	Work completed 09/12/2024 - job significantly overran due to nearby building works which caused delays as the crew had to keep stopping work to allow building vehicles through the work site.	Completed
2	Commonside Road - Traffic calming improvements	Improvements to existing traffic calming features	Harlow West	Harlow	Traffic Management	Design	LHAR222003	£7,200	Completed.	Completed
3	Elmbridge, Harlow - Knee High Fence	Request to install knee high fence to protect the grassed area	Harlow North	Harlow	Traffic Management	Total Scheme	LHAR222004	£9,500	Works Completed - 23/07/2024	Completed
4	Canons Gate - One Way system	Request for a one-way system in Canons Gate to assist traffic flow and improve safety	Harlow West	Harlow	Traffic Management	Design	LHAR222010	£8,400	Scheme cancelled due to objections received as part of public consultation.	Cancelled
5	Hobtoe Road - verge protection measures	Hobtoe Road (in front of properties 1 - 13 Canons Gate) - wooden fence to prevent verge overrun	Harlow West	Harlow	Traffic Management	Total Scheme	LHAR222013	£11,700	Completed 18/07/2024	Completed
6	Great Leylands - Knee High Railing or bollards to protect grass area from parking	Over the last few months several residents have taken to driving up and parking on the grass verge area in Great Leylands. This looks unsightly and will cause damage in the winter months - properties in this road all have driveways and there is on-street parking available too. Residents have contacted Cllr Johnson to request railings to protect the grass area	Harlow South East	Harlow	Traffic Management	Total Scheme	LHAR232000	£23,600	Scheme cancelled.	Cancelled

Funded Schemes 2024-25

Total Value of Schemes	£99,300	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
7	Hare Street Springs - pedestrian dropped kerb in the vicinity of number 82	Pedestrian Dropped Kerb	Harlow West	Harlow	Walking	Total Scheme	LHAR233000	£18,500	Work Completed	Completed
8	Sunnycroft / Wharley Hook - Traffic Calming	Parking restrictions at the junction to improve safety for traffic exiting	Harlow South East	Harlow	Traffic Management	Implementation	LHAR222015	£3,100	Completed in November 2024	Completed

Chairs Panel Schemes

Total Value of Schemes	£122,000	Funded	£122,000	Not Funded	£0
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Completed	Update	Cancelled
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Ref	Scheme name	Description	LHP Area	Division	Parish	Scheme Category	Scheme stage	Cost Code	Estimated Cost	Comments	Est Completion	Funded
1	Passmores Cycle Route - Implementation - Phase 1	Cycle routes need improving, some do not connect	Harlow	Harlow West (Harlow)	Harlow	Cycling	Implementation	LHAR164001	£122,000	Works completed 25/02/2025	Completed	Yes

HARLOW 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 works, for which a total funding of **£366,000** has been agreed for the Harlow LHP.

To assist the Panel in making the funding decisions, the Schemes Awaiting Funding List has now been divided into two distinct reports:

Report 2A: Priority Schemes List – This report details schemes that have completed the design phase and are ready for immediate implementation.

Report 2B: Schemes Awaiting Funding List – This report encompasses all other schemes currently awaiting funding.

Panel members are advised to prioritise funding recommendations from Report 2A in the first instance. Then Panel Members can then make funding recommendations From Report 2-B up to the total value of their capital budget, it is recommended that Approx 10% [£36,000] is held back as a contingency.

Upon receipt of the scheme recommendations, a comprehensive programme will be developed, outlining delivery timelines for each selected scheme. An update on this programme, covering both financial years, will be presented at the next LHP meeting.

It should be noted that due to the LHP no longer validating new scheme requests, Report 2-B exclusively contains schemes that have undergone prior validation.

Please note that as the Chairmen's Panel will not convene during the 2025/26 financial year, schemes previously awaiting funding decisions have now reverted to the LHP's Schemes Awaiting Funding List.

HARLOW LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £505,600.

Ref.No.	Scheme Type	Scheme Costs	
		Priority Schemes List	Schemes Awaiting Funding List
1	Traffic Management	£66,400	£70,600
2	Walking	£0	£158,200
3	Cycling	£210,400	£0
4	Passenger Transport	£0	£0
5	Public Rights of Way	£0	£0
6	Total	£276,800	£228,800

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

Harlow Report 2a

IMPLEMENTATION				
LHP Code	Project Name	District	Works Description Taken from the Panel Commission	Est. Budget Required for 2025/26 (Rounded to Nearest £100)
LHAR222003	Commonside Road - Traffic calming improvements	Harlow	Improvements to existing traffic calming features	£66,400

DESIGN & IMPLEMENTATION				
LHP Code	Project Name	District	Works Description Taken from the Panel Commission	Est. Budget Required for 2025/26 (Rounded to Nearest £100)
LHAR162014	Passmores Cycle route - Phase 2	Harlow	Phase 2 of cycle route scheme (phase 1 delivered in 2024/25)	£210,400.00

Schemes Awaiting Funding

Walking

Total Value of schemes	£158,200
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Church Langley Way - Safety Remedials Required to previously installed LHP scheme	Remedial works required to existing LHP installation - scheme ref: LHAR192001 - safety remedials to the crossing are required, including removal of some railings and other measures following a stage 3 safety audit	Harlow South East	Harlow	Total Scheme	LHAR192001	£9,000	Panel had previously indicated they did not wish to fund this scheme.	G
2	Finchmoor - Dropped crossings	Request for additional dropped crossings down Finchmoor	Harlow West	Harlow	Total Scheme	LHAR163028	£50,700	Dropped crossings can be implemented. New estimate provided valid from April 2025	G
3	Miles Close junction with Herbert's - Dropped crossings.	1 pair of dropped crossings	Harlow West	Harlow	Total Scheme	LHAR163004	£17,200	Dropped crossings can be implemented. Updated costs requested from Design Team. New estimate provided valid from April 2025	G
4	Ryecroft jct with Cannons Brook - Dropped crossing	Dropped crossing at the junction to better facilitate the mobility impaired	Harlow West	Harlow	Total Scheme	LHAR213008	£20,500	The validation recommends progressing dropped kerbs and possible bollards where vehicles are parking. New estimate provided valid from April 2025	G
5	Three Horseshoes Road junction with Jerounds - Pedestrian Dropped Kerb	Pedestrian dropped kerb for Jerounds junction of Three Horseshoes Road	Harlow West	Harlow	Total Scheme	LHAR233001	£18,000	Validation recommends total scheme but mentions that crossing may have to be located down from the junction due to the position of a fire hydrant at this point in the road.	G
6	Mallows Green - remote footpath - Barrier removal or amendment	Remove one barrier from set of staggered barriers so that a mobility scooter user can access an adjacent cycling facility	Harlow West	Harlow	Total Scheme	LHAR243001	£9,900	Validation recommends total scheme to amend the barriers to allow access for the disabled resident - New estimate provided valid from April 2025	G
7	Joyners Field - Dropped Kerb adjacent to 8	Dropped kerb to allow disabled resident to cross service road between 8 and 7	Harlow West	Harlow	Total Scheme	LHAR243002	£32,900	Validation recommends Total Scheme - cost includes dropped crossing, resurfacing of an adjoining footway and knee-high fencing of a verge adjacent to the site. It is possible the footway will be repaired via a Member-Led initiative.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£70,600
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	First Avenue - Vehicular access to the skatepark	Vehicular access to the skatepark from First Avenue where Harlow District Council are making improvements for emergency vehicles	Harlow North	Harlow	Total Scheme	LHAR212005	£19,000	Validation recommends removing the PGR and installing a vehicle access. Harlow District Council may wish to install a lockable bollard to prevent unauthorised access if this scheme is approved. New estimate provided valid from April 2025	G
2	Malkin Drive, Church Langley	Request for No Through Road or signage to prevent HGV use - HGV's trying to reach the M11.	Harlow South East	Harlow	Total Scheme	LHAR222007	£7,500	Design Team recommends Unsuitable for HGV's and No Through Road Signs are installed.	G
3	Church Langley Way - HGV signs	Upgrade existing signage stating no access to M11 or industrial parks	Harlow South East	Harlow	Total Scheme	LHAR222018	£18,000	We can replace the existing signage on Church Langley Way with signs which are in the correct format, in addition on the approach along the A414 a new directional sign at the roundabout can be introduced to further reinforce the message that access to the M11 is to carry on straight ahead and not towards Church Langley.	G
4	Thurstans, Harlow - no through road signs	HGV's entering into no through road and cannot turn around easily and get out again	Harlow West	Harlow	Total Scheme	LHAR222017	£9,800	Validations recommends total scheme. New estimate provided valid from April 2025	G
5	School Keep Clear Markings for Katherines Primary School, Brookside, Harlow	School Keep Clear Markings for Katherines Primary School, Brookside, Harlow	Harlow West	Harlow	Total Scheme	LHAR242012	£16,300	Validation recommends School Keep Clear markings are installed in conjunction with double red lines to prevent parking. The scheme will also include installation of Pedestrian Guard Rail at the school entrance.	G