

HARLOW LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Tuesday 21 st October 2025
Time:	10:00 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
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 19 June 2025 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
5- 7	5	Report on funded schemes 25 - 27	Sarah Tomlin	Report 1
8 - 10	6	Report on Schemes Awaiting Funding	Sarah Tomlin	Report 2
	7	Any other business:	All	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL HELD ON

19 June 2025

7.00 - 8.36 pm

PRESENT

Committee Members

County Councillor Clive Souter, Harlow West (Chair)
County Councillor Mike Garnett, Harlow North (Vice-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

Daniel MacLean, Highways Liaison Officer, Essex County Council
Adam Rees, Senior Governance Support Officer
David Sprunt, Principal Area Transportation Co-ordinator, Essex County Council
Sarah Tomlin, Highways Liaison Officer, Essex County Council

Other Members

Councillor Paul Jago
Councillor Nicky Purse

1. PRESENTATION ON FIRST AVENUE - CYCLING IMPROVEMENTS

David Sprunt, Transportation and Infrastructure Lead West Essex – Essex County Council, gave a presentation on cycling improvements on First Avenue. A copy of the presentation is appended to the minutes.

In response to questions, David Sprunt said that the crossings were positioned to meet government guidance, as well as matching the desire paths of residents.

There would be other works along First Avenue as part of the sustainable transport corridor. These would help address wider safety concerns.

2. WELCOMES AND INTRODUCTIONS

The Chairman welcomed all attendees to the meeting and invited Councillors and Officers to introduce themselves.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Michael Hardware and Maggie Hulcoop.

4. **MINUTES OF MEETING HELD ON 7 JANUARY 2025 TO BE AGREED AS A CORRECT RECORD**

Agreed.

5. **MATTERS ARISING FROM MINUTES OF PREVIOUS MEETING**

None.

6. **PUBLIC SPEAKING**

Councillor Purse spoke on behalf of residents at Potter Street. She said that the safety concerns of residents had not been addressed over several years, even though the issues had been considered urgent.

It was explained that the Highways Panel could no longer accept new schemes for validation. There would be a two year rolling programme, but this had a limited budget and the improvements to Potter Street couldn't be financed at the moment through the Panel.

It was agreed that the Chair would speak to the Cabinet member about how the improvements could be funded outside of the Panel. The Chair also said that he would take his Highways Buddy to Potter Street so they could see the issues.

Councillor Purse would send Councillor Johnson a list of maintenance issues on Potter Street.

7. **REPORT ON FUNDED SCHEMES FROM 24/25 AND CHAIR PANEL SCHEMES FROM 24/25**

The report was noted.

8. **REPORT ON SCHEMES AWAITING FUNDING**

The Panel received a report on schemes awaiting funding.

RESOLVED that:

A The following schemes be funded:

- i) Commonside Road – Implementation of Traffic Calming Improvements - £66,400
- ii) Passmore Phase 2 - Implementation of Cycle Route Improvements - £210,400
- iii) Three Horseshoes Road – Dropped Crossing - £18,000
- iv) Mallows Green – Barrier Amendment - £9,900
- v) Joyners Field – Dropped Kerb - £32,900
- vi) Church Langley Way – HGV Signs - £18,000
- vii) Thurstans – No Entry Signage - £9,800

- viii) Brookside – School Keep Clear for Katherines Primary School - £16,300

B The following schemes have been removed from the list be considered out of scope for 2025/26 and 2026/27.

- i) Abercrombie Way/Southern Way – Dropped Crossing £74,500
- ii) Altham Grove – Pedestrian Route – Dropped Crossings – Design - £7,500
- iii) First Avenue – Bus Shelter - £42,600
- iv) A414 Church Langley Bus Lane Improvements – Feasibility - £10,500
- v) Potter Street – Traffic Calming Improvements to existing 20 mph zone £165,000
- vi) Tillwicks Road – Verge Protection Measures - £27,300
- vii) Moorfields – Parking Bay Markings - £9,300
- viii) Paringdon Road – Traffic Calming Improvements - £219,000
- ix) Southern Way – 40mph Speed Limit Enhancement – Feasibility - £8,300
- x) Upper Park – Parking Provision - Feasibility - £9,800
- xi) Commonside Road – South-west section from Tysea Road to Paringdon Road – Traffic Calming – Feasibility - £7,500
- xii) Joyners Field – Parking Improvements - Feasibility - £9,000
- xiii) Maddox Road – Layby Improvements – Design - £5,300
- xiv) Altham Grove – Yellow Box and Parking Restrictions – Design - £6,300
- xv) Westfield/Tendring Road – Echelon Parking Conversion of grass verge – Design - £7,500

9. **ANY OTHER BUSINESS**

None.

10. **DATE OF NEXT MEETING**

A meeting would be arranged for October 2025.

CHAIR OF THE PANEL

HARLOW LOCAL HIGHWAY PANEL

REPORT 1 - FUNDED SCHEMES LIST

At the June 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 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	£366,000
2	LHP Scheme Funding Recommendations following June 2025 Panel	£352,500
Remaining budget to allocate		£13,500

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

Total is less the £30,000 contribution from HDC for Passmores Cyle Way - actual total spend = £352,500

Total Value of Schemes	£382,500	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	Thurstans, Harlow - no through road signs	No through road signs for Thurstans, Harlow	Harlow West	Harlow	Traffic Management	Total Scheme	LHAR222017	£10,000	Funded at June Panel. Job pack is with DD team to be completed.	Q3
2	Church Langley Way - HGV signs	Upgrade existing signage stating no access to M11 or industrial parks	Harlow South East	Harlow	Traffic Management	Total Scheme	LHAR222018	£18,000	Funded at June Panel Meeting. Scheme design currently with Road Safety awaiting assessment.	Q4
3	Three Horseshoes Road junction with Linford End and entrance to cycleway- Pedestrian Dropped Kerb	Three Horseshoes Road junction with Linford End and entrance to cycleway- Pedestrian Dropped Kerb	Harlow West	Harlow	Walking	Total Scheme	LHAR233001	£18,000	Design is with Road Safety for assessment.	Q4
4	Passmores Cycle Route - Implementation - Phase 2	Cycle Route Improvement	Harlow West	Harlow	Cycling	Total Scheme	LHAR164001	£210,500	Funded at June Meeting. There are potential issues with land ownership at the northern end. Due for completion in year 2.	Next FY
5	Mallows Green - remote footpath - Barrier removal or amendment	Amend barriers so that a mobility scooter user can access an adjacent cycling facility	Harlow West	Harlow	Walking	Total Scheme	LHAR243001	£10,000	Scheme funded at June Panel meeting. Design is with Road Safety.	Q4
6	Joyners Field - Dropped Kerb adjacent to 8	Dropped kerb to allow disabled resident to cross service road between 8 and 7	Harlow West	Harlow	Walking	Total Scheme	LHAR243002	£33,000	Design is with Team Leader for checking, then requires Road Safety assessment.	Q4
7	School Keep Clear Markings for Katherines Primary School, Brookside, Harlow	School Keep Clear Markings for Katherines Primary School, Brookside, Harlow	Harlow West	Harlow	Traffic Management	Total Scheme	LHAR242012	£16,500	Funded at June Panel meeting. Design is with Road Safety for assessment. A TRO is needed and therefore there is the possibility of objections. If there are no objections the scheme can be completed more quickly, but on the basis that there may be objections this scheme has been given a completion date in year 2.	Next FY

Funded Schemes 2025-26

Total is less the £30,000 contribution from HDC for Passmores Cyle Way - actual total spend = £352,500

Total Value of Schemes	£382,500	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	Implementation - Commonside Road - Improvements to existing traffic calming features	Improvements to existing traffic calming features	Harlow West	Harlow	Traffic Management	Implementation	LHAR222003	£66,500	Funded at June Panel. Design work completed and with Team Leader for checking. A TRO is required.	Next FY

HARLOW LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

Following a review of the LHP process, the allocation of the LHP capital budget has been 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.

Following the June 2025 Panel meeting scheme funding recommendations to the value of £352,500 have been made. As such there remains £13,500 for the Panel to make further scheme funding recommendations.

Due to the associated abortive costs, only schemes that can be delivered by the end of the 2026/27 financial year can be commissioned. The Panel are asked not to recommend funding towards Design Only Schemes or Feasibility Studies and as such any Design Only or Feasibility Study scheme is not included in the report.

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £129,400.

Scheme Type	Scheme Costs
	Total
Traffic Management	£26,500
Walking	£102,900
Cycling	£0
Passenger Transport	£0
Public Rights of Way	£0
Total	£129,400

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

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£26,500
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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

Schemes Awaiting Funding

Walking

Total Value of schemes	£102,900
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	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
2	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
3	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
4	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	£14,500	Updated quote to be provided by Design Team. Some of the lining issues will be dealt with as a request to Direct Delivery and it is hoped that the VAS can be repaired through ITS funding available.	G