

## BRENTWOOD LOCAL HIGHWAYS PANEL MEETING AGENDA

<b>Date:</b>	Monday 3rd <sup>th</sup> November 2025
<b>Time:</b>	09:30 am – 10:30 am
<b>Venue:</b>	Online Teams Meeting
<b>Chairman:</b>	CC Louise McKinlay
<b>Panel Members:</b>	CC Lesley Wagland (Vice Chair), CC Barry Aspinell, CC Andy Wiles
<b>Officers:</b>	Collette Jackson – Highway Liaison Officer (EH) Dan Maclean – Highway Liaison Officer Team Leader (EH)
<b>Secretariat:</b>	None appointed – HLO to take basic notes of actions

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 - 3	3	Notes and actions taken on the meeting on 15th September 2025 agreed as correct	Chairman	Verbal
	4	Matters arising from actions of previous meeting	Chairman	Verbal
4 - 6	5	Report on Funded Schemes 2025/26	Collette Jackson	Report 1
7 - 11	6	Report on Schemes Awaiting Funding	Collette Jackson	Report 2
	7	Any other business	Chairman	Verbal
	8	Date of next meeting TBC	Chairman	Verbal

- Any member of the public wishing to attend the Brentwood Local Highways Panel (LHP) must arrange a formal invitation from the Chairman no later than 1 week prior to the meeting.
- Any public questions should be submitted to the Highway Liaison Officer no later than 1 week before the LHP meeting date; [Daniel.Maclean@essexhighways.org](mailto:Daniel.Maclean@essexhighways.org)

**BRENTWOOD LOCAL HIGHWAYS PANEL NOTES –  
MONDAY 3<sup>RD</sup> NOVEMBER 2025 AT 9:30AM – 10:30AM.**

<b>Chairman:</b>	CC Louise McKinlay (ECC)
<b>Panel Members:</b>	Cllr Lesley Wagland CC (Vice Chair), CC Barry Aspinell, CC Andy Wiles
<b>Officers</b>	Collette Jackson- Highway Liaison Officer for Brentwood
<b>Secretariat:</b>	No Secretariat available to minute this meeting: Notes taken by CJ.

Item		Owner
1.	<b>Welcome and Introductions:</b>  The Chair welcomed all to the meeting and all other attendees gave an introduction of themselves.	<b>Verbal</b>
2.	<b>Apologies for absence:</b>  Cllr Andy Wiles. Cllr Aspinell	<b>Verbal</b>
3.	<b>Notes of meeting held:</b>  Notes taken at the meeting Monday 3rd <sup>th</sup> November 2025 agreed as correct	<b>Verbal</b>
4.	<b>Matters arising from minutes of previous meeting:</b>  None	
5.	<b>Schemes Awaiting Funding:</b>  <b>The Panel reviewed and approved funding for the following schemes:</b>  Item 2, page 8 - LBRE212019, Horseman Side, Navestock, Traffic Management Improvements, Allocated Budget: £17,600.  Item 1, page 10 - LBRE233004 – High Street, Ingatestone Zebra Crossing Upgrade, Allocated Budget: £32,600.  <b>The following scheme was retained for further consideration or future funding:</b>  LBRE222010 – Coxtie Green Road / Chequers Road, Brentwood, Traffic Management Improvements, £13,100.	<b>CJ</b>

	<p><b>The Panel agreed to remove the following schemes as they did not meet the updated Local Highway Panel (LHP) criteria:</b></p> <p>LBRE208001 – PROW 223, Mill Green Road, Fryerning, Horse Gates.</p> <p>LBRE212011 – Coxtie Green Road JW Gilstead Hall, South Weald, Signage.</p> <p>LBRE242006 – Nine Ashes Road, Stondon Massy, Ingatestone Traffic Management Improvements.</p>	
8.	<p><b>Date of next meeting.</b></p> <p>TBC</p>	

# BRENTWOOD HIGHWAY PANEL

## REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the position of all schemes which the Basildon Local Highway Panel recommended for inclusion in their 2025/26 programme.

2025/26 Budget Summary		
LHP Funding		
1	LHP Scheme Funding recommendations 2025/26	£254,100
2	LHP budget remaining for 2026/27	£83,100
	<b>Total</b>	<b>£337,200</b>

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 2025-26

Total Value of Schemes	£254,100	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	Horseman Side, Navestock - Traffic Management Improvements	Request for a review of the existing signage and road markings	Brentwood Rural	Navestock CP	Traffic Management	Total Scheme	LBRE212019	£17,600		TBC
2	Ongar Road/ Hulletts Lane, Pilgrims Hatch, Brentwood - Signage	Entrance improvements for residents that in Hulletts Lane, Brentwood	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE222020	£12,400	Works planned for 2026/27 - Quarter 1.	Next FY
3	Chelmsford Road, Brentwood - Steps Safety Improvements	Upgrade to the steps (if required) and erect support railings to provide safer passage for elderly residents.	Brentwood North	Brentwood Unparished	Walking	Total Scheme	LBRE223023	£13,500		Q4
4	Hazelwood Gardens, Brentwood, Knee rail fencing	Request for the implementation of wooden bollards	Brentwood North	Brentwood Unparished	Traffic Management	Total Scheme	LBRE232023	£35,900		Q4

## Funded Schemes 2025-26

Total Value of Schemes	£254,100	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
5	Ingatestone High Street B1002 - Traffic Calming	Request for HGV restrictions and Traffic Calming measures	Brentwood Rural	Ingatestone and Fryerning CP	Traffic Management	Total Scheme	LBRE232026	£36,700	<p>At the request of Cllr Wagland, Essex Highways has reviewed the proposal to introduce a weight restriction on Ingatestone High Street. Unfortunately, the scheme cannot proceed due to the following key issues:</p> <p><b>High Costs:</b> The required survey and signage would exceed the available budget.</p> <p><b>Business Impact:</b> Local businesses may be negatively affected due to delivery restrictions.</p> <p><b>Funding Rules:</b> Current rules prohibit spending on surveys unless a deliverable scheme is guaranteed.</p> <p><b>Programme Deadlines:</b> All schemes must be completed by March 2027, and this proposal is unlikely to meet that timeline.</p> <p>As a result, the recommendation is to cancel the scheme and reallocate funds to more feasible projects that can be delivered within the current programme.</p>	Cancelled
6	Middleton Hall Lane - Signage	Request for safety improvements	Brentwood	Brentwood South	Walking	Total Scheme	LBRE233002	£10,900		Q4
7	High Street, Ingatestone Zebra Crossing upgrade	Request to assess the current crossing to improve visibility and promote more driver awareness as there is not another safe crossing point along this road	Brentwood Rural	Ingatestone and Fryerning CP	Walking	Total Scheme	LBRE233004	£32,600		TBC
8	Fairfield Road, Brentwood - Signage	No through road sign	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242010	£9,800		Q4

## Funded Schemes 2025-26

Total Value of Schemes	£254,100	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
9	Hanging Hill Lane, Hutton - Footway improvements	Footway improvements - tactile paving Additional signage if recommended.	Brentwood Hutton	Brentwood Unparished	Walking	Total Scheme	LBRE243002	£16,700		Q4
10	Hutton Village, Hutton - Speed limit reduction	Request for a speed limit reduction and signage	Brentwood Hutton	Brentwood Unparished	Traffic Management	Total Scheme	LBRE242013	£23,600	Works for the Hutton Village, speed limit reduction are currently planned for Quarter 2 of the 2026/27 financial year.  Following a request from Cllr McKinlay, The HLO has formally asked the design team to review the current programme and assess whether any existing schemes can be moved to accommodate this scheme, now that the CMA is complete.  Confirmation on whether this scheme can be brought forward will be provided to the Panel in due course.	Next FY
11	Crown Street, Brentwood High Street - Signage	Request for 'no entry' carriageway road markings	Brentwood South	Brentwood Unparished	Traffic Management	Total Scheme	LBRE253002	£10,400		Q4
12	Wigley Bush Lane, South Weald - Traffic management improvements	Signing, lining and vegetation clearance	Brentwood Rural	Brentwood Unparished	Traffic Management	Implementation	LBRE212013	£51,600		Q3

## BRENTWOOD 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 £337,200 has been agreed for the Brentwood LHP.

Following the November 2025 Panel meeting scheme funding recommendations to the value of £254,100 have been made. As such there remains £83,100 for the Panel to make further scheme requests for funding recommendations against.

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.

The Schemes Awaiting Funding, as summarised below, have an estimated total cost of £13,100.

Ref.No.	Scheme Type	Scheme Costs	
		Total Schemes	Total
1	Traffic Management	£13,100	£13,100
4	Total	£13,100	£13,100

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	£13,100
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Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Coxtie Green Road / Chequers Road, Brentwood - Traffic management improvements	Request to restrict HGVs from using the southern end of Coxtie Green Lane	Brentwood Rural	Brentwood Unparished	Total Scheme	LBRE222010	£13,100	Validation findings support this measure and recommend the installation of new warning signage stating: "Unsuitable for Heavy Goods Vehicles" to discourage inappropriate vehicle use and improve overall traffic management in the area.	G