

UTTLESFORD LOCAL HIGHWAYS PANEL MEETING AGENDA

Date:	Monday 29 th September 2025
Time:	14:00
Venue:	Online Microsoft Teams Call
Chairman:	CC Member Ray Gooding
Panel Members:	CC Member Susan Barker, CC Member Martin Foley, CC Member Paul Gadd
Officers:	Essex Highways – Daniel Maclean, Highway Liaison Team Leader Essex Highways – Sarah Tomlin, Highway Liaison Officer

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence	Chairman	Verbal
2 - 3	3	Action log of meeting held on 25 th June 2025 to be agreed as a correct record	Chairman	Verbal
	4	Matters arising from minutes of previous meeting	Chairman	Verbal
4 - 6	5	Report on Funded Schemes	Sarah Tomlin	Report 1
7- 12	6	Report on Schemes Awaiting Funding	Sarah Tomlin	Report 2
	7	Any other business	All	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal

- ✚ Any member of the public wishing to attend the Uttlesford 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; sarah.tomlin@essexhighways.org

Uttlesford LHP Meeting – Action Log

Date: Wednesday 25th June 2025

Time: 10:30– 11:28

Venue: Video Conference Call

Chairman: CC Member Ray Gooding

Panel Members: CC Member Susan Barker, CC Member Martin Foley

Officers: Essex Highways – Daniel Maclean, Highway Liaison Team Leader (DM), Essex Highways – Sarah Tomlin, Highway Liaison Officer, Essex Highways (ST)

Guest Speakers – None

1. Welcome & Introductions

The Chair welcomed the Panel.

2. Apologies for Absence

Apologies received from Cllr Paul Gadd

3. Action Log from the previous meeting

Reviewed all actions completed

4. Matters arising from minutes of previous meeting

None

5. Opportunity for Public Questions

None

6. Report on Schemes Awaiting Funding

The following schemes were selected for funding by the panel:

LUTT212018 – High Street, Little Chesterford – 20mph Speed Limit – Total scheme

LUTT212013 – Patmore End, Ugley – Quite Lane – Total Scheme

LUTT212024 – Newbiggen Street, Thaxted – Parking – Total Scheme

LUTT222015 – Dunmow Road, Leaden Roding – Traffic Calming – Implementation

LUTT202024 – Ongar Road, Great Dunmow – 40mph buffer – Implementation

LUTT222013 – Parsonage Road, Takeley – Speed Control – Implementation

LUTT212012 – High Roding Village – Traffic Calming – Total Scheme

LUTT222035 – Parsonage Road, Takeley – Red Parking Lines – Total Scheme

LUTT232012 – Sawbridgeworth Road, Little Hallingbury – School – Total Scheme

LUTT222004 – Springhill, Widdington – Traffic Calming – Total Scheme

LUTT242012 – Middle Street, Clavering – Ford Signage – Total Scheme

LUTT243006 – Henham Road, Debden Green – Ped Signage – Total Scheme

ST to meet with Cllr Gadd separately so that 2 schemes in Saffron Walden division can be selected for funding from the short list of total schemes

7. Any other business

None

8. Date of next meeting:
TBC

The meeting closed 1128hrs

UTTLESFORD 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	£354,000
2	LHP Scheme Funding Recommendations following June 2025 Panel	£272,700
Remaining budget to allocate		£81,300

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 Value of Schemes	£294,500
------------------------	-----------------

Completed	Update	Cancelled
-----------	--------	-----------

less £21,800 as MAG are paying for Parsonage Road - actual total = £272,700

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	High Roding village - Traffic calming	Traffic calming measures throughout the village including village gateways.	Dunmow	High Roothing CP	Traffic Management	Total Scheme	LUTT212012	£20,600	Due for completed Year 1 quarter 4 - Parish Council to submit license paperwork once design work is complete.	Q4
2	Parsonage Road, Takeley - Red Parking Lines	Red Parking Lines - Parsonage Road, Takeley	Dunmow	Takeley CP	Traffic Management	Total Scheme	LUTT222035	£21,800	Due to be completed Year 2 quarter 2 - waiting for information from NEPP around enforcement.	Next FY
3	School Safety - Sawbridgeworth Road, Little Hallingbury	School warning triangles for new school site at Mission Hall - White Trees School	Dunmow	Little Hallingbury CP	Traffic Management	Total Scheme	LUTT232012	£17,900	Due to be completed year 1 quarter 4	Q4
4	Thaxted Road, Saffron Walden - Pedestrian Dropped Kerb	Zebra crossing south of the junction with Victoria Avenue	Saffron Walden	Saffron Walden CP	Walking	Total Scheme	LUTT213004	£15,700	Due to be completed year 1 quarter 4	Q4
5	Ashdon Road, Saffron Walden - Pedestrian Dropped Kerb	Zebra crossing between Highfields and Chaters Hill - crossing point	Saffron Walden	Saffron Walden CP	Walking	Total Scheme	LUTT203007	£15,700	Due to be completed Year 1 quarter 4	Q4
6	Springhill, Widdington - Traffic calming measures	Traffic calming measures to protect pedestrians in the residential areas where there is no footway	Stansted	Widdington CP	Traffic Management	Total Scheme	LUTT222004	£15,600	Due to be completed Year 1 quarter 4	Q4
7	Middle Street / Plantation Hill, Clavering - Warnings Signs for the Ford	Warning Signage for the Ford	Stansted	Clavering CP	Traffic Management	Total Scheme	LUTT242012	£25,400	Due to be completed Year 2 quarter 1	Next FY
8	Implementation of Quiet Lane for Patmore End, Ugley	Implementation of Quiet Lane for Patmore End, Ugley	Stansted	Ugley CP	Traffic Management	Total Scheme	LUTT212013	£16,900	Due to be completed Year 2 quarter 2. Will need public consultation.	Next FY

Funded Schemes 2025-26

Total Value of Schemes	£294,500
------------------------	-----------------

Completed	Update	Cancelled
-----------	--------	-----------

less £21,800 as MAG are paying for Parsonage Road - actual total = £272,700

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
9	Implementation - 20mph Speed Limit - High Street, Little Chesterford	Implementation of 20mph Speed Limit in High Street, Little Chesterford designed in 24/25	Saffron Walden	Little Chesterford CP	Traffic Management	Total Scheme	LUTT212018	£36,200	CMA had been drafted but requires amendments due to LGR. Due to be completed Year 2 quarter 2	Next FY
10	Parking Scheme for Newbiggen Street, Thaxted	Parking Improvement scheme for Newbiggen Street	Thaxted	Thaxted CP	Traffic Management	Total Scheme	LUTT212024	£29,500	Due for completion Year 2 quarter 2	Next FY
11	Henham Road, Debden Green - Pedestrians Warning Signage	Henham Road, Debden Green - Pedestrians Warning Signage	Thaxted	Debden CP	Walking	Total Scheme	LUTT243006	£16,300	Due to be completed year 2 quarter 1	Next FY
12	Implementation of Speed Control Measures in Dunmow Road, Leaden Roding	Implementation of Speed Control Measures in Dunmow Road, Leaden Roding	Dunmow	Leaden Roding CP	Traffic Management	Implementation	LUTT222015	£24,100	Due to be completed Year 1 quarter 3	Q3
13	Implementation of Speed Control Measures at High House Nursery, Parsonage Road, Takeley	Implementation of Speed Control Measures at High House Nursery, Parsonage Road, Takeley	Dunmow	Takeley CP	Traffic Management	Implementation	LUTT222013	£17,700	Due to be completed Year 1 quarter 3 - programmed for October.	Q3
14	Implementation of 40mph buffer speed limit in Ongar Road, Dunmow	Implementation of 40mph buffer speed limit in Ongar Road, Dunmow - designed in 2024/25	Dunmow	Great Dunmow CP	Traffic Management	Implementation	LUTT202024	£21,100	To be completed year 1 quarter 4	Q4

UTTLESFORD 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 £354,000 has been agreed for the Uttlesford LHP.

Following the June 2025 Panel meeting scheme funding recommendations to the value of £272,700 have been made. As such there remains £81,300 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 £404,000.

Scheme Type	Scheme Costs
	Total
Traffic Management	£361,600
Walking	£29,900
Cycling	£0
Passenger Transport	£0
Public Rights of Way	£12,500
Total	£404,000

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

Public Rights of Way

Total Value of schemes	£12,500
-------------------------------	----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Jollyboys Lane South - warning signs	Concerns regarding vehicular traffic travelling too fast along the byway and not being aware of children and horseriders	Thaxted	Felsted CP	Total Scheme	LUTT238000	£12,500	Validation shared with Cllr Foley 26/06/2024. Can be delivered as a total scheme in 25/26 if the panel choose to fund. This scheme scored 14 on the prioritization matrix and is AMBER.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£361,600
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Chelmsford Road, Hatfield Heath - review of existing speed signage	Review of existing speed signage	Dunmow	Hatfield Heath CP	Total Scheme	LUTT202017	£14,700	Validation recommends review of existing speed signage, vegetation removal and consideration to amend existing repeater plates with larger signs and potentially introduce additional signage. Scheme scored 14 on the scheme priority matrix.	G
2	Margaret Roding parish - Speed limit reductions	Speed limit reductions throughout the extents of the parish	Dunmow	Margaret Roding CP	Total Scheme	LUTT202028	£17,900	Validation recommends TOTAL SCHEME - Speed limit cannot be reduced to 30mph as Speed Strategy is not met, but we can undertake a review of the existing signage and potentially increase the number of repeater signs, cut back vegetation, consider additional SLOW markings and maintain what is already present on site.	G
3	Bacon End Road, Great Canfield - Measures to deter HGV use	Measures to deter HGV movements on the narrow part of the lane	Dunmow	Great Canfield CP	Total Scheme	LUTT212003	£16,200	Validation recommends review existing Unsuitable for HGV signage, junction warning signs and any other signage in the vicinity of Bacon End for location, condition and visibility. Consider introducing new black/white lorry directional signage on the B184 and at the Industrial estate accesses on High Cross Lane. Shared with Cllr Barker - 29/04/2025.	G
4	Woodlands Park Drive, Dunmow - road safety - Dunmow Primary School	Road safety concerns for school pick up/drop off - school conspicuous from road	Dunmow	Great Dunmow CP	Total Scheme	LUTT222030	£16,900	Discussed with Network Assurance and it is suggested that instead of going for a school keep clear TRO that we look to reinforce the existing single yellow restriction with larger signs closer to the school entrances. New estimate provided valid from April 2025.	G
5	Purton End, Debden - Bend warning signage	Signage to indicate the severity of the bend where vehicles have left the road	Thaxted	Debden CP	Total Scheme	LUTT212006	£17,900	New estimate provided valid from April 2025	G
6	Hartford End , Felsted - Hamlet signs	New Hamlet signs for Hartford End	Thaxted	Felsted CP	Total Scheme	LUTT202010	£14,200	Validation recommends relocating the existing Hartford End Hamlet signs as a total scheme - Matrix score 10 which is Amber. Validation shared with Cllr Foley 09/09.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£361,600
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
7	Margaret Street, Thaxted	Bollards and additional No Through Road Sign	Thaxted	Thaxted CP	Total Scheme	LUTT222020	£17,900	High level validations recommends (subject to utility stat locations and road widths) additional bollards to protect property and wall at Newbiggen Street junction, an additional no through road sign at the Bell Street junctions and 2 no. vulnerable pedestrians in the road sign warning triangles (locations to be provided by the town Council). New estimate provided valid from April 2025.	G
8	Stebbing - Signs to be moved	2 x signs to be moved - 1 narrow road advisory road to be moved out and 1 directional sign to football ground to be moved to a more appropriate location	Thaxted	Stebbing CP	Total Scheme	LUTT222023	£14,200	Validation shared with Cllr Foley 09/09 - Matrix Score 13 - Amber. Design Team do not agree that the single track sign needs to be moved, however the football ground sign can be installed.	G
9	Duck Street, Little Easton - Horse Warning Sign	Additional Horse and Rider warning sign for Duck Street to go on the back of the existing sign and pole	Thaxted	Little Easton CP	Total Scheme	LUTT222036	£14,200	Validation recommends 2 No. new horse warning signs/posts, 1No. existing sign/post removed plus a review of existing signage on the approaches to the site. Existing sign to be re-used if it is in good enough condition. Proposal: Year 1 – Total Scheme (Design and Construction) Delivery method: LHP Direct Delivery	G
10	Bend warning sign - Henham Road, Debden	Bend warning sign for tight bend	Thaxted	Debden CP	Total Scheme	LUTT222037	£14,200	Validation recommends bend warning sign and vegetation clearance to be done as total scheme. Scheme scores 12 on priority matrix - AMBER funding priority. Validation shared with Cllr Foley 09/09	G
11	Thistley Bridge - Road narrows warning sign	Road Narrow Signs for one side of Thistley Bridge where there is little room for vehicles to move out of the way	Thaxted	Felsted CP	Total Scheme	LUTT232004	£16,200	Validation recommends a TOTAL SCHEME to install warning sign and SLOW markings on approach to the bridge. Shared with Cllr Foley 29/04/2025.	G
12	Elder Street, Wimbish - Review of existing signage in 40mph speed limit	Review of existing signage in 40mph speed limit	Thaxted	Wimbish CP	Total Scheme	LUTT232009	£22,000	Validation failed in respect of 30mph speed limit request, however we can review the signage associated with the existing 40mph speed limit to ensure they of sufficient size and frequency. Scheme scored 11 on the scheme priority matrix.	G

Schemes Awaiting Funding

Traffic Management

Total Value of schemes	£361,600
-------------------------------	-----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
13	Signage review of existing signage on the B1054 from Hempstead to Steeple Bumpstead	Extension of 40mph buffer speed limit on the B1054 in Hempstead	Thaxted	Hempstead CP	Total Scheme	LUTT232028	£25,200	Validation recommends review of all existing warning and other signage along the B1054 extent outlined for accuracy, location, condition and visibility; introduce new signage if required. Localised vegetation to be cut back if necessary.	G
14	Stebbing Green junction with Porters Hall (Collops Road) and Newpasture Lane	Safety Improvements	Thaxted	Stebbing CP	Total Scheme	LUTT242007	£19,700	Validation recommends TOTAL SCHEME - to review and install all signage at the junction and remove vegetation. 2 options given for this scheme, Option 1 includes patching and lining works at the junction and is more costly. Option 2 is for the same works minus the patching/lining works. Shared with Cllr Foley by email - 25/11/2024. Scheme scored 13 in scheme priority matrix - AMBER in terms of priority for the panel.	G
15	High Street, Stebbing - Review of existing school warning signage/plates and posts.	Review of existing school warning signage/plates and posts.	Thaxted	Stebbing CP	Total Scheme	LUTT242011	£15,600	Scheme came from original request under scheme code LUTT242008 as an alternative measure instead of 20 when lights flash as it will be less intrusive. Shared with Cllr Foley 14/01/2024 - this potential scheme scored 11 in the scheme priority matrix.	G
16	20 When Lights Flash scheme installed in 23/24 - Phase 2	20 When Lights Flash scheme installed in 23/24 - Phase 2	Thaxted	Debden CP	Total Scheme	LUTT202022	£21,800	Estimate for phase 2 of this scheme is £21,800 - this is likely to be an over estimate, however any additional monies will be passed back to the panel after the work has been done. The Design Team are unable to provide a more accurate estimate since this construction would need to go out to the SCP rather than Direct Delivery.	G
17	Implementation - Saffron Walden - Street Clutter Review	Identify street furniture which is either redundant and needs to be removed or which could benefit from being replaced.	Saffron Walden	Saffron Walden CP	Implementation	LUTT202029	£82,800	Rough Estimate for implementation provided by the Design Team. Waiting for Design to be issued for this scheme.	G

Schemes Awaiting Funding

Walking

Total Value of schemes	£29,900
-------------------------------	----------------

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Newport Road - Pedestrian Safety	Zebra Crossing or crossing point or extend footway over verge from junction with Adams Close to junction with London Road	Saffron Walden	Saffron Walden CP	Total Scheme	LUTT223009	£15,700	Validation recommends a pedestrian dropped crossing point is installed as a total scheme - validation shared with Cllr Gadd 23/06/2025	G
2	Strethall Road, Littlebury - request for road narrows and pedestrians in the road warning signs	Concerns regarding the dangers of vehicles not slowing down on the approach and meeting pedestrians coming from the other direction	Saffron Walden	Littlebury CP	Total Scheme	LUTT233000	£14,200	Validation recommends adding a Pedestrians in the road ahead warning triangle to the bend warning sign and replacing the post. Scheme scored 15 on priority matrix meaning this scheme is AMBER in terms of funding priority.	G