

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –
WEDNESDAY 21ST JANUARY 2024 AT 17:30 – 19:00 HRS.**

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

Item		Owner
1.	Welcome and Introductions: The Chair welcomed all to the meeting and appointed CC Louise McKinlay (Vice Chair), all other attendees gave an introduction of themselves.	
2.	Apologies for absence: Cllr Andy Wiles.	
3.	Minutes of meeting held: 23 rd October 2023 agreed as a correct record.	
4.	Matters arising from minutes of previous meeting: None	
5.	Report 1 on Funded Schemes 2023/24. 5.1 - CJ provided the panel with a breakdown of report 1 and gave an overview of the 23/24 funding budget summary. 5.2 - The Chairman asked officers to provide the panel with a clear in-depth explanation and breakdown of schemes to ensure that Cllr Aspinell is up to date with all matters in hand. 5.3 - DM offered to talk the panel through the budget again and gave the panel another breakdown of the 23/24 budget summary. Once the breakdown was given DM asked the panel if they had any questions. 5.4 - Cllr Aspinell raised a query about the Additional Footway Schemes and funding and wanted to know where and when they were agreed.	



5.5 - Cllr Wagland informed Cllr Aspinell that all Members received a set of three schedules before the meeting, consisting of two footway project lists and one carriageway improvement project list. It was outlined that these lists were mandatory for consideration by the panel members. The choice given was projects within the provided list or propose an alternative scheme. It was noted that had the panel not approved these funds, they would have remained unutilized and could not have been reallocated within the existing funded LHP program and that the works for these schemes are currently underway. Cllr Wagland asked DM to clarify her response.

5.6 - DM agreed with Cllr Wagland's response and confirmed that is the current position.

5.7 - Cllr Aspinell responded and advised he would like to know where these areas were.

5.8 - Cllr Wagland asked DM to go through the list of data led improvement schemes that were provided previously to the panel.

5.9 - DM went through the Additional Footway schemes lists and gave a full breakdown of how they worked and offered to send Cllr Aspinell some additional information that he doesn't have to hand outside of the meeting.

5.10 - Cllr Aspinell agreed with DM to do this offline.

5.11 - Cllr Wagland asked Cllr Aspinell if there were any other matters he wanted to raise regarding the Budget Summery.

5.12 - Cllr Aspinell responded that he had no other questions to ask at present.



<p>6.</p>	<p>5.13 - DM explained that the funding for Item 3: LBRE202102 - Hanging Hill Lane 20 when lights flash scheme, was previously agreed to be covered by ECC. However, due to the delay in receiving this allocated funding, it has resulted in an overspend of £13,000 within the panel's budget and due to this overspend, the budget for this year has now been fully allocated.</p> <p>5.14 - The panel agreed with the explanation given to them by DM.</p> <p>5.15 - Cllr Wagland asked Cllr Aspinell if he would like to go through each item individually or if he was happy to leave out the schemes that have already been completed.</p> <p>5.16 - Cllr Aspinell agreed to go through the funded schemes list and did not require a breakdown of the completed schemes list.</p> <p>5.17 - CJ provided the panel with a breakdown of the funded schemes list, and explained that items 2,5, 6 and 8 were due for completion in quarter 4.</p> <p>5.18 - Cllr McKinlay acknowledged this completion date but asked officers to contact Solagen for a date as she was aware that previous schemes had taken a long time historically to complete and she did not want the same to happen here.</p> <p>5.19 - The chair concluded that was all the from the funded schemes list and asked the panel if they had any further questions before proceeding, which they did not.</p> <p>Report 2 on Schemes Awaiting Funding.</p> <p>6.1 - CJ provided the panel with the list breakdown.</p> <p>6.2 - The Chair ran the panel through all the Passenger Transport schemes.</p> <p>6.3 - Cllr McKinlay queried why items 1 – 4 replacement of bus shelter schemes are coming through to the LHP.</p> <p>6.4 - Cllr Wagland agreed and advised that when the new contract comes, we will have more information on what we can do with these shelters going forward.</p> <p>6.5 - Cllr McKinlay asked officers to make further enquiries into item 5 and to see if this scheme could be funded through SEPP rather than out of the LHP budget and for items 1- 4 to be picked up by the maintenance department once the new contract comes into play for Passenger Transport. Item 6 is ok to stay on the list.</p> <p>6.6 - Cllr Aspinell asked if Officers knew when the contract would begin.</p>	<p>CJ</p> <p>CJ</p> <p>CJ</p>
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<p>6.7 - DM advised that it is nearly finalised and that officers will give the panel an update once Passenger Transport have provided them with further information.</p>	DM
<p>6.8 - Cllr Wagland has advised officers that item 7 on page 10 that the Parish Council are not in agreement with this scheme and for CJ to contact them again to confirm this before the panel can agree to removing it.</p>	CJ
<p>6.9 - The panel discussed the schemes awaiting funding, green schemes on page 11 from items 1 – 8 and Cllr Wagland asked for CJ to contact the Parish again to see what funding they could provide for item 7.</p>	CJ
<p>6.10 - The panel discussed all the green schemes awaiting funding for the Traffic Management schemes and agreed that they could stay in the program for further funding.</p>	CJ
<p>6.11 - CJ to liaise with SEPP for item 10, page 13.</p>	
<p>6.12 - Item 15, page 14, LBRE222013 – Pedestrian Crossing, the engineers recommended no further improvements could be carried out in this location, so the panel agreed that they had no alternative to remove this scheme. A new scheme proposal has been made by Cllr Wagland for the assessment of an upgrade to be carried out to the current crossing that is already existing on the High Street, Ingatestone.</p>	CJ
<p>6.13 - Item 15, page 14, LBRE222013 - CJ agreed to provide Cllr Wagland with another breakdown of why a new scheme request had to be submitted and why this scheme could not go any further.</p>	CJ
<p>6.14 - Cllr Aspinell raised concerns on what was suggested by engineers for item 19, page 14 and explained that he feels it will have very little effect on the problem due to the speeds that vehicles are traveling at and feels that just a “Side Road Ahead” sign may not be good enough.</p>	
<p>6.15 - CJ to go back to engineers to assess if any further improvements can be considered here.</p>	CJ
<p>6.16 - item 21, page 15, LBRE232004 – Safety Improvements. The panel discussed this scheme in depth and could not understand why this damaged post could not be removed via maintenance and agreed that a PV2 survey would still need to be carried out to justify further upgrades to the crossing but did not agree that the damaged post should be funded for removal via the LHP.</p>	
<p>6.17 - Item 22, page 15, LBRE232005 – The panel agreed to remove this scheme.</p>	CJ
<p>6.18 - Cllr Wagland queried item 24, page 15 and asked why the cost was so high for what was being provided.</p>	CJ



7.	<p>6.19 - DM explained that it is listed as a Total Scheme, and it will include the Design and the implementation.</p> <p>6.20 - Cllr McKinlay did not want to remove this red rag scheme for item 25, page 15 and has requested for this scheme to go before the new chairs panel for further consideration for funding in March.</p> <p>6.21 - Cllr Wagland advised the panel that she would like to refer item 27, page 16 up to the new chairs panel in March as well for further consideration to funding.</p> <p>6.22 - item 28, page 16, LBRE232012 – The panel agreed to remove this scheme.</p> <p>6.23 - Cllr Aspinell raised concerns over the cost of item 1 on page 18 for LBRE204001 and asked officers to go back to engineers to assess if this scheme can be paired up with the Active Travel department.</p> <p>6.24 - Cllr Aspinell would like this scheme to stay in the program for funding but has asked officers for engineers to assess the costs again for this scheme as it seems far too high for what is being required.</p> <p>6.25 item 1, page 20 – LBRE223001 Cllr Wagland asked officers to go back to engineers and provide an explanation as to why a full lighting assessment is required here.</p> <p>6.25 item 2, page 19 – LBRE223004 Cllr McKinlay would like officers to chase and update on this scheme as it has been in the same position for a while, and she is keen to see something done here.</p> <p>6.26 item 3, page 20 – LBRE233002 the panel agree to remove this scheme.</p> <p>6.27 item 4, page 20, LBRE233001 – Cllr Wagland has requested to take this scheme up to the new chairs panel for further consideration as it has been in over a year.</p> <p>6.28 DM agreed to make further enquiries into item 4, page 20 for Cllr Wagland and provide her with an update outside of the meeting.</p> <p>Any Other Business.</p> <p>7.1 Cllr Wagland asked DM to provide the panel with a breakdown of what the chairs panel will consist of.</p> <p>7.2 DM to provide more information offline.</p> <p>7.3 Chair concluded the meeting at 19:00.</p>	CJ DM CJ CJ CJ CJ CJ CJ DM
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8.	Date of next meeting. 21 st March 2024 September 2024 – TBC	
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