

**BRENTWOOD LOCAL HIGHWAYS PANEL MINUTES –
26 SEPTEMBER 2018, MEETING ROOM 3,
1-2 SEVEN ARCHES ROAD, BRENTWOOD, ESSEX**

Chairman:	Cllr Lesley Wagland (ECC)
Panel Members:	Cllr Jon Cloke (BBC – Vice Chairman), Cllr Barry Aspinell (ECC), Cllr David Kendall (ECC), Cllr Louise McKinlay (ECC), Cllr Alison Fulcher (BBC), Cllr Roger Hirst (BBC) and Cllr Louise Rowlands (BBC)
Officers:	Dan MacLean – Highway Liaison Officer, Sonia Church – Highways Liaison Manager
Secretariat:	Jean Sharp –Governance and Member Support Officer (BBC)

Item		Owner
1.	Welcome and Introductions: Cllr Wagland welcomed all present.	
2.	Apologies for absence and Declarations of interest: Apologies had been received from Cllrs Alison Fulcher, David Kendall and Louise Rowlands. There were no declarations of interest.	
3.	Minutes of previous meeting: The minutes of the meeting held on 5 July 2018 were agreed to be a correct record with a clarification under Item 7 that Cllr Wagland had expressed her concern regarding speeding around and about the telephone box in Wyatts Green and requested a speed survey.	DM
4.	Matter arising from the minutes of the previous meeting: Item 5 Indicative Programme List for Schemes Approved: Item 7 - Three Arches and Eastham Estate 20mph limit: Cllr Mrs McKinlay requested clarification regarding 20mph zones and 20 mph limits. SC advised that in a 20mph zone, there had to be a traffic calming measure within 50 metres of any given point of the zone but repeater signs could be installed if required. Where there was a 20mph limit there must be repeater signs. Cllr Mrs McKinlay had requested that repeater signs be installed in Woodland Avenue - a 20mph zone - but had been advised these would not be allowed as there were already signs on the roadway. Action: SC and DM to address this matter.	SC/DM

	<p>Item 7 – Parking outside Oliver’s Butchers on Rayleigh Road, Hutton. Cllr Mrs McKinlay requested the feasibility of moving the posts back from the road be investigated as currently the view of drivers exiting Mount Pleasant Avenue was blocked. A scheme request form needed to be completed and Cllr Cloke volunteered to photograph the location to assist.</p>	<p>SC/DM</p>
<p>5.</p>	<p>Approved Works programme update:</p> <p>An update was provided on the current position of all the schemes recommended for inclusion in the 2018/19 Approved Works Programme.</p> <p>The Programme was shown in two parts – the schemes for delivery within the 2018/19 financial year and those schemes which were within the rolling programme for future delivery</p> <p>A summary was provided of the 2018/19 Capital Budget which included the additional £200k match funding (£100k from ECC and £100k from BBC).</p> <p>No’s 1-7 on the Approved Works Programme had been completed therefore Members considered schemes beginning with No 9 - implementing signing and screening improvements on the A127/A128 junction at West Horndon. An additional £8k was needed to proceed with the scheme due to the original contractor withdrawing as the scheme had been delayed. This was a Casualty Reduction Scheme and if the Panel decided to not wish to proceed, the matter would be considered by the Cabinet member.</p> <p>LW proposed that if the scheme was to proceed the additional £8k should be paid by those who caused the delay.</p> <p>10. Kelvedon Hatch, Stondon Massey & Nine Ashes – Weight limit signage: LW advised that some of the current signs were not lawful and to address this and other concerns raised by residents LW proposed that the design team be recommissioned to arrange for the legal orders and signage to be corrected so that the signage was effective. If necessary an HGV survey would be carried out with ANPR so that company vehicles could be identified and if necessary additional signage installed to ensure HGV drivers followed the correct route.</p> <p>11. Plovers Barron, Wyatts Green – Bus Shelter: DM was unable to advise when this would be installed but would inform Members when he had a confirmed date.</p>	<p>DM/SC</p> <p>DM</p>



<p>12. Thorndon Avenue, West Horndon – 30 mph signage: Works were complete.</p> <p>13. Hutton Village (Road) footway – estimated completion date 26 October 2018.</p> <p>14. Brentwood Borough wide cycle parking – estimated completion 21 December 2018.</p> <p>No update was provided for 15. Bridleway 10 through Bentley Golf Course – PROW and 16. Shenfield Road to Brentwood High Street cycle route.</p> <p>17. Tabors Corner, Chelmsford Road – Lane Shortening. This scheme was shown as completed but Cllrs Aspinell and Cloke advised that the requested work had not been done. Action: DM would query with the design team and report back to the next LHP meeting.</p> <p>18. Chafford Gardens, West Horndon. A design for an improved parking scheme had been approved by all parties but an additional £12k was needed to implement it. DM explained that the contractor left out the direct fee in their quote, also an incorrect figure was input initially. Cllr Wagland requested that, in the circumstances, the possibility of the additional £12k not having to be funded through the LHP budget be pursued but in any event the Panel agreed that implementation of the scheme should go ahead.</p> <p>SC advised that charges being increased by contractors before a scheme was implemented was a regular problem. LW proposed that when scheme costs were increased by a large amount, the person responsible should come to the LHP meeting to explain how the unsatisfactory situation had come about.</p> <p>DM confirmed that the relevant legal agreement for this scheme had been completed.</p> <p>19. Coptfold Road Brentwood, Multi-storey signage – programme date awaited.</p> <p>20. Ongar road, Bentley – Crematorium signage relocation – safety assessment awaited.</p> <p>21. Kings Road, Brentwood – Zebra tactile paving – programme date awaited. Members were pleased to be advised that the cost of this scheme had been reduced.</p>	<p>DM</p>
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	<p>22. Shenfield Station bus shelter – replacement had now been installed but letter received from resident asking if the shelter was the wrong way round also complaining that the seat was too high. Action: DM/SC to follow up and Cllr Wagland would report back to Cllr Rowlands.</p> <p>23. Mill Lane, Blackmore – bus stop relocation. Blackmore Parish Council Clerk had requested information – expected delivery was in Quarter 4 2019/20. Action: DM would advise a date when known.</p> <p>24. Wilson’s Corner, Brentwood – lane designation markings had been reconfigured. Cllr Aspinell advised that a Warley resident had advised that he had studied the traffic flow at Wilson’s Corner and estimated that only 10% of the traffic – which now had a dedicated lane – turned right therefore the 90% of traffic going straight ahead or turning left was queuing back past Doddinghurst Road. Action: SC advised that she would take this up with the engineers as right hand only lanes had been phased out.</p> <p>25. Coxtie Green Road, Brentwood – Safety Assessment. Action: DM would forward details of who requested the safety improvements.</p> <p>Cllr Wagland requested that information on who requested all schemes be included in spreadsheets going forward.</p> <p>Items 26 and 27 related to cycle routes from Pilgrims Hatch to Brentwood Town Centre and in Shenfield and had been included in the rolling programme as back up schemes.</p>	<p>DM/SC</p> <p>DM/SC</p> <p>DM</p>
<p>6.</p>	<p>Budget Update:</p> <p>The Panel had now received an additional £200k match funding and prior to that had been overcommissioned by £13k. There were not enough schemes in the potential schemes list to use all the money therefore the balance needed to be allocated to new schemes plus the two cycle route schemes in the rolling programme if the Panel wished to do this plus the £8k and £12k</p>	

	<p>top ups already discussed for items 9 and 18 in the Approved Works Programme. DM advised that the current potential schemes list totalled £57,200 and this plus the sums listed above would give a balance of £96,800 left to allocate.</p> <p>Cllr Wagland advised of difficulties with the Parish Councils given that there was no unallocated money in the LHP and now that there was a financial resource she had canvassed the Parish Councils and put forward some schemes to DM which were currently being validated.</p> <p>Cllr Aspinell advised that he would like to propose 20mph schemes outside the school in Larchwood Gardens, also signage for cycle routes from Pilgrims Hatch and Shenfield to the town centre through quieter areas. Other schemes proposed were pavement railings to prevent parking on double yellow lines outside Tesco in Hanging Hill Lane and a scheme to prevent taxis queueing at Shenfield Station past Mount Avenue. <i>(Cllr Hirst declared an interest as he lives in Mount Avenue)</i></p> <p>SC requested that Panel members meet with DM and/or SC at County Hall to put forward their suggestions and complete the necessary forms. Engineers would then be requested to consider potential schemes and the LHP would decide which of them would be progressed. Urgent action was needed as there were only a couple of months left of the financial year. The money could be reallocated by the Cabinet Member if insufficient schemes were proposed.</p> <p>Cllr Wagland asked if the additional funding would be awarded annually but SC was unable to advise.</p>	
<p>7.</p>	<p>Potential Schemes List for consideration:</p> <p>SC proposed that all schemes highlighted in Green (validated and were feasible) be progressed as funding was now available. This related to items in Traffic Management: 2 - Bird Lane, Warley Kerbing; 6 – Kings Road junction with High Street – Signal phasing; 10 – Warley Mount/Headley Chase/ The Avenue – Give Way signs; Western Avenue 7 Western Road – HGV’s and speeding assessment. Under Passenger Transport, 1 – Crossways Bus stop outside 45/47 Chelmsford Road, Shenfield and 2 – Clarence Road junction with Harewood Road – replacement bus shelter. Under Walking – 1 – High Street, Brentwood – Footway improvements, 2 – Outside 140-142 Hanging Hill Lane – installation of footway and 3 – Sawyers Hall Lane – footway improvements.</p> <p>Eliminated from the list were: Traffic Management – item 1 – Bird Lane/Warley Gap junction improvements, item 8 –</p>	<p>DM</p>

	<p>Shenfield Crescent/Hogarth Avenue, additional signage, item 9 – The Drive, Warley – speeding and zebra visibility, item 11 – Weald Road, Brentwood – speeding concerns not proven; item 12 – West Horndon Village – 20 mph zone request – speeding not proven.</p> <p>All other items on the list were in validation.</p> <p>Speed Surveys and Revenue</p> <p>The survey for Oliver Road, Shenfield had been completed and the result would be sent to Cllr Aspinell. Results for Roman Road, Mountnessing; Roman Road, Ingatestone; Hutton Road; Shenfield and Chelmsford Road, Shenfield were awaited.</p> <p>The surveys were funded from the revenue budget.</p> <p>Cllr McKinlay requested two speed surveys in Rayleigh Road, Hutton because of residents’ concerns about speeding – between Wash Road and Hanging Hill Lane and near Hutton Manor School.</p> <p>Cllr Aspinell requested speed surveys in Priests Lane between Bishops Walk and St Andrews Place, also from Glanthams Road down the large dip toward Shenfield.</p> <p>Other requests for speed surveys would be submitted direct to DM.</p> <p>SC asked that very specific details of location be provided for all requested speed surveys.</p>	<p>DM</p> <p>DM</p>
<p>8.</p>	<p>Highway Rangers work summary:</p> <p>A summary of works carried out by the Highways Rangers was included in the agenda pack.</p> <p>Cllr Aspinell advised that vegetation needed to be cut back in Ongar Road opposite Bentley Crematorium. SC advised that additional traffic management would be needed as the speed limit was over 30mph and this would fall within the remit of Maintenance.</p> <p>Works requested for Rangers to do should be submitted via the form which would be provided by DM so that all tasks undertaken were logged.</p>	



9.	Any other business Cllr Aspinell reported that disabled bays in Crossways needed to be remarked and was advised that this would fall within the remit of SEPP. Also, residents in Brentwood North ward had complained about Sainsbury's delivery vans parking up with engines running at 3 to 4am. Cllr Wagland requested that officers draft a suitable letter for her – as Chair of LHP - to send to Sainsbury's advising them of the problems being experienced by residents.	DM
10.	Date of next meeting: 12 December 2018. Meeting Room 3, Seven Arches Road, Brentwood, Essex.	