

Uttlesford Local Highway Panel Meeting Agenda

Date: Monday 23rd March 2015
 Time 19:30 hrs
 Venue: Uttlesford District Council Offices, Saffron Walden

Chairman Cllr Alastair Walters

Panel Members CC Member Ray Gooding, CC Member Susan Barker, CC Member John Lodge, CC Member Simon Walsh, UDC Member John Salmon (Vice Chairman), UDC Member Christina Cant, UDC John Freeman, Town/parish representative Mel Sullivan, Town/parish representative Alan Townsend.

Other Attendees ECC Officer David Sprunt Principal Area Transportation Co-ordinator, Essex Highways Officer Rissa Long Highways Liaison Officer, UDC Officer J Pine, UDC Officer Adam Rees, UDC Officer Andrew Taylor

Page no	Item	Lead:	Papers:
	1. Welcome and Introductions	Chairman	Verbal
	2. <ul style="list-style-type: none"> ○ Apologies and declarations of interest ○ Opportunity for public speaking 	All	Verbal
1 - 13	3. Minutes of meetings held on 8th September, 5th January and matters arising	Chairman	Verbal
14 - 16	4. Update on capital and revenue schemes approved <ul style="list-style-type: none"> ○ Verbal update on Wenden Road cycleway ○ Uttlesford cycle strategy ○ Update on capital and revenue schemes approved 	DS DS RL	Report 1
	5. Quiet Lanes	RL	Verbal
17 - 26	6. Potential scheme list <ul style="list-style-type: none"> ○ Summary of potential schemes for prioritization in 2015-16 	RL	Report 2
27 - 35	7. Highway Rangers and Revenue expenditure <ul style="list-style-type: none"> ○ Rangers report 	RL	Report 3
	8. Any other business	Chairman	Verbal
	9. Dates of next meeting: TBC	Chairman	Verbal
	9. Please can Members advise Adam Rees tel: 01799 510548 or email: arees@uttlesford.gov.uk if they are unable to attend any of these meetings.		

LOCAL HIGHWAY PANEL – 23rd MARCH 2015
REPORT 1: UPDATE ON CAPITAL AND REVENUE SCHEMES APPROVED

Key:	Completed schemes
	Cancelled Schemes

Task Name	Finish	Cost Code	Works Description	Allocated Budget	Comments
2012/13 Budget					
Various Roads_ Great Chesterford	28/07/2015	LUTT002008	Speed limit	£27,000	Panel agreed to the top up funding required to complete the scheme at the January LHP
2013/14 Budget					
B1383 Cambridge Road_ Littlebury	24/11/2013	LUTT002010	Reflector posts and signage improvements	£6,000	
Thaxted Road_ Debden VAS	03/03/2014	LUTT132016	VAS sign to help speeding issues	£8,500	
Village Hall, Stortford Road, Leaden Roding	18/10/2013	LUTT005008	Replacement of deteriorating bus shelter	£9,000	
Bus stop 1500IM2188, The White Horse,	04/03/2014	LUTT135010	install new wooden shelter	£8,500	
Warwick Rd, East & West Bound	20/02/2014	LUTT135011	Install two new bus shelters; one at the West bound stop and one at the East bound stop	£17,000	
The Street_ Takeley	09/04/2015	LUTT002009	Pedestrian refuges to be installed	£50,000	Target costs have been returned and the parish council will now make a decision on the funding already allocated
District Wide bus shelters	27/03/2015	LUTT135009	3 bus shelter schemes in north Uttlesford prioritised	£40,000	
High Roding	05/09/2013	LUTT008001	Long term maintenance. Heavily rutted and waterlogged area. Only passable to motorised users	£77,000	
High Street Hempstead	22/04/2015	LUTT003005	New footway	£150,000	the construction of the footway commenced on the 2nd March with the works expected to last for 5 weeks
Bellrope Meadows, Thaxted	19/09/2014	LUTT135012	New Footway	£3,000	
B1383 London Rd jct with B1039	28/03/2014	LUTT131001	Design for various safety improvements	£1,500	
Bus stop 1500IM1139 Church Hill Ashdon	03/07/2014	LUTT131002	Replace existing shelter with new wooden shelter and install raised kerbs	£12,000	

B1256 Braintree Rd Gt Dunmow	31/03/2014	LUTT132017	Design works for various safety improvements	£3,000	
Stortford Road, Great Dunmow	31/03/2014	LUTT132018	Design works for pedestrian refuge to link two bus stops outside Tesco	£3,000	
Great Dunmow	09/02/2015	LUTT132019	2 new 76mm post to house the mobile VAS sign	£1,000	
Bran End Stebbing	09/06/2014	LUTT132020	Relocation of VAS sign with 1 x new wide based post	£1,000	
Dunmow Road, Little Canfield	30/09/2015	LUTT132021	Relocation of VAS sign with 1 x new wide based post	£1,000	
Chelmsford Road, Barnston	30/04/2014	LUTT132027	Relocation of existing VAS to new location in village	£1,000	
Barnston Road, High Easter	16/12/2014	LUTT132028	New post for mobile VAS and deer warning signage	£2,000	
Church Road Gt Hallingbury	30/04/2014	LUTT133010	VAS sign in the vicinity of The Grove	£8,500	
Byway 63 Debden	14/02/2014	LUTT133011	Installation of new drainage pipe to help deal with flooding problems on the byway	£10,000	
Wenden Road, Saffron Walden - design only	01/07/2015	LUTT134010	Design works for cycleway previously agreed under revenue money	£21,000	
Dunmow Road, High Roding	07/03/2014	LUTT138001	New 76mm post to house the mobile VAS sign	£500	
A1060 Lower Road Little Hallingbury	25/04/2013	LUTT002007	Permanent VAS sign	£8,500	
B1054 Hempstead	03/10/2014	LUTT131003	Funding required to conclude a signage scheme looked at by the Casualty reduction team following a fatal accident.	£2,500	
2014/15 Budget					
London Rd j/w Station Rd	01/10/2014	LUTT141001	Signage and lining improvements due to accidents at junction	£10,500	
Cambridge Rd/London Rd	05/12/2014	LUTT141002	additional signage to deal with vehicles failing to negotiate the bends	£3,000	
Bran End Stebbing	23/02/2015	LUTT143001	feasibility and design for possible new footway	£3,500	
Mill Lane Littlebury	19/12/14	LUTT143002	pedestrian drop kerb for mobility scooters	£3,000	
Byways 13 and 55 High Roding	30/03/2015	LUTT148001	new surface to link up with byway 14 (byways are included as part of the trial for seasonal closures)	£50,000	Panel agreed to the top up funding required to complete the scheme at the January LHP
Byway 50 Clavering	30/03/2015	LUTT148002	new surface (byway is included in the season trial closures)	£68,500	
Aythorpe Roding 21	20/03/2015	LUTT148003	repair the extensive rutting and ditch works	£45,000	
A1060 j/w Sawbridgeworth Rd	30/03/2015	LUTT142001	FEASIBILITY AND DESIGN for possible junction realignment works	£5,000	

Carters Hill Manuden	20/08/2014	LUTT142002	VAS sign to deal with speeding	£8,500	
Broadbridge Rd High Roding	31/03/2015	LUTT142003	flood warning signage to deter drivers from using the road during the extreme weather	£1,000	
The Street Manuden	04/08/2014	LUTT142004	signage on the approach to the sharp bends where vehicles repeatedly leave the road	£1,500	
Cambridge Rd Quendon	20/08/2014	LUTT142005	top up for VAS sign	£4,000	
Gatehouse Farm Braintree Rd	03/12/2014	LUTT145001	install raised kerbs to allow safer embarkment for passengers	£5,000	
Wicken Rd Clavering	27/03/2015	LUTT145002	Install new bus shelter	£9,000	
Windmill Hill Saffron Walden	31/03/2015	LUTT145003	Install dropped kerb for pedestrians crossing the road and provide a better surface in the bus stop layby	£27,000	Panel agreed to the top up funding required to complete the scheme at the January LHP
High Street Saffron Walden	03/07/2014	LUTT145004	new bus shelter	£8,000	
Newbiggen Street, Thaxted	06/05/2015	LUTT142007	footway parking scheme following on from feasibility and design in 2012-13	£10,000	
Newport Road, Debden	12/10/2015	LUTT142008	road realignment works	£82,000	
Castle Street, Saffron Walden	10/02/2015	LUTT142009	new post for mobile VAS sign	£750	
Little Larchmount, Saffron Walden	28/07/2015	LUTT142010	conclusion of parking scheme which was started prior to the function transferring to NEPP	£3,000	
Main Road, Felsted	06/02/15	LUTT142011	VAS sign to deal with speeding	£8,500	
Chelmsford Road, Felsted	06/02/15	LUTT142012	VAS sign to deal with speeding	£8,500	
Chelmsford Road, Margaret Road	26/02/2015	LUTT142013	Feasibility study into possible options to deal with access problems to the church	£3,000	
Chelmsford Road, Hatfield Heath	10/02/2015	LUTT142014	VAS sign to deal with speeding	£8,500	
Ashdon Road, Saffron Walden	26/02/2015	LUTT142015	feasibility study into a build out to help improve the visibility for pedestrians trying to cross the road	£3,000	
Bridleway 36, Clavering	10/10/2014	LUTT148004	surface improvements and improved revetment works	£11,000	
Byway 3 Gt Canfield	31/03/2015	LUTT148005	scheme to deal with ponding of water	£5,000	
Byway 13 Radwinter	31/03/2015	LUTT148006	drainage problems affecting accessibility for non-motorised users	£7,000	
B1256 Braintree Road, Gt Dunmow	27/03/2015	LUTT141003	CR scheme that the feasibility was approved for in 2013-14. Scheme = vegetation and signage works etc	£34,320	new estimate for scheme is £85,000. It is possible that the scheme will not commence.
A1060 j/w B183 Hatfield Heath	12/10/2015	LUTT142024	implementation of a mini roundabout	£80,000	
B1256 Hoblongs junction Gt Dunmow	16/04/2015	LUTT141004	design works for safety improvements		
B184 Springwell Road north of Saffron Walden	16/04/2015	LUTT141005	design works for safety improvements		

UTTLESFORD DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL LOCAL HIGHWAY PANEL – 23rd MARCH 2015 REPORT 2 – POTENTIAL CAPITAL SCHEMES

The following list identifies all of the scheme requests which have fed into the Uttlesford LHP. The RAG column acknowledges what the status of the scheme request is as below:



= The scheme has been validated as being feasible and is available for consideration



= The scheme has previously been approved for a feasibility study and the results are awaited before the scheme can be fully considered



= A scheme request has been received and is in the initial validation process

The budget which will be available for the Uttlesford LHP for the 2015-16 financial year will again be **£472,041**.

At the January panel meeting the Members had provisionally agreed the funding to the value of £395,912 including £100,000 of top ups to existing schemes.

CAPITAL FUNDING

CASUALTY REDUCTION						
Ref	Location	Description	Cost Code	Estimated cost	Comments	RAG
1	Uttlesford Safety	Design costs for CR schemes for 2015-16	LUTT151001	£12,000		

PASSENGER TRANSPORT						
Ref	Location	Descripton	Parish	Estimated cost	Comments	RAG
1	Windmill Hill, Littlebury	ADDITIONAL FUNDS REQUIRED - resurfacing the layby and new pedestrian step for BSI scheme funded in 2014-15	Littlebury	£7,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
2	The Moors (opp), Little Dunmow	Install new wooden shelter. Limited footway width,	Little Dunmow	£9,750	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
3	Fleur-de-Lys - Widdington village Hall	Install new wooden shelter. Requested by Parish Council.	Widdington	£9,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	

4	Oppsite The Elms, White Roding	Install new wooden shelter	White Roothing	£9,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
5	o/s Blue House Farm, Chelmsford Road Margaret Roding	install new wooden shelter	Margaret Roding	£8,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
6	Town Street, Thaxted	amendments to the bus stop layout	Thaxted	£3,000	study to look at realigning the junction so the bus can park safer with raised kerbs for the passengers.	

PUBLIC RIGHTS OF WAY						
Ref	Location	Descriptor	Problem	Estimated cost	Comments	RAG
1	Byway 30 and 31 Debden and 36 Wimbish	Resurfacing of this entire network	severe ruts and major problems for horses at nearby riding school for the disabled	£29,227	regular complaints are received about the condition of this byway	
2	Bridleway 52 Stansted	improvement works to the Bridge structure over the River Bourne, Improvement works to the side wall and embankments of the structure along with Improved drainage and surfacing		£15,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
3	Bridleway 1 Barnston	Site assesment and feasibility required for possible design and construction of a New Bridleway Bridge at one of the two key locations.		£5,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	

TRAFFIC MANAGEMENT						
Ref	Location	Description	Problem	Estimated cost	Comments	RAG
1	The Street, Takeley	traffic calming		£50,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
2	Feathers Hill, Hatfield Broad Oak	New 30mph VAS sign	speeding	£8,500		G
3	Wicken Road, Clavering	New 30mph VAS sign	speeding	£8,500		G
4	Stortford Road, Hatfield Heath	drainage improvement scheme		£17,162	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
5	Various Roads, Gt Chesterford	ADDITIONAL FUNDS REQUIRED - 20mph limit		£16,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
6	Chelmsford Road, Margaret Roding	Feasibility study into possible options to deal with access problems to the church	dangerous scenario for visitors to the church both with crossing the road and also with driving out of the church		awaiting results of the feasibility study	A

7	various locations, Hatfield Broad Oak	reinstatement / protection of the grassed triangles at the junctions	grassed areas severely rutted making the road appear wider	TBC	the validation agrees that kerbing would be beneficial. Clarification is required for Essex Highways if a design is required in the first instance	G
8	Walden Road B184, Gt Chesterford	VALIDATION - possible layby to enable the buses to pull in off the road to disembark passengers	visibility issues for vehicles exiting out on to Walden Road from Jacksons Lane		in validation	R
9	Margaret Street, Thaxted	possible relining or junction realignment at jct with Weaverhead Lane	visibility not good when exiting Margaret Street		The possibility of either relining or realigning the junction could be explored in a feasibility study, though it is advised that a potential scheme could be costly if realignment is needed	G
10	Lodge Road / Old Mead Road Little Henham	signage improvements for the low bridge			Network management agreed that the signage does require assessment	G
11	Rickling Green Road, Quendon	VALIDATION - 20mph limit in the vicinity of the primary school			in validation	R
12	Marks Hall Lane, Marageret Roding	VALIDATION for 30mph speed limit			in validation	R

13	Rookery Lane, Wendens Ambo	VALIDATION for passing places on Rookery Lane			the validation has identified that the signage on the approach to Rookery Lane needs looking at as there is a lack of local signage to discourage the use of this lane. The progression of passing places is likely to be costly and will require land acquisition	G
14	B1417 Station Road, Felsted	Request for consideration to be given to installation safety barriers on a dangerous bend where several vehicles have left the road	several non-injury accidents have occurred during icy weather on the sharp bend		in validation	R
15	Chelmsford Road, Barnston	request for a zebra crossing	pedestrians struggle to cross the road		PV2 assessment results awaited	R
16	Fairycroft Rd and East St, Saffron Walden	request for zebra crossings	reported difficulty for pedestrians in crossing the road		PV2 assessment has been requested to assess if the sites meet the criteria	R
17	Bardfield Road, Thaxted	Parish Council lead concerns about speeding on Bardfield Road. Request for a 20mph speed limit	speeding concerns on the approach to the school		in validation	R
18	Main Road, Felsted	Request for a second VAS sign to face opposite direction to sign funded by LHP in 2014/15	speeding concerns on the approach to the school		speed surveys to be undertaken	R

19	Anso Road B1055 Hempstead	request from Parish to introduce a weight limit on this road together with reclassifying it down from a B road. The request also involves relocating the gateway signage	This is a narrow, winding road unsuitable for the size and frequency of commercial vehicles that use and damage it. There is no footway and often high banks and ditches adjacent which render it completely unsuitable to pedestrian traffic		in validation	R
20	Hill Road / Radwinter Road, Hempstead	request to consider extending the existing 30mph speed limit out and to consider a speed limit between Hempstead and Radwinter	speeding as vehicles enter the village		in validation	R
21	Bumpstead Road, Hempstead	request the 30mph limit be extended to just beyond the junction with Boytons Lane to allow reduction of speed of traffic entering and leaving the centre of the village. Installation of 'gateway effect' to highlight the proximity of 30mph limit.	speeding		in validation	R

22	various roads, White Roding	White Roding has been subject to a reduction in the speed limit during the 2011 speed limit review but concerns have arisen about the compliance with the limit	speeding		surveys to be undertaken	R
23	Belchams Lane junction with Cambridge Road, Quendon	concerns about the visibility at the junction and the speed of traffic	speeding and visibility		surveys to be undertaken	R
24	A1060 Leaden Roding Roding	small extension to 30mph speed limit installed as part of the 2011 speed limit review which omitted several properties which would meet the criteria	Speed limit not extended far enough	£3,000	Extension approved by the Network Management team. Suggest proceed to feasibility	G
25	Duck Street, Wendens Ambo	parish request to consider a 20mph speed limit	speeding		in validation	R
26	Church Street, Saffron Walden	Request to consider installing a 20mph speed limit on Church Street	speeding		speed surveys have been undertaken and scheme is now in validation	R
27	Ashdon Road, Saffron Walden	request to consider amendments to road layout	congestion at peak times due to parked vehicles		The request is in validation	R

WALKING						
Ref	Location	Description	Problem	Estimated cost	Comments	RAG
1	High Street, Hempstead	new footway as started in 2012		£150,000	FUNDING PROVISIONALLY AGREED AT JANUARY LHP	
2	Thaxted recreation ground footway	New footway across the recreation ground	no direct route for pedestrians to walk to the town so instead cut across the recreation ground	£30,000		A
3	Ashdon Road, Saffron Walden	feasibility study into a build out to help improve the visibility for pedestrians trying to cross the road	lack of visibility for pedestrians crossing the road.	£12,000	feasibility study has been completed and offers two options which have been presented to SWTC. The suggestion is to proceed to detailed design and installation	G
4	various locations, Barnston	VALIDATION for possible footway widening in Barnston			in validation	R

UTTLESFORD DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL

LOCAL HIGHWAY PANEL – 23rd MARCH 2015 REPORT 3: HIGHWAYS RANGERS

RANGERS WORKS

SUMMARY OF REQUESTS FOR RANGER SERVICES

The table below shows the total number of requests received for the Highways Rangers service from Parish Councils since between April 2014 and January 2015.

No Requests for the Rangers service were recorded during the month of May 2014 due to the administration of the requests switching to Essex Highways.

	jobs completed	jobs outstanding	passed to maintenance	total
Apr	9	1	1	11
May	-	-	-	0
June	11	3	0	14
July	23	7	1	31
Aug	16	1	0	17
Sept	21	2	0	23
Oct	3	16	0	19
Nov	14	12	0	26
Dec	0	12	0	12
Jan	0	24	0	24

The figures do not account for adhoc jobs which the Rangers have identified themselves and also urgent jobs which have not filtered through the normal system.

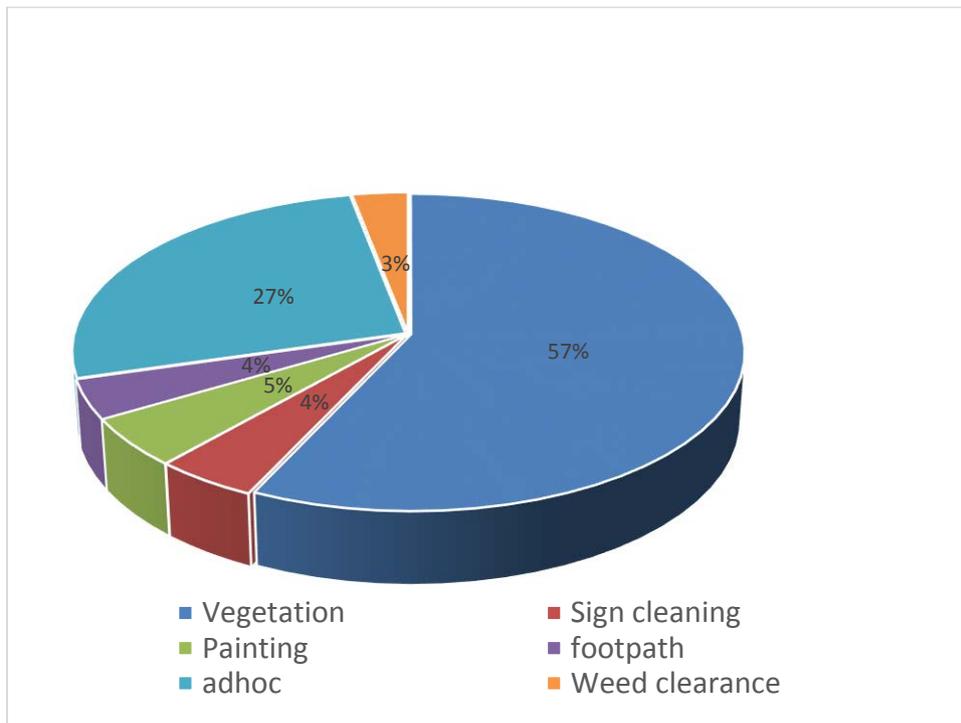
A number of job requests received are also of a larger scale some of which can take several days, so the number of jobs received is not reflective of the workload for the Rangers.

Several roadside footpaths spanning a large area have recently been attended to by the Rangers team who have painstakingly reclaimed the surfaced paths where vegetation has encroached through lack of attention over the years.

Some of the jobs which remain outstanding are for painting works. As this is for aesthetic purposes it will always take a lower priority if vegetation works are put forward.

The Rangers are now in possession of a tractor and flail which is enabling them to tackle larger vegetation jobs as well as the clearance of a number of pre-arranged ditches.

The chart below indicates that the majority of requests received are in the vegetation category but there are now a number of jobs submitted by parishes of an adhoc nature.



Gt Chesterford	0	0	0	0	0	2	0	2	0	0	4
Gt Dunmow	0	0	3	4	0	2	0	3	5	1	23
Great Easton	0	0	0	0	0	0	0	1	0	1	2
Gt Hallingbury	0	0	0	0	0	0	0	0	0	3	4
Gt Sampford	0	0	0	0	0	0	2	0	0	0	2
Hadstock	0	0	1	2	0	0	0	1	0	0	4
Hatfield Broad Oak	0	0	0	0	0	0	0	2	0	0	2
Hatfield Heath	0	0	0	1	0	0	2	0	0	0	3
Hempstead	0	0	0	4	1	0	0	1	0	0	6
Henham	0	0	0	0	1	0	0	0	0	0	1
High Easter	0	0	0	0	0	0	0	0	0	0	0
High Roding	0	0	0	3	0	0	4	0	0	0	7
Langley	0	0	0	1	1	0	0	0	0	0	2
Leaden Roding	0	0	0	0	0	0	0	0	0	1	1
Lindsell	0	0	0	0	0	0	0	0	0	4	4
Little Bardfield	0	0	0	0	0	0	0	0	0	0	0
Little Canfield	0	0	0	0	0	0	0	0	0	0	0
Little Chesterford	0	0	0	0	0	0	0	0	0	0	0
Little Dunmow	0	0	0	0	0	0	0	1	1	0	3
Little Easton	0	0	0	1	0	0	0	1	0	1	3
Little Hallingbury	0	0	0	0	0	0	0	0	0	1	1
Little Sampford	0	0	0	0	0	0	0	0	0	0	0
Littlebury	0	0	0	0	0	0	0	0	0	0	0
Manuden	0	0	0	0	1	1	0	1	0	0	3
Margaret Roding	4	0	0	0	0	0	0	0	0	1	5
Newport	0	0	0	0	0	0	0	6	0	0	6
Quendon	0	0	1	0	1	0	0	0	0	0	2
Radwinter	0	0	0	0	1	0	0	1	0	0	2
Saffron Walden	2	0	5	4	8	8	1	7	1	1	38

Sewards End	0	0	0	0	1	1	0	0	0	0	2
Stansted	0	0	0	1	1	4	2	0	2	1	14
Stebbing	0	0	1	0	0	1	0	1	0	1	4
Strethall	0	0	0	0	0	0	0	0	0	0	0
Takeley	1	0	1	1	0	0	0	0	0	1	4
Thaxted	2	0	0	2	0	0	0	0	0	0	4
Tilty	0	0	0	0	0	0	0	0	0	0	0
Ugley	0	0	0	0	0	3	0	0	0	0	3
Wenden Lofts	0	0	0	0	0	0	0	0	0	0	0
Wendens Ambo	0	0	0	0	0	1	0	0	0	0	1
White Roding	1	0	0	0	0	1	0	0	0	0	2
Wicken Bonhunt	0	0	0	0	0	0	0	0	0	0	0
Widdington	0	0	0	1	0	0	0	2	0	0	3
Wimbish	0	0	0	0	0	0	0	0	0	0	0
	11	0	14	31	18	24	17	31	13		159

Before and after photos

The job below was a labour intensive job but worthwhile job which took the Rangers two weeks to undertake. The footpath has become narrow to the point of being unusable

The path leading from Stansted to Birchanger along the B1383

BEFORE



AFTER



Catons Lane, Saffron Walden BEFORE



The vegetation alongside the parking heading down Catons Lane was excessively protruding and scratching the vehicles.

AFTER





Using the new tractor and flail recently purchased by Uttlesford and Essex County Council as part of the matched funding initiative, the Rangers were able to tackle the overgrown vegetation swiftly

RANGERS REQUESTS

Members are encouraged to continue to submit requests for the Highways Rangers as per the instructions below.

Pothole fixing does not fall within the remit of the Highway Rangers, but the types of minor maintenance works that can be undertaken are:

- **Cleaning and minor repairs to non-electrical road signs**
- **Cleaning and minor repairs to street furniture**
- **Reinstatement of posts and bollards (minimal excavation)**
- **Trimming of vegetation and removal of cuttings**
- **Adhoc grass cutting and strimming**
- **Localised cleaning and minor excavation of roadside water channels**
- **Removal of weeds or vegetation from pavements**
- **Clearing roadkill/removal of litter and small fly tips from highway land**
- **Removal of illegal signs and fly posting**
- **Minor block/flag paving repairs**

Requests for the services of the Highway Rangers should be made by Parish/Town Councils by email to highway.enquiries@essex.gov.uk with **HIGHWAY RANGERS** in caps written in the **Subject** box.

If more than one request is made at any one time, please number each one rather than use bullet points, as this makes it easier to track what has, or has not, been done.

Exact locations need to be provided together with a contact name and tel/mobile number so, if need be, the Rangers Team can call a specific person for clarification of the work requested.

Each email will automatically receive a **standard acknowledgement** (please ignore the text directing you to website), and then it will be forwarded to the Highway Ranger section for action.

Please note that requests for Highway Ranger Services can take up to 6 weeks to complete from date of receipt although this can be longer dependant on the nature of the work requested and the current workload.