



HARLOW LOCAL HIGHWAYS PANEL
Thursday, 11 September 2014 at 10.00 am
Council Chamber, Civic Centre

Members

Councillor Eddie Johnson, Essex County Council (Chairman)
Councillor Mike Danvers, Essex County Council (Vice-Chair)
Councillor David Carter, Harlow Council
Councillor Karen Clempner, Essex County Council
Councillor Tony Durcan, Essex County Council
Councillor Muriel Jolles, Harlow Council
Councillor Tony Hall, Harlow Council
Councillor Mark Wilkinson, Harlow Council

Officers

Rissa Long, Essex County Council
David Sprunt, Essex County Council
Joe McGill, Harlow Council
Lisa Purse, Harlow Council

AGENDA

1. Apologies for Absence
To receive any apologies for absence from Councillors.
2. Declarations of interest
To receive Councillors' declarations of interest (if any) in relation to any matters on the agenda.
3. Election of Chairman and Vice Chairman
To elect a Chairman and Vice Chairman of the Panel for 2014/15.
4. Minutes of last meeting and matters arising (Pages 1 - 4)
To agree the minutes of the meeting held on 17 June 2014.
5. Public questions
6. Update on schemes approved 2012/13 and 2013/14 (Pages 5 - 9)

7. Potential Scheme List (Pages 10 - 11)

Summary of schemes for potential consideration in 2014/15.

8. Highways Rangers and Revenue Expenditure (Pages 12 - 13)

9. Major Capital Schemes (Verbal Report)

10. Any other business

11. Date of next meeting

**MINUTES OF THE HARLOW LOCAL HIGHWAYS PANEL
HELD ON**

17 June 2014

7.00 - 8.25 pm

PRESENT

Committee Members

Councillor Eddie Johnson, Essex County Council (Chairman)
Councillor Mike Danvers, Essex County Council (Vice-Chair)
Councillor Karen Clempner, Essex County Council
Councillor Tony Hall, Harlow District Council

Officers

Rissa Long, Highways Liaison Officer, Essex County Council
David Sprunt, Principal Area Transportation Co-ordinator, Essex County Council
Katrina Davies, Advisor to Councillor Rodney Bass, Essex County Council
Joe McGill, Properties, Facilities and Project Manager, Harlow Council
Mike Rowe, Essex County Council
Lisa Purse, Corporate and Governance Support Officer, Harlow Council

Other Members

Councillor Muriel Jolles (Part)

59. **INTRODUCTIONS AND APOLOGIES**

The Chairman noted that the Cabinet was due to reappoint the Panel at its meeting in July 2014.

Apologies of absence were received from Essex County Councillor Tony Durcan.

60. **DECLARATIONS OF INTEREST**

None.

61. **MINUTES OF LAST MEETING AND MATTERS ARISING**

RESOLVED that the minutes of the meeting held on 16 April 2014 are agreed as a correct record.

62. **PUBLIC QUESTIONS**

With reference to minute 41 from the 18 February 2014 Panel meeting Mr John Wright, Waterhouse Moor Residents Association was in attendance to address the Panel. Rissa Long explained that a speed analysis survey had been undertaken along Waterhouse Moor and the results show that the majority of traffic adheres to the speed limit and therefore no further action would be taken at this time.

With reference to minute 52 from the 16 April 2014 Panel meeting Mr Vic Potter, Priory Avenue Group was in attendance to address the Panel. Mr Potter explained that he had sent a letter to the North Essex Parking Partnership (NEPP) which requests them to reconsider extending the Priory Avenue restricted parking from the Hoo junction to the Old Road junction. The Chairman confirmed that he had had sight of Mr Potter's letter and that he wished him well with his endeavour.

63. **UPDATE ON SCHEMES APPROVED 2012/13 AND 2013/14**

The Panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2012/13 and 2013/14. Rissa provided a further update on the scheme below:

- i. Minor – School Crossing Patrol Money allocated for generic works outside schools with safety concerns. The TRO will be concluded in 6 week's time however clarification of when the barriers will be installed by Essex Highways is unknown at this stage.

RESOLVED that the report is noted.

64. **UPDATE ON SCHEMES APPROVED 2014/15**

The panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2014/15.

It was confirmed that progress has been made concerning the removal of existing traffic signals to be replaced with a mini roundabout at Southern Way junction with Tawneys Road.

RESOLVED that this report is noted.

65. **POTENTIAL SCHEME LIST**

Summary of schemes for potential consideration in 2014/15.

Councillor Tony Hall drew the Panel's attention to the following issues:

Item 1 – There is new rear access to Tesco car park via Minton Lane. Parked cars are causing problems.

Item 2 – Church Langley Tesco intend to introduce a new pick up service in their car park which may cause traffic problems.

Item 3 – Residents have complained about the cleanliness of bus shelters. Rissa confirmed that cleaning requests should be made to the Highways Rangers.

The Panel received a report from Essex County Council which included several potential minor schemes for inclusion in Harlow's draft 2014/15 capital allocation of £487,315.

Councillor Muriel Jolles made a number of suggestions for minor safety improvements on Harlow's roads. Rissa Long agreed to investigate Councillor Jolles concerns and report back to the Panel as appropriate.

RESOLVED that

A The minor schemes listed in the report totalling £86,500 are agreed, and in addition:

Item 6 - £5,000 was agreed for installation of guard railing to deter pedestrians from crossing from the Sainsburys pedestrian access to the Post Office car park.

B The Passenger Transport schemes listed in the report totalling £22,000 are agreed.

C The following additional schemes at an estimated total cost of £63,000 are progressed:

Item 1 – A second VAS sign is installed on Church Langley Way. The speed Survey identified speeding traffic - estimated cost £8,500.

Item 2 – VAS sign installed at Parsloe Road. Does meet speed survey criteria. Estimated cost £8,500.

Item 3 – Feasibility study on Parsloe Road speeding traffic from Epping direction gateway feature and signage estimated cost £5,000.

Item 4 – Feasibility Studies for roundabouts at staggered junctions at the following locations estimated cost £15,000 (£5,000 each). Howard Way with Maddox Road, Momples Road and the Stow.

Item 5 – Road markings and lines Church Langley Way at Tesco roundabout - estimated cost £1,000

Item 6 – Pedestrian signs and cycle signs estimated cost £25,000.

Item 7 – Revenue funding for six speed surveys.

66. **HIGHWAYS RANGERS AND REVENUE EXPENDITURE**

The Panel received a report which itemised a list of external requests for work submitted to the Rangers in May 2014. Details of how to request the services of the Highways Rangers are detailed on page 21 of the report pack.

RESOLVED that the report is noted.

67. **MAJOR CAPITAL SCHEMES**

David Sprunt provided a verbal update on the following major highways schemes:

Burnt Mill roundabout is due for completion end of June 2014.

Works are due to start at the Clock Tower roundabout mid to end July 2014.

Works are due to start at the London Road Enterprise Zone Site entrance in December 2014. This will include four lanes at the London Road roundabout.

Councillor Mike Danvers expressed his concern that works take a very long time to complete. David explained that the delays are often due to utilities and that roads cannot be closed.

68. **ANY OTHER BUSINESS**

A member of the public reported that the pavement is in disrepair on Momples Road. He was advised that maintenance is not within the remit of this Panel and was advised to report the issue to Harlow Highways Rangers.

69. **DATE OF NEXT MEETING**

The Panel will meet in September 2014. Date to be confirmed following the appointment of the new Panel members.

Meeting dates from September onwards will be agreed at the next meeting of the Panel.

CHAIRMAN OF THE PANEL

Report 1 - UPDATES ON SCHEMES APPROVED

Key:

Completed schemes

Cancelled Schemes

* costs in red indicate a cost increase

Task Name	Finish	CMA approved	Cost Code	Works Description	Allocated Budget / Current estimate	Comments
2012/13 Budget						
Various Locations, Harlow	to be programmed	26/09/2012	LHAR004001	Cycling facilities	£69,000	a meeting has taken place to clarify what details need to be clarified and there is no understanding about who action is needed to proceed
Southern Way j/w Ployters	01/06/2014	26/09/2012	LHAR002003	Mini roundabout	£60,000	scheme completed in June 2014
Fourth Avenue j/w Hamstel Road, Harlow	n/a	26/09/2012	LHAR001004	Casualty reduction measures	£1,500	Scheme no longer required. Harlow members agreed to cancel the scheme
Parringdon Road (vicinity of Millwards School), Harlow	Fri 11/04/14	26/09/2012	LHAR002013 LHAR002006	Zebra crossing	£15,000	
Moorfields - DESIGN ONLY	Thu 22/08/13	14/01/2013	LHAR002009		£20,000	design works completed
Pram Crossings General (district wide)	Fri 21/03/14	14/01/2013	LHAR003001	Disabled access	£45,000	phase 1 of the pram crossing sites completed
2013/14 Approved						
Parsloe Road	Thu 27/02/14	08/04/2013	LHAR001007	VAS sign installation	£8,000	sign installed in June 2014
Passmore Area Cycle Improvements	Mon 09/03/15	08/04/2013	LHAR004002	Cycling facilities	£100,000	designs well progressed but issues with Harlow Council need resolving. Meeting arranged to discuss progressing

Fourth Avenue between the junction with North Gate and Velizy Avenue	Thu 15/08/13	28/02/2013	LHAR132013	FEASIBILITY/DESIGN ONLY: investigation and design work associated with the installation of safety barriers	£2,000	
ESTATE PARKING, DISTRICT WIDE, Harlow District Congestion Relief	Tue 05/05/15	10/07/2013	LHAR007001	Congestion relief	£102,000	design works ongoing with the information provided by Harlow District Council.
Mulberry Green / Gilden Way	Tue 28/04/15	19/07/2013	LHAR132014	amendment to confusing signage at the junction	£5,000 £5,000	£5,000 additional money required to advance the scheme due to the cost of the electrical supplies
Town Centre area parking	to be programmed	19/07/2013	LHAR132015	FEASIBILITY/DESIGN ONLY: investigation and design for signage improvements for town centre parking	£10,000	designs have been shared with the District Council and their comments have been fed back to the designers to make the necessary amendments
Southern Way mini rbt feasibility	Thu 20/02/14	19/07/2013	LHAR132016	FEASIBILITY/DESIGN ONLY: feasibility and design for a mini roundabout to replace existgtn signalised junction	£10,000	design completed and the is has now progressed into a scheme
SCHOOL SAFETY, DISTRICT WIDE	TBC	19/07/2013	LHAR006001	Generic Works with Safer Journeys Team	£15,000	funding to be centred on the provision of the pedestrian railings outside Little Parndon School. It is intended to tie in the physical works with the parking restrictions being progressed by HDC. A meeting has been requested between HDC and Essex Highways to clarify these points
Fenner Brockway, Maddox Road	Fri 28/02/14	Fri 19/07/13	LHAR136004	Bus Stop Improvements	£3,000	
The Gatekeepers Harlow	Fri 06/06/14	Fri 19/07/13	LHAR005002 LHAR005003	bus Stop Improvements	£14,000	
Fourth Avenue (Nr Princess Alexandra Hosp) x 2 stops	Tue 11/03/14	Fri 19/07/13	LHAR005004 LHAR005005	bus Stop Improvements	£5,000	
Princess Alexandra Hospital	Tue 11/03/14	Fri 19/07/13	LHAR005006	bus Stop Improvements	£2,500	
Bus Stop - Little Pynchons	Sep-13	Fri 19/07/13	LHAR136003	mark bus stop with pole and flag	£1,000	
Old Road, Old Harlow	Thu 27/02/14	12/09/13	LHAR001006	ADDITIONAL FUNDING 2 X VAS signs	£20,000	

Lane End Church Langley	Fri 31/01/14	12/09/13	LHAR002012 LHAR002005	ADDITIONAL FUNDING TO FACILITATE THE COMPLETION OF THE SCHEME zebra crossing to aid pedestrians in the vicinity of Davenport	£47,000	
Manston Road	Mon 02/02/15	12/09/13	LHAR002008	extension to 20mph limit	£12,000 £17,000	The existing budget would not be sufficient to conclude the scheme due to the need to provide electrical supplies to 5 signs which currently are not lit. New cost is estimated at £17,000
Churchgate Street	Fri 14/02/14	12/09/13	LHAR002011	Chevron sign	£1,200	
Rye Hill Road	Tue 10/02/15	12/09/13	LHAR132012	VAS sign	£10,000	
Harberts Road	Fri 28/03/14	12/09/13	LHAR132020	pedestrian barrier outside synagogue	£1,500	
Rams Gorse	31/03/2014	12/09/13	LHAR132021	bollards to protect the footway	£1,500	
Harlow signage review	Tue 10/02/15	12/09/13	LHAR132022	assessment of existing signage across Harlow	£10,000	designs shared with the district council for their comments
Fenner Brockway, Bus Shelter	Sep-14	12/09/13	LHAR136005	New bus shelter	£10,000	
Momples Road	Fri 07/11/14	12/09/13	LHAR136006	Installation of a bus cage and no waiting plate	£1,000	
District wide timetable frames	31/03/2014	16/12/13	LHAR136007		£5,500	
Hamstel Way - feasibility and design	21/05/2014	16/12/13	LHAR003004	design works for a zebra crossing in the vicinity of the hospital	£5,000	Scheme cancelled as failed to meet PV2 criteria. HLO to write a report for the Cabinet Member to consider to progress the scheme
A1184 Cambridge Rd j/w Old Rd, harlow	Mon 02/02/15	16/12/13	LHAR131005	design works for Casualty reduction measures	£4,000	
A414 fifth Avenue j/w Burntmill Lane	Tue 21/04/15	16/12/13	LHAR131006	Design works for a no right hand turn	£3,000	
Hamstel Way	Tue 07/10/14	28/11/13	LHAR136008	Bus Stop Improvements top of of an existing scheme	£2,496	

2014/15 Approved						
Town wide	On Hold	16/04/14	LHAR143001	continuation of pedestrian drop kerb scheme undertaken in previous two years	£20,000	additional locations being collated to be installed as batch 3
Southern Way junction with Tawneys Road	Wed 11/03/15	16/04/14	LHAR142001	removal of existing traffic signals to be replaced with a mini roundabout	£105,485	initial design completed and safety audits being progressed for the detailed design
Partridge Road	07/07/2015	16/04/14	LHAR142002	replacement of ineffective rubber speed cushions with a more durable alternative	£20,000	
Town wide		16/04/14	LHAR142003	implementation of the trial for the taxis to use the bus lanes	£52,000	
Moorfields	Tue 15/07/14	16/04/14	LHAR142004	implementation of echelon parking as designed in 2013-14	£2,200	
Main bus terminal	28/11/2014	16/04/14	LHAR145001	introduction of electronic passenger information sign	£25,000	
Parsloe Road	to be programmed	25/06/14	LHAR142006	VAS sign to deal with speeding coming from the Epping boundary	£8,500	
Moorfields	to be programmed	25/06/14	LHAR142007	design works for echelon parking scheme	£5,000	
Parsloe Road	to be programmed	25/06/14	LHAR142008	design works for gateway feature on the Harlow / Epping boundary to try slow traffic down	£5,000	
Church Langley Way	to be programmed	25/06/14	LHAR142009	2 x VAS signs to deal with speeding through the estate	£17,000	locations agreed with Cllr Hall
town wide - Parking Signage	to be programmed	25/06/14	LHAR142010	implementation of the parking signage scheme from the 2013-14 feasibility study	£25,000	final costings not yet available but it is possible that additional funding will be required
town wide - Generic Signage	to be programmed	25/06/14	LHAR142011	implementation of the generic signage scheme from the 2013-14 feasibility study	£25,000	final costings not yet available but it is possible that additional funding will be required
Gilden Way junction with London Road	Wed 17/12/14	25/06/14	LHAR142012	extension of pedestrian guard rails to encourage pedestrians to cross at the designated crossing point	£25,000	
Fourth Avenue (between North Gate and Velizy Avenue)	07/07/2015	25/06/14	LHAR142013	installation of pedestrian guard railing as designed in 2013-14	£10,000	

Howard Way junction with Momples Road and Maddox Road	to be programmed	25/06/14	LHAR142014	FEASIBILITY STUDY for the introduction of mini roundabouts at junctions off Howard Way	£15,000	initial investigations need to establish if the traffic movements at this location warrant a mini roundabout
Church Langley Way	to be programmed	25/06/14	LHAR142015	FEASIBILITY STUDY for relining the approaches from roundabouts leading to Church Langley	£3,000	
Harberts Way	to be programmed	25/06/14	LHAR142016	Keep clear marking outside the synagogue	£1,000	
Town wide - Cycling Signage	to be programmed	25/06/14	LHAR142017	scheme to look at improving the cycling signage across the district	£25,000	
Holly Field, Pyenest Road ID 3504101	Wed 29/10/14	25/06/14	LHAR145002	Replace old metal shelter with new metal shelter	£5,500	
Millwards School, Paringdon road ID IM2753	Wed 29/10/14	25/06/14	LHAR145003	Replace old metal shelter with new metal shelter	£5,500	
Milwards School, Paringdon road ID IM2577	Wed 29/10/14	25/06/14	LHAR145004	Replace old metal shelter with new metal shelter	£5,500	
Canons Gate, Hobtoe Road ID 35046003	Wed 22/10/14	25/06/14	LHAR145005	Replace old metal shelter with new metal shelter	£5,500	

Revenue						
town wide	to be programmed	19/02/2014	LHAR142018	6 x speed surveys at locations to be agreed	£1,260	

**HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL
LOCAL HIGHWAYS PANEL 11 SEPTEMBER 2014
REPORT 2 – POTENTIAL SCHEME LIST for 2014/15**

The only schemes which are available for members to commit money to are the Casualty Reduction schemes below.

The specific details of what can be done for the casualty reduction sites is currently being established so the details are subject to change. It is suggested that a figure of £12,000 to undertake all of the study work for these sites would be a suitable starting figure

10

CASUALTY REDUCTION					
	LOCATION	SCHEME	PROBLEM	ESTIMATED COST	RAG
1	Abercrombie Way/Penlow Rd (Woodcroft) junction	Yellow backed junction warning sign and slow marking on Abercrombie Way northbound approach to junction. Also investigate the feasibility of introducing a right turn lane from Abercrombie Way	Statistical accidents	↑ £12,000	
2	Third Avenue – at exit from Water Gardens car park	Failures to stop at red light by traffic on Third Avenue	Statistical accidents		

3	Third Avenue/ Abercrombie Way	Assessment into traffic signal timings	Nose to tail collisions	
4	Fourth Avenue (between Hamstel Rd and rdbt at North Gate)	The existing pelican crossing on the north side of the road has had some pedestrian collisions. Possible change to a puffin crossing.	Statistical accidents	
5	Velizy Avenue – north bound approach to Terminus Street signals	failures to stop at red	Statistical accidents	

11

The following schemes are currently in validation and will be available for members to consider at a later date.

VALIDATIONS		
REF	LOCATION	SCHEME
LHAR142018V	Parsloe Road at the junction with Markwell Wood and Phelips Road	Possible options for improvements to the roundabout layout
LHAR142019V	Church Langley Way	Assessment into the existing speed signage and road layout from the Tesco roundabout for the whole stretch

**HARLOW DISTRICT COUNCIL WITH
ESSEX COUNTY COUNCIL
LOCAL HIGHWAY PANEL – 11 SEPTEMBER 2014**

REPORT 3: HIGHWAY RANGERS AND REVENUE EXPENDITURE

The Essex Highways maintenance team have recently identified some 550 jobs which are suitable for the Harlow Rangers to undertake and have since been referred to the team to work through.

The type of works includes realigning paving slabs, mass vegetation clearance, reinstating verges, cleaning street signs and repairing street furniture and has been a town wide exercise.

Members are still encouraged to submit work requests for the Rangers to undertake with the instructions for how this can be done below.

RANGERS REQUESTS

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 email to highway.enquiries@essex.govuk 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