



HARLOW LOCAL HIGHWAYS PANEL
Tuesday, 17 June 2014 at 7.00 pm
Council Chamber, Civic Centre

Members

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

Officers

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

AGENDA

1. Introductions and apologies
2. Declarations of interest
3. Minutes of last meeting and matters arising (Pages 1 - 4)
4. Public questions
5. Update on schemes
 - a) Update on schemes approved 2012/13 and 2013/14 (Pages 5 - 12)
 - b) Update on schemes approved 2014/15 (Pages 13 - 14)
6. Potential Scheme List (Pages 15 - 19)

Summary of schemes for potential consideration in 2014/15.
7. Highways Rangers and Revenue Expenditure (Pages 20 - 21)
8. Major Capital Schemes

9. Any other business
10. Date of next meeting

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

16 April 2014

10.00 - 11.20 am

PRESENT

Committee Members

Councillor Eddie Johnson, Essex County Council (Chairman)
Councillor Karen Clempner, Essex County Council
Councillor Michael Garnett, Harlow District Council
Councillor Tony Hall, Harlow District Council
Councillor Guy Mitchinson, Harlow District Council (Part)

Officers

Rissa Long, Highways Liaison Officer, Essex County Council
David Sprunt, Principal Area Transportation Co-ordinator, Essex County Council
Rebecca Farrant, Operations Manager (Property and Facilities)
Joe McGill, Properties, Facilities and Projects Manager, Harlow Council
Lisa Purse, Corporate and Governance Support Team, Harlow Council
Joel West, Governance Support Officer, Harlow Council

Other Members

Councillor Muriel Jolles (Part)

48. **INTRODUCTIONS AND APOLOGIES**

Apologies of absence were received from Essex County Councillors Mike Danvers and Tony Durcan and Harlow Councillor Phil Waite.

49. **DECLARATIONS OF INTEREST**

None.

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

RESOLVED that the minutes of the meeting held on 18 February 2014 are agreed as a correct record.

51. **UPDATE ON MATTERS ARISING FROM MEETING OF 18 FEBRUARY 2014**

Further to minute 42, a. (iii) Rissa Long provided an update on the Little Pardon School safety scheme. Despite initial comments it had been decided that the safety scheme will proceed in principle and a meeting will be arranged with the school after the half term school holiday to discuss taking the scheme forward.

52. **OPPORTUNITY FOR PUBLIC SPEAKING**

With reference to minute 40 from the 18 February 2014 Panel meeting Mr Vic Potter, Priory Avenue Group was in attendance to address the Panel. Mr Potter explained that the Priory Avenue Group had recently received the detailed survey results for the speed survey along Priory Avenue. He felt that the additional information shed a different light on the problem and the Panel were asked to take a further look at the situation.

The Chairman expressed sympathy to Mr Potter and explained that the results of the survey do not fulfil Essex County Council criteria for the installation of a vehicle activated sign (VAS) or speed camera. Rissa Long suggested Community Speed Watch [Community Speed Watch](#) which involves using a speed camera provided by the Police, as an alternative to encourage community involvement.

Councillor Garnett suggested the introduction of a 'no right turn' on the junction between Priory Avenue and Station Road would help to prevent mis-use of Priory Avenue. Councillor Garnett was encouraged to complete a scheme request form for consideration at the next meeting of this Group.

53. **UPDATE ON SCHEMES**

a) Update on schemes approved 2012/13

The Panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2012/13. Rissa provided further updates on several of the listed schemes as below:

- i. Minor - Mini round about at junction of Ployters and Southern Way – Installation has been scheduled for Sunday 11 May 2014, there is likely to be some disruption.
- ii. Minor – two VAS signs for Old Road, Old Harlow – It was confirmed that this scheme is due for completion imminently.
- iii. Minor – VAS sign for Parsloe Road – It was confirmed that this scheme has been completed.
- iv. Minor – design works for scheme to relieve estate parking in Harlow – Rissa reported a delay caused by utilities on the ground.

RESOLVED that this report is noted.

b) Update on schemes approved 2013/14

The Panel received a report from Essex County Council on the status of minor schemes previously approved by the Panel for 2013/14.

MINOR SCHEME – VAS sign for Rye Hill Road – It was confirmed that the sign will be installed prior to September 2014.

RESOLVED that this report is noted.

54. **POTENTIAL SCHEME LIST**

Summary of schemes for potential consideration in 2014/15

Councillor Karen Clempner drew the Panel's attention to the following issue:

Item 1 – Residents have requested that the road hump on the exit of Church End is relocated due to the number of near misses that have taken place at the location. Councillor Clempner was advised to submit a scheme request form for the issue to be considered at a future meeting of the Panel.

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

Item 2 – Lorries that park in the clearway at Tesco, Church Langley awaiting access to the yard are considered dangerous. Council Officers were asked to investigate options for enforcement.

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.

RESOLVED that

A The schemes listed in the report totalling £145,485 were agreed.

B The following additional schemes are progressed:

Item 3 – Town Centre Bus Station signage/display board improvements – estimated cost £25,000

Item 4 – Six month trial to allow use of bus lanes by private hire and other authorised vehicles – estimated cost £52,000. Councillor Tony Hall asked that his opposition to this scheme be recorded.

Item 5 – Eshelon parking at Moorfields - estimated cost £2,200

Item 6 – Feasibility study into a mini roundabout at junction of Howard Way and Altham Grove - estimated cost £5,000

55. **HIGHWAYS RANGERS AND REVENUE EXPENDITURE**

a) Rangers report

The Panel received a report which itemised a complete list of works carried out by the Highway Rangers from November 2013 to December 2013. Details of how to request the services of the Highway Rangers are detailed on page 39 of the report.pack.

RESOLVED that the report is noted.

b) ECC revenue matched funding

The specific information needed to be able to discuss the matched funding was not available for the meeting.

56. **MAJOR CAPITAL SCHEMES**

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

- 1) Improvement works at Burnt Mill Roundabout have been delayed due to utilities on the ground, but are due for completion in June 2014.
- 2) Improvement works at the Clock Tower Roundabout contract has gone out to tender. The nearby trees have been cleared in preparation for work to start.
- 3) The new junction at Newhall which will provide access to the Harlow Enterprise Zone, London Road, is due to commence in November 2014.

57. **ANY OTHER BUSINESS**

None.

58. **DATE OF NEXT MEETING**

Tuesday 17 June 2014 at 7pm, in the Council Chamber, Civic Centre, Harlow.

CHAIRMAN OF THE PANEL

**HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL
LOCAL HIGHWAYS PANEL 17th JUNE 2014
REPORT 1 – SCHEMES APPROVED 2012-13 and 2013-14**

CAPITAL EXPENDITURE 2012-13

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	SCHEME	Funds approved	Current Cost estimate	Estimated completion date	UPDATE
S E P T	CYCLING – Generic lack of cycle parking facilities across the district	£69,000	£69,000	2014/15	Meeting to be arranged with officers to discuss the progression of this scheme.
S E P T	EITS - ETCC manual slip road clearance strategies Section 4.1.1.1	£6,000	£6,000	COMPLETED	The necessary amendments to the traffic signals to help when there are congestion problems has been completed.
S E P T	CYCLING - Upgrading and improvements to network to link to strategic routes - linked with PTP in area	£100,000	£100,000	2014/15	The draft designs have been completed but some land issues with Harlow District Council need to be resolved.

S E P T	MINOR – Zebra crossing between Davenport and Kiln Lane on Lane End in Church Langley	£37,000	£37,000	COMPLETED	The completed crossing can be seen below.
S E P T	MINOR – Zebra crossing on Paringdon Road in the vicinity of Millwards Primary school	£15,000	£15,000	COMPLETED	Works completed in early April 2014. The completed crossing can be seen below.
S E P T	MINOR – Mini-roundabout at junction of Ployters and Southern Way	£60,000	£60,000	COMPLETED	Roundabout completed in May 2014
S E P T	MINOR – extend the 20mph speed limit on Manston Road out to include Netteswell Rectory	£5000	£10,000	Early 2014/15	Waiting for the scheme to be formally advertised
S E P T	BUS STOP IMPROVEMENTS The Gatekeeper. Address: Potter Street, London Road, Harlow	£10,000	£10,000	COMPLETE	The scheme is complete with the minor exception of a small area of tactile paving which cannot be undertaken until a lamp column has been relocated by UK Power Networks.
S E P T	BUS STOP IMPROVEMENTS The Gatekeeper. Address: Potter Street, London Road ,Harlow	£4,000	£4,000	COMPLETE	As above
S E P T	BUS STOP IMPROVEMENTS PAH Fourth Ave. Address: Fourth Avenue, Harlow. (Near Princess Alexandra Hospital	£2,500	£2,500	COMPLETE	Completed on 11/03/2014

S E P T	BUS STOP IMPROVEMENTS PAH Fourth Ave. Address: Fourth Avenue, Harlow. (Near Princess Alexandra Hospital)	£2,500	£2,500	COMPLETE	As above
S E P T	BUS STOP IMPROVEMENTS Princess Alexandra Hospital. Address: Hamstel Road, Harlow. (Outside the Princess Alexandra Hospital)	£2,500	£2,500	COMPLETED	Completed mid -March
D E C	MINOR – Install pedestrian drop crossings at identified sites in the district as part of an ongoing scheme	£20,000	£20,000	COMPLETED	The installation of the first batch of sites at Moorfields, Kingsland and Maddox Road were completed in March 2014
D E C	MINOR Feasibility for layby amendments to help facilitate better parking in Moorfields	£20,000	£20,000	COMPLETED	Members agreed at the November Panel on the option to be progressed
M A R	MINOR Old Harlow painting of lamp columns	£20,000	£20,000	COMPLETED	
M A R	MINOR 2 x VAS signs for Old Road, Old Harlow	£16,000	£20,000	COMPLETED	The posts have been installed and the signs are due to be erected by the end of April 2014
M A R	MINOR Chevron sign for Churchgate Street at the junction with Sheering Road	£300	£1200	COMPLETED	

M A R	MINOR VAS sign for Parsloe Road	£8000	£10,000	COMPLETED	
M A R	SCHOOL CROSSING PATROL Money allocated for generic works outside schools with safety concerns	£15,000	£15,000	2014-15	Initial complications regarding the installation of pedestrian guardrail outside Little Parndon School have been overcome. A meeting took place between the Engineers, County and District Councillor and the school and the specifics of the scheme have now been agreed.
M A R	MINOR design works for scheme to relieve estate parking in Harlow	£42,000	£42,000	2014-15 delivery	Priority sites to be progressed have been agreed with Joe McGill of HDC and works should commence early into the 2014-15 financial year.

CAPITAL EXPENDITURE 2013-14

Schemes which require further budget are highlighted in red.

	SCHEME	Funds approved	Current Cost estimate	Estimated completion date	UPDATE
6 J U L Y	CASUALTY REDUCTION Investigation works into railings on Fourth Avenue, Harlow (Between J/w North Gate & Velizy Avenue to deter pedestrians from crossing the road at this point.	£10,000	£10,000	COMPLETE	Feasibility study has been completed and is available as a scheme for members to consider for funding in report 3.
J U L Y	BUS STOP IMPROVEMENTS Bus Stop: 1500IM1426AA, Little Pynchons. Tysea Road, Harlow Formally mark bus stop with new Pole, flag and timetable case.	£1000	£4000	COMPLETE	Essex Highways has indicated that this scheme was completed in September
J U L Y	BUS STOP IMPROVEMENTS Bus stop 150035049005 Fenner Brockway House, Maddox Road Harlow - Installation of a bus cage & no waiting plate and removal and relocation of memorial bench	£4000	£4000	COMPLETE	Essex Highways has indicated that this scheme was completed in September

J U L Y	MINOR SCHEMES Harlow pram crossings -- additional funds to cater for more sites that have been identified as needing pedestrian drop kerbs	£25,000	£25,000	COMPLETE	The Batch 2 sites have been completed
J U L Y	MINOR SCHEMES Mulberry Green / Gilden Way – signage refresh at the junction	£5,000	£5000	2014-15	Awaiting final programming for the amendment to the signage.
J U L Y	MINOR SCHEMES – Signage improvements for town centre parking	£10,000	£10,000	2014-15	A meeting has taken place with the engineers who are drawing up designs for amendments to signage leading to the car parks.
J U L Y	MINOR SCHEMES – Parking and congestion in residential areas	£60,000	£60,000	ONGOING	Top of the £40,000 allocated in 2012-13 with the scheme set to commence early in the new financial year as the priorities have been agreed
J U L Y	MINOR SCHEMES Investigation and design work for Southern Way mini roundabout	£10,000	£10,000	COMPLETE	Members agreed to progress the scheme at the April meeting

S E P T	BUS STOP IMPROVEMENT New bus shelter for Fenner Brockway	£10,000	£10,000	COMPLETE	
S E P T	BUS STOP IMPROVEMENT Installation of bus cage and no waiting plate on Momples Road	£1000	£1000	COMPLETE	
S E P T	SCHOOL CROSSING PATROL District wide funding available	£15,000	£15,000	ONGOING	Additional monies made available to deal with potential school themed issues that arise in Harlow. Dependant on the cost of the railings this money is likely to be needed for the Little Parndon school guard railings
S E P T	MINOR SCHEME VAS sign for Rye Hill Road	£10,000	£10,000	2014 /15	.
S E P T	MINOR SCHEME Pedestrian barrier outside the synagogue on Harberts Road	£1500	£1500	COMPLETE	
S E P T	MINOR SCHEME Bollards to protect the footway at Rams Gorse	£1500	£1500	COMPLETE	A site meeting with the engineer has taken place and the specifics agreed.
N O V	CASUALTY REDUCTION A414 Fifth Avenue J/w Burntmill Lane, Harlow - Signage amendments and other remedial safety measures; No Right Hand Turn feasibility study	£3000	£3000	2014-15	

NOV	BUS STOP IMPROVEMENTS Installation of timetable frames across the whole Town	£5500	£7,200	2014-15	
NOV	MINOR SCHEMES Hamstel Way feasibility study into the possibility of a pedestrian crossing in the vicinity of the ambulance station	£5000	£5000	2014-15	

**HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL
LOCAL HIGHWAYS 17th JUNE 2014
REPORT 2 – SCHEMES APPROVED 2014-15**

CAPITAL EXPENDITURE

The following schemes have been recommended by the Harlow Highways Panel so far during the 2014-15 financial year. Members are reminded that schemes are delivered in the order in which the funded has been approved.

	LOCATION	SCHEME	Funds approved	Estimated completion date
A P R I L	MINOR SCHEME Town wide	continuation of pedestrian drop kerb scheme undertaken in previous two years	£20,000	2014-15 delivery
A P R I L	MINOR SCHEME Southern Way junction with Tawneys Road	removal of existing traffic signals to be replaced with a mini roundabout	£105,485	2014-15 delivery
A P R I L	MINOR SCHEME Partridge Road	replacement of ineffective rubber speed cushions with a more durable alternative	£20,000	2014-15 delivery

A P R I L	MINOR SCHEME Town wide	implementation of the trial for the taxis to use the bus lanes	£52,000	2014-15 delivery
A P R I L	MINOR SCHEME Moorfields	implementation of echelon parking as designed in 2013-14	£2,200	2014-15 delivery
A P R I L	BUS STOP IMPROVEMENTS Main bus terminal	introduction of electronic passenger information sign	£25,000	2014-15 delivery
A P R I L	MINOR SCHEME Howard Way at the junction with Altham Grove	FEASIBILITY STUDY for the introduction of a mini roundabout	£5,000	2014-15 delivery

HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL LOCAL HIGHWAYS PANEL 17th JUNE 2014 REPORT 3 – POTENTIAL SCHEME LIST for 2014-15

The budget available for Harlow Panel members to allocate to new schemes in the 2014-15 financial year will again be **£487,315**.

Potential schemes which are available for members to consider are listed here and the budgetary position is outlined below.

ORIGINAL BUDGET	£487,315
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ALLOCATED TO DATE	£229,685
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BUDGET REMAINING	£257,630
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MINOR SCHEMES

	LOCATION	SCHEME	PROBLEM	ESTIMATED COST	RAG
1	Church Langley Way	VAS sign	Speeding traffic as identified by a speed survey	£8,500	
2	Moorfields	Feasibility and design work for further parking initiatives within Moorfields	Inconsiderate parking causing manoeuvrability problems within this estate	£3,000	
3	Town wide	Signage improvements for town centre parking – FEASIBILITY STUDY COMPLETED IN 2013-14	Confusing signage	£25,000	
4	Town wide	Implementation of the signage review as part of a feasibility study in 2013-14		£25,000	
5	Gilden Way junction with London Road	Extension of guard-railing to encourage pedestrians to cross at the designated point	Pedestrians are crossing the road on the blind bend at the roundabout instead of walking to the tactile paving intended as the pedestrian crossing point	£25,000	

6	Fourth Avenue, (Between J/w North Gate & Velizy Avenue	Installation of guard railing to deter pedestrians from crossing from the Sainsburys pedestrian access to the Post Office car park – FEASIBILITY STUDY COMPLETED IN 2013-14		TBC	
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PASSENGER TRANSPORT

	LOCATION	SCHEME	PROBLEM	ESTIMATED COST	RAG
1	Holly Field, Pyenest Road ID 3504101	Replace old metal shelter with new metal shelter	Existing facilities in disrepair	£5,500	
2	Millwards School, Paringdon road ID IM2753	Replace old metal shelter with new metal shelter	Existing facilities in disrepair	£5,500	
3	Milwards School, Paringdon road ID IM2577	Replace old metal shelter with new metal shelter	Existing facilities in disrepair	£5,500	
4	Canons Gate, Hobtoe Road ID 35046003	Replace old metal shelter with new metal shelter	Existing facilities in disrepair	£5,500	

The following schemes are subject to feasibility studies and design and will be available for members to consider at a future panel meeting

FEASIBILITY STUDIES / DESIGNS AND VALIDATIONS

LOCATION	SCHEME
1 Church Langley	VALIDATION – investigation into signage possibilities to deter HGV's from mistakenly turning into Church Langley looking for access to the M11

HARLOW DISTRICT COUNCIL WITH ESSEX COUNTY COUNCIL LOCAL HIGHWAY PANEL – 17th JUNE 2014 REPORT 4: HIGHWAY RANGERS AND REVENUE EXPENDITURE

As with previous years the figure that has been allocated for the provision of the Highway Rangers in Harlow is £129,000 with the surplus monies after Harlow District Council have taken £85,000 to operate the service being made available to reinvest.

The type of items that this money can be utilised for is speed surveys and PV² assessments and members are invited to recommend sites where a survey is required.

Rangers work update

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The information below relates to external requests for work which have been submitted to the Rangers in May.

ROAD NAME	LOCATION	TYPE OF WORK REQUIRED	Date Requested
Nicholls Field	Close to the playing field	Reinstatement of cycle track sign that has been knocked down	15/05/2014
Spencers Croft	Behind no 131	Reinstatement of bollard on the cycle track	29/05/2014

Currently the Rangers are not being utilised to their full capacity and 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 email to highway.enquiries@essex.gov.uk with **Harlow 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.