

MEETING OF THE CHELMSFORD LOCAL HIGHWAYS PANEL

19th JUNE 2013

TRAINING ROOM, GROUND FLOOR COVAL LANE BUILDING, CIVIC
CENTRE, CHELMSFORD CITY COUNCIL
COMMENCING AT 12.45PM

There will be a buffet lunch available for Panel Members and officers from
12.30pm

AGENDA

1. Apologies for absence
2. Minutes of the Local Highways Panel meeting held on 24th April 2013
(attached)
3. Matters Arising
4. Terms of Reference for the Chelmsford Local Highways Panel (attached)
 - To approve and to confirm the appointment of Vice Chairman
5. Actions to be reported back on from previous meetings (attached)
6. Chelmsford LHP Full Reserve Scheme List (attached)
 - To consider schemes for funding
7. Highways Rangers Summary (attached)
8. Work Programme Monitor including Highways Maintenance Initiative and
approved LHP Schemes (to be circulated at the meeting)
9. Any Other Business
10. Date and time of next meeting

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL

19 June 2013

Present:

County Councillor John Aldridge	Essex County Council
Councillor Ian Grundy	Chelmsford City Council
County Councillor Norman Hume	Essex County Council
County Councillor Mike Mackrory	Essex County Council
County Councillor Dick Madden	Essex County Council
Councillor Chris Rycroft	Chelmsford City Council
Councillor Bob Shepherd	Chelmsford City Council
Councillor Roy Whitehead	Chelmsford City Council (Chairman)

In attendance:

Jenny Hill	Essex County Council
County Councillor Eddie Johnson	Essex County Council
Brian Mayfield	Chelmsford City Council
Hannah Neve	Essex County Council
Averil Price	Chelmsford City Council
Jon Simmons	Essex County Council
Derek Stebbing	Chelmsford City Council
Rosa Tanfield	Chelmsford City Council
Joy Thomas	Chelmsford City Council

1. **Apologies**

Councillor Whitehead welcomed everyone present. No apologies for absence had been submitted.

2. **Minutes of the Chelmsford Local Highways Panel Meeting on 24 April 2013**

The minutes of the Chelmsford Local Highways Panel meeting held on 24 April 2013 were approved as a correct record and signed by the Chairman.

3. **Matters Arising**

Jon Simmons reported that his colleagues in Network Management were liaising with Councillor Deakin over the information relating to the crossing in Linnet Drive.

The Panel welcomed the news that the bid for Pinch Point funding for the Parkway widening scheme had been agreed by the DfT.

4. **Operation of the Panel**

The Panel received a document which set out and updated the purpose and status of the Panel; its terms of reference, governance and funding arrangements; its relationship vis-à-vis the Local Transport Plan; and its practical procedural operation.

Councillor Whitehead pointed out that the Panel was not an executive, decision-making body but instead made recommendations to the County Council's Cabinet Member for Highways and Transportation, who decided which schemes to approve for funding from the budget set aside for the Panel. The Panel did not demur with this view.

Councillor Rycroft sought clarification as to whether substitutes were permitted at the Panel's meetings. It was noted that this was not covered in the Panel's governance arrangements but members had no objection to such an arrangement being approved by the County Council.

It was suggested that rather than have a named member as Vice Chairman of the Panel, the City Councillor with Cabinet responsibility for highways matters, currently the Cabinet Member for Safer Communities, should be appointed to that position.

AGREED that:

- (a) subject to (b) and (c) below, the arrangements for the operation of the Chelmsford Local Highways Panel described in the document for Agenda Item 5 be approved;
- (b) Essex County Council be requested to approve an amendment to the document to allow members of the Panel to appoint substitutes to attend its meetings if they are unable to do so; and **Action: Averil Price to send request to ECC**
- (c) the person appointed as Vice Chairman of the Panel should be the City Council's Cabinet Member for Safer Communities. **Action: Averil Price to amend the document accordingly**

5. **Schemes List – Actions to be reported back on from previous meetings**

The Panel received a report on actions agreed at previous meetings and current progress on them.

The following comments and recommendations were made in respect of the schemes listed in the report:

Pedestrian refuge, Rainsford Road – This scheme was detailed in the work programme at Agenda Item 8 with a finish date of 29 November 2013.

Odeon Roundabout – Designs for the lines and signs at the roundabout were distributed at the meeting for comments. It was **agreed** that the word "only" should be added to the words "Meadows Retail Short Stay" in Sign 4, and that Option 1 was preferred for Sign 1. Funding of £41,000 was recommended for the signs and lines. It was also noted that there were some errors to the wording of the signage that would need to be rectified.

Broomfield Road trial – The scheme would be brought back to the Panel at the end of the year after the trial had been completed and assessed.

School Crossing Patrol sites – Schemes 50131 and 50132 had now been included in the Detailed Work Programme.

New Nabbotts Way – The results of the feasibility study are currently with Network Management and an update will be given at the next meeting.

Army and Navy Roundabout – Stakeholders would be kept informed of the plans for the utility diversions being carried out with funding from the Pinch Point Fund. This was one of four separate schemes planned for the Army and Navy and the Panel emphasised the need to ensure their efficient co-ordination.

Scheme IT 261 – It was anticipated that the transfer of Section 106 funding for this scheme would take place in the next two months.

Scheme Crossing, Melbourne Park School – The scheme to relocate the bus stop would be assessed by the Highways team.

Schemes CH51/CH43, CH30, CH50, CH54/CH29, CH13 – Work on these schemes had started.

Cycling Strategy – A report on cycling strategy and priorities for cycling schemes would be considered at the Panel's next meeting.

Schemes IT 149, 150, 214 – Discussions had been held with West Hanningfield Parish Council over speed reduction measures.

Broomfield Parade – The validation for this scheme had been carried out.

Avon Road – This feasibility scheme had been included in the Detailed Work Programme with a completion date of February/March 2014.

Ford End feasibility study – An update on this scheme was awaited before a decision was made on whether to include it in the Detailed Work Programme.

Kings Road/Swiss Avenue – The Panel **agreed** that £400 be allocated for two speed surveys at this site.

Scheme IT138 – This was a duplicate scheme which had been removed.

Schemes IT250, 145, 26 – These are not yet on the Detailed Work Programme.

Chelmsford Road, Writtle near Hylands School – This had not yet been included in the Detailed Work Programme. The Panel supported the view of Councillor Aldridge that a short term measure to improve the situation was urgently needed and **agreed** that a proper scheme should be brought to the next meeting.

Signage, West End – A breakdown of the costs per sign was awaited. This will be considered again at the next meeting.

Update on feedback from Parish Councils – The comments of Bicknacre and Woodham Ferrers regarding IT188 and Broomfield Parish Councils for IT195 were still awaited.

Schemes requested by Parish Councils – The Panel supported the intention to make the Scheme List available to all Parish Councils.

Left turn from High Bridge Road to Baddow Road – This was covered by the Odeon Roundabout scheme.

In response to a question from County Councillor Johnson, the Chairman stated that it had been the objective of the Panel from the start to identify those issues, problems and suggested schemes that had persisted before the establishment of the Panel and to focus on reducing them to a manageable and realistic number of priority projects which could be funded from the available budget for the schemes list. It was not the intention, and nor was it practical, to add to the list major new schemes suggested by Parish Councils or elected representatives.

AGREED that the Scheme List presented to the meeting be noted with the comments and recommendations set out in this minute.

6. **Work Programme Monitor**

A Detailed Work Programme of schemes for 2013/14 was distributed at the meeting. The Panel was informed that it included all schemes recommended by the Panel but not some schemes previously identified on which further work was needed. A full progress report would be presented to the next meeting.

The following general points were made to or by the Panel:

- (a) The Panel expressed disappointment and frustration that work on schemes was being delayed primarily due to lack of design resources at the County Council. Members were not placing responsibility for delays with the officers in the Design Team but with the arrangements which meant that insufficient resources were being applied to enable the design of schemes to be completed in a reasonable timescale. This led not only to delays in the practical implementation of schemes but under spends from one year to the next. The Chairman reiterated his suggestion that the County Council agrees to outsource some of the design work to reduce the backlog of schemes, with the cost being met by the Panel's allocated funding. Hannah Neve made the point that design works for schemes approved to date should be completed in the current financial year.
- (b) Jon Simmons said that the Design Work Programme would be updated and distributed monthly in a more comprehensive and clearer format, including a referencing system which would enable easier tracking and auditing of schemes. The first such list would be distributed to the Chairman and Vice Chairman before a scheduled meeting in July with the County Council's Cabinet Member for Highways and Transportation at which it was intended to discuss ways to speed up the design of schemes.

On specific schemes in the list presented to the meeting, the Panel was told that scheme DC1052 had started and that further information on the outstanding expenditure for scheme DC57 would be made available.

AGREED that the Detailed Work Programme presented to the meeting be noted.

Action: Jon Simmons and Hannah Neve to pursue (b) above.

7. **Reserve Scheme List**

Jon Simmons presented the latest version of the Reserve Scheme List, which contained those schemes put forward by Parish Councils and elected representatives and which had been or were being validated.

In light of the comment made in minute number 5 above about the need to focus on a manageable list of schemes, the Panel agreed that the Potential Schemes detailed in the report should not be considered at this meeting.

Minor Schemes

With regard to the minor schemes list, the Panel **agreed** that Jon Simmons should clarify with the Parish Council if there was still a perceived speed problem at Hatchfields, Great Waltham (IT172), prior to any speed surveys being commissioned. It also **agreed** that all minor schemes shown red on the list should be removed unless justification for their retention was received from the relevant Parish Councils by the end of July 2013.

Action: Jon Simmons to inform the Parish Councils

Bus Stops

Section 106 funding had been identified for the new bus stop (scheme 1) in Bicknacre. Schemes 2 to 10 on the list were **agreed**.

Cycling Schemes

Prioritised potential schemes and a proposed cycling strategy would be brought to the next meeting of the Panel. In the meantime it was **agreed** that all listed cycling schemes should be removed from the list and brought forward separately to the next meeting. **Action: Jon Simmons**

Casualty Reduction Schemes

With regard to the schemes listed the Panel **agreed** the following:

Rainsford Road/Primrose Hill – Scheme approved (£4,000)

Copperfield Road/Oliver Way – A scheme which provided for the construction of a pedestrian refuge and tactile paving was approved (£5,000)

Van Diemens Road – This should be reinstated on the minor schemes list but consideration should be given to co-ordinating it with the schemes for the Army and Navy Roundabout. Funding from the Safer Roads Foundation should be pursued but the Panel recommended that £30,000 should be allocated if that funding is not achieved. Hannah Neve would work with the Casualty Reduction Team to ensure this scheme should go ahead at this location or if it should be put on hold pending the relocation of the pedestrian crossing.

Bicknacre Road, Gay Bowers Road, Danbury – Some remedial works had been carried out at this location, but some further work was required and this reduced funding was approved (£4,000)

Stock Road, Bakers Lane, Stock – This had been agreed at the last meeting.

AGREED that the Casualty Reduction Schemes be confirmed as described above.

8. **Highways Rangers Summary**

Jon Simmons circulated an updated summary of the Chelmsford City Highways Rangers work programme. The Panel noted that an updated summary would be distributed.

9. **Any Other Business**

None.

10. **Dates of Future Meetings**

It was agreed that meetings of the Panel be held at the Chelmsford City Council's offices on

28 August 2013
9 October 2013
5 December 2013

at 12.45pm and with lunch at 12.30pm

The meeting closed at 2:53 p.m.

Chairman