

MINUTES

of the

CHELMSFORD LOCAL HIGHWAYS PANEL

15 January 2014

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:

Erwin Deppe	Essex County Council
County Councillor Eddie Johnson	Essex County Council
Derek Latimer	Chelmsford City 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. Hannah Neve (Essex County Council) had sent her apologies.

2. **Minutes of the Chelmsford Local Highways Panel Meeting on 6 November 2013**

The minutes of the Chelmsford Local Highways Panel meeting held on 6 November 2013 were approved as a correct record and signed by the Chairman. County Councillor Mackrory asked for and received confirmation that in Minute 3 the funding re-allocated from the design work in New Nabbotts Way, which would not now be required, would be used for to consider other traffic reduction measures in the vicinity.

3. **Matters Arising**

Jon Simmons reported that under Minute 4 the Panel had indicated that they wished to agree funding of up to £5,000 for feasibility schemes in advance. He had been advised subsequently that this was not possible and all such decisions needed to be taken on a case by case basis by the Panel.

County Councillor Johnson confirmed that this had also been confirmed to the Harlow Local Highways Panel.

Jon Simmons also confirmed that delays had occurred with the Odeon Roundabout scheme as three firms were considering the target costings. In answer to a question from County Councillor Madden, he reported that the Section 106 scheme at Goldlay Avenue would be linked to the current Parkway widening and be following on from it rather than being carried out at the same time.

The Chairman asked that a report on the scheme be made to the next meeting.

On Minute 6(1), the Chairman reported that the Navigation Road scheme had been delayed in order that a one-way scheme could be considered. In answer to a question from County Councillor Mackrory, he explained that the one-way proposal was only a draft suggestion at present but was in line with discussions held at a Chelmsford City Council meeting in 2013. He understood that Essex County Council was considering the aggregate effect of a number of developments in the vicinity. It would be discussed at a meeting between Chelmsford City Council and Essex County Council and further information would be provided to Members in due course. Joy Thomas confirmed that Section 106 funding for Navigation Road was secure with ECC.

On Minute 6(2), in answer to a question by County Councillor Mackrory, Jon Simmons confirmed that both schemes DC 29 (Pump Lane/Springfield Road, Springfield – design of road widening) and DC1120 Stump Lane – pedestrian refuse island) had been completed.

Jon Simmons reported that Hannah Neve had hoped to have been able to report to this meeting on the Colchester Road widening (Cuton Hall to Boreham) as requested in Minute 7. As she was unable to attend the meeting, the report would be sent out with these minutes and would be considered at the next meeting.

Under Minute 8, Jon Simmons had been asked for information about the angle at which the flails are set for hedge trimming and he had now been advised by the Highways Rangers that the angle varied depending on the local features of the verge. Highways Maintenance and Passenger Transport had however recently used an adapted bus to cut hedges overhanging vegetation on bus routes and if Councillors were aware of particular problems, he asked that they notify him and he would ask colleagues to investigate.

ACTION:

- (a) An update report on the Parkway widening and Odeon Roundabout schemes be provided at the next meeting;
- (b) The report 'Colchester Road widening (Cuton Hall to Boreham)' be provided with these minutes and considered at the next meeting

4. **Approved Work Programme**

The Panel considered the approved scheme list for 2012/2013 and 2013/2014. The following items were brought to the Panel's attention.

(1) Vehicle Activated Sign (VAS) Schemes

Schemes 19, 20, 27, 34, 54 and 67 had been recommended for funding by the Panel

at previous meetings and they had now undergone a speed survey as part of the design process. The six sites had not met the criterion that average speed should be at least 5 mph over the speed limit for a VAS to be considered. The Panel considered scheme 19 for Gloucester Avenue and noted that average speed was only slightly higher than the 30 mph limit. It was agreed that these schemes should not be supported for progression and that monies designated for the schemes should be re-allocated but that clarification of the VAS/Speed Management Policy should be presented at the next meeting.

No.	Design reference	Task name	Parish	Works description	Allocated budget
19	DC1758	Gloucester Avenue Lucas Lane Chelmsford	Chelmsford non parished	LHP Minor Scheme – VAS	£5,000.00
20	DC1761	Trinity Road Chelmsford	Chelmsford non parished	LHP Minor Scheme – VAS	£5,000.00
27	DC1759	Chignal Smealy	Chignal	LHP Minor Scheme – VAS	£5,000.00
34	DC1760	Souther Cross Road Good Easter	Good Easter	LHP Minor Scheme – VAS	£5,000.00
54	DC1757	Lawn Lane Springfield	Springfield	LHP Minor Scheme – VAS	£10,000.00
67	DC1756	Chignal Road (Avon Road jw Newland Spring) Chelmsford	Chelmsford non parished	LHP Minor Scheme – VAS	£8,500.00

AGREED

- (a) Schemes 19, 20, 27, 34, 54 and 67 are withdrawn from the Approved Works Programme and previously agreed budget allocations for the schemes totalling £38,500 (less pre-construction work costs) to be re-allocated back to available funding

(2) Scheme Top Ups

It was reported that an additional £23,000 would be needed for the cycling scheme 55 and an additional £47,000 would be needed for cycling scheme 56.

No.	Design reference	Task name	Parish	Works description	Allocated budget
55	DC1766	Chelmer Village Retail Park	Springfield	Cycling – widen ramp/limit to cycleway	£40,752.00 £23,000 required
56	DC1767	White Hart Lane Springfield	Springfield	Cycling – widen footway and tie into cycleway	£38,304.00 £47,000 required

Joy Thomas had recently transferred £5,000 Section 106 monies in respect of scheme 55, which could contribute to the top up. The Panel agreed to support the request for the additional monies required of £23,000, which would include the Section 106 funding available

In respect of scheme 56, Jon Simmons was asked to provide to the Chairman with more detail of the additional costs and the Panel agreed that provided that it could be justified, the Chairman was authorised to agree the funding.

Scheme 101 for Casualty Reduction required a top up of £5,000 and the Panel agreed to that additional funding.

No.	Design reference	Task name	Parish	Works description	Allocated budget
101	DC1213	Baddow Road Meadgate Avenue Chelmsford	Great Baddow	Casualty Reduction Scheme 2012/13 for pedestrian crossing improvement	£11,000.00 £5,000 required

AGREED that

- (a) Scheme 55 would proceed with additional capital funding of £23,000, less £5,000 Section 106 funding identified
- (b) Additional information would be provided to the Chair of the Panel to make a delegated and informed decision of the agreement for additional capital funding of £47,000 required for Scheme 56: and
- (c) Scheme 101 would proceed with additional capital funding of £5,000

(3) Cancelled Schemes

Jon Simmons reported on the reasons why schemes 9, 14, 30 and 59 were not to be progressed.

No.	Design reference	Task name	Parish	Works description	Allocated budget
9		New London Road jw Writtle Road and Elm Road	Chelmsford non parished	Casualty Reduction Scheme – CR40	£10,500.00
14		Kings Road Address Broomfield Road	Chelmsford non parished	Bus Stop Improvements – Metal Shelter	£4,000.00

30	DC1687	St Michaels CR Primary School	Galleywood	Traffic Management Improvements	£2,000.00 Funds being reallocated to project DC14048 to create one scheme (totalling £4,000.00)
59	DC1540	45 River Wid	Stock	PROW 45 – No bridge and ford too deep to cross	£15,000.00
Total					£29,500

AGREED

- a) Report from Jon Simmons was noted and funding (£29,500 less pre-construction costs) to be reallocated back to available funding

(4) Speed Surveys

The Panel had recommended speed surveys for schemes 63, 90, 91, 92, 103, 108, 111 and 125, which had now been completed and the results would now be fed into the validation process.

No.	Design reference	Task name	Parish	Works description	Allocated budget
63		Lodge Road Bicknacre	Bicknacre	LHP Minor Scheme – feasibility study into passing bays	£4,000.00
90		North Avenue nr j/w Kings Road Chelmsford	Chelmsford non parished	LHP minor scheme – Pedestrian crossing validation	£890.00
91		Old Moulsham (Moulsham Dr/Lady Ln/Hamlet Rd/St Johns Rd/Vicarage Rd/Moulsham St) Chelmsford	Chelmsford non parished	LHP Minor scheme – 20mph zone/limit validation	£1,470.00
92		Railway Bridge Arbour Lane Chelmsford	Chelmsford non parished	LHP Minor scheme – footway improvements across bridge	£420.00
103		Barnard Road Galleywood	Galleywood	LHP Minor scheme – 20mph speed	£210.00

				limit school	o/s	
108		B1002 Main Road, Wantz Road/Writtle Road, Margaretting	Margaretting	LHP scheme – Reduction in speed from 40 to 30 mph	minor	£420.00
111		Heath Road Ramsden Heath	Ramsden Heath	LHP scheme – extension of existing 30mph	minor	£210.00
125		Sandford Mill Road Chelmer Village	Springfield	LHP scheme – reduction in speed from 60 to 30mph	minor	£210.00
126		Pollards Green, Chelmsford	Springfield	LHP scheme – 20mph speed limit request	minor	£210.00

ACTION

- a) VAS/Speed Management Policy should be presented at the next meeting.

5. **Potential Scheme Proposals**

The Panel received a report on potential scheme proposals, which had been prioritised against set criteria and given a red, amber or green status showing its priority.

The Panel had a revised 2013/14 capital budget of £400,700 and had to date made recommendations of £237,900, leaving £162,800 for other schemes. In addition, the Panel had a revenue budget of £129,000 less estimated Highways Rangers' costs of £84,000 and recommended expenditure of £16,300, leaving £28,700 remaining for pre-construction feasibility/design/survey works. In answer to a question by the Chairman about whether once a feasibility study had confirmed that construction can go ahead, whether that revenue expenditure could become capital expenditure, Erwin Deppe explained that for major schemes, this would not be possible and that with these schemes such a transfer was also unlikely.

Councillor Shepherd explained the background to LCHE132086 (Paper Mill Bridge, North Hill and j/w Moden Hall Lane, Little Baddow) and LCHE132085 (Hammonds Road, Little Baddow and Church Road, Boreham) and emphasised that the flood warning improvements were essential.

County Councillor Aldridge explained the background to scheme LCHE132076 and LCHE132073 (Ongar Road/Lordship Road, near Doctors' surgery, Writtle). He considered that whilst a scheme was essential, the proposal needed to be made larger and more enhanced as other measures were required. Jon Simmons agreed to contact the Parish Council to receive further information. Joy Thomas also confirmed that there was in the region of £36,000 Section 106 funding available for a possible scheme in this location.

County Councillor Hume commented on the strength of local support for the removal of speed humps as part of scheme LCHE132050 (King Edwards Road, South Woodham Ferrers) to facilitate the provisions of a bus service. It was noted that the road humps could be removed so that the impact on speeds could be assessed and this was agreed.

Jon Simmons referred to the fact that scheme LCHE132060 (Viaduct Road, Chelmsford) was currently "red" because consultations were required with British Rail and the South Essex Parking Partnership. Rosa Tanfield confirmed that South Essex Parking Partnership were in discussion with British Rail and local traders.

County Councillor Mackrory asked about the difference between scheme LCHE132050 (King Edwards Road, South Woodham Ferrers) and scheme LCHE132054 (Lawn Lane, Springfield), which was a "red" scheme and with regard to the consistency of validation. Jon Simmons advised that the Springfield scheme related to the validation of the effect on speed of the pre-formed humps which had replaced the tarmac ones. The Panel agreed that the scheme could be re-instated to assess the design of the humps.

County Councillor Mackrory also asked about scheme LCHE132077 (New Bowers Way, White Hart Lane, Springfield) which related to improved signage for the Library and Parish Council. It was noted that the scheme was against signing policy and it was agreed that this matter be considered further and a report be made to the next meeting of the Panel,

ACTION

Jon Simmons to report on signing policy to the next meeting of the Panel.

AGREED

That the following schemes should be allocated funding as set out below:

No.	Design reference	Task name	Parish	Works description	Allocated budget
1	LCHE132066	Court Road nr j/w Hospital Approach	Broomfield	Kerbing and wooden bollards	£5,500
3	LCHE132079	Main Road (at Southern Broomfield Parish Boundary)	Broomfield	Traffic management improvement	£210
4	LCHE132080	Main Road nr j/w Erick Avenue	Broomfield	Upgrade zebra crossing to controlled crossing	£1,390
5	LCHE132081	Main Road (at Northern Broomfield Parish Boundary)	Broomfield	Traffic management improvement	£210

8	LCHE132071	Miami Roundabout, London Road	Chelmsford non parished	Prevention of vehicles for sale o/s Moulsham Grange	£12,500
9	LCHE132068	Main Road nr j/w Church Road	East Hanningfield	Bridge over ditch	£11,500
10	LCHE132016	Various entry points to Galleywood	Galleywood	Village gateway features	£12,500
11	LCHE132079	Watchouse Road (Skinners Lane to Pipers Tye)	Galleywood	Speed reduction measures	£210
12	LCHE132082	Highwood Road, Loves Green	Highwood	Traffic management improvement	£210
13	LCHE132083	Highwood Road, Edney Common	Highwood	Traffic management improvement	£210
16	LCHE132085	Hammonds Road, Little Baddow and Church Road, Boreham	Little Baddow	Flood warning improvement	£10,000
17	LCHE132086	Paper Mill Bridge, North Hill and j/w Moden Hall Lane	Little Baddow	Floor warning improvement	£10,000
18	LCHE132046	The Street/Vicarage Road	Roxwell	Bend improvement	£1,000
22	LCHE132065	North Springfield (residential area between Pump Lane/White Hart Lane and Uplands Estate between Pump Lane/Lawn Lane/Leybourne Drive)	Springfield	20 mph speed limit	£420
23	LCHE132070	New Hall School	Springfield	Improved signage for school	£750
26	LCHE132042	High Street	Stock	20 mph speed limit in narrow section of High Street	£420
30	LCHE132074	Margaretting Road/Lodge Road	Writtle	Traffic management improvement	£420
31	LCHE132075	Margaretting Road/Writtle Road	Writtle	Reduction in speed to 40 mph	£8,340
Total					£75,790

Total pre-construction funding agreed - £25,540

Total construction funding agreed - £50,250

Total - £75,790

AGREED that

- (a) Schemes LCHE132073 (29) (£10,000 route enhancement) and LCHE132076 (32) (£22,500) relating to Ongar Road/Lordship Road, the speed/volume of traffic and the lack of parking for the Doctors' surgery should be combined into one proposal and a larger scheme considered at the next meeting
- (b) Scheme LCHE132077 (24) New Bowers Way/White Hart Lane, Springfield proposal for improved signage should be deferred for decision to the next meeting, following a presentation on the ECC signing policy
- (c) Scheme LCHE132054 (21) Lawn Lane, Springfield scheme proposal should be revised from 'Improvement to speed humps' to 'Review design and type of speed humps' and considered at a future meeting
- (d) Scheme LCHE132060 (6) Viaduct Road, Chelmsford proposal for improvements to parking to be removed from the proposed schemes list

6. **Highways Improvement Scheme Proposals**

The Panel considered a report on highway improvement schemes under various headings. It was noted that schemes requiring speed surveys previously agreed and noted earlier in the meeting under Approved Works Programme 'Speed Survey' were complete but that validation was on-going. Scheme IT134 (Broomfield Road and Patching Hall Lane/ Broomfield Parade, Chelmsford) was awaiting validation of the parking issues along Broomfield Parade. The design costs of schemes LCHE135013 (Nabbott Road, Chelmsford) and LCHE135014 (Cross Keys, A1060, Boyton Cross) both at £1,500 were agreed. The other schemes were progressing.

In answer to a question by Councillor Grundy, Jon Simons confirmed that the Parish Councils affected by schemes LCHE 132075 (Margaretting Road/ Writtle Road, Writtle) under potential schemes and LCHE 132059 (B1002 Main Road, Wantz Road/Writtle Road, Margaretting) had received details of the speed surveys

AGREED that the recommendations in the report for funding of the following schemes be accepted.

No.	Design reference	Task name	Parish	Works description	Allocated budget
	IT134	Broomfield Road & Patching Hall Lane/Broomfield Parade	Chelmsford non parished	Improved traffic management	TBC – being validated
	LCHE132064	Pollards Green	Springfield	20mph speed limit	£420
	LCHE135010	Outside 'Top Vans' Bicknacre Road,	Bicknacre	Bus stop improvement	£3,000 S106 funding

No.	Design reference	Task name	Parish	Works description	Allocated budget
	LCHE135013	Nabbott Road (opp) Beeches Road, Stop ID 3407605	Chelmsford non parished	Bus stop improvement	£1,500
	LCHE135014	Cross Keys A1060 Boyton Cross	Roxwell	Bus stop improvement	£1,500
	LCHE134004	Army & Navy	Great Baddow	CH60 – replace existing guardrails with narrower design, improve lighting, repaint and resurface	£15,000 Possible S106 funding
Total					£3,420

Total pre-construction funding agreed - £420

Total construction funding agreed - £3,000

Total - £3,420

7. **Highways Rangers Summary**

Jon Simmons circulated an updated summary of the Chelmsford City Highways Rangers work programme. County Councillor Mackrory asked for details of the criteria for cutting back vegetation in view of problems experienced in Stump Lane, Chelmsford. Jon Simmons explained that unless there was a safety issue, the maintenance section would pursue with the landowner first but he agreed to raise this matter with the maintenance team himself.

ACTION

Jon Simmons to raise this issue of the delay in cutting back vegetation along routes with the maintenance team.

8. **Any Other Business**

(1) Tour de France

County Councillor Aldridge asked for clarification of the advance maintenance of the route to be used by the cyclists in the Tour de France. Jon Simmons confirmed that the Maintenance Team would minimise the disturbance to the route prior to the event. Averil Price asked that the Local Chelmsford Delivery Group be linked with the County Council Group to achieve a co-ordinated approach.

ACTION

Jon Simmons to provide Averil Price with details of the link between the Local Chelmsford Delivery Group and the County Council Group.

(2) Proposed Schemes

County Councillor Johnson commented that if local Councillors believe a scheme is a necessity and will make genuine improvements, they should pursue it even if it conflicts with general policies. The Chairman confirmed that as the Panel were resolving the earlier backlog of schemes, the possibility of setting a more defined direction would become feasible.

(3) Speed Watch

Councillor Grundy asked about the procedures involved with speed watch signs and which agency was responsible.

ACTION

Jon Simmons to report on these arrangements to the next meeting.

(4) Margaretting Road, Galleywood

The Chairman asked that scheme Margaretting Road, Galleywood (DC1321), shown on the Approved Programme of Works, for the continuation of the footway from the Village to the Heritage Centre be brought forward into 2013/2014 so that it can be tied with the existing flood alleviation scheme.

ACTION

Jon Simmons undertook to discuss this with the Delivery Team and provide a progress report at the next meeting

(5) Next Meeting

AGREED that a meeting be arranged for 24 February, 2014 at 12:30 p.m.

The meeting closed at 1:45 p.m.

Chairman