



CASTLE POINT LOCAL HIGHWAYS PANEL MEETING AGENDA

Date: 18th September 2024

Time: 11:00am

Venue: Castle Point Committee Room 1

Chairman: ECC Member Andrew Sheldon

Panel Dave Blackwell, ECC Member Jill Reeves,

Members: ECC Member Peter May; ECC Member Beverly Egan (Vice Chairman)

Cllr John Anderson (CTC), CPBC Member D Jones. CPBC Member Laurie

Dixon, CPBC Member John Knott, CPBC Member Nick Harvey

Officers: Essex Highways Dan Maclean Highway Liaison Team Leader

Essex Highways Jennifer Boxall Highway Liaison Officer

CPBC Stuart Jarvis - Contracts Manager

Secretariat:

Page	Item	Subject	Lead	Paper
	1	Welcome & Introductions	Chairman	Verbal
	2	Apologies for Absence & Declarations of Interest	Chairman	Verbal
2-6	3	Minutes of meeting held on 19th June 2024 agreed as a correct record	Chairman	
	4	Matters Arising from Minutes of the previous meeting	Chairman	Verbal
7-11	5	Report on Funded Schemes	HLO	Report 1
12-17	6	Report on Schemes Awaiting Funding	HLO	Report 2
	7	Any other business	Chairman	Verbal
	8	Date of next meeting: TBC	Chairman	Verbal





CASTLE POINT LOCAL HIGHWAYS PANEL MINUTES 19 JUNE 2024, AT 11:00

COMMITTEE ROOM 1

Chairman: Cllr Andrew Sheldon (ECC)

Panel Members: ECC Members

Cllrs Blackwell, Reeves, May, and Egan (Vice Chairman)

CPBC Members

Jones, Dixon, Knott and Harvey

CITC Members Cllr Anderson

Officers: ECC:

Daniel Maclean – Highway Liaison Team Leader

Jennifer Boxall - Highway Liaison Officer

CPBC:

Stuart Jarvis, Assistant Director - Environment

Secretariat:

Item		Owner
1.	Welcome and Introductions: The Chairman welcomed all present and opened the meeting.	Chairman
2.	Apologies for Absence & Declarations of interest: Apologies for absence were received from Stuart Jarvis, Cllr N Harvey, Dan Maclean – Highways Liaison Team Leader. There were no declarations of interest.	Chairman
3.	Minutes of meeting held on 17 April 2024 to be agreed as correct record: The minutes of the last meeting held on, 17 April 2024, were agreed as a correct record.	Chairman
4.	Matters Arising from Minutes of the previous meeting:	Chairman
	No Secretariate Support Supplied	
	Councillor Sheldon explained that due to lack of resources there was no secretariate available to take minutes for the meeting. HLO to make notes and compile some minutes. Councillor Sheldon apologised and said he would look into the matter and would look to have secretariate support at future LHP meetings	HLO





Decision on Budget Amount Cllr Knott requested information on the process of how the budget is decided for Castle Point. HLO to source the information and go back to the Member.	HLO
Breakdown of Costs Allocated to Schemes Councillor Jones made another request to have a breakdown of the cost of schemes and how they are attributed to the scheme. HLO explained that every scheme is different and that every scheme is looked at and costed on individual merit. HLO to find evidence and report back to Member.	HLO
LEPP232001 Sandringham Court & LEPP232003 Councillor Reeves requested an update on when the two schemes would be ready for installation. HLO to speak to design for an update and report back to Member.	HLO
LEPP222028 Clifton Avenue, South Benfleet The Clifton Avenue scheme is awaiting funding but with limited budget cannot be funded through the LHP. Councillor Sheldon will look to fund the scheme through another source which may need to take some from the remaining LHP budget to top up the amount Cllr Sheldon can allocate.	HLO
Chairs Schemes Awaiting Funding The members agreed to list the four schemes in order of priority for funding at the next Chairs Panel meeting.	HLO
 LEPP212003 – Greenacres, Hadleigh – Implementation - £39,000 LEPP202014 – Long Road j/w Thorney Bay Road, Canvey Island – Implementation - £98,000 LEPP222020 – Furtherwick Road j/w Foksville – Total Scheme - £148,500 LEPP212004 – St Michaels Road j/w Bramble Road – Implementation - £47,500. 	
Cllr Knott commented that he did not think the St Michaels Road scheme was still necessary and that there is the possibility it could be removed from the list. HLO will find the information from how the scheme originated and send to members to discuss as to whether the scheme needs to progress or be removed.	
LEPP222004 Thorney Bay Road, Canvey Island After much discussion the members agreed that the scheme could be removed from the report as the evidence did not suggest there was a speeding issue at the site. HLO to remove from the report.	HLO
Site Visit Councillor Sheldon requested a site visit to St Marys Road in South Benfleet and the visit to include, Cllr Lillis, Cllr Knott, Cllr Dixon, Cllr Edwards and the HLO. HLO to arrange time and date for the site meeting.	HLO





5. Report on Funded Schemes – Report 1:

This report provided an update on the current position of all the schemes which the Castle Point Local Highway Panel has recommended for inclusion in the 2024/25 programme.

2024/25 Budget Summary										
LHP Funding										
1	LHP Budget 2024/25	£114,400								
2	LHP Scheme Funding Recommendations at April 2024 Panel	£107,000								
	Remaining Budget to Allocate	£7,400								
3	Chairmans Panel Funded Schemes	£91,000								
	Total	£91,000								

Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows: -

- Q1 Quarter 1 April to June
- Q2 Quarter 2 July to September
- Q3 Quarter 3 October to December
- Q4 Quarter 4 January to March

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme cost could change dependant on issues which may arise especially during detailed design and construction. The panel will be informed of any budget adjustments required.

No further schemes were funded at the meeting.

6. Report on Schemes Awaiting Funding – Report 2:

The Schemes Awaiting Funding List identifies those scheme requests, which have been received for the consideration of the Castle Point Local Highways Panel (LHP).

The agreed Castle Point LHP Capital Budget for 2024/25 was £114,400. At the April 2024 Panel meeting Members made scheme funding recommendations to a value of £107,000. There remains £7,400 of the 2024/25 LHP Capital Budget which the panel can now use to make further scheme funding recommendations.





There are currently Schemes Awaiting Funding with an estimated cost of £453,500 as shown in the summary below.

Schemes Awaiting Funding List									
Ref	C-b T		Scheme Costs						
	Scheme Type	Chairman's Panel Schemes	LHP Schemes	Total Value of Schemes					
1	Traffic Management	£235,000	£104,000	£339,000					
2	Walking	£0	£16,500	£16,500					
3	Cycling	£0	£0	£0					
4	Passenger Transport	£98,000	£0	£98,000					
5	Public Rights of Way	£0	£0	£0					
6	Total	£333,000	£120,500	£453,500					

Following changes to the LHP Scheme Criteria, some schemes have now been identified for the consideration of the Chairman's Panel.

The Schemes Awaiting Funding which would need to be transferred to the Chairmans Panel have an estimated cost of £333,000. There will then be Schemes Awaiting Funding with an estimated cost of £120,500 for the consideration of the panel.

Ref 1: LCAS202014 - Long Road jw Thorney Bay Road, Canvey Island - Traffic Management Improvements, £98,000

Recommended junction improvements as per design recommendation. This was proposed by the Chairman and seconded by Cllr May.

Ref 2: LCAS212003 – Greenacrces, Hadleigh – Traffic Management - £39,000 Recommendation of Kerb and carriageway improvements as per design recommendations. As previously discussed, (above). Proposed by the Chairman and seconded by Cllr Reeves

Ref 3: LCAS212004 - St Michael's Road, Bramble Road, Hadleigh - Traffic Management Improvement - £47, 500

Recommendation to replace the existing bennet junction with a T junction as per design Recommendation. Proposed by the Chairman seconded by Cllr Reeves

Ref 10: LCAS222020 - Furtherwick Road jw Folksville Road, Canvey Island - Zebra crossing (Phase 2) - £148,000

Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings. This was proposed by the Chairman and seconded by ClIr Blackwell.





7.	Any Other Business	Chairman
	The HLO asked that the new members familiarise themselves with the Essex County Council website for information on the Local Highway Panel.	HLO
8.	Date of next meeting:	Chairman
	Wednesday 18 th September 2024 TBC	HLO
	The meeting ended at 12:50pm	

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 1 - FUNDED SCHEMES LIST

This report provides an update on the current position of all the schemes which the Castle Point Local Highway Panel has recommended for inclusion in the 2024/25 programme. It also details those schemes being funded in 2024/25 through the Chairmans Panel.

	2024/25 Budget Summary									
	LHP Funding									
1	LHP Budget 2024/25	£114,400								
2	LHP Scheme Funding Recommendations at April 2024 Panel	£107,000								
	Remaining Budget to Allocate £7,40									
3	3 Chairmans Panel Funded Schemes £91,000									
	Total	£91,000								

Following changes to the LHP Scheme Criteria, some schemes have now been identified for the consideration of the Chairman's Panel. Within the programme the dates given as Quarters 1 to 4, refer to the financial year as follows –

- Q1 Quarter 1 April to June
- Q2 Quarter 2 July to September
- Q3 Quarter 3 October to December
- Q4 Quarter 4 January to March

Members are reminded that the costs supplied are budget allocations only and there is the possibility that a final scheme's cost could change dependent on issues which may arise, especially during detailed design and construction. The panel will be informed of any budget adjustments required.

Funded Schemes 2024-25

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
1	Long Road - Canvey Island Primary School	Extension of guardrail outside school	Canvey Island West	Canvey Island CP	Walking	Total Scheme	LCAS222021	£18,000	Extension of guardrail another 20m west towards the school parking entrance as per design recommendation. Estimated works start date 11/10/2024	Q3
2	Northwick Road -Traffic Calming	Implementation of horse rider warning signage	Canvey Island West	Canvey Island CP	Traffic Management	Total Scheme	LCAS222022	£5,500	Installation of 2 x horse warning signage as per design recommendations Estimated works to start 16/10/2024	Q3
3	Haven Road - Traffic Calming	Request for horse rider signage	Canvey Island West	Canvey Island CP	Traffic Management	Total Scheme	LCAS222023	£5,500	2 x horse warning signage to be installed In design	Q4
4	Benfleet High Road - Bollards	Implementation of bollards to prevent vehicles mounting footpath	South Benfleet	Castle Point Unparished	Traffic Management	Total Scheme	LCAS222026	£10,000	Installation of bollards as per design recommendations In design	Q3
5	Crescent Road - Bollards	Installation of bollards to prevent vehicles mounting footpath	South Benfleet	Castle Point Unparished	Traffic Management	Total Scheme	LCAS222027	£9,500	Installation of 3 or 4 76mm/89mm powder coated bollards, with reflective banding as per validation recommendations In design	Q4
6	Poors Lane - Traffic Calming	Installation of Horse rider warning signage	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS222030	£7,500	Installation of 2 x horse warning signs to alert drivers of the possibility of horse riders on Poors Lane. In design	Q4
7	High Road - Guardrail	Installation of guardrail to prevent motorists mounting pavement.	South Benfleet	Castle Point Unparished	Walking	Total Scheme	LCAS222031	£9,000	Matching the Pedestrian Guard Rail to that on the opposite site. Installation of Visirail to improve visibility and safety. Refresh the lining which is very faded, recommend refreshing both KEPP CLEAR and DYL too. In design	Q4

Funded Schemes 2024-25

Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
8	Richmond Avenue - Traffic Calming	Installation of "Elderley People" warning signage to be implemented	South Benfleet	Castle Point Unparished	Traffic Management	Total Scheme	LCAS222032	£7,500	Completed	Completed
9	Sandringham Court, London Road - Signage	Proposed installation of concealed entrance signage	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS232001	£6,500	Proposal to install 'side road ahead left' warning signage to aid motorist of the obscured access to Sandringham Court. In design	Q4
10	Malyon Court Close/Kiln Road - Barriers	Update of the cycle barriers to the footpath	Hadleigh	Castle Point Unparished	Walking	Total Scheme	LCAS233002	£10,000	Introduction of pedestrian barrier (PEDESTRIAN BARRIER TYPE A - ECC- SD-0300-005) at The A13 Kiln Road and Malyon Court Close end of footpath. Large overhanging vegetation to be cut back to improve the width and visibility of the footpath. In Design	Q3
11	Central Wall Road j/w Elder Tree Road - Barriers	Possible implementation of barriers	Canvey Island East	Canvey Island CP	Walking	Total Scheme	LCAS233003	£6,500	Additional Diag 1024, SLOW carriageway road marking at the junction or with the existing 1038 lane arrows which has the intention of encouraging road users to slow down and an added emphasis of the bend approaching as per validation results. This scheme will be marked as complete as the works will be completed as part of the Knightswick Road scheme LCAS202016	Completed

Funded Schemes 2024-25

Total Value of Schemes	107,000 c	Completed	Update	Cancelled
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Ref	Scheme name	Description	Division	Parish	Scheme Category	Scheme stage	Cost Code	Allocated Budget	Comments	Est Completion
12	The Crescent, Hadleigh - Traffic Calming	Councillor Reeves has requested an investigation into the possibility of extra signage following complaints from residents that drivers are falling to recognise the sharp bend on the two approached to The Crescent. This is following an incident where a car left the road and smashed into a residents fence causing £2000 worth of damage	Hadleigh	Castle Point Unparished	Traffic Management	Total Scheme	LCAS232003	£11,500	Completed	Completed

Chairs Panel Funded Schemes REPORT 1

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Total Value of Schemes	£424,000	Commissioned	£91,000 Und	ncommissioned	£333,000		Completed	Update	Cancelled

Ref	Scheme name	Description	LHP Area	Division	Parish	Scheme Category	Scheme stage	Cost Code	Estimated Cost	Comments	Est Completion	Funded
1	Knightswick Road jw Elder Tree Road, Canvey Island - Traffic management improvements	Junction improvements as per design Recommendation	Castle Point	Canvey Island East (Castle Point)	Canvey Island CP	Passenger Transport	Implementation	LCAS202016	£48,500	Recommended junction improvements as per design. Email sent to Olive/Chris ref contributing funding to scheme. Funded by panel 16/05/2024 Design completed last year and now being target costed	Q4	Yes
2	Benfleet High Road Near Croft Road - Traffic Calming/Safety Measures	Councilor Sheldon has requested an investigation into the possibility of implementing a pedestrian crossing and upgrading the safety of the road for school children	Castle Point	South Benfleet (Castle Point)	Castle Point Unparished	Walking	Total Scheme	LCAS213003	£42,500	Implementation of suggested changes as per the visibility study. Funded by panel 17/05/2024. Design being Tweaked and the going to be target costed	Q3	Yes

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

The Schemes Awaiting Funding List identifies those scheme requests, which have been received for the consideration of the Castle Point Local Highways Panel (LHP).

The agreed Castle Point LHP Capital Budget for 2024/25 was £114,400. At the April 2024 Panel meeting Members made scheme funding recommendations to a value of £107,000. There remains £7,400 of the 2024/25 LHP Capital Budget which the panel can now use to make further scheme funding recommendations.

There are currently Schemes Awaiting Funding with an estimated cost of £491,000 as shown in the summary below

Summ	Schemes Awaiting Funding List								
Def	Cabana Tura		Scheme Costs						
Ref	Scheme Type	Chairman's Panel Schemes	LHP Schemes	Total Value of Schemes					
1	Traffic Management	£235,000	£123,500	£358,500					
2	Walking	£0	£34,500	£34,500					
3	Cycling	£0	£0	£0					
4	Passenger Transport	£98,000	£0	£98,000					
5	Public Rights of Way	£0	£0	£0					
6	Total	£333,000	£158,000	£491,000					

Following changes to the LHP Scheme Criteria, some schemes have now been identified for the consideration of the Chairman's Panel.

The Schemes Awaiting Funding which would need to be transferred to the Chairmans Panel have an estimated cost of £333,000. There will then be Schemes Awaiting Funding with an estimated cost of £158,000 for the consideration of the panel.

CASTLE POINT LOCAL HIGHWAY PANEL REPORT 2 - SCHEMES AWAITING FUNDING LIST

On the Schemes Awaiting Funding List, the RAG column acknowledges the status of the scheme request as shown below:

RAG Status	Description of RAG status
G	The scheme has been validated as being feasible and is available for Panel consideration
А	The scheme has been commissioned for a feasibility study which needs completing before any Panel consideration
R	A scheme which is against policy or where there is no appropriate engineering solution
V	A scheme request has been received and is in the initial validation process

Schemes Awaiting Funding

Traffic Management

Total Value of	£123,500
schemes	£123,300

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	West Crescent, Canvey Island - Grasscrete	Recommendation for the implementation of grasscrete to the verges	Canvey Island West	Canvey Island CP	Total Scheme	LCAS212006	£77,000	Implementation of grasscrete as per design recommendations.	G
2	Daws Heath Road - Signage	Recommendation of implementation of wildlife Signage on carriageway	Hadleigh	Castle Point Unparished	Total Scheme	LCAS222029	£8,500	Installation of a warning sign (Diagram 551 or 551.2) and distance plate at either end of the stretch of road in question. Location to be determined by the engineer during the detailed design phase.	G
3	Bramble Road - Traffic Calming	Recommendation to install/upgrade footways and signage as per feasibility study.	Hadleigh	Castle Point Unparished	Design	LCAS212009	£8,500	It is recommended that the Panel take the scheme forward to detailed design where a full level 1 costs can then be ascertained for the works.	G
4	Clifton Avenue - Traffic Calming	Request for measures to help with traffic calming	South Benfleet	Castle Point Unparished	Design	LCAS222028	£10,000	Design only recommended following recommendations set out in the feasibility report	G
5	A13 High Street - Signage	Investigation into turn left signage or carriageway markings	Hadleigh	Castle Point Unparished	Total Scheme	LCAS242001	£11,000	Installation of 1x sign 606 'turn left' would not present any obvious issues in terms of design guidance and conformance to current highway standards. However, we would need to install the 'turn left' sign where the existing 'ahead only' sign is situated and due to that sign being lit, would incur a disconnection cost. We would then relocate the ahead only sign.	G
6	Thisselt Road, Canvey Island - Signage	Investigation into wildlife signage around Canvey Lake.	Canvey Island West	Canvey Island CP	Total Scheme	LCAS242005	£8,500	Installation of 2x sign 551.2 near habitual areas (Canvey Lake) where ducks, geese and other wild fowl are to be found, to make road users aware of the potential wild birds on the road. Designer to determine location during detailed design.	G

Schemes Awaiting Funding

Traffic Management

Total Value of	£122 E00
schemes	£123,500

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
7	Church Road, Thundersley - Traffic Management	An investigation into concerns that conflict with pedestrian safety at this location where there are 2 schools in the vicinity. There are a number of children crossing Church Road from the local estate roads to go to school. installation of pedestrian rail guards outside the school and an extension of the School Keep Clear markings	Thundersley	Castle Point Unparished	Validation (With Design Team)	LCAS242003	TBC	In Validation	V
8	Roscommon Way/Northwick Road - Horse Rider Signage	An investigation into the possibility of having extra horse riders signage erected on several locations along the length of Roscommon Way and Northwick Road	Canvey Island West	Canvey Island CP		LCAS242004	N/A	Design recommend the scheme does not progress due to over use of signage resulting in sign clutter. Overgrown hedge reported to maintenance under ref 2927631	R
9	St Marys Church, High Road j/w High Street, Benfleet	Implementation of signage to alert drivers to the approaching crossing	South Benfleet	Castle Point Unparished	Validation (With Design Team)	LCAS242005	TBC	In Validation	٧

Schemes Awaiting Funding

Walking

Total Value of	£34,500
schemes	234,300

Ref	Scheme name	Description	Division	Parish	Scheme stage	Cost Code	Estimated Cost	Comments	RAG
1	Badger Hall Avenue - Dropped Kerb	Investigation into the installation of a dropped kerb	Hadleigh	Castle Point Unparished	Total Scheme	LCAS222024	£16,500	Installation of an 'inset uncontrolled crossing point' to be installed to aid pedestrian crossing as per design recommendation.	G
2	A13 London Road j/w Oak Road	Investigation into the possibility of upgrading the staggered crossing into a controlled crossing.	Hadleigh	Castle Point Unparished	Validation (With Design Team)	LCAS233004	TBC	Validation sent to ITS & Street Lighting - ITS recommends a feasibility study. Awaiting estimated cost for the feasibility.	V
3	Canvey Road - Northwich Corner Roundabout - Barriers	Investigation into having a form of barrier installed on the footpath which runs along Canvey Road following reports of motorcyclists and travellers using the path late at night	Canvey Island West	Canvey Island CP	Validation (With Design Team)	LCAS233006	TBC	In Validation Site visit carried out and measurements taken and relayed back to design	V
4	A13 Kiln Road j/w Bradley Avenue	Investigation into the installation of bollards to prevent vehicles parking on the footway	Hadleigh	Castle Point Unparished	Total Scheme	LCAS233007	£18,000	Installation of bollards outside the convenience store would not present any obvious issues in terms of design guidance and conformance to current highway standards. However, we would need to consider the knock on effect of vehicles parking further along the footway etc. Number of bollards to be decided during detail design by engineer.	G
5	Link Road, Canvey Island - Traffic Calming	Councillor May would like an investigation into the possibility of a crossing upgrade on the current pelican crossing located at the junction with Dinant Avenue following reports that drivers are failing to stop for school children leaving the Cornelius Vermuyda High School located in Dinant Avenue	Canvey Island West	Canvey Island CP	Validation (Awaiting Surveys)	LCAS243001	TBC	Speed survey requested	V

Chairs Panel Schemes

Total Value of Schemes £424,000 Commissioned £91,000 Uncommissioned £333,000	Completed Update Cancelled
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Ref	Scheme name	Description	LHP Area	Division	Parish	Scheme Category	Scheme stage	Cost Code	Estimated Cost	Comments	Est Completion	Funded
1	Greenacres, Hadleigh Traffic management	Implementation of kerb adjustment	Castle Point	Hadleigh (Castle Point)	Castle Point Unparished	Traffic Management	Implementation	LCAS212003	£39,000	Recommendation of Kerb and carriageway improvements as per design recommendations. Passed to Chairs Panel for funding by the panel 17/04/2024	TBC	
2	St Michael's Road j/w Bramble Road, Hadleigh - Traffic management improvement	Implementation of T junction	Castle Point	Hadleigh (Castle Point)	Castle Point Unparished	Traffic Management	Implementation	LCAS212004	£47,500	Recommendation to replace the existing bennet junction with a T junction as per design Recommendation. Passed to Chairs panel for funding by the panel 17/04/2024	TBC	
3	Long Road jw Thorney Bay Road, Canvey Island - Traffic management improvements	Implementation of junction improvements	Castle Point	Canvey Island West (Castle Point)	Canvey Island CP	Passenger Transport	Implementation	LCAS202014	£98,000	Recommended junction improvements as per design Recommendation Passed to Chairs panel for funding by the panel 17/04/2024	TBC	
4	Furtherwick Road j/w Foksville Road, Canvey Island - Zebra crossings (Phase 2)	Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings.	Castle Point	Canvey Island East (Castle Point)	Canvey Island CP	Traffic Management	Total Scheme	LCAS222020	£148,500	Implementation of remain four raised tables to increase vertical deflection and reduce vehicle speeds on the approaches to the crossings. Passed to the Chairs panel for funding by the panel 17/04/2024	TBC	