

COLCHESTER LOCAL HIGHWAYS PANEL

Minutes of the meeting held on 17 September 2024 - 10.00

ONLINE MEETING: MICROSOFT TEAMS

Chairman:	County Councillor Sue Lissimore
Panel Members:	County Councillors: Lewis Barber, Simon Crow, David King, Lee Scordis City Councillors: Michael Lilley, Andrea Luxford-Vaughan Parish Councillor: Cllr Robert Johnstone
Officers:	Essex Highways: Jon Simmons –Highways Liaison Officer Daniel MacLean – Highways Liaison Team Leader
Secretariat:	Colchester City Council: Robert Carmichael – Democratic Services Officer.

Item		Owner
1.	Welcome and Introductions: The Chairman welcomed Councillors and officers to the meeting including the newly appointed Members.	
2.	Apologies for Absence Apologies for absence were received from Councillors Harris, Cory, and Jane Thompson	
3.	Minutes of the meeting held on the 18 June 2024 The minutes of the meeting held on 18 June 2024 were confirmed as a correct record.	

<p>4.</p>	<p>Matters Arising from the Minutes of the Previous Meeting</p> <p>Regarding minute 4, paragraph 4, the Highways Liaison Team Leader reported that communications outlining the changes to the Local Highway Panel processes had been sent to all district and parish members, and that further communications were planned.</p> <p>Regarding minute 5, paragraph 10, it was reported that Councillor Cory was arranging a meeting looking to reduce the costs of the scheme.</p> <p>Regarding minute 6, paragraph 5, it was explained that the schemes had been circulated and the schemes were now included in the work programme.</p> <p>Regarding minute 6, paragraph 6, it was reported that the Highway Liaison Officer was in direct communication with Tiptree Parish Council on the matter.</p> <p>Regarding the resolution to minute 6, it was reported that all the schemes marked as blue on the “Schemes Awaiting Funding List” had been referred to the Chairs Panel, which would be next meeting on 8 October 2024.</p>	
<p>5.</p>	<p>Essex Bus Shelter Contract Update</p> <p>The Highways Liaison Team Leader explained that no report had been received from the Passenger Transport Team and that the Panel were therefore not in a position to consider this issue. The Panel stressed the importance of putting in place proper arrangements for liaison with district councils on this issue.</p> <p>The Chair requested that she be informed if the report was not received within 2 weeks, so that she could alert the relevant Portfolio Holder.</p>	
<p>6.</p>	<p>Report on Funded Schemes 2023/24</p> <p>The Panel considered a report providing an update on the current position of the previously allocated schemes and detailed that whilst there remained £36,750 to allocate, the Highway Liaison Officer recommended that this be retained to top up funding on existing schemes, where this was required.</p> <p>The Panel heard that the schemes in Wakes Colne and Langham as detailed on page 11 of the agenda had been completed and with additional funding secured for the latter scheme.</p> <p>The Committee noted that the report detailed the schemes that had funds committed to them and that they would be kept under review.</p>	

	<p>If any additional budget is required, it would be requested from the Committee</p> <p>The Panel raised questions on how items were budgeted for and how they were considered if further funds were required. The Highways Liaison Team Leader responded that where top up funding was required these would be explained when brought before the Panel. It was noted that this would be reported in a more transparent way going forward.</p> <p>The Highways Liaison Officer detailed that pages 12 to 14 outlined the schemes that would be for elevation to the Chairs Panel and drew attention to those that had been funded so. It was noted that the next meeting of the Chairs Panel was due to take place on the 8 October 2024 and that further funding would be available later in the year.</p> <p>The Chair detailed that they had been speaking to the Cabinet Member for Highways and regarding the request for a further £10,000 revenue funding however this could not be confirmed at this time. The Chair did confirm that they had though secured an additional £1,500 for the revenue funding.</p>	
<p>7.</p>	<p>Report on schemes awaiting funding.</p> <p>The Panel considered a report that detailed the schemes that were awaiting funding and an update was provided by the Highways Liaison Officer.</p> <p>The Committee were advised that no new schemes were sought to be funded at the meeting however it was within the Panels power to allocate should they wish.</p> <p>Members discussed the possibility of creating a list of smaller schemes that could be prioritised for the new financial year. This was supported by all Members of the Panel.</p>	
<p>7.</p>	<p>Revenue Funding and Traffic Survey Requests 2023/2024</p> <p>The Highways Liaison Officer presented the report to the Committee outlining that £4,922 of funding had been committed and detailed that an additional £1,500 of funding had been secured by the Chair.</p> <p>The Panel Agreed that the traffic survey requests should be funded in the date that they were submitted and validated.</p> <p>In response to a question from the panel the Highways Liaison Team Leader detailed that for initial schemes being received the target was that an initial response would be provided within 2 weeks and that</p>	

	these would be presented to Members with the options that were available as well as what other options had been considered.	
8.	Any Other Business None	
9.	Date of next meetings: Via Video call: <ul style="list-style-type: none"> - Tuesday 17 December 2024 – 10:00 - Tuesday 18 March 2025 – 10:00 	