

**BRAINTREE LOCAL HIGHWAYS PANEL MINUTES – 21st September 2023 at
5.00pm**

Meeting held ‘In Person’

Chairman:	Councillor C Siddall (Chairman) (ECC)
Panel Members:	Councillor R Playle (ECC) Councillor P Schwier (ECC) Councillor P Thorogood (ECC) Councillor M Cunningham (BDC) Councillor G Spray (BDC) Councillor R van Dulken (BDC) Councillor K Barnes (from 5.07pm) (BALC)
Officers:	Dan Maclean – Highway Liaison Team Leader (EH) Samir Pandya – Operations Strategy and Policy Manager (BDC) Also in Attendance:- Lisa Hinman – Area Manager (North Essex Parking Partnership) Neil Jones – Lead Principal Planner (BDC)
Secretariat:	Alison Webb – Governance and Members Officer (BDC) (EH – Essex Highways) (ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)

Item		Owner
1.	Welcome: Councillor C Siddall welcomed all attendees to the meeting.	
2.	Apologies for Absence, Declarations of Interest and Public Questions: Apologies for Absence: Apologies for absence were received from Councillor L Bowers-Flint (ECC), Councillor G Butland (ECC) and Councillor T Cunningham (ECC). Declarations of Interest:	

	<p>There were no interests declared.</p> <p>Public Questions:</p> <p>There were no questions asked, or statements made.</p>	
<p>3.</p>	<p>Minutes:</p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 12th July 2023 were approved as a correct record and signed by the Chairman.</p>	
<p>4.</p>	<p>Matters Arising from the Minutes of the Meeting Held on 12th July 2023:</p> <p><u>Minute 4 - 'Matters Arising'</u></p> <p>Reference was made to two matters which had been recorded in the Minutes of the Panel's previous meetings and the following updates were provided for each of them:-</p> <p><u>Damaged and Outdated Directional Signs</u></p> <p>At a previous meeting of the Panel, reference had been made to a number of road signs across the District which were damaged, obscured, or out of date and which reflected poorly on the image of the area, particularly on entry to and exit from the District. Dan Maclean, Essex Highways, had been requested to investigate if a proactive approach towards the replacement and maintenance of road signs in the Braintree District might be implemented; how a sum of approximately £100,000 allocated by Braintree District Council for such work in Braintree town might be utilised; and to ascertain the outcome of a joint discussion between Essex County Council and Braintree District Council on this matter.</p> <p><u>Update:</u> - Dan Maclean reported that Essex Highways Officers would be meeting in October 2023 to consider possible options and that an update on progress would be provided to Members of Braintree Local Highways Panel at its meeting to be held in January 2024.</p> <p><u>Greenway North Essex Cycleway Project (previously known as Earls Colne to Kelvedon (EC2K) Cycleway Project)</u></p> <p>Councillor C Siddall, the Chairman of the Panel, provided an update on the Greenway North Essex Cycleway Project, which had previously been known as the Earls Colne to Kelvedon (EC2K) Cycleway Project.</p>	

	<p>It was reported that a Memorandum of Understanding had been agreed between the Trustees of Marks Hall Estate and Greenway North Essex and that steps were being taken to secure the future provision of the route before the extant planning permission expired in September 2023.</p>	
<p>5.</p>	<p>Funded Schemes 2023/24:</p> <p>Consideration was given to a report on the Panel's Funded Schemes for 2023/24, which had been recommended for approval. The report provided an update on the current position of all schemes in the 2023/24 programme of work. The report referred also to 11 schemes having a total value of £62,000, which Essex County Council had agreed could slip from the financial year 2022/23.</p> <p>Members of the Panel were reminded that funding of £407,600 had been allocated to Braintree Local Highways Panel for the year 2023/24. This included a sum of £203,800 for improvement schemes, £144,188 for carriageway improvements and £59,612 for casualty reduction schemes. In addition, sums of £203,800 each had been allocated in 2023/24 for additional footway schemes and additional footway minor works.</p> <p>DECISION:</p> <p>(1) That the report on the Panel's Funded Schemes for 2023/24 be noted.</p> <p>(2) That the following schemes be subject to the specific comments denoted:-</p> <p><u>Traffic Management</u></p> <p>LBRA192042 – Refurbishment/replacement of fingerposts, Fairstead Estimated Cost:- £10,000 (Note:- Councillor R Playle, Essex County Councillor for Witham Northern Division queried the estimated cost of this scheme which seemed excessive for three fingerposts. Councillor C Siddall agreed to raise this issue at the next meeting between the Chairmen of the Local Highways Panels D Maclean to check the cost of this scheme and to advise Councillor Playle).</p> <p>LBRA212035 – Investigation into parking improvements (design), 43-53 Kelvedon Road, Coggeshall Estimated Cost:- £6,500</p>	<p>Cllr C Siddall</p> <p>D Maclean (HLTL)</p>

	<p>(Note:- Councillor P Thorogood, Essex County Councillor for Braintree Eastern Division queried the issue which had been raised regarding the legalities of land ownership D Maclean to check the land ownership issues and to advise Councillor Thorogood).</p> <p>LBRA222073 – Installation of ‘not suitable for HGVs’ signage, Lamb Lane, Sible Hedingham Estimated Cost:- £6,500 (Note:- Councillor P Schwier, Essex County Councillor for Hedingham Division requested that this scheme should be given priority due to a number of HGVs becoming stuck in the lane. D Maclean to request that this scheme is given priority).</p> <p>Action By: Councillor C Siddall / D Maclean, Essex Highways, as indicated.</p>	<p>D Maclean (HLTL)</p> <p>D Maclean (HLTL)</p>
<p>6.</p>	<p>Schemes Awaiting Funding:</p> <p>Consideration was given to a ‘Schemes Awaiting Funding’ report, which included details of requests received for funding from the Panel’s budget for the year 2023/24.</p> <p>Members of the Panel were reminded that funding of £407,600 had been allocated to Braintree Local Highways Panel for the year 2023/24, which included a sum of £203,800 for improvement schemes, £144,188 for carriageway improvements and £59,612 for casualty reduction schemes. A total of £188,500 of the Panel’s budget for improvement schemes had been allocated and £15,300 remained unspent. Members were reminded that Essex County Council had agreed that 11 schemes, which had originally been scheduled for completion during the financial year 2022/23, should slip to 2023/24 with an associated financial credit being made to the Panel’s budget. These schemes had a total value of £62,000. It was anticipated that Essex County Council’s Cabinet Member for Highways would be announcing within the next few days what this financial adjustment would be and how much would be made available for expenditure by the Panel.</p> <p>Members of the Panel were invited to identify which of the schemes listed within the ‘Schemes Awaiting Funding’ report should be recommended for approval. However, as the exact value of the Panel’s remaining budget was not known and as there was limited time remaining within the current year to implement works, it was proposed that priority should be given to those schemes which related to ‘design’ works, or to the ‘design’ element of those schemes which had been identified as ‘total</p>	

	<p>schemes'. This would assist with the delivery of such schemes in the next financial year. Once it had been confirmed how much funding which would be available, Members of the Panel would be advised by E-Mail and requested to approve the schemes which it was proposed should be funded.</p> <p>In discussing this Item, reference was made to some individual schemes for which action points were agreed and these are recorded below. A specific query was raised with regard to progress on a proposed casualty reduction scheme for London Road, Kelvedon which had been put forward following a fatal road accident in September 2022. It was agreed that Essex Highways Safer Roads Team should be requested to confirm the current status of this scheme.</p> <p>DECISION:</p> <p>(1) That it be recommended that due to the exact value of Braintree Local Highways Panel's remaining budget not being known and to the limited time remaining within the current year to implement works, priority be given to those schemes listed in the 'Schemes Awaiting Funding' report which relate to 'design' works, or to the 'design' element of those schemes which have been identified as 'total schemes' and that once it has been confirmed how much funding will be available, Members of the Panel be advised by E-Mail and requested to approve the schemes recommended for funding.</p> <p>(2) That the following schemes be subject to the specific comments denoted:-</p> <p><u>Traffic Management</u></p> <p>LBRA212010 – Deer warning signage, Belchamp Road, Little Yeldham Estimated Cost:- £5,000 (Note:- (Classified as 'green'). It was noted that this scheme had been incorrectly categorised as being in Great Yeldham Parish rather than Little Yeldham. D Maclean to amend the Schemes Awaiting Funding' report by substituting Little Yeldham for Great Yeldham).</p> <p><u>Walking</u></p> <p>LBRA203002 – Design for new footway, Water Lane, Steeple Bumpstead Estimated Cost:- £26,000</p>	<p>D Maclean (HLTL)</p> <p>D Maclean (HLTL)</p>
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	<p>Panel. It was acknowledged that Dan had continued to work efficiently despite his workload increasing following Kandice Louis' appointment to a new role within Essex Highways.</p> <p>It was noted that a Highway Liaison Officer had been appointed to replace Kandice and that she would be in post prior to the Panel's next meeting on 18th January 2024.</p>	
<p>9.</p>	<p>Date of Next Meeting:</p> <p>It was noted that the next meeting of Braintree Local Highways Panel would take place 'in person' on Thursday, 18th January 2024 at Causeway House, Bocking End, Braintree starting at 5.00pm.</p> <p>The meeting commenced at 5.00pm and closed at 5.52pm.</p> <p style="text-align: center;">Councillor C Siddall (Chairman)</p>	