

## BRAINTREE LOCAL HIGHWAYS PANEL MINUTES – 29th April 2024 at 3.00pm

### Meeting held ‘Virtually’

<b>Chairman:</b>	Councillor C Siddall (Chairman)	(ECC)
<b>Panel Members:</b>	Councillor L Bowers-Flint	(ECC)
	Councillor G Butland	(ECC)
	Councillor D Louis	(ECC)
	Councillor R Playle	(ECC)
	Councillor P Schwier	(ECC)
	Councillor P Thorogood	(ECC)
	Councillor J Ayten	(BDC)
	Councillor M Cunningham	(BDC)
	Councillor G Spray	(BDC)
	Councillor R van Dulken	(BDC)
	Councillor P Rawlinson	(BALC)
<b>Officers:</b>	Dan Maclean – Highway Liaison Team Leader (EH) Esme McCambridge – Operations Strategy and Business Support Manager (BDC)	
	Also in Attendance:- Lisa Hinman – Area Manager (North Essex Parking Partnership) Neil Jones – Lead Principal Planner (BDC) Alan Massow – Principal Planning Policy Officer (BDC) Charlotte Paine – Head of Operations (BDC)	
<b>Secretariat:</b>	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.	<b>Welcome:</b>  Councillor C Siddall welcomed all attendees to the meeting.	
2.	<b>Apologies for Absence, Declarations of Interest and Public Questions:</b>  <b>Apologies for Absence:</b>	

<p>An apology for absence was received from Councillor T Cunningham (ECC). <i>(It was reported that Councillor Cunningham had been appointed as Essex County Council's Cabinet Member for Highways, Infrastructure and Sustainable Transport and, as he had a conflict of interest, he would no longer be able to attend meetings of the Panel).</i></p> <p><b>Declarations of Interest:</b></p> <p>The following interests were declared:-</p> <p>Councillor G Butland (ECC) declared a Non-Pecuniary Interest in Agenda Item No. 6 – 'Schemes Awaiting Funding' and, in particular, scheme LBRA202009 – 20mph zone/limit, Windermere Drive, Great Notley in his capacity as an elected Councillor for Essex County Council, Braintree District Council and Great Notley Parish Council.</p> <p>Councillor P Schwier (ECC) declared a Non-Pecuniary Interest in Agenda Item No. 6 – 'Schemes Awaiting Funding' and, in particular, scheme LBRA202007 - Quiet lane at Toldishall Road, Great Maplestead as he lived in Great Maplestead.</p> <p><b>Public Questions:</b></p> <p>The meeting was not held in public, but Councillor Siddall, the Chairman, allowed Councillor M Staines (BDC) and Councillor S Mason (BDC) to make statements, the details of which are set out below. It was reported that the Chairman had also allowed Councillor R Ramage (BDC) to make a statement, but he was not in attendance. Information about what Councillor Ramage had intended to say and the action agreed by the Highways Panel is set out below.</p> <p><u>Statement by Councillor M Staines, Councillor for Braintree District Council, Three Fields Ward</u></p> <p>Councillor Staines made reference to the following issue affecting Three Fields Ward.</p> <p>Councillor Staines queried when the proposed 7.5 tonne weight restriction for the bridge located in Finchingfield village would commence. Councillor Staines asked a number of other questions relating to the proposal also.</p> <p>It was acknowledged that this matter had been discussed at a recent meeting of Finchingfield Parish Council which Councillor Staines had attended. Councillor T Cunningham, Essex County Council's Cabinet Member for Highways, Infrastructure and Sustainable Transport, had also attended the meeting and he</p>	
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<p>had given an update on the scheme. Councillor Cunningham had stated that the Parish Council would be advised once a final decision had been made.</p> <p>Councillor Siddall, the Chairman, asked Councillor Staines to submit his questions in writing to Dan Maclean, Essex Highways.</p> <p>In submitting his statement, Councillor Staines reported that Councillor Adrian Hanson of Finchingfield Parish Council had been appointed by Braintree Association of Local Councils (BALC) to fill a current vacancy in the membership of Braintree Local Highways Panel.</p> <p>The Chairman thanked Councillor Staines for attending the meeting.</p> <p><b>Action By: Dan Maclean, Essex Highways, to respond to the questions raised by Councillor M Staines when these have been submitted in writing and to note that Councillor Adrian Hanson of Finchingfield Parish Council has been appointed to Braintree Local Highways Panel as a representative of the Braintree Association of Local Councils.</b></p> <p><u>Statement by Councillor S Mason, Councillor for Braintree District Council, Braintree Central and Beckers Green Ward</u></p> <p>Councillor Mason made reference to the following issue affecting Braintree Central and Beckers Green Ward.</p> <p>Councillor Mason expressed concern about new parking restrictions in Manor Street, Braintree. These restrictions were affecting fast food outlets in the area as customers were no longer able to park their vehicles nearby to place and/or collect orders. It was reported that a scheme request had been submitted to Braintree Local Highways Panel recently (LBRA 242009 – (Traffic Management) Parking restriction review, Manor Street, Braintree Estimated Cost: - to be advised) to review the parking restrictions. This scheme was currently subject to validation.</p> <p>Councillor Siddall, the Chairman, thanked Councillor Mason for attending the meeting and for raising this issue. It was acknowledged that the outcome of the validation process would be reported to the next meeting of Braintree Local Highways Panel to be held on 20th June 2024.</p> <p>Councillor Mason left the meeting at this point.</p>	<p>D Maclean (HLTL)</p>
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	<p><u>Statement by Councillor R Ramage, Councillor for Braintree District Council, Witham West Ward</u></p> <p>Councillor Ramage had sought to make reference to the following issue affecting Witham West Ward.</p> <p>Concerns had been expressed about the junction between Humber Road and Spa Road, Witham where parents and children crossed the road to walk to and from Powers Hall End School and Maltings Academy. In particular, concerns had been expressed about vehicles being driven too fast on the approach to the junction and about vehicles being parked on the road which caused a blind spot and made it unsafe for pedestrians to cross the road.</p> <p>In discussing this issue, Members of the Panel agreed that Councillor Ramage should be advised to speak to Councillor D Louis, Essex County Councillor for Witham Southern Division, whose support would be required for any proposal that may be put forward to deal with this issue.</p> <p><b>Action By: A Webb, Braintree District Council, to advise Councillor Ramage to contact Councillor D Louis, Essex County Councillor for Witham Southern Division regarding the issue.</b></p>	<p>A Webb (BDC)</p>
<p><b>3.</b></p>	<p><b>Minutes:</b></p> <p>The Minutes of the meeting of Braintree Local Highways Panel held on 18th January 2024 were approved as a correct record.</p>	
<p><b>4.</b></p>	<p><b>Matters Arising from the Minutes of the Meeting Held on 18th January 2024:</b></p> <p>Reference was made to a matter which had been recorded in the Minutes of the Panel’s last meeting and the following update was provided:-</p> <p><u>Minute 7 - 'Schemes Awaiting Funding'</u></p> <p>LBRA212027 – Traffic management improvements, proposed installation of bollards, Stoneham Street, Coggeshall Estimated Cost:- £7,500</p> <p>Councillor P Thorogood, Essex County Councillor for Braintree Eastern Division, had reported that Coggeshall Parish Council had consulted local residents about this proposed scheme and it had been agreed that Councillor Thorogood should report back</p>	

	<p>to the next meeting of the Panel on the outcome of the consultation.</p> <p><u>Update:</u> - Councillor Thorogood reported that only a few local residents had responded to the consultation by Coggeshall Parish Council and that the majority of these respondents were against the scheme. However, the Parish Council supported the proposal.</p> <p>Dan Maclean, Essex Highways, stated that the scheme was on the 'Schemes Awaiting Funding' list and that if approved for implementation as part of the Panel's programme of work for 2024/25 full consultation would take place with local residents. It was agreed that Dan Maclean should liaise with Councillor Thorogood regarding the way forward.</p> <p><b>Action By: D Maclean, Essex Highways, to liaise with Councillor P Thorogood, Essex County Councillor for Braintree Eastern Division, regarding the way forward in respect of scheme LBRA212027 – Traffic management improvements, proposed installation of bollards, Stoneham Street, Coggeshall.</b></p>	<p>D Maclean (HLTL)</p>
<p>5.</p>	<p><b>Funded Schemes 2023/24:</b></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.</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, £144,189 for carriageway improvements and £59,611 for casualty reduction schemes. A sum of £207,500 had been allocated from the budget for improvement schemes, which amounted to an overspend of £3,700. It was reported that it had not been possible to complete some schemes as they had been commissioned late. Additional funding was also required for some of them.</p> <p>In considering this Item, Members of the Panel were reminded that a Chairmen's Panel comprising Essex County Council's Cabinet Member for Highways, Infrastructure and Sustainable Transport and the Chairmen of each Local Highways Panel across the County had been established to consider larger scale and more expensive highway schemes and to determine if these should be funded. A budget of £2 million had been provided to the Chairmen's Panel. Casualty reduction schemes would be funded from a separate budget.</p>	



6.	<p><b>Schemes Awaiting Funding:</b></p> <p>Consideration was given to a ‘Schemes Awaiting Funding’ report, which included details of requests received for funding from the Panel’s budget. It was reported that the Panel’s budget for improvement schemes for 2024/25 was £203,800 and that the value of the proposed schemes listed in the report amounted to £540,000.</p> <p>In considering this Item, Members of the Panel were reminded that a Chairmen’s Panel comprising Essex County Council’s Cabinet Member for Highways, Infrastructure and Sustainable Transport and the Chairmen of each Local Highways Panel across the County had been established to consider larger scale and more expensive highway schemes and to determine if these should be funded. A budget of £2 million had been provided to the Chairmen’s Panel. Casualty reduction schemes would be funded from a separate budget.</p> <p>Members of Braintree Local Highways Panel were requested to determine which schemes should be recommended to the Chairmen’s Panel for consideration. Details of these schemes would subsequently be sent to Members of the Highways Panel who would be requested to indicate by 12 noon on 3rd May 2024 which of the schemes should be given priority. Following the meeting of the Chairman’s Panel on 16th May 2024 details of the schemes which the Chairmen’s Panel had agreed to support would be reported to the Members of the Highways Panel.</p> <p>Members of the Highways Panel were also requested to identify schemes within the list of potential schemes which they considered should be recommended for approval and included within the Highways Panel’s programme of work for 2024/25. In addition, Members of the Highways Panel were requested to endorse removal from the list those schemes which had been categorised as ‘red’ as they did not meet Essex County Council’s criteria.</p> <p>During the consideration of this Item, it was reported that a representative of Essex County Council’s Passenger Transport Team would be attending the next meeting of Braintree Local Highways Panel.</p> <p><b>DECISION:</b></p>	

(1)	<p>That it be recommended to the Chairmen’s Panel that the following schemes be funded as part of the Chairmen’s Panel’s programme of work for 2024/25:-</p> <p><u>Traffic Management</u></p> <p>LBRA192047 – Passing places, Fairstead Road, Fairstead Estimated Cost:- £127,000</p> <p>LBRA212030 – Above ground detector to address congestion, Rose Hill, Station Approach, South Street and Railway Street, Braintree Estimated Cost:- £27,500</p> <p>LBRA222038 – Feasibility study for contraflow route and signage for cyclists, Guithavon Street, Witham Estimated Cost:- £10,000</p> <p><u>Walking</u></p> <p>LBRA152140 – Finalisation of design and implementation of upgrade of existing pedestrian refuge to a signalised crossing, B1389, Hatfield Road, Witham Allocated Budget:- £32,500 Finalisation of 2023/24 scheme</p> <p>LBRA193005 – Zebra crossing, Rickstones Road, Witham Allocated Budget:- TBC Finalisation of 2023/24 scheme</p> <p>LBRA193007 – Upgrade of existing zebra crossing to a signalised crossing, Bridge Street, Halstead Estimated Cost:- £32,500</p> <p>LBRA163006 – Provision of footway, Boars Tye Road, Silver End Estimated Cost:- £106,500</p> <p>LBRA203004 – Dropped kerb and refuge island upgrade, Chapel Hill (junction with Trinity Street), Halstead Estimated Cost:- £24,500</p> <p>LBRA203002 – Design for provision of new footway, Water Lane, Steeple Bumpstead Estimated Cost:- £26,000</p>	
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	<p>(2) That the following schemes be recommended for approval and included in Braintree Local Highways Panel's programme of work for 2024/25:-</p> <p><u>Traffic Management</u></p> <p>LBRA222034 – Replacement of signage with illuminated signage and repositioning, Powers Hall End and Chipping Hill, Witham Estimated Cost:- £8,000 (increased from £6,500) (Finalisation of 2023/24 scheme)</p> <p>LBRA232084 – Design work for Braintree District Council funded signage improvement scheme, Braintree Estimated Cost:- £12,500 (Finalisation of 2023/24 scheme)</p> <p>LBRA192007 – Quiet lane, Elms Hall Road, Colne Engaine Estimated Cost:- £7,000</p> <p>LBRA212003 – Pedestrian crossing warning sign, A131 Panners Roundabout, Bridge End, Great Notley Estimated Cost:- £11,500</p> <p>LBRA212027 – Traffic management improvements, Stoneham Street, Coggeshall Estimated Cost:- £7,500</p> <p>LBRA212049 – Replacement signage, Lanham Green Road, j/w Boars Tye Road and Lanham Farm Road, Crossing Estimated Cost:- £8,500</p> <p>LBRA202007 – Quiet lane, Toldishall Road, Great Maplestead Estimated Cost:- £9,000</p> <p>LBRA202009 – Design for 20mph zone/limit, Windermere Drive, Great Notley Estimated Cost:- £7,000 (D Maclean to contact Great Notley Parish Council regarding a possible financial contribution from the Parish Council)</p> <p>LBRA212021 – Gateway features, The Street, White Notley Estimated Cost:- £12,500</p>	<p>D Maclean (HLTL)</p>
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	<p>LBRA222031 – Priority/give way signage, Church Road (heading towards Gosfield Lake), Gosfield Estimated Cost:- £5,000</p> <p>LBRA222053 – Speed reduction measures, School Road, Little Yeldham Estimated Cost:- £9,500</p> <p>LBRA222054 – Speed reduction measures, North End Road, Little Yeldham Estimated Cost:- £6,500</p> <p>LBRA222076 – Gateway features, Temple Lane, Silver End Estimated Cost:- £8,000</p> <p>LBRA222078 – Unsuitable for HGVs signage, Braintree Road, Witham Estimated Cost:- £10,000</p> <p>LBRA222079 – Vehicle activated sign (VAS) and speed reduction measures, Rayne Road, Braintree Estimated Cost:- £3,500</p> <p>LBRA222040 – Parking restrictions, Conrad Road, Witham Estimated Cost:- £7,500</p> <p>LBRA233010 – Implementation of scheme for 20mph speed limit when lights flash, Church Road, Hatfield Peverel Estimated Cost:- £11,500</p> <p>LBRA212010 and LBRA212012 – Provision of deer and horse warning signage, Belchamp Road, Little Yeldham and Belchamp Road, Tilbury-Juxta-Clare. Estimated Cost:- £9,000</p> <p>LBRA212036 – Implementation of railing improvements, St Mary’s Square, Kelvedon Estimated Cost:- £16,500</p> <p><u>Walking</u></p> <p>LBRA193004 – Design for dropped kerbs, East Street, Coggeshall Estimated Cost:- £3,500 (increased from £2,000) (Finalisation of 2023/24 scheme)</p>	
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	<p>(3) That it be recommended that the following schemes, the status of which has been assessed as 'red' as they do not meet the criteria, are removed from Braintree Local Highways Panel's list of potential schemes:-</p> <p><u>Traffic Management</u></p> <p>LBRA212034 – Speed reduction, West Street, Coggeshall Estimated Cost:- Not applicable</p> <p>LBRA212046 – Replacement of damaged fingerpost, Priors Green, Stisted Estimated Cost:- Not applicable</p> <p>LBRA212052 – Implementation of safety measures and 20mph zone, Stoneham Street, Coggeshall Estimated Cost:- Not applicable</p> <p>LBRA212011 – Safety measures (farm access), Hall Green, Little Yeldham (duplicate of scheme LBRA222054) Estimated Cost:- Not applicable</p> <p>LBRA202016 – Traffic management improvements, Braintree Road, Great Bardfield Estimated Cost:- Not applicable</p> <p>LBRA222041 – Measures to address speeding, Piccotts Lane, Great Saling Estimated Cost:- Not applicable (Note: Location incorrectly described as Braintree in report)</p> <p>LBRA222046 – Speed reduction measures, Maldon Road, Witham Estimated Cost:- Not applicable</p> <p>LBRA222055 – Provision of roundels on road at entrance to 30mph area, main entrances to Little Yeldham Estimated Cost:- Not applicable</p> <p>LBRA222049 – Vehicle activated sign (VAS)/safety measures/speed reduction, Rickstones Road, Witham Estimated Cost:- Not applicable</p> <p>LBRA222063 – Signage to restrict heavy goods vehicles entering road, Queen Street, Coggeshall Estimated Cost:- Not applicable</p>	
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	<p>(Note: Location incorrectly described as Braintree in report)</p> <p>LBRA222066 – Re-location of 30mph sign, Finchingfield Road, Steeple Bumpstead Estimated Cost:- Not applicable</p> <p>LBRA222067 – Speed reduction, Water Lane, Steeple Bumpstead Estimated Cost:- Not applicable</p> <p>LBRA222071 – Heavy goods vehicle restrictions, Stisted Estimated Cost:- Not applicable</p> <p>LBRA232081 – Speed reduction measures, Flora Road, Witham Estimated Cost:- Not applicable</p> <p>LBRA232082 – Installation of bell bollards, Bradford Street, Braintree Estimated Cost:- Not applicable</p> <p>LBRA232086 – Removal of yellow hatched box road marking, Swan Street, Sible Hedingham Estimated Cost:- Not applicable</p> <p><u>Walking</u></p> <p>LBRA213001 – Footway improvements to provide pedestrian route to Colne Valley Railway, Yeldham Road, Castle Hedingham Estimated Cost:- Not applicable</p> <p><b>Action By: D Maclean, Essex Highways, as indicated.</b></p>	<p>D Maclean (HLTL)</p>
<p>7.</p>	<p><b>Any Other Business:</b></p> <p>There was no other business.</p>	
<p>8.</p>	<p><b>Date of Next Meeting:</b></p> <p>The next meeting of Braintree Local Highways Panel is scheduled to take place 'in person' on Thursday, 20th June 2024 at Causeway House, Bocking End, Braintree starting at 5.00pm.</p> <p><u>Dan Maclean, Highway Liaison Team Leader, Essex Highways</u></p>	

	<p>At the close of the meeting, Members of the Panel expressed their grateful thanks to Dan Maclean, Highway Liaison Team Leader, Essex Highways for his work and support for Braintree Local Highways Panel.</p> <p>The meeting commenced at 3.00pm and closed at 4.49pm.</p> <p>Councillor C Siddall (Chairman)</p>	
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