

BRAINTREE LOCAL HIGHWAYS PANEL MINUTES - 6TH JULY 2017 6.00pm

Committee Room 1, Causeway House, Bocking End, Braintree

Chairman:	Councillor Mrs J Beavis (ECC)
Panel Members:	<p>Councillor J Abbott (ECC) Councillor S Canning (ECC) Councillor D Louis (Vice-Chairman) (ECC)</p> <p>Councillor G Butland (BDC) Councillor Mrs M Cunningham (BDC) Councillor R van Dulken (BDC) Councillor Mrs S Wilson (BDC)</p> <p>Councillor J Bendall (BALC) Councillor D Gronland (BALC) Councillor P Horner (BALC) Councillor D Smith (BALC)</p>
Officers:	<p>Sonia Church – Highways Liaison Manager, Essex Highways Jasmine Wiles – Asst. Highways Liaison Manager, Essex Highways Samir Pandya - Commercial & Business Support Manager (BDC)</p>
Secretariat:	<p>Alison Webb – Governance and Members Officer (BDC)</p> <p>(ECC - Essex County Council) (BDC - Braintree District Council) (BALC - Braintree Association of Local Councils)</p>

Item		Owner
1.	<p>Welcome and Introductions:</p> <p>Councillor Mrs J Beavis, the newly appointed Chairman of the Local Highways Panel, welcomed everyone to the meeting and she invited Councillors and Officers to introduce themselves. It was confirmed that the Panel would be operating outside the revised Terms of Reference dated November 2016. Members of the Panel wished to record their appreciation to Councillor D Finch, Leader of Essex County Council, who had helped to ensure that Braintree Association of Local Councils continued to be represented on the Braintree Panel.</p> <p>Members requested also that the public should be able to attend meetings of the Panel and to speak during Question Time, subject to appropriate notice of what they intended to say being given.</p> <p>It was suggested that the name of the Panel should revert back to Braintree 'District' Local Highways Panel to reflect that the Panel represented a much wider area, not just Braintree town.</p>	

	<p>The Chairman reported that she had received training on the work and responsibilities of the Local Highways Panel and it was proposed that other Members of the Panel should also undertake such training.</p> <p>Action By: Sonia Church, Essex Highways. To circulate to Members of the Panel proposed dates in September 2017 for a training session.</p> <p>Action By: Jasmine Wiles, Essex Highways. To enquire whether the name of the Panel may be changed to Braintree 'District' Local Highways Panel.</p>	<p>(HLO)</p> <p>(HLO)</p>
<p>2.</p>	<p>Apologies for Absence and Declarations of Interest:</p> <p>Apologies for Absence</p> <p>An apology for absence was received from Councillor D Louis (ECC). Sonia Church – Highways Liaison Manager, Essex Highways was in attendance until 6.10pm.</p> <p>Declarations of Interest</p> <p>There were no interests declared.</p>	
<p>3.</p>	<p>Minutes:</p> <p>The Minutes of the meeting of Braintree District Local Highways Panel held on 30th March 2017 were approved as a correct record and signed by the Chairman.</p>	
<p>4.</p>	<p>Matters Arising from Minutes of the Previous Meeting:</p> <p><u>Minute 3 - Matters Arising – Braintree Cycleway Schemes</u> (Scheme IT753 – cycleway at John Ray Park, Braintree) Action By: Jasmine Wiles, Essex Highways. To circulate the proposed cycleway designs to Members of the Panel.</p> <p><u>Minute 3 – Matters Arising – Schemes for Consideration by the Panel</u> (Scheme LBRA142006 - carriageway widening, installation of footpath and new kerbing at the B1018 Braintree Road, Cressing) It was reported that Essex County Council's Maintenance Department were reluctant to install new kerbs. The planning application and possible Section 106 Agreement Heads of Term for the development of adjoining land would be considered by Braintree District Council's Planning Committee on 18th July 2017.</p> <p><u>Minute 3 – Matters Arising – Schemes for Consideration by the</u></p>	<p>(HLO)</p>

<p><u>Panel</u> (Scheme LBRA162044 – Provision of a pedestrian crossing at Church Hill, Earls Colne) It was reported that this scheme had been abandoned.</p> <p><u>Minute 3 – Matters Arising - Schemes for Consideration by the Panel</u> (Scheme LBRA168002 – Improvements to Footpath 19, Hatfield Peverel) It was reported that a ‘black top’ surface would be required at the entrances to the footpath, but that ‘fines’ could be used as a surface treatment on the remainder of the path.</p> <p><u>Minute 7 – Programme of Schemes - Already Recommended for Approval/Programmed for Delivery</u> (Scheme LBRA161002 - A1124, South of Church Hill, Earls Colne - Relocation of central island and ‘build-out’ to kerbs) Action By: Jasmine Wiles, Essex Highways. To investigate whether any matters were still outstanding and required completion.</p> <p><u>Minute 7 – Programme of Schemes - Already Recommended for Approval/Programmed for Delivery</u> (Scheme LBRA162015 (and LBRA172001 - design), Cressing Road, South of Stubbs Lane, Braintree – Feasibility study for installation of signal crossing) It was reported that the video survey had not been carried out on site as the approval of funding from the Panel’s revenue budget was awaited. Action By: Jasmine Wiles, Essex Highways. To inform Councillor Mrs M Cunningham when the video survey is to be done.</p> <p><u>Minute 7 – Programme of Schemes - Already Recommended for Approval/Programmed for Delivery</u> (Scheme LBRA162004 Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham - Detailed design for the removal of two courses of bricks from the bridge to lower the parapet; relocation of the existing street light column and replacement; re-alignment of the existing pedestrian barrier; lowering or removing the top timber rail of the return fencing to the parapet; replacement of the timber rails of the footbridge) It was reported that this scheme had been commissioned for design in 2017 and that officers were currently in discussion with engineers about altering the position of the stopping point in advance of the bridge.</p> <p><u>Minute 10 – Highway Rangers</u> It was reported that details of the new process for requesting work to be carried out by the Highway Rangers had been circulated, but that it had not been delivered to District Council Members of the Panel</p>	<p>(HLO)</p> <p>(HLO)</p>
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	<p>due to technical difficulties.</p> <p>Action By: Jasmine Wiles, Essex Highways. To forward details of the process and E-Mail address for logging work to be carried out by the Highway Rangers to Alison Webb at Braintree District Council for forwarding on to Braintree District Councillors.</p> <p>In discussing this Item, reference was made to the current status of Scheme LBRA163001 - detailed design for the installation of a footway including a retaining wall on the Western side of Colne Road (from Brick Kiln Close to the Fire Station), Coggeshall. Councillor Mrs S Wilson requested that consideration should be given to implementing this scheme.</p> <p>(NOTE: This scheme was included within the Agenda as part of Item 7 - Potential Schemes List and was denoted 'green'. However, this was not realised at the meeting and the scheme was not discussed by the Panel under that Item).</p>	(HLO)
5.	<p>Public Questions:</p> <p>A statement was made by a resident from Dog Chase, Wethersfield regarding speeding vehicles in Dog Chase, Wethersfield. Councillor G Butland, in his capacity as Essex County Councillor for Three Fields and Great Notley Division, agreed to meet residents on site to discuss the way forward.</p>	
6.	<p>Approved Works Programme Update 2017/18:</p> <p>Consideration was given to a report setting out a programme of schemes which the Panel had recommended for approval. The report provided an update on the current position of all schemes which had been recommended for inclusion in the 2017/18 programme of work. The report included also schemes which had been prioritised for implementation in 2018/19 as part of the rolling programme of work. Members were reminded that the capital budget for Braintree Local Highways Panel for 2017/18 was £407,789. From this sum, £28,000 had been allocated to safer roads schemes and, in total, schemes to the value of £315,500 were programmed to be delivered in 2017/18. The total value of schemes in the rolling programme for 2018/19 was £210,500.</p> <p>In discussing this Item, specific reference was made to the following Matters:- Completed Schemes Councillor G Butland requested information about the actual cost of these schemes, as the report specified the budget allocation only.</p> <p>Action By: Jasmine Wiles, Essex Highways. To circulate an answer to this query.</p>	(HLO)

	<p>Scheme LBRA152023 - Feasibility study into dedicated left hand lane from Colne Road to the A120, Earls Colne It was noted that the description of this scheme should state 'North' of the A120. Action By: Jasmine Wiles, Essex Highways. To amend the description of the scheme.</p> <p>Scheme LBRA162004 – Design work for Chipping Hill Bridge, Chipping Hill j/w Powers Hall End, Witham It was agreed that the description of this scheme should include reference to altering the position of the stopping point in advance of the bridge. Action By: Jasmine Wiles, Essex Highways. To amend the description of the scheme.</p> <p>Scheme LBRA162002 – Reduction in size of the island (Green) at the junction to enable vehicles to turn more easily, High Street, Great Bardfield It was reported that Great Bardfield Parish Council did not want the Memorial Green to be reduced in size and had asked for this scheme to be withdrawn. Action By: Jasmine Wiles, Essex Highways. To remove the scheme at Great Bardfield Parish Council's request.</p> <p>Scheme LBRA152070 – Installation of new signage and re-routing of HGVs, Oak Road, Rivenhall It was reported that three objections had been submitted and that Essex County Council had put this scheme on hold pending the outcome of consultation on the widening of the A12.</p>	<p>(HLO)</p> <p>(HLO)</p> <p>(HLO)</p>
<p>7.</p>	<p>Potential Schemes List for the consideration of the Panel in 2017/18:</p> <p>Consideration was given to a report containing a schedule of possible schemes. It was noted that the Panel's capital budget for 2017/18 had been fully committed. The value of unallocated schemes on the potential schemes list currently amounted to £287,000. In discussing this Item, specific reference was made to the following matters:-</p> <p>Scheme LBRA172008 - Replacement of existing 30mph advisory bend warning sign with a 20mph advisory bend warning sign, Rickstones Road, Rivenhall It was noted that the description of this scheme should be amended to refer to two signs. Action By: Jasmine Wiles, Essex Highways. To amend the description of the scheme.</p> <p>Scheme LBRA163006 – Completion of sections 2 and 3 of the footway (400m from Rolph's Farm to Brettons), Boars Tye Road,</p>	<p>(HLO)</p>

	<p>Silver End</p> <p>It was reported that planning permission had been granted for two residential developments close to this site. In the circumstances, it was suggested that officers should discuss the proposed scheme with the developers and review its scope and cost.</p> <p>Action By: Jasmine Wiles, Essex Highways. To contact the developers of adjoining land and to review the scope and cost of the scheme.</p>	(HLO)
8.	<p>Appendix</p> <p>Highways Rangers</p> <p>It was reported that the process for requesting work to be carried out by Highways Rangers had changed to provide a uniform system across all twelve District/Borough/City Councils in Essex. Details of the new process had been sent to all Parish/Town Councils and Councillors in Essex.</p> <p>In future, requests would be submitted to a dedicated Highways Rangers email address using the Rangers' Request form. Requests would be collated and referred to the Rangers' Team on a monthly basis. Information about the requests submitted and, where appropriate, the completion dates would be reported to the Local Highways Panel on a quarterly basis. A report setting out the requests submitted for April 2017 and May 2017 was attached to the Agenda.</p> <p>In discussing this Item, reference was made to scheme BRA17-04-29 which related to the trimming of vegetation at Ashes Road, Cressing. Concern was expressed that overgrown vegetation restricted the visibility of motorists turning right from Lanham Green Road into Ashes Road which was very dangerous. It was reported that action had to be taken annually to cut back the vegetation which was on private land and it was queried whether Essex County Council could take enforcement action against the land owner.</p> <p>Action By: Jasmine Wiles, Essex Highways. To investigate Essex County Council's enforcement powers and to include reference to this issue within the proposed training programme for Members of the Panel.</p> <p>Section 106 Agreement – Progress Update 2017/18</p> <p>Consideration was given to a report on the progress of the following five schemes which were being funded via Agreements under Section 106 of the Town and Country Planning Act 1990.</p> <ul style="list-style-type: none"> - Provision of two bus shelters - Newland Street, Witham - Improvements to bus stops - junction of Braintree Road/Alienor Avenue, Great Bardfield 	(HLO)

	<ul style="list-style-type: none"> - Bus stop improvements - Rayne Road, Braintree - Passenger transport improvements - Bramble Road, Witham - Highway improvements - Mount Hill, Halstead <p>Casualty Reduction Scheme</p> <p>Reference was made to the proposed Casualty Reduction Scheme LBRA171001 - junction improvements and keep clear markings, 196 Coggeshall Road, j/w East Street, Braintree, which had been included within the Panel's approved programme of work for 2017/18.</p>	
<p>9.</p>	<p>Any Other Business</p> <p>Training</p> <p>As discussed at the beginning of the meeting, it was proposed that Members of the Panel should attend a training session to be arranged for September 2017. The topics to be covered would include:-</p> <ul style="list-style-type: none"> - Local Highways Panel Terms of Reference - Highways Rangers scope and work - Analysis and tracking of approved schemes (as highlighted in an E-Mail circulated by Councillor D Smith on 6th July 2017) - Scrutiny and monitoring of the approved work programme to ensure value for money is achieved - Essex County Council's enforcement powers eg. cutting back vegetation on private land <p>Traffic lights at Junction of Maldon Road and Blue Mills Hill, Witham - Permanent Operation</p> <p>It was reported that Councillor D Louis, Essex County Councillor for Witham Southern Division, had requested that the traffic lights at the junction of Maldon Road and Blue Mills Hill, Witham, which currently operate at peak times should operate permanently. In noting this, Members of the Panel requested that Witham Town Council be contacted about the proposal.</p> <p>Action By: Jasmine Wiles, Essex Highways. To consult Witham Town Council about introducing permanently operated traffic lights at the junction of Maldon Road and Blue Mills Hill, Witham.</p>	<p>(HLO)</p>
<p>10.</p>	<p>Dates of Next Meetings:</p> <p>Members agreed that meetings of the Panel should continue to be held on Thursdays starting at 6.00pm.</p> <p>It was noted that meetings of Braintree Local Highways Panel would</p>	

	<p>take place on:-</p> <p>21st September 2017 18th January 2018 29th March 2018</p> <p>The meeting commenced at 6.00pm and closed at 7.35pm.</p> <p>Councillor Mrs J Beavis (Chairman)</p>	
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